

The SOXA Accelerator™

for Sarbanes-Oxley Compliance



The Complete Solution
for Automating and
Simplifying
Your Internal Controls
Audit

Sarbanes-Oxley





The SOXA Accelerator™

Ensuring speed, accuracy, and completeness in your internal controls audit and reporting:

- ▶ Automate and simplify the deployment, auditing, and evaluation of internal controls
- ▶ Confidently attest to the accuracy and completeness of information gathered for auditing and reporting
- ▶ Reduce time-to-compliance and improve audit quality

The Sarbanes-Oxley Act of 2002

reflects the growing concern among citizens and their elected officials that public companies need to be more accountable for the accuracy of their financial statements. There are several proposed rules and provisions to the act, but two that stand out as the priorities for many financial officers are:

- ▶ **Section 302**, which requires that CEOs and CFOs of public companies to attest quarterly and annually to their responsibilities for their internal control capabilities.
- ▶ **Section 404**, which requires these companies to report annually on the effectiveness of their internal controls, and requires their auditors to attest to their assertion.

The SOXA Accelerator is a complete Web-based application for automating

and enforcing the flow of work involved in auditing your internal controls. It simplifies and automates the auditing processes that underlie the requirements of Sarbanes-Oxley Sections 302 and 404, including such tasks as identifying key financial accounts, documenting risks, testing and evaluating internal controls, and tracking and resolving issues.

The SOXA Accelerator automates the data collection process with secure, easy-to-use forms, supports collaboration with project participants throughout the enterprise and with auditors, and manages the results in real time. The SOXA Accelerator can be deployed quickly and will reduce your time-to-compliance by streamlining and standardizing the data collection process across the organization and establishing an infrastructure for on-going monitoring and improvement.

The SOXA Accelerator gives you the tools and features you need to:

- ▶ Provide personalized, Web-based work views and task lists for each member of the control team (internal and external) based on their role in the audit process
- ▶ Enforce a standard approach to documentation and workflow to ensure accuracy of information and continuity across the organization
- ▶ Facilitate on-line collaboration between multiple users in multiple locations
- ▶ Identify and track issues with internal controls, risks, and other areas in real-time
- ▶ Establish a central repository for data and documents relating to Sarbanes-Oxley compliance, easily accessible and fully searchable by executives and auditors
- ▶ Automatically generate accurate, up-to-date reports
- ▶ Establish an infrastructure for on-going monitoring and long-term continuous improvement



Powerful Capabilities for Controlling and Validating Your Auditing Processes

The Sarbanes-Oxley Act is not just a one-time event but an ongoing requirement that will force companies to continually evaluate their financial controls and regulatory compliance. That's why a solution needs to provide not only the project management infrastructure for managing activities, but also forms for collecting data and reporting issues, secure routing to allow seamless collaboration with process owners, on-line approval and signoff, real-time reporting, and the ability to alter or automate ineffective and costly financial processes over time.

The Sarbanes-Oxley Accelerator includes such features as:

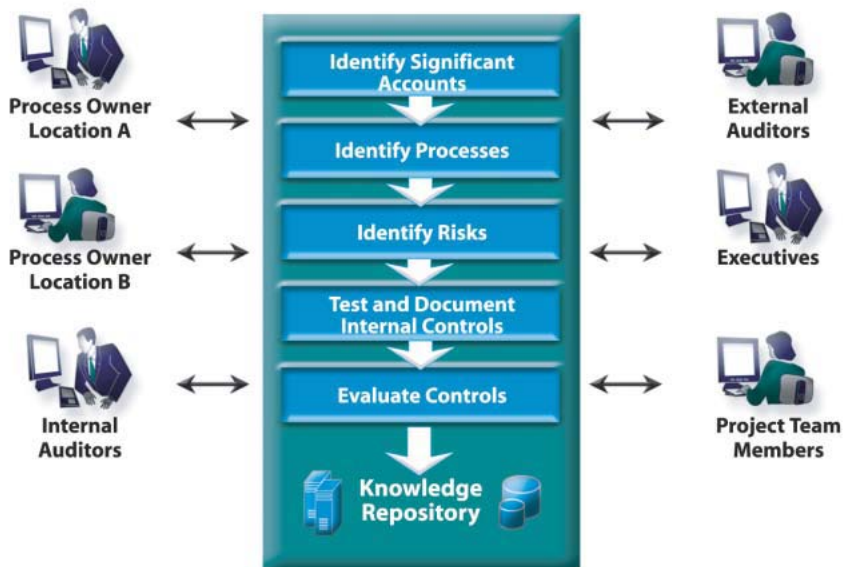
- ▶ **Project and task management** with automatic routing of work to assigned individuals, tracking of those tasks, and setting alerts to

