



Improve your Close Cycle Using Financial Close Manager



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Presenters



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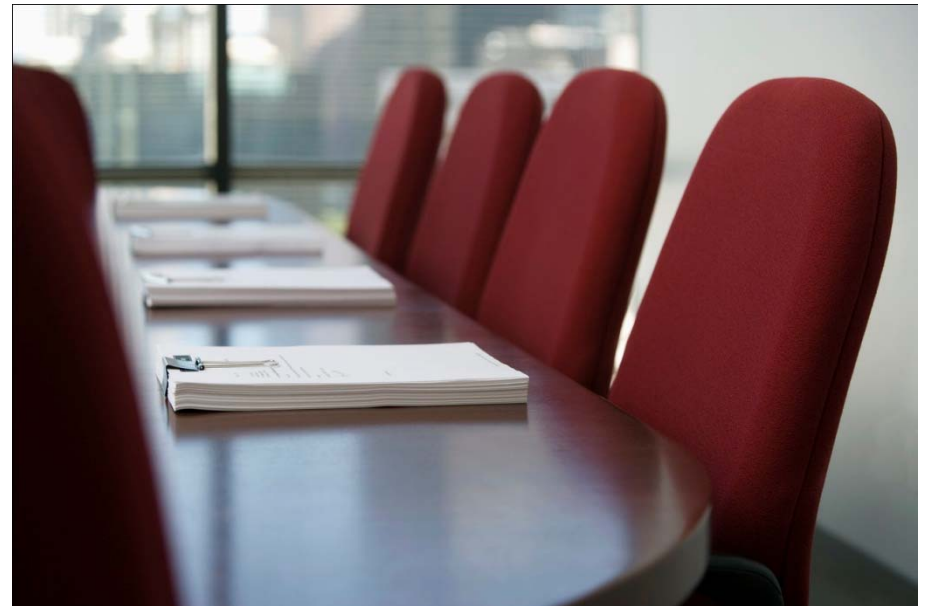
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AGENDA



- About MindStream Analytics
- Objectives of the Webinar
- Challenges within the Close Cycle
- What is Financial Close Manager
- Key Features of FCM
- FCM Components / Setup
- Other Features
- Demonstration (throughout)
- Q&A





MindStream Analytics



MindStream Analytics helps companies identify, implement and manage technology that allows them to effectively analyze and predict key metrics. MindStream Analytics is a consulting and managed services provider that specializes in the implementation and management of financial and analytic applications. For more information, please visit <http://www.mindstreamanalytics.com>.





Objectives of the Webinar



- Discuss Challenges of the Close Cycle
- Define Purpose for Financial Close Manager
- Understand Key Features of Financial Close Manager
- Process Setup / Overview Scenarios
- Setup, Filtering and Navigating Dashboards, Calendar, Gantt, Task List Views
- Setup Security Tasks, Templates, Schedules
- Setup, Review Task Automation options (Integrations)
- Setup, Review Alerts (Types)
- Setup of Report Binders
- Smartview integration with Outlook



Challenges within the Close Cycle



- Most close cycle tasks are managed via off-line spreadsheets
- E-mails (or phone) typically pass back and forth changes in schedules – creates latency, no centralized version and prone to errors
- Subsidiaries can run off of different schedules for submission that aren't always communicated to Corporate
- More follow-up required by Corporate Consolidation team to track progress, required changes (i.e. – journals) from subsidiaries – limited ability to track if process is deviating from schedule
- Little or no centralization of close management across all levels of the organization
- Limited visibility of Senior Management to track status of the close cycle during critical Quarter / Year End SEC reporting
- Limited ability to identify specific bottlenecks that could be removed to reduce the close cycle schedule
- No Direct Link to other required external applications

What is Financial Close Manager



Financial Close Manager is one of two modules that make up the Oracle / Hyperion Financial Close Management Suite

- Financial Close Manager (FCM) is a web-based tool that centralizes activities that make up an organization's financial close cycle
- FCM streamlines the process of managing all of these close tasks
- FCM alerts the user to ones which require priority attention (including e-mail)
- Allows direct access to the application(s) required to complete the tasks (via an interactive list or calendar)
- Provides workflow processing to validate that the tasks have been completed properly
- The interface is comprised of easy to use and filter schedules, dashboards, and calendars

These activities include, but are not limited to: Transactional (General or Sub-Ledger), Consolidation (i.e. - HFM), and Reporting





Key Features of Financial Close Manager



- Task Scheduling and Management Feature for prioritizing and monitoring close tasks
- Pre-built dashboards (via Web Interface) with customized views for managing and tracking the financial close
- Interactive Calendars and task lists that can be used to launch applications (such as HFM, FDM) for task management
- Security based on user task (via Calendar, Task List, Gantt Chart)
- Task Automation to schedule various tasks without user interaction (via Integrations)
- Calendars roll-forward to keep continuity with prior year reporting
- Integration with Microsoft Outlook



Process Setup Components



- Setup Security, Periods, Years, Custom Attributes, Alert Types
- Setup Integrations for Links to External Applications
- Define Tasks for a Close Process - setup Task Types
- Define Dashboard views
- Create / Update Templates (and Validate) with repeatable close tasks
- Setup / Update Schedule by pulling from a template and assigning Calendar dates – the Administrator changes schedule status from “Pending” to “Open”
- Process begins - shown on following slides
- Once a task is complete and submission is completed – notification sent to approver for review. Once approved, status is set to “Closed” automatically and next Task begins
- If various alerts are required, the User will activate the alert and proper assignee for resolution is notified
- Report Binder is generated for descriptions of completed tasks and audit information

User Process Scenario – via E-mail



- The user receives an email notification of an outstanding task
- From the email, the user selects the link for the page where the required process is documented
- The user reviews the instructions for the task and selects the Go to Task link in the Task Actions page to launch Financial Data Management
- The user extracts data through Financial Data Management and loads it to Financial Management
- When the task is completed, the user returns to the Task Actions page in Financial Close Management
- The user enters a comment about the task, answers any required questions before submitting and submits it for approval

User Process Scenario – via FCM



- The user logs on to Financial Close Management and reviews the tasks displayed in the Dashboard in the My Worklist portlet
- The user clicks the link for an assigned task
- The Task Actions page is launched with instructions for the task, and a reference document (any attached document)
- The user reviews the instructions and the reference document, processes the updates, enters a comment about the task, and submits it for approval
- The system automatically updates the task status and sends a notification to the assigned approver

NOTE: The User does not have to start in the Dashboard – could access the Calendar views or Gantt Chart to review and take action on the tasks

Approver Process Overview



- The assigned Approver receives an e-mail notification of an outstanding task
- From the e-mail, the reviewer selects the link for Review MD&A Input for Services Submission
- The Task Actions page is launched outlining the process.
- The reviewer reviews the document that the user submitted when completing the task to ensure completeness
- The reviewer enters additional comments, reviews answers to questions, and approves the submission
- If there is another level of approval required, the task is forwarded to the next approver. If this was the last required approval, the task completes, and the system runs the next task if it is ready
- The reviewer also has the option to reject a task instead of approving it, in which case the task is reassigned to the assignee



Components of FCM



- Views (Dashboard, Calendars, Gantt, Task List)
- Security
- Years / Periods
- Integration Types
- Custom Attributes
- Alerts (and Types)
- Tasks (and Types)
- Templates
- Schedules
- Report Binders
- Smartview – use for Outlook

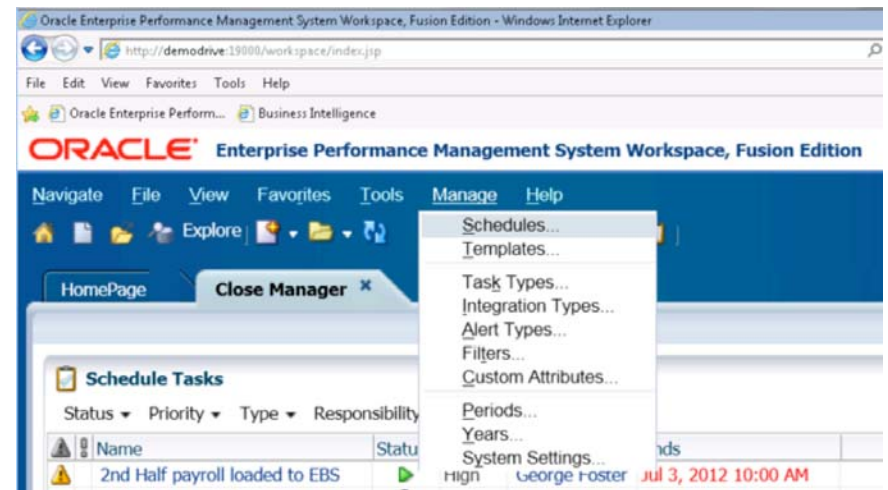
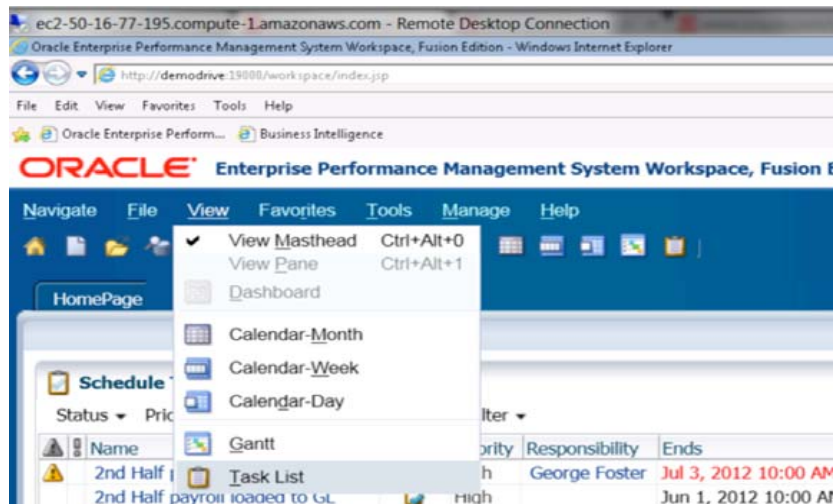
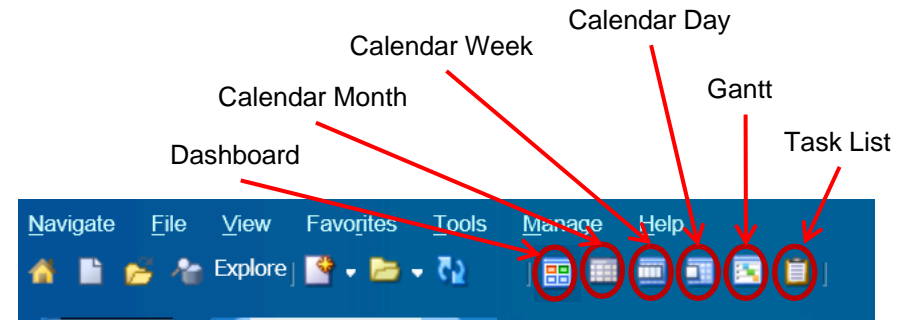
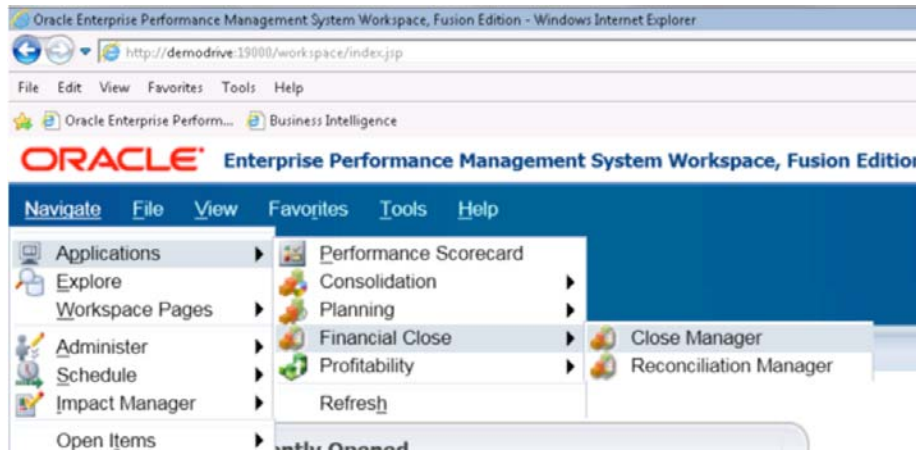




FCM Navigation



Navigation of Close Manager



Starting Close Process



Opening a Schedule to begin Task process

Manage Schedules

Search Advanced

Actions View

Name	Owner	Status	Date	End Date	Status
May 2012 Close	Maria Jones	Closed	9, 2012	Jul 12, 2012	Closed
Quarter 2 2012 Close	Maria Jones	Open	10, 2012	Aug 13, 2012	Open
Test Schedule	Demo Admin	Locked	20, 2014	Mar 7, 2014	Pending

Double Click on a Task to begin action

Quarter 2 2012 Close (Schedule)

Filter Tasks

Task Type

Basic Task (13)

External Reporting (33)

Tag Document (20)

Parent Task (5)

Task List (7)

+ 18 more ...

