



Monthly Bookkeeping Success Workbook

A Step-by-Step Guide to Maintaining Accurate Financial Records and Financial Clarity

Designed for QuickBooks Online Users



This Workbook Includes

- Document Collection
- Banking & Reconciliations
- Accounts Receivable
- Accounts Payable
- Payroll & Compliance
- Sales Tax
- Financial Reporting
- Fixed Assets & Loans
- Month-End Close
- Owner Review

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Monthly Bookkeeping Success Workbook

How to Use This Workbook

Use this workbook each month to gather records, complete bookkeeping tasks, document follow-up items, and review financial results. You may complete it electronically using the fillable fields and checkboxes, or print it for paper records.

Monthly Completion Summary

- | | |
|--|---|
| <input type="checkbox"/> Documents Collected | <input type="checkbox"/> Payroll Reviewed |
| <input type="checkbox"/> Banking Completed | <input type="checkbox"/> Sales Tax Reviewed |
| <input type="checkbox"/> A/R Reviewed | <input type="checkbox"/> Financial Reports Reviewed |
| <input type="checkbox"/> A/P Reviewed | <input type="checkbox"/> Month-End Close Completed |

QuickBooks Online Tip

Use this workbook alongside your QuickBooks Online month-end review process.

General Notes



Monthly Bookkeeping Success Workbook Client Information Dashboard

Business Name:

Month/Year:

Bookkeeper:

Primary Bank Accounts:

Credit Cards:

Payroll Provider:

Sales Tax Due Date:

Federal Payroll Deposit Schedule:

Dashboard Notes



Monthly Bookkeeping Success Workbook

Monthly Document Collection Checklist

Estimated Time: 30-60 Minutes

- All bank statements received and saved
- All credit card statements received and saved
- Merchant processing statements received
- PayPal, Stripe, Square, or other payment reports received
- Payroll reports received
- Payroll tax reports and filings saved
- Loan and line of credit statements received
- Sales tax reports and filing confirmations saved
- Major receipts and asset purchase documents uploaded
- Vendor statements received
- Owner contributions documented
- Owner draws documented

QuickBooks Online Tip

Upload or attach supporting documents before completing reconciliations.

Common Mistake to Avoid

Starting reconciliation before all statements and reports are available.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook Banking & Reconciliations

Estimated Time: 30-60 Minutes

- Download or upload current bank statements
- Match downloaded transactions to existing entries
- Categorize uncategorized income and expenses
- Investigate duplicate or unusual transactions
- Record missing transactions
- Reconcile each bank account to the statement ending balance
- Review outstanding deposits
- Review outstanding checks or payments
- Download credit card statements
- Reconcile each credit card account

QuickBooks Online Tip

Accounting - Reconcile. Confirm the beginning and ending balances match the statement.

Common Mistake to Avoid

Leaving old uncleared checks, deposits, or duplicate downloaded transactions unresolved.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook Accounts Receivable

Estimated Time: 30-45 Minutes

- Review all open customer invoices
- Confirm customer payments were applied correctly
- Review unapplied payments and credits
- Send customer statements when appropriate
- Follow up on past-due invoices
- Review A/R Aging Summary
- Identify invoices that may need collection action
- Confirm deposits match customer payments

QuickBooks Online Tip

Reports - Accounts Receivable Aging Summary.

Common Mistake to Avoid

Recording deposits as income instead of matching them to customer invoices.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook Accounts Payable

Estimated Time: 30-45 Minutes

- Enter vendor bills received during the month
- Verify bill due dates
- Match bills to receipts, statements, or supporting documents
- Schedule upcoming vendor payments
- Review recurring expenses
- Review vendor balances
- Review A/P Aging Summary
- Identify past-due payables

QuickBooks Online Tip

Reports - Accounts Payable Aging Summary.

