Manufacturing Bookkeeping Checklist

Ten checks for every monthly close

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Work through these ten every month, not once a year.
Done monthly this takes hours; deferred it takes weeks.

- [ ] 1 **Bank reconciled**
  Cleared after payroll has been posted.
- [ ] 2 **Stock counted**
  Cycle counts recorded and signed.
- [ ] 3 **WIP valued**
  Completion stage estimated for the period-end.
- [ ] 4 **Overhead absorbed**
  Applied on the base that drives your costs.
- [ ] 5 **Absorption checked**
  Under or over-absorption identified and corrected.
- [ ] 6 **Accruals posted**
  Freight-in and landed costs in the right period.
- [ ] 7 **Cut-off confirmed**
  Shipments and receipts in the correct month.
- [ ] 8 **Asset register updated**
  Additions, disposals and CCA classes current.
- [ ] 9 **Variances reviewed**
  Material, labour and scrap against expectation.
- [ ] 10 **Margin reported**
  Gross margin by product line to the owner.

PRO TIP

Freight in belongs in inventory; freight out is an expense. Getting that one backwards shifts cost between the balance sheet and the income statement.

What happens next

1. Books reviewed
2. Fixed fee quoted
3. Close on schedule

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