

Catch-Up 90-Day Plan

The 90-Day Bookkeeping Catch-Up Plan

Month 1: Triage and Data Gathering

- Connect all active bank and credit card accounts to your accounting software.
- Import missing historical transactions via CSV.
- Gather all prior-year tax returns and current loan documents.

Month 2: Categorization and Reconciliation

- Categorize income and expense transactions month-by-month.
- Reconcile bank statements to ensure no duplicates or missing entries.
- Identify and resolve missing receipts or unclear transactions.

Month 3: Review and Tax-Ready Handoff

- Generate draft P&L and Balance Sheet reports.
- Review with a professional for accuracy.
- Finalize the books and hand off the tax-ready package to your CPA.

QuickFiscal Bookkeeping

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