

Month-End Close Process Checklist

Your Step-by-Step Framework
for a Faster, Cleaner Close



Pre-Close Preparation

- Confirm close calendar and deadlines with all stakeholders
- Assign owners to each close task with clear due dates
- Verify all ERP integrations are syncing correctly
- Review prior period open items and unresolved exceptions
- Confirm cut-off dates for expense submissions and AP invoices

Week 1

Data Collection And Transaction Recording

Collect all invoices, receipts, and bank statements for the period

Post all revenue transactions and confirm recognition is correct

Post all expense transactions and verify GL coding

Record payroll entries and confirm accuracy against payroll reports

Post all accruals (expenses incurred but not yet invoiced)

Post all deferrals (revenue received but not yet earned)

Record depreciation and amortization entries

Confirm all intercompany transactions have been recorded on both sides

Week 1-2

Reconciliations

- Reconcile all bank accounts to GL balances
- Reconcile accounts receivable to the subledger
- Reconcile accounts payable to the subledger
- Reconcile fixed asset register to the GL
- Reconcile prepaid expenses and confirm amortization schedule
- Reconcile accrued liabilities to supporting documentation
- Complete intercompany reconciliations across all entities
- Investigate and resolve all reconciling items above materiality threshold
- Document explanations for all reconciling items

Week 2

Flux Analysis And Variance Review

- Run period-over-period comparison across all P&L accounts
- Apply materiality thresholds (percentage + absolute dollar)
- Investigate all variances above threshold
- Document clear explanations for each material variance
- Review balance sheet for unexpected movements
- Confirm explanations are reviewed and approved by Controller



Financial Statement Preparation

Generate draft income statement and review for completeness

Generate draft balance sheet and confirm all accounts tie

Generate cash flow statement and verify reconciliation to bank

Run consolidation across all entities (if multi-entity)

Complete intercompany eliminations

Perform currency translations for international entities

Review consolidated financials for anomalies



Final Review And Sign-Off

Management review of all financial statements

Confirm all journal entries are posted and approved

Verify audit trail is complete for all adjustments

Confirm all reconciliations are signed off by owners

Review flux analysis narratives for board and executive reporting

Obtain final sign-off from Controller or CFO

Lock the accounting period in the ERP



Post-Close

- Distribute financial reports to stakeholders on schedule
- Archive all supporting documentation in a central location
- Log close timeline (days to close, manual hours, errors flagged)
- Conduct close retrospective with the team
- Identify top three process improvements for next cycle
- Update close calendar for next period



Audit Readiness Checklist

Keep this section ready at all times, not just during audit season

- All journal entries have supporting documentation
- All reconciliations are complete with sign-off
- All intercompany transactions are eliminated and documented
- Flux analysis narratives are complete and traceable to transactions
- Audit trail is intact in the system for all posted entries
- Access controls are reviewed and up to date



Your Close Health Metrics

Track these numbers every cycle to measure improvement over time:

Metric	Current	Target
Days to close		
Manual hours per cycle		
Reconciling items above threshold		
Variance explanations requiring rework		
Audit findings related to close		

Want to automate the manual steps in this checklist?

Nominal's AI agents handle reconciliations, intercompany eliminations, flux analysis, and close tracking automatically — so your team can focus on review and strategy instead of data entry.

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