

The ProcessGeneTM GRC Suite

Solution Presentation

Design Processes • Supervise Realization • Control Changes • Enforce Compliance

About ProcessGene Ltd.

- ProcessGene™ develops GRC solutions for global enterprises
- Serving tier 1, global, multi-subsidiary customers from various industrial branches
- Over 40 global integrators deploy and use the GRC Suite, with over 1000 installations







ProcessGene's Offering

An end to end GRC software suite,
designed for multi-subsidiary enterprises

- The first **integrated** BPM/GRC suite in SaaS
- The only “**Multi-Org**” GRC solution- designed for multi-subsidiary enterprises

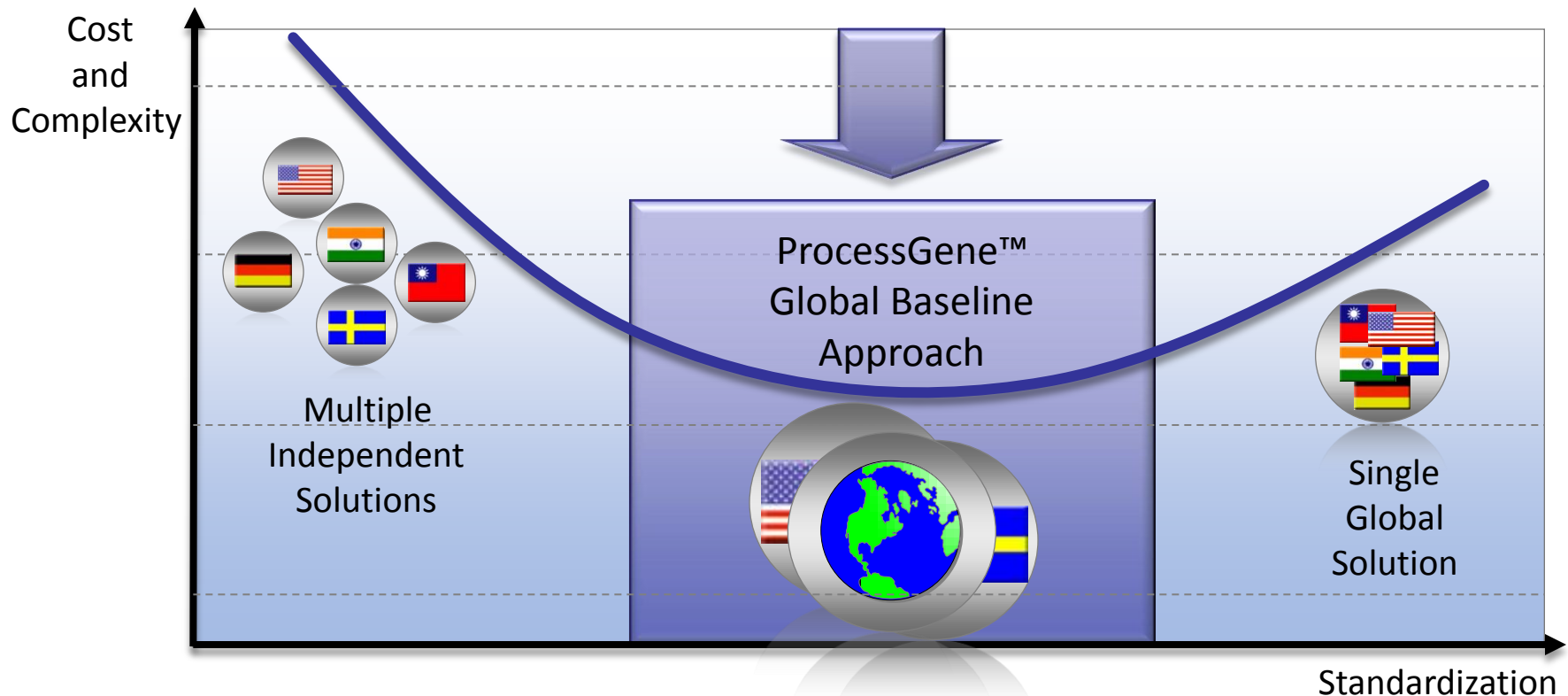


Voice of (some) Customers

	Customer	Voice of the Customer
	Teva Pharmaceuticals Largest generic pharmaceutical company worldwide, operating in over 40 countries	<p>“...a central enabler for Teva's Oracle E-business suite global implementation...”</p> <p><i>Mr. I. Gilboa, CIO, Teva Pharmaceuticals</i></p>
	Keter Plastic Group Europe's largest manufacturer of plastic consumer products, operating in 20 countries	<p>“...The most important management tool for exploring, mapping and optimizing our SAP processes & GRC worldwide ...”</p> <p><i>Mr. J. Sigura, CIO, Keter Plastic Group</i></p>
	Strauss Group International food & beverage corporation operating 26 production sites in 17 countries	<p>“...Multi-Org enables the effective management of global BPM/GRC efforts. SaaS simplifies deployment, reduces cost...”</p> <p><i>Mr. O. Strauss, CIO, Strauss Group</i></p>
	Shufersal Israel's largest retail chain, operating 248 stores nationwide with 13,000 employees	<p>“...powerful workflows and dashboards... A compliance framework that integrates process-improvement and GRC...”</p> <p><i>Mr. S. Zohar, CFO, Shufersal</i></p>

Differentiation & Competitive Advantage: ProcessGene Multi-Org Technology

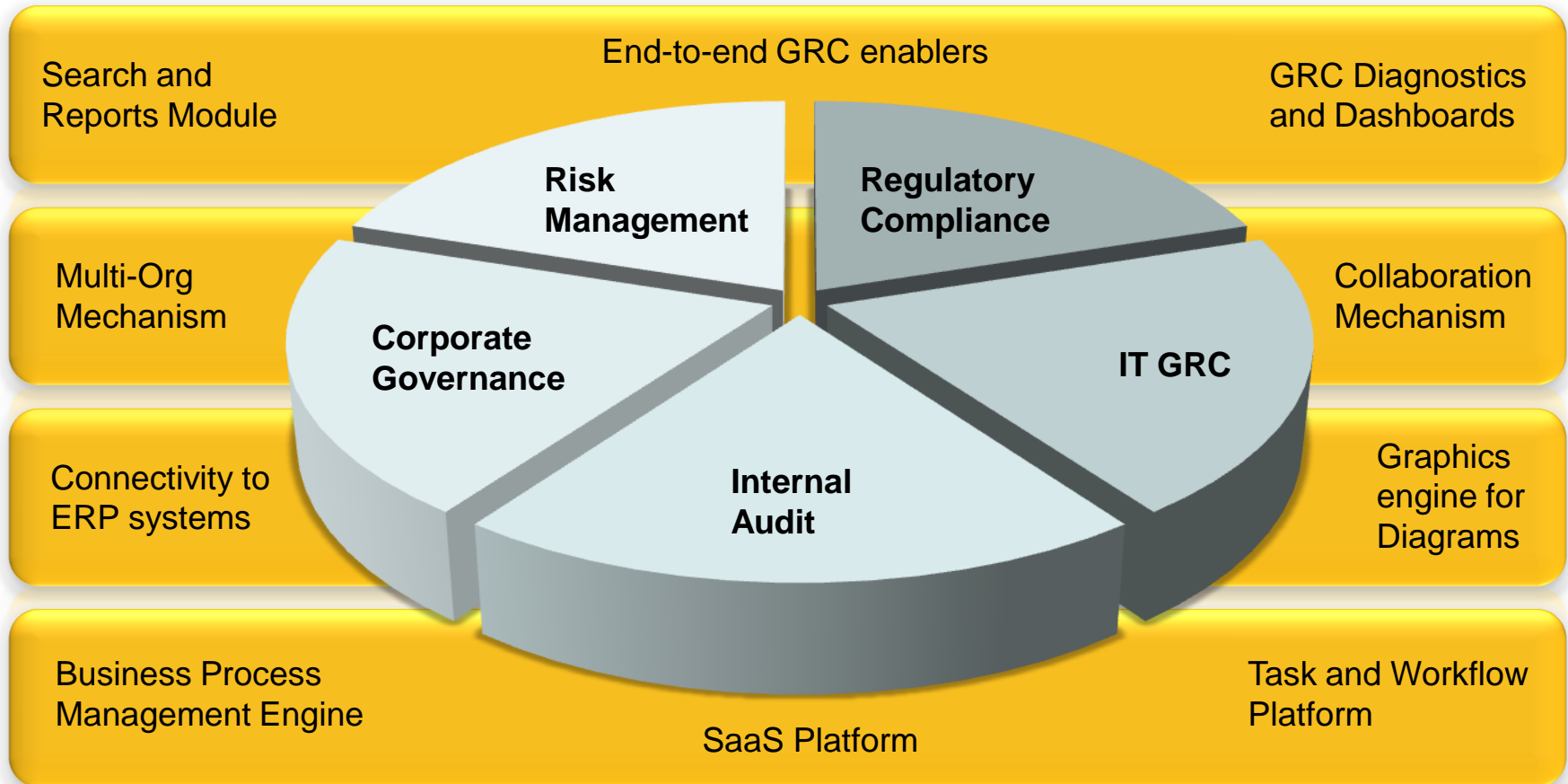
- The **only** solution in the market that (1) integrates BPM and GRC, **and** (2) confronts Multi-Subsidiary complexity



Benefits and Differentiation of the ProcessGene™ GRC Solution

- **Leaders in cloud provisioning**
- **Designed for multi-subsidiary, global organizations**
- **Very fast implementation**
- **Full automation, with powerful BPM technology under the hood**
- **Supports multiple GRC frameworks**
- **Direct connectivity to ERP systems**
- **Unlimited amount of viewers via html reports**

ProcessGene GRC Solutions



Risk Management

- Identify, evaluate and prioritize organizational risks
- Relate risks to relevant business processes, systems and organizations
- Mitigate and control the risks
- Track and diagnose progress of the risk management program
- Link KRIs to processes or risks
- Record and categorize loss events
- Manage opportunities vs. risks
- Global and optimized risk vs. return management
- Business processes that involve high risks are easily monitored and diagnosed

Regulatory Compliance

- Support a wide array of compliance programs covering USA and EMEA regulations
- Specialized functionality & repositories for specific compliance programs
- Sample regulations: SOx, FDA, FERC, NERC, FAA, OMB A-123, EH&S, HACCP, ISO 22000, PCI, BSA, Patriot Act, GLBA, KYC, AML, Basel II, MaRisk, ISOx-Goshen, SAS70, eTOM, PCI-DSS, ISO 27002, NIST
- End to end solution, covering the entire regulatory compliance cycle
- A common framework to comply with the on-growing regulatory scope enables to reduce compliance costs

IT GRC

- Measure and mitigate IT risks by implementing controls that ensure the security and integrity of data, systems, networks and IT facilities
- Ensure compliance with a set of IT regulations governing data retention, privacy, confidential information, change management, vendor information and disaster recovery
- Based on leading control frameworks such as Cobit, ISO 27002, NIST, ITIL
- Automation effectively reduces the cost of enforcement, while providing improved and quantifiable compliance results
- Direct connectivity to enterprise software systems automates and improves the effectiveness of IT compliance enforcement
- Easy access to objective evidence for compliance enforcement

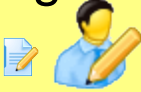



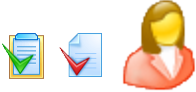







Internal Controls

- Document, test, sign-off and monitor the organizational controls
- Automated workflows simplify follow up on testing, sign-off and deficiency remediation
- Collected evidence is documented electronically, with full audit trail
- Automation reduces costs and prevents errors that are caused by manual, non validated activities
- A control is tested once and then re-used for several compliance purposes and goes through several types of audits

Corporate Governance

- Manage a dynamic set of processes, policies and procedures related to reliability, integrity and compliance with laws and regulations
- Deploy a workflow of automated approvals to ensure that governance is communicated and enforced
- Verify, through surveys and enterprise wide acknowledgment processes, that governance is disseminated and enacted
- Enable a clear and traceable accountability mechanism to ensure adoption of corporate governance principles
- Comply with required legal regulations

ProcessGene™ GRC: Five Roles, Seven Responsibilities


Role	Responsibility	
GRC Manager 	 Document Business Processes Risks, Controls, Test Plans	
Control Owners 	 Execute Controls and document execution evidence	
Internal Testers 	 Conduct tests over Controls. Report test results	 Manage deficiency remediation
External Auditor 	 Review efficiency of Controls based on test results	 Verify deficiency remediation
Approvers 	 Sign-Off Business Processes	

Select organization »

-  Global Baseline
-  Canada
-  France
-  Germany
-  Israel
-  Italy
-  Japan
-  Switzerland
-  **USA**

Login to the USA environment

Login Page

Model:  USA

Username:

Password:

☐ Presentation mode

[Change password](#) | [Restore password](#)

ProcessGene™ GRC

Solution for Governance, Risk Management & Compliance: MULTI-ORG Edition



Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
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 - Financial reporting
 - Preparing the trial balance
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 - Financing component
 - Intercompany accounts
 - Taxes
 - IT general controls (ITGC)
 - Entity Level Controls (ELC)

No Workgroup

Model root > My Home Page

My Home Page

Project steps

GRC (Governance, Risk and Compliance management)

Document Processes, Risks & Controls



My tasks

Data rows: 30

#	Name	Link	Assigned to	Start date	Scheduling da
1	Periodic review for control activity: Excel files password protection (C-PG10)	Periodic review for control activity: Excel files password protection (C-PG10); Financial reporting > Preparing the trial balance	William Taylor (Documenter)	04-Oct-2010 08:10	4 of every effective
2	Quarterly documents preparation before test period begins	Quarterly documents preparation before test period begins; Financial reporting > Preparing the trial balance	William Taylor (Documenter)	04-Oct-2010 08:10	4 of every effective
3	Yearly risk review of the risk Miscalculations and errors due to wrong use of the electronic spreadsheets (R-PG10)	Miscalculations and errors due to wrong use of the electronic spreadsheets; Financial reporting > Preparing the trial balance	William Taylor (Documenter)	14-Sep-2011 08:10	Every Sep effective

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Displaying data 1 - 3 of 3



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GRC (Governance, Risk and Compliance management)

Document Processes, Risks & Controls



Test, Evaluate, Remediate



Reporting & Diagnostics



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Test, Evaluate, Remediate



Signatures



Reporting & Diagnostics



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No Workgroup

Model root > [1] Financial reporting > [2] Preparing the trial balance > Edit Major Process

[2] [L] Preparing the trial balance: Edit Major Process

Properties

Diagram (1)

GRC (10/10)

Sign-off (1)

ERP (5)

Change requests (1)

Audit



Easily define and edit the process description and its properties

Global data: in all organizations and projects

*Name	Preparing the trial balance
Description	Prepare a trial balance to ensure the accurate reporting of nominal ledgers.
*Is mandatory?	No
Category	Financial reporting
Local data for: USA	
Department	Finance
Owner name	Michael Chang (Process Owner and Approver)
Owner role	Corporate Controller
IT business analyst	Werner Heisenberg (IT)
Comments	

☒ Acknowledged in local org.?

