

# Keep Your Books Audit-Proof

## Month-End Best Practices



### Prepare and Complete a Month-End Close Checklist

List out every accounting, AP/AR, payroll, and inventory task. Assign clear owners, set due dates, and connect each item to its supporting documents stored in shared folders as the checklist is completed.

### Keep Supporting Documents Well-Organized

Store supporting documents for tasks and reconciliation in a centralized location. Use consistent file-naming rules so documents are easy to find and track for audit purposes.



### Reconcile Accounts Promptly

Prioritize high risk accounts such as bank, credit card, and subledger accounts and do them first. Use automation to catch discrepancies early and keep records accurate in real time.

### Enforce Segregation of Duties

Divide responsibilities for preparing, reviewing, and approving financial activities. Use access controls and document audit trails to reinforce internal controls.



### Perform a Monthly Pre-Audit Review

Check that trial balances match supporting schedules, test sample transactions for accuracy, and confirm compliance with GAAP or IFRS so you remain audit-ready throughout the year.

### Bonus Tip: Use Technology

Rely on automation to deliver real-time dashboards, automated alerts, exception management and centralized reporting to spot potential issues quickly and maintain ongoing audit readiness.