



Complete Shopify Month-End Close Checklist

Pre-Close Setup

- ☐ Set the close date for the month.
- ☐ Notify your team of the cutoff.
- ☐ Lock prior months in QuickBooks/Xero.
- ☐ Assign owners for each section (bank, payouts, taxes, inventory).
- ☐ Create a folder for this month's reports and proofs.
- ☐ List any known issues to resolve during close (disputes, late refunds, pending payouts).

Bank & Cash

- ☐ Reconcile each bank account.
- ☐ Reconcile each credit card.
- ☐ Match every bank deposit to a payout source (Shopify, PayPal, Stripe, etc.).
- ☐ Explain unmatched items or timing differences.
- ☐ Confirm ending balances agree to bank statements.

Payment Gateways & Payouts

- ☐ Download Shopify Payouts for the month.
- ☐ Download PayPal, Stripe, and other gateway reports.
- ☐ Match each payout to the bank deposit date and amount.
- ☐ Record gateway fees for each payout.
- ☐ Record chargebacks and related fees.
- ☐ Record refunds that reduced payouts.
- ☐ List any pending payouts that cross into next month.
- ☐ Note foreign currency payouts and conversion rates, if any.

Shopify Reports Tie-Out

- ☐ Open Shopify **Finance Summary** for the month.
- ☐ Confirm gross sales, discounts, refunds, shipping income, sales taxes, gift cards.
- ☐ Tie each total to your accounting system.
- ☐ Investigate any difference between Finance Summary totals and the GL.
- ☐ Confirm sales by channel if you use POS, Online Store, and Shop app.

Sales, Discounts, Gift Cards, Store Credit

- ☐ Confirm sales income maps to the correct revenue accounts.
- ☐ Confirm discount codes reduce revenue as planned.
- ☐ Reconcile gift card liability: beginning balance + sold – redeemed = ending balance.



- ☐ Record breakage if your policy allows it.
- ☐ Reconcile store credit and promotional credits.
- ☐ Check shipping income vs shipping expense for reasonableness.

Fees, Apps, and Other Platform Charges

- ☐ Record Shopify fees not captured in payouts (app fees, subscription fees).
- ☐ Record PayPal/Stripe per-transaction fees where summaries do not capture them.
- ☐ Record third-party app costs tied to fulfillment, reporting, or marketing.
- ☐ Attach invoices or statements to each expense entry.

Taxes (Canada & U.S.)

- ☐ Confirm Canada **GST/HST** collected for the month.
- ☐ Confirm provincial taxes where you register (PST, QST, etc.).
- ☐ Confirm U.S. state sales tax by state where you have nexus.
- ☐ Separate marketplace-collected tax vs merchant-collected tax.
- ☐ Check **Shop app** or other marketplace channels where the platform collects/remits.
- ☐ Post tax payable balances to the correct liability accounts (Canada vs U.S. separate).
- ☐ Update your nexus tracker if you crossed new thresholds.
- ☐ Review 1099-K exposure with each processor; note year-to-date payouts.

Inventory & COGS

- ☐ Count inventory or import a trusted stock report.
- ☐ Reconcile end inventory: beginning + purchases – COGS – write-offs = ending.
- ☐ Record **COGS** for the month based on your method (periodic or perpetual).
- ☐ Allocate landed costs (freight, duties, brokerage, packaging) across products.
- ☐ Record shrinkage, damages, and returns to stock.
- ☐ Confirm SKU mappings and costs look reasonable.
- ☐ Review slow-moving or out-of-stock items and note actions for purchasing.

Purchasing & Payables

- ☐ Match vendor bills to received inventory.
- ☐ Accrue inventory received but not yet billed.
- ☐ Reconcile AP aging; flag old or duplicate bills.
- ☐ Attach packing slips or goods-received notes where needed.

Revenue Cutoff & Order Status

- ☐ Review orders near month-end.
- ☐ Confirm treatment for preorders or deposits, if you defer revenue.



- ☐ Check unfulfilled orders and backorders; ensure proper cutoff.
- ☐ Correct any duplicate or cancelled orders still in revenue.

Operating Expenses & Accruals

- ☐ Record recurring bills (rent, software, insurance, utilities).
- ☐ Accrue expenses that belong in the month but have not hit the bank.
- ☐ Amortize prepaids (insurance, annual apps).
- ☐ Reclass any personal or non-business charges out of expenses.

Payroll

- ☐ Record payroll expense and employer taxes for pay dates in the month.
- ☐ Accrue wages earned but unpaid at month-end, if material.
- ☐ Reconcile payroll liabilities to filings and payments.

Loans, Owner Activity, and Other Balance Sheet Items

- ☐ Reconcile loan balances; post interest vs principal split.
- ☐ Record owner draws or contributions.
- ☐ Reconcile sales tax, payroll tax, and other liabilities.
- ☐ Review suspense/clearing accounts and clear them to proper accounts.

Foreign Currency & Multi-Currency

- ☐ Revalue foreign-currency bank or processor balances at month-end rates, if applicable.
- ☐ Confirm FX gains/losses post to the correct account.
- ☐ Check currency settings in apps to avoid double conversions.

Multi-Channel & Marketplace Checks

- ☐ Reconcile sales from other channels (Amazon, eBay, Etsy, etc.) if you use them.
- ☐ Tie marketplace payouts and fees to bank deposits.
- ☐ Confirm marketplace tax collection rules for each channel.

Financial Review & KPIs

- ☐ Run **Profit & Loss** for the month and year-to-date.
- ☐ Run **Balance Sheet** and **Trial Balance**.
- ☐ Review gross margin %; compare to prior months.
- ☐ Review total fees as a % of sales.
- ☐ Review refund and chargeback rates.
- ☐ Flag unusual spikes or drops in sales, COGS, or expenses.
- ☐ Write short notes that explain key variances.



Documentation & Controls

- ☐ Save PDFs of bank recs, P&L, Balance Sheet, Trial Balance.
- ☐ Save payout reports and key Shopify reports with the same month label.
- ☐ Attach proofs (statements, invoices) to entries in your accounting system.
- ☐ Update your month-end SOP if you changed a step.
- ☐ Note process issues to fix next month (mapping, timing, access).

Finalize & Lock

- ☐ Confirm no unreconciled items remain without an explanation.
 - ☐ Confirm liabilities look correct (sales tax, payroll, gift cards).
 - ☐ Lock the month in QuickBooks or Xero.
 - ☐ Share the reports folder with stakeholders, if needed.
 - ☐ Mark the checklist complete and archive the task list.
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Optional Automation Layer (use if you automate)

- ☐ Review A2X or connector journals for the month; confirm mappings.
 - ☐ Match posted summaries to bank deposits.
 - ☐ Spot-check a few days for accuracy (sales, fees, taxes).
 - ☐ Update mapping if you added new SKUs, gateways, or tax jurisdictions.
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Quick Troubleshooting Guide (fast fixes that save time)

- ☐ If payouts don't match deposits → check pending payouts and date ranges.
- ☐ If Finance Summary doesn't match the GL → check discounts, refunds, and FX.
- ☐ If margins look off → check landed costs and inventory write-offs.
- ☐ If sales tax looks high/low → check marketplace-collected vs merchant-collected.
- ☐ If chargebacks spike → check product pages, shipping times, and fraud settings.