

Digital Accounting Process Canvas

Worksheet for structured capture of digital accounting processes with roles, data flows, controls and documentation needs.

01 Process objective

Which process is being considered?
What should become clearer, faster or more auditable?

02 Trigger & input

Which events, documents or data start the process?
Paper, PDF, e-invoice, interface or manual entry?

03 Roles & responsibility

Who captures, reviews, approves, posts or documents?
Where are substitutions, approvals and escalations located?

04 Systems & data flows

Which systems are involved?
Where do media breaks, interfaces or manual handovers occur?

05 Control points

Which domain, formal and technical checks are necessary?
Which return or correction loops exist?

06 Result & documentation

What result is created?
Which evidence, logs or filing locations must remain traceable?

NOTE This canvas is a neutral work sample. It does not replace tax, legal or technical case-specific review.