###### Documentation of Walk Through

|  |  |  |
| --- | --- | --- |
| Assignment Name | | Assignment No |
| Engagement Manager |
| Company Name |  | |

Process 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Sub Pro- cess** | **Area** | **Comments** | **Form / Format** |
|  |  | Objective |  |  |
| Critical Control Description |  |  |
| ERP / Application Used |  |  |
| Maker |  |  |
| Authorizer |  |  |
| Report Generated |  |  |
| Input |  |  |
| Output |  |  |
| Operating Procedures |  |  |
| Policies |  |  |
|  |  | Objective |  |  |
| Critical Control Description |  |  |
| ERP / Application Used |  |  |
| Maker |  |  |
| Authorizer |  |  |
| Report Generated |  |  |
| Input |  |  |
| Output |  |  |
| Operating Procedures |  |  |
| Policies |  |  |

It is not mandatory to document the processes always in the format given above, whereas once documented, it increases the clarity of the auditor on the business process and hence mistakes at the time of report are significantly reduced.

Process – Sub Process can be as detailed as possible till it identifies an auditable area with clarity.

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| --- | --- | --- | --- | --- |
| **Sl No** | **Sub Pro- cess** | **Area** | **Comments** | **Form / Format** |
|  |  | Objective |  |  |
| Critical Control Description |  |  |
| ERP / Application Used |  |  |
| Maker |  |  |
| Authorizer |  |  |
| Report Generated |  |  |
| Input |  |  |
| Output |  |  |
| Operating Procedures |  |  |
| Policies |  |  |

Process 2:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Sub Pro- cess** | **Area** | **Comments** | **Form / Format** |
|  |  | Objective |  |  |
| Critical Control Description |  |  |
| ERP / Application Used |  |  |
| Maker |  |  |
| Authorizer |  |  |
| Report Generated |  |  |
| Input |  |  |
| Output |  |  |
| Operating Procedures |  |  |
| Policies |  |  |
|  |  | Objective |  |  |
| Critical Control Description |  |  |
| ERP / Application Used |  |  |
| Maker |  |  |
| Authorizer |  |  |
| Report Generated |  |  |
| Input |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Output |  |  |
| Operating Procedures |  |  |
| Policies |  |  |
|  |  | Objective |  |  |
| Critical Control Description |  |  |
| ERP / Application Used |  |  |
| Maker |  |  |
| Authorizer |  |  |
| Report Generated |  |  |
| Input |  |  |
| Output |  |  |
| Operating Procedures |  |  |
| Policies |  |  |