

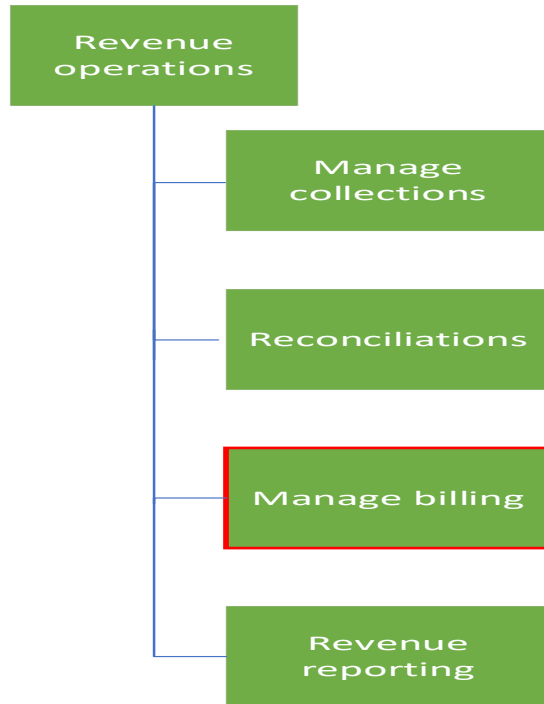
Process Document for XXXXXXXXXX

File Name and Location of Document

Process Name	Manage Billing
File Location	Finance Folder
Owner / Team responsible	Billing Team
Prepared by	
Date prepared	
Approved by	
Version	

Process Map

SAMPLE MAP: FOR GUIDANCE PURPOSES ONLY
ALLOWS ILLUSTRATION OF WHERE THE PROCESS SITS WITHIN THE WIDER AREA
AND HIGHLIGHTS THE PROCESS BEING ADDRESSED



1. Process Summary

Purpose	<ul style="list-style-type: none"> This document aims to highlight the flow, tasks and responsibilities of '[insert process and procedure scope] 		
Inputs	<ul style="list-style-type: none"> [insert what inputs are used in order to complete the process, such as reports, time data and so on] 	Suppliers	<ul style="list-style-type: none"> [insert who delivers the process inputs]
Outputs	<ul style="list-style-type: none"> [insert what outputs are generated by the process, such as reports, reconciliations, invoices and so on] 	End User	<ul style="list-style-type: none"> [insert who the process delivers outputs to]
Roles and Responsibilities	[insert staff members completing the task and process owner]		
Process Start	[insert when process begins]		
Process End	[insert when process ends]		
Frequency	[insert how often the process happens, such as Monthly/Annually]		
Necessary Control requirements to be included	Such as segregation of duties, appropriate oversight etc		

Process Flow - Inclusion of a flow chart may assist in providing an overview of key requirements and responsibilities

Process Steps

	Activity	Inputs	Tasks	Who (Role) completes	Who reviews (If necessary)	Outputs
1	[Name the activity to be completed]	▪ [Name the input required to complete the step]	[List the steps or tasks needed to complete the activity]	▪ [Name who performs the steps]	▪	▪ [Name what outputs are generated]
2		▪	▪	▪	▪	▪
3		▪	▪	▪	▪	▪
4		▪	▪	▪	▪	▪
5		▪	▪	▪	▪	▪
6		▪	▪	▪	▪	▪
7			▪	▪	▪	▪