FREE PRACTICAL CHECKLIST

Multi-Client QuickBooks Month-End Review Checklist

Use one consistent review structure across a client portfolio without treating every set of books as the same. Record real evidence in the client's approved system of record.

Client / entity		**Prepared by**	
Reporting period		**Responsible reviewer**	
Accounting basis		**Review date**	
Review question		**Approval date**	
Source coverage / known gaps		**Final evidence location**	

PHASE 01

Set the review boundary

Do this before reading numbers, so a client's data, period, and question do not blur together.

☐	Confirm the client or entity workspace, the reporting period, and the accounting basis to use.	**Evidence / source:** ______ **Owner / due date / notes:** ______
☐	Write the review question and intended audience - for example, owner explanation, bookkeeping follow-up, or internal advisory review.	**Evidence / source:** ______ **Owner / due date / notes:** ______
☐	Record which connected sources are included and any known gaps, timing differences, or missing records.	**Evidence / source:** ______ **Owner / due date / notes:** ______
☐	Confirm who can approve the final conclusion and who owns follow-up actions.	**Evidence / source:** ______ **Owner / due date / notes:** ______

PHASE 02

Validate the core reports

Catch a scope or data-quality issue before it becomes a polished but unreliable explanation.

☐	Review the Profit and Loss statement for the stated period and comparison period.	**Evidence / source:** ____________________ **Owner / due date / notes:** ____________________
☐	Review the Balance Sheet as of the same reporting date and note unusual or unexplained balances.	**Evidence / source:** ____________________ **Owner / due date / notes:** ____________________
☐	Review cash movement or a cash-flow view with its date range clearly stated.	**Evidence / source:** ____________________ **Owner / due date / notes:** ____________________
☐	Check Accounts Receivable and Accounts Payable aging using compatible dates, aging method, and accounting basis.	**Evidence / source:** ____________________ **Owner / due date / notes:** ____________________
☐	Escalate material discrepancies, incomplete reconciliations, or unexplained report differences for accounting review.	**Evidence / source:** ____________________ **Owner / due date / notes:** ____________________

PHASE 03

Investigate the changes that matter

A month-end review should direct attention, not simply restate every line of a report.

☐	Compare revenue, gross margin, operating expenses, and net income with the agreed comparison period.	**Evidence / source:** ____ **Owner / due date / notes:** ____
☐	Identify material movements by category, customer, vendor, project, location, or entity where the source data supports it.	**Evidence / source:** ____ **Owner / due date / notes:** ____
☐	Review overdue receivables, upcoming payables, cash timing, and concentration that could affect near-term decisions.	**Evidence / source:** ____ **Owner / due date / notes:** ____
☐	Separate source-backed facts from assumptions, estimates, and items that need confirmation.	**Evidence / source:** ____ **Owner / due date / notes:** ____

PHASE 04

Prepare the reviewed explanation

Keep the conclusion useful, traceable, and within the reviewer's professional responsibility.

☐	State what changed, the likely driver, the evidence reviewed, and the unresolved questions.	**Evidence / source:** ____ **Owner / due date / notes:** ____
☐	Distinguish observations from recommendations and accounting-treatment decisions.	**Evidence / source:** ____ **Owner / due date / notes:** ____
☐	Assign an owner and due date to each material follow-up item.	**Evidence / source:** ____ **Owner / due date / notes:** ____
☐	Save the approved review method for reuse only after the responsible professional has reviewed it.	**Evidence / source:** ____ **Owner / due date / notes:** ____

Final review status		**Approved by**	
Open follow-ups		**Approval date**	

Review guardrail: This checklist does not replace the month-end close, accounting judgment, reconciliation, approval, or the client system of record. MosoFin provides permission-scoped, read-only access to authorized QuickBooks data in Claude.