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 - Cutoff accounts
 - Contingencies
 - Provision for warranties
 - Financing components
 - Intercompany accounts
 - Taxes
 - IT General Controls (Entity Level Controls)

No Workgroup

Model root > [1] Financial reporting > [2] Preparing the trial balance > Diagram > Edit Diagram

[L] Preparing the trial balance: Edit Diagram

Properties **Diagram (1)** GRC (10/10) Sign-off (1) ERP (5) Change requests (1) Audit (1)

Shapes

ProcessGene da...

ProcessGene da...

Start

Event

Activity

Process

Main Process

Major Process

Category

Junction

Document

Owner

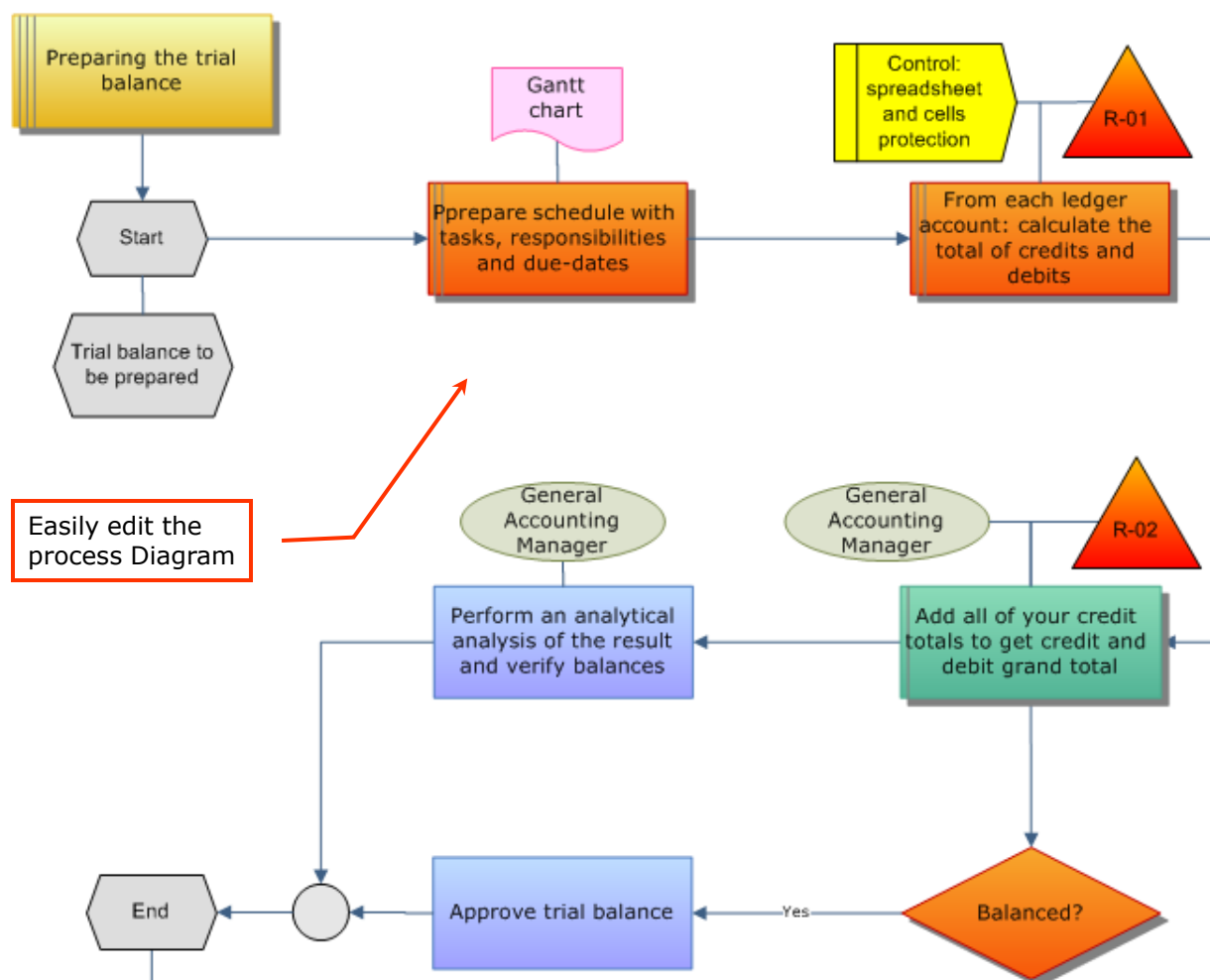
Property Connector

Connector

AND Junction

OR Junction

XOR Junction



Easily edit the process Diagram

Tree view

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No Workgroup

Properties

Diagram (1)

GRC (10/10)

Sign-off (1)

ERP (5)

Change requests (1)

Audit (1)

ERP Screens

	#	Transaction code	Transaction description	Environment	Language	Creation date	Modified by
<input type="checkbox"/>	1	FINA	Branch to Financial Accounting	PROD/ 167	English	30-Sep-2010 11:59	William Taylor (Documenter)
<input type="checkbox"/>	2	/ATL/A00	Asset Accounting Indexing	PROD/ 167	English	13-Sep-2010 10:59	William Taylor (Documenter)
<input type="checkbox"/>	3	/ASU/SHOW_NOTE	Show SAP Note via Web-Browser	TEST/ 505	German	13-Sep-2010 10:59	William Taylor (Documenter)
<input type="checkbox"/>	4	+C03	Extras	DEV/ 203	Italian	13-Sep-2010 10:59	William Taylor (Documenter)
<input type="checkbox"/>	5	+C02	create menu +C02	PROD/ 167	English	13-Sep-2010 10:59	William Taylor (Documenter)

ERP transaction/
Automatic GRC test

Description

Execute the automatic test or
"jump" directly to an exact location
at the ERP system



Any SAP Screen

The SAP transaction is automatically opened

Direct connectivity to the ProcessGene application

Vendor	<input type="text"/>
Company Code	1338
PurchasingOrganization	1000
Account group	<input type="text"/>

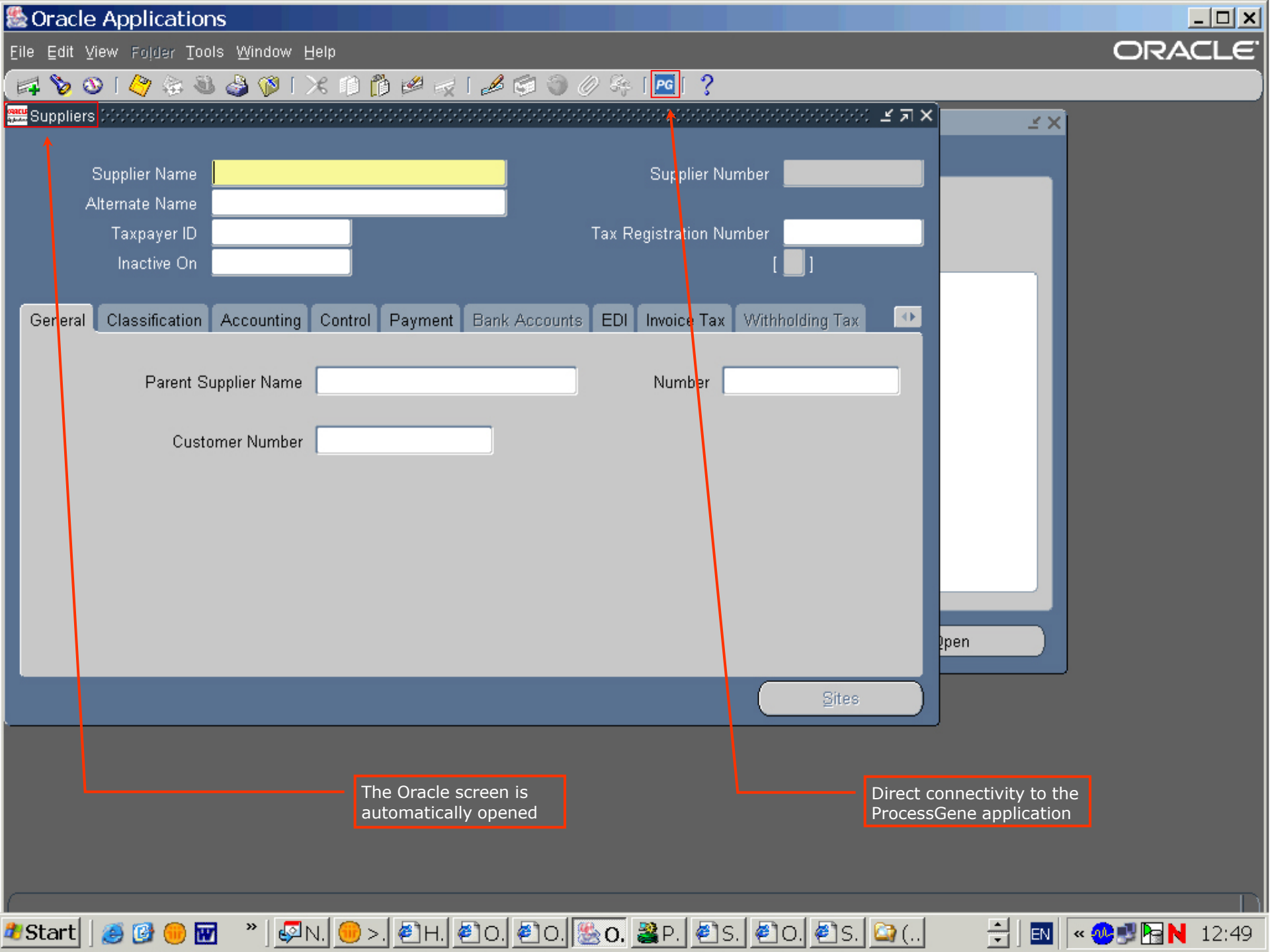
Reference

Vendor	<input type="text"/>
Company code	<input type="text"/>
PurchasingOrganization	<input type="text"/>



XK01





The Oracle screen is automatically opened

Direct connectivity to the ProcessGene application

Tree view

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No Workgroup

Model root > [1] Financial reporting > [2] Preparing the trial balance > Risk management

[L] Preparing the trial balance: Risk management

Properties

Diagram (1)

GRC (10/10)

Sign-off (1)

ERP (5)

Change requests (1)

Aud

		#	Name	Numerator	Description	Related Controls	Raw Risk: Impact	Raw Risk: Likelihood
	<input type="checkbox"/>	1	Erroneous classification of accounts to balance sheet/income statement items in the Trial Balance.	R-PG1	Erroneous classification of accounts to balance sheet/income statement items in the Trial Balance.	1) Trial balance was zeroed out. (C-PG1)	Serious (4)	Likely (4)
	<input type="checkbox"/>	2	Lack of protection on electronic spreadsheet data	R-PG10	Lack of protection on electronic spreadsheets can lead to errors, miscalculations and expose spreadsheets to non-authorized users	1) Excel files password protection (C-PG10)	Serious (4)	Possible
	<input type="checkbox"/>	3	An account in the financial statements was not handled.	R-PG2	An account in the financial statements was not handled.	1) Steps for the preparation to the quarterly/annual financial statements (integrity control). (C-PG2)	Insignificant (1)	Likely (4)
	<input type="checkbox"/>	4	An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper.	R-PG3	An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper.	1) Calculations / working papers prepared by the Controller are checked by VP Finance. (C-PG3)	Moderate (3)	Possible
	<input type="checkbox"/>	5	Off balance sheet transactions are not presented in accordance with requirements of the US GAAP.	R-PG4	Off balance sheet transactions are not presented in accordance with requirements of the US GAAP.	1) The Controller is responsible to examine if there are any off balance sheet transactions that can effect the financial statements. If necessary, the Controller integrates the transactions into the relevant notes. (C-PG4)	Moderate (3)	Possible
	<input type="checkbox"/>	6	Accounts in the Trial Balance and profit & loss do not match the working papers / some of the additional entries were not recorded as required.	R-PG5	Accounts in the Trial Balance and profit & loss do not match the working papers / some of the additional entries were not recorded as required.	1) The Controller checks to see that the accounts in the Trial Balance match the working papers and that all of the additional entries were recorded as required. (C-PG5)	Minor (2)	Rare (1)

Relate Risks and Controls to the Process

Define the list of related Risks

Tree view

Search results

Risks (10)

Controls (10)

Diagnostics

[Jump to Controls management](#)

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Risk

[L] Lack of protection on electronic spreadsheet data: View Risk

A selected Risk's properties

- Properties
- Diagnostics
- Cost history (2)
- Audit
- Tasks (1)
- Documents (1)

Global data: in all organizations and projects

Name	Lack of protection on electronic spreadsheet data
ID	16023
Numerator	R-PG10
Description	Lack of protection on electronic spreadsheets can lead to errors, miscalculations and expose spreadsheets to non-authorized users
Reporter	William Taylor (Documenter)
Risk category	--
Related Controls	1) Excel files password protection (C-PG10)
Assertions	--

The Risk's description

Local data for: USA

Is mandatory?	No
Comments	The relevant Excel version is 2010.
Key risk?	Yes
Audit result	Passed
Owner role	Corporate Controller
Owner name	Joseph John Thomson (Control Owner)

Raw Risk: Impact	Serious (4)
Raw Risk: Likelihood	Possible (3)
Residual Risk: Impact	Minor (2)
Residual Risk: Likelihood	Unlikely (2)
Risk tolerance	12

Raw and residual levels

Opportunity?	No
Opportunity description	--

Related opportunities

Related Processes	1. Preparing the trial balance (Level 2)
Acknowledged in local org.?	Yes

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 11:13
Modified by	William Taylor (Documenter)

Related Controls	
on of	1) Trial balance was zeroed out.
nt items in	
electronic d to errors, lose authorized	1) Excel files password protection (C-PG10)
financial handled.	1) Steps for the preparation to the quarterly/annual financial statement (integrity control). (C-PG2)
financial a result of on/ mistake	1) Calculations / working papers prepared by the Controller are checked by VP Finance. (C-PG3)
transactions accordance the US	1) The Controller is responsible to examine if there are any off balance sheet transactions that can effect financial statements. If necessary Controller integrates the transactions the relevant notes. (C-PG4)
balance and tch the e of the e not	1) The Controller checks to see if accounts in the Trial Balance match working papers and that all of the additional entries were recorded required. (C-PG5)
es are	1) Additional journal entries are recorded in the Trial Balance excel file by the Controller only. (C-PG6)
are recorded without the approval of the appropriate party.	
Recorded without the approval of the appropriate party.	
Recorded without the approval of the appropriate party.	
Recorded without the approval of the appropriate party.	

