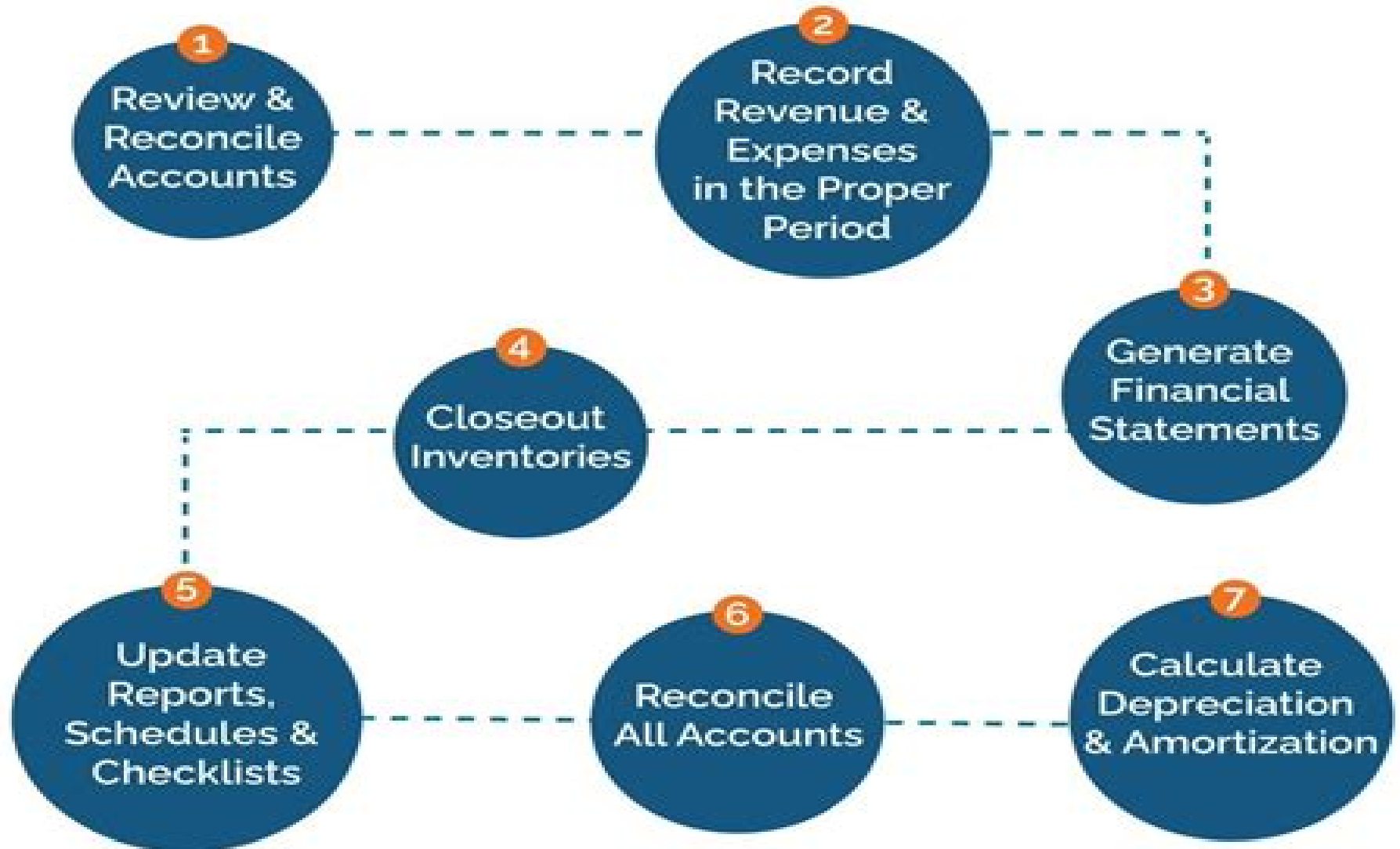


# Step-by-Step Guide to the Month-End Close Process



# Month End Close Accounting Process Documentation Template

**James A. Brimson**



## **Month End Close Accounting Process Documentation Template:**

**The Fast Close Toolkit** Christine H. Doxey, 2019-12-18 This publication focuses on the critical methods that can be used to dramatically improve the fiscal closing process The Record to Report R2R or Fiscal Closing Process is at the core of the controllership function The process includes transaction processing internal and external reporting and the internal controls the people processes and technology that constitute the corporate organizational hierarchy CFOs controllers and corporate finance departments require timely accurate and consistent data to make appropriate operational and strategic decisions and fulfill statutory regulatory and compliance requirements with accurate and timely data The Fast Close Toolkit offers both strategic and tactical suggestions that can significantly improve the fiscal closing process and provides guidance on new legislation requirements systems and best practice processes Checklists templates process narratives and sample policies are provided for every component of the fiscal close Investors and shareholders expect fast and easy access to the data created by current business activities in the information driven digital age The Fast Close Toolkit provides the necessary tools and expert advice to improve the fiscal closing process Authoritative and up to date this book Identifies the bottlenecks that can impact the and improve the fiscal close process and provides best practices to help alleviate these challenges Defines the Record to Report R2R and recommends the roles and responsibilities for fiscal close processes flow Offers the internal controls to use for the end to end fiscal close process Describes approaches for risk management R2R and fiscal close benchmarking Identifies KPIs for all aspects of the R2R process Provides the mechanism for developing a financial close scorecard Recommends leading practices for both external and internal reporting Provides guidance on how strategic planning the budget and forecast processes can be streamlined to enhance the fiscal close and internal reporting results Written by a respected expert on internal controls and the fiscal closing process The Fast Close Toolkit is a valuable source of information for professionals involved in controllership and have responsibility for the fiscal close [Accounting Policies and Procedures Manual](#) Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry [Ultimate GenAI for Financial Accounting](#) Tulay Guneyssel , 2026-03-07 Build Auditable Intelligence for Modern Financial Tasks Book Description Generative AI is transforming financial accounting and professionals who understand how to apply it responsibly will define

the future of the field In *Ultimate GenAI for Financial Accounting* you will start by building a clear foundation in Artificial Intelligence and Generative AI through an accounting and governance lens without technical complexity You will then explore how GenAI integrates into core accounting and finance workflows including journal entries reconciliations financial reporting auditing fraud detection tax compliance and cloud accounting As you progress you will learn how to implement AI enabled processes while preserving auditability ethical standards internal controls and regulatory compliance Practical frameworks guide you through governance risk management explainability and secure adoption strategies ensuring that AI enhances professional judgment rather than replacing it autonomous world What you will learn Apply Generative AI across core accounting and finance workflows Design ethical governed and auditable AI enabled accounting systems Automate reporting reconciliation and audit processes responsibly Evaluate AI risks bias explainability and regulatory implications Integrate cloud analytics and GenAI securely into finance operations Prepare for autonomous and AI augmented finance roles Who is This Book For This book is for accounting and finance students educators and professionals including staff and senior accountants auditors internal auditors tax professionals forensic accountants financial analysts controllers finance managers and CFOs It is also relevant for audit partners risk and compliance professionals finance transformation leaders and accounting consultants adopting AI enabled finance

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