



ACCOUNTING

TAX

FINANCE

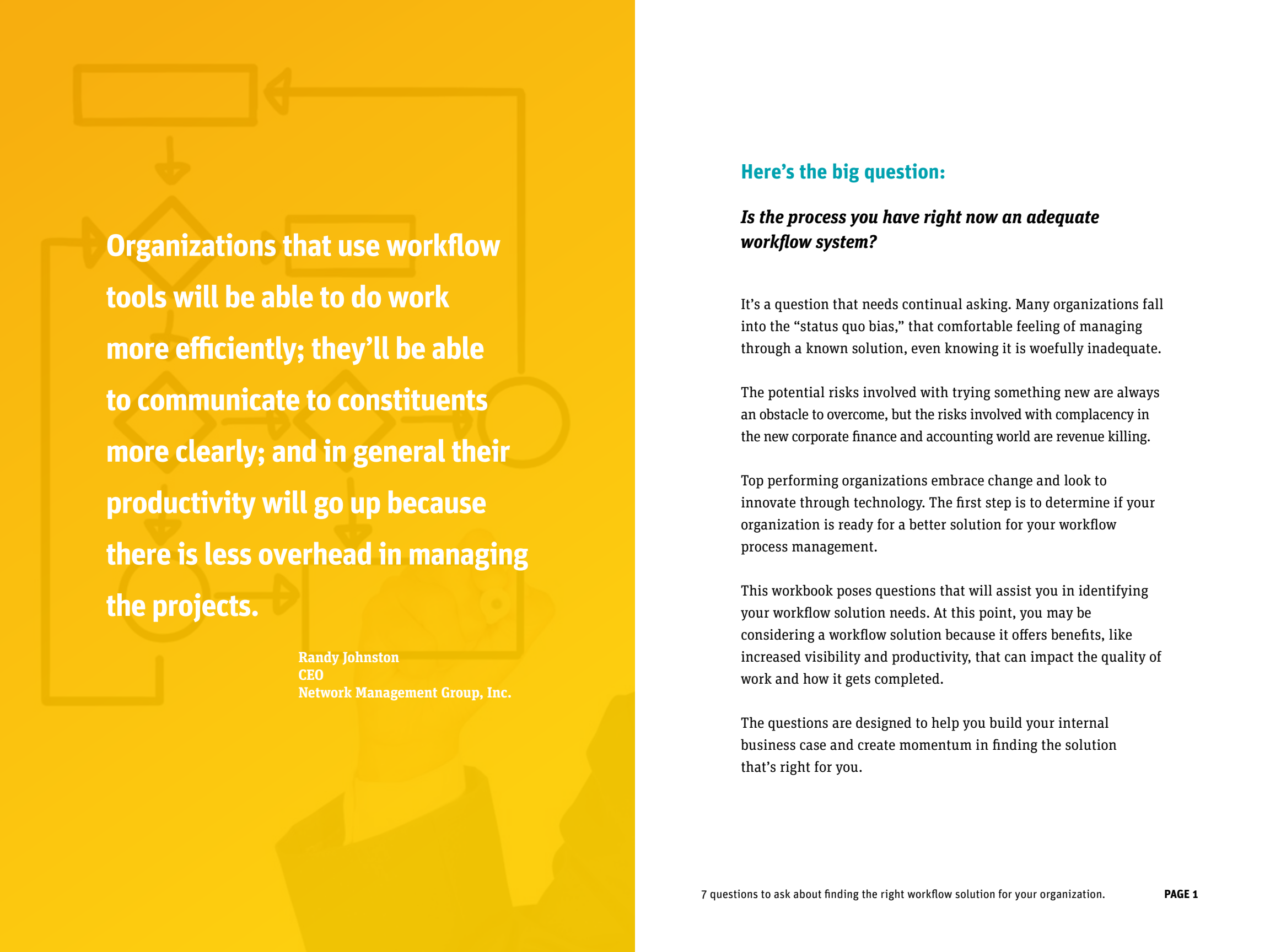
Workflow in a New Corporate Tax World.

7 questions to help you identify the best workflow solution for your organization.



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Organizations that use workflow tools will be able to do work more efficiently; they'll be able to communicate to constituents more clearly; and in general their productivity will go up because there is less overhead in managing the projects.

Randy Johnston
CEO
Network Management Group, Inc.

Here's the big question:

Is the process you have right now an adequate workflow system?

It's a question that needs continual asking. Many organizations fall into the "status quo bias," that comfortable feeling of managing through a known solution, even knowing it is woefully inadequate.

The potential risks involved with trying something new are always an obstacle to overcome, but the risks involved with complacency in the new corporate finance and accounting world are revenue killing.

