

# SOP: Statement Download: Bank Accounts

09/16/2024 8:14 am CDT



Who is this for: Accounting Personnel



Objective: To make bank statements available to CFO

At the beginning of each month, download each bank account statement into Dropbox file for CFO:

Log into online bank portal:

Begin with our operating account, then move through the brand partner accounts alphabetically:

From the 'Home' screen, open the Operating Account:

Select the 'Documents' tab on the top:

Account field will be populated with: 'Charlie Bean- Operating Account'

Document Type field: make sure this is populated with 'Checking Statement with Images'

(if not, use the down arrow on the right to select this)

Date Range field enter the month you are downloading (ex: at the beginning of June 2024, download May statements: 05/01/2024 – 05/31/2024)

Select the 'Submit' button

The statement will appear under 'Available Documents': left click to open; download into the corresponding file for the account files in Dropbox:

(file path) Charlie Bean: Employee Relations: Accounting: Accounting for Taxes: Accountant Info: Month End: Prime Checking Statements (for operating account): 2024 (the correct file year)

copy and paste the format from the last months' statement, updating the date to the correct month; save the document in the file

Proceed with each account alphabetically; select the down arrow on the right side of the 'Account' field, repeating the above for each brand partner bank account; Log out