**Lion Rock Investment LLC**

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| Subject | Updating all the transactions |
| Object | To ensure all the transactions updated in QB in timely manner. |
| Department | Finance |
| Recorder | Nisansala Dilhani -(Accounts Executive) |
| Approved By | Deepika Thilakarathne (Accountant) |
| Created Date |  |
| Last Updated | 07.20.2019 |
| Path on Network Folder | Teknowledge Shared Services\Finance Dept. - Documents\OPR's\Nisansala Dilhani |
| No Of pages including this OPR | 01 |

1. **Record monthly invoices in QB(Revenue)**

* CIS INTERNATIONAL HOLDINGS (N.A) CORP- $40,500
* Automated Systems International Inc- $2,500

1. **Enter all bills in QB including the loan statement.**

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| * Insurance - 10 entries per year - when Policy is initiated |
| * Property Taxes - Premium - 2 entries per year |
| * Property Taxes - Penalties, etc - 2 entries per year |
| * Mortgage Payment - 12 entries per year |

**3. Doing the daily bank reconciliation.**

**4. Doing the intercompany reconciliation (monthly).**

**5. Record the necessary entries when required.**