

*Integrating people, processes, and technology!™*

## Introducing Prociva

An Easier Approach to  
Business Process Documentation  
and SOX 404 Compliance



# With Prociva You Can . . .

- ❑ Complete process documents in a fraction of the time it takes normally!
- ❑ Automate connections between documents
- ❑ Receive immediate notification
- ❑ Access online support

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# Simple Navigation

The screenshot displays the Prociva web application interface. At the top left is the Prociva logo with the tagline "Making Business Process Documentation Easy!". To the right, there are text size options: "Small Text", "Normal Text", and "Large Text". Below these is a search bar with a magnifying glass icon and the word "Search".

A red box highlights the navigation menu, which includes buttons for "Home", "FAQ", "Members", "My Tasks", "Risk Matrix", "Employees", "Actors", "Keywords", and "Audit". Below the buttons, it shows "version 0.9.2" and "You are here: Home". To the right of the version number are user-related links: "Admin", "My Folder", "My Preferences", "Setup", and "Log out".

On the left side, there is a "recent items" section with a box stating "No items published or changed since your last log-in." and a "More..." link.

The main content area has a green header with tabs for "Contents", "View", "Edit", "Properties", and "Sharing". It also includes "Add New Item" and "State: visible" options. The main content features a yellow banner that says "Welcome! You are now logged in." followed by "Welcome Acme Inc. to Prociva!!!" and "WE MAKE BUSINESS PROCESS DOCUMENTATION EASY!". Below this is a paragraph about Prociva's functionality within the Acme Inc. intranet. A "Benefits" section follows, listing five bullet points: completing documents in half the time, finding changes without leafing through paper, automating connections among policies and procedures, receiving immediate notification of responsibility conflicts, and accessing online support for any questions.

At the bottom of the main content area, there is a link to "Download the Adobe SVG Viewer" and a footer with the text: "Contributors : ITOC Software Inc. 300 Frank H. Ogawa Plaza, Oakland, CA 94612 All rights reserved. Last modified 2007-04-16 20:07".

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# Changes at a glance!

**Prociva**  
Making Business Process Documentation Easy!

Small Text Normal Text Large Text

Search

Home FAQ Members My Tasks Risk Matrix Employees Actors Keywords Audit

version 0.9.2 Admin My Folder My Preferences Setup Log out

You are here: Home

recent items

No items published or changed since your last log-in.

More...

Contents View Edit Properties Sharing

Add New Item State: visible

Welcome! You are now logged in.

## Welcome Acme Inc. to Prociva!!!

**WE MAKE BUSINESS PROCESS DOCUMENTATION EASY!**

**Prociva** works within the Acme Inc. intranet allowing process owners to document business processes easily and, if necessary, comply with Sarbanes-Oxley Section 404 requirements.

### Benefits

- Complete your business process documents in half the time!
- Find changes without leafing through mountains of paper.
- Automate connections among your policies, procedures, and reference documents.
- Receive immediate notification of responsibility conflicts.
- Access online support for ANY questions you may have creating documentation for your business processes.

Download the Adobe SVG Viewer [here](#).

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# Easily Administered

The screenshot displays the Prociva web application interface. At the top left is the Prociva logo with the tagline "Making Business Process Documentation Easy!". To the right, there are text size options: "Small Text", "Normal Text", and "Large Text", along with a search bar. Below this is a horizontal navigation menu with buttons for "Home", "FAQ", "Members", "My Tasks", "Employees", "Actors", "Keywords", and "Audit". A secondary navigation bar shows the user's name "fdehenry", role "Manager", and links for "My Folder", "My Preferences", and "Log out". A breadcrumb trail reads "You are here: Home » Login successful".

A central orange notification box states: "Welcome! You are now logged in." Below this, the heading "You are now logged in" is followed by a paragraph: "Notice that the top right bar has changed. It now contains several personalized items. Use these items to control your settings and your personal area. They will remain as long as you are logged in." A red-bordered box highlights a recommendation: "You might want to head over to [your folder](#) and add some content, or [set up your Preferences](#)."

On the left side, a "recent items" box indicates "No items published or changed since your last log-in." with a "More..." link.

At the bottom, a footer contains the text: "Copyright © 2007 byITOC Software Inc." and "Copyright © 2005 ITOC Software Inc. 300 Frank H. Ogawa Plaza, Oakland, CA 94612 All rights reserved."

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# Global Search

**Prociva**

Making Business Process  
Documentation Easy!

[Home](#) [FAQ](#) [Members](#) [My Tasks](#) [Risk Matrix](#) [Employ](#)

version 0.9.2

You are here: [Home](#) » [Search Results](#)

## Search results











Did you not find what you were looking for? Try the [Advanced Search](#)

**10 items matching your criteria.** [RSS](#)

## Search results

Did you not find what you were looking for? Try the [Advanced Search](#) for more precise search options.

