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**BSIT 4-1**

## **ERP Module: Finance and Accounting Module**

### **Specific Functions:**

- 1. General Ledger Management**
  - a. Record journal entries (debits and credits) — **Finance Manager**
  - b. Maintain a chart of accounts — **Finance Manager, Accountant**
  - c. Generate trial balances and financial statements — **Finance Manager, Accountant**
  - d. Support real-time financial reporting and consolidation — **Finance Manager**
- 2. Accounts Payable**
  - a. Record incoming supplier invoices — **Accountant**
  - b. Match invoices with purchase orders and receipts — **Accountant, Procurement Officer**
  - c. Track due dates and schedule payments — **Finance Manager, Accountant**
  - d. Handle payment processing and generate remittance advice — **Finance Manager, Accountant**
- 3. Accounts Receivable**
  - a. Generate customer invoices based on sales — **Sales Officer, Accountant**
  - b. Record payments and apply them to invoices — **Accountant**
  - c. Monitor outstanding balances and aging reports — **Finance Manager, Accountant**
  - d. Send automated payment reminders or dunning letters — **Accountant, Sales Officer**
- 4. Financial Reporting and Compliance**
  - a. Create income statements, balance sheets, and cash flow reports — **Finance Manager, Accountant**
  - b. Perform budget vs. actual comparisons — **Finance Manager**
  - c. Automate tax calculations and reporting — **Accountant, Finance Manager**
  - d. Generate financial summaries for stakeholders and auditors — **Finance Manager**