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## DIY BOOKKEEPING CHECKLIST

**MONTH** _____

Use this checklist as a guide to help you gather all the documents required to perform the bookkeeping tasks for your business. Match receipts with transactions, track inventory costs, record Amazon sales reports, and categorize expenses correctly. Keeping up with this checklist regularly helps you **avoid missed deductions, reduce tax errors, and keep your finances audit-ready**.

| Document | Notes specific to document | Check mark |
|---|---|---|
| Bank statement for all business bank accounts including Wise | | |
| Bank statement for personal bank accounts IF you use it for business expenses (record business expenses ONLY) | | |
| Credit card statement for all business accounts | | |
| Credit card statement for personal cards IF you use it for business expenses (record business expenses ONLY) | | |
| AMZ seller fees, FBA fees, advertising fees (all invoices for the month) | | |
| AMZ sales summary | | |
| Receipts for all business expenses in the month | | |
| Ending inventory for the month (unsold items at COST, not selling price) | | |

## NOTES FOR THIS MONTH