

CENTRAL FINANCE ACTIVITY CHECKLIST

April 2022

Days	Activity	Frequency	Responsibility	AEPZ	DEPZ	CIPL	GTL	PGCL	EPL
1st	Petty cash reconciliation and Cash certificate with denomination	Monthly	Controllers	✓	✓	✓	✓	✓	✓
1st	Exchange rate upload in SAP	Monthly	Treasury	✓	✓	✓	✓	✓	✓
1st	Factory visit, inventory control check	Monthly	Controllers	✓	✓	✓	✓	✓	✓
2nd	Prepaid expense amortization	Monthly	Controllers	✓	✓	✓	✓	✓	✓
4th	Complete bank reconciliation	Monthly	Payment team	✓	✓	✓	✓	✓	✓
5th	Circulating pending GRN List (GR/IR-SR/IR List)	Weekly	AP team	✓	✓	✓	✓	✓	✓
5th	SAP MM module month closure email	Monthly	Golam	✓	✓	✓	✓	✓	✓
5th	Payroll upload and employee advance settlement	Monthly	Payroll team	✓	✓	✓	✓	✓	✓
6th	Sales confirmation to EDL/DWC	Monthly	Rifat	✓	✓	✓	✓	✓	✓
6th	Segregation of washing revenue and passing general entry in SAP	Monthly	Rifat	✓	✓	✓	✓	✓	✓
7th	Export incentive - provision booking	Monthly	Controllers	✓	✓	✓	✓	✓	✓
7th	EDF & OBD loan interest provision	Monthly	AP team	✓	✓	✓	✓	✓	✓
7th	Intercompany Balance Confirmation - EDL	Monthly	AR & realization	✓	✓	✓	✓	✓	✓
7th	Intercompany Balance Confirmation - DWC	Monthly	AR & realization	✓	✓	✓	✓	✓	✓
7th	Intercompany Balance Confirmation - ASL	Monthly	AP team	✓	✓	✓	✓	✓	✓
8th	Unadjusted /open advances/security deposits knocking off	fortnightly	Controllers	✓	✓	✓	✓	✓	✓
8th	Ensure advance, deposits & prepayments are current	fortnightly	Controllers	✓	✓	✓	✓	✓	✓
8th	Transfer CWIP to main assets	Monthly	Afser	✓	✓	✓	✓	✓	✓
8th	Complete depreciation run	Monthly	Controllers	✓	✓	✓	✓	✓	✓
8th	Lease entry and revaluation transfer	Monthly	Controllers	✓	✓	✓	✓	✓	✓
8th	Intercompany Balance Confirmation - Local	Monthly	Controllers	✓	✓	✓	✓	✓	✓
9th	Provision- C&F, insurance and courier	Monthly	AP team	✓	✓	✓	✓	✓	✓
9th	Complete provision/accrual entries	Monthly	AP team	✓	✓	✓	✓	✓	✓
9th	Provision - Central Team	Monthly	AP team	✓	✓	✓	✓	✓	✓
9th	Monthly accruals of interest & repayment - project loan	Monthly	Controllers	✓	✓	✓	✓	✓	✓
9th	Complete COGS entries	Monthly	Controllers	✓	✓	✓	✓	✓	✓
9th	Reconciliation of salaries payables with payments	Monthly	Payroll team	✓	✓	✓	✓	✓	✓
9th	Run Customer/Vendor restatement in SAP	Monthly	Controllers	✓	✓	✓	✓	✓	✓
9th	Manual calculation & posting GL restatement	Monthly	Controllers	✓	✓	✓	✓	✓	✓
12th	GL review for exceptional items/entries	fortnightly	Controllers	✓	✓	✓	✓	✓	✓
13th	Circulating pending GRN List (GR/IR-SR/IR List)	Weekly	AP team	✓	✓	✓	✓	✓	✓
15th	Circulation of monthly financials to Board	Monthly	Nilan/Himanshu/Golam	✓	✓	✓	✓	✓	✓
15th	SAP month closure email	Monthly	Golam	✓	✓	✓	✓	✓	✓

* Day to day routine activities are not part of this checklist