Close Your Month in Five Days

Fictional sample · A practical playbook for small finance teams

You'll leave with a 5-day close calendar you can use this month. Hosted by Priya Shah, Ledgerline

Why listen to me

- Ran month-end close for small finance teams for several years
- Now teach close workflows to Ledgerline customers

How this works

- Three changes: a close calendar, weekly reconciliations, a review checklist
- Questions: use the Q&A panel
- Quick reactions: use the chat
- Recording and calendar template: sent afterwards

Poll: How long is your month-end close?

Answer in the poll window

- 1 to 3 working days
- 4 to 6 working days
- 7 to 10 working days
- More than 10 working days

Most delays come from waiting on other people

Not from the accounting itself. (Host's own observation from past closes, not a survey result.)

The 5-day close calendar

1

Day 1

Cutoffs: invoices, expenses, payroll

2

Day 2

Bank and card reconciliations

3

Day 3

Accruals and adjustments

4

Day 4

Review and sign-off

5

Day 5

Reporting and close

Example: a 4-person team

Fictional team, for illustration

DAY	TASK	OWNER
1	Collect invoices and expense reports	AP clerk
2	Reconcile bank and cards	Bookkeeper
3	Post accruals	Bookkeeper
4	Review and sign off	Controller
5	Send the management pack	Finance lead

Type in the chat

The one task that always runs late in your close

Reconciliations pile up at month-end

When everything is reconciled in the last week, one surprise delays the whole close.

Reconcile weekly vs. monthly

Weekly

High-volume accounts where errors compound: bank accounts, company cards, payment processor clearing.

Monthly

Low-volume or estimate-based accounts: prepaid expenses, fixed assets, accruals.

What moves out of close week

Fictional before and after

TASK	BEFORE	AFTER
Bank reconciliation	Close week	Every Friday
Card reconciliation	Close week	Every Friday
Expense report chasing	Close week	Weekly reminder
Accruals	Close week	Close week

Poll: Which account would you reconcile weekly first?

Answer in the poll window

- Bank accounts
- Company credit cards
- Payment processor clearing
- Accounts payable

Review bottlenecks at the controller

If every entry waits for one person's approval, Day 4 becomes Day 7.

Review checklist and sign-off thresholds

- Reconciliations complete and differences explained
- Accruals match supporting documents
- Entries above the threshold get controller sign-off
- Entries below it get a peer review
- Thresholds here are fictional; set your own

Your 5-day close calendar

The template is linked in the chat

DAY	FOCUS	DONE WHEN
1	Cutoffs	All invoices and expenses are in
2	Reconciliations	Bank and cards reconciled
3	Accruals	Entries posted with support
4	Review	Checklist signed off
5	Reporting	Pack sent to leadership

Questions so far?

Use the Q&A panel. I'll answer two now.

Three changes to make this month

1. Put every close task on a dated calendar with one owner
2. Move high-volume reconciliations to every Friday
3. Use a review checklist and a sign-off threshold

Try Ledgerline free for 14 days

Work email needed. No card required.

ledgerline.example/close

Your questions

Ask in the Q&A panel

Close calendar template and free trial: ledgerline.example/close

Thank you

Recording and resources: sent to all registrants within 24 hours

Questions afterwards: education@ledgerline.example