



# MONTH-END CLOSE BOOKKEEPING CHECKLIST

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Process payroll, if applicable



Record payments & expenses



Categorize payments & expenses



Reconcile accounts



Review accounts payable and receivable reports



Contact client for questions



Collect & remit sales taxes, if applicable



Prepare adjusting entries



Prepare financial reports



Prepare closing entries



# Month End Close Accounting Process Documentation Template

**LP Steffe**



## **Month End Close Accounting Process Documentation Template:**

## Unveiling the Magic of Words: A Review of "**Month End Close Accounting Process Documentation Template**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Month End Close Accounting Process Documentation Template**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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