



IMPROVE YOUR ACCOUNTING PROCESSES

Presented by Trina Lang



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You are viewing Success Onboardin... 's screen View Options

Zoom Video Communications
was Named a 2018 Gartner Peer Insights Customer's Choice for Meeting Solutions

Enter your work email

Gartner Zoom received a 4.69 out of 5 overall customer rating

[Read the Report](#)

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Q&A 19:41

You asked:
Type your questions and comments here!

Please input your question

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Gartner peer insights

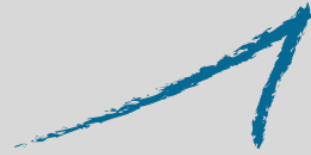
Figure 1. Gartner Peer Insights "Voice of the Customer" Meeting Solutions Overall Ratings

Gartner Peer Insights "Voice of the Customer" Meeting Solutions Overall Ratings
As of January 31, 2018

Eligible Vendors	Gartner Peer Insights Customers' Choice	Gartner Magic Quadrant Position	Number of Reviews	Overall Customer Rating
Zoom Video Communications	customer's choice 2018	Leader	n=686	4.69
Highfive Technologies			n=30	4.40
Lifesize			n=30	4.40
LogMeIn	customer's choice 2018	Challenger	n=163	4.36
Teamviewer			n=42	4.33
BlueJeans Network	customer's choice 2018	Visionary	n=57	4.32
Google	customer's choice 2018	Challenger	n=131	4.27
Cisco	customer's choice 2018	Leader	n=380	4.21
Microsoft		Leader	n=293	4.16
Adobe		Challenger	n=72	4.14

Notes: Vendors with greater than 25 reviews on Gartner Peer Insights in the past one year as of January 31, 2018 are considered eligible vendors. Gartner Peer Insights Customers' Choice announced on February 13, 2018. Gartner Magic Quadrant for Meeting Solutions published on September 18, 2017. Number of reviews and ratings as of January 31, 2018. ©2018 Gartner Inc. All rights reserved.

Source: Gartner Peer Insights (January 31, 2018)



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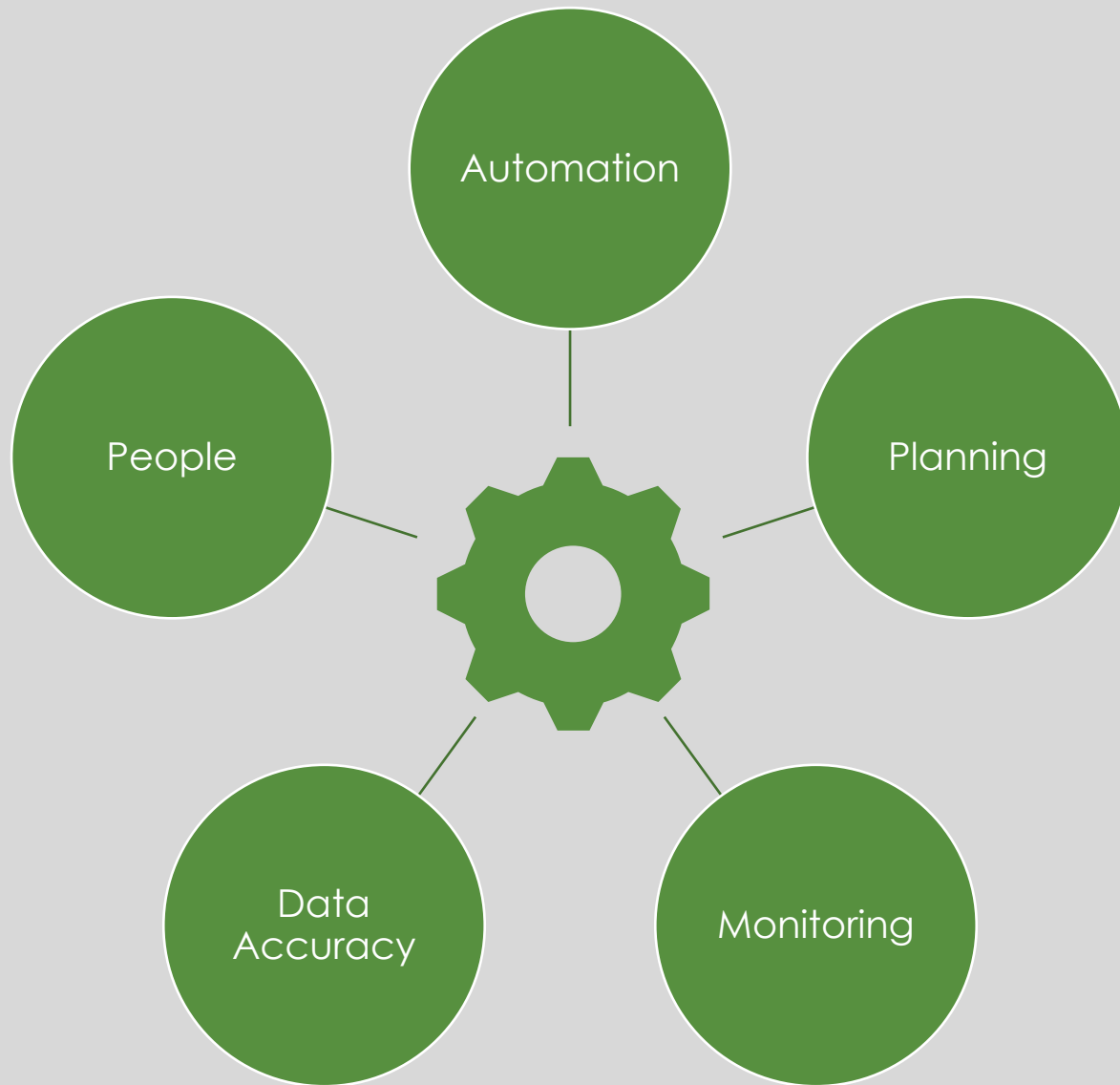
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Presented By

