

# CATER for SOX

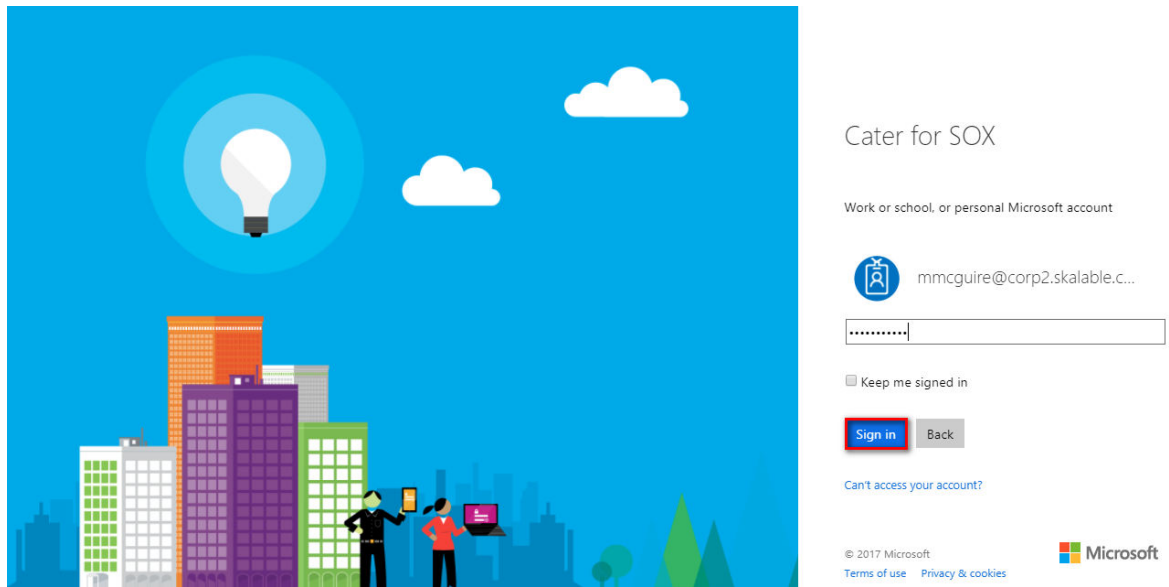


Figure 1.1 - Login Page



Figure 1.2 - Home Page

## User Access Request (UAR)

### Create New UAR:

CATER

ACR

UAR

Terminate User

New UAR

My UAR Approvals

My UAR Requests

Click here to Create New UAR

CATER

ACR

UAR

Terminate User

Administration

Skalable

Bruce Bochy

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

Requestor Information

Requestor

bbochy@corp2.skalable.com

Department

IT

Request Date

10/16/2017

\* Requested For

Mark

\* Date Required

10/17/2017

Days to complete

1

Request Justification

\* Business Justification

Can you please provide Requested access, so that I can able to do Transaction..

Implications of InAction

Implementation Information

Requested Access

\* Application

ADP

Subsidiary

01 Skalable Solutions Inc., 02 Sk...

\* Role Group

Admin

Available Roles

Billing & Collections Manager N  
GL Accountant N - view only (AME)  
Revenue Operation

\* Requested Roles

(Sr) Revenue Accountant N  
Admin - Customizable [SWE]  
Admin - Full Access [SWE]

ADD

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

ACR

UAR

Terminate User

Administration

New UAR

My UAR Approvals

My UAR Requests

New Request

click here to view all your Request

CATER

ACR

UAR

Terminate User

Skalable

Mark

User Access Request (UAR)

My Requests

UAR# 1048

Requestor Information

Requestor

Department

Request Date

Requested For

Date Required

Days to complete

Request Justification

Business Justification For Change

Implications of InAction

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

CATER
ACR
UAR
Terminate User
Skalable
Mark

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

CATER
ACR
UAR
Terminate User
Skalable
Mark

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

CATER

ACR

UAR

Terminate User

Skalable

Mark

Requested Access

Application

Equity Edge

Role Group

Tax

Subsidiaries

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

Existing Roles

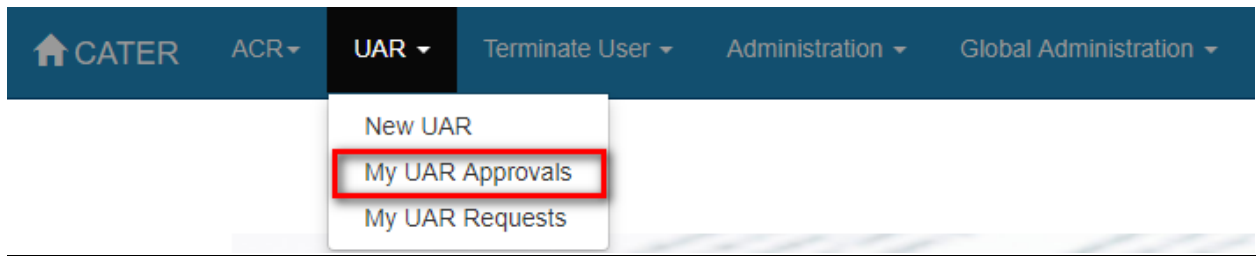
Requested Roles

Tax Reporting Accountant  
Tax Reporting Accountant (Review)  
Tax Reporting Bookkeeper

