

Xporate Monthly Close Checklist

Use this checklist before GST, TDS, ROC, and internal compliance workflows.

Week 1 - Collect inputs

Sales invoices and credit notes collected

Purchase invoices and vendor bills collected

Bank statements, payroll, reimbursements, and petty cash inputs collected

Week 2 - Reconcile and review

Bank reconciliation completed

Customer and vendor ledgers reviewed

GST ITC mismatches and exceptions listed

Week 3 - Prepare filings

GST workings prepared and reviewed

TDS deductions, challans, and return data checked

Approvals captured before portal filing

Week 4 - File and archive proofs

Filing acknowledgements downloaded

Proofs stored in a shared compliance folder

Exceptions carried forward with a clear owner

Disclaimer: This checklist is an operational aid, not tax or legal advice.