

# CATER for SOX

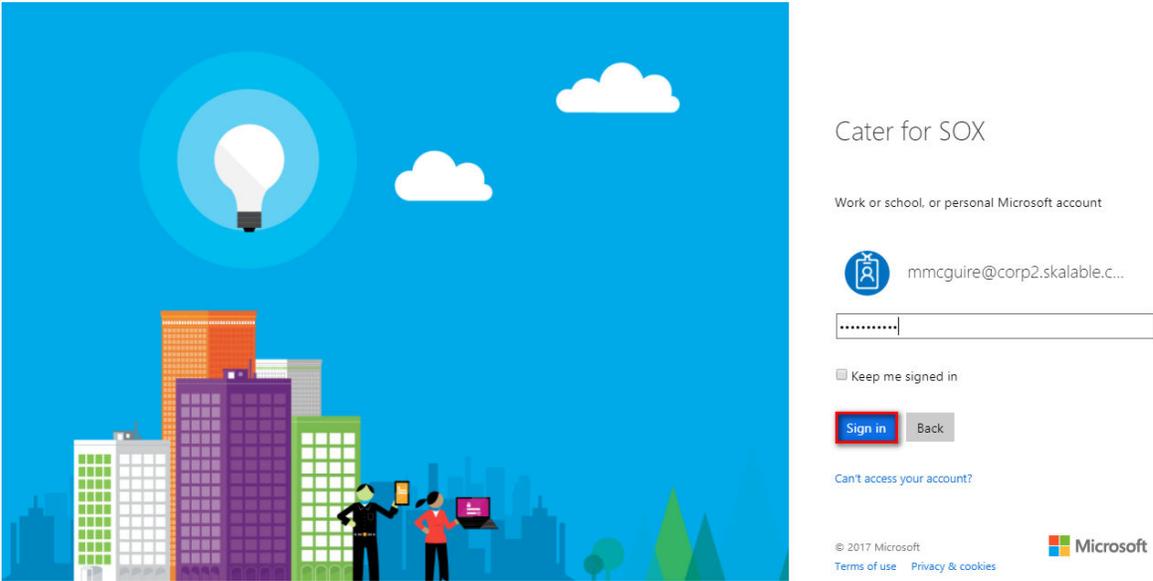


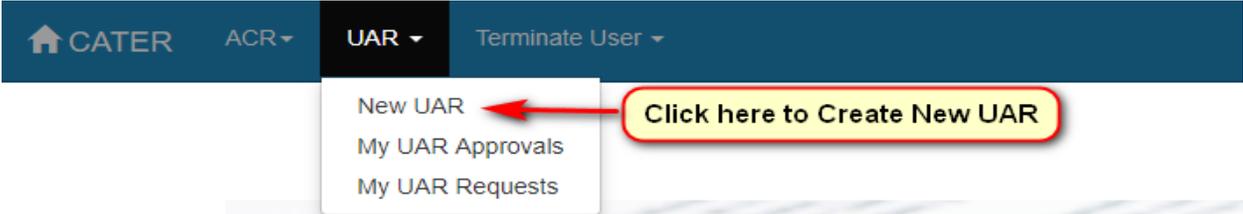
Figure 1.1 - Login Page



Figure 1.2 - Home Page

**User Access Request (UAR)**

**Create New UAR:**



User Access Request (UAR) [New Request](#)

**Requestor Information**

<b>Requestor</b> bbochy@corp2.skalable.com	<b>Department</b> IT	<b>Request Date</b> 10/16/2017	<b>* Requested For</b> Mark
<b>* Date Required</b> 10/17/2017	<b>Days to complete</b> 1		

**Request Justification**

<p><b>* Business Justification</b></p> <p>Can you please provide Requested access, so that I can able to do Transaction.</p>	<p><b>Implications of InAction</b></p> <p>Implementation Information</p>
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**Requested Access**

