



MORE *awesome* STUFF

COMMUNITY RESOURCES
YOU DIDN'T KNOW YOU HAD

acl

act[™]



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INTRODUCTION

It's always a shock to us when customers aren't aware of the horde of great resources available at their fingertips. We relentlessly raise awareness but also want to send a cohesive message amidst all the noise of emails, webinars, and blog posts.

Think of your ACL subscription as your all access pass, and this booklet as your guide to some of the most valuable ACL resources available.

We want to arm you with the tools to succeed at every point in your journey. From customers who are brand new to those proven champions (who have been using our gear for longer than some of our interns have been alive). We've got something ready for everyone.



TRAINING

Stoked to get behind the wheel of the ACL platform but not quite sure where to begin?

Fear not! Our training selection is versatile and has been praised time and time again for speeding up that onboarding process. We're here to help users at all levels gain the skills necessary to become sought after within their organization.



CPE Credits are now available for online courses!

Effective September 6, 2016, CPE credits will be available on select ACL Academy courses! Check out the full details in the course catalog.

Frequently asked:

What are CPE credits?

Certified public accountants (CPAs) must earn Continuing Professional Education (CPE) credits to maintain their licenses. Credits can be earned through various methods, including completing and successfully passing online courses. Upon completion, participants are issued certificates noting the number of credits earned, date of completion, field of study, and course name.

How can I register for CPE courses?

You can register for the CPE courses from the ACL Academy Course Catalog (<https://aclservices.talentlms.com/catalog>)

How much does it cost?

CPE credits are included FREE with your ACL subscription.

ACL offers several different ways for you to learn how to master our software. We can come to you, you can learn in class, or you can get online training any time of the day or night with our comprehensive course selection.

Academy

**Available online & included with your subscription!
CPE credits offered on selected courses.**

From deep-dive courses to bite-sized tutorials, our top notch online training prepares you with real-life business scenarios and thorough knowledge to get you up and running. The best part? Academy is FREE with your ACL software subscription.

Learn on your schedule, at your own pace – Academy's in session 24/7.

Classroom

**Available to the public at additional cost.
CPE credits offered.**

Want an intimate session with an ACL pro to teach you the ropes?

Our live classrooms are limited to 12 people, which means your ACL Certified Trainer will be able to give you personal attention and answer all of your questions along the way.

Learn from the pros and meet ACL users just like you in a lab environment where you can get into the training right away.

On-Site

**Available via contract basis at additional cost.
CPE credits offered.**

For organizations looking for tailored instruction, ACL Certified Trainers can come to you to onboard your team. Our training team reaches out to you to understand your needs, coordinate the preparation of facilities, and deliver tailored learning experiences.

Bring the classroom to you – working in your space, with your data.

For more information on our training offerings, check out:
<https://community.acl.com/training>



COURSE CATALOG

ACL Analytics Foundations (ACL 101)



Basic

15+ CPE Credits
available via Academy

CPEs also available via
Classroom and On-Site!

Length: 3+ days
(24-30 hours)

Prerequisite Courses:
None

Academy Classroom On-Site

This beginner-level course teaches the basics needed to start utilizing ACL Analytics to increase your efficiency, assess and reconcile data from disparate systems, achieve analysis objectives and automate your processes.

By the end of this course, you'll be able to:

- Reduce time and resources needed to analyze data
- Detect gaps and control failures
- Leverage hundreds of built-in data analysis commands and tools
- Identify outliers and issues
- Analyze data to achieve objectives
- Combine data from disparate systems
- Identify trends between issues that may be indicative of the root cause(s) of the problem
- Document objectives, analysis, and results returned
- Write basic scripts to increase efficiency, automate processes and initiate continuous monitoring.
- Engage stakeholders with stimulating, interactive visualizations
- Define and automate remediation processes

ACL Analytics Applications (ACL 201)



Intermediate

10 CPE Credits
available via Academy

CPEs also available via
Classroom and On-Site!

Length: 2-3 days
(16-24 hours)

Prerequisite Courses:
ACL 101

Academy Classroom On-Site

This intermediate-level course follows a case study approach and builds off the skills learned in ACL Analytics Foundations. Case studies include business-relevant data such as sales commission, accounts payable, travel & entertainment, and procurement card expenses.

