tilyanPristka

Accounting BPO With Digital Client Platform

SFAI

Santa Fe Associates International

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Prepare SSE & approval

Calculate PPh 23, 25, 26, 4(2), VAT

Analyzing & categorizing — **Step 3**

Step 5

Reporting xls/pdf — **Step 7**

Step 6

Discussion & approval

Step 5

Reconciliation

Step 2

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Step 3

Analyzing & categorizing

Manual data input/ robotic automation (RPA)

Step 4
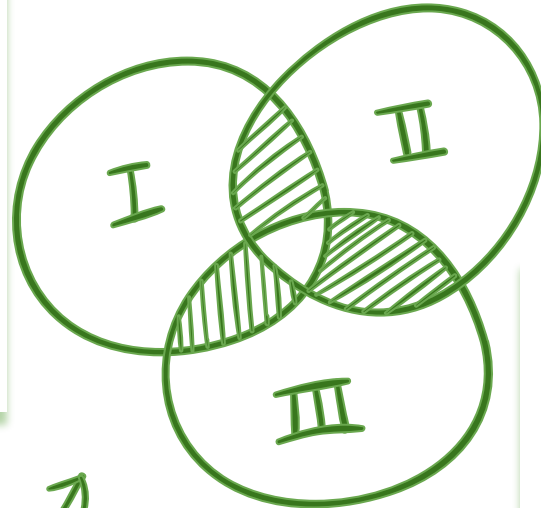
Setup — **Step 1**
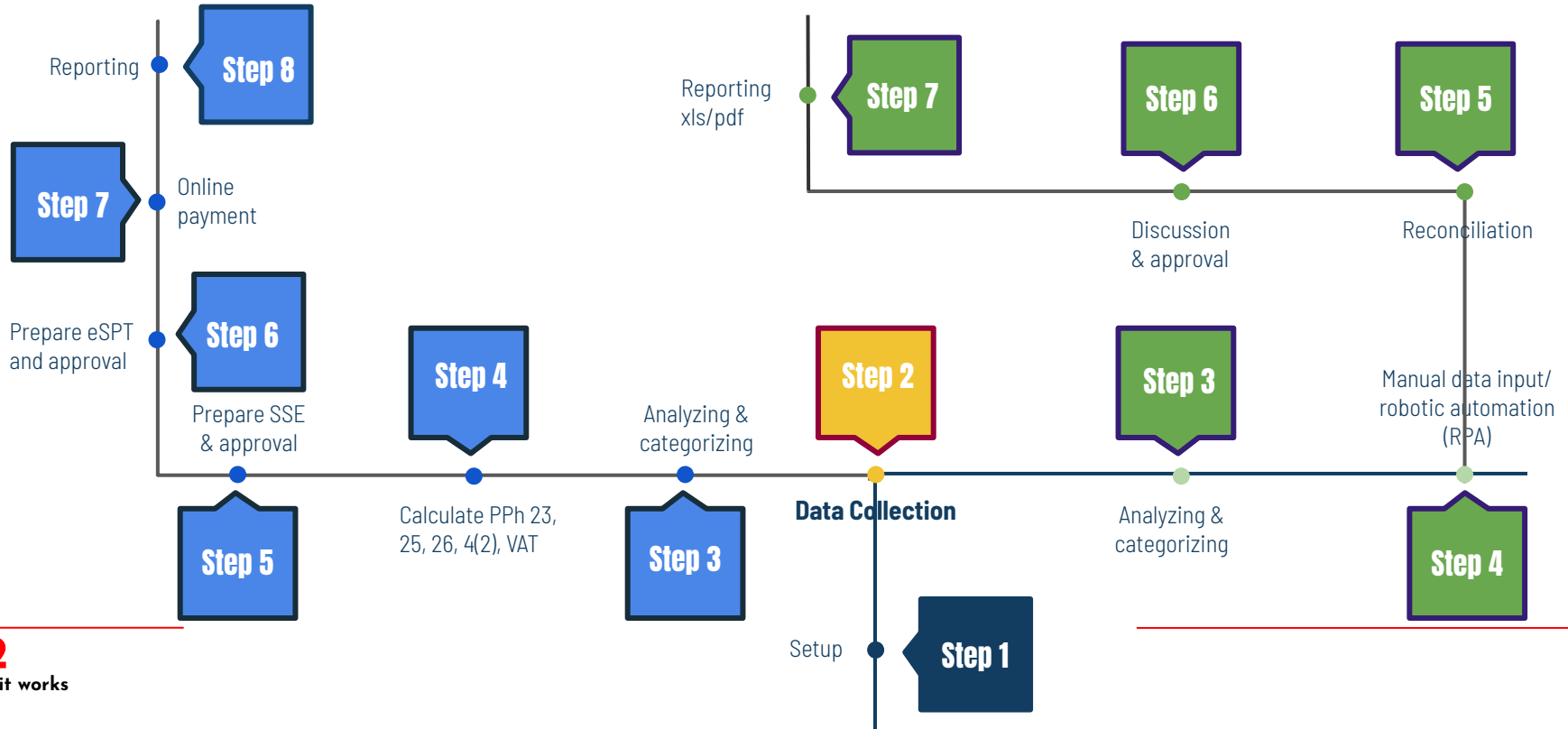
02

