The one-page close checklist

QBUDDY
BY BRIGHT I-DEAS
READ. VERIFY. POST. DONE.

Five stages, same order, every client, every month. Full guide: brighti-deas.com/resources/

Client ____________ Month ____________ Prepared by ____________ Close date ____________

1 Collect — DAYS 1 TO 2

- [ ] Pull every bank + card statement as soon as it is available
- [ ] Standard nudge for missing documents on day 2
- [ ] Check arrivals against the per-client account list

2 Enter — DAYS 2 TO 3

- [ ] Every transaction into QuickBooks (Online or Desktop) from the statements
- [ ] Classify to the client's chart of accounts, same rules as last month
- [ ] Flag genuine ambiguities for review; never guess

3 Reconcile — DAYS 3 TO 4

- [ ] Tie each account to the statement (block below)
- [ ] Investigate every difference to zero
- [ ] Clear stale uncleared items with the client

4 Review — DAYS 4 TO 5

- [ ] P&L + balance sheet vs last month and same month last year
- [ ] Check flags: loans, transfers, owner draws, payroll, sales tax
- [ ] Confirm accruals, depreciation, recurring entries posted

5 Deliver — DAY 5

- [ ] Send the package the day review closes, with notes on anything unusual
- [ ] Log the close date (the trend is your practice's health)
- [ ] Write down the one thing that slowed this close; fix it

Tie-out block PER ACCOUNT, AGAINST THE STATEMENT

TRANSACTION COUNT	TOTAL CREDITS	TOTAL DEBITS	ENDING BALANCE

Close-date log WATCH THE TREND, MONTH OVER MONTH

MONTH	STATEMENTS IN	ENTERED	RECONCILED	DELIVERED	DAYS TO CLOSE

What slowed this close FIX ONE THING BEFORE THE NEXT ONE

Stage 2 taking most of the close? That is the stage QBuddy does for you: he reads any statement, even handwritten checks, classifies by your rules, proves the totals with BalanceProof, and posts to QuickBooks Online or any Desktop version. brighti-deas.com