By the end of this course, you'll be able to:

- Apply ACL Analytics in a structured data analysis process
- Critically determine and assess objectives and planning
- Separate objectives into smaller, more manageable chunks
- Develop your critical thinking in order to plan your work efficiently
- Import a variety of source files types
- Consolidate disparate tables
- Solve complex objectives within four business areas
- Effectively identify and remediate issues that arise
- Streamline processes by automating your workflow
- Engage stakeholders with stimulating, interactive visualizations

ACL Analytics Scripting (ACL 303)



Advanced

Length: 2-3 days
(16-24 hours)

Prerequisite Courses:
ACL 201, 3+ Learning Series

Academy

Classroom

On-Site

CPEs offered when delivered in Classroom or On-Site.

This advanced-level course builds on the scripting basics taught in ACL Analytics Foundations.

By the end of this course, you'll be able to:

- Create simple and interactive scripts to implement automated routines, continuous monitoring and gain further insight into your data
- Automate advanced analysis techniques such as keyword and outlier analysis
- Increase scripting efficiency and readability
- Perform advanced techniques such as agile scripts (creating a script within a script)

Analytics Exchange AX Workshop Online (AX 199)



Advanced

Length: 2-3 days
(16-24 hours)

Prerequisite Courses:
ACL 201, ACL 303

Academy

On-Site

CPEs offered when delivered On-Site.

This advanced-level course follows a case-study approach, comprised of ten scenarios, that introduces the concepts of AX. Each scenario has an intended audience, depending on the type of user you will be.

By the end of this course, you'll be able to:

- Navigate AX and understand its security model
- Create a data library that can be automatically refreshed with new data
- Use the AX data library to perform data analysis in a secure environment
- Run pre-built analytics and visualize results in AX
- Create analytic scripts to perform data analysis within AX
- Achieve continuous monitoring using Results Manager

Managing Your Audit Using ACL GRC (GRC 101)



Basic

4 CPE Credits
available via Academy

Length: 1-2 days
(8-16 hours)

Prerequisite Courses:
Basic understanding of audit

Academy

This beginner-level course teaches you to leverage the ACL GRC suite to conduct an audit.

By the end of this course, you'll be able to:

- Perform all aspects of fieldwork in one centralized, cloud-based location
- Implement effective, measurable remediation plans
- Squash mayhem and introduce order to your request list workflow
- Successfully prepare and analyze data
- Effectively identify and remediate issues that arise
- Streamline processes by automating your workflow
- Engage stakeholders with stimulating, interactive visualizations
- Design and customize powerful, engaging reports
- Share your reports with various stakeholders

Managing Your Conflicts Compliance Risk (GRC 202)



Intermediate

Length: 2 days
(16 hours)

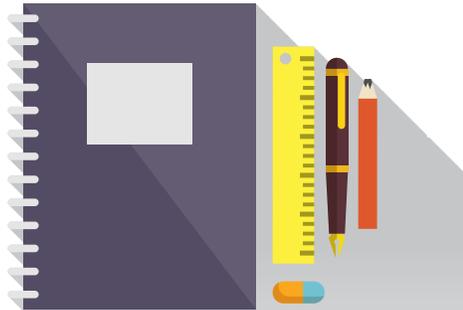
Prerequisite Courses:
GRC 101

Academy

COMING SOON IN FALL 2016

While this course is presented within the context of gift approval compliance, all of the concepts and skills, such as defining a workflow based off policy, creating and automating pre-approval and post-detection workflows, and analyzing and remediating issues etc. can be applied in a near-limitless number of areas, including:

- Compliance with anti-bribery laws (FCPA, Sunshine Act, UK Bribery Act, CFPOA etc.)
- Compliance with internal gift approval policies
- Conflicts resolution
- Security event reporting
- General approval workflow management



Learning Series courses are offered on ACL Academy as application-based case studies in key processes and targeted business areas.

Each test features an introduction, providing context and relevance, test steps, complete with instruction on how to prepare your own data, as well as an activity to practice what you've learned.

Basic of Datetime Fields (ACL 210)



Basic/Intermediate

Academy

Increase your computed field proficiency by building off the skills learned in ACL Analytics Foundations.

