Oracle Fusion Cloud Risk Management

Using Financial Reporting Compliance

24B

Oracle Fusion Cloud Risk Management
Using Financial Reporting Compliance

24B

F92714-01

Author: David Christie

Contents

ORACLE

Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Use help icons ⑦ to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons.

Get Support

You can get support at *My Oracle Support*. For accessible support, visit *Oracle Accessibility Learning and Support*.

Get Training

Increase your knowledge of Oracle Cloud by taking courses at *Oracle University*.

Join Our Community

Use *Cloud Customer Connect* to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest *ideas* for product enhancements, and watch events.

Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the *Oracle Accessibility Program*. Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

ORACLE

ORACLE

1 Introduction

Overview of Oracle Financial Reporting Compliance

Oracle Fusion Cloud Financial Reporting Compliance forms a documentary record of your company's strategy for guarding against risk and complying with regulatory requirements. You can define business processes, identify risks to those processes, and create controls to counter those risks.

You also assess these processes, risks, and controls periodically. Assessments may determine whether these objects are defined and implemented correctly when they're created. Later, assessments may confirm that object definitions and implementations remain appropriate as time passes. As elements of assessments or independently of them, you may conduct surveys, or raise and resolve issues when defects are discovered. Thus you continually review and improve the company's governance, risk, and compliance efforts.

You may also create perspectives. Each is a set of hierarchically arranged values representing a context in which processes, risks, and controls exist. You assign values to objects you create. Suppose, for example, an Organization perspective maps your company's structure. You may create a control that addresses a risk affecting a business unit. You'd assign both the risk and the control an Organization-perspective value representing that unit. You can create perspective hierarchies to catalog objects by organization, region, or any other concept your company finds meaningful. Perspectives also play a part in determining how assessments are distributed to the people who work on them.

> **Note:** Throughout this guide, "object" is a generic term for items you work with in Oracle Financial Reporting Compliance: Process (and Action Item), Risk, Control (and Test Plan), Assessment, Survey, and Issue. An object may be a class of items (for example, "Process" encompasses all processes) or a record of an individual item within that class (for example, "the Procure-to-Pay process" is a single process).

Common Concepts

Notifications and Worklists in Financial Reporting Compliance

Worklists, notifications, and email alerts can inform users of tasks that require their attention.

In Oracle Fusion Cloud Financial Reporting Compliance, a worklist is a record of a task to be performed. It's also a link to the page for completing the task. A given user sees only worklists for tasks he or she's authorized to work on. The landing page in the work area for each object is a Worklists page, which lists the user's worklists for that object. Tasks include:

- Completing assessments or surveys.

- Reviewing or approving edits to processes, risks, or controls.

- Reviewing or approving assessment results or survey responses.

- Responding to review or approval decisions.

- Resolving issues.

Each worklist displays the name of a record, the type of object it concerns, a task description, and a due date. The task description is a brief statement of the action to be taken. "Draft" indicates work that the user has begun but not yet completed. For example, the user may have saved a risk, but not submitted it for review. Other task descriptions, such as "Review" or "Complete Assessment," are self-explanatory.

Users may also receive notifications, email alerts, or both if your organization activates them. It can choose to activate notifications or alerts for some features, but not for others. By default, both are active for all features. (See *Activate Alerts*.)

- Notifications are available from the Notifications icon in the global header. (It looks like a bell.)

- Email alerts are sent to the email address associated with the user account for each user.

Each type of notice, if active, also provides links to pages on which a recipient may act on its information. New notices appear with each run of a job called Financial Reporting Compliance Notification.

Notices may report the same tasks that worklists do. Or, they may provide information about error conditions, such as a job failing or concluding with errors, or an object lacking an eligible owner or other authorization. (To receive a message concerning an object lacking an eligible owner, a user must have a Mass Edit Security Assignments privilege. Other security-related messages go to the owners of an affected object.)

A notice may be consolidated. For each type of object, a user with five or more new tasks receives one notice concerning all of them. A user with four or fewer new tasks, however, receives one notice for each task.

As an example, suppose that both notifications and email alerts are activated for the Risk object. A user with four newly edited risks to review would receive four notifications and four email messages. But a user with five newly edited risks to review would receive one consolidated notification and one consolidated email message.

Secure Records in Financial Reporting Compliance

To work with records of processes, risks, controls, issues, remediation plans, assessments, or surveys, a user must be both "eligible" and "authorized" for them.

To be eligible for records of an object, a user must be assigned a role that grants privileges to work with that object. Then:

- An eligible user who creates one of these records is automatically authorized as its owner.

- The owner authorizes other eligible users as owners, editors, or viewers. An owner can edit details of the record, including its data-security configuration. An editor can't modify the security configuration, but can modify other details. A viewer can see record details, but can't change them. A user must have one of these authorizations to have access to the record.

- Processes, risks, and controls may be associated with child objects. You can access records of these child objects only if you're authorized to work with their parent. For example, processes may have action items, but you can access only action items belonging to processes for which you're an owner, editor, or viewer. However, no matter how you've been authorized to work with a parent, you can create and edit child records. So, for example, the viewer of a process can only see the process itself, but can also create or edit action items for that process.

- An owner may select users for additional authorizations, if appropriate for a record: reviewer or approver, issue owner or validator, or assessor. This type of authorization is distinct from the other. For example, a user may be selected both as a viewer of a risk record and an approver for that record. If so, the user can't edit the risk itself, but does have write access in the page to approve or reject the risk.

ORACLE

If you own a record, then to authorize users for it:

- In most cases, click a Security Assignment button in the page to view or edit the record. This opens a Security Assignment page. (The button isn't available while the record is being created, but appears immediately after its creator saves or submits it for the first time.)

- For assessments, configure security as you follow a "guided process" to initiate or edit assessment batches. As separate steps in the process, you secure the batch itself, and then individual assessments within the batch.

- In a special case, the Security Assignment button for a control record provides links to two security pages:

   o In a Control Security Assignment page, you authorize access to the control record itself.

   o In a Default Assessment Security Assignment page, you may select assessment actors, who are then selected by default for all certification assessments of the control. (They're not assigned, however, to any type of control assessment other than certification.) The owner of an assessment batch that includes the control can modify these default security assignments.

In any of these cases, you can add individual users or user groups. A group is a set of users with an authorization for a type of object. Assigning groups to records (and users to groups) is typically the more efficient approach to managing security.

To select an individual user, click Add in a User Assignments panel. Search for and select a user in a Name field. Make the following selections, and then click a Save button.

- In an Authorized As field, you must select one of the Owner, Editor, or Viewer values for each user.

  In the Security Assignment page for an object, you can select less access than a user is eligible to have. For example, a user may be eligible to work with risk records at any of the three levels. If you select that user as a viewer for a risk, he can't edit that risk, even though he remains eligible to be selected as an owner or editor of other risks.

  In the Default Assessment Security Assignment page for a control, Viewer is selected automatically. You can't make any other selection.

- In an Authorizations area, select check boxes for any number of additional authorizations.

  In the Security Assignment page for an object, these vary according to the object you're working with. For any given user, these authorizations are optional. However, select at least one user for an authorization to implement the activity it authorizes. For example, issues can be raised against a record only if at least one user is authorized as Issue Owner or Issue Validator for that record.

  In the Default Assessment Security Assignment page for a control, you use the Authorizations area to select assessors, reviewers, and approvers for certification assessments.

To select user groups, click Add in a Group Assignment panel. Search for and select a group, and then save that selection.

- Each group has a single authorization. As you select a group for a record, you can view the authorization, but you can't change it. You may assign multiple groups to a record, to combine authorizations.

  Every user must have the Owner, Editor, or Viewer authorization. So if you select a group with one of the "additional" authorizations (one you can select in the Authorizations area for an individual user), group members are also granted the Viewer authorization.

- A group is available to be selected for a record only if at least one of its members is eligible for that record. Groups with no eligible users are excluded.

ORACLE

- Over time, members may be added to or dropped from groups, or their role assignments may change. This may result in a group having been assigned to a record but no longer having members who are eligible for it. If so, a warning icon appears next to the group name.

To edit or delete a user or a group, click the edit icon in its row.

Related Topics
- Manage User Assignment Groups

Select Perspective Values in Financial Reporting Compliance

You can assign perspective values to risks, controls, and processes.

Use the Perspectives panel of the page you'd use to create or edit any of these objects. Initially, this panel displays a single list field. When you select a perspective hierarchy in that list field, the panel expands to display Available and Selected fields. Move the values you want from the Available field to the Selected field.

As you select values:

- You can type text in a Perspective Name search field to produce a list of matching perspective values. The search returns values without concern for hierarchical relationships.

- You can use View options to expand or contract the entire hierarchy or nodes within the hierarchy.

Also note the following:

- For the Perspectives panel to appear in the create or edit page for an object, you must associate at least one perspective hierarchy with that object. You can associate perspectives with objects in the Module Perspectives page of the Setup and Administration work area.

- A hierarchy name may appear with an asterisk in the list field in which you select it for an object. That means it's required for the object; you can't save an instance of that object if no value is selected from that hierarchy. (The required designation is made when the hierarchy is associated with the object in the Module Perspectives page.)

- If two or more perspective hierarchies are associated with the object, you can assign values from any combination of them, although you select from one hierarchy at a time.

You can also select perspective values either as you create assessment plans or as you initiate assessment batches. The purpose would be to cause a batch to include risks, controls, or processes assigned matching values, and to determine how they're distributed to the people who work to assess them. The selection process is discussed in topics titled *Create or Edit an Assessment Plan* and *Initiate an Assessment Batch*.

Related Topics
- Perspectives
- Manage Perspective Mappings

Attach and View Documents

You can attach any number of documents to object records. An attachment may, for example, be a text file, spreadsheet, or website that provides more information about an object than its description contains.

To attach documents, work in a page to create or edit object records. You may simply drag a file into the Attachments area of the page. Otherwise:

1. Click the link in the Attachments area.
2. Click Add Link or Add File.
3. Depending on your selection:

   ○ Type, or copy and paste, a URL into an Add Link dialog box. Then select Save and Close.

   ○ In a file-upload dialog, navigate to and select the file you want. Then select Open. (The title of the dialog, and the name of the option you select to complete the attachment, may depend on the web browser you use.)

You can view an attachment from the manage, create, or edit page for an object record. Initially the page lists up to five attachments. If there are more, a Load More Items link appears. Click it to display more attachments, five per click until all are on display. Click a link for a URL attachment, or click the Download icon for a file.

View Advanced Controls and Their Results

Processes, risks, and controls may be related to advanced controls, which are created in the Oracle Fusion Cloud Advanced Controls application.

Each advanced control defines risk, either inherent in the access granted to users of business applications or exhibited by transactions completed on those applications. Each also generates incidents, which are records of access grants or transactions that violate the advanced control's risk definition.

While creating or editing advanced controls, users may relate them to processes, risks, and controls created in Oracle Fusion Cloud Financial Reporting Compliance. If so, the record of each of these objects displays the advanced controls and incidents related to it.

However, you can access only advanced controls and incidents for which you're authorized as a viewer, editor, or owner. Authorizations are granted separately for advanced controls and their incidents. You can modify the records if you're an owner or editor.

Here's how to work with them:

1. Open the search page for an object: Select the Processes tab in the Processes work area, the Risks tab in the Risks work area, or the Controls tab in the Controls work area.
2. Click the name of a process, risk, or control to open a page that displays details about it. Then click its Advanced Controls tab.
3. A grid lists all advanced controls that have been related to the object you selected. The row for each advanced control includes its name and counts of the incidents it's generated.

   ○ If you're authorized for the advanced control, its name is a link to its record.

   ○ A Results Count value is the number of pending incidents the advanced control has generated. It applies to both access and transaction controls. The value is a link to a page listing records of the incidents for which you're authorized. (Depending on security, the incident records you see may differ from those seen by others.)

   ○ A User Count value is the number of users whose role assignments have generated incidents you're authorized to work with. It applies only to access controls (and so is blank for transaction controls). The

ORACLE

value links to pages that filter the incidents you're authorized to see by user and, for each user, by role. (Depending on security, the counts and incident records you see may differ from those seen by others.)

  o If you aren't authorized for a related advanced control or its incidents, a row for the control appears in your Advanced Controls tab. However, neither its name nor its incident-count values link to anything.

The record of an incident includes not only a status, but also details relevant to the access grant or transaction that's the focus of the incident. Status indicates, in effect, whether anything need be, or has been, done to resolve the incident.

Related Topics
  • View or Edit an Advanced Control
  • Advanced Control Results

Save or Submit Objects

As you create or edit an object, you may save it or submit it. Either action preserves the values you've selected for it. Beyond that, however, the two actions have different effects.

  • When you submit an object, you advance it to a state beyond the one you opened it in. So submitting an object places it in a state that enables other users in your workflow to see it. Submit an object when it's ready for use by others.

  • When you save an object, you leave it at the state you opened it in or, if you're creating it, set its state to New. In either case, it remains available to you. Save an object if you intend to work on it further before making it available to others.

Although you may save an object at first, your final action should be to submit it so that it's active in your system.

Review or Approve Objects

While securing a record, its owner may authorize users as reviewers or approvers. If so, a workflow applies: A user edits and submits the record. A reviewer or approver must then accept the record before others can work with it.

  • A record owner may select users for both the review and approval authorizations. In this case, the reviewer acts first to accept or reject the record. If the reviewer accepts, the record goes to the approver, who may accept or reject it. The approver's acceptance of a record sets its state to Approved.

  • Instead, a record owner may select users for either, but not both, of the review and approval authorizations. In this case, a user who accepts the record sets its state to Approved, no matter whether that user is a reviewer or an approver.

  • A third option: A record owner may select no users for the review and approval authorizations. In that case, no review or approval workflow is implemented for that record. Its state is Approved, and users can work with it, the moment any owner or editor submits an update.

For example, the creator of a control, automatically its owner, may authorize herself as approver and others as editors. Those other users may be responsible for day-to-day management of the control, but always under the owner's supervision; all edits would be subject to her approval.

ORACLE

If you're appropriately authorized, a request to review or approve a record appears both among your worklists and in the record itself, for example as an option in the Actions menu of a process, risk, or control. In a review or approval page, your options include:

- Accept the record as is.

- Request information. The user who edited the record must either withdraw the edit or reply to the request. A reply returns the record to the In Review or Awaiting Approval state. The record can't be approved, reviewed, or edited while the request for information is pending.

- Reject the record. This removes the record from the workflow and changes its state to Rejected. The user who modified the record is notified.

State and Status of Records in Financial Reporting Compliance

As you create or edit object records, they move from one state and status to another.

- You select status values as you work with a record. These values reflect what you want to do with the record, for example activate it or inactivate it.

- The application assigns state values. Each time a user submits a record, its state changes to reflect the stage the record has reached in its workflow. State is connected to security, in that it can determine who's entitled to work with a record. When the state is In Review, for example, only a user authorized as a reviewer can work with it.

Note: A few objects have status values, but don't have state values because they're outside of the security system. Also, some objects have state values but don't have status values. However, most objects have both.

Although you typically don't need to know state values to work directly with an object record, you can use them and status values to filter records, both in pages that list object records and in analyses you create in Oracle Transaction Business Intelligence (OTBI).

Here are the states and statuses that apply to object records.

Processes, Risks, and Controls

For a process, risk, or control at any state, a user can select either the **Active** or **Inactive** status. The following states apply to these objects:

- **New**: A record has been created and saved, but not submitted. The record is ineligible for inclusion in an assessment batch.

- **In Edit**: A record has been updated and saved, but the update hasn't been submitted. The record is ineligible for inclusion in an assessment batch.

- **In Review**: A record has been submitted, a reviewer has been authorized for the record, and that person's review is under way. The record is ineligible for inclusion in an assessment batch.

