

Use Cases

Primary Scenario: Quarterly Financial Close for a Public Company

Accountants in the Controller's Group prepare to run a quarterly close. The end result is a prepared set of financial statements (i.e. Balance Sheet, Income Statement, and a Statement of Cash Flows) and documented internal controls that comply with requirements of the SEC.

1. Pre-close preparation:
 - a. Prepare closing calendar within Controller's Group.
 - b. Perform maintenance to business rules, schemas, style sheets, information assurance requirements and metadata.
 - c. Controller's Group sets up a conference call with all participants in the close (Corporate Finance, Corporate Treasury, Internal Audit Group, Information Technology Group and Legal subsidiaries).
 - d. Participants adjust their business rules, calendars, schemas, style sheets, information assurance needs, and metadata as needed.
2. Legal entities and Corporate Finance submit trial balances.
 - a. Submit.
 - b. Data validation performed.
 - c. Confirmation of submission.
 - d. Internal Control audit logs updated.
3. Corporate Finance also submits annual budget and periodic forecasts.
 - a. Submit.
 - b. Data integrity validation performed.
 - c. Confirmation of submission.
 - d. Internal Control audit logs updated.
4. Corporate Treasury submits foreign currency exchange rates.
 - a. Submit.
 - b. Simple data integrity validation.
 - c. Confirmation of submission.
 - d. Internal Control audit logs updated.
5. Submissions are transformed by business rules into a common coding and format scheme for corporate.
 - a. More stringent data integrity validation performed on transformed data (i.e. comparisons with budgets given an acceptable range of tolerance).
 - b. Rejections result in a notification being sent to the submitter of the data along with an explanation as to why it was rejected.
 - c. Internal Control audit logs updated.
6. Controller's Group either approves or rejects one or more non-approved submissions.
 - a. Approvals result in transformed data being submitted to Consolidation & Adjustment process.
 - b. Rejections result in a notification being sent to the submitter of the data along with an explanation as to why it was rejected.

7. Transformed data loaded into Consolidation and Adjustment process by the Collection &
 - a. Collection & Transformation process notified of a successful load which it then uses to update its status flags.
 - b. Internal Control audit logs updated by both processes.
8. Consolidation and Adjustment is initiated by Controller's Group.
 - a. Review load status flags.
 - b. Perform initial consolidation.
 - c. Make adjustments.
 - d. Lock the period.
 - e. Internal Control audit logs updated.
9. Backups performed.
 - a. All data stores are backed up.
 - b. Internal Control audit logs updated.
10. Review internal control results returned from Internal Control Arbiter
11. Run, approve and publish financial and internal control reports.
 - a. If rejected, unlock the period and go back to appropriate prior step.
 - b. If approved and there is a period lock on the ODS, then publish reports.
12. Internal Certification.
 - a. Corporate Controller's Group review and certification.
 - b. Corporate Internal (Management) review and certification.
 - i. Chief Financial Officer review and certification.
 - ii. Chief Executive Officer review and certification.
13. External Certification by External Audit
14. Publish reports to SEC.
15. Board of Directors meeting to review results.
16. Analyst phone call to discuss results.

Actors:

- Corporate Controller's Group
- Legal Subsidiaries Finance Departments (3 in this example)
- Corporate Treasury
- Corporate Finance (Accounting; Budgeting, Planning and Forecasting)
- Corporate Internal (Management)
- Internal Audit
- Information Technology Group
- External Audit
- External (SEC)

Alternative: Foreign Currency Exchange Rates is invalid, or, a legal entity submission is invalid.

Alternative: Reporting results indicate an issue in the post-consolidated results.