

# Accounts Department

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## Voucher Management:

- ☐ Creation, updating, and posting of vouchers for:
- ☐ Sales & Sales Return
- ☐ Purchase & Purchase Return
- ☐ Salary
- ☐ Fixed Assets/Depreciation
- ☐ Accounts receivable/payables and adjustments

## Ledger Management:

- ☐ Customer/Vendor ledger handling.

## Expense Management:

- ☐ Tracking and managing expenses.

## Bank/Cash Management:

- ☐ Handling transactions and reconciliations.

## Reports:

- ☐ Advance Reports
- ☒ Financial Statements: Trial Balance, Balance Sheet, Profit and Loss, Income Statement
- ☐ Outstanding Statements
- ☐ Bank Statements

## Financial System:

- ☐ Chart of Accounts Management
- ☐ Assets Depreciation and Registration
- ☐ Financial Year Opening/Closing

## Other Functions:

- ☐ Inventory Cost Management
- ☐ Tax Management

## Human Resource Department

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### Admin Systems:

- ☐ Employee database management.

### Payroll & Compensation:

- ☐ Payroll processing, Leave system, Time tracking
- ☐ Increments, Allowances, Deductions
- ☐ Pay Slip generation

### Employee Records:

- ☐ Employees List
- ☐ Withholding Tax management

### Loans & Advances:

- ☐ Loan processing
- ☐ Advance Salary system