

Month-End Close to Financial Review

This workflow turns daily operating activity into a defensible month cutoff and stable financial review. It begins with open periods and unresolved sales, tender, receivable, payable, inventory, and account activity, then ends with a closed month whose reports can be traced back to saved transactions.

“ **Demonstration notice:** Every entity, amount, account, date, and transaction is fictional. This guide describes Brisk controls and is not tax, legal, or professional accounting advice.

Workflow at a glance

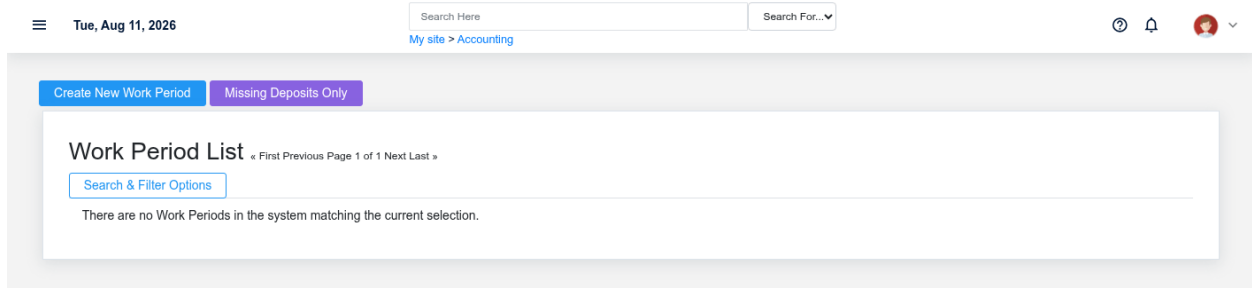
Outcome	Approved month cutoff with retained close evidence and traceable reports
Starts with	Defined cutoff and unresolved daily operating records
Ends with	Closed Month and management financial review
Primary roles	Shift lead, receivables/payables staff, inventory reviewer, accountant
Brisk areas involved	Accounting, Sales, Inventory, Purchasing, Reports
Common businesses	Any Brisk organization using operational accounting
Approximate handoffs	Four

Why this workflow matters

A month close cannot make inaccurate sales, missing payments, unreceived inventory, or draft invoices correct. Its value is creating a stable boundary after those records have been reviewed and explained.

Brisk keeps daily operations connected to accounting detail. Reviewers can move from a report total back to source transactions instead of accepting an unexplained export.

Before you begin

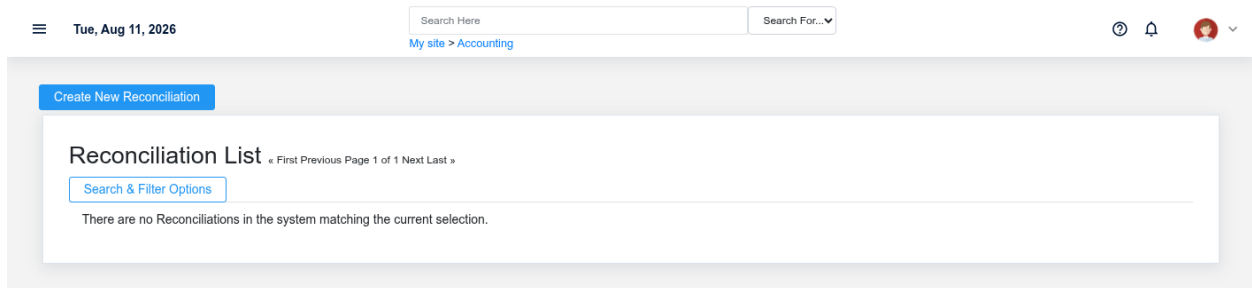


The screenshot shows the 'Work Period List' interface. At the top, there is a navigation bar with a menu icon, the date 'Tue, Aug 11, 2026', a search bar with 'Search Here' and 'Search For...' dropdowns, and user profile icons. Below the navigation bar, there are two buttons: 'Create New Work Period' and 'Missing Deposits Only'. The main content area has a title 'Work Period List' with pagination links '« First Previous Page 1 of 1 Next Last »'. Below the title is a 'Search & Filter Options' button. The message 'There are no Work Periods in the system matching the current selection.' is displayed.

Begin month-end review by finding any operating period that has not reached its intended cutoff.