- **Awaiting Approval**: A user has submitted a record for which another user is authorized as approver. If the record has a reviewer, that person has accepted the record. The approver's examination of the record is under way. The record is ineligible for inclusion in an assessment batch.

- **Rejected**: Either a reviewer or an approver has rejected the record. The user who submitted it can modify it and resubmit it. The record is ineligible for inclusion in an assessment batch.

- **Request for Information in Review** or **Request for Information Awaiting Approval**: Either a reviewer or an approver has returned a record to the person who submitted it, requesting more information. The submitter

ORACLE

can respond to the request, but can't edit the record. The record is ineligible for inclusion in an assessment batch.

- **Approved**: A record has been submitted, and no further action is required. The record is eligible for inclusion in an assessment batch.

Remediation Plans, Events, and Consequences

The states and statuses that apply to processes, risks, and controls also apply to remediation plans. The difference is that only processes, risks, and controls can be assessed, so statements about whether a record is eligible for assessment don't apply to remediation plans.

An event or a consequence may have **Active** or **Inactive** status, but state values don't apply to these objects.

Assessments

The status of an assessment template or an assessment plan is **Active** or **Inactive**. State values don't apply to these objects.

Assessment batches and records (individual assessments within a batch) don't have status values, but they do have state values:

- **Finalize Record Security**: While initiating an assessment batch, its owner has completed steps that apply to the batch itself and has selected the Save and Define Assessment Record Security option. This creates the records of individual assessments that belong to the batch. The owner must define security for them, authorizing users as assessors and potentially reviewers, approvers, and viewers for each record.

- **Active**: The assessment batch has been fully initiated.

- **New**: This has different meanings for an assessment batch and an assessment record. When applied to a batch, this state indicates initiation has begun, but the owner initiating the batch has saved a draft of it before reaching the Finalize Record Security state. When applied to an assessment record, this state indicates the person authorized to assess the record has received a worklist to do so.

- **In Review**: The assessor has completed work on an assessment record for which another user is authorized as a reviewer, and the review is in progress.

- **Awaiting Approval**: The assessor has completed work on an assessment record for which another user is authorized as approver. If the assessment has a reviewer, that person has accepted the assessment. The approver is determining whether to accept the assessment.

- **Rejected**: Either a reviewer or an approver has rejected an assessment record. It returns to the assessor, who can edit the assessment.

- **In Edit**: An assessment record has been rejected, and its assessor revises, saves, and closes it. The assessor must submit the assessment for it to be reviewed or approved.

- **Request for Information in Review** or **Request for Information Awaiting Approval**: Either a reviewer or an approver has returned an assessment record to its assessor, requesting more information. The assessor can respond to the request for information, but can't edit the assessment.

- **Completed**: The assessment record is complete. The assessor has finished work; the reviewer, if any is authorized, has accepted the assessment; and the approver, if any is authorized, has accepted the assessment. No additional action can be taken.

- **Canceled**: This has different meanings for an assessment batch and an assessment record. When applied to a batch, this state indicates that the assessment owner has canceled the entire batch and its assessment records. Security for the batch can be modified, but no other edits can be made. When applied to an assessment record, this state indicates that the owner of an assessment batch has canceled that record. Work continues on other assessment records belonging to the batch.

ORACLE

- **Closed**: The assessment owner closes the batch. This happens once results for all assessment records have been submitted. One the batch is closed, the owner can edit the assessment-batch security, but no other actions can be taken.

- **Archived - Closed**: Having closed a batch, the assessment owner archives it. The batch and its assessment records are available for viewing, but can't be edited.

- **Archived - Canceled**: Having canceled a batch, the assessment owner archives it. The batch and its assessment records are available for viewing, but can't be edited.

Surveys

Status values don't apply to surveys. The following state values, however, determine whether participants can respond to surveys:

- **Open to Responses**: Participants in a survey can respond to its questions. This is the default state when a survey is created.

- **Closed to Responses**: Participants in a survey can't respond to its questions unless a survey owner reopens the survey. This state is also known as a "soft close."

- **Closed**: Participants in a survey can't respond to its questions, and the survey can't be reopened. This state is also known as a "hard close." A survey in this state is available only for viewing.

Issues

The state values that may apply to an issue record depend on the status value a user selects for it. Status values include:

- **Open**: An issue has been logged, but no decision has yet been made on whether anything should be done about it.

- **In Remediation**: A decision has been made that an issue must be corrected, and work has begun to correct it.

- **On Hold**: Work on resolving an issue is postponed.

- **Closed**: A user involved in resolving the issue proposes that no further work be done on it.

Issues enter one of the following states when a user selects the Open, In Remediation, or On Hold status values:

- **Reported**: An issue has been created and requires validation. However the issue goes straight to the Approved state (the Reported state is skipped) if the issue is raised against an object record for which no user has been authorized as an issue validator.

- **Approved**: The issue is actively being worked on.

- **In Edit**: An issue record has been updated and saved, but not submitted.

- **In Review**: A user has submitted an update to an issue record for which another user is authorized as a reviewer, and the review is in progress.

- **Awaiting Approval**: A user has submitted an update to an issue record for which another user is authorized as an approver. If the issue has a reviewer, that person has accepted the issue. The approver is determining whether to accept the issue update.

- **Request for Information in Review** or **Request for Information Awaiting Approval**: Either a reviewer or an approver has requested additional information from the user who submitted it. That user can respond to the request for information, but can't edit the issue.

- **Rejected**: A user has submitted an update to an issue, another user is authorized as a reviewer or approver of the issue, and that user has rejected the update. The user who submitted the update can modify and resubmit the issue.

ORACLE

Issues enter one of the following states when a user selects the Closed status:

- **Closed - In Review**: The Closed status was selected for an issue for which a user is authorized as a reviewer. That person is reviewing the decision to close the issue.

- **Closed - Awaiting Approval**: The Closed status was selected for an issue for which a user is authorized as an approver. That person is determining whether to approve the closure.

- **Closed - Request for Information in Review**: The Closed status was selected for an issue for which a user is authorized as a reviewer. That person has requested information justifying the closure. The person who submitted the issue can respond to the request for information, but can't edit the issue.

- **Closed - Request for Information in Approval**: The Closed status was selected for an issue for which a user is authorized as an approver. That person has requested information justifying the closure. The person who submitted the issue can respond to the request for information, but can't edit the issue.

- **Final Close**: The issue is closed and can no longer be updated.

ORACLE

2 **Processes**

Overview of the Process Object

The Process object is the focus of governance, risk, and compliance efforts. The Risk object relates directly, and Control indirectly, to Process. It represents business processes; users identify risks that affect processes and create controls to address those risks.

As you work with processes, you can create action items for them. An action item is a task you decide to document. Unlike an issue, it's not necessarily a defect. For example, you may have defined a process for year-end closing. You might require an action item to verify that certain tax documents are included in the year-end reporting.

To begin working with processes, select Risk Management > Processes. Then select a tab:

- Worklists displays your process-related worklist assignments.

- Processes opens a page listing the processes you're authorized for. In that list, click the name of a process to open its record. An individual process record includes tabs to view its definition, its action items, assessments of it, issues raised against it, and related advanced controls.

- Assessments opens a page listing process assessments for you to complete, review, or approve.

Create or Edit a Process

As you create or edit a process, name it and describe it. Then optionally select perspective values that set it in a context, and relate it to risks that may affect it.

Use either of two methods to open the page to create a process.

- Select the Create Risk Management Process quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- In the Processes work area, select the Processes tab. Then select the Create icon.

To edit a process, select the Processes tab, select the row representing a process, and select the Edit icon. Or, click the name of a process and, in a page to view details about it, click Actions > Edit Definition.

As you work with the process:

1. Enter or modify required values:

   o Create a name.

   o Accept the default status, Active, or change it to Inactive.

2. Optionally, enter or modify additional values that define the process further:

   o Compose a description. Along with the name, this may in effect document the steps required to complete the process. For example, if the name of a process is Year-End Closing, its description might summarize the activities required to complete the closing.

ORACLE

- ○ Select a type. Your organization can use the lookups feature, available in the Setup and Administration work area, to create its own type values (see *Manage Lookups*).

- ○ Select in-scope values. These correspond to activity types selected for assessment batches, and so determine whether the process can be included in assessment batches. You can:

  - - Select the Audit Testing in-scope value to make the process eligible for assessment batches whose activity type is Audit Test.
  - - Select the Assessment Testing in-scope value to make the process eligible for assessment batches whose activity type is Certification, Operational Assessment, Design Review, or Documentation Update.
  - - Select both in-scope values to make the process eligible for assessment batches assigned any of these activity types.
  - - Leave both in-scope values unselected. In this case, the process can't be included in assessment batches. You can, however, create "impromptu" (individual) assessments for it, because in-scope values have no bearing on impromptu assessments.

- ○ Enter comments, if any are germane.

- ○ Attach documents to add detail to the definition of the process (see *Attach and View Documents*).

- ○ In the Perspectives panel, select perspective values appropriate for the process (see *Select Perspective Values in Financial Reporting Compliance*).

3. If descriptive flexfield segments have been defined for the Process object, these appear as fields in an Additional Information panel. Provide values for these fields.

4. Select related risks, to indicate that those risks present a threat to the process. (You must create the risk records you want to select before you add them to the process.)

    - ○ Expand the Related Records panel. In it, select Actions > Add.

    - ○ An Add page opens. In it, select one or more risk records. You can use the Ctrl or Shift key to select a discontinuous or continuous set of records.

    - ○ Click Done (an icon that looks like a less-than symbol) to return to the create or edit page.

    You can dissolve a relationship: Select a risk record in the Related Records panel of the create or edit page. Then select Actions > Delete. (The risk continues to exist. Only its relationship to the process is deleted.)

    Once you save or submit the process, you can view its relationships in the Definition tab of its record, once again in its Related Records panel. Here, the name of a related risk is a link to its record. However, the link is active only if you're authorized as an owner, editor, or viewer of the related risk.

You can authorize other users to work with the process only after you create it. Save it or submit it, and the create page changes either into the edit page or into the completed record of the process. These pages, unlike the create page, display a Security Assignment button; click it to authorize users' access to the process. (See *Secure Records in Financial Reporting Compliance*.)

Create or Edit an Action Item

From the record of a process, you can create action items for that object. As time passes, you (or other users) can edit the record for an action item to reflect its progress toward completion.

1. In the Processes search page, click the name of a process to open a page that displays details about it.

ORACLE

2. Select the Action Items tab. Then:

- ○ Select the Create icon.

- ○ Select the row representing an action item and select the Edit icon.

3. Enter or modify required values. These include:

- ○ A name for the action item and instructions on how to complete it.

- ○ A start date and a due date.

- ○ A priority.

- ○ A progress value. Typically, as you create the action item, select Assigned. As users work to complete the action item, they may select Blocked, Delayed, or On Target.

4. Optionally, complete other fields. For example, you can create comments.

One optional field is Target Completion Date. Like a due date, this is a date when the action item is to be completed. Here's how these dates differ: The user who sets the required due date is the person who creates the action item. It's the date when that person plans for the procedure to be completed. The optional target completion date is set by a person working to resolve the action item. It's set only if that person expects the procedure to finish sooner or later than the due date.

Complete an Action Item

To work with an action item, open the record of its process, click the Action Items tab, select the record of the action item, and click Edit. Or, respond to a request to work with the action item if one appears among your worklists.

Review its instructions and, as you work to follow them, update the Progress field and add comments as needed. Potentially, set a target completion date if you determine it will differ from the due date.

When work on the action item is finished, click a Mark Complete button in either of two places:

- The Action Items page for the process. Select the row for the action item before clicking the button.

- The Edit page for the action item.

In either case, a Mark Complete dialog opens. Add a comment and click OK. Once you do:

- The action item can no longer be edited or deleted.

- In the Action Items page of the process it belongs to, you can click the row for the action item to display its history.

ORACLE

ORACLE

3 Risks

Overview of the Risk Object

A risk defines circumstances that could materially affect a business process. You may not only define a risk, but also analyze, evaluate, and treat it.

- Analysis uses likelihood, impact, and analysis models to determine "inherent risk," or the level of risk existing before any mitigation is in place.

- Evaluation uses context and significance models to consider the risk itself. This operation produces a recommendation to accept, monitor, or treat the risk; returns an overall risk rating; and judges the relative importance of the risk.

- Treatment involves the creation of plans that relate controls to the risk, track treatment costs, and perform "residual" analysis. This form of analysis reuses the likelihood, impact, and analysis models to determine how effectively the related controls address the risk. A plan may be "in-use," meaning it's intended to have immediate effect. Or a plan may be "target," meaning it's intended to produce results in the future. Although related risks are associated with a treatment plan, you can select them as you define the plan or as you define the risk itself.

You may also define events (any occurrence that can impact a risk you've defined) and consequences of those events.

To work with risks, select Risk Management > Risks. Then select a tab:

- Worklists displays your risk-related worklist assignments.

- Risks opens a page listing the risks you're authorized for. In that list, click the name of a risk to open its record. An individual risk record includes tabs to view its definition; its analysis, evaluation, and treatment results; assessments of it; issues raised against it; and related advanced controls.

- Assessments opens a page listing risk assessments for you to complete, review, or approve.

- Events and Consequences open pages for you to create and edit those items.

- Models opens pages for you to create and edit likelihood, impact, analysis, context, and significance models.

Work with Risk Models

How Analysis, Likelihood, and Impact Models Work Together

Risk analysis, whether inherent or residual, depends on the interaction of three models. Likelihood and impact models supply results to an analysis model.

- A likelihood model expresses the chance that circumstances defining a risk will actually occur.

- An impact model expresses the potential loss associated with a risk.

- An analysis model accepts number values from a likelihood model and an impact model, and uses them to calculate an overall risk score.

ORACLE

There are, however, two types of analysis:

- "Qualitative" means that a user selects labels to initiate analysis, and the process returns a label as a risk rating. Qualitative likelihood and impact models convert the input labels to numbers. A qualitative analysis model uses those numbers to calculate a numeric risk rating, but converts it to a label. The numbers are used only in the background. Before you create a qualitative analysis model, ensure that qualitative likelihood and impact models exist to support it.

- "Quantitative" means that a user enters numbers to initiate analysis, and the process returns a number as a risk rating. "Semiquantitative" likelihood and impact models pass the numbers selected by the user to the quantitative analysis model (but also generate labels describing the likelihood and impact inputs). The quantitative analysis model calculates the overall risk rating. Before you create a quantitative analysis model, ensure that semiquantitative likelihood and impact models exist to support it.

To create or edit any of these model types, select the Models tab in the Risks work area. Then, in a Models page, locate the panel that displays records of the type of model you want to work with.

Or, to create a model, select a quick action from the Risk Management springboard. There's one Create quick action for each type of analysis, impact, and likelihood model. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

Analysis Models

An analysis model accepts numeric values from a likelihood model and an impact model, and uses them to calculate a numeric risk score. How this score is calculated and used depends on whether the analysis model is qualitative or quantitative.

In either case, you can assign multiple likelihood and impact models to an analysis model. If you do, the person who performs an analysis selects one likelihood model and one impact model from those you've assigned to the analysis model.

Qualitative Analysis

A qualitative analysis model calculates its risk score by multiplying the numeric values supplied by the likelihood and impact models. However, it also maps ranges of scores to labels. As an overall risk level, it selects the label assigned to the range that includes the risk score it calculates.

Users who perform qualitative risk analysis work in words. They select labels that describe risk likelihood and impact. The likelihood and impact models translate these labels to numbers. The analysis model calculates its numeric score but returns the corresponding label. The numeric values are used only in the background.

For example:

- An analyst may select Medium Low as a likelihood and Medium High as an impact for a risk. Suppose that the likelihood and impact models correlate these labels to the values 4 and 8.

