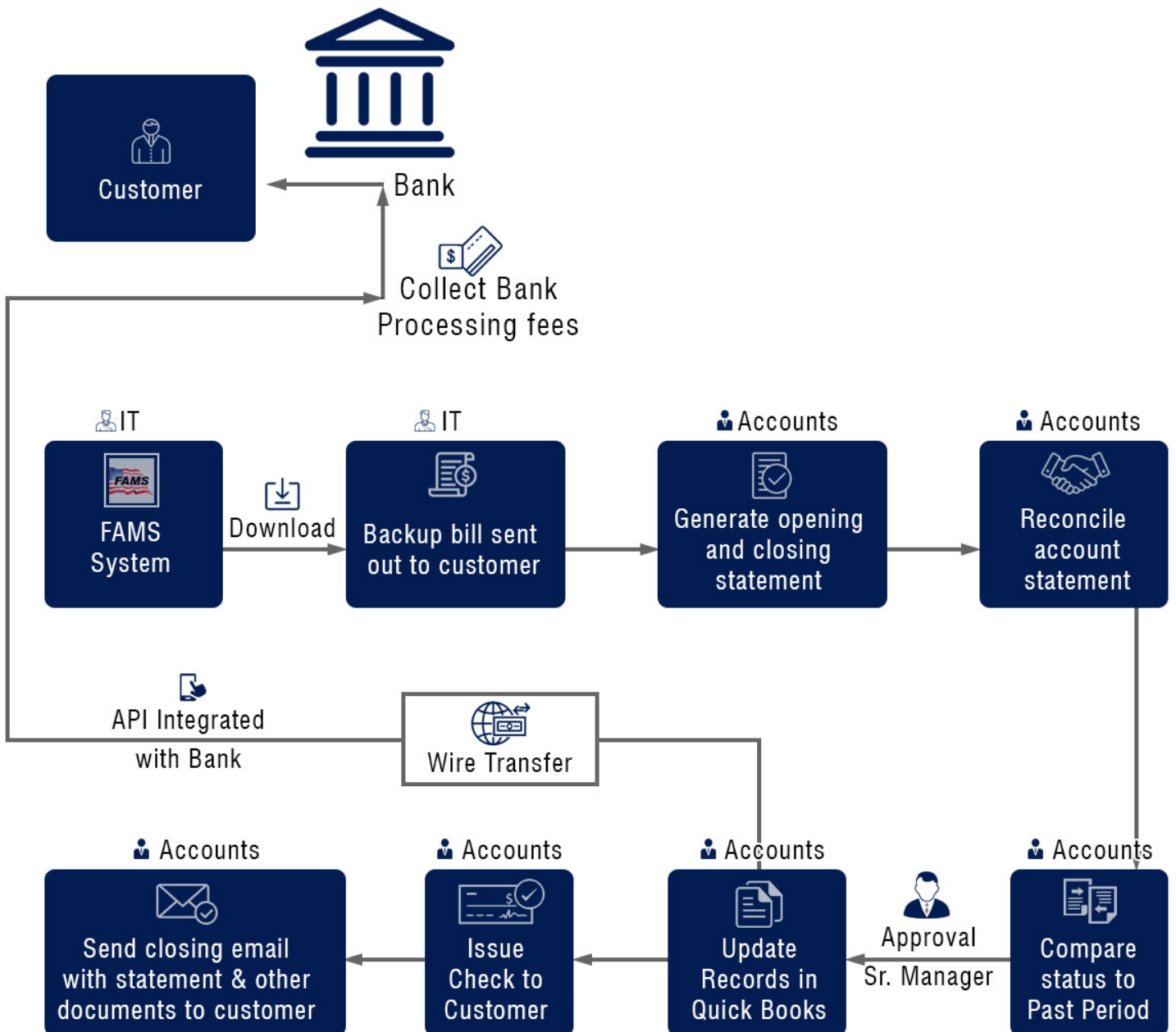


# Automation of Closing and Accounts Reconciliation Process



PM AM

## AUTOMATION OF CLOSING AND ACCOUNTS RECONCILIATION PROCESS



#	Task	Owner	Time Spent (hrs.)
1	Bank Charges Process	Accountant	6
2	Back up Invoices sent to Customers	IT	4
3	OPCL Statement Schedule	Accountant	6
4	Closing Statement Reconcile	Accountant	40
5	Comparisons & Transfer Sheet & Wire Transfer List	Accountant & Sr. Manager	24
6	Quick Books – Download OPCL and Import to QB	Accountant	16
7	Collect Documents as per City Req.	Accountant	16
8	Closing Email	Accountant	8
		Total Hours	120
		Hourly Rate	\$ 36.00
		Monthly Savings	\$ 4,320.00
		Total Annual Savings	\$ 51,840.00
		Cost of Developing the RPA	\$ 30,000.00
		1 <sup>st</sup> year saving	\$ 21,840.00
		2 <sup>nd</sup> year saving	\$ 51,840.00
		3 <sup>rd</sup> year saving	\$ 51,840.00
		Cumulative saving over 3 years	\$ 1,25,520.00

For More information drop us an E-mail @ [onielg@pmam.com](mailto:onielg@pmam.com)

OR

Call us on 1-972-831-7400

## PM AM Corporation

5430 Lyndon B Johnson Fwy #370,  
Dallas, TX 75240,  
United States