Bookkeeping Checklist

Centennial Accounting Group — Downloadable Template

Setup

- ■ Separate business and personal bank accounts
- ■ Choose accounting method (cash vs. accrual)
- ■ Set up chart of accounts
- ■ Connect bank and credit card feeds
- ■ Configure sales tax settings

Daily / Weekly Tasks

- ■ Categorize all new bank feed transactions
- ■ Attach receipts to transactions
- ■ Send invoices for completed work
- ■ Record customer deposits

Monthly Tasks

- ■ Reconcile bank, credit card, and loan accounts
- ■ Post payroll journal entries
- ■ Record depreciation
- ■ Review AR aging and collect on past-due invoices
- ■ Review AP aging and pay vendors on time
- ■ Close the month in the accounting system

Reports to Review Monthly

- ■ Profit & Loss statement
- ■ Balance Sheet
- ■ Statement of Cash Flows
- ■ AR Aging Summary
- ■ AP Aging Summary

Prepared by _____ Date _____ Reviewed by _____