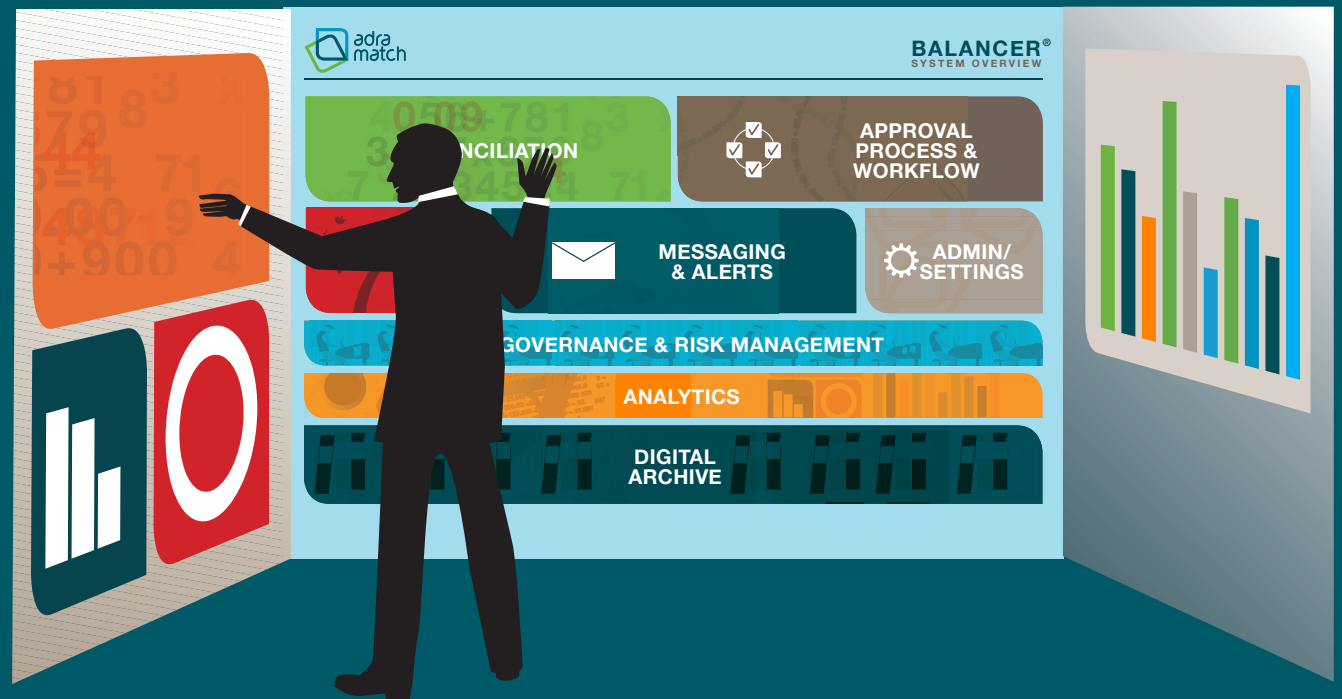




ADRA MATCH BALANCER SOFTWARE

TRUST YOUR BALANCE SHEET NUMBERS.
FREE UP TIME. CLOSE FASTER.



DOES YOUR COMPANY REPORT **HUNDREDS TO THOUSANDS** OF ACCOUNTS EACH MONTH?

THEN YOU KNOW THE CHALLENGE OF REPORTING ACCURATE NUMBERS ON A TIGHT DEADLINE.

Whether you're working in spreadsheets, binders or a digital archive, maintaining control and an overview are essential. At any given moment, you need to have all documentation in place and to understand the status of every person and every task. This is where Adra Match BALANCER comes in, helping you to streamline and digitize the monthly financial close process. It allows you to replace cumbersome spreadsheets and error-prone manual tasks with a full, real-time overview of the entire balance sheet reconciliation process. All so you can trust your numbers, free up time and close faster.

BALANCER puts finance managers and their staff back in control with full visibility, accuracy and compliance throughout the entire month-end close process.