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Risk

[L] Diagnostics: View Risk

A selected Risk's diagnostics

- Properties
- Diagnostics**
- Cost history (2)
- Audit
- Tasks (1)
- Documents (1)

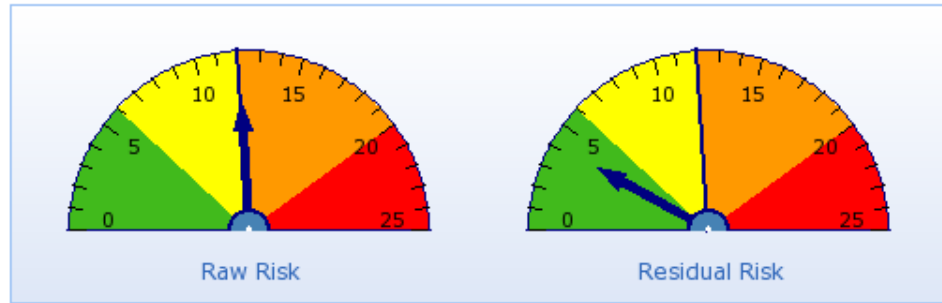
Risk Heat Map

Almost certain (5)					
Likely (4)					
Possible (3)				Medium (Raw Risk=12)	
Unlikely (2)		Low (Residual Risk=4)			
Rare (1)					
Likelihood: Impact:	Insignificant (1)	Minor (2)	Moderate (3)	Serious (4)	Crash (5)

Legend

#	Risk value	Risk weight	Comments
1	1 - 6	Low	Low level of risk, should not require much attention but should be reviewed at least annually
2	8 - 12	Medium	Medium level of risk, should be monitored and reviewed annually as a minimum, 6 monthly if necessary
3	14 - 20	High	High level of risk, should be constantly monitored and reviewed quarterly or 6 monthly
4	Over 20	Very high	Top level of risk, should be constantly monitored and reviewed monthly

Raw and Residual Risk Odometer



Hello William Taylor (Documenter)!	
Change requests (1) ✓ Aud	
Related Controls	
on of	1) Trial balance was zeroed out.
nt items in	
electronic d to errors, lose authorized	1) Excel files password protected (PG10)
ncial handled.	1) Steps for the preparation to the quarterly/annual financial statement (integrity control). (C-PG2)
financial a result of on/ mistake	1) Calculations / working papers prepared by the Controller are checked by VP Finance. (C-PG3)
ractions accordance the US	1) The Controller is responsible to examine if there are any off balance sheet transactions that can effect financial statements. If necessary Controller integrates the transactions the relevant notes. (C-PG4)
balance and tch the e of the e not	1) The Controller checks to see if accounts in the Trial Balance match working papers and that all of the additional entries were recorded required. (C-PG5)
es are approval of	1) Additional journal entries are recorded in the Trial Balance excel file by the Controller only. (C-PG6)
not been	1) Most of the out offs are done

Model root > [1] Financial reporting > [2] Preparing the trial balance > Risk: Lack of protection on electronic spreadsheet data > Cost history management

[L] Risk: Lack of protection on electronic spreadsheet data: Cost history management

Properties Diagnostics **Cost history (2)** Audit Tasks (1) Documents (1)

Historical cost events

		#	Subject	Date	Description	From cost	To cost	Comments	Ackno
	<input type="checkbox"/>	1	Files were edited by unauthorized personnel	30-Sep-2010 00:00	A file was not protected with an access password and changes were made by unauthorized personnel, hence the file was reconstructed	25K \$	25K \$	--	Yes
	<input type="checkbox"/>	2	Need to redo balance sheet due to errors	15-Sep-2007 00:00	Two cells within excel files were not protected and the calculation formula of one of the debit totals was incorrect.	10K \$	15K \$	--	Yes

Change requests (1) Audit

Related Controls

of sheet/income Trial
1) Trial balance was zeroed out PG1)

Electronic to errors, use authorized
1) Excel files password protect PG10)

cial indled.
1) Steps for the preparation to t quarterly/annual financial staten (integrity control). (C-PG2)

financial result of n/ mistake
1) Calculations / working papers prepared by the Controller are c by VP Finance. (C-PG3)

sactions are dence with GAAP.
1) The Controller is responsible examine if there are any off bal sheet transactions that can effe financial statements. If necessa Controller integrates the transac into the relevant notes. (C-PG4)

balance and ch the of the not
1) The Controller checks to see the accounts in the Trial Balance the working papers and that all additional entries were recorder required. (C-PG5)

s are approval of
1) Additional journal entries are recorded in the Trial Balance ex by the Controller only. (C-PG6)

1) Most of the out offs are dapp

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Audit plan

[L] Lack of protection on electronic spreadsheet data: View Audit plan

Properties Diagnostics Cost history (2) **Audit** Tasks (1) Documents (1)

The Risk's audit plan and audit execution data

Global data: in all organizations and projects

Sample size	
Test procedure	
Required documents	
Criteria for positive compliance	
Criteria for negative compliance	
Related document	

Local data for: USA

Frequency	
Comments	
Related document - local	

System generated data

Modified by	--
Modification date	--
Local data modified by	--
Local data modification date	--

The Risk's audit plan, audit schedule and audit results, including the documentation of historical results and the management of deficiency remediation

Audit plan Schedule (0) Audit results (0) Audit result history (0) Deficiency remediation (0)

Change requests (1) Aud

Related Controls

1) Trial balance was zeroed out (PG1)

1) Excel files password protect (PG10)

1) Steps for the preparation to the quarterly/annual financial statement (integrity control). (C-PG2)

1) Calculations / working papers prepared by the Controller are checked by VP Finance. (C-PG3)

1) The Controller is responsible to examine if there are any off balance sheet transactions that can effect financial statements. If necessary, the Controller integrates the transactions into the relevant notes. (C-PG4)

1) The Controller checks to see if the accounts in the Trial Balance match the working papers and that all additional entries were recorded as required. (C-PG5)

1) Additional journal entries are recorded in the Trial Balance only by the Controller. (C-PG6)

Model root > [1] Financial reporting > [2] Preparing the trial balance > Risk: Lack of protection on electronic spreadsheet data > Task management

[L] Risk: Lack of protection on electronic spreadsheet data: Task management

Properties Diagnostics Cost history (2) Audit Tasks (1) Documents (1)

Data rows: 30

	#	Name	Description	Remind every (days)	My - Due date	Assigned to	Start date
	1	Yearly risk review	Review the accuracy of the risk data in the system and check if it needs an update.	2	14-Sep-2011 08:10	William Taylor (Documenter)	14-Sep-2011 08

Tasks related to the modeling and management of the Risk

Change requests (1) Aud

Related Controls

1) Trial balance was zeroed out PG1)

1) Excel files password protect PG10)

1) Steps for the preparation to the quarterly/annual financial statement (integrity control). (C-PG2)

1) Calculations / working papers prepared by the Controller are checked by VP Finance. (C-PG3)

1) The Controller is responsible to examine if there are any off balance sheet transactions that can effect financial statements. If necessary, the Controller integrates the transactions into the relevant notes. (C-PG4)

1) The Controller checks to see if the accounts in the Trial Balance match the working papers and that all additional entries were recorded as required. (C-PG5)

1) Additional journal entries are recorded in the Trial Balance by the Controller only. (C-PG6)

Risks (10) Controls (10) Diagnostics

Model root > [1] Financial reporting > [2] Preparing the trial balance > Risk: Lack of protection on electronic spreadsheet data > Document management

[L] Risk: Lack of protection on electronic spreadsheet data: Document management

Properties Diagnostics Cost history (2) Audit Tasks (1) **Documents (1)**

		#	Name	G/L	ID	Description	Is ma...	Comments	Created by	Creation
	<input type="checkbox"/>	1	checklist.docx (Upload)	[L]	8	Checklist for the yearly monitor activities of the risk	No	If update is needed, please upload the new file to the system.	William Taylor (Documenter)	14-Sep-2

Documents related to the modeling and management of the Risk

Change requests (1) Audit

Related Controls

n of sheet/income Trial	1) Trial balance was zeroed out PG1)
Electronic to errors, use authorized	1) Excel files password protect PG10)
cial indled.	1) Steps for the preparation to t quarterly/annual financial staten (integrity control). (C-PG2)
financial result of n/ mistake	1) Calculations / working papers prepared by the Controller are c by VP Finance. (C-PG3)
sactions are dence with GAAP.	1) The Controller is responsible examine if there are any off bal sheet transactions that can effe financial statements. If necessa Controller integrates the transac into the relevant notes. (C-PG4)
balance and ch the of the not	1) The Controller checks to see the accounts in the Trial Balance the working papers and that all additional entries were recorder required. (C-PG5)
s are approval of	1) Additional journal entries are recorded in the Trial Balance ex by the Controller only. (C-PG6)

Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - Preparing the trial balance
 - Recording additional entries
 - Opening Balances
 - Setting of new accounts
 - Cutoff accounts
 - Contingencies
 - Provision for warranty
 - Financing component
 - Intercompany accounts
 - Taxes
 - IT General Controls (ITGC)
 - Entity Level Controls (ELC)

No Workgroup

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control management

[2] [L] Preparing the trial balance: Control management

Relate Risks and Controls to the Process

Properties

Diagram (1)

GRC (10/10)

Sign-off (1)

ERP (5)

Change requests (1)

Aud

		#	?	Name	Numerator	Control objective	Related Risks	Nature of...	Control type
	<input type="checkbox"/>	1		Additional journal entries are recorded in the Trial Balance excel file by the Controller only.	C-PG6	Additional journal entries are recorded in the Trial Balance excel file by the Controller only. Additional journal entries that was recorded in the Financit system is checked by the Controller via pulling trial balance from the Financit system and comparing it to the excel file.	1) Accrued expenses have not been identified. (R-PG8) 2) Additional journal entries are recorded without the approval of the appropriate party. (R-PG6)	Automatic	Preventive
	<input type="checkbox"/>	2	?	Excel files password protection	C-PG10	The target of this control is to check the existence of structured control cells, deletion/change protection and password protection for the files.	1) Lack of protection on electronic spreadsheet data (R-PG10)	Manual	Detective
	<input type="checkbox"/>	3		Prepaid expenses/ accrued expenses detailed accounts check.	C-PG9	The Controller checks the prepaid expenses/ accrued expenses detailed accounts and verifies that all the amounts are correct.	1) Prepaid expenses/ Accrued expenses are incorrect or incomplete. (R-PG9)	Manual	Preventive
	<input type="checkbox"/>	4	?	Trial balance was zeroed out.	C-PG1	The Controller checks that the trial balance zeroed out.	1) Erroneous classification of accounts to balance sheet/income statement items in the Trial Balance. (R-PG1)	IT dependent	Detective
	<input type="checkbox"/>	5	?	Steps for the preparation to the quarterly/annual financial statements (integrity control).	C-PG2	The Controller has a quarterly checklist detailing all of the steps that have to be taken as part of the preparation of the quarterly/annual financial statements (integrity control).	1) An account in the financial statements was not handled. (R-PG2) 2) Prepaid expenses have not been identified. (R-PG7)	IT dependent	Preventive
	<input type="checkbox"/>	6	?	Calculations / working papers prepared by the Controller are checked by VP Finance.	C-PG3	Calculations / working papers prepared by the Controller are checked by VP Finance.	1) An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper.	Manual	Detective

Define the list of related Controls

Tree view

Search results

Risks (10)

Controls (10)

Diagnostics

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Control

[L] Excel files password protection: View Control

Properties

Test

Tasks (1)

Documents (1)

A selected Control's properties



Press to edit the selected Control's properties

Global data: in all organizations and projects

Name	Excel files password protection
ID	27509
Numerator	C-PG10
Control objective	The target of this control is to check the existence of structured control cells, deletion/change protection and password protection for the files.
Description	Testing the spreadsheet protections in order to prevent future errors.
Control type	Detective
Related Risks	1) Lack of protection on electronic spreadsheet data (R-PG10)
Key control?	Yes
Nature of control	Manual
Fraud related?	No
Financial impacts?	Yes
COSO	Monitoring
Control design GAPs	--

Local data for: USA

Safeguard asset	No
Is mandatory?	No
Assertions	PD - Presentation & Disclosure
Comments	--
Is passive?	No
Control effective?	Ineffective
Owner role	Corporate Controller
Owner name	Joseph John Thomson (Control Owner)
Transaction type	Routine
Control owner role (text)	--
Control risk level	Medium
Execution frequency	Quarterly
Date of Control Implementation	01-Sep-2008 00:00
Control in place	--
Design effectiveness	Effective
Walkthrough completed?	No

Assign a Control owner

Determine execution frequency

working papers prepared by the Controller are checked by VP Finance.	prepared by the Controller are checked by VP Finance.	a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)
--	---	--

Hello William Taylor (Documenter)!

Change requests (1) Aud

Related Risks	Nature of control	Control
accrued expenses have not been identified. (R-PG8)	Automatic	Preventive
Additional journal entries are recorded without the approval of the appropriate authority. (R-PG6)		
Lack of protection on electronic spreadsheet data (R-PG10)	Manual	Detective
Unrepaired expenses/ accrued expenses incorrect or incomplete. (R-PG9)	Manual	Preventive
Erroneous classification of amounts to balance sheet/income statement items in the Balance. (R-PG1)	IT dependent	Detective
an account in the financial statements is not handled. (R-PG7)	IT dependent	Preventive
Unrepaired expenses have not been identified. (R-PG7)		
An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)	Manual	Detective

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Control > Edit Control

[L] Excel files password protection: Edit Control

All fields are editable in the Control's edit form

Properties Test Tasks (1) Documents (1)

Save and Close

Global data: in all organizations and projects

*Name	Excel files password protection
ID	27509
Numerator	C-PG10
Control objective	The target of this control is to check the existence of structured control cells, deletion/change protection and password protection for the files.
Description	Testing the spreadsheet protections in order to prevent future errors.
Control type	Detective
Related Risks	<p>Lack of protection on electronic spreadsheet data</p> <p>Accounts in the Trial Balance and profit & loss do not match the working papers / some of the additional Accrued expenses have not been identified.</p> <p>Additional journal entries are recorded without the approval of the appropriate party.</p> <p>An account in the financial statements was not handled.</p> <p>An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a</p>
*Key control?	Yes
Nature of control	Manual
Fraud related?	No
Financial impacts?	Yes
COSO	<p>Monitoring</p> <p>Risk profile</p> <p>Control environment</p>
Control design	

Change requests (1) Aud

ks	Nature of control	Control type
expenses een (R-PG8) al journal recorded approval opriate G6)	Automatic	Preventive
protection ic et data (R-	Manual	Detective
expenses/ xpenses ct or (R-PG9)	Manual	Preventive
us on of o balance ne tems in the ce. (R-PG1)	IT dependent	Detective
unt in the statements nded. (R-	IT dependent	Preventive
expenses een (R-PG7)		
	Manual	Detective

6	Calculations / working papers prepared by the Controller are checked by VP Finance.	C-PG3	Calculations / working papers prepared by the Controller are checked by VP Finance.	1) An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper.	Manual	Detective
---	---	-------	---	---	--------	-----------

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > Task management

[L] Control: Excel files password protection: Task management

Properties Documents (1) Test Tasks (0)

Data rows: 30

Save and Close

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > View Task > Add Task

Control: Excel files password protection: Add Task

Global data: in all organizations and projects

*Name Control execution: Excel files password protection

Description Try and open all the excel files related to financial reporting under your responsibility, and verify that they are password protected. In addition, by signing this task, you also declare that you are aware and work according to the password protection conventions of the company

*Is mandatory? No

Local data for: USA

Remind every (days) 3

Comments

My - Required action --

My - Due date --

Average status --

*Assigned to Joseph John Thomson (Control Owner);

Delay (days) --

Task state Not started

Start date 01-Sep-2012 08:10

End date None

*Scheduling data 1 of every 3 months at 08:10; effective 01-Sep-2012 08:10

Manager

Acknowledged in local org.?

