CLOSE

Month-End, Made Simple

A repeatable close without the accounting overload

Close the month

- [ ] Gather bank, credit-card, loan, payroll, and payment-processor statements.
- [ ] Enter or match all customer invoices, vendor bills, deposits, and payments.
- [ ] Categorize every transaction. Leave nothing sitting in Uncategorized or Ask My Accountant.
- [ ] Reconcile every bank and credit-card account to a $0 difference.
- [ ] Review money owed to you and follow up on overdue invoices.
- [ ] Review money you owe and confirm bills are complete and not duplicated.
- [ ] Confirm payroll, payroll taxes, loans, and owner transactions are recorded correctly.

Finish and review

- [ ] Compare revenue, expenses, and profit with last month and with your plan.
- [ ] Read the balance sheet line by line and investigate anything unfamiliar.
- [ ] Review cash flow, accounts receivable, accounts payable, and near-term obligations.
- [ ] Write three sentences: what changed, why it changed, and what needs attention.
- [ ] Save the reporting package, note open items, and lock the closed period.

Ask these four owner questions

- Do we have enough cash for the next 8 to 12 weeks?
- Are customers paying us on time?
- Which costs or margins changed enough to investigate?
- What decision should we make before the next close?

Owner rule: do not lock the month until every balance can be explained. Flag anything that does not look right.

Need help closing the books?

ACB can own the monthly process and translate the reports into a short, useful conversation.

(866) ACB-0056 | info@acb-logistics.com | www.acb-logistics.com