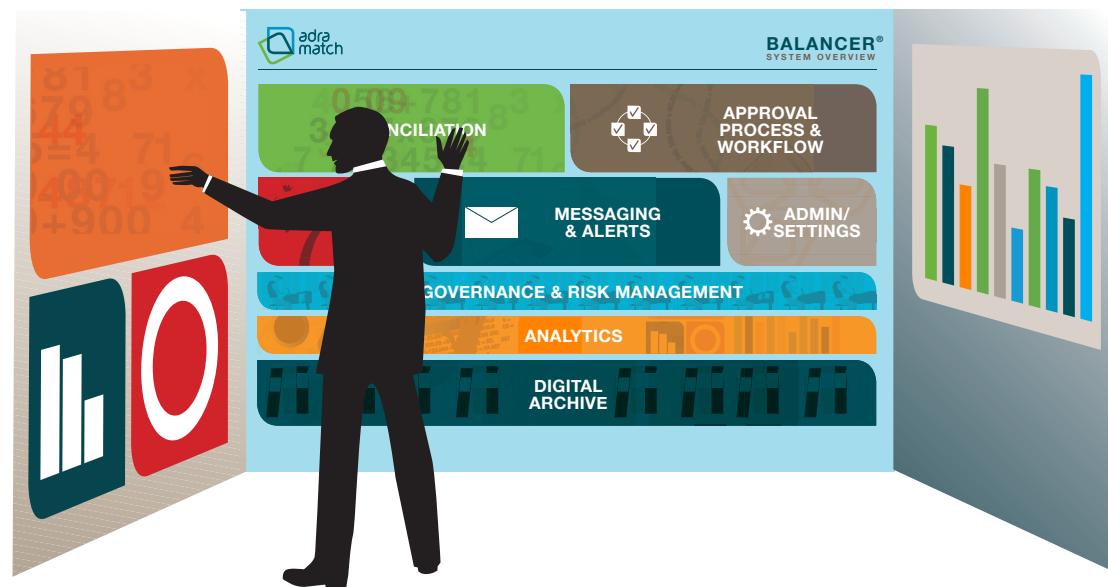
ONLY 28% TRUST



THE CHALLENGE: STREAMLINE THE FINANCIAL CLOSE PROCESS.

“Finance professionals everywhere told us of major challenges with their Balance Sheet Reconciliation Process.”*

*Chief Financial Officers (CFO), Finance Directors, Controllers, Internal Auditors, Risk Managers, Compliance Managers, Process Managers, Accounting Managers, Accounts Preparers and Accounts Approvers, other Financial Staff and External Auditors.



IT STARTED WITH ONE THOUGHT

When we set out to create BALANCER, we knew there had to be a better way to reduce errors and close faster. A way to streamline and automate the financial close process with time to spare.

WE ASKED, YOU RESPONDED: To dig deeper, we decided to ask finance professionals to tell us their biggest pain points – in their own words. After reviewing hundreds of survey responses, the consensus was clear: Fewer than half of all respondents were satisfied with the quality and visibility of the closing process. Even more

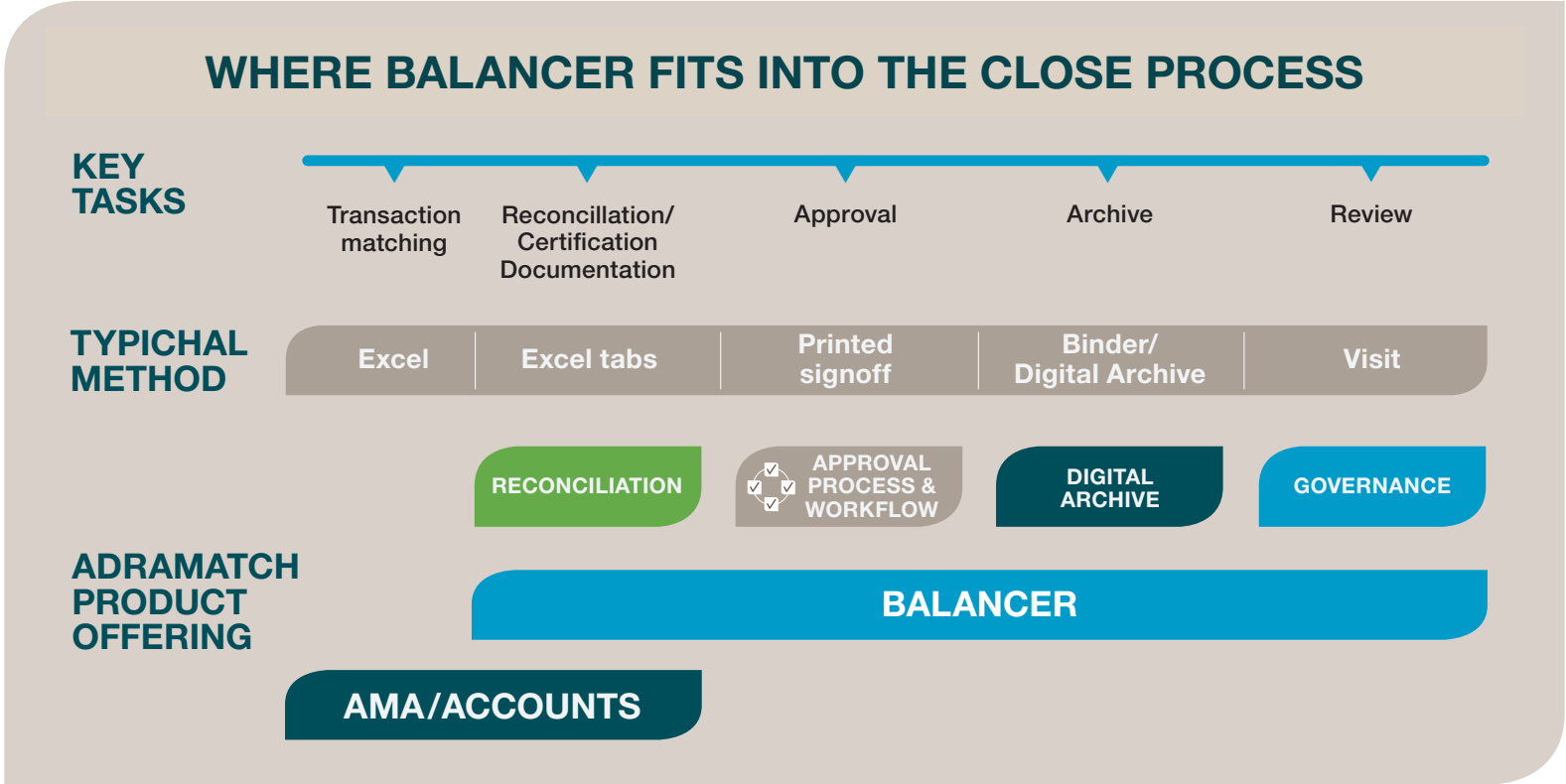
stunning was the fact that most were actually skeptical about their own reported numbers as a result of various flaws in the process. The final Financial Close Benchmark Report reveals some of the key issues the BALANCER team set out to address.

