



Case Study - Finance and Compliance

The WorkScript Process Wizard is process improvement and on-the-job support software that empowers anyone in your organisation to perform any process as accurately and efficiently as the expert - without the expert being there. The WorkScript Process Wizard helps ensure that your organisation's key financial procedures are performed on time, in compliance with regulatory standards, and fully supported by detailed audit trails and management reports.

Case Study

- Requirement:** A mining company wanted a more effective method for requesting and approving projects and equipment totalling \$50,000 or greater. While it had the CAPEX process flowcharted, the process is not efficient and is not adhered to consistently by company divisions and departments.
- The company looked to WorkScript to deliver an easy-to-use system for preparing and authorising CAPEX submissions.
- Problem description:** The existing manual system makes it difficult to ensure that people who prepare requests are guided by timely prompts, quick access to reusable content and company policy about capital expenditure on projects and equipment.
- There is currently no way to track and report the progress of a CAPEX request and to generate statistics on the number of requests, their success rates, etc.
- Solution:** The flowchart provided by the company was rationalised and remapped into the WorkScript system.
- A sample request was developed to show how a user would step through each section of the request (with the potential to search for and insert relevant reusable content), compile the request via a simple button click and automatically route the request draft for peer reviews.
- The system monitored each handover point and escalated the process when a delay occurred, to make sure a request meets time-critical deadlines. A report which recorded who approved the request and when, was produced as requested.
- Results:** The WorkScript sample was trialled for a range of CAPEX project and was well received. The system will shortly be implemented throughout the group.

Typical Financial Control procedures supported by the WorkScript Process Wizard

Financial Planning and Control

- ◆ Business Planning
- ◆ Expenses
- ◆ Capital Expenses
 1. Start CAPEX process
 2. Is business case required
 3. Obtain Quotations
 4. Raise CER/CPA
 5. Obtain approval
 6. Issue purchase order
 7. Approve payment
 8. Update records
- ◆ Forecasting
- ◆ Reporting
- ◆ Project Expenses
 1. Identify and analyse requirements
 2. Define project scope
 3. Log project request
 4. Conduct feasibility
 5. Recommend project solution
 6. Estimate project expenses
 7. Submit project expenses
 8. Approve project expenses
 9. Update records



Risk Management and Financial Compliance Wizards

You can use the WorkScript Wizard to create a robust risk and compliance system. Loading the Wizard with risk and compliance processes is quick and simple. It converts these process diagrams into interactive web pages. Each web page steps users through a compliance or risk management process, following agreed steps, using nominated tools.

The Wizard not only creates an effective compliance support environment, it enables managers to track and analyse the processes, audit and test for gaps. Thus key processes are enforced, supported by full audit trails, data capture and performance measurement, and role based workflow notification and routing. It also generates detailed compliance reports that prove conformance.

Sample Sarbanes Oxley Report

See below for an excerpt from a Sarbanes Oxley compliance report for the Capital Expenditure process case study. The report shows who performed what, the outcome of each step, the time taken for each step, and when it was performed.

WorkScript Sarbanes Oxley Task Audit Report

Report Produced by GJC on 20 January 2006 at 14:52:12
 Process: Capital Expenditure

Line Stage	Step	Response	Complete	Time Taken
Start CapEx process	What is being purchased?	Major Tooling Contract	8-Sep-05	0 hr 0 min 09 sec
	Who's budget?	My Department's	8-Sep-05	0 hr 0 min 33 sec
	Is the cost >\$500,000?	Yes	8-Sep-05	0 hr 1 min 0 sec
Confirm budget details	Is there more than one potential supplier?	Yes	8-Sep-05	0 hr 0 min 7 sec
	Has the budget been approved?	Yes	7-Sep-05	0 hr 0 min 21 sec
	Who's budget?	My Department's	7-Sep-05	0 hr 0 min 21 sec
	Complete Capital Budget Transfer Form	Completed	7-Sep-05	2 hr 10 min 28 sec
Prepare business case	Are there sufficient funds?	Yes	7-Sep-05	0 hr 0 min 54 sec
	The expected value of the purchase is:	Greater than \$500,000	12-Sep-05	0 hr 0 min 4 sec
	Prepare a Capital Project Expenditure Evaluation	Completed	12-Sep-05	5 hr 0 min 09 sec
Obtain quotations	National Manager Project Costing assessment	Economically viable	13-Sep-05	0 hr 0 min 53 sec
	Complete RfQ Part A	Commenced:	18-Sep-05	0 hr 0 min 2 sec
	Is there more than one potential supplier?	Yes	18-Sep-05	0 hr 0 min 22 sec

Sample Risk and Control Scorecard Report

In the same way, the Risk & Control Scorecard report (below) shows who performed what step, following which compliance check, confirmed by what evidence, when.

WorkScript Risk & Control Scorecard Audit Report

Report Produced by GJC on 23 January 2006 at 10:55:46

Process: Arrange travel Range: 1/9/06 to 30/9/05

Line	Step	Control check	Response	Evidence	Date	Time	
1 CAIRNS TRIP	ALICE PATTERS ON-04 TES	Approve Travel request?	Yes	Approving eSignature	20-Jun-06	11:44	
		Authorise travel request?	Yes				
		Assess expense report	Yes				
	Authentic travel expenses?	Manager aware of and approves travel	Yes	Approving eSignature	20-Jun-06	15:05	
		Valid business need	Yes				
		Accords with Local travel policy	Yes				
		Approving manager is authorised person	Yes	Authorising eSignature	20-Jun-06	15:05	
	Behan	Control expense report	Traveller used An ex corporate card	Yes			
			Travel booked with preferred suppliers	Yes			
			Travel booked through Travel Coordinator	Yes			
		Expense report aligns with approved request	Yes				
		Travel form approved by authorised manager	Yes	Authorising eSignature	11-Jul-06	10:31	
		Appropriate business purpose for travel	Yes				

Unlocking the value

The WorkScript Wizard enables your business to unlock the intrinsic value from the discipline your organisation's financial compliance and risk management processes impose. Compliance reports becomes a useful by product, rather than the reason for the processes.

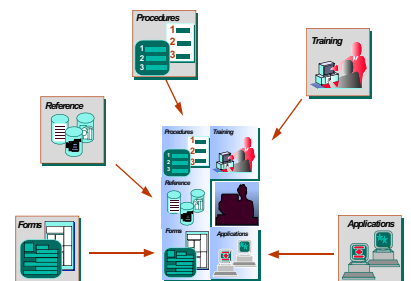


System Description

The WorkScript Process Wizard is a process improvement, on-the-job support and performance management system. Use the Wizard to create a visual representation of a process, and then generate interactive Process Action Pages for your company's Intranet or website.

Staff can then use the Process Action Pages to perform their work tasks. The Wizard is most suitable for knowledge workers, that is people regularly required to solve problems; people who spend the bulk of their time engaged in reasoning activities such as collecting data, weighing evidence, recognising patterns, drawing inferences and making deductions. They often use multiple systems to solve a given problem or coordinate multiple tasks.

The Wizard's Process Action Pages support these people in completing any business process or transaction by providing guidance on the steps to be performed; the IT tools (including Microsoft products, SAP, Oracle, etc.) to be used, and embeds knowledge resources (policies, procedures, hints and other business rules) for each step within a process. This ensures that each transaction is processed by performing agreed steps using nominated tools. It also reduces the amount of rework due to errors and increases compliance with approved processes.



Prove the value of the WorkScript Process Wizard to your organisation by conducting a proof-of-concept within a critical or complex area of your business. A proof-of-concept is inexpensive, and may be one of the most important decisions you make about the future of your business.

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