TAN – Journal Entries Process Narrative

1.1 BlackBerry Contacts

Name	Job Title	Role within Process	Role per NetSuite to create JE (see pg 8 for the NetSuite Role documentation)	Control Ref
Fraser Deziel	Corporate Controller	Process and Control operator	BB - Consolidation Manager	TAN02, TAN04
Beatriz Leon	Director, Accounting Operations	Control operator	BB – Accounting Manager BB – Consolidation Manager	TAN02, TAN04, TAN05, TAN08
Elvira Cariaga	Accounting Manager	Control operator	BB – Accounting Analyst BB – Accounting Corrections BB – Accounting Manager BB - Assets	TAN02
Marcia Mills	Accounting Analyst	Control operator	BB – Accounting Analyst BB – Assets BB – Intercompany Analyst	TAN02
Harjeet Harjeet	Financial Accounting Manager	Process owner	BB – Accounting Manager BB – Revenue Manager	TAN07
Jon Martin	Revenue Accounting Manager	Control operator	BB – Accounting Analyst BB – Accounting Corrections BB – Revenue Manager	TAN02, TAN07, TAN06
Chris Kapshey	Senior Director, Financial Planning	Process operator	No access to make journal entry, role as BB – FP&A	TAN02

2. *Process* Narratives - *Journal Entries*

Process Narrative
Journal entries (JEs) can either be automated or manual. Automated JEs are generated by a variety of business processes, as such please refer to the respective EGAs for further details on the automated JE process and the controls in place around these automated processes: ● the Treasury team via the treasury system FIS 'Quantum' pushes the entries from this subledger to NetSuite on a daily basis. ● Automated JEs integrated from Netsuite

- For Trademark patents an A/P batch entry is generated by Serengeti, then manually uploaded into NetSuite file cabinet on a daily basis to allow the entities to be posted to NetSuite.
- The Quantum subledger entries are automatically transferred to NetSuite Daily. The Journal entry is automatically generated at the end of the month by Quantum to recognize interest accrual/payment.
- Once the order is fulfilled and has been completed within SFDC, the order is sent from SFDC to Netsuite via Mulesoft. Journal entries are then automatically generated dependent upon the contract. For more details please refer to Appendix 1. Other revenue processes with automated entries
- Biweekly a copy of the ADP GL report is automatically posted to Sharepoint. A Workday integration schedule will then upload the related journal entries to Netsuite
- The NetSuite Fixed Asset Module (FAM), which is an interface within their NetSuite system, journal entries are created for asset additions, disposals, and monthly amortization runs. NetSuite automatically calculates the gains and losses on disposals.
- Automated journal entries for sales tax are recorded for each instance of sales and purchase transaction that occurs. Entries are based on calculations driven by the native logic and custom script established in NetSuite.
- Similar to the Capital Assets Process, the NetSuite Fixed Asset Module (FAM), which is an interface within their NetSuite system creates automated journal entries for asset additions, disposals, and monthly amortization runs. NetSuite automatically calculates the gains and losses on disposals.

Initiation and Recording of Manual Journal Entries (JEs):
Manual JEs can be initiated by both Finance (including Tax & FP&A) and non Finance Departments, but the core processing and posting responsibilities are held by the Accounting Operations team.

Manual JE's are posted to the G/L on an ongoing basis. Typically entries are submitted using the standard JE template, however occasionally are submitted via email if the nature of the entry is non-complex, along with the appropriate backup and approval. A JE can be created in NetSuite via a JE template upload or be keyed directly into NetSuite via the 'Make Journal' feature. The required details of a JE include the company code, currency, date, reversal date (if applicable), memo description, balances and specific GL and cost center breakdown. The same information is required whether being uploaded or manually keyed in. The entry date itself is not restricted to open periods, but the field that drives the accounting for the entry (the posting period) cannot be a closed period (cannot be selected when keyed in, and will be rejected by the system during upload). The process of keying an entry directly into NetSuite rather than using the CSV upload is used mainly for bank charges, credit card fees, clearing entries with offsetting amounts within the same GL clearing account, transfers between an entity's investment custody account and the Trust account, asset suspense clearing entries, and vendor payments posted by EMEA Accounting on Accounts Payable behalf.