Tests (1) Audit (1) Tasks (2) Documents and Policies

Related Risks (Name) Related Risks (Description)

Accrued expenses have not been identified. (R-PG8)

Additional journal entries are recorded without the approval of the appropriate party. (R-PG6)

Lack of protection on electronic spreadsheet data (R-PG310)

1) Lack of protection on electronic spreadsheets can lead to errors in calculations and expose spreadsheets to non-authorized users.

Prepaid expenses/ accrued expenses are incorrect or incomplete. (R-PG9)

1) Prepaid expenses/ Accrued expenses are incorrect or incomplete. (R-PG9)

Erroneous classification of accounts to balance sheet/income statement items in the Trial Balance. (R-PG1)

1) Erroneous classification of accounts to balance sheet/income items in the Trial Balance. (R-PG1)

An account in the financial statements has not been handled. (R-PG32)

1) An account in the financial statements was not handled. (R-PG32)

2) Prepaid expenses have not been identified. (R-PG7)

2) Prepaid expenses have not been identified. (R-PG7)

1) An error is made in a financial statement account as a result of

[L] Control: Excel files password protection: Task management

Properties Documents (1) Test Tasks (1)

Data rows: 30

	#	Name	G/L	ID	Description	Remi...	Aver...	Assigned to	Delay ...	Task state	Start date	End da
<input type="checkbox"/>	1	Control execution: Excel files password protection	[L]	30	Try and open all the excel files related to financial reporting under your responsibility, and verify that they are password protected. In addition, by signing this task, you also declare that you are aware and work according to the password protection conventions of the company	3	0%	Joseph John Thomson (Control Owner)		Not started	01-Sep-2012 08:10	

<input type="checkbox"/>	4		Trial balance was zeroed out.		C-PG1	The Controller checks that the trial balance zeroed out.	1) Erroneous classification of accounts to balance sheet/income statement items in the Trial Balance. (R-PG1)	1) Erroneous classification of accounts to balance sheet/income s items in the Trial Balance. (R-PG1)
<input type="checkbox"/>	5		Steps for the preparation to the quarterly/annual financial statements (integrity control).		C-PG2	The Controller has a quarterly checklist detailing all of the steps that have to be taken as part of the preparation of the quarterly/annual financial statements (integrity control).	1) An account in the financial statements was not handled. (R-PG2) 2) Prepaid expenses have not been identified. (R-PG7)	1) An account in the financial statements was not handled. (R-PG2) 2) Prepaid expenses have not been identified. (R-PG7)
<input type="checkbox"/>	6		Calculations / working		C-PG3	Calculations / working papers	1) An error is made in	1) An error is made in a financial statement account as a result of

Templates PG PG Website-local

Home Feeds (J)

USA

Hello William Taylor (Documenter)!

Tasks (2) Documents and Policies

Description)

expenses have not been identified. (R-PG8)
Journal entries are recorded without the approval of the Controller. (R-PG6)

selection on electronic spreadsheets can lead to error and expose spreadsheets to non-authorized users

expenses/ Accrued expenses are incorrect or incomplete

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Test plan

[L] Excel files password protection: View Test plan

Properties **Test** Tasks (1) Documents (1)

The Control's test plan and test execution data

Global data: in all organizations and projects

Sample size	5
Test procedure	1) Sample 5 major Excel files 2) Verify that the control cells in the Excel file are protected according to the checklist (attached as a file to this Test Plan)
Required documents	1) The checklist for the test 2) 5 sample files
Criteria for positive compliance	All files are valid, or: maximum 2 insignificant cells are un-protected.
Criteria for negative compliance	The control will be defined as not effective with significant deficiencies in case at least one file was un-protected by a password, or: at least one significant cells were found un-protected.
Related document	checklist.docx (Upload)

Local data for: USA

Frequency	Quarterly
Comments	The assistance of an IT specialist is required for defining the protection of files.
Related document - local	

System generated data

Modified by	William Taylor (Documenter)
Modification date	27-Sep-2010 08:24
Local data modified by	William Taylor (Documenter)
Local data modification date	27-Sep-2010 08:24

Define the Test and the criteria for the Test's success/failure

The Control's test plan

Test plan Schedule (1) Test results (1) Test result history (16) Deficiency remediation (1)

working papers prepared by the Controller are checked by VP Finance.

prepared by the Controller are checked by VP Finance.

a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)

Manual Date

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > Schedule management

[L] Control: Excel files password protection: Schedule management

Properties **Test** Tasks (1) Documents (1)

Data rows: 30

	#	Name	Description	Remind every (days)	Assigned to	Start date	Scheduling data
<input type="checkbox"/>	1	Task: Perform the quarterly test for the control: Excel files password protection	Perform the quarterly test, as described in the test plan. The target of the test is to verify that the important finance-related Excel files and their formulas are protected from non required changes.	2	Elizabeth Martin (Internal Tester)	04-Oct-2010 08:10	4 of every 3 months at 08:10; effective 04-Oct-2010 08:10

Assigned tester(s)

Scheduling data

The Control's test schedule

Page 1 of 1

Displaying data 1 - 1 of 1

Test plan **Schedule (1)** Test results (1) Test result history (16) Deficiency remediation (1)

Identified Risks	Nature of control	Control
accrued expenses have not been identified. (R-PG8)	Automatic	Preventive
Additional journal entries are recorded without the approval of the appropriate authority. (R-PG6)		
Lack of protection of electronic spreadsheet data (R-PG10)	Manual	Detective
Unrepaired expenses/ accrued expenses incorrect or incomplete. (R-PG9)	Manual	Preventive
Erroneous classification of amounts to balance sheet/income statement items in the Balance. (R-PG1)	IT dependent	Detective
Unaccounted account in the financial statements is not handled. (R-PG7)	IT dependent	Preventive
Unrepaired expenses have not been identified. (R-PG7)		
An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)	Manual	Detective

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > View Schedule > Edit Schedule

[L] Schedule: Task: Perform the quarterly test for the control: Excel files password protection: Edit Schedule

Global data: in all organizations and projects

*Name	Task: Perform the quarterly test for the control: Excel files password protection
ID	17
Description	Perform the quarterly test, as described in the test plan. The target of the test is to verify that the important finance-related Excel files and their formulas are protected from non required changes.
*Is mandatory?	No

Edit the Control's Test schedule

Local data for: USA

Remind every (days)	2
Comments	Record the test results in the system.

My - Required action	--
My - Due date	--
Average status	0%
*Assigned to	Elizabeth Martin (Internal Tester)
Start date	04-Oct-2010 08:10
End date	
*Scheduling data	4 of every 3 months at 08:10; effective 04-Oct-2010 08:10
Manager	Joseph John Thomson (Control Owner)
Acknowledged in local org.?	<input checked="" type="checkbox"/>

Assign testers for the Control

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 15:46
Modified by	William Taylor (Documenter)

Change requests (1) Aud

Identified Risks	Nature of control	Control
accrued expenses have not been identified. (R-PG8)	Automatic	Prev
Additional journal entries are recorded without the approval of the appropriate authority. (R-PG6)		
Lack of protection of electronic spreadsheet data (R-PG10)	Manual	Dete
Unrepaid expenses/ accrued expenses incorrect or incomplete. (R-PG9)	Manual	Prev
Erroneous classification of amounts to balance sheet/income statement items in the Balance. (R-PG1)	IT dependent	Dete
An account in the financial statements is not handled. (R-PG7)	IT dependent	Prev
Unrepaid expenses have not been identified. (R-PG7)		
An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)	Manual	Dete

working papers prepared by the Controller are checked by VP Finance.

prepared by the Controller are checked by VP Finance.

USA

Hello William Taylor (Documenter)!

Change requests (1) ✓ Aud

isks	Nature of control	Control type
expenses een (R-PG8) al journal recorded approval opriate (G6)	Automatic	Preventive
protection ic et data (R-	Manual	Detective
expenses/ xpenses ct or (R-PG9)	Manual	Preventive
us on of o balance ne tems in the ce. (R-PG1)	IT dependent	Detective
unt in the atements ndled. (R-	IT dependent	Preventive
expenses een (R-PG7)		
	Manual	Detective

Save

Model root > Select users

Select users

Joseph John Thomson (Control Owner)
Michael Chang (Process Owner and Approver)
Werner Heisenberg (IT)
William Taylor (Documenter)

Select a tester

Elizabeth Martin (Internal Tester)

Add-->

<--Remove

Average status0%

*Assigned toElizabeth Martin (Internal Tester)

Start date04-Oct-2010 08:10

End date

*Scheduling data4 of every 3 months at 08:10; effective 04-Oct-2010 08:10

ManagerJoseph John Thomson (Control Owner)

Acknowledged in local org.?☒

System generated data

Created byWilliam Taylor (Documenter)

Creation date14-Sep-2010 15:46

Modified byWilliam Taylor (Documenter)

Tree view

Search results

Risks (10)

Controls (10)

Diagnostics

6

Calculations / working papers prepared by the Controller are checked by VP Finance.

C-PG3

Calculations / working papers prepared by the Controller are checked by VP Finance.

1) An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper.

Manual

Detective

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > View Schedule > Edit Schedule

[L] Schedule: Task: Perform the quarterly test for the control: Excel files password protection: Edit Schedule

Global data: in all organizations and projects

*Name	Task: Perform the quarterly test for the control: Excel files password protection
ID	17
Description	Perform the quarterly test, as described in the test plan. The target of the test is to verify that the important finance-related Excel files and their formulas are protected from non required changes.
*Is mandatory?	No

Local data for: USA

Remind every (days)	2
Comments	Record the test results in the system.

My - Required action	--
My - Due date	--
Average status	0%
*Assigned to	Elizabeth Martin (Internal Tester)
Start date	04-Oct-2010 08:10
End date	
*Scheduling data	4 of every 3 months at 08:10; effective 04-Oct-2010 08:10
Manager	Joseph John Thomson (Control Owner)
Acknowledged in local org.?	<input checked="" type="checkbox"/>

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 15:46
Modified by	William Taylor (Documenter)

A tester was Assigned

Define the test's schedule

Change requests (1) Aud

Identified Risks	Nature of control	Control
accrued expenses have not been identified. (R-PG8)	Automatic	Prev
Additional journal entries are recorded without the approval of the appropriate authority. (R-PG6)		
Lack of protection of electronic spreadsheet data (R-PG10)	Manual	Dete
Unrepaid expenses/ accrued expenses incorrect or incomplete. (R-PG9)	Manual	Prev
Erroneous classification of amounts to balance sheet/income statement items in the Balance. (R-PG1)	IT dependent	Dete
An account in the financial statements is not handled. (R-PG7)	IT dependent	Prev
Unrepaid expenses have not been identified. (R-PG7)		
An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)	Manual	Dete

working papers prepared by the Controller are checked by VP Finance.

prepared by the Controller are checked by VP Finance.

a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)

Model root > [1]

Schedule > Edit

[L] Scheduling protection:

Global data: in

*Name

ID

Description

*Is mandatory

Local data for

Remind every (days)

Comments

My - Required

My - Due date

Average status

*Assigned to

Start date

End date

*Scheduling data

Manager

Acknowledged in local org.?

System generated data

Created by

Creation date

Modified by

Model root > Task scheduling

Task scheduling

Once

*Start date: 27-Sep-2010 08:41

*Due date: 27-Nov-2010 08:36

Recurring

Recurrence pattern

Daily

Weekly

Monthly

Yearly

Day 4 of every 3 month(s)

the forth day of every 1 month(s)

*At: 08:10

Range of recurrence

*Start date: 04-Oct-2010 08:10

No end date

End after: 10 occurrences

End by: 27-Nov-2010 08:36

4 of every 3 months at 08:10; effective 04-Oct-2010 08:10

Joseph John Thomson (Control Owner)

☒

Created by

Creation date

Modified by

William Taylor (Documenter)

14-Sep-2010 15:46

William Taylor (Documenter)

working papers prepared by the Controller are checked by VP Finance.

prepared by the Controller are checked by VP Finance.

in error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)

Change requests (1)

Aud

Accrued expenses not been identified. (R-PG8)

Additional journal entries are recorded without the approval of the appropriate authority. (R-PG6)

Lack of protection of electronic spreadsheet data (R-PG10)

Unrepaired expenses/ incurred expenses incorrect or incomplete. (R-PG9)

Erroneous classification of amounts to balance sheet/income statement items in the Balance. (R-PG1)

Unaccounted for in the financial statements and not handled. (R-PG7)

Unrepaired expenses not been identified. (R-PG7)

Automatic

Manual

Manual

IT dependent

IT dependent

Manual

Prev

Dete

Prev

Dete

Prev

Dete

Tree view

Search results

Risks (10)

Controls (10)

Diagnostics

Scheduling data

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > Schedule management

[L] Control: Excel files password protection: Schedule management

Properties **Test** Tasks (1) Documents (1)

Data rows: 30

	#	Name	Description	Remind every (days)	Assigned to	Start date	Scheduling data
<input type="checkbox"/>	1	Task: Perform the quarterly test for the control: Excel files password protection	Perform the quarterly test, as described in the test plan. The target of the test is to verify that the important finance-related Excel files and their formulas are protected from non required changes.	2	Elizabeth Martin (Internal Tester)	04-Oct-2010 08:10	4 of every 3 months at 08:10; effective 04-Oct-2010 08:10

A tester was assigned

A schedule was defined





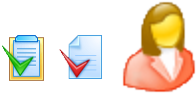







Page 1 of 1

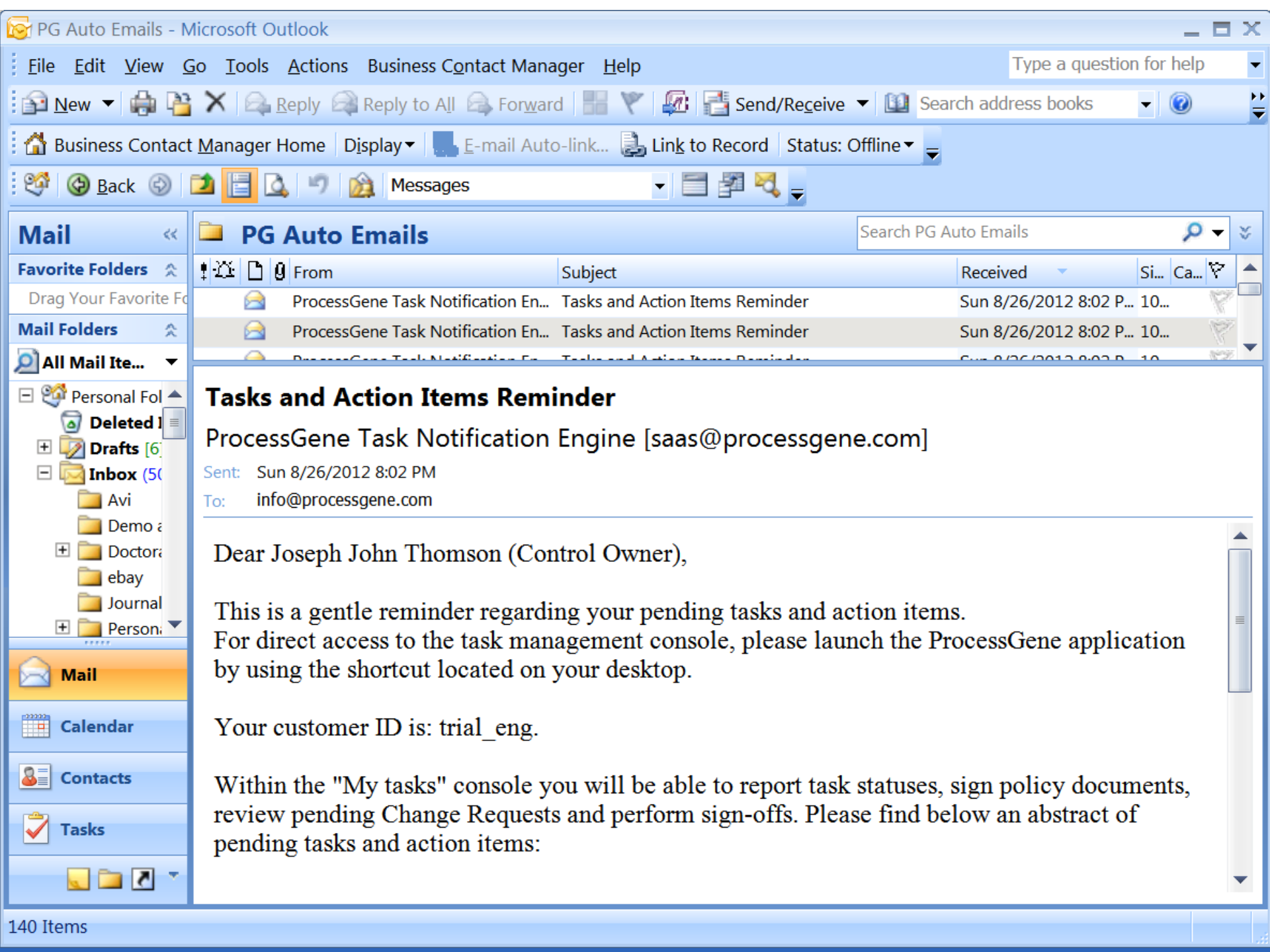
Displaying data 1 - 1 of 1

Test plan **Schedule (1)** Test results (1) Test result history (16) Deficiency remediation (1)

