

# Month-End Close Checklist

A step-by-step guide to closing your books each month — clean, accurate, and on time.

## 1. Bank & Credit Card Reconciliation

- Log into your bank and credit card accounts and download the latest statements
- Match every transaction in your accounting software to your bank statement
- Investigate and resolve any discrepancies or unmatched transactions
- Confirm ending balances in your software match the bank statement balances
- Reconcile all accounts: checking, savings, credit cards, and PayPal/Stripe if applicable

## 2. Categorize & Review Transactions

- Review all transactions for the month and confirm they are coded to the correct category
- Reclassify any miscategorized transactions (e.g., personal expenses, wrong vendor)
- Split any transactions that cover multiple categories
- Clear out the “Uncategorized” or “Ask My Accountant” accounts — nothing should remain here

## 3. Accounts Receivable (Money Owed to You)

- Review all outstanding invoices and follow up on anything past due
- Record any payments received but not yet applied to invoices
- Write off any invoices that are uncollectible after reasonable effort

## 4. Accounts Payable (Money You Owe)

- Confirm all vendor bills for the month have been entered
- Verify payments made match the bills recorded
- Check for any recurring bills that may be missing (rent, subscriptions, insurance)

## 5. Payroll (If Applicable)

- Verify all payroll runs for the month have been processed and recorded

- Confirm payroll liabilities (taxes, benefits, retirement) are accurate and up to date
  - Reconcile payroll transactions in your accounting software against your payroll provider
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## 6. Review Financial Reports

- Generate your Profit & Loss statement for the month and review for anything unusual
  - Generate your Balance Sheet and confirm assets, liabilities, and equity look correct
  - Review your Cash Flow Statement to understand where money came from and where it went
  - Compare this month's numbers to prior months — flag any major changes
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## 7. Cleanup & Close

- Delete or void any duplicate transactions
  - Review and clear any old outstanding checks or deposits
  - Back up your accounting file or confirm your cloud software has auto-backup enabled
  - Lock the period in your accounting software so no accidental changes are made
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*Most accounting software has a "Close the Books" option in Settings — use it to prevent accidental changes.*

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### Need help closing your books each month?

Beck & Call Bookkeeping handles all of this for you — so you can focus on running your business.

**Book a free consultation at [beckandcallbookkeeping.com](https://beckandcallbookkeeping.com)**

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