A PRACTICAL GUIDE FOR FIRM OWNERS

What can you get done with Aqqrue?

80 real ways bookkeeping & accounting teams already use Aqqrue, every day.

USE-CASE GUIDE · 2026

80

proven accounting workflows

From daily transaction processing and month-end close to cleanups, reporting, and advisory.

These are not hypothetical use cases. Every workflow in this guide has already been completed by a firm using Aqqrue.

01

Bank & credit cards

Reconcile statements, resolve differences, and prepare review-ready books using source documents and live QBO data.

COMMON STARTING POINTS

- **Reconcile a bank account**
  Match the statement to QBO, identify differences and prepare the reconciliation.
- **Categorize bank and card activity**
  Apply accounts, classes, payees and memos using the available context and history.
- **Match deposits to recorded sales**
  Tie money received to invoices, payments or grouped sales activity.

More proven workflows

Accounting teams have already completed every workflow below using Aqqrue

- **Review a credit-card statement**
  Find missing charges, payments, credits and unexplained balances.
- **Match card charges to receipts**
  Connect receipt support to corporate-card transactions and flag gaps.
- **Find missing or duplicate transactions**
  Compare statements and QBO to isolate items that need correction.
- **Separate transfers from operating activity**
  Identify inter-account movements so they are not misclassified as income or expense.
- **Explain reconciling items**
  List outstanding checks, deposits in transit and timing differences.
- **Reconcile net processor deposits**
  Bridge gross sales, fees and the amount that actually reached the bank.
- **Build a matching workbook**
  Create a concise Excel review sheet for statement or bank-feed items and candidate matches.

02

Sales, deposits & revenue

Turn sales-system and processor data into accurate revenue entries, deposits, and receivables.

COMMON STARTING POINTS

- **Create Square payout deposits**
  Create the missing deposits from Square payout reports and tie them to the source activity.
- **Record Stripe revenue and payouts**
  Prepare revenue entries, fees and deposits from Stripe or an attached export.
- **Match customer payments to invoices**
  Find the invoices behind a receipt and show what ties–or does not.

More proven workflows

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- **Prepare daily sales journal entries**
  Use end-of-day and payout reports to record sales by date, class and tender type.
- **Create invoices or sales receipts**
  Draft customer transactions from contracts, schedules, spreadsheets or instructions.
- **Split gross revenue, fees and net cash**
  Show the full economics behind a processor payout.
- **Allocate sales tax correctly**
  Separate revenue and tax liabilities when creating or reviewing sales activity.
- **Reconcile payout batches**
  Group underlying sales or payments to the bank deposit they produced.
- **Recognize deferred revenue**
  Move earned amounts from deferred revenue using event or service-period support.
- **Create intercompany or management-fee invoices**
  Calculate and draft recurring invoices across related entities.

03

Bills, expenses & vendors

Turn PDFs, receipts, and spreadsheets into consistently coded, review-ready bills and expenses in QBO.

COMMON STARTING POINTS

- **Create bills from PDFs**
  Extract vendor, date, amount, coding and line detail and draft the bill in QBO.
- **Create expenses from receipts**
  Turn receipt files into review-ready expense transactions.
- **Code and classify AP activity**
  Apply accounts, classes, customers, projects and memos consistently.

More proven workflows

Accounting teams have already completed every workflow below using Aqqrue

- **Create bills in bulk**
  Use a spreadsheet or report to draft many bills in one workflow.
- **Create vendor credits**
  Record credits from supporting documents and connect them to the correct vendor.
- **Split a combined document pack**
  Create separate expenses or bills from a single PDF containing multiple documents.
- **Process corporate-card receipts**
  Create or support expenses charged to a corporate card.
- **Review open AP**
  Identify missing, duplicated, stale or unusual bills and credits.
- **Review all activity for a vendor**
  Pull together bills, expenses, credits and payments for investigation.
- **Correct vendor and payee details**
  Fill missing names or fix inconsistent vendor assignment across transactions.

04

Payroll

Turn payroll reports into balanced entries, allocations, reconciliations, and repeatable workpapers.

COMMON STARTING POINTS

- **Create a payroll journal entry**
  Translate payroll reports into a balanced entry with wages, taxes, benefits and liabilities.
- **Reconcile payroll to QBO**
  Tie reports, invoices and posted entries and explain the differences.
- **Allocate payroll across the business**
  Split payroll by class, department, location, employee or client.

More proven workflows

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- **Book a payroll accrual and reversal**
  Accrue the portion earned before month-end and create the reversing entry.
- **Reconcile payroll liabilities**
  Review tax, benefit and clearing accounts for unexplained balances.
- **Roll forward the payroll workpaper**
  Update the prior-period workbook with the current payroll data.
- **Populate timesheet workbooks**
  Read PDF timesheets and place hours into the required employee or program tabs.
- **Reconcile payroll invoices**
  Compare provider invoices or billing reports to payroll detail and prior methodology.
- **Review missing or duplicate payroll periods**
  Check that every expected pay date was recorded once.
- **Prepare payroll support for review**
  Create a clean summary showing sources, allocations, entries and any unresolved items.

