



What to Check Before Month-End

A calm monthly review checklist for sales, payouts, receipts, reports, fees, taxes, and reconciliation notes.

Clarity, confidence, and beautifully balanced books.

A free Clear Ledger Studio guide for e-commerce sellers who want to start with a clearer system before buying tools or hiring help.

A calm month-end rhythm

Month-end bookkeeping does not have to mean fixing everything at once. The goal is to collect the right records, check the obvious gaps, and save clear notes before the month disappears into the next one.

The Clear Ledger month-end flow

Collect reports and receipts. Sort sales, fees, refunds, tax, expenses, and payouts. Enter or review the numbers. Check payout and bank activity. Save records and notes for tax time or professional review.

The essential month-end checklist

Use this as a simple review before you call the month complete.

<input type="checkbox"/> Download sales or finance summary reports	<input type="checkbox"/> Download payout or settlement reports
<input type="checkbox"/> Download order reports if needed	<input type="checkbox"/> Download tax reports if sales tax, GST, or VAT applies
<input type="checkbox"/> Check refunds, returns, and chargebacks	<input type="checkbox"/> Check platform fees and payment processor fees
<input type="checkbox"/> Match payouts to bank deposits	<input type="checkbox"/> Mark deposits that arrived after month-end
<input type="checkbox"/> Gather receipts and supplier invoices	<input type="checkbox"/> Record apps, ads, software, and subscriptions
<input type="checkbox"/> Record packaging and shipping supplies	<input type="checkbox"/> Review other sales channels or manual invoices
<input type="checkbox"/> Check whether expenses are missing	<input type="checkbox"/> Review monthly profit or loss
<input type="checkbox"/> Save month-end notes for unusual items	<input type="checkbox"/> File everything in the correct monthly folder

What to review by category

Area	What to look at	Month-end question
Sales	Gross sales, net sales, discounts, refunds, shipping income	Do sales reports cover the correct date range?
Payouts	Platform payouts, settlement reports, bank deposits	Do payout amounts match bank deposits, allowing for timing?
Fees	Platform fees, processing fees, PayPal fees, marketplace fees	Are fees entered separately so profit is not overstated?
Taxes collected	Sales tax, GST, VAT, marketplace-collected tax where applicable	Have tax amounts been separated from ordinary sales income?
Expenses	Ads, apps, software, supplies, subscriptions, professional fees	Are receipts saved and categories consistent?
Supplier records	Supplier invoices, purchase orders, import/shipping documents	Are source documents saved even if inventory is handled later?
Month-end notes	Pending payouts, disputes, unusual refunds, manual adjustments	Could someone else understand what happened this month?

The 30-minute version

- 1 Open your sales channel and download the month sales or finance summary.
- 2 Download the payout or settlement report for the month.
- 3 Open your bank account and list the platform deposits received.
- 4 Gather receipts from your inbox, bank account, and supplier folders.
- 5 Save everything in one monthly folder and write notes for differences you cannot resolve yet.

Month-end reminder

Done is better than scattered. A simple monthly folder with clear notes is more useful than waiting until tax time and trying to remember every deposit, fee, receipt, and refund.

Month-end red flags

These items do not always mean something is wrong, but they deserve attention before you move on.

- Sales look strong, but profit looks unknown because expenses are missing.
- The bank deposits do not match payout reports and there are no timing notes.
- Refunds or chargebacks happened but were not recorded or reviewed.
- Tax collected is mixed into sales without a separate note or category.
- Receipts are scattered across email, phone photos, bank feeds, and supplier portals.
- You cannot tell which sales channel a bank deposit came from.
- You manually changed formulas or totals without saving an explanation.

Simple month-end notes template

Note	What to write
Month reviewed	Example: January 2026
Reports downloaded	Finance summary, payout report, tax report, order export
Payout differences	Example: Jan 31 payout deposited Feb 2
Unusual activity	Example: chargeback, large refund, manual adjustment
Missing items	Example: waiting for supplier invoice
Questions for accountant/bookkeeper	Example: how to categorise new subscription

Next step

Ready for a clearer Shopify system? The Clear Ledger Studio Shopify Bookkeeping Kit 2026 is designed to help you organise sales, fees, expenses, payouts, profit, and monthly checks with a workbook and spreadsheet system.

Source notes

Source notes: This free resource was prepared using Clear Ledger Studio's internal product positioning and publicly available platform documentation from Shopify Help Center report/export guidance; Clear Ledger Studio CPA-informed month-end workflow notes. Platform menus and report names can change, so always confirm inside your own seller account.

