CATER for SOX





Skalable 💄 Mark 🚽



Figure 1.2 - Home Page

	ACR -	UAR - Tei	minate Us	er -	
	AGIA				
		New UAR 🔫	-	Click h	ere to Create New UAR
		My UAR Appr	ovals		
		My UAR Requ	uests		
				-	
ACD-		er - Administration -			Skalable 🌘
HUILT	UAR + ICITIIIIdic Us	Cr · · · Administration ·			Skaldurg - 🗻
User Acce	ess Request (UAR)	New Request			
	2 M2				
Requestor Ir	Itormation				
bbochv@c	com2 skalable com	Department		10/16/2017	* Requested For
* Date Pegu	lired	Days to complete			
10/17/20*	17				
Request Jus	tification				
* Business	Justification	Implications of InActi	on		
access. so	that I can able to do	implementation mor	mauon		
Transactio	in.				
		1	li		
Requested A	Access				
* Applicatio	n	Subsidiary		* Role Group	
ADP Select		01 Skalable Solutions	Inc., 02 Sk 🔻	Admin	
Netsuite ADP		Available Roles		*	Requested Roles
Equity Ed	ge	Billing & Collections	Manager N	>>	(Sr) Revenue Accountant N ADD
		Revenue Operation	erroniy (AWE)	<<	Admin - Full Access [SWE]
Access Req	uest List				
	Subsidiaries		RoleGroup	Exisiting_Roles	Requested_Roles
Application	01 Skalable Solutions I	nc.,02 Skalable Solutions- olutions- China	Sales		Sales Administrator, Sales Manager, Sales Vice President
Application Netsuite	Canada,03 Skalable Sc				
Application Netsuite ADP	Canada,03 Skalable Sc 01 Skalable Solutions II	nc.,02 Skalable Solutions-	Admin		(Sr) Revenue Accountant N,Admin - Customizable [SWE],Admin -
Application Netsuite ADP	Canada,03 Skalable So 01 Skalable Solutions In Canada,03 Skalable So	nc.,02 Skalable Solutions- lutions- China	Admin		(Sr) Revenue Accountant N,Admin - Customizable [SWE],Admin - Full Access [SWE],Billing & Collections Manager N

Figure 2.2 - New UAR Form

My UAR Request

CAT	ER	ACR▼	UAR 🗸	Termina	te User 👻	Administration -		
		User Ac	New UAR My UAR A My UAR R	pprovals equests) New click	Request	/our R	(eques
ER ACF	R UAR -	Terminate User -	My Requests UAR# 10	48				Skalable 💄 N
Requ	estor Informatio	on						
Requ mn Date	Requestor Information Requestor mmcgulire@corp2.skalable.com Date Required 10/14/2017		Department IT Days to complete		Request Date 10/13/2017	Requested For Mark		×
Requ	est Justification	1						
Busi Ca Acc trai	ness Justificat n you please Pr cess. so, that i c nsaction.	ion For Change ovide Requested can able to make	Implications of InActi	on mation	8			
OAR	Application	Subsidiaries		DeleGreup	Evisiting Balas serves	Deriverted Dales serves	Ctatus	Action
5.NO	Netsuite	01 Skalable Solution Solutions- Canada,0	is Inc.,02 Skalable 3 Skalable Solutions- Chin	Sales	EXISIUNG_KOIES_NAMES	Sales Administrator, Sales Manager, Sales Vice President	Pending	View
2	ADP	01 Skalable Solution Solutions- Canada,0	ns Inc.,02 Skalable 3 Skalable Solutions- Chin	Admin a		Billing & Collections Manager N,GL Accountant N - view only (AME),Revenue Operation	Pending	View
3	Equity Edge	01 Skalable Solution Solutions- Canada,0	ns Inc.,02 Skalable 13 Skalable Solutions- Chin	Tax		Tax Reporting Accountant, Tax Reporting Accountant (Reviewer), Tax Reporting Bookkeeper	Pending	View
							click here Applicatio status	to view on Request

Figure 3.1 - My UAR Request

Request	ed Access					
Applica	tion	Role Group				
Netsu	lite	• Sales	¥			
Subsidi	aries	Existing Roles	Re	quested Roles		
01 Sk 02 Sk	alable Solutions Inc. alable Solutions- Canada	^	* 0	Sales Administrator Sales Manager	*	
03 Sk Approve	alable Solutions- China rs Information		*	Sales Vice President	v	
03 Sk Approve S.No	alable Solutions- China rs Information Approver	Email	*	Sales Vice President	- Date Updated	Status
03 Sk Approve S.No 1	Approver Bruce Bochy	Email bbochy@corp2.skalable.com	÷	Sales Vice President	- Date Updated	Status Pending

3.2 Netsuite Application Request

Request	ed Access					
Applicat	tion	Role Group				
ADP		▼ Admin	•			
Subsidia	aries	Existing Roles		Requested Roles		
01 Sk	alable Solutions Inc.			Billing & Collections Mana	ager N	
01 Ska 02 Ska 03 Ska	alable Solutions Inc. alable Solutions- Canada alable Solutions- China	a v	• •	Billing & Collections Mana GL Accountant N - view o Revenue Operation	ager N ^	
01 Ska 02 Ska 03 Ska Approve	alable Solutions Inc. alable Solutions- Canada alable Solutions- China rs information	a T	• •	Billing & Collections Mana GL Accountant N - view of Revenue Operation	ager N ^ ^ / / / / / / / / / / / / / / / / /	Status
01 Ska 02 Ska 03 Ska pprove	alable Solutions Inc. alable Solutions- Canad. alable Solutions- China rs Information Approver Jeff	a Fmail jkent@corp2.skalable.com	, v	Billing & Collections Mana GL Accountant N - view of Revenue Operation	ager N nily (AME)	Status Pending