Status

Pending (40)

Open (34)

Closed (13)

Needs Attention

No (54)

Yes (24)

Owner

Maria Jones (93)

Barry Mills (1)

Responsible

Carol Judd (7)

Francis Rosenberg (6)

Barry Mills (5)

Jonah Strong (4)

Maria Jones (5)

+ 4 more ...

3: Add Tasks

Close

View Task Actions (including instructions)
(either via e-mail link or in FCM)

- Instructions
- Questions
- Comments
- Workflow

Submit for Approval

Task Action

Task Actions

Validate IFRS XBRL mappings

Actions Submit

Properties Alerts (0) Related Tasks History

Task ID IFRSXBRL Owner Maria Jones

Status Open Assignee Barry Mills

Start Date Jul 3, 2012 8:00 AM Schedule Name Quarter 2 2012 Close

End Date Jul 4, 2012 12:00 PM Task Type XBRL Mapping

Priority High

Description Validate IFRS XBRL mappings

Instructions Show More

Ensure all the tasks are completed per Eden Corporation's policy and procedures

Please review the attached Corporate Income Statement to ensure that the new restructuring disclosure items have been properly mapped with XBRL tags. Then create a sample instance document for review

Corporate Income Statement

Questions (2)

*1. Did you use the latest XBRL taxonomy? [Dropdown]

*2. Did you attach the instance document for review? [Dropdown]

Go to External App

Comments

There are no comments.

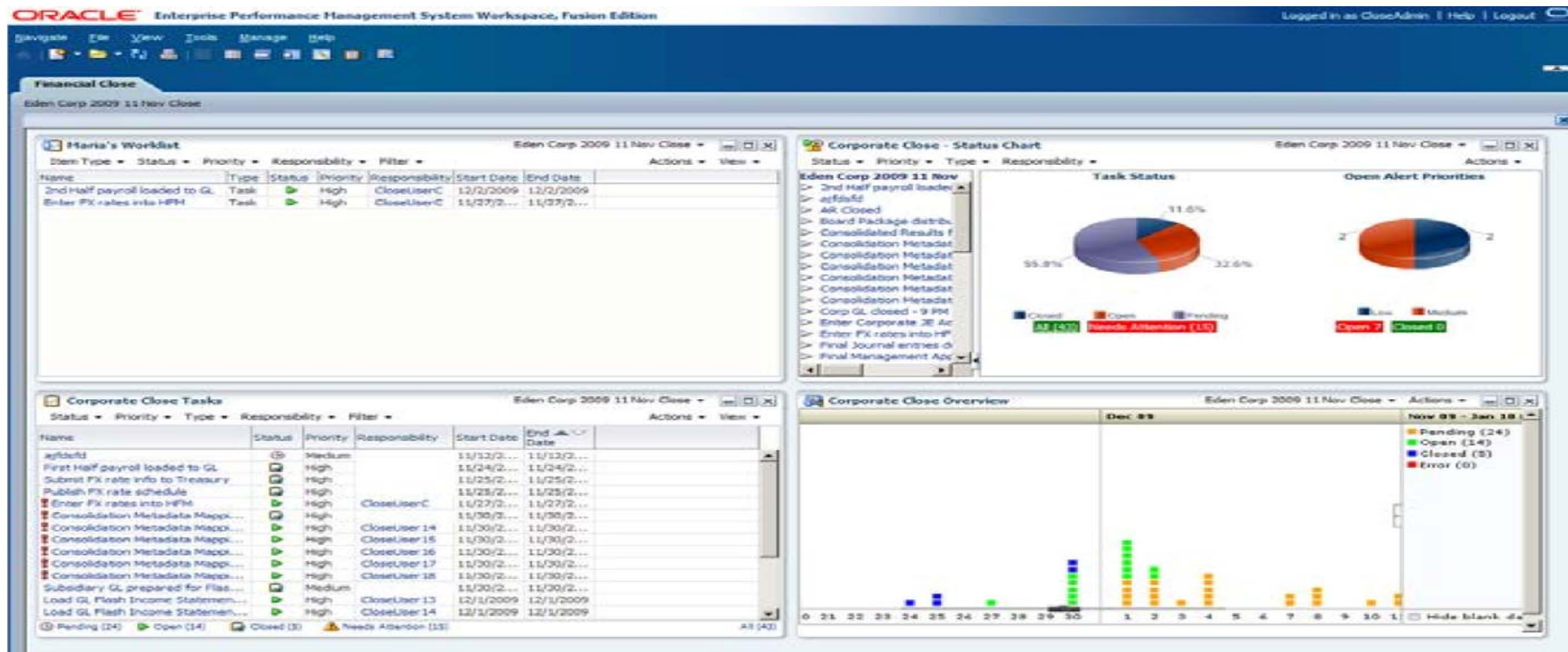
Go To Task

Workflow

Role	Name	Status	Completion Date
Assignee	Barry Mills	▶	

Close

FCM Dashboard



The Dashboard view presents a portal-style interface with views into schedules and task lists, and high-level summaries into which you can drill down for greater detail

- My Worklist – Displays Tasks for a specific schedule or all schedules
- Status Chart / Schedule Tasks – shows detail list of status and graphical form
- Status Overview – Shows open, close, pending, or error status

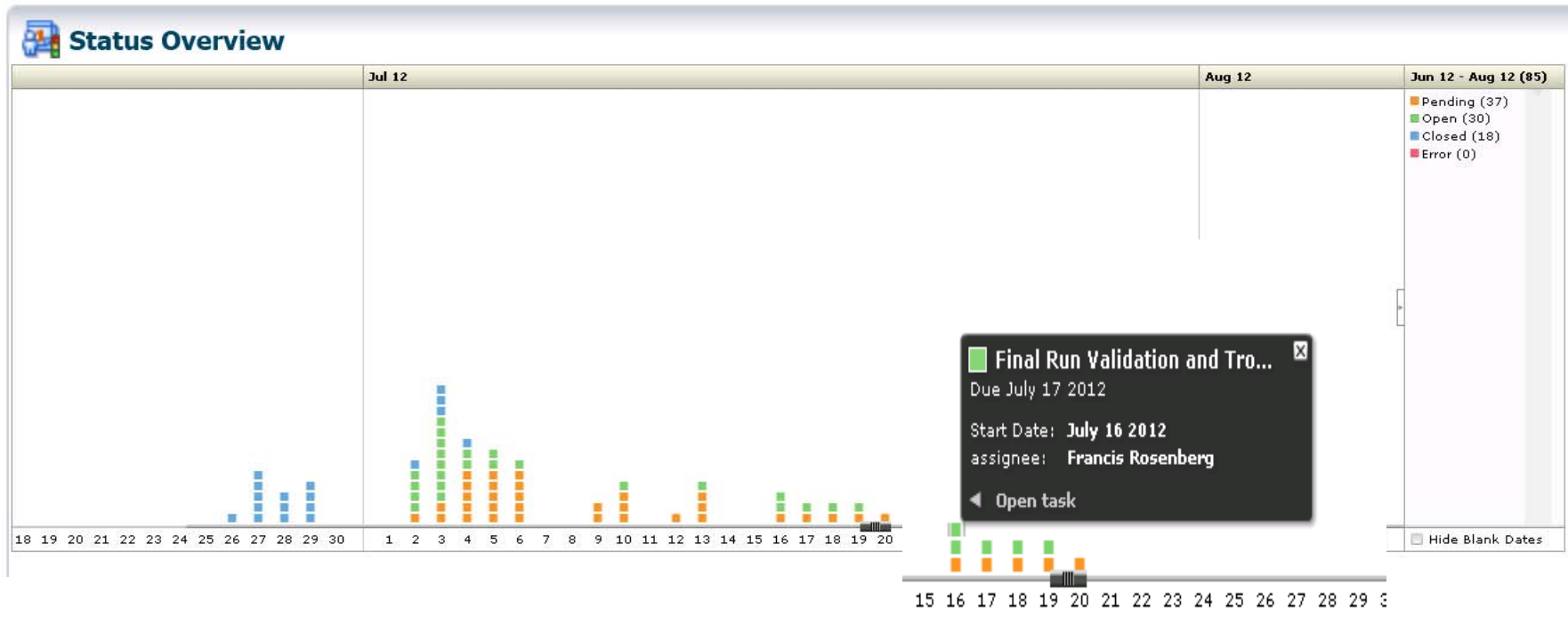
FCM Dashboard – Schedule Tasks



Schedule Tasks						All Schedules
Status	Priority	Type	Responsibility	Filter		Actions
Name	Status	Priority	Responsibility	Ends		View
2nd Half payroll loaded to EBS	High	George Foster	Jul 3, 2012 10:00 AM			
2nd Half payroll loaded to GL	High		Jun 1, 2012 10:00 AM			
AP Closed	Medi...		Jun 28, 2012 8:00 PM			
AP Closed	Medi...		May 29, 2012 8:00 PM			
AP transfer to GL	High		Jun 29, 2012 10:00 AM			
AP transfer to GL	High		May 30, 2012 10:00 AM			
AR Closed	High		Jun 5, 2012 8:00 PM			
AR Closed in EBS	High	Maria Jones	Jul 5, 2012 8:00 PM			
AR transfer to GL	High		Jun 29, 2012 10:00 AM			
AR transfer to GL	High		May 30, 2012 10:00 AM			
Assemble Master Document Ske...	Medi...	Carol Judd	Jun 11, 2012 5:00 PM			
Board Package distributed for r...	High		Jun 14, 2012 2:00 PM			
Board Package distributed for r...	High		Jul 16, 2012 2:00 PM			
Clear Outstanding AP invoices	High		Jun 28, 2012 10:00 AM			
Clear Outstanding AP invoices	High		May 29, 2012 10:00 AM			
Consolidate executive Comment...	Medi...		Jul 18, 2012 4:00 PM			
Consolidated Results final	High		Jul 10, 2012 8:00 PM			
Consolidated Results final	High		Jun 8, 2012 8:00 PM			
Consolidation Metadata Mappin...	High		May 31, 2012 4:00 PM			
Consolidation Metadata Mappin...	High	Jonah Strong	Jul 2, 2012 4:00 PM			
Pending (37) Open (31) Closed (69) Needs Attention (3...						All (137)
Schedule Tasks (3) Status Overview My Worklist Status Chart						

Each section (portlet) of the Dashboard can be maximized for interactive use – scheduled tasks can be completed and submitted for approval or close

FCM Dashboard – Status Overview



Can view status of Task and Open the Task directly for completion and submission



FCM Dashboard – My Worklist



My Worklist

Quarter 2 2012 Close

Item Type ▾ Status ▾ Priority ▾ Responsibility ▾ Filter ▾

Actions ▾ View ▾

Name	Item Type	Status	Priority	Responsibility	Ends
Authorization Required: Quarter 2 2012 Close	Authorization Required		High	Maria Jones	
AR Closed in EBS	Task		High	Maria Jones	Jul 5, 2012 9:00 PM
Nightly Full Consolidation Run Day 0	Task		High	Maria Jones	Jul 2, 2012 2:00 AM
Nightly Full Consolidation Run Day 1	Task		High	Maria Jones	Jul 3, 2012 3:00 AM
Nightly Full Consolidation Run Day 2	Task		High	Maria Jones	Jul 4, 2012 3:00 AM

