

# The 30-Day Audit Prep Reality Guide

*You're Not Fixing the System This Month - You're Finally Understanding It*



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# Let's Start With the Truth

You're not going to fix a historically broken document management system in 30 days.

If documents are scattered across file cabinets, shared drives, email, desktops, and disconnected systems... that didn't happen overnight.

And it's not getting fixed before this audit.

So let's be honest about where you are:

**You're going to live with the inefficiencies one more time.**

But this time can be different.

Instead of just surviving the audit and moving on, you can use the next 30 days to do something far more valuable:

**Understand exactly where your process breaks - and why.**

Because the real opportunity isn't fixing this audit.

**It's making sure you don't go through this again next year.**

# What This Guide Is (And What It Isn't)

This is not a “clean it all up in 30 days” plan.

It's a two-track approach:

- 1. Get through the audit with what you have**
- 2. Document the reality of your current system - clearly and honestly**

By the end of this process, you won't just be audit-ready.

You'll have a clear picture of:

- Where time is being lost
- Where risk exists
- Where your system is failing your team

And most importantly:

**What needs to change after the audit.**

**WEEK 4: DAYS 30-22****See It Clearly*****Inventory What Exists - Without Trying to Fix It***

The instinct this week will be to start organizing.

Don't.

Your job is to understand the system as it *actually* operates today - not how it *should* operate.

**Build a Real Document Map**

List every place documents live:

- Filing cabinets
- Shared drives
- Cloud folders
- Email archives
- Individual desktops
- ERP/accounting systems
- Off-site storage

Assign an "owner" to each location - not to fix it, but to explain it.

**Identify High-Risk Areas**

Where does your team already struggle?

Typical problem areas:

- Signed delivery receipts / BOLs
- Expense approvals buried in email
- Contracts with multiple "final" versions
- Certifications arriving with shipments
- Credit memos missing support

**WEEK 4: DAYS 30-22****See It Clearly****What You're Really Capturing**

Not just "where documents are."

But:

- Where they get lost
- Where they get delayed
- Where they depend on specific people

**Week 4 Outcome**

- A complete document map
- A prioritized list of problem areas
- A clearer understanding of how fragmented things really are

**WEEK 3: DAYS 21-15****Test Reality*****Stop Assuming You Can Find Things - Prove It***

This is where perception meets reality.

Most teams believe retrieval “isn’t that bad.”

Until they measure it.

**Run Real Retrieval Tests**

- Select 20 transactions
- Pull full documentation
- Time every attempt
- Record where you searched

**Track What Actually Happens**

Measure:

- **Hit rate** – found on first attempt
- **Time per retrieval**
- **Missing document rate**

**But Go One Step Further**

Document:

- How many systems you had to access
- How many people you had to involve
- Where delays occurred

Because this is where the real cost lives.

**Week 3 Outcome**

- A factual view of retrieval performance
- A list of consistent failure points
- Data you can use after the audit - not just during it

**WEEK 2: DAYS 14-8****Work the Problem*****Recover What You Can - Document What You Can't***

Now you shift into execution mode.

Yes, you need to prepare for the audit.

But just as important:

**You need to capture where the system breaks under pressure.**

**Recover Missing Documents**

- Request vendor duplicates
- Contact customers or carriers
- Search email and system logs

**Create a "Cannot Locate" Log**

This becomes one of your most valuable tools - not just for the audit, but for what comes next.

Capture:

- What's missing
- Where it should have been
- Where you searched
- Why it likely failed

Patterns will emerge.

**WEEK 2: DAYS 14-8****Work the Problem****Pay Attention to the Friction**

As your team works:

- Where do they get stuck?
- What requires escalation?
- What takes far longer than expected?

That's not just audit prep.

That's your future roadmap.

**Week 2 Outcome**

- Audit-ready documentation (as much as possible)
- A clear record of system failures
- Insight into where your process is breaking

**WEEK 1: DAYS 7-1****Execute - And Observe*****Get Through the Audit Without Losing the Opportunity***

At this point, you're ready to operate.

Now the focus is discipline - and awareness.

**Run a Controlled Process**

- Single point of contact for auditors
- Centralized request tracking
- Structured communication

**But Watch Closely**

During the audit:

- What gets requested repeatedly?
- What takes the longest to produce?
- Where do errors occur?
- Where does the team rely on "that one person"?

**This Is Your Moment of Clarity**

Audits don't create problems.

They expose them - quickly and without bias.

**Week 1 Outcome**

- A completed audit
- A clear, real-world view of how your system performs under pressure

## After the Audit: Break the Cycle

This is where most organizations miss the opportunity.

They move on.

The pressure is gone. The urgency fades.

And nothing changes.

### **Don't Let That Happen**

You now have something most companies never capture:

A real, experience-based view of your document process under stress.

Use it.

### **Ask the Right Questions**

- Where did we lose the most time?
- Where did we depend on specific individuals?
- Where did documents consistently fail to show up?
- How many systems did we rely on to complete one request?

### **Define What Needs to Change**

Not in abstract terms.

In practical terms:

- Centralized access
- Reliable search
- Consistent indexing
- Integration with ERP systems
- Controlled workflows
- Audit-ready retrieval

## Final Thought

You're not the only organization dealing with this.

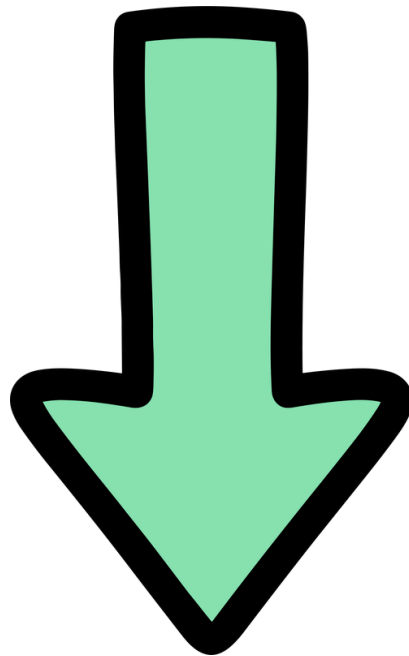
Most companies grow into document chaos.

Few take the time to step back and fix it.

This audit gives you that opportunity.

The question is:

**Will you use it?**



# Invitation

If you've been through this process - or are about to go through it - you already understand the challenge.

The issue isn't effort.

Your team is working hard.

The issue is that the system they're working in wasn't designed for how your business operates today.

After years working alongside founders as a CPA, and building MaxRecall into an AI-enabled document management platform serving wholesale distribution, one thing is clear:

**Audit pain is rarely about the audit. It's about the system behind it.**

A focused 30-minute conversation can help you:

- Review what you experienced during audit prep
- Identify where your process is breaking down
- Define what a better approach actually looks like
- Build a practical path forward - after the audit

No pitch. No pressure.

Just a straightforward discussion about how to make sure next year looks very different from this one.

**Schedule a Call**

[maxrecall.com/schedule-a-demo](https://maxrecall.com/schedule-a-demo)