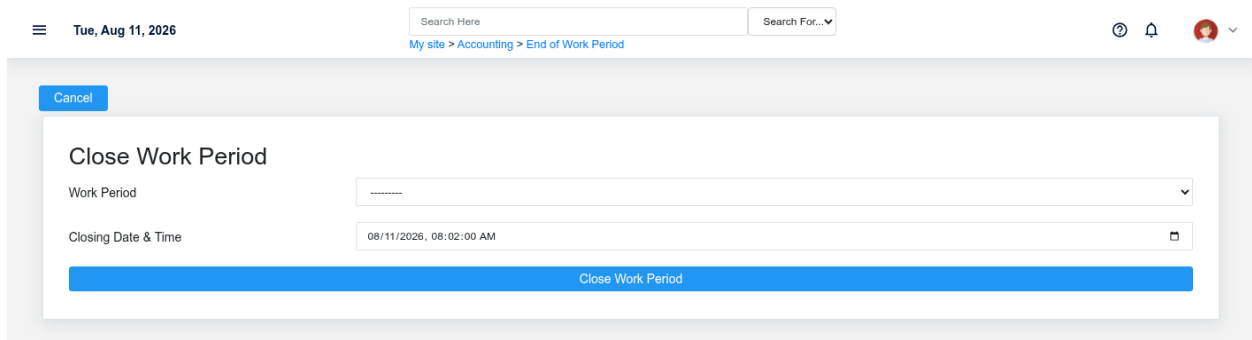
- Define the local closing date/time and obtain the required approval.
- Ensure all required Work Periods, Months, accounts, warehouses, and permissions exist.
- Gather bank statements, tender/deposit evidence, receivable/payable review, inventory receiving/costing review, and approved journal support.
- Do not backdate or reopen solely to improve screenshots or force a report.

End-to-end steps



The screenshot shows the 'Reconciliation List' interface. It has a similar layout to the 'Work Period List' interface, with a navigation bar, a 'Create New Reconciliation' button, a title 'Reconciliation List' with pagination links, a 'Search & Filter Options' button, and the message 'There are no Reconciliations in the system matching the current selection.'

A saved reconciliation supports account review when the feature and source statements are available.



The screenshot shows the 'Close Work Period' dialog. It has a 'Cancel' button at the top left. The dialog contains a 'Work Period' dropdown menu and a 'Closing Date & Time' field with a calendar icon. The 'Closing Date & Time' field is set to '08/11/2026, 08:02:00 AM'. At the bottom, there is a large blue button labeled 'Close Work Period'.

Sales, tenders, deposits, payouts, returns, and differences should be reviewed before closing each work period.

1. **Close lead — define the cutoff.** Record the intended local boundary and use the smallest-period-outward sequence: Work Period, then Month, then Year when applicable.

2. **Shift lead — close remaining work periods.** In [Close Accounting Periods](#), review sales, tenders, cash, deposits, payouts, returns, tax, and over/short. Resolve open and uncertain transactions before closing.
3. **Receivables/payables staff — review obligations.** Run aging, customer-credit, vendor-invoice, credit, and payment lists at the cutoff. Investigate Draft/unposted or unmatched records such as DOC-BILL-1001.
4. **Inventory and cash reviewers — complete source checks.** Review receipts, final costs, adjustments, valuation inputs, deposits, and supported [Reconciliations](#). Reconciliation is included only when configured and supported by source statements.
5. **Accountant — review approved journals and reporting inputs.** Verify dates, accounts, warehouses/divisions, memo, supporting evidence, and approval. Do not use a journal to hide an operating discrepancy.
6. **Authorized closer — close the Month.** Select the correct open [Month](#), enter the approved cutoff, and process once. If the request is uncertain, inspect the Month before retrying.
7. **Management — review financial output.** Review the available profit-and-loss, balance-sheet, trial-balance, transaction, and close reports. Trace material totals to their saved transactions and retain review evidence.

What Brisk keeps connected

Tue, Aug 11, 2026

Search Here

Search For...

