

Monthly Bookkeeping Checklist

Accounting & Bookkeeping | Checklist | Updated October 15, 2026

A repeatable monthly close routine for cleaner books and useful reports.

Who should use this resource?

Designed for small business readers who want to organize records and prepare informed questions.

What this resource covers

1. Enter and classify all sales and purchases
2. Reconcile bank and credit card accounts
3. Review unpaid invoices and vendor bills
4. Investigate unusual balances and duplicate transactions
5. Save a monthly profit and loss statement

How to use it

Work through each item using your own records. Mark items complete as you gather documents or finish a review. Keep original source records securely and check current instructions before filing or paying taxes.

Review checklist

- ☐ Enter and classify all sales and purchases
- ☐ Reconcile bank and credit card accounts
- ☐ Review unpaid invoices and vendor bills
- ☐ Investigate unusual balances and duplicate transactions
- ☐ Save a monthly profit and loss statement

Official references

IRS: What kind of records should I keep?: <https://www.irs.gov/businesses/small-businesses-self-employed/what-kind-of-records-should-i-keep>

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