**Automated Systems International Inc-**

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| Subject | Preparing ASI-AP Report |
| Object | To ensure the payments without delay and maintain good relationship with suppliers. |
| Department | Finance |
| Recorder | Nisansala Dilhani - (Accounts Executive) |
| Approved By | Deepika Thilakarathne (Accountant) |
| Created Date |  |
| Last Updated | 11.26.2019 |
| Path on Network Folder | Teknowledge Shared Services\Finance Dept. - Documents\OPR's\Nisansala Dilhani |
| No Of pages including this OPR | 01 |

1. **Export the AP Report from QB.**
2. **Do the manual adjustments if necessary and check the accuracy of the report.**
3. **Add Unrealized vendor check details in bottom line.**
4. **Upload through ETF to send the relevant parties.**