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Month-End Close Checklist for Indian Finance Teams

Accounting steps, GST, TDS and payroll dates, and where Claude helps

What this is

A working checklist for closing the books each month in an Indian company or firm. Tick each line, note who owns it, and keep the sheet with your working papers. The statutory dates are for the usual case; confirm them for your registration type each month.

How to use this checklist

1. Copy it into Excel or print it. Add the working-day target you work to for each block.
2. Give every line an owner and a reviewer. The preparer should not review their own work.
3. Do the blocks in order. Do not post a closing entry until the reconciliations above it are done.
4. Use the Claude prompts at the end for the scrutiny steps. Check anything Claude flags yourself.

Block 1. Cut-off and sub-ledgers

Done	Task	Owner	Notes
☐	Lock or restrict posting for the month once sales and purchase entries are in		
☐	All sales invoices up to month-end booked; goods dispatched but not invoiced reviewed		Cut-off
☐	Goods received not invoiced (GRN) accrued		
☐	Purchase bills received after month-end checked for services or goods of this month		
☐	Credit notes and debit notes booked		Needed for GST too
☐	Expense claims and petty cash booked and the cash count agreed		

Block 2. Reconciliations

Done	Task	Owner	Notes
☐	Every bank account reconciled, with a signed statement		See the bank reconciliation prompt pack
☐	Debtors ledger agrees to the control account; ageing reviewed		
☐	Creditors ledger agrees to the control account; vendor statements matched for key vendors		
☐	Payment gateway and wallet balances reconciled (settlements pending)		
☐	Inter-company and related party balances agreed		
☐	Loans and borrowings agreed to lender statements		
☐	Advances to staff and vendors reviewed		

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Block 3. Accruals, provisions and adjustments

Done	Task	Owner	Notes
☐	Accrued expenses booked (rent, utilities, professional fees, audit fee)		
☐	Prepaid expenses and deferred income released for the month		
☐	Salary, bonus, leave encashment and gratuity provisions updated		
☐	Depreciation run for the month, additions and disposals checked		Rates and method per your policy and Schedule II of the Companies Act, 2013 or the applicable standard
☐	Foreign currency balances revalued at the month-end rate		AS 11 or Ind AS 21 as applicable
☐	Bad debt and expected credit loss reviewed		
☐	Interest on loans accrued		

Block 4. GST

Done	Task	Owner	Notes
☐	Sales register agrees to GSTR-1 data; GSTR-1 filed		Due 11th of next month for monthly filers; QRMP filers file quarterly by the 13th of the month after the quarter
☐	GSTR-2B downloaded and reconciled to the purchase register		2B is generated on the 14th; see the GSTR-2B prompt pack
☐	ITC reversals worked out (blocked credits under section 17(5), common credit under rules 42 and 43, payments not made within 180 days under rule 37)		
☐	Tax liability and ITC agree to the ledgers; GSTR-3B filed and tax paid		Due 20th for monthly filers (rule 61(1)(i)). QRMP filers: PMT-06 by the 25th for months one and two; quarterly GSTR-3B by the 22nd or 24th, by State (rule 61). Source: CBIC tax repository, checked 3 Nov 2026
☐	Reverse charge liability booked and paid		
☐	E-way bill and e-invoice exceptions reviewed		

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Block 5. TDS, TCS and payroll compliance

