

Monthly Bookkeeping Checklist

1. Import or Record Transactions

Ensure all bank and credit card transactions have been imported or recorded in your bookkeeping software.

- ✓ Bank accounts updated
 - ✓ Credit cards updated
 - ✓ Cash transactions recorded
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2. Categorize Transactions

Review all transactions and assign the correct categories.

- ✓ Income categorized
 - ✓ Expenses categorized
 - ✓ Transfers recorded correctly
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3. Reconcile Accounts

Confirm that your bookkeeping records match your bank and credit card statements.

- ✓ Bank accounts reconciled
 - ✓ Credit cards reconciled
 - ✓ Differences investigated
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4. Review Receipts & Documents

Ensure receipts and invoices are properly saved and linked to transactions.

- ✓ Receipts uploaded or stored
 - ✓ Supplier invoices saved
 - ✓ Documents organized for easy reference
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5. Review Accounts Receivable (Money Owed to You)

Check unpaid invoices and follow up if necessary.

- ✓ Outstanding invoices reviewed
 - ✓ Overdue payments followed up
 - ✓ Payments recorded
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6. Review Accounts Payable (Money You Owe)

Confirm upcoming bills and record any outstanding expenses.

- ✓ Bills recorded
 - ✓ Payments scheduled
 - ✓ Supplier balances reviewed
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7. Review Financial Reports

Look at key reports to understand how the business performed that month.

- ✓ Profit & Loss reviewed
 - ✓ Major expense changes checked
 - ✓ Income trends reviewed
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8. Check for Unusual Transactions

Scan the books for anything that looks incorrect or unfamiliar.

- ✓ Duplicate transactions checked
 - ✓ Uncategorized transactions cleared
 - ✓ Unexpected expenses reviewed
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9. Backup & Organize Records

Ensure your financial records and documents are properly stored.

- ✓ Cloud storage confirmed
 - ✓ Documents organized
 - ✓ Files labeled clearly
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10. Prepare for Next Month

Confirm that everything is current and ready for the next reporting period.

- ✓ Books up to date
 - ✓ Reports saved
 - ✓ Notes added for accountant if needed
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