



**UNITED
INTERNATIONAL
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Internship Report on
'Financial Reporting System of
Arla Foods Bangladesh Ltd'



Course Code – INT 4399

Submitted to:

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Preface

An internship is a practical course that is offered to the BBA students in their last trimester in order to help them gain some professional experience before graduation. The students are expected to join an organization of their preference and gain a hands-on experience in the corporate world. It is imperative for a student to choose an internship based on the major they selected in their undergraduate program. After the completion of internship, a report is generated by the students and submitted for evaluation.

My major is Finance and therefore I chose to do an internship in the Finance Department. Initially, it was quite difficult to find an internship in Finance as the demand for Finance interns were quite low at that time. But fortunately I got the opportunity to work as a **Financial Reporting Intern at Arla Foods Bangladesh Limited**. I worked as an intern there from July 14th, 2021 to November 14th, 2021. Within these 5 months, I received a bird's eye view on how a financial reporting team in an MNC operates in Bangladesh. But since most of my responsibilities were based on the financial reporting activities in procure-to-pay process, I decided to write extensively on this topic. Due to confidentiality issues, I may not be able to disclose everything in details. I will try my best to cover the topic without exposing sensitive information.

The best part about my internship was being able to work in a dynamic team, where everyone motivated me to learn and make progress. Everyone in my team was highly ethical, motivated, highly responsible, and energetic and could adapt and solve crisis quite easily. Watching them carrying out their responsibilities without taking a break was truly eye-opening for me, because before this, I didn't know it was possible people to work for 10 hours and truly enjoy it.

I am extremely grateful to my mentor, Sihab Sagar, Senior Executive at Arla Foods Bangladesh Limited, for helping me learn and implement all the new concepts and for training me for my upcoming career. Without his guidance, I wouldn't have been able to adapt to the corporate environment and stay motivated.

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Acknowledgement

This report has been written on 'Financial Reporting In The Process Of Procure-To-Pay' and is entirely based on my practical experience at Arla Foods Bangladesh Limited. But finishing this wouldn't have been possible without the help of the employees of this organization. I am extremely grateful to the whole Finance Department for their cooperation and for helping me add more details to the report.

I would like to thank Amit Kumar Nag, Financial Reporting Manager, for recruiting me and trusting me with the assigned responsibilities. He acknowledged all my hard work, motivated and rewarded me and helped me stay motivated.

I would like to thank Jobayda Rahman Dalia, Assistant Finance Manager, for supporting me in my most difficult phase and for helping me adjust better in the office.

I would like to thank Ahammed Ali, Assistant Manager of Financial Reporting, for giving me broad idea about the world of Finance and for encouraging me to learn ERP Software.

And most importantly, I would sincerely like to thank my mentor, Sihab Sagar, Senior Executive, who was there for me at every step since the beginning of my internship. He guided me, taught me new concepts, gave me highly detailed and specific instructions to help me complete my tasks, gave me a lot of mental support and tried his best to prepare me for my upcoming career.

I would also like to thank Nusrat Farzana ma'am, Assistant Professor at United International University for guiding me and helping me complete my internship.

And lastly, I would like to thank my family and friends for being there for me and for believing in me.

Letter of Transmittal

4th July, 2022

Nusrat Farzana
Assistant Professor – Finance
School of Business & Economic
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Subject: Submission of Internship Report

Dear ma'am,

It is an honor for me to share my internship experience with you through this report. I completed my internship at Arla Foods Bangladesh Limited and I worked there as a financial reporting intern for 5 months. In this report, I tried my best to include all the practical knowledge I gained without disclosing sensitive information of the company.

I have shared all the experiences and knowledge I gained in this report. I have gained knowledge about the Procure to Pay Process and the role of vendors, taxes, VATs and withholding tax and I have documented all these in my report, I hope this report is reflect my experience, knowledge and the hard work of all the five months I spent there.

Sincerely Yours

Ema Akhter
ID- 111 171 071
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Executive Summary

This report has been written from the point of view of a finance student. In this report, I mainly focused on the Procure to Pay Process (P2P) and all the other financial activities that I got to practice as an intern there. I have tried to summarize all the notes I took in my internship journal in this report.

