



Catch-up Bookkeeping Checklist

| Gather Financial Documents | Status |
|--|--------------------------|
| Invoices | <input type="checkbox"/> |
| Receipts | <input type="checkbox"/> |
| Bank Statements | <input type="checkbox"/> |
| Credit Card Statements | <input type="checkbox"/> |
| Business Loan Statements | <input type="checkbox"/> |
| Payroll Data | <input type="checkbox"/> |
| Federal and State Taxes Paid | <input type="checkbox"/> |
| Any Other Relevant Financial Documents | <input type="checkbox"/> |
| Organize Transactions | |
| Sort Transactions by Date | <input type="checkbox"/> |
| Categorize Transactions | <input type="checkbox"/> |
| Assign Categories for Costs for Taxes | <input type="checkbox"/> |
| Accounting Software Updated for These Values | <input type="checkbox"/> |
| Verify Accuracy of Transaction Details | <input type="checkbox"/> |
| Record Income and Expenses | |
| Enter Sales and Revenue | <input type="checkbox"/> |
| Record Expenses and Purchases | <input type="checkbox"/> |
| Allocate Transactions to Appropriate Categories | <input type="checkbox"/> |
| Ensure all Income and Expenses are Accounted For | <input type="checkbox"/> |
| Reconcile Bank and Credit Card Statements | |
| Gather Your Bank and Credit Card Statements | <input type="checkbox"/> |
| Compare Transactions w/ Bank and Credit Cards | <input type="checkbox"/> |
| Identify Discrepancies and Resolve Them | <input type="checkbox"/> |
| Update Bookkeeping Software w/ Corrected Information | <input type="checkbox"/> |
| Review Accounts Receivable and Payable | |
| Follow-up on Outstanding Invoices | <input type="checkbox"/> |
| Record Payments Received | <input type="checkbox"/> |
| Take Care of Your Vendors | <input type="checkbox"/> |
| Update Accounts Receivable and Payable Balances | <input type="checkbox"/> |
| Perform Reconciliation For All Business Loans | |
| Reconcile Loan Balances w/ Bookkeeping Records | <input type="checkbox"/> |
| Investigate and Rectify Any Discrepancies | <input type="checkbox"/> |
| Generate Financial Reports | |
| Profit and Loss | <input type="checkbox"/> |
| Balance Sheet | <input type="checkbox"/> |
| Account Receivable Aging Summary | <input type="checkbox"/> |
| Implements Systems for Ongoing Bookkeeping | |
| Set-up Regular Bookkeeping Schedule | <input type="checkbox"/> |
| Utilize Accounting Software or Tools | <input type="checkbox"/> |
| Consider Outsourcing Bookkeeping Tasks | <input type="checkbox"/> |