



The Month-End Close Checklist

Close your books with confidence, every single month

A repeatable close you can trust

Reliable financials come from a consistent monthly routine, not a once-a-year scramble. This is the close process we run for clients, distilled into a checklist you can follow. Do it every month and your numbers will be accurate, timely, and ready for any decision — or any lender — that comes your way.

STEP 1

Reconcile accounts

- Reconcile all bank accounts to their statements
- Reconcile all credit card accounts
- Reconcile loans and lines of credit
- Confirm petty cash and clearing accounts are correct

STEP 2

Review revenue

- Confirm all invoices for the period are entered
- Match all customer deposits to invoices
- Record any earned-but-unbilled revenue
- Review the A/R aging and follow up on overdue accounts

STEP 3

Review expenses

- Enter all vendor bills for the period
- Categorize every transaction correctly
- Record accruals for expenses incurred but not yet billed
- Review the A/P aging and schedule upcoming payments
- Confirm prepaid expenses are amortized

STEP 4

Adjusting entries

- Record depreciation and amortization
- Post payroll and payroll-tax accruals
- Record any recurring journal entries
- True-up estimates from prior months

STEP 5

Balance sheet review

- Confirm every balance sheet account ties to a supporting schedule
- Investigate any negative or unexpected balances
- Verify inventory (if applicable) matches counts
- Confirm equity and retained earnings are correct

STEP 6

Report & close

- Generate the Profit & Loss and Balance Sheet
- Compare actuals to budget and prior periods
- Review cash flow and update the forecast
- Note key takeaways for the owner
- Lock the period to prevent changes

Want this handled for you?

We close the books monthly for businesses across the Treasure Valley — so you get reliable numbers within days of month-end, without lifting a finger.

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