Status Chart

Schedule Tasks

Status Overview

My Worklist is specific to the logged-in user

Can Authorized tasks to run (i.e. – Nightly HFM consolidation)



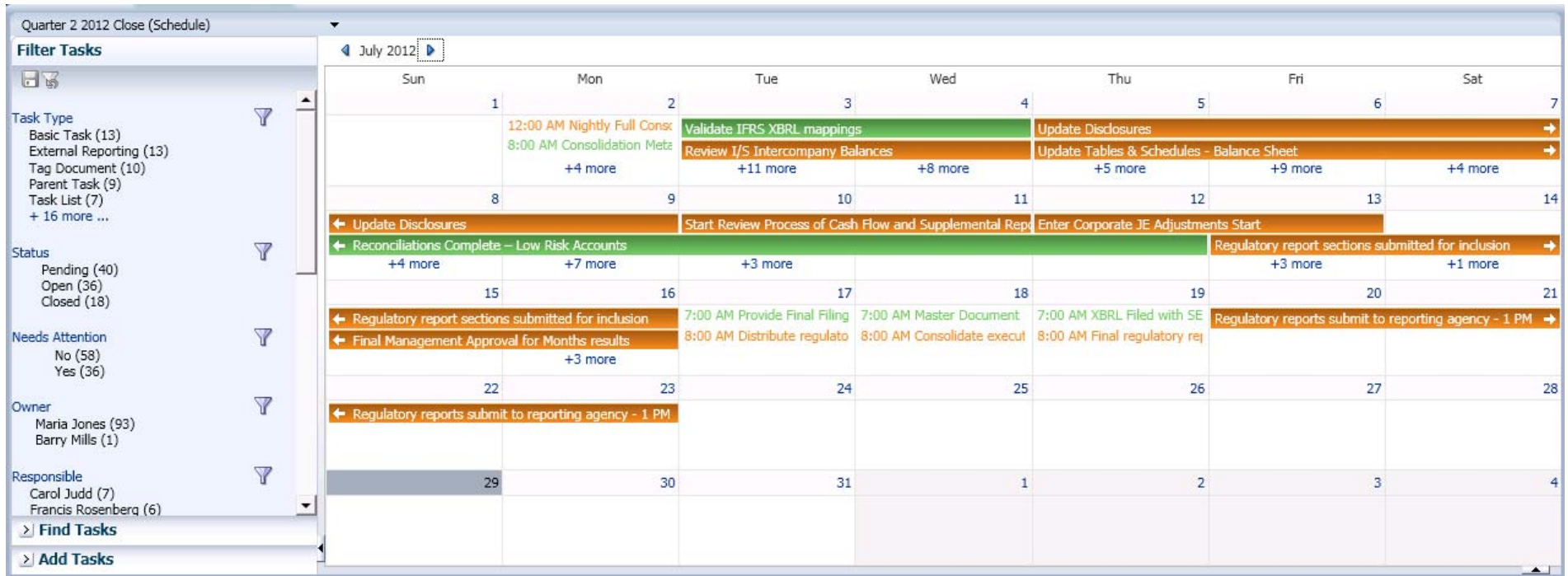


FCM Dashboard – Status Chart



User can Drill-through by clicking on the pie chart into Task calendar or Alerts





Green indicates Open Status
Blue indicates Closed Status
Orange indicates Pending Status

Calendars – Monthly Filter Example




Select a Filter

- Ex: External Reporting

Reset All Filters

Reset Filter Group

Filter Tasks

Task Type

External Reporting (13)

Status

Open (7)

Pending (6)

Needs Attention

Yes (7)

No (6)

Owner

Maria Jones (13)

Responsible

Francis Rosenberg (4)

Carol Judd (3)

Assignee

Barry Mills (5)

Francis Rosenberg (4)

Carol Judd (3)

George Foster (1)

Priority



Medium (9)

High (4)

[Find Tasks](#)

[Add Tasks](#)

Filter Tasks

Task Type

Basic Task (13)

External Reporting (13)

Tag Document (10)

Parent Task (9)

Task List (7)

+ 16 more ...

Status

Pending (40)

Open (36)

Closed (18)

Needs Attention

No (58)

Yes (36)

Owner

Maria Jones (93)

Barry Mills (1)

Responsible

Carol Judd (7)

Francis Rosenberg (6)

Barry Mills (5)

Jonah Strong (4)



Maria Jones (4)

[Find Tasks](#)

[Add Tasks](#)

Quarter 2 2012 Close (Schedule)

Filter Tasks

Task Type

External Reporting (13)

Status

Open (7)

Pending (6)

Needs Attention

Yes (7)

No (6)

Owner

Maria Jones (13)

Responsible

Francis Rosenberg (4)

Carol Judd (3)

Assignee

Barry Mills (5)

Francis Rosenberg (4)

Carol Judd (3)

George Foster (1)

Priority

Medium (9)

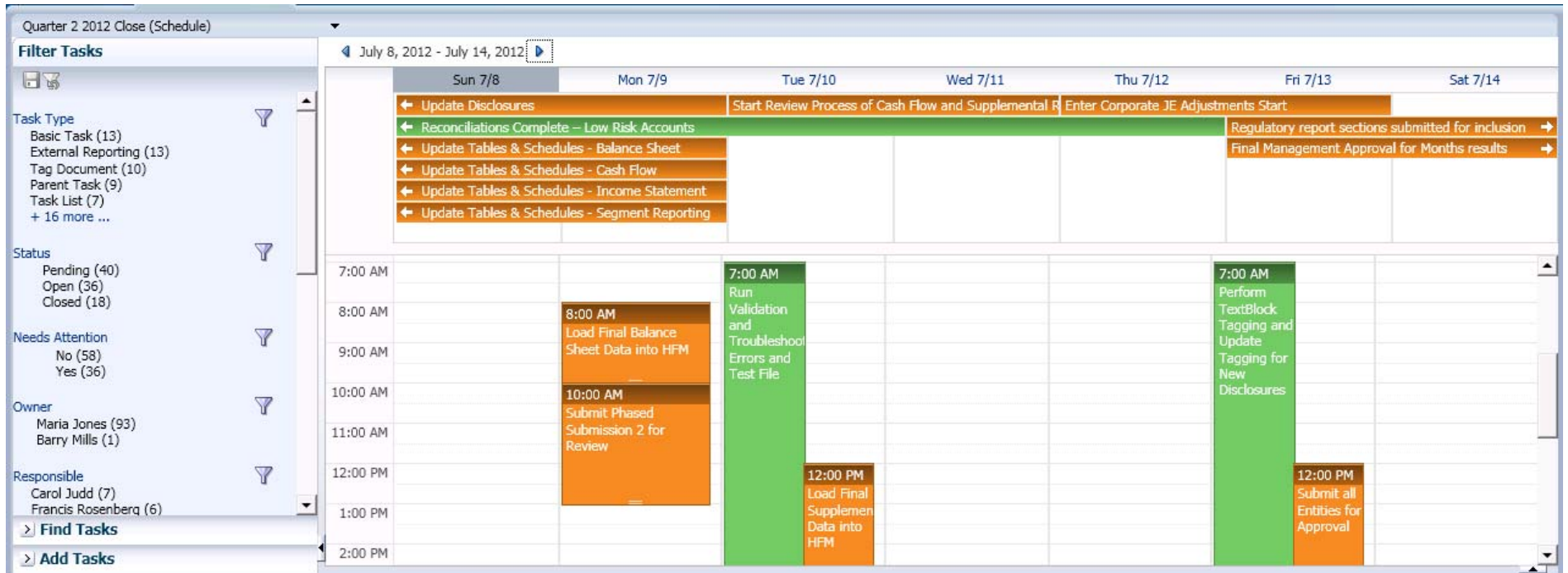
High (4)

[Find Tasks](#)

[Add Tasks](#)



Calendars – Weekly View



Calendars can be viewed either in FCM directly or via Microsoft Outlook





Calendars – Daily View



Quarter 2 2012 Close (Schedule)

July 9, 2012

Sunday

Filter Tasks

Task Type

- Basic Task (13)
- External Reporting (13)
- Tag Document (10)
- Parent Task (9)
- Task List (7)
- + 16 more ...

Status

- Pending (40)
- Open (36)
- Closed (18)

Needs Attention

- No (58)
- Yes (36)

Owner

- Maria Jones (93)
- Barry Mills (1)

Responsible

- Carol Judd (7)
- Francis Rosenberg (6)

> Find Tasks

> Add Tasks

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

Update Disclosures

Update Tables & Schedules - Balance Sheet

Update Tables & Schedules - Cash Flow

Update Tables & Schedules - Income Statement

Update Tables & Schedules - Segment Reporting

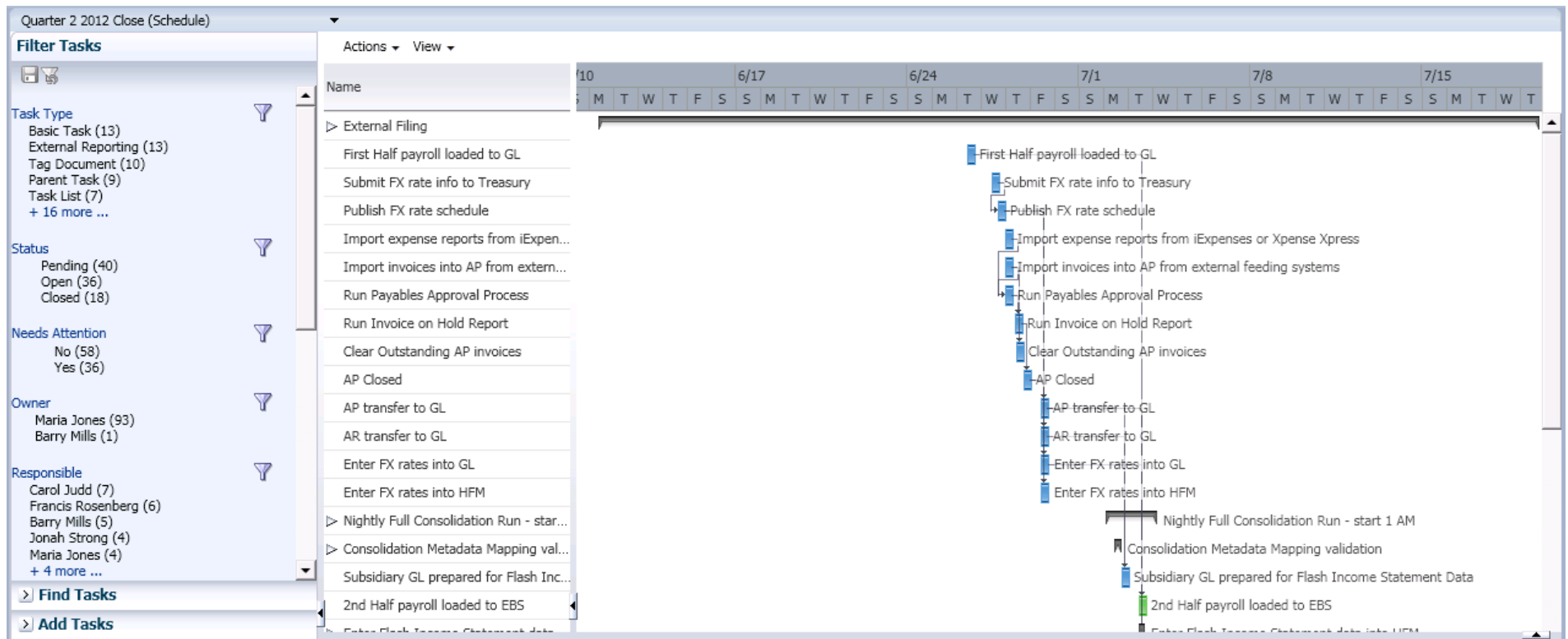
Reconciliations Complete - Low Risk Accounts

Easy to navigate Day-to-Day





Gantt View



Gantt charts allow the user to drag and drop tasks and reorder predecessors / successors (similar to Microsoft Project)



Task List

Owner has total control over task

Quarter 2 2012 Close (Schedule)

Filter Tasks

Task Type

- Basic Task (13)
- External Reporting (13)
- Tag Document (10)
- Parent Task (9)
- Task List (7)
- + 16 more ...