Trina Lang

Principal

Insero & Co. CPAs





PLANNING



Is there a plan?

Do people know what is expected of them?

Is there a calendar of key dates?

Is there a schedule of daily, weekly and monthly processes?

Planning

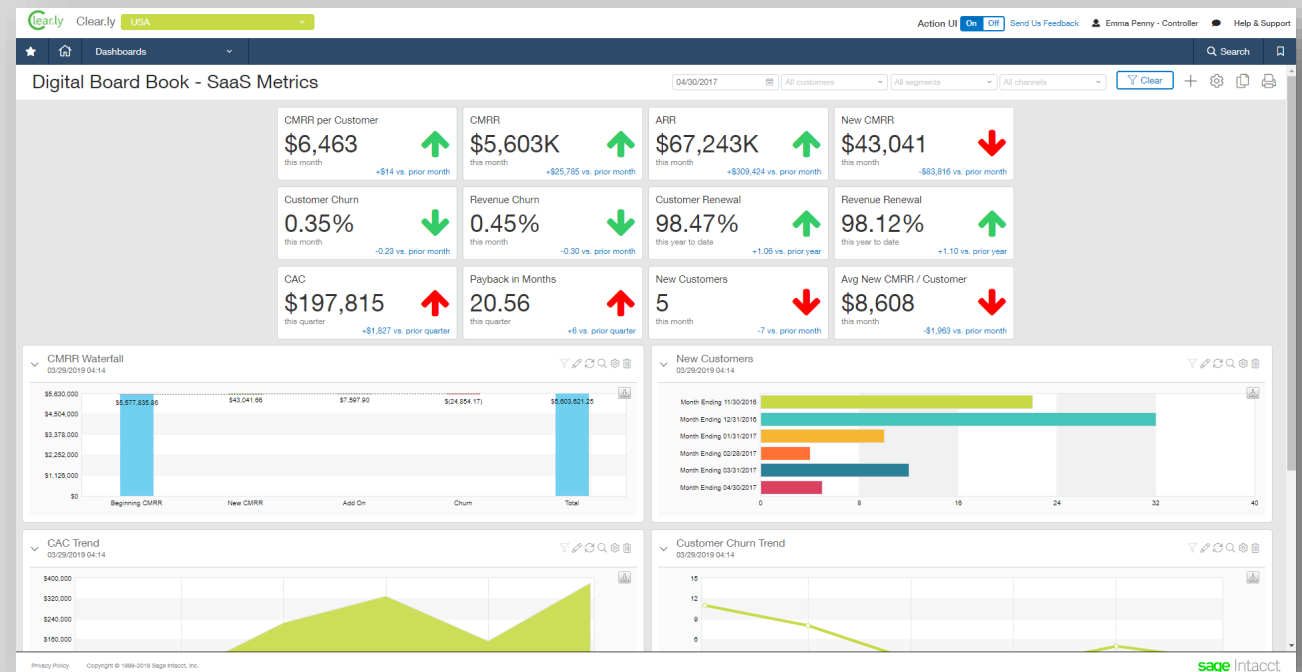
- Document daily, weekly and monthly processes
- Assign standard completion dates
- One calendar with external due dates
- Who's responsible?