Identified Risks	Nature of control	Control
accrued expenses have not been identified. (R-PG8)	Automatic	Preventive
Additional journal entries are recorded without the approval of the appropriate authority. (R-PG6)		
Lack of protection of electronic spreadsheet data (R-PG10)	Manual	Detective
Unrepaired expenses/ accrued expenses incorrect or incomplete. (R-PG9)	Manual	Preventive
Erroneous classification of amounts to balance sheet/income statement items in the Balance. (R-PG1)	IT dependent	Detective
Unaccounted account in the financial statements is not handled. (R-PG7)	IT dependent	Preventive
Unrepaired expenses have not been identified. (R-PG7)		
An error is made in a financial statement account as a result of an erroneous calculation/ mistake on a working paper. (R-PG3)	Manual	Detective

ProcessGene™ GRC: Five Roles, Seven Responsibilities

Role	Responsibility	
GRC Manager 	 Document Business Processes Risks, Controls, Test Plans	
Control Owners 	 Execute Controls and document execution evidence	
Internal Testers 	 Conduct tests over Controls. Report test results	 Manage deficiency remediation
External Auditor 	 Review efficiency of Controls based on test results	 Verify deficiency remediation
Approvers 	 Sign-Off Business Processes	



Mail

Favorite Folders

Mail Folders

All Mail Items

- Personal Folders
- Deleted Items
- Drafts [6]
- Inbox (50)
- Avi
- Demo a
- Doctors
- ebay
- Journal
- Personal

Mail

Calendar

Contacts

Tasks



PG Auto Emails					Search PG Auto Emails	
	From	Subject	Received	Size	Ca...	
	ProcessGene Task Notification En...	Tasks and Action Items Reminder	Sun 8/26/2012 8:02 P...	10...		
	ProcessGene Task Notification En...	Tasks and Action Items Reminder	Sun 8/26/2012 8:02 P...	10...		
	ProcessGene Task Notification En...	Tasks and Action Items Reminder	Sun 8/26/2012 8:02 P...	10...		

Tasks and Action Items Reminder

ProcessGene Task Notification Engine [saas@processgene.com]

Sent: Sun 8/26/2012 8:02 PM

To: info@processgene.com

Dear Joseph John Thomson (Control Owner),

This is a gentle reminder regarding your pending tasks and action items. For direct access to the task management console, please launch the ProcessGene application by using the shortcut located on your desktop.

Your customer ID is: trial_eng.

Within the "My tasks" console you will be able to report task statuses, sign policy documents, review pending Change Requests and perform sign-offs. Please find below an abstract of pending tasks and action items:

- Tree view
- Quick Search
- Model root
 - Interne Kontrollsysteme
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - IT General Controls
 - Entity Level Controls

No Workgroup

Model root > My Home Page

My Home Page

Project steps

GRC (Governance, Risk and Compliance management)

Document Processes, Risks & Controls

Test, Evaluate, Remediate

Signatures

Reporting & Diagnostics

My tasks

Data rows: 30

	#	Name	Artifact p...	Artifact parent - Name	Artif...	Description	Rem...	Vie...	My - Required action	Avera...	Delay (days)	Start d...	Scheduling data
	1	Task: perform the quarterly test for the control: Excel files password protection	Control - Test	Financial reporting > Preparing the trial balance > Excel files password protection		Perform the quarterly test, as described in the test plan. The target of the test is to verify that the important finance-related Excel files and their formulas are protected from non required changes.	2	--	Pending completion by task assignees (0% - Not started)	0%	694	04-Oct-2010 08:10	4 of every 3 months effective 04-Oct-20
	2	Repair the protection problem of an Excel file as found in the quarterly test	Control - Test	Financial reporting > Preparing the trial balance > Excel files password protection		The trial balance Excel file was found un-protected with password. The file should be protected with password.	2	--	Complete the task (0% - Not started)	0%	653	14-Sep-2010 16:32	Once; effective 14-I 16:27
	3	Control execution: Excel files password protection	Control	Financial reporting > Preparing the trial balance > Excel files password protection		Try and open all the excel files related to financial reporting under your responsibility, and verify that they are password protected. In addition, by signing this task, you also declare that you are aware and work according to the password protection conventions of the company	3	--	Complete the task (0% - Not started)	0%	27	01-Aug-2012 08:10	1 of every 3 months effective 01-Aug-20

Task completion wizard

Task type: Control execution; Task name: Excel files password protection

Step 1 Step 2 Step 3

Step 1: View Control

You are responsible for the fulfillment of this Control. Please read the Control description and execute accordingly.

Global data: in all organizations and projects

Name	Excel files password protection
ID	27509
Numerator	C-PG10
Control objective	The target of this control is to check the existence of structured control cells, deletion/change protection and password protection for the files. Testing the spreadsheet protections in order to prevent future errors.
Description	
Control type	Detective
Related Risks (Name)	1) Lack of protection on electronic spreadsheet data (R-PG10)
Related Risks (Description)	1) Lack of protection on electronic spreadsheets can lead to errors, miscalculations and expose spreadsheets to non-authorized users (R-PG10)
Key control?	Yes
Nature of control	Manual
Fraud related?	No
Financial impacts?	Yes
COSO	Monitoring

Local data for: USA

Control design GAPs	--
Safeguard asset	No
Is mandatory?	No
Assertions	PD - Presentation & Disclosure
Comments	--
Is passive?	No
Control effective?	Ineffective - Significant deficiency
Owner role	Corporate Controller
Owner name	Joseph John Thomson (Control Owner)
Transaction type	Routine
Control owner role (text)	--
Control risk level	Medium


	Execution: Excel files password protection	Preparing the trial balance > Excel files password protection	Files related to financial reporting under your responsibility, and verify that they are password protected. In addition, by signing this task, you also declare that you are aware and work according to the password protection conventions of the company
--	--	---	--

Bing

Home Feeds (J) USA

Hello Joseph John Thomson (Control Owner)!

Reporting & Diagnostics



Rem...	Vie...	My - Required action	Avera...	Delay (days)	Start d...	Scheduling data
2	--	Pending completion by task assignees (0% - Not started)	0%	694	04-Oct-2010 08:10	4 of every 3 months effective 04-Oct-20
2	--	Complete the task (0% - Not started)	0%	653	14-Sep-2010 16:32	Once; effective 14-16:27
3	--	Complete the task (0% - Not started)	0%	27	01-Aug-2012 08:10	1 of every 3 months effective 01-Aug-20

Task completion wizard

Task type: Control execution; Task name: Excel files password protection

Step 1 Step 2 Step 3

Step 2: Add Document

If available, add supporting documents, which ascertain the Control's execution. It is recommended that the document name will indicate the controlled period (e.g. control for Q1 2015).

		#	Name	G/L	ID	Description	Is ma...	Comme...	Document type	Acknowledged in local org.?
		1	Balance Sheet Draft.xlsx (Link)	[L]	11	Balance Sheet Draft	No	--		Yes
		2	checklist.do... (Upload)	[L]	9	--	No	--		Yes


execution: Excel files password protection	Preparing the trial balance > Excel files password protection	files related to financial reporting under your responsibility, and verify that they are password protected. In addition, by signing this task, you also declare that you are aware and work according to the password protection conventions of the company
--	---	--

Bing

Home Feeds (J) USA

Hello Joseph John Thomson (Control Owner!)

Reporting & Diagnostics



Rem...	Vie...	My - Required action	Avera...	Delay (days)	Start d...	Scheduling data
2	--	Pending completion by task assignees (0% - Not started)	0%	694	04-Oct-2010 08:10	4 of every 3 months effective 04-Oct-20
2	--	Complete the task (0% - Not started)	0%	653	14-Sep-2010 16:32	Once; effective 14-16:27
3	--	Complete the task (0% - Not started)	0%	27	01-Aug-2012 08:10	1 of every 3 months effective 01-Aug-20

Task completion wizard

Task type: Control execution; Task name: Excel files password protection

Step 1 Step 2 Step 3

Step 3: Report task completion

Update the task status in the field: "My - Required action".

Save and Close

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > View Task > Edit Task

[L] Task: Control execution: Excel files password protection: Edit Task

Global data: in all organizations and projects

*Name	Control execution: Excel files password protection
ID	30
Description	Try and open all the excel files related to financial reporting under your responsibility, and verify that they are password protected. In addition, by signing this task, you also declare that you are aware and work according to the password protection conventions of the company
*Is mandatory?	No

Local data for: USA

Remind every (days)	3
Comments	
My - Required action	0% - Not started
My - Due date	01-Aug-2012 08:10
Average status	0%
*Assigned to	Joseph John Thomson (Control Owner)
Delay (days)	27
Task state	In delay
Start date	01-Aug-2012 08:10
End date	
*Scheduling data	1 of every 3 months at 08:10; effective 01-Aug-2012 08:10
Manager	

		Control execution: Excel files password protection		Preparing the trial balance > Excel files password protection		Try and open all the excel files related to financial reporting under your responsibility, and verify that they are password protected. In addition, by signing this task, you also declare that you are aware and work according to the password protection conventions of the company
--	--	--	--	---	--	---

Bing

Home Feeds (J) USA

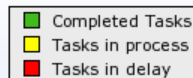
Hello Joseph John Thomson (Control Owner)!

Reporting & Diagnostics

Rem...	Vie...	My - Required action	Avera...	Delay (days)	Start d...	Scheduling data
2	--	Pending completion by task assignees (0% - Not started)	0%	694	04-Oct-2010 08:10	4 of every 3 months effective 04-Oct-20
2	--	Complete the task (0% - Not started)	0%	653	14-Sep-2010 16:32	Once; effective 14-16:27
3	--	Complete the task (0% - Not started)	0%	27	01-Aug-2012 08:10	1 of every 3 months effective 01-Aug-20

Diagnostics - Organizational tasks




























Active task diagnostics (out of started tasks)







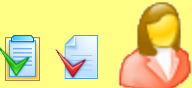


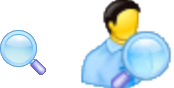




Active task diagnostics (out of started tasks)	Completed Tasks	Tasks in process	Tasks in delay	Total
Tasks	1	2	8	11
Tasks - %	9%	18%	73%	100%

Organizational tasks

Assigned to:	Please type...
--------------	----------------

	#	Name	Description	Rem...	Vie...	My - Required action	Avera...	Assigned to	Delay (days)	Start date	Scheduling data
	1	A declaration ...	Upon completion of the test period...	1	--	--	0%	 Michael Chang (Process Owner)	668	30-Oct-2010 08:10	 30 of every 3 months
	2	Control execut...	Try and open all the excel files rel...	3	--	--	100%	 Joseph John Thomson (Control)		01-Aug-2012 08:10	 1 of every 3 months
	3	Periodic review...	The control owner confirms that t...		--	--	0%	 William Taylor (Documenter)	694	04-Oct-2010 08:10	 4 of every 3 months
	4	Repair the pro...	The trial balance Excel file was fo...	2	--	Complete the task (0...	0%	 Joseph John Thomson (Control)	653	14-Sep-2010 16:32	 Once; effective 1
	5	Quarterly docu...	On a quarterly basis you check th...		--	--	0%	 William Taylor (Documenter)	694	04-Oct-2010 08:10	 4 of every 3 months
	6	Yearly risk rev...	Review the accuracy of the risk d...	2	--	--	0%	 William Taylor (Documenter)	349	14-Sep-2011 08:10	 Every September
	7	Task: perform...	Perform the quarterly test, as des...	2	--	Pending completion b...	0%	 Elizabeth Martin (Internal Tester)	694	04-Oct-2010 08:10	 4 of every 3 months
	8	Process owner...	The process owner should sign t...		--	--	0%	 Werner Heisenberg (IT)	701	27-Sep-2010 11:11	 Once; effective 2
	9	Task: perform...	Verify that only authorized users ...		--	--	0%	 Elizabeth Martin (Internal Tester)	684	14-Oct-2010 08:10	 14 of every 3 months

ProcessGene™ GRC: Five Roles, Seven Responsibilities

Role	Responsibility	
GRC Manager 	 Document Business Processes Risks, Controls, Test Plans	
Control Owners 	 Execute Controls and document execution evidence	
Internal Testers 	 Conduct tests over Controls. Report test results	 Manage deficiency remediation
External Auditor 	 Review efficiency of Controls based on test results	 Verify deficiency remediation
Approvers 	 Sign-Off Business Processes	

File

Edit

View

Go

Tools

Actions

Business Contact Manager

Help

Type a question for help

New

Print

Reply

Reply to All

Forward

Send/Receive

Search address books

Business Contact Manager Home

Display

E-mail Auto-link...

Link to Record

Mail

Favorite Folders

Drag Your Favorite Folders Here

Mail Folders

All Mail Items

My Personal Folders

Deleted Items (187)

Drafts (119)

Inbox (12)

Infected

Junk E-mail

mail

Outbox

Quarantine

RSS Feeds

Sent Items

Search Folders

Archive Folders

Business Contact Manager

Current View

Messages

Messages with AutoPreview

Last Seven Days

Unread Messages in This Folder

Sent To

Mail

Calendar

Contacts

Tasks

Inbox

Search Inbox

Click here to enable Instant Search

From	Subject	Received	Size	Ca...
Compliance Enforcer	SOX - Sign-Off Reminder	Tue 3/2/2010 12:03 AM	15 KB	
Date: Yesterday				
Compliance Enforcer	SOX - Control Testing Reminder	Mon 3/1/2010 11:57 PM	15 KB	

SOX - Control Testing Reminder

Compliance Enforcer [Compliance-Enforcer@processgene.com]

Sent: Mon 3/1/2010 11:57 PM

To: Elizabeth.Martin@global-productions.com

Dear Elizabeth Martin,

Your action is required in testing the effectiveness of controls that are under your responsibility. Please follow this link to review and complete your compliance action items.

