



PIECE OF MIND

Your Month-End Bookkeeping Checklist:

Stay Organized and Up-to-Date with Your Financials

Accounts Receivable (AR)

- Automate invoicing and reminders (text or email) for faster collections
- Set clear, consistent payment policies
- Run AR aging reports monthly for overdue balances
- Use wellness plans or repayments to minimize AR

Accounts Payable (AP)

- Automate invoice entry and payments to reduce errors
- Standardize approval workflows to reduce mistakes
- Schedule weekly pay cycles to keep cash longer
- Leverage payment timing to optimize cash flow
- Track AP reports weekly to forecast cash needs

Reconcile Bank & Credit Card Accounts

Review & Record Expenses

Categorize Transactions

Review Financial Statements

- Monitor cash flow weekly

Backup your Accounting Data

Need help with your bookkeeping? Contact Us Today!

“Focus on your business, while we focus on your books.”

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