By the end of this course, you'll be able to:

- Create computed fields that parse different values from a datetime field to:
 - Separate the month, day, and hour values
 - Convert the computed month, day, and hour fields to character fields
 - Identify the day of the week of a date
 - Identify the month (name) of a date
 - Calculate the fiscal year of a date
 - Calculate the fiscal quarter of a date
- Analyze computed datetime fields to:
 - Determine the number of and subtotaled amount of transactions within a fiscal year, month, and fiscal quarter
 - Create detailed transaction summaries by month and day of week, user ID and day of week, user ID and hour
 - Script your process and reuse the computed fields and analysis in next year's table

Length: 3-5 hours

Prerequisite Courses: ACL 101

Order to Cash (ACL 211)



Basic/Intermediate

Academy

Analyze data in the area of Order to Cash (O2C), and identify:

- Orders that were processed for customers that don't exist, or where the customer master record was created after the sales order
- Orders that were shipped before a purchase order (PO) was submitted
- Overshipments, partial shipments, and year end open (unfulfilled) orders
- Sales orders that were charged the incorrect amount

Length: Three 45 min learning episodes

Prerequisite Courses: ACL 101

General Ledger (ACL 212)



Basic/Intermediate

Academy

Analyze data in the area of General Ledger (GL), and:

- Perform outlier analysis using a visualization (bubble chart)
- Identify outliers in each GL account
- Identify transactions that contain suspicious keywords (using a keyword list)
- Stratify GL accounts to identify journal entry amounts outside the normal range for each account

Length: Four 45 min learning episodes

Prerequisite Courses: ACL 101

Travel & Entertainment (ACL 213)



Basic/Intermediate

Academy

Analyze data in the area of Payroll and identify:

- Departments and business units with excessive spending averages
- Group meals where the average amount per attendee exceeds a threshold
- Expense claims submitting as both an corporate card purchases and an out-of-pocket (OOP) expense
- Reports with both a mileage and a gas expense
- Reports with a gas expense, but no car rental
- Transactions that were split to circumvent limits
- Suspicious vendors with average transactions, but used by only one or two employees
- Employees with a high average of high risk expense categories

Length: Seven 45 min learning episodes

Prerequisite Courses: ACL 101

Procurement Cards (ACL 214)



Basic/Intermediate

Academy

Analyze data in the area of Procurement Cards (Pcards), and identify:

- Dormant cards that haven't been used within a set period of time
- Purchases made from vendors with prohibited MCC codes
- Transactions that are significantly above or below the average within a category
- Cards that exceeded their monthly limit
- Round amount transactions that are divisible by a specified divisor

Length: Five 45 min learning episodes

Prerequisite Courses: ACL 101

Payroll (ACL 215)



Basic/Intermediate

Academy

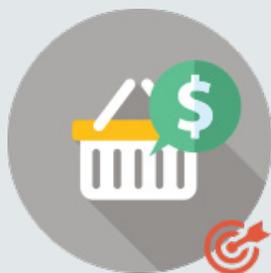
Analyze data in the area of Payroll and identify employees:

- Paid before their hire date
- With suspicious pay variances
- Paid after termination
- Who received overtime who are ineligible
- Paid more overtime than they should've been
- Who worked more overtime than the policy states
- Who use a suspiciously minimal amount of vacation
- Who take more than their allowable vacation
- With suspiciously similar addresses
- With a suspicious number of salary increases

Length: Ten 45 min learning episodes

Prerequisite Courses: ACL 101

Purchase to Pay (ACL 216)



Intermediate/Advanced

Academy

This higher-level intermediate course analyzes data in the area of Purchase to Payment (P2P) using our library of analytic tests (Inspirations) to help test the health of your organization.

From conducting detailed step-by-step analyses, implementing ScriptHub products, to succinctly collating your data in a meaningful format for reporting purposes - this course covers an end to end approach to find exceptions and derive meaning from your findings. The analytics that are covered in this course are:

- Detecting frequent changes to the vendor master file
- Employee / Vendor matching
- Sanctioned Vendors
- Split purchases
- Invoice date created before purchase order date
- Duplicate Invoices
- Early payments

Length: Seven 30 min learning episodes

Prerequisite Courses: ACL 101, ACL 201

7 CPE Credits
available via Academy

CERTIFICATION

Prove your technical prowess and professional expertise with ACL certification.

