Month-end invoice collection checklist

A printable working checklist for accountants, bookkeepers, and finance teams.

CLIENT OR BUSINESS

ACCOUNTING PERIOD

1. Set the boundary

- [ ] Confirm the period start, end, and late-document cut-off.
- [ ] Assign an owner to every invoice source.
- [ ] Separate invoices, receipts, credit notes, and statements.
- [ ] Record sources that still need a manual check.

2. Map every source

INBOX OR SOURCE	OWNER	CONNECTED/MANUAL	STATUS

Review the period

Preserve the source, check expected documents, and route exceptions before export.

3. Confirm collection health

- [ ] Check the last successful sync for each connected inbox.
- [ ] Review disconnected accounts and failed collection attempts.
- [ ] Preserve sender, message date, attachment name, and source inbox.
- [ ] Keep original files alongside extracted fields.

4. Check completeness and duplicates

- [ ] Compare recurring suppliers with the previous period.
- [ ] Review unexpected date or invoice-number gaps.
- [ ] Match duplicate candidates using supplier, date, amount, and invoice number.
- [ ] Assign every unresolved item to a named owner.

Exception register

SUPPLIER OR ITEM	ISSUE	OWNER	STATUS

Create an auditable month-end handoff

Make the archive understandable without reopening every source inbox.

5. Validate required details

- [ ] Supplier identity and invoice number are present.
- [ ] Invoice date, due date, currency, net, tax, and total are reviewed.
- [ ] Billing entity, client, and accounting period are assigned.
- [ ] The responsible accountant's validation policy has been followed.

6. Prepare the handoff

- [ ] Group files by client and accounting period.
- [ ] Include a manifest or structured export where available.
- [ ] List missing, disputed, and late items separately.
- [ ] Record who reviewed the period and when.

REVIEWED BY ______________________

REVIEW DATE ______________________

ARCHIVE OR EXPORT LOCATION ______________________

NOTES AND OPEN ITEMS

____

____

____

____

____