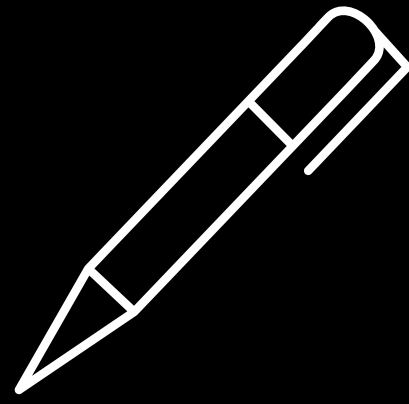


Month-end Checklist

System close check list



- Review and reconcile bank statements
- Verify all sales and expenses are properly recorded and reconciled
- Calculate and record fixed assets depreciation and intangible asset amortization
- Review and reconcile inventory levels
- Adjust accrued expenses or revenue that have not yet been recorded
- Reconcile all general ledger accounts to subsidiary ledgers
- Prepare financial statements
- Review and analyse financial statements
- Close revenue, expenses and other temporary accounts
- Create a backup of all financial records and exports for future reference and audit purposes

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