- The qualitative analysis model would multiply these values, producing the number 32.

- That number would be included in a range (say, 21 to 40) that the qualitative analysis model correlates to a label (say, Medium Low). That label would describe the overall risk level.

To create or edit a qualitative analysis model is to:

- Select the likelihood and impact models it uses. They must be the qualitative type.

- Create labels that describe overall risk, such as Low, Medium, or High.

ORACLE

- Correlate those labels to ranges of risk scores. The ranges you create must include all values from 1 to 100, with no gaps or overlaps. The higher the number, the greater the risk.

- Be sure the score ranges allow for the values defined in the likelihood and impact models you've selected. Those models include values from 1 to 10, but don't have to include all of them. So you need to consider what values they do include and what products those values can generate. Here's an example:

  Each of the likelihood and impact models has three labels, which correspond to the values 1, 3, and 5. So the analysis model can calculate only the following risk scores: 1, 3, 5, 9, 15, and 25. You might consider the first two of these to indicate low risk, the second two medium risk, and the last two high risk. But because the analysis model can't leave gaps between its ranges and must use all values up to 100, you might create these ranges: 1 through 3 corresponds to Low, 4 through 10 corresponds to Medium, and 11 through 100 corresponds to High. Or, you might map the range 11 through 25 to your High label and create a fourth range, 26 through 100. Knowing it will never be used, you assign it the label "NA."

Quantitative Analysis

A quantitative analysis model uses either of two formulas to calculate an overall risk score, and returns that score as an overall risk rating. The two formulas include:

- A product formula:

  `Risk level = Likelihood × Time frame × Impact`

- A weighted formula:

  $$\text{Risk level} = (\text{Impact} \times \text{Weight})^{\text{Factor1}} \times (\text{Likelihood} \times \text{Time frame})^{\text{Factor2}}$$

For either formula, a user sets the time frame while performing analysis on a risk. The user selects one in a set of labels, which correspond to numeric values as follows:

- Day = 365.25
- Week = 52.18
- Month = 12
- Quarter = 4
- Year = 1
- Decade = 0.1
- Century = 0.01

To create or edit a quantitative analysis model is to:

- Select the likelihood and impact models it uses. They must be the semiquantitative type.
- Decide whether the model should use the product formula or weighted formula.
- Supply the Weight value, and the Factor1 and Factor2 exponent values, if you select the weighted formula. The Weight value is a percentage. If you enter the value 1, for example, the formula uses the value 0.01.

Likelihood and Impact Models

A likelihood model expresses the chance that circumstances defining a risk will actually occur. An impact model expresses the potential loss associated with the risk.

ORACLE

Each consists of labels (such as Low, Medium, or High) that correspond to numeric values. The models may be qualitative or semiquantitative.

Qualitative Models

As you create a qualitative likelihood or impact model, you compose the labels you want to use. You associate each with a number from 1 to 10, although you don't have to use all ten values. The higher the number, the greater the threat. For each label-number pairing, you can also provide a description of the label.

A user who initiates a qualitative analysis selects one likelihood label and one impact label. Each model supplies the corresponding numeric value to a qualitative analysis model, which multiplies the numbers to calculate an overall risk score.

Semiquantitative Models

As you create a semiquantitative likelihood or impact model, you compose the labels you want to use, and you associate each with a numeric range. The ranges you create must use all values from 1 to 100, with no gaps or overlaps. Once again, a higher number indicates a greater threat. For each label-range pairing, you can also provide a description of the label.

A user who initiates a quantitative analysis enters a number for each of likelihood and impact. Each of these numbers is included in one of the ranges defined by a semiquantitative model, which returns the label associated with that range. These labels are included among analysis results. Also, the numbers entered by the user contribute to an overall risk score calculated by a quantitative analysis model.

How Context and Significance Models Work Together

Risk evaluation depends on the interaction of a context model and a significance model.

- A context model sets criteria for evaluating a risk. For each criterion, it establishes ratings you may select during an evaluation, and it uses those values to calculate an overall risk rating. These rating values are numeric. The context model also selects a significance model.

- A significance model establishes ranges of risk ratings and assigns a text label to each range. It accepts the overall rating calculated by the context model for a given risk. It returns the label corresponding to the range that contains the rating value.

To create or edit either of these model types, select the Models tab in the Risks work area. Then, in a Models page, locate the panel that displays records of the type of model you want to work with.

Or, select one of two quick actions, Create Risk Context Model or Create Risk Significance Model, from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

Context Models

A context model establishes criteria for judging a risk. For each criterion, you create a set of at least three labels, which may be numeric or textual. You then assign a tolerance value and a rating to each label.

- Tolerance values include Accepted, Monitor, and Treat. These are recommendations of how to deal with the risk. You may assign each tolerance value to more than one label. Assign each tolerance value at least once for each criterion.

- A rating is a numeric value that serves as a score. Values range from 1 to 100, although not every one of those values need be assigned. The higher the number, the greater the threat.

While evaluating a risk, a user selects one of the labels created for each criterion. The context model assigns to that criterion the tolerance value and the rating associated with the selected label. The model also calculates overall risk values:

- Of the tolerance values selected for all criteria, the risk assumes the one that requires the most active response.

- The model averages the individual criteria ratings to determine an overall risk rating.

Significance Models

A significance model expresses the importance of a given risk in comparison with other risks.

To do this, it establishes ranges of risk ratings and associates each with a label. During evaluation, a context model assigns an overall risk rating, and the significance model returns the label associated with the range that includes that risk rating.

To create or edit a significance model is to:

- Create labels that describe significance, such as Minor or Major.

- Create ranges of risk ratings, and correlate the labels to them. The ranges you create must include all values from 1 to 100, with no gaps or overlaps. The higher the number, the greater the significance.

Work with Risks

Create or Edit a Risk

As you create a risk, name it and describe it. Optionally select an analysis or context model, select perspective values that set the risk in context, or relate it to controls that address the risk.

Use either of two methods to open the page to create a risk.

- Select the Create Risk quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- In the Risks work area, select the Risks tab. Then select the Create icon.

ORACLE

To edit a risk, select the Risks tab, select the row representing a risk, and select the Edit icon. Or, click the name of a risk and, in a page to view details about it, click Actions > Edit Definition.

As you work with the risk:

1. Enter or modify required values.

   - Create a name.
   - Accept the default status, Active, or change it to Inactive.

2. Optionally, enter or modify additional values that define the risk further.

   - Write a description. Along with the name, this may in effect define what's risky about the risk you're creating. The name, for example, might be "Duplicate Payments," and the description might be "Errors in the handling of invoices may result in duplicate payments to suppliers."
   - Select a context or analysis model, if you intend for users to perform evaluation or analysis against the risk. (Once a user performs an analysis or evaluation, you can no longer edit the corresponding model selection.)
   - Select a type. Your organization can use the lookups feature, available in the Setup and Administration work area, to create its own type values (see *Manage Lookups*).
   - Enter comments, if any are germane.
   - Attach documents to add detail to the definition of the risk (see *Attach and View Documents*).
   - In the Perspectives panel, select perspective values appropriate for the risk (see *Select Perspective Values in Financial Reporting Compliance*).

3. Optionally, select events that apply to the risk you're creating.

   - Expand the Events and Consequences panel and click add.
   - In an Add Event Consequence to Risk page, search for and select one or more event records. You can use the Ctrl or Shift key to select a discontinuous or continuous set of records. (You must create the events you want to select before you add them to the risk.)
   - Click Done (an icon that looks like a less-than symbol) to return to the create or edit page.

   You relate consequences directly to events, and so only indirectly to risks. When you select an event for a risk, the risk inherits any consequences related to the event. You can't relate a consequence directly to a risk.

4. If descriptive flexfield segments have been defined for the Risk object, these appear as fields in an Additional Information panel. Provide values for these fields.

Relate Controls to the Risk

While you create or edit a risk, you can relate controls to it, to indicate that those controls address the risk. (You must create the controls you want to select before you add them to the risk.)

You can use a Related Records panel in the page to create or edit a risk. As you do, you can designate each control either as primary or as subordinate to a primary control. You can also set stratification values, which define the roles that the controls play in addressing the risk.

Instead, you can select related controls as you create or edit a treatment plan for the risk. In fact, if you select related controls for the risk itself, those controls are also added automatically to the current in-use treatment plan, or to a default plan if you've not yet defined an in-use plan. The procedure to select related controls is the same no matter whether you add them directly to the risk or to a treatment plan (see *Select Related Controls*).

The Definition tab of the risk record also includes a Related Records panel. Expand it and click its Control tab to view controls selected for the risk. However, it displays only the controls belonging to the current in-use treatment plan.

ORACLE

If you're authorized for any of these controls, its name is a link to its record. (You can also click a Process tab to view processes for which the risk has been selected as a related object.)

Secure the Risk

You can authorize other users to work with the risk only after you create it. Save it or submit it, and the create page changes either into the edit page or into the completed record of the risk. These pages, unlike the create page, display a Security Assignment button; click it to authorize users' access to the risk. (See *Secure Records in Financial Reporting Compliance*.)

Perform Inherent Risk Analysis

Perform inherent analysis to determine the level of threat posed by a risk before any treatments are in place to address it.

Analysis may be qualitative or quantitative: you may select, and models may return, either labels or numbers (respectively) to rate elements of the risk and the risk itself.

Prerequisites

Select the risk you want to analyze: In the Risks search page, click the name of the risk. A record of that risk opens.

Ensure that an analysis model is selected for the risk. If so, the Definition tab of the risk record displays the name of the model. If not, edit the risk to select an analysis model. (The model is either qualitative or quantitative, and determines the type of analysis you'll perform.)

Review Past Analyses

You and other users may analyze a risk any number of times. If any past analyses exist, you can review their results as background for a new analysis.

1. Click the Analysis tab.
2. The Analysis panel displays a row for each past analysis.
   - Each row displays summary information about its analysis. You can click an Expand icon to view greater detail.
   - Within a row, click an analysis date to open a View Analysis page. It displays complete details. (In that page, click the Done icon to return to the Analysis tab.)

Perform a New Analysis

To perform a new analysis:

1. Click the Analysis tab (if it's not already selected).
2. Select the Create Analysis icon. A Create Analysis page opens.
3. Enter values in the Analysis Details panel. At minimum:
   - A description. This may, for example, explain how changed circumstances justify a new analysis, when one has already been conducted.
   - A due date. You may be setting up an analysis to be completed later. (At that point, you may enter a separate target completion date if it will differ from the due date.)
4. If descriptive flexfield segments have been defined for risk analyses, these appear as fields in an Additional Information panel. Provide values for these fields.

ORACLE

5. Use the Likelihood panel to express the chance that circumstances defining the risk will actually occur. In the Likelihood Model field, select one of the likelihood models associated with the analysis model chosen for the risk you're analyzing. In the Inherent Likelihood field, set a value for it.

   ○ If the analysis is qualitative, select a model-defined label, such as Medium or High.

   ○ If the analysis is quantitative, enter a number between 1 and 100; the higher the number, the greater the likelihood. Also select a time frame value, which establishes a period over which the likelihood value is valid.

6. Use the Impact panel to express the potential severity of a risk event. In the Impact Model field, select one of the impact models associated with the analysis model chosen for the risk you're analyzing. In the Inherent Impact field, select a value for it.

   ○ If the analysis is qualitative, select a model-defined label.

   ○ If the analysis is quantitative, enter a number from 1 to 100; the higher the number, the greater the impact. Time frame doesn't apply to impact.

7. Review the results of the analysis. These include:
   ○ Likelihood and Impact ratings determined by the values you selected or entered. These appear in the Likelihood and Impact panels, and they're labels regardless of whether the analysis is qualitative or quantitative.
   ○ Inherent Risk, which is an overall risk rating that's displayed in a Risk Level Details panel. This value is a label for qualitative analysis or a number for quantitative analysis. The Risk Level Details panel also identifies the formula used to calculate the Inherent Risk value.

8. Select Save and Close to return to the Analysis tab. There, the row for the analysis you performed displays results returned by the analysis model. These include the Inherent Risk rating, the Likelihood and Impact ratings, the models you selected to generate these values, and the state of the analysis.

Complete the Analysis

Although you can create and complete an analysis all at once, the expectation is that you may edit it after having initially saved it, to make adjustments in response to new findings about the risk. So the analysis is saved at first in an In Edit state. By the time the due date (or target completion date) arrives, however, you're expected to move the analysis to a Completed state, after which edits are no longer possible.

To make edits, or to complete the analysis:

1. Click the Analysis tab (if it's not already selected).
2. In the Analysis panel, select the row representing the analysis, then click the Edit Analysis icon.
3. In an Edit Analysis page, do either of the following:
   ○ Make edits: Modify your selections for likelihood and impact models or their values; update the description, due date, or target completion date; or make changes to Additional Information fields.
   ○ Complete the analysis: Select Actions > Mark Complete.

4. Select Save and Close. If you've made edits, the analysis remains in the In Edit state. If you've completed the analysis, its row in the Analysis panel is updated to show Completed in the State column and the date and time of completion in a Completion Date column.

Evaluate a Risk

Evaluate a risk to determine whether to accept, monitor, or treat it, based on standard (model-defined) criteria. Evaluation also rates the significance of the risk in comparison with other risks.

ORACLE

Prerequisites

If you intend both to analyze and evaluate a risk, it's recommended that you perform analysis first. Inherent and residual analysis results are displayed, and may be taken into account, during evaluation.

Select the risk you want to evaluate: In the Risks search page, click the name of the risk. A record of that risk opens.

Ensure that a context model is selected for the risk. If so, the Definition tab of the risk record displays the name of the model. If not, edit the risk to select a context model.

Review Past Evaluations

You and other users may evaluate a risk any number of times. If any past evaluations exist, you can review their results as background for a new evaluation.

1. Click the Evaluation tab.
2. The Evaluations panel displays a row for each past evaluation.
    - Each row displays summary information about its evaluation, including the overall risk rating, significance, and state. To view greater detail about an evaluation, click in its row and then expand a Details field that appears beneath the list of past evaluations.
    - Within a row, click an evaluation date to open a View Evaluation page. It displays complete details. (In that page, click Cancel to return to the Evaluation tab.)

Perform a New Evaluation

To perform a new evaluation:

1. Click the Evaluation tab (if it's not already selected).
2. Select the Create Evaluation icon. A Create Evaluation page opens.
3. In the Risk Information panel, review any information that may exist about inherent or residual analysis of the risk. You may evaluate the risk differently, for example, depending on whether these analyses reveal that the risk is well or poorly mitigated by existing controls.
4. Enter values in the Evaluation Details panel. These include:
    - Evaluation notes, which may, for example, explain why the evaluation is being conducted.

    - A due date. You may be setting up an evaluation to be completed later. (At that point, you may enter a separate target completion date if it will differ from the due date.)
5. If descriptive flexfield segments have been defined for risk evaluations, these appear as fields in an Additional Information panel. Provide values for these fields.
6. The Risk Criteria panel displays a row for each criterion established by the context model. You must select a value in each row. The context model provides a corresponding tolerance (recommendation to accept, monitor, or treat) and rating for each criterion.
7. Return to the Evaluation Details panel to view result values determined by your risk-criteria settings. They include:
    - A Risk Rating, an overall value that's the average of the ratings for the individual risk criteria.

    - An Evaluation Result. Of the tolerance values selected for all criteria, this is the one that requires the most active response.

    - A Risk Significance, which rates the importance of the risk in comparison with others. A significance model (which is designated by the context model) uses the risk rating to determine this value.
8. In the Evaluation Details panel, optionally select the Catastrophic check box. This overrides the criteria values you selected, setting the risk rating to 100 (its maximum value), the evaluation result to Treat, and the risk significance to High. If you clear the Catastrophic check box, your criteria values are restored.