Generating Entries and Obtaining Approvals
The process of uploading JEs to NetSuite begins with manual JE preparers (across various processes) filling out the standard Excel JE template including the applicable support/backup. The JE template contains multiple tabs including: 'JE summary', 'Approvals', 'Journal entry template NS' and additional tabs are inserted for the supporting documents (supported is either provided directly in the tabs, or a directory link to the applicable support is listed). Once populated, the template will then be sent to the applicable entry reviewer (See Appendix 1). Once approved, the preparer will attach a copy of the approval in the template. Support is required for all templates submitted. After the template is completed and approved by the respective business process leads, the templates are saved on a dedicated SharePoint (web-based file sharing server) site by the JE preparer to be processed within NetSuite or emailed directly to the individual that will create it within NetSuite. There are also few MJE templates submitted via email and these entries are only used during month end when BlackBerry is closing the books and during consolidation. When there are entries that require immediate approval during month end, they are sent directly to the Accounting Operations analyst and manager. These entries usually relate to missing accruals or Line of Business reclasses from the FP&A team that are found during their account review to close the period, the entries are sent to the Accounting Operations team to be recorded and approved right away. It is the responsibility of the process owner who sends the entry via email to check back with the Accounting Operations team to ensure their entry has been posted in Netsuite. PwC notes that journal entries submitted via Sharepoint are those entries posted by members of the Accounting Operations team in Canada, otherwise the entry will be emailed directly to the appropriate journal entry poster to be uploaded. Proper approvals as noted in Appendix 1 must be obtained prior to posting the journal entries. As part of the control **AN13,** NetSuite access, including the one to make journal entries and approve them and the various levels of access allowed per position.

Creating entries in NetSuite

As mentioned above the JE templates can be submitted directly to the JE poster via email or submitted to Sharepoint. While entries can be submitted to SharePoint throughout the period, Sharepoint is used predominantly for month end entries. Templates submitted to SharePoint trigger an email notification to the Financial Analyst (or a user with JE posting authority) will receive an email notification that an entry has been uploaded to their folder. As NetSuite will only allow CSV uploads, the entry creator will copy the entry details from the.xls template into a blank CSV version and rename it to match the name of the original file adding "CSV" to the name. Due to the specific nature of allowable uploads, once copied over, the Financial Analyst will take the following steps to ensure the file format is correct:

1. Sort the spreadsheet by company code and currency. When uploading to Netsuite, each company code line item with the same currency has to be grouped together in the CSV for the entry to be accepted. This will result in NetSuite generating separate journal entry IDs by company code.
2. Ensure the date format is correct and dates are within the appropriate period. The Financial Analyst will reject the entry or inquire about the date selected if not within expectations.
3. Review and update for common formatting errors. Examples include removing leading zeros from the posting period, amounts with more than 2 decimal places, and updating the 'External ID' to a format Netsuite will accept.
4. Ensure the "Defer Entry" field is blank (otherwise reversals can be deferred, which is not in line with policy).
5. Check whether the entry balances and if not (and it is not due to a rounding issue) send back to preparer
6. Return to JE preparer if the master data/fields in the JE template is incomplete and/or inaccurate (e.g. date, cost center, GL account and dollar value is incorrect/imbalanced). If there are any changes to the journal data/ key fields, the entry would require re-review and approval by the FP&A manager.

At this point the following risks can arise

- Journal entries have not been recorded accurately within NetSuite **[LSPM-J1]**
- Journal entries have not been recorded completely within NetSuite **[LSPM-J2]**
- Journal entries are posted to the incorrect GL accounts **[LSPM-J3]**
- Journal entries are not posted to the correct period **[LSPM-J4]**

Journal entries posted to NetSuite do not agree to the JE Template or supporting documentation **[LSPM-J5]**

Upon completing the above steps, but prior to uploading the template to NetSuite the Financial Analyst will perform the following review over the entry

- review the ' Initiator and Reviewer Details ' section of the JE Summary tab for the date, fiscal period (e.g P8), and the name of the approver.

