

Acme Corp Month-End Close and Reconciliation Checklist

Preparation

Ensure all journal entries are posted and subledgers are closed.

Steps

1. Verify balances in Fusion ERP. 2. Execute automated reconciliations. 3. Review exception reports. 4. Obtain approvals. 5. Archive results.

Timing

Close process should be completed within 10 business days.

Controls

Each reconciliation must include preparer and approver signatures stored in Fusion Documents.