The BIG PICTURE



Planning

- Dashboard
- Vendor and customer information
- Standardize the close process
- Don't wait until month end



Planning



- Delivery of information
 - Know your audience
 - What's key to communicate
 - What's the best platform
 - What's the occurrence

Planning

- Budget
 - Always have one
 - P&L, Balance Sheet and related CF
 - Breakdown by month
 - Review at least monthly

Planning

- Grant reporting
 - Create summary document
 - Identify Employees/payroll coding
 - Summary of grant highlights

Role Based Dashboard

12/31/16



Clear



Grant Manager

Grant Positions

04/08/17 04:58



	Revenue Inception To Date 12/31/16 Revenue	Expenditures Inception To Date 12/31/16 Expenditures	Remaining Funds
Grants & Contract Funds			
Health Initiative 1 Grant	933,246.32	275,167.76	658,078.56
Travis County Contract	160,000.00	132,900.00	27,100.00
Rural Health Network	0.00	32.17	(32.17)
Total Grants & Contract Funds	1,093,246.32	408,099.93	685,146.39

NonProfitTimes



- [Fundraising Agencies Russ Reid and Grizzard Being Merged](#)
- [Ford Foundation Bets \\$1 Billion On Mission Investing](#)
- [Habitat Launches Affordable Housing Push](#)
- [Nonprofit News Groups Get \\$114 Million Boost](#)
- [Secular, Religious Nonprofits Petition To Save Johnson Amendment](#)
- [Large NPOs Lead Overall Dip In Giving](#)
- [Blackbaud Bulks Up With Education Acquisition](#)
- [Most Trump, Clinton Voters Want Johnson Amendment](#)
- [Restricted Gifts: What You Can And Can't Do](#)

Forms



- [SF 425](#)
- [Texas FRR](#)

Resources



- [Federal Register](#)
- [Grantsmanship Center](#)
- [OMB](#)



MONITORING



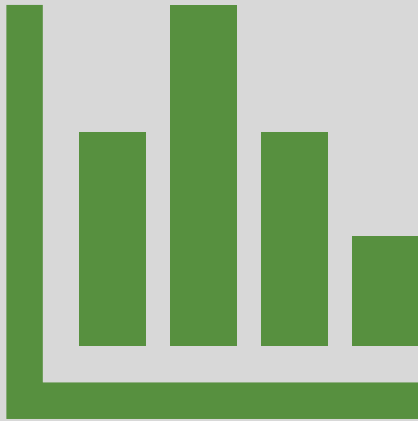
Are goals shared?

Does everyone know what's important?

Does everyone know your deadlines?

Does everyone know where you are at?

Monitoring



- Monitor key metrics
- Payment trends
- Include both financial and operational staff

Monitoring

- Monitor financial results
- Are you on budget?
- Review actual to budget each month
- Evaluate variances
- Reforecast

Monitoring

- Monitor Balance Sheet budgets
 - Compare cash on hand to budgeted cash
 - Weekly cash flow tool to manage short term
 - Are other Balance Sheet accounts in line with budget? If not, why?

