BOOKKEEPING
Tidy Ledgers

PRINTABLE CHECKLIST

Month-End Bookkeeping Checklist

For small businesses | Use one cutoff date and the same sequence every month.

MONTH ENDING	PREPARED BY	TARGET CLOSE DATE

Before you start

Gather records through the same cutoff date. A bank feed does not replace a statement.

- [ ] Bank and credit-card statements
- [ ] Sales invoices and customer payments
- [ ] Payroll registers and liability reports
- [ ] Inventory, fixed assets, or prepaids if applicable
- [ ] Payment-processor reports
- [ ] Vendor bills, receipts, reimbursements
- [ ] Loan statements and schedules
- [ ] Prior-month open-items log

Close the books | Steps 1-6

Check each step only after the supporting balance agrees.

1 Categorize every transaction

Clear the review queue, match each item to support, and flag uncertain tax treatment instead of guessing.

- [ ]

2 Reconcile bank, card, and payment accounts

Tie each account to its statement. Include fees, refunds, reserves, and timing differences. Never force an adjustment.

- [ ]

3 Verify loans, payroll, and liabilities

Tie loans to lender support, split principal and interest, and match payroll and other liabilities to third-party reports.

- [ ]

4 Review accounts receivable

Check the aging report, match payments and credits, and flag overdue, disputed, duplicate, or doubtful balances.

- [ ]

5 Review accounts payable

Check the aging report for duplicates, stale items, approval gaps, due dates, and missing supporting documents.

- [ ]

6 Record timing items only when relevant

Apply the business's cash or accrual method consistently and retain the calculation behind each adjustment.

- [ ]

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Review, approve, and finish

Reconciled balances become useful only after the reports are reviewed and exceptions are documented.

7 Analyze the profit and loss statement

Compare revenue, margin, expenses, and profit with the prior month, prior year, or budget. Investigate surprises.

☐

8 Check the balance sheet

Review cash, receivables, assets, cards, loans, liabilities, and equity. Investigate negative or stale balances.

☐

9 Review cash-flow information

Connect operating, investing, and financing activity to real events, then look ahead to collections and bills.

☐

10 Maintain an open-items log

Record the item, amount, information needed, owner, due date, and whether it is a timing item or an error.

☐

11 Review and approve the reports

Have the owner or reviewer inspect the P&L, balance sheet, reconciliations, aging reports, and open items.

☐

12 Save support and lock the period

Store reconciliations and adjustment support, preserve final reports, then lock the reviewed month against accidental changes.

☐

Open-items log

Carry unresolved items forward with an owner and expected resolution date.

ITEM OR QUESTION	AMOUNT	OWNER	DUE / STATUS
			☐
			☐
			☐
			☐

Close sign-off

PREPARED BY / DATE	REVIEWED BY / DATE	PERIOD LOCKED / DATE

Need the reasoning behind a step?

Read the full guide, or ask Tidy Ledgers about a bookkeeping review when the balances still do not make sense.

Full guide

Bookkeeping review

General bookkeeping information only. Accounting methods and tax treatment depend on the business; consult a qualified professional when needed.