# **Sepia Solutions**

# Expert software tools for the GRC professional

# Can you really afford <u>NOT</u> to use these tools?

# **Reality check**

- Challenge
  - Are your company invoices managed in MS Excel?
  - Is a professional website developed in MS Word?
  - Is your car designed with pencil and paper?
- Reality
  - Does your team work with specialised software?
     Or are your only tools Word, Excel and a network drive?
  - If so, we understand as we see this all the time.
     If your only tool is a hammer, every problem looks like a nail.

# **Sepia Solutions**

#### • Focus

- Expert software for the GRC professional
- End-to-end implementation services
- Expertise



- Region of activity
  - Belgium, The Netherlands, Luxembourg
- Sepia Solutions bvba
  - Belgian legal entity (BE 0822.361.248)
  - Founded January 2010
  - <u>www.SepiaSolutions.net</u> / <u>info@SepiaSolutions.net</u>
  - Telephone: +32 3 877 12 10



# **Professional services**

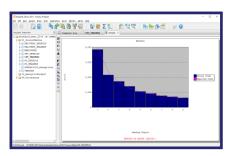
### • End-to-end implementation services

- + Installation
- + Training
- + Configurations sessions
- + Coaching and assistance during implementation
- + Consultancy
- + Customisation development
- + Technical support



# **Expert GRC software**

#### **Arbutus Analyzer**



# Data analytics & Continuous monitoring

- Import nearly all data formats
- Analyse huge sets of data
- 80 commands / 119 functions
- Manual / automated analysis
- Recorded audit trail
- Export to various formats
- Easily share data with the team

#### **Ideagen Pentana**



# Audit Management & eGRC

- Risk-based audit scheduling
- Your audit methodology
- Risk & control frameworks
- Execute fieldwork & store results
- Document issues and problems
- Automated audit report
- Action follow-up

#### Retain

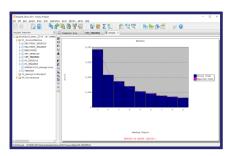


# Resource planning & time recording

- Integrated with Pentana
- Schedule resources on projects
- Schedule recurring tasks
- Highlight over-allocation
- Drag and drop to update plan
- Record time per resource
- Compare budget/plan/actual

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### Data access

- Various data formats
- Uncommon formats
- Read-only access
- Import millions of records
- Scheduled data import
- Direct access to data, instead of data extracts
- Independent of ICT team

- Local data types
  - ODBC
  - Text files
    - Delimited
    - Manual definition
    - Print image / report
  - MS Access
  - MS Excel
  - dbase
  - XML
  - PDF
  - SAP private file format
- Server data type
  - Local data types
  - Web URL
  - SAP
  - Relational database

Field: LINE_TOTAL	1	Number		Tot	tal	Average
Positive	2,0	04,189	109,630	,075,669	.81	54,700.47
Zeros		11,975				
Negative		<u>0</u>		0	.00	0.00
Totals	2,0	16,164	109,630	,075,669	.81	54,375.57
Abs Value			109,630	,075,669	.81	
Range			20	740 000	00	
	1	Presor		imary dat		
	1	Preson Gap S	ting Pri	imary dat Gap End		Number o
		Preson Gap S Missi	ting Pri tart or ng Item	imary dat Gap End		
	1	Preson Gap S	ting Pri tart or ng Item	imary dat Gap End		Number o
		Preson Gap S Missi	ting Print or	imary dat Gap End		Number of sing Item
	1	Presor Gap S Missi 86456	ting Pri tart or ng Item	Gap End		Number of sing Item
	1	Presor Gap S Missi 86456 86466	ting Pri tart or ng Item	Gap End		Number of sing Item
	1	Presor Gap S Missi 86456 86480	ting Print	Gap End 86467		Number of sing Item
	1	Presor Gap S Missi 86456 86466 86480 86522	ting Pri	Gap End 86467		Number of sing Item

### **Data verification**

- Count & control totals
- Missing records (gaps)
- Duplicate records
- **Empty** key fields
- Empty or invalid dates
- Empty of invalid values
- Illegal characters