05

Month-end close

Use your schedules and QBO data to prepare supported entries, roll workpapers forward, and surface unresolved close items.

COMMON STARTING POINTS

- **Review and reconcile the balance sheet**
  Identify unsupported, stale, unusual or misclassified balances by account.
- **Prepare accruals and reversals**
  Calculate period-end expenses or revenue and draft both entries.
- **Amortize prepaid expenses**
  Roll the schedule forward, compare it to QBO and prepare the monthly entry.

More proven workflows

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- **Book depreciation**
  Use a fixed-asset schedule to create monthly depreciation and amortization entries.
- **Review loans and split payments**
  Separate principal and interest and compare QBO to the amortization schedule.
- **Recognize deferred or earned revenue**
  Calculate the current-period amount and prepare supporting entries.
- **Reconcile clearing accounts**
  Explain and clear payroll, processor, suspense or other temporary balances.
- **Roll forward close schedules**
  Update fixed-asset, debt, prepaid and other recurring workpapers.
- **Identify incomplete close work**
  Review the books for accounts or periods that still need a close procedure.
- **Prepare the books for year-end review**
  Review financial statements and the general ledger for GAAP and close issues.

06

Cleanups

Find and fix inconsistent books at scale while keeping every proposed change visible and reviewable.

COMMON STARTING POINTS

- **Clean up uncategorized activity**
  Research and reclassify transactions sitting in uncategorized or catch-all accounts.
- **Reclassify transactions in bulk**
  Move a defined population to the correct account, class, customer or project.
- **Clean up the chart of accounts**
  Identify duplicates, obsolete accounts and opportunities to merge or simplify.

More proven workflows

Accounting teams have already completed every workflow below using Aqqrue

- **Fill missing classes, payees or vendors**
  Find incomplete coding and propose consistent corrections.
- **Find duplicate or missing entries**
  Compare source activity and QBO to isolate repair items.
- **Catch up historical bookkeeping**
  Post and categorize prior-period activity for books that fell behind.
- **Replace the wrong class across a period**
  Correct a repeated class assignment across many transactions.
- **Allocate shared expenses by percentage**
  Calculate and draft a reclassification journal entry by class or department.
- **Review suspense and balance-sheet expense accounts**
  Find activity parked in accounts that should be cleared.
- **Correct customer, job or project coding**
  Move activity to the right dimension without recreating every transaction.

07

Reporting & workpapers

Turn QBO and operating data into clear workpapers, management reports, and client-ready deliverables.

COMMON STARTING POINTS

- **Build a monthly management package**
  Combine financials, KPIs, commentary and supporting schedules into one deliverable.
- **Create a client-ready Excel report**
  Transform accounting data into a clean, structured workbook for review or delivery.
- **Explain financial-statement variances**
  Compare periods, quantify movements and add plain-language explanations.

More proven workflows

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- **Roll forward an existing workpaper**
  Reverse-engineer the prior file and apply the same logic to the new period.
- **Update a budget-versus-actual report**
  Populate the new period while preserving the required workbook structure and formatting.
- **Consolidate multiple entities**
  Combine trial balances or financial statements and handle mapping and eliminations.
- **Build a custom transaction report**
  Filter, group and summarize QBO activity for a client or internal question.
- **Generate an executive summary**
  Use QBO and a template to draft management-ready financial commentary.
- **Combine monthly P&Ls**
  Assemble several monthly statements and remap lines for the desired presentation.
- **Populate an operating workbook**
  Bring QBO amounts by account, class or period into an existing spreadsheet model.

08

Review & advisory

Interrogate the books, explain what changed, and turn the findings into forward-looking advice.

COMMON STARTING POINTS

- **Run a full-books review**
  Scan the statements and ledger for anomalies, incomplete work and accounting risks.
- **Build a 13-week cash-flow forecast**
  Model expected receipts, payments and cash needs from an existing template or assumptions.
- **Analyze profitability, burn and runway**
  Explain performance and estimate how long current cash may last.

More proven workflows

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- **Review debt and loan balances**
  Compare payments, balances and terms and identify schedule or coding issues.
- **Trace and explain an account balance**
  Trace what makes up a balance and why it changed.
- **Find unusual fluctuations**
  Flag material month-over-month or year-over-year movements for investigation.
- **Model budgets and scenarios**
  Test assumptions and show the financial effect of different operating choices.
- **Surface GAAP and year-end issues**
  Identify potential recognition, classification and presentation issues.
- **Analyze spending by vendor, class or client**
  Show where money is going and which dimensions drive the change.
- **Prioritize issues by materiality**
  Separate urgent accounting problems from lower-impact cleanup items.