<b>* Application</b> ADP	<b>Subsidiary</b> 01 Skalable Solutions Inc., 02 Sk...	<b>* Role Group</b> Admin	
	<b>Available Roles</b> Billing & Collections Manager N GL Accountant N - view only (AME) Revenue Operation	>> <<	<b>* Requested Roles</b> (Sr) Revenue Accountant N Admin - Customizable [SWE] Admin - Full Access [SWE] <span style="float: right;">ADD</span>

**Access Request List**

Application	Subsidiaries	RoleGroup	Existing_Roles	Requested_Roles
Netsuite	01 Skalable Solutions Inc., 02 Skalable Solutions-Canada, 03 Skalable Solutions- China	Sales		Sales Administrator, Sales Manager, Sales Vice President
ADP	01 Skalable Solutions Inc., 02 Skalable Solutions-Canada, 03 Skalable Solutions- China	Admin		(Sr) Revenue Accountant N, Admin - Customizable [SWE], Admin - Full Access [SWE], Billing & Collections Manager N
Equity Edge	01 Skalable Solutions Inc., 02 Skalable Solutions-Canada, 03 Skalable Solutions- China	Tax		Tax Reporting Accountant (Reviewer), Tax Reporting Bookkeeper, Tax Reporting CFO

Click Submit → Submit

Figure 2.2 - New UAR Form

**My UAR Request**

User Access Request (UAR) [My Requests](#) UAR# 1048

**Requestor Information**

<b>Requestor</b> mmcguire@corp2.skalable.com	<b>Department</b> IT	<b>Request Date</b> 10/13/2017	<b>Requested For</b> Mark
<b>Date Required</b> 10/14/2017	<b>Days to complete</b> 1		

**Request Justification**

<b>Business Justification For Change</b> Can you please Provide Requested Access. so, that I can able to make transaction.	<b>Implications of InAction</b> Implementation Information
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**UAR Request Information**

S.No	Application	Subsidiaries	RoleGroup	Exisiting_Roles_names	Requested_Roles_names	Status	Action
1	Netsuite	01 Skalable Solutions Inc.,02 Skalable Solutions- Canada,03 Skalable Solutions- China	Sales		Sales Administrator,Sales Manager,Sales Vice President	Pending	<a href="#">View</a>
2	ADP	01 Skalable Solutions Inc.,02 Skalable Solutions- Canada,03 Skalable Solutions- China	Admin		Billing & Collections Manager N,GL Accountant N - view only (AME),Revenue Operation	Pending	<a href="#">View</a>
3	Equity Edge	01 Skalable Solutions Inc.,02 Skalable Solutions- Canada,03 Skalable Solutions- China	Tax		Tax Reporting Accountant,Tax Reporting Accountant (Reviewer),Tax Reporting Bookkeeper	Pending	<a href="#">View</a>

[click here to view Application Request status](#)

Figure 3.1 - My UAR Request

**Requested Access**

**Application:** Netsuite  
**Role Group:** Sales

**Subsidiaries:** 01 Skalable Solutions Inc., 02 Skalable Solutions- Canada, 03 Skalable Solutions- China

**Existing Roles:**

**Requested Roles:** Sales Administrator, Sales Manager, Sales Vice President

**Approvers Information**

S.No	Approver	Email	Comment	Date Updated	Status
1	Bruce Bochy	bbochy@corp2.skalable.com			Pending
2	Buster	bposey@corp2.skalable.com			

### 3.2 Netsuite Application Request

**Requested Access**

**Application:** ADP  
**Role Group:** Admin

**Subsidiaries:** 01 Skalable Solutions Inc., 02 Skalable Solutions- Canada, 03 Skalable Solutions- China

**Existing Roles:**

**Requested Roles:** Billing & Collections Manager N, GL Accountant N - view only (AME), Revenue Operation

**Approvers Information**

S.No	Approver	Email	Comment	Date Updated	Status
1	Jeff	jkent@corp2.skalable.com			Pending
2	Bob	bmelvin@corp2.skalable.com			

