Small Business Bookkeeping Checklist

Daily · Weekly · Monthly · Quarterly rhythm — Marie E. Bookkeeping Services

Daily (5–10 minutes)

- Record any transactions that don't come in through a bank feed (cash sales, cash expenses).
- Snap photos of receipts and attach them to the right transaction, or drop them in your receipt app.
- Send invoices for work delivered that day — the sooner it goes out, the sooner it gets paid.
- Log any customer payments received so accounts receivable stays accurate.

Weekly (20–30 minutes)

- Review and categorize new bank and credit card transactions from the feed.
- Match customer payments to open invoices.
- Pay bills that are due and record vendor payments.
- Follow up on invoices past due — a quick nudge is often all it takes.
- Back up (or confirm your cloud sync of) any local records.

Monthly (1–2 hours)

- Reconcile every bank account, credit card, and loan account to the statement.
- Review the Profit & Loss for the month — flag anything that looks off.
- Review the Balance Sheet — accounts receivable, accounts payable, and cash on hand.
- Clean up uncategorized transactions and fix any miscategorizations.
- Record depreciation, loan interest, and any recurring journal entries.
- File and remit sales tax if you collect it.
- Run payroll reconciliations if you have employees.
- Save a PDF of the month's reports so you have a snapshot in time.

Quarterly (2–3 hours)

- Review year-to-date Profit & Loss against your budget or prior year.
- Send estimated tax payments (federal and state, if applicable).
- Review accounts receivable aging — write off truly uncollectible invoices.
- Review the chart of accounts — merge redundant accounts, retire unused ones.
- Check that vendor W-9s are on file for anyone who might need a 1099 at year end.
- Look at cash flow trends — do you need to adjust pricing, spending, or reserves?
- Meet (even briefly) with your tax professional so there are no surprises in April.