

# Success Story

## Regulatory Filing: Automation and Process Improvement



### Overview

A leading global investment bank needed to automate its regulatory filing process, particularly the SEC's Forms ADV and PF, for over 160 funds. SteelBridge engaged in a multi-year collaboration to build a data warehouse – then a calculation engine – to aggregate and transmit data to FINRA. SteelBridge also recommended and assisted in implementing third-party technology vendors to store fund- and deal-level data, allowing SteelBridge and client teams to further streamline and automate elements of regulatory filing.

### Client Challenge

- The filing process was inconsistent year-over-year and was documented in multiple locations.
- Data were received from over a dozen sources, many of which were manually-manipulated Excel files.
- Calculations relied heavily on vlookups and convoluted Excel formulae.
- Systems across the company stored data in different formats with no flags for treatment of key investor types (e.g. GPs and SLPs).
- Eliminating such errors as double counting of fund assets was achieved through an inconsistent, manual data review.
- Personnel changes resulted in significant key person dependency issues

### SteelBridge Impact

- Designed an end-to-end automated solution for collecting and reporting regulatory data
- Crafted business and technical requirements for all source and target systems
- Interfaced multiple third-party technology vendors with in-house, proprietary systems
- Created and managed the project plan under a federally-mandated deadline
- Created procedure and review matrices adhering to stringent internal audit and compliance obligations
- Identified multiple opportunities for additional technology enhancements through a comprehensive project “post-mortem”
- Provided hands-on training and subsequent documentation

### Project Approach

#### Business Analysis and Requirements

Conducted comprehensive analyses of existing resources, technologies, and regulations

Created business requirements documents outlining all data systems and calculations

#### Technology Enhancements and Implementation

Interfaced a proprietary data warehouse with third-party systems

Automated complex calculations to reduce risk of errors

Built user-friendly testing models for all enhancements

#### Process Improvement and Documentation

Designed process flows for regulatory filings and underlying calculations

Created procedure matrices to standardize filing year-on-year

Trained new personnel and built a step-by-step guide

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