

Small Business Bookkeeping Checklist

Use this checklist to keep your books current throughout the year.

01 Daily Bookkeeping Checklist

- ☐ Record sales and other business income
- ☐ Record business expenses
- ☐ Save receipts and invoices
- ☐ Capture supporting documentation
- ☐ Review unusual transactions

02 Weekly Bookkeeping Checklist

- ☐ Categorize new transactions
- ☐ Review customer invoices
- ☐ Follow up on overdue receivables
- ☐ Review upcoming vendor payments
- ☐ Check incoming and outgoing payments

03 Monthly Bookkeeping Checklist

- ☐ Reconcile bank accounts
- ☐ Reconcile credit cards
- ☐ Review the profit and loss statement
- ☐ Review the balance sheet
- ☐ Review cash flow
- ☐ Check outstanding receivables
- ☐ Review accounts payable
- ☐ Investigate unusual changes

04 Quarterly Bookkeeping Checklist

- ☐ Review financial performance
- ☐ Review applicable estimated tax obligations
- ☐ Check outstanding liabilities
- ☐ Review major changes in expenses
- ☐ Confirm records are complete

05 Annual Bookkeeping Checklist

- ☐ Review the full year's transactions
- ☐ Organize supporting records
- ☐ Resolve unreconciled items
- ☐ Review annual financial statements
- ☐ Prepare information for tax filing
- ☐ Coordinate with your accountant or tax professional