

Weekly Bookkeeping Checklist

- Make Cash Deposits
- Invoice Your Clients
- Categorize Transactions
- Record Received Payments
- Reconcile Bank Accounts
- Enter and Pay Bills
- Create Journal Entries
- Review Inventory
- Check for Open Purchase Orders
- Review Employee Timesheets
- Issue Payroll (if applicable)
- Run Weekly Reports
 - Accounts Receivable
 - Sales Report
 - Cashflow Statement
 - Balance Sheet



AKIF CPA
CPAs, CA AND ADVISORS

www.akifcpa.com

info@akifcpa.com Houston Office: (713) 451-9700 Toronto Office: (416) 800-2709

