

Accounting Tasks

You, a bookkeeper or accountant should do these tasks

- Create Customers and record contact information (as needed)
- Enter Invoices for customers prior to sale/delivery (print 2 copies)
 - Have 1 signed by the customer to take for your records
 - Leave 1 copy for the customer for writing a check or their bookkeeper
 - Email a copy to have an electronic record as well
- Post customer payments into proper account and income category
- Review Account Receivables at least monthly
- Send statements to customers with outstanding accounts that owe money
- Issue Sales Orders or receipts for customers that need them
- Manage Petty Cash (use a cash box with paper slips or a ledger)
- Deposit cash, checks and transfer funds for other payment methods
- Create Vendors, record contact info as needed
- Issue purchase orders or record expenses
- Enter bills, pay when due (middle and end of month)

- Pay payroll (weekly, bi-weekly, monthly, as needed)
- Pay payroll withholding (depends on pay amount/frequency - monthly, annually)

- Work with an accountant to file annual taxes