



# 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

**DJ Losen**



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

**The Fast Close Toolkit** Christine H. Doxey, 2019-12-18 This publication focuses on the critical methods that can be used to dramatically improve the fiscal closing process The Record to Report R2R or Fiscal Closing Process is at the core of the controllership function The process includes transaction processing internal and external reporting and the internal controls the people processes and technology that constitute the corporate organizational hierarchy CFOs controllers and corporate finance departments require timely accurate and consistent data to make appropriate operational and strategic decisions and fulfill statutory regulatory and compliance requirements with accurate and timely data The Fast Close Toolkit offers both strategic and tactical suggestions that can significantly improve the fiscal closing process and provides guidance on new legislation requirements systems and best practice processes Checklists templates process narratives and sample policies are provided for every component of the fiscal close Investors and shareholders expect fast and easy access to the data created by current business activities in the information driven digital age The Fast Close Toolkit provides the necessary tools and expert advice to improve the fiscal closing process Authoritative and up to date this book Identifies the bottlenecks that can impact the and improve the fiscal close process and provides best practices to help alleviate these challenges Defines the Record to Report R2R and recommends the roles and responsibilities for fiscal close processes flow Offers the internal controls to use for the end to end fiscal close process Describes approaches for risk management R2R and fiscal close benchmarking Identifies KPIs for all aspects of the R2R process Provides the mechanism for developing a financial close scorecard Recommends leading practices for both external and internal reporting Provides guidance on how strategic planning the budget and forecast processes can be streamlined to enhance the fiscal close and internal reporting results Written by a respected expert on internal controls and the fiscal closing process The Fast Close Toolkit is a valuable source of information for professionals involved in controllership and have responsibility for the fiscal close

**Accounting Policies and Procedures Manual** Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

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Cost Reduction and Control Best Practices Institute of Management and Administration (IOMA),2012-07-03 Cost Reduction and Control Best Practices provides financial managers with no nonsense balanced and practical strategies that are being targeted and used nationwide for controlling costs by thousands of companies in areas such as human resources compensation benefits purchasing outsourcing use of consultants taxes and exports These best practices are based on the trenches experience research proprietary databases and consultants from the Institute of Management and Administration IOMA and other leading experts in their fields Provides best practices and techniques for controlling costs within a company New chapters focus on outsourcing costs downsizing consultants costs and business tax costs Provides the latest strategies companies re using to control costs

Fast Close Steven M. Bragg,2009-03-16 Praise for Fast Close A Guide to Closing the Books Quickly Steve captures the essence of the problems affecting the financial close process within corporations of all sizes from the period close of subledgers and general ledger through financial reporting and the relationship and interdependencies of governance people and technology A must read for the corporate controller David Taylor ACMA MBA VP Strategy Trintech Inc Fast Close A Guide to Closing the Books Quickly Second Edition is a must read for today s busy controllers Steven Bragg points out everything that can be done outside the close that you just never realized didn t actually have to be part of the month end close process Very commonsensical approach Kathleen Schneibel mba cpa Controller CFO for Hire KMAS Consulting LLC A well executed fast close can bring many valuable benefits to any company from improving organizational performance to transforming accounting executives from financial historians to trusted advisors In Fast Close Second Edition Steve systematically breaks down the steps required to achieve a fast close in both public and private companies providing financial executives with tips checklists and a cost effective road map to implement fast close procedures in virtually any company Matthew Posta Esq CPA Vice President of Finance Key Air LLC FROM THE FIRST EDITION This is an outstanding book in which Steve reveals his secrets to a fast close Having personally experienced his one day fast close for years and enjoyed the beneficial impact on my company I highly recommend this book for all financial officers who desire to have a large favorable impact on their company Richard V Souders President and CEO Kaba Workforce Solutions

*A Handbook for Coordinating Transportation Services* ,1991      *Configuring Internal Controls for Software as*

a Service Chong Ee,2018-09-12 This book taps into an inherent paradox with the ease of reliance on external cloud providers to provide robust functionality and regular enhancements comes as their very own audited service organization control SOC reports are quick to point out the need for client organizations to devise and sustain a system of effective internal controls By addressing the practitioner in the field it provides tangible cost effective and thus pragmatic means to mitigate key risks whilst leveraging built in cloud capabilities and overarching principles of effective system design *Manual of Uniform Cost Accounting for the Laundry Industry* Galen G. Cook,1926

