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| **Requirement** | **System Function** |
| Daily Trial Balance | Print the trial balance  Generate an Excel file for interfacing to the HO Accounting system |
| Financial Statements:   * Balance Sheet * P&L | Print the financial statements for a specified period |
| Journals:   * Cash Receipts * Cash Disbursements * General Journal | Print the journals for a specified period |
| Weekly cash flow | Print the weekly cash flow statement |
| Budget vs. Actual | Print the budget vs. actual report |
| Subsidiary Ledger | Print the SL for any account and for a specified period |
| Audit Trail | Print an audit trail for a specified period |

Note (1): Report formats will be defined in detail.

Note (2): Reports identified in the Statement of Work and Business Requirements Document will be revisited.

**BRANCH REPORTS:**

1. Daily Balances of Accounts
2. Financial Reports
   1. Income Statement
   2. Comparative Income Statement
   3. Income Statement Actual vs. Budget
   4. Comparative Balance Sheet
   5. Financial Ratios
   6. Daily Balances of Accounts as of
   7. Daily Operations Update as of
   8. PESO Performance Standards (Monthly and Cumulative)
   9. Schedule of Account Balances
      1. Bank Reconciliation Statements
      2. Accounts Receivables
      3. Prepayments
      4. Unissued Office Supplies Inventory
      5. Lapsing Schedule
      6. Other Assets
      7. Advances from Head Office
      8. Accounts Payable
      9. Accrued Expenses
3. Notes to Financial Statements
4. Schedules (Cash to Miscellaneous Expense)
5. Summary of JV Entries
6. Summary of CV Entries
7. Summary of OR Entries
8. Books
   1. General Ledger
   2. Cash Receipt Book
   3. Cash Disbursement Book
   4. Journal Book
9. Weekly Cash Projection
10. Branch Budget
11. Summary of MI Claims