**Completeness**

After the production is complete, Mr. Mohammad Emdad Hossain, Head of Plant, along with his support staff checks the products that are to be loaded on the truck and matches it with the PO, and prepares a dispatch note. Mohammad Naushad Shahriar, Assistant Manager (Admin & VAT) along with the support of Mr. Sohel, prepares the invoice having matching information with the dispatch note, and records the invoice. After that, the products are being ready to dispatch. The inventory record is updated before the dispatch is done. Head of the plant arranges the delivery of products and takes weight twice of the truck/covered van before & after loading the goods. During dispatching, Warehouse & Distribution Officer prepares three copies of delivery challan (one for customer, two for BBBL). Naushad Shahariar prepares VAT challan before delivery. Upon receiving goods, customer receives goods and puts a counter signature on the delivery challans along with seal. The delivery man circulates the signed delivery challans to GM and Warehouse & Distribution Officer. As well, once the products are dispatched, Mr. Emdad, Head of Plant sends a confirmation message to Mr. Nipu, General Manager with the information about quantity and type of product dispatched to the customer. The following Journal entry is passed in Customer Information Module (CIM) to generate invoice and record revenue:

Bill Receivables A/C .............. DEBIT

Sales /Export A/C …...............CREDIT

VAT payable .........................CREDIT

Exercise Duty Payable...........CREDIT

This entry generates a document number in the revenue ledger and this document number is automatically posted in the face of the voucher to trace the supporting document with ledger entry in future.

Shipping log is maintained to record actual timing of shipment of goods. Besides, the delivery challan contains timing of shipment. This ensures that all the products that have been shipped are accounted for recognizing revenue.

Besides, a product is always scanned before being dispatched from the warehouse, which will automatically update the inventory record. This way there remains multiple ways to verify whether all the products that have been sold are being accounted for or not.

**Cutoff**

Shipping log is maintained to record actual timing of shipment of goods. Besides, the delivery challan contains timing of shipment. These arrangements help to ensure that revenue has been recognized in the correct accounting period.