ORACLE

9. Select Save and Close to return to the Evaluation tab. There, the row for the evaluation you performed displays the Risk Rating and Significance. These are the maximum possible values if you selected the Catastrophic check box; if not, these are the values determined by your risk-criteria settings. The row for the evaluation also displays the state of the evaluation and its description.

Complete the Evaluation

Although you can create and complete an evaluation all at once, the expectation is that you may edit it after having initially saved it, to make adjustments in response to new findings about the risk. So the evaluation is saved at first in an In Edit state. By the time the due date (or target completion date) arrives, however, you're expected to move the evaluation to a Completed state, after which edits are no longer possible.

To make edits, or to complete the evaluation:

1. Click the Evaluation tab (if it's not already selected).
2. In the Evaluations panel, select the row representing the evaluation, then select the Edit Evaluation icon.
3. In an Edit Evaluation page, do either of the following:
   - Perform edits: Select or clear the Catastrophic check box; modify your selections for the risk-criteria values; update the evaluation notes, due date, or target completion date; or make changes to Additional Information fields.
   - Complete the evaluation: Select Actions > Mark Complete.
4. Select Save and Close. If you've performed edits, the evaluation remains in the In Edit state. If you've completed the evaluation, its row in the Evaluations panel is updated to show Completed in the State column.

Work with Treatments

To treat a risk is to create one or more plans for its remediation. Each plan relates controls to the risk, may run "residual" analysis to determine the effectiveness of those controls, and tracks costs.

- You designate one plan as "In Use," meaning that it's currently in force. You can select related controls not only as you create plans, but also in the create or edit page for the risk. In the latter case, the controls are included automatically in the in-use plan.

- You may designate another plan as "Target," meaning that it may be used to produce results in the future.

- Although you may create any number of treatment plans, there can be only one in-use plan and one target plan.

To work with treatments, select the risk you want to treat: In the Risks search page, click its name. A record of the risk opens; click its Treatment tab.

Review Results

In the Treatments landing page, summary panels provide results of analyses and evaluations you've completed for the risk. Each panel provides values only if appropriate analysis or evaluation has been performed. If so, each provides the most recent values.

A Treatment Summary panel provides:

- The inherent risk level calculated during inherent risk analysis.

- The residual risk level calculated for the in-use treatment plan and a target risk level calculated for the target treatment plan.

- Results of risk evaluation: the risk rating (100 being most severe) and evaluation results (whether to accept, monitor, or treat the risk).

  For the risk rating, an upward-pointing arrow indicates an increase from the previous evaluation, and a downward-pointing arrow indicates a decrease. Horizontal arrows pointing in each direction indicate no change.

For any of these measures, a dash indicates that an analysis or evaluation hasn't been performed.

An Analysis and Evaluation Summary panel provides greater detail about risk analyses and plan costs.

- For each of the inherent, residual, and target analyses, it provides not only the overall risk levels, but also the likelihood and impact values that contributed to the overall values.

- An Aggregated Treatment Cost area shows the treatment costs calculated for the in-use and target treatment plans.

These values are meant to be compared with one another. You may determine, for example, that residual results are better than inherent results, and so controls succeed in relieving a risk. Or you may discover that residual results are poorer, and so controls are insufficient.

Manage Treatment Plans

In the Treatments landing page, a Treatment Plans panel lists a plan called Default Treatment Plan, as well as any plans you create for the risk.

Here's the reason for the default plan: All related controls must belong to a treatment plan. But you can use the Related Records panel in the create- or edit-risk page to relate controls to the risk. If you do that before you create a treatment plan, the default plan exists to accept them. It's designated as the In Use plan, but you can change its name, modify the In Use designation, or otherwise edit it as you wish.

- To create a treatment plan, click the Create Treatment Plan icon.

- To view a treatment plan, click its name.

- To edit a treatment plan, select its row and click the Edit Treatment Plan icon.

- To delete a treatment plan, select its row and click the Delete icon.

Set Details for a Treatment Plan

As you create or edit a treatment plan, use a Details panel to record the plan's purpose and costs. Also calculate residual risk, which expresses the level of threat remaining after controls are in place to address the risk.

1. Name and optionally describe the plan.

2. Select a Type value:

   o Reduction: The risk would continue to exist, but controls would lessen its effect.

   o Avoid: The plan sets a strategy not to participate in a risky activity. Controls would establish policies to prevent engagement in the activity.

   o Retained: The plan acknowledges that a risk is inevitable. Controls would monitor activities to detect incidences of the risk.

   o Shared: The plan implements a strategy to transfer risk to another party, to cover loss from an uncertain event.

3. Select a Usage value:

   o Choose In Use if the plan is to take immediate effect.

   o Choose Target if the plan may be used to produce results in the future.

   Although you can create any number of plans for a risk, only one can be In Use and only one can be Target. For others, you wouldn't select a Usage value unless you first remove the selection from the current In Use or Target plan. As you calculate residual risk, an In Use plan returns Residual results, and a Target plan returns Target results. Other plans don't return results.

4. Under Treatment Plan Cost, calculate costs:

   o In a Treatment Plan Cost field, enter an estimated cost of implementing the plan itself.

   o Optionally, select the check box labeled Link Treatment Plan Cost to Control Cost. The record of each of the plan's related controls may include a cost value. Selecting the Link check box adds these control-specific values to the plan cost.

   o The remaining two fields are application-calculated: If you select the Link check box, Total Control Cost is the sum of the costs for related controls. Total Treatment Plan Cost is the sum of the treatment plan cost and the total control cost.

5. Under Residual, select a Likelihood value and an Impact value. These express the chance that the risk will be realized, and its severity, once the treatment plan is in effect.

   The values you can select are provided by the Likelihood and Impact models used in inherent analysis, so they're available only if inherent analysis has been performed on the risk. You can't select models directly for residual analysis.

   o If the analysis is qualitative, select labels such as Low or Medium.

   o If the analysis is quantitative, enter numbers that reflect difference from the numbers entered for the inherent analysis.

Select Related Controls

You can relate controls to a risk in the Related Records panel of the page to create or edit the risk, or the Related Controls panel of the page to create or edit a treatment plan for the risk.

If you add controls as you define the risk, those controls belong to the risk's In Use treatment plan. If you add controls as you define a plan, those controls belong to the plan you're defining, no matter what Usage value, if any, it has.

No matter where you select related controls, the procedure is the same. You can designate a control as primary, or you can make it subordinate to a primary control. You can also assign a stratification value to each control, to define its distinct purpose in relieving the risk.

ORACLE

Do either of the following:

- Click the Add Primary Control button. In an Add Control page, select any number of controls. You can use the Ctrl or Shift key to select a discontinuous or continuous set of controls. Then click Done (an icon that looks like a less-than symbol).

- Select the row for a primary control, click the Add Subordinate Control button, and select any number of controls from the Add Control page. When you select Done, the subordinate controls appear indented beneath the primary control you selected.

Then, in the row for each control, select a value from the Stratification list of values:

- Key: A control of significant importance to the proper operation of a business process.

- Mitigating: A control that serves to eliminate risk for a process.

- Monitoring: A control that monitors one or more related controls.

- Compensating: A control that addresses weakness in a related control.

- Redundant: A control that implements the same regulation as a key control.

To dissolve a relationship, select the row for a control and then select the Delete icon. (The control continues to exist. Only its relationship to the risk is deleted.) To remove a primary control, you must first remove all its subordinate controls.

Events and Consequences

An event is any occurrence that impacts one or more risks you've defined. A consequence describes the impact of an event on a risk.

An event and its consequences may apply to risks in positive or negative ways. For example, a new regulation may be an event because it impacts risks you've defined to address cash flow, revenue, or customer satisfaction. One consequence of the event may be additional costs to bring a product into compliance. But another may be a gain in market share, if your organization can release a compliant product sooner than competitors.

To work with events or consequences, select Risk Management > Risks. There, an Events tab opens a Manage Events page, or a Consequences tab opens a Manage Consequences page. Each displays a list of events or consequences that have already been created; click the name of one of these items to view its details.

Create or Edit an Event

To create an event, open the Manage Events page and click Create Event. To edit an event, select its row in the Manage Events page and click Edit. Then:

1. Enter or modify a name and description. These describe how the event applies to the risk it's related to.
2. Select or modify a likelihood model and value, which express how likely the event is to occur.
    - Although you can select any likelihood model, it's recommended that you select one used in analysis of a risk to which you intend to relate the event. That way you maintain consistency in the terminology that applies to the event and to the risk analysis.
    - The likelihood value you select for an event is essentially a label. It plays no part in the calculation of the overall risk rating returned by risk analysis.
3. If descriptive flexfield segments have been defined for events, these appear as fields in an Additional Information panel. Provide values for these fields.

ORACLE

4. In the Consequences panel, click Add to select a consequence appropriate for the event. You may use the Add option repeatedly to select any number of consequences. If you haven't yet created a consequence for the event, you can do so later, then edit the event to add the consequence.

5. In a Related Risks panel, view risks the event applies to. You can relate events to a risk only as you create or edit the risk. Values appear here only after risks have been created or edited to include this event.

Create or Edit a Consequence

To create a consequence, open the Manage Consequences page and click Create Consequence. To edit a consequence, select its row in the Manage Consequences page and click Edit. Then:

1. Enter or modify a name and a description. These describe how the consequence expresses the impact of events it's related to.

2. Select or modify an impact model and value, which express the severity of the consequence.
   - You can select any impact model. However, a consequence is indirectly related to a risk. (It's directly related to an event, which is related to the risk.) So it's recommended that you select an impact model used in the analysis of a related risk. That way you maintain consistency in the terminology that applies to the consequence and to the risk analysis.
   - The impact value you select for a consequence is essentially a label. It plays no part in the calculation of the overall risk rating returned by risk analysis.

3. If descriptive flexfield segments have been defined for consequences, these appear as fields in an Additional Information panel. Provide values for these fields.

4. In a Related Events panel, view events the consequence applies to. You can relate a consequence to an event only as you create or edit the event. Values appear here only after events have been created or edited to include this consequence.

ORACLE

4 Controls

Overview of the Control Object

A control documents measures your company takes to address a risk. It describes actions taken externally to Oracle Risk Management Cloud Service, either automatically in other systems or manually.

Any number of controls may apply to a given risk; they're associated with the risk when the risk is created or edited. The controls may be given stratification values, which define the role each plays in dealing with the risk. Although stratification occurs as you configure a risk, you should bear in mind the role a control is to play as you create the control.

For each control, you can create test plans. These document steps to be followed in determining whether the control is effective. Users execute a test plan while completing an assessment of the control that the plan is created for. A control may have multiple test plans, but no more than one per assessment activity type.

To work with controls, select Risk Management > Controls. Then select a tab:

- Worklists displays your control-related worklist assignments.
- Controls opens a page listing the controls you're authorized for. In that list, click the name of a control to open its record. An individual control record includes tabs to view its definition, its test plans, assessments of it, issues raised against it, and related advanced controls.
- Assessments opens a page listing control assessments for you to complete, review, or approve.

Create or Edit a Control

To create or edit a control, name it and determine how it's to be enforced. Optionally define it further and select perspective values that set it in a context.

Use either of two methods to open the page to create a control.

- Select the Create Documented Control quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)
- In the Controls work area, select the Controls tab. Then select the Create icon.

To edit a control, select the Controls tab, select the row representing a control, and select the Edit icon. Or, click the name of a control and, in a page to view details about it, click Actions > Edit Definition.

As you work with the control:

1. Enter or modify required values. These include:
   - A name. This should indicate how the control alleviates risk.
   - A method: Manual indicates that the control requires human action. For example, a manual control might require a person to review an insurance policy before renewal. Automated indicates that the control runs automatically in an external system.
   - A status: Accept the default, Active, or change it to Inactive.
2. Optionally, enter or modify additional values that define the control further:

ORACLE

○ Enter a description. Along with the control name, this should tell how the control alleviates a risk.

○ Select a type. Your organization would need to create its own type values. (See *Manage Lookups*.)

○ Select an enforcement type. Default values indicate whether a control corrects, prevents, or detects a risk. Your organization can create additional enforcement-type values that describe how the control addresses a risk. (See *Manage Lookups*.)

○ Select a frequency, which determines how often the control should be enforced.

○ Enter an estimate of the cost for implementing the control.

○ Select one or more types of assertion that you intend for the control to evaluate.

An assertion is a statement of presumed facts about the status of a business process. For example, you can assert that financial assets exist and that financial transactions have occurred and been recorded during a period of time. Typically, you'd include the assertions themselves in test plans you create for the control.

○ Select in-scope values. These correspond to activity types selected for assessment batches, and so determine whether the control can be included in assessment batches. You can:

- Select the Audit Testing in-scope value to make the control eligible for assessment batches whose activity type is Audit Test.
- Select the Assessment Testing in-scope value to make the control eligible for assessment batches whose activity type is Certification, Operational Assessment, or Design Review.
- Select both in-scope values to make the control eligible for assessment batches assigned any of these activity types.
- Leave both in-scope values unselected. In this case, the control can't be included in assessment batches. You can, however, create "impromptu" (individual) assessments for it, because in-scope values have no bearing on impromptu assessments.

○ Enter comments if any are germane.

○ Attach documents to add detail to the definition of the control. (See *Attach and View Documents*.)

3. In the Perspectives panel, optionally select perspective values appropriate for the control. (See *Select Perspective Values in Financial Reporting Compliance*.)

4. If descriptive flexfield segments have been defined for the Control object, these appear as fields in an Additional Information panel. Provide values for these fields.

You can't relate controls to other objects. As you create or edit risks, however, you can relate them to controls. So both the edit page for a control and the definition tab of the control record contain a Related Records panel. In it, you can view the control's relationships to risks for which it's been selected. The name of each related risk is a link to its record, but the link is active only if you're authorized as an owner, editor, or viewer of the risk.

You can authorize other users to work with the control, its certification assessments, or both only after you create it. (See *Secure Records in Financial Reporting Compliance*.) Save or submit it, and the create page changes either into the edit page or into the completed record of the control. These pages, unlike the create page, display a Security Assignment button. Expand it, and then either:

• Click Control Security Assignment to authorize users' access to the control itself.

• Click Default Assessment Security Assignment to select assessment actors assigned by default to certification assessments of the control.

ORACLE

Create or Edit a Test Plan

A test plan determines whether a control effectively serves its purpose in alleviating risk. The plan consists of steps you define. A user executes the plan while assessing the control it applies to.

For any given control, you can create multiple test plans, but only one for each of the assessment activity types that apply to controls. Create or edit a plan as you edit the control it belongs to:

1. In the Controls page, open the record of the control in either view-only or edit mode: Click its name, or select the record and select the Edit option.
2. In the record of the control, click the Test Plans tab.
3. A page displays a panel for each of the control assessment activities your organization has activated. (These are assessment activities selected in the Configuration Options page of the Setup and Administration work area). You can:

   ○ Expand any panel to view the assessment plan for its activity (if one has been created).

   ○ Define or modify a plan for an activity. If you opened the page in edit mode, click the Create or Edit button (labeled with a pencil icon) in the panel for that activity. If you opened the page in view-only mode, first select Actions > Edit Definition. Then select the Create or Edit button for an activity.

Add Details and Steps to a Test Plan

A Create Test Plan or Edit Test Plan page displays the name of the assessment activity type for which you're creating a test plan. You can't change that value. You can set the following:

1. Enter or modify a name for the plan.
2. Optionally, enter or modify additional values that define the plan further:

   ○ Provide a description for the plan.

   ○ Select a test frequency: whether a user should test the control daily, weekly, monthly, or annually.

   ○ Enter a sample size. This is a number of control-enforcement instances that must be examined for the plan to be completed.