Status

- Pending (40)
- Open (36)
- Closed (18)

Needs Attention

- No (58)
- Yes (36)

Owner

- Maria Jones (93)
- Barry Mills (1)

Responsible

- Carol Judd (7)
- Francis Rosenberg (6)
- Barry Mills (5)
- Jonah Strong (4)
- Maria Jones (4)
- + 4 more ...

Find Tasks

Add Tasks

Name	Status	Task ID	Owner	Starts	Ends	Duration
External Filing	Pending	DM.MASTER	Maria Jones	Jun 11, 2012 7:00 AM	Jul 19, 2012 5:00 PM	38 days, 10...
First Half payroll loaded to GL	Closed	GL01	Maria Jones	Jun 26, 2012 8:00 AM	Jun 26, 2012 10:00 AM	2 hours
Submit FX rate info to Treasury	Closed	FX01	Maria Jones	Jun 27, 2012 8:00 AM	Jun 27, 2012 2:00 PM	6 hours
Publish FX rate schedule	Closed	FX02	Maria Jones	Jun 27, 2012 2:00 PM	Jun 27, 2012 4:00 PM	2 hours
Import expense reports from iExpense	Closed	GL03	Maria Jones	Jun 27, 2012 9:00 PM	Jun 27, 2012 10:00 PM	1 hour
Import invoices into AP from external	Closed	GL02	Maria Jones	Jun 27, 2012 9:00 PM	Jun 27, 2012 10:00 PM	1 hour
Run Payables Approval Process	Closed	GL04	Maria Jones	Jun 27, 2012 10:00 PM	Jun 27, 2012 10:00 PM	0 minutes
Run Invoice on Hold Report	Closed	GL05	Maria Jones	Jun 28, 2012 7:00 AM	Jun 28, 2012 8:00 AM	1 hour
Clear Outstanding AP invoices	Closed	GL06	Maria Jones	Jun 28, 2012 8:00 AM	Jun 28, 2012 10:00 AM	2 hours
AP Closed	Closed	GL07	Maria Jones	Jun 28, 2012 4:00 PM	Jun 28, 2012 8:00 PM	4 hours
AP transfer to GL	Closed	GL09	Maria Jones	Jun 29, 2012 8:00 AM	Jun 29, 2012 10:00 AM	2 hours
AR transfer to GL	Closed	GL08	Maria Jones	Jun 29, 2012 8:00 AM	Jun 29, 2012 10:00 AM	2 hours
Enter FX rates into GL	Closed	GL10	Maria Jones	Jun 29, 2012 8:00 AM	Jun 29, 2012 4:00 PM	8 hours
Enter FX rates into HFM	Closed	CNSL01	Maria Jones	Jun 29, 2012 8:00 AM	Jun 29, 2012 4:00 PM	8 hours
Nightly Full Consolidation Run - start 1 AM	Open	CNSL07	Maria Jones	Jul 2, 2012 12:00 AM	Jul 4, 2012 2:00 AM	2 days, 2 h...
Consolidation Metadata Mapping validation	Open	CNSL02	Maria Jones	Jul 2, 2012 8:00 AM	Jul 2, 2012 4:00 PM	8 hours
Subsidiary GL prepared for Flash Income Statement Data	Open	CNSL11	Maria Jones	Jul 2, 2012 3:00 PM	Jul 2, 2012 8:00 PM	5 hours
2nd Half payroll loaded to EBS	Open	GL11	Maria Jones	Jul 3, 2012 8:00 AM	Jul 3, 2012 10:00 AM	2 hours
Enter Flash Income Statement data into HFM	Open	CNSL12	Maria Jones	Jul 3, 2012 8:00 AM	Jul 3, 2012 12:00 PM	4 hours
Severance accrual loaded to EBS	Open	GL13	Maria Jones	Jul 3, 2012 8:00 AM	Jul 3, 2012 10:00 AM	2 hours
Vacation Accrual loaded to EBS	Open	GL12	Maria Jones	Jul 3, 2012 8:00 AM	Jul 3, 2012 10:00 AM	2 hours
Validate IFRS XBRL mappings	Open	IFRSXBRL	Maria Jones	Jul 3, 2012 8:00 AM	Jul 4, 2012 12:00 PM	1 day, 4 ho...
Flash P&L statement Distributed	Open	CNSL17	Maria Jones	Jul 3, 2012 10:00 AM	Jul 3, 2012 4:00 PM	6 hours
Fixed Assets Closed-EBS	Open	GL14	Maria Jones	Jul 3, 2012 3:00 PM	Jul 3, 2012 7:00 PM	4 hours
Subsidiary GL Closed for Income Statement Data	Open	GL15	Maria Jones	Jul 3, 2012 3:00 PM	Jul 3, 2012 8:00 PM	5 hours
Review I/S Intercompany Balances	Open	CNSL18	Maria Jones	Jul 3, 2012 4:00 PM	Jul 4, 2012 4:00 PM	1 day
Load Final Income Statement data into HFM	Open	CNSL19	Maria Jones	Jul 4, 2012 8:00 AM	Jul 4, 2012 12:00 PM	4 hours

Double-click a task to get task info



FCM Setup





Security



Security Role	Description
Close User	<ul style="list-style-type: none">● Schedule Viewer● Task Owner● Access to Dashboard, limited by access level● Modify status, create and modify alerts, comments, and questions, limited by access level● Create and manage filters
Close Power User	<ul style="list-style-type: none">● All Close User privileges● Create and import tasks● Create and manage templates and schedules● Create task types and view tasks types created by others
Close Administrator	<ul style="list-style-type: none">● All Power User privileges● Full access to all tasks, templates and schedules● Define years and periods● Create and manage Task Types, Integration Types, Custom Attributes, and Alert Types

You assign security roles in Oracle Hyperion Shared Services Console, which displays a list of users and groups from the external authentication provider. You can assign security roles to groups or individuals.

Administrators assign user access as Owner, Assignee, Approver or Viewer



Security



Administrators assign user access as Owner, Assignee, Approver or Viewer

- Owner:
 - Have write access to tasks when applied to a schedule
 - Edit Task properties or instructions for Pending Tasks
 - Add or remove approvers
 - Receive notification when task changes
- Assignee:
 - Responsible to work on the task – READ access to task properties
 - Add comments, answer questions
 - Create Alerts
 - Submit for approval
 - Assignee is an individual, not a group – default is Owner
- Approver:
 - Approves completed tasks – READ access to task properties
 - Add comments, Create Alerts
 - Can assign up to 10 levels of approval
 - Approver is an individual, not a group
- Viewers: READ access to corresponding tasks

Objects inherit access from Parent (i.e. – Tasks from a Template)





Process Activities - Years



The 'Manage Years' dialog box is shown. It has a title bar with a close button. Below the title bar are three icons: a folder, a pencil, and a cross. The main area contains a list of years from 2008 to 2017. The year 2008 is selected. To the right of the list are two arrow buttons (up and down). At the bottom right are 'OK' and 'Cancel' buttons.

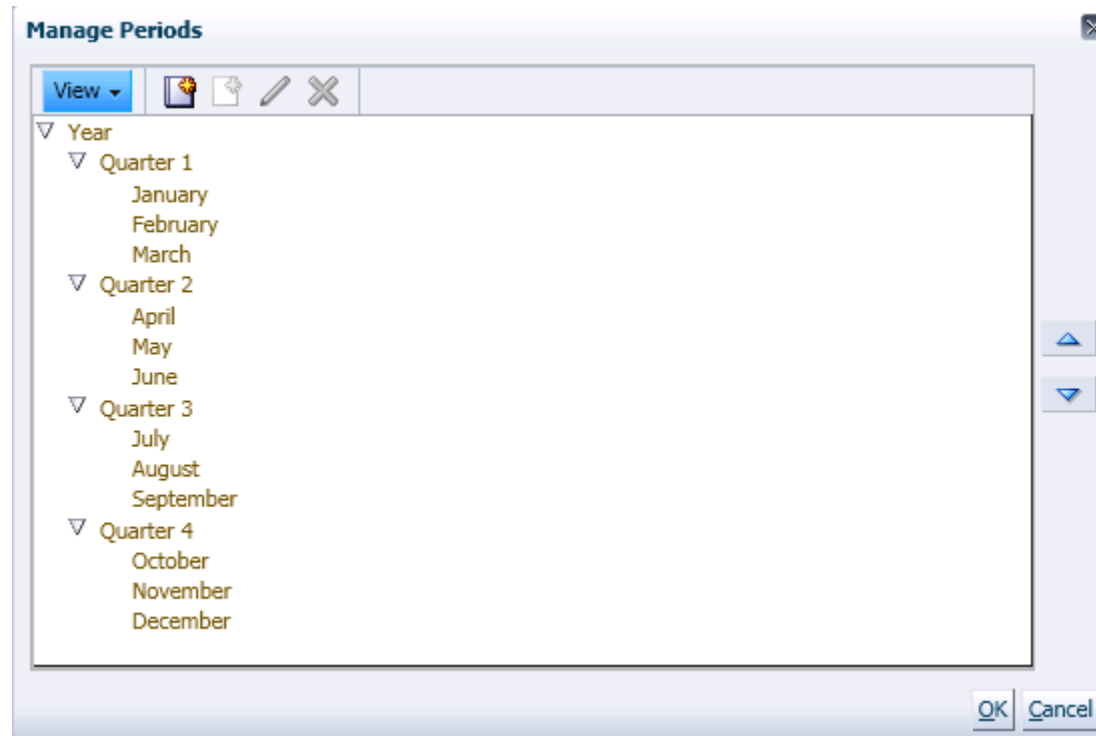
Year
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017

- Can assign year as numeric or alphanumeric (i.e. – FY09, FY10)
- Only administrators can setup





Process Activities - Periods

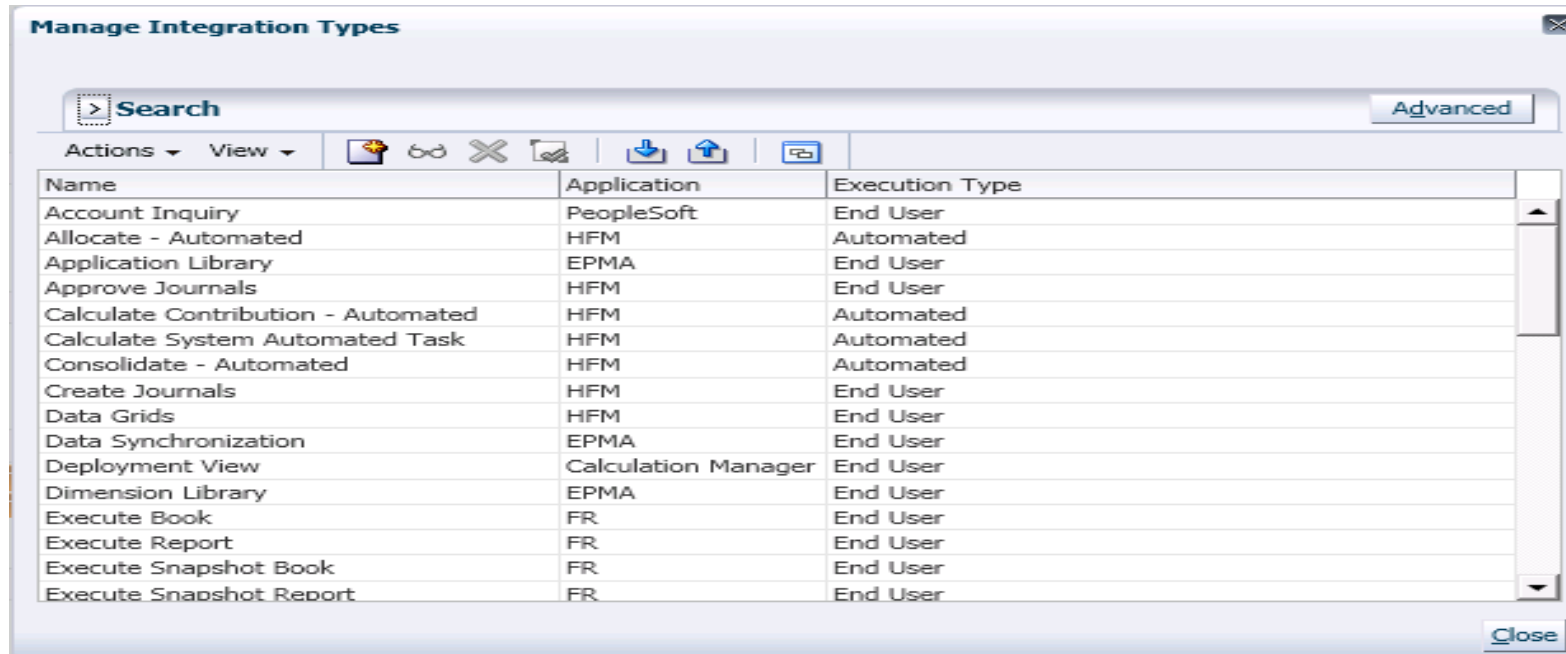


- Can assign period as numeric or alphanumeric
- Can also assign custom periods such as 13th period adjustment
- Only administrators can setup





