

	Çanakkale Onsekiz Mart University Revolving Fund Management Directorate Internal Control Standards Action Plan Workflow Charts	Document Code	: IAKS01
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		Document out of date Responsible Personnel	: Computer operator

Accounting Workflow Steps	Person in charge	Relating to law and documents
<p>Bank statements of all units of the previous day are taken every morning</p> <p>↓</p> <p>Invoice to the relevant person/institutions based on the money deposited in the bank statements cut off</p> <p>↓</p> <p>Accounting records of the issued invoices are made through the DMYS program.</p> <p>↓</p> <p>It is submitted to the realization officer and the spending officer for signature.</p> <p>↓</p> <p>submitted to the treasurer</p>	<p>Related Unit</p> <p>Business Staff</p>	<p>No. 5018 Public property management and Control law</p> <p>Rotary Capitalized Enterprises Budget and Accounting regulation</p>
<p>Responsible Unit/Personnel: Computer Operator</p> <p>CONFIRM</p> <p>Chief of Business V. Business Manager</p>		