The Finance and IT department is one of the largest departments at AFBL after the marketing department. Here, I worked in the Financial Reporting team. My internship focused on the P2P process. This is the process in which supplies needs are detected and purchased. Small firms conduct it manually, but large MNCS use software like SAP to conduct this. All the steps are carried out by SAP except the process of financial payment, which is done through Financial Institutions like Banks. My responsibilities in this process as an intern were Vendor Data Management, assisting in Financial Reporting activities, issuing Tax Certificate, calculating Tax and VAT for vendors, managing Finance Archive, managing invoices & preparing them for posting and creating Ledgers and summaries for Advance Income Tax. I have discussed all these in details in my report.

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Introduction

Bangladesh is a country which has extremely high demands of dairy products, especially milk. The dairy industry in this country is quite large and lucrative. People demand milk on a regular basis and this demand is fulfilled by this huge dairy industry. There are several companies that are leading this industry, and all of these are either local Bangladeshi companies or multinational companies. Arla Foods Bangladesh limited is one of the leading companies of the dairy industry of this country. It is the 4th largest Scandinavian dairy company in the world. It aims to distribute healthy products while satisfying its consumers across the globe.

It is difficult to meet the ample demands of dairy in Bangladesh with the help of the domestic dairy organizations. To meet this discrepancy, dairy is imported from developed countries. The Dano powered milk is one of those products from AFBL that has been helping to fill up this deficit. A nutritious milk powder is essential for children; and for this, it has been used by people from both urban and rural areas for decades.

Over the years, the Dano brand has grown and won the hearts of several Bangladeshi families. It has now produced other types of powdered milk to further meet the needs of the Bangladeshi citizens. Some of these products are Dano Daily Pushti, Dano Power, Dano Fit, Dano Mom and Dano Sterilized cream.

The AFBL has also grown within this time. It now has a large network of employees through the country, working to serve its purpose. It has a beautiful head office in Dhaka, Gulshan, Cotton House and has a factory at Konabari, Gazipur.

Company Overview

Arla Foods Global

Arla Foods is an international dairy company. Its main headquarters are situated at Visby, Denmark. It has more than 12,500 farmers as member with a goal of providing the consumers with natural, healthful and premium quality dairy products. Back at 1880's, the dairy farmers of Denmark and Sweden merged together with a main objective of making and distributing the greatest dairy products possible. They were fully focused on the high standards of animal care, they maintain the quality, food safety for consumers as they are a farmer owned firm. This means when customers buy products, the money which is distributed equally among the owners who provide the liters of milk. So as a farmer owned business all the profit goes back to the owner of Arla. dairy company MD Foods happened on April 17, 2000. And "Arla" became the global 4th largest milk producer almost half a century ago when they were started with Sweden. Currently Arla collects

Arla is the largest dairy product producing firm in Scandinavia. A merger between Swedish dairy cooperative Arla and the Danish genuine cow's milk from 12,500 farmers in 7 countries especially from Denmark, Sweden, England and Germany and few more European countries. As the agricultural, production and transportation systems are all the same in everywhere, "Arla" Can ensure the quality of all of their products from beginning to end.

Arla is an old name which comes from root as English word "early". More than 80% of all youngsters want to know about the food products they are consuming and where do they come from. So, Arla has a campaign named 'Dairy Adventures' where the children travel to the countryside to learn about the dairy production of Arla.

Together with product development teams from the UK, Sweden, China, Germany, the Netherlands, Finland, and the United States, they enthusiastically create from farm to plate in the recently constructed Arla Innovation Centre. Arla does this by making use of state-of-the-art consumer and scientific labs as well as a 2000 m² pilot plant with the capacity to build any kind of process needed for the innovation projects.

Origins

Arla is an old name which comes from root as English word "early". The investments in the shared dairy in processing facilities between two dairy producers in Sweden and Denmark and they created the local in the 1880's. By doing this, they made proficient utilize of their dairy and higher quality items. The profit they made from their milk was similarly part between the dairy ranchers and together they built a great future for themselves and another era on their cultivation. And the First dairies in Denmark and Sweden were founded back at 1881. And after that many more co-operative dairies were founded. And after that Merger and acquisition became the part of the daily life In Dairy industry.

But in Year 2000 the merger between the Danish MD Foods and the Swedish Arla Ekonomisk Forening invented the first large cross-national merger in the Nordic dairy industry, and after that many more seen coming.

