

Microsoft® Office Solution Accelerator for Sarbanes-Oxley

Business Challenge

The passage of the Sarbanes-Oxley Act of 2002 has dramatically changed the way companies document, communicate, monitor, report, and verify the accuracy of their financial information.* Not only does it legislate how and govern what you communicate to shareholders, the public, directors, and other stakeholders, but it requires you to establish, monitor and evaluation internal controls as well.

With the amount of information generated, this task can become cumbersome. That's why it is important to consider automating your reporting processes, making them an integral component of how you conduct business instead of an afterthought.

Dell Professional Services (DPS) can help by evaluating your company's unique needs then customizing and implementing the Microsoft Office Solution Accelerator for Sarbanes-Oxley in your environment.

Key Benefits

Microsoft Office Solution Accelerator for Sarbanes-Oxley

The Microsoft Office Solution Accelerator is a single, shared workspace for establishing, managing, and evaluating long-term project documentation and workflow in accordance with the Sarbanes-Oxley Act. Configured to meet the needs of your company or audit firm, the Accelerator is built on Windows SharePoint® Services and InfoPath.

Flexible, yet robust, it formalizes controls, workflow, communications, and reporting across your business units. While not intended to automatically discover deficiencies or provide direction on how to comply with specified internal controls, it offers the following benefits:

- Leverages your investment in Microsoft Office, providing a user-friendly, intuitive interface that requires limited training.
- Facilitates your immediate Sarbanes-Oxley Sections 302 and 404 compliance needs, including auditor and deployment partner content and functionality
- Provides long-term corporate governance that can be expanded corporate-wide and can incorporate broad partner ecosystems such as Office System, Windows, MBS, and XBRL
- Defines a control process that helps enable full compliance
- Integrates into your company's system of checks and balances to foster efficiencies and minimize errors in documentation and reporting
- Provides a mechanism that enables you to track inaccuracies in data and reports
- Enables the business process to identify questionable components, how they occurred and provide a plan for how to prevent them in the future



Dell's Differentiating Factor

Having a practice group focused on collaboration and content management, DPS has extensive experience designing and implementing knowledge management solutions based upon Microsoft SharePoint for a variety of corporations and public entities. A Microsoft Gold Certified Partner, DPS is a member of Microsoft's Partner Advisory Council for Communications and Collaboration, which is involved in the planning and development of the next release of SharePoint Portal Server.

Overview

Designed to be an integral part of your information infrastructure, the Microsoft Office Solution Accelerator can be tailored to meet your internal and external reporting requirements. Your internal auditing team or audit firm can view overall compliance status and workflow or drill down, verifying testing, reviews, issues, actions or remediation plans.

Process owners can define risks and controls, assign documentation workflow, and create, assign and complete project tasks. Compliance project managers in concert with your audit firm can design control environments, add and edit organizational taxonomies, required documentation and workflows.

Finally, end-users are able to document internal controls, provide evidence, test or review controls, submit and respond to issues and project tasks, and complete overall workflow.

Deliverables

DPS can customize the functionality of the extensive compliance platform of the Microsoft Office Solution Accelerator, which includes four modules:

Document and Information Management: DPS will work with you and your auditor to help create intuitive, reusable templates and forms that enable you to easily view, manage and store process, risk, control and test documents. Compliance data and reference materials are stored as XML and can be placed in knowledge repositories. In addition, built-in audit trail features simplify tracking documents.

Process Automation and Workflow: Information routing and organizational efficiencies are enhanced by automating processes such as electronically approving documents, defining roles and managing system access. DPS can also create additional workflow steps for each document type and setup email alerts to promote users to perform an activity or review a document or report.

Communication and Collaboration: Empower users to collaborate and share information across teams by using personal and executive dashboards that alert users when documents have changed. These dashboards can also be used for personalizing content and layout. Along with easily monitoring document statuses, you can allow audits of data and processes through controlled access. DPS can also customize these process flows within the application and connect to additional information sources outside the application.

Monitoring and Reporting: From a single point-of-contact, you can review project status, monitor executive dashboards to assess project status and control effectiveness, validate risk assessments and planned responses, and print summary or detailed reports with compliance results and company readiness. DPS can help create report templates that help you monitor and secure your compliance with the Sarbanes-Oxley Act.

Microsoft Office Solution Accelerator for Sarbanes-Oxley. Easy as 

Visit www.dell.com/services for more information.