

Stage 5 - I (TSU Tools & BAM) confirm that the account is active.

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) - " I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: TSU Tools & BAM

Responsibility area:

Table of contents

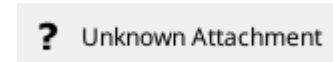
- [Tasks to be completed when documenting an operation \(from creation to publication\)](#)
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 - [1.1. Objective of this Operation](#)
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- [3.1. I confirm that the account is active.](#)
 - [3.1.1. I make sure that the bank account is activated in AODOCS. All parties are notified. We can operate the account.](#)

Scope



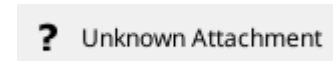
Please remove the icon when not applicable.

ERP



Please remove the icon when not applicable.

Frequency



Please remove the icon when not applicable.

References

Forms

Attachments

<< Stage 5 - I (TSU Tools & BAM)
confirm that the account is active. >>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description


3.1. *I confirm that the account is active.*

3.1.1. I make sure that the bank account is activated in AODOCS. All parties are notified. We can operate the account.

End of document.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jul 30, 2024	Actor	Type	Activity	Version
Published	Gu-gay, Liying	State	changed state to Published at 2:47 pm	v1
Draft	Gu-gay, Liying	State	gave <i>Approvers</i> approval at 2:47 pm	
		State	changed state to Draft at 2:47 pm	v1
Nov 29, 2023				
	 Eusébio, Daniela	Edit	created the page at 9:35 pm	