Integration Types



The screenshot shows a software window titled "Manage Integration Types". It features a search bar at the top with a magnifying glass icon and the word "Search". To the right of the search bar is a button labeled "Advanced". Below the search bar is a toolbar with icons for actions like adding, deleting, and refreshing. The main area is a table with three columns: "Name", "Application", and "Execution Type". The table lists various integration types such as "Account Inquiry", "Allocate - Automated", "Application Library", etc. At the bottom right of the window is a "Close" button.

Name	Application	Execution Type
Account Inquiry	PeopleSoft	End User
Allocate - Automated	HFM	Automated
Application Library	EPMA	End User
Approve Journals	HFM	End User
Calculate Contribution - Automated	HFM	Automated
Calculate System Automated Task	HFM	Automated
Consolidate - Automated	HFM	Automated
Create Journals	HFM	End User
Data Grids	HFM	End User
Data Synchronization	EPMA	End User
Deployment View	Calculation Manager	End User
Dimension Library	EPMA	End User
Execute Book	FR	End User
Execute Report	FR	End User
Execute Snapshot Book	FR	End User
Execute Snapshot Report	FR	End User

Integration Type is a definition of a service (end point) provided by an external application

- EXAMPLE: Consolidate Integration Type for HFM contains parameters such as the Point of View dimensions to run the consolidation
- A standard set of Integration Types that are integrated with other Oracle applications is included with the installation or downloaded from Oracle Support Site



Integration Types

View Integration Type [Calculate System Automated Task]

Properties Parameters

Name: Calculate System Automated Task

Integration Type Code: CALCULATE

Description:

Application: HFM

Execution Type: ☐ End User ☒ System Automated ☐ Event Monitoring

WSDL Location: \$PROTOCOL\$://\$SERVER\$:\$PORT\$/\$WEBCONTEXT\$/ActionsSer

Service Namespace: http://fm.webservices.epm.oracle

Service Name: ActionsService

Service Port Type: IActionsService

Service Operation: Calculate

Root Element:

Request Namespace:

Callback Port Type: IActionsServiceResponse

Callback Operation: CalculateResponse

Response Root Element:

Response Namespace:

Response XSL Transformation:

Close

View Integration Type [Calculate System Automated Task]

Properties Parameters

Actions View

Name	Parameter Type	Tooltip	Required
Cluster	Dynamic List		*
Application	Dynamic List		*
POV	Dimension Selector		*
Force	Checkbox		*
Type	Text		*

Close

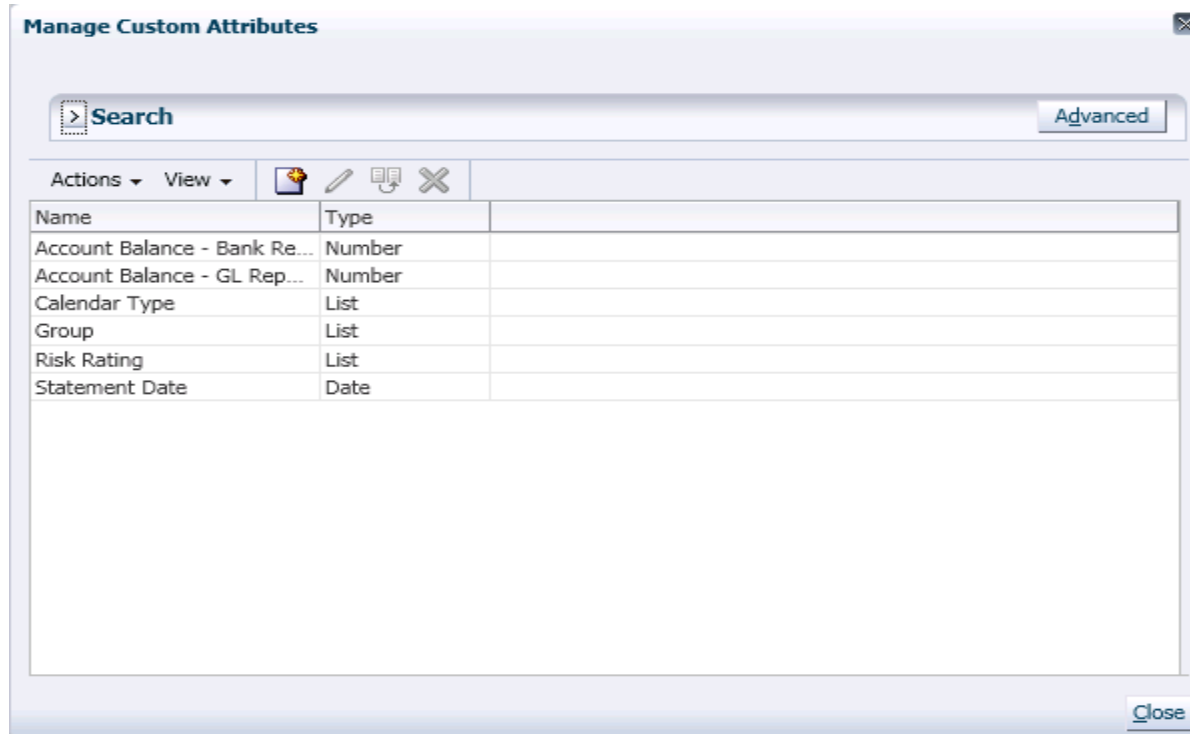
End-User Tasks: Users must perform and validation (URL / Go To Task)

System-Automation Tasks: Executed automatically as scheduled (web service)

Event monitoring Tasks: based on events in external apps (i.e. journal approve)



Custom Attributes



Name	Type
Account Balance - Bank Re...	Number
Account Balance - GL Rep...	Number
Calendar Type	List
Group	List
Risk Rating	List
Statement Date	Date

- Custom categorization that is optional for easier searching or filtering
- Assign each for input as a Number, Date, Time, List, Text, or True/False
- Only administrators can setup





Custom Attribute Types

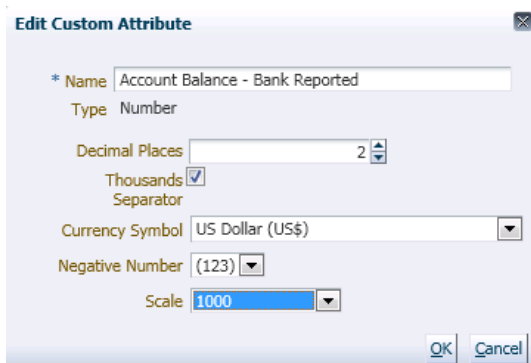
Number Attribute: User will enter numeric values for a task (i.e. – Acct Recon info)

List Attribute: User will pick from a list to assign to a task

Date Attribute: User can pick a calendar date required for a task (i.e. – Acct Recon info)

True / False: User can assign a task as True or False (i.e. – required for External Audit)

Number



Edit Custom Attribute

* Name: Account Balance - Bank Reported

Type: Number

Decimal Places: 2

Thousands Separator: ☒

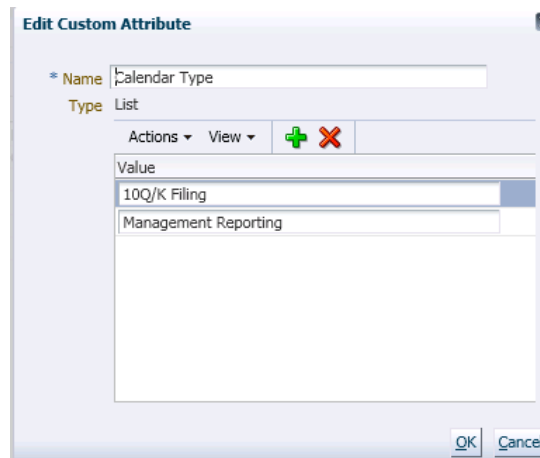
Currency Symbol: US Dollar (US\$)

Negative Number: (123)

Scale: 1000

OK Cancel

List



Edit Custom Attribute

* Name: Calendar Type

Type: List

Actions View + -

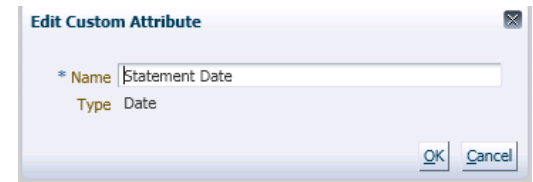
Value

10Q/K Filing

Management Reporting

OK Cancel

Date



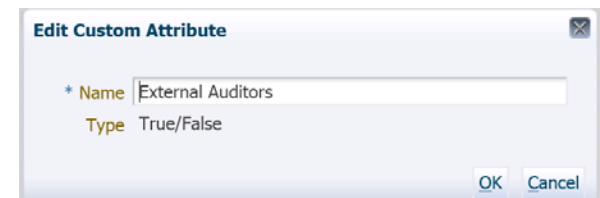
Edit Custom Attribute

* Name: Statement Date

Type: Date

OK Cancel

True / False



Edit Custom Attribute

* Name: External Auditors

Type: True/False

OK Cancel

Alerts (and Types)



Manage Alert Types

Search Advanced

Actions ▾ View ▾

Name	Description	Enabled
Data Issue	Data Issue	<input checked="" type="checkbox"/>
Hardware Issue	Hardware Issue	<input checked="" type="checkbox"/>
Network Issue	Network Issue	<input checked="" type="checkbox"/>

Close

New Alert

Details

* Name Owner Name Demo Admin
Type Status Open
* Priority * Assignee administrator
* Description Approver Aruna Patel

Comments

There are no comments.

OK Cancel

Alerts are notifications from Close Manager users on issues that they encounter during the close process, such as hardware or software issues

Users create alerts identifying a problem, and assign them to be resolved

Creating Tasks



Create a Task
from a Task
Type in the
Browser Bar

New Task

Properties | Parameters | Instructions | Questions | Access | Predecessors | Attributes | History

* Task Name: Submit Journal Entries Q2
* Task ID: SJEQ2
Description: Submitting Journal Entries requirements for Q2

Source: Quarter 2 2012 Close
* Task Type: (No value selected)
Priority: Medium

* Starts: Jun 11, 2012 8:00 AM
* Ends: Jun 11, 2012 9:00 AM

Minimum Duration: Day(s) 0 Hour(s) 0 Minute(s) 0
Allow Early Start: ☐

Owner: Demo Admin
Assignee: Maria Jones

Save and Close Cancel

A task is a unit of action within Close Manager (data entry or data consolidation)

- Power users define the tasks that comprise a close process
- Users can read task instructions, answer questions, submit, reassign, approve, or reject tasks, and can access tasks from email notifications or by logging on to Financial Close Management
- Tasks are defined with task predecessors / successors (Related Tasks), assignees, and approvers



Tasks



Properties

Task Actions

First Half payroll loaded to GL

Properties Alerts (0) Related Tasks History

Task ID: GL01
Status: Closed
Start Date: May 25, 2012 8:00 AM
End Date: May 25, 2012 10:00 AM
Priority: High
Owner: Maria Jones
Assignee: George Foster
Schedule Name: May 2012 Close
Task Type: Payroll
Description: First Half payroll loaded to GL.

