

Monthly Bookkeeping Checklist

1. Categorize Transactions

- Review and categorize all income
- Review and categorize all expenses
- Resolve any Uncategorized or Ask-My-Accountant transactions

2. Reconcile Accounts

- Reconcile all bank accounts
- Reconcile all credit card accounts
- Reconcile loan balances

3. Accounts Receivable

- Send monthly invoices
- Review outstanding invoices
- Follow up on overdue payments

4. Accounts Payable

- Enter and review vendor bills
- Pay bills that are due
- Check for any duplicate or missing bills

5. Receipt Management

- Upload and store all receipts
- Match receipts to transactions
- Request missing receipts from vendors if needed

6. Cash Flow Review

- Review cash inflows and outflows
- Identify upcoming cash needs
- Adjust spending or collections if needed

7. Payroll & Sales Tax Review

- Verify payroll entries match reports
- Confirm sales tax filings and payments (if applicable)

8. Monthly Financial Reports

- Review Profit & Loss statement
- Review Balance Sheet
- Identify unusual or unexpected amounts

9. Year-Round Tax Prep

- Record estimated tax payments
- Verify deductible expenses are documented
- Update mileage or home office logs