[Download the report – click here!](#)

SURVEY HIGHLIGHTS:

- > Only 28% trust the reported numbers – with much lower trust among staff than managers
- > Only 39% are satisfied with the quality of the closing process
- > 90% are under pressure to close faster
- > Only 31% are always able to report on the close date
- > Only 42% are satisfied with the visibility of the close process
- > 64% use binders to archive

THE SOLUTION: BALANCER SOFTWARE.



Based on our market insights, we designed BALANCER to provide complete control over the entire balance sheet reconciliation process.

The result is a fully streamlined workflow – from reconciliation, certification and documentation to approval, archiving and review.

For more transaction-intensive accounts, the software can even be used in combination with Adra Match ACCOUNTS to import balances and open items directly into BALANCER.



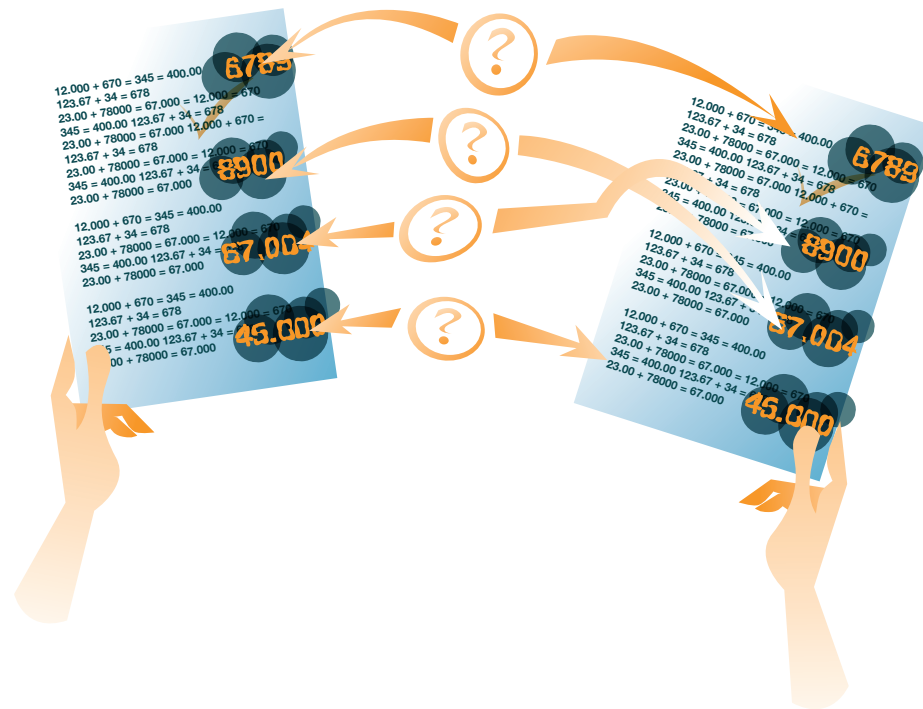
THE SOLUTION: TAKE CONTROL OF THE CLOSE PROCESS.

REDUCE RISK

For the vast majority of companies, the month-end close process is a blur of spreadsheets, binders and digital archives. But what if you could gain total control with a full overview of the status of each task and colleague involved? Better yet, what if you could reduce the risk for errors and trust your numbers – every time?

With Adra Match BALANCER, you can. By streamlining and automating the monthly financial close process, it helps you to ensure full accuracy and visibility every step of the way.