Comments

There are no comments.

Workflow

Role	Name	Status	Completion Date
Assignee	George Foster		Jun 29, 2012 12:1...

Close

Alerts

Task Actions

Fixed Assets Closed-EBS

Properties Alerts (1) Related Tasks History

Actions View

Name	Type	Assignee	Status	Approver
App isn't working	Hardware Issue	Demo Admin	Open (Assignee)	(Unassigned)

Edit Alert

Details

Task Name: Fixed Assets Closed-EBS
Name: App isn't working
Type: Hardware Issue
Priority: High
Description: Application isn't working due to hardware failure

Owner Name: Maria Jones
Status: Open (Assignee)
Assignee: Demo Admin
Approver: (Unassigned)

Comments

Comment

3/27/2014 7:27 PM: Maria Jones
3/27/2014 7:27 PM: Maria Jones
3/27/2014 7:27 PM: Maria Jones

Action

Created: Demo Admin
Assigned: Demo Admin
Priority: High

OK Cancel

Related Tasks

Task Actions

First Half payroll loaded to GL

Properties Alerts (0) Related Tasks History

Predecessors

No data to display

Successors

First Half payroll loaded to GL
Maria Jones
5/25/2012

Second Half payroll loaded to GL
Maria Jones
6/1/2012

Prior Tasks

View

Task Name	Status	Schedule Name	Owner	Start Date	End Date
-----------	--------	---------------	-------	------------	----------

There are no prior task runs for the current task.

Close

History

Task Actions

First Half payroll loaded to GL

Properties Alerts (0) Related Tasks History

View

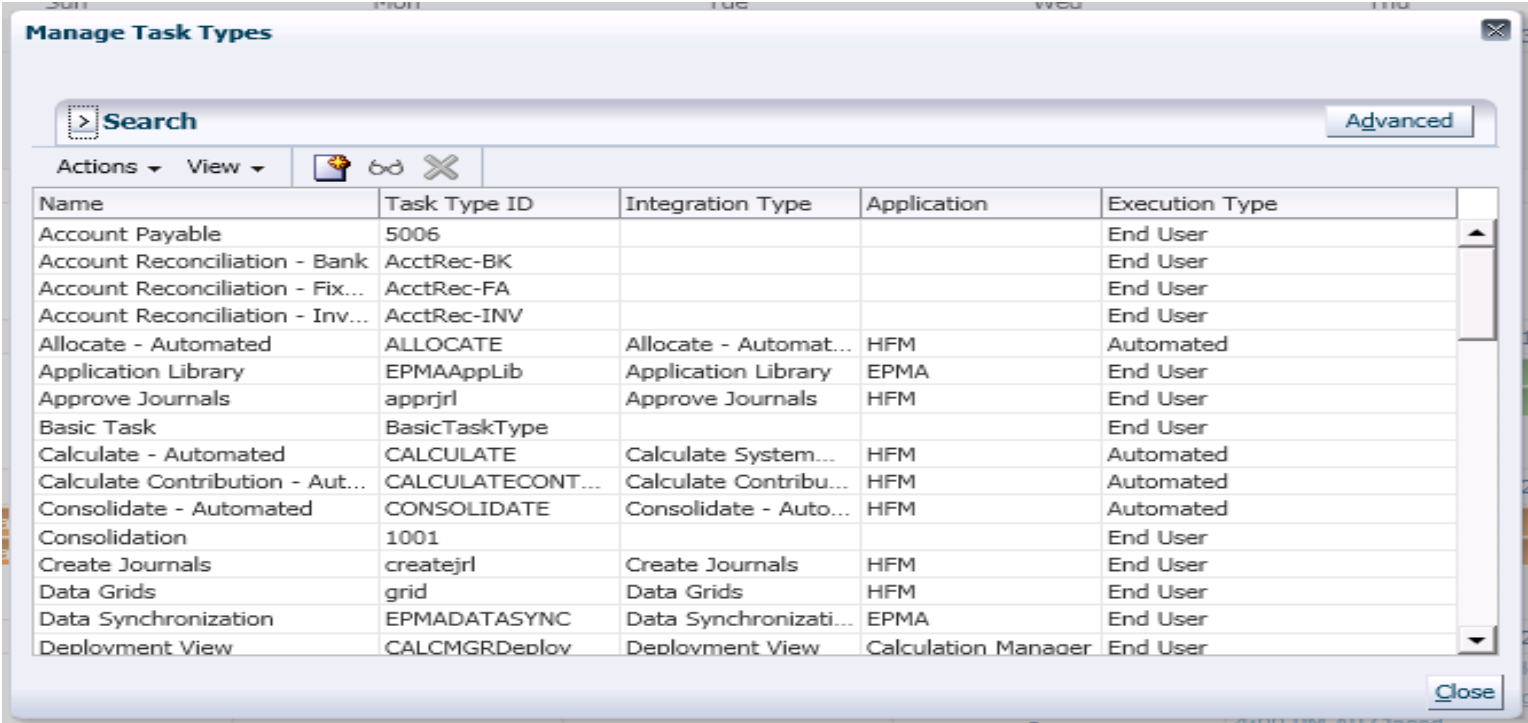
Field	Modification Type	Old Value	New Value	Modified By	Changed
Status	Changed	Open (Assignee)	Closed (Success)	George Foster	Jun 29, 2012 1
Task	Submitted			George Foster	Jun 29, 2012 1
Status	Changed	Pending	Open (Assignee)	Maria Jones	Jun 29, 2012 1

Details

Field: Status
Modification Type: Changed
Modified By: George Foster
Changed: Jun 29, 2012 12:10 PM
Old Value: Open (Assignee)
New Value: Closed (Success)

Close

Task Types



Name	Task Type ID	Integration Type	Application	Execution Type
Account Payable	5006			End User
Account Reconciliation - Bank	AcctRec-BK			End User
Account Reconciliation - Fix...	AcctRec-FA			End User
Account Reconciliation - Inv...	AcctRec-INV			End User
Allocate - Automated	ALLOCATE	Allocate - Automat...	HFM	Automated
Application Library	EPMAAppLib	Application Library	EPMA	End User
Approve Journals	apprjrl	Approve Journals	HFM	End User
Basic Task	BasicTaskType			End User
Calculate - Automated	CALCULATE	Calculate System...	HFM	Automated
Calculate Contribution - Aut...	CALCULATECONT...	Calculate Contribu...	HFM	Automated
Consolidate - Automated	CONSOLIDATE	Consolidate - Auto...	HFM	Automated
Consolidation	1001			End User
Create Journals	createjrl	Create Journals	HFM	End User
Data Grids	grid	Data Grids	HFM	End User
Data Synchronization	EPMADATASYNC	Data Synchronizati...	EPMA	End User
Deployment View	CALCMGRDeploy	Deployment View	Calculation Manager	End User

Task Types identify and categorize tasks commonly performed during a close period, for example, Data Entry, or G/L Extract. The Task Type enables you to set default information, such as settings that need to be input by the user, and questions or instructions that are shared by all tasks of that type. Task Types are often based on Integration Types



Task Types



View Task Type [Basic Task]

Properties Parameters Instructions Questions Attributes History

Task Type Name: Basic Task

Task Type ID: BasicTaskType

Description:

Integration Type: (None selected)

Allow Early Start:

Properties

Save and Close Cancel

Edit Task Type [Calculate - Automated]

Properties Parameters Instructions Attributes History

Override at Scheduling

Cluster:

Application:

POV:

Force:

Parameters

Save and Close Cancel

Edit Task Type [Calculate - Automated]

Properties Parameters Instructions Attributes History

Instructions:

References

Actions View + X

Type Name

There currently are no assigned references.

Manage Documents

Instructions

Save and Close Cancel

Edit Task Type [Calculate - Automated]

Properties Parameters Instructions Attributes History

Actions View + X

Order Name Type Value Display To User Updatable by

There are no custom attributes assigned.

Custom Attributes

Save and Close Cancel

Edit Task Type [Account Reconciliation - Investment]

Properties Parameters Instructions Questions Attributes History

View

Field	Modification Type	Old Value	New Value	Modified By	Changed
Task Type	Created			Maria Jones	Jun 6, 2011 3:14 PM

History

Details

Field: Task Type

Modification Type: Created

Modified By: Maria Jones

Changed: Jun 6, 2011 3:14 PM

Old Value:

New Value:

Save and Close Cancel



Task Types



ec2-50-16-77-195.compute-1.amazonaws.com - Remote Desktop Connection

TaskTypes.csv - Microsoft Excel

TaskTypeID	TaskTypeName	IntegrationType	Description	StartEarly	RunAs	Instruction
5006	Account Payable		Account Payable	No		
AcctRec-BK	Account Reconciliation - Bank			No		Please reconcile the bank account
AcctRec-FA	Account Reconciliation - Fixed Asset			No		
AcctRec-INV	Account Reconciliation - Investment			No		
ALLOCATE	Allocate - Automated	ALLOCATE		No		
EPMAAppLib	Application Library	EPMAAppLib		No		
apprjrl	Approve Journals	apprjrl		No		
CALCULATE	Calculate - Automated	CALCULATE		No		
CALCULATECONTRIBUTION	Calculate Contribution - Automated	CALCULATECONTRIBUTION		No		
CONSOLIDATE	Consolidate - Automated	CONSOLIDATE		No		
1001	Consolidation					
createjrl	Create Journals					
grid	Data Grids					
EPMADATASYNC	Data Synchroniza					
CALCMGRDeploy	Deployment View					
EPMADIMLIB	Dimension Librar					

Manage Task Types

Search

Advanced

Actions View

	Task Type ID	Integration Type	Application	Execution Type
New...	5006			End User
View...	AcctRec-BK			End User
Delete	AcctRec-FA			End User
Import	AcctRec-INV			End User
Export	ALLOCATE	Allocate - Automat...	HFM	Automated
	EPMAAppLib	Application Library	EPMA	End User
	apprjrl	Approve Journals	HFM	End User
	BasicTaskType			End User
	CALCULATE	Calculate System...	HFM	Automated
	CALCULATECONT...	Calculate Contribu...	HFM	Automated
	CONSOLIDATE	Consolidate - Auto...	HFM	Automated
	1001			End User
	createjrl	Create Journals	HFM	End User
	grid	Data Grids	HFM	End User
	EPMADATASYNC	Data Synchronizati...	EPMA	End User
	CALCMGRDeploy	Deployment View	Calculation Manager	End User

