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| **SUBJECT** | Daily bank reconciliation statement for all the bank accounts |
| **RECORDER (Name Designation)** | Chathurangani Ranaweera (Accounts Executive ) |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 15/12/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

OFFICE PROCESS RECORD

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

Description

* Obtain the bank daily transactions from online banking.
* Logon to the QB and click on reconcile under the bank section.
* Cross reference with the bank statement and identifying unrecorded transaction ,post dated cheques and unpresented cheques.
* Export the Excel sheets from QB (Bank Reconciliation)
* After recording all the transactions prepare the bank position to denote post dated cheques and unpresented cheques.
* Update the Export bills balance that has not been discounted by bank.
* send to Stanley and Indrani Daily Bank Position.