Top performing organizations embrace change and look to innovate through technology. The first step is to determine if your organization is ready for a better solution for your workflow process management.

This workbook poses questions that will assist you in identifying your workflow solution needs. At this point, you may be considering a workflow solution because it offers benefits, like increased visibility and productivity, that can impact the quality of work and how it gets completed.

The questions are designed to help you build your internal business case and create momentum in finding the solution that's right for you.



of high-performing organizations currently use a workflow solution.



of high-performing organizations plan to make additional investments in workflow in the future.

Workflow’s far-reaching benefits.

A workflow solution can help your organization achieve business-wide initiatives, as well as impact the quality of the product you move from department to department. The benefits are far-reaching. The following questions get to the heart of important business goals.

1. Has your tax, accounting or finance department experienced extended deadlines, errors or quality issues?

- Yes No

Site specific incidents and their consequences:

2. Do you want to standardize your process and procedures within your department? Across departments?

- Yes No

In what process / department do you see the most potential for increased efficiency?



of high-performing organizations report half their business is paperless—supporting a digital working environment.



of organizations saw going paperless as one of their biggest technology challenges.

3. Do you want to move toward a digital, paperless work environment?

- Yes
- No

What are the benefits of going paperless for your company?

An effective workflow solution for corporate tax, accounting and finance departments should facilitate task completion, project management and schedule adherence, as well as provide a three-dimensional view of corporate procedures and accountability within and across departments.

Building a business case for a workflow solution.

Now that you have answered a few questions and have drilled down into the business needs, the following questions will help you with specific departmental requirements.

In any web-based solution implementation which is a departure from the current process, there must be specific objectives outlined to garner company-wide buy-in. Listing the objectives can help clarify your rationale and secure the needed budget to make the required investment.

To help define the business case for workflow process management, we have outlined some specific goals.

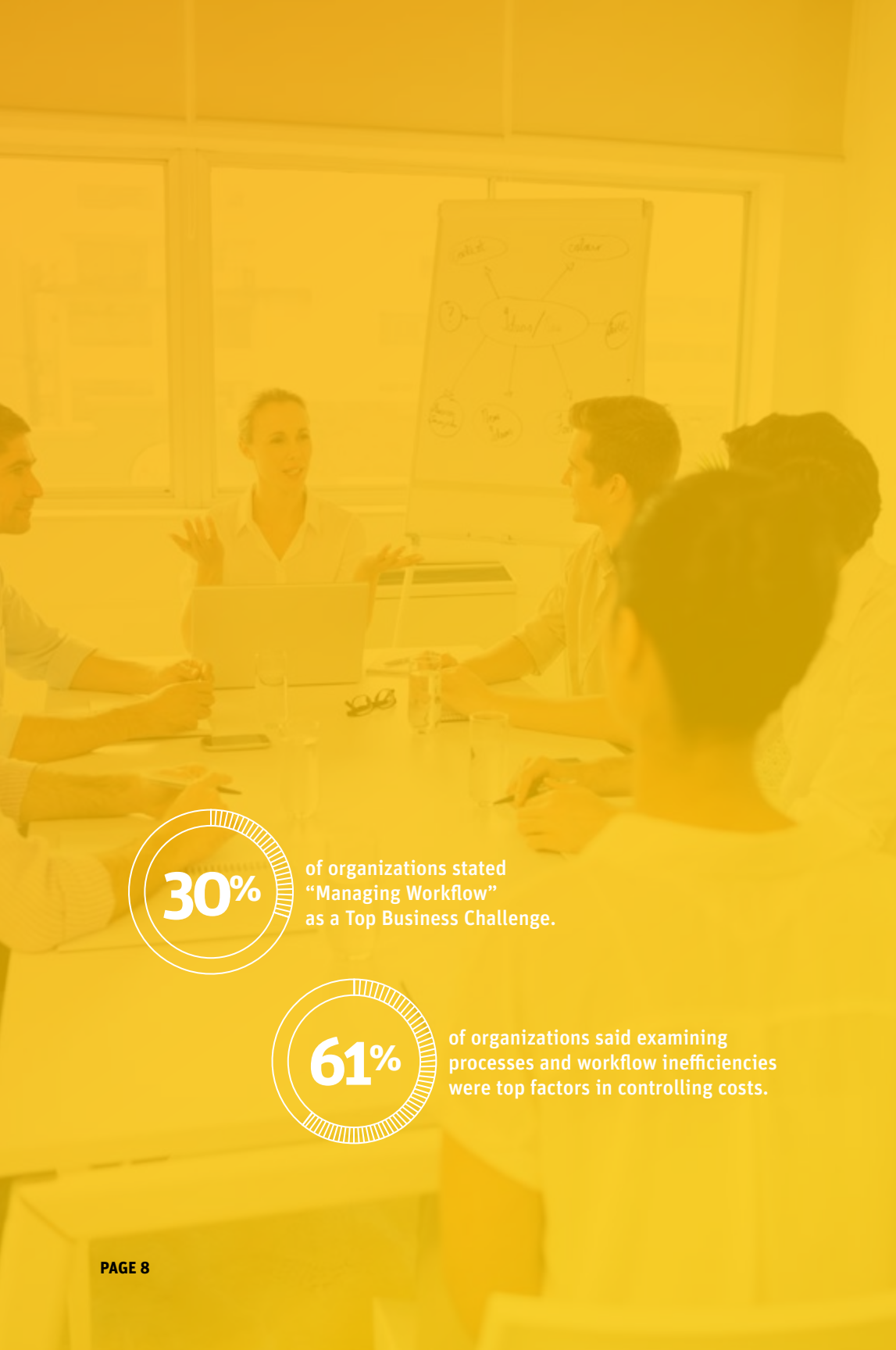
The right workflow solution should help you balance tasks to make sure your team's output is where you want it to be.

