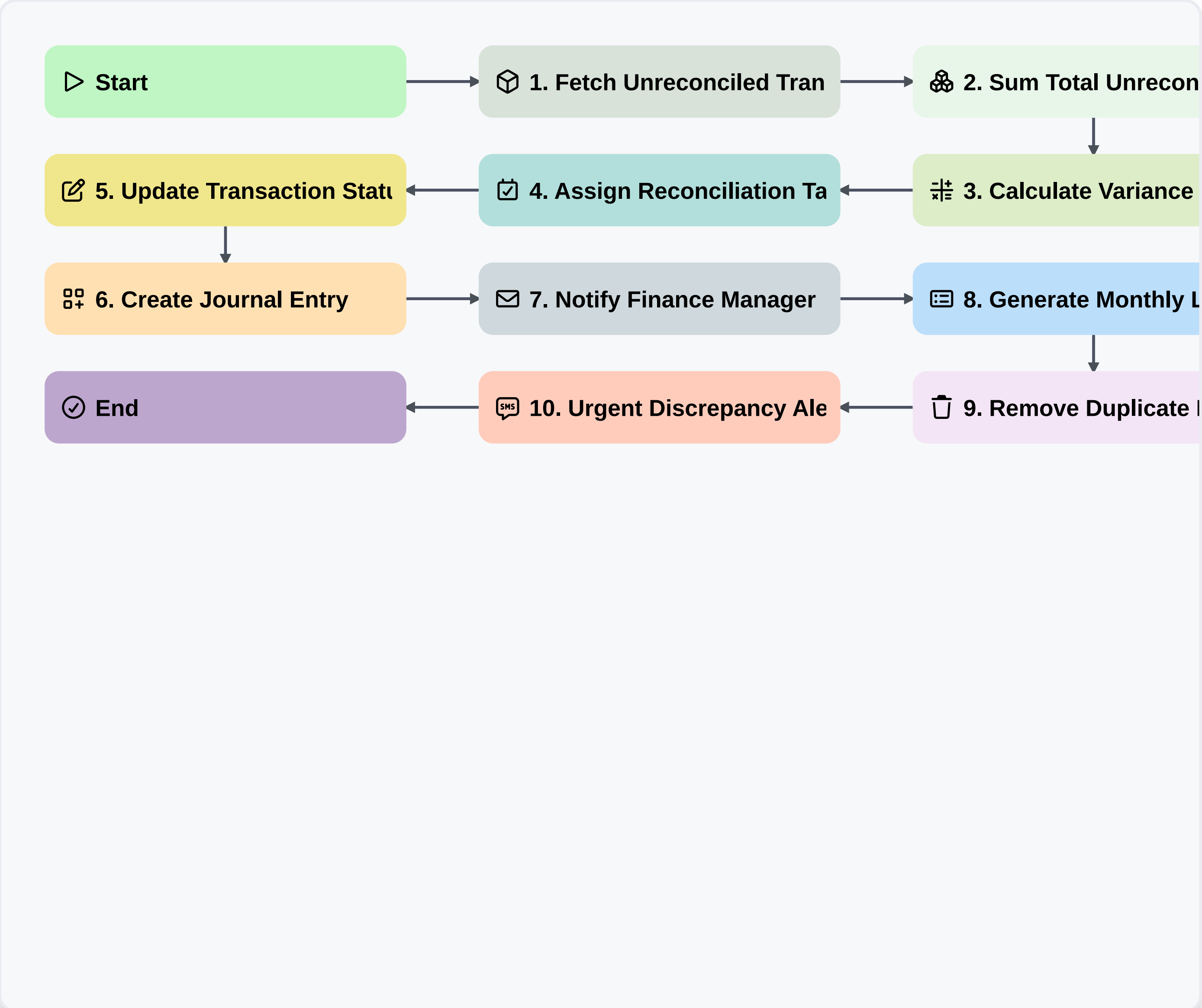
ChecklistGuro

General Ledger Maintenance Process



Start
Start of the Workflow/Process.

1. Fetch Unreconciled Transactions
Retrieve all transaction entries from the General Ledger data model that have a status of 'Unreconciled'.

2. Sum Total Unreconciled Amount
Calculate the total sum of the 'Amount' property from the fetched unreconciled transactions.

3. Calculate Variance Threshold
Compare the total unreconciled amount against the predefined budget threshold to determine if an alert is needed.

4. Assign Reconciliation Task
Create a task for the Senior Accountant to review the identified discrepancies.

5. Update Transaction Status
Update the status of processed entries to 'Reconciled' in the General Ledger data model.

6. Create Journal Entry
Create a new entry in the Journal Entry data model for any necessary adjustments found during review.

7. Notify Finance Manager
Send an email to the Finance Manager with the summary of the monthly reconciliation results.

8. Generate Monthly Ledger Report
Create a comprehensive PDF report summarizing all reconciled transactions and remaining balances.

9. Remove Duplicate Entries
Delete any identified duplicate entries from the temporary staging data model.

10. Urgent Discrepancy Alert
Send an SMS alert to the Controller if the total variance exceeds the critical threshold.

End
End of the Workflow/Process.