60-Day Year-End Checklist



Days 60–31: Clean up

- [ ] Close POs and sales orders that will not be fulfilled
- [ ] Apply or clear old unapplied payments and credits
- [ ] Inactivate dormant vendors, customers and items
- [ ] Review open vendor bills and customer invoices for disputes

Days 30–11: Reconcile

- [ ] Bank and credit card accounts
- [ ] AR and AP aging, subledger to GL
- [ ] Intercompany balances
- [ ] Inventory counts and valuation
- [ ] Fixed asset register and depreciation
- [ ] Accruals and prepayments

Last 10 days: Lock and hand off

- [ ] Lock prior periods
- [ ] Name an owner and backup for every close task, including holiday cover
- [ ] Confirm 2027 accounting periods, budgets and numbering
- [ ] Agree the audit document list with your auditors