THE MONTH-END CLOSE CHECKLIST

Close every client the same way

Thirteen steps for before, during and after month-end. Run it for every client, every month, and initial each step.

Client	Month	Closed by	Reports due

Part 1 · Before month-end: set up the close

Steps 1–3

- [ ] **1 Set the close order**
  Rank clients by reporting deadline and how fast they send documents. Lenders, investors and sales tax dates go first; clients who always send late go last.
  Initials

- [ ] **2 Send one list of questions per client**
  Put every uncategorized transaction, unmatched deposit and missing receipt in one email, a few days before month-end. One email with twelve questions gets answered.
  Initials

- [ ] **3 Confirm bank and card feeds are connected**
  Check each account's last download date. Request statements for any account without a working feed, so reconciliations don't come up short.
  Initials

Part 2 · During the close: do the work

Steps 4–9

- [ ] **4 Bring in every transaction**
  Categorize the bank and card feeds, match deposits to invoices and enter bills. Add Stripe, Square or Shopify sales as summarized entries, not one line per sale.
  Initials

- [ ] **5 Reconcile every bank, card and loan account**
  Tie each one to the statement ending balance and save the reconciliation report. If a card won't tie, rebuild the missing transactions from statements.
  Initials

- [ ] **6 Post payroll from the provider's report**
  Record gross wages, employer taxes and benefits, not the net amount from the bank feed. Check that payroll liabilities match what the provider says is owed.
  Initials

Part 2 · During the close, continued

Steps 7–9

- [ ] **7 Post adjusting entries**
  Accrue bills that belong to this month, spread prepaids over their months and book depreciation. Keep a recurring entry or schedule for each, so next month starts from it.
  Initials

- [ ] **8 Clear the holding accounts**
  Uncategorized Income and Expense, Ask My Accountant and Undeposited Funds end at or near zero. Note anything left and put it on next month's question list.
  Initials

- [ ] **9 Tie out AR, AP and sales tax**
  The AR and AP aging totals match the balance sheet. Sales tax payable matches what the client will file.
  Initials

Part 3 · After the close: review, lock and send

Steps 10–13

- [ ] **10 Review before anything goes out**
  Read the balance sheet, compare this month to last and check the entries. Use the month-end review checklist for the sign-off.
  Initials

- [ ] **11 Set the closing date**
  Turn on Close the books in QuickBooks Online so a finished month can't change. Only a primary or company admin can set it, so get that access at onboarding.
  Initials

- [ ] **12 Send the reports with a short note**
  A P&L, a balance sheet and three sentences on what changed and what you need from the client next month.
  Initials

- [ ] **13 Update the client's rules**
  Write down this month's decisions: how a new vendor is coded, which bill you accrued, what the client said about a large deposit. It makes next month faster.
  Initials

Start at step 10, with the prep already done

Aqqrue's month-end templates prepare the reconciliations, accruals and adjusting entries for you. You check the work, and nothing posts to QBO until you approve it.

See it on a real close