



de **Asra**

Powering Businesses. Creating Jobs.



Final Action Points Checklist for Accounting & Financial Management

Generated on : 29-January-2026

Need assistance? Reach out to our team

Contact us on :  **+91 93730 35540**

We work from Monday to Friday 10 a.m to 6 p.m

www.deasra.in | Connect with us: 93730 35540



Bookkeeping & Compliance	
Task	
<input type="checkbox"/>	Maintain accurate, updated books aligned with GST, Income Tax, and Labor Law.
<input type="checkbox"/>	File all tax returns (e.g., GST, advance tax) on time to avoid penalties.
<input type="checkbox"/>	Ensure all financial data is audit-ready for banks, investors, or government agencies.
<input type="checkbox"/>	Track petty cash and reconcile bank statements monthly.

Data & Software Systems	
Task	
<input type="checkbox"/>	Identify & collect both financial and non-financial business data.
<input type="checkbox"/>	Use scalable accounting software based on your domain and future needs.
<input type="checkbox"/>	Prevent issues like duplicate ledgers, bad data input, or misclassification.
<input type="checkbox"/>	Maintain internal data like sales trends, repeat customers, etc., for decisions.

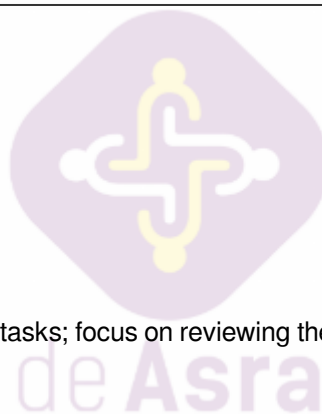
Budgeting & Forecasting	
Task	
<input type="checkbox"/>	Create a realistic budget (1 year for startups, 3–5 years for existing firms).
<input type="checkbox"/>	Include inflation, contingencies, and seasonal trends in forecasts.
<input type="checkbox"/>	Perform variance analysis regularly and adjust forecasts accordingly.
<input type="checkbox"/>	Set monthly or quarterly reviews based on business maturity.

SOPs & Compliance Calendar	
Task	
<input type="checkbox"/>	Set up a compliance calendar (Google Calendar works) for taxes & filings.
<input type="checkbox"/>	Develop Standard Operating Procedures (SOPs) for accounting, budgeting & compliance.
<input type="checkbox"/>	Ensure SOPs are system-driven, not person-dependent.

Financial Discipline	
Task	
<input type="checkbox"/>	Use separate accounts for business (current) and personal (savings) expenses.
<input type="checkbox"/>	Avoid impulsive buying and high-interest EMI traps.
<input type="checkbox"/>	Review every expense for value addition before committing.
<input type="checkbox"/>	Factor in opportunity cost and include notional salary in costing.

Leverage Technology & AI

- Use AI tools for
 - Payment follow-ups
 - Auto-categorizing expenses
 - Data entry and reminders
 - OCR for digitizing invoices
- Automate 95% of routine accounting tasks; focus on reviewing the remaining 5%.




Virtual CFO & Expert Help	
Task	
<input type="checkbox"/>	Hire a Virtual CFO if a full-time CFO is not viable.
<input type="checkbox"/>	Outsource complex tasks (tax, audit, analytics) to domain experts.
<input type="checkbox"/>	Collaborate on budgeting, cash flows, and funding readiness.

Finance Readiness for Growth & Funding

- Keep reports and compliance updated to attract:
 - Bank loans
 - Vendor approvals
 - VC/private equity interest
- Be prepared with data and documentation for quick response.

Thank you so much for choosing our checklist!
We genuinely hope it becomes your guiding star on your
exciting journey into the world of entrepreneurship.



Wish you All the Best for your journey! 

Should you require any further assistance,
please feel free to reach out, and we will be
delighted to assist you!

Need assistance? Reach out to our team

Contact us on :  **+91 93730 35540**
We work from Monday to Friday 10 a.m to 6 p.m