

Get your checklist for mastering year-end close

By now, you know the importance of year-end close in accounts payable, and the basics of the process and impacts. Use the checklist below with tips to empower your accounts payable team to master the complexities of the year-end close this year and plan for years ahead. (Pro tip: [AP automation](#) makes it all easier).

Review and reconcile accounts

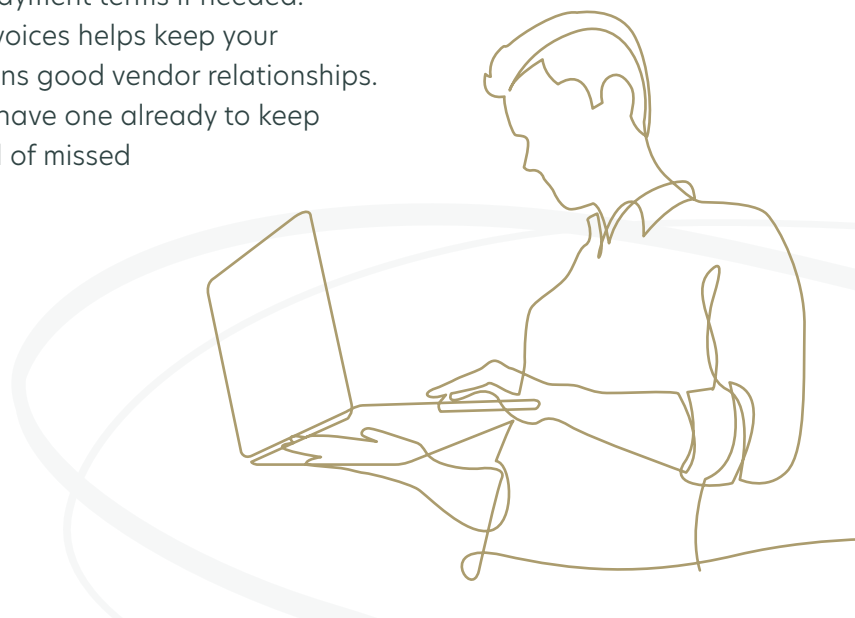
Before jumping into year-end tasks, take a moment to review and reconcile all accounts thoroughly. Uncover any sneaky discrepancies, [outstanding invoices](#) or lingering issues. Being proactive sets the stage for spot-on financial reporting and ensures your organization starts the new year with squeaky-clean, rock-solid financial data.

Stay compliant

Compliance is critical in AP management, including sticking to tax regulations, reporting requirements and accounting standards. Stay in the loop with legislative changes that might affect your organization, such as [e-invoice mandates](#), tax codes, reporting duties and compliance deadlines. Not following the rules can lead to penalties and financial consequences. AP automation solutions can help spot [fake vendor accounts](#) and set up protocols, reducing tax, fraud and regulatory risk.

Clear outstanding invoices

Make sure to check your outstanding invoices and work on clearing them before the year-end. That means following up with vendors, resolving discrepancies and negotiating payment terms if needed. Ending the year with fewer outstanding invoices helps keep your financial statements accurate and maintains good vendor relationships. Consider [AP automation tools](#) if you don't have one already to keep records updated and reduce the likelihood of missed invoices and errors.



Update vendor information

Make sure all vendor info is up-to-date. That means contact details, payment preferences and tax ID numbers. Having accurate vendor information is super important for smooth transactions. And updating it at year-end helps avoid errors in the next fiscal year.

Perform physical asset audits

A thorough audit is a good idea if your organization deals with physical assets. Make sure your records accurately show where the assets are and their current status. This step is important for financial reporting and can help you identify any discrepancies that need resolving before the year ends. You'll likely reduce risk with an automated solution – [see how](#).

Communicate clearly

Keep the lines of communication open with internal stakeholders like [procurement](#) and [finance teams](#) to collaboratively address any outstanding issues. Relying solely on ERP data won't cut it. Effective communication ensures everyone is on the same page and can contribute to a smoother year-end closeout process. With the right AP automation solution, you can provide your CFO with [accurate data](#) for accrual reporting, cash flow forecasts, and financial audits and even snag some discount opportunities.

Plan for the future

Take advantage of the year-end closeout to evaluate the [effectiveness of your AP](#) processes. Spot areas for improvement and plan. This proactive approach can result in continuous efficiency gains and contribute to the long-term success of your AP department.

Prepare yourself for year-end and beyond with AP automation

Don't stress about achieving success during the year-end closeout. With a solid plan and the help of AP automation, you'll be well-prepared and confident to overcome common year-end challenges.

Set yourself up for success with [Medius](#).