Objective Domain
ABSS Certified User: Accounting v28.10

1. **Introduction to ABSS Accounting**
   1.1. **Understand the basic concepts of ABSS Accounting**
   1.2. **Explain the benefits and applications of ABSS Accounting**
   1.3. **Identify the main components of ABSS Accounting, including**:
      1.3.1. Chart of Accounts
      1.3.2. General Ledger
      1.3.3. Subsidiary Ledgers
      1.3.4. Journals
      1.3.5. Reporting Modules
   1.4. **Explain the ABSS Accounting workflow**
2. **System Setup**
   2.1. **Set up user and company profiles**
   2.2. **Configure system settings:**
      2.2.1. Date and Time formats
      2.2.2. Currency settings
      2.2.3. Tax settings
      2.2.4. Integration settings (if applicable)
   2.3. **Add and manage users**
   2.4. **Assign user access rights and permissions**
3. **Financial Accounting**
   3.1. **Record financial transactions:**
      3.1.1. Cash receipts and disbursements
      3.1.2. Sales and purchases
      3.1.3. Payroll processing (if applicable)
      3.1.4. Bank reconciliations
   3.2. **Process accounting journals:**
      3.2.1. General journal entries
      3.2.2. Adjusting entries
      3.2.3. Closing entries
   3.3. **Generate financial reports:**
      3.3.1. Balance Sheet
      3.3.2. Income Statement
      3.3.3. Cash Flow Statement
      3.3.4. Trial Balance
   3.4. **Analyze financial reports:**
      3.4.1. Identify trends and ratios
      3.4.2. Evaluate financial performance
4. **Module 4: Inventory Accounting**
   4.1. **Manage inventory of goods:**
      4.1.1. Define item categories and locations
      4.1.2. Set up stock control methods (FIFO, LIFO, etc.)
   4.2. **Record inventory transactions:**
      4.2.1. Purchase receipts
      4.2.2. Sales deliveries

        4.2.3. Stock adjustments

        4.2.4. Inventory transfers

4.3. Calculate COGS (Cost of Goods Sold) using different methods

4.4. Perform inventory reconciliation:

        4.4.1. Physical inventory count

        4.4.2. Inventory variance analysis

5. **Module 5: Accounts Receivable Accounting**

    5.1. Manage trade receivables:

        5.1.1. Set up customer accounts and credit limits

        5.1.2. Manage customer payment terms

    5.2. Record accounts receivable transactions:

        5.2.1. Customer invoices

        5.2.2. Cash receipts on account

        5.2.3. Customer returns and allowances

    5.3. Issue invoices with different formats and tax calculations

    5.4. Collect accounts receivable:

        5.4.1. Manage dunning process

        5.4.2. Apply late payment fees (if applicable)

6. **Module 6: Accounts Payable Accounting**

    6.1. Manage trade payables:

        6.1.1. Set up vendor accounts and payment terms

        6.1.2. Manage purchase orders (if applicable)

    6.2. Record accounts payable transactions:

        6.2.1. Supplier invoices

        6.2.2. Payments to vendors

        6.2.3. Vendor returns and allowances

    6.3. Process payments to vendors:

        6.3.1. Generate checks or electronic payments

        6.3.2. Manage discounts and prepayments

    6.4. Perform accounts payable reconciliation:

        6.4.1. Match invoices and payments

        6.4.2. Investigate discrepancies

7. **Module 7: Tax Accounting**

    7.1. Calculate income tax (PPh) according to local regulations

    7.2. Generate tax reports:

        7.2.1. Sales tax reports

        7.2.2. Withholding tax reports

        7.2.3. Year-end tax reports

    7.3. Process tax payments:

        7.3.1. Generate tax vouchers

        7.3.2. Schedule tax payments

    7.4. Perform tax reconciliation:

        7.4.1. Match tax liabilities with payments

        7.4.2. Investigate tax discrepancies

8. **Module 8: Reporting and Analysis**

    8.1. Generate various accounting reports:

        8.1.1. Custom reports based on specific needs

        8.1.2. Budget vs. Actual reports

        8.1.3.   Comparative financial statements

8.2. Analyze accounting data:
        8.2.1.   Use financial ratios for profitability, liquidity, and solvency analysis
        8.2.2.   Trend analysis to identify financial performance changes

8.3. Create financial presentations:
        8.3.1.   Visualize financial data using charts and graphs
        8.3.2.   Prepare reports for management and stakeholders

9.   **Module 9: Troubleshooting and Maintenance**

9.1. Identify and resolve system problems:
        9.1.1.   User errors
        9.1.2.   Data integrity issues
        9.1.3.   System bugs

9.2. Perform system maintenance:
        9.2.1.   Update software to the latest version
        9.2.2.   Back-up and restore data regularly
        9.2.3.   Manage user access and permissions