- review the 'Approval' tab for evidence of the approval of the particular entry by the appropriate individual (typically an email). JEs are usually submitted by the same employees each period, however the Financial Analyst will refer to the Global Address List (GAL) in cases where they may not be familiar with the approver to ensure appropriate approval is obtained.

- assess the entry for reasonableness based on experience/ historical monthly entries

- ensure that the entry has supporting documents attached within the "support" tabs. PwC notes that the attached documentation will not be reviewed for accuracy or appropriateness as reliance is placed on the review and approval performed within the respective business processes prior to the JE submission. PwC further notes that details on the controls around the review of the JEs prior to being submitted for upload to NetSuite can be found within the respective business process narratives.

Upon completing the above steps, the Financial Analyst will save the CSV template and upload it to NetSuite. A single JE template may result in the creation of multiple individual JEs based on the 'External ID' field. After uploading the entry to NetSuite, the Financial Analyst will check the 'Job Status' to ensure the upload was completed successfully. If there is an error message, the Financial Analyst will review the 'CSV response' file to see the details of the error. Examples of error messages are 'this record already exists' identifying duplicate entries or 'the debit and credits don't balance' identifying entries that don't balance. If any of the generated entries were not successfully uploaded, the Financial Analyst will investigate and follow up with the JE preparer where necessary. All correctly input entries in that same upload file will be created within NetSuite, however the analyst will not officially post/progress these until the entries with errors have been corrected, as they are all within the same template. In the template, the Financial Analyst will add their name to the 'Poster's Name' under the 'To be completed by Poster' section of the JE template.

Once uploaded successfully, the Financial Analyst will navigate to the saved search within NetSuite 'JEs to be submitted for approval' to ensure the entries have been uploaded appropriately. The JE template will be attached to each JE created within NetSuite. After checking that the JE template has been attached to all entries, the entry is submitted via the approval workflow in NetSuite **[ITD-T-SOD-DTN01]**. Submitted entries less than $100k are posted to the GL, however entries greater than this are routed for secondary approval for entries above (and a third approval for entries above $5M). This secondary review is discussed below. Once the entries are entered, JE templates submitted via SharePoint would be deleted to avoid duplication of efforts (NetSuite would reject these entries either way).

For standard recurring entries posted by the Accounting Operations team, the respective Financial Analyst updates the monthly accounting checklist to indicate that the particular entries were created/posted. This checklist is an Excel spreadsheet listing the various recurring entries that Accounting Operations expects to receive on a monthly/quarterly basis, as well as indicates the various reconciliations to be complete for the period. The spreadsheet has columns indicating the description of the recurring process, the initials of the responsible staff member, and a section (for each month in the quarter) to indicate whether or not the task was completed ('Done' or 'N/A'). This checklist is updated on an ad-hoc basis for any new entries required (Ex. new accounting standards, process changes, etc.).

Review and Approval of Journal Entries Posted to NetSuite [TAN02]

Manual journal entries submitted for posting to NetSuite must be reviewed and approved by the appropriate roles based on the MAP approval process:

- Entries less than $100k - no review and approval required, entries are posted by the roles noted below section ("NetSuite User Roles that can create Journal Entries") upon submission
- Entries greater than $100k - review and approval by the Accounting Manager Role prior to being posted
- Entries greater than $5M - review and approval by the Accounting Director role (in addition to the accounting manager role) prior to being posted.

This review is system enforced via the "BB Approval Workflow" **[ITD-T-SOD-DTN01]** (see section below)

In addition to the approval flow above, irregular or high value JEs require approval by the Controller or CFO to be present before the entry is keyed into NetSuite by the Accounting Analyst (or prior to being approved) and this approval occurs outside NetSuite (typically via email). The entries submitted on a regular basis are standard and often recurring and, as a result, unusual entries (without familiar descriptions or impacting accounts with typically limited activity, ie Goodwill) would be flagged for closer inspection and likely require additional approval prior to being posted to NetSuite.

