

BOOKKEEPING

Count on us!

You are looking for professional support for your ongoing bookkeeping needs? Then you have come to just the right address! We will support you in allocating and recording your business transactions, ensuring ongoing account reconciliation and managing your accounts receivable. In a nutshell – we give you as much support to meet your current bookkeeping needs as you require.

You would like to outsource your bookkeeping?

With our staff, this area of responsibility is in the best of hands. You will also get to benefit from our regular assessment of your business performance. This will allow you to keep a permanent eye on your income, expenses and the development of your company, and you will have the option of deciding to take action and implementing such action promptly.

Keeping an eye on your numbers at all times – today and tomorrow

Information on business performance,
drafting of short-term income reports,
accurate periodic accruals and deferrals, exact month-end closings

Save time using our services

Automatic data transfer from electronic cashbooks and billing systems
Ongoing advice on bookkeeping issues
Electronic transfer of your banking data using a CAMT053 file
Handling of your payment reminder system and payment transfers

Digital bookkeeping

Thanks to digital bookkeeping in the 21st century, IT affords us wonderful options to digitalise our bookkeeping. That is why we believe electronic data should not be printed out and then manually entered in the system. Instead, one programme should feed it directly to another programme via an interface.

TIPP: On the strength of our many years of experience in digitalising bookkeeping records, we recommend you digitalise your bookkeeping system step by step over a period of one month.

On request, we can provide you with the files that you can import into your telebanking to make the following payments:

- ◆ VAT to the Tax Office
- ◆ Non-wage labour costs to the Tax Office
- ◆ Social insurance payments to the regional health insurance fund
- ◆ Municipal tax to the municipality

For clients obliged to draw up balance sheets:

Digitalisation step 1

- ◆ Entering bank statements in the books:
 - ◆ You have the option of granting us, in our capacity as your tax advisor, the right to access your company account.
 - ◆ As your tax advisor, we would then be able to download any file we need for accounting purposes from the bank and import it into our bookkeeping software.

Digitalisation step 2

- ◆ Outgoing invoices:
 - ◆ If you use a computer programme to draw up outgoing invoices, then you should create the possibility to export these invoices as a CSV file.
 - ◆ The CSV file must have a specific structure; therefore, please make sure you get in touch with us to discuss the required structure before setting up an export interface.
- ◆ If the CSV file (or interface file) has the required format, we can use this electronic file in our bookkeeping system.

Digitalisation step 3

- ◆ Direct debits:
 - ◆ If you have a direct debit mandate for your clients and collect the money they owe in this manner, we can provide you with a file once a month that you can import into your Telebanking so that the direct debits are carried out automatically.
- ◆ Incoming invoices:
 - ◆ When it comes to incoming invoices, we recommend using the services of our expert bookkeeping staff to enter them in the books; our staff will assign the invoices to the correct bookkeeping accounts.
 - ◆ To be able to do this for you, we need information like your creditor ID, the IBAN and BIC of your customers, the mandate IT, etc.

For anyone who uses the cash method of accounting

Digitalisation step 1

- ◆ Entering bank statements in the books:
 - ◆ You have the option of granting us, in our capacity as your tax advisor, the right to access your company account.
 - ◆ As your tax advisor, we would then be able to download any file we need for accounting purposes from the bank and import it into our bookkeeping software.

Digitalisation step 2

- ◆ Cash book
 - ◆ If you are already keeping track of cash transactions in your computer (e.g. using Excel), you can send the resulting file to your tax advisor so that your tax advisor can import the file into the bookkeeping software. Then your tax advisor only needs to verify the supporting documents.

FAQs digital document cycle for companies obliged to draw up balance sheets

FAQs digital document cycle for anyone obliged to use the accrual accounting method (which includes accounts receivable)

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