Earning the ACL™ Certified Data Analyst (ACDA) designation not only gets you a frame-worthy certificate, but demonstrates your ability to integrate your data analysis techniques into business processes using ACL. It shows the world you have ACL superpowers (a secret weapon to help your organization and career thrive).

ACL™ Certified Data Analyst (ACDA)



A gold circular badge with a large white number '4' in the center. Below the badge is a green ribbon with the text 'ACDA INTERMEDIATE' in white. Underneath the ribbon, the text 'Levels 1-4' and '\$150 USD' is displayed.

Levels 1-4
\$150 USD



A gold circular badge with a large white number '7' in the center, surrounded by a laurel wreath. Below the badge is a blue ribbon with the text 'ACDA ADVANCED' in white. Underneath the ribbon, the text 'Levels 5-7' is displayed. An orange callout box at the bottom right of the badge area contains the text 'More details on this designation will be released in 2017!'.

Levels 5-7

More details on this designation
will be released in 2017!

How it works

Our certification process is divided into seven levels with two milestones. Upon successful completion of Levels 1-4, we will issue your ACDA Intermediate certificate.

More details on the ACDA Advanced designation will be released in 2017.



Are you already ACDA certified?

You may have noticed that our exam format has changed! Don't worry, your designation remains the same and you do not need to complete Levels 1-4. You'll have the opportunity to take a crack at our new advanced-level ACDA certification when it is released in 2017!



Level 1

You will be tested on your proficiency with navigating the ACL Analytics interface and the foundation blocks required to begin a simple analysis.

A proficient user at this level has the following competencies:

- Has completed ACL 101 Foundations training
- Describes ACL resources available to increase efficiency, knowledge and skills
- Applies expressions and filters to data
- Works with basic functions and commands
- Distinguishes between data types and applies techniques to cleanse data
- Exhibits knowledge of the ACL product suite
- Familiar with ACL terminology
- Navigates the ACL interface successfully
- Navigates help documentation to address roadblocks
- Describes ACL architecture and how ACL operates

Format: 30 multiple choice questions selected from a pool

Recommended Prerequisite Courses: ACL 101



Level 2

You will be tested on your knowledge to implement basic analysis and troubleshoot issues in ACL Analytics.

A proficient user at this level has the skills required for the previous level at increased complexity, and:

- Completed ACL 201 Applications training
- Works with complex expressions and filters
- Exhibits awareness of different considerations when applying commands and functions

Format: 30 multiple choice questions selected from a pool

Recommended Prerequisite Courses: ACL 101, ACL 201



Level 3

Similar concepts are presented in Level 3 as seen in the previous levels, but with increased complexity.

A proficient user at this level has the skill required for the previous level at increased complexity, and:

- Completed at least two modules from the Learning Series
- Writes basic scripts in ACL
- Displays an exceptional ability to troubleshoot errors
- Solves analysis problems with different commands and functions
- Explains current best practices
- Summarizes how analysis apps are made and how they work

Format: 30 multiple choice questions selected from a pool

Recommended Prerequisite Courses: ACL 101, ACL 201, 2+ Learning Series



Level 4 - ACDA Intermediate Certified!

Testing your ability to perform end-to-end analysis, Level 4 tests your ability to perform analysis on three different data sets. You will also be asked to implement ScriptHub snippets along the way.

A proficient user at this level has the skills required for the previous level at increased complexity and:

- Completed ACL 303 Scripting training
- Implements ScriptHub products successfully
- Writes basic scripts to address analysis problems

Once complete, you will be awarded with your ACDA Intermediate certificate, and be recognized as a solid user of ACL Analytics!

