# How to organise the monthly administration?

For: Trading company · limited liability company · limited company

Practical business guidance · Reviewed: 2026-11-15

Applicability: Not tied to a statutory date

**A fixed schedule for reviewing billing, documentation and payments reduces clutter.**

## Create a single checkpoint.

In the same monthly period, review sales, collections, supplier documents and the payments to follow. Determine who carries out each check and where it can be seen that the task has been completed.

For a company, align your routine with the accounting service. For a sole trader, adapt it to the tax regime; having the same chart of accounts does not mean that everyone keeps the same statutory records.

## How to prepare this in your business

Designate a single location where the status of the document can be viewed: received, incomplete, sent to the accountant or resolved. For any unresolved item, record the specific question and deadline, rather than a general note such as "check later."

If a routine regularly runs longer than planned, spend a week logging what's slowing it down. It's often more useful to organise file naming and data delivery than to immediately buy a more complex programme that only inherits the same mess.

## Example of a four-step routine

First, you link statements and documents, then you extract unpaid invoices, check upcoming obligations and finally send the accountant a single list of missing data. The aim is fewer follow-up messages and requests.

## Specific next steps

1. Reconcile the accounts and statements.
2. File the documents in consistent folders.
3. Review the next 30 days of commitments.

## Most common mistakes

• Keep documents only in separate conversations and emails.

• Failure to agree a date for submitting the documentation to the accountant.

## Limits of application

Adapt the guideline to the circumstances of your business.

## If you need further assistance

For assistance with your business plan, proposal or process organisation, you can contact Adria Trends.

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