|  |  |
| --- | --- |
| Event | Start |
| Receptionist | Check Received  Check Copied  Update Deposit Book |
| Treasury Department | Deposit Receipt Filed  Treasury Analyst Deposits Check |
| Intermediate Accountant | Online Banking System  Online Banking System  Wire Transfer Received  Daily Review of Bank Accounts  Daily Review of Bank Accounts Performed  Ensures Amount Received Matches the Deposit Book and Deposit Receipt.  Draft AR Receipt(s) in SAP |
| Finance Manager | Journal Entry in SAP  Review and Approve Journal Entry |
|  | End |

|  |  |
| --- | --- |
| Event | Start |
| Senior Accountant | Reconciliation Returned to Senior Accountant  GL Account Data  Reconciliation Prepared and Submitted for Review  Reconciliation Filed Away  Banking System Data |
| Finance Manager | Reconciliation Physically Signed Off as Reviewed  Follow Up Required? |
|  | End |