

# SOLOMON GL Compliance Manager

SOLOMON GL Compliance Manager automates the general ledger account reconciliation & certification process by replacing the manual collection of account reconciliations, certifications, and exception statistics with on-line, real-time data submission, monitoring, and reporting.

GL Compliance Manager tracks who is responsible for reconciling and reviewing each account, which accounts have been reconciled & certified, which accounts have exceptions, and which accounts are at risk for material error. Completed reconciliations are archived and stored in an on-site document repository. Delinquent certifications are automatically identified, causing the system to send reminder emails including optional escalations to the Reviewer's Manager and Departmental Finance Manager.

Through implementation of GL Compliance Manager, companies will strengthen the internal controls supporting financial reporting while providing indisputable proof of the company's general ledger compliance program.

Key features of the solution include:

- Distinct configurations for the Accounting Department user group and the Reconciler / Reviewer user group providing functionality appropriate for each group
- Email alerts providing notification of upcoming certification dates & delinquent certifications (including optional escalations to department managers and finance managers)
- Logging of activities and issues related to the account reconciliation process
- Management reporting:
  - Current period certification aging, exception summaries, & changes in reconciliation or review responsibility
  - History of exceptions for an account
  - History of account certifications
  - Reconciler / Reviewer compliance performance
  - Risk management reporting, including accounts at risk and exception aging
- Seamless integration with current accounting system data

As with all SOLOMON Manager Series Solutions, GL Compliance Manager may be private-labeled to incorporate the logos, color schemas, and images unique to our clients.

## **Included Modules**

- GL Certification Manager
- GL Reconciliation Manager
- Alert Manager
- Activity Manager
- Issue Manager

## **Accounting Department Configuration**

GL Compliance Manager for the Accounting Department provides the tools and utilities to administer and manage the general ledger reconciliation and certification process. The solution is deployed as a Microsoft .NET "smart client" application, providing a robust user interface with ease of maintenance comparable to browser applications.



## Solution Functionality

### Certification Manager Section

The Account List screen displays a list of all general ledger accounts requiring certification, the names of the individuals responsible for reconciling the account (Reconcilers), and the names of individuals responsible for approving the reconciliations (Reviewers). The screen also identifies the frequency with which reviews are due, the date of the last reconciliation certification, and whether there are any exceptions reported for the current period.

Co	Account	Cost Ctr	Reviewer	Reconciler	Rev Freq	Last Certified	Exception?
1	100001	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input type="checkbox"/>
1	100001	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input checked="" type="checkbox"/>
1	100001	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	100001	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	100012	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input type="checkbox"/>
1	100012	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	100012	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	100012	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	220021	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input type="checkbox"/>
1	220021	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	220021	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	220021	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	220037	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input type="checkbox"/>
1	220037	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	220037	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	220037	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	270021	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input type="checkbox"/>
1	270021	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	270021	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	270021	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	270055	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input type="checkbox"/>
1	270055	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	270055	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	270055	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	100043	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input checked="" type="checkbox"/>
1	100043	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	100043	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	100043	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	100047	21	Therese Tucker	Heather Lynds	Monthly	12/31/2004	<input checked="" type="checkbox"/>
1	100047	31	Mariusz Tyminski	Greg Burns	Monthly	12/31/2004	<input type="checkbox"/>
1	100047	41	David He	Boni Trupiano	Monthly	12/31/2004	<input type="checkbox"/>
1	100047	51	Therese Tucker	Greg Burns	Monthly	12/31/2004	<input checked="" type="checkbox"/>

Count: 32

From the Account List, users may drill down to the detail screen where reconciliation responsibility is maintained:

Reconciliation Responsibility

Company: 1  
Account: 100001  
Cost Center: 31  
Description: [Empty]  
Reconciler: Greg Blums  
Reviewer: Mariusz Tyminski  
Rec Freq: Daily  
Rev Freq: Monthly  
Last Certification Date: 12/31/2004  
 Current Period Exception?  
Notes: (NONE)

SOLOMON provides controls to ensure that only those users authorized as "Reconcilers" or "Reviewers" may be assigned those functions for accounts.

