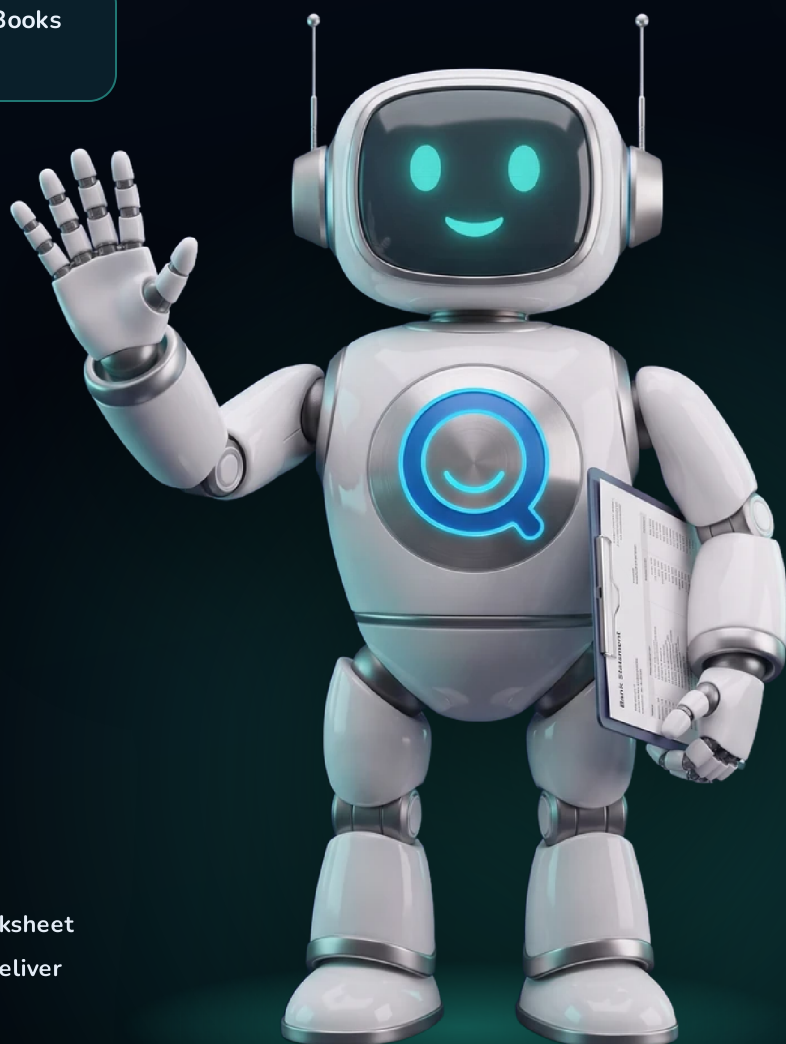


FREE KIT • FOR ACCOUNTING, BOOKKEEPING AND TAX FIRMS

The Month-End Close Kit

Five stages, the same order, every client, every month.
Everything you need to run a calm, repeatable close,
ready to print.

- ✓ Works with QuickBooks Online and every QuickBooks Desktop version, with or without QBuddy.



INSIDE

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Made by the team behind QBuddy, the bookkeeping teammate that reads bank statements and posts them to QuickBooks.

START HERE

A close that runs the same way every time.

A close that drags is rarely one big problem. It is twenty small ones arriving in the wrong order.

This kit puts them in order: five stages, a day target for each, and a page for every part of the work that usually lives in someone's head.



How to use the pages



The checklist · 3

One per client, every month. Tick the stages in order.



The tracker · 4

One per month for the whole firm. See who is stuck where.



The tie-out worksheet · 5

One block per account. Four numbers prove the books match the bank.



The chase messages · 6

Copy, adjust, send. Missing statements stop being a day 8 surprise.



The review · 7

Twelve questions before anything goes to the client.



The measures · 8

Days to close, month over month, and what typing really costs you.

The checklist is not there for the easy months. It is there so the hard ones look exactly like the easy ones, just with more statements.

New to QBuddy?

Everything in this kit works with the tools you use today. Print it and run it this month.

Already using QBuddy?

Stage 2 and the tie-out are done for you before anything posts. The rest of the kit stays exactly the same.

PRINT ONE PER CLIENT, EVERY MONTH

The one-page close checklist

CLIENT

MONTH

PREPARED BY

CLOSE DATE

1 Collect

DAYS 1 TO 2

- ☐ Pull every bank and card statement as soon as it is available
- ☐ Send the standard nudge for missing documents on day 2
- ☐ Check what arrived against the client's account list

2 Enter

DAYS 2 TO 3

- ☐ Every transaction into QuickBooks Online or Desktop, from the statements
- ☐ Categorize to the client's chart of accounts, same rules as last month
- ☐ Flag anything genuinely unclear for the review; never guess

3 Reconcile

DAYS 3 TO 4

- ☐ Tie each account to its statement (the block below)
- ☐ Investigate every difference down to zero
- ☐ Raise stale uncleared items with the client

4 Review

DAYS 4 TO 5

- ☐ Compare the P&L and balance sheet with last month and last year
- ☐ Check the flags: loans, transfers, owner draws, payroll, sales tax
- ☐ Confirm accruals, depreciation and recurring entries are posted

5 Deliver

DAY 5

- ☐ Send the package the day the review closes, with notes
- ☐ Log the close date; its trend is the health of your practice
- ☐ Write down the one thing that slowed this close, and fix it

Tie-out PER ACCOUNT, AGAINST THE STATEMENT

TRANSACTION COUNT

TOTAL CREDITS

TOTAL DEBITS

ENDING BALANCE

Notes for this close

Client close tracker

MONTH _____

STAGE 3, ONE BLOCK PER ACCOUNT

Account tie-out worksheet

Four numbers prove the books match the bank. A difference that is not zero gets investigated now, not in month six.