Thank you,

--

SOX Compliance Enforcement System

compliance-enforcer@processgene.com

--

This message is for the designated recipient only and may contain privileged, proprietary, or otherwise confidential information. If you have received this message in error, please notify the sender immediately and delete the original. Any other use, dissemination, printing, or copying of this email is strictly prohibited.

An automatic email from the control's testing reminder

Email notifications are optional

8:00 AM: Research

Today: 49 Tasks

3236 Items



Tree view

- Quick Search
- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - IT General Controls
 - Entity Level Controls

No Workgroup

Model root > My Home Page

My Home Page

Project steps

GRC (Governance, Risk and Compliance management)

Document Processes, Risks & Controls



Test, Evaluate, Remediate



Signatures



Reporting & Diagnostics



My tasks

Data rows: 30

#	Name	Link	Description	Comments	My - Due date	Assigned to	Start date
1	Task: perform the quarterly test for the control: Excel files password protection	Excel files password protection; Financial reporting > Preparing the trial balance	Perform the quarterly test, as described in the test plan. The target of the test is to verify that the important finance-related Excel files and their formulas are protected from non required changes.	Record the test results in the system.	04-Oct-2010 08:10	Elizabeth Martin (Internal Tester)	04-Oct-2010 08:10
2	Task: perform the quarterly test for the control: Verify accesses to payroll submission service	Steps for the preparation to the quarterly/annual financial statements (integrity control).; Financial reporting > Preparing the trial balance	Verify that only authorized users have access to the payroll submission service and that access is protected by a complex password and an electronic card.	Record the test results in the system.	14-Oct-2010 08:10	Elizabeth Martin (Internal Tester)	14-Oct-2010 08:10

Elizabeth Martin's Personal task list

Open the Control's test task to execute it

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Test plan

[1] Excel files password protection: View Test plan

Properties **Test** Tasks (1) Documents (1)

Global data: in all organizations and projects

Sample size	5
Test procedure	1) Sample 5 major Excel files 2) Verify that the control cells in the Excel file are protected according to the checklist (attached as a file to this Test Plan)
Required documents	1) The checklist for the test 2) 5 sample files
Criteria for positive compliance	All files are valid, or: maximum 2 insignificant cells are un-protected.
Criteria for negative compliance	The control will be defined as not effective with significant deficiencies in case at least one file was un-protected by a password, or: at least one significant cells were found un-protected.
Related document	checklist.docx (Upload)

Local data for: USA

Frequency	Quarterly
Comments	The assistance of an IT specialist is required for defining the protection of files.
Related document - local	

System generated data

Modified by	William Taylor (Documenter)
Modification date	27-Sep-2010 08:24
Local data modified by	William Taylor (Documenter)
Local data modification date	27-Sep-2010 08:24

Read the Control's test plan and execute it accordingly

Test plan Schedule (1) Test results (1) Test result history (16) Deficiency remediation (1)

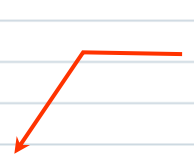
3	Prepaid expenses/ accrued expenses detailed accounts check	C-PG9	The Controller checks the prepaid expenses/ accrued expenses detailed accounts and verifies that all the amounts are correct.	1) Prepaid expenses/ Accrued expenses are incorrect or incomplete. (R-PG9)	No
---	--	-------	---	--	----

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > View Test result > Edit Test result

[L] Test result: Quarterly test result record: Edit Test result

Local data for: USA

*Name	Quarterly test result record
ID	6
Test date	14-Sep-2010 10:00
Effective samples	4
Ineffective samples	1
Total samples	5
Findings	One file was found without a password protection, all other 4 samples were ok.
Recommendations for improvement	The file should be protected with a password to prevent its editing by non authorized users. The checklist file should be updated according to Excel 2010 changes.
Deficiency type	Access control Policies and procedures Management approval
Related document	Browse... Maximal upload size (all files): 20 MB Upload
*Deficiency level	Significant deficiency
Control effective?	Ineffective This field determines the Control's effectiveness
Acknowledged in local org.?	<input checked="" type="checkbox"/>
System generated data	
Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 15:51
Modified by	William Taylor (Documenter)



Report test results.
All results are documented in the system and history is saved.

Hello Elizabeth Martin (Internal Tester)!

requests (1) Audit (1)

Risks	Key c
rued expenses have not been ed. (R-PG8) ditional journal entries are recorded t the approval of the appropriate (R-PG6)	No
error is made in a financial statement nt as a result of an erroneous tion/ mistake on a working paper. (R-	Yes
k of protection on electronic sheet data (R-PG10)	Yes
paid expenses have not been ed. (R-PG7)	Yes
rued expenses have not been ed. (R-PG8)	Yes
3 Prepaid expenses/ accrued expenses detailed accounts check	C-PG9 The Controller checks the prepaid expenses/ accrued expenses detailed accounts and verifies that all the amounts are correct.
1) Prepaid expenses/ Accrued expenses are incorrect or incomplete. (R-PG9)	No

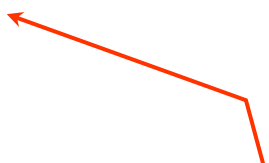
Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > Test result management

[L] Control: Excel files password protection: Test result management

Properties **Test** Tasks (1) Documents (1)



#	Name	Test date	Effective ...	Ineffective ...	Total ...	Findings	Recommendations...	Deficiency...	Deficiency level
1	Quarterly test result record	14-Sep-2010 10:00	4	1	5	One file was found without a password protection, all other 4 samples were ok.	The file should be protected with a password to prevent its editing by non authorized users. The checklist file should be updated according to Excel 2010 changes.	Access control	Significant deficiency



The Control's test results are documented in the system

Test plan Schedule (1) **Test results (1)** Test result history (16) Deficiency remediation (1)

3	Prepaid expenses/ accrued expenses detailed accounts check	C-PG9	The Controller checks the prepaid expenses/ accrued expenses detailed accounts and verifies that all the amounts are correct.	1) Prepaid expenses/ Accrued expenses are incorrect or incomplete. (R-PG9)	No
---	--	-------	---	--	----

Risks	Key cc
rued expenses have not been ed. (R-PG8)	No
ditional journal entries are recorded t the approval of the appropriate (R-PG6)	
error is made in a financial statement nt as a result of an erroneous tion/ mistake on a working paper. (R-	Yes
k of protection on electronic sheet data (R-PG10)	Yes
paid expenses have not been ed. (R-PG7)	Yes
rued expenses have not been ed. (R-PG8)	Yes

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > Test result history management

[L] Control: Excel files password protection: Test result history management

Properties **Test** Tasks (1) Documents (1)

The Control's test result history

#	Name	Test date	Effective ...	Ineffective ...	Total ...	Findings	Recommendations...	Deficiency type	Deficien
1	Quarterly test result record - 2nd quarter 2010	24-Jul-2010 09:03	3	2	5	2 significant cells in one file were not calculated properly	Verify and correct cell calculations	Calculations	Significa deficiency
2	Quarterly test result record - 1st quarter 2010	08-Apr-2010 11:00	4	1	5	One file was found without a password protection, all other 4 samples were ok.	The file should be protected with a password to prevent its editing by non authorized users. The checklist file should be updated according to Excel 2010 changes.	Access control	Deficien
3	Quarterly test result record - 4th quarter 2009	28-Dec-2009 00:00	0	0	0	Cannot perform the test - since the files are corrupted	Check and prevent files corruption	Access control; Data storage; Information system; Specific action execution	Significa deficiency
4	Quarterly test result record - 3rd quarter 2009	19-Oct-2009 08:00	5	0	5	All samples are OK	--	--	Deficien
5	Quarterly test result record - 2nd quarter 2009	24-Jul-2009 09:00	1	4	5	4 files are found without a password	The file should be protected with a password to prevent its editing	Access control; Policies and procedures	Significa deficiency

Test plan Schedule (1) Test results (1) **Test result history (24)** Deficiency remediation (1)

3	Prepaid expenses/ accrued expenses detailed accounts check	C-PG9	The Controller checks the prepaid expenses/ accrued expenses detailed accounts and verifies that all the amounts are correct.	1) Prepaid expenses/ Accrued expenses are incorrect or incomplete. (R-PG9)	No
---	--	-------	---	--	----

Model root > [1] Financial reporting > [2] Preparing the trial balance > Control: Excel files password protection > Deficiency remediation management

[L] Control: Excel files password protection: Deficiency remediation management

Properties **Test** Tasks (1) Documents (1)

Data rows: 30

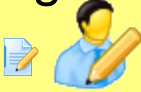



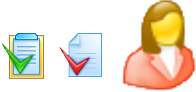


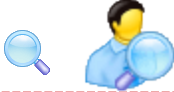


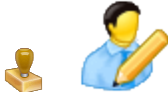

#	Name	Description	Remind every (days)	Comments	Assigned to	Start date
1	Repair the protection problem of an Excel file as found in the quarterly test	The trial balance Excel file was found un-protected with password. The file should be protected with password.	2	When repair is finished, a new sample should be taken and the test should be executed again.	Joseph John Thomson (Control Owner)	14-Sep-2010 16:32

Defining, assigning and scheduling the required deficiency remediation tasks

Test plan Schedule (1) Test results (1) Test result history (24) **Deficiency remediation (1)**

3	Prepaid expenses/ accrued expenses detailed accounts check	C-PG9	The Controller checks the prepaid expenses/ accrued expenses detailed accounts and verifies that all the amounts are correct.	1) Prepaid expenses/ Accrued expenses are incorrect or incomplete. (R-PG9)	No
---	--	-------	---	--	----

ProcessGene™ GRC: Five Roles, Seven Responsibilities

Role	Responsibility	
GRC Manager 	 Document Business Processes Risks, Controls, Test Plans	
Control Owners 	 Execute Controls and document execution evidence	
Internal Testers 	 Conduct tests over Controls. Report test results	 Manage deficiency remediation
External Auditor 	 Review efficiency of Controls based on test results	 Verify deficiency remediation
Approvers 	 Sign-Off Business Processes	

Tree view

- Quick Search
- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - IT General Controls
 - Entity Level Controls

BPM/ERP

All Controls

Only key Controls

Status of Controls

Raw Risk diagnostics

Residual Risk diagnostics

Sign-off - Signing status distribution per assigned user (out of started tasks)

Policy enforcement - Signing status distribution per assigned user (out of started tasks)

All

View the status of Controls
in the entire organization

My tasks

Data rows: 30

	#	Name	Link	Description	My - Required action	My - Due date	Start date	Scheduling data
	1	Process owner signing statement	Process owner signing statement; Financial reporting > Opening Balances	--	Approve now	14-Nov-2010 17:04	14-Sep-2010 17:09	Once; effective 14-Nov-2010 17:04
	2	Process owner signing statement	Process owner signing statement; Financial reporting > Setting of new accounts	--	Approve now	14-Nov-2010 17:05	14-Sep-2010 17:10	Once; effective 14-Nov-2010 17:05
	3	Process owner "Financial reporting" declaration	Process owner "Financial reporting" declaration; Financial reporting > Preparing the trial balance	Upon the test period completion of the process, the process owner will sign-off a declaration that the process was tested according to test plan, all results were recorded and deficiencies were fixed.	--	30-Sep-2010 08:10	30-Sep-2010 08:10	30 of every 3 months at 08:10 effective 30-Sep-2010 08:10

Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - Preparing the trial balance
 - Recording additional entries
 - Opening Balances
 - Setting of new accounts
 - Cutoff accounts
 - Contingencies
 - Provision for warranty
 - Financing component
 - Intercompany accounts
 - Taxes
 - IT General Controls (ITGC)
 - Entity Level Controls (ELC)

No Workgroup

Model root > Diagnostics - GRC

Diagnostics - GRC

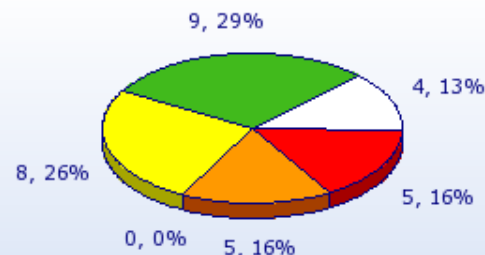
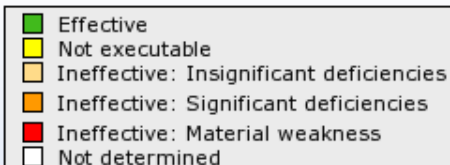
Status of Controls

All Controls

All Controls

Only key Controls

Status of Controls



A distribution of the Controls' test results

Status of Controls	Effective	Not executable	Ineffective: Insignificant deficiencies	Ineffective: Significant deficiencies	Ineffective: Material weakness	Not determined	Total
Controls	9	8	0	5	5	4	31

Controls

#	Process name	Control name	Description	Effective	Not executable	Ineffective: In
3	SAP Change mgt; IT Genera...	CM-0_PG3	On an annual basis, the IT man...	No	No	No
4	Logical Access; IT General ...	CM-0_PG3	On an annual basis, the IT man...	No	No	No
5	OP (1-5); IT General Contro...	CM-0_PG3	On an annual basis, the IT man...	No	No	No
6	SAP Change mgt; IT Genera...	CM-1_PG2	Business management authori...	No	No	No
7	SAP Change mgt; IT Genera...	CM-3_PG1	Key user approves all change...	No	No	No
8	Preparing the trial balance; ...	Excel files password ...	Testing the spreadsheet protect...	No	No	No
9	Managing Inventory; Invent...	IM-00-1-a	Ongoing-MRB process manag...	No	Yes	No
10	Logical Access; IT General ...	LA-10_PG1	In order to create a new user i...	No	Yes	No
11	SAP Logical Access; IT Gene...	LA-20_PG1	WHEN employee leaves the co...	No	No	No
12	Logical Access; IT General ...	LA-20_PG1	WHEN employee leaves the co...	No	No	No
13	SAP Logical Access; IT Gene...	LA-4_PG2	Appropriate password setting...	Yes	No	No

Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
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 - Procure to pay
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 - Intercompany accounts
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 - Entity Level Controls (ELC)

Direct access to grouped Controls (e.g to the **ineffective** group)

No Workgroup

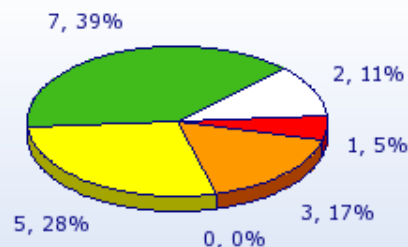
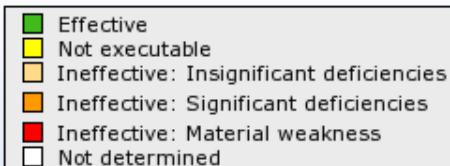
Model root > Diagnostics - GRC

