

# Monthly Close Checklist

## 10-Step Monthly Close Checklist

1. Reconcile all bank accounts.
2. Reconcile all credit card accounts.
3. Review Accounts Receivable and follow up on past due invoices.
4. Review Accounts Payable and schedule payments.
5. Categorize all uncategorized expenses.
6. Record depreciation and amortization entries.
7. Reconcile payroll to the general ledger.
8. Verify loan balances and interest expense.
9. Review the Profit and Loss statement for anomalies.
10. Review the Balance Sheet for accuracy.

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