JEs above $100k are routed to the Accounting Manager or Revenue Manager role for approval. The respective Accounting or Revenue Manager will receive an email notification indicating they gave an entry awaiting approval. The email also contains an attachment with the JE template and a PDF of the submitted JE in NetSuite and the entry can be approved or rejected from within that email. Before approving an entry the reviewer will check for the following:

- The entry has the correct posting period, based on the date and memo
- Whether the entry is a recurring entry or an unusual entry - Unusual entries include large entries (exceeding the amount usually posted based on the type of entry posted and the accounts affected), that require a significant judgement or are a result of an accounting assessment, for example an impairment charge or an acquisition. These entries are identified based on experience and require approval from the VP and Corporate Controller prior to being posted, as such the reviewer is checking for the presence of the additional approval.
- Whether or not the entry requires support, and if so, that the support is attached - Exceptions to a JE needing support would be, for example, reversal entries (the original entry would have the backup), bank transactions for movement of funds between accounts or a bank charge as noted above). The support is not tied back to, however checked to ensure it's present. PwC notes that the support for revenue transactions is not attached to the journal entry within NetSuite, rather the supporting documentation is saved on the Finance shared BlackBerry drive under 'Revenue-Accounting Compliance'.
- The presence of an FX currency, line of business, cost center and reversal dates for accrual entries - PwC notes that with the exception of the FX currency, a MJE template could be submitted without the above noted fields. However, some entries would require that these fields are appropriately completed. For example the reversal dates would be required for accrual entries to ensure that Netsuite automatically reversed the accrual for the defined date.
- That the nature of the entry is in line with the entry description/memo - For example if the memo said monthly salary accrual, the reviewer would expect to see entries hitting payroll related accounts. If the purpose of the entry is not

clear from the description/memo, follow up is typically performed with the preparer to determine if the entry is appropriate. This would also be done if a recurring entry was not within their expectation (ex. Expense accrual decreasing expenses).

Once the reviewer has reviewed the JE, they will either approve or reject. The approval (or rejection) of the entry is logged under 'System Information' for each entry in NetSuite. Rejected entries require an explanation by the reviewer in the comments section. As mentioned above, all manual JEs in NetSuite follow the approval workflow, unless their purpose is to add a Line of Business of Cost Centre after the currency revaluation script is run. Due to the segregation of duties embedded in the logic of this workflow, if someone with the Accounting Manager role (note this role can also create entries, as listed above) created an entry greater than 100k, they cannot also approve the entry. Alternatively, an Accounting Manager can fill out the JE template, and request approval from the appropriate individual via email (Ex. from Head of Accounting), and submit the entry for posting through the normal approval process (as appropriate approval has been obtained, their own approval in the system would be justified). BlackBerry's Accounting Operations team's standard practice is to have a supervisor review entries generated internally by a superior.

For entries over $5 million, once approval is provided by the Accounting Manager role, an email notification will go to the Accounting Director role for final approval. The reviewer will perform the following during their review of a journal:

- Check the posting period and currency selected on the JE
- Review the memo field to gain an understanding of the purpose of the entry. If necessary, the creator of the journal entry is contacted to provide further clarity on the entry.
- Review the supporting attachments to assess how the numbers were calculated, if inline with the purpose of the entry and the impact of the entry is going the direction as expected.
- Determine if the journal poster is posting an entry outside of their responsibility. PwC notes that the Accounting Director roles are held by the Head of Accounting Operations, VP and Corporate Controller, and the Director, Financial Reporting who have an understanding of who is responsible for the various entries.
- In addition to the above, for complicated entries such as lease write-offs, a discussion is held with the JE creator prior to the entry being submitted/approved. This discussion is to understand what the entry is doing and the expected outcome so that when the entry is submitted for approval in NetSuite the approvers already have an understanding of the entry.

