

TASK DETAILS	
Title	MEMBUAT LAPORAN KEUANGAN
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	FINANCE & ACCOUNTING
Duration	RECURRING
LEARNING OBJECTIVE	OUTPUT
	Monthly Financial Statement

INTRODUCTION

Financial statements are reports containing financial information required by a company to assess its performance. Through these financial reports, a company can plan for its future strategies.

No	ACTIVITY
1	<p>Understanding Financial Statements</p> <p>The Chiefs of Finance & Accounting guide department members to prepare the financial statement format available on the VCI Portal.</p> <ul style="list-style-type: none"> Learn that a basic financial statement consists of: <ol style="list-style-type: none"> Balance Sheet – Prepared to show the financial position of a company at a specific period. The balance sheet is typically compiled annually and is essential for determining the company's value after financial activities. Cash Flow Statement – Contains information about cash inflows and outflows during the reporting period. It records the timing of transactions and reflects historical changes in cash. Income Statement – Shows the difference between revenue and expenses. This report helps inform decision-making and serves as a benchmark, for example, in measuring return on investment or earnings per share.
2	<p>Sources of Financial Data</p> <p>To compile financial statements, collect transaction data from the beginning of transactions using the following records:</p> <ol style="list-style-type: none"> Cash Receipt and Cash Payment Journal Inventory Control Book Purchase Journal and Account Payable Record Sales Journal and Account Receivable Record
3	<p>Compiling Financial Statements</p> <ul style="list-style-type: none"> Prepare the financial statements based on the collected information, and consult with the facilitator during the process.

	<ul style="list-style-type: none"> • Create a narrative financial report describing the current financial condition and performance of the company. This activity may require several class meetings to complete.
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REFERENCE

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TASK TEMPLATE

Financial Journal & Statement – [LINK](#)