Elevate Bookkeeping Solutions LLC

Monthly Bookkeeping Checklist

4 Steps to Confidently Close Your Books Each Month

Month Reviewed: ____________________ Date of Review: ____________

1. Categorization

- ☐ Review and accept all remaining bank feed transactions.
- ☐ Check and fix any incorrect or outdated bank rules.
- ☐ Categorize all uncategorized transactions to the proper accounts.
- ☐ Add missing vendor details and attach supporting documents.

2. Reconciliation

- ☐ Collect monthly statements for all banks, credit cards, and loans.
- ☐ Reconcile accounts to the statement ending balances.
- ☐ Identify and resolve any missing or mismatched transactions.
- ☐ Fix errors so QuickBooks balances match official statements.

3. Review

- ☐ Review old or unclear transactions for accuracy.
- ☐ Check for outdated balances in Undeposited Funds.
- ☐ Review A/P and A/R aging reports for old or unusual balances.
- ☐ Review the Balance Sheet and Profit & Loss for unexpected or inaccurate amounts.

4. Close and Protect

- ☐ Close your books once your monthly review is complete.
- ☐ Set a closing date to prevent accidental changes.
- ☐ Add a password to lock and protect your records.
- ☐ Maintain data integrity by securing finalized books.

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