

## BOOKKEEPER & CLIENT DETAILS

Client Business Name			
File Name			
Bookkeeper Details			
Month		Date Prepared	
Software & Version		BAS Agent #	

## BOOKKEEPERS END OF MONTH CHECKLIST

The following checklist has been designed as a brief guide to assist the Bookkeeper and the Business Owner / Operator to define the various roles that are to be undertaken by the bookkeeper within the organisation (ideally on a monthly basis). It is by no means an exhaustive list of all tasks that could be undertaken by the bookkeeper. The checklist should be viewed as a piece of the broader business management systems that are in existence within the organisation, it has been designed to benefit both parties in their interaction. Firstly the bookkeeper by providing a documented list of tasks that have been undertaken during the period and secondly the Business owner (operator) so as to ensure that the bookkeeping role has been delegated (not abdicated) with a set of defined expectations as to what tasks are to be undertaken for the business. The overall aim is to assist both parties in their interaction with a practical / structured and documented approach to ensuring that the outsourced bookkeeping role is delegated and undertaken with a business system in place. The document represents information available at the time of printing and does not represent financial or taxation advice. No part of this document can be reproduced, copied or duplicated without the express written authorisation of QA Business Pty Ltd. All rights reserved © QA Business Pty Ltd 2000 – 2016.

TASK	DONE
1. Ensure you login with own unique user name and password	<input type="checkbox"/>
2. Enter Supplier Bills <ul style="list-style-type: none"> <li>Once approved by client</li> <li>Print Unpaid Bills report for client to mark bills for payment</li> </ul>	<input type="checkbox"/>
3. Enter Customer Invoices <ul style="list-style-type: none"> <li>Print and send/email to customer</li> </ul>	<input type="checkbox"/>
4. Enter bank statement direct debits/credits <ul style="list-style-type: none"> <li>Setup/use memorised transactions as required</li> </ul>	<input type="checkbox"/>
5. Enter deposits per deposit book	<input type="checkbox"/>
6. Enter all Sales Receipts per receipt book	<input type="checkbox"/>
7. Enter all cheques <ul style="list-style-type: none"> <li>Review Missing Cheques report</li> </ul>	<input type="checkbox"/>
8. Enter credit card charges and reconcile credit card accounts	<input type="checkbox"/>
9. Reconcile petty cash float and draw replenishment cheque	<input type="checkbox"/>

<b>10. Review post–dated transactions (beyond current period)</b>	<input type="checkbox"/>
<b>11. Reconcile all bank accounts</b>	<input type="checkbox"/>
<b>12. Review Bank Reconciliation reports and investigate outstanding payments and deposits</b>	<input type="checkbox"/>
<b>13. Reconcile Suppliers (Accounts Payable) AP Ageing Detail Report to supplier bills/statements</b> <ul style="list-style-type: none"> <li>Investigate any invoices that are in dispute</li> <li>Ensure all supplier credits are allocated to appropriate bills</li> </ul>	<input type="checkbox"/>
<b>14. Review Customers (Accounts Receivable) AR Aging Detail Report</b> <ul style="list-style-type: none"> <li>Investigate any invoices that are in dispute</li> <li>Ensure all customer payments and credit adjustments are allocated to invoices</li> </ul>	<input type="checkbox"/>
<b>15. Print/email Customer statements</b>	<input type="checkbox"/>
<b>16. Check Suspense (clearing) account is cleared out to zero</b>	<input type="checkbox"/>
<b>17. Check EFTPOS Clearing account reconciled</b>	<input type="checkbox"/>
<b>18. Memorised Transactions</b> <ul style="list-style-type: none"> <li>Review Memorised Transaction List and ensure all entries have been posted and list is current</li> </ul>	<input type="checkbox"/>
<b>19. Proof Financial Reports</b>  Check the following reports agree to the Balance Sheet and Profit & Loss reports: <ul style="list-style-type: none"> <li>Bank Reconciliation Reports for all bank accounts &amp; credit cards</li> <li>AR Aging Summary Report to Accounts Receivable account</li> <li>AP Aging Summary Report to Accounts Payable account</li> <li>Tax Liability Report to Tax Payable Account (Reconciliation required if on Cash Basis)</li> <li>Payroll Summary Report to payroll expenses and payroll liabilities accounts</li> </ul>	<input type="checkbox"/>
<b>20. Review Transaction Detail By Account with Tax Code column turned on in order to review all account allocations and tax code allocations (Particularly Fixed Assets, Income and Expense accounts).</b>	<input type="checkbox"/>
<b>21. Review Closing date exception report (QuickBooks only) for previously closed periods</b>	<input type="checkbox"/>
<b>22. Reconcile Balance Sheet Loan Accounts to lender's statements</b>	<input type="checkbox"/>
<b>23. Reconcile Hire purchase/Chattel Mortgage Accounts to financier's statements</b>	<input type="checkbox"/>
<b>24. Reconcile BAS clearing account to ATO Running Balance Account statement</b>	<input type="checkbox"/>
<b>25. Reconcile all Payroll Liability Accounts – PAYG Withholding, Superannuation Payable, Employee Deductions and Salary Sacrifice, etc for the current period.</b>	<input type="checkbox"/>
<b>26. Prepare Superannuation remittance (Monthly or Quarterly – as applicable)</b>	<input type="checkbox"/>

27. Reconcile any intercompany loan accounts	<input type="checkbox"/>
28. Reconcile Undeposited Funds (Cash Clearing) account	<input type="checkbox"/>
29. Review and print BAS Reports for reporting period in accordance with BAS Procedures Checklist in preparation for lodgement (or external review)	<input type="checkbox"/>
30. Enter BAS Clearing Journal	<input type="checkbox"/>
31. Check inventory account agrees to external stock system (if applicable)	<input type="checkbox"/>
32. Prepare & enter balancing journal when accounts are finalised by accountant (periodically)	<input type="checkbox"/>
33. Check for and identify any opening balance issues (from previously balanced periods)	<input type="checkbox"/>
34. Review Profit & Loss allocations (also by class if applicable)	<input type="checkbox"/>
35. Set Closing Date for period just completed	<input type="checkbox"/>
36. Review and print key management reports suite ready for review by owner <ul style="list-style-type: none"> <li>• Budget versus Actual</li> <li>• Balance Sheet showing \$ change</li> <li>• Cashflow</li> <li>• Profit &amp; Loss (with %'s)</li> <li>• Graphs</li> <li>• KPI's / Company / Customer Centre Dashboards</li> <li>• Other.....</li> </ul>	<input type="checkbox"/>
37. Backup & Verify Data	<input type="checkbox"/>
38. Rebuild Data	<input type="checkbox"/>
39. Follow up Questions for Accountant / Business Owner for the current period (Also review for any prior period unresolved Questions)	<input type="checkbox"/>
40. Any other actions taken by the Bookkeeper to complete the months work	<input type="checkbox"/>

For more information on how we may be able to assist you in developing systems that assist you in your business then please do not hesitate to contact us.

QA Business Pty Ltd (ABN 37 001 875 065)  
 PO Box 900 ALSTONVILLE NSW 2477  
 T. 1300 289 846 (1300 BUY TIME) F. 02 6628 1518  
 E. [info@qabusiness.com.au](mailto:info@qabusiness.com.au) W. [www.qabusiness.com.au](http://www.qabusiness.com.au)



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