**Robotic Process Automation** Christian Czarnecki,Peter Fettke,2021-05-10 This book brings together experts from research and practice It includes the design of innovative Robot Process Automation RPA concepts the discussion of related research fields e g Artificial Intelligence AI the evaluation of existing software products and findings from real life implementation projects Similar to the substitution of physical work in manufacturing blue collar automation Robotic Process Automation tries to substitute intellectual work in office and administration processes with software robots white collar automation The starting point for the development of RPA was the observation that despite the use of process oriented enterprise systems such as ERP CRM and BPM systems additional manual activities are still indispensable today In the RPA approach these manual activities are learned and automated by software robots either by defining rules or by observing manual activities RPA is related to business process management machine learning and artificial intelligence Tools for RPA originated from dedicated stand alone software Today RPA functionalities are also integrated into elaborated process management suites From a conceptual perspective RPA can be structured into input components sensors in the wide sense an intelligence center and output components actuators in the wide sense From a strategic perspective the impact of RPA can be related to the support of existing tasks the complete substitution of human activities and the innovation of processes as well as business models At present high expectations are related to the use of RPA in the improvement of software supported business processes Manual activities are learned and automated by software robots that interact with existing applications via the presentation layer In combination with artificial intelligence AI as well as innovative interfaces e g voice recognition RPA creates a novel level of automation for office and administration processes Its benefit potential reaches a return on investment ROI up to 800% that is documented in various case studies

**The New Accounts Payable Toolkit** Christine H. Doxey,2021-04-13 THE NEW ACCOUNTS PAYABLE TOOLKIT In The New Accounts Payable Toolkit accomplished entrepreneur consultant and finance expert Christine H Doxey delivers a unique and powerful approach to the accounts payable process and discusses the impact of the automation of the Procure to Pay P2P process The toolkit explores all aspects of the accounts payable process from the establishment of the contract and the purchase order to the supplier validation process invoice processing and payment accounting and fiscal close You ll learn the key metrics and analytics needed for the accounts payable process This comprehensive toolkit provides the best practices tools and internal controls that can help safeguard your company s cash and other assets You ll obtain a

variety of tools to create the foundation required for current internal controls and compliance to ensure that suppliers are correctly validated in the supplier master file to maintain regulatory compliance Avoid paying fraudulent or inaccurate invoices and avoid paying a supplier's invoice more than once Be certain that all supplier invoices are properly accounted for to ensure an accurate fiscal close Finally stay up to date with all current and coming trends in the accounts payable process including eInvoicing ePayment Robotic Process Automation RPA Artificial Intelligence AI Machine Learning and eAccounting The New Accounts Payable Toolkit provides guidance for the implementation of AP automation solutions that can streamline and modernize your own systems and processes to take advantage of new digital developments Perfect for controllers chief financial officers and finance managers The New Accounts Payable Toolkit will also earn a place in the libraries of students and professionals who seek to better understand the components of an optimal accounts payable UNCOVER A UNIQUE AND POWERFUL NEW APPROACH TO ACCOUNTS PAYABLE PROCESSES The New Accounts Payable Toolkit offers readers a comprehensive and timely new way of handling their accounts payable systems and processes You'll discover how to implement new digital technologies in every aspect of the accounts payable process from the establishment of the initial contract and purchase order to the supplier validation process invoice processing and payment accounting and fiscal close You'll learn to validate suppliers in the master list to ensure regulatory compliance prevent multiple payments for a single invoice keep from paying fraudulent inaccurate or incomplete invoices and apply best practices to help safeguard your company's assets You'll also discover how to measure and record key metrics and analytics to maintain an effective accounts payable process Finally you'll read about new and upcoming trends in accounts payable like artificial intelligence machine learning and robotic process automation that you can implement today to realize new efficiencies and savings Ideal for chief financial officers finance managers and controllers The New Accounts Payable Toolkit is an invaluable guide to modernizing and optimizing your own company's accounts payable processes and systems **AF Manual** United States. Department of the Air Force, 1971 *The Controller's Toolkit* Christine H. Doxey, 2021-02-03 Get practical tools and guidance for financial controllership you can put to immediate use The Controller's Toolkit delivers a one of a kind collection of templates checklists review sheets internal controls policies and procedures that will form a solid foundation for any new or established financial controller You'll get the tools and information you need to master areas like business ethics corporate governance regulatory compliance risk management security IT processes and financial operations All of the tools contained in this indispensable book were recommended by corporate and business unit controllers from small to medium sized companies and large multinational firms You will benefit from master level guidance in areas like Ethics Codes of Conduct and the Tone at the Top to support ethical behavior The operational and financial aspects of corporate governance The importance of the Committee of Sponsoring Organizations of the Treadway Commission Framework The requirement for entity level controls The importance of linking the business plan with the budget process The Controller's Toolkit also belongs on the bookshelves

