

# ACCOUNTING.

Time is money!

Digital accounting with simpleOFFICE® saves you both.  
The daily digital transmission of your current business transactions (purchase invoices and accounts receivable, cash receipts etc.) by fax or scan minimises the time needed for your accounting work.

It is as simple as ingenious!

Daily and digital accounting with simpleOFFICE®

>> THIS IS HOW YOUR DIGITAL ACCOUNTING WORKS WITH simpleOFFICE®

Together with you, we fix a time interval for the transmission of the following documents to our office. You decide on when and how to send us the respective data.

- ACCOUNTS RECEIVABLE  
by fax/scan/interface from your billing programme to our office
- PURCHASE INVOICES  
by fax/scan to our office
- CASH RECORDS  
by fax/scan/electronic cash book to our office
- BANK STATEMENTS  
are transmitted directly to our office by your bank

>> OUR DIGITAL ACCOUNTING SERVICES

- Prompt (on request, daily) posting of all business transactions in terms of income and turnover tax
- Tracking of all tax deadlines and tax due dates
- Preparation of all necessary tax declarations
- Archiving of documents in accordance with statutory regulations
- Prompt supply of all evaluations and/or sending by email

- Prompt and up-to-date supply and archiving of all evaluations online in your personal virtual office

## >> OUR DIGITAL ACCOUNTING SERVICES

- We prepare financial accounting in balance-sheet quality for you promptly and guarantee you an up-to-date and correct result presentation by means of:
- Posting of private consumption
- Posting of unpaid wages
- Monthly special postings, such as deferred charges, provisions, changes in inventory
- Correct deferrals, e.g. of claims and liabilities
- Registration of fixed assets additions and disposals
- Exact amortization posting
- Check of relief options for business assets

## >> THE 3 BIG ADVANTAGES OF DIGITAL ACCOUNTING WITH simpleOFFICE®

- + Minimisation of time needed for accounting due to digital record keeping
- + Long-term digital archiving of individual documents
- + Daily accounting update on balance sheet level

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**= Time saving and increase in quality**