#### 09/06/2016

### Analyse data

- No limit to data size
- 80 commands
- 119 functions
- Join & link (relate) tables
- Computed (virtual) fields
- Smart (quick) search
- Rule-based colours
- No changes to source data

StandardDemo - Arbutus Analyzer File Edit Data Analyze Share Tool:	Annliastia		<u>Window Admin H</u> elp	- 🗆 ×
File Edit Data Analyze Share 1001				
			🕽 🍟 🐺   💕 🚻	Σ 📶 📗
£ 12 12 12 12 12 12 12 12 12 12 12 12 12			2 2	
Project Overview	Comm	and Log	VENDORS X	
- JEMO	» × √			Smart Sear
🗄 🛅 Cash_Disbursements	A 4 A	V	~	Smart Sear V
Examples		VENDNO	VENDOR_NAME	BANK_ACCOUNT
E Leasing	1	8316	Brilliant Baker NV	034-7601188-39
H MigrateToServer	2	8318	Color Impact	087-6867277-81
H MultiNational	3	8327	Management Consulting 4U	087-6867277-81
	4	8338	Office Depot	144-9273688-83
Output	5	8348	DK PCs	193-5110495-71
Procedures	6	8354	Office Range	222-7592378-22
æ_iTresp	7	8381	Cleaning Co.	358-2136968-09
EMPLOYEES	8	8386	InfoTec	382-3754096-31
	9	8390	Consulting Group	402-8338415-01
—	10	8391	Desk Warehouse	409-2880810-51
INVOICE_HEADER	11	8392	Drinks Inc	415-1578668-08
PO_DETAILS	12	8450	Tech Repair	698-5436217-35
PO_HEADER	13	8451	Speedy Snacks	700-6035778-94
UENDORS	14	8453	Columbian Coffee Group	719-2691592-69
VENDORS_MAY	15	8464	Catering 4 Events	719-2691592-69
VENDORS_NOVEMBER	16	8477	Team Supplies	838-5113896-15
🗈 🚞 Reference	17	8493	Impact	918-9834402-82
	18	8503	Furniture.Com	966-7784664-13
< > >	<			>

Benford	×
Benford key field	Options Include Upper and Lower Bounds
Amount ~	Number of Leading Digits:
× •	<b>×</b> ?

Join		×
Secondary table		Output table
INVOICE_HEADER	$\sim$	POs_versus_Invoices
Type of Join		
All primary records	$\sim$	(P ( ) S)
Primary key fields		Secondary key fields
PO	^	INVOICE
REC_NO		PO
TOTAL	×	REC_NO Y
Presort		Presort
*	1	× ?

### Commands

. . .

- Count & Total
- Statistics
- Summarize & Classify
- Age & Stratify
- Gaps & Duplicates
- Benford analysis
- Relate & Join

### **Expression & Functions**

- Bit/Char
- Conversion
- Date & Time
- Financial
- Fuzzy Search
- Logical & Math
- String

Add Columns: Add expres	ssion							
Expression Cdow (CREATED_O	N 3)							Help         QK           Validate         Cancel           Save As
Available Fields			]	= <>	And Or	+ ×	•	Functions
Name T	itle	Start	Ca ^	<= >=	Not	^	0	String
REC_NO R	EC_NO	5	С	Date				Remove( string , valid_ch /
PO P	0	25	С	Date				Repeat( string , count )
VENDOR V	ENDOR	55	с	Filters				Replace( string , old_tex Reverse( string )
TOTAL T	OTAL	70	N					Right ( string , length )
CREATED_ON C	REATED_ON	78	D					RJustify( string )
Year_Month Y	ear_Month	78	С					SortNormalize( field <, su
CREATED_BY C	REATED_BY	102	с					Soundex( name ) Split( string , separator
ADDDOTTED ON A	DDDOUP	117	~×					Substr( string , start ,
From Table			-	Variables				Transform( original_strin
FIOM LADIE				ABS1			^	Trim( string <, additional
PO_HEADER			$\sim$	AVERAGE1 COUNT1				Upper( string )
				GAPDUP1				< >
				HIGH1				Paste Parameters
				LOW1			~	

