

# Process Steps - Yearly Circularization of Bank Account Information (internal).

## 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. Process Steps - Yearly circularization of bank account information (internal).

## Scope

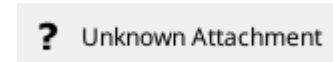
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## ERP

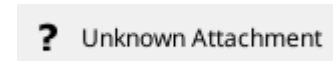
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## Frequency

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## References

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## Forms

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## Attachments

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<< Process Steps - Yearly  
Circularization of Bank Account  
Information (internal). >>

# 1. Objective and Scope

## 1.1. Objective of this Operation

## 1.2. Scope

## 2. Definitions

See [Finance Glossary](#):

- ...

## 3. Tasks description

### *3.1. Process Steps - Yearly circularization of bank account information (internal).*

Once a year, in Q3, TSU Tools&BAM will change the status of all active bank accounts to "Stage 5.3 : Circularization ". The CAM of each entity will get a notification per bank account under his scope. If a CAM has the responsibility of several entities and a large number of bank accounts, TSU Tools & BAM could provide the CAM with a file.

In general, CAMs are responsible for checking the bank account information in AODOCS, especially the status, the G/L accounts and the list of authorized signatories. If the bank account should remain, he should validate the record and change the workflow back to "5.Active". Outdated information should be reported to the TSU for update. The validation in the workflow will be audited by external auditors.

If the bank account has been closed during the year (it should not happen since TSU should have been involved) and the bank account is to close, the workflow should be advanced to "5.2 Closure request".

**End of document.**