TeamMate® AM
Audit Management System

Overview

The complete solution for value-added auditing

The powerful, award-winning audit management system that has revolutionized the audit process.

Saving Time—Adding Value

Studies have shown that on average, auditors spend in excess of 40 percent of their time documenting and reviewing workpapers and preparing their reports.

TeamMate has been designed as a tool to dramatically reduce time spent on those elements that provide less value by empowering users at all levels to spend less time documenting and reviewing, and more time providing value-added services. Our users report average productivity increases of 20 - 25 percent in the first year of TeamMate use.

As a complete standalone solution, TeamMate runs in most IT environments and is completely flexible, adapting to the way you audit.

Implementing TeamMate

Implementing TeamMate couldn't be easier. If you have Microsoft® Word and Excel®, TeamMate provides the rest: wrapping a powerful database engine, state-of-the-art scanning solution and comprehensive online help system into the industry's most complete audit management system.
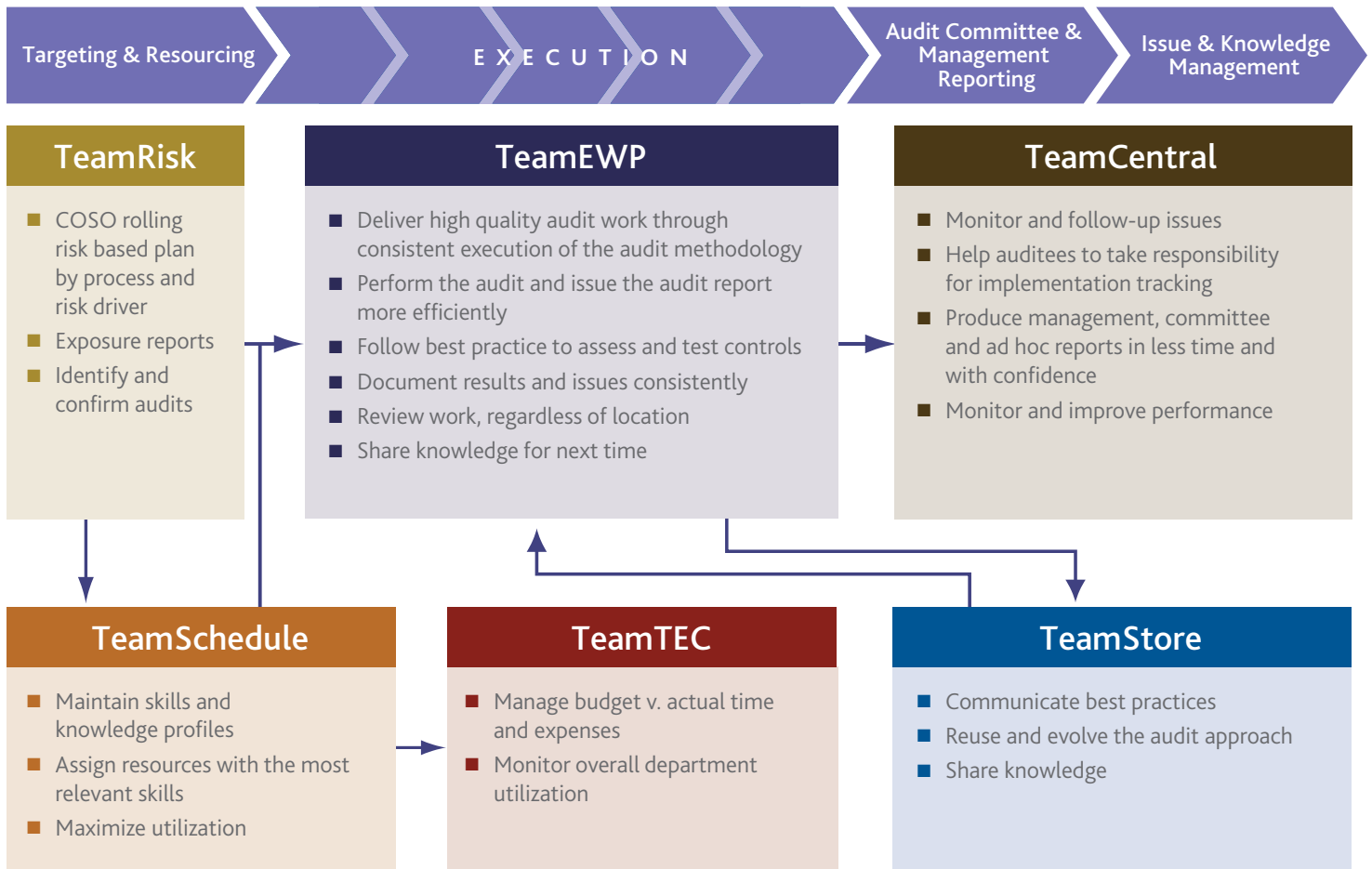
There is no need to change your methodology as TeamMate incorporates all your existing planning documentation from risk assessment to strategic plans to work programs. Using the powerful TeamEWP template feature, a new project file, complete with all of your best practice procedures, details of team members, planning checklists and report templates can be created at the click of a button.
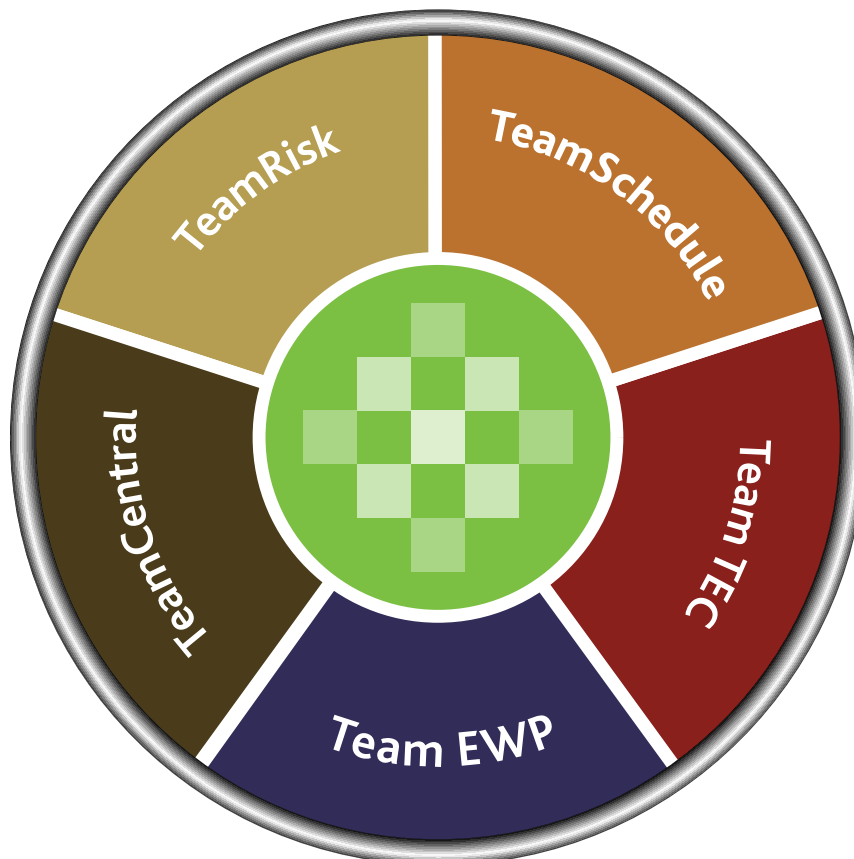
TeamMate Suite

A turn-key solution

The TeamMate Audit Management Suite consists of six key components that are all part of an integrated tool set. Licensing and related pricing are inclusive of all components—there is no "add-on" pricing.

Targeting & Resourcing	EXECUTION	Audit Committee & Management Reporting	Issue & Knowledge Management

TeamRisk

- COSO rolling risk based plan by process and risk driver
- Exposure reports
- Identify and confirm audits

TeamEWP

- Deliver high quality audit work through consistent execution of the audit methodology
- Perform the audit and issue the audit report more efficiently
- Follow best practice to assess and test controls
- Document results and issues consistently
- Review work, regardless of location
- Share knowledge for next time

TeamCentral

- Monitor and follow-up issues
- Help auditees to take responsibility for implementation tracking
- Produce management, committee and ad hoc reports in less time and with confidence
- Monitor and improve performance

TeamSchedule

- Maintain skills and knowledge profiles
- Assign resources with the most relevant skills
- Maximize utilization

TeamTEC

- Manage budget v. actual time and expenses
- Monitor overall department utilization

TeamStore

- Communicate best practices
- Reuse and evolve the audit approach
- Share knowledge

TeamRisk

A flexible risk assessment tool that allows you to generate audit plans as well as graphical representations of risk across your organization.