The Accounting Director role within NetSuite does not have the ability to create entries directly within NetSuite. There are however users that hold multiple roles (Ex. Head of Accounting Operations has both the Accounting Director and Consolidations Manager role), and therefore could create entries using this other role. As noted above, the system restricts a user from approving an entry that they created and will require another user with the applicable roles to progress the entry through the approval process.

Further, when manual journal entry (MJE) templates are being completed, the entry can be assigned an automated reversal date. Within the MJE template the JE creator will attach support for the original entry (and by virtue of its nature, support for the reversal entry) as well as indicate the date the entry should be reversed. Given this, when the original journal entry is approved, the reversal date assigned to the entry is also approved and therefore the reversal entry is approved at the time of approving the original entry. On the scheduled reversal date, NetSuite will automatically release the reversal entry. PwC further notes that these automated reversal entries do not have a specific identifier to indicate whether the entry is an original entry or a reversal entry without accessing the entry in Netsuite and noting the message 'Reversal Approved for Posting'.

TAN02 is the key control to cover **LSPM-J1, LSPM-J3, LSPM-J4, LSPM-J5** and **LSPM-J7**.

PwC notes that given manual journal entries under US$100,000 are automatically posted to the general ledger without additional level of review the risks **LSPM-J1, LSPM-J3, LSPM-J4, LSPM-J5** and **LSPM-J7** are not addressed for these entries below the review threshold. Although duties are typically segregated between the creation of a journal entry and the posting of the entries, specific reviews by more senior management are not performed over the entries below the threshold, therefore creating a control gap.

NetSuite User Roles that can create Journal Entries

The ability to create manual journal entries to NetSuite is limited to 12 user roles as noted below:

- Administrator
- BB - AP Payments
- BB - Accounting Analyst
- BB - Accounting Corrections
- BB - Accounting Manager
- BB - Accounting WatchDox
- BB - Assets
- BB - Cash App
- BB - Consolidation Manager
- BB - Intercompany Analyst
- BB - Revenue Analyst
- BB - Revenue Manager

The above roles are assigned to users within the organization, which as part of the control **AN13** NetSuite Access

There is the risk that:
- Inappropriate user roles are assigned in NetSuite in relation to the posting of journal entries **[LSPM-J6]**
- Duties are not appropriately segregated **[LSPM-J7]**

The Administrator role also has the ability to create entries as it is occasionally required to perform cutover activities and other miscellaneous projects from the backend. A log is kept of all changes and journal entries made by the administrator role and a monthly review of this log is conducted by the Director, Financial Systems Support, as he is not an administrator himself (**AN08**). A list of the users with Administrator access can be found in NS Access for Journal Entry-Issue 11945. The review will capture all changes made under the Administrator role and determine if inappropriate changes were made.

The "BB - Accounting Corrections" is designed for users creating the Revenue and OpEx segment reclass, ensuring entries that had missing line of business, cost centres, and location upon initial posting are identified and subsequently allocated to the appropriate line of business, cost centre, location, etc. This role is only assigned to two specific individuals responsible for posting the Revenue and OpEx segment reclass (discussed below).

Segregation of Duties and Access Restrictions

Access to NetSuite is reviewed during the Quarterly Access Review (QAR) performed by the Head of Accounting Operations as a part of **[AN13]**. The QAR package contains multiple reports which the reviewer will use to perform their review and changes to remove inappropriate access are implemented based upon the review. The Corporate Controller is familiar with who on their team would require access for the various NetSuite roles and in cases where they are not familiar with the employee name or why the employee would need a particular access, this is investigated and the access removed if not required. A segregation of duties (SOD) review is also performed for all newly created roles or when making changes to existing user roles related to posting journal entries **[AN11]**. The Corporate Controller will perform SOD checks at two levels:

- Level one reviews the user's job function against the role permissions they were provided to ensure that there are no SOD conflicts.
- The second level would be at the individual level, where job functions are checked for compatibility with the access provided.

Review and approval is evidenced through email from the Head of Accounting Operations.