Arla Foods in Bangladesh (AFBL)

Arla Foods Bangladesh LTD entered with their operation in Bangladesh in 1961. Among all the other products, this organization became very popular in Bangladesh with their Dano Milk brand. Arla Bangladesh's Headquarters are situated in Gulshan, Dhaka and its manufacturing factory is located in Gazipur. Very few milk groups in Bangladesh have their own ranchers from whom they obtain the milk it provides. The product Dano has many varieties such as: Dano Power, Dano Mom, Dano daily Pushti, Dano Deelac etc. Among these Dano power and Dano Daily Pushti contributes the most for generating the major portion of revenue of Arla Foods Bangladesh LTD. For that reason, these two brands are known as Dano Core.

Like any other organization, Arla Bangladesh has a number of offices. The sections include marketing, supply chain management, human resources, production, corporate transactions, finance and IT, and marketing.

Mission

“Arla Foods' purpose is to supply modern consumers with natural milk-based products that inspire them, give them confidence, and make them feel good.”

Vision

“The vision is to be the leading Dairy Company in the world through considerable value creation and active market leadership to obtain the highest possible milk price.”

Some Arla Foods products in Bangladesh

Some of the products of AFBL are:

- Dano Daily Pushti
- Dano Power
- Dano Fit
- Dano Mom
- Dano Sterilized cream

Major Competitors

The major competitors of AFBL are:

- Milk Vita
- Marks
- Nido

- Red Cow
- Diploma
- Starship
- Farmland
- Anchor
- Kwaliti
- Fresh

AFBL continuously tests their products to ensure quality and always compares it with all the other products to ensure competitive advantage

Finance

Departments

At Arla Foods Bangladesh limited, the finance department was quite large. It has been categorized as the Finance & IT department and it had three sub-sections: Corporate Finance team, Financial Reporting team and the IT team.

I was an intern in the Financial Reporting team which consisted of six members: Amit Kumar Nag, [Financial Reporting Manager], Jobayda Rahman Dalia [Assistant Finance Manager], Ahammed Ali [Assistant Finance Manager], Sihab Sagar [Senior Executive], Kazi Ali Tareq [Executive] and me. Each member ha separate and distinct responsibilities. Amit Kumar Nag was our line manager and his main responsibilities were auditing and coordinating the team. Jobayda Rahman Dalia was responsible for financial reporting activities, payment responsibilities, and managing the treasury part. Ahammed Ali was responsible for managing the master data through SAP and managing overall Financial reporting. Sihab Sagar was responsible for managing accounts payables, TAX & VAT and for mentoring the interns. Kazi Ali Tareq dealt with the banking sector and managing financial activities related to the import of the products.

As an intern, I had several responsibilities. I mostly assisted all the members whenever they needed an extra hand, but apart from that, I had the following responsibilities:

- ❖ Vendor Data Management
- ❖ Assisting in Financial Reporting activities
- ❖ Issuing Tax Certificates
- ❖ Calculating Tax and VAT for vendors
- ❖ Managing Finance Archive
- ❖ Managing invoices & preparing them for posting

- ❖ Creating Ledgers for Advance Income Tax
- ❖ Creating summaries for Advance Income Tax

Nature of my internship

I worked in the finance department as a finance intern and it was a paid internship. The salary provided was quite competitive and along with the salary, they provided transport, occasional gifts, free snacks, tea/ coffee and leaves for vaccination or a break was given if anyone was infected with corona.

All interns were given an on boarding session on their first day. In the on boarding session, they shared all the basic information related to Arla Foods Bangladesh Limited. They introduced me with all employees and my team members. An ice breaking session was also conducted to make me feel comfortable.

After that, my CV was re-checked by the HR and I was asked to fill up necessary documents for joining as an intern. I was given a joining pack where I had to provide all my necessary details and I was asked to submit a joining letter to the HR as well. Apart from these, I also submitted all my academic certificates, forwarding letter from United International University, Bank details, NID and passport photocopy and some passport sized photos.

Another session was given to me for the IT & Code of Conduct. There, I attended a webinar which taught me about basics of hacking, types of information and how to protect them, basic introduction to Office 365 and all the software in it, basics of global ID and Local ID and basics of global IT and local IT.