of finance and accounting students executives and managers who wish to know more about the often complex world of financial controls

*Air Force Manual* United States. Department of the Air Force, 1959

**Management Accounting Case Book** Raef A. Lawson, 2020-07-08 Enlighten your students and improve your understanding of management accounting with this carefully curated collection of case studies Management Accounting Case Book Cases from the IMA Educational Case Journal offers a detailed account of real world business cases accessible to a variety of business savvy audiences It provides comprehensive coverage of several areas relevant to students and professionals in business and finance including Strategic cost management including product and service costing cost allocation and strategy implementation Planning and decision making including cost estimation CVP analysis budgeting decision making capital investments target costing and TOC Operations process management and innovation including flexible budgeting standard costs variance analysis non financial performance indicators quality control lean and innovation governance Used by dozens of different universities the Management Accounting Case Book contains cases reviewed and rigorously vetted by the Institute of Management Accountants The book is perfect for anyone hoping to increase their understanding of management theory or facilitate lively discussion about the topics contained within

*Manual of Accounting, Reporting and Business Procedure of the City and County of Philadelphia* Philadelphia (Pa.). Office of the City Controller, John M. Walton, 1913

*Manual of Accounting, Reporting & Business Procedure of the City & County of Philadelphia* John M. Walton, 1913

*The Air Force Comptroller*, 1981

*Inside Accounting* David Leung, 2016-05-23 Based on a study covering a one year financial reporting cycle at a commercial subsidiary of a well known scientific research organization Inside Accounting examines how accountants and non accounting managers construct their company s earnings Addressing issues in both internal management accounting such as budgeting performance evaluation and control as well as external financial accounting such as book keeping monthly year end accounts and auditing David Leung focuses on how people classify transactions make professional judgments and use computer software for accounting and prepare for and facilitate the auditing process He also looks at accountancy training and the impact of people s affiliations to the accounting profession or other professions on their accounting and on their perceptions of financial statements Other contingent or contextual factors that influence the choice of accounting method such as time pressure reward structures management authority and institutions are also considered David Leung s research employs an innovative blend of theory and practice that redresses the imbalance between ethnographic studies of financial accounting and management accounting and helps close the gap between the academic curriculum and the experiences of practitioners His research leads the author to conclude that no act of accounting classification is ever indefeasibly correct that the accounting community s institutions and authority are central to the accounting process and to the truth and fairness of accounting numbers that accounting training involves extensive use of learning by doing and that both accountants and non accounting managers have goals and interests that often result in no better than good enough accounting This book will

appeal to accounting and finance professionals and academics in finance as well as to sociologists and academic researchers interested in research methods and science studies      *M&A Information Technology Best Practices* Janice M. Roehl-Anderson,2013-09-23 Add value to your organization via the mergers acquisitions IT function As part of Deloitte Consulting one of the largest mergers and acquisitions M A consulting practice in the world author Janice Roehl Anderson reveals in M A Information Technology Best Practices how companies can effectively and efficiently address the IT aspects of mergers acquisitions and divestitures Filled with best practices for implementing and maintaining systems this book helps financial and technology executives in every field to add value to their mergers acquisitions and or divestitures via the IT function Features a companion website containing checklists and templates Includes chapters written by Deloitte Consulting senior personnel Outlines best practices with pragmatic insights and proactive strategies Many M As fail to meet their expectations Be prepared to succeed with the thorough and proven guidance found in M A Information Technology Best Practices This one stop resource allows participants in these deals to better understand the implications of what they need to do and how      Reimbursable Man-hour Reporting System Users Manual ,1989



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