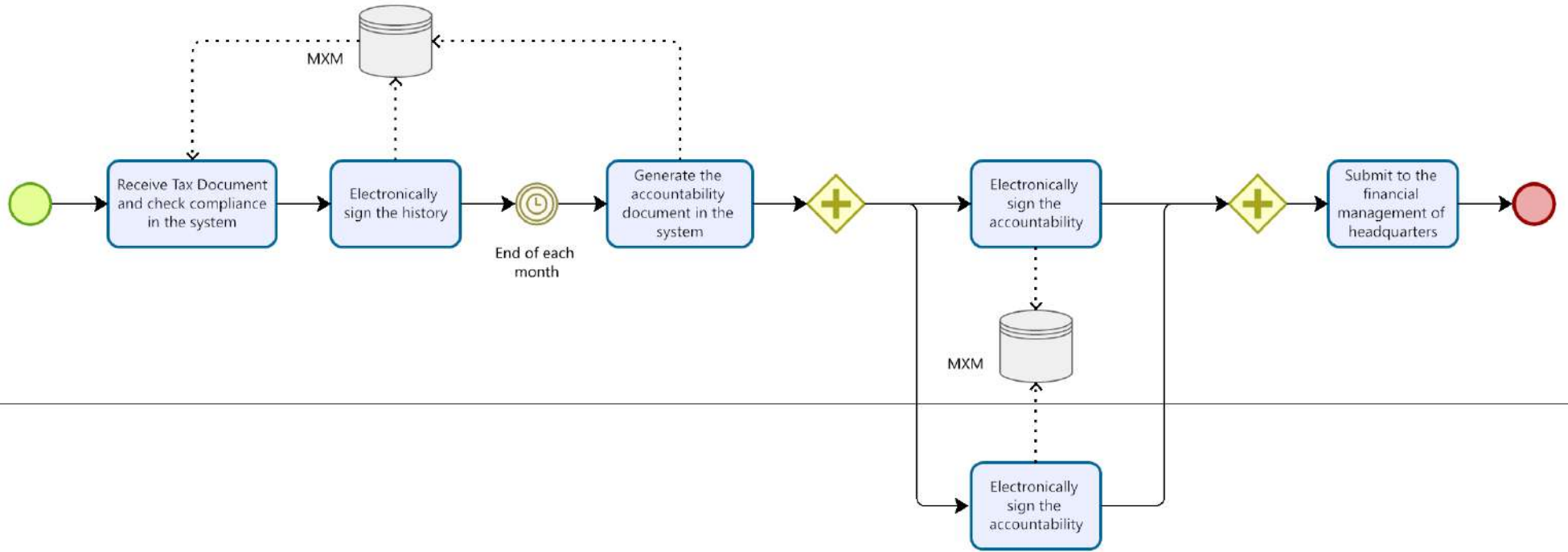


Accountability process

Financial analyst

Unit management



	Organizational Process Mapping				
Process:	Accountability process			Responsible:	FINANCES
Objective:	JUSTIFY AND PROVE THE APPLICATION OF THE UNIT'S RESOURCES, AIMING AT TRANSPARENCY AND COMPLIANCE WITH FINANCIAL REGULATIONS.				
Previous Process:			Next Process:		
Purchasing process			DOCUMENT MAINTENANCE		
↓ Inputs (materials, information, resources, requests)	Activities (key process activities)	↑ Outputs (materials, information, resources, requests)			
		Output	Output requirements (output compliance)	Monitoring (possible controls, measurements and indicators that ensure the effectiveness of the process)	
Receiving tax documents	Receive Tax Document and check compliance in MXM	Accountability sent to headquarter's financial management and filed	Accountability document generated and signed electronically	Time for completing the accounting report	Implementation of Post-Audit Action Plans (Control)
	Electronically sign the history			On-time delivery rate	Compliance with Internal Policies
	Issue the accountability document in the system			Correction or Rework Rate	Complete Supporting Documentation Index (Optional)
	Electronically sign the service			Supporting Documentation Control	
	Submit to headquarter's financial management			Periodic Review by Internal Audits	
				Audit Pass Rate	
				Budget Execution Rate	
				Budget Deviation by Department	
Knowledge (specific knowledge required for the process)	Applicable Legislation (standard, law, regulations that impact the process)	Technology and Resources (necessary software, websites, programs and resources)	Risks (risks associated with this process)	Opportunities (opportunities of this process)	
Using the MXM system	Brazilian Law nº 13.709/2018	MXM	System failure	Automation of sending the accountability document to the headquarter's financial management	
Electronic signature	Union Court of Auditors ruling nº 699/2016-Plenary	E-mail	Information Security		
To whom to send the accountability document					
Preparation:	Approval:			Revision:	