

Weekly Bookkeeping Checklist

15 minutes a week keeps the books clean and the surprises away.

Transactions

- ☐ Import or enter all new bank and credit card transactions
- ☐ Categorize every transaction to the right account
- ☐ Flag anything you don't recognize for follow-up

Invoicing & Bills

- ☐ Send invoices for any work completed this week
- ☐ Follow up on any invoice more than 7 days overdue
- ☐ Enter and schedule any bills that came in

Cash Check

- ☐ Confirm your bank balance matches your bookkeeping software
- ☐ Note your current cash position
- ☐ Flag it if cash is trending down two weeks in a row

Paper Trail

- ☐ File or upload receipts for the week's purchases
- ☐ Save copies of any contracts or invoices sent