



## Bookkeeping Services – Accounts Payable

### Fees

	<u>Number of transactions</u>
\$100/month	Up to 20 per month

Additional \$1 to \$3 per incremental invoice, depending on number of invoices

### Statement of Work

- |                                    |                                 |
|------------------------------------|---------------------------------|
| • Expenses Data Entry              | • Supplier Email Forwarding     |
| • Disbursement Services (ebanking) | • Recording Inventory Purchases |
| • Tracking Overdue Payments        | • Tracking Bank Payments        |
| • Tracking Cheque Issuance         | • Monthly AP Aging Report       |

### Optional

- Expenses KPI and Analysis Report (+\$170/month)
- Documents Collection (+\$40/trip)

### What you can expect

You will have access to your bookkeepers via WhatsApp or email as though we are your in-house staff – only difference is working remotely.

### FAQs

Fees for **weekly** bookkeeping and reporting:

	<u>Number of transactions</u>	
\$500/month	Up to 100 per month	Additional \$1 to \$3 per incremental invoice, depending on number of invoices.

Fees for **semi-monthly** bookkeeping and reporting:

	<u>Number of transactions</u>	
\$300/month	Up to 50 per month	Additional \$1 to \$3 per incremental invoice, depending on number of invoices.

We use Xero/QuickBooks/Wave for accounting and bookkeeping.



## **Detailed Statement of Work**

### **Expenses Data Entry**

We will key in all the expenses incurred in your business. Just provide us with the invoice, or if there are no invoices, you can simply WhatsApp your bookkeeper to record any specific expenses.

### **Disbursement Services (ebanking)**

We will log into your ebanking platform (DBS Ideal, UOB Infinity, OCBC Velocity, etc) to key in the payment details as a preparer.

All you need to do is to log in and approve the transactions.

### **Supplier Email Forwarding**

First, you can request your suppliers to email the invoices to [accounts@yourcompany.com](mailto:accounts@yourcompany.com).

Next, request your IT to forward any emails sent to [accounts@yourcompany.com](mailto:accounts@yourcompany.com) to be forward to [accounts@tianlong.com.sg](mailto:accounts@tianlong.com.sg) and lastly, we will key in invoices received from your suppliers.

### **AP Aging Report**

We will prepare a report showing which suppliers are due for payment.

### **Tracking Bank Payments**

You do not need to let us know when you approve the transactions in your ebanking platform.

We will track from bank statement and update the accounts accordingly.

## **Our Mission**

To save business owners time from doing administrative work and provide reports for them to take appropriate action.