

Pre-Implementation Checklist:

Prepare for a smooth close automation rollout

Use this checklist to prepare for your close automation implementation. Addressing these items upfront accelerates deployment and ensures your team is ready for a successful transition.



Team & Ownership

- Identify Executive Sponsor**
CFO or Controller who can remove blockers and communicate project importance to the organization
- Assign Implementation Lead**
Finance team member who owns timeline, decisions, and day-to-day coordination
- Identify Entity Finance Contacts**
Local finance leads who understand entity-specific processes and data
- Designate IT Contact**
Technical contact for API access and security review (limited involvement after setup)
- Select Key Users**
Staff accountants and controllers who will operate the platform daily



Data & Documentation

- Review Chart of Accounts**
Identify duplicate accounts, inconsistent naming, and dormant accounts that should close
- Document Non-Standard Accounts**
Flag accounts that require special handling or don't follow standard patterns
- Document Current Close Process**
Map task sequence, ownership, dependencies, and typical timeline for baseline comparison
- Export Current Close Checklist**
Gather existing task lists, approval workflows, and timing requirements



Multi-Entity Setup

- Map Entity Structure**
Document parent-subsidiary relationships and ownership percentages.
- Gather Sample Intercompany Transactions**
Collect examples of sales, cost allocations, management fees, and inventory transfers between entities.
- Document Currency Requirements**
List all functional currencies, reporting currency, and translation methods currently in use.
- Identify Edge Cases**
Flag unusual intercompany transactions or eliminations that do not follow standard patterns.



System Access

- Verify API Access to ERP**
Confirm that your ERP supports API connections and that you have the necessary permissions.
- Complete Security Review**
Work with your IT and security teams to approve platform access and data-sharing requirements.
- Establish Communication Channels**
Set up Slack or your preferred communication platform for implementation support.