

Stage 0 - I identify the triggering event.

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

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- Table of contents
 - 1. Objective and Scope
 - 1.1. Objective of this Operation
 - 1.2. Scope
 - 2. Definitions
 - 3. Tasks description
 - 3.1. I (TSU Tools & BAM) identify that the POA of the Legal Entity has to be updated. Several events may trigger this event:
 - 3.1.1.
 - 3.1.2.

Scope



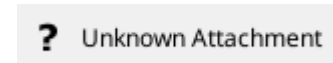
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ERP



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Frequency



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References

Forms

Attachments

<< Stage 0 - I identify the triggering event. >>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I (TSU Tools & BAM) identify that the POA of the Legal Entity has to be updated. Several events may trigger this event:

3.1.1.

Bank account creation and/or legal entity creation	<i>proactive</i>
Request or information, usually from Corporate Treasury or Legal, due to upcoming organisational changes (resignation, promotion...)	<i>proactive</i>
Notification at the off-boarding of a POA owner	<i>proactive</i>
Notification from the control put in place on Leavers / Movers Report	<i>reactive</i>
Annual circularisation of bank accounts (TSU Tools & BAM or external auditors)	<i>reactive</i>

3.1.2.

For compliance, we should be in a proactive mode vs. reactive.

The full update process, by bank, by branch, should be tracked in a [progress file](#) until the new POAs are fully in place.

End of document.