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| Subject | Verified accuracy of the Cheque printing and maintain Quick Book Accounting package |
| Department | Finance |
| Recorder | Nadun Chamara (Accounts Executive) |
| Approved By | Deepika Thilakarathne (Accountant) |
| Created Date | 04th Aug 2019 |
| Last Updated |  |
| Path on Network Folder |  |
| No Of pages including this OPR | 01 |

**Objective: Verified accuracy of the Cheque printing and maintain Quick Book Accounting package**

Description,

1. Find the printed cheque details and scanned copy sent by Maria or Find the Cheque daily summery and scanned copy saved in Finance Folder Under “Daily US Check Status”
   * File Location

Finance Dept-Documents CIS International Holdings (N.A) Corp

2019 Daily US Check Status

1. Update the Cheque Summery Report by Using Marias sent documents
   * Firstly,
     1. Paste the printed cheque daily summery into Cheque summery report.
     2. Verified printed cheque one by one with the scanned copies of printed cheques sent by Maria.
2. Verified all cheques are in the Cheque summery record by checking the Cheque numbers are in the order. (Confirmed there are no any missing Cheques)
3. Cross check with the Quick book Accounting Package and correct cheques numbers.