

MONTHLY BOOKKEEPING

REVIEW CHECKLIST



CATEGORIZATION

- ☐ REVIEW BANK FEEDS AND ACCEPT REMAINING TRANSACTIONS.
- ☐ REVIEW BANK RULES AND CORRECT ANY RULES NOT WORKING CORRECTLY.
- ☐ REVIEW UNCATEGORIZED TRANSACTIONS AND CATEGORIZE THEM TO THE APPROPRIATE INCOME/EXPENSE ACCOUNT.
- ☐ REVIEW TRANSACTIONS AND ADD ANY MISSING VENDOR/PAYEE INFORMATION.
- ☐ ATTACH INVOICE/RECEIPT COPIES TO QBO TRANSACTIONS WHEN AVAILABLE.



RECONCILIATION

- ☐ COLLECT STATEMENTS FOR ALL BANK ACCOUNTS, CREDIT CARDS, AND LOANS.
- ☐ RECONCILE ALL ACCOUNTS TO STATEMENT ENDING BALANCES ON MONTHLY STATEMENTS.
- ☐ IDENTIFY DISCREPANCIES AND FIX ERRORS: INVESTIGATE MISSING OR MISMATCHED TRANSACTIONS.



REVIEW

- ☐ REVIEW OLD UNCLEAR TRANSACTIONS FOR ACCURACY.
- ☐ REVIEW FOR OLD BALANCES IN UNDEPOSITED FUNDS.
- ☐ REVIEW ACCOUNTS PAYABLE AGING SUMMARY FOR OLD OR UNUSUAL BALANCES.
- ☐ REVIEW ACCOUNTS RECEIVABLE AGING SUMMARY FOR OLD OR UNUSUAL BALANCES.
- ☐ REVIEW BALANCE SHEET FOR UNUSUAL OR UNEXPECTED BALANCES.
- ☐ REVIEW PROFIT & LOSS FOR UNUSUAL OR UNEXPECTED BALANCES.



CLOSE AND PROTECT

- ☐ LOCK YOUR BOOKS. ONCE YOU'VE COMPLETED YOUR MONTHLY REVIEW, CLOSE YOUR BOOKS. SET A PASSWORD TO PROTECT TO MAINTAIN THE INTEGRITY OF THE FINALIZED DATA.