YOUR REAL-TIME CONTROL PANEL: To provide a complete dashboard overview for each user, BALANCER allows you to choose from among three user roles and two administrator roles. Users can be assigned the role of Preparer, Approver or Reviewer, while administrators at both the mother company and subsidiaries can be in charge of system administration or business administration. The system or business administrator for BALANCER will define users and assign them specific roles for each account.



- > **PREPARER:** The accounting staff that does the reconciliation and certifies the preparation for the approver. The different roles are due to the segregation of duties.
- > **APPROVER:** Typically a financial or accounting manager who certifies the approval of the account reconciliation.
- > **REVIEWER:** Can be internal auditors such as Finance Managers, Controllers and Risk/Compliance Managers, or external auditors and chartered accountants.

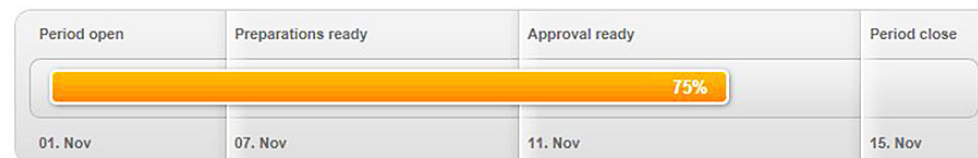
BEING A CONTROL FREAK HAS NEVER BEEN EASIER.

You always strive for speed, accuracy and control in the monthly close process. What's not in your job description is the need to police every task and procedure – and track down documents along the way. The beauty of BALANCER is that you get a fully digitized reconciliation system with a clear, transparent overview of all key tasks. The result? Total control directly from your desktop.

OPEN NEW PERIOD & DEFINE MILESTONE: Start with the big picture. As a new reconciliation period gets under way, create a plan for the entire process including all relevant milestones. When do the reconciled balances carried down have to be reported? Are there any holidays or events that should be taken into account? Is the responsible person ill or away from the office? Once a proper plan and timeline are established, milestone due dates can be set.

FAST-TRACK HIGH-RISK ACCOUNTS: With BALANCER, you can prioritize high-risk or key accounts so that each colleague is aware of those that are most critical. All eyes are focused on reducing risk, ready to handle issues as they arise, leaving low-risk and non-key accounts to be handled as time allows.

Key dates and milestones period 2012.10.31



Milestones in BALANCER communicate important due dates and fire off alerts when deadlines are missed. The overall status is aggregated into the Dashboard graphs (with alert color and graphs if necessary).

“The biggest challenge is to achieve a faster, more reliable close, and to make it efficient.”

European survey respondent

FAST, EASY RECONCILIATION PREPARATION WITH:

- Defined milestones
- Risk tagging and prioritization of accounts
- Automatic reconciliation of low-risk and non-key accounts
- Easy document upload

AUTOMATIC RECONCILIATION: Accounts can be reconciled automatically based on pre-defined business rules. This includes many low-risk and non-key accounts, such as those with no postings, and those with a specific type of transactions. If no errors are found within a defined deviation, BALANCER automatically reconciles these accounts. As soon as the automatic reconciliation is finished, all staff members are automatically notified that their reconciliation work should begin.

RECONCILIATION PREPARATION: Each preparer simply logs in to see the accounts they are responsible for preparing, prioritized according to risk. Every account contains the relevant reconciliation policies, procedures and supporting document criteria defined by your organization. This ensures that all important guidelines and documents are in place for reference – exactly where and when they're needed.



EASY DOCUMENT UPLOAD: All supporting documents, including journal entries and information on outstanding items, can be easily uploaded to BALANCER. Once uploaded, they are digitally tied to the account throughout the process, complete with any detailed comments or explanations added by the Preparer. No more lost or overwritten documentation. No more binders full of scanned documents.

ELECTRONIC ACCOUNT CERTIFICATION: If the reconciliation has been carried out according to the policies and procedures for the account, it is electronically signed off and certified by the Preparer. Since this is done digitally and through a secure log in and connection, you can always track who did what, and when.



WORK SMARTER, NOT HARDER.



All over the world, finance departments are waking up to the clear benefits of streamlining their workflow process. Just as productivity gains have been achieved in other industries, so is the case with balance sheet reconciliation. With BALANCER, it all comes down to eliminating errors, reducing duplicated tasks and freeing up time for you and your staff.

STREAMLINED APPROVALS & ALERTS:

BALANCER makes the approval process simpler than ever before. When the account reconciliation is certified by the Preparer, it is automatically sent to the assigned Approver of the account.

The Approver can then check if the reconciliation meets all requirements regarding reconciliation policies, procedures and supporting documentation, and approve it if everything is in order. But sometimes these requirements alone are not enough. The trained eye may discover errors or inconsistencies, in which case the Approver can reject the reconciliation and add explanatory notes describing which issues need to be addressed.

As the Preparer opens the rejected reconciliation, the explanatory notes will show precisely what needs to be done before approval.