	Cash	_Register_DayRunning_To	tal X			
	- * * * *	7			✓ Smart Sear	cch v
		Date Time	Cash In	Day	DayTotal	Total
	1	21/Mar/2007 16:41:00	0.00	21/Mar/2007	0	0
	2	21/Mar/2007 20:14:00	75.75	21/Mar/2007	76	76
	3	22/Mar/2007 01:24:00	12.85	21/Mar/2007	13	89
	4	22/Mar/2007 23:53:00	99.12	22/Mar/2007	112	188
	5	23/Mar/2007 12:08:00	-195.00	22/Mar/2007	-195	-7
	6	24/Mar/2007 05:10:00	75.77	23/Mar/2007	76	69
	7	24/Mar/2007 19:06:00	-6.50	24/Mar/2007	70	63
	8	25/Mar/2007 01:52:00	68.46	24/Mar/2007	68	131
	9	25/Mar/2007 17:41:00	-15.87	25/Mar/2007	52	115
	10	26/Mar/2007 06:56:00	18.17	25/Mar/2007	18	133
	11	26/Mar/2007 15:02:00	37.36	26/Mar/2007	55	170
		Graph Column(s) from View	150.00	26/Mar/2007	-150	20
				27/Mar/2007	46	66
				28/Mar/2007	142	162
500				28/Mar/2007	37	199
				29/Mar/2007	103	265
,				29/Mar/2007	-66	199
400				B0/Mar/2007	15	280
				30/Mar/2007	85	365
,,				B1/Mar/2007	158	438
300-				B1/Mar/2007	-500	-62
				01/Apr/2007	-315	123
200				01/Apr/2007	31	154
				02/Apr/2007	101	255
		ים ון היים אביים אבי		03/Apr/2007	190	344
100	····· /	4		03/Apr/2007	205	359
A				03/Apr/2007	79	438
				04/Apr/2007	132	491
	ИШ			04/Apr/2007	132	491
-100						
w .	w	21 20 20 20 20 20 20 20 20 20 20 20 20 20	28 27 25 24 23 22	1		

### Interface

- Highlight negative values
- Coloured cell background
- Quick Graph
- Add/Hide fields
- Quick Sort
- Smart Search
- Menu with procedures
- Display shared resources

#### 09/06/2016

#### @ OPEN PO\_DETAILS

14:56:28 - 02/Jun/2016

Closing Table PO\_DETAILS (Table 0) and all active fields 7 fields activated

@ VERIFY FIELDS ALL ERRORLIMIT 20

14:56:39 - 02/Jun/2016

0 data validity errors detected

@ COUNT

14:56:42 - 02/Jun/2016

Count 1,301

```
@ TOTAL FIELDS LINE_TOTAL PRICE
14:56:46 - 02/Jun/2016
```

Field Name	Total
LINE_TOTAL	83,636,634.81
PRICE	4,734,706.60

@ GAPS ON REC\_NO 14.56.59 - 02/Jup/20

14	: 5	6:	59	-	02/	Jun/	2016	

Gap Start or	Gap End	Number of
Missing Item		Missing Items
944369		1
944491		1
945052		1

### **Audit trail**

- Automatically recorded
- All executed commands
- Date stamped
- Including **results** with **links**
- Save as procedure
- Re-execute at a later date

### **Procedures**

- Batch files with commands
- Create once, use often
- Ensure standardisation
- Facilitate automation
- Scheduled execution
- Embedded sub procedures
- Catch errors & email
- Run external commands

