

Reporting Roadmap

Tessamere · reporting reviewed in June

SAMPLE · ILLUSTRATIVE FIGURES

REPORTING HEALTH

11 out of 20

"Gaps" range — fixable, in this order

In short: your reports mostly exist, but none of the monthly statements is checked against the ledger before it goes out, and most critical reports depend on one person. Fixing those two things first lowers risk the most.

Five questions we answered

Question	Points	What we found
Do you have the reports you need?	3	Mostly — budget overruns are found by hand.
Are reports checked against the ledger before they go out?	2	None of the four monthly statements.
Are all accounts included, and reports built the same way?	3	Mostly — one custom report duplicates Infor's.
Could someone else run each critical report if its owner left?	1	Nine of twelve have no backup or instructions.
Is reporting work tracked, with little redone by hand?	2	Statements built in a spreadsheet; out on day 9.
Total out of 20	11	

How the score works: each question gets 0 to 4 points — **4** fully in place, with evidence · **3** mostly in place · **2** partly · **1** just started · **0** not yet. Add the five for a total out of 20: **18–20 strong** · **15–17 solid** · **10–14 gaps** · **0–9 at risk**.

What to do, in order

#	What to fix	How	Starting point	When
1	Check each statement before release	Change a report Infor already has	Report Tie-Out	Now
2	Catch accounts missing from reports	Use a report Infor already has	Accounts Not Used In Chart	Now
3	One close pack, not a spreadsheet	Change a report Infor already has	Summary Trial Balance	Next
4	A backup for every critical report	Name an owner and train a backup	Report Handover	Next
5	Let managers see their own budget	Change a report Infor already has	Budget Watch	Next
6	AP aging as of period end	Use a report Infor already has	Invoice Accrual Reconciliation	Later
7	Custom AP aging report	Stop running it (Infor's does the same)	—	Later

Goals we suggest

You choose up to three

Goal category	Reporting goal	Today	Target
Close faster	Release statements by business day 5	Day 9	Day 5
Trust the numbers	Tie every statement to the ledger before release	0 of 4	4 of 4
Keep reporting running	A trained backup for every critical report	3 of 12	12 of 12