

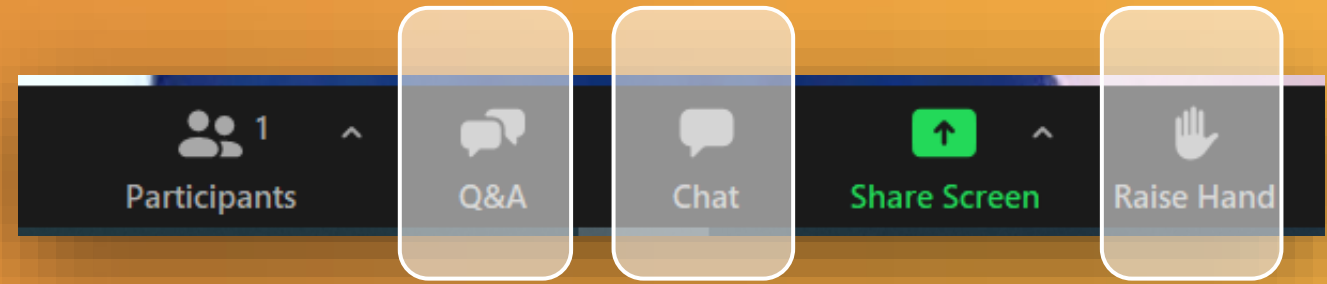
# The Story Continues: Evolve with *Sage Intacct*

Month-End Without the Madness

May 14, 2026

## QUICK TIPS

# Zoom Webinars



### Ask Questions in Q&A Box

- Click the Q&A button to open the window
- Type your response in the text field
- Click Send

### Chat

- Click the Chat button to open the chat panel
- Type your message in the Text box at the bottom of the panel
- Press Enter to send your message

### Raise Your Hand

- Click the Raise Hand button at any time to indicate to the host know that you have a question or need assistance
- To lower your hand, click the Lower Hand button

# Today's *Presenters*



**Jenn Bowman**  
Solution Architect

For the past 13 years, Jenn has focused on Sage Intacct and its best-in-class ecosystem. A former Sage Intacct user, Jenn has worked with clients in various industries and disciplines including nonprofit, professional services, software/SaaS companies, and healthcare. Jenn's passion is helping organizations work smarter not harder with cutting-edge technology deployment using solutions integrated with Sage Intacct Cloud ERP.



**Shalay Breclaw**  
Senior Consultant

Shalay Breclaw is a Senior Technology Consultant specializing in Sage Intacct, nonprofit finance, and business process optimization. With a background in accounting and financial leadership, she helps organizations streamline operations, improve reporting, and implement scalable cloud-based solutions.

Her combined experience in finance and technology allows her to translate complex business needs into practical, client-focused solutions that drive efficiency and long-term growth.



# Agenda



Step-by-step  
guidance to  
accelerate  
month-end



Checklists that  
help prevent  
common close  
issues



Tips on  
empowering your  
team to close  
with confidence

# Checklists in Sage Intacct

- Company – All
- Permissions
- Favorites
- Assignments
- Checklist Creation



# Common Close Issues

# Common Close Issues

- Lack of visibility into close status
- Missed or inconsistent close steps
- Unclear ownership of tasks
- Bottlenecks and task dependencies
- Over-reliance on manual processes and spreadsheets



# Tips for Month-End Close

# Tips for Month-End Close

- Make the checklist the single source of truth
- Break the close into clear, manageable steps
- Assign clear ownership to every task
- Encourage real-time status updates
- Use the checklist as a support tool, not a scorecard



# Q&A

# Q&A

- Feel free to use the chat
- Or you may come off mute if desired



# Checklist Examples

# Vendor Onboarding

## View checklist information

Edit

### General information

Checklist ID  
CL13

Checklist category  
[Month End Close](#)

Checklist status  
[Not Started](#)

Checklist name  
Month End Close December 2021

Checklist owner  
[Penny, Emma](#)

Checklist description  
Month end close checklist

Status  
Active

### Assignments

	Assignment name	Assignment description	Start date	Due date	Assignee	Assignment status	Percent complete	Actual end date	Attachment	Comment	Constraints based on this assignment	Constraints on this assignment
1	<a href="#">Bank Reconciliation</a>	Perform bank rec and ensure all items are recorded/review outstanding items.	01/02/2022	01/02/2022	Franco, Ryan	In Progress	50.00	--	--	--	0	0
2	<a href="#">Review/Close AP</a>	Review outstanding checklist - over 60+ days outstanding.	01/01/2022	01/02/2022	Franco, Ryan	Not Started	--	--	--	--	0	0
3	<a href="#">Short Term Investments</a>	Verify reasonableness of calculated realized and unrealized gain/loss.	01/02/2022	01/03/2022	Tesla, Nikki	Not Started	--	--	--	--	0	0
4	<a href="#">Review/Close AR</a>	Review all AR and aging - ensure accurate and close books for posting.	01/04/2022	01/04/2022	Tesla, Nikki	Not Started	--	--	--	--	0	0
5	<a href="#">Prepaid Amortization</a>	Review schedule and ensure accurate.	01/04/2022	01/04/2022	Tesla, Nikki	Not Started	--	--	--	--	0	0
6	<a href="#">Fixed Assets Depreciation</a>	Run depreciation schedule and click post for depreciation calc/recording.	01/04/2022	01/04/2022	Tesla, Nikki	Not Started	--	--	--	--	0	0
7	<a href="#">Perform debt covenant calculations</a>	--	01/04/2022	01/04/2022	Penny, Emma	Not Started	--	--	--	--	0	0
8	<a href="#">Review financial statements with executives</a>	--	01/05/2022	01/05/2022	Tesla, Nikki	Not Started	--	--	--	--	0	0

# Vendor Onboarding

## ☰ Edit checklist information

Save

Duplicate

### General information

Checklist ID

CL01

Checklist category

Vendor Onboarding

Add

View

Find

Vendor Onboarding

Checklist name \*

Vendor Onboarding

Checklist description

Vendor Onboarding

Checklist owner \*

Penny, Emma

Status

Active

### Assignments

	Assignment name *	Assignment description	Start date *	Due date *	Assignee *	Assignment status	Percent complete	Actual end date	Attachment	Comment	
☰	1	Prequalification assessme	Review vendor based on	02/01/2021	02/09/2021	Penny, Emma	Completed	100.00	02/08/2021		+ 🗑
☰	2	Risk assessment	Review vendor risk.	02/01/2021	02/09/2021	Penny, Emma	Completed	100.00	02/08/2021		+ 🗑
☰	3	Procurement details	Finalize internal item list.	02/08/2021	02/11/2021	Penny, Emma	Completed	100.00	02/12/2021		+ 🗑
☰	4	Finalize written contract	List all items under contract	02/15/2021	02/28/2021	Penny, Emma	Completed	100.00	02/28/2021		+ 🗑
☰	5										+

# You Can't Spell Armanino Without "AI"

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Connect with us:

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[Shalay.Breclaw@armanino.com](mailto:Shalay.Breclaw@armanino.com)

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