

Monthly Bookkeeping Checklist

- Run Reports
 - Profit & Loss Statement
 - Cashflow Statement
 - Balance Sheet
- Reconcile Bank and Credit Card Statements
- Check Upcoming Deadlines
- File Payroll Taxes
- Check for Unpaid Invoices
- Send Invoice Reminders
- Pay Vendors and Bills
- Review Budgets and Identify Variances
- Update Payroll
- Review Inventory
- Backup Your Data
- Update Your Bookkeeping Software (if applicable)



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