Financial Management & Accounting

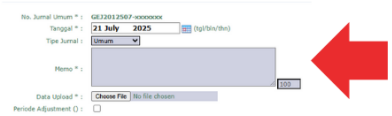
Managing Finances & Accounting

- **Managing General Journals:** Used by **the Accounting team** to record accounting transactions that do not originate from other modules (e.g., adjustments). Access via **the General Ledger module > General Journals.**

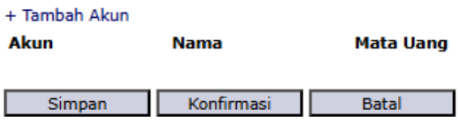
1.Click New



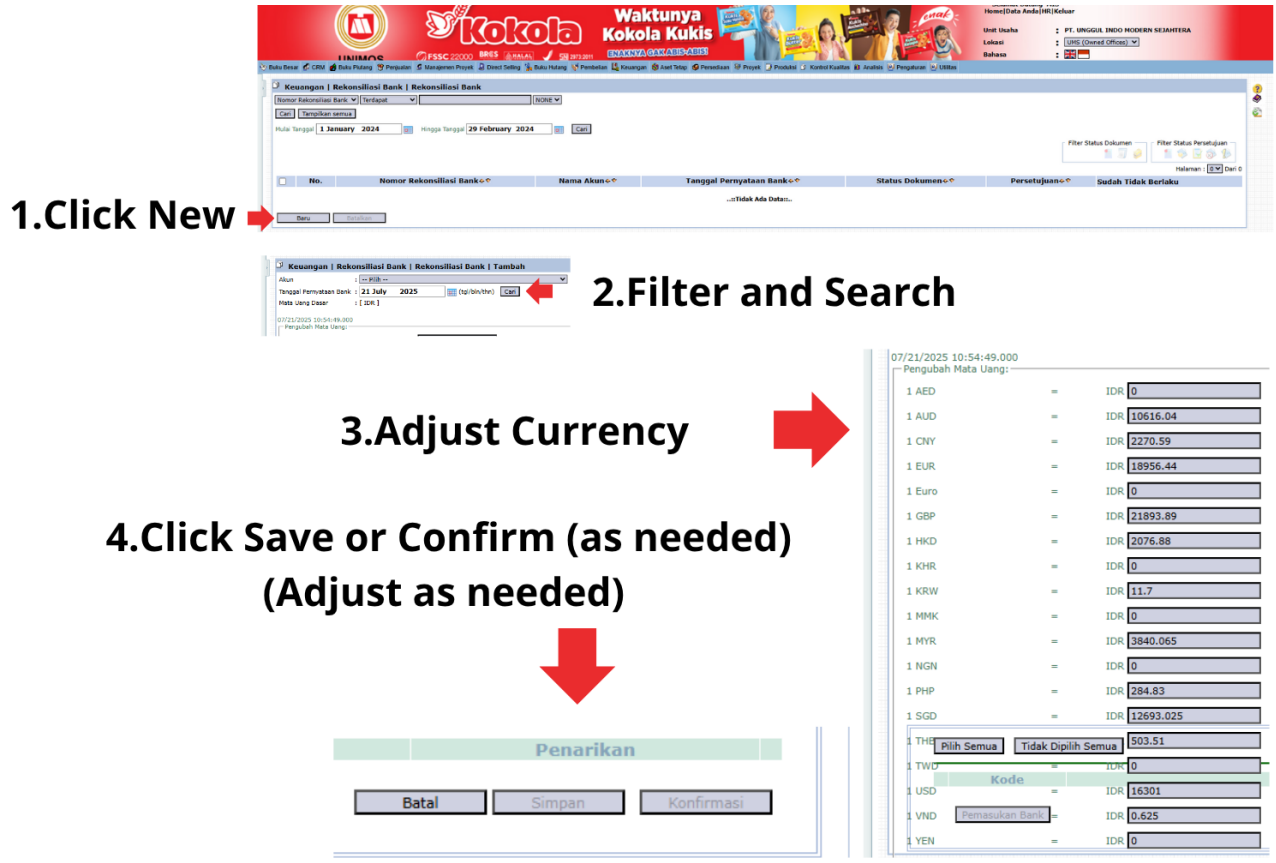
2.Fill in all field



3.Click Save or Confirm (as needed) (Adjust as needed)



- **Bank Reconciliation Process:** Conducted by **the Finance team** at the end of each month to match the balance in the system with the bank statement. Access via **the Finance module > Bank Reconciliation.**



- **Creating Financial Statements:** Key reports such as the Balance Sheet and Profit & Loss Statement can be pulled at any time by management and **the Accounting team**. Access via **General Ledger > Reports > Balance Sheet > Profit & Loss.**



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