### 3.3 ADP Application Request

Requested Access

**Application**  
 Equity Edge

**Role Group**  
 Tax

**Subsidiaries**  
 01 Skalable Solutions Inc.  
 02 Skalable Solutions- Canada  
 03 Skalable Solutions- China

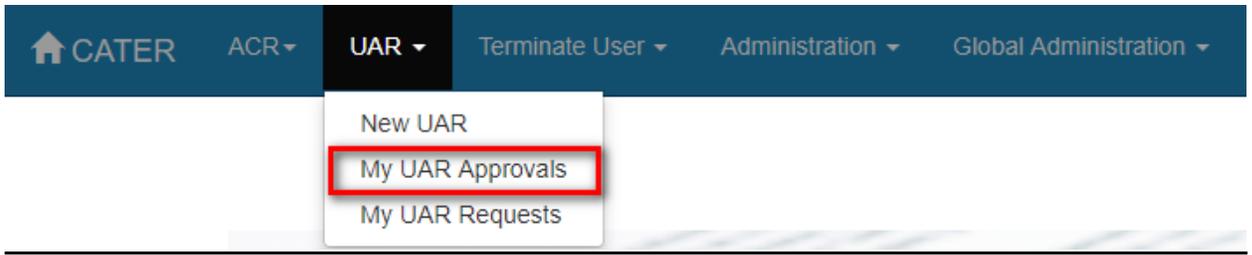
**Existing Roles**

**Requested Roles**  
 Tax Reporting Accountant  
 Tax Reporting Accountant (Review)  
 Tax Reporting Bookkeeper

Approvers Information

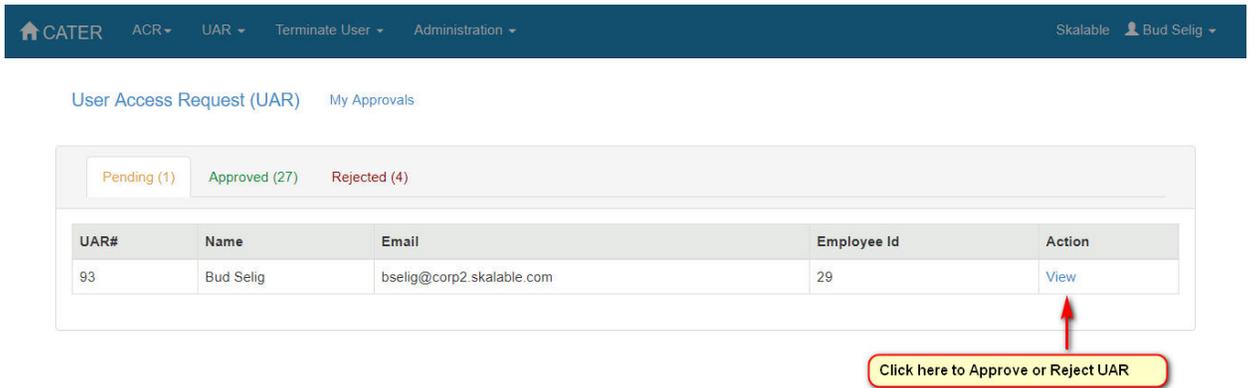
S.No	Approver	Email	Comment	Date Updated	Status
1	Mickey Mante	mmantie@corp2.skalable.com			Pending
2	Georger Ruth	bruth@corp2.skalable.com			

3.4 Equity Edge Application Request



**Figure 4.1 - My UAR Approval View**

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



**Figure 4.2 - My UAR Approval View**

Give comments and do Approve or Reject.