   ○ Attach files to the test plan.

3. Create steps. In a Test Steps panel, select Create. A numbered row appears; in it, use a Step Description field to define what the user is to do. Repeat this for all the steps you require. You can also:

   ○ Rearrange the order of steps: Select a step and click Move Up or Move Down.

   ○ Delete steps: Select a step and click Delete.

4. Select Save or Save and Close. The latter action returns you to the Test Plans tab, where you can repeat this process to create test plans for other assessment activity types.

ORACLE

5 Issues

Overview of Issues

An issue is a defect or deficiency detected for an object or for an activity being performed against an object. You can work with issues in several places:

- In the Issues work area: Create an issue that applies to any number of objects, review its details, update it, or close it.

- From the Issues tab in the record of a risk, control, or process: Create, update, or close an issue specific to the object you're working with.

- From the record of an assessment, risk analysis, risk evaluation, or risk treatment plan: Create an issue specific to the item you're working with.

The resolution of an issue typically includes these steps:

1. A user creates an issue.
2. A user with proper authorization validates the issue, either determining that it requires investigation, closing it, or putting it on hold.
3. If the issue is valid, a user with proper authorization determines whether a remediation plan is required for the issue to be resolved. If not, this user closes the issue.
4. For a valid issue, the user creates or selects a remediation plan, which consists of tasks to correct the issue. Other users respond to worklists to complete the remediation tasks. The remediation plan is marked as complete, and the issue is closed.

Issues and Data Security

For issues to be raised against an object record, at least one user must be authorized as its issue owner or issue validator. If a risk has no issue owner or validator, for instance, issues can't be raised against it.

If at least one user has either of these authorizations for a record, any user assigned a role with the appropriate privilege can raise an issue against the record. If not among those authorized as issue owner or validator, however, that user initially can't work at resolving the issue.

However, when a user is authorized in an object record as an issue owner or an issue validator, that user is an owner of the issues raised against that record. So within the record of the issue, the owner can use Security Assignment to authorize other users as owner, editor, or viewer, and as reviewer, approver, issue owner, and issue validator.

Conceptually, the issue-owner authorization enables a user to resolve issues, and the issue-validator authorization enables a user to validate issues. At the moment the issue is created:

- If users are granted the issue-owner authorization, but no one is authorized as issue validator, the authorized users work at resolving issues, and the validation process is skipped.

- If users are granted the issue-validator authorization, but no one is authorized as issue owner, the authorized users both validate issues raised against the record and work to resolve those issues.

- If users are granted both authorizations, then issue validators perform the validation process and issue owners work at resolving validated issues.

Remediation plans are secured separately from issues. The person who creates a remediation plan is its owner, and can authorize other users as owners, editors, and viewers, and as reviewers and approvers. But these users have access to the issue related to a remediation plan only if they're authorized to work with the issue. Similarly, users authorized to work with an issue can see its related plan only if they're authorized to see the plan.

Related Topics
- Secure Records in Financial Reporting Compliance

Create or Edit an Issue

To create or edit an issue, name it and supply details that define a defect to an object or activity. One way to do this is to work within the Issues work area.

Use either of two methods to open the page to create an issue. (Note, though, that you can't create an issue against an object that's in the New state.)

- Select the Create Risk Management Issue quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- In the Issues work area, select the Issues tab. Then select the Create icon.

To edit an issue, select the Issues tab, select the row representing an issue, and select the Edit icon. Or, click the name of an issue and, in a page to view details about it, click Actions > Edit Issue.

As you work with the issue:

1. In an Issue Details panel, enter or modify required values. These include:

   o A name.

   o A rating of the issue's severity. In addition to default severity values, you can define and use your own. To define values, use the lookups feature available in the Setup and Administration work area.

   o Status. Typically, select Open for a new issue. You may select On Hold or In Remediation as you edit an issue, to mark progress toward its resolution. You can't use the lookups feature to create new status values.

2. Still in the Issue Details panel, optionally enter or modify values that define the issue further:

   o Enter a description. This can describe the defect or deficiency the issue is meant to address.

   o Select a type. Your organization can use the lookups feature to create its own type values.

   o If you're editing an issue, you may select values that can be determined only during issue evaluation. These include whether the issue requires remediation, the cost if the issue is left untreated, the cost of treatment, and the issue's likelihood of recurrence. Fields for these values are available in the issue-editing page, but not in the issue-creation page.

3. If descriptive flexfield segments have been defined for the Issue object, these appear as fields in an Additional Information panel. Provide values for these fields.

4. In a Related Records panel, select the items the issue applies to. You can select any combination of processes, risks, or controls. The first record you select is considered to be the "Origin," meaning it's the record in which the issue was first identified. Once you submit the issue, you can't change this designation or remove the Origin record, although you can add or remove other related records.

   o In an Object Type field, select Process, Risk, or Control.

ORACLE

- ○ Click Add. In a Select and Add Related Object for Issue page, select one or more records of the object you selected in the Object Type field. (Use the Ctrl or Shift key to select discontinuous or continuous sets of records.)

- ○ Select Done to return to the create- or edit-issue page.

- ○ Repeat the procedure if you want to select records of other object types.

5. Save or submit the issue.

As you edit an issue, you may also select one or more remediation plans for it. Typically, you'd select one plan for each object record related to an issue. However, you must create the remediation plans before you can select them for an issue. See *Select a Remediation Plan for an Issue*.

Outside of the Issues work area, you may:

- Work in the Issues tab of the record of an individual risk, control, or process to create or edit an issue specific to that object, or review its details.

- Work in the Assessment tab of an individual object record, or from the page to complete an assessment of an object, to create an issue against an assessment. (This option is available, however, only in assessments for which an Allow Users to Create Issues option is selected during assessment initiation.)

- Work in the Analysis, Evaluation, or Treatment Plan tab of a risk record to create an issue against an analysis, evaluation, or treatment plan.

In each of these cases, the procedure to create or edit an issue is mostly the same as when you work in the Issues work area. The one exception: As you create the issue, the Related Records panel isn't available. You can't select items the issue applies to because it necessarily applies only to the item you're working with. However, the Related Records panel is available as you edit a risk, process, or control issue, and you can add other objects then.

Validate an Issue

Issue validation occurs only if an issue is raised against an object record, and an owner of that record has authorized at least one user to be an issue validator. That validator completes these steps:

1. Review the circumstances around the issue.

For example, suppose an issue states that a control has no test plan, and so can't be assessed thoroughly. A validator might review the control to verify it has no test plan, and that it's complex enough to require testing.

2. Open the issue for editing. You may:

- ○ Respond to a worklist, if you receive one for the issue.

- ○ Open the issue's edit page from the Issues page in the Issues work area.

- ○ Open the record of the object the issue has been raised against in its work area (Controls, in this example). Within that record, open the issue's edit page from the Issues tab.

3. In the Edit page for the issue, do either of the following:

- ○ If you determine the issue is valid, select the Requires Remediation check box, then select the Submit option.

- ○ If you determine the issue is invalid, click the Cancel Issue button. This button is available only to users authorized as validators. Invoking this option causes the issue to be deleted immediately and permanently.

Create or Edit a Remediation Plan

To develop a remediation plan, enter plan details and define remediation tasks.

Use either of two methods to open the page to create a remediation plan.

- Select the Create Remediation Plan quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- In the Issues work area, select the Remediation Plans tab to open a Remediation Plans page. Then select the Create icon.

To edit a remediation plan, open the Remediation Plans page, select the row representing a plan, and select the Edit icon. Or, click the name of a plan and, in a page to view details about it, click Actions > Edit Definition.

As you work with the remediation plan:

1. Enter or modify plan details: At minimum, a name, description, priority, and due date. A required start date defaults to the current date, but you can enter a future date instead. A required Progress field defaults to On Target, and a required Status field defaults to Active.
2. Add comments, if any are germane. If you're creating the plan, a Comment field appears in the Details panel. If you're editing a plan, you can view existing comments or add new ones in a Comments panel.
3. If descriptive flexfield segments have been defined for the Remediation Plan object, these appear as fields in an Additional Information panel. Provide values for these fields.
4. If you're editing a plan, a Remediation Tasks panel is active. If you're creating a new plan, click its Save option (not Save and Close or Submit) to activate the Remediation Tasks panel. In either case, click the Expand icon in this panel to expand it. Then:

   - Click the New icon to create a new task.

   - Select the row for an existing task and click the Edit icon to modify it.

5. A Remediation Task page opens. Enter or modify details: At minimum, a name, priority, and due date. Again, a required start date defaults to the current date, but you can enter a future date instead. A required Progress field defaults to On Target, and a required Status field defaults to Active. Use the description field to tell what a user must do to complete the task.
6. Click Save and Close, and then repeat steps 5 and 6 to create as many tasks as your plan requires. If you want to remove a task that no longer applies, select its row and click the Delete icon.
7. When you finish creating tasks, submit the remediation plan.

Select a Remediation Plan for an Issue

To select a remediation plan for an issue:

1. Select the Issues tab in the Issues work area. In the Issues page, click the name of the issue to open it.
2. Select Actions > Edit Issue.
3. In the Remediation Plans panel, select Add.
4. In a Select and Add page, click the row for the remediation plan you want.
5. Click Done to return to the record of the issue. The plan you selected appears in the Remediation Plans panel.
6. Submit the issue.

Review Issue Status

When a plan is added to an issue, or each time a remediation task is completed, you may want to review status of the issue for which the plan has been selected:

1. Select the Issues tab in the Issues work area. In the Issues page, click the name of the issue to open it.
2. Select a Definition tab to review:
   - Issue details, in a Detail panel.
   - The objects the issue applies to, in a Related Records panel.
   - Values for descriptive flexfield segments (if any) in an Additional Information panel.
   - Comments added to the issue (if any) in an Add Comments panel.

   You can select Actions > Edit Issue to modify values in any of these panels, for example adding objects to the issue in the Related Records panel.
3. Select a Remediation tab to review the progress users have made in completing remediation plans associated with the issue. An issue may have multiple plans, one for each object record associated with the issue. In a list of plans, select one:
   - A bar graph depicts the number of completed steps, both as an absolute number and as a percentage of total steps. The graph also reports the number of days the plan is past due, and the number of tasks past due. You can't update these status indicators directly. You can do so indirectly by completing tasks in the plan.
   - Panels display comments, additional-information (flexfield) values, the plan's tasks, and issues for which the plan has been selected. You can add comments, but you can't change any of the other values. To view details of each task or of each issue, click its name in its panel.

   Each time you select a plan, the bar graph and the information in the other panels change to report data about the plan you've selected.

If you're the owner of an issue, you can send email reminders to users to complete issue-review tasks. In the Issues page, select the issue record, then select Actions > Send Email Reminder. A Send Email Reminder page provides default subject and body text, which you can edit if you want. Then click Submit to send the message. It's sent only to appropriate users who haven't yet acted on their tasks. The feature is active regardless of whether email notifications are activated in the Setup and Administration work area.

Update Status for Remediation Tasks

You work to complete remediation tasks externally, but then update status in the record of the remediation plan that defines the tasks. Updates are reflected automatically in the records of issues for which the plan has been selected.

For example, one task in a remediation plan might be to meet with stakeholders to discuss changes that will correct an issue. Once the meeting takes place, you'd update remediation-plan status.

1. Select the Remediation Plans tab in the Issues work area.
2. In the Remediation Plans page, click the name of the plan you want to work with. A Remediation Plan page includes these features:

ORACLE

- A bar graph depicting the number of completed steps, both as an absolute number and as a percentage of total steps. The graph also reports the number of days the plan is past due, and the number of tasks past due.
- An Issues panel, which displays information about the issues for which the remediation plan has been selected. It's read-only; you can select a plan for an issue only from the record of the issue.
- Panels to review details of the plan's configuration, additional information if flexfield segments have been defined for the Remediation Plan object, and tasks defined for the plan, and to add or review comments. These panels remain available to you as you edit the plan; the bar graph and the Issues panel don't.

3. Open the edit page for the plan: Click Actions > Edit Definition. (Alternatively, in the Remediation Plans page you can select the row representing the plan, then click the edit icon. This would bypass the page that displays the bar graph and Issues panel.)

4. In the page to edit the plan, expand the Remediation Tasks panel. Select the row for the task you want to update, then click Edit.

5. Update fields to reflect your progress:

- Before the task is complete, you may set a Progress field to On Target, Blocked, or Delayed. Set a date in the Estimated Completion Date field if you expect to complete the task before or after its due date.
- When the task is complete, update a Status field from Active to Completed.
- You may also add comments.

6. Select Save and Close. The edit page for the remediation plan returns. Select its Submit option.

When all tasks are complete, mark the plan as complete:

1. Once again, open the edit page for the plan.
2. In the Details panel, set Progress to Completed. (At any point along the way, you may instead indicate that progress for the plan as a whole is blocked, delayed, or on target.) Also set Status to Completed.
3. Select Submit.

If you're the owner of a remediation plan, you can send email reminders to users to complete tasks defined by the plan. In the Remediation Plans page, select the plan record, then select Actions > Send Email Reminder. A Send Email Reminder page provides default subject and body text, which you can edit if you want. Then click Submit to send the message. It's sent only to appropriate users who haven't yet acted on their tasks. The feature is active regardless of whether email notifications are activated in the Setup and Administration work area.

Close an Issue

You can close an issue when it's resolved. That would be when all remediation plans selected for the issue are complete. (If an issue applies to more than one object record, you'd select one remediation plan for each object.)

You can, however, close an unresolved issue at any point in the process. You may, for example, determine early on that the issue is invalid, or at any point that it can't be resolved, and so close it.

To close an issue, do either of the following:

- Select the Issues tab in the Issues work area. In the Issues page, select the row for the issue you want to close. Select the Close Issue button.

- Open the record of the issue you want to close, either from the Issues page or from the Issues tab of the object the issue is raised against. Then select Actions > Close Issue.

ORACLE

In either case, a Close Issue dialog opens:

1. Select a reason for closing the issue in a Specify Reason for Action list.
2. Optionally add a comment that supports the action you selected.
3. Click OK.

Once you close an issue, you can no longer edit it.

6 **Assessments**

Overview of Assessments

An assessment is the review of a risk, control, or process, to ensure that it's defined correctly or that its definition remains appropriate over time. You may create assessments in batches, or create individual "impromptu" assessments.

An assessment batch depends upon several components:

- A template designates a primary object of assessment and an activity to be completed in assessments.

- From the template, you develop a plan. It may assign a survey to be completed for the activity specified by the template. The plan may also contain filters that select instances of the primary object named in the template; these become available for inclusion in assessments.

- From a plan, you initiate an assessment batch. You select object instances from those made available by the plan. Although a batch may include any number of instances, participants assess each individually.

An impromptu assessment is simpler. It focuses on an individual instance of a risk, control, or process. You initiate it from the page that object is managed in, specifying an assessment activity for it. You may also select a survey for the assessment, although that's optional. Neither an assessment template nor an assessment plan is required.

In either case, participants in an assessment may include assessors, users who review or approve the assessors' work, and users who view the other users' actions.

Assessors work through pages that present information about an object or that require a response. Finally, as the answer to an "activity question," assessors judge whether the object passes or fails the assessment. Pages vary depending on the type of object being assessed and on whether the assessment is associated with a survey or a control test plan.

In each of the Process, Risk, and Control work areas, you can work with assessments at two levels. You can open a page listing assessments for the object type, then select from that list to complete, review, or approve them. Or, in the record for an individual instance of one of these objects, you can initiate an impromptu assessment. You can also work with assessments of that item, whether impromptu or included in a batch.

Otherwise, to work with assessments, select the Risk Management springboard. Among its options, select Assessments, and then select among tabs to perform assessment tasks. A Worklists tab displays your assessment-related worklist tasks. Other tabs enable you to complete assessments, initiate batch assessments, manage assessments of either type, and develop templates and plans.