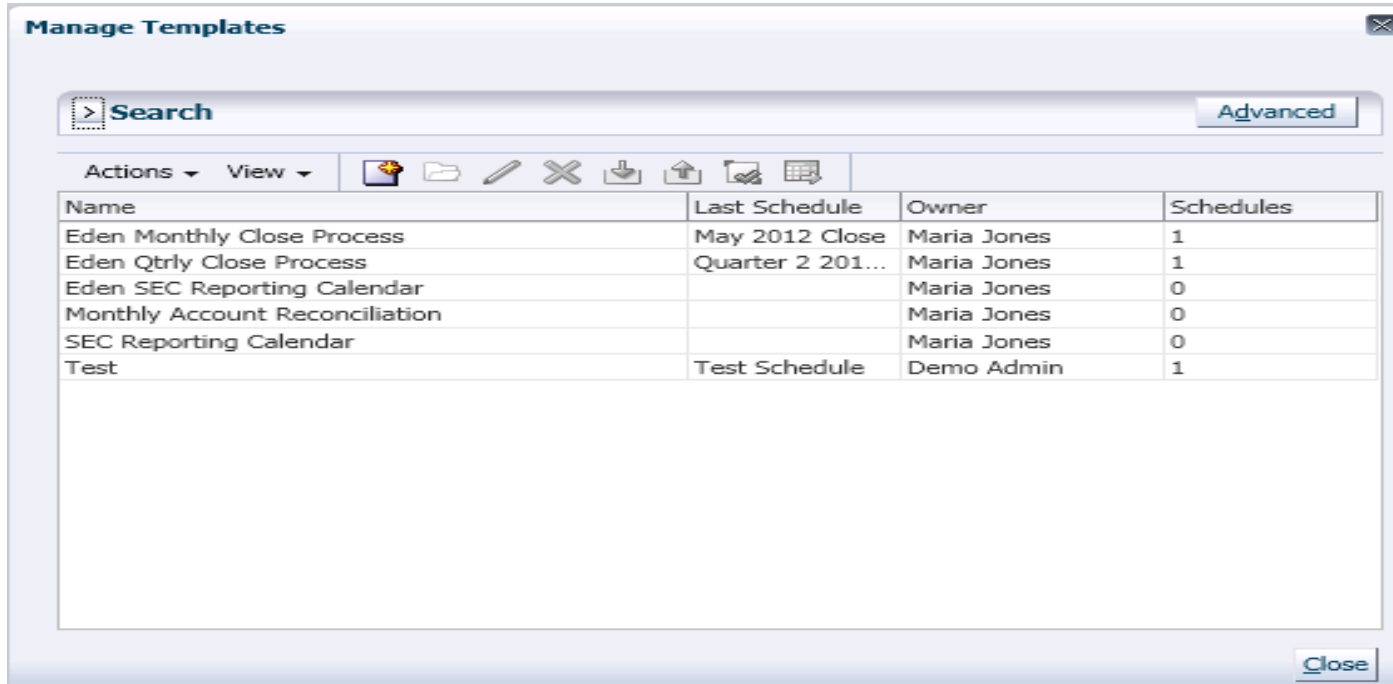
Close

You can import and export Task Types into a .CSV / Text file for easier maintenance





Templates



Name	Last Schedule	Owner	Schedules
Eden Monthly Close Process	May 2012 Close	Maria Jones	1
Eden Qtrly Close Process	Quarter 2 201...	Maria Jones	1
Eden SEC Reporting Calendar		Maria Jones	0
Monthly Account Reconciliation		Maria Jones	0
SEC Reporting Calendar		Maria Jones	0
Test	Test Schedule	Demo Admin	1

A template is a set of tasks that are repeatable over close periods. Administrators can create templates for different types of close periods, such as monthly or quarterly

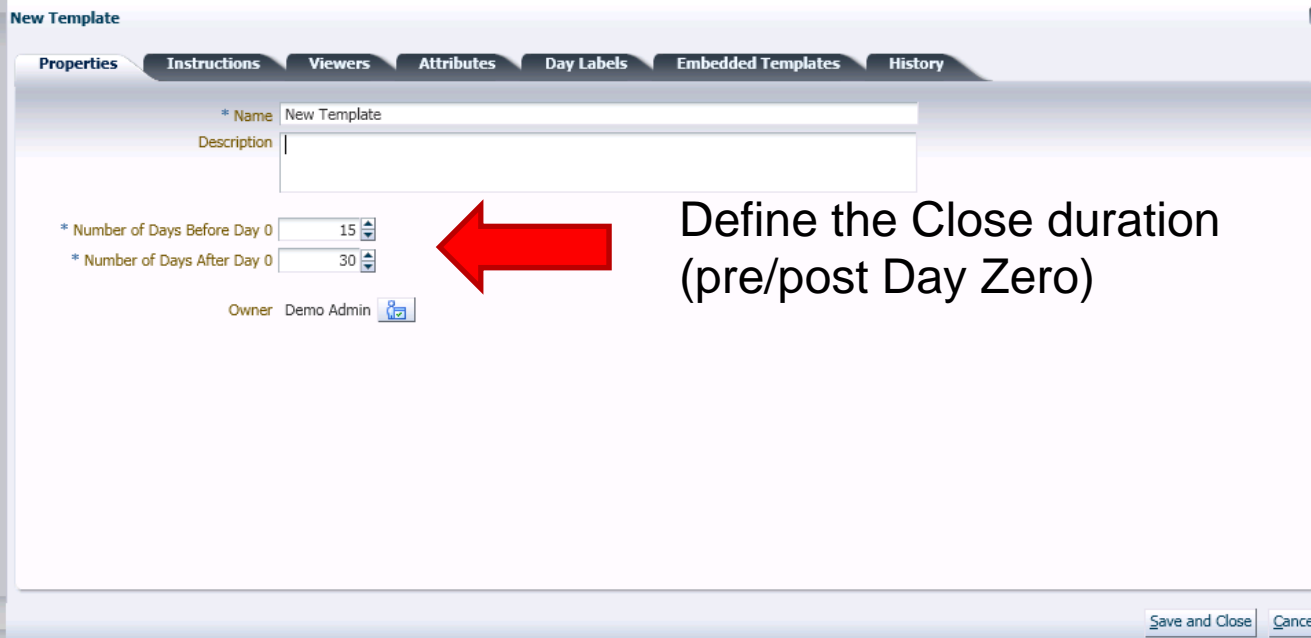
- Schedules can be built more efficiently using templates





Creating Templates

- File/New/Template



New Template

Properties | Instructions | Viewers | Attributes | Day Labels | Embedded Templates | History

* Name: New Template

Description:

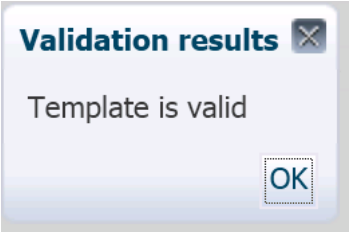
* Number of Days Before Day 0: 15

* Number of Days After Day 0: 30

Owner: Demo Admin

Save and Close Cancel

Define the Close duration
(pre/post Day Zero)



Validation results

Template is valid

OK

Validation is performed to check dependencies,
data-precedence mismatches, circular predecessors





Templates – Details



Viewers

Edit Template [Eden Monthly Close Process]

Properties Instructions Viewers Attributes Day Labels Embedded Templates History

Actions View +

User Name
No viewers assigned.

Assign View Access if have access to a task
(or task) in an attached Schedule

OK Cancel

Attributes

Edit Template [Eden Monthly Close Process]

Properties Instructions Viewers Attributes Day Labels Embedded Templates History

Actions View +

Order	Name	Type	Value	Updatable by	Required
Fetching Data...					

OK Cancel

Day Labels

Edit Template [Eden Monthly Close Process]

Properties Instructions Viewers Attributes Day Labels Embedded Templates History

View

Day	Day Label
Day -15	Day -15
Day -14	Day -14
Day -13	Day -13
Day -12	Day -12
Day -11	Day -11
Day -10	Day -10
Day -9	Day -9
Day -8	Day -8
Day -7	Day -7
Day -6	Day -6
Day -5	Day -5
Day -4	Day -4
Day -3	Day -3
Day -2	Day -2
Day -1	Day -1

OK Cancel

Embedded Templates

Edit Template [Eden Monthly Close Process]

Properties Instructions Viewers Attributes Day Labels Embedded Templates History

This template is currently embedded in another template. Because of that this template cannot have an embedded template.
Template currently used in:

Template Name
Eden Qtrly Close Process

Can embed on template into another (i.e. –
Monthly into Quarterly tasks)

OK Cancel

Templates – Import / Export

TaskID	TaskName	TaskType	Description	Priority	StartDate	StartTime	EndDate	EndTime	Duration	MinimumDuration	Owner	Assignee	Active	StartE
GL11	2nd Half payroll loaded to GL	1013	2nd Half payroll loaded to GL	High	1	9:00	1	11:00			0 Maria Jones	George Foster	Yes	No
GL07	AP Closed	BasicTaskType	AP Closed	Medium	-2	17:00	-2	21:00			0 Maria Jones	Barry Mills	Yes	No
GL09	AP transfer to GL	1005	AP transfer to GL	High	-1	9:00	-1	11:00			0 Maria Jones	George Foster	Yes	No
GL16	AR Closed	BasicTaskType	AR Closed	High	3	16:00	3	21:00			0 Maria Jones	George Foster	Yes	No
GL08	AR transfer to GL	1005	AR transfer to GL	High	-1	9:00	-1	11:00			0 Maria Jones	George Foster	Yes	No
CNSL36	Board Package distributed for review	1003	Board Package distributed for review	High	10	10:00	10	15:00			0 Maria Jones	George Foster	Yes	No
GL06	Clear Outstanding AP invoices	5006	Clear Outstanding AP invoices	High	-2	9:00	-2	11:00			0 Maria Jones	Barry Mills	Yes	No
CNSL31	Consolidated Results final	BasicTaskType	Consolidated Results final	High	6	13:00	6	21:00			0 Maria Jones	George Foster	Yes	No
CNSL02	Consolidation Metadata Mapping validation	ParentTaskType	Consolidation Metadata Mapping validation	High							0 Maria Jones		Yes	
CNSL06	Consolidation Metadata Mapping validation - APAC	1011	Consolidation Metadata Mapping validation - APAC	High	0	9:00	0	17:00			0 Maria Jones	Aruna Patel	Yes	No
CNSL03	Consolidation Metadata Mapping validation - Corporate Finance	1011	Consolidation Metadata Mapping validation - Corporate Finance	High	0	9:00	0	17:00			0 Maria Jones	Barry Mills	Yes	No
CNSL04	Consolidation Metadata Mapping validation - EMEA							17:00			0 Maria Jones	Jacques Picard	Yes	No
CNSL05	Consolidation Metadata Mapping validation - North America							17:00			0 Maria Jones	Henry Jefferson	Yes	No
GL18	Corp GL closed - 9 PM							21:00			0 Maria Jones	George Foster	Yes	No
CNSL33	Enter Corporate JE Adjustments Start							11:00			0 Maria Jones	George Foster	Yes	No
CNSL12	Enter Flash Income Statement data into HFM										0 Maria Jones		Yes	
CNSL16	Enter Flash Income Statement data into HFM - APAC							13:00			0 Maria Jones	Aruna Patel	Yes	No
CNSL13	Enter Flash Income Statement data into HFM - Corporate Finance							13:00			0 Maria Jones	Barry Mills	Yes	No

Manage Templates

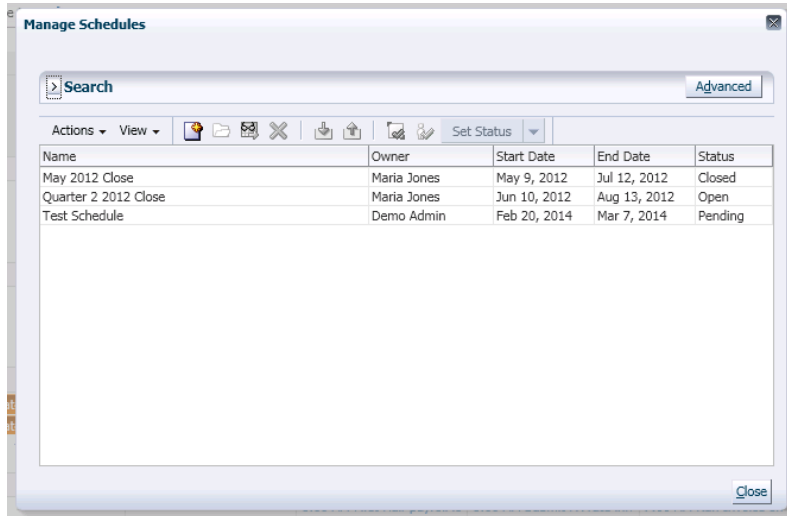
Actions

View

	Last Schedule	Owner	Schedules
New...			
Open	May 2012 Close	Maria Jones	1
Edit...	Quarter 2 201...	Maria Jones	1
Delete		Maria Jones	0
Import Tasks...		Maria Jones	0
Export Tasks		Maria Jones	0
Reassign User		Maria Jones	0
Validate		Maria Jones	0
Create Schedule	Test Schedule	Demo Admin	1

You can import and export Tasks for each template in .CSV / Text format

Schedules / Create Schedules



The 'Manage Schedules' window displays a table of existing schedules. It includes a search bar at the top and a toolbar with icons for actions like adding, deleting, and setting status. The table has columns for Name, Owner, Start Date, End Date, and Status.