TeamSchedule

A comprehensive tool for scheduling your staff and audits, which displays your schedule by department member or project.

TeamCentral

A powerful, web-based issues tracking database of every audit finding and key statistics for all projects undertaken. Facilitates issue follow-up, trend analysis, prior audit review and committee reporting.

TeamTEC

A time and expense capture and reporting tool, the power of which is accelerated when used with TeamSchedule.

TeamEWP

A powerful documentation system that enables auditors to spend less time documenting and reviewing and more time providing value-added services.

TeamStore

The TeamStore is a companion tool that houses your best practice work programs and workpaper templates, "standard" reporting issues, and risk and control data, all of which can easily be imported into any project file.

"I like TeamMate's commitment to continually improving their product. This includes improving the seamlessness and flow between suite items."

-State of Alaska-Legislative Audit

Key Benefits

The world's leading audit management system

Find out why more auditors are choosing TeamMate than any other audit management system.

TeamMate is used by more than 90,000 auditors around the world and is the industry standard in Audit Management Systems. TeamMate provides a platform to deliver high quality audits, standardize the workpaper process, leverage auditor knowledge, enhance audit reporting and provide management with key information.

TeamMate was designed for use across all business sectors for all types of audits. Audit departments of all sizes are using TeamMate to increase the efficiency and productivity of their entire audit process, including: risk assessment, scheduling, time and expense tracking, planning, execution, review, report generation, trend analysis, committee reporting and storage.

Global User Base

TeamMate is the industry standard in audit management systems, installed at more than 2,200 organizations, licensed in over 100 countries, and translated into 12 languages worldwide and growing. TeamMate is used by twice as many auditors as all other systems combined.

As a TeamMate client, you will be part of the largest worldwide community of Internal Auditors, second only to the IIA. Our annual User Forum is the largest audit technology conference in the world. Participating in this community will provide you an unequalled ability to network with peers and share best practices in the furtherance of excellence in providing audit services.

Credentialed Experts Delivering Services

Our credentialed experts will work closely with your Configuration leaders to help maximize the return on your TeamMate investment by ensuring that your audit methodology is firmly embedded into the TeamMate Suite and your auditors are empowered with the skills to reach their full potential. Our service offerings start from the day you license TeamMate and are available and can be beneficial even after you have been using TeamMate for years.

Rich Content Libraries

TeamMate now offers audit programs, risk/control libraries, and more at no additional cost to our users. Download thousands of documents and audit programs provided by AuditNet®, the IIA, and TeamMate including COBIT 4.1 and 5.0, IIA Quality Assessment Review, Business Cycle, Social Media, and Safety Audit Checklists.

Automatic Conversion

We build conversions into the tool so that you never have to re-perform configuration and set up in order to use a new release.

> *"TeamMate has revolutionized the way we manage our department. It has taken us to the next level."*
> *-Darden Restaurants*

> *"TeamMate makes auditing easier and faster which makes my life easier"*
> *-University of California*

> *"TeamMate enables us to document our work with greater discipline."*
> *-Visa*

Extensive Microsoft Office Integration

Only TeamMate provides deep integration with Microsoft Office applications and PDF files (via TeamImage) which allows for point-to-point linking within and across workpapers as well as embedded Issues, Coaching Notes, and Tickmarks. These features are unique to TeamMate and will afford you efficiency and accuracy gains unavailable in any other system.

Development & Release History

TeamMate has consistently evolved over the course of its 18 year history to address the changing direction of internal audit needs as well as to keep pace with advances in technology. Software upgrades and enhancements are offered and available to our licensed users at no additional cost.

Annual TeamMate User Forum

TeamMate hosts an annual three-day user forum which attracts more than 800 attendees and provides a wide array of elective sessions which are tailored to user's experience level, needs and interests. All sessions are accredited allowing attendees to earn valuable CPE credits while learning skills that will have an immediate impact on their day-to-day work.

Additionally, attendees get the opportunity to sit down with the world's leading audit professionals, the highly-credentialed TeamMate staff, and other internal audit professionals. It's an opportunity to acquire valuable insight into TeamMate's newest releases as well as the latest audit trends and technologies. The forum reinvigorates attendee's passion for work and audit, and provides them with an updated set of tools and skills that can immediately be implemented within their department. Learn more about the TeamMate User Forum at teammateuserforum.com

Additional Benefits

- Provides access for "casual" users with no incremental license fees. You can have an unlimited number of business contacts contribute to the audit process by completing Risk/Control Self-Assessments or responding to/updating action plans.

- No additional charge for reporting tools

- All components are included in the suite – no additional software needs to be purchased.

- TeamEWP is built upon a flexible "Template" architecture which allows you to perform and manage a multitude of different flavors of audits, each with unique business rules, structure, and naming conventions, all within one integrated system.

- Automatic referencing and linking

- Easy transition of your department workflow

- Improves the ability to track audit progress

- Provides the ability to trace issues back to the work papers and point of origination

- Ensures completeness and quality of audits

- Enables reviewer to see and track audit progress without interrupting workflow

- Audit files can be easily reviewed from remote locations

- Centralized storage

- Ability to work in either a centralized database or offline, based on available connectivity

- Includes EWP Reader, allowing clients and third-party reviewers to view your work papers without any license cost

- Establish and track the progress of individual, standard audit steps for audit programs instead of document-based checklists. Use the built-in TeamMate checklist functionality if this better suits your purpose.

TeamRisk

Audit universe risk assessment

Generate audit plans and graphical representations of risk across your organizations with this flexible risk assessment tool.

Risk-Based Auditing

TeamRisk is a powerful risk assessment tool that works the way you do, letting you decide what works best as you design, perform and report your risk assessment.

TeamRisk assists auditors in creating risk assessments that are compatible with various auditing standards, including:

- Institute of Internal Auditors: "Standards for the Professional Practice of Internal Auditing"
- Basel Committee on Banking Supervision: "Internal Audit in Banks and the Supervisor's Relationship with Auditors"
- COSO Report: "Internal Control—Integrated Framework"
- King Code of Corporate Practices and Conduct 2002 Turnbull Committee

Integrate and Automate Your Audits

Integration with the rest of the TeamMate suite helps streamline your audit process:

- Projects identified during the risk assessment can be scheduled in TeamSchedule.
- Audit workpapers for identified projects can be created in TeamEWP.

TeamRisk eases data collection. With Self Assessment functionality, Risk Assessors can request business contacts or a distributed audit team to:

- Score selected risks
- Populate custom measures
- Document background narrative online

Online results incorporate into the overall assessment that is completed by the Risk Assessor.

Design Through Risk Assessments

Design your risk assessment to mirror your organization, and populate your risk universe with objectives, risks and controls. Then, setting up scoring is simple:

- Determine scoring formulas and scoring bands.
- Choose scoring metrics, such as impact and likelihood, which best describe your approach to risk determination.
- Decide on metric dimensions to view risk factors before control (Inherent), after control (Residual) or both.
- Stipulate custom measures to add a dimension of importance to business units and processes.

Self-assessors can score risks through an easily accessible web interface.

Assessing Risk

Performing the assessment is simple:

- Capture custom measure values for the organization under review.
- Select objectives, risks and controls from the risk library.
- Invite self-assessors to rate risks; populate custom measures and background narrative.
- Link risks to affected entities and score on an Inherent and/or Residual basis.
- Comment on assessments made on a per-risk basis.
- Import self-assessment data to augment the risk assessment.
- Attach supporting documentation to assessments.
- Filter objectives and risks for the entire enterprise or for a specific organizational entity.

Flexible Reports Tailored to Your Needs

Report Templates are customizable, allowing you to tailor layouts that conform to your reporting standards. Reports can be exported to PDF, Excel, HTML and RTF.

Identify where audit attention is needed with the Heat Map Audit Universe Viewer. You can also automatically produce an Annual Audit Plan with Supporting Project Details schedules, based on your risk assessment.

