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Month-End Closing Process Checklist. Collecting the necessary information is just the first step. To ensure your month-end close is as smooth and painless as possible, it pays to follow a month-end close checklist. A checklist will help you keep track of essential information and minimize time-consuming errors and redundancies. 1.

### Accounting Month-End Close Checklist and Best Practices

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In accounting, a monthly close is a series of steps a business follows to review, record, and reconcile account information. Businesses perform a month-end close to keep accounting data organized and ensure all transactions for the monthly period were accounted for. Before you can begin closing your books, you need to round up some information.

There are three key procedures that ought to be performed to successfully manage the end-of-the-month accounting process. These are: Corrections & Adjustments, Reconciliations and Reporting. The accounting process can differ slightly from one business to another based on variances in the chart of accounts, revenue and expense recognition, and cost centre breakdown.

An accounting procedure followed by accountant at the end of every month to close the accounting records of current accounting month. Closing indicates that no entries will be posted in the closed period. It is processed according to a company's predefined closing operation or is established at the time of process migration.

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### Simplify with this Month-End Close Accounting Procedure ...

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Accounting Month-End Close Checklist and Best Practices. Take a stroll through your accounting department as the end of the month approaches and you might just notice a palpable tension in the air. Pulses quicken, patience shortens, and pupils dilate as your highly qualified team dives into yet another month-end close, fingers crossed that everything is smooth as silk and the data is accurate and timely.

Therefore, month-end procedures will involve running reports to check transactions and balances, as well as preparing management accounts to assess the financial position of the Department. Departments should ensure that a member of staff is responsible for ensuring month-end procedures are completed - typically the Departmental Administrator.

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This checklist will help you simplify and streamline month-end close to give you more accurate financial reporting: Cash Tasks: Record cash receipts; Reconcile actual account ending balances against financial reports and bank statements; Account for all checks in sequence and determine which checks have posted

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Where the month-end close process starts The General Ledger is where it all starts. During the month, clerks, bookkeepers, and staff accountants record debits and credits as bills are paid and payments are received. Thanks to cloud-based accounting software, bank feeds and automation, this tedious work is starting to be done automatically.

The Eight Steps of the Accounting Cycle As a bookkeeper, you complete your work by completing the tasks of the accounting cycle. It's called a cycle because the accounting workflow is circular: entering transactions, manipulating the transactions through the accounting cycle, closing the books at the end of the accounting period, and then starting the entire cycle again for the next ...

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