Name	Owner	Start Date	End Date	Status
May 2012 Close	Maria Jones	May 9, 2012	Jul 12, 2012	Closed
Quarter 2 2012 Close	Maria Jones	Jun 10, 2012	Aug 13, 2012	Open
Test Schedule	Demo Admin	Feb 20, 2014	Mar 7, 2014	Pending



The 'New Schedule' window shows the configuration options for a new schedule. It includes tabs for Properties, Instructions, Viewers, Attributes, and History. The Properties tab is active, showing fields for Name, Description, Start Date, End Date, Year, Period, Day Zero Date, Owner, and Source Template. A date picker is open for the End Date, showing a calendar view with the date Nov 29, 1998 selected.

Name: Example Schedule
Description:
Start Date: Feb 27, 2014
End Date: Mar 27, 2014
Year: 2014
Period: Quart
Day Zero Date: Mar 10, 2014
Owner: Demo Admin
Source Template: None

A schedule defines the chronologically ordered set of tasks that must be executed for a specific close period, and is the alignment of a template's generic close days to calendar dates

Schedules have a status of Pending, Open, Closed, or Locked. You can change the status of a schedule from Pending to Open, or from Open to Closed or Locked (Note: Once Status is Locked – user cannot change it)



Schedules - Details



Instructions

Attributes

Viewers

History

Field	Modification Type	Old Value	New Value	Modified By	Changed
Status	Changed	Pending	Open	Demo Admin	Jul 10, 2012 9:52
Schedule	Created			Maria Jones	Jun 19, 2012 11:15

Details
Field: Status
Modification Type: Changed
Modified By: Demo Admin
Changed: Jul 10, 2012 9:52 PM
Old Value: Pending
New Value: Open

Schedules are either created from pre-defined Templates or manually





Report Binders



Report Binders are summaries of close process activity

- They contain a description of all task details that were executed as part of the close schedule
- Report Binders enable administrators and others to review and adjust activities for future periods and are useful for audit purposes
- Tools/Generate Report Binder...

The screenshot shows a 'Report Binder' dialog box with the following fields and options:

- * Report Binder Name**: A text input field.
- Description**: A larger text area for a detailed description.
- Schedule Name**: A dropdown menu currently showing 'May 2012 Close'.
- Optional Components**: Three checkboxes for 'Alerts', 'Comments', and 'Attachments', all of which are currently unchecked.
- Buttons**: 'Generate' and 'Close' buttons at the bottom right.



Report Binders



- Viewing Report Binders
 - Once a report binder is generated, its output is a .zip file with a specified name and location
 - Extract the .zip file and open the .html file to see the report binder

Report Binder | Test1

Created By	Demo Admin	Created On	Feb 27, 2014 1:08 PM
Description	Test desc		

Schedule Information

Schedule	Quarter 2 2012 Close	Owner	Maria Jones
Start Date	Jun 10, 2012 11:00 PM	End Date	Aug 13, 2012 10:59 PM
Period	June	Year	2012
Status	Open		
Description			

Schedule Details

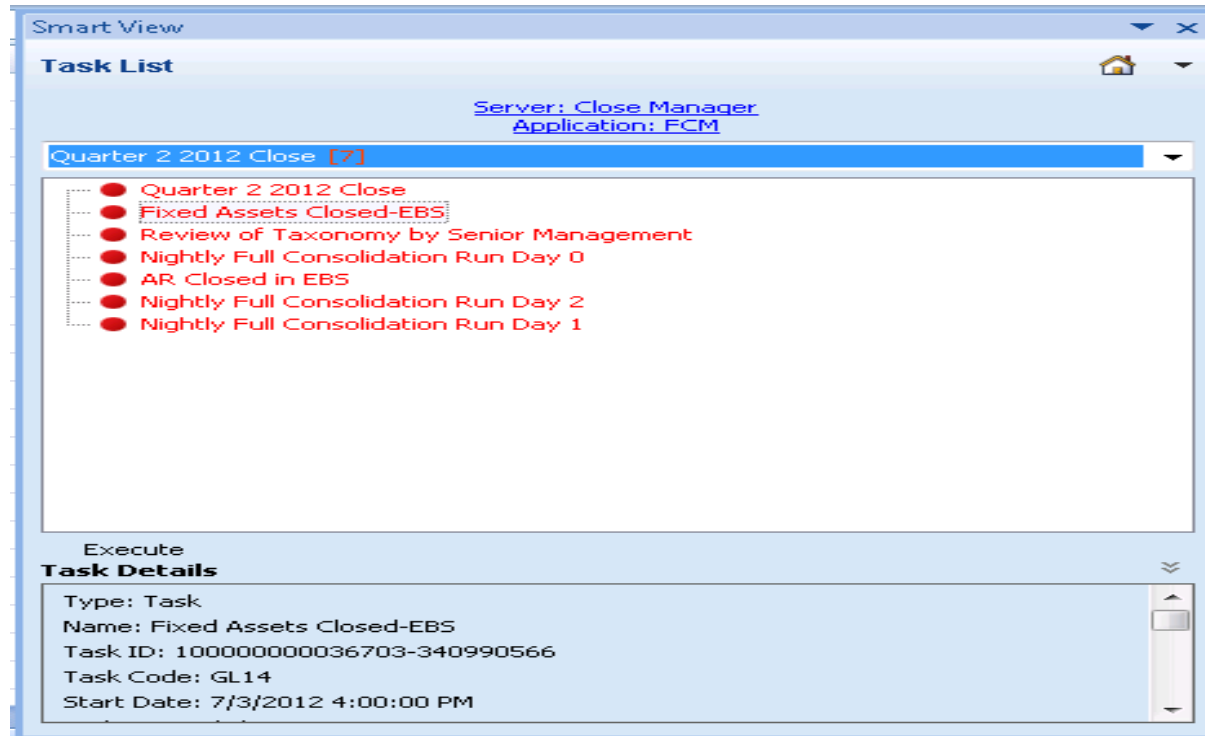
	Total	Pending	Open	Closed
Tasks	94	40	36	18

Report Binder | Test1 > Tasks

Task	Status	Assignee	Start	End	Duration
Tag Prior Period Numbers and Placeholders	Pending		Jun 15, 2012 5:00 PM	Jun 22, 2012 5:00 PM	7 days
Update Tags - Balance Sheet	Pending	Francis Rosenberg	Jun 15, 2012 5:00 PM	Jun 22, 2012 5:00 PM	7 days
Update Tags - Cash Flow	Pending	Francis Rosenberg	Jun 15, 2012 5:00 PM	Jun 22, 2012 5:00 PM	7 days
Update Tags - Disclosures	Pending	Francis Rosenberg	Jun 15, 2012 5:00 PM	Jun 22, 2012 5:00 PM	7 days
Update Tags - Income Statement	Pending	Barry Mills	Jun 15, 2012 5:00 PM	Jun 22, 2012 5:00 PM	7 days
Update Tags - Segment Reporting	Pending	Francis Rosenberg	Jun 15, 2012 5:00 PM	Jun 22, 2012 5:00 PM	7 days
First Half payroll loaded to GL	Closed	George Foster	Jun 26, 2012 8:00 AM	Jun 26, 2012 10:00 AM	2 hours
Submit FX rate info to Treasury	Closed	George Foster	Jun 27, 2012 8:00 AM	Jun 27, 2012 2:00 PM	6 hours
Publish FX rate schedule	Closed	George Foster	Jun 27, 2012 2:00 PM	Jun 27, 2012 4:00 PM	2 hours
Import expense reports from iExpenses or Xpense Xpress	Closed	Barry Mills	Jun 27, 2012 9:00 PM	Jun 27, 2012 10:00 PM	1 hours
Import invoices into AP from external feeding systems	Closed	Barry Mills	Jun 27, 2012 9:00 PM	Jun 27, 2012 10:00 PM	1 hours
Run Payables Approval Process	Closed	Barry Mills	Jun 27, 2012 10:00 PM	Jun 27, 2012 10:00 PM	0 minutes
Run Invoice on Hold Report	Closed	Barry Mills	Jun 28, 2012 7:00 AM	Jun 28, 2012 8:00 AM	1 hours



SmartView – Initiating Outlook



Task Lists can be selected via the Smartview in Microsoft Outlook to integrate with the Tasks in Outlook to run Close Manager functionality



SmartView / Outlook – Open / Run Task List



Tasks in SmartView - Microsoft Outlook

File Edit View Go Tools Actions Help SmartView Oracle UCM

New Reply Reply to All Forward Search address books

Check In Mail Item

Tasks

Task Name Task ID Start Date End Date FCM Priority Task Owner Responsible Assignee Access Type FCM Status Need Attention

Click here to add a new Task

Categories: Quarter 2 2012 Close (FCM : Close Manager) (7 Items)

Task Name	Task ID	Start Date	End Date	FCM Priority	Task Owner	Responsible	Assignee	Access Type	FCM Status	Need Attention
Nightly Full Consolidation Run Day 2	CNSL10	Wed 7/4/2012 1:00 AM	Wed 7/4/2012 3:00 AM	High	Maria Jones	Maria Jones	Maria Jones	Assignee	With Assignee	Yes
Review of Taxonomy by Senior Mana...	DM.UPO.RV.MGMT	Tue 6/12/2012 8:00 AM	Tue 6/12/2012 6:00 PM	Medium	Maria Jones	Carol Judd	Carol Judd	Approver	With Assignee	Yes
Nightly Full Consolidation Run Day 1	CNSL09	Tue 7/3/2012 1:00 AM	Tue 7/3/2012 3:00 AM	High	Maria Jones	Maria Jones	Maria Jones	Assignee	With Assignee	Yes
AR Closed in EBS	GL16	Thu 7/5/2012 4:00 PM	Thu 7/5/2012 9:00 PM	High	Maria Jones	Maria Jones	Maria Jones	Assignee	With Assignee	Yes
Nightly Full Consolidation Run Day 0		None	None							Yes
Fixed Assets Closed-EBS	GL14	Tue 7/3/2012 4:00 PM	Tue 7/3/2012 6:00 PM	High	Maria Jones	Maria Jones	Maria Jones	Assignee	With Assignee	Yes
Quarter 2 2012 Close		None	None							Yes

SmartView Task

Nightly Full Consolidation Run Day 2

Properties Alerts (0) Related Tasks History

Task ID: CNSL10 Owner: Maria Jones

Status: Open Assignee: Maria Jones

Start Date: Jul 4, 2012 1:00 AM Schedule Name: Quarter 2 2012 Close

End Date: Jul 4, 2012 3:00 AM Task Type: Consolidation

Priority: High

Description: Nightly Full Consolidation Run Day 2

Instructions

Ensure all the tasks are completed per Eden Corporation's policy and procedures

Comments

There are no comments.

Workflow

Role	Name	Status	Completion Date
Assignee	Maria Jones		

Apply

Task List displaying tasks in Microsoft Outlook – can be submitted



Other Features / Timeframe



- Supported with Lifecycle Management to migrate between environments
- Can have up to 2000 tasks per schedule
- Can reopen tasks if not in “Locked” Status
- Can export Integration Type files in XML format
- Can attach documents up to 100 MB
- “At Risk” status available for tasks that haven’t started on time and are projected to exceed time duration
- Stored on a RDBMS (Oracle or SQL)
- Requires installation (but not necessarily configuration) of ARM (Account Reconciliation Manager as well)

Financial Close Manager can streamline and centralize your organization’s Financial Close Cycle Process in less than a quarter (usually 6-8 weeks)

It’s worth the effort!





Questions



Thank You !

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