|  |  |  |  |
| --- | --- | --- | --- |
| **For the Period Ending** | |  | |
|  | | | |
| **Source Documents:** | **Done** | | **Notes/Comments** |
| **From Restaurant -** | | | |
| Daily Sales Reports |  | |  |
| Invoices-unpaid |  | |  |
| Manual Check Copies / Check Stubs-paid invoices |  | |  |
| Inventory Worksheets |  | |  |
| Payroll Worksheets/Registers |  | |  |
| **Other -** | | | |
| Bank Statement-Operating Account |  | |  |
| Bank Statement-Payroll Account |  | |  |
| Credit Card Stmt-MC/Visa |  | |  |
| Credit Card Stmt-AMEX |  | |  |
| Credit Card Stmt-Discover |  | |  |
| Credit Card Stmt-Diners |  | |  |
|  |  | |  |
|  |  | |  |
| **Data Entry:** | **Done** | | **Notes/Comments** |
| Daily Sales |  | |  |
| Invoices (unpaid) |  | |  |
| Manual Checks |  | |  |
|  |  | |  |
|  |  | |  |
| **Reconciliations:** | **Done** | | **Notes/Comments** |
| Bank Statement-Operating Account |  | |  |
| Bank Statement-Payroll Account |  | |  |
| Credit Card Stmt-MC/Visa |  | |  |
| Credit Card Stmt-AMEX |  | |  |
| Credit Card Stmt-Discover |  | |  |
| Credit Card Stmt-Diners |  | |  |
| Intercompany Accounts |  | |  |
| Petty Cash |  | |  |
|  |  | |  |

|  |  |  |
| --- | --- | --- |
| **Journal Entries:** | **Done** | **Notes/Comments** |
| Payroll |  |  |
| Payroll Accrual |  |  |
| Beginning Inventory (reverse last period ending) |  |  |
| Ending Inventory |  |  |
| Depreciation & Amortization |  |  |
| Bank Rec Entries / Adjustments |  |  |
| Discounts & Comps |  |  |
| Intercompany Transactions |  |  |
| Prepaid Write Downs (insurance) |  |  |
| Petty Cash Transactions |  |  |
| **Accruals -** |  |  |
| Percentage Rent |  |  |
| Property Taxes |  |  |
| Interest |  |  |
| Workman’s Compensation |  |  |
| Missing Utility / Other Recurring Bills |  |  |