PROACTIVE RESPONSE: To ensure proactive responses, the overall and aggregated status of all preparations, approvals and other actions are alerted for both users, as in the overview dashboard. This way, BALANCER ensures that you never jeopardize the quality or speed of the reconciliation process. With the approval process defined, and the dashboard and alerts as reminders, it's always easy to see which decisive actions need to be taken – long before it's too late.

"We have to be able to track review processes with involvement from multiple individuals."

US survey respondent

REDUCE ERRORS AND GAIN CONTROL WITH COMPREHENSIVE APPROVAL WORKFLOW INCLUDING:

- Shared timelines
- Real-time oversight of ongoing reconciliations
- Notifications, alerts and dashboard overview

BEING IN CHARGE - IS HOW IT SHOULD BE

A successful financial professional takes on the reconciliation process with a clear plan in mind. Tasks, procedures and deadlines are clearly organized, compiled and checked off along the way. This is good for them, but what about the rest of their organization?

This is where BALANCER can help – offering templates, procedures, priority lists and a clear segregation of duties that all can see. Let's spread the success.

TASK LISTS:

With BALANCER, the reconciliation templates and procedures for each account can be pushed out into the organization, to separate departments or to subsidiary companies – whether they are scattered around the world or sitting in the next room.

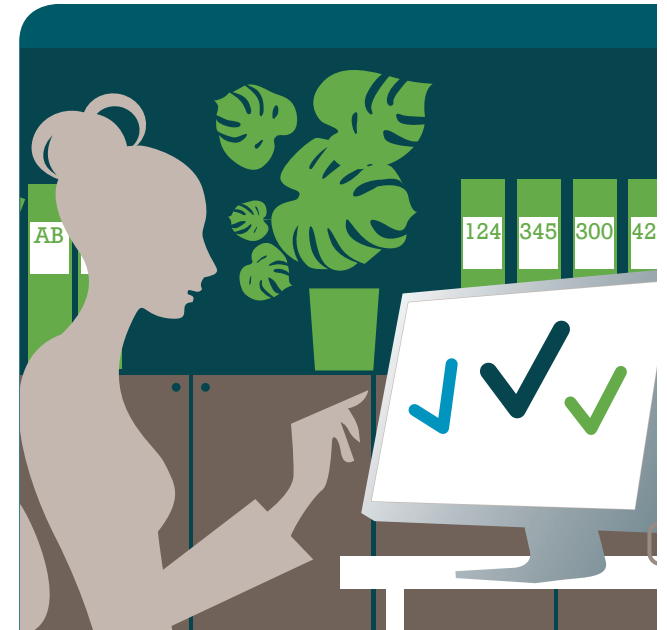
All the requirements are immediately available, ready for the Preparer to check, follow and tick off as each task is performed. If any users are unsatisfied with the requirements or supporting document criteria, they are free to pinpoint its weaknesses and suggest improvements. In this way, BALANCER helps to spread reconciliation knowledge and expertise throughout your organization.

ALERTS AND NOTIFICATIONS: Users are notified when to start their tasks, when work is rejected, and when a due date is approaching. For any tasks that still remain incomplete, a clear overdue task alert is sent to indicate its urgency.

Your prioritized preparer tasks

Acc#	Account name	Balance	Status
1120	Accounts receivables	639 662.13	■
1190	Accrued income	15 795.21	■
1002	Bank payroll checking account	1 336.94	■
1420	Prepaid liability insurance	420.63	■
1430	Prepaid other expenses	5 725.00	■
1250	Plan deposits	450.00	■
1010	Petty cash	300.00	■

You will know exactly where you are in the process and what to do next.



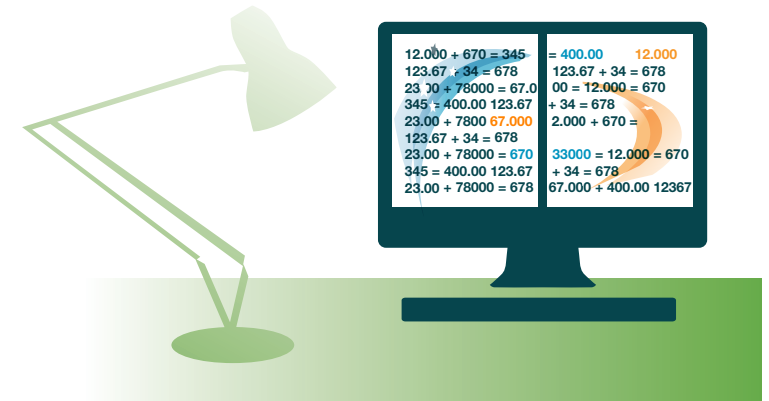
"We need to know where all employees are in the close process at any particular point in time."

European survey respondent

INCREASE VISIBILITY AND KNOWLEDGE SHARING THROUGH:

- Tasks with clear segregation of duties
- Shared reconciliation templates and procedures
- Alerts & notifications tied to defined milestones

YOU DEFINE THE RULES.



