

The period end closing tasks contain generic tasks that make up 80 to 90% of your organization's closing process and the task list is easy adaptable

We have made a generic task list for the period end closing, based on numerous period end performance reports to the board and corporate headquarters. They follow the auditor's files and have the unique coding system that is applicable for all task lists and libraries in the Financial suite©. You can assign the tasks to persons and track and trace them with Gantt charts, alerts etc. The task list is prepared for re use over and over again.

Share your actions with your colleagues and make your period end closing a team effort. This period end tool is synchronized with the "Reporting workspace", e.g. same structure same logic. Easy fits in the structure of this workspace. A real time saver.

The best of controlling and internal auditing combined in this period end closing controls united in this SharePoint list. Controls are categorized in 19 balance sheet categories, 9 profit and loss categories and categories for consolidation, risks and other. Predefined 18 control types and over 125 control actions.

Business case

How to structure all tasks, checks and balances for the period end closing, have them checked on timely, correct and complete delivery and make the Excel task list redundant?

- ✓ Frequency of use: 12 -13 times a year
- ✓ Use ability: every organization with a returning periodical performance report to the board
- ✓ Solution : reporting task list per period with tasks for Balance sheet, P and L, cash flow etc.

Make or buy - payback time

Compare the purchase costs with your cost of making or outsourcing.

Internal development time:

- ✓ Experienced SharePoint user skilled in forecast updates: approx 40 hrs
- ✓ Novice SharePoint user :approx 120+ hours.

Based on this information, you can make up your mind

Payback time for this product: within hours.

Contents of the task list

Some tasks in the task list

- ✓ A01 Fixed assets: Reconcile fixed asset list per item with the general ledger and file this check in the PC library
- ✓ A01 Fixed assets: File the depreciation methods per category in the PC library
- ✓ A11 Liquid assets: Match daily statements with GL (last of period+ 1st of new period)

P 7 tasks Period end					
SSS-LSTP-0008-v 1.5 jun 2010					
New Actions Settings					
Report area	Report item	Item nr.	Title	Period end control	Interpretation
A. Balance debit	A01 Fixed assets	1	Reconcile depreciation in P and L and register of fixed assets with GL	Reconcile list with GL	
A. Balance debit	A01 Fixed assets	2	Record fixed assets depreciation rules per category	Valuation : make a list of actual valuations	
A. Balance debit	A01 Fixed assets	3	Solve any diff from reconciliation FA	Solve difference immediatly for reporting	
A. Balance debit	A01 Fixed assets	4	Copy all invoices to attach to the FA register	Record documents	Upload the copies in the Capex library
A. Balance debit	A01 Fixed assets	5	Make and save a breakdown of FA in progress	Make and save a breakdown	

Includes a selection of IFRS tasks.

L01. Presentation of Financial Statements
L02. Inventories
L07. Cash Flow Statements
L08. Net Profit or Loss for the Period, Fundamental Errors and Changes in Accounting Policies
L10. Events After the Balance Sheet Date
L11. Construction Contracts
L12. Income Taxes
L14. Segment Reporting
L15. Information Reflecting the Effects of Changing Prices
L16. Property, Plant and Equipment
L17. Leases
L18. Revenue
L19. Employee Benefits
L20. Accounting for Government Grants and Disclosure of Government Assistance
L21. The Effects of Changes in Foreign Exchange Rates
L22. Business Combinations
L23. Borrowing Costs
L24. Related Party Disclosures
L26. Accounting and Reporting by Retirement Benefit Plans
L27. Consolidated Financial Statements
L28. Investments in Associates
L29. Financial Reporting in Hyperinflationary Economies
L30. Disclosures in the Financial Statements of Banks and Similar Financial Institutions
L31. Financial Reporting of Interests in Joint Ventures
L32. Financial Instruments: Disclosure and Presentation
L33. Earnings per Share
L34. Interim Financial Reporting
L35. Discontinuing Operations
L36. Impairment of Assets
L37. Provisions, Contingent Liabilities and Contingent Assets

Functionality

Knowledge workers of the Planning en Control department can use this complete list, amend it or expand it very easily, with the associated efficiency improvement and speed to operation.

This reporting task list contains actions/tasks for sales, purchase, manufacturing, HR, asset management, project management etc.

Standard functionality for this task list:

- ✓ Structured tasks(c): all tasks are in sync with the deliverable documents
- ✓ Easy to expand and amend.
- ✓ Alerts can be send after completion of the task
- ✓ Free definition of lead time and due dates
- ✓ Calculated advise for due dates