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)

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