

# Bookkeeping Checklist

## Weekly

- Open email - download any bills from vendors or remittance notices from clients and save in a file on your computer
- Open snail mail (if applicable) - create separate stacks of bills, payments, notices, and other
- Enter new bills for the week - file both digital and physical documents as Accounts Payable
- Accept client payments - attach remittance notices to any physical invoices
- Review current Accounts Payable and process payment to any vendors via check or electronic transfer
- If you have an accounting software with a bank feed, review and classify any new transactions
- Review and approve timesheets - if there are any discrepancies or issues, resolve them
- Take a few minutes to catch up on filing & organizing