VITHAL P GUTTI & CO
Chartered Accountants, Dharwad
Call +91 86186 62343

DOCUMENT CHECKLIST

Monthly Books and GST

Please share these each month, ideally soon after the month ends, so we can complete your books and file GST returns on time.

Client name: _____ Date: _____

Sales

- [ ] Sales invoices issued during the month (or the sales register / export from your billing software)
- [ ] Credit notes and debit notes issued
- [ ] E-way bills and e-invoices, if applicable
- [ ] Details of advances received

Purchases and expenses

- [ ] Purchase invoices received during the month
- [ ] Expense bills (rent, utilities, transport, professional fees and similar)
- [ ] Import documents, if any
- [ ] Credit notes and debit notes received

Bank and cash

- [ ] Bank statements for all business accounts for the month
- [ ] Cash book or petty cash details
- [ ] Loan statements and EMI details

Payroll

- [ ] Attendance and salary details for the month
- [ ] New joiners and leavers
- [ ] PF, ESI and professional tax challans, if applicable

Other

- [ ] Fixed assets bought or sold
- [ ] Any notice or letter received from the GST or income tax department
- [ ] Stock details, if maintained

Share documents on WhatsApp, by email or in person - whichever is easiest for you.