

UAE VAT and corporate-tax month-end close pack

Invoice, tax, records and responsibility reconciliation before filing.

A monthly control checklist to collect records, reconcile sales and purchases, track exceptions and preserve review evidence.

Pack reference	Version	Review date
uae-tax-month-end-close-pack	2026.08	15 Aug 2026

Working fields

No.	Field	Entry / notes
1	Period and entity	[]
2	Sales ledger	[]
3	Purchase ledger	[]
4	Invoices and notes	[]
5	VAT reconciliation	[]
6	CT adjustments	[]
7	Related parties	[]
8	Exception and evidence	[]
9	Action and owner	[]
10	Review and retention	[]

Use guide

What does it organise?	Organise closing evidence, reconciliations and open items before return preparation.
What does it not prove?	It does not calculate tax automatically, file a return, provide tax advice or prove treatment.

Checks before approval

1	Reconcile totals to ledgers and bank.
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2	Document each exception.	
3	Separate preparation and review.	
4	Use professional review before filing when uncertain.	
Notice: Internal organisation tool, not a return, tax opinion or compliance guarantee.		
Prepared by	Reviewed by	Approved by
Name / signature / date	Name / signature / date	Name / signature / date

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