Accounting BPO service and software in one!

The advantages you will get

Cost Saving
You can outsource the business process to our office (we do not place our HR into clients' offices). We help you save on accounting service budget by offering free access to our digital client platform for up to 3 users if you don't have any.

Sharing tasks
You can sharing daily tasks with us, like who will create the sales/purchase order, then who create sales/ purchase invoices

I   II   III

Minor Customization*
Our digital client platform have been developed to be customizable to each client's unique needs, not only for document formats but also for processes. Yup.. **CUSTOMIZABLE FOR EVERY CLIENT'S UNIQUE NEEDS !**

*Minor customization must be first consulted with our developers.

What to consider

Communication

We prioritize the use of email in addition to the availability of chat apps or SMS. Because we are not in your office, there may be communication delays caused by this reason.
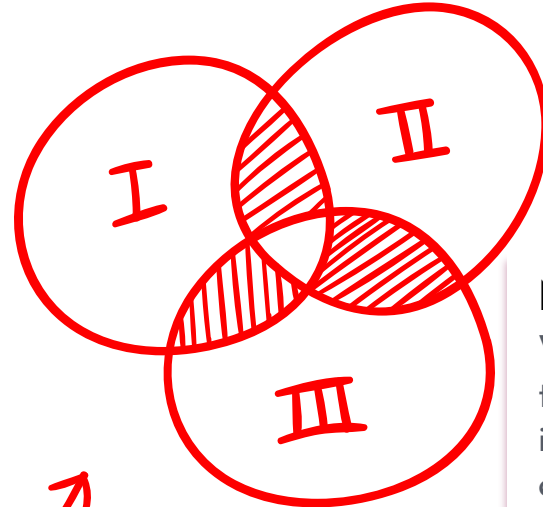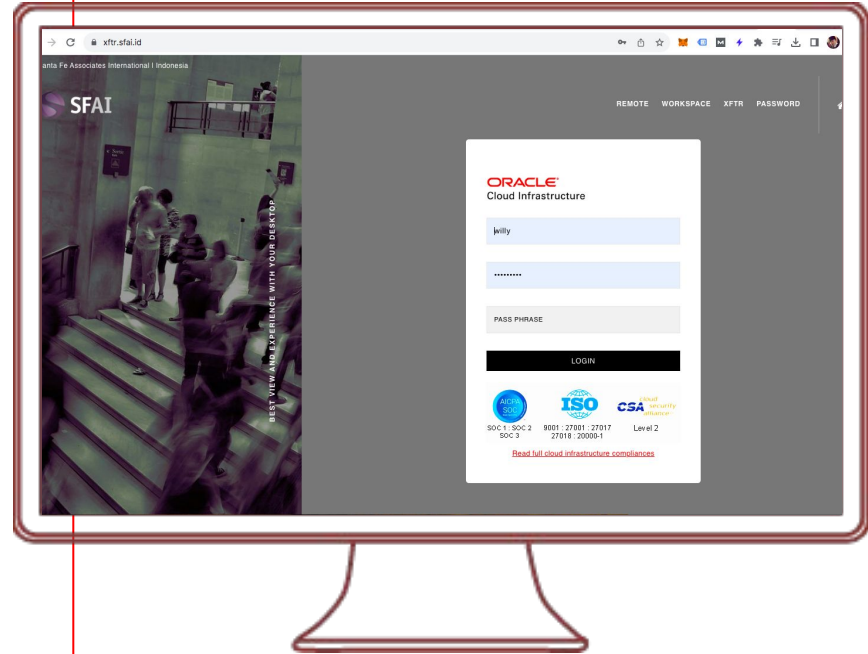
Working timeline