#### SET SAFETY OFF

```
OPEN INVOICE_HEADER
OPEN PO_HEADER SECONDARY
```

```
COMMENT ### Join Invoice table to PO table
JOIN PRIMARY SECONDARY PKEY PO FIELDS ALL SKEY PO WITH ALL
TO "InvoicesVersusPOs" OPEN PRESORT SECSORT
```

```
COMMENT ### Analyse results ###
OPEN InvoicesVersusPOs
```

```
COMMENT ### Identify Invoices without PO ###

DEFINE FIELD F_InvoiceWithoutPO COMPUTED ISBLANK (PO) AND NOT

ISBLANK (INVOICE)

SET FILTER F_InvoiceWithoutPO

COUNT

TOTAL AMOUNT

PAUSE "There are %COUNT1% invoices without matching POs"

PAUSE "The total value of unmatched invoices amounts to

%TOTAL1% Euro."
```

```
COMMENT ### Export to Excel ###

EXPORT FIELDS REC_NO VENDOR INVOICE VENDOR_REF

VENDOR_REF_DATE AMOUNT XLSX QUALIFIER "" TO

".\P2P\_Output\InvoicesWithoutPO" TABLE

"InvoicesVersusPOs"
```

• ODBC

#### • Text files

- Delimited
- Plain text
- Print image / report
- dbase
- XML
- MS Access
- MS Excel
  - To multiple sheets
  - Retaining formatting

### **Extract data to tables**

- As a result of commands
- For further analysis

### **Export data to files**

- Many different formats
- As reports (text)
- Respect formatting (Excel)

### Are you still convinced a spreadsheet is sufficient?

- Can you guarantee data integrity?
- Can you analyse in a read-only mode?
- Can you automatically generate an audit trail?
- Can you analyse millions of data records?
- Can you easily share the data and results?
- Can you automate and standardise such data analysis?

### With Arbutus Analyzer, you can.

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### Audit scheduling

- 2-dimensional universe
  - Entities & Processes
- Selection of factors
  - Last audit date
  - Fixed audit frequency
  - Last audit rating
  - Entity (micro) risk scores
  - Planning (macro) risk scores
- Suggested audit plan

	Headquart 🕨	Belgium	The Nethe	Luxembourg
Governance 🔻				
Central Functions 🔻				
ICT 🚽	100%			
Purchasing 👻	-			
Inventory -		-	-	-
Production -	-	50%	-	100%
Selling 👻	-	-	-	-
Finance 👻	75%			
Human Resources 🗸	-			
Period 🚯 Candidate	e Audit	▼ T <sub>b</sub>	Туре	Candidate State 🍈
2016 💮 Stras	sen - 06 - Productio	ı	Cyclical Audit	
2016 👘 ІСТ -	ict - 03 - IT Processes			3
2016 💮 Genl	< - 06 - Production		Cyclical Audit	2
2016 📑 Acco	ounting - 08.8 - Interr	nal Reporting	Cyclical Audit	

Audit	▲ 🏠 Audit 🏠	Manager T	Rating 🌇
2014 (3 items)			
2014-01 - Review financial reporting		Sylvia Hampshire	Satisfactory
2014-02 - IT BCM and data management rev	riew 🙆	Victoria Rowley	Unsatisfactory
2014-03 - Purchasing procedures review		Sylvia Hampshire	Unsatisfactory
2015 (4 items)			
2015-01 - Review financial reporting		Victoria Rowley	Satisfactory
2015-02 - Review of internal control Sales		Sylvia Hampshire	Minor Exceptions
2015-03 - Safety review production facilities		Victoria Rowley	Satisfactory
2015-04 - Production self-assessment review	,	Kenneth Miller	Not assessed
2016 (8 items)			
2016-01 - Stock and Inventory review		Sylvia Hampshire	Major Problems
2016-02 - Review of HR Leavers process		Victoria Rowley	Unsatisfactory

### **Audit overview**

- General information
  - Reference & title
  - Type, year & status
  - Description & goal (rich text)
- Management information
  - Director & Manager
  - Lead & team members
  - Milestones: planned & actual
- Outcome
  - Rating & conclusion (rich text)

#### 09/06/2016

### Your audit methodology

- Audit phases & steps
  - Reference & title
  - Description & guidance
- Retrieved from library
  - Based on audit type
  - Reflect your audit handbook
  - With standard attachments
- Progress status
  - Open, completed, approved
  - Linked to milestone (actual)



