

Financial Operations Diagnostic Questionnaire

1. Business Overview

Business Model Description

Revenue Streams

Operational Complexity Notes

2. Accounting Workflow Assessment

Transaction Volume

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Workflow Mapping Notes

Manual vs Automated Steps

Pain Points

3. Month-End Close Evaluation

Close Timeline

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Reconciliation Practices

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Variance Analysis Process

Close Quality Score

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4. AR Process Diagnostic

Invoicing Timeliness

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Collections Workflow

Dispute Management

AR Aging Issues

5. AP Process Diagnostic

Vendor Setup Quality

Approval Workflow

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Payment Scheduling

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AP Bottlenecks

6. Inventory & Costing Review

Inventory Valuation Method

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SKU Structure

Cycle Counting Practices

Inventory Accuracy Score

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7. Cash Flow Management

Forecasting Method

Liquidity Controls

Cash Flow Risks

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8. Compliance & Audit Preparedness

Documentation Quality

Internal Controls

Audit Readiness Score

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9. Technology & Automation Gaps

Current Systems

Integration Issues

Automation Opportunities

10. Operational Bottleneck Identification

Process Delays

Resource Constraints

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System Limitations

11. Priority Scorecard

High-Impact Issues

Quick Wins

Long-Term Improvements
