CIS International Pvt Ltd

OPR for Preparation of Audit Control Log For Finance Department

SUBJECT	OPR for Preparation Audit Control Log For
	Finance Department (TFI, SIAM, CIS, ASI
	and Lions Rock)
DEPARTMENT	Audit
RECORDER (Name and Designation)	Shehabdeen, Audit Executive
APPROVED BY	
CREATED DATE	05/01/2019
LAST UPDATED	
PATH ON NETWORK FOLDER	
NO OF PAGES INCLUDING THIS PAGE	

Introduction

This OPR was prepared for the purpose of set up a proper process that gives guidelines for Preparing Audit Control Log For Finance Department (TFI, SIAM, CIS, ASI and Lions Rock)

Objective

The objective of the **Audit Control Log For Finance Department** is to Analysis the performance level of the Finance Department and help to monitoring the Finance issues and solved the issues.

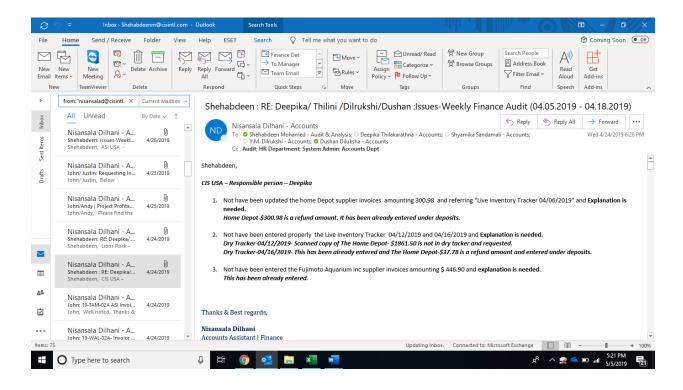
When it comes to Order Fill Rate there are 1 component to be considered.

1. before the due date the issue is whether it is rectified or not.

Audit Control Log for Finance Department Report will be Analyzed for TFI, SIAM, CIS, ASI and Lions Rock Companies wise

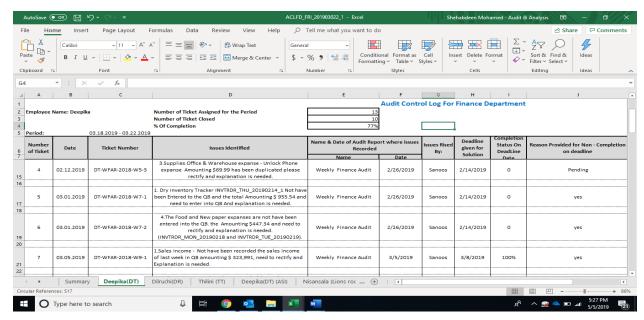
Source Information Needs to be obtained

1. Confirmation email of the ratification of the weekly finance issue

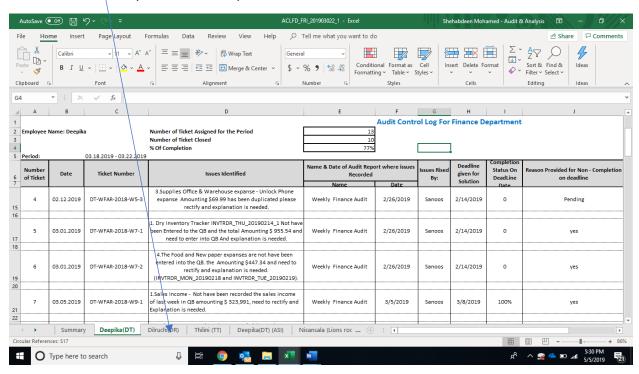


Process involved in preparation

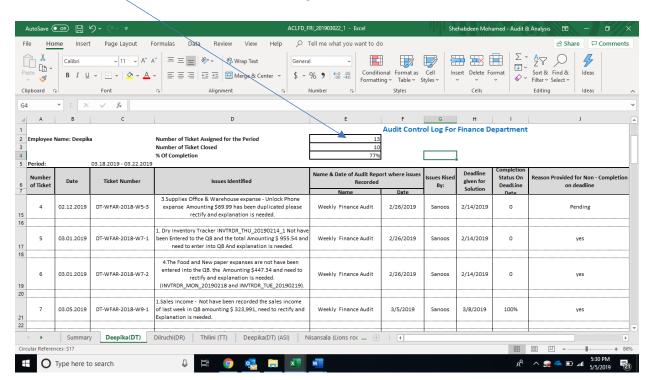
1. Firstly, should be open the Tickets for the weekly and monthly finance issues.



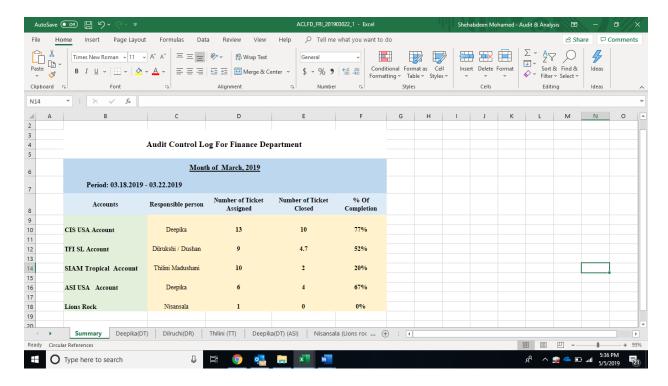
2. The same way to allother companies.



3. When get the rectify mail from the finance Dept needs to closed the Tickets and the % of closed tickets Should be mention on the working sheet



4. All companies Number of Ticket Closed and Number of Ticket Assigned and % Of Completion summaries in the Summary Sheet.



5. Updated **Audit Control Log for Finance Department** should be sent to Finance dept and Audit Dept through ETF in every Friday

