Month-End Close Checklist

User Guide · Odoo 18 / 19

Accounting & Finance

Technical module name: gb_month_end_close_checklist_workflow
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1. Overview

Month-end close is too often run from spreadsheets and email. This module turns it into a structured workflow: a template of close tasks, sign-off on each task, a period-lock gate and a recurring close calendar so the same checklist appears every month.

A close run is generated from a template, tasks are started, completed and signed off, and the run moves to review and completion — with the option to lock the accounting period.

Who is it for?

- Financial controllers running the monthly close
- Accounting teams who need sign-off and accountability
- Businesses replacing spreadsheet/email close tracking

2. Installation

The module is delivered as a standard Odoo application and installs cleanly on both Odoo 18 and Odoo 19 Community or Enterprise.

Step	Action
1	Enable developer/apps — Log in as an administrator and open the Apps menu.
2	Update the app list — Click Update Apps List so Odoo picks up newly added modules.
3	Search — Search for "Month-End Close Checklist" (technical name gb_month_end_close_checklist_workflow).
4	Install — Press Install. Required dependencies (account) are installed automatically.

After installation a new top-level menu, Month-End Close, appears in the main menu bar.

3. Configuration

Open Month-End Close ▸ Configuration ▸ Templates and build your standard close checklist (template tasks, owners, order).

Generate a close run from the template each period; tasks are copied in ready to work through.

Key configuration records

Field	Description
Close Template	The reusable checklist of close tasks for a period.
Close Template Task	A single task in the template (owner, sequence, description).
Close Run	A month's instance of the checklist, with its own state and tasks.
Close Task	A task within a run that is started, completed and signed off.

4. Step-by-step Walkthrough

A close run moves Draft → In Progress → To Review → Completed:

Step	Action
1	Define a template — Build the standard checklist under Templates.
2	Generate a run — Use Generate Run to create this month's close from the template.
3	Start — Press Start to begin the run.
4	Work tasks — Owners Start, Done and Sign Off each task; tasks can be Blocked or Reopened.
5	To review — Move the run To Review when all tasks are done.
6	Complete & lock — Press Complete; optionally lock the accounting period as the gate.
7	My tasks — Each user works their assigned tasks from My Tasks.

Status flow

Records move through the following statuses:

- Close Run: Draft → In Progress → To Review → Completed (Cancel / Reset available)
- Close Task: Start → Done → Sign Off (Block / Reopen / Revoke Sign-Off)

5. Feature Reference

Reusable templates

Define the close checklist once; generate a fresh run from it every month.

Task sign-off

Each task is started, completed and signed off, with the ability to revoke a sign-off or reopen a task.

Period-lock gate

Completing the close can gate the accounting period lock so books aren't closed prematurely.

Recurring calendar

A recurring close cadence means the checklist is ready each period without rebuilding it.

My Tasks view

Owners see and action only their assigned close tasks.

Blocked tasks

Tasks can be marked Blocked to flag dependencies that are holding up the close.

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6. Tips, Troubleshooting & FAQ

Q: How do I start a new month?
A: Generate Run from your template creates a fresh close run with all tasks ready.

Q: What does sign-off do?
A: It records that a task is reviewed and accepted; sign-off can be revoked if something changes.

Q: Can I lock the period?
A: Yes — completing the close can act as the gate to lock the accounting period.

Q: How do users find their work?
A: My Tasks shows each user only the close tasks assigned to them.

Q: What if a task can't proceed?
A: Mark it Blocked to flag the dependency; reopen tasks if rework is needed.

Q: Is the checklist the same each month?
A: Yes — it is generated from a reusable template, so the close is consistent every period.

7. Support

We are glad to help you get the most out of Month-End Close Checklist.

- Email: support@pokutsoft.com
- Apps & documentation: https://pokutsoft.com
- Please include your Odoo version (18 or 19) and the module version (18.0.1.0.0) when contacting support.

This module performs format generation and in-Odoo bookkeeping only. Where a third party (HMRC, a pension provider, a payroll bureau, a bank) is involved, the customer uses their own credentials/account to file or transmit. No filing is done on your behalf.