



The Month End Close Checklist

Version 1.0 (2023)

Import	Classify
<input checked="" type="checkbox"/> Sync transactions from bank to accounting ledger	<input type="checkbox"/> Classify transactions by category
<input type="checkbox"/> Sync transactions from credit card to accounting ledger	<input type="checkbox"/> Upload receipts for transactions above \$1,000
<input type="checkbox"/> Import remaining transactions via CSV import	<input type="checkbox"/> Classify transactions by class
<input checked="" type="checkbox"/> Upload check details	<input checked="" type="checkbox"/> Enter notes & memos on transactions
<input type="checkbox"/> Collect all bills from vendors	
<input type="checkbox"/> Collect all invoices from sales team	
<input type="checkbox"/> Collect employee expense reimbursement claims	
<input type="checkbox"/> Collect receipts for transactions above \$1,000	
	Calculate
	<input type="checkbox"/> Calculate Prepaid expenses
	<input type="checkbox"/> Calculate Accrued Expenses
	<input type="checkbox"/> Calculate Depreciation
	<input type="checkbox"/> Calculate Intercompany Accounts
	<input checked="" type="checkbox"/> Calculate Accrued Interest
	<input type="checkbox"/> Calculate Amortization
	<input checked="" type="checkbox"/> Calculate Deferred Revenue
	<input type="checkbox"/> Calculate Security Deposits
Reconcile	
<input checked="" type="checkbox"/> Download Bank statements & save to directory	
<input type="checkbox"/> Download Credit Card statements & save to directory	
<input type="checkbox"/> Complete bank reconciliations	
<input type="checkbox"/> Record Bank vs ledger differences	
<input checked="" type="checkbox"/> Import & reconcile activity into workpapers	
Review	
Make it tidy	Identify anomalies
<input type="checkbox"/> Review parent accounts and reclass to child accounts where necessary	<input type="checkbox"/> Review prior month profit & loss against this month
<input type="checkbox"/> Review new accounts and consolidate into existing accounts where necessary	<input checked="" type="checkbox"/> Review prior month balance sheet against this month
	<input type="checkbox"/> Review prior month cash flows against this month
Measure performance	
<input type="checkbox"/> Compare Revenue against budget	Present
<input type="checkbox"/> Compare COGS against budget	<input type="checkbox"/> Import summary into slide deck
<input type="checkbox"/> Compare Gross Profit against Budget	<input type="checkbox"/> Edit slide deck for pretty design
<input checked="" type="checkbox"/> Compare opex against budget	<input type="checkbox"/> Update commentary with meaningful insights
<input type="checkbox"/> Compare net operating income against budget	<input checked="" type="checkbox"/> Prepare calls to action
<input checked="" type="checkbox"/> Compare net other income against budget	<input type="checkbox"/> Meet with CEO & Management
<input type="checkbox"/> Compare net income against budget	<input type="checkbox"/> Present to Board of Directors
<input type="checkbox"/> Compare cash flows against budget	<input checked="" type="checkbox"/> Present for fundraise
<input checked="" type="checkbox"/> Compare ending cash against budget	
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Month End Close Checklist Excel

Léo Pomar

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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Table of Contents Month End Close Checklist Excel

1. Understanding the eBook Month End Close Checklist Excel
 - The Rise of Digital Reading Month End Close Checklist Excel
 - Advantages of eBooks Over Traditional Books
2. Identifying Month End Close Checklist Excel
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Month End Close Checklist Excel
 - User-Friendly Interface
4. Exploring eBook Recommendations from Month End Close Checklist Excel
 - Personalized Recommendations
 - Month End Close Checklist Excel User Reviews and Ratings
 - Month End Close Checklist Excel and Bestseller Lists

5. Accessing Month End Close Checklist Excel Free and Paid eBooks
 - Month End Close Checklist Excel Public Domain eBooks
 - Month End Close Checklist Excel eBook Subscription Services
 - Month End Close Checklist Excel Budget-Friendly Options
6. Navigating Month End Close Checklist Excel eBook Formats
 - ePub, PDF, MOBI, and More
 - Month End Close Checklist Excel Compatibility with Devices
 - Month End Close Checklist Excel Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Month End Close Checklist Excel
 - Highlighting and Note-Taking Month End Close Checklist Excel
 - Interactive Elements Month End Close Checklist Excel
8. Staying Engaged with Month End Close Checklist Excel
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Month End Close Checklist Excel
9. Balancing eBooks and Physical Books Month End Close Checklist Excel
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Month End Close Checklist Excel
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Month End Close Checklist Excel
 - Setting Reading Goals Month End Close Checklist Excel
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Month End Close Checklist Excel
 - Fact-Checking eBook Content of Month End Close Checklist Excel
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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