Objective 🔹 🖒 📔 🔨 🗍 😫 🦚	Comments	<b>1</b>
SOR-HR-SL 10 - Safeguarding of company assets		
🥳 10.1 - Assets are not returned	Very High High	
10.1.1 - Employee must return all issued items, materials, goods and tools.	Ineffective	
10.1.1.1 - Verify "goods received" document	Fail	
01 - No records of items, tools or materials issued to employees.	High Agreed	
<ul> <li>10.2 - Former employee retains access</li> <li>to the company premises.</li> </ul>	Very High High	
10.2.1 - Employee must return all keys and badges.	Ineffective	
10.2.1.1 - Verify return of keys and badges	Fail	
10.2.1.2 - Verify inventory for active employees	Minor Exceptions	
02 - Badges and keys issued to contractors not documented	Medium Partially Agreed	
03 - Lost badges may not be deactivated	Medium Agreed	

### Audit fieldwork

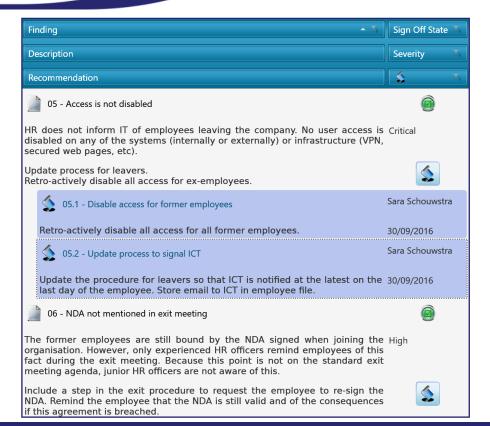
- ORCT approach
  - **Objectives** → comments
  - **Risks** → assessments
  - Controls → assessments
  - **Tests** → test results
- Attachments (drag-drop)
- Progress status
- Findings for failures
- Offline working & teamwork

### **Findings**

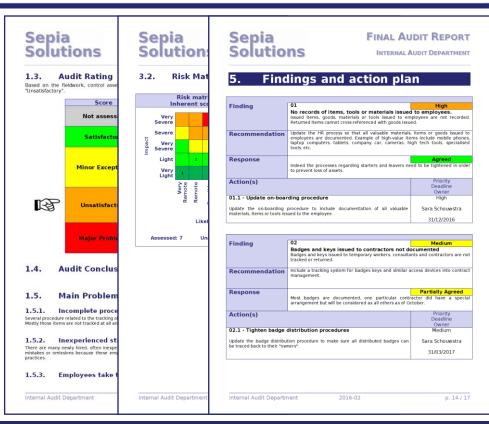
- Reference & title
- Description & severity
- Recommendation
- Management Response
- Consolidate into "problems"

### Actions

- Reference & title
- Description & priority
- Owner & deadline
- Status & comments



#### 09/06/2016



### Automated audit report

- Based on template
  - MS Word or MS Excel
  - Your template
    - Layout, style, content
- Automated
  - Pulls in data from audit file
- Separate Sign off
- Similar functionality
  - Announcement letter

#### 09/06/2016

### **Action follow-up**

- Action Tracker
  - Overview based on universe
  - Easy filtering options
  - (Overdue) status & period
  - Drill-down details
- Action Updates
  - Created automatically
  - Capture progress over time
  - Input by action owners

	Headquart 🕨	Belgium 🕨	The Nethe ▸	Luxembourg 🕨			
Central Functions $\bullet$	1						
ICT 👻	4						
Purchasing 🔻	-						
Inventory 🔻		2	-	-			
Production -	-	1	-	-			
Selling 👻	-	-	-	-			
Finance 🔻	-						
Human Resources 🔻	10						
Action	⊤ Tj	Current Due Dat	e 🌃 Resolution	т Т <u>у</u> Ту			
Simon Verbrugge (4 items)							
005.2 - Investigate the theft		04/04/2016	Not Action	ed 🔮			
005.1 - Issue insurance claim		03/06/2016	Not Action	ed 🔮			
5 004.2 - Update DN	004.2 - Update DMZ security policy		Not Action	ed 🔮			
004.1 - Contact vendors		21/01/2016	Not Action	ed 😽			