Duplicate Records in Assessment Batches

As you initiate an assessment batch, you can create duplicate assessment records for any given process, risk, or control, one for each perspective value assigned to that object. For each duplicate, you can then select a distinct set of assessors, reviewers, approvers, and viewers. Each set would then assess the object from the point of view of whatever interest its perspective value represents.

ORACLE

You can assign any number of perspective values to an assessment batch. These can belong to any number of perspective hierarchies, although for performance reasons, the recommended limit is four hierarchies. The batch would then contain assessments only of objects assigned matching perspective values.

Here's how the matching works: Perspective values within a hierarchy have an OR relationship, but perspective hierarchies have an AND relationship. This means that to be included in a batch, an object must be associated with at least one of the values you select from each hierarchy you select for the batch. For example:

- As you initiate a batch of risk assessments, you assign it Value01 and Value02 from HierarchyAA. Because these values come from a single hierarchy, they have an OR relationship, so your batch would include risks associated with Value01 only, Value02 only, and both values.

- As you initiate a batch of control assessments, you assign it Value03 from HierarchyBB, and Value04 and Value05 from HierarchyCC.

  The batch would include controls assigned values 03 and 04, 03 and 05, and all three of these values. That's because these controls meet the requirement of being assigned at least one value from each perspective hierarchy. (All combinations of values selected from HierarchyCC are included because values within any one hierarchy have an OR relationship.)

  However, the batch wouldn't include controls assigned values 04 and 05, which lack a value from HierarchyBB. The batch would also exclude controls assigned a single perspective value, which lack a value from one hierarchy or the other. These assignments violate the AND requirement that applies at the hierarchy level.

Having selected perspective values for a batch, you'd then either select or clear an option to create duplicate records. If you select it, then for each object, you create one assessment record for each of its perspective values. In the example:

- Each risk assigned only Value01 or Value02 would have one assessment record. But a risk assigned both values would have two assessment records, one for each perspective value.

- Each control assigned two values would have two assessment records, one for each value. But a control assigned all three values would have three assessment records, one for each value.

If you clear the option to create duplicate records, however, every object included in a batch would have only one assessment record, no matter how many perspective values it's assigned.

Your first opportunity to select perspective values, and to determine whether to generate duplicate assessment records, comes as you create assessment plans. An assessment batch inherits these settings from the plan on which it's based. A second opportunity comes as you initiate an assessment batch. You can modify the perspective selection, and the duplicate-record setting, that the batch inherits from the plan it's based on.

Assessment Activity Types

An activity type defines the scope of an assessment. Each activity type applies to assessments of particular objects. Types include:

Type	Description	Available for Assessment Of
Certification	Is the information in this assessment of an object accurate and complete?	Process, risk, control

Type	Description	Available for Assessment Of
Audit Test	Does a risk, control, or process meet audit guidelines?	Process, risk, control
Operational Assessment	Does a control or process operate effectively and as designed?	Process, control
Design Review	Is a control or process designed effectively and does it meet its guidelines?	Process, control
Documentation Update	Does a process have required documentation?	Process
Assess Risk	Is a risk appropriately documented, is its analysis current, is its evaluation accurate, and are controls related to it?	Risk

Create or Edit an Assessment Template

An assessment template sets certain core values.

Use either of two methods to open the page to create an assessment template.

- Select the Create Assessment Template quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)
- In the Assessments work area, select the Assessment Templates tab to open an Assessment Templates page. Then select the Create icon.

To edit an assessment template, open the Assessment Templates page, select the row representing a template, and select the Edit icon. Or, click the name of a template and, in a page to view details about it, click Actions > Edit Template.

As you work with the assessment template:

1. In a Details panel, set or modify these values:
   - A name and, optionally, description for the template.
   - A "primary object" of assessment. This is the type of object you want to assess: Process, Control, or Risk.
   - An assessment type, such as Financial Year End. Your organization can use the lookups feature, available in the Setup and Administration work area, to create its own type values.
   - A status, either Active or Inactive. You can modify the status only as you edit a template. When you create a template, it's automatically active, and the Status field doesn't appear.
2. In an Activities panel, select an assessment activity type. In effect, it defines what assessors are to determine as they complete assessments developed from the template.
   Select Add, then choose from an Activities dialog, which presents activities appropriate for your primary object. You can't select more than one activity. You can, however, delete an activity so that you can select a different one. Click in the row for an activity and select the Delete action.
3. Save or submit the template.

Create or Edit an Assessment Plan

An assessment plan designates an assessment template and inherits its values, but refines its focus by selecting instances of the primary object for assessment. It may also designate a survey to be completed by assessors.

Use either of two methods to open the page to create an assessment plan.

- Select the Create Assessment Plan quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- In the Assessments work area, select the Assessment Plans tab to open an Assessment Plans page. Then select the Create icon.

To edit an assessment plan, open the Assessment Plans page, select the row representing a plan, and select the Edit icon. Or, click the name of a plan and, in a page to view details about it, click Actions > Edit Plan.

As you work with the assessment plan:

1. In the Details panel, set or modify these values:

   - A name and, optionally, description for the plan.

   - The template the plan is based on. You can select this only as you create the plan. Once you save or submit the plan, you can't modify this value.

     The plan inherits an activity type from the template you select. For a plan that applies to process or control assessment, the activity type correlates to in-scope values selected for object records, and so plays a part in determining what records are eligible to be included in a batch. If the activity type is Audit Test, the plan returns only process or control records for which the Audit Test in-scope value is selected. For any other activity type, the plan returns only records for which the Assessment in-scope value is selected.

   - A status, either Active or Inactive. You can modify the status only as you edit a plan. When you create a plan, it's automatically active, and the Status field doesn't appear.

2. A Template Activities panel displays a row for the assessment activity in the template you selected for the plan. For this activity, you may select a survey that assessors are to complete:

   - Select the activity (row) in the grid and click Edit.

   - In a Survey Template dialog, select the survey template you want.

3. Optionally, use the Selection Criteria panel to create filters that select instances of the primary object. Each filter consists of a predefined attribute, one in a set of predefined operators, and a value that completes the filter. In the row for a Name attribute, for example, you may select a Starts with operator, type a string as an Attribute Value, and so search for objects whose names begin with the string you typed.

4. Use the Perspective Selection and Assignment Criteria panel to select perspective values:

   - By default, a No Perspectives check box is selected. If you leave it selected, the plan returns only records of its primary object that are assigned no perspective values.

   - If you clear the No Perspectives check box, click Add to open a Select Perspective Criteria dialog. It presents hierarchies mapped to the type of object you're assessing (Process, Risk, or Control). Select a perspective hierarchy and any number of values from it. Repeat this if you want to select values from additional hierarchies; the recommended limit is four. The plan then returns only instances of the primary object associated with the selected values.

ORACLE

- If you've selected perspective values, select or clear an Include Duplicate Records check box. This determines whether you plan to generate multiple assessment records for each instance of the primary object, one for each perspective value it's assigned.

5. An Additional Criteria panel contains a set of check boxes that correspond to control stratification values. By default, all stratification values are selected. Clear each value only if you want to exclude controls assigned that value.

6. Use a Preview Selections option to see what objects are returned by the criteria you set. Although it's available in the Selection Criteria panel, it applies to your settings there and in the Perspective Selection and Assignment Criteria and Additional Criteria panels as well.

   You can set criteria for a plan, then modify them for any assessment batch initiated from the plan.

7. Save or submit the assessment plan.

Related Topics
- Duplicate Records in Assessment Batches

Initiate an Assessment Batch

To initiate an assessment batch, you select an assessment plan and set other general details; potentially attach documents and associate perspective values; select processes, risks, or controls to be assessed; and secure the assessment.

Securing the assessment involves designating owners, editors, and viewers of the assessment batch as a whole, and separately designating assessors, reviewers, and approvers of the individual assessments.

Use either of two methods to start the initiation process:

- Select the Initiate Assessment Batch quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- Navigate to the Risk Management > Assessments > Assessment Batches page. Then, select Actions > Initiate Assessment Batch.

An Assessment Batch Scoping page opens, with a General region active.

Provide General Information

In the General region, name and describe the assessment batch, select an assessment plan, and set a due date. The start date defaults to the current date, and you can't change it.

Also, select an Allow Users to Create Issues option if you want assessors to be able to create issues as they complete assessments. Clear the option to prevent them from creating issues.

When you finish entering values, select Save and Continue. Although the batch isn't yet fully initiated, your having saved it means that a record of the batch appears in the Worklists page of the Assessments work area.

> **Note:** You'll be prompted to select Save and Continue multiple times during the initiation process. At any of these moments, you can select Save and Close instead. If so, you can reopen the batch later to continue its initiation.

Attach Documents

When you finish working in the General region, an Attachments region becomes active. An attachment may be a file (such as a text file or spreadsheet) or a website that documents the assessment or provides supporting information for it.

You aren't required to attach documents to the assessment batch. If you choose to, however, you may simply drag a file into the attachments area. Otherwise:

1. Click the link in the Attachments area.
2. Click Add Link or Add File.
3. Depending on your selection:

   - Type, or copy and paste, a URL into an Add Link dialog box. Then select OK.

   - In a file-upload dialog, navigate to and select the file you want. Then select Open. (The title of the dialog, and the name of the option you select to complete the attachment, may depend on the web browser you use.)

Regardless of whether you attach documents, click Save and Continue to advance to the next step.

Select Criteria

A Criteria Selection region becomes active.

- Under Assessment Activities, review settings that you can't change. These include the primary object type and the assessment activity inherited from the assessment plan you selected. If the batch applies to process or control assessment, you can also review the in-scope value determined by the assessment activity. Process or control records are eligible for inclusion in the batch only if they're assigned the in-scope value shown here.

- Also in the Assessment Activities region, you can determine whether assessments in the batch include a survey for assessors to complete. If the assessment plan specifies a survey template, its name appears by default in a Survey Template field. If not, the field is blank. You can select a survey template if the field is blank, modify an existing selection (even one inherited from the assessment plan), or remove an existing selection so that no survey applies to the batch.

  When the Survey Template field specifies a survey to be completed:
  - A Survey Name Prefix field becomes active and required. Enter a unique value; it's added to the name of the survey to associate survey results with the assessments you're initiating. If no survey template is selected, the Survey Name Prefix field is inactive.
  - Use an Assessors Are Required to Complete Survey check box to determine whether survey responses are required. If the batch inherits a template from the plan, the check box is selected by default. In any case, however, you can select or clear the check box. If no survey template is selected, the check box is inactive.

- Under Selection Criteria and Control Stratification, you can filter the set of objects available for assessment. Initially, the criteria in force are those established by the plan you selected. You can accept those criteria (make no changes). Or you can add or remove criteria. Set selection criteria here in the same way you would while creating an assessment plan.

Click Save and Continue to advance to the next step.

ORACLE

Select Perspectives

A Perspective Selection region becomes active. It inherits the settings selected for the plan you chose in the General region. You can accept the plan values (make no changes). Or you can modify them in any of these ways:

- Select the No Perspectives check box to rescind any perspective selections made for the plan. The batch would include only records of its primary object that are assigned no perspective values.

- Add perspective values to, or remove them from, values inherited from the plan. This would narrow or broaden the selection of object records available for assessment. You can choose only among perspective hierarchies mapped to the type of object you're assessing (Process, Risk, or Control).

- If you've selected perspective values, modify the setting of the Include Duplicate Records check box. Select it to generate multiple assessment records for each instance of the primary object, one for each perspective value it's assigned. Or clear it to generate only one assessment record for each primary object instance.

Click Save and Continue to advance to the next step.

Select Items to Assess

A Proposed Records to Be Assessed region becomes active. It lists records of the primary object made available by the plan you selected in the General region and values you set in the Criteria Selection and Perspective Selection regions. Ensure that a checkbox is selected for each item you want to include in the assessment batch, and cleared for each item you want to exclude.

This region displays three record counts. A total record count is the number of records returned by your search criteria. An included records count is the number of records you've selected for the batch. An excluded records count is the number you haven't selected. Click on any of these to view the records it applies to. You can actually select or clear records only from the total-record-count view.

Click Save and Continue to advance to the next step.

Secure the Batch

A Batch Assessment Security Assignment region becomes active, with you selected as owner. You may select and authorize other users as owners, editors, or viewers. The access you're defining applies to the batch as a whole, not to the individual assessments generated by the batch. Users you select here can view the initiation details and all assessment records.

Click Save and Define Assessment Record Security. Once you do, most assessment criteria you've defined so far are locked. You can return to prior pages to review these criteria, and if you're an owner, you can change the due date or the batch security. If you're an editor, you can change the due date only. Other batch-level criteria are available for viewing only.

Secure Individual Assessments within the Batch

An Assessment Records Security Assignment page becomes active. Use it to assign assessors, reviewers, approvers, and viewers to each of the records you've selected for assessment.

1. Select User to appoint individual people in these capacities, or select Group to appoint user groups. (You create groups in the Risk Management Data Security work area.)
2. In each of the Assessor, Reviewer, Viewer, and Approver list boxes, select an individual or a group to serve in these capacities. Every assessment requires an assessor; the other values are optional.
3. In a list of records you've selected for assessment, click the check box for each item to be worked on by the users or groups you selected in step 2. Note that the assessment-batch owner is selected by default as a viewer.

ORACLE

As you select among the records, you can filter them either by name or by the values of perspectives you've selected for the batch. You can also sort the list of records alphabetically or select among values in the Sort field to view records for which assessors, reviewers, approvers, or viewers haven't been defined. However, you can use only one filtering parameter at a time.

4. Click Apply.
5. Repeat the procedure until all items have at least one assessor and, if you want, reviewer, approver, and viewer.

You can select more than one person (or group) in each capacity. Click the check box for one or more assessments for which you've already selected users. Make new selections in the Assessor, Reviewer, Approver, or Viewer fields, and click Apply. The originally selected values remain, and the new values are added to them.

Before the batch is fully initiated, you can also rescind selections. Click the check box for one or more assessments, then click Remove. All values are removed from the Assessor, Reviewer, and Approver fields for these assessments, and you must then select new values. After the batch is fully initiated, you can add new users to its assessments, but you can't remove any.

Control owners may have selected assessors, reviewers, approvers, and viewers while editing their controls. If you include any of these controls as you initiate a certification-assessment batch, the record for each in the Assessment Records Security Assignment page automatically displays the assessment actors its owner selected. You can accept those actors, add others to them, or remove and replace them. This applies only to control certification assessments.

When you finish selecting people to work on individual assessments, click the Initiate button. At this point, the batch becomes available in the Assessment Batches page.

Related Topics
- Secure Records in Financial Reporting Compliance
- Duplicate Records in Assessment Batches
- Manage User Assignment Groups

Initiate an Impromptu Assessment

To initiate an impromptu assessment, follow a process similar to the one to initiate an assessment batch. An impromptu assessment is considered a batch involving a single process, risk, or control. It doesn't require a template or a plan.

