

Accounting Manual – Real Estate Operation Example

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Standard Documents		A1.P.01	A1.I.01	A1.F.01
				A1.I.02	A1.F.02
				A1.I.03	
AB1	Bank	Bank Accounts		AB1.I.01	
AB2	Budgets	Process Capital Expenditure	AB2.P.02	AB2.I.01	
AC1	Credit Cards	Acceptable Use	AC1.P.01		AC1.F.01
AC2	Creditors	Purchase orders Authorisation Purchase process Purchase order books	AC2.P.01 AC2.P.02	AC2.I.01 AC2.I.02 AC2.I.03	AC2.F.04
AC3	Capital Expenditure	Request form – see also AB2.P.02			AC3.F.01
AD1	Debtors	Debtor process Collection process	AD1.P.01	AD1.I.01	
AF1	Financial Statements	Year end preparation		AF1.I.01	
AF2	Fixed Assets				
AM1	Management Accounts	Monthly checklist Quarterly Checklist Annual Checklist			AM1.F.01 AM1.F.02 AM1.F.03
AM1	Motor Vehicles	Policy	AM1.P.01		
AP1	Petty Cash	Policy	AP1.P.01	AP1.I.01	
AT1	Taxes	Fringe benefits tax Payroll tax Land Tax GST – BAS preparation		AT1.I.01 AT1.I.02 AT1.I.03 AT1.I.04	AT1.F.04