By virtue of the design of these reviews **AN13** and **AN11** are the key controls to cover **LSPM-J6** and **LSPM-J7.**

Entries to update missing line of business and cost centers
At the end of each period, a check is performed to determine all income statement related journal entries that have been posted without a cost center, line of business and/or location. At this point, there is a risk that journal entries are not completely and accurately allocated to the appropriate cost center, line of business and/or location, ultimately affecting the classification/presentation of entries **[LSPM-J16]**.

The Accounting Manager will check for all the Operating Expense (OPEX) entries and the Revenue Manager will look for the revenue entries. To update these entries, the Accounting Manager and Revenue Manager have access to special saved CSV import templates designed to post missing segments templates that supersede the Approval Workflow in NetSuite to populate the data (as it is simply adding cost center/segment information). That is, the entries created as a result of the template to populate missing cost centers/segments do not route for approvals in NetSuite. At this point there is the risk that the 387 and 394 templates are not accurately completed resulting in inaccurate entries being posted to NetSuite without approval **[LSPM-J8]**. These JEs are instead auto-posted as these are reclassifications of missing financial segments to already posted/reviewed entries. These templates are

1. ID 387 - JE for MISSING SEGMENTS ONLY-Revenue PB ONLY
    a. Access to this template is limited to a single Revenue Analyst
2. ID 394 - JE for MISSING SEGMENTS ONLY-OPEX Both Books
    a. Access to this template is limited to a single Accounting Analyst

The OPEX segment reclass entries are reviewed by the Finance Manager (or above) and approved for posting by the Director, Accounting Operations **TAN08** and the revenue segment reclass entries are reviewed and approved by the Financial Accounting Manager **TAN07** prior to being posted to NetSuite.
As the nature of these entries is to update missing segments, it will have both a debit and credit to revenue to update for the missing segments (e.g. material group, line of business and/or location).

OpEx Segment Reclass
The OpEx segment reclass entry is prepared by the Accounting Manager (one of the two users with the BB - Accounting Corrections role). The entry may also include clean-up of balance sheet (intercompany) items. Once prepared, the Accounting Manager sends the reclass entry to both the Finance Manager (or above) and Director, Accounting Operations for review. The Finance Manager (or above) will perform the first-level review by reviewing the CFO Income statement BB custom [critical] **[ITD-T-RPT-DTN03]** by line of business to ensure that 1) all spend is mapped to a cost center, and 2) the Line of Business field matches the cost center's "default" Line of Business.

Once approved by Finance Manager or above, the Director, Accounting Operations will perform the following checks

- Verify that the JE has a unique external ID and correct posting period
- Verify the total value of entries with missing segments per the NetSuite report ("CFO FP&A - Revenue Details Flat File" **[ITD-H-RPT-00017]**) matches the total of both the reversing entry and the reclass amounts.
    - The CFO FP&A - Revenue Details Flat File (parameters run for expense accounts) is used to identify entries that do not have cost center (CC) and/or line of business (LOB). As such, the completeness and accuracy of entries to be reclassified/corrected is addressed through the execution of the control (with the aid of the "CFO FP&A - Center Hierarchy List" NetSuite report - explained below). As such, the Revenue Details Flat File is not considered a key report
    - The journal entry is usually color coded allowing the first-level reviewer and second-level reviewer to identify which entry lines are reversing the initial entry and which lines have the updated data.
- Verify that the updated cost center and/or line of business in the "Working Tab" agrees to the information based on the following NetSuite report: "CFO FP&A - Cost Center Hierarchy List" **[ITD-S-RPT-00012]**
- Verify that the missing cost center and/or line of business have been included in the correcting lines of the entry **[TAN08]**

Revenue Segment Reclass
The revenue segment reclass entry is prepared by the Revenue Accounting Manager (one of the two users with the BB - Accounting Corrections role) and reviewed by Financial Accounting Manager **TAN07**. During the review of MJE to update the missing segment information for revenue the Financial Accounting Manager will perform the following checks

