

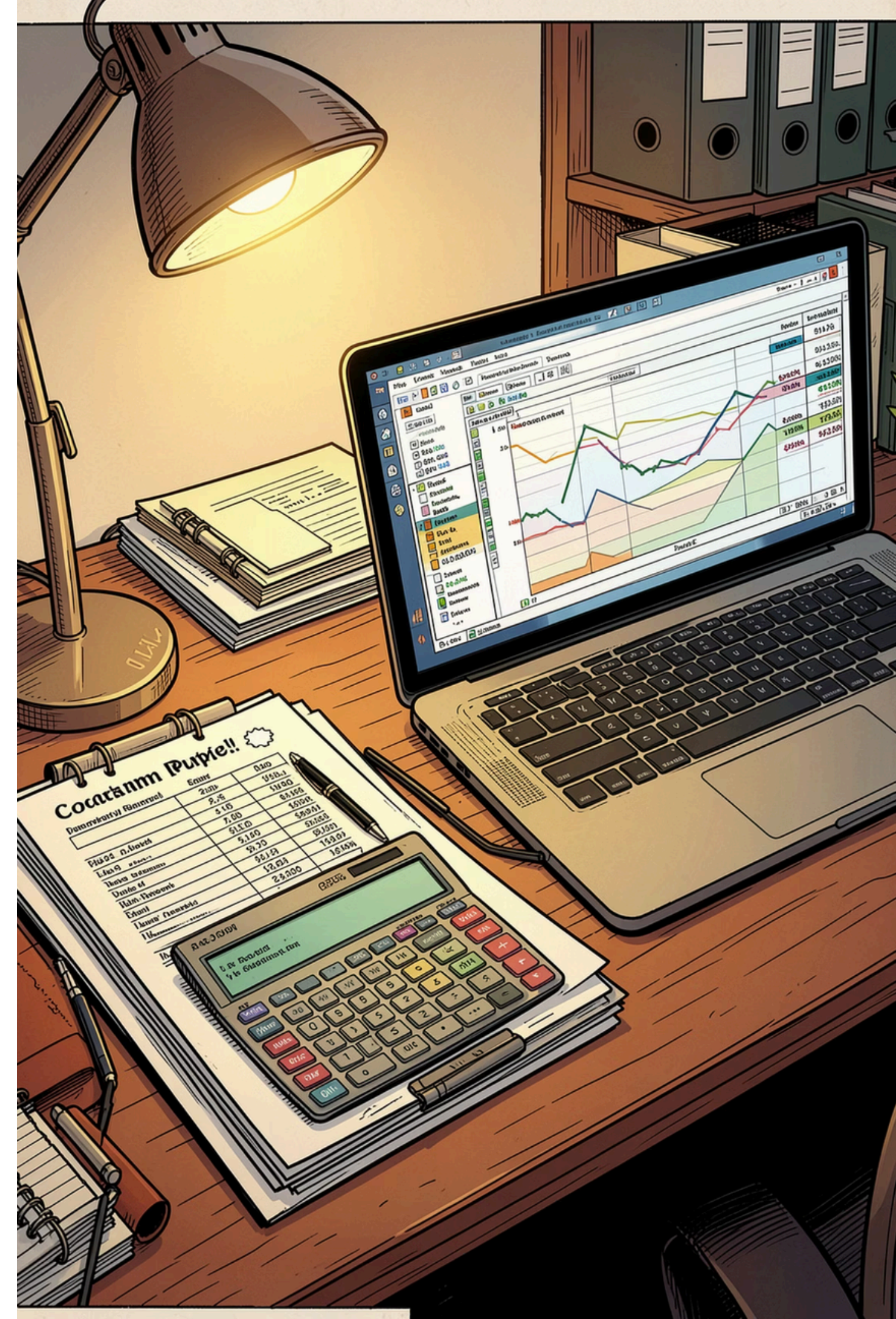


The End-of-Month Finance Close Checklist

Every business should follow a structured monthly close process to keep books accurate, cash flow visible, payroll compliant, and financial reports audit-ready.

MONTHLY BOOKKEEPING

FINANCE CLOSE





10 Steps to a Clean Monthly Close

Follow this checklist every month to ensure nothing slips through the cracks.

01

Gather Financial Documents

02

Reconcile Bank & Credit Card Accounts

03

Process Accounts Payable

04

Review Accounts Receivable

05

Categorize & Verify Expenses

06

Verify Payroll & Taxes

07

Record Accruals & Prepaids

08

Reconcile General Ledger

09

Prepare Financial Statements

10

Close the Month

Start with Your Documents & Reconciliations

Gather Financial Documents

- Collect all bank and credit card statements
- Gather vendor invoices, receipts, and payroll reports
- Include loan and lease statements
- Organize everything in one centralized folder

Reconcile Bank & Credit Card Accounts

- Match all transactions to your accounting software
- Review and clear uncleared transactions
- Investigate duplicates or missing entries
- Separate personal and business expenses



Manage What You Owe & What's Owed to You

Process Accounts Payable

- Record and match all vendor invoices to purchase orders
- Check for duplicate invoices and verify expense coding
- Review payment due dates and clear approval backlogs
- Schedule vendor payments on time

Review Accounts Receivable

- Run the AR aging report and flag overdue invoices
- Follow up with customers on unpaid balances
- Review disputed invoices and evaluate bad debt write-offs
- Confirm customer payments are applied correctly



Expenses & Payroll: Accuracy Is Non-Negotiable

Categorize & Verify Expenses

- Match receipts to every transaction
- Verify expense categories and split mixed personal/business costs
- Flag unusual or one-time expenses
- Update the chart of accounts if needed

Verify Payroll & Payroll Taxes

- Confirm gross pay and tax withholdings for all employees
- Match payroll entries to bank withdrawals
- Confirm payroll tax deposits were made on time
- Review contractor payments and owner compensation (S-Corps)



Accruals, Adjustments & General Ledger

Record Accruals & Prepaid Adjustments

- Accrue unpaid expenses, salaries, and interest
- Record earned but unbilled revenue
- Amortize prepaid insurance and annual software subscriptions
- Verify all month-end adjustment entries

Reconcile General Ledger

- Review unusual account balances and verify balance sheet accounts
- Match sub-ledgers to GL balances
- Review loan balances and fixed asset entries
- Confirm all journal entries are accurate





STEPS 9–10

Financial Statements & Month-End Close

Prepare Financial Statements

- Generate Profit & Loss, Balance Sheet, and Cash Flow Statement
- Compare results against prior month and budget
- Review and document variance explanations

Close the Month

- Lock the accounting period
- Archive supporting documents and save reconciliation reports
- Store payroll records securely
- Backup accounting files and prepare records for tax and audit

Bonus: Monthly Close Health Check

If you answer **YES** to any of these, your bookkeeping process likely needs improvement:

- Books are closed more than 10 days late
- Transactions are regularly uncategorized
- Vendor invoices sit unpaid for weeks
- Financial reports cannot be trusted
- Payroll corrections happen frequently
- Leadership lacks visibility into cash flow
- Your team handles bookkeeping alongside other roles

Recommended Tools

These platforms support streamlined monthly close workflows. OHI integrates with all major accounting systems.



QuickBooks



Xero



NetSuite



Yardi



AppFolio



MRI



RealPage




Sage



Need Help Closing Your Books Faster?

OHI helps businesses streamline bookkeeping, AP, AR, payroll verification, reconciliations, and monthly financial reporting — across QuickBooks, Xero, NetSuite, Yardi, AppFolio, and more.

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