



CONTROL YOUR BUSINESS FINANCES

QBO BOOKKEEPING CHECKLIST

WEEKLY

- Update Bank / CC Feeds
- Send customer invoices & record payments received
- Pay any bills due
- Categorize any new bank or credit card transactions
- Upload & attach receipts to transactions

MONTHLY

- Review aged receivables report (unpaid invoices)
- Pay yourself, any contractors & run payroll (if applicable)
- Reconcile bank & credit card accounts
- Review income statement (P&L), balance sheet & budget

QUARTERLY

- Make estimated income tax payments -
Due April 15, June 15, September 15 &
January 15 (review with CPA or tax
professional)
- Make quarterly payroll & sales tax
payments
- Compare P&L report for period

ANNUAL

- Review annual reports against goals
- Look over aged receivables write off bad
debt and send to collections (if
applicable)
- Pull reports requested by CPA or tax
professional
- Set goals for new year



IS ALL THIS A BIT... OVERWHELMING? YOU'RE NOT ALONE!

Here's the truth: you're an expert in growing and running your business. **You're NOT the expert at keeping all your transactions, expenses, payments, invoices, and all the other financial gobbledy-gook straight. Are you?**

Most of my clients come to me when they've tried to organize themselves and either...

- **Can't seem to figure out how to make it work** and end up making a mess of their books...
- **Start strong but quickly lose traction** when business and life gets in the way... so they end up with half-finished financials that aren't really valuable to anyone...
- Realize that they **have no idea what they're doing** from the get-go and **call me to keep them from wasting time, effort and energy** on something they can easily get help with.

If any of these sound like you... then let's just hop on the phone right now and talk about your business. My goal is to **help free your time and attention so you can focus on what you're really good at - serving people and getting paid for it.**

[Schedule A Call Now](#)