

The 10-Day Monthly Close Playbook

A business-day calendar for closing the books on time.

1. Day 1-2: Bank, card and payment processor reconciliations.
2. Day 3: Accounts payable cutoff and accrued expenses.
3. Day 4: Revenue recognition and deferred revenue roll-forward.
4. Day 5: Payroll, benefits and contractor accruals.
5. Day 6-7: Fixed assets, prepaid expenses and amortization.
6. Day 8: Flux analysis against budget and prior month.
7. Day 9: Management review and adjustments.
8. Day 10: Financial statements and KPI pack delivered.