**10 items matching your criteria.** [RSS](#)

-  [Revenue recognition review](#) [100%] by Admin, 2007-05-14 06:59  
The Director of Revenue receives the contract document packet and audit materials to begin revenue recognition review.
-  [Deliver evidence of audit to Director of Revenue](#) [87%] by Admin, 2007-05-14 06:49  
The Accounts Receivable Billing Specialist is responsible for delivering evidence of the billing transaction audit to the Director of Revenue.
-  [Order Accuracy 02](#) [84%] by mbartlett, 2007-05-12 19:25  
Orders less than \$20,000 are reviewed by the Revenue Manager for proper revenue recognition.
-  [Enter credit card information](#) [70%] by Admin, 2007-05-14 07:44  
The Contract Administrator is responsible for entering the customer's credit card information, if it has been provided by the customer for purchases.
-  [Order Accuracy 01](#) [67%] by mbartlett, 2007-05-14 07:19  
Orders over \$20,000 are reviewed and receive signature approval according to the approved Signature Authorization policy.
-  [Deliver contract documents to Revenue Accounting](#) [65%] by Admin, 2007-05-14 06:56  
The Contract Administrator is responsible for physically walking the contract documents to the Accounts Receivable Billing Specialist area and placing them in ...
-  [Revenue and Receivables Cycle](#) [59%] by Admin, 2007-05-13 10:51  
FloPDisc Software Corp. (FloPDisc) develops and markets integrated software solutions for automating and integrating data and work flows across real estate ...
-  [Billing transaction audit](#) [59%] by Admin, 2007-05-14 06:36  
The Accounts Receivable Billing Specialist is responsible for auditing the billing transaction before invoicing the customer.
-  [Q1 2005 Test](#) [55%] by mbartlett, 2007-05-12 19:21  
Judgmentally Select 20 sales order packets from the period 3/1/05 through 5/31/05 and verify key components.
-  [Order Entry in Oracle](#) [48%] by mbartlett, 2007-05-14 06:35  
This procedure covers the steps to review the terms and conditions of all contracts. This procedure applies to all domestic entities and foreign subsidiaries ...

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# Risk Control Matrix

**Prociva**  
Making Business Process  
Documentation Easy!

Small Text Normal Text Large Text

Search

[Home](#) [FAQ](#) [Members](#) [My Tasks](#) [Risk Matrix](#) [Employees](#) [Actors](#) [Keywords](#) [Audit](#)

version 0.9.2

[Admin](#) [My Folder](#) [My Preferences](#) [Setup](#) [Log out](#)

You are here: [Home](#) » Risk Matrix View

## Risk Matrix

test control 1		
Risk Identified	Effective / Non Effective	Procedure
foobars are risky	Effective	Procedure Demonstration
Risk Identified	Effective / Non Effective	Procedure
Order Accuracy 02		
Risk Identified	Effective / Non Effective	Procedure
Orders may not be recorded accurately	Effective	Order Entry in Oracle
Order Accuracy 01		
Risk Identified	Effective / Non Effective	Procedure
Orders may not be recorded accurately.	Effective	Order Entry in Oracle



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# Prociva Procedure

## Procedure: Making Coffee

### Description

The coffee making procedure describes how to make coffee.

### Explanation

This important procedure maintains the fresh life-blood of the organization.

Here is a general overview of the Coffee Making procedure's content pipeline.



*(Bean not to scale.)*

### Actors

Vice President. Any Employee

### Keywords

Coffee.

### Procedure Steps

#### 1. Procedure Start

[edit](#)

**Step:** Start

**Actor:** Any Employee

**Explanation:**

[honey](#)

This is the start of the coffee making procedure. It's a very important procedure to get right, because all other procedures depend on its successful completion.

[coffee](#)

