

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**