



90 DAYS — ACCOUNTING RESET WORKFLOW

The Builder's Roadmap to Clean Books, Real Job Costing & a Profitable New Year

This checklist provides a clear, simple path to installing structure, tightening systems, and creating financial clarity.



PHASE 1 — FOUNDATION

Goal: Get your structure in place—Chart of Accounts + CSI Cost Codes + Cleanup

1. Chart of Accounts Setup (NAHB Model)

- Install NAHB-aligned Chart of Accounts
 - ✓ Assets
 - ✓ Liabilities
 - ✓ Equity
 - ✓ Income
 - ✓ Cost of Goods Sold (COGS)
 - ✓ Operating Expense categories
 - Map your existing accounts into the correct NAHB categories
 - ✓ Remove duplicates
 - ✓ Merge redundant or conflicting accounts
 - ✓ Identify accounts no longer needed
 - Confirm naming standards across all categories
 - ✓ Avoid “Miscellaneous”, “Other Construction Costs”, “Ask My Accountant.”
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2. CSI Cost Code Installation

- Install CSI MasterFormat divisions relevant to residential construction:
 - ✓ 01 General Conditions
 - ✓ 03 Concrete
 - ✓ 05 Metals
 - ✓ 06 Woods & Plastics
 - ✓ 07 Thermal & Moisture
 - ✓ 08 Openings

- ✓ 09 Finishes
- ✓ 10 Specialties
- ✓ 15/20/22/23 MEP
- ✓ 26 Electrical
- ✓ 31–33 Sitework

Set up cost codes as:


- ✓ QBO Products/Services (Preferred)
 - ✓ QBO Categories (Alternate)
 - ✓ Job Cost Fields (if using builder software)
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3. Job Costing Structure

Assign each cost code to the correct:


- ✓ Income account
 - ✓ COGS account
 - ✓ Subcontractor/vendor
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4. Reconcile & Cleanup Past 12 Months

 This is the step that makes future reporting accurate.
Your bookkeeper will complete the following:

- ✓ Reconcile all bank accounts
 - ✓ Reconcile credit cards
 - ✓ Fix uncleared transactions
 - ✓ Apply all vendor bills to correct cost codes
 - ✓ Clean up undeposited funds
 - ✓ Verify job revenue is assigned correctly
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5. Build Your Reporting Dashboard

 Create or update each of the following:

- ✓ P&L by Month
- ✓ P&L by Job
- ✓ Cost Code Summary Report
- ✓ Budget vs Actual
- ✓ Cash Flow Forecast
- ✓ WIP (Work-in-Progress) schedule
- ✓ Cost-to-Complete template



PHASE 2 – SYSTEMS

Goal: Put your workflows in place so the system runs automatically.

6. Monthly Financial Workflow

Create a documented 12-step workflow. Should include:

- ✓ Import & categorize all transactions weekly
 - ✓ Enter subcontractor invoices by cost code
 - ✓ Review job cost reports
 - ✓ Reconcile accounts
 - ✓ Produce monthly P&L and balance sheet
 - ✓ Update cash flow forecast
 - ✓ Review AR/AP
 - ✓ Check budgeted vs actual cost by job
 - ✓ Update WIP schedule
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7. Job Start → Job Closeout Workflow

Create a standard procedure:

- ✓ Budget setup using CSI cost codes
 - ✓ Assign margin targets
 - ✓ Change order tracking
 - ✓ Subcontractor entry workflow
 - ✓ Job cost audit at monthly periods
 - ✓ Customer billing milestones
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8. Cash Flow & Profit Controls

Set up:

- ✓ Weekly cash flow forecast
 - ✓ 6-week rolling cash plan
 - ✓ Tax reserve account
 - ✓ Margin targets by category
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PHASE 3 – PERFORMANCE

Goal: Build the habits and insights that keep your financial system strong.

9. KPI Tracking (Weekly or Monthly)

Set up a simple KPI dashboard including:

Financial KPIs:

- ✓ Gross margin % (overall & by job)
- ✓ Net margin %
- ✓ AR days outstanding
- ✓ AP days outstanding
- ✓ Cash on hand
- ✓ Backlog value
- ✓ Customer Deposit coverage ratio

Job Cost KPIs:

- ✓ Cost variance by cost codes
 - ✓ Labor productivity
 - ✓ Slippage (estimate vs actual)
 - ✓ WIP accuracy
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10. Pricing & Estimating Alignment

Use new cost code data to:

- ✓ Update unit costs
 - ✓ Update subcontractor pricing
 - ✓ Reset margin targets
 - ✓ Rebuild your estimating templates
 - ✓ Debrief each completed project
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11. Quarterly Review Meeting

Set a 90-minute review meeting with yourself (or with me if you're in the Reset Program):

- ✓ Review P&L trends
- ✓ Evaluate margins
- ✓ Identify top 3 cost overruns
- ✓ Review cash flow trends
- ✓ Adjust pricing

- ✓ Update your next quarterly cash plan
 - ✓ Set new financial targets
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12. Lock-In New Habits

Choose your 3 ongoing habits:

(Examples below)

- ✓ Weekly reconciliation
- ✓ Monday morning job cost check
- ✓ Friday cash flow update
- ✓ Monthly budget vs actual
- ✓ Monthly WIP review
- ✓ Quarterly margin benchmark check