4. Do you have a balanced workload among your staff?

Yes No

Having a solution that can give you a snapshot of how jobs are progressing can offer insight into where employees are feeling overwhelmed, even if they are not willing to admit it.

In what areas can you achieve a more balanced workload for your team?



of organizations stated
"Managing Workflow"
as a Top Business Challenge.



of organizations said examining
processes and workflow inefficiencies
were top factors in controlling costs.

Multiple process solutions within an organization can lead to communication deficiencies and hinder the view of job status.

5. Is there a better opportunity for coordination within and across departments?

- Yes
- No

When job completion is dependent on tasks being passed between departments, the last group to touch a project usually gets the blame when things go awry. Having a workflow solution allows for better inter- and intra-department coordination.

In what ways would better department coordination benefit your project workflow?

With more and more need to streamline operations, the time has come to implement a workflow solution that meets all the needs of today's busy organizations.

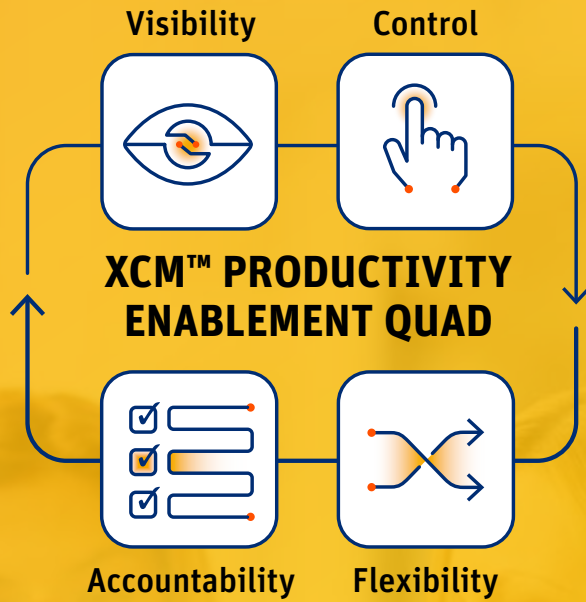
Your workflow solution should help you see who the high performers are, where bottlenecks occur and offer insights to ensure the team is functioning optimally.

6. Would you like improved accountability across the board?

Yes No

Identifying bottlenecks is only the first part of making a process more efficient. Alleviating those through process improvements is where having a documented workflow can help you evolve.

How would having more accountability among your tax, accounting and finance departments improve efficiency and productivity?



Choose a workflow solution that puts visibility at a premium and allows for analysis and, more importantly, insight.

7. Could your organization benefit from real-time visibility into work status, scheduling and reporting?

- Yes No

Would it be beneficial to come into work every morning and have a dashboard view of where every job stood in process? Most (if not all) managers would answer in the affirmative – so find the solution that not only fits your needs, but one that goes above and beyond to include benefits you may not have outlined in this worksheet.

Are the workflow solutions providers you've been researching checking off all of your boxes?

Closing thought.

If you have checked the “yes” box for any of these questions, it’s a good time to start considering software for workflow process management. **The next question is, which one?**

XCM™ Corporate Solutions is a division of XCM™ Solutions, the world's leading accounting and finance workflow platform. XCM Corporate Solutions works with your existing technology systems to coordinate tasks between people and departments, with the ultimate goal of improving organizational efficiency in a paperless environment.

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