

# Introducing

Enterprise Process Center<sup>®</sup> 7



Advanced business management functionality designed to drive fast and safe decisions

### Key features include:

**1 R.A.C.I. Responsibility Matrix**

Enhance clarity on tasks and deliverables with an effective segregation of duties and roles; plus, deploy best practices into systems.

**2 Web Approval Cycle Workflows**

Review, approve, track changes in a web based collaborative work environment with automated e-mail notifications and a full audit history.

**3 Dynamic PDF e-forms**

Drag and drop building interface, advanced formatting to maintain the familiar appearance in your forms while adding calculative fields, field validators, advanced permission settings, and collateral documents.

**4 e-Signatures**

Secure, simple, and regulatory standards compliant e-signatures that enhance protection against fraud, applying multiple security controls to digital transactions.

**5 Embedded Portlet Reports**

Quick access to report content, re-run reports on the fly, filter report content by specific data, and export reports into PDF, Excel, HTML and XML.

**6 Enhanced Swimlanes**

Color coded lanes (standardized and centrally managed via role, resource, asset, department) and improved auto-layout algorithms.

**7 Residual Risk**

Input the likelihood and impact of a risk with ease, automatically calculate it, and implement corrective action of controls using internal risk policy.

# 1 R.A.C.I. Responsibility Assignment Matrix

R.A.C.I. is a globally recognized best practice standard for role responsibility assignment in often complex and cross-functional processes. With R.A.C.I., business users have the ability to assign roles, resources, and assets with different levels of ownership - responsible, accountable, informed, consulted or a combination there of. Thus, R.A.C.I. tightens business rules to ensure process integrity which ultimately gives confidence to senior management of corporate compliance.

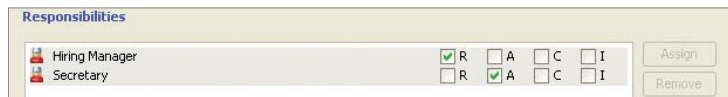
## The acronym R.A.C.I. stands for:

**Responsible** - these people are the “doers” of the work. Several people can be jointly responsible.

**Accountable** - this person is the “owner” of the work. He/she must sign off or approve when the task, objective or decision is complete. There is only one person accountable.

**Consulted** - these people are “in the loop” and active participants. These are the people who need to give input before the work can be done and signed-off on.

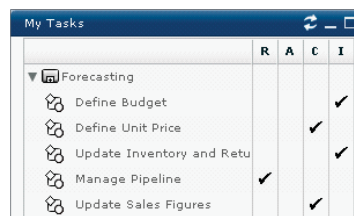
**Informed** - these people need to be kept “in the picture.” They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.



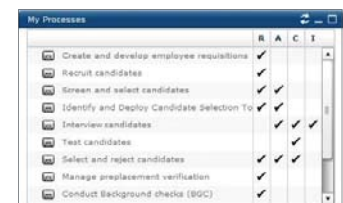
RACI shown on the modeler

Process	Flow Object	R	A	C	I
3.2 XS recoverable case by case	Send files to finance	X			
3.5.1 Quota Share	Email from Accounting - QS	X			
3.6 Year end process	Deposits and credit notes - conciliation	X			
5.1.3.2 Process purchase orders	Task	X	X		
5.3 Claim liabilities Net Undiscounted	Assumed Facility, PRR, risk sharing pool	X			
	Facultative and Umbrella	X			

Shown on the report



RACI shown on the web

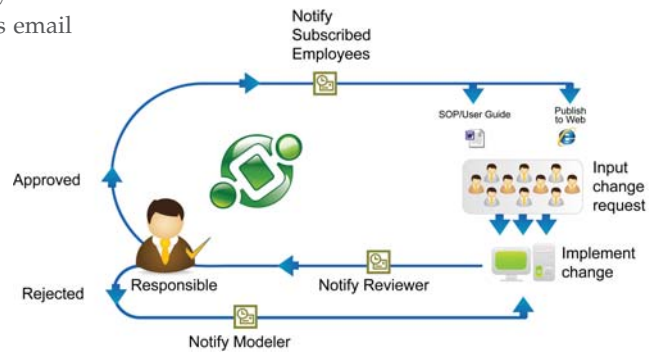


Roles portlet in MyEPC

# 2 Web Approval Workflow Cycle



The new web approval workflow maximizes your company's life cycle by incorporating new capabilities to your system such as email notifications with URLs linked to specific processes' tasks and documents. With web approval workflow, business users review, approve and reject process enhancements from a collaborative environment, and encourages participation among employees through the use of forums. With EPC, web approval users can set up tight audit controls, track changes and revisit old versions. EPC allows users to easily manage the entire lifecycle of a business process.



EPC Web Approval Workflow Cycle

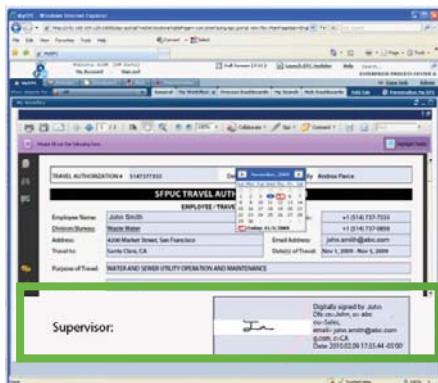
# 3 Dynamic PDF e-Forms

PDF e-Forms will aid to expedite the transition from paper based to paperless processes; thus, with your online processes the need for printing, shuffling of physical documents and archiving space, is minimized. With PDF e-Forms, end users can additionally save a local copy of the completed form on their hard drive, and attach supporting documents.