1. Navigate to the record of an individual process, risk, or control. If it were a risk, for example, you'd open the Risk work area, select the Risks tab, and then click on the name of a risk.
2. Within the record, do either of the following:
    o From any tab, click Actions > Create Assessment.
    o Click the Assessments tab. Then, in an Assessments page, click Create Impromptu Assessment (a plus icon).
3. In a Create Impromptu Assessment page, a General region is active. In it:
    o Select an assessment type, which determines what the assessment is meant to uncover. You see only types appropriate for the object you're assessing.
    o Compose a name and description for the assessment.
    o Select a due date. (The start date defaults to the current date, and you can't change it.)
    o Optionally, select a survey for assessors to complete:

- Select a template in the Survey Template field.
- Enter a unique value into the Survey Name Prefix field. The value is added to the name of the survey to associate survey results with the assessment you're initiating. The field is active only if you select a survey template, but when it's active, it's required.
- Select or clear an Assessors Are Required to Complete Survey check box to determine whether responses are required. It too is active only if you select a survey template, and when it becomes active, it's selected by default.
   - Select an Allow Users to Create Issues option if you want assessors to be able to create issues as they complete the assessment. Clear the option to prevent them from creating issues.
4. Click Save and Continue. An Attachments region becomes active. Once again, you aren't required to attach documents, but if you want to, the procedure is the same as the one for assessment batches.
5. Select Save and Continue. A Batch Assessment Security Assignment region becomes active, with you selected as owner. You may select and authorize other users as owners, editors, or viewers. This access applies to the batch as a whole. Users you select here can edit or view the initiation details.
6. Select Save and Continue. An Assessment Record Security Assignment region becomes active, once again with you selected as owner. Here, as you add users, you authorize each as a viewer, and separately as an assessor, reviewer, or approver. Although you're an owner, you can also select any of the latter authorizations for yourself.

   Control owners may have selected assessors, assessment viewers, reviewers, and approvers while editing their controls. If you're initiating a certification assessment of one of these controls, the assessment actors selected by the control owner appear automatically in the Assessment Record Security Assignment region. You can accept those actors, add others to them, or remove and replace them. This applies only to control certification assessments.
7. Click Submit.

Whenever you can select Save and Continue, you can select Save and Close instead. When you're ready to continue the initiation, you'd reopen the assessment "batch of one" from the Worklists page of the Assessments work area. Once the initiation is completed, you manage the assessment batch from the Assessment Batches page of the Assessments work area.

Related Topics
- Assessment Activity Types
- Secure Records in Financial Reporting Compliance

Copy an Assessment Batch

If you're the owner of an assessment batch, you can copy it to initiate a new batch. To begin, navigate to the Risk Management > Assessments > Assessment Batches page. Select the row representing the batch you want to copy.

Then select Actions > Copy Assessment Batch. This option appears in the Actions menu only if the batch you selected is in the New, Finalize Record Security, Active, Canceled, or Closed state.

ORACLE

Standard Batch

If you've copied a batch developed from the Initiate Assessment Batch guided process, that process opens once again. To complete it you set some new values, but must accept other values inherited from the batch you copied:

- In the General region, you must create a name and set a due date, you may add a description, and you may modify the Allow Users to Create Issues setting. If the original batch selected a survey template, the copy selects the same template in the Select Criteria region, where you must define a new survey name prefix. In the Attachments region, attachments from the source batch are included in your copy of the batch. You can remove them, or add or remove other attachments.

- You can't change any of the values that determine how objects are proposed for assessment. These include the Plan and Assessment Type values in the General region, anything other than the Survey Name Prefix value in the Select Criteria region, and anything at all in the Perspective Selection region.

  Perspective values selected for the original batch are flagged in the copy if they've become invalid. Records associated with inactive perspective values aren't included among those proposed for the copy. You can't change the perspective selections in the copy, but you can decide to create an assessment batch from scratch to capture records that would otherwise be lost.

- Although the selection criteria don't change, new objects may meet those criteria. In addition to records inherited from the original batch, the Proposed Records to Be Assessed region includes records of any new objects.

  However, while new records appear at the top of the list of proposed records, they're not selected by default. Moreover, they're included in the initial count of excluded records. To include new records, you must select them manually. As you do, the included-record and excluded-record counts adjust themselves. Inherited records are selected by default, but you can exclude them.

  This region now includes a fourth record count, for ineligible records. Click it to view records that were included in the original batch, but no longer qualify for the copy.

- The Assessment Batch Security Assignment region inherits users and groups with authorizations as owners, editors, or viewers of the original batch. You can modify these authorizations, add users or groups, or remove them.

- The Assessment Records Security Assignment page inherits assessor, reviewer, approver, and viewer assignments for assessment records included in the original batch. You may accept or modify these, and you must assign assessment actors for any new assessment records.

Impromptu Batch

If you've copied a batch developed from the Create Impromptu Assessment guided process, that process opens once again. To complete it you set some new values, but must accept other values inherited from the batch you copy:

- In the General region, you must create a name and set a due date. In the Attachments region, attachments from the source batch are included in your copy of the batch. You can remove them, or add or remove other attachments. If the original batch selected a survey template, the copy selects the same template in the Select Criteria region, where you must define a new survey name prefix. In the two security regions, you may accept or modify users or groups authorized as owners, editors, or viewers of the batch as a whole, or as assessors, reviewers, approvers, or viewers of the single assessment record.

- You can't change any other values. In particular, you can't change the object that's to be assessed. In effect, you're reassessing the object that was the focus of the original impromptu assessment.

ORACLE

Manage Assessment Batches

If you own an assessment batch, you can close, cancel, archive, or delete it. You can also send email reminders to assessors, reviewers, or approvers to complete their tasks. To take any of these actions, navigate to the Risk Management > Assessments > Assessment Batches page.

Each of these actions applies only to batches at an appropriate state. The Assessment Batches page displays batches at the Active state by default, so to complete some actions, you may need to filter for batches at other states.

You can close or cancel a batch only if it's at the Active state:

- Closing a batch is the logical end of the assessment process, and is possible only after all its assessment records have been addressed. That means for each record, an assessor has answered the activity question while completing the assessment (and a reviewer or approver has passed judgment on that response, if appropriate), or an owner has canceled the record.
- You can cancel a batch (and all its assessment records) either before or after all records have been addressed.

You'd select the row representing the batch and click the appropriate option in the Actions menu: either Close Assessment Batch or Cancel Assessment Batch. The batch status would then change to Closed or Canceled.

You can archive a batch only if it's at the Closed or Canceled state. Select the row representing the batch and click Actions > Archive Assessment Batch. Depending on its initial state, the batch enters the Archived - Closed state or the Archived - Canceled state.

For a batch at the Closed or Canceled state, you can edit security settings, but can't edit anything else. You can't edit anything about a batch at either Archived state. You can, however, open records of a batch at any or these states, or of its assessments, for viewing.

You can delete a batch only if it's not yet fully initiated: if it's at the New or Finalize Record Security state. In this case the batch is eliminated permanently. It doesn't enter any state, and it's no longer available to be opened for viewing or any other purpose. Select the row representing the batch and click Actions > Delete Assessment Batch.

You can send email reminders to assessors when the state of a batch is New, Request for Information, or Rejected; to reviewers when the state is In Review; or to approvers when the state is Awaiting Approval. Select the batch record, then select Actions > Send Email Reminder. (Or, open the batch for editing and click a Send Email Reminder button in the page header.) A Send Email Reminder page provides default subject and body text, which you can edit if you want. Then click Submit to send the message. It's sent only to appropriate users who haven't yet responded. The feature is active regardless of whether email notifications are activated in the Setup and Administration work area.

Related Topics
- State and Status of Records in Financial Reporting Compliance

Cancel an Assessment

Among the objects selected for an assessment batch, you may determine that one should not have been included. If so, you can cancel its assessment, while allowing the assessment of all the others to proceed.

1. Navigate to Risk Management > Assessments > Assessment Batches.
2. Locate the record of the batch containing the assessment you want to cancel. Click on its Count value.

ORACLE

3. In an Assessment Records page, select the assessment you want to cancel.
4. Select Actions > Cancel Assessment.
5. Select Yes in a Cancel Assessment confirmation window.

If the assessment for this object had been in New, In Edit, or Rejected state, the state changes to Canceled. If the assessment had been in any other state, an error message states that the assessment can't be canceled.

Complete an Assessment

An assessment batch may include any number of object records to be assessed, but assessment actors work with each of them individually. An impromptu assessment necessarily concerns a single object.

In some cases, an assessor may be able to assess an object all at once. In other cases, the assessor may begin the assessment, save it, and return to it later. A control assessment, for example, may include a test plan that specifies a sample size (a number of control enforcements to be examined) or a test frequency. Either would create a need for repeated testing over time. The assessor would save the assessment to preserve work that remains in progress, and submit it only when it's complete.

In any case, actors may include not only assessors, but also reviewers, approvers, and viewers. Each can use any of the following methods to open an assessment to work on it. But each method involves selecting an action, and the actions available for selection vary. An actor would see only actions appropriate for the state of an assessment. For example the Perform Assessment action appears only when the state is New, or Review Assessment only when the state is In Review.

- Select a worklist entry for an object to be assessed, reviewed, or approved.

- Use the My Assessments page:
    a. In the Assessments work area, select the My Assessments tab.
    b. Search for the assessment you want to complete. At minimum, you must sort by the type of object you want to assess.
    c. Select the row for the object you want to assess.
    d. Expand the Actions menu and select among the actions available to you.

- Use the Assessment Records page:
    a. In the Assessments work area, select the Assessment Batches tab.
    b. Search for the batch that includes an assessment you want to complete. In its record, click its Count value.
    c. An Assessment Records page lists the assessments included in the batch. Select the one you want to complete, expand the Actions menu, and select among the actions available to you.

- Use the Processes, Risks, or Controls work area:
    a. In the appropriate work area, select the Assessment tab.
    b. An Assessments page displays a list of assessments that satisfy two criteria: they apply to instances of the object you're working with, and you've been selected as an assessor, reviewer, approver, or viewer for them. Select the row representing one of these assessments.
    c. Expand the Actions menu and select among the actions available to you.

- Use the record of an individual process, risk, or control.
    a. In the Processes, Risks, or Controls work area, navigate to the individual record of the item you want to assess. For example, click the Controls tab in the Controls work area, then click the name of a control.
    b. Within that record, click the Assessments tab. This lists assessments that apply specifically to the item.

    c. Select the row for the assessment you want to work on, and click an Actions button for the task you're completing.

Depending on the object being assessed, you're presented with some or all of the following pages. Some pages are for viewing information. In others, assessors enter responses.

- An Introduction page presents assessment details and identifies assessment actors. Among the details, you can click a Record Being Assessed entry to open the record of the item you're assessing, in read-only format. Within that record, you can select the Assessments tab to view records of prior activity for this assessment.

- An Enter Test Results page enables you to complete a test plan. This page appears only for the assessment of a control for which a test plan has been created.

  For each test step, and for the plan as a whole, the page presents Result and Result Summary fields. For each step and then for the full plan, select a result such as Pass or Fail. Also write a summary, which is a comment justifying the result you selected.

  Each step result applies to its step as a whole. If the plan specifies a sample size, you wouldn't record a distinct result for each control-enforcement instance in the sample. You can edit results until you submit the assessment, or even after if a reviewer or approver rejects the assessment and returns it to you.

  The page also contains a Collected Samples field. Enter the number of control-enforcement instances you've evaluated for the test plan.

- A Complete Survey page enables assessors to respond to survey questions. This page appears only if the assessment owner selected a survey for the assessment during initiation. Note that a survey applies to an assessment batch. Each assessment in the batch has its own instance of the survey. Depending on how the owner configured the batch during initiation, survey responses may be required.

  Upon completing the survey, the assessor clicks a Register Your Survey Responses button. This finalizes work on the survey without also submitting the assessment it belongs to. (The assessment can be submitted only from the Complete Assessment page.)

  Survey responses entered by the assessor are available to reviewers and approvers in the Complete Survey page as they evaluate the assessor's work. If they reject the assessment or return it for more information, the assessor can modify survey responses, this time clicking an Update Your Survey Responses button to finalize them.

- On the Complete Assessment page, the assessor enters a response to the activity question selected for the assessment. This determines whether the object passes or fails the assessment. The assessor may also create a summary statement, create an issue (if the assessment batch has been configured to allow issues), or attach a file to the assessment.

  For assessments of controls (but not other objects), an Issues Created During Assessment panel displays issues created during the assessment flow. If no issues are created during assessment, the panel doesn't appear.

  Descriptive flexfield segments may be defined for assessment activities. If that's the case for the activity selected for an assessment, these appear as fields in an Additional Information panel of the Complete Assessment page. The assessor provides values for them.

ORACLE

ORACLE

7 Surveys

Overview of Surveys

A survey is a set of questions that may be associated with assessments or distributed independently of assessments.

- You may link a survey to an assessment activity in an assessment plan. Survey questions concern the type of object (process, risk, or control) and the activity specified in the plan. Answers to the questions help assessors form judgments about objects in assessments developed from the plan.

- A stand-alone survey poses questions unrelated to assessments. You'd need not only to create the survey, but also to initiate it. As you initiate a survey you may, but don't have to, select a specific object or perspective to ask questions about. Initiation also involves selecting a set of people who respond to the questions.

In either case, base the survey on a template, which combines a set of questions with instructions for answering them.

As you prepare a survey, you work with the following components:

- Choice sets. A choice is a possible answer to a question, and a choice set is an assortment of answers a person may select from. You can associate a given choice set with any number of questions.

- Questions: These may not require choice sets. Or, you can select choices as you create questions, and save them into choice sets. Or you can select already-configured choice sets.

- Template: As you create a template, you can select existing questions for it, or create questions. Moreover, you can use an existing template to distribute a new survey, or create a new template for a survey.

- Participant lists: You can create lists of users who are to respond to survey questions, then select one or more lists as you initiate a stand-alone survey.

To work with surveys, select the Risk Management springboard. Among its options, select Surveys. Then select among six tabs: Worklists displays your survey worklist assignments. A Surveys tab opens a page to manage surveys. Four more tabs open pages to work with questions, choice sets, templates, and participant lists.

Construct a Survey Choice Set

A choice set is a selection of possible answers to survey questions.

Use either of two methods to open the page to create a choice set.

- Select the Create Risk Management Survey Choice Set quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- In the Surveys work area, select the Survey Choice Sets tab. Then select the Create icon.

To edit a choice set, open the Survey Choice Sets page, select the row representing a choice set, and select the Edit icon. Or, click the name of a choice set and, in a page to view details about it, click Actions > Edit Definition.

As you work with the choice set:

1. Create a name, and optionally a description, for the choice set.

ORACLE

2. In a Choices panel, click an Add Choice icon to select from a list of existing choices. You can use the Ctrl or Shift key to select a discontinuous or continuous set of records. Or click a Create Choice button to create a new value.

   Once a choice appears in your list, you can select it and click a Delete icon to remove it from the set. Or, for a choice you've created, click an Edit icon to modify it.

3. Arrange the choices in the order you want them to appear. Select one, then click arrow icons to move it up or down in your list.

4. In a Question Format Types panel, select one or more question formats. A choice set is available only for questions in the formats you select here.

Alternatively, as you create a survey question, you can create or select choices and save them into a choice set.

Develop Survey Questions

To create a survey question, you write it and determine its format, how it's displayed, and potentially a selection of possible answers.

You can create two or more questions with identical wording. This enables you to create differing sets of responses to the questions. When questions have the same text, it's recommended that you add descriptions to them to distinguish them.

Use either of two methods to open the page to create a survey question.

- Select the Create Risk Management Survey Question quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

- In the Surveys work area, select the Survey Questions tab. Then select the Create icon.

To edit a question, open the Survey Questions page, select the row representing a question, and select the Edit icon. Or, click the ID number of a question and, in a page to view details about it, click Actions > Edit Definition. You can edit a survey question only if it hasn't yet been selected for a survey template.

As you work with the survey question:

1. In a Details panel, write the question itself. If you include line breaks in your question text, those line breaks are maintained when the question appears in a survey.

   Optionally, you can write a description, click a check box to add a comments field to the question, or click a check box to enable participants to attach files or URLs to their responses.

2. Still in the Details panel, select a status (Active or Inactive) and a type. Your organization can use the lookups feature, available in the Setup and Administration work area, to create its own type values. (See *Manage Lookups*.)

