



QuickBooks® Year-End Accounting Procedures

Overview: The following is a list of basic and essential recordkeeping procedures that every practice should follow in order to ensure that they are maintaining proper records.

Please make sure your bookkeeper receives a copy of this resource.

MAKE SURE YOU ARE RUNNING QB 2021 OR 2020!

- In order to make certain your version is up to date **and** supported by the Dental Group, you need to make certain that you are running the current or immediately past version of QuickBooks (**QuickBooks 2021 or QuickBooks 2020**). **If you are still running QuickBooks 2019 or older please update ASAP.**
 - ❖ Many of our clients have switched to QuickBooks Online. If you are interested in this, give us a call and we can discuss whether it would work for you. After getting through a small learning curve, it will make your life easier and bookkeeping becomes more efficient, saving you valuable time. Please contact us for more information.
 - ❖ QuickBooks Pro 2021 is now available for purchase. If you buy QuickBooks 2021 directly from Intuit the price is \$299.95 plus tax. You may want to check at your local office supply store for sales, but typically Intuit's pricing is the best.
- Be sure to backup your QuickBooks file regularly
 - ❖ Dental Group does **not** maintain a complete file on your behalf.
 - ❖ If you use QuickBooks Online (QBO) there is no need to backup your files.
- If you have not already done so, please password protect your QuickBooks file
 - ❖ "Best practices" dictate a password should be at least seven characters long, include at least one capital letter and at least one number.
 - ❖ If you add or change your QuickBooks password, please contact Dental Group so that we may update our information.

ANNUALLY

- Run a permanent backup and label - e.g. "2020 Year End QuickBooks backup".
 - ❖ This backup should go into a very safe place, such as a fireproof safe or off-site location.