The PDF eforms builder allows users to create new forms, customize pre-defined templates or even load current familiar Word and PDF forms. By simply using the drag and drop functionality, users can define a wide-range of fields (check-box, drop-down, calendar, etc.) within minutes, and enable advanced features such as Field Validations, algorithms, security permissions, and service integration.

*eForms enables corporations to boost productivity by converting inefficient paper forms to electronic forms that can be processed and managed online.*

- Adobe® Acrobat®



e-Form sample

# 4 e-Signatures

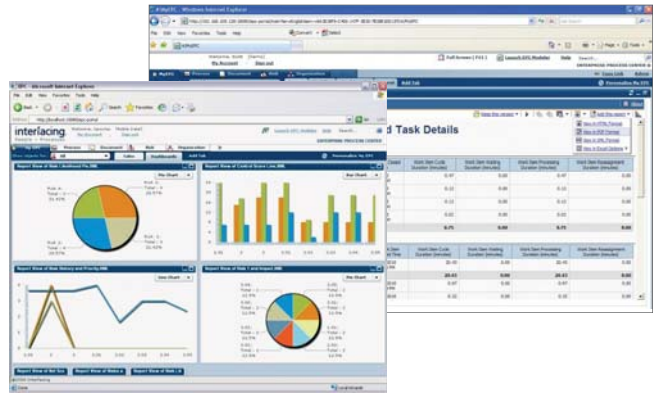
E-Signatures are highly secure and in conform to governance standards. They are a stylized script entrusted to an individual, by verifying the signer's digital identity using multiple security controls, such as SSO, password protection & validation rules. Finally, with eSignatures, business users can perform administrative duties remotely without sacrificing compliance rigor.



e-Signature

# 5 Embedded Portlet HTML reports

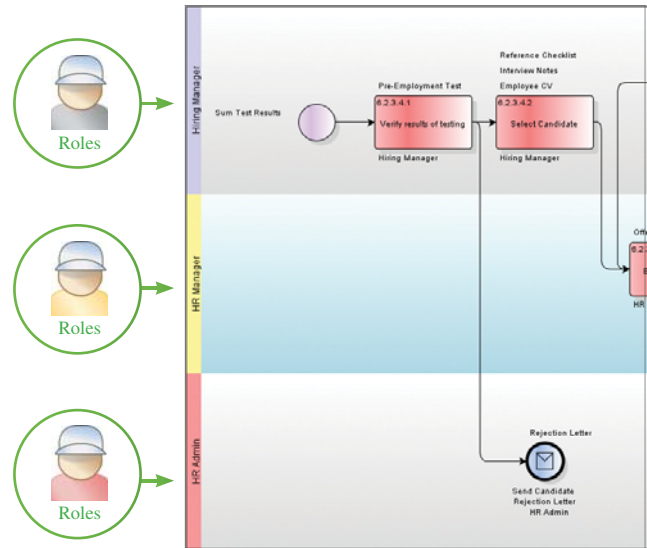
The new reports give users quick access to the most up-to-minute company performance data upon log-in to the EPC Web. These reports can be scheduled to run automatically on a regular basis, allow users to re-run reports on-the-fly, include run-time data prompt filters, output different formats (Excel, PDF, HTML, XSL) as well as print/save and e-mail local copies, directly from their MyEPC Web page.



Reports as displayed in MyEPC

# 6 Enhanced Swimlanes

With a new enhanced auto-layout algorithm, the automated swim-lanes twist the most complex processes into visually simplified and aesthetically pleasing images. EPC also incorporates the new ability to set color coding for roles, resources, assets and departments centrally within the organization module which could be utilized across all swimlane diagrams - providing further clarity to end-user's understanding of process and their participation.



View of colour-coded roles

# 7 Residual risk

EPC allows you to anticipate pitfalls with its enhanced risk and controls modules. EPC provides the facility to easily input the likelihood and impact of a risk and automatically calculate the residual risk (using the underlying controls). Additionally, EPC simplifies the management of the prioritization and required corrective action of controls. EPC's new residual risk feature minimizes auditors' manual data entry, increasing efficiency and reducing the risk of inaccuracies.

**Gross Risk**

Score: 12

Impact: 4 - High

Likelihood: 3 - Medium

EPC Residual Risk

**Residual Risk**

Overall Priority: 2 - Low

Percentage: 33%

Score: 4

Impact: 2 - Low

Likelihood: 2 - Low

EPC Residual Risk

**Risk Matrix**

		Likelihood				
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
Impact	1 - Very Low	1	2	3	4	5
	2 - Low	2	4	6	8	10
	3 - Medium	3	6	9	12	15
	4 - High	4	8	12	16	20
	5 - Very High	5	10	15	20	25

EPC Risk Matrix