Diagnostics - GRC

Status of Controls

Only key Controls

Key Controls



A distribution of the **key** Controls' test results

Status of key Controls	Effective	Not executable	Ineffective: Insignificant deficiencies	Ineffective: Significant deficiencies	Ineffective: Material weakness	Not determined	Total
Controls	7	5	0	3	1	2	18

Key Controls

Data rows: 30						
#	Process name	Control name	Description	Effective	Not executable	Ineffective: Ins
1	Preparing the trial balance; ...	Calculations / working...		Yes	No	No
2	SAP Change mgt; IT Genera...	CM-1_PG2	Business management authori...	No	No	No
3	Preparing the trial balance; ...	Excel files password ...	Testing the spreadsheet protect...	No	No	No
4	Managing Inventory; Invent...	IM-00-1-a	Ongoing-MRB process manag...	No	Yes	No
5	SAP Logical Access; IT Gene...	LA-20_PG1	WHEN employee leaves the co...	No	No	No
6	Logical Access; IT General ...	LA-20_PG1	WHEN employee leaves the co...	No	No	No
7	SAP Logical Access; IT Gene...	LA-4_PG2	Appropriate password setting...	Yes	No	No
8	Logical Access; IT General ...	LA-4_PG2	Appropriate password setting...	Yes	No	No
9	Preparing the trial balance; ...	Most of the cut-offs a...		No	Yes	No
10	Preparing the trial balance; ...	Most of the cut-offs a...		No	Yes	No
11	SAP OP (general); IT Gener...	OP-2	Backup administrator keeps lo...	No	No	No

Tree view Search results

Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - Preparing the trial balance
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 - Provision for warranty
 - Financing component
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 - Taxes
 - IT General Controls (ITGC)
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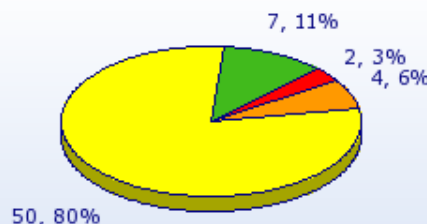
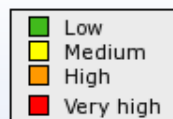
No Workgroup

Model root > Diagnostics - GRC

Diagnostics - GRC

Raw Risk diagnostics

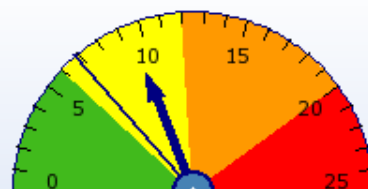
Raw Risk weight



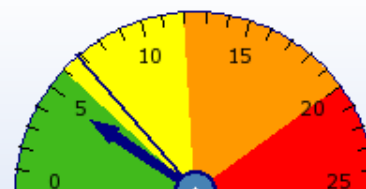
A distribution of the **Raw Risk** weight in the organization

Raw Risk weight	Low	Medium	High	Very high	Total
Risks	7	50	4	2	63

Raw and Residual Risk Odometer



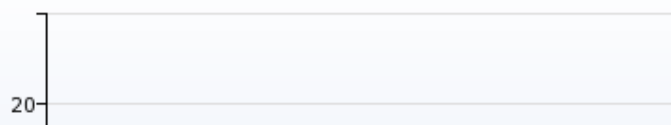
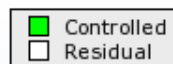
Raw Risk



Residual Risk

The average **Raw** Risk level and **Residual** Risk level vs. the average Risk **tolerance** in the organization

Controlled vs. Residual Risks



Tree view

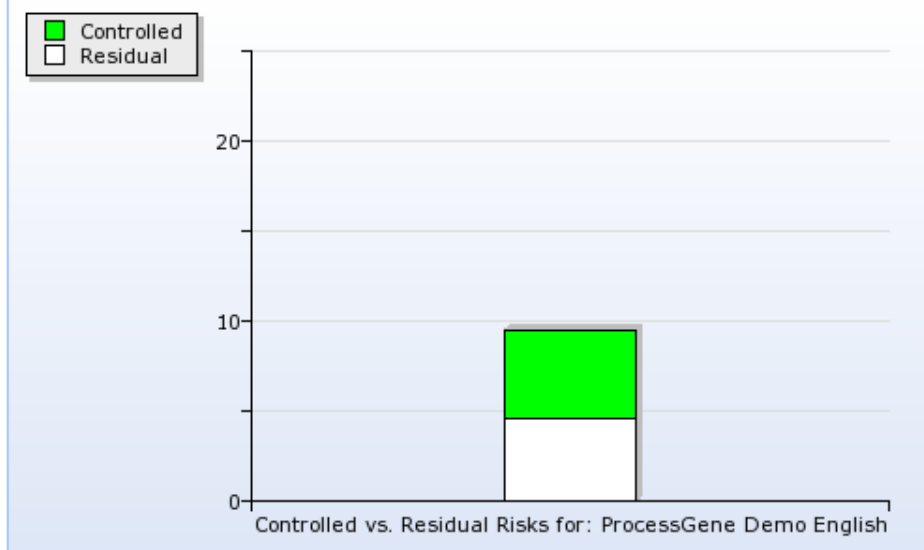
Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
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Model root > Diagnostics - GRC

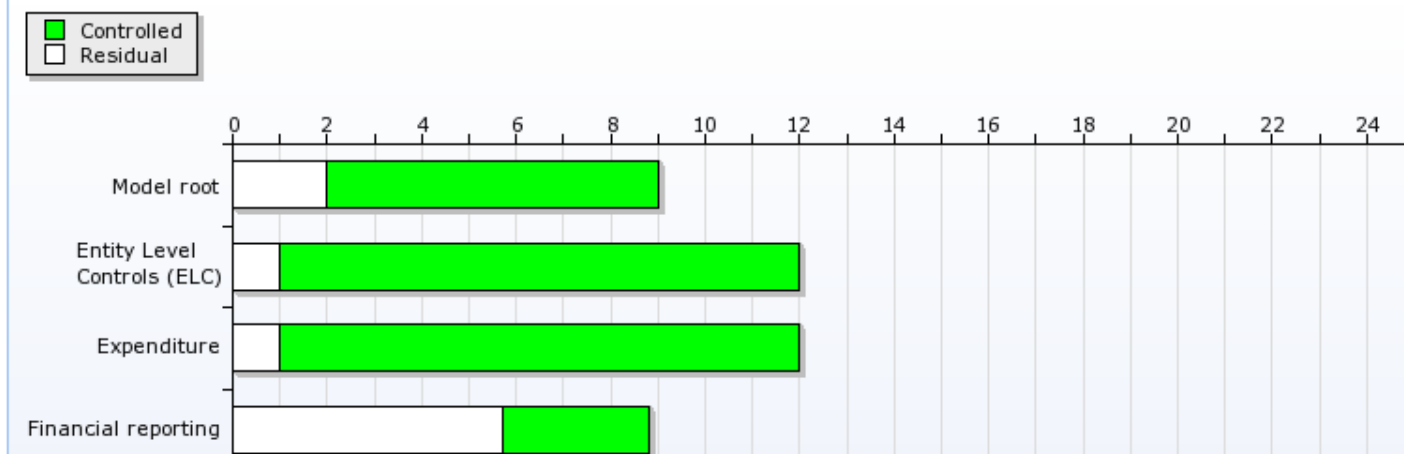
Diagnostics - GRC

Controlled vs. Residual Risks



The average **controlled** vs. **residual** risk levels in the organization

Controlled vs. Residual Risks - per Category distribution



Tree view

Quick Search

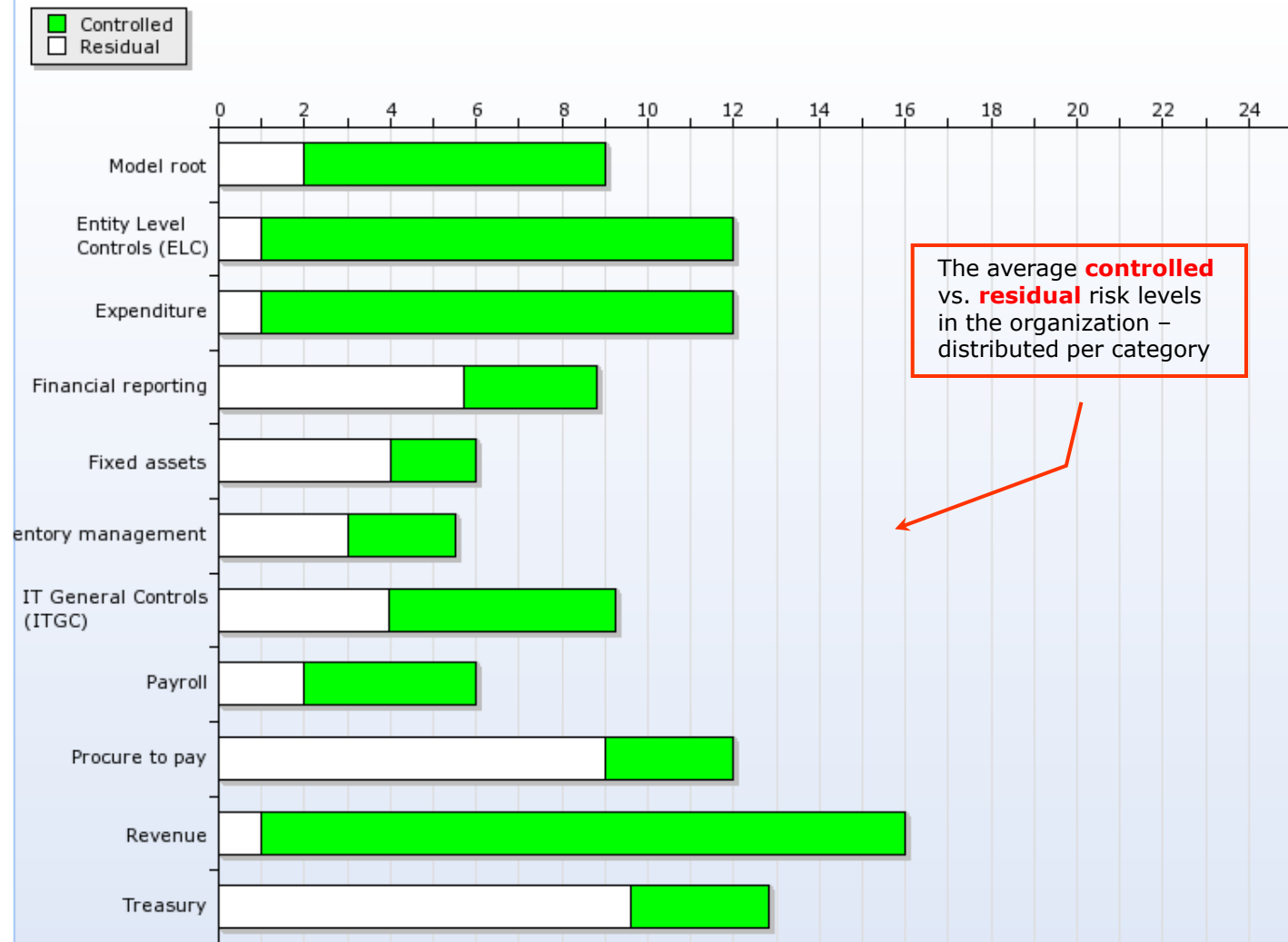
- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - Preparing the trial balance
 - Recording additional entries
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 - IT General Controls (ITGC)
 - Entity Level Controls (ELC)

No Workgroup

Model root > Diagnostics - GRC

Diagnostics - GRC

Controlled vs. Residual Risks - per Category distribution





Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - Preparing the trial balance
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 - Taxes
 - IT General Controls (ITGC)
 - Entity Level Controls (ELC)

Model root > Diagnostics - Organizational tasks

Diagnostics - Organizational tasks

All tasks in the organization can be viewed, monitored and managed from this area

Organizational tasks

Data rows: 30							
Name	Link	Description	Assigned to	Start date	Scheduling data	Created by	
Task: perform the quarterly test for the control: Verify accesses to payroll submission service	Steps for the preparation to the quarterly/annual financial statements (integrity control); Financial reporting > Preparing the trial balance	Verify that only authorized users have access to the payroll submission service and that access is protected by a complex password and an electronic card.	Elizabeth Martin (Internal Tester)	14-Oct-2010 08:10	14 of every 3 months at 08:10; effective 14-Oct-2010 08:10	William Taylc (Documente	
Process owner signing statement	Process owner signing statement; Financial reporting > Recording additional entries	The process owner should sign that he verified that the process is defined appropriately and that all controls are efficient and relevant	Werner Heisenberg (IT)	27-Sep-2010 11:11	Once; effective 27-Sep-2010 11:12	William Taylc (Documente	
A declaration of the process owner	A declaration of the process owner; Financial reporting > Preparing the trial balance	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.	Michael Chang (Process Owner and Approver)	30-Oct-2010 08:10	30 of every 3 months at 08:10; effective 30-Oct-2010 08:10	William Taylc (Documente	
Repair the protection problem of an Excel file as found in the quarterly test	Excel files password protection; Financial reporting > Preparing the trial balance	The trial balance Excel file was found unprotected with password. The file should be protected with password.	Joseph John Thomson (Control Owner)	14-Sep-2010 16:32	Once; effective 14-Nov-2010 16:27	William Taylc (Documente	
Task: perform the quarterly test for the control: Excel files password	Excel files password protection; Financial reporting	Perform the quarterly test, as described in the test plan. The target of the test is to verify that	Elizabeth Martin (Internal Tester)	04-Oct-2010 08:10	4 of every 3 months at 08:10; effective 04-Oct-2010 08:10	William Taylc (Documente	

Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
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 - Entity Level Controls (ELC)

No Workgroup

Model root > [1] Financial reporting > [2] Preparing the trial balance > Sign-off task management

[2] [L] Preparing the trial balance: Sign-off task management

Sign-off Processes

Properties

Diagram (1)

GRC (10/10)

Sign-off (1)

ERP (5)

Change requests (1)

Aud

Data rows: 30

This process

#	Name	Process name	Description	Remind every (days)	Comments	Signing statement	Assigned to	Start date
1	A declaration of the process owner	Preparing the trial balance; Financial reporting	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.	1	The sign-off will be performed upon completion of the quarterly test cycle.	Process owner's signing statement	Michael Chang (Process Owner and Approver)	30-Oct-2011

Define Sign-off tasks per process

Page 1 of 1

Displaying data 1 - 1 of 1

Sign-off tasks (1)

Sign-off log

Diagnostics

Tree view

Search results

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Sign-off task

[L] A declaration of the process owner: View Sign-off task

View a Sign-off task details

Global data: in all organizations and projects

Name	A declaration of the process owner
ID	20
Description	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.

Is mandatory?

