

THE ESSENTIAL ACCOUNTING CHECKLIST FOR SMALL BUSINESSES

This comprehensive checklist is designed to help small businesses stay organized and track progress.

Daily Accounting Checklist

- ☐ Process Sales/Deposits: Record and deposit the day's sales and payments received.
- ☐ Review and File Receipts: Collect, scan, and file all incoming expense receipts and invoices.

Weekly Accounting Checklist

- ☐ Review and Categorize Transactions: Review all new bank and credit card transactions.
- ☐ Update Accounts Payable: Review new bills and schedule vendor payments.
- ☐ Generate Basic Sales Reports: Review weekly sales performance and key metrics.
- ☐ Back Up Digital Files: Ensure all accounting documents are securely backed up.

Monthly Bookkeeping Checklist

- ☐ Reconcile All Accounts
- ☐ Record and Categorize Transactions
- ☐ Process Payroll and Taxes
- ☐ Manage Accounts Receivable (AR)
- ☐ Update the General Ledger (GL)
- ☐ Review Financial Statements
- ☐ Review Cash Flow
- ☐ Organize Documentation
- ☐ Check Tax Deadlines
- ☐ Stay Consistent



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Year-End Accounting Checklist

- ☐ Complete Reconciliations and Adjustments
- ☐ Post Journal Entries
- ☐ Tax Preparation
- ☐ Final Financial Statements
- ☐ Review Assets and Inventory
- ☐ Tax Planning Meeting
- ☐ Archive Records
- ☐ Confirm Tax Filings

Audit Prep Checklist

- ☐ Finalize Records
- ☐ Gather Documentation
- ☐ Internal Controls Review
- ☐ Summarize Transactions
- ☐ Pre-Audit Meeting
- ☐ Address Past Issues

☒ **Done with the checklist—or feeling stuck halfway through?**

Don't worry, you don't have to figure it all out alone.

Mergix Accounting & Tax specializes in helping business owners stay compliant, organized, and financially confident every single month. Whether you need hands-on help or just expert guidance, we're here for you.

👉 **Book a free consultation with us and let's make your month-end process seamless.**

[Book a call here.](#)



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