3. In a Question Format Type panel, select a format. (See *Survey Question Formats*.) You can also select display options, such as whether answer choices appear in a column or a row. These vary by question format.

4. If appropriate, select a choice set as you select a format. Its choices then appear in rows in a Question Choices panel. You're limited to choice sets associated with the format you select. These associations were established when the choice sets were created.

   If you're editing a question for which a choice set was selected, the Choice Set field is blank, but the choices saved for the question appear in the Question Choices panel and continue to apply. If you select another choice set, its choices replace those previously saved for the question.

5. Regardless of whether you select a choice set, you may use the Question Choices panel to create new choices, select from existing choices, or modify or remove choices. If you start with a choice set, any changes you make

ORACLE

apply only to the question you're working with; the choice set itself remains intact to be selected for other questions. You can also arrange the order that choices are to appear in, and you can save the list of choices you end up with as a new choice set.

In the page to view or edit a question, you can select a Preview option from the Actions menu. A pop-up window then shows how the question will appear to participants as they complete a survey.

Survey Question Formats

Survey questions may take the following formats. For any format other than open text, you can associate a question with a choice set.

Format	Description
Single response	Radio buttons present multiple options. Only one can be selected.
Single response with other	Like single response, except one option is Other. That option permits text to be entered.
Single response drop down list	A list of values presents multiple options. Only one can be selected.
Multiple choice list	A scrolling list presents multiple options. Any number can be selected.
Check all that apply	Check boxes present multiple options. Any number can be selected.
Check all that apply with other	Like check all that apply, except one option is Other. This option permits text to be entered.
Rating on scale	Radio buttons present a range of values. Only one can be selected.
Numeric allocation	A number is entered for each of several options, quantifying each in comparison with the others.
Open text	A text box permits free-form text to be entered.

Develop a Survey Template

A survey template is a set of questions together with instructions for answering them. Any survey is simply an individual instance of the template it's based on.

Use either of two methods to open the page to create a survey template.

- Select the Create Risk Management Survey Template quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.)

ORACLE

- In the Surveys work area, select the Survey Templates tab. Then select the Create icon.

To edit a template, open the Survey Templates page, select the row representing a template, and select the Edit icon. Or, click the name of a template and, in a page to view details about it, click Actions > Edit Definition.

As you work with the survey template:

1. In the General panel, name the template and select a type and status for it. Optionally, write a description.
2. In the Survey Content panel, click the Details tab. Compose two sets of instructions for completing the survey:

   o The first set appears in an email notification of the survey. These instructions are in a plain-text format.

   o The second set appears in the survey itself. As you create or edit the in-survey instructions, you can select fonts and type sizes, create line breaks, and apply other formatting options. These include, for instance, bold, italic, or underlining; bulleted and numbered lists; indentation; and colors.

3. In the Survey Content panel, click the Questions tab. Select or create questions to be included in the survey.

   o Select a Create Question icon to write a new question. The Create Question page opens, and the procedure is the same as it would be if you were working in the Survey Questions tab. Once you save the question, it appears in the list for the template you're working on, but is also available for selection in other templates.

   o Select an Add Question icon to open an Add Question page and select among existing questions. You can use the Shift or Ctrl key to select a continuous or discontinuous set of questions. Click the OK button to return to the page to create or edit the survey template.

   o Select a question and perform any of these actions: Click a Move Up or Move Down icon to change the question's position in the list. Click an Insert Page Break button to add a page break after the question. Click a Preview button to see how the question will appear in a survey. Or click the Delete icon to remove the question from the template.

   (Values in an Order column ensure that OTBI survey analyses present questions in the same order as they appear in the survey. The values are generated automatically and reflect changes you make as you move questions up or down.)

   o For each question, click a Mandatory check box to require participants to answer it, or clear the check box to make the question optional.

Manage Participant Lists

While initiating a stand-alone survey, its owner may select participant lists, designating members of each list to be responders to survey questions.

To work with participant lists, select the Survey Participant Lists tab in the Surveys work area. A Survey Participant Lists page presents a summary record of each list that's been created.

To create a participant list:

1. In the Survey Participant Lists page, click the Add icon.
2. In a Details panel, create a name for the list, select a status for it (Active is the default), and optionally write a description of it.

3. An Eligible Users panel displays a list of users whose roles include a privilege called Complete a Survey. Use any of three methods to select among them:
   o To select users individually, click check boxes next to their names. Then click an Add Selected Users button.
   o To select a large number of users, click a Select All check box, then deselect users you don't want. Then click the Add Selected Users button.
   o To select everyone, simply click an Add All Eligible Users button.
4. The users you select move from the Eligible Users panel to a Members panel. There, if you have second thoughts, you can remove users. Click the deletion icon (×) at the right of the record for each user you want to remove.
5. When you're satisfied with your selections, click Save and Close.

To work with a participant list once it's been created:

- You can view its details. Locate its summary record in the Survey Participant Lists page and click its Member Count value. A page named for the list opens; it includes the Details and Members panels, displaying values configured for the list in read-only format.

- You can edit the list. Click the Edit Definition button in its view page. Or, select its summary record in the Survey Participant Lists page and click the Edit icon. In either case, an Edit Survey Participant Lists page opens. It's essentially a replica of the Create page, populated with the selected list's values. You can modify the Name, Description, and Status values, and add and remove users as you would if you were creating a list.

Distribute a Survey

How you distribute a survey depends on whether it's assessment-based or stand-alone.

- If users are to answer survey questions as they complete assessments, associate a survey template with an assessment activity as you create an assessment plan, or with an impromptu assessment as you create it.

- If users are to respond to a stand-alone survey, initiate it. Initiation applies only to stand-alone surveys, not to those associated with assessments.

Initiate a Stand-Alone Survey

To initiate a stand-alone survey:

1. Open the Initiate Survey page. Do one of the following:
   o Select the Create Risk Management Survey quick action from the Risk Management springboard. (Depending on the number of quick actions available to you, you may need to select a Show More option on the springboard.) In a Create Survey page, select a survey template and click OK.
   o In the Surveys work area, select the Surveys tab. In the Surveys page, click the Create icon. In the Create Survey page, select a survey template and click OK.
   o In the Surveys work area, select the Survey Templates tab. In the Survey Templates page, select the row for a survey template, then click the Initiate Survey button.
2. In a General panel:
   o Name the survey, and use the Due Date field to set a due date. Optionally, write a description of the survey.
   o Optionally, use an Associated Object Type field to select a type of object the survey is to ask questions about. This may be Process, Risk, Control, or the name of a perspective hierarchy. Then use an Associated

ORACLE

Object Name field to select a specific instance of that object. This may be the name of a process, risk, or control, or a value within a selected perspective hierarchy.

Instead, you may leave the Associated Object Type field set to its default value, None. In that case the Associated Object Name field doesn't accept a value, and you can use the survey to ask questions that aren't focused on any particular object.

○ You may attach files to the survey.

3. In a Participants panel, select people who are to respond to the survey.

○ You may select them individually. Click the Add icon and, in an Add Participants page, click check boxes next to the names of the people you want. Click the Done icon (it looks like a less-than symbol) to return to the Initiate Survey page.

○ You may select participant lists. Click the Add Participant List button and, in an Add Participant Lists page, click check boxes next to the names of the lists you want. Click the Done icon to return to the Initiate Survey page. Although you've selected lists, list members are displayed individually on the Initiate Survey page.

○ Remove unwanted participants: Select them in the Participants panel and click the deletion icon (×). Or, to remove everyone, click the Remove All Participants button.

4. Select Submit.

You can secure the survey only after you create it. Save it, and the initiation page changes into the edit page. Or submit it, and the completed record of the survey becomes available in the Surveys tab. These pages display a Security Assignment button. Click it to authorize users as survey owners, editors, or viewers, or to assign user groups.

However, users you select as participants can respond to the survey without being authorized as survey owners, editors, or viewers.

Related Topics
- Attach and View Documents
- Secure Records in Financial Reporting Compliance

View Survey Results

To view responses for a survey, navigate to the Surveys page, select the row for the survey, and select Actions > View Responses. To do so, you must be one of the following:

- Authorized directly as the owner, editor, or viewer of a survey, either individually or as a member of a user assignment group.

- Authorized as an individual to be owner, editor, or viewer of an assessment batch that includes a survey. Assessment-batch security assignments to individual users are copied automatically to the survey associated with each assessment record in the batch. (Assignments of user groups to the batch, however, aren't copied to its surveys.)

The View Responses page offers both summary and detailed results:

- Click the Summary tab to view the status of the survey and collective responses to its questions. Status includes its state, start and end dates, and the number of participants who have responded and are yet to respond. In a list of survey questions, click on each question to view the responses to it by all participants. For example, for a single-response question with a yes-or-no choice set, results would show the number of participants who answered yes, the number who answered no, and the total.

ORACLE

- Click the Details tab to view individual responses by participants. In a list of participants, click a participant's name. Then click each question to view that participant's response to the question.

If you're an owner, you can send an email message that prompts participants to respond to the survey. This feature is active regardless of whether email notifications are activated in the Setup and Administration work area.

1. In the Surveys page, select the record of the survey.
2. Select Actions > Send Email Reminder.
3. A Send Email Reminder page displays default subject and body text for a message that's to be sent only to participants who haven't yet responded. Use the text as is or edit it if you want.
4. Click Submit to send the message.

Close and Reopen Surveys

A survey exists in one of three states, which determine whether participants can respond to survey questions.

- **Open to Responses** means participants can respond to questions. This is the default state when a survey is created.

- **Closed to Responses**, also known as a "soft close," means participants can't respond to questions. It's soft, however, because a survey owner can change its state back to Open to Responses, and so restore participants' ability to answer questions. When a survey passes its due date, a predefined job called Close Overdue Surveys to Responses places it in the Closed to Reponses state. Even before the due date, an owner may place the survey in this state.

- **Closed** means participants can't respond to questions and the survey can't be reopened. This state is also known as a "hard close." An owner may place a survey in this state at any point.

To change the state of a survey, its owner selects its record in the Surveys page, then selects an option from the Actions menu. Whether each of these options is available depends on the current state of the survey.

- If the survey is in the Closed to Responses state, an **Open for Responses** option is available. It reopens the survey. If the survey's due date is in the past, however, the owner must edit the survey to assign a future due date before selecting this option.

- If the survey is in the Open to Responses state, a **Close for Responses** option is available. It places the survey in a soft close.

- If the survey is in either the Open to Responses or Closed to Responses state, a **Close Survey** option is available. It implements a hard close. Once the owner selects it, the survey is available only for viewing.

A couple of conditions apply:

- The state-related options in the Actions menu are available only to the survey owners. You can't change the state of a survey if you're its editor or viewer.

- These state-related options apply only to stand-alone surveys. If you select the record of a survey associated with an assessment, these options don't appear in the Actions menu even if you're an owner.

ORACLE

8 Reports

Financial Compliance Reports

You can run the following reports about Oracle Fusion Cloud Financial Reporting Compliance.

Assessment Reports

Assessment reports include:

Report Title	Description
Assessment Details Report	Displays information about assessments conducted against selected objects.
Control Assessment Report	Lists controls and their related assessment activities in PDF format.
Control Assessment Extract	Lists controls and their related assessment activities in a format for export to an application such as a spreadsheet.

Control Reports

There's a single control report:

Report Title	Description
GRCM Control Details Report	For each in a selection of controls, gives the name, description, and other defining values; identifies users who created or updated it; and tells when they did so.

Issue Reports

Issue reports include:

Report Title	Description
Issue Details Report	Provides information about selected issues, including the object each issue is raised against, issue status and state, users who created and updated the issue, and when they did so.
Issue Listing Extract	Provides similar information in a format for export to an application such as a spreadsheet.

Risk Reports

Risk reports include:

Report Title	Description
Risk Control Matrix Report - Financial Governance	Documents the relationships of selected processes, risks, or controls to other objects and perspective values.
Risk Control Matrix Extract - Financial Governance	Provides similar information in a format for export to an application such as a spreadsheet.

Business Intelligence Analyses

Apart from these reports, predefined dashboards provide analyses (displays of real-time data) that track change history, identify records that aren't accessible by any user, and identify perspective hierarchies and values that aren't assigned to any object. These dashboards are available in the Oracle Business Intelligence Catalog.

Related Topics
- Use Predefined Dashboards

Run Reports

You can run reports on demand or schedule them to be run at intervals over a period you define. Scheduled reports are saved, so you can view them at any time.

1. From the Risk Management springboard, open the work area for the reports you want to run: Advanced Controls Reports or Financial Compliance Reports. Or, open the Navigator and select either reporting option.
2. In the Financial Compliance Reports work area, open the Related Links panel tab and select a category of reports. The reporting page lists reports belonging to the category you selected. (In the Advanced Control Reports work area, there's only one category, and so no selection to be made.)
3. Click in the row for the report you want to run.
4. Click Actions > Run Now or Actions > Schedule.
5. A Parameters dialog opens. In it, select parameter values to focus the content of the report.
6. If you selected Run Now, the Parameters dialog displays a Submit button. Click it to generate the report.

   If you selected Schedule, this button is replaced by a Schedule Information button. Click this button to produce a Schedule Parameter dialog. Enter values that set a name for a schedule, the date and time it should start, how regularly the report should run, and the date and time (if any) the schedule should expire. Then click the Schedule button.

Report Parameters

You can select parameter values that focus the content of reports you generate.

Parameters vary from one report to another. In general, they correspond to the selections users make as they work with the object you're reporting on. As you set parameters, select among the same values.

For example, a Control Details Report enables you to select among values you'd set as create or edit controls in Oracle Fusion Cloud Financial Reporting Compliance. You can filter by name; select controls with specific method, frequency, or stratification values; or select other values that apply to controls. You may also select a report format, either PDF (Adobe Acrobat file) or CSV (a text file for export to another application, such as a spreadsheet).

Select parameter values in the Parameters dialog that opens as you run or schedule reports.

Save Parameter Values

You can save sets of parameter values, so that you can select them easily as you run reports:

1. In the Parameters dialog that opens when you select the Run Now option in the reporting page, select a set of parameter values. Then click the Save Report Parameters button.
2. A Create Saved Report Parameters dialog opens. In it, create a name for the set of parameter values, and click the OK button.

To use a set of saved parameter values, select it in the Select Saved Report Parameters field, which appears in the Parameters dialog as you run or schedule a report.

In this field, you can select a Personalize option. This opens a Personalize Saved Report Parameters dialog. Select one of the sets of saved parameters. Then do any of the following:

- Click the Delete button to delete the set of saved parameters.

- Select or clear a Show in Saved Report Parameters check box to make the set of parameters available, or hide it, in the Select Saved Report Parameters field.

- Select or clear a Default Report Parameter check box to apply the set of parameters each time you run the report. (Select this option for only one set of parameters per report. Clear the existing selection before setting this option for a new set of parameters.)

Select the Apply button in the Personalize Saved Report Parameters dialog to implement your selections, and the OK button to close the dialog.

Review Scheduled Reports

If you schedule a report to run, the reporting page can display a row for each generation of the report. Or, it can display a row for each schedule configured for the report.

To view a report generated on a schedule:

1. Click the title of the report you want to see.
2. Click Display, then Report History.
3. Click the row representing the instance of the report you want to see. Then select the View Report action.

(To remove an instance of a report, click its row and then select the Delete action.)

To view or modify a report's schedule:

1. Click the title of the report whose schedule you want to see.
2. Click Display, then Scheduled Reports.

ORACLE

3. Click the row representing a current schedule. (Schedules that have reached their end dates are removed from the list.) Then select the Manage Report Job Schedule action. The Schedule Parameters dialog reopens. You can:

   ○ Enter modified schedule values and select a Reschedule button.

   ○ Discontinue the schedule by selecting a Cancel Schedule button.

ORACLE