



1. WE PICKUP your receipts and other documents into 10 divider on **Tuesday***

6. We will proceed to e-filing or manual filing with payment or refund of GST return after your approval quarterly



6. Tax return

1. WE PICKUP



2. We scanned according to 10 folders & upload to our secured server on **Wednesday***
CD of image document will be send to you for safekeeping upon request

2. We Scan



3. We deliver back your documents on next **Tuesday*** (pickup next week document), filed and organized after scanned.
Report or Books of account will print out upon your request.

3. Deliver back



4. We sort, file and encode in accounting software and will be review by accountant on **Thursday***.

4. Encode & 5. Report



Books of accounts encoded:

1. General Journal
2. General ledger
3. Cash Receipt journal
4. Sales journal
5. Purchase journal
6. Other subsidiary journal

5. Books of accounts and financial report and monthly GST return summary is upload and share with you in a notebook of EVERNOTE on 10th of each month

Financial Reports

1. Trial Balance
2. Balance sheet
3. Cash flow statement
4. Bank reconciliation

***Our standard operation procedure, however it is subject to on agreed day of the week**