

Daily Bookkeeping Checklist

- Review Cash on Hand
- Reconcile Cash and Receipts
- Input Receipts (paper and digital) and File Receipts
- Categorize Transactions
- Process all Incoming Checks, Cash, and Credit Card Payments
- Record Expenses
- Categorize Expenses
- Review Incoming and Outgoing Payments
- Review and Reconcile Transactions
- Record Customer Billing and Payments
- File Vendor Bills and Payment Records
- Prepare and Send any Invoices
- Send Emails on Past-Due Invoices
- Reimburse Employees
- Update Payroll Records
- Pay any Due Bills
- Record any Inventory Received
- Summarize Cash Sales
- Make Daily Deposits



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