

Monthly Bookkeeping Checklist

A simple monthly routine to help keep your books organized, current, and reliable.

Review Transactions

- ☐ Confirm all bank and credit card transactions have downloaded/synced into your accounting software
- ☐ Categorize any uncategorized transactions
- ☐ Flag anything unclear for follow-up (a mystery charge, a receipt you can't place)

Reconcile Accounts

- ☐ Reconcile every bank account against the statement
- ☐ Reconcile every credit card account against the statement
- ☐ Confirm your ending balances match, down to the penny

Accounts Receivable

- ☐ Review outstanding invoices and follow up on anything overdue
- ☐ Confirm all payments received have been applied correctly

Accounts Payable

- ☐ Review bills owed and confirm nothing's been missed
- ☐ Pay or schedule any bills coming due

Payroll (if applicable)

- ☐ Confirm payroll ran correctly and matches what was actually paid out
- ☐ Verify payroll tax payments and filings are current

Review Your Reports

- ☐ Look at your Profit & Loss Statement — does it reflect what actually happened this month?
- ☐ Review your Balance Sheet for unusual balances or anything you don't recognize or understand
- ☐ Compare this month to last month, and to the same month last year, if you can

Wrap Up

- ☐ File or store receipts and documentation for the month
- ☐ Note anything that needs to change next month (a process that felt clunky, a recurring question)