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| ***Following are the tasks involved as Part of the Month End Close Process in RevPro***:   1. **Complete Close Activities in the Source System.** 2. **Analyze the Fair Value Allocations that is to be applied on the Current Month Arrangements.** 3. **Collect all the Current Month Transactions that is waiting to be collected in RevPro.** 4. **Validate & Review Collected Arrangement Data including Allocations & Waterfall etc.** 5. **Complete Link/De-link Process if any.** 6. **Complete CV Amount Edit if any.** 7. **Run all the Key Reports (Ex:Exception, Accounting Hold) and Review the Data.** 8. **Review HOLD Report, and Release if required.** 9. **Resolve the Exceptions if any.** 10. **Ensure All the Current Period Transactions are pulled into RevPro.** 11. **Ensure Current Period is Open in the source system to accommodate Accounting Entries from RevPro.** 12. **Create a Transfer Accounting Batch in RevPro to Transfer the Accounting Entries into source system General Ledger / Sub-Ledger as decided by business in the BRD** 13. **Review the Un-Transferred Entries in RevPro by running the Un-Transferred Accounting Entries Report.** 14. **Create another Transfer Accounting Batch to transfer any Un-Transferred data in Step 12.** 15. **Run “Summarize data for Current period” program** 16. **Close the Current Period in RevPro.** 17. **Ensure the Fair Values are created or uploaded in RevPro for next period.** 18. **Open Next Period in RevPro.** |