



# ACCOUNTING MANUAL TEMPLATE

Empower your team with standardized  
procedures for error-free financial reporting.

CONSISTS OF 2 PAGES



## Accounting Manual

Your Guide to Streamlined Financial Management

### Introduction

Welcome to the Small Business Accounting Manual! This comprehensive guide is tailored for startups and small businesses, helping you establish efficient accounting policies and procedures. Achieve financial clarity and organize key aspects like payroll, revenue, cash receipts, assets, liabilities, financial reports, internal reports, and administration, all in one place.

### Chapter 1: Accounting Policies and Procedures

- Understand the importance of accounting policies and how they impact decision-making.
- Learn to set up and customize accounting procedures that align with your business needs.
- Create a robust framework for financial data management.

### Chapter 2: Payroll Management

- Establish payroll protocols for accurate and timely employee compensation.
- Comply with tax withholding and reporting requirements.
- Implement payroll software and automate processes for efficiency.

### Chapter 3: Revenue Recognition

- Develop consistent revenue recognition policies to maintain transparency and compliance.
- Understand the different methods for recording revenue based on your business type.

### Chapter 4: Cash Receipts and Accounts Receivable

- Streamline cash receipts handling and ensure swift reconciliations.
- Design procedures to monitor accounts receivable and reduce outstanding payments.

### Chapter 5: Assets and Liabilities Management

- Create procedures for tracking assets, depreciation, and capitalization.
- Manage liabilities and debt, ensuring responsible financial stewardship.



# Accounting Procedures Manual Sample

**Jicheng Xie**



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