

IN 6 STEPS ...

✓ ACCELERATE PROCESSES

✓ MANAGE PROCESS RISKS

✓ MEET COMPLIANCE REQUIREMENTS

✓ ACHIEVE PROCESS GOALS

1 Identify relevant processes

Identify relevant processes based on risk categories and compliance requirements derived from the process portfolio.



Focus on ...

- Year-end closing and accounting processes
- Cash-out and release processes

Requirements

- Process overview and selected detailed processes are available
- Process ownerships are defined
- Main risk types and compliance requirements are known

2 Identify and evaluate process risks

Assign specific risks to processes and evaluate them based on their probability of occurrence and impact.



Use available risk catalogues from different standards such as COSO, BASEL IV, ISO 31000 or MaRisk as a reference.

Top risk categories

- Internal & external fraud
- Process interruptions & system failures
- IT-risks
- Compliance-risks

3 Define and anchor controls in processes

Establish controls to reduce risks. Ensure regular and well documented control executions.



Use upstream controls with a high degree of automation. Pay attention to key controls and proper proof of the control's execution.

Also pay attention to

- Controls for release and feasibility
- Regular control cycles (daily, monthly, quarterly, annually)
- Central documentation of proof of control
- Automation of control reminders

4 Test process controls and identify control gaps

Ensure control testing (random sampling) by role separation. Focus on efficiency – test of design and test of effectiveness.



In particular, subject key controls to regular review and analyze the results in detail.

Further recommendations

- Establish regular control testing using a control plan and workflows
- Adjust the sample size based on control's relevance
- Question how to improve the performance of your controls

5 Optimize processes and controls

Improve processes, reduce risks, and increase control effectiveness with appropriate measures. Take into account the results of the control tests.



Increase transparency and relevance by including actions in regular status reports. Workflows help to consistently track the implementation of these measures.

Further recommendations

- Involve all stakeholders (including auditors) in the optimization process.
- Combine the Internal Control approach with the optimization of processes.

6 Leverage reports and dashboards

Specific reports and dashboards for each target group provide comprehensive insights. Process managers, risk and control owners benefit alike from greater transparency.



Use dashboards to keep track of everyone's pending tasks. Create reports from a consolidated database.

Most relevant reports

- Combined process & ICS documentation
- Risk-control-matrix
- Risk-control portfolio
- Effectiveness report

GRC Blog: Stay up to date



- Whitepaper
- Success Stories
- Free webinars
- And much more....

www.boc-group.com/adogrc/blog



With ADONIS & ADOGRC you achieve

- Transparency & traceability
- Consistent & reusable data
- Derive need for measures
- Integrated view

www.boc-group.com/adogrc/



GRC LinkedIn Channel

- News & events
- Expert articles & case studies

bit.ly/3FG3YqT