

Accounts Department

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

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