

# Small Business Accounting checklist

## Daily business accounting checklist

- Review cash status

## Weekly business accounting checklist

- Record transactions
- Keep track of documents and receipts
- Review unpaid bills from vendors
- Keep track of your accounts payable
- Prepare and send invoices
- Review projected cash flow

## Monthly business accounting checklist

- Reconcile all transactions
- Review past due invoices
- Analyze inventory status
- Process or review payroll and deposit tax payments
- Review actual profit and loss (P&L) vs. your budget and prior years
- Review month-end balance sheet vs. prior period

## Quarterly business accounting checklist

- Review estimate annual P&L
- Review quarterly payroll reports and make payments
- Review sales tax and quarterly estimated income taxes
- Compute estimated income tax and make payment

## Annual business accounting checklist

- Review past due receivables
- Review your inventory
- Fill out Form W-2 and 1099-MISC
- Review and approve full-year financial reports and tax returns