



BOOKKEEPER CHECKLIST

DAILY

ENTER ALL DEPOSITS IN ACCOUNTING SOFTWARE

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CHECK YOUR CASH ON HAND

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TRACK YOUR INCOMING AND OUTGOING PAYMENTS

☐

WEEKLY

SET UP ANY NEW CLIENTS, IF NOT ALREADY IN ACCOUNTING SOFTWARE

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CREATE AND SEND INVOICES FOR ALL NEW CLIENTS SIGNED

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RECORD CUSTOMER PAYMENTS

☐

RECORD CUSTOMER BILLINGS

☐

SAVE REPORT AND SEND IT TO OWNER

☐

BIWEEKLY

REVIEW ALL BILLS

☐

UPDATE DASHBOARD

☐

PREPARE PROFIT FIRST TRANSFER FIGURES SO BANK TRANSFERS CAN BE COMPLETED

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CREATE REPORT ON OUTSTANDING INVOICES OR ANY CLIENTS WHOSE CREDIT CARDS HAVE BEEN DECLINED

☐

SAVE REPORT(S) AND SEND IT (THEM) TO OWNER

☐

MONTHLY

RECONCILE CREDIT CARDS, BANK ACCOUNTS AND CREATE REPORT

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PROCESS AND REVIEW PAYROLL

☐

CREATE BUDGET VARIANCE REPORT

☐

RUN KEY FINANCIAL REPORTS

☐

SAVE REPORT(S) AND SEND IT (THEM) TO OWNER

☐



BOOKKEEPER CHECKLIST

QUARTERLY

UPDATE BENCHMARKING BUDGET

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EVALUATE ANNUAL PROFIT & LOSS ESTIMATE

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MAKE INCOME TAX PAYMENTS

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MAKE QUARTERLY SALES TAX PAYMENTS

☐

REVIEW KEY FINANCIAL REPORTS

☐

SAVE REPORT(S) AND SEND IT (THEM) TO OWNER

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NOTES: