

# Notes Management: Streamline the Collection and Management of Financial Notes

Gain greater confidence in the qualitative information in your financial reports by managing narrative data and explanatory notes that supplement quantitative data, for better regulatory compliance. The SAP Notes Management application enables a flexible, simple, and compliant process to **streamline the collection and management of descriptive information** for financial reporting.

## Summary

To ensure the completeness of your financial and regulatory reports, you need to automate and streamline the collection, aggregation, validation, and reporting of unstructured narrative data within your company. The SAP® Notes Management application helps you address these challenges by delivering functionality to collect and reuse unstructured descriptive data, with automated validations and intuitive reporting, for greater data consistency and reliability.

## Business Challenges

- Manual administration of qualitative information with no clear link between key financial figures and explanatory notes
- Complex validations to check data consistency due to multiple data versions and inconsistent levels of detail within the corporate hierarchy
- Lack of audit trails to document the creation, change, and approval of supplementary information in financial and regulatory statements

## Key Features

- **Flexibility** – Facilitate the collection and reuse of unstructured, descriptive information to support financial statements and associate such qualitative data with key financial figures
- **Simplicity** – Automate the aggregation and validation of supplementary data for financial notes, with intuitive reporting to validate data consistency
- **Compliance** – Enable process monitoring and provide a reliable audit trail for narrative information in financial statements

## Business Benefits

- **Increased transparency** by reducing data duplication through a single application that links narrative information to quantitative financial figures
- **Improved usability** through an intuitive, Web-based interface for finance professionals, with integration of source quantitative data for automatic validation and aggregated reporting
- **Higher confidence and reduced risk** by increasing the reliability, consistency, and auditability of qualitative data through the management of unstructured information in a centralized application

## For More Information

Call your SAP representative, or visit us online at [www.sap.com/notes-management](http://www.sap.com/notes-management).





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Numeric, quantitative data is not enough for generating complete, reliable, and compliant financial statements. You also need qualitative information that includes textual narrative, explanations of year-over-year changes in key financial results, and detailed tables that break down the summarized, consolidated financial figures. However, this unstructured information is often managed manually, resulting in redundant data and lack of control and audit trails to document changes.

### MANAGING QUALITATIVE INFORMATION IN FINANCIAL STATEMENTS

The SAP® Notes Management application helps you address these challenges. It enables a flexible, compliant process that supports the collection, aggregation, reporting, and analysis of structured and unstructured information at any point in the financial reporting hierarchy. This simple and intuitive process streamlines the collection, validation, and management of descriptive and other supplementary data that describes financial results. This data is then available to financial professionals for use in preparing footnotes and narrative descriptions that are used in financial and regulatory statements as well as management reports.

#### Flexibility

SAP Notes Management accelerates the collection of supplementary narrative

information across heterogeneous source systems for a comprehensive financial view of the organization. It enables finance professionals to reliably associate unstructured, descriptive information with key financial figures.

#### Simplicity

Through a Web-based user interface, your finance team can use intuitive reporting to verify that narrative data is complete at all levels of the corporate hierarchy. The application also automatically validates the consistency of lower-level account details with summary balances from consolidation systems.

#### Compliance

You can manage qualitative information for multiple types of financial and regulatory reports and accounting standards using SAP Notes Management. And you can take advantage of a compliant audit trail for unstructured data to support financial and regulatory statements.

### NOTES MANAGEMENT IN THE ACCOUNTING AND FINANCIAL CLOSE

Optimized for SAP software environments, notes management functionality works in combination with consolidation applications from SAP, such as the SAP Planning and Consolidation application. In addition, notes management is a unique complement to the business

consolidation component of the SAP Strategic Enterprise Management™ application. The qualitative and narrative data collected by the notes functionality also serves as input into the "last mile of finance" process of publishing complete regulatory statements, supported by the SAP Disclosure Management application.

### KEY BENEFITS

SAP Notes Management enables a flexible, simple, and compliant process that streamlines the collection and management of descriptive information for financial reporting. With SAP Notes Management, you gain:

- Greater transparency by enabling the collection and reuse of unstructured, descriptive data to support financial figures
- Better usability by providing intuitive entry and automated validation and reporting of unstructured notes data
- Higher confidence by improving consistency and reliability of qualitative data in financial notes

### FIND OUT MORE

For more information about managing your unstructured information for financial footnotes, visit [www.sap.com/notes-management](http://www.sap.com/notes-management).



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