

# Bangladesh Krishi Bank

## ICT System, Card & Mobile Banking Department

Date: 21/06/2017

**Sub: A 2(Two) days work Plan for Year Closing June-2017 of BKB Online Branches**

S_No	Work Description	Date	Start Time	End Time	Job Done By
01	All Branch Level Day Close Completed	6/28/2017	5:00 PM	5:30 PM	Branch Level
02	Accounts Maintenance Fee Calculate for SB, CD & SND Module	6/28/2017	5:30 PM	6:30 PM	HO ICT Systems
03	Accounts Maintenance Fee Deduct from SB, CD & SND Customers account	6/28/2017	6:30 PM	7:00 PM	HO ICT Systems
04	Interest Calculation for All Deposit Module except term deposit	6/28/2017	7:00 PM	8:00 PM	HO ICT Systems
05	Interest Update to All Deposit Modules customer account (excluding term deposit, hajj deposit & CD account)	6/28/2017	8:00 PM	9:00 PM	HO ICT Systems
06	Auto Voucher Generate (PDF)	6/28/2017	9:00 PM	11:30 PM	HO ICT Systems
07	Central Day end Process	6/28/2017	11:30 PM	12:00 AM	HO ICT Systems
08	Take Central Database Backup	6/28/2017	12:00 AM	12:30 AM	HO ICT Systems
09	Product Sheet Generation for All Deposit	6/28/2017	12:30 AM	Till Complete (approx 3 hour)	HO ICT Systems
10	Product Sheet PDF files copy to Report Server	6/29/2017	8:30 AM	9:15 AM	HO ICT Systems
11	Auto Voucher PDF files copy to report Server	6/29/2017	9:15 AM	10:00 AM	HO ICT Systems
12	Must Ensure to branch release their Source Tax & Vat Corresponding Voucher	6/29/2017	2:00 PM	2:30 PM	Branch Level
**** 13 ****	Must Ensure to branch release their controlling office expense(Other Assets 133) voucher where applicable	6/29/2017	4:00 PM	4:30 PM	Branch Level
14	All Branch Level Day Close Completed	6/29/2017	6:00 PM	6:30 PM	Branch Level
15	Take Central Database Backup	6/29/2017	6:30 PM	6:40 PM	HO ICT Systems
16	Interest Calculation for All Loan Module	6/29/2017	6:40 PM	7:00 PM	HO ICT Systems
17	Interest Calculation for All Term Deposit (FDR, BKB Monthly Benefit, BKB Retired Saving Scheme, BKB Monthly/Quarterly Benefit)	6/29/2017	7:00 PM	7:15 PM	HO ICT Systems
18	Interest Update to All Loan Modules customer account	6/29/2017	7:15 PM	7:30 PM	HO ICT Systems
19	Provision Voucher Update in Respective (131) Receivable & (41) Payable sub-heads (for Term Deposit, Recuring Deposit & Yearly Loan Module)	6/29/2017	7:30 PM	7:45 PM	HO ICT Systems
20	Interest Calculation for all IBTA Head	6/29/2017	7:40 PM	8:00 PM	HO ICT Systems



21	Interest Update for all IBTA Head	6/29/2017	8:00 PM	8:15 PM	HO ICT Systems
22	IBTA Parking Balance Transfer	6/29/2017	8:15 PM	8:30 PM	HO ICT Systems
23	Auto Voucher Generate (PDF)	6/29/2017	8:30 PM	10:00 PM	HO ICT Systems
24	Central Dayend Process	6/29/2017	10:00 PM	10:15 PM	HO ICT Systems
25	Before Year Closing Necessary Reports Print	6/29/2017	10:15 AM	11:30 PM	Branch Level
26	Month End Process	6/29/2017	10:15 PM	10:30 PM	HO ICT Systems
27	CL Process	6/29/2017	10:30 PM	10:45 PM	HO ICT Systems
28	Take Central Database Backup	6/29/2017	10:45 PM	11:00 PM	HO ICT Systems
29	Year Closing Button Execute	6/29/2017	11:00 PM	11:30 PM	HO ICT Systems
30	Central Dayend Process	6/29/2017	11:30 PM	12:00 PM	HO ICT Systems
31	Product Sheet Generation for All Loan Module	6/29/2017	12:00 PM	Till Complete (approx 3 hour)	HO ICT Systems

**Note:**

- 01 MOC Test on Yearly Closing-2017 must be complete by 23-06-2017 to 24-06-2017 in Test Server
  - 02 Branch Level Day Close Must be complete by 5:00 PM dated 28-06-2017 & 6:00 PM for dated 29-06-2017
  - 03 Before Year Closing all necessary Reports can be print-out by branch level on 29-06-2017 10:30 PM to 11:30 PM
- \*\* Before Year Closing Report**
- i) Statement of Affairs (Small page Affairs and Back Page Affairs)  
General Ledger => Reports => Daily Reports => **Statement of Affairs**
  - ii) Monthly Income & Expenditure Statement (without Provision, Shortcut)  
General Ledger => Reports => Monthly Report => **Monthly Income & Expenditure Statement**
  - iii) General Ledger (General Ledger => Reports => Daily Report =>  
General Ledger, Income and Expenditure Statement, Daily Cash Book => **General Ledger Summary**

Please do the necessary action for above points for smooth Year closing June-2017.

Best Regards

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