



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



admin@mergixaccounting.com



(720) 340-7434



1755 Telstar Dr, Suite 300 Colorado
Springs, CO 80920



THE ESSENTIAL ACCOUNTING CHECKLIST FOR SMALL BUSINESSES

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

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.](#)



admin@mergixaccounting.com



(720) 340-7434



1755 Telstar Dr, Suite 300 Colorado
Springs, CO 80920