

## #FloQast ReMind

Request Management Workflow Automates Requests for Information and Tasks To Deliver Faster Time to Close and Increased Visibility Into Close Bottlenecks.

### Low Visibility and Manual Processes Still Exist In the Close

Today's CFO's and Controllers struggle with transparency around the close. They cannot manage by exception, face growing amounts of siloed information, and are constrained by limited personnel resources. Additionally, accounting teams spend hours on manual processes, tracking down requested information, sending follow-up requests, and performing rework.

More than half of all companies say extremely overworked staff add to the challenges in attaining a faster time-to-close. According to FloQast user data, a typical accounting team can generate over 300 requests for tasks and information across 100 different individuals, resulting in more than 2,000 additional email exchanges.

### Automate Manual Tasks, Improve Visibility, Save Time

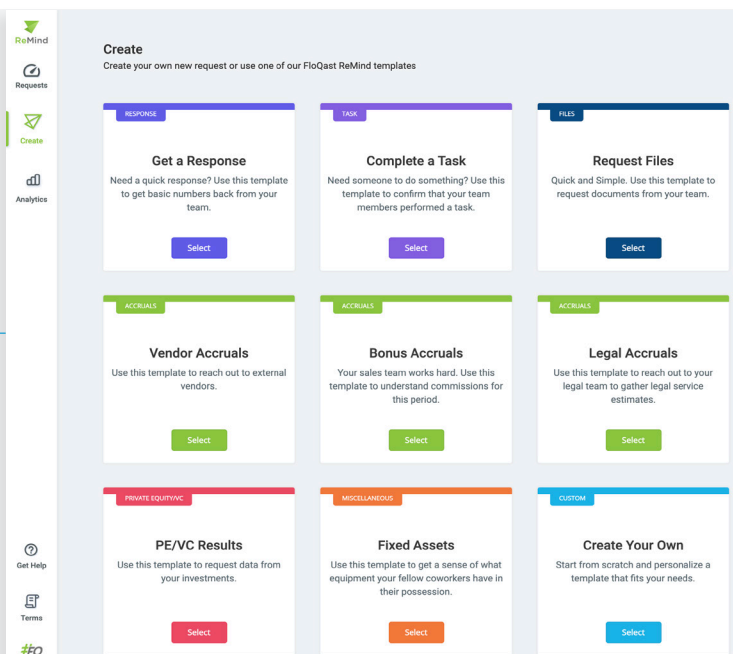
FloQast ReMind™, a new request management workflow add-on to the FloQast Close solution, automates manual tasks and delivers new levels of visibility across the Close process to enable a manage-by-exception approach. With FloQast ReMind™, accounting departments, from executive management to staff, now have a straightforward way to communicate and validate that close-related processes are complete, information is summarized, and supporting documents have been obtained, all in far less time.

### Key Features

FloQast ReMind enables accounting teams to reduce the burden of daily request management through a closed-loop process of Request-Manage-Optimize.

#### REQUEST

- ✓ Utilize existing email to request action or information from both internal and external teams.
- ✓ Easily automate, customize, and schedule requests.
- ✓ Create public or private information requests using pre-configured or customized templates.



## MANAGE

- ✓ Control all information requested from a centralized view.
- ✓ View task completion, responses, message performance, and supporting information.
- ✓ Once requests are fulfilled, FloQast ReMind aggregates and organizes all responses into a single directory, notifying the requestor of completion.
- ✓ Enjoy a unified view of requested information across physical and virtual teams.

## OPTIMIZE

- ✓ Optimize the close with a dashboard view into bottlenecks, exceptions, and take action.
- ✓ Categorize multiple information requests into logical tasks for easier tracking.
- ✓ Increase efficiency by automating mundane, repeatable tasks.
- ✓ Monitor response performance of both internal and external requests.

Request Name	Recipient Name	# of late replies	% of time late	Avg. # of days late	Replied Last Try?
Expense Reimbursement	jane.doe@accountingabc.com	2	50%	5 days	No
Purchase Orders Service	john.smith@acme_finance.com	5	25%	2 days	Yes
Legal Accruals	abbeyre@ablowcorp.com	1	100%	6 day	Yes
Receive Purchase Orders	hayden.mi@domeparty.org	2	45%	7 days	No
New Leases Confirmation	mike.s@blackdashmech.com	4	68%	3 days	No
Update Timesheets	bettydormer@forwardlogistics.com	1	100%	4 days	Yes
Expense Reimbursement	edwardlayin@borderlands.com	6	35%	8 days	No
Submit Sales Report	garretttop@comerramics.com	7	78%	2 days	No
Receive Purchase Orders	mira.booth@intelligent-moves.com	1	100%	6 days	No
Sales Certification 2021	andremcdonald@outlook-rook.com	4	25%	9 day	No

## Reduced Time to Benefit

FloQast ReMind™, together with FloQast Close, helps accounting teams realize quick hit benefits because it sets up in minutes, is easy to use, and saves time.

With FloQast ReMind™, accountants save hours during the close by reducing manual email-driven tasks, streamlining the collection of needed data, and making any status follow-ups and confirmations transparent and straightforward.

“With FloQast ReMind request automation, we’re able to quickly and efficiently collect info from a team of 80 people across 28 different divisions – which translates into serious time savings.”



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