



# Financial Management LoB

## Oracle® Hyperion® Enterprise Service Offerings

### Financial Statements Preparation

As an application service provider (ASP) for Oracle® Hyperion® Enterprise and the Oracle® Hyperion® suite of products, the National Business Center (NBC) offers IT infrastructure and support services to deliver Oracle® Hyperion® Enterprise applications to Federal agencies.

We provide access to applications from anywhere, on any platform, and at any time using Citrix®'s Metaframe XP thin-client architecture. The NBC has extensive experience working with government entities and their auditors (CPA firms, GAO, or OIG) in preparing financial statements resulting in unqualified audit opinions. In addition, the NBC has extensive experience with CFO Act reporting, FACTS I reporting, and reporting for FACTS II.

**We provide proven financial management solutions to support your agency, allowing you to focus time and resources on what you do best: your core mission.**

### Levels of Support for Financial Statements

The following documents the two levels of support that the NBC can provide clients for the preparation of their audited financial statements.

#### Level 1 – Application Hosting

Under this arrangement, the NBC would host the Oracle® Hyperion® Enterprise application for external clients. This arrangement would also constitute a shared-effort with client personnel to prepare the annual financial statements. Clients would be responsible for preparing their financial statements including:

- Extracting data from their accounting system
- Ensuring that data loaded to Oracle® Hyperion® is current and precise

- Loading data into Oracle® Hyperion® Enterprise
- Recommending and requesting changes to the chart of accounts
- Recommending and requesting changes to the entity structure
- Recommending and requesting changes to the formula module
- Recommending and requesting user access
- Writing statements and reports in Oracle® Hyperion® Reporting
- Generating and maintain Retrieve spreadsheets
- Preparing all required supplementary information
- Consolidating data when needed
- Entering journal entries
- Conducting analytics
- Working with financial statement auditors
- Preparing all footnotes to the financial statements
- Preparing the organization's accountability report

**Customer service, innovation, and best value are the cornerstones of the NBC.**

The NBC will provide:

- Assistance with data loads
- Modifying the chart of accounts
- Modifying the entity structure
- Modifying the formulas
- Maintaining the application security
- Maintaining system security
- Maintaining the data integrity (trial balance, organizational balances)

- Demonstrating the system to financial statement auditors
- Submission of FACTS I data to Treasury
- Server maintenance
- 24 x 7 access to the suite of applications via Citrix®
- Access to the suite from any place, any platform, and at any time
- Secure data center
- All Microsoft® and Citrix® licensing
- All server and networking hardware
- Network-based anti-virus detection
- System backups and recoveries
- Maintaining help desk operations for Citrix® and Oracle® Hyperion®
- Training, if requested

- Working with financial statement auditors
- Demonstrating the system to financial statement auditors
- Submission of FACTS I data to Treasury
- Server maintenance
- 24 x 7 access to the suite of applications via Citrix®
- Access to the suite from any place, any platform, and at any time
- Secure data center
- Maintaining help desk operations for Citrix® and Oracle® Hyperion®
- All Microsoft® and Citrix® licensing
- All server and networking hardware
- Network-based anti-virus detection
- System backups and recoveries
- Training, if requested
- Providing input to the organization's accountability report

## Level 2 – Application Hosting with Financial Statement Preparation

Under this arrangement, the NBC will perform all tasks involved with hosting client's Oracle® Hyperion® Enterprise applications in addition to producing the annual financial statements.

The NBC tasks involve the following:

- Assisting clients with extracting data from their accounting system
- Working with clients to ensure that data loaded to Oracle® Hyperion® is current and precise
- Loading data into Oracle® Hyperion® Enterprise on a quarterly basis
- Managing changes to the chart of accounts
- Managing changes to the entity structure
- Managing changes to the formulas module
- Managing user access
- Preparing statements and reports in Hyperion® Reporting on a quarterly basis
- Generating and maintain Retrieve spreadsheets
- Preparing all footnote data to the financial statements (not the text)
- Preparing any required supplementary information
- Consolidating data when needed
- Entering journal entries
- Conducting analytics

### OUR MISSION

To meet our customers' Federal financial management needs and exceed their expectations with integrity, quality and efficiency.

### Contact Information

#### National Business Center

For more information, contact John Maye at 703-390-6706 or [John\\_E\\_Maye@nbc.gov](mailto:John_E_Maye@nbc.gov).

#### Web Address

<http://www.nbc.gov/finance/>