Format: Analysis questions based on 3 data sets with multiple choice & free text answers

Recommended Prerequisite Courses: ACL 101, ACL 201, ACL 303, 2+ Learning Series

For more information on our certification process, check out:
<https://community.acl.com/training>



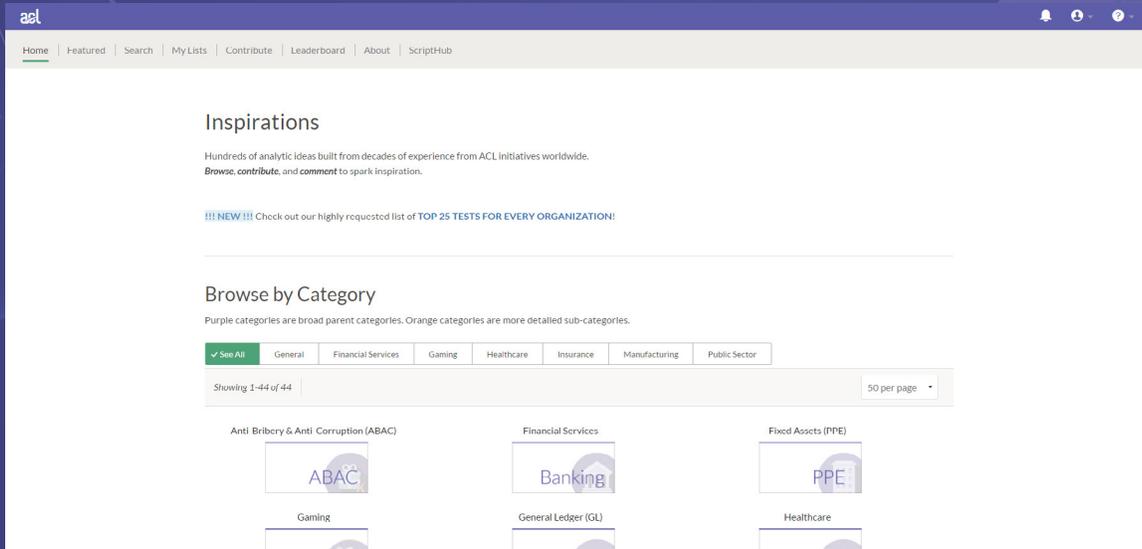
INSPIRATIONS

Low on ideas for how to test your controls?

You can access a myriad of analytic testing ideas through Inspirations, where we host HUNDREDS upon HUNDREDS of tests built from decades of ACL experience and continued research! We're committed to bringing you more content all the time.

The icing on the cake? Inspirations is FREE and it's available to EVERYONE.

You don't even need to be an ACL customer! Share and discuss our tests with your network of peers and keep track of your favorite ideas for future reference.



Inspire and get inspired:
<http://www.acl.com/inspirations>



	Test	Example
1	Suspicious journal entries by keywords Identify any suspicious journal entry descriptions using keywords that may indicate unauthorized or invalid entries	<i>Journal entry description was found with the keyword "building" in the short term asset account. Was this mis-classified? Is the entry even valid?</i>
2	Stratify GL accounts Stratify a particular general ledger account to look for journal entries that are outside of the normal range of values posted to the account	<i>Your company's payroll expense account typically has transactions averaging \$2M. Amidst the journal entries there seems to be one entered for \$500K - was this posting properly authorized and appropriate?</i>
3	Outlier journal entry amounts Select journal entries that deviate more than two standard deviations from the average posted amount to the account	<i>Instead of applying a hard threshold (there are probably many journal entries larger and smaller than a threshold such as \$500K), analyze the trends of all your accounts to highlight transactions that deviate vastly from the expected amounts.</i>
4	Expense profiling Profile expenses by identifying average expense transaction sizes by departments	<i>The HR department at your company seems to have been spending a significant amount on travel for prospective candidates for the last quarter, and your Sales department has also been travelling business class for short domestic trips over the last 6 months.</i>
5	Excessive group meal expenses Identify average amount of group meals per attendee; report cases where the average amount per attendee is greater than a specified threshold	<i>Tony is abusing his T&E card privileges by ordering a lot of alcohol for business dinners - leading to an excessive average of at least \$140 per attendee, which is higher than your threshold of \$50 per attendee.</i>
6	Duplicate claims ("double dipping") Identify employees who are creating duplicate claims ("double dipping") by submitting the same expense under a corporate card transaction and an out-of-pocket (OOP) transaction	<i>Samara seems to be abusing her T&E privileges as she is submitting duplicate claims for the same expenses. For example, she claimed \$360 for hotel expenses on her corporate card but also submitted another expense report claiming this was paid with her personal card.</i>
7	Suspicious reimbursement claims: Rental cars, gas, and mileage Identify employees claiming gasoline expenses when they are already claiming mileage expenses for their personal vehicles, and identify reports where there was a gasoline expense without a car rental expense	<i>Tim submits his mileage expenses each week for driving his car to off-site locations for client meetings. It seems that he has also been submitting gasoline expenses for some of his trips, which lead to a reimbursement error not caught by your finance team.</i>
8	Split purchases Identify any split purchases which circumvent the approval process - expenses by the same employee, to the same expense type, on the same date, where each expense is less than the limit, but total to greater than the limit	<i>Steve's purchase limit is \$500, but he orders some brand new supplies which cost \$800, and splits the purchase into two \$400 payments. Each payment is under the limit, but together they are over the threshold to circumvent the authorization limit so Steve does not have to seek his supervisor's approval.</i>
9	Round amounts Identify potentially suspicious transactions with amounts that are divisible by a specified divisor, totaling greater than a specified threshold for an employee	<i>It seems month after month, Roger always has a mysterious \$200.00 transaction. It turns out that Roger has been abusing his PCard and using it to take out cash advances for his own personal gain.</i>
10	Dormant cards Identify any lost, stolen or unused PCards	<i>Carol has parted ways with your company last year, but it seems the PCard she was issued is still active in the system with no transactions. Having the card still active increases your risk to financial exposure.</i>