### Other Screens

- **Unassigned Accounts:** Provides a list of accounts where either the Reconciler or Reviewer is unassigned
- **Notifications:** Provides a list of delinquent certifications and the individuals who will receive email reminders
- **Issues:** Provides a list of issues recorded for all accounts
- **Notes:** Provides a list of notes or activities recorded for all accounts
- **Period End Dates:** Enables the Accounting Department to maintain period end dates and associated trigger dates
- **Account Reports:** Provides historical reporting & statistics for accounts, groups of accounts, or specific reconcilers or reviewers
- **Period Reports:** Provides transaction reporting & statistics for specified periods
- **Notice Reports:** Provides management reporting on the recipients of notices

### Reconciliation Manager Section

The Reconciliation Manager section enables firms to maintain a centralized document repository where completed reconciliations may be stored, providing easy access to the reconciliations selected for further verification or review. After preparing the reconciliation, users simply store the files in the designated location on the firm's network and register the files inside SOLOMON using features available in the Reconciler / Reviewer Configuration. Once registered, the reconciliations are conveniently accessible for review and verification by the Accounting Department from inside SOLOMON.

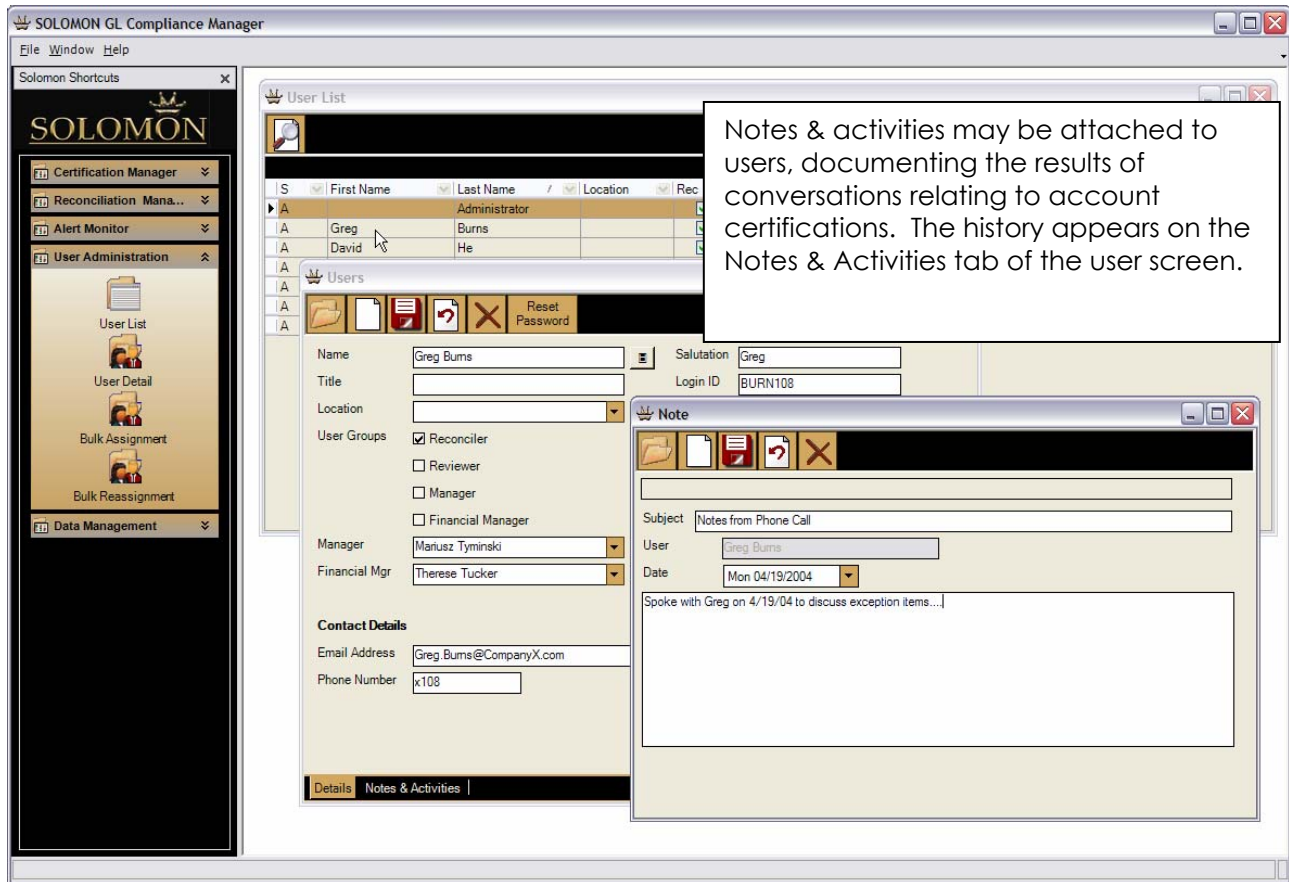
Reconciliations may be grouped or sorted by period, company, account, cost center, reconciler, or reviewer.

