Monthly Bookkeeping Checklist 2026

 Month: _____ Year: _____

Weekly

About 15 to 30 minutes

- [ ] Capture every receipt and supplier invoice from the past 7 days
- [ ] Categorize new bank and card transactions in your software
- [ ] Match payouts from Shopify, Amazon, PayPal or Stripe to bank deposits
- [ ] Flag anything unfamiliar and add a short note on what it was for
- [ ] Send open questions to whoever can answer them
- [ ] Check for failed payments, duplicate charges or surprise renewals
- [ ] Review unpaid customer invoices and upcoming bills

Monthly

Block 2 to 6 hours in week 1

1. Gather statements and reports

- [ ] Download bank and credit card statements
- [ ] Download payout and settlement reports from every channel and processor
- [ ] Download loan and merchant financing statements
- [ ] Pull payroll reports if you run payroll

2. Finish categorizing

- [ ] Clear uncategorized and suspense accounts to zero
- [ ] Mark transfers between your own accounts as transfers
- [ ] Post owner contributions and draws to equity accounts
- [ ] Confirm recurring expenses use last month's categories

3. Reconcile every account

- [ ] Reconcile each bank account to its statement
- [ ] Reconcile each credit card to its statement
- [ ] Reconcile processor and marketplace clearing accounts
- [ ] Reconcile loan balances and note open items

4. Review revenue, fees and refunds

- [ ] Record sales at the gross amount, not the net deposit
- [ ] Record merchant, platform and fulfillment fees as expenses
- [ ] Review refunds and chargebacks
- [ ] Keep sales tax collected in a liability account

5. Inventory and COGS

- [ ] Record inventory purchases and inbound freight
- [ ] Update COGS with the method your accountant approved
- [ ] Note damaged, lost or written-off stock

6. AR, AP and accruals

- [ ] Review AR aging and chase late invoices
- [ ] Review AP aging and check for missing bills
- [ ] Record accruals and prepaids if you use accrual basis

7. Review your reports

- [ ] Compare this month's P&L with last month
- [ ] Sanity check cash, liabilities and inventory on the balance sheet
- [ ] Explain unusual swings in one sentence each

8. Close the month

- [ ] Lock or close the period in your software
- [ ] Send open questions to your accountant
- [ ] Update your open items list with owners and due dates

General education only, not tax, legal or accounting advice. Review this checklist with a qualified accountant.

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 Month: _____ Year: _____

Monthly extras for ecommerce stores

- [ ] Tie every payout to its settlement report (sales, fees, refunds, reserves)
- [ ] Check for payouts held back by reserves or account holds
- [ ] Review chargebacks and the fees attached to them
- [ ] Compare platform sales reports with your books by channel
- [ ] Review ad spend by platform against revenue by channel
- [ ] Cancel app subscriptions you no longer use

Quarterly

At the end of March, June, September, December

- [ ] Compare the quarter's P&L with the same quarter last year
- [ ] Work out estimated tax payments with your accountant if they apply
- [ ] File and pay quarterly sales tax returns that are due
- [ ] File payroll tax returns or confirm your provider did
- [ ] Clear open items older than 60 days
- [ ] Merge chart of accounts categories nobody uses
- [ ] Review user access to bank, accounting and payment platforms

Year-end

January and February

- [ ] Close December with the same monthly checklist
- [ ] Count or confirm ending inventory for your accountant
- [ ] Review fixed asset purchases for the year
- [ ] Collect W-9s and prepare contractor information returns with your accountant
- [ ] Reconcile Form 1099-K amounts to your gross sales records
- [ ] Review loan balances, interest and owner equity
- [ ] Export year-end reports and save them with the statements
- [ ] Hand the package to your tax preparer
- [ ] Set a closing date after your accountant signs off

Open items and notes for this month

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