

# Daily Bookkeeping Tasks

Keep your business in good financial standing by making sure these bookkeeping tasks are done each day.

- ☐ Check your cashflow (do a quick P&L for the week, what payments should be coming in, versus payments going out)
- ☐ Input all receipts (paper and digital) and file receipts (save digital receipts in a folder on your computer)
- ☐ Invoice clients
- ☐ Send follow up emails to past due invoices (call if needed to ask when payment should be expected)
- ☐ Process all incoming checks, cash, and credit card payments
- ☐ Pay company bills
- ☐ Check petty cash (update cash if needed)
- ☐ Reimburse employees (note to add to upcoming paycheck (they shouldn't pay taxes on this or pay out of petty cash)
- ☐ Create a weekly budget for the business (lunches, cabs, supplies, etc)