A range of other narrative and graphical report templates are available, including:

- Risk Assessment Detail Report
- Heat Maps
- Risk Matrix Report
- Audit Plan Report

> *"TeamMate provides a great suite to interface work papers, issues and tracking of issues. The ability to test on a risk-based approach and follow up on these risks is also a benefit."*
>
> *-Zions Bancorporation*

Save Scoring Settings as Templates

Risk assessment methodology can be difficult to effectively and efficiently implement especially if you cannot easily adopt a template created by peers or one based on a standardized methodology. TeamRisk gives you the ability to save your risk assessment scoring settings as a template that can be shared with others, within or outside your organization.

Build an Audit File

Audit files containing work programs and workpapers are created based on information in the risk assessment database. Risk information identified in TeamRisk is automatically populated in the Risk & Control Viewer of TeamEWP, highlighting risks and controls for auditors to address.

An easy to use, graphic rich project selection wizard guides auditors in the identification of higher risk entities and functions that should receive audit attention.
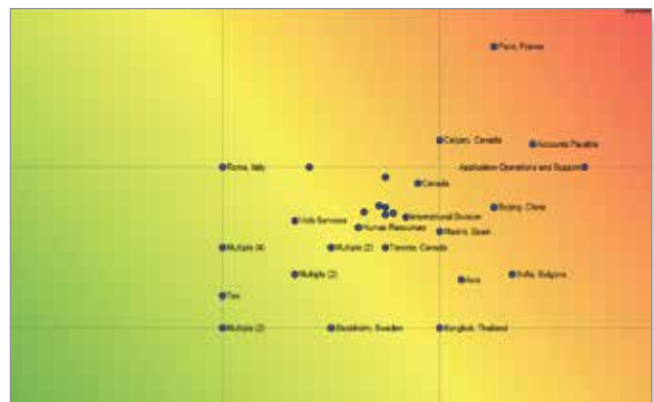
TeamRisk's heat-map formatted Audit Universe Viewer makes it easy to identify Organizational Units and Business Processes that require audit attention.
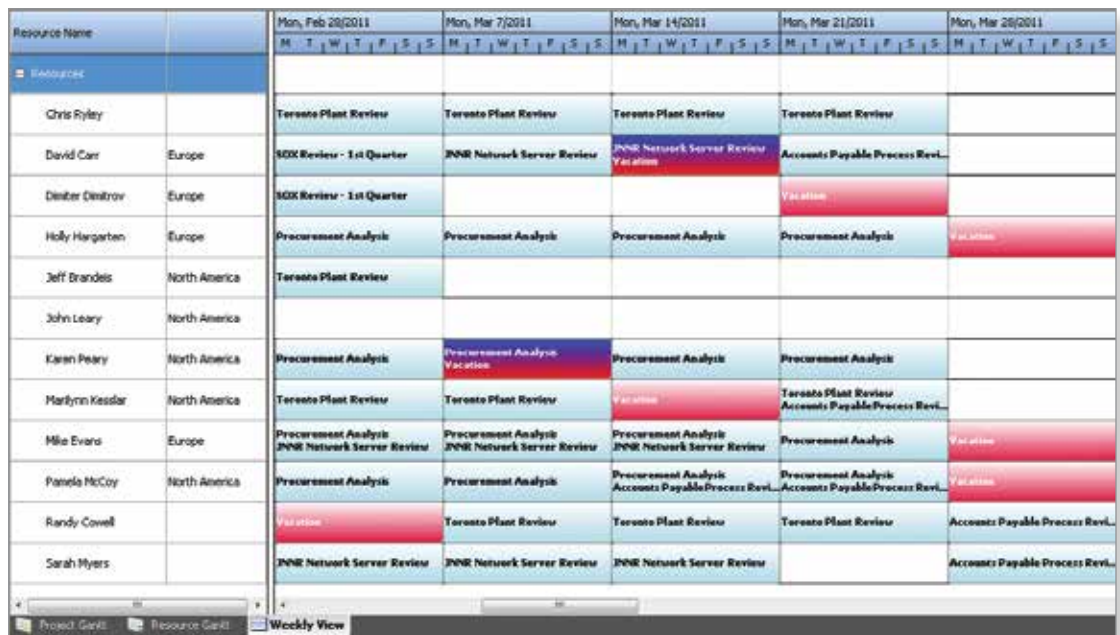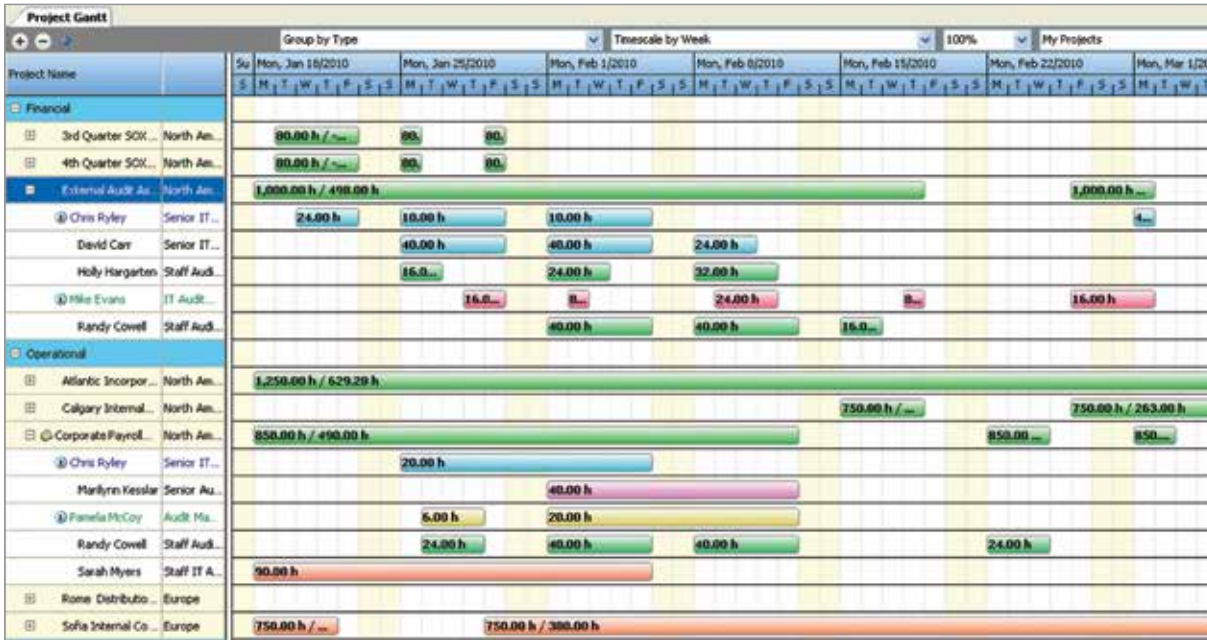
TeamSchedule

Resource and project scheduling

A comprehensive tool for scheduling your staff and audits. Display your schedule by department member or by project.

TeamSchedule provides users with the ability to schedule projects and resources in such a way that there is a clear visual demonstration of personnel assignments and tracking of projects in an annual plan.

Designed to be flexible enough to work easily for small and large groups, TeamSchedule's state-of-the-art Gantt interfaces display multiple schedulers and resource teams.

Visual identification of projects and resource assignments. Select the viewing format with which you are most comfortable.

Schedule Staff and Audits with Ease

TeamSchedule's powerful functionality includes:

- The ability to schedule projects based on user-determined criteria (risk, target start date, type, location) and automatic project phases.

- Assigner Tool—The interactive ability to draw and/or drag and drop project schedules and resource assignments on the Gantt view(s).

- Resource Finder—An advanced tool that gives schedulers the ability to search their team(s), or all resources, for specific skills, credentials, languages, experience or location to meet the needs of a project.

- Creation of draft bookings to perform "what-if" analysis.

- The option to track and monitor estimated project costs (both internal and external).

- Automatic conflict detection and viewers allow schedulers to easily identify when they are about to create a conflict and, if conflicts exist, resolve in real-time.

- Custom views to allow schedulers and resources to focus on their key projects and information to manage the audit plan.

- Easy-to-use reports display individual schedules, resource utilization, resource skills, free time and more.

- TeamSchedule Web—A tool that gives resources simple, browser-based visibility to their schedules and the ability to download their schedules to an Outlook® calendar.

The resource finder makes allocating the appropriate team simple.

TeamTEC

Time and expense capture

Manage budget versus actual time and expenses by integrating timesheet functionality with project estimates.

TeamTEC provides the ability to enter time and expenses for projects, nonworking events (such as vacation) and administrative activities. It allows you to visually track the progress of projects and associated costs, and generate reports that summarize projects, resource utilization and overall department budgets.

Streamlined Timesheet Processing

TeamTEC is a web-based application that streamlines the data entry process and makes timesheets available from anywhere.

- Timesheet selections will auto-populate from TeamSchedule assignments to minimize the effort required to complete a timesheet.

- Administrators can set policies to limit the days on which time can be charged and the total hours on a timesheet.

- Resources can have their time entered by a proxy such as an Administrative Assistant.

- Enter and save time on a daily, weekly, or monthly basis and submit timesheets as often as department policy determines.

- Mistakes can be corrected by either unsubmitting timesheets or creating negative time entries on subsequent timesheets.

- Supervisors can be assigned to approve timesheets.

						Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6
Time Entry					**Totals**	0.00	8.00	9.00	8.00	8.00	12.00
☐	Sofia Internal Controls Review | 11-INT-07		▼	🔍	31.00			9	8	8	6
☐	SOX Review - 2nd Quarter | 11-INT-20		▼	🔍	12.00						
☐	Beijing Billing Review | 11-INT-05		▼	🔍	16.00						
☐	Human Resource Compliance Review | 11-CORP-06		▼	🔍	9.00						
☐	Spring Holiday	▼ Statutory Holiday	▼		8.00		8				
☐	Early May	▼ Personal Holiday	▼		0.00						
☐	Weekly Staff Meeting	▼			6.00						6
☐	Training	▼			4.00						

Period 5/1/2011 - 5/31/2011   Due Date 6/2/2011   Std. Duration 176   Time Charged 86.00

Home | Timesheet | Expense | Approval | Views | Reports | Help

Save | Submit | Unsubmit   Add Project | Add NWE | Add Admin

Time entries are input via the intuitive timesheet interface.

Quickly Capture the Status of Your Projects

There are several views that quickly capture the status of your annual plan or projects.

- Project Tracking—Analyze your projects by grouping them by project type or location and then drill down into the detail of where hours have been spent and determine if you are on schedule and expect to finish on time. This view is powerful for management or Auditors-In-Charge to manage their project costs and timelines.

- Tracking GANTT—At a glance, determine if Key Performance Indicators (KPIs) are being met with respect to time spent in planning, fieldwork or reporting and wrap up.

- Time Dashboard—Management can see the overall progress of the Annual Plan. As you scroll down the project listing, details about that project appear in the Info View at the bottom of the screen confirming start/end dates and hours for the project.

- Timesheet Status—Management can check the outstanding status of timesheets to ensure data completeness and accuracy for period reporting.

- Reporting is simple. Select a report type, such as Resource Utilization, and then filter the data set for your criteria. The use of filters expands TeamTEC's list of 11 standard reports to capture almost any reporting need.
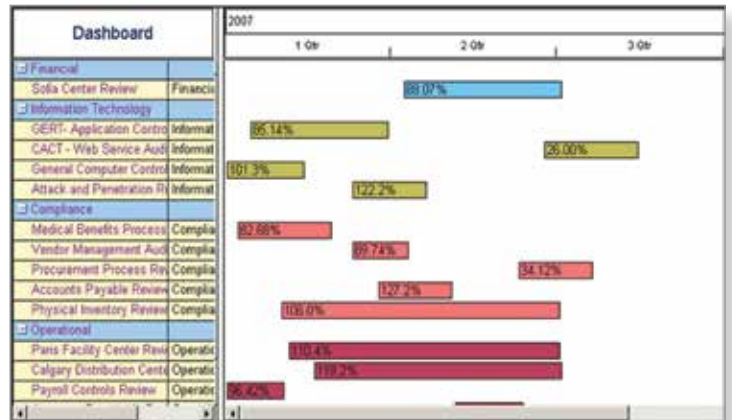
The visual display of the dashboard shows the percent completion for each project.

Time Tracking

Project Type	Reporting Period	Remaining	Scheduled	Total	Variance
Operational	12,657.00	0.00	16,099.20	15,154.50	944.70

Project Name	Reporting Period	Remaining	Scheduled	Total	Variance
Accounts Payable Invoice Review	452.00	0.00	392.00	452.00	-60.00

Category Name

Fieldwork

First Name	Last Name	Reporting Period	Total
Randy	Cowell	126.50	126.50
Dimiter	Dimitrov	125.50	125.50
Marilynn	Kesslar	25.50	25.50
Pamela	McCoy	45.50	45.50
Chris	Ryley	60.00	60.00

Reporting
Wrap-Up
Audit Program Creation

Project Name	Reporting Period	Remaining	Scheduled	Total	Variance
Accounts Payable Process Review	335.50	0.00	216.00	335.50	-119.50
Accounts Receivable Review	64.00	0.00	286.00	347.00	-61.00
Atlantic Incorporated Review	758.00	0.00	1,075.00	758.00	317.00

The project time tracking view shows where time has been spent and compares budgeted to actual time.

TeamEWP

Complete audit documentation system

Spend less time documenting and reviewing and more time providing value-added services with this powerful documentation system.

TeamEWP's powerful database architecture allows you to quickly find the information you need, making the documentation and review process more efficient.

All important information such as program steps, issues, coaching notes, sign-offs and edit histories is contained in database tables. Database-driven systems such as TeamMate allow real-time, team-based use, and facilitate filtering and sorting of key information.

Filter and sort key information instantly, so you can find procedures based on assignment, status, risk level or keyword.

Powerful Workpaper Features

A point-to-point cross-referencing system automatically links your work program steps to the audit issues. Did you discover a purchase order that did not comply with corporate policy? Scan it in. It is automatically linked to the audit step, detailed write-up and management report.

Details of issues noted are captured directly in special forms, allowing you to document all relevant details for reporting and tracking. Multiple recommendations and related action plans can be developed for each issue when necessary.

Additional TeamEWP cross-referencing abilities include:

- Automatic referencing of work papers to coaching notes and issue write ups
- Hyper-linking across all applications
- Hyper-linking to websites and/or external files
- Creating and linking to bookmarks
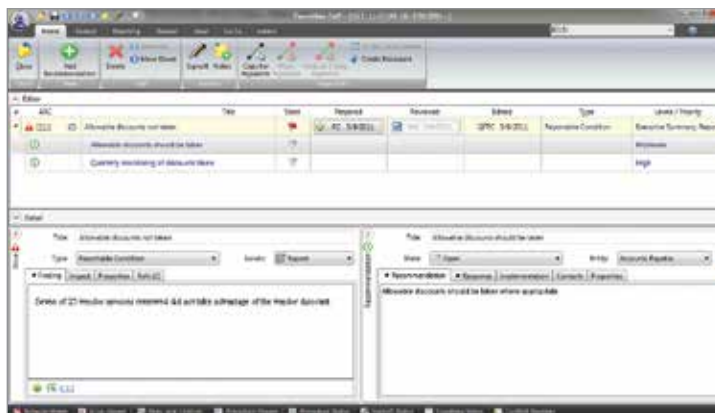
The issue form is used to document the details of your findings and related recommendations and action plans.

Advanced Microsoft Office Integration

TeamEWP is noted for its advanced application integration. Audit findings are documented directly onto work programs or inside fully integrated Microsoft Word or Excel workpapers. These Microsoft documents retain their full functionality within TeamMate, and the additional ability to add cross-references, tickmarks, issues, coaching notes and sign-offs to documents is provided by the advanced TeamMate toolbar.

All elements of the project file are automatically encrypted and compressed by TeamMate. This includes third party workpapers such as Microsoft Word, Excel and PowerPoint®. Your workpapers are secure whether they are on your server, local PC or somewhere in email or WAN transit.

"TeamMate has enabled us to efficiently work through the process of auditing by demonstrating the robustness of the work performed in an effective and understandable manner."

-Unum

"TeamMate allows us to more centrally organize our electronic workpapers. It makes projects more accessible throughout the department regardless of location. It also makes it easier to look back (and reuse) steps/procedures from the past."

-JCPenny

Increase Efficiency with Collaboration

The TeamEWP work program was developed from the ground up to maximize the efficiency of online preparation and review. Individual sign-off of each procedure within a multiple step program allows team members to work on different steps within the same work program and each electronically sign-off their own steps.

TeamEWP's clear status flags and filtering features allow reviewers to easily identify and quickly navigate to areas of work that are ready for their review.

Functional access levels within TeamEWP provide for distinct levels of authorization based upon your "role" on a given project. For example, a preparer cannot sign-off workpapers as reviewed, and a read-only team member can view the project file but not make changes.

Color Indicators
The color indicators readily inform you of the status of the procedure steps.

Using the Filter
The Filter will allow you to search/sort through the project file to locate only those steps or procedures you wish to view.

Import Programs from the TeamStore
Programs can be automatically imported into your project from your existing "standard programs" that are maintained within your TeamStore.
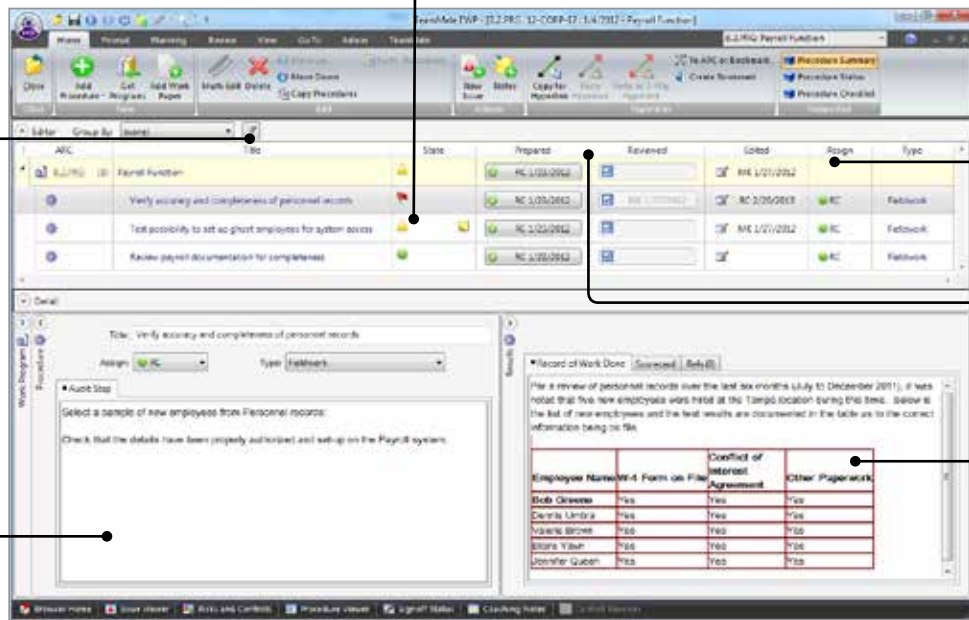
*The* **Assign** *field indicates who is to complete the work.*

Sign-Off and Review
Sign-off steps as prepared/ reviewed.

Fields can be spell checked and can contain **Tables**, **Special Formatting**, **Tickmarks** *and* **Hyperlinks** *to websites and external files.*

The procedure summary displays who is assigned to complete the work, the status of the procedure steps, and the record of work done.

TeamTalk - Audits Just Became Social

In order to facilitate communication within your audit teams, TeamMate takes audit review and follow-up to the next level with enhanced functionality such as threaded discussions, invitations to multiple recipients, assignment of due dates and confidentiality options. This is all wrapped up in a fresh user experience we call TeamTalk. In addition to traditional review functions, you can perform more social collaboration within a single audit, across audits or with your entire Audit team.
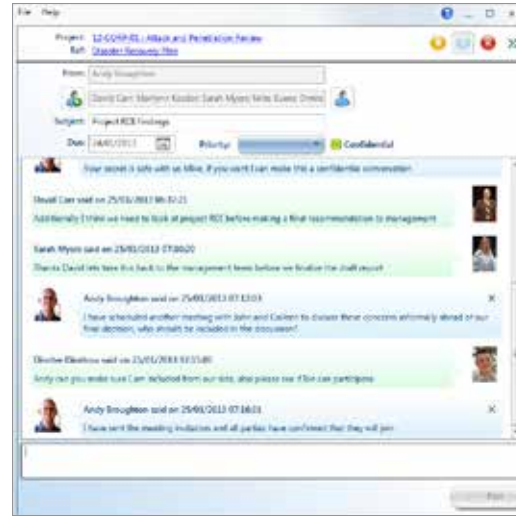
Checklists

TeamMate has a long history of providing an intuitive, configurable, and user-friendly interface for planning, documenting, and reviewing audit details in TeamEWP. Auditors may now choose to use a Checklist "perspective" or layout to complete compliance type reviews such as regulatory checklists, health & safety reviews, investigations or case work. This new Perspective allows you to select a Yes, No or Not Applicable radio button and sign off each test as it is completed. You still have the ability to create issues and coaching notes that are linked to each test as necessary.

When using the Checklist Perspective on a Windows Tablet, checklist audits can be conducted in a very mobile, touch friendly manner. The Replication option also allows auditors to work without an internet connection.

Checklists also include nearly 1400 question-based procedures written to guide an auditor through over 100 different safety topics.

B.2.PRG (6)	Electrical Safety			
⚙	Is access to electrical panels clear and not obstructed?	⦿ Yes	○ No	○ N/A
⚙	Are all electrical switches & circuit breakers identified?	⦿ Yes	○ No	○ N/A
⚙	Are all electrical receptacles and cover plates in good condition?	⦿ Yes	○ No	○ N/A
⚙	Are electrical cords and plugs in good condition?	○ Yes	⦿ No	○ N/A
⚙	Are only fused power strip extension cords, surge protectors, used (all 3 pins on the plug)?	○ Yes	○ No	○ N/A
⚙	Does all electrical equipment in the area appear to be in good condition?	○ Yes	○ No	○ N/A

Go Paperless with Scanning Functionality

TeamEWP includes state-of-the art imaging software, which allows you to import scanned images, faxes, emails and digital pictures into the file as audit evidence. Adobe® Acrobat® (PDF) files can also be imported into the imaging module, allowing annotations and cross references to be placed on top of the underlying data.

Generate Reports with Ease

TeamEWP's powerful 360° reporting feature facilitates the automatic real-time drafting of issues, work programs and time summaries into pre-formatted Microsoft Word documents. TeamMate enables the documents to be sent to management for responses, the details of which can then be imported back into the audit file.

Atlantic Incorporated
Internal Audit Department

Atlantic Incorporated Review
Project Type: Operational
Issue Date: November 15, 2010

Issue Summary Table by Criticality and Implementation date

Priority	Action	Deadline
HIGH	**Hourly Staff Time cards not approved** Hourly Staff Time cards need to be approved by Department Managers prior to sending to payroll for reimbursement for the employee's services.	August 12, 2011
MODERATE	**Time cards not supported by payroll** Amount of hours recorded on a time card should match the amount paid on payroll for that employee.	July 29, 2011
MODERATE	**Vendor invoices not approved** Vendor invoices paid by Atlantic Incorporated require the Accounts Manager approval prior to payment. The required approval is documented in the Atlantic Incorporated policies and procedures, section 11.56	July 20, 2011
MODERATE	**Allowable discounts not taken** Allowable discounts should be taken where appropriate.	August 17, 2011
LOW	**Purchase requisitions not on file for a vendor invoice** Purchase requisitions need to be processed prior to ordering of a product.	August 26, 2011

1.3   Other Findings
1.3.1   We have also reported 1 low priority and 3 medium priority issues. These are detailed in the main report with their accompanying action plans.

Example of report layout

TeamCentral

Audit and issues tracking database

A powerful, web-based reporting and issues tracking database of every audit finding and key statistic for all projects.

TeamCentral is a web-based global audit and issues tracking database that accumulates project information and findings from all of your individual TeamEWP projects and allows you to track the implementation status of recommendations made by your department.

Information at Your Fingertips

- Overall audit results can be viewed through your web browser—TeamEWP does not need to be installed.

- The web-based interface allows easy searching through your department's complete database of key historical and current audit data.

- Issue follow-up, trend analysis, prior audit review and committee reporting are simple and intuitive.

- Key stakeholders can be given access to TeamCentral, allowing management to focus on the overall objectives and management of audit results without the need to look at details.

- Secure User Management ensures that auditors, audit management and contacts only access data for which they are authorized.

- Audit teams can track and manage outstanding recommendations and action plans and can optionally allow auditees to access and provide status updates for their issues.

- Automatic and/or user-initiated email notifications between issue owners and project teams ensure continuous communication and ongoing workflow.

- Personalized dashboard reporting allows you to configure multiple dashboards with a variety of reporting options. Click-through capabilities provide visibility to supporting details.

- Reporting on results across all projects undertaken and issues raised is made easy with the use of standard TeamCentral reports, such as Completed Issues, Outstanding Issues, Project Risk Analysis, Project Time & Cost Analysis, Audit Plan Monitoring, and more.

- In addition to the available standard reports, the TeamCentral reporting engine allows you to create and save your own user-defined reports and queries.

Search capabilities allow you to conduct data mining and "on-the-fly" queries that hinge on any searchable field within project profiles or issue forms.

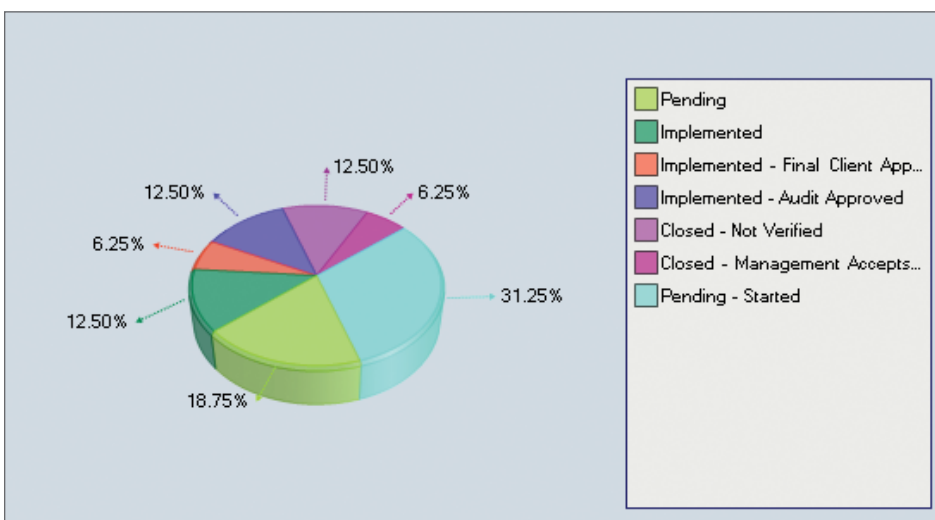*Issue search looks for exceptions across all projects, in a report or graphical format.*

Implementation and Project Tracking

Implementation Tracking in TeamCentral allows you to monitor the progress and status of all recommendations and action plans established during the course of your audits. Status updates may be entered by the audit team members and/or by action owners based on authorized access levels. Email notifications, either automatic or manually triggered, can be used as reminders to ensure timely response and follow-up.

Project tracking allows you to easily obtain an update and report on the status of your plan at any time. Milestone reporting can be used at your discretion to get a more detailed status of audits in progress.

Recommendation owners can access their issues to provide status updates proactively or upon notification.

Graphical representations of search results provide visual summaries of relevant search criteria.

"What I like best about TeamMate is that we can work as a team and share information. Using the suite allows us to relate risk to the audits we perform."

-HNI Corporation

Templates & TeamStore

Knowledge base and templates

TeamStores - A companion tool for housing your risk and control libraries, best practice work programs and workpaper templates, and standard reporting issues.

Streamline and Standardize Your Audits with TeamMate Templates

TeamEWP project files are created from user-defined templates. Using a TeamEWP Template enables your department's standard TeamEWP file structure and terminology to be applied to each and every project.

In addition, any and all procedures to be performed on every project, planning checklists and documents, notification letters, risk matrices, etc., included in your Template will be automatically inserted into each new project file.

Creating a custom Template for your department will help ensure that all of your best practice elements are included in each new project and that workpaper structure is standardized. The Template provides assurance that your teams adhere to organizational requirements. New user training time is minimized and, overall, your teams spend less time getting started. Your TeamEWP Template will enable your teams to hit the ground running.

The Template is used as a "Head Start" file when creating new projects, and users can create a number of different templates for different types of projects. By including detailed audit procedures in a Template, it is possible to create "off-the-shelf" project files for regularly performed assignments. Complete project templates can be created from any existing project file.

Once a project file has been created from the chosen template, its work plan is further built from a database known as a TeamStore, which includes work programs and procedures, workpaper templates, standard wordings of audit findings and issues, and your risk and control library.

Audit Templates help you get a head start by standardizing your audits.

Leverage Auditor Knowledge with TeamStore

If you have any existing standard work programs and/or workpapers, these can easily be migrated to TeamStore, format enabling you to import them into audit files in seconds.

Reportable issues can also be saved in your TeamStore for future use. The next time the same issue is encountered, a draft write-up of the finding and/or recommendation can be imported from your TeamStore.

Work programs, workpapers and issues documented in TeamEWP project files can be exported to TeamStore so that information is captured only once. Individual cabinets within TeamStore can be restricted so that only authorized team members can move these new programs, workpapers and issues into production.

The Risk Library, which includes user-defined Objectives, Risks, and Controls, is housed and maintained within the TeamStore.

This data is easily accessible from within TeamRisk during the performance of risk assessments. Risks and Controls can also be imported directly into any TeamEWP audit file as such items are identified during the course of audit planning and execution.

Risks, Controls and Procedures can be linked in the TeamStore to establish a relationship that is evident when they are imported into an audit file.

Your most seasoned auditors can manage your knowledge base by grooming the TeamStore and linking risks to controls to procedures. With risk-based planning already started in the TeamStore, your teams can use their planning time more effectively and efficiently.
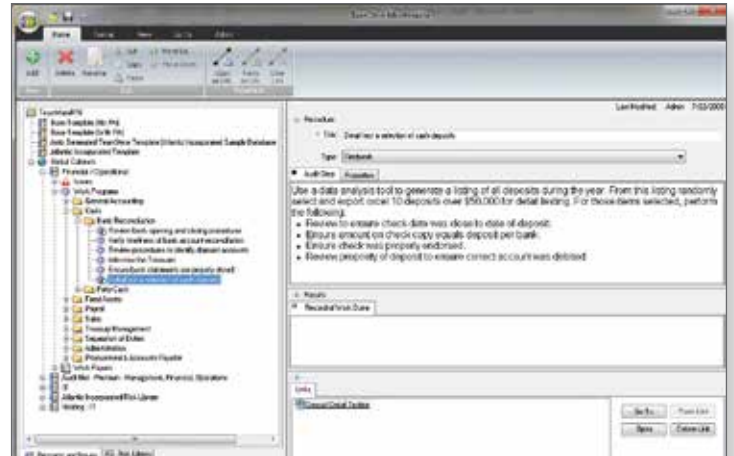
TeamStore functions as a knowledge base of work programs, workpapers and issues.
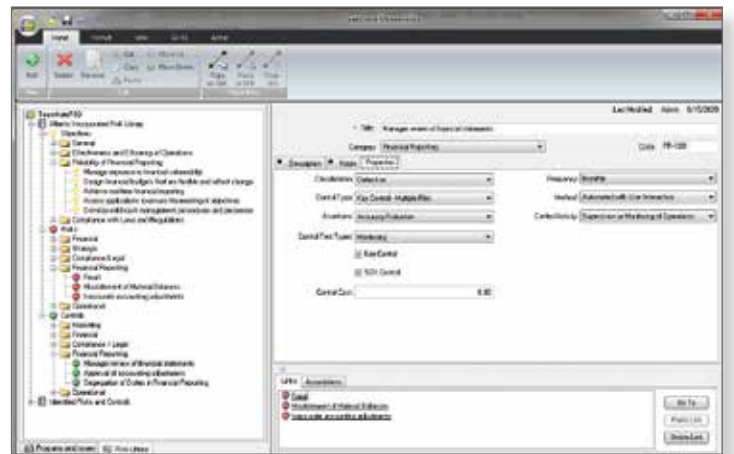
Objectives, Risks and Controls are contained within the Risk Library, with related descriptions and assigned properties.

"TeamMate allows us to use the department's standard planning and wrap-up steps in every project. It also enables us to save approved audit programs to the TeamStore for future engagements which saves us tremendous time in recreating a similar project"

-Canon USA, Inc.

Content

Audit Program, Risk & Control Libraries

TeamMate offers audit programs, risk & control libraries, and more at no additional cost to our users.

Content

Download thousands of documents and audit programs provided by AuditNet®, the IIA, and TeamMate including COBIT 4.1 and 5.0, IIA Quality Assessment Review, Business Cycle, Social Media, and Safety Audit Checklists.

