

## 5 Things You Can Do to Radically Reduce the Length of Your Month-End Close

1



Comprise  
Listing of Tasks,  
Reports and JEs

2



Create Standard  
JE Numbering  
System

3



Maintain RJEs,  
Tasks and Recons  
in SaaS

4



Build Customized ERP  
Reports and Max  
ERP Functionality

5



Develop Excel  
Models that  
Automate Processes

**1** Comprise a comprehensive listing of all month-end close tasks, third-party reports/documents and accounting entries necessary for preparing monthly recurring journal entries (RJE).

- Save time at month-end by aggregating all action items into one list.
- Track progress and know you've achieved completeness with confidence.
- Time savings at month-end can equate to as much as 10%.



**2** Create a standard numbering system for all recurring month-end close journals.

- Save time at month-end by aggregating all recurring journal entries.
- Easier to review JEs and track progress with a standardized numbering system.
- Time savings at month-end can equate to as much as 10%.
- Search for journal entries faster by entering RJE number in ERP search bar.
- Quickly query every RJE recorded since inception (e.g., "RJE-1001" and all populate).



• <b>Cash</b>	1000	RJE-1001-1219, RJE-1002-1219,...RJE-1010-1219,...
• <b>AR</b>	1200	RJE-1201-1219, RJE-1202-1219,...RJE-1212-1219,...
• <b>Prepays</b>	1400	RJE-1401-1219, RJE-1402-1219,...RJE-1420-1219,...
• <b>AP</b>	2000	RJE-2001-1219, RJE-2002-1219,...RJE-2017-1219,...
• <b>Accruals</b>	2100	RJE-2101-1219, RJE-2102-1219,...RJE-2125-1219,...
• <b>Equity</b>	3000	RJE-3001-1219, RJE-3002-1219,...RJE-3015-1219,...

### 3 Maintain a list of recurring journal entries, tasks and reconciliations in a SaaS application.

- Save time at month-end by quickly accessing all action items in one location.
- Access all action items, RJE's, Tasks and Reconciliations from anywhere.
- Track progress to completion and achieve completeness with confidence.
- Time savings at month-end can equate to as much as 20% with with easier tracking and review.



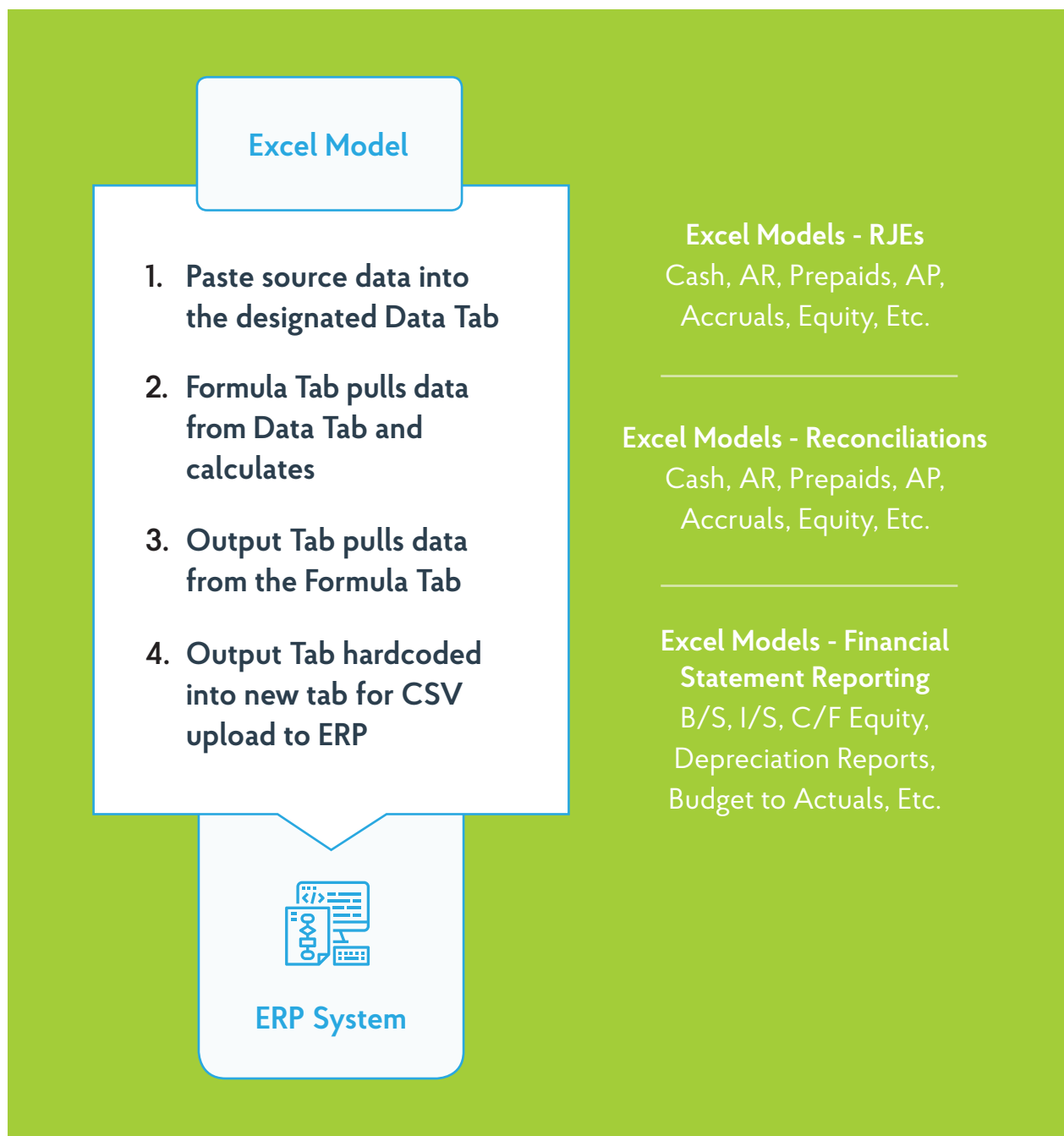
### 4 Build custom ERP reports and data sets for reporting / Excel modeling, and maximize ERP functionality.

- Save time at month-end by quickly accessing all custom reports and data sets in your ERP system.
- Utilize custom reports and data sets in pre-built Excel models for quick processing of RJE's and financial reports.
- Maximize ERP functionality to reduce volume of month-end close manual processes.
- Time savings at month-end can equate to as much as 50% with easier data processing.



## 5 Develop Excel models to automate month-end close processes.

- Save time at month-end by automatically processing most RJE's and reconciliations.
- Drive down journal entry preparation from hours to minutes: Models can prepare journal entries 75% faster on average.
- Drive down account reconciliation preparation from hours to minutes: Models can prepare account reconciliations 75% faster on average.
- Drive down financial reporting preparation from days or hours to minutes: Models can prepare your financial reporting package 90% faster on average.
- Experience significant time savings at month-end reducing your Close by days.
- Less time calculating and more time analyzing.



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