S Actions						
Sign Off State •     Priority •     Category •     Current Due Date Period •     Current Due Date •						
Name	Current Due Dat†	Owner	Sign O			
001.1 - Update procedures "Leavers"	25/11/2014	Sara Schouwstra				
001.2 - Review active leasing contracts	10/02/2015	Sara Schouwstra				
6 002.1 - Update employee file	04/05/2015	Kenneth Miller				
6 003.1 - Contact association	16/09/2015	Angela Atkins				
6 004.2 - Update DMZ security policy	05/12/2015	Simon Verbrugge				
6 004.1 - Contact vendors	21/01/2016	Simon Verbrugge				
62.1 - Hire new admin staff	04/04/2016	Sara Schouwstra				
Resolution:						
In Progress						
Resolution Comments:						
The new DMZ settings have been implemented in the UAT environment and are now being evaluated.						

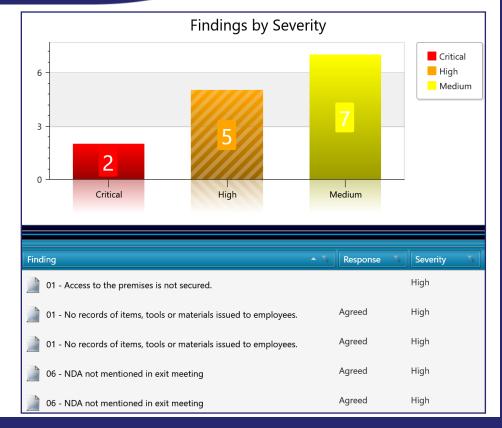
### Web interface

- Simple **browser** interface
- Business user interaction
  - Action owners
  - Department managers
- Action follow-up
  - Submit action updates
  - Manage actions within scope
- Incidents
  - Document incidents

#### 09/06/2016

### **Analysis features**

- Special modules
  - Audit coverage & planning
  - Risk exposure & matrix
  - Control coverage & matrix
  - Action & Incident Tracker
- Generic analysis engine
  - Analyse 25<sup>+</sup> components
  - Graphical representations
  - Drill-down details
  - Export to MS Excel



Colour	Audit Rating Th	Description	Со
#FFCFCFCF	Not assessed	No rating has been given.	
#FF00FF00	Satisfactory	Full assurance that the controls reduce the risk to an acceptable level.	
#FFFFFF00	Minor Exceptions	Significant assurance that the controls reduce the level of risk, but there are some reservations; most risks are adequately managed, for others there are minor issues that need to be addressed by management.	6
#FFFFA500	Unsatisfactory	Partial assurance that the controls reduce the level of risk. Only some of the risks are adequately managed; for others there are significant issues that need to be addressed by management.	CU
#FFFF0000	Major Problems	Little or no assurance that the controls reduce the level of risk to an acceptable level; the level of risk remains high and immediate action is required by management.	

### **Configurable libraries**

- Audit phases & steps
- Processes
- ORCT
- Templates

### **Configuration options**

- Terminology (alias)
- Segmentations (picklists)
- Risk & control matrix
- Roles & permissions
- Fields (show/hide & move)

#### 09/06/2016

- Are Word files on a network drive sufficient?
  - Can you ensure the audit methodology is used consistently?
  - Can you illustrate all steps were completed and reviewed?
  - Can you instantly get an up-to-date progress report?
  - Can you work offline and synchronise once back in the office?
  - Can you generate an audit report in 5 seconds flat?
  - Can you efficiently track the open actions?

• With Ideagen Pentana, you can.

### Are you sceptical?

- You should be.
- Do not take our word for it but review these case studies:
  - Argenta
  - Van Lanschot
  - Argenta
  - Heineken
  - Achmea
  - BDO
  - AGC Glass Europe

inspection

- internal audit
  - internal audit
  - internal audit
  - internal audit
  - risk & advisory services
  - internal audit

### **Expert software tools for the GRC professional**

### Can you really afford <u>NOT</u> to use these tools?

## Get in touch for more information

#### +32 3 877 12 10

info@SepiaSolutions.net

www.sepiasolutions.net

09/06/2016