

## ABSTRACT

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*Mateha Production is a production house that provides documentation services for activities. Located in Bandung City and starting effective operations since the beginning of 2023, it does not yet have a well-documented company cash flow management. The aim of this Final Project is to create a financial cash flow management procedure for Mateha Production, to assist Finance in creating clear and transparent financial reports. The work begins with researching the general needs of the company and specific needs for each division. Then, designing and creating financial Standard Operating Procedure (SOP) documents. Afterwards, a meeting is conducted with all Mateha Production staff to further discuss and customize the documents according to their needs. The implementation of these financial SOP documents greatly helps Finance in preparing financial reports and generates a simple cash flow statement that is regularly presented to all Mateha Production staff on the 28th of each month.*

*Keywords: Production House, Financial SOP, Cash Flow.*