

Small Business

Bookkeeping Basics

Daily Bookkeeping

- Check how much cash you have on hand.
- Be aware of incoming & outgoing payments.

Weekly Bookkeeping

- Record customer billings.
- Record customer payments.
- File vendor bills & payment records.
- Update payroll file.
- Make vendor payments.
- Prepare & send invoices
- Review forecasted cash flow.

Monthly Bookkeeping

- Balance the checkbook.
- Review aged receivables (past due customer payments).
- Check inventory and analyze its status
- Process & review payroll.
- Make vendor payments.
- Review profit & loss compared to budget & prior years.
- Review month-end balance sheet.

Quarterly Bookkeeping

- Evaluate annual profit & loss estimate.
- Quarterly payroll payments
- Make quarterly sales tax payments.
- Make income tax payments.
- Make vendor payments.
- Review profit & loss compared to budget & prior years.
- Review month-end balance sheet.

Annual Bookkeeping

- Review aged receivables. Send to collections?
- Year-end inventory status analysis.
- Fill out IRS forms
- Review full-year financial reports
- Review tax returns before giving them to an accountant.

Basic Keeping For Small Businesses

RJ Alexander



Basic Keeping For Small Businesses:

Basic Keeping For Small Businesses Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Basic Keeping For Small Businesses**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

https://cmsemergencymanual.iom.int/files/scholarship/default.aspx/Red_Sky_In_The_Morning.pdf

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Basic Keeping For Small Businesses Introduction

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