In our experience, no two companies have exactly the same financial reporting routines. While the basics of the month-end close are similar, each company has slightly different rules, procedures and preferences. With BALANCER, you can define the rules and settings – on your terms.

RULES FOR AUTO-CERTIFYING

ACCOUNTS: For some accounts, you can simply set up the rules for auto-certification. Shortly after the data is imported, these rules will take effect and run automatically.

TEMPORARY USERS, NO LICENSE

REQUIRED: For temporary users, no additional user license is required. Whether you need to involve internal or external auditors for limited periods, you can just allow limited access through BALANCER at no extra charge.

GRANT ACCESS TO SUPPORT: Since the information in BALANCER is so critical to your company, not even Adra Match's skilled support team can access it without your permission. However, if you happen to face a problem where access to your data is required, you may need to grant access to our support staff. This is all part of the standard procedure to ensure that the data you store in BALANCER is accessible to your organization alone.

"We are a large organization, and the reconciliation processes must go faster and with better accuracy. It would be great if we could do this electronically."

European respondent

FINE-TUNE YOUR PROGRAM SETTINGS BY DEFINING:

- Rules for auto-certification of certain accounts
- Temporary user access for internal or external auditors
- Temporary data access for BALANCER support staff

INSTANT VISIBILITY AND REPORTING THAT'S ONLY A CLICK AWAY.

Imagine being able to see your entire balance sheet reconciliation process unfolding before your eyes – in real time. This is one of the big advantages of BALANCER – it lets you quickly identify any potential problems, check on details and even generate reports whenever the need arises.

GENERATE STANDARD REPORTS: Instead of constantly producing paper reports, we want users to be able to easily find the information they need in BALANCER. If a report is necessary, you can simply bring it up onscreen and share it with others to save countless amounts in printing and paper costs.

With BALANCER, you can issue standard reports containing all the details of an account's reconciliation. This can include:

- Details for an account reconciliation
- Audit trail information
- Last reviewed account
- Aging reports

"I need to be able to get an overview of what's missing across more than 90 departments."

European survey respondent

CUSTOMIZED DASHBOARD VIEW: Fortunately most of this information is already available online and in your dashboard. To customize your view, you can easily add or remove predefined dashboard elements as needed. Rather than printing, transporting and filing heaps of reports, the simplest way to check up on your reconciliations is to log in to BALANCER and navigate through your dashboard. The same goes for external auditors, who instead of traveling all the way to your location to check your binders, can just log in from their own office.



USE REAL-TIME ANALYTICS, REPORTS AND DASHBOARDS AT ANY TIME TO:

- Check the progress and status of ongoing reconciliations
- Examine details of a particular account
- Proactively identify potential issues

SAY GOODBYE TO BINDERS, PHOTOCOPIES AND DUSTY SHELVES.

The rows and rows of binders kept on hand at many accounts departments are slowly becoming a relic of the past. It's a trend that brings a smile to any auditor's face. With BALANCER's secure digital archive, we've taken this a few steps further, ensuring a complete digital audit trail from the moment your account data is loaded. When the time comes, simply open the archive for access, and let the audit begin.

COMPLETE AUDIT TRAIL: Starting with BALANCER's account balance import, all critical data is constantly uploaded to a digital archive on our cloud-based servers with secure backup. The result is a complete audit trail, accessible to any approved auditor at any time, without the need for binders, photocopies or physical archives.

As soon a new reconciliation period starts and as data is loaded, the audit trail begins. All your relevant data is stored from the reconciliation of the preparer, through the approval process, and

until the correct balances carried are reported. This audit trail function lets you trace and recreate all stored information, vastly simplifying the work of any chartered accountant.

EASY AUDITOR ACCESS: When it's time for the external auditor or chartered accountant to perform the audit, the data in the digital archive can be opened for access. For organizations with internal auditors – e.g. Finance Managers, Controllers, Risk Managers, Compliance Managers – constant access is available for oversight at any point.



“There are too many manual processes. The more paperless and electronically streamlined, the better.”

US survey respondent

THE BALANCER DIGITAL ARCHIVE SECURELY STORES:

- Period data with all key milestones and raw data
- Supporting documentation including uploaded documents, certifications and approvals
- Tasks listed out in checklists as well as policies and procedures
- Messaging and e-mail notifications

GOVERNANCE AUDIT? BRING IT ON!



With BALANCER, you get a well-structured, streamlined system for balance sheet reconciliation that lets you operate with confidence at all times. Nothing is left to chance. Our advanced, rule-based system control makes it easier than ever to meet the growing demands of governance, risk and compliance.

SEGREGATION OF DUTIES WITH MULTIPLE ROLES:

The person responsible for BALANCER will define users and assign their roles for each account. In smaller organizations, a user might take on all roles. In more complex finance departments, you can segregate duties by assigning separate roles for preparers, approvers, reviewers and business administrators.

