



MANUAL BOOK ACCURATE ACCOUNTING FOR DEPARTEMEN FINANCE OPERATION CENTRAL GROUP

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A. Introduction

Central Group is a property developer operating in Batam City and uses Accurate Accounting software to manage its financial transactions. In the Finance Operations Department, work processes include transaction recording, vendor payments, document archiving, and bank reconciliation.

The problem identified was that some transactions had been recorded in the Accurate system but had not yet been paid, leading to confusion during the bank reconciliation process. Furthermore, there was a lack of structured work guidelines to assist employees in accurately recording and reconciling transactions.

B. Literature Review

• Accurate Accounting

Is accounting software used to record, manage, and compile a company's financial reports in an integrated manner. This system helps process financial data more quickly and accurately (Tjahjadi, n.d.).

• Manual Book

A manual is a work guide containing instructions for using a specific system or procedure. It serves as a reference for employees to reduce errors and increase consistency in work execution (Trim, 2018).

C. Solution

The resulting solution is the creation of an Accurate Accounting Manual Book for the Finance Operation Central Group Department.

1

Login to Accurate Accounting

2

How to extract data from PO to PI

3

Create purchase invoice

4

Create purchase payment

5

Create orther payment

6

Create other deposit

7

Create journal voucher

8

Reconciliation bank

QR CODE :



D. Bibliography

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