No

Local data for: USA

Remind every (days)	1
Comments	The sign-off will be performed upon completion of the quarterly test cycle.
Signing statement	Process owner signing statement
My - Required action	--
My - Due date	--
Compliance level	0%

Assigned to Michael Chang (Process Owner and Approver)

Start date 30-Sep-2010 08:10

End date

Scheduling data 30 of every 3 months at 08:10; effective 30-Sep-2010 08:10

Department Finance

Acknowledged in local org.? Yes

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 16:41
Modified by	Michael Chang (Process Owner and Approver)
Modification date	27-Sep-2010 10:20
Local data modified by	Michael Chang (Process Owner and Approver)
Local data modification date	27-Sep-2010 10:20

Hello William Taylor (Documenter)!

ement

Change requests (1) Aud

	Signing stat...	Assigned to	Start da
off will med pletion arterly	Process owner signing statement	Michael Chang (Process Owner and Approver)	30-Sep-

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Sign-off task > Edit Sign-off task

Edit a Sign-off task details

[L] A declaration of the process owner: Edit Sign-off task

Global data: in all organizations and projects

*Name	A declaration of the process owner
ID	20
Description	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.
*Is mandatory?	No

Local data for: USA

Remind every (days)	1
Comments	The sign-off will be performed upon completion of the quarterly test cycle.

Signing statement	Process owner signing statement
My - Required action	Internal tester signing statement
My - Due date	Process owner signing statement
Compliance level	Process performer signing statement

Select the required signing statement

*Assigned to	Michael Chang (Process Owner and Approver)
--------------	--

Assign user(s)

Start date	30-Sep-2010 08:10
End date	
*Scheduling data	30 of every 3 months at 08:10; effective 30-Sep-2010 08:10
Department	Finance
Acknowledged in local org.?	<input checked="" type="checkbox"/>

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 16:41
Modified by	Michael Chang (Process Owner and Approver)
Modification date	27-Sep-2010 10:20

ement

Change requests (1) Aud

	Signing stat...	Assigned to	Start da
off will pletion arterly	Process owner signing statement	Michael Chang (Process Owner and Approver)	30-Sep-



Save

Model root > Select users

Select users

Elizabeth Martin (Internal Tester)
Joseph John Thomson (Control Owner)
Werner Heisenberg (IT)
William Taylor (Documenter)

Add-->

<--Remove

Select a tester

Michael Chang (Process Owner and Approver)

My - Required action	--
My - Due date	--
Compliance level	100%
*Assigned to	Michael Chang (Process Owner and Approver)
Start date	30-Oct-2010 08:10
End date	None
*Scheduling data	30 of every 3 months at 08:10; effective 30-Oct-2010 08:10
Department	
Acknowledged in local org.?	<input checked="" type="checkbox"/>
System generated data	
Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 16:41
Modified by	Michael Chang (Process Owner and Approver)
Modification date	27-Sep-2010 10:37

Hello William Taylor (Documenter)!

Change requests (1) Aud

Items	Signing statement	Assigned to
Sign-off will be performed at completion of quarterly cycle.	Process owner's signing statement	Michael Chang (Process Owner and Approver)

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Sign-off task > Edit Sign-off task

Edit a Sign-off task details

[L] A declaration of the process owner: Edit Sign-off task

Global data: in all organizations and projects

*Name	A declaration of the process owner
ID	20
Description	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.
*Is mandatory?	No

Local data for: USA

Remind every (days)	1
Comments	The sign-off will be performed upon completion of the quarterly test cycle.

Signing statement	Process owner signing statement
My - Required action	Internal tester signing statement
My - Due date	Process owner signing statement
Compliance level	Process performer signing statement
*Assigned to	Michael Chang (Process Owner and Approver)
Start date	30-Sep-2010 08:10
End date	
*Scheduling data	30 of every 3 months at 08:10; effective 30-Sep-2010 08:10

A user was Assigned

Define the task's schedule

Department	Finance
Acknowledged in local org.?	<input checked="" type="checkbox"/>

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 16:41
Modified by	Michael Chang (Process Owner and Approver)
Modification date	27-Sep-2010 10:20

ement

Change requests (1) Aud

Signing stat...	Assigned to	Start da
off will pletion arterly	Michael Chang (Process Owner and Approver)	30-Sep-

Task scheduling

Scheduling data

☐ Once

*Start date: *Due date:

☒ Recurring

Recurrence pattern

☐ Daily ☒ Day of every month(s)

☐ Weekly ☐ the day of every month(s)

☒ Monthly *At:

☐ Yearly

Range of recurrence

*Start date:

☐ No end date

☐ End after: occurrences

☐ End by:

*Assigned to	Michael Chang (Process Owner and Approver)
Start date	30-Sep-2010 08:10
End date	
*Scheduling data	30 of every 3 months at 08:10; effective 30-Sep-2010 08:10
Department	
Acknowledged in local org.?	<input checked="" type="checkbox"/>
System generated data	
Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 16:41
Modified by	Michael Chang (Process Owner and Approver)
Modification date	27-Sep-2010 10:20

Edit Sign-off task

st cycle.

Hello William Taylor (Documenter)!

Change requests (1) Aud

	Signing stat...	Assigned to	Start da
off will pletion arterly	Process owner signing statement	Michael Chang (Process Owner and Approver)	30-Sep-

Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
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 - Treasury
 - Financial reporting
 - Preparing the trial balance
 - Recording additional entries
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 - IT General Controls (ITGC)
 - Entity Level Controls (ELC)

No Workgroup

Model root > [1] Financial reporting > [2] Preparing the trial balance > Sign-off task management

[L] Preparing the trial balance: Sign-off task management

Properties

Diagram (1)

GRC (10/10)

Sign-off (1)

ERP (5)

Change requests (1)

Aud



Data rows: 30



This process

	#	Name	Process name	Description	Remind every (days)	Comments	Signing statement	Assigned to	Start date
	1	A declaration of the process owner	Preparing the trial balance; Financial reporting	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.	1	The sign-off will be performed upon completion of the quarterly test cycle.	Process owner's signing statement	Michael Chang (Process Owner and Approver)	30-Oct-2011

The Sign-off task is defined










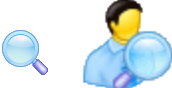




Sign-off tasks (1)

Sign-off log

Diagnostics

Displaying data 1 - 1 of 1

ProcessGene™ GRC: Five Roles, Seven Responsibilities

Role	Responsibility	
GRC Manager 	 Document Business Processes Risks, Controls, Test Plans	
Control Owners 	 Execute Controls and document execution evidence	
Internal Testers 	 Conduct tests over Controls. Report test results	 Manage deficiency remediation
External Auditor 	 Review efficiency of Controls based on test results	 Verify deficiency remediation
Approvers 	 Sign-Off Business Processes	

Mail
Favorite Folders
Drag Your Favorite Folders Here
Mail Folders
All Mail Items
My Personal Folders
Deleted Items (187)
Drafts [119]
Inbox (12)
Infected
Junk E-mail
mail
Outbox
Quarantine
RSS Feeds
Sent Items
Search Folders
Archive Folders
Business Contact Manager
Current View
Messages
Messages with AutoPreview
Last Seven Days
Unread Messages in This Folder
Sent To

Inbox
Search Inbox
Click here to enable Instant Search

From	Subject	Received	Size	Ca...
Compliance Enforcer	SOX - Sign-Off Reminder	Tue 3/2/2010 12:03 AM	15 KB	
Date: Yesterday				
Compliance Enforcer	SOX - Control Testing Reminder	Mon 3/1/2010 11:57 PM	15 KB	

SOX - Sign-Off Reminder
Compliance Enforcer [Compliance-Enforcer@processgene.com]
Sent: Tue 3/2/2010 12:03 AM
To: Michael.Chang@global-productions.com
Dear Michael Chang,

A set of business processes that are under your responsibility are awaiting your periodic review and approval.
Please follow this [link](#) to review and complete your compliance action items.

Thank you,

--
SOX Compliance Enforcement System
compliance-enforcer@processgene.com
--

This message is for the designated recipient only and may contain privileged, proprietary, or otherwise confidential information. If you have received this message in error, please notify the sender immediately and delete the original. Any other use, dissemination, printing, or copying of this email is strictly prohibited.

To-Do Bar
8:00 AM: Research
Today: 49 Tasks



Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - Preparing the trial balance
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 - Provision for warranty
 - Financing component
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 - IT General Controls (ITGC)
 - Entity Level Controls (ELC)

Michael Chang's
Personal tasks areaMichael Chang's
Sign-off taskNo Workgroup
Model root > My Home Page

My Home Page

Project steps

GRC (Governance, Risk and Compliance management)

Document Processes, Risks & Controls



Test, Evaluate, Remediate



Signatures



Reporting & Diagnostics



My tasks

Data rows: 30

#	Name	Link	Description	Assigned to	Start date	Scheduling data
1	A declaration of the process owner	A declaration of the process owner; Financial reporting > Preparing the trial balance	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.	Michael Chang (Process Owner and Approver)	30-Sep-2010 08:10	30 of every 3 months at 08:10; effective 30-Sep-2010 08:10
2	Process owner signing statement	Process owner signing statement; Financial reporting > Opening Balances	--	Michael Chang (Process Owner and Approver)	14-Sep-2010 17:09	Once; effective 14-Nov-2010 17:04
3	Process owner signing statement	Process owner signing statement; Financial reporting > Setting of new accounts	--	Michael Chang (Process Owner and Approver)	14-Sep-2010 17:10	Once; effective 14-Nov-2010 17:05

Model root > [1] Financial reporting > [2] Preparing the trial balance > View Sign-off task

[L] A declaration of the process owner: View Sign-off task

Global data: in all organizations and projects

Name	A declaration of the process owner
ID	20
Description	Upon completion of the test period, the process owner should declare that he made sure that the tester executed the required tests properly according to the test plan and that all results were recorded and deficiencies were remediated.

Is mandatory?

No

Local data for: USA

Remind every (days)

1

Comments The sign-off will be performed upon completion of the quarterly test cycle.

Signing statement Process owner signing statement

My - Required action Approve now

My - Due date 27-Sep-2010 10:40

Compliance level

0%

Assigned to Michael Chang (Process Owner and Approver)

Start date 27-Sep-2010 10:40

End date

Scheduling data 27 of every 1 month at 10:40; effective 27-Sep-2010 10:40

Department Finance

Acknowledged in local org.?

Yes

System generated data

Created by William Taylor (Documenter)

Creation date 14-Sep-2010 16:41

Modified by Michael Chang (Process Owner and Approver)

Modification date 27-Sep-2010 10:37

Local data modified by Michael Chang (Process Owner and Approver)

Local data modification date 27-Sep-2010 10:37

Sign-off task details

Approval declaration

Required action: Approve now

Hello Michael Chang (Process Owner and Approver)!

Reporting & Diagnostics



Start date Scheduling data

27-Sep-2010 10:40 27 of every 1 month at 10:40; effective 27-Sep-2010 10:40

14-Sep-2010 17:09 Once; effective 14-Nov-2010 17:04

14-Sep-2010 17:10 Once; effective 14-Nov-2010 17:05



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Change requests (1) ☒ Aug

s	Signing statement	Assigned to
off will med pletion arterly e.	Process owner's signing statement	Michael Chang (Process Owner and Approver)

Model root > [1] Financial reporting > [2] Preparing the trial balance > Process sign-off

[L] A declaration of the process owner: Process sign-off

As the owner of this process I hereby declare that I personally made sure that all the risks related to this process were examined and handled appropriately. In addition, I also reviewed the definition and the execution of the controls that are aimed at mitigating those risks and I find them correct and efficient.

I confirm

Confirm the Sign-off declaration

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 16:41
Modified by	Michael Chang (Process Owner and Approver)
Modification date	27-Sep-2010 10:37
Local data modified by	Michael Chang (Process Owner and Approver)
Local data modification date	27-Sep-2010 10:37



Model root > [1] Financial reporting > [2] Preparing the trial balance > Process sign-off

[L] A declaration of the process owner: Process sign-off

As the owner of this process I hereby declare that I personally made sure that all the risks related to this process were examined and handled appropriately. In addition, I also reviewed the definition and the execution of the controls that are aimed at mitigating those risks and I find them correct and efficient.

Signed by: Michael Chang (Process Owner and Approver)
Date: 2010-09-27 10:56:19

The Sign-off declaration is documented in the system

System generated data

Created by	William Taylor (Documenter)
Creation date	14-Sep-2010 16:41
Modified by	Michael Chang (Process Owner and Approver)
Modification date	27-Sep-2010 10:37
Local data modified by	Michael Chang (Process Owner and Approver)
Local data modification date	27-Sep-2010 10:37

Hello Michael Chang (Process Owner and Approver)!

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Change requests (1) ✓ Auc

s	Signing statement	Assigned to
off will med pletion arterly e.	Process owner's signing statement	Michael Chang (Process Owner and Approver)



Tree view

Quick Search

- Model root
 - Revenue
 - Expenditure
 - Payroll
 - Procure to pay
 - Inventory management
 - Fixed assets
 - Treasury
 - Financial reporting
 - Preparing the trial balance
 - Recording additional entries
 - Opening Balances
 - Setting of new accounts
 - Cutoff accounts
 - Contingencies
 - Provision for warranty
 - Financing component
 - Intercompany accounts
 - Taxes
 - IT General Controls (ITGC)
 - Entity Level Controls (ELC)

No Workgroup

Model root > [1] Financial reporting > [2] Preparing the trial balance > Sign-off log

[L] Preparing the trial balance: Sign-off log

Properties

Diagram (1)

GRC (10/10)

Sign-off (1)

ERP (5)

Change requests (1)

Auc

Data rows: 30

#	User full name ^	Active/Historical user	Date	Signing statement
1	Michael Chang (Process Owner and Approver)	Active	27-Sep-2010 10:56	As the owner of this process I hereby declare that I personally made sure that all the risks related to this process were examined and handled appropriately. In addition, I also reviewed the definition and the execution of the controls that are aimed at mitigating those risks and I find them correct and efficient.

All historical Sign-offs for this process

Tree view

Quick Search

- Model root
 - Revenue
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No Workgroup

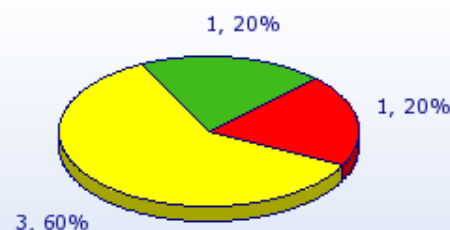
Model root > Diagnostics - GRC

Diagnostics - GRC

Sign-off - Signing status distribution per assigned user (out of started tasks)

Sign-off - Signing status distribution per assigned user (out of started tasks)

- Signing completed
- Signing in process
- Signing in delay



A gauge indicating the current organizational Sign-off status

Sign-off - Signing status distribution per assigned user (out of started tasks)

Data rows: 30

#	Name	Process name	User full name	Due date	Status
1	Process owner signing statement	Recording additional entries; Financial reporting	Joseph John Thomson (Control Owner)	14-Nov-2010 16:57	Signing in process
2	A declaration of the process owner	Preparing the trial balance; Financial reporting	Michael Chang (Process Owner and Approver)	27-Oct-2010 10:40	Signing completed
3	Process owner signing statement	Opening Balances; Financial reporting	Michael Chang (Process Owner and Approver)	14-Nov-2010 17:04	Signing in process
4	Process owner signing statement	Setting of new accounts; Financial reporting	Michael Chang (Process Owner and Approver)	14-Nov-2010 17:05	Signing in process
5	Process owner signing statement	Recording additional entries; Financial reporting	Werner Heisenberg (IT)	27-Sep-2010 11:12	Signing in delay

Thank You!

ProcessGene Ltd.

For additional information:

www.processgene.com