

QuickBooks® Desktop 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 2024 OR 2023!

- In order to make certain your version is up to date ***and*** supported by the Dental Accounting Group, you need to make certain that you are running the current or immediately past version of QuickBooks (QuickBooks 2024 or QuickBooks 2023). **If you are still running QuickBooks 2022 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.
 - ❖ Note that Intuit now charges an annual subscription for the desktop version of QuickBooks, similar to the pricing model for QuickBooks Online.
- Be sure to backup your QuickBooks file regularly
 - ❖ Dental Accounting 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 Accounting Group so that we may update our information.

ANNUALLY

- Run a permanent backup and label - e.g. “2023 Year End QuickBooks backup”.
 - ❖ This backup should go into a very safe place, such as a fireproof safe or off-site location.