

BOOKKEEPING CHECKLIST



Daily

- ☐ Check cash accounts ****How much cash do you have?**
- ☐ Upload receipts to QBO ****Attach receipts to information in the banking screen**
- ☐ Manually add transactions ****Opportunity to record checks written and to get accurate balance**
- ☐ Create invoices for work performed
- ☐ Receive payments for work performed

Weekly *(Pick a day of the week for each of the following tasks)*

- ☐ Categorize/Add/Match everything in the Bank and CC Feeds
- ☐ Generate invoices from info from third party company used to receive payment
- ☐ Record bills ****Upload bills into QBO for reference**
- ☐ Pay bills and record the payment made
- ☐ Record mileage in QBO

Monthly *(Pick a day of the month for each of the following tasks)*

- ☐ File and pay sales taxes
- ☐ Reconcile the inventory ****Count your inventory and do a JE if does not match up**
- ☐ Reconcile Bank and CC accounts
- ☐ Reconcile Cash on Hand and Petty Cash accounts
- ☐ Journal Entries for depreciation/amortization expenses
- ☐ Review P&L, Balance Sheet and Statement of Cash Flow
- ☐ Review A/R, A/P aging reports and take appropriate action

Quarterly *(Pick a day out of end of the quarter for each of the following tasks)*

- ☐ Make individual Estimated Tax Payments to IRS ****If applicable**
- ☐ Review of where business is at and where you plan to take it next quarter

Annually *(This is to be done at year-end)*

- ☐ Prep and file 1099s to IRS & to contractors
- ☐ Prepare year-end statements for tax preparer
- ☐ Prepare all Bank and CC statements for tax preparer
- ☐ File IRS taxes
- ☐ File State taxes

If you have any questions or have fallen behind and need help getting back on track to creating a solid system again. Lets Chat!

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