Common Mistake to Avoid

Paying vendors before confirming bills were entered and supporting documents were reviewed.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook Payroll & Compliance

Estimated Time: 30-60 Minutes

- Verify employee hours or salary amounts
- Confirm payroll was processed accurately
- Review payroll tax liabilities
- Verify payroll tax filings and payment confirmations
- Review employee deductions and benefits
- Review PTO balances if applicable
- Verify contractor payments for 1099 tracking
- Save payroll reports for the month

QuickBooks Online Tip

Payroll - Employees or Reports - Payroll Summary, depending on your subscription.

Common Mistake to Avoid

Forgetting to review payroll liabilities after payroll has been processed.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook Sales Tax

Estimated Time: 30-45 Minutes

- Review taxable sales for the reporting period
- Review sales tax liability account
- Confirm exemptions or non-taxable sales are correct
- Prepare sales tax return
- Submit sales tax payment if due
- Save filing confirmation
- Record sales tax payment in QuickBooks Online

QuickBooks Online Tip

Taxes - Sales Tax. Review liability before filing.

Common Mistake to Avoid

Filing sales tax without reviewing taxable versus non-taxable sales.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook

Financial Reporting

Estimated Time: 60 Minutes

- Review Profit & Loss Statement
- Review Balance Sheet
- Review Statement of Cash Flows
- Compare actual results to budget if available
- Review gross profit margins
- Review expenses by category
- Identify unusual or unexpected transactions
- Compare current month to prior month

QuickBooks Online Tip

Reports - Profit and Loss, Balance Sheet, and Statement of Cash Flows.

Common Mistake to Avoid

Relying only on the bank balance instead of reviewing full financial reports.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook Fixed Assets & Loans

Estimated Time: 30-60 Minutes

- Record equipment, vehicle, or major asset purchases
- Attach supporting documentation for asset purchases
- Review depreciation entries if applicable
- Verify loan and line of credit balances
- Record principal and interest portions of loan payments
- Reconcile interest expense
- Record asset disposals if applicable

QuickBooks Online Tip

Chart of Accounts and Reports - Balance Sheet.

Common Mistake to Avoid

Posting an entire loan payment to expense instead of separating principal and interest.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook Month-End Close

Estimated Time: 30-45 Minutes

- Verify all bank accounts are reconciled
- Verify all credit card accounts are reconciled
- Review suspense, ask-my-accountant, or uncategorized accounts
- Review open issues from the month
- Save monthly financial package
- Deliver reports to client or management
- Document action items for next month
- Lock or close the month when appropriate

QuickBooks Online Tip

Settings - Account and Settings - Advanced - Close the books, if your process uses closing dates.

Common Mistake to Avoid

Closing the month before reviewing uncategorized transactions and open reconciliation issues.

Notes / Follow-Up Items



Monthly Bookkeeping Success Workbook

Monthly Close Calendar

Week 1 Gather documents, statements, receipts, payroll reports, and merchant reports.

Week 2 Reconcile bank accounts, credit cards, and review downloaded transactions.

Week 3 Review accounts receivable, accounts payable, payroll, and sales tax.

Week 4 Review financial reports, document action items, and complete owner review.

Monthly Calendar Notes



Monthly Bookkeeping Success Workbook Business Owner Review

Biggest financial win this month

Biggest financial concern this month

Cash flow observations

Upcoming cash needs

Growth opportunities

Action items for next month



Monthly Bookkeeping Success Workbook Monthly Sign-Off

Month:

Prepared By:

Date:

I have completed all applicable bookkeeping tasks for this month.

Comments



Monthly Bookkeeping Success Workbook Need Help Keeping Up?

Premium Bookkeeping Solutions helps business owners stay current, organized, and confident in their numbers. If this workbook reveals areas that are taking too much time or creating stress, we would be happy to help.

Services

- Monthly Bookkeeping
- Payroll Services
- Financial Reporting
- Cleanup & Catch-Up Services
- QuickBooks Online Training

Request a Complimentary Review

Business Name:

Phone:

Contact Name:

Email: