The A/R Year-End Checklist

Five things to review before December ends so January starts on better footing.

01 Don't Let Overdue Invoices Follow You Into January

- [ ] Review A/R aging by overdue category
- [ ] Compare aging trends over the past three months
- [ ] Identify customers with recurring late payments
- [ ] Document invoices likely to remain unpaid in January
- [ ] Set follow-up priorities for accounts needing attention

02 Make Sure Paid Really Means Paid

- [ ] Reconcile cash received against recorded and applied payments
- [ ] Identify payments not yet matched to invoices
- [ ] Review partial payments and outstanding differences
- [ ] Check unused credit memos and customer overpayments
- [ ] Investigate cash application exceptions

03 Clear Up Questions Holding Up Payments

- [ ] Review significantly overdue accounts for collectibility
- [ ] Identify unresolved customer disputes
- [ ] Follow up on outstanding credits or adjustment requests
- [ ] Review potential write-offs under company policy
- [ ] Confirm approvals and supporting documentation

Finish the Year with Fewer Loose Ends

04 Make Sure December's Business Lands in the Right Year

- [ ] Review late-December invoices against delivery or service dates
- [ ] Identify completed work not yet invoiced
- [ ] Flag January invoices relating to December activity
- [ ] Review necessary accruals and cutoff adjustments
- [ ] Document exceptions and supporting information

05 Get January's Collections Ready

- [ ] Review January collection schedules and reminders
- [ ] Confirm payment methods and payment links are working
- [ ] Set follow-up plans for different customer groups
- [ ] Test automated reminders and exception handling
- [ ] Confirm visibility into January collection activity

Before you sign off for the year

Assign an owner and next step to any open items that will carry into January.

Owner: _____ Review date: _____

Open items / next steps:

_____

_____

_____

_____