### Alert Monitor Section

The Alert Monitor Section provides the Accounting Department with the ability to modify the messages sent as part of the email notification process.

### User Administration Section

The User Administration section enables the Accounting Department to maintain the list of users and to assign roles to the users:



### Data Management Section


The Data Management section houses the data integration tools, including interface definition & maintenance, and the interface logs. Data integration is a critical component of the solution, ensuring consistency between SOLOMON and the general ledger accounting system.

## Reconciler / Reviewer Configuration

The Reconciler / Reviewer configuration provides screens for users to certify that their accounts have been reconciled and reviewed and to:

- Register completed reconciliations
- Record exceptions
- Request changes in reconciler or reviewer assignment
- Certify the review

Since the functional requirements for the Reconciler / Reviewer Configuration are relatively simple and should require little if any client-specific customization, we provide a browser-based application as the standard deployment configuration:



GL Compliance Manager

[Add Accounts](#) [Password](#) [Sign Out](#)

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### Quarterly Certification As Of 3/31/2004

**I certify that**

- the following accounts were reconciled and reviewed as required during the preceding quarter
- all accounts within the scope of my responsibility are reflected on the listing and any additions or changes have been submitted
- all exception items (including accounts not reconciled, unlocated differences, and stale outstanding items > 60 days old and > \$10,000) related to accounts within the scope of my responsibility have been submitted, and
- all unlocated differences are being researched and efforts are being made to clear all stale outstanding items.

Reviewer Signature **Therese Tucker**

**These accounts have not yet been certified.**

		Company	Account	Cost Center	Description	Frequency	Reconciler	Exception
Exception	Remove	1	100001	21	100001	Monthly	Heather Lynds	No
Exception	Remove	1	100001	51	100001	Monthly	Greg Burns	No
Exception	Remove	1	100012	21	100012	Monthly	Heather Lynds	No
Exception	Remove	1	100012	51	100012	Monthly	Greg Burns	No
Exception	Remove	1	100043	21	100043	Monthly	Heather Lynds	Yes
Exception	Remove	1	100043	51	100043	Monthly	Greg Burns	No
Exception	Remove	1	100047	21	100047	Monthly	Heather Lynds	Yes
Exception	Remove	1	100047	51	100047	Monthly	Greg Burns	Yes
Exception	Remove	1	220021	21	220021	Monthly	Heather Lynds	Yes
Exception	Remove	1	220021	51	220021	Monthly	Greg Burns	No
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Exception	Remove	1	270055	51	270055	Monthly	Greg Burns	No