

QuickBooks Online: Getting Organized

Build reliable habits and agree on who handles each part of your bookkeeping.

Start with clear access and responsibilities

Coordinate your accountant invitation with Bluebonnet and confirm the correct company file. Each person should use their own authorized access.

Agree on who creates invoices, enters bills, reviews bank transactions, and reconciles accounts. Overlapping work can create duplicate entries.

Keep the supporting records

Keep business and personal spending separate where possible. Flag owner activity and personal purchases so they can be reviewed correctly.

Save receipts and record the business purpose while it is fresh. Keep monthly statements even when accounts are connected to bank feeds.

Review before recording

Check whether an invoice payment, bill payment, or other transaction already exists before adding a bank-feed entry. Match an existing record when appropriate to avoid duplication.

Review transfer activity between your own accounts. Ask us about an unclear item rather than choosing a category just to clear it.

Discuss bank rules and automatic categorization with us before enabling them. A repeated error can affect many transactions.

Close each month carefully

Reconciliation compares the books with a bank or credit card statement. A connected bank feed does not replace this review.

Ask before changing reconciled transactions, opening balances, or prior-period entries. Those changes can alter completed reports.

When something looks wrong

Send the transaction date, amount, vendor or customer, and a short explanation through the client portal. Let us know if a bank connection stops updating.

Training and setup help can be scoped to your needs. Menu labels and available tools vary by QuickBooks subscription and updates.

Official reference: Intuit: Reconcile an account in QuickBooks Online. Reviewed September 22, 2026.