

Bookkeeping checklist by frequency

Pin the daily and weekly groups where you work every day. The monthly group starts with what to request from the client; the yearly group ends with the CPA handoff.

Client or engagement

Every day

- ☐ Record sales and deposits
From the point-of-sale summary, invoicing tool or card processor payout report.
- ☐ Attach a receipt to every purchase
Photo or scan, saved against the bank or card line.
- ☐ Note the purpose of any cash withdrawal or transfer
One line in the memo field, while it is fresh.

Every week

- ☐ Categorize the bank and card feeds
Park unknown lines in one list for the client.
- ☐ Enter vendor bills with their due dates
Bills the client forwarded this week.
- ☐ Send customer invoices and follow up overdue ones
- ☐ Check cash against payroll and bills due soon

Every pay date

- ☐ Post the payroll journal entry
Gross pay, taxes withheld, employer taxes and net pay from the register.
- ☐ Keep the payroll register and pay stubs
From the payroll provider, one file per pay date.

Every month

- ☐ Request bank statements for every account
Full month, PDF from the bank, closed accounts included.
- ☐ Request credit card statements for every card
Employee cards included.
- ☐ Collect Form W-9 from each new service vendor
Before the first payment if possible.
- ☐ Reconcile every bank, card and loan account
Save the reconciliation report with the statement.

- ☐ Review receivable and payable agings
- ☐ Produce the profit and loss and balance sheet
Send them with the open questions list.

Every quarter

- ☐ Get the filed Form 941 from the payroll provider
Compare its wage totals to the books.
- ☐ Confirm sales tax returns were filed and paid
Frequency set by each state.
- ☐ Remind the owner about estimated tax payments

Every year

- ☐ Collect year-end statements and loan interest forms
December statements; Form 1098 only for a sole proprietor's mortgage, otherwise the lender's year-end interest statement.
- ☐ Total contractor payments and prepare Forms 1099
Using the Form W-9 file built through the year.
- ☐ Collect new contracts and leases signed in the year
- ☐ Close the year and send the package to the CPA