

*DO YOU KNOW WHAT YOUR
EMPLOYEES ACTUALLY DO?*

It is a reality of the business times that we are in that our expectations for our employees are high, we expect higher productivity, and we also expect some creativity and ingenuity to get work done quicker, more efficiently, and ultimately more cost effectively. Doing more with less has been the norm over the last half decade and those within your organization have responded by creating workflow processes and methods to get the work done.

On the surface the fact that work is getting done is great, but what gap may be lurking in your firm's workflow processes that unknowingly exposes your firm to risk? It is important to periodically check-up on what your employees are doing. You can strength your internal controls and reduce risks to your firm **by having a written policy & procedure** on updating workflow activities and identifying specific items that require approval in advance.

By having a procedure in place that tracks changes in workflow and information access rights, conflicts and potential risks of simple yet costly administrative errors can be avoided on a basic level and potentially serious risks such as asset misappropriation and embezzlement can be mitigated.



Employees have been creative to help your company do more with less...but there may be risks lurking.



See how the RMaas process solution from FastPepper SolutionsTM will let you see your business in a new way.

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Monthly Musings

It is a new year. The Mayans were wrong. Fiscal Cliff averted.....well for a little while anyway, and things have not changed all that much since this time last year. We still see many businesses choosing to bootstrap themselves has a hangover from the “Great Recession” partly due to the continued tight access to business credit and I sense that there is a lean and mean mantra out in the business world that is chanting the merits of growing a business organically and managing it in a very efficient way.

Unlike startups in the 1990s and 2000s, more new businesses are opting to bootstrap themselves rather than give up significant control to venture capitalists. SMBs are foregoing running up their credit and are finding ways to be more efficient and competitive and are growing by operating smarter by seeking out strategic partnerships. They are also becoming early adopters of new technologies such as desk-top virtualization and the use of mobile devices. People are finding ways to get business done and are being creative and innovative, and remarkably open about how they are doing it. I think this bodes well for this coming year.

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When you leave the office at night does your business information go with you?



If you are like most business owners and executives the business day does not end when you leave the office. Often valuable business information is carried home, with the requisite stops on the way, the gym, the mall, and the grocery store.

Envision that your business information is just like two sacks with dollar symbols on them just like robbers in the old movies carried out of the bank when they just robbed it. Now you wouldn't leave two sacks of money in your car or in a laptop bag while getting that coffee from the counter would you?

Information is the new currency and its portability is a boon to business, but also creates significant risks. The good thing is that there are many ways to reduce the risks of information theft:

- Keep your laptop & notebook secure with a strong password;
- Don't view and download work email on your smartphone unless you have a security application installed;
- Only use encrypted USB and Flash Drives with lock & key security which only lets the storage device work on your equipment;
- Implement a Desktop Virtualization service so you can access your business information without actually carrying it.