

THE MONTH-END SURVIVAL CHECKLIST



Every month has one: the week where receipts go missing, invoices come back from the dead, and someone's still at their desk after the cleaners have gone home. This is how you survive it and how you make sure next month's version is a lot less scary.

Stage 1: Survive the Month

- ☐ Capture receipts the moment you spend, not weeks later
- ☐ Code card transactions as they land, off a daily feed
- ☐ Give recurring and subscription spend its own home, so nothing hides in the noise
- ☐ Put an owner against every transaction from day one

Survival tip: The single biggest thing you can do is capture spend the moment it happens. Everything else on this list gets easier if you do.

Stage 2: Survive the Final Week Before Close

- ☐ Work the exceptions queue — don't go chasing inboxes
- ☐ Pre-reconcile cash and cards before close day arrives
- ☐ Post recurring accruals early, not at the last minute
- ☐ Chase down any outstanding approvals, with evidence attached
- ☐ Flag anything unusual now, while you still remember why

Survival tip: If this week feels calm, you're doing it right. If it feels like triage, that's next month's Stage 1 fix.

Stage 3: Survive Close Day

- ☐ Reconcile don't reconstruct. The record should already be complete
- ☐ Review the numbers, don't build them from scratch
- ☐ Write down whatever slowed you down, before you forget

Survival tip: A close day spent reviewing is a win. A close day spent building the record from nothing is a sign Stage 1 needs work.

Stage 4: Survive Next Month, Too

- ☐ Fix the one thing that cost you the most time this close
- ☐ Automate the most repetitive task you did by hand
- ☐ Actually go home on time (you've earned it)

Survival tip: Don't try to fix everything at once. One fixed problem per month beats five half-fixed ones.

How'd You Do?

Time to tally up your ticks!

- Mostly ticked? You've already broken the back of month-end horror. Keep going.
- A handful ticked? You've got the right instincts — pick one unticked item from Stage 1 and start there next month.
- Barely any ticked? Start with Stage 1 alone — everything downstream gets easier once spend is captured at the source.



**STOP TRICKING YOUR FINANCE TEAM.
TREAT THEM TO PROSPEND.**

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