A sneak peek into our Top 25 Inspirations list:
<http://www.acl.com/inspirations/#featured>

11

Multiple salary increases

Identify employees with more than three different base salaries within a year, to ensure the increases are valid and authorized

There were two employees who received six minimal but incremental salary increases in the last year... are these salary increases authorized and valid?

12

Timecard edits

Identify any employees that have applied more than a certain threshold of paycode edits to their own timecards within the investigation period

Some organizations will enforce the use of a timekeeping system to avoid the risk of misappropriated funds – requiring a punchcard system to ensure that the hours paid match the hours worked. Of course, there are those less loyal who will take advantage of loopholes and self-editing to acquire more than his/her share of the payroll budget.

13

Phantom (ghost) employees

Identify any phantom (ghost) employees being used for fraud (channeling funds to an unauthorized party, etc.)

Payroll administrator has been reactivating terminated employees and changing their banking information to collect the funds into his own bank account.

14

Segregation of duties: Invoice vs vendor creation

Ensure a segregation of duties exists between the invoice creator/modifier and the vendor creator/modifier

Julianna was hired as a co-op student who was helping with accounting duties as part of a work experience program. Although she no longer works at your organization, her system access was never properly updated and somebody may use her account to validate invalid invoices from fictitious vendors in an attempt to circumvent controls for fraud.

15

Active Directory: Changes to critical security groups

Checking for users being added or removed from Active Directory user groups

A manager requests to be added to the Fixed Asset (FA) Read-Only Access group, but they are accidentally added to the FA Update group. A report is generated the next day of people added to all the FA security groups and shows the new member in the FA Update group who should not have access. The owner of the FA application is notified and can investigate.

16

Employee-vendor match

Identify any matches in your employee master table and vendor master table to detect entry errors or possible fraud

Fictitious corporation is set up to channel funds to an existing employee - The only identifying information was that the bank account #'s matched with the employee's payroll information and the vendor master file.

17

Non-PO purchases

Identify vendors with non-PO transactions greater than a specified threshold

A supplier intentionally submits a false invoice, colluding with an employee in your organization who shares the profits after approving and paying out the invoice. An invoice without a PO is highly suspicious and circumvents the P2P policies you have in place.

18

Duplicate invoices (AKA duplicate payments)

Identify any duplicate invoices (AKA duplicate payments)

A vendor accidentally issues duplicate invoices for the same item which could potentially lead to duplicate payments being made.

19

Unusual invoice patterns

Identify any potentially suspicious unusual invoice patterns

A/P clerk accidentally enters invoice # "610-5ABC" as # "610 5abc" which resulted in a duplicate payment.