3.3 ADP Application Request

Request	ed Access					
Applica	tion	Role Group				
Equit	y Edge	Tax	*			
ubsidi	aries	Existing Roles		Requested Roles		
02 Sk	alable Solutions- Canada			Tax Reporting Accountant	Reviewe	
03 Sk	alable Solutions- China	×	Ŧ	Tax Reporting Bookkeeper	Ŧ	
Approve	alable Solutions- China rs Information Approver	Email	¥	Tax Reporting Bookkeeper	- Date Updated	Status
03 Sk Approve .No	rs Information Approver Mickey Mantle	Email mmantle@corp2.skalable.co		Tax Reporting Bookkeeper	- Date Updated	Status Pending

3.4 Equity Edge Application Request

Approver View

A CATER	ACR-	UAR 🗸	Terminate L	Jser 🗸	Administration -	Global Administration 🗸
		New UA	R			
		My UAR	Approvals	1		
		My UAR	Requests			

Figure 4.1 - My UAR Approval View

approver can view all the Pending, Approved and Rejected UAR.

CATER ACR				Skalable 💄 Bud Selig 👻
User Acces	s Request (UAR)	My Approvals		
Pending (1) Approved (27)	Rejected (4)		
UAR#	Name	Email	Employee Id	Action
93	Bud Selig	bselig@corp2.skalable.com	29	View
			Click bere to	

Figure 4.2 - My UAR Approval View

Approve UAR

Give comments and do Approve or Reject.

	i mornauon				
Request	pr	Department	Request Date	Requested Fe	or
mmcgu	ire@corp2.skalable.com	IT	10/13/2017	Saravanan	
Date Re	luired	Days to complete			
10/14/	2017	1			
Request	Justification				
Busines	Justification	Implications of InAction			
Can yo Access transac	u please Provide Requested . so, that i can able to make tion.	Implementation Information	.li		
Requeste	ed Access	Role Group			
Netsu	te •	Sales	*		
Subsidia	ries	Existing Roles	Requested Roles		
01 Ska 02 Ska 03 Ska	lable Solutions Inc. Alable Solutions- Canada lable Solutions- China		 Sales Administrator Sales Manager Sales Vice President 	*	
Approver	s Information				
S.No	Approver	Email	Comment	Date Updated	Status
1	Bruce Bochy	bbochy@corp2.skalable.com			Pending
2	Buster	bposey@corp2.skalable.com			
UAR App	roval Request				
Comme	t				
Summ	агу				

Figure 5.1 - Approve UAR

Approved View UAR

rmation			
Department	Request Date	Requested For	
corp2.skalable.com	10/13/2017	Saravanan	
Days to complete			
1			
cation			
tification Implications of InAction			
ise Provide Requested Implementation Information that i can able to make			
Role Group			
тах	•		
s Requested Roles			
Tax Reporting Accountant Tax Reporting Accountant (Revie Tax Reporting Bookkeeper	* *		
replice			
maon			
prover Email	Comment	Date Updated	Status
ckey Mantle	Approved	10/13/2017, 7:29:06 PM	Approved
rmation prover Email		Comment	Comment Date Updated

Figure 6.1 - Approved UAR

Approved UAR Document

User Access Request Form[UAR]

Requestor Information							
Submited By	Department	Resquested Date	Requested For	Date Required	Days To Complete		
Mark	IT	10/13/2017	Mark	10/14/2017	1		

Request Justification				
Business Justification for Change:	Implication(s) of InAction:			
Can you please Provide Requested Access. so, that i can able to make transaction.				

UAR Request						
Application	Role Group	Existing Roles	Requested Roles			
Netsuite	Sales		Sales Administrator			
			Sales Vice President			

Approver	Status	Date Updated	Comment	Signature
Approver-1				
Bruce Bochy	Approved	10/13/2017 6:54:42 AM		Bruce Bockg
Approver-2				
Buster	Approved	10/13/2017 6:54:42 AM	Approved	Buster

Figure 7.1 UAR Document - Netsuite Application

User Access Request Form[UAR]

Requestor Information					
Submited By	Department	Resquested Date	Requested For	Date Required	Days To Complete
Mark	IT	10/13/2017	Mark	10/14/2017	1

Request Justification		
Business Justification for Change:	Implication(s) of InAction:	
Can you please Provide Requested Access. so, that i can able to make transaction.	Arts	

UAR Request		20	
Application	Role Group	Existing Roles	Requested Roles
ADP	Admin		Billing & Collections Manager N GL Accountant N - view only (AME)
			Revenue Operation

Approver	Status	Date Updated	Comment	Signature
Approver-1				
Jeff	Approved	10/13/2017 6:57:46 AM	Approved	Feff
Approver-2				
Bob	Approved	10/13/2017 6:57:46 AM	Approved	Вов-

User Access Request Form[UAR]

Requestor Information					
Submited By	Department	Resquested Date	Requested For	Date Required	Days To Complete
Mark	IT	10/13/2017	Mark	10/14/2017	1

Request Justification			
Business Justification for Change:	Implication(s) of InAction:		
Can you please Provide Requested Access. so, that i can able to make transaction.			

UAR Request			
Application	Role Group	Existing Roles	Requested Roles
Equity Edge	Tax		Tax Reporting Accountant Tax Reporting Accountant (Reviewer)
			Tax Reporting Bookkeeper

Approver	Status	Date Updated	Comment	Signature
Approver-1				
Mickey Mantle	Approved	10/13/2017 7:01:31 AM	Approved	Mickey Marth
Approver-2			* .	
Georger Ruth	Approved	10/13/2017 7:01:31 AM	Approved	Seongen Ruth