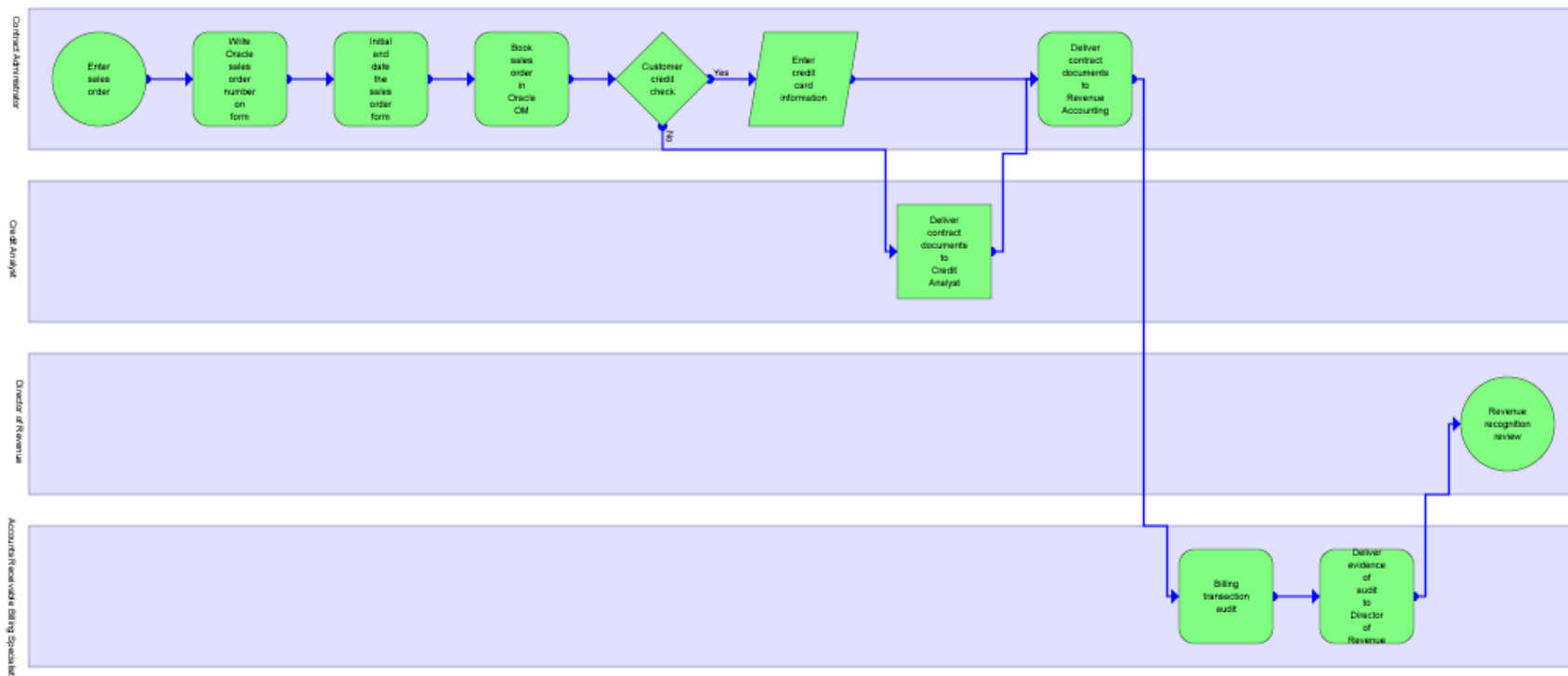
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# Prociva Procedure

## Order Entry in Oracle

This procedure covers the steps to review the terms and conditions of all contracts. This procedure applies to all domestic entities and foreign subsidiaries of ACME INC.



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# Auditing System

**Audit Activity**  
[XXX] - Audit Activity

action performed	affected item	performed by	date and time
Edited personal settings for fdehenry	/personalize_form	fdehenry	2007/02/20 10:57:23.592 US/Pacific
Edited personal settings for fdehenry	/personalize_form	fdehenry	2007/02/20 10:48:45.307 US/Pacific
	/login_success	mbartlett	2007/02/08 14:48:54.421 US/Pacific
	/folder_contents	fdehenry	2007/02/07 13:17:51.815 US/Pacific
	/base_edit	mbartlett	2007/02/04 17:43:42.765 US/Pacific
	/base_edit	mbartlett	2007/02/04 16:50:12.210 US/Pacific
	/prefs_employees_action_add	mbartlett	2007/02/04 15:54:26.689 US/Pacific
	/prefs_actors_action_delete	mbartlett	2007/01/27 14:43:26.914 US/Pacific
	/prefs_actors_action_add	mbartlett	2007/01/27 14:43:13.614 US/Pacific
	/prefs_employees_action_delete	mbartlett	2007/01/26 12:47:36.709 US/Pacific
	/prefs_employees_action_add	mbartlett	2007/01/26 12:46:49.992 US/Pacific
	/prefs_actors_action_add	mbartlett	2007/01/26 09:12:08.709 US/Pacific

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# Case Study: Section 404 Process Documentation

- ❑ Over 100 documents including policies, procedures, instructions, forms, and workflows in one cycle
- ❑ Document consolidation achieved 4:1 reduction
- ❑ Paper reduction = > 20%
- ❑ Better identification of key and secondary internal controls
- ❑ Controls, procedures, policies, and narratives are now automatically linked to the risk control matrix

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Thank You!

Faun deHenry

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# Be A Beta Partner

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for Beta program details

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