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THE RESTAURANT

ACCOUNTING

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CHECKLIST



ORDERLY

Restaurant accounting can be a beast.

But you know it's important for running your business well.

That's why we put together this **Restaurant Accounting Checklist**.

If you hire an accountant to manage your books, this checklist is for you...

It's a perfect way to set expectations and make sure your accountant is following through.

If your accounting is in-house... a manager, owner or operator takes the responsibility... this checklist also works for you.

It's a great way to make sure you're getting the basics right and double-check yourself.

Whether it's an outside accountant or inside job...

Use this printable 2-page checklist to make sure all your restaurant accounting t's are crossed and i's are dotted.

We hope you get a lot out of it!

The Team at Orderly

## THE RESTAURANT ACCOUNTING CHECKLIST

### ☐ **Use Restaurant-Specific Accounting Processes**

- ☐ Allocate balance sheet accounts
- ☐ Allocate income and expense accounts
- ☐ Understand accounts detail, e.g. direct operating expenses

### ☐ **Use Online Accounting Software or Apps**

- ☐ QuickBooks Online
- ☐ QuickBooks Desktop
- ☐ Sage
- ☐ The Orderly App

### ☐ **Use Accounting Software that Integrates with Your POS**

- ☐ Sales and bank deposits reconcile automatically
- ☐ No spreadsheets or manual bookkeeping processes are involved

### ☐ **Use a 4-Week Accounting Timeline**

- ☐ Start on a Sunday of one month, end on a Monday of the next month
- ☐ Each accounting time period contains the same number of days

### ☐ **Reconcile Bank and Credit Card Statements Every Month**

- ☐ Catch common accounting errors
- ☐ Make sure all expenses get paid
- ☐ Track monthly expenses and revenue
- ☐ Prevent loss
- ☐ See your business' health at a glance

☐ **Use Accrual Accounting**

- ☐ Record expenses and earnings when they're rendered, not when they're paid
- ☐ Gives you an accurate Profit & Loss (P&L) statement

☐ **Understand the Importance of a Weekly Inventory**

- ☐ Cost of Goods Sold report
- ☐ Usage report
- ☐ Days on Hand report

☐ **Allocate Payroll Between FOH and BOH**

- ☐ Differentiate between paying FOH and BOH
- ☐ Break out payroll even further by job title

☐ **Monitor Cash Tips**

- ☐ Compare cash tips to cash sales
- ☐ Make sure ratio is close to credit card tips compared to credit card sales

☐ **Understand the Restaurant Industry & Your Unique Business**

- ☐ Work with other restaurants
- ☐ Know what industry benchmarks are for food costs, labor costs and P&L
- ☐ Look for errors or discrepancies in your invoices and financial statements
- ☐ Set specific goals to make your restaurant more profitable



Looking for a reliable accountant to handle your restaurant's bookkeeping? Ceterus is a simple, affordable solution. They have bookkeeping and reporting completely handled for restaurant owners like you.

- It's easy – They do your bookkeeping while providing visibility into all your key metrics and reports.
- It's flexible – Say goodbye to long-term commitments. They offer monthly agreements. You own your own data.
- It's accurate – A team of professional accountants backed by smart automation ensures accurate records.
- It's benchmarked – Compare your business performance with industry peers... all from your dashboard.

With Ceterus, you don't have to worry about a thing. Its team of professionals will allow you to focus on what you care about most.

Don't let your books get in the way of your business.

[Check Bookkeeping Off Your List Now](#)



## **Orderly Puts Invoices & Supplier Spend in the Palm of Your Hand**

Your accountant will love you for the Orderly App.

No more wrestling with stacks of invoices...

She'll get 100% visibility into invoices in real time... sorted by supplier... with approval tracking tools... so she knows what's been purchased and what's been paid.

The Orderly App is paperless invoicing designed to capture, manage, and share invoices online.

It's a free app on Google Play and the App Store.

Go paperless and see invoices and spend online.

It will make your accountant happy.

**DOWNLOAD IT NOW**