Since we will provide 1 PIC for each client, the PIC will handle some clients. So we must prepare and agree on a working timeline when starting the assignment.
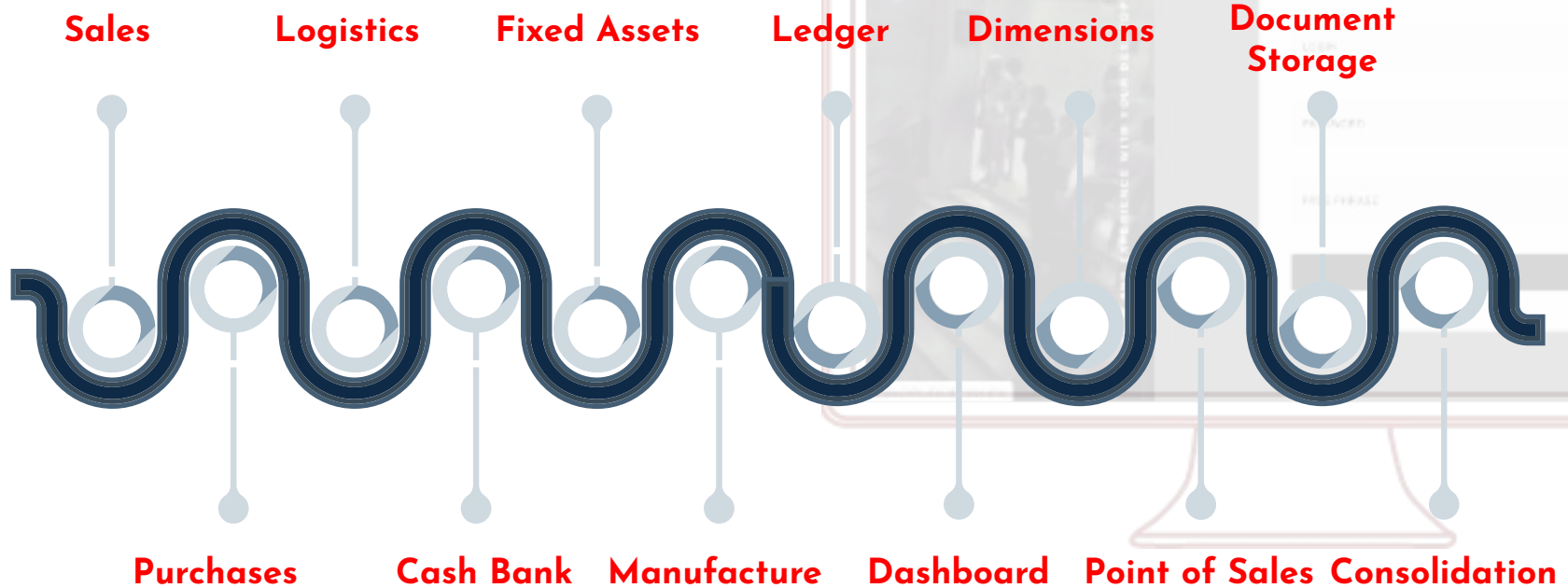
I

II

III

More time to customize

We are not an IT/tech company. Even though we developed our platform internally, customization based on each client's needs will take more time than other software subscriptions (which, in most cases: **YOU CANNOT!**)
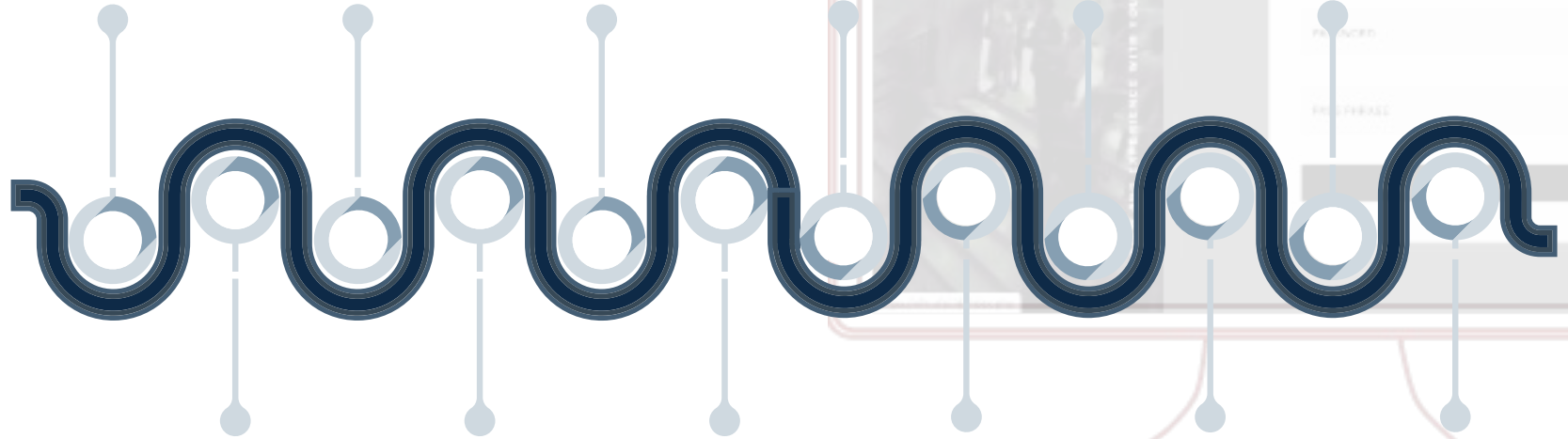
*Minor customization must be first consulted with our developers.