AuditNet®

When you are auditing an area for the first time, it's difficult to know where to start. AuditNet® provides over 2,000 audit programs to TeamMate users in TeamStore format. Since AuditNet® is constantly updated with new audit programs, TeamMate refreshes the TeamStore quarterly to ensure it contains the complete AuditNet® library. By tapping into the wealth of information available, you will be able to plan and perform audits more effectively and efficiently.

Cobit 4.1 & Cobit 5.0

Trying to get your arms around IT audit? Look no further. The COBIT TeamStore contains all of the control objectives from COBIT 4.1 and the updated theory from COBIT 5.

IIA Quality Assessment Review

All internal audit departments that adhere to the standards set forth by the IIA are required to undergo a periodic quality assessment, generally every three years. The IIA has made their Quality Manual available to TeamMate Licensees in the IIA Quality Assessment TeamStore. Following this program will enable you to self-assess your department's performance.

Business Cycle Audit Programs With Risk & Control Library

Nearly every audit department must perform common business cycle audits. TeamMate now offers a Business Cycle TeamStore, covering the major cycles such as Revenue, Expense, Production, HR, and Finance. Each process within the cycles contains Objectives, Risks, Controls, and Audit Procedures. In addition, we have included Audit Planning and Wrap up programs and a section on Fraud Awareness that covers common red flags, anti-money laundering (AML), and the Foreign Corrupt Practices Act (FCPA).

Social Media Audit

Chances are your organization is engaged in social media in ways it does not even realize. While you may be aware of the official social media channels, what about the unofficial channels started without management's knowledge or approval? As auditors we have a responsibility to point out the risks to our organizations. By following this audit program, you can find out how well your organization handles and controls social media.

Reporting

Access to your data the way you want it

*Each module of the TeamMate suite offers advanced customizable reporting
options as well as pre-made final reports that are presentation ready.*

TeamMate includes more than 100 standard reports and views that provide summary-level and detailed access to your audit department data. These reports are included as part of the standard TeamMate package and can be used to generate reports out of the box, customized to suit your more specific reporting needs, or exported to a variety of formats for further manipulation and distribution.

- TeamEWP includes more than 30 standard, pre-formatted Microsoft Word report templates that can be run directly from within any TeamMate audit.
- TeamCentral has more than 30 standard reports that can be run and displayed in your choice of grid layout, report format, or chart format. Data from each report can also be exported as Microsoft Excel, PDF, or XPS.
- TeamRisk provides 12 standard reports and all existing reports can be edited or deleted and new reports can be designed.
- TeamSchedule provides 16 standard reports that can be exported as Excel, PDF, HTML, text or tiff.
- TeamTEC includes 15 standard reports with a variety of filters that can be applied as they are generated. Reports can be output as HTML, PDF, or Excel.

"I like TeamMate's ease of use, reporting, and project flow."

-MainSource Financial

"TeamMate has a high level of convenience for audit data and upper management reporting."

-Vulcan Materials

System Requirements

Everything you need to run TeamMate

The powerful, award-winning audit management system that has revolutionized the audit process.

From your Desk or the Web

TeamMate is a suite of products combining both desktop and web-based technologies. The combined suite allows auditors to identify, schedule, document, report and track time and expenses on audits using a modular approach. Each module can be installed and used independently with individual databases. However, when the modules are used together with the same database, the applications can interact and automate the entire audit workflow. It is highly recommended that the entire suite be installed with the assistance of your IT department or our IT Services team.

Highly Configurable

The TeamMate suite is very configurable and will adapt to most IT environments. The standard configuration is to have desktop/laptop computers, a web server and a database server. Optional configurations include distributed Microsoft Access databases, regional replication server, and Citrix XenApp /Microsoft Terminal Services. We recommend the same database be used by all applications.

Runs in the Latest Windows Environments

TeamMate runs in the latest Windows environments and has deep integration with Microsoft Office. The web-based components of the system use Internet Explorer as the standard browser. Standard business class computers are typically sufficient to run all the applications within the suite. A database server (SQL Server) is required for the TeamMate web applications and is recommended for the desktop applications. When using a centralized database, the applications can exchange information between each other and reporting capabilities are enhanced. Database server specifications vary based on the needs and number of users in each organization. The installed database will be approximately 30 MB. Anticipated growth will vary greatly based on which modules of the TeamMate suite are used, the number of audits performed each year, the number and size of files attached to each audit, and the size/quality of scanned images. However, a typical implementation can range from 25-100 MB per project. Microsoft Internet Information Server (IIS) is required to run the web-based components of the system.

For more specific and the most up-to-date system requirements, please request a copy of the TeamMate Suite IT Overview by calling **1.888.830.5559**

Thought Leadership

How TeamMate is Leading the Way

TeamMate is dedicated to being a driving force in the innovation of the internal audit industry, and aims to set the standard in progressive thinking and cutting edge technology.

Beyond developing the world's leading audit management software and revolutionizing SOX and controls management, TeamMate is dedicated to having a progressive and innovative influence on how Internal Audit, SOX and SOX-like standards are addressed globally. TeamMate participates by contributing articles, writing white papers, speaking at audit conferences, and releasing in-depth assessments on a variety of audit industry topics.

Principal Partnership with the IIA

As a Principal Partner of the Institute of Internal Auditors (the IIA), TeamMate is committed to a long term collaborative relationship with the IIA and participates actively in the advancement of the internal audit profession.

Collegiate Advancement

TeamMate supports educational initiatives at the collegiate level by forging relationships with key universities and embedding technology into their audit curriculums. As technology plays an increasing role in the audit function, we will continue to work with universities to create classroom materials more relevant to the needs of today's auditor.

Recent Publications

- Developing an Effective Internal Audit Technology Strategy

  Produced in partnership with the IIA, this special report provides an in-depth analysis of key success factors across ten core technology processes.

- Audit Technology Insights 2012

  Offers a candid view of technology and audit as seen through the eyes of leading industry experts.

- Internal Audit Technology Survey Results 2012

  A complex analysis of how internal auditors are leveraging the latest technologies.

View these publications and more at

www.TeamMateSolutions.com/Leadership
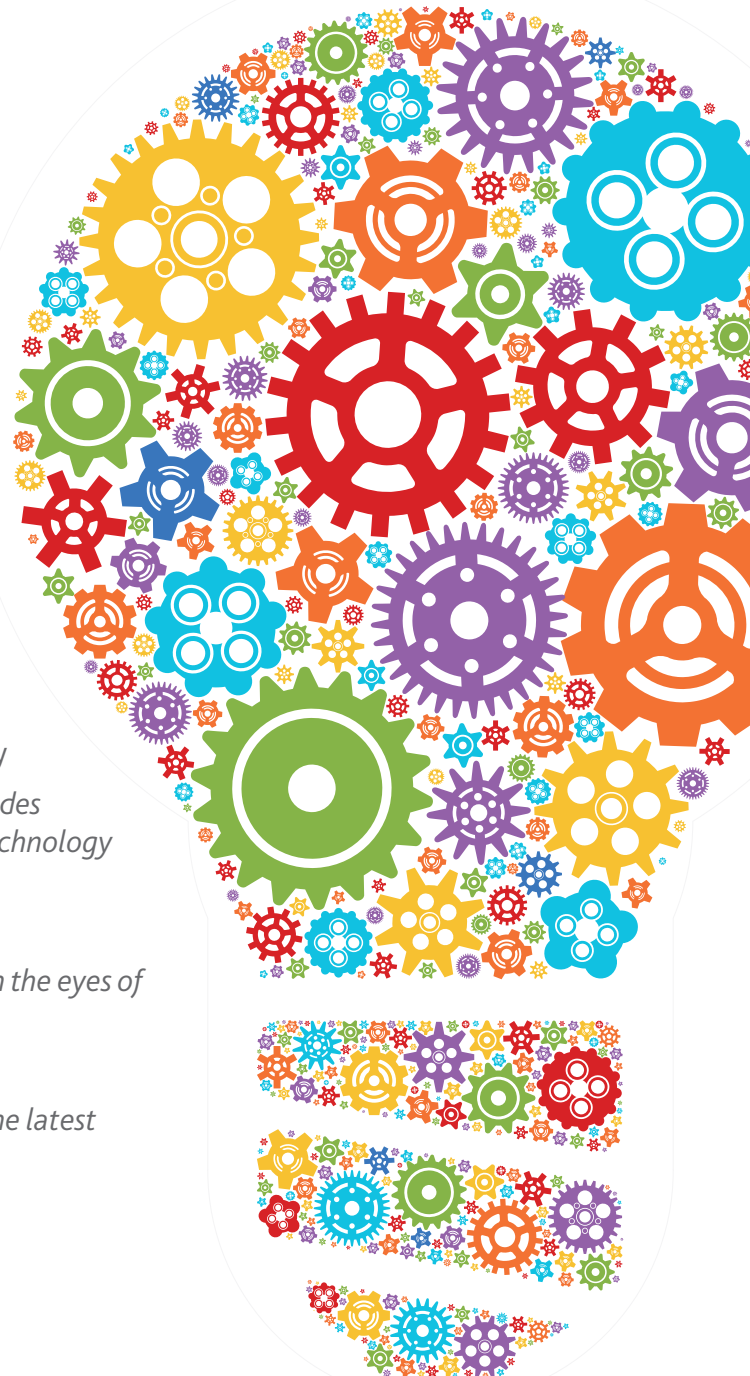
Consulting Services

Training, IT, Project Management, and Services

Whether it's on-site training, IT services, project management, or general services our consulting team is on call and ready to help.

