

Reporting website supports the planning and Control team with document and task control

General reporting

In general almost all companies from midsize to global size have a 4 week or monthly reporting frequency. All data is secured in primary and secondary data systems. All data is coded. As we have experienced, many companies still suffer from the "floating data" problem: the uncoded documents all over the shared folders in the shared network drives. This makes document finding at the right time at period end sometimes a mission impossible.

With the Financial suite© we have taken care of this problem. We have made dedicated websites for reporting, budget and forecasting in SharePoint . These websites use single point upload, where you can store all the documents and files in a central library for the year. We have added version control and our expertise to provide you with predefined task lists, which is a real time saver.

By our choice for the 1 click install, it is necessary to buy/install the components separately. This way the workspace and task lists will be directly installed in your own SharePoint farm. All prices are valid per registered organization (chamber of commerce or equal) and are excluding sales tax.

Reporting website

The website offers the structure for a best practice reporting process. All relevant documents to support the actual internal and external reporting can be stored and viewed here. The standard metadata (structured storage) allows each document to be found easily. The website offers version control, audit trail, document and task control.

The unique coding system (structured storage) supports collaboration between and over all departments involved. You can imagine how easy documents can be tracked and traced.

Name *	B01 Equity .xlsx
Title *	B01 Equity movements current year Give a description for easy tracing this document
Period *	01 Period nrs represent: either 4 week periods (13 periods) or months 12 periods. Year end docs must contain all documents related to the annual report
Report type document *	<input type="radio"/> A. Balance debit <input checked="" type="radio"/> B. Balance credit <input type="radio"/> C. Cash flow items <input type="radio"/> D. Gross margin <input type="radio"/> E. Overhead - Interest -Tax <input type="radio"/> F. All reports <input type="radio"/> IC relation <input type="radio"/> J. Non financial <input type="radio"/> K. Consolidation <input type="radio"/> L. IFRS These items are first level sorting category, you must also complete second level.
A. Balance debit *	<input checked="" type="radio"/> N.A. <input type="radio"/> A01 Fixed assets <input type="radio"/> A02 Non tangible assets <input type="radio"/> A03 Shareholding in subsidiaries <input type="radio"/> A04 Financial fixed assets <input type="radio"/> A05 Inventories <input type="radio"/> A06 Work in progress manufacturing

All libraries are designed to contain all information on a central place (single point upload). The planning and control library contains 50 different document types as: fixed assets, intercompany reconciliation, reports etc. The other libraries representing the collaboration between the planning and control department another departments use the same document types.

The tasks list available from the Financial suite are completely in sync with the libraries, resulting in quality assurance for all documents.

Business case

How to collect all supporting data for each reporting period and enabling you to check them on timely, complete and correct delivery, using all the company's intelligence and enabling project management for each period end reporting?

- Frequency of use: 12 -13 times per year
- Usability: every organization with frequent performance reporting.
- Solution: reporting website, with separate "views" per period, balance sheets, P and L, fixed assets, HR, etc. + supporting task lists

Our challenges are the returning questions at period end closing:

- Completeness: do we have all documents?
- Correctness: have all audit tasks been completed?
- Timely: do we have the correct version in time?
- Searching documents: Where can I find the document I need to report?
- Version control: Who updated the document?
- Who can I turn to?

We can provide you with the answers, they are explicitly or implicitly answered when you will use the Financial

Make or buy - payback time

Compare the purchase costs with your cost of making or outsourcing.

Internal development time:

- ✓ Experienced SharePoint user skilled in forecast updates: approx 120 hrs
- ✓ Novice SharePoint user :approx 200+ hours.

Based on this information, you can make up your mind.

Payback time for this product: some weeks.

Contents and options of the website

The use of shared folders and shared folders on the network drives has been replaced by the central library for planning and control. This is a place where you can file all year long all the documents related to reporting. You only have to select the metadata and the period and from that moment on you can be in control and find your documents the easy way.

Options for the website.

- ✓ The website structure follows the reporting process
- ✓ The website can easily be upgraded with our products for timetable/deliverables for all periods incl. annual report, external reporting tasks and period end closing tasks with checks and balances.
- ✓ All tasks are coded in sync with the coding for storage in the libraries
- ✓ The website is catered for internal and external reporting
- ✓ The website enables project management support for each period (Gantt charts etc.)
- ✓ Announcement of the first upcoming due date on the home page (see our demo)
- ✓ Shared library for documents for external reporting (Q1,Q2,Q3/annual report).
- ✓ Shared libraries for documents delivered by other departments
- ✓ All libraries use version control, are secured and facilitate unique documents
- ✓ 15 different views for easy finding your documents

Functionality

Standard functionality for this website:

- ✓ Structured storage©: unique coding system for all documents and tasks based on B/S, P and L etc, Excel, Word, PowerPoint etc.
- ✓ Single point upload©: all documents can be uploaded in central libraries
- ✓ Many predefined views on the libraries facilitate easy finding
- ✓ Intercompany documents are shown in separate tabs
- ✓ Catered for the generic reporting tasks lists
- ✓ Separate views on consolidation documents
- ✓ All tasks are coded in sync with document libraries.
- ✓ Documents are easy to find with the 15 different views
- ✓ Document views per period and quarter
- ✓ Separate views for Intercompany purposes

Synopsis

Please visit our demo website to experience the look and feel of the forecast website. It tells you more than many screen dumps.

The reporting website is catered for the use of the external and internal reporting tasks and timetable products from the Financial suite©. The task lists have the same logical order as all other task lists and libraries, starting with the Balance sheet followed by the profit and loss account, cash flow calculations and tax. Over 150 tasks are predefined as structured tasks©. Adapting these tasks will give you a head start for your forecasts.

- ✓ The website works best in conjunction with our task lists for period end closing, external reporting and timetable/deliverables