

Bookkeeping Checklist

Monthly

- Gather all bank, credit card, and loan statements for the month
- Confirm that all transactions have been entered in your accounting software
- Reconcile your cash accounts - checking, savings, CDs
- If you have bills that are paid automatically each month, take a moment to confirm that they have all been paid - if any have not, make the payment as soon as possible
- Reconcile your liability accounts - credit cards, lines of credit, outstanding loans
- Document any fraudulent charges and report
- Prepare and send invoices to clients if necessary
- Run an Accounts Receivable Aging report - follow up with any past due amounts
- Run an Accounts Payable Aging report - request statements from vendors to confirm open balances if necessary