

Month End Check List

Company:		Month:	
√ √	Function	Date	Comments/Notes
	Post final invoices		
	Post final deposits		
	Post last of handwritten cks		
	ALL TRANS ARE IN		
	Reconcile Bank Statement		FIB
	(now all transactions should be in for month)		
	Preview Sales Analysis		Make corrections, continue
	Print Sales Analysis		FIB
	Preview Purchase Analysis		Make corrections, continue
	Print Purchase Analysis		FIB
	Print AR Aging (I/A)		FIB
	Print Deposit Recap		FIB
	Print Invoice Register		FIB
	Print AP Aging (I/A)		FIB
	Print Check Register		FIB
	Print Trial Balance		Preview, Bal and FIB
	Print Profit & Loss		FIB
	Print Balance Sheet		FIB
	Print General Ledger		FIB
	Other Monthly Reports		
	Payroll Liabilities		FIB
	Inventory		FIF
	Sales Tax		FIB
	Workers Comp		FIB
	DE-542 - New Contractors		Scan Purchase Analysis for new contractors. Send them a W-9 form and then file the DE-542. FIB
	Quarterly Reporting		
	941 Payroll		FIB and mail
	DE6 Payroll		FIB and mail
	Print and Mail Statements		
	Edit Password Date for Close		

After the last working day of month, you should have all transactions for that month in the computer. Make sure you address all handwritten items, such as checks, invoices, etc. Upon receipt of bank statement, you should be ready to close. Reconciling the statement (and adding any interest or fees) will normally catch anything not posted. Balance reports to Trial balance (such as bank balances, AR aging, payroll taxes due, etc.) View your purchase analysis and sales analysis on screen for accuracy and print when approved.

FIB = File in Binder *FIF = File in file folder*