Clara Vista
BOOKKEEPING

Monthly Bookkeeping Checklist

Keep your books healthy in about an hour a week.

WEEKLY

About 20–30 minutes

- [ ] **Categorize new bank & credit card transactions**
  In QuickBooks, review the bank feed and assign each transaction a category.
- [ ] **Send invoices for completed work**
  The sooner you invoice, the sooner you get paid.
- [ ] **Follow up on unpaid invoices**
  A friendly reminder at 7 days late beats an awkward call at 60.
- [ ] **Pay bills coming due this week**
- [ ] **Capture receipts**
  Snap a photo the day you get them — don't let the shoebox win.

MONTHLY

About 1–2 hours after month-end

- [ ] **Reconcile every bank account to its statement**
  The #1 habit that keeps books trustworthy. Balances should match to the penny.
- [ ] **Reconcile credit cards and loan balances**
- [ ] **Review who owes you money (A/R aging)**
  Anything over 30 days needs a follow-up plan.
- [ ] **Review what you owe (A/P)**
- [ ] **Compare this month's P&L to last month**
  Big swings up or down? Find out why before it becomes a pattern.
- [ ] **Scan the balance sheet for anything odd**
  Negative balances or accounts you don't recognize are red flags.
- [ ] **Confirm payroll and payroll taxes are filed & paid**
- [ ] **Set aside sales tax collected**
  That money was never yours — move it out of reach.
- [ ] **File this month's bank & credit card statements**

Feeling behind on your books? That's exactly what we fix.

Clara Vista Bookkeeping • 513-294-6700 • claravistasolutions.com • Free consultation