

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



5. Tax return



1. WE setup, install, train, bridge your computer & scan devices to our server via internet and connect to our personnel. You scan your business book into 10 folders according to our guided paperless work flow.

1. You Scan

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



2. We monitor

2. We monitor and collaborate with you scanned according to 10 folders on every **Wednesday\***



## Financial Reports

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



3. Encode & 4. Report



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



## Books of accounts encoded:

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

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