My site > Accounting > Vendor Invoice List > DOC-V-001 | Northwind Office Supply (Documentation Demo): Invoice DOC-BILL-1001

ⓘ ⚙️ 👤

Modify Cancel New Create Copy View Credit Applications Pay Invoice Memorize This Vendor Invoice < Previous Next >

Attachments (0) Email

Vendor Invoice Detail - DOC-V-001 | Northwind Office Supply (Documentation Demo): Invoice DOC-BILL-1001

Vendor Invoice Summary All Fields Expense/Asset Categories Vendor Credit Memo Applications Transactions

DOC-V-001 | Northwind Office Supply (Documentation Demo): Invoice DOC-BILL-1001

Jan. 15, 2025, 9 a.m.

UNPAID

DOC-V-001 | Northwind Office Supply (Documentation Demo)
100 Fictional Way
Exampleville, IL 60000

Memo: Documentation demo invoice; draft and unposted.

Invoice Subtotal: \$75.00
Invoice Discount: \$0.00
Invoice Amount: \$75.00

Expense Account Information	Amount	Memo
DOC-1200 - Documentation Demo Inventory	\$75.00	Six fictional filter cartridges

Payments
Paid \$50.00 on 01/15/2025

Credit Applications
No credit memo applications recorded.
[View All Credit Applications For This Invoice](#)

Draft or unresolved payables must be investigated rather than concealed by the month close.

Tue, Aug 11, 2026

Search Here

Search For...

My site > Accounting > A/R Aging Report

Back

Print

Choose a date range, or pick an accounting period to auto-fill the dates.

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Preset Month (Optional)

Display Mode

Full Aging Columns

Sort By

Statement Balance

Sort Direction

Descending

Warehouse / Division

Include All Customers?

☒ Use all active customers in scope

If not all, which customer?

Additional Filters

Run Report

Print

End of Month

Configure the run options and click Run Report.

Review customer balances and credits at the same defined cutoff used by the close.

Action	Result or downstream record	Where to verify it
Close Work Period	Operating cutoff and close reports	Work Period detail
Review receivables/payables/inventory	Exception lists tied to source records	Aging, invoices, receipts and transaction detail
Save reconciliation/journal	Account review or approved adjustment evidence	Reconciliation and Journal Entry detail
Close Month	Stable month boundary used by period reporting	Month detail and financial reports

Handoffs and controls

Tue, Aug 11, 2026

Search Here

Search For...

My site > Accounting

Create New Transaction

General Ledger Maintenance

« First Previous Page 1 of 1 Next Last »

Search & Filter Options

Select Account

All

Start Date

Click to select

End Date

Click to select

Minimum Amount

Maximum Amount

Keyword Search (Fields: Memo)

Apply Filters

Clear All Filters

Date

Debits

Credits

Account

Parent

Memo

There are no Transactions in the system.

Reports read saved transactions; transaction detail remains the path back to the operational source.

Cancel

Close Month

Month

Closing Date & Time

08/11/2026, 08:02:00 AM

Now End of Jul End of Aug

Before performing end of month, please review the following reminders:

- [Close the current work period \(end of day\)](#)
- [Assess Finance Charges](#)
- [Print Customer Statements](#)

Close Month

Close the month only after source-record review and with the approved cutoff.

Operating teams supply accurate source records; accounting tests completeness and cutoff; an authorized closer establishes the boundary; management reviews the result. Closed does not mean reconciled. The individual Sale, Receipt, Invoice, Payment, Deposit, Reconciliation, and Journal Entry remain the evidence behind reports.

Exceptions and safe corrections

- Open period at cutoff: resolve the underlying work and close it in sequence.
- Payment or deposit uncertainty: verify transaction and provider/bank evidence before retrying.
- Draft invoice or receipt: determine whether it belongs in the month; do not force-post it.
- Report mismatch: compare cutoff, warehouse/division, status, and posting versus transaction date.
- Closed-period error: follow the explicit authorized reopen/correction policy; preserve the original history and approvals.

Related documentation

Start here

- [Close Accounting Periods](#)
- [Work Periods](#)

Continue with

- [Receivables, Statements, and Finance Charges](#)

- [Vendor Invoices](#)
- [Reconciliations](#)

Related controls and reports

- [Work Period Reports](#)
- [Transactions](#)

Could Brisk Simplify This Process for Your Team?

See how this workflow could be configured around your records, permissions, approvals, and reporting requirements.

[Request a focused Brisk demonstration](#)

Revision #2

Created 2026-08-11 13:17:30 UTC by Brisk

Updated 2026-08-11 13:21:48 UTC by Brisk