

## Journal Cycle Management

### Improve Financial Controls & End the Paper Chase

In today's business environment, finance managers are increasingly concerned with improving internal controls and maintaining easily accessible documentation for transactions. New government regulations and legislation such as Sarbanes-Oxley highlight the need for greater control, accuracy and transparency in financial reporting processes. Computron's Journal Cycle Management can help by arranging for General Ledger (GL) journal entries to be reviewed and approved by the appropriate individuals prior to posting and closing the period. It also lets users attach explanatory notes, Word and Excel documents, and scanned images to transactions. As a result, all supporting information pertaining to a transaction is kept together and can be easily accessed during an audit, reducing the need to reference paper files. Best of all, Journal Cycle Management works with your Computron GL and can be implemented quickly – within a few days – and with minimal IT resources.



### Process Management

By incorporating Computron's Workflow technology, Journal Cycle Management (JCM) allows finance managers to decentralize the GL journal entry function while still retaining proper controls. This is accomplished as follows:

- **Automated approvals routing**- JCM automates routing of journal transactions for approval based on user-defined criteria. For example, the system may be configured to route all transactions entered with a specific journal code or all transactions that include a specific account. A single transaction may be routed to multiple approvers.
- **Multiple modes of entry** - The transactions may be entered using Computron's standard online entry function or may be loaded into GL from an external system using Computron's generalized external interface (GENEX) facility. Approvers use the standard online edit function to review the transactions and either approve or reject them.
- **Posting control** - Transactions routed for approval are placed on "hold" (cannot be posted). Once approved, the transaction status changes to "release".
- **Link documents to transactions** - Notes, documents, and scanned images may be attached to individual transactions upon entry or as part of the edit/approval function. A batch process is also available for scanning and indexing multiple paper documents.
- **Accessibility** - An inquiry function is available for viewing the transactions and any attachments. Once posted, this information is accessible from within the GL "Zoom" and Trial Balance inquiry functions. Because this is an extension of Computron's standard user interface, users do not need to be retrained.
- **Email notifications** - The system can notify approvers via email when journals are available for approval. It can also alert a user when a transaction has been returned as "rejected".
- **Audit trail** - As part of the standard inquiry, an activity graph lets users see where an individual transaction is in the process, who entered the journal and when, and who has approved.
- **Manage and reassign work** - Routed transactions are assigned to work queues. The queues may be accessed by individual users (approvers) or by groups. Managers can review the queues and reassign work to other users or groups. This helps to avoid bottlenecks when one individual becomes very busy or is on vacation.

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## About Computron

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Computron has a proven 30 year track record developing robust, high volume, scalable, secure and effective financial management solutions for more than 500 companies world wide. Headquartered in Lyndhurst New Jersey, Computron has offices in Australia, Europe, South Africa and the United States.

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