OFFICE PROCESS RECORD

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| **SUBJECT** | Month End Closing report |
| **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 |

**Objective : Send the month end closing reports (TFI) for make the management decision**

1. Export the Trail balance from QB as at month end date.

2. Categorize the account as per audited accounts that prepared by the external auditor.

3. Prepared the month end closing process in accordance with auditor’s format.

4. Send the report to Deepika for the review.