FULLY ARCHIVED AUDIT TRAIL: With a fully archived audit trail for each reconciliation in your organization, any potential issues can be instantly traced back to their source. Directly from their desktop, auditors can find out exactly when, how and by whom a specific task was carried out, often saving hours of work in the process.

The level of access granted will depend on whether the auditor is an external chartered accountant or an internal reviewer.

RISK LEVEL TAGGING: By allowing you to tag high-risk and key accounts, BALANCER helps your entire organization to focus their attention on the most critical tasks at hand. Clear priorities are defined, allowing risky accounts to be resolved faster and more thoroughly. In this way, you can minimize risks by accident and intentional fraud while ensuring compliance with rules, regulations, business agreements and practice standards.

NOTE: Some of the above features are edition-specific. For specific detail see Editions & Pricing information at www.adramatch.com.

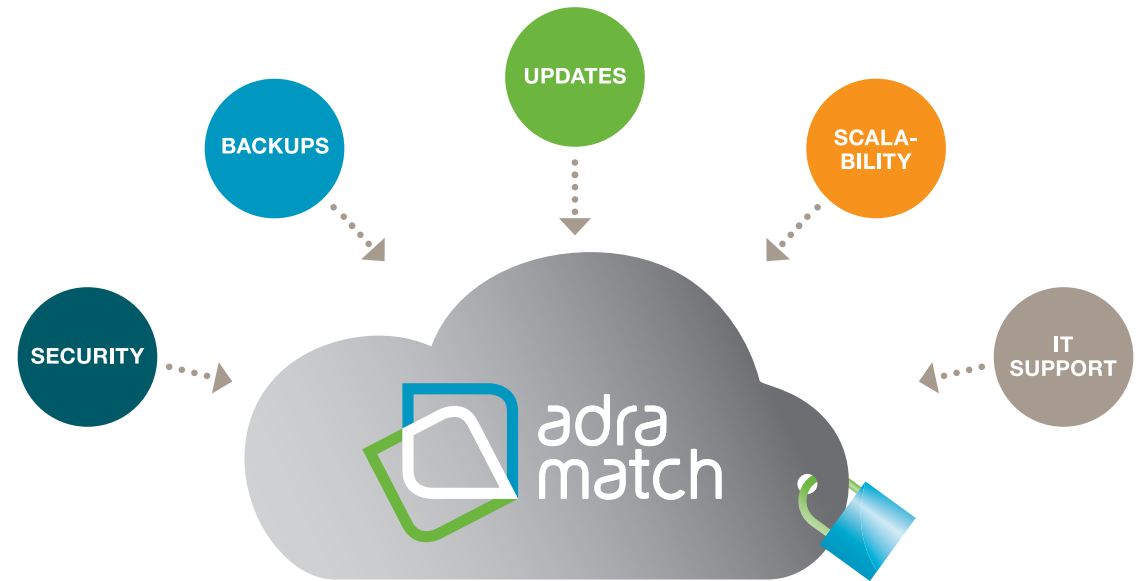
“Our challenge is ensuring documented processes and accurate numbers.”

US respondent

KEY FEATURES INCLUDE:

- Defined policies and procedures for every account
- Criteria for supporting documentation
- Segregation of duties for improved accountability
- Secure digital audit trail
- Risk level tagging for prioritization of accounts

SOME CALL IT CLOUD COMPUTING. WE CALL IT BEING SMART.



Nowadays, there's a lot of hype about cloud-based platforms and software as a service. To us, it's really very simple: it's just an efficient way to simplify life for our customers and free up their IT department to focus on the work they're uniquely qualified to do.

SECURE. SIMPLE. ALWAYS ACCESSIBLE:

BALANCER is offered through a software as a service (SaaS) powered by the Microsoft global cloud platform, Windows Azure. In order to fit organizations of any size, it is offered in various feature editions according to a simple per-user/per-month pricing model.

With a secure internet login, you can access our cloud platform from any internet-enabled device. The beauty of this delivery method is that you're always up-to-date with the latest software.

Plus, it frees up your IT department to focus on more strategic matters.

UP AND RUNNING IN ONE DAY: Instead of installing software on premises, we bypass your servers and place the application software on a secure server off-site. This means you can be fully set up in one day, rather than involving your IT department in lengthy discussions or approval processes. It's fast, secure and simple – and it meets even the strictest technical and legal criteria.

BENEFITS OF OUR SAAS SOLUTION:

- Cost efficient; easy upgrades
- Simplifies installation process
- Up and running in one day
- Access from any Internet-enabled device

YOU'VE HEARD OF FIVE-STAR HOTELS. NOW GET THE RECONCILIATION SOFTWARE VERSION OF THAT.



Let's be honest. When we developed BALANCER based on your feedback, we ended up with a software system that offered countless new advantages. In fact, it was a little mind-boggling.

