



To Our QuickBooks Desktop Clients

We are no longer using QuickBooks Desktop, but we are able to prepare your tax return from your QuickBooks desktop reports. FYI – we only use QB Online (QBO). We'd be happy to help you make the transition to QBO if you'd like. There is a learning curve, hence a little bit of pain and suffering in the transition, but once you are comfortable, it's easy to see why it's so much better than desktop.

This is the process for us to do your taxes if you are using QB Desktop:

1. Make sure that you have reconciled all bank and credit card accounts through the end of the year. Please void or delete any old transaction that have not cleared.
2. Send us your 12/31/2022 balance sheet, using the cash basis or accrual basis, depending on what we used for your taxes. (Normally it's the cash basis.)
3. We'll check to make sure that your 12/31/2022 balance sheet from your QB Desktop matches your 2022 tax return. If it doesn't, we'll give you adjusting entries to make. **[Please note:** This year, there will be no charge to give you adjusting entries for 2022 and 2023. Next year we expect to charge an additional \$500.]
4. Review your balance sheet to confirm that every single account is correct! Generally, if the balance sheet is correct, then the profit and loss is correct. For instance, make sure Accounts Receivable, Inventory, Accounts Payable, Payroll Liabilities and Loan balances are all correct. Also, please review your profit and loss statement for the year. If you need help correcting your bookkeeping, let us know!
5. Once you are comfortable with your financials, please upload the following reports to your Canopy portal. (If you don't have a Canopy portal yet, let us know.) Please pay attention to Cash or Accrual basis.
 - 12/31/2022 balance sheet
 - 12/31/2023 balance sheet
 - Profit and loss 1/1/2023 - 12/31/2023
 - List of any new assets purchased in 2023 that cost more than \$500
 - Year end inventory report (if applicable)
 - Year end loan statements (if applicable)
6. Once we have completed your tax return, we'll give you year end adjusting entries to make.
7. Send us your 12/31/2023 balance sheet, using the cash basis or accrual basis, depending on what we used for your taxes.

8. We'll check to make sure that your 12/31/2023 balance sheet from your QB Desktop matches your 2023 tax return. (Depending on when we finish your return, this might not happen until after the tax deadline.)