# Month-End Close Checklist

**5 steps that prevent reopens**

| | | Step | WHAT TO DO | WHY IT MATTERS |
|---|---|---|---|---|
| 01 | ☐ | **Lock the sub-ledgers** | Close AP, AR, Inventory, and Fixed Assets before you start. | *Stops back-dated entries from pulling the period open again.* |
| 02 | ☐ | **Reconcile bank & clearing accounts** | Bring bank and clearing balances to zero. | *Surfaces stuck transactions before sign-off, not after.* |
| 03 | ☐ | **Review unposted & pending transactions** | Clear draft journals and pending bills. | *The #1 reason a closed period gets reopened.* |
| 04 | ☐ | **Run a pre-close trial balance** | Check variances against the prior period. | *Catches unusual swings while you can still ask why.* |
| 05 | ☐ | **Document the sign-off** | Record owner, date, and attach evidence. | *A documented close means nobody reopens it "just to fix one thing."* |

Questions or a workflow you'd like covered? Just reply.

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