- Verify that balances within the entry tie to the supporting documentation.
- Verify the total value of entries with missing segments per the NetSuite report ("CFO FP&A - Revenue Details Flat File" **[ITD-H-RPT-00017]**) matches the total of both the reversing entry and the reclass amounts. The journal entry is usually color coded allowing the Financial Accounting Manager to identify which entry lines are reversing the initial entry and which lines have the updated data.
- Verify that the missing material group (cost center equivalent for OpEx), location and/or line of business have been included in the correcting lines of the entry
    - NetSuite Reports used in populating these fields are as follows:
        - Material Group: CFO FP&A - Material Group Listing **[ITD-T-RPT-00005]**
        - Location: CFO FP&A Location **[ITD-T-RPT-00006]**

- Line of Business: Complete Items Extraction-SK **[ITD-T-RPT-00007]**

As a result of the above noted review **TAN08** and **TAN07** are the key controls to address **LSPM-J8** and **LSPM-J16**.

BB - Accounting Corrections Role Entries Review
As mentioned earlier, only the Accounting Manager and Revenue Accounting Manager have access to the "BB - Accounting Corrections" role for the purpose of posting the OpEx and Revenue segment reclass entries [ID387 and ID394 templates]. As this role bypasses the NetSuite approval workflow, there is a risk that additional entries outside of the intended use of ID387 and ID394 is posted by the "BB - Accounting Corrections" role without approval **[LSPM-J17]**. As such, the Director, Accounting Operations reviews the entries that were posted under the "BB - Accounting Corrections" role **TAN06**.

The Director, Accounting Operations review over the "BB - Accounting Corrections" entries entails the following:

- Generating a NetSuite Saved Search Report ("JE Created by Accounting Corrections Role DO NOT DELETE") to identify all entries posted under the "BB - Accounting Corrections" role **[ITD-T-RPT-DTN12]**
- Verify that all entries captured in the report are created by only the Accounting Manager and Revenue Accounting Manager
- Entries posted by the Revenue Accounting Manager only relate to "Missing Segment Rev" under memo, as this is the only type of entry expected to be posted
- Entries posted by the Accounting Manager may relate to "Missing Segment OpEx" or other clean-up items under memo
    - The Director, Accounting Operations previously approved these entries as part of **TAN08** and as such, would be aware of the entries captured in the report
    - The NetSuite report is not considered a key report as the review of the report addresses completeness & accuracy of information in the report. If there were entries outside of the segment reclass captured in the report, the control operator would investigate further through the execution of this control. As such, this is not deemed as a key report as completeness & accuracy of the report is addressed through execution of control.

As a result of the above noted review **TAN06** are the key control to address **LSPM-J17**.

Review of Parked Entries [TAN04]

Monthly, prior to closing the period, the Financial Analyst will review all of the folders on SharePoint to ensure there are no outstanding entries to be posted. After the review of the folder, the Financial Analyst will notify (email/phone/instant message) the Director, Accounting Operations that there are no additional entries waiting to be entered. As a check to ensure that there are no JEs within NetSuite that have been uploaded but not yet submitted for approval or submitted but not yet approved, the Director, Accounting Operations runs the 'Approve Journals' transaction listing for the reporting period. The 'Approve Journals' transaction listing is a standard view in NetSuite that shows entries that have been created but not posted. For entries created but awaiting submission (entries uploaded/entered that haven't been formally submitted) or awaiting approval, a follow-up will be performed to determine why they haven't been progressed. For low value entries (less than 5k) that have been posted but are pending submission by period end, the Director, Accounting Operations may request the date of the entry be changed and posted to the following period, otherwise the entry is approved/rejected as appropriate. The impact of the journal entries is also considered, if the entry affects P&L then the entry's posting period will not change (regardless of value), however if it only affects the balance sheet the entry posting period may be updated.

After performing the review, but before the period is closed in NetSuite, the Director, Accounting Operations will then take a screenshot of the screen showing unposted journals to support that there were no pending journals outstanding as at period close. The screenshot includes the period for which the transaction listing was run, 'No records to show' message and the date and time the screenshot was taken. Once the check has been completed, the period is closed in Netsuite. **[TAN04]**

By virtue of the design of this review **TAN04** is the key control to cover **LSPM-J2**.