

HOW ADRA TASK MANAGER CAN IMPROVE YOUR OFFICE OF FINANCE

Four tips to help your office of finance become more efficient, collaborative and productive

THE CHALLENGES

Are your current tools equipped to handle a virtual close? If you're like most organizations, your current tools present a challenge. Many finance teams use outdated solutions, such as spreadsheets, that were originally designed to work in tandem with in-person communication and are not as flexible as they need to be in order to accommodate a virtual close process.

Finance teams require remote work tools that allow visibility into your entire close process, increase the efficiency of all period-end tasks and enforce internal controls, as well as promote better team collaboration and productivity, as each member is now geographically separated.

THE GAME PLAN

Adra Task Manager was created to resolve these challenges, and more, by centralizing your close process in one place.



TIPS FOR AN IMPROVED OFFICE OF FINANCE

1

DOCUMENT YOUR PROCESS

Rather than every team member “knowing” the close process in their heads, Task Manager provides reliability by documenting best practice policies and procedures and offers the ability to build out checklists inside the program to keep your process organized. In addition, the software automatically builds an audit trail to allow for consistent tracking of every event within a task.

2

IMPROVE TEAM COMMUNICATION

One of the biggest challenges of maintaining a remote workforce may be the inability to walk over to a team member's desk and ask for clarification. With a task management tool, team communication is always flowing, lowering the need for constant status update calls. An accountant can attach documents and notes with more information regarding a certain task, as well as make comments, which are then archived to streamline future communications. Adra Task Manager also enables notifications and alerts via email, and third-party communication tools such as Slack and Microsoft Teams® integration, so the close process stays on track.

3

TRACK AND PRIORITIZE TASKS FOR SMOOTHER WORKFLOW

Knowing what you want to do and when you want to do it is the foundation of good communication. Before any substantial task is started, spend time developing a clear and coherent plan to walk the team through. Defining internal controls for corporate governance is an essential part of this to ensure tasks are completed in an orderly, efficient and accurate manner. Ensuring a clear audit trail is also vital. Risks should be identified, analyzed and rated, based on the organization's risk assessment protocol. This all becomes even more important when new starters join the team, as every business has its own way of completing its accounting.

4

MONITOR THE PROGRESS OF YOUR CLOSE

Adra Task Manager promotes a more transparent close process with increased accountability and ownership for each accountant. Leadership has a high-level overview of the entire close process at their fingertips via Task Manager's dashboard. Controllers and CFOs can monitor the progress of the close, the activity of their team, approve the completion of certain tasks and filter each view by tasks, departments, teams, different entities and more. Additionally, Controllers and CFOs have the ability to access the dashboard view via mobile device, so they can ensure the close is on track no matter their location.

ADDITIONAL RESOURCES

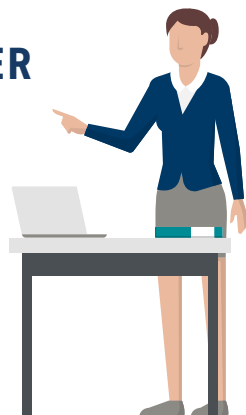
Communication shouldn't be a complicated affair for finance offices. To ensure your team has the tools in place to help them communicate and share information effectively, learn more about [Adra by Trintech](#).

INTRODUCE VISIBILITY AND CONTROL TO YOUR PROCESSES

LEARN MORE ABOUT ADRA TASK MANAGER

Download the Product Brochure.

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