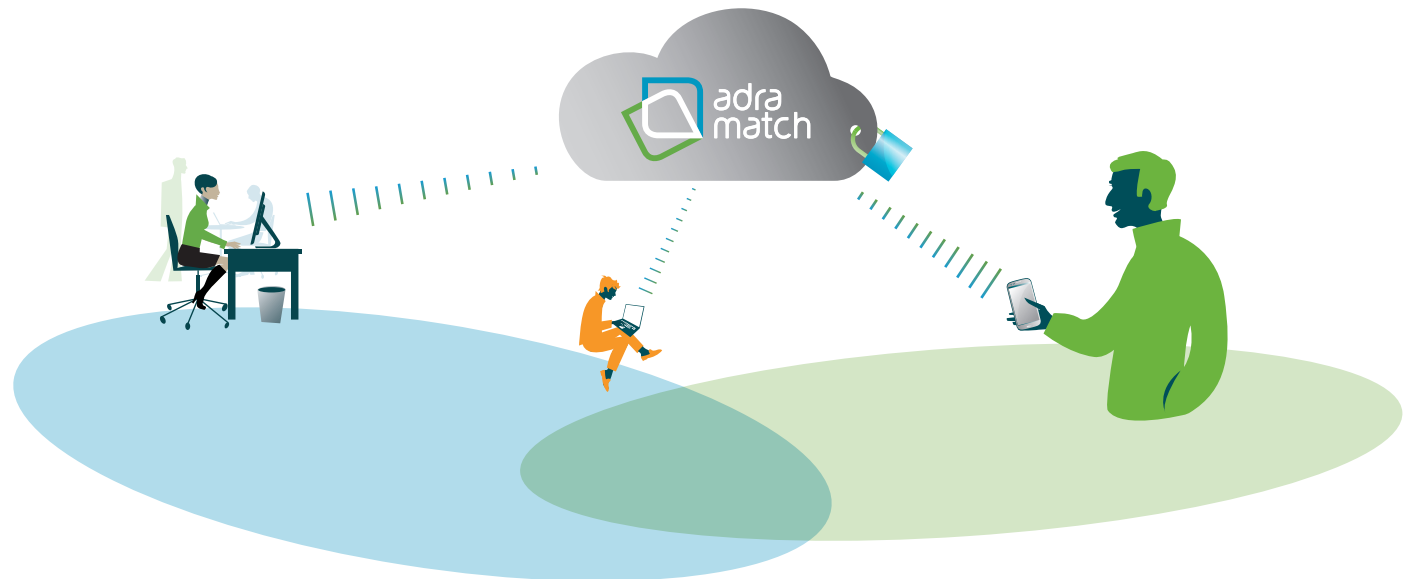
So to make it easier for you, we narrowed this down to the five key benefits that our software provides:

TOTAL CONTROL: BALANCER provides total control from the import and preparation of balances to final approval and review. All of the data is instantly uploaded to a secure digital archive, thereby eliminating the need for archive binders and photocopies. Throughout the process you have both a real-time overview and access to all details, regardless of whether you are a preparer, approver, reviewer (controller, risk manager, compliance manager, etc.) or finance manager.

REAL-TIME OVERVIEW: At all times, BALANCER gives you instant visibility into the planning, progress and status of the reconciliation process. This includes visibility of the different roles of

preparer, approver and reviewer, in addition to reconciliation policies and procedures.

FULL COMPLIANCE: BALANCER simplifies regulatory compliance by safeguarding the quality of your final balances as they are carried down. It provides instant tracking, as well as an audit trail that can be made digitally available to any internal or external auditor.



FIVE STAR BENEFITS

1. Total control
2. Real-time overview
3. Full compliance
4. Productivity increase
5. Close faster and avoid risks



PRODUCTIVITY INCREASE: Policies and procedures are distributed for every account – regardless of your staff's location – so that each person knows which task should be completed, as well as when and how. Error-prone tasks such as securing data import are eliminated, allowing staff to concentrate on their top priorities of reconciling and approving. In addition to freeing up staff time, the automation of a number of key processes helps to significantly reduce printing costs.

By streamlining and digitizing the month-end close process, BALANCER can help to shorten the entire close process by days. At the same time, it eliminates the usual trade-off between speed and accuracy by simplifying compliance and meeting the high demands of governance for the financial close process.

CLOSE FASTER (AND AVOID RISKS):



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Adra Match has 20 years' experience in providing software for advanced Data Matching and Reconciliation Management. Our products are primarily used by accounts departments to automate reconciliations. Automatic reconciliation helps organisations to work smarter and quicker, with better control and accuracy. Our solutions streamline and standardise accounts departments and give them an overview of the company's balancing process at all times. Adra Match has its head office in Oslo, Norway and offices in Sweden, Denmark and United Kingdom. Among our 3,000 customers are Hertz, GE Capital, Old Mutual, IKEA and Telenor.

WWW.ADRAMATCH.COM