

GETTING STARTED WITH AN APPLIED EPIC ACCOUNTING OPTIMIZATION



Applied Epic offers a powerful platform for managing your agency's accounting records and providing accurate financial statements. This checklist highlights high-level opportunities to optimize accounting workflows, configuration, data and reports, and integrations to help you streamline accounting processes and support decision making.

WORKFLOWS

ACTIVITIES & ATTACHMENTS



Do you use activities for accounting tasks and attach all accounting documents in Epic?

RECEIVABLES/PAYABLES



Are client invoices and payments to carriers entered promptly and outstanding balances monitored?

FINANCED POLICIES



Are financing activities and workflows properly utilized?

COMMISSIONS



Are Pr/Br commissions calculated, reconciled, and paid accurately?

RECONCILIATION



Are you consistently reconciling your direct bill, premium payables, and bank accounts?

MONTH-END CLOSE



Do you have a consistent month-end close process?

CONFIGURATION

ACCOUNTING METHODS



Are workflows for your accounting methods being executed correctly?

GENERAL LEDGER SETUP



Is the chart of accounts properly configured and maintained?

ACCOUNTING SETTINGS/ DEFAULTS



Are system settings configured correctly and being utilized fully?

COMPANY/BROKER SETUP



Are companies and brokers configured correctly for accurate reporting?

COMMISSION AGREEMENTS



Are company and Pr/Br commission agreements set up?

DATA & REPORTS

ACCOUNTABILITY



Are users held accountable for timely and accurate accounting entries?

REPORTS & DASHBOARDS



Do accounting reports and Dashboards reflect accurate balances?

DATA CLEANING



Are accounting reports used to identify and correct data and balancing issues?

INTEGRATIONS

CARRIER DOWNLOAD

Are direct bill commission downloads being used efficiently?

PAYMENT INTEGRATION

Are integrated payment tools (e.g., Applied Pay) utilized appropriately?

EXTERNAL PROGRAMS

Are you accurately entering payroll balances from your payroll processor?

AI TOOLS

Are you using AI tools to help enter more timely accounting transactions?

Get expert accounting optimization guidance by working with Applied Epic Agency Consulting team at Kite Technology.

Contact Kite Technology today!