

Audit – Control – Consulting



Accimetric is a company incorporated at Monterrey, Nuevo Leon on September 1st, 2014 and we help optimizing business processes through internal audit, internal control and consulting. We serve to national and international companies based in Mexico, Central America and Caribbean Islands.

Mission

Provide professional and customized services to companies to optimize their business processes.

Vision

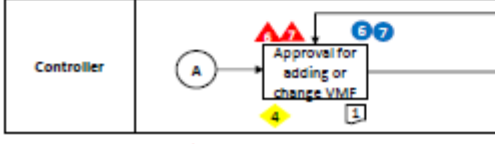
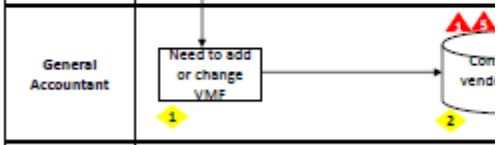
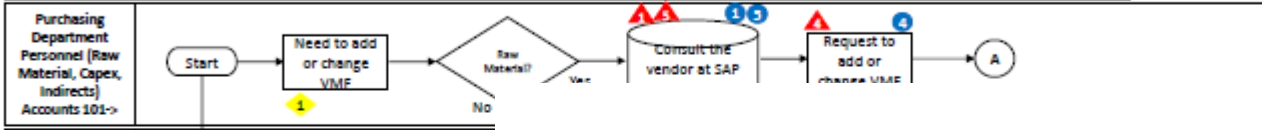
The greatest professional services firm in Mexico, Central America and Caribbean Islands.

Values

- Quality
- Commitment
- Team work
- Respect



Internal Audit



◆ Description
 ▲ Risk
 ● Control
 Document

Description

- 1 During the normal course of operations there are needs to add or change the Vendor Master File and those are communicated through e-mail or phone call.
- 2 Authorized personnel may access and consult the vendor master file before requesting a new vendor.
- 3 When requesting an add or change to the vendor master file, the user need to complete a request form that would need to be approved by the Controller.
- 4 The Controller approve the add or change of the vendor master file based on the request form completed.
- 5 The General Accountant is the only person that may add or change information of the vendors at SAP R3 (i.e. adding a new account at the CoA for vendors).
- 6 The General Accountant is the only person that may add or change the vendor master file in SAP R3.

Risks

- ▲ Possibility that non authorized users may access to the VMF to read and consult vendors information.
- ▲ Possibility that non authorized users may access CoA for adding, changing, activating or inactivating GL accounts for the vendors.
- ▲ Possibility that non authorized users may access VMF at SAP R3 for adding, changing, activating or inactivating the vendors.
- ▲ Possibility that adding, changing, activating or inactivating the vendors in SAP R3 is not properly documented in the request template.
- ▲ Possibility that VMF at SAP R3 is incomplete with key fields empty and/or duplicate vendors due to lack of periodic maintenance.
- ▲ Possibility that new vendor and/or change in the VMF is not authorized by appropriate level of Management.
- ▲ Possibility of incorrect or incomplete information of new vendor and/or change in the VMF.

Documents	1 Request Template: Document to request add or change the VMF	Acronyms	VMF: Vendor Master Files CoA: Chart of Accounts SoD: Segregation of Duties
Opportunities	1 SoD Conflict: General Accountant may add or change VMF.		

Last update: May 2nd, 2016





Consulting Services



In-Company Sessions for Training



International Trainings in Central America



Henry Bautista, CIA

Partner & Founder



Juan Carlos Martinez, CPC

Partner & Founder



Julio Cruz

Accounting & Tax Advisory

Our Solid Team



Professional Background of Henry Bautista

Skills of Henry Bautista:

- CIA since May 2007
- Internal Control / COSO
- External Audit
- Internal Audit
- Finance
- Accounting
- Business Process Improvement
- Financial Analysis
- SOX / Corporate Governance
- Candidate for CPA (California)

Collaboration at International Firms:

- EY México (8 years)
- EY Chicago Office (GEP 18 months)
- KPMG México (3 years)
- Arthur Andersen México (2 years)
- Arthur Andersen Argentina (AIESEC Exchange Program 1 year)

GEP means "Global Exchange Program for Managers in United States for a period of 18 months"

Example of companies which Henry Bautista has been Advisor / Auditor:



Henry Bautista

Socio & Fundador

Accimetric, S.C.



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