ACCOUNT	STATEMENT PERIOD		
	STATEMENT	QUICKBOOKS	DIFFERENCE
Transaction count			
Total credits			
Total debits			
Ending balance			

☐ All four differences are zero INITIALS _____

ACCOUNT	STATEMENT PERIOD		
	STATEMENT	QUICKBOOKS	DIFFERENCE
Transaction count			
Total credits			
Total debits			
Ending balance			

☐ All four differences are zero INITIALS _____

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	STATEMENT	QUICKBOOKS	DIFFERENCE
Transaction count			
Total credits			
Total debits			
Ending balance			

☐ All four differences are zero INITIALS _____

STAGE 1, ON A SCHEDULE

Document chase messages

Most late closes are late before they start: one statement nobody asked for in time. Send these on a schedule, not when someone remembers.

DAY 1 The statements are out

Subject: Your [Month] statements

Hi [Name], your [Month] statements should be available now. Could you send them for these accounts: [account list]?
The PDF from the bank's website is perfect. Thank you! [Your name]

DAY 2 A friendly nudge

Subject: Still missing: [account]

Hi [Name], a quick reminder that we are still missing [account] for [Month]. As soon as it arrives we can finish your books. Thanks so much! [Your name]

DAY 5 Last call before the close

Subject: Closing [Month] on [date]

Hi [Name], we are ready to close [Month] except for [account]. If we do not have it by [date], we will close without it and update the books when it arrives. Reply if you need a hand getting it from the bank. [Your name]

Client account list Fill it once per client; update it when an account opens or closes.

ACCOUNT	BANK OR CARD	HOW IT ARRIVES	USUALLY READY ON

STAGE 4, BEFORE ANYTHING GOES OUT

Review before you deliver

Twelve questions. If any answer is no, it goes in the notes for the client or gets fixed before the package is sent.

- ☐ 01 The P&L is compared with last month and the same month last year, and big swings are explained.
- ☐ 02 The balance sheet balances, and every bank and card account ties to its statement.
- ☐ 03 Uncleared items older than your threshold are raised with the client.
- ☐ 04 Loan payments are split between principal and interest.
- ☐ 05 Transfers between accounts are recorded on both sides, never as income or expense.
- ☐ 06 Owner draws and contributions sit in equity, not in expenses.
- ☐ 07 Payroll entries match the payroll reports.
- ☐ 08 Sales tax collected and paid is in the right accounts.
- ☐ 09 Accruals, depreciation and recurring journal entries are posted.
- ☐ 10 Every flag from stage 2 is resolved or listed for the client.
- ☐ 11 Uncategorized and suspense accounts are at zero.
- ☐ 12 The notes for the client are written: anything unusual, anything you need from them.

Notes for the client

Measure your close

==

8 / 9

WHERE QBUDDY FITS

Stage 2 is where the hours go. That is the part QBuddy does.

This kit works on its own. At most firms, though, entering transactions from statements is the close. QBuddy is a teammate that takes that stage over, and your team stays in charge of the review.



Reads any bank statement

Scans, odd layouts, credit unions and handwritten checks, payee and memo included.



Categorizes by your rules

On each client's chart of accounts, the same way every month.



Proves it with BalanceProof

Transaction count, credits, debits and ending balance tied to the bank before anything posts.



Posts where you work

QuickBooks Online and every Desktop version, in one click.

☒	08/10/2026	\$5,600.00	Services	ACH DEPOSIT KESTREL LOGISTICS LLC INV 20422
☒	08/10/2026	-\$54.75	Meals and Entertainment	CARD PURCHASE CORNER BISTRO AND CAFE
☒	08/11/2026	-\$129.99	Utilities	ACH DEBIT SKYLINE BUSINESS INTERNET
☒	08/12/2026	-\$71.05	Automobile Expense	CARD PURCHASE METRO FUEL STOP 114
☒	08/12/2026	\$12,300.00	Services	WIRE TRANSFER IN ORCHARD VALLEY FOODS
☒	08/13/2026	-\$1,045.00	Insurance Expense	ACH DEBIT GRANITE STATE INSURANCE POLICY 55821
☒	08/14/2026	-\$12.55	Utilities	CARD PURCHASE SKYLINE BUSINESS INTERNET
100%				
Recalculate		Credits: \$ 52,340.75		Total: \$ 16,606.17
		Debits: \$ -35,734.58		Trans.: 36
				Continue

QBuddy's review screen: the tie-out is on screen before anything posts. Sample firm, invented data.

See it on your own statements.

Book a 15-minute demo and bring the messiest statement you have. We will run it live. No contract, and your books stay untouched.

Book a 15-minute demo →

Prefer to watch first? brighti-deas.com/videos
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