Approvers Information

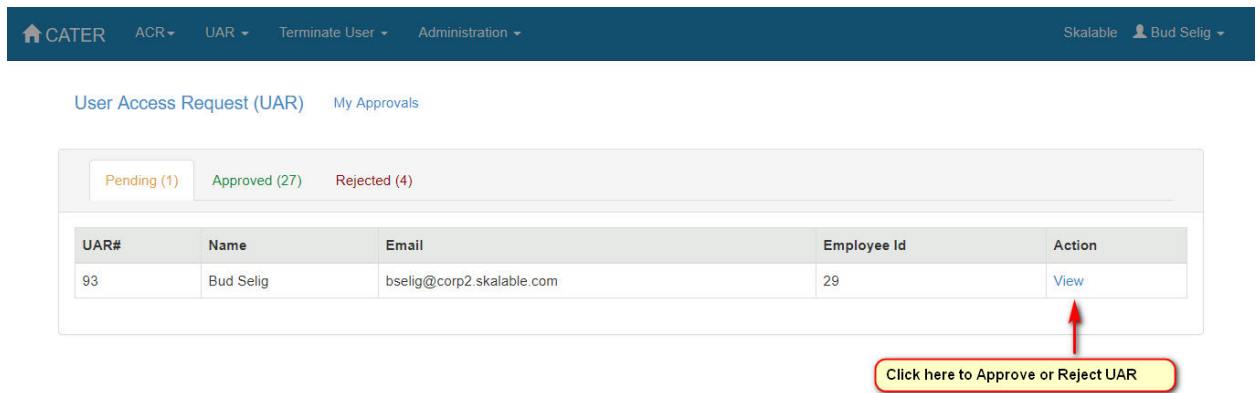
| S.No | Approver      | Email                      | Comment | Date Updated | Status  |
|------|---------------|----------------------------|---------|--------------|---------|
| 1    | Mickey Mantle | mmantle@corp2.skalable.com |         |              | Pending |
| 2    | Georger Ruth  | bruth@corp2.skalable.com   |         |              |         |

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**

### **Approve UAR**

Give comments and do Approve or Reject.

ACR

UAR

Terminate User

Administration

Skalable

Bruce Bochy

User Access Request (UAR)

My Approvals

UAR# 1084

Requestor Information

Requestor

mmcguire@corp2.skalable.com

Department

IT

Request Date

10/13/2017

Requested For

Saravanan

Date Required

10/14/2017

Days to complete

1

Request Justification

Business Justification

Can you please Provide Requested Access. so, that I can able to make transaction.

Implications of InAction

Implementation Information

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 |         |              |         |

UAR Approval Request

Comment

Summary

Approve

Reject

Give comment and click Approve or Reject

Figure 5.1 - Approve UAR

Approved View UAR

ACR ▾
UAR ▾
Terminate User ▾
Skalable
 Georger Ruth ▾

[User Access Request \(UAR\)](#)
[My Approvals](#)
UAR# 1086

Requestor Information

Requestor

mmcguire@corp2.skalable.com

Department

IT

Request Date

10/13/2017

Requested For

Saravanan ▾

Date Required

10/14/2017

Days to complete

1

Request Justification

Business Justification

Can you please Provide Requested Access. so, that I can able to make transaction.

Implications of InAction

Implementation Information

Requested Access

Application

Equity Edge ▾

Role Group

Tax ▾

Existing Roles

Requested Roles

Tax Reporting Accountant  
Tax Reporting Accountant (Reviewe  
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 |

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[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<br>Sales Manager<br>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]

| 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   |
| ADP         | Admin      |                | Billing & Collections Manager N<br>GL Accountant N - view only (AME)<br>Revenue Operation |



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

Figure 7.2 UAR Document - ADP Application

## 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   |
| Equity Edge | Tax        |                | Tax Reporting Accountant<br>Tax Reporting Accountant (Reviewer)<br>Tax Reporting Bookkeeper |



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

Figure 7.3 UAR Document - Equity Edge Application