ensure that tasks are completed in a timely fashion

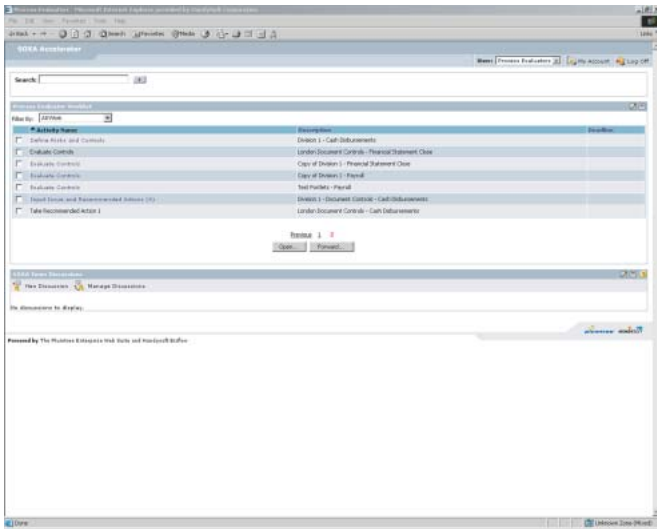
- ▶ **A personalized, Web-based user interface** to allow project participants, executives, and auditors to access and review control information and reports
- ▶ **Electronic Web-based forms** with data import and copy capabilities, which users fill out on-line to enforce continuity in the gathering of data on financial accounts, processes, and risks as well as in testing and evaluating controls
- ▶ **Multi-user, multi-location support for on-line collaboration** among participants for input, approvals, comments, and attaching and reviewing documentation

- ▶ **Comprehensive, secure searching** across all documents and collaboration projects
- ▶ **Issue management and real-time monitoring** to ensure issues are identified, tracked, and resolved in a timely manner
- ▶ **Document management** capabilities as well as integration with existing EDMS if required to gather documents, collaborate on versions, and centralize supporting documentary evidence
- ▶ **On-going real-time monitoring and reporting** for subsequent quarterly reviews after the initial audit
- ▶ **Access authentication, permissioning and complete support for PKI security** for digital signatures and non-repudiation if required

Developed in consultation with leading auditing firms, the **SOXA Accelerator** conforms to auditors' methodologies and streamlines the tasks and steps of the auditing process. Using workflow, electronic forms, on-line access and collaboration, the solution enables all participants to contribute to and monitor the process in real-time.

