

Gap Analysis Worksheet

| Business Flow Process              | ID | As-Is Process Description | As- Is Process Document | To-Be Process- Recommended Solution | To-Be Process Document | Gap % | Comment |
|------------------------------------|----|---------------------------|-------------------------|-------------------------------------|------------------------|-------|---------|
| GL -Create Manual Journals         |    |                           |                         |                                     |                        |       |         |
| GL- Account Maintenance Process    |    |                           |                         |                                     |                        |       |         |
| GL- Create Recurring Journals      |    |                           |                         |                                     |                        |       |         |
| GL -Open and Close Periods Process |    |                           |                         |                                     |                        |       |         |
| INV- Receiving Vendor PO           |    |                           |                         |                                     |                        |       |         |
| INV - Material Issue to Vendors    |    |                           |                         |                                     |                        |       |         |
| INV - Cycle Counting               |    |                           |                         |                                     |                        |       |         |
| INV - Item Maintenance             |    |                           |                         |                                     |                        |       |         |
| PO- Autocreate PO                  |    |                           |                         |                                     |                        |       |         |
| PO - Approval Hierarchies          |    |                           |                         |                                     |                        |       |         |
| PO - Blanket Agreement             |    |                           |                         |                                     |                        |       |         |