

ABSTRACT

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TRANSACTION RECAPITULATION AND RECONCILIATION AT GLOBAL JAYA SCHOOL

Global Jaya School is an international based school. While carrying out professional work at Global Jaya School, Practitioners work under the guidance and supervision of the Finance and Accounting Department. Practitioners are given the opportunity to learn and be directly involved in assisting the process of transaction recapitulation, bank reconciliation, document archiving, and inputting transaction journals into the system. Practitioners gain a lot of knowledge, both theory and practice, as well as a very memorable work experience.

Keywords: *Finance and Accounting, Transaction Recapitulation, Bank Reconciliation.*