Done	Task	Owner	Notes
□	TDS deducted on every applicable payment (salary, contractors, professional fees, rent, others)		
□	TDS paid by the 7th of the next month; March deductions by 30 April		Rule 218(2) of the Income-tax Rules, 2026 (in force 1 April 2026). Exception: an individual or HUF below the turnover limits that make a payer a "specified person" or "designated person" (section 402(11) and (37) and section 393(1), Table Sl. 2(i) and 6(ii)) who deducts tax on rent, contract work, professional fees or commission/brokerage deposits within 30 days from the end of the month, with Form 141 (rule 218(3)). Source: incometaxindia.gov.in, checked 3 Nov 2026
□	TDS under GST (GSTR-7) and TCS where applicable filed		
□	PF and ESI paid by the 15th		
□	Professional tax paid as the state requires		Varies by state
□	Payments to micro and small enterprises checked against the 45-day limit		Section 15 of the MSMED Act, 2006; Under the Income-tax Act, 2025 (for tax year 2026-27 onwards) the old section 43B(h) is section 37(2)(g): the amount is deductible only in the tax year it is actually paid if it is paid late. The MSMED Act gives the 45 days only where there is a written agreement; with no written agreement the buyer must pay before the "appointed day", 15 days after acceptance. Sources: Income-tax Act, 2025 section 37; MSMED Act, 2006 sections 2(b) and 15; checked 3 Nov 2026
□	Advance tax estimated; instalment paid when due		15 June (15%), 15 September (45%), 15 December (75%), 15 March (100%), as cumulative shares of the year's advance tax (section 408 of the Income-tax Act, 2025). A taxpayer who declares profits on the presumptive basis under section 58(2) (Table Sl. 1 or 3) pays the whole advance tax by 15 March. Source: incometaxindia.gov.in, checked 3 Nov 2026

Block 6. Review and close

Done	Task	Owner	Notes
□	Trial balance reviewed; unusual or suspense balances cleared		
□	GL scrutiny: large, round, duplicate and late-entered postings reviewed		See Prompt A
□	Flux analysis: compare this month against last month and the same month last year, using the trial balance and the detailed general ledger activity for the period; write variance commentary for every large variance		See Prompt B
□	Tie-outs: payroll, fixed assets, loans, tax and bank agree to their sub-ledgers		See Prompt C
□	Management reports prepared (profit and loss, balance sheet, cash flow, budget variance)		
□	Reviewer sign-off recorded with date		
□	Period locked in the accounting software		
□	Open items and next month's carry-forward list written down		

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Where Claude helps

Prompt A. GL scrutiny

PROMPT TO COPY

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Here is the general ledger for [MONTH YEAR] as a table (date, voucher number, account, narration, debit, credit, user, entry date). Find and list: (1) entries above Rs [AMOUNT], (2) round-number entries of Rs 10,000 or more, (3) possible duplicates (same account, same amount, same party within 7 days), (4) entries posted after the month-end or by someone outside the finance team, (5) narrations that are blank or say "adjustment", "misc" or "being". For each, give the voucher number and why it was flagged. Do not call anything an error; call it "to review".
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Prompt B. Flux analysis

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Here are the trial balances for [THIS MONTH], [LAST MONTH] and [SAME MONTH LAST YEAR], and the detailed general ledger activity for [THIS MONTH] (and for the comparison months where I have pasted it). For each account show the change in rupees and in percent against both. Flag any change above [10]% and Rs [AMOUNT]. For each flagged account write short variance commentary, giving the likely cause only if the general ledger activity I pasted supports it, and naming the vouchers that drive the movement; otherwise write "ask the account owner" and give the specific question to ask.
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Prompt C. Tie-outs

PROMPT TO COPY

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Tie these balances to their supporting schedules and show any difference: bank (to the reconciliation statements), fixed assets (to the register), payroll expense and payables (to the payroll report), GST input credit and payable (to the GSTR-3B working), TDS payable (to the challans) and loans (to lender statements). For each line show ledger balance, schedule balance and difference. Put every difference in a to-do list with an owner column left blank.
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Limits to remember

- Dates and sections change. Check the current due dates for your filing type and the section numbers after the Income-tax Act, 2025 before you rely on this sheet.
- Claude can mis-add. Check every total and every flagged entry yourself.
- This is a working checklist, not an audit programme or legal advice.

Sources (checked 3 November 2026)

- Income-tax Act, 2025 (as amended by the Finance Act, 2026), sections 37, 58, 393, 402, 408: https://www.incometaxindia.gov.in/income-tax-act-2025
- Income-tax Rules, 2026, rule 218: https://www.incometaxindia.gov.in/income-tax-rule-2026
- CGST Rules, 2017, rules 59 and 61: https://taxinformation.cbic.gov.in/content/html/tax_repository/gst/rules/cgst_rules/active/chapter8/rule61_v1.00.html
- QRMP guidance: https://tutorial.gst.gov.in/offlineutilities/returns/QRMP_Advisory.pdf
- MSMED Act, 2006, sections 2(b) and 15: https://www.msmediagra.gov.in/writereaddata/msmedact.pdf

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