Month-End Close Checklist

For a multi-practitioner clinic on Jane

PULL THESE JANE REPORTS

- [ ] **Sales Report or Billing Summary**
  Revenue and tax by type, location, and treatment vs product.
- [ ] **Daily Transactions Report**
  Collections by method; Jane Payments fees as a negative line.
- [ ] **Jane Payments: Transactions + Payouts reports**
  Card revenue, fees, and the deposits you reconcile against.
- [ ] **Compensation Report**
  What each practitioner is owed.

RUN THE CLOSE, IN ORDER

- [ ] **1. Record revenue, tagged by practitioner and location**
  Summary method; split service vs product; tax separated.
- [ ] **2. Clear Jane Payments through the clearing account**
  Never book deposits as revenue. Payout to bank plus a fee expense.
- [ ] **3. Handle insurance and third-party A/R**
  Record receivable when earned; apply payments; write off adjustments.
- [ ] **4. Release and add deferred revenue**
  Recognize packages, memberships, gift cards used; add new sales to liability.
- [ ] **5. Post practitioner compensation**
  By practitioner, via payroll or A/P. Splits are not in the payout.
- [ ] **6. Reconcile tax collected**
  Tie GST/HST or sales tax by type; keep taxable products separate.
- [ ] **7. Reconcile the bank and card accounts**
  Match each Jane Payments deposit to a payout; clear bank and cards.
- [ ] **8. Review the three tie-outs**
  Clearing nets to zero; deferred equals unused prepaid; margins sane.
- [ ] **9. Send the owner a one-page summary**
  Revenue, margin, cash, A/R, profit by practitioner.

STANDARD

- [ ] **Close finished within five business days of month-end**