We have a qualified team of professionals who are ready to help you through all stages of a successful TeamMate implementation. Our Services team offers a variety of services designed to enhance your set up and usage of the TeamMate software which include Consulting, Training, Project Management and IT Services. A successful TeamMate Configuration significantly enhances your organization's effectiveness. We will work closely with your Configuration leaders to help maximize the return on your TeamMate investment by ensuring that your audit methodology is firmly embedded into the TeamMate Suite and your auditors are empowered with the skills to reach their full potential. Our service offerings start from the day you license TeamMate and are available and can be beneficial even after you have been using TeamMate for years.

Our team of dedicated consultants has extensive IT, TeamMate and Internal Audit consulting experience. This means that you can count on being serviced by people who speak your language, understands your needs, and can best deliver solutions now and in the future.

We assist organizations of all sizes by providing the following:

Regional Training Centers:

We provide hands-on courses for Champions to receive certification on the various modules of the TeamMate suite, offered monthly in our Tampa office and periodically in other regions.

Training Services:

- Champion Training – This course is designed to show how to update and maintain all modules of the TeamMate suite on an ongoing basis.

- End-User Training — We offer a comprehensive selection of on-site, hands-on, end-user training sessions for any TeamMate module. These sessions are highly interactive and geared around your department's methodology.

- Update Training — Hands-on overview of new features and enhanced functionality to your department in conjunction with a new TeamMate release.

IT Services:

- Technical Installation and Upgrade Service — Complete on-site or remote installation services for the entire TeamMate Suite or individual suite components. This service is also offered to upgrade your current TeamMate installation and migrate your existing TeamMate data to the latest version of the TeamMate Suite.

- Hosting Services — We provide a hosting solution that takes care of all your TeamMate IT needs, including database, web and application servers. We manage the servers and take care of all TeamMate upgrades. All of your data is secured in a world class facility and accessible over the Internet.

- Custom Reporting Services — We can assist you in further automating your reporting process through the creation of custom TeamMate report templates, including TeamEWP audit reports as well as extensive suite-wide reporting needs.

"Our instructor was very clear, precise and engaging. I would not have grasped many features if it was not for her specific directions and patience."

-McGraw Hill

"The [training] covered all of the additional capabilities of TeamMate and how they were linked, which gave me a much greater ability to use TeamMate efficiently and effectively to improve our audits."

-New TeamMate Customer

Project Management Services:

● Project Management Roll-out Assistance — This service is designed to provide you guided step-by-step assistance through all stages of the TeamMate roll-out process. A TeamMate Project Manager will focus on very specific areas and milestones to ensure your roll-out is a success.

● TeamMate Champion Services — Through this service we assist clients with their TeamMate Champion needs by providing functional and technical consulting services for processes that would typically be performed by an in-house champion. The TeamMate Champion administers the application and serves as the TeamMate subject matter expert within an organization.

Consulting Services:

● Best Practice Usage Reviews — We can provide a best practice review of your TeamMate usage. We examine actual audit files, TeamStores and Templates and provide an expert evaluation of your current TeamMate usage and suggest ideas for improvement.

● Configuration Consulting — On-site consulting to help your department configure your current methodology and best practices into TeamMate. This session(s) is held in advance of end-user training.

● Data Import Services to jump start your implementation - Various import templates are used to pre-populate your TeamMate database with historical data

TeamMate Support

TeamMate comes with detailed user manuals for all system modules as well as extensive technical documentation. Product support is available to address all customer questions and needs through user support desks on four continents.

Further support is provided through the TeamMate Connect website, which functions as a virtual meeting place where TeamMate users from all over the world share ideas with each other and the TeamMate Development and Support teams.

This valuable resource also includes: Product upgrades, Hints & Tips, answers to Frequently Asked Questions and a comprehensive Support Guide.

TeamCloud

TeamMate Hosting Solutions

Why Consider TeamMate Hosting?

With TeamMate hosting solutions (TeamCloud), secure access to your custom TeamMate environment is available over the web. Hosting can be a cost-effective alternative, providing a powerful and stable environment without the burden of deploying software and developing the associated infrastructure. Choosing TeamCloud allows your organization to concentrate on building your business, not your infrastructure.

Availability

With TeamCloud, your data is available when you need it. Your information resides on our managed servers, which are load balanced to provide maximum performance and stability. Your employees access your audit programs, work papers, recommendations, and other TeamMate data securely through the web. In today's information technology environment, where employees expect web access to their tools TeamCloud allows you to support your remote and local teams with the same flexible, stable environment. Updates to current software releases are automatically applied, giving you access to the latest TeamMate features without having to request and wait for upgrade windows.

Cost Savings

Your organization can achieve significant savings by letting us host your TeamMate Suite. Most organizations find that the cost of a hosted solution versus developing their own environment is significantly lower. The need to purchase and manage additional hardware as your TeamMate databases expand is eliminated. In addition, the involvement of your information technology staff is minimized, since our team fully supports user access, manages the servers, and monitors performance. TeamCloud is a cost-effective and flexible answer to the needs of many organizations.

SECURE SOLUTION

With TeamCloud, your information is protected from physical risks and unauthorized access. Industry standard firewall, backup, and data center security technologies and processes are in place to keep your data available and secure.

- Each customer has a separate database with individual user accounts and passwords. Your data belongs to you and can be handed over if you later choose to host the application yourself.

- Access to your data is secured by proven technologies.

- Access is secured from the Internet using industry standard, high-availability firewall technology at both the application layer, and the data layer.

- All traffic to the hosted software site is secured using SSL encryption protocols.

- The hosted systems are operated under the controls, security, and audit process of the SOC 1, Type II hosting facility.

- System availability is constantly monitored with automatic notification of outages to our support team.

- All systems are designed to provide 99% availability to customers with component redundancy and fail-over architecture.

- Custom catastrophic event management is available with custom contract terms.

- Automatic data backup and more extensive backup system options are available with custom contract terms.

- TeamMate data is backed up on a daily basis and retained for two weeks.

- Historical data is stored live in the Teammate software product, allowing customers to maintain as much historical data as necessary throughout the term of the contract.

- Details of the physical security methods and disaster recovery plans are available upon request once an appropriate non-disclosure agreement has been completed.

HOSTING OPTIONS

Both Full and Lite Hosting solutions are available to provide flexible options that best suit your organization's needs and include use of the full TeamMate Suite and hosting support.

Full Hosting

The TeamMate software components and database(s) reside on our servers. All your team needs is access to the internet.

- Installed on a Microsoft Remote Application Server; no software need be installed on client PCs.

- Can be used from any PC that meets our minimum specifications with Internet access.

- All traffic is over HTTPS (SSL).

- Upgrades to the TeamMate Software Suite are performed by our team.

- Faster performance than our Lite solution.

Lite Hosting

The TeamMate database resides on our servers, and components of the TeamMate software are installed locally.

- TeamMate client is installed locally on client PC/Laptop.

- Database(s) and web sites are hosted by us.

- The SQL connection is over SSL and secured using a certificate.

- Web Sites are secured using HTTPS.

- Performance is based on Internet connectivity speed.

- Client is responsible for installing and upgrading client PCs.

- Full EWP replication for easy offline working capability.

Contact TeamMate:

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www.TeamMateSolutions.com

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Audit, Risk & Compliance