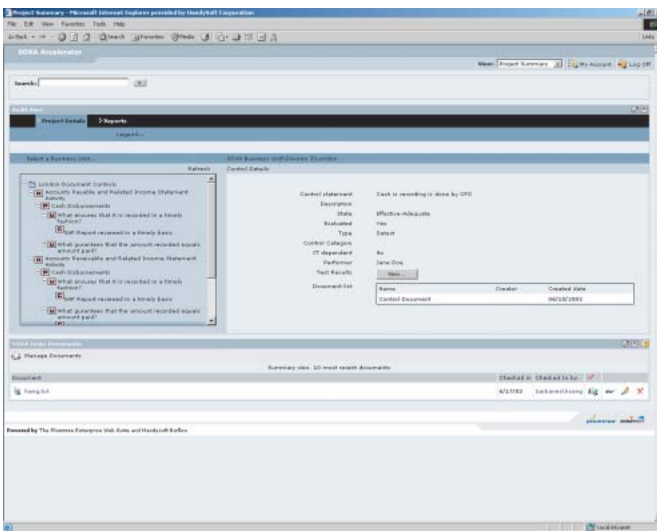


A Look at the SOXA Accelerator



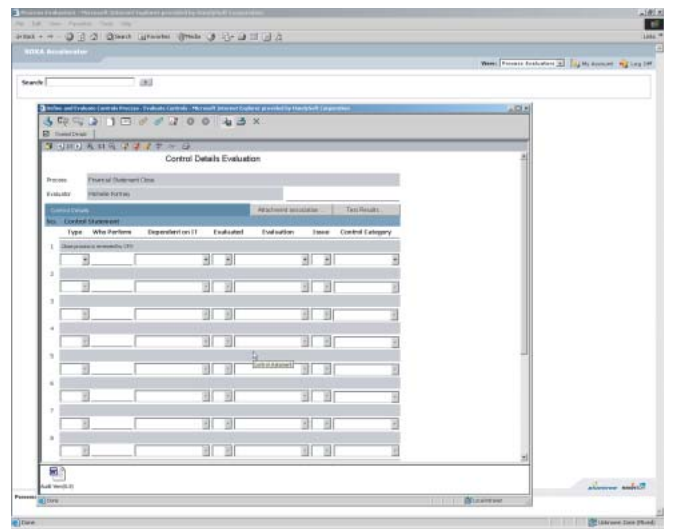
Collaborative Work Space

The solution's Web-based user interface can be tailored to the needs of each participant in the auditing process, providing collaborative access to work and the documents that support the work.



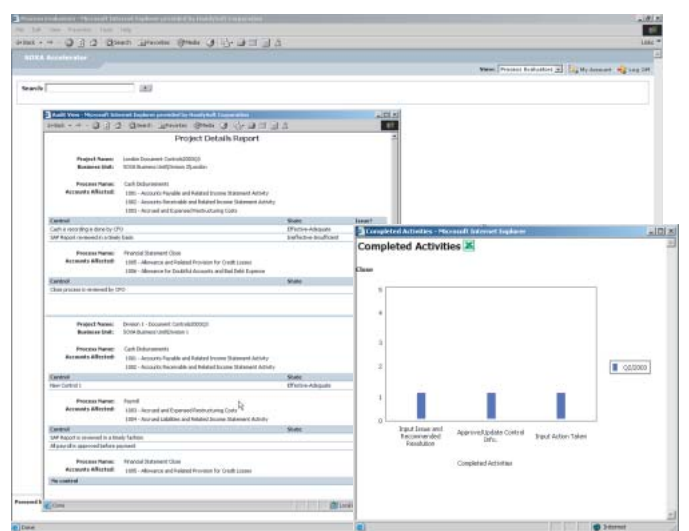
Real-Time Visibility

The SOXA Accelerator gives you a real-time view of Significant Accounts and easy drill-down into Internal Control details and supporting documentation.



Electronic Forms

The SOXA Accelerator provides electronic forms to capture Account, Process, Risk and Control Evaluation information at each step of the process.



Accurate, Up-To-Date Reports

Managers can generate reports on the status of the audit and issues relating to Internal Control effectiveness.

Capitalize on your Sarbanes-Oxley technology investment by extending process automation and improvement beyond internal controls.

Because of the substantial amount of work required to document, evaluate and attest to internal controls, the most compelling reason to initially pursue a software solution for Sarbanes-Oxley is to facilitate compliance with Section 404 of the Act. But in addition to meeting the requirements of Section 404, being able to evaluate internal controls also empowers you to uncover and address areas where control procedures are redundant, inefficient, or cost-ineffective.

