










Budgeting Without Spreadsheets Checklist

www.prophix.com

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Use this checklist to determine when CPM software will help you improve your annual budgeting process and reduce your reliance on spreadsheets.

Items	Actions	Look Within Your Company	Ask a CPM Vendor
Processes in place that suggest your company will benefit from a budgeting automation solution			
	Identify bottlenecks in your budgeting and/or planning processes		
	Identify when budgeting outputs have been compromised because you had incomplete and/or inaccurate data		
	Quantify the amount of time spent on manipulating spreadsheets within your Finance Department		
	Confirm your confidence with the outcomes of your forecasting and/or 'what if' analysis conducted in your Department		
	Identify the quantifiable benefits your organisation, your team and you could achieve if the time required to collect/analyse financial and operational data was reduced by more than 70%		
Structures that suggest your organisation will benefit from a budgeting software solution			
	Confirm your organisation has more than one operating unit or operates in more than one geographic location		

Items	Actions	Look Within Your Company	Ask a CPM Vendor
	Identify if your organisation is increasing, or planning to increase, the number of employees or offices in the next 12 to 18 months		
	Confirm whether you have multiple stakeholders your business is accountable to		
Planning for implementing a software solution that reduces the time spent on budgeting			
	Define immediate/short-term goals that you would like a budgeting software solution to solve		
	Document the processes that you would like to improve/automate with a budgeting software solution		
	Confirm the process for integrating data from your ERP, CRM, HRMS, or payroll system into a budgeting software solution		
	Identify the area(s) within your company where you would like to increase collaboration for budgeting and forecasting		
	Identify people within your Finance Department that would be initial users of a budgeting software solution		
Building knowledge of software solutions (CPM) that reduce the time spent on budgeting			
	Review industry analyst reports about CPM solutions		

Items	Actions	Look Within Your Company	Ask a CPM Vendor
	Speak with colleagues in your industry about their experiences with CPM solutions (including total cost of ownership)		
	Attend CPM vendor presentations and product demonstrations		
	Identify a wish list of qualities and functionalities of a CPM solution that would help you reduce the time spent on budgeting and improve your budgets		

About Prophix

Prophix helps finance professionals in the mid-market optimize budgeting and planning processes by offering a cost-effective automation solution.

By focusing on the unique and varied needs of Finance professionals in the mid-market, Prophix has developed an automation solution that:

- Is effectively managed within the Finance department
- Requires little or no involvement from I.T. departments
- Has a low and predictable total cost of ownership
- Is scalable and expandable without extensive customization
- Can be up and running in a matter of weeks

As a result, Prophix's CPM software has been embraced widely around the world by ambitious and growth-oriented companies in the mid-market to reduce the frustration, time, and costs associated with using spreadsheets throughout the budgeting process.

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