Monitoring

- Monitor grant budgets and activities
- Calendar of reporting deadlines
- Schedule for completion
- Assignment of staff
- Date due
- Shared drive for all to view



AUTOMATION



Are you utilizing technology?

Are you still relying on paper files?

Do you store all your critical information on a secure platform that is accessible by key team members?

Do you know where to find information if it's being stored electronically?

Automation

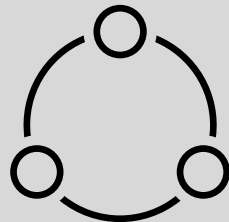
- Can information easily be shared?
- Ensure there is an organized method to how you store information.
- How much of your information is done manually/off-line from accounting?

Automation



- Develop and document processes addressing standard procedures
- Don't get hung up on trying to develop a process to account for all the variables

Automation

- Start by creating a process workflow
- What are the steps
- Who's responsible for each step
- Work together



Automation

- Accounting system
 - Does it allow you to automate your processes?
 - Is it cloud based? 
 - Is it secure? 
 - Does it link with other key platforms?

Automation

- What are the critical functions?
- What do you do daily?
- What involves multiple layers?
- Where do you waste the most time?

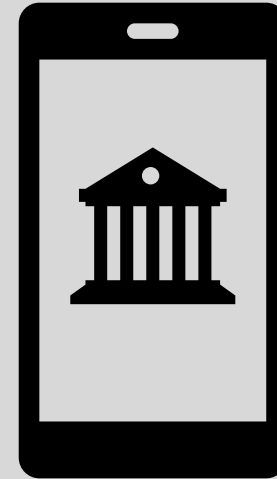


Automation

- 3rd party applications
 - Bill payment
 - Managing expense reports
 - Donor management
 - Payment processing

Automation

- Link to bank
 - Reconciliations
 - Download activity
 - Remote deposit
 - Set up auto payments
- Auto generated payroll journal entry