**Approve UAR**

User Access Request (UAR) My Approvals UAR# 1084

**Requestor Information**

<b>Requestor</b> mmcguire@corp2.skalable.com	<b>Department</b> IT	<b>Request Date</b> 10/13/2017	<b>Requested For</b> Saravanan
<b>Date Required</b> 10/14/2017	<b>Days to complete</b> 1		

**Request Justification**

<b>Business Justification</b> Can you please Provide Requested Access. so, that I can able to make transaction.	<b>Implications of InAction</b> Implementation Information
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**Requested Access**

<b>Application</b> Netsuite	<b>Role Group</b> Sales	
<b>Subsidiaries</b> 01 Skalable Solutions Inc. 02 Skalable Solutions- Canada 03 Skalable Solutions- China	<b>Existing Roles</b>	<b>Requested Roles</b> Sales Administrator Sales Manager Sales Vice President

**Approvers Information**

S.No	Approver	Email	Comment	Date Updated	Status
1	Bruce Bochy	bbochy@corp2.skalable.com			Pending
2	Buster	bposey@corp2.skalable.com			

**UAR Approval Request**

**Comment**

Summary

Approve Reject Give comment and click Approve or Reject

Figure 5.1 - Approve UAR

Approved View UAR

User Access Request (UAR) My Approvals UAR# 1086

**Requestor Information**

<b>Requestor</b> mmcgulire@corp2.skalable.com	<b>Department</b> IT	<b>Request Date</b> 10/13/2017	<b>Requested For</b> Saravanan
<b>Date Required</b> 10/14/2017	<b>Days to complete</b> 1		

**Request Justification**

<b>Business Justification</b> Can you please Provide Requested Access. so, that I can able to make transaction.	<b>Implications of InAction</b> Implementation Information
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**Requested Access**

<b>Application</b> Equity Edge	<b>Role Group</b> Tax
<b>Existing Roles</b>	<b>Requested Roles</b> Tax Reporting Accountant Tax Reporting Accountant (Review) Tax Reporting Bookkeeper

**Approvers Information**

S.No	Approver	Email	Comment	Date Updated	Status
1	Mickey Mantle	mmantle@corp2.skalable.com	Approved	10/13/2017, 7:29:06 PM	Approved
2	Georger Ruth	bruth@corp2.skalable.com	Approved	10/13/2017, 7:31:31 PM	Approved

[click here to Download Document](#) → [Get Document](#)

Figure 6.1 - Approved UAR

**Approved UAR Document**

## User Access Request Form[UAR]

Requestor Information					
Submitted By	Department	Requested 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 Manager Sales Vice President

UAR Request Approval Process				
Approver	Status	Date Updated	Comment	Signature
<b>Approver-1</b>				
Bruce Bochy	Approved	10/13/2017 6:54:42 AM		<i>Bruce Bochy</i>
<b>Approver-2</b>				
Buster	Approved	10/13/2017 6:54:42 AM	Approved	<i>Buster</i>

Figure 7.1 UAR Document - Netsuite Application

## User Access Request Form[UAR]

<b>Requestor Information</b>					
Submitted By	Department	Requested Date	Requested For	Date Required	Days To Complete
Mark	IT	10/13/2017	Mark	10/14/2017	1

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

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

<b>UAR Request Approval Process</b>				
Approver	Status	Date Updated	Comment	Signature
<b>Approver-1</b>				
Jeff	Approved	10/13/2017 6:57:46 AM	Approved	
<b>Approver-2</b>				
Bob	Approved	10/13/2017 6:57:46 AM	Approved	

Figure 7.2 UAR Document - ADP Application

## User Access Request Form[UAR]

<b>Requestor Information</b>					
Submitted By	Department	Requested Date	Requested For	Date Required	Days To Complete
Mark	IT	10/13/2017	Mark	10/14/2017	1

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

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

<b>UAR Request Approval Process</b>				
Approver	Status	Date Updated	Comment	Signature
<b>Approver-1</b>				
Mickey Mantle	Approved	10/13/2017 7:01:31 AM	Approved	
<b>Approver-2</b>				
Georger Ruth	Approved	10/13/2017 7:01:31 AM	Approved	

Figure 7.3 UAR Document - Equity Edge Application