**Objective :** Ensure the accuracy of cash and bank balances

Description

* Obtain the bank statements from relevant banks.
* Logon to the QB and click on reconcile under the bank section.
* Cross reference with the bank statement and identifying unrecorded transaction errors and correct it accordingly.
* After recording all the transactions click on “reconcile now” and end up with bank reconciliation.
* Export the excel sheet of reconciliation and send to the HOD for the approval