20

Blanket receipts

Identify purchase receipts larger than a threshold where the largest related invoice is smaller than a certain percentage of the purchase receipt

An agreement with a service company for \$100K in consulting services over the course of 3 months is arranged. Out of laziness or process deficiency, the receipt for the entire \$100K is entered all at once. How will you guarantee that the services you paid for will actually be delivered?

Find the full details and instructions here:
<http://www.acl.com/inspirations/#featured>



View Analytic Details

close

Split purchases

Description

Split purchase transactions may be used to circumvent a single transaction limit or otherwise used to avoid scrutiny. Identify purchases by the same employee to the same merchant within X days, with each transaction less than a specified threshold, but total to greater than the threshold.

1. Obtain a dump of all the T&E from within the audit period you want to review.
2. Import the expense data into ACL Analytics using the import wizard.
3. Ensure completeness by verifying the data against control totals (e.g. count, and total on expense amount to tie to investigation period actuals).
4. For each transaction limit that you're testing, perform steps (5-8). In our example, we're examining a \$75 limit on dinner:
5. Filter for only the applicable transactions below the limit
 - SET FILTER TO **Expense_Type** = "MEAL" AND **Expense_Amount_FC** < 75
6. Total on the expense amount by employee, expense type, and date using the ACL SUMMARIZE command
 - SUMMARIZE ON **Employee_Number Expense_Type Expense_Date** SUBTOTAL **Expense_Amount_FC TO T_Exp_Total** PRESORT
7. Using the new totaled table, filter for only the transactions that are now above the limit
 - SET FILTER TO **Expense_Amount_FC** > 75
8. Investigate results, refine, and report.

Considerations

- Specify date range of X days (e.g. 5 business days apart).
- Purchase limits will vary by individual/role.
- May be helpful to whitelist vendors to eliminate exhausting efforts investigating false positives.
- Try identifying payments to the same vendor.

Each testing idea comes with step-by-step instructions, parameter and data considerations, example scenarios and links to any available ScriptHub scripts.

Hungry for more?

Inspirations categories are available for:

- Anti-Bribery & Anti-Corruption (ABAC)
- Anti-Money Laundering (AML)
- Financial Services & Banking
- Gaming (Casinos)
- Healthcare
- Insurance
- Public Sector
- Textual Analytics
- Manufacturing
- P-Card
- Travel & Entertainment (T&E)
- Payroll (PAY)
- Purchase to Payment (P2P)
- Order to Cash (O2C)
- General Ledger (GL)
- Information Technology (IT)
- Fixed Assets (PP&E)

COMMUNITY

As of September 2016 we launched ACL Community - a social platform with over 80,000 passionate ACL peers and gurus. Take advantage of Community to make the most of your subscription, and become SOUGHT AFTER in your organization.

What can I get out of the Community?

- **Questions is the answer!** Our new Q&A threads get you practical responses from peers and experts that are 100% relevant to your question at hand.
- **Get noticed!** Set up your profile and start engaging with your peers. The more questions you answer, the more points you earn as you show off your prolific status as an ACL guru.
- **User Groups** will have a private, dedicated area to interact with fellow members. Get the scoop on the latest events and news!
- **Enablement resources** (such as training and documentation) will be accessible from Community to make this your one-stop shop for success.
- **Get the Support you need.** Increased visibility into existing support cases and the ability to log tickets direct from Community.
- **A revamped Product Feedback platform** for you to interact with the decision makers at ACL. Give your two cents and become a part of our design process.

What are you waiting for? Join the Community:
<https://community.acl.com>



QUESTIONS

Stuck in the mud?

Chances are, someone's encountered a similar situation or has the technical know-how to explain an expert solution. **Make a post in Questions - our new Q&A feature within ACL Community.**

Contribute answers to help your peers, earn points, and raise your status within the Community. Each posted question creates a new thread where users can vote for the best answers. Popular answers float to the top, so you don't have to waste your efforts reading through pages on pages of conversations!

With this forum facelift, we're cutting out a lot of the noise created by repetitive questions. New users will be able to find the useful information they need fast, without feeling left behind.

Get the answers you need and help out your fellow peers:
<https://community.acl.com/questions>

USER GROUPS

ACL user groups are a powerful tool for building your professional network with like-minded colleagues.

