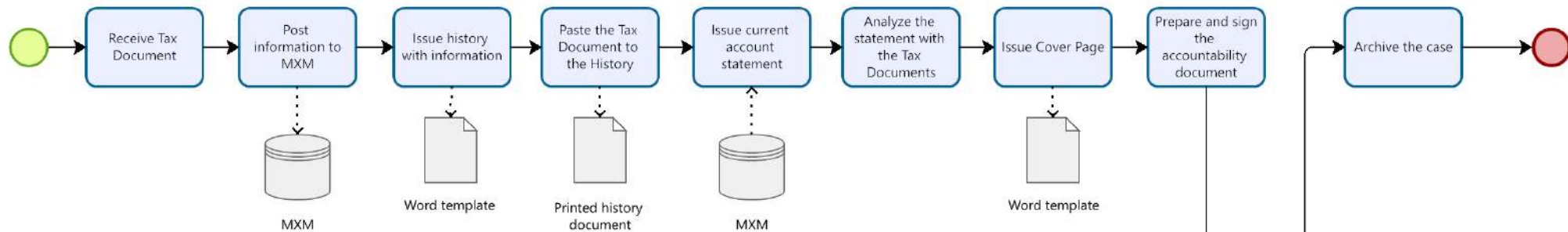
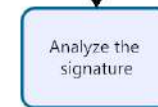


Accountability process

Financial sector



Headquarter's financial management



Organizational Process Mapping					
Process:	Accountability process			Responsible:	FINANCES
Objective:	SEND DOCUMENTS RELATED TO DIRECT PURCHASES FROM THE UNIT WITH THE AVAILABLE BUDGET				
Previous Process:	Purchasing process		Next Process: DOCUMENT MAINTENANCE		Monitoring <small>(possible controls, measurements and indicators that ensure the effectiveness of the process)</small> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Time for completing the accounting report <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div>
↓ Inputs <small>(materials, information, resources, requests)</small>	Activities <small>(key process activities)</small>		↑ Outputs <small>(materials, information, resources, requests)</small>		
Receiving tax documents	Put information to MXM Issue history with information Analyze the current account statement with the Tax Documents Assemble and sign document (signature of finance and management)		Output	Output requirements <small>(output compliance)</small> Physical and online document (pdf)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 18%;"> Knowledge <small>(specific knowledge required for the process)</small> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Using the MXM system</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> <div style="width: 18%;"> Applicable Legislation <small>(standard, law, regulations that impact the process)</small> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> <div style="width: 18%;"> Technology and Resources <small>(necessary software, websites, programs and resources)</small> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">MXM</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Word</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Outlook</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> <div style="width: 18%;"> Risks <small>(risks associated with this process)</small> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Long processing time for accounting statements</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> <div style="width: 18%;"> Opportunities <small>(opportunities of this process)</small> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Improvements to the MXM system to reduce double entry of information into</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> </div>					
Preparation:	Approval:			Revision:	