After that, I was given a laptop, a mouse, an adapter and a bag. A requisition was signed for all of these equipments. A temporary employee ID was created for me so that I can use it to enter the Arla interface and my fingerprints were also taken so that I can enter the office using my ID and fingerprint.

Expected Skills

Most of the MNCs expect some basic skills from interns before they are hired. As a Finance intern, I was expected to have following skills and knowledge:

- Good Communication Skills
- Basic Computer Skills
- Expert at Microsoft Office, especially Excel
- Adaptability
- Working under pressure
- Being a team player
- Target oriented

- Having sufficient knowledge about Finance and Accounting
- Having good language skills in both English and Bangla
- Having basic knowledge about SAP or any ERP software.

Responsibilities Assigned

- ❖ Vendor Data Management- In vendor data management, we used to collect the VAT certificate and trade license from all the vendors. After collecting them, we would save all those files in a drive. Then my supervisor used to create their profiles by entering their data in SAP. My responsibility was to use the VAT certificate and trade license to find out if a vendor was compliant for Arla or not. For this, I would have to go through the documents and find out the type of business that they stated. If it didn't mention suppliers or the actual business that they were doing, then they would be warned about it and a time frame of 1 month would be given to them so that they can provide appropriate documents. If they fail to provide correct documents then Arla would stop doing business with them. I used to call the vendors and ask for documents and would communicate issues related with their documents to them. I used to create vendor enlistment form and help vendors fill up those forms.
- ❖ Assisting in Financial Reporting activities- The financial reporting team had 5 members including me. Each member, except the intern, had fixed and separate responsibilities. They would instruct me to carry out certain tasks depending on their needs. For example, I used to write cheques and pay orders for the assistant manager. I was given the responsibility to scan and print valuable and sensitive documents by all the members. I would assist in auditing by finding out the challan papers and making an excel file about all the information there. I would also record any additional expenses made by the Finance Reporting team.
- ❖ Issuing Tax Certificates- I was responsible for creating tax certificates for the vendors using the format and the data that they provided.
- ❖ Calculating Tax and VAT for vendors- I used to calculate tax and vat in excel. The formula for vat that I used to input is Value of vat = selling price x (1+ VAT in %). For calculating tax in excel, I would use the if function: =(if basic income <= a certain amount, 15%)
- ❖ Managing Finance Archive- To manage the finance archive, I had to digitalize a lot of financial documents and then I had to pack them in a box and deliver them to a third party company for storage. I also had to reorganize the whole finance archive room year wise and category wise.
- ❖ Managing invoices & preparing them for posting- invoices from all of our vendors used to arrive at Arla's reception. My responsibility was to receive the documents and scan them. After scanning them I would create folders and save them in drive and share the link with my supervisor. Then he would use those to enter the amounts in SAP.

- ❖ Documentation- I was responsible for various types of documentation. I used to write meeting minutes on every Sunday and Wednesday. I would make a list of all the companies that provided mushok, challan, invoices or any necessary documents. I used to update the vendor data list. I made detailed documents of all the files that I sent to third party companies and all the files in the finance archive room.
- ❖ Creating Ledgers for Advance Income Tax and Creating summaries for Advance Income Tax- In both of these I was given an excel file with a format and asked to fill up the information using the given excel files. I didn't get the chance to learn it in details as my internship ended.

Financial Reporting Activities in Procure to pay process

The procure-to-pay process (P2P) is used when companies need goods or services from an external vendor. This process consists of steps that need to be taken in order to purchase the items required by the company and the methods that need to be used to pay off these vendors. The overall process might sound simple, but in practice, it's quite complex. In large organizations such as Arla Foods Bangladesh Ltd, the P2P and all the accounts payable activities cannot be executed in simple paper based methods. It has to be executed using ERP software such as SAP. Therefore, almost all the processes related to P2P were executed through the SAP software in this company.

In the P2P process, there are five significant steps. These steps need to be implemented in order to ensure that a transaction is completed. In an MNC, these steps are executed everyday and these steps may contain a lot of important data and all of these steps need to be executed with care and must be assigned to someone who is highly responsible.

