



DREAM Series

NAME OF COMPANY

Bright Review

Completed DATE COMPLETED

Bright Bookkeeping uses a Bright Review template that contains 12 sections to review your QuickBooks file. These sections range from the Company set-up to the financial statements. Each section contains a number of specific areas to look at. After going through our checklist, we have found the following areas that need to be addressed.

File (overview of what file type, apps, users, coa#)

Quickbooks Desktop

Chart of Accounts

Banking

Cash Accounts

Credit Cards

Accounts Payable

Vendors & Customers

Accounts Receivable

Unbilled Time/Expenses

Inventory

Payroll

Sales Tax

Additional Questions

