



Supporting the growth of  
your Bookkeeping business

**Workshops, Training,  
Support and Mentoring**

## **Bookkeeping Accrual Checklist:**

### **Tasks**

#### Bookkeeping Services

- Enter Customer Invoices
- Enter Customer Payments
- Enter Supplier Invoices
- Enter Supplier Payments
- Reconcile bank, entering missing entries
- Enter credit card receipts
- Reconcile Credit Card, entering missing entries
- Enter Petty Cash dockets
- Process payroll & email Pay slips to staff

#### Review data entry

- Review bank rec for undep chqs or o/s deposits more than 12 mths old
- Review debtors to ensure they are in balance
- Review debtors for o/s invoices that may need writing off
- Review creditors for o/s invoices that may need to be reversed
- Review creditors to ensure they are in balance
- Ensure all asset purchases have a detailed memo describing the asset
- Review multi-period P & L, investigate any inconsistencies or unusual amounts
- Review Balance Sheet for any unusual amounts
- Review Client to advise & clearing accounts, report any unresolved amounts