

International Bank Reconciliation

Period:

Country:

Bank Account:

Activity Number:

Attached Documents:

Reconciliation

Bank Statement

General Ledger

Currency Converter

FOR OTM ONLY

Received From:

Received Date:

Logged Date:

CM Accountant Received by:

CM Manager:

Kit Sum Lam

Instructions:

1. Please fill out an International Bank Reconciliations form for each individual bank account.
2. Only the top half of the form needs to be completed. The bottom portion is for OTM use only.
3. Please submit the form along with each reconciliation in your email.