



Catch-Up Bookkeeping Flowchart

Behind on your books? Whether it's 3 months or 3 years, our catch-up bookkeeping process is built for speed and accuracy-led by certified QuickBooks and Xero experts with CPA oversight.

This flowchart walks you through what to expect during each stage of the process, including timelines, document needs, and key milestones.

Catch-Up Bookkeeping Process: Step-by-Step

1. Kickoff & Data Collection (Day 1–3)

- Gather business bank and credit card statements
- Secure login or file access for QuickBooks/Xero
- Upload prior-year tax returns (if available)

2. Account Setup & Chart of Accounts Review (Day 4–5)

- Match current structure to compliance needs
- Add missing accounts for accuracy (e.g., loans, assets, COGS)
- Align to CPA or IRS expectations

3. Transaction Import & Categorization (Day 6–10)

- Bulk import bank/credit transactions by month
- Use smart rules and AI for categorization
- Flag unusual or unclassified items for review

4. Monthly Reconciliations (Day 11–14)

- Reconcile statements month-by-month
- Identify gaps, errors, or duplicates
- Adjust for merchant accounts and manual activity

5. CPA Review & Report Delivery (Day 15–20)

- Review of final reports (P&L, Balance Sheet, Cash Flow)
- Delivery of clean, audit-ready financials
- Optional call to walk through the outcome

Total Time Estimate: 10–20 business days (faster for 1–3 months; longer for multi-year cleanups)

What You Get:

- CPA-reviewed monthly and year-end reports
- Fixed-rate pricing—no hourly surprises
- Full visibility throughout the process
- Option to roll into monthly bookkeeping afterward

Test Case: Retailer in New York

Problem: Behind 8 months, using spreadsheets, missed a tax extension deadline.

Solution: Uploaded 12 months of statements; RemoteBooksOnline delivered reconciled QuickBooks files and CPA-reviewed reports in 11 days.

Outcome: Refiled taxes, secured a business loan, now on monthly service

Catch up once, stay current forever

- Start with **Catch-Up Bookkeeping Services**
- Check if you qualify for cleanup: **QuickBooks Cleanup Checklist**
- Roll into ongoing care: **Monthly Bookkeeping Guide**
- See full scope of **Bookkeeping Services**