SuppliFlex

OPERATOR CHECKLIST

The Ecommerce Month-End Close Checklist

Six checks to run, in order, before you tell your bookkeeper the numbers are ready — built for teams reconciling Shopify against QuickBooks (or Xero, or Zoho) across more than one channel.

01

Match gross sales to gross sales

Compare Shopify's gross sales for the period to your order management total — not directly to the bank deposit. If these two don't agree first, nothing downstream will either.

02

Reconcile payouts, not just deposits

Every payout should break down into gross sales, fees, refunds, and adjustments that net to the deposit. If you can't itemize that path, you have an unresolved payout.

03

Time-box refunds to when they were processed

A refund from a six-week-old order belongs in this month's books, not the original sale's month — otherwise you're "fixing" the wrong month, repeatedly.

04

Reconcile each channel separately first

Amazon, wholesale, and marketplace payouts each run their own cadence and fee structure. Combine before reconciling and you average three problems into one.

05

Trace chargebacks back to the order

A chargeback rarely lands in the same period as the sale. Untracked, it reads as an unexplained deduction instead of a specific, resolvable line item.

06

Confirm fees against your real processor rate

Processing fees drift with volume, card mix, and processor tier. A flat assumed percentage is close enough to hide a real discrepancy for months.

45m–3h Typical daily time multi-channel operators spend on manual reconciliation, per SuppliFlex operator discovery research — the tax that compounds hardest during close week.

Want your close to stop depending on tribal knowledge?

Book a free 20-minute diagnostic — we'll look at your actual Shopify and QuickBooks setup.