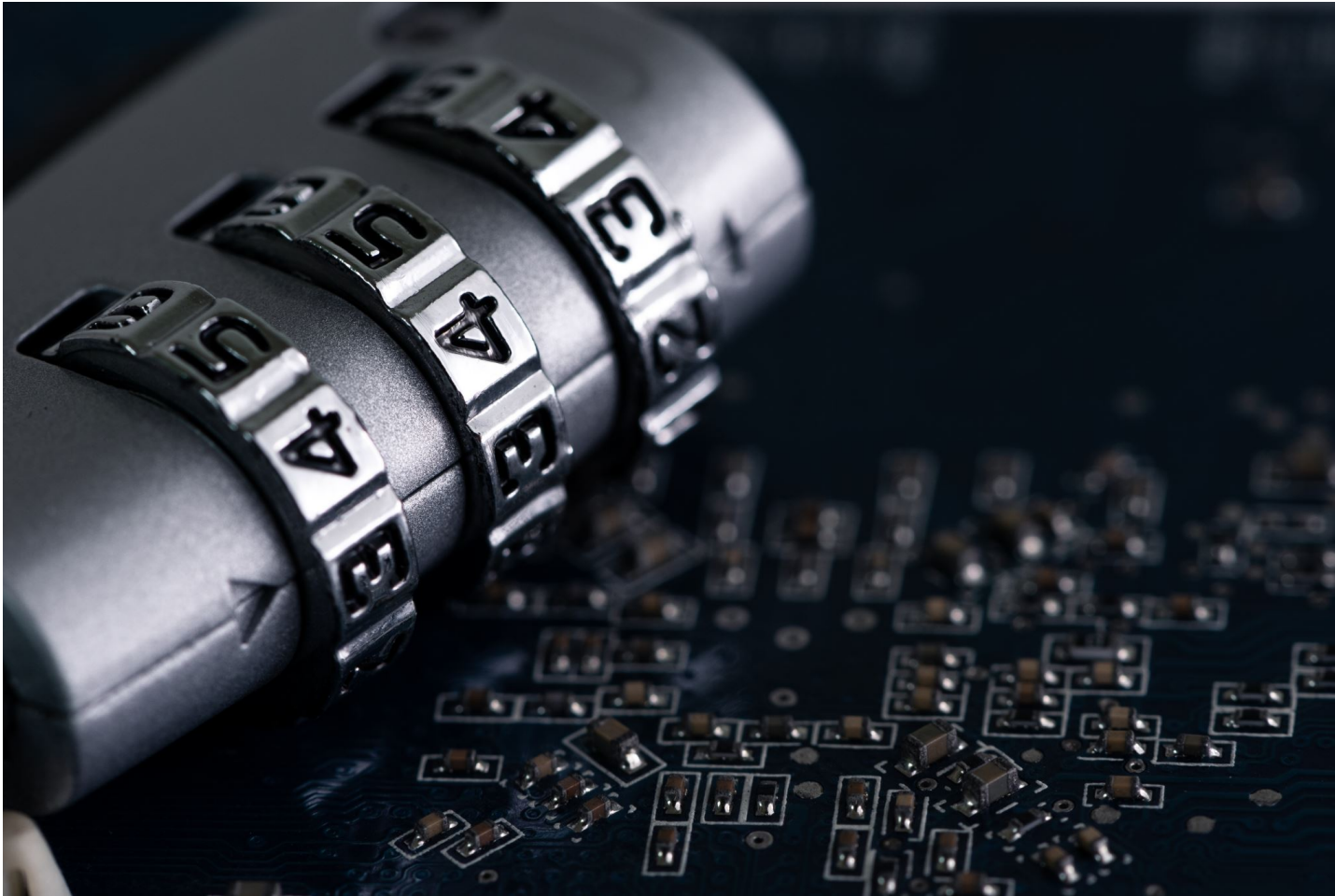


Automation

- Pick a process improvement
- Collaborate with your back-up and supervisor
- Map out the transition
- Pick a date
- Execute



DATA ACCURACY



Do your numbers
line up?

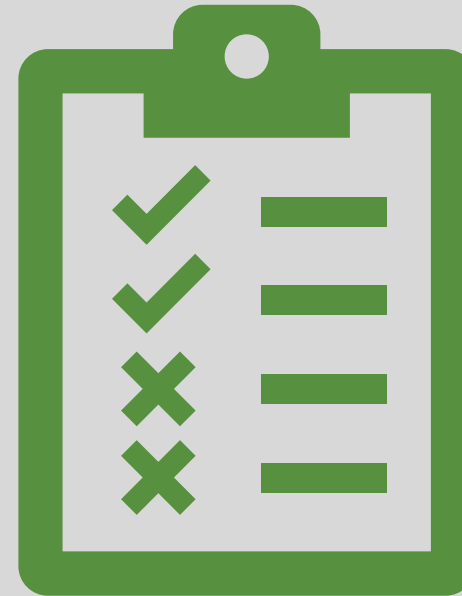
How often do you have
mis-postings?

Are multiple GL accounts
used for the same
expenses?

How much clean up is
done at month end?

Data Accuracy

- Establish GL defaults for vendors
- Inactivate codes
- Provide up-to-date Chart of Accounts (with examples)

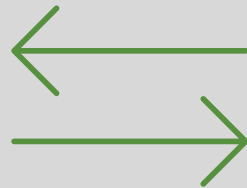


Data Accuracy

- Minimize using manual processes
- Enter information in the system based on needed output
- Review A/R and A/P postings weekly
- Review monthly GL postings prior to month end

Data Accuracy

- Compare actual to budget
 - Look for variances
- Reconcile Balance Sheet accounts monthly using standard workpaper





PEOPLE



Are you a team?

Are all team members working toward the same goals?

Do you and your co-workers support each other?

Are you an island?

Communicate



People

- Clarify each role
- Outline job duties
- Provide training
- Process documentation
- Identify and train back-up



What's your role?



People

- Hold people accountable
- Set aside time with your co-workers and supervisor on ways to streamline processes
- Be open to suggestions
- Embrace change



THANK YOU

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