**DIY Bookkeeping for Body Shops**

**Master Your Shop’s Financials with Confidence**

Running a successful **collision repair shop** means more than just fixing cars—it means **keeping your financials clean, accurate, and profitable**. This step-by-step guide will help you **take control of your bookkeeping, prevent costly mistakes, and ensure your numbers are always audit-ready.**

This guide applies to **any size collision repair business** and can be easily implemented. Follow these steps to **create perfect financials and set your business up for long-term success.**

📢 **Want expert help?** We’ll show you how to do it—but we’re also here to **do it for you**, so you can focus on growing your business.

**Step 1: Assess Your Current Financial State**

**CCC One & QuickBooks Integration Audit**

Before cleaning up your books, you need to **audit your current setup**. Ensure CCC One and QuickBooks are properly configured to **avoid errors when exporting data.**

**CCC One Assessment Checklist:**

✅ **Go to the Accounting Section** in CCC One  
✅ **Audit each financial category** for accuracy  
✅ **Check & close out** “Delivered Not Closed” files  
✅ **Verify** “Close Not Delivered” records & update delivery dates  
✅ **Review Sales, Receipts, Costs/Credits Not Exported** sections  
✅ **Ensure Accounts Receivable is accurate**  
✅ **Review Parts Code Table (PCT) and Insurer PCTs** to ensure proper categorization  
✅ **Confirm Line Item Mapping** for labor, parts, and sublets to the correct **Chart of Accounts (COA)**  
✅ **Audit A/R Detail Report & Open Credit Report** for reconciliation

**QuickBooks Assessment Checklist:**

✅ **Review the Chart of Accounts (COA)**—Ensure proper organization of **Revenue, COGS, and Expenses**  
✅ **Check the Balance Sheet**—Ensure all balances match prior tax return adjustments  
✅ **Confirm WIP Adjustments are entered properly each month**  
✅ **Validate Customer Deposits & ensure A/R is accurate**  
✅ **Reconcile bank & credit card accounts**—Ensure last reconciliation date is current  
✅ **Check Sales Tax reporting & journal entries**  
✅ **Verify that CCC Sales Journal matches QuickBooks records**

**Step 2: Identify Gaps & Implement Solutions**

Based on your assessments, create a **Gap Analysis Report** listing everything that needs to be corrected. Assign tasks and develop **Standard Operating Procedures (SOPs)** for your team.

**Key Actions:**  
✔ **Define specific SOPs for daily, weekly, and monthly financial tasks**  
✔ **Assign responsibility**—Make sure every financial task has an owner  
✔ **Ensure accountability**—Assign a backup person to cover duties during PTO/sick leave  
✔ **Establish a document storage system**—Create a **Daily Scan Folder (DSF)** for financial records

**Step 3: Implement Daily, Weekly & Monthly Financial SOPs**

**📅 Daily Tasks**

🔹 Validate & attach supporting documents to **all transactions in QuickBooks**  
🔹 Post invoices & credit memos in CCC One and save copies in **DSF**  
🔹 Scan & upload deposit slips with **Repair Order (RO) details**  
🔹 Review **credit card transaction reports** & upload to DSF  
🔹 Close out **delivered vehicle files**  
🔹 Export **Sales, Payments, Invoices & Credits** from CCC One to QuickBooks  
🔹 Audit **Final Bill allocations to COA categories**

**📅 Weekly Tasks**

🔸 Audit **overtime payroll**—Ensure it’s justified  
🔸 Follow up on **outstanding credits & unpaid invoices**  
🔸 Input payroll data into QuickBooks or **upload for bookkeeper processing**  
🔸 Review **Profit & Loss (P&L) statement** for accuracy  
🔸 Verify **Unpaid Bills Report** and ensure vendors are up to date

**📅 Monthly Tasks**

✔ **Close month-end in CCC One**  
✔ **Post WIP Adjustments**  
✔ **Verify CCC Sales Journal matches QuickBooks**  
✔ **Process Sales Tax payments**  
✔ **Reconcile bank & credit card accounts**  
✔ **Ensure A/R matches CCC One records**  
✔ **Verify loan balances & correct allocations for principal & interest**  
✔ **Confirm owner distributions are recorded correctly**  
✔ **Update vendor prebates & adjust loan/P&M expenses accordingly**  
✔ **Run & review key financial reports:**  
📌 **Balance Sheet**  
📌 **Profit & Loss (P&L) Statement**  
📌 **Statement of Cash Flow**  
📌 **Gross Profit by Sales Category**

**Final Takeaway: Accuracy = Profitability**

✅ **Clean financials ensure better cash flow, tax savings, and business growth.**  
✅ **When your numbers are right, your business runs smoother.**  
✅ **Accurate financials protect you in the event of an IRS or sales tax audit.**

📢 **Want a team to handle this for you?**  
At **Crunchit Financial Services**, we specialize in **bookkeeping for collision repair shops**—so you can focus on fixing cars, not spreadsheets. **Let’s set up a free consultation and put a financial system in place that actually works for you.**

**Schedule Your Free Consultation Today: www.crunchitfs.com/#book**