



MONTH END CLOSING TASK CHECK LIST

Month End Closing Task Checklist

Below is a checklist that should be completed for month end.

Check List

1. Review In-process transactions and corresponding GL Accounts
 - Open Sales Orders and Purchase Orders- Recommendation
 - Goods Receipt POs not invoiced
 - Deliveries not Invoiced
 - Open Production Orders
2. Inventory Posting List
3. Post Inventory Counts and Adjustments
4. Post Inventory Revaluation
5. Customer Aging Report
6. Vendor Aging Report
7. Bank Reconciliation
8. Run Financial Reports
 - Balance Sheet
 - Profit and Loss
9. Run Tax Reports
 - TTB
 - TTB Excise
 - State Tax Reports
10. Change period status to Locked
 - Administration->System Initialization -> Posting Periods