03

Digital Client Platform

Digital Client Platform - Features 1

Sales   Logistics   Fixed Assets   Ledger   Dimensions   Document Storage

Purchases   Cash Bank   Manufacture   Dashboard   Point of Sales   Consolidation

Digital Client Platform - Features 2

Multi Approval System

Timeline

Multi Factor Authentication

04

Accounting BPO with Digital Client Platform

How to Start

Phase 1

After signing the assignment letter, dig into further understanding the client's business details, set up general company info, and input/import the existing Chart of Accounts (if any).

Phase 2

System & GL Setup (for default CoA of particular transaction type). Determine payment term(s) and transaction references.

Phase 3

The *importing process, includes suppliers & customers, fixed assets, items/services to be sold/purchased, bank setup (foreign currency, if any).

Phase 4

Creating Dimension/Project/ Department (if any) and documents formatting (if needed) - based on **Phase 1**

Phase 5

Start to input/import the opening balances, and *import existing transaction (based on ledger) - if any.

Accounting BPO with Digital Client Platform

*Importing processes must be first consulted with our developers.

Monthly Data Input - Purchases

Purchase
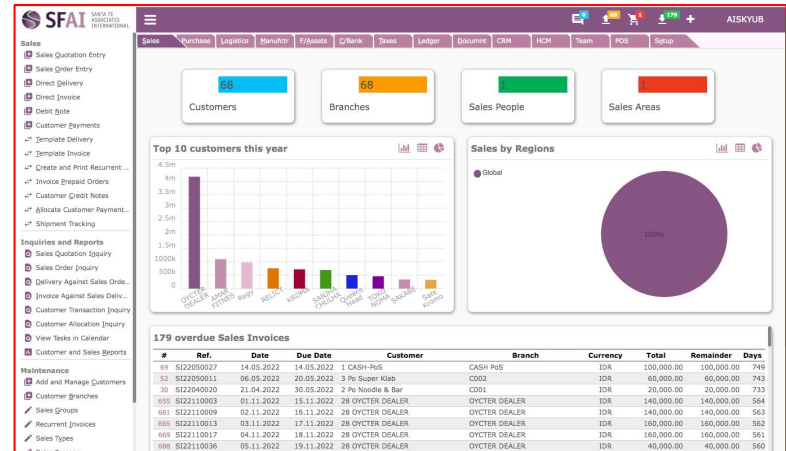### Generating purchasing documents to the journals

Output:

- Purchase Order
- Goods Received Notes
- Purchase Invoices
- Suppliers Payments
- Item Tax Support
- Landed Cost
- Suppliers List
- Task Calendar
- Payable Report

Purchase

BPO Contribution

→ All types of data input related to purchase activities and journals review.

→ Formatting purchase document (if needed).

BPO

Monthly Data Input - Inventories

Logistics/Inventories

Logistics

**Generating logistics/inventories documents to the journals**

Output:

- Location transfer
- Inventory adjustment
- Sales kit
- Item movement
- Quantity on hand
- Inventories reorder level
- Item list
- Inventories Report

BPO

BPO Contribution

→ Items/inventories adjustment journals review.

→ Formatting purchase document (if needed).

04
Accounting BPO with Digital Client Platform

14
