PacketHQ

SAMPLE CHECKLIST

Month-end close

CPA firms

Practice with this file in the sample portal. Use fictional documents only.

- [ ] **Operating account statement**

  Include every page for the requested month, including blank statement pages.

- [ ] **Company card statement**

  Use the billing period listed in the request and include the statement total.

- [ ] **Loan statement**

  Include the payment breakdown so the firm can review principal and interest.