These five significant steps have been given below:

1. Purchase and requisition: The process starts off with the needs of all the departments of the company. The existing departments may either require goods or services. They might need spare parts, finished goods, packaging materials, services, or absolutely anything that needs to be purchased from an external vendor. The department that wants to purchase a good or service defines what they need, where they need it from and how much they are willing to spend for it. Then, they fill up a requisition form and send it to the purchasing department. Then, they use their database to find a suitable vendor to conduct this purchase. At Arla Foods Bangladesh Ltd, the Finance and IT department was responsible for purchasing. All the processes of purchasing were conducted through SAP but the payment process was separate and was done through banks.

2. Purchase order- After selecting a compliant vendor, the appropriate price is selected after analyzing the forecasted yearly expense. After negotiating a price, a purchase order (PO) is created.
3. Order Confirmation- When the vendor receives the PO, they check if they have the required products and then send a receipt to the purchasing company and informs them about the time and date of shipment.
4. Delivery Notification- When the required products arrive, the purchasing company must inform the vendor about it through documentation. The purchasing company must check if all the products are in good condition and then send a feedback to the vendor.
5. Invoice payment- The process of invoice payment is the most time consuming step. Here, the vendor will create an invoice based on the information provided by the purchasing company and make all the required adjustments to the final bill amount. In this step, the PO, delivery receipt and the invoice is reconciled to ensure that all the data is correct. After that, authorization of payment is taken and the vendors are paid. All the expenses and financial information is also recorded in this step.

After the payment, invoices are received from the vendors. They usually send printed copies of the invoices to the head office. These invoices are then scanned and saved in the outlook drive as PDF files. From there, the SAP experts in the department select the PDFs and the information from these get automatically detected and these are collected and saved in the SAP cloud.

The role of Vendors in the P2P process

Businesses are responsible for delivering the products that customers demand. But to provide specific products or services that are unique to a business, they need supplies or services from external sources to develop a finished product. Therefore, for a business to function smoothly, it needs procurement providers. These procurement providers are known as vendors. Vendors are basically companies/firms/Businesses or sellers who provide supplies or services to other companies so that they can meet their customer demands. Every company has vendors. It is impossible for a business to operate without vendors as a business needs supplies to operate. The bigger the company, the more vendors it will have.

Arla Foods Bangladesh Limited currently has around 223 vendors. Since the company is expanding, there is a possibility that the number of vendors may increase as well. Every vendor has a unique vendor number which helps the SAP software to identify them.

Types of Vendors

In Arla Foods Bangladesh Limited (AFBL), each department has vendors catered to their needs. There are five major types of vendors: Finance vendors, IT vendors, marketing vendors, supply chain vendors and vendors for Human Resources. Finance department has vendors that give services related to financial activities. For example, Acnabin and Snehasish Mahmud & Co are firms of Chartered Accountants that provide AFBL's finance department with Financial Services. IT department has vendors related to software companies and computer hardware and equipment companies. Marketing department has many different types of vendors like Advertisement vendors like Ad firms and newspaper companies, marketing research companies, event management companies, Sign Board and poster making vendors, indenting companies, Telecommunication vendors and vendors that create props and accessories creating vendors. Supply Chain mostly deals with vendors that help in packaging. Human Resource deals with Hotel & Restaurant vendors, Event Management vendors, vendors that give services of transport and vehicle. Apart from this, every department needs printing vendors, office supplies vendors etc. If any department or employee purchases something needed for the company, the seller of that product or service will become a new vendor to AFBL and a unique identity code will be created for that company in the SAP.

Vendor Selection Strategy

Arla Foods Bangladesh Limited (AFBL) has a structured strategy to deal with its suppliers/vendors. Before purchasing anything from the vendors, AFBL first tries to ensure if the vendors are compliant with Arla's Policies. AFBL has a list of accepted Suppliers and these are all compliant with AFBL's policies. Every vendor is evaluated to ensure their compliance. The accepted suppliers can be classified into 5 sub categories, they are:

- Preferred- These vendors are Arla's first choice and departments must try their best to purchase from them as they are the ones who will be providing supplies of best quality. Another reason to choose them is that, they have written purchase agreement with AFBL and are legally safe. This reduces risks for the company.
- Pending- These vendors can be used as suppliers but not all of their documents are available to AFBL. If these vendors do not submit the correct documents within 9 months, they will be categorized as non-compliant. In Bangladesh, there are many vendors who use trade licenses that were not created for providing procurement. In AFBL, the trade licenses of all the vendors are checked by the Financial Reporting Department to ensure that the vendors are using trade licenses that have mentioned that their businesses are involved in Procurement Providing. If they are, then they are compliant, if they 'procurement provider' or 'supplier' is not mentioned, then the vendors are informed about it and they are asked to provide the correct trade license. If they provide it within 9 months, then they are moved to the preferred category, if not, then they are labeled as non-complaint with the sub category maverick.

