

Accounting Month End Checklist

	A	B	C
1	Accounting Month End Checklist		
2			
3	Duties / Tasks	Chapter	Checklist
4	Enter all bills		✓
5	Enter any vendor credits		
6	Pay all bills		
7	Enter any manual checks		
8	Enter all online banking payments		
9	Enter all bank drafts		
10	Enter payroll		
11	Pay any payroll liabilities		
12	Enter any invoices required		
13	Enter all donations		
14	Enter any other receipts		
15	Record postage expense		
16	Enter credit card charges		
17	Reconcile credit card bill		
18	Reconcile bank account to statement		
19	Charge prepaid expenses		
20	Review Receivable Aging Report		
21	Review Payable Aging Report		
22	Review Statement of Financial Position		
23	Review Statement of Activities by Class		
24	Review Income Statement Comparison to Budget		

Month End Close Checklist Excel Accounting Template

Gaylord N. Smith



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Using Excel for Business and Financial Modelling Danielle Stein Fairhurst,2019-04-15 A hands on guide to using Excel in the business context First published in 2012 Using Excel for Business and Financial Modelling contains step by step instructions of how to solve common business problems using financial models including downloadable Excel templates a list of shortcuts and tons of practical tips and techniques you can apply straight away Whilst there are many hundreds of tools features and functions in Excel this book focuses on the topics most relevant to finance professionals It covers these features in detail from a practical perspective but also puts them in context by applying them to practical examples in the real world Learn to create financial models to help make business decisions whilst applying modelling best practice methodology tools and techniques Provides the perfect mix of practice and theory Helps you become a DIY Excel modelling specialist Includes updates for Excel 2019 365 and Excel for Mac May be used as an accompaniment to the author s online and face to face training courses Many people are often overwhelmed by the hundreds of tools in Excel and this book gives clarity to the ones you need to know in order to perform your job more efficiently This book also demystifies the technical design logic and financial skills you need for business and financial modelling Newsweek ,2008 **Bottom Line Business** ,1998

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