

# Bookkeeping Checklist

## DAILY

Doing daily financial tasks like checking account balances, filing digital receipts, logging mileage, invoicing clients, and reviewing financial mail keeps your business organized and running smoothly. These small actions help you stay on top of cash flow, avoid missed payments or tax deductions, and catch errors early before they become costly.

- ☐ Check account balances
- ☐ File Digital receipts
- ☐ Log business mileage
- ☐ Invoice clients
- ☐ Review financial mail and bills

## WEEKLY

Weekly financial tasks like logging and categorizing expenses, depositing checks, updating invoices and inventory, and sending reminders help keep your records accurate and up to date. Staying consistent each week ensures smoother cash flow, reduces end-of-month stress, and helps you make informed decisions based on real-time data. It's a key habit for staying in control of your business finances.

- ☐ Log & categorize payments & expenses
- ☐ Deposit checks or cash
- ☐ Update invoices & inventory tracking
- ☐ Send invoice reminders

## MONTHLY

Monthly tasks like reconciling accounts, running and reviewing your profit and loss report, and checking your budget are essential for understanding your business's financial health. These habits help you spot trends, catch discrepancies, and make smarter decisions for growth.

- ☐ Reconcile accounts
- ☐ Run & review monthly P/L report MoM
- ☐ Review business budget

## QUARTERLY

Quarterly tasks like checking in on financial goals, making estimated tax payments, reviewing 1099 tracking, and analyzing your quarterly profit and loss report help you stay aligned with your long-term plans. They provide a big-picture view of your progress, ensure you're meeting tax obligations, and allow time to adjust strategies before small issues become bigger problems.

- ☐ Check in on financial goals
- ☐ Make estimated tax payments
- ☐ Review 1099 tracking
- ☐ Run & review quarterly P/L report QoQ

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