- Locally Accepted- In Bangladesh, if there is no preferred supplier, the employees choose local vendors who can provide good quality products at reasonable prices. This method is practiced internationally as well.

- Customer required- The choice of vendors of customers may be considered if it is required. However, permission from managing director is required to do this.

- Public- These are mandatory suppliers used for public supplies, and it needs approval from the managing director.

The vendors that cannot be accepted are:

- Maverick- The suppliers who have been active in the last 24 months but couldn't present proper documentation within 9 months are categorized as maverick.

- Blocked- These suppliers are blocked from SAP and employees are not allowed to purchase from them.

- Black-listed- The suppliers who couldn't deliver or committed fraud gets Black-Listed. They are blocked from both purchasing and posting from SAP.

Cost saving opportunities: A department can have many vendors giving the same products/Services. This is because, while making purchases, the department needs to choose a vendor which is offering the best quality and prices. Quality and Prices may fluctuate over the course of time; therefore, it is best to have multiple vendors to choose from. AFBL Identifies Cost saving opportunities for the products or services they buy.

Commercial & operational risks: These are controlled through terms and conditions, code of conduct, signed agreements, QEHS approval of suppliers and following up on vendor's performances.

Buying and ordering: Supplies are bought using standardized purchasing systems and processes.

Vendor Invoice Management (VIM):

The vendors usually send their invoices or receipts to the Finance department where these are processed. The invoices first arrive at the reception where it is received by the HR executives. They record which company sent their invoices on which date in their registers. After that it is received by the finance department and a signature is left on the register. Usually, they not only send their invoices, they send other financial data as well. These are opened and separated and distributed to the people who are responsible for a particular type of document. The invoices were separated and given to me for scanning and uploading. I would then pass it on to my supervisor, who would upload these to SAP in my presence. After uploading, we would use seals

to stamp on the invoices. We would categorize these uploaded documents as “posted” and mention the dates there.

The vendor invoice management was done through SAP because it was quicker, the chances of invoices getting misplaced were negligible and it required less space to store the data. The SAP has a separate section for this known as the vendor invoice management (VIM). The process used by SAP to process invoices is given below:

1. First, the vendors send their invoices. They mostly send paper invoices but some of the vendors email them as well.
2. After receiving the invoices, these are scanned. The scanner automatically emails the selected recipient.
3. The recipient then uploads these to server where it is achieved. This invoice is saved as document and a unique identity number is given.
4. It is then sent to SAP VIM where it is given a DP number and then it is stored.
5. Then the information from the invoices is collected by the software. The invoice capturing centre is responsible for this.
6. Then it is determined if the data collected is valid.
7. If the information is valid, it is sent to MIRO.

One of the challenges phases for the department was managing the invoices during the pandemic. Most employees were affected during that time because of which they all had to attend home office. This created problems because the invoices used to arrive at the head office and there were limited number of office operators available who would scan and send these documents. Some of the documents used to be sent through emails after scanning. But many were left at the desks. This piled up invoices of several months that needed to be processed. When I joined as an intern, I was responsible for managing this situation as well. At the beginning, I attended home office but after a week, I started to attend regular office and managed these documents.

Calculating Tax and VAT for vendors

Although the SAP calculates the tax and vat, it is still manually calculated through excel. This is because SAP sometimes makes mistakes in these calculations. In order to detect these calculation mistakes, the calculation done in Microsoft Excel is used so that we can find out where exactly the mistake occurred.