Beyond achieving short-term compliance, the SOXA Accelerator can deliver the long-term strategic benefits of:

- ▶ Improved shareholder and employee confidence, resulting in higher stock price
- ▶ Rapid response to new regulations that are sure to follow the initial Sarbanes-Oxley provisions
- ▶ The ability to identify and improve inefficiencies in your key financial processes to enforce controls and realize significant cost savings

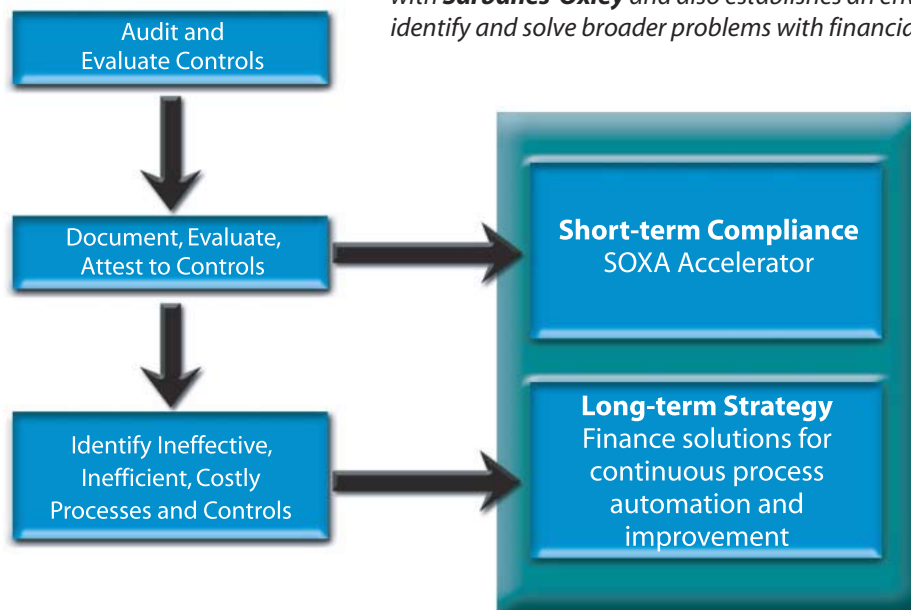
This solution can provide an infrastructure for Web-based, enterprise-wide collaboration and process automation so that companies can:

- ▶ Provide a common working environment for all processes

throughout your organization

- ▶ Automate, simplify, and enforce processes relating to finance and other functions
- ▶ Reduce the cost of finance and other processes by eliminating cost-inefficiencies and redundant work
- ▶ Increase productivity by automating manual, paper-based tasks
- ▶ Augment the capabilities of your current and future IT systems
- ▶ Improve the effectiveness of the design and operation of your enterprise

*The ability to audit and evaluate your internal controls enables you to comply with **Sarbanes-Oxley** and also establishes an environment in which you can identify and solve broader problems with financial processes.*



Benefits of the SOXA Accelerator:

- ▶ Manage task assignments, automatically route assignments to users, set deadlines and escalations to keep the project on track
- ▶ Centralized Web-based access allows users to access data and collaborate on-line. Security controls users' access based on their rights to information.
- ▶ Electronic on-line forms collect and centralize data; documents can be attached as evidence and workflows are used to support reviews and approval cycles
- ▶ Electronic forms, document templates, and structured workflows ensure continuity and enforce a standard approach across the organization
- ▶ Issue creation and real-time monitoring and reporting
- ▶ Design tools and workflow automation for creating and automating accounting processes that reflect your specific internal control framework

*HandySoft and Plumtree have partnered to bring a truly best-of-breed productivity solution to finance professionals responsible for Sarbanes-Oxley compliance. The SOXA Accelerator features HandySoft's **BizFlow** for business process management and automated workflow, and the **Plumtree** Enterprise Web Suite for collaboration, content management, search, and a personalized, secure user experience. Together, these powerful technologies provide the complete environment needed for precise and timely auditing of internal controls and other financial processes.*

Get up and running quickly with HandySoft end-user training, installation and configuration support, and phone support.

The Sarbanes-Oxley Accelerator runs on the Microsoft Windows platform.


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