

# Artie's 4 Best Practices for a SUCCESSFUL month-end close

## 1 Assemble a Power Team

The key to successfully completing month-end closes depends on the workforce assembled. Before choosing members of the power team, research their work ethic.

Conduct a review of potential members and decide. Procure a power team and champions of the process that will contribute to a more efficient and effective month-end close!



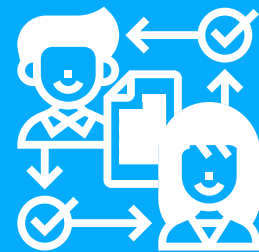
## 2 Build a Project Charter

This detailed project charter should outline team goals broken down into objectives which ensures a vision of incorporating month-end close best practices into the actual month-end close.

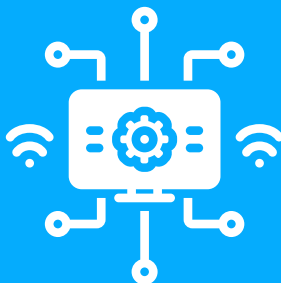
Only objectives that align with the process should be included. Connect objectives with each other and organize them so there is a coherent flow.

## 3 Streamline the Process

A successful project charter will help ensure a streamlined month-end close process and help to ensure your team's morale and performance. The process will also secure more free time and release high-quality output that's accurate and timely for management.



## 4 Consider Automation



Once the power team is in place and the process has been streamlined, you can do away with a lot of manual and non-value-added administrative activities by implementing automation around the month-end close. This allows everyone to be on the same page and provides real-time insight into the process.

Considering automation? Contact SkyStem to see how we can help you get started!

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646-833-3177



INFO@SKYSTEM.COM



WWW.SKYSTEM.COM