These meetings are entirely customer-led and run, to help you learn and share tips and ideas on how ACL is used in a variety of different situations and industries.

Membership has its benefits:

- **Rub elbows with peers.** Ask your growing network of peers about a big challenge you're currently struggling with. Maybe someone has already tackled it!
- **Customer conference discounts.** You can register with special member rates when you attend our annual get-together at Connections (and you know you don't want to miss out on that!)
- **ACL product news.** User group leaders are given the inside scoop on upcoming product and content enhancements.
- **Find your next great job.** We're not kidding. ACL user group members are sought-after for their valuable technology skills and professional connections. You might run into your next employer at a user group meeting!

User groups currently available in:

- Baltimore
- Central New Jersey
- Central Ohio
- DACH
- France
- Greater Chicago
- Houston
- Jacksonville
- Kansas City
- Las Vegas
- Memphis
- Michigan
- Milwaukee
- Montreal
- Nashville
- New York City
- North Atlantic
- NorCal
- Northeast Ohio
- Omaha
- Oregon
- Pennsylvania
- Saint Louis
- Salt Lake City
- San Antonio
- South Florida
- Toronto
- Tucson
- Tulsa
- UK
- Virginia

Are we missing a group? Email us at usergroup@acl.com to let us know!

For more information on our user group offerings, check out:
<https://community.acl.com/groups>



OTHER RESOURCES

To supplement the resources already listed in this booklet, we're also arming you with some great pre-fabricated template content and help documentation. ACL has you covered every step of the way!

ScriptHub (<https://scripts.aclgrc.com>)



From supporting code snippets to entire packages of analysis apps, ScriptHub is FULL of fantastic pre-written analytic scripts to help you get from Point A to B a lot faster. Our library of scripts will allow you to analyze your purchase to pay data in SAP, calculate the distance between zip codes, or even harmonize a messy address field!

ScriptHub is included in your subscription to ACL Analytics.

Help Docs (<https://enablement.acl.com> or access from Launchpad)



Ready to roll up your sleeves with ACL technology? Our online help and documentation covers all the nuts and bolts and is constantly praised by our customers for its thorough and user-friendly nature.

Browse our release notes, dive into a Quick Start guide, or drill down into a tricky concept to understand how our software functions.





Find pre-built GRC templates crafted from years of industry experience and research for a variety of different contexts to help you get up and running quickly!

For more information, check out our help docs (<https://enablement.acl.com>)



Project Templates

Project templates are pre-populated with Objectives, Risks, Controls, and other key items. Some of our most popular templates include:

- **SOX (Sarbanes-Oxley) Review Templates**
Comprehensive control assessments with the COSO 2013 framework, ranging from process areas such as Inventory, Fixed Assets, Procurement, Taxation, and IT
- **Anti-Bribery and Corruption Internal Control Framework**
Pre-built risks and controls to help you sniff out suspicious transactions from GL, Vendor, P2P, and O2C analyses
- **ITGC (Information Technology General Controls) Review Templates**
Contextualized templates for different compliance requirements covering an array of processes including physical security, change management, logical access and network security

Where do I get these?

Go to **Projects > Active Projects > ACL project templates**

Questionnaire Templates

Results is loaded with some incredible capabilities, including the ability to craft and send questionnaires directly from our platform. To make your life easier, we've equipped you with some pre-loaded Template Questionnaires that you are free to edit and use. Some of our most popular questionnaires include:

- Gift-Preapproval Requests
- SOX 302 Certifications
- Whistleblower Hotlines
- Satisfaction Surveys

Where do I get these?

Go to [Results > Template Questionnaires collection > Collection Settings > Questionnaires](#) and copy the questionnaire you want!

Report Templates

We've released a set of new report templates to help with SOX reporting needs:

- Testing Round Progress
- Walkthrough Progress
- Control Deficiencies by Process
- Key/Non-Key Control Testing Overview

Where do I get these?

Go to [Reports > Browse > Projects > SOX Reports](#) and copy the report of your choosing!



CONTACT US

Support

Need a little TLC to get you on the right path? Contact our support team or log a ticket to get help!

Email us at support@acl.com or visit <https://community.acl.com/support>



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September 24-27, 2017
Gaylord Opryland Resort & Convention Center
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