



TRUCKERSBOOKS MONTH END PROCEDURE

THE US TRUCKERS MONTH END PROCEDURE

AT THE END OF EACH MONTH

CREATE A NEW WORKBOOK FOR THE MONTH BY MAKING A COPY OF THE MASTER YOU SAVED WHEN YOU DOWNLOADED THE SOFTWARE

ONCE YOU HAVE MADE THE COPY FOR THE NEW MONTH, GO TO THE TBINS SETUP PAGE AND EDIT THE MONTH FIELD BY ENTERING YOUR NEW WORK MONTH.

ALTERNATIVELY, YOU CAN SUBSCRIBE TO OUR MONTHLY WORKBOOK DOWNLOAD AND MAKE IT EVEN EASIER TO START YOUR NEW MONTH. [CLICK HERE TO READ MORE](#)

TO EASILY PROVIDE YOUR ACCOUNTANT WITH THE DATA NEEDED TO PREPARE AND FILE YOUR QUARTERLY TAX RETURNS, AS WELL AS TO DO THE YEAR-END TAX PREPARATION AND FILINGS, SIMPLY PRINT THE ESTIMATED SELF EMPLOYMENT TAX REPORT AS WELL AS THE PROFIT/LOSS STATEMENT AND THE DATA CAPTURE DOCUMENT AND DATA AUDIT REPORT AND SEND TO YOUR BOOKKEEPER OR ACCOUNTANT.

THE CANADIAN TRUCKERS MONTH END PROCEDURE

AT THE END OF EACH MONTH

1. CREATE A NEW WORKBOOK FOR THE MONTH BY MAKING A COPY OF THE MASTER YOU SAVED WHEN YOU DOWNLOADED THE SOFTWARE
2. ONCE YOU HAVE MADE THE COPY FOR THE NEW MONTH, GO TO THE BUSINESS RULES PAGE AND EDIT THE MONTH FIELD BY ENTERING YOUR NEW WORK MONTH.
3. ALTERNATIVELY, YOU CAN SUBSCRIBE TO OUR MONTHLY WORKBOOK DOWNLOAD AND LET US PREPARE THE NEW MONTH WORKBOOK [CLICK HERE TO READ MORE](#)
4. IF YOU ARE USING AN OUTSIDE ACCOUNTANT TO DO YOUR QUARTERLY GST/HST RETURNS AND YOUR YEAR-END TAX PREPARATION AND FILINGS, GO TO THE MONTH END REPORT PAGE. PRINT A COPY AND FAX OR EMAIL TO YOUR ACCOUNTANT OR BOOKKEEPER
5. IF YOU ARE USING TRUCKERSBOOKS BOOKKEEPING SERVICE, USE THE UPLOAD LINK ON THE MONTH END REPORT TO SEND US THE DATA.