

Accenture Audit and Compliance Tool

Part of the Accenture HR Productivity Suite

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Simplify continuous auditing of your mySAP ERP Human Capital Management and payroll systems

For many organisations audits imply a huge burden, as data has to be extracted from different systems, logs verified, access rights and critical transactions checked – and all this in systems that constantly change because of new system settings and users joining, leaving, or taking on new roles.

Payroll integrity, data change verification and exception checking are high priorities for all organizations, but ad hoc measures can result in system downtime and in the long term may reduce performance.

In addition, new laws and regulations on corporate governance such as the Sarbanes Oxley Act(SOX), Segregation of Duties(SoD) or Internal Control Systems can require continuous auditing to ensure compliance.

Accenture's experience with clients' SAP Human Capital Management and payroll projects has shown that building auditing into the processes of an organization requires additional tools.

In response, the Accenture Human Capital Management Solutions group has used its business and IT expertise to develop a major application responding to this business need, the **Accenture Audit and Compliance Tool**.

Accenture Audit and Compliance Tool – a modular, comprehensive and user- friendly tool to optimize HCM system security and compliance

Building on Accenture Human Capital Management Solutions' expertise and experience from numerous mySAP ERP HCM projects, more than 30 standard checks have already been included in the Payroll & Master Data module.

Systems checks are simplified through customizing, with no programming needed. For example, the standard rule might be: "Verify total amount and admissible variation for a given wage type" and the customized exception rule: "Check whether the increase in the wage types of the infotype 'basic pay' has exceeded the 1.5% covered by the standard pay rise."

The Accenture Audit and Compliance Tool simplifies the configuration of complex exception rules. For each rule, you can specify whether an error or a warning is displayed when exceptions occur. You can use standard texts or define your own text to be displayed, and determine which users are authorized to resolve the exceptions generated by the tool.

Features

The Accenture Audit and Compliance Tool enables you to check and audit the following processes:

mySAP ERP HCM Master Data

Master data is the corner stone of each application. Missing or inaccurate information leads to errors in processes such as payroll or time evaluation.

The Accenture Audit and Compliance Tool lets you cross-check any master data and helps ensure data health as well as logic interrelationships:

- **Wrong and Missing data**
Example: Can you check that all data is complete? Has a terminated employee really been taken off the payroll?
- **Duplicates**
Examples: You can check whether two or more employees "share" data that should be unique
- **Interrelationships**
Examples: Is a work permit still valid? Do employee wage types accurately

reflect grade status, terms and conditions? Does the contract type reflect the actual status of an employee; for example, is someone on maternity leave or have a temporary or fixed-term contract?

Payroll

The payroll process is highly sensitive and time-critical. Undetected errors can have an enormous impact and then become very costly to resolve.

- **Post-Payroll checks**

Examples: After the payroll run, totals can be checked by category (for example, by wage type) against the results from the current month. It can be verified that no threshold values are exceeded, compared to the previous month. By analyzing cumulative results you can easily check data with year-to-date projections and check whether certain wage-types are really applicable for employee groups.

Travel and other expenses

Checking expenses can be a complicated exercise, but the Accenture Audit and Compliance Tool simplifies this process.

- **Expense receipts**

Example: Does the total amount of entertainment expenses in a given period exceed permitted allowances for that employee's grade?

- **Travel information**

Example: Does the distance from work or home to the destination correspond to the authorized means of travel?

- **Interrelationships**

Examples: Is a specific expense code authorized for that employee's grade? Do receipts fall within periods of absence? Are receipts such as mileage restricted to those employees without company cars?

mySAP User and System Management

A secure system relies on correct set-up and continuous checking of authorizations and parameters. This time-consuming and complex task is simplified with Accenture HCM's Audit and Compliance Tool.

- **Password policies**
Example: How often do passwords have to be renewed? How many users are blocked due to forgotten credentials? What is the minimum length of passwords?
- **Critical authorizations**
Has the system password really been changed from the well known standard SAP on-delivery password?
- **Segregation of duties**
Can you guarantee that an HR payroll clerk is unable to change her/his own HR data? Can you check that a HR user can't approve both timesheets and pay checks?

The check results are summarized in clearly structured audit reports and provide recommendations about where changes should be made. You can also obtain systems information, such as the SAP release and patch levels.

SAP integration: Increased security, up-to-date results.

No sensitive employee-related data needs to be exported from your SAP system. Tests are made directly in the operational system and stored for future reference. Besides increasing data protection, this also ensures that you always work with current data. Upgrades to new SAP releases come with standard maintenance of the Accenture Audit and Compliance Tool, lowering the total cost of ownership (TCO).

The Accenture Audit and Compliance Tool helps you achieve high performance through improved security and compliance, while speeding up time-critical processes and data verification.

Support

Accenture Audit and Compliance Tool is supported by skilled professionals from Accenture Human Capital Management Solutions with expertise in business and

technology and a dedicated support desk (hcmproductsupport@accenture.com) to help you resolve problems and answer your questions

About Accenture Human Capital Management Solutions

Accenture Human Capital Management Solutions, part of Accenture's Human Performance group comprises deeply skilled professionals who specialize in SAP Human Capital Management(HCM) technology, strategy and implementation. With approximately 600 SAP HCM experts globally, Accenture Human Capital Management Solutions is one of the largest and most experienced global providers of human capital management services and solutions. The organization provides deep expertise and delivers proven results in leveraging SAP HCM technology to drive higher levels of HR performance for clients. Completing the portfolio is a proprietary suite of technology tools that increase functionality and productivity, improve quality and reduce timelines for implementing and realizing value from the leading SAP HCM technology platform. As part of a global network of more than 7,000 Human Performance professionals and more than 17,000 consultants skilled in SAP, Accenture Human Capital Management Solutions is uniquely capable of delivering global complex, SAP HCM-enabled HR transformation initiatives to help our clients achieve high performance.

About Accenture

Accenture is a global management consulting, technology services and outsourcing company. Committed to delivering innovation, Accenture collaborates with its clients to help them become high-performance businesses and governments. With deep industry and business process expertise, broad global resources and a proven track record, Accenture can mobilize the right people, skills, and technologies to help clients improve their performance. With approximately 140,000 people in 48 countries, the company generated net revenues of US\$16.65 billion for the fiscal year ended Aug. 31, 2006. Its home page is www.accenture.com.

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