The Month-End Reporting Checklist

A practical, three-phase checklist to run your month-end close and reporting cycle accurately and on time, every month. Companion resource to Bluecopa's Complete Guide to Month-End Reporting.

BEFORE MONTH-END

- [ ] Review budget-to-actual performance so far in the period
- [ ] Communicate close deadlines and responsibilities to the team
- [ ] Gather supporting documentation: invoices, contracts, bank statements
- [ ] Begin preliminary account reconciliations for accounts with low activity
- [ ] Flag and start resolving any known discrepancies or open items

DURING MONTH-END

- [ ] Record all outstanding transactions and revenue/expense entries
- [ ] Reconcile bank and credit card accounts against the general ledger
- [ ] Verify subledger balances (AR, AP, inventory) tie to control accounts
- [ ] Post accruals, deferrals, and depreciation entries
- [ ] Review fixed assets for additions, disposals, or amortization adjustments
- [ ] Complete final reconciliations and close subledgers
- [ ] Generate and review financial statements before finalizing

AFTER MONTH-END

- [ ] Distribute reports to leadership and relevant stakeholders
- [ ] Archive supporting documentation and reconciliation records for audit trail
- [ ] Analyze trends and variances against budget and prior periods
- [ ] Update close procedures based on what slowed the team down this cycle
- [ ] Set up templates and reminders for the next close cycle

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