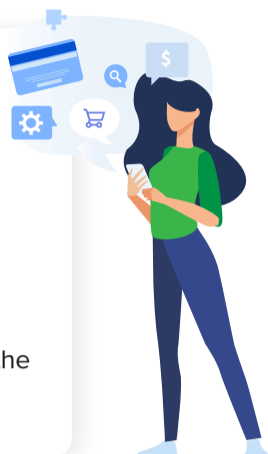




12 STEPS TO KEEPING YOUR BOOKS IN ORDER

WEEKLY

- ✓ Check your bank balances
- ✓ Send customer invoices and record payments received
- ✓ Pay any bills due
- ✓ Code any newly synced transactions in the bank feed



- ✓ Reconcile your bank account and credit cards
- ✓ Follow up on any unpaid invoices
- ✓ Collect and organize your receipts
- ✓ Review your Profit + Loss report for the month

MONTHLY

ANNUALLY

- ✓ Review your detailed Profit + Loss report for the year
- ✓ Review your Balance Sheet report for the year
- ✓ Assess your cash flow
- ✓ Be prepared to provide your tax documentation to the CRA



We believe that accounting and bookkeeping should be as automated and seamless as possible. We can give you more time to focus on business and play.

GET STARTED