



WEEKLY ACCOUNTING CHECKLIST



Excel with Me
Training & Consulting, LLC

Print this sheet the beginning of each week to help keep track of all of your accounting tasks.

DAILY

Check Cash Position:

Start every day by knowing exactly how much cash you have on hand. You don't want to be running on empty!

MON

TUE

WED

THU

FRI

WEEKLY

Week 1

Week 2

Week 3

Week 4

Record Transactions

Document and File Receipts

Review Unpaid Bills

Prepare and Send Invoices

Pay Vendors, Sign Checks

Review Projected Cash Flow



MONTHLY ACCOUNTING CHECKLIST



Excel with Me
Training & Consulting, LLC

Use this sheet each month to help keep your books in order and your accounting on track!

MONTHLY

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Balance Your
Checkbook

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Review Past-Due
Receivables

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Analyze Inventory
Status

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Process
Payroll

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Review Actual
Profit & Loss vs.
Budget

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Review Month-End
Balance Sheet vs.
Prior Period

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QUARTERLY

1st

2nd

3rd

4th

File Estimated Quarterly Taxes

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Review & Pay Sales Tax

☐☐☐☐

Review Quarterly Payroll

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