D	J	K	L	M	N	O	U	
New Ref	Due Date	Bill Amount	TDS	VAT	Net Payable	Total Ex VAT	Description	Provisor
2012	10-Jan-21	35,000.00	657.00	1,666.67	32,666.33	33,333.33	Internet of	
2012	10-Jan-21	57,775.20	-	2,751.20	55,024.00	55,024.00	Internet of	
2012	10-Jan-21	30,000.00	571.00	1,428.57	28,000.43	28,571.43	Internet of	
Banglade	10-Jan-21	30,000.00	571.00	1,428.57	28,000.43	28,571.43		
Credence	10-Jan-21	46,000.00	4,000.00	6,000.00	36,000.00	40,000.00		
Global	10-Jan-21	5,000.00	93.00	348.84	4,558.16	4,651.16	Expense for	
2341-	16-Dec-20	631,579.00	31,579.00	-	300,000.00	631,579.00	House Rent	
ACNABIN	17-Dec-20	102,360.00	8,901.00	13,351.30	80,107.70	89,008.70	Expense for	
Infinity	7-Jan-21	7,095.00	132.00	495.00	6,468.00	6,600.00	Crest for Nov	
Dev IT551	7-Jan-21	10,000.00	100.00	748.50	9,200.00	9,591.40	Tax for	

Creating Ledgers and summaries for Advance Income Tax:

This is also calculated separately in excel and its used to match it later with SAP. A preexisting format was given to me and I was asked to fill up all the missing information. The overall calculation was done by the excel formula.

Issuing Tax Certificates

After the annual auditing is completed, the annual tax certificates are issued. The reason why we need to create tax certificate is withholding tax. The withholding tax is the income tax of the vendors that is paid by the company on behalf of the vendors to the government. The report of withholding tax is used to create this certificate and it will contain data on the amount of tax that was deducted from the final payment amount of the vendors. Almost all the vendors of AFBL requested the company to give them tax certificates during the time of agreement, but there are some who prefer to pay their taxes by themselves. We use the 'Withholding Tax' seal on the invoices of the vendors who want AFBL to pay their taxes. The vendors need this certificate to use it as an evidence of tax payment to the government.

The certificates are created using Microsoft Excel and then they are printed on letterhead pages with AFBL's logo. These are then signed by our Finance Reporting Manager before sending them to the vendors. If the Finance Manager is absent, then, the person immediately below him signs the certificates on his behalf.

Managing Finance Archive

The finance archive at AFBL was a room full of documents that consisted of all the documents of the last 30 to 40 years. These documents were mostly financial documents. These needed to be digitalized, uploaded and sent to a third party vendor. I was responsible for managing these documents, reorganizing them, digitalizing them for easy access, and then for sending them to our vendors. The most recent financial data were kept at the archive at AFBL. We decided to keep the documents of the last 5 years in the archive. Each shelf was labeled and a map was created so that all the employees can find and access the paper documents within the company. This was also a part of P2P process because all the new invoices were stored in the archive as well.

Conclusion

AFBL is one of the leading dairy companies in Bangladesh and it didn't become of the top companies just like that. All the departments and the human resource of this company have worked hard to achieve this level of excellence. All the employees of this company are highly experienced and intellectual people. I have been one of those fortune interns who got to learn from these hard working professionals.

The Finance team not only helped me to learn the basic skills and knowledge needed for finance, they also groomed me to become a corporate professional. The overall knowledge and experience that I gained about the P2P process and SAP, is acting as a precursor now, helping me to build a career in finance. I believe if I now take a professional course on SAP, I will be able to jump start my career as a finance executive in any reputed company.

Recommendation

I have spent the beginning of my career at AFBL as an intern and throughout my internship, I not only gained knowledge about Finance, I also gained knowledge about how an organization operates in Bangladesh. This has also helped me to come up with some recommendations that other interns can use when they start their internship. My recommendations have been listed below:

- Computer skills, especially skills of using Microsoft Office and G-suite are quite essential. These are used regularly and without this, the learning experience might get slower.
- It's always important to ask questions and permissions from the supervisor before taking an important step.
- Communication skills are extremely important for this learning phase. As an intern, I had to take a lot of instructions. To be able to take instructions, staying focused and listening

effectively is significant. And giving a feedback of the progress of the task assigned is also important. For this reason, having smooth communication skills is quite necessary.

- In order to learn and gain knowledge, interns should be mentally prepared to spend more time on the office so that they can observe and learn their superiors.
- Interns must always note down everything to follow the instructions effectively.
- Having good social skills is quite necessary if interns are working in a team.
- Having a sound knowledge about Accounting is necessary in Finance because most of the companies combine the finance and accounting tasks and carry them out in one department.