

IBM Lotus Workplace for Business Controls and Reporting

Highlights

- *Helps provide a platform for an organization's business reporting process and an organized approach to gathering information about business controls, including controls over financial reporting*
- *Provides an automated work flow to help document and evaluate internal business controls*
- *Executive dashboards can allow management the ability to actively monitor the internal controls environment on a continuous real-time basis, helping management to assess the effectiveness of a company's internal business controls*
- *Helps leverage KPMG's industry insights and knowledge of internal control processes and practices using the KPMG Control Catalogs, available directly from KPMG at a separate charge*
- *Can be used to document a company's processes, helping to support the identification of risks and controls, and to facilitate the evaluation of the controls' effectiveness*
- *Integrates multiple collaborative capabilities into a single platform to leverage existing skills within your organization and to help drive lower total cost of ownership (TCO)*
- *Integrates fully with the Microsoft® Windows® desktop and productivity tools*
- *Provides single-password access to all supported enterprise applications, content, and services*

The Sarbanes-Oxley Act

The Sarbanes-Oxley Act of 2002—“SOX-404” (Management Assessment of Internal Controls)—signed into law by President Bush on July 30, 2002, has a goal to place more accountability on those who make decisions within public companies by increasing emphasis on controls. The government has mandated that all publicly traded companies comply with the mandate by 2004.

Meeting the compliance challenge

Business content is all interrelated and has an entire life cycle. A key step in your efforts to comply with requirements regarding management assessment of internal controls is tying multiple repositories together, even if they are from different vendors. The fundamental issue is the need to have control over content, to know where it is and to manage it effectively.

Can assist companies in their efforts to manage critical business information throughout its life cycle

Effective internal controls reporting

An end-to-end solution, IBM® Lotus® Workplace for Business Controls and Reporting provides the knowledge and information management, portal and collaboration infrastructure to help you in your efforts to address your internal business control and reporting requirements. The offering can help you to:

- *Provide top management with visibility into the effectiveness of a company's internal business controls*
- *Document processes, support the identification of risks and controls, and facilitate the evaluation of the effectiveness of the controls.*
- *Collect reports about compliance from the complete hierarchy of your company.*
- *Permit top executives to receive summaries and a compliance overview for your organization. (A senior officer typically works with internal audit and controls group to establish the rules and procedures to be used.)*

To help achieve the objectives listed above, the offering provides document management, collaboration, training and records-management functions in an integrated single repository.

The content repository forms the foundation for organizing control activities, disseminating information, gathering the information required to help evaluate risk and monitor the internal control system. The knowledge-gathering and notification capabilities can help you to discover internal and external risks quickly to help you make timely and well-informed decisions.

The offering provides:

- **Support for decision making and disclosure**
Role-based access to key financial controls allows quick assessment of your processes.
- **Information for an on demand environment**
You can respond rapidly to changing needs, helping to create a high-performance workforce. Also, the solution provides effective management for collaborative creation, storage, access and distribution of content.

- **Aids to improve productivity**

By helping to provide the right information at the right time, such as information about standard operating procedures, you can help to drive improved business productivity across your organization. Workplaces for audit and work groups can help improve project and task management through real-time collaboration. Embedded work flow helps reduce the risk of accidental errors by streamlining user reviews and approvals.

- **Extended value for your IT environment**

Built on open Java™ 2 Platform, Enterprise Edition (J2EE™) standards, Lotus Workplace for Business Controls and Reporting enables you to implement a modular solution, helping extend the value of your current IT infrastructure.

Internal controls reporting:

A closer look

The solution is designed to help you tailor your company's control assessment process to match its specific needs, and then to disperse requests to report on these points of control to your operational units.

Individual reporting units describe how they comply (or not), and provide documents in support of those claims. With all units reporting, you can have a picture of the company's overall compliance. This can reveal to senior management where further efforts may be needed, or where the desired controls posture has been achieved—with supporting materials.

The ability to electronically oversee the process of business controls and reporting is a huge leap forward over current audit assessment methods. It can help to greatly reduce ineffective information reporting—a key goal of recent legislation.

Lotus Workplace for Business Controls and Reporting uses workplaces, which provide the repository for controlling and sharing control documents, such as organizational charts, policies and standard operating procedures. The work-flow capabilities allow processes to be standardized, automated and verified.

In release 2 of this solution, additional Collaboration capabilities will be included. The next release will facilitate effective communication through instant messaging, online discussions, meetings and automatic notifications through e-mail.

All content related to internal controls, documents defining policies and procedure or compliance processes can be stored in the controls assessment template, which can be accessed by internal staff, auditors, the Board, external legal counsel and others as required. Reports can also be generated regarding events so that the effectiveness of control activities can be easily assessed.

The power of Lotus Workplace for Business Controls and Reporting can be enhanced by IBM DB2® Records Manager, which helps provide for the structured retention and disposition of content and records based on comprehensive, policy-driven retention rules (time- or event-based). In addition, selective suspension (legal holds) can be communicated.

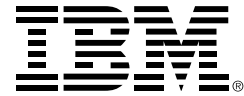
A critical factor in ensuring a clear expectation of roles and responsibilities in the area of control is proper ongoing training and learning. The IBM Lotus Learning Management System (LMS) can help ensure that your employees—despite turnover and personnel shifts—are properly trained on the latest standard operating procedures and that they understand their roles. IBM LMS is a scalable, flexible learning management solution that supports an organization's complete set of learning activities, resources and courseware.

Addressing the core requirements ... and more

Lotus Workplace for Business Controls and Reporting can form an important part of your overall internal business controls and reporting plan. In addition to content and records management functions, the offering can provide supervision technologies for monitoring, reviewing and producing an audit trail for correspondence.

Software services to help you get started quickly

IBM Software Services has experience in helping organizations derive business value from their Lotus software investments. IBM Software Services for Lotus specializes in technical services, training and expertise designed to evaluate an organization's needs and assist in the installation, integration and customization of IBM Lotus Workplace for Business Controls and Reporting. IBM Software Services for Lotus will evaluate your environment and provide recommendations designed to ease deployment, helping you to discover internal and external deployment risks and to make timely and well-informed decisions.



For more information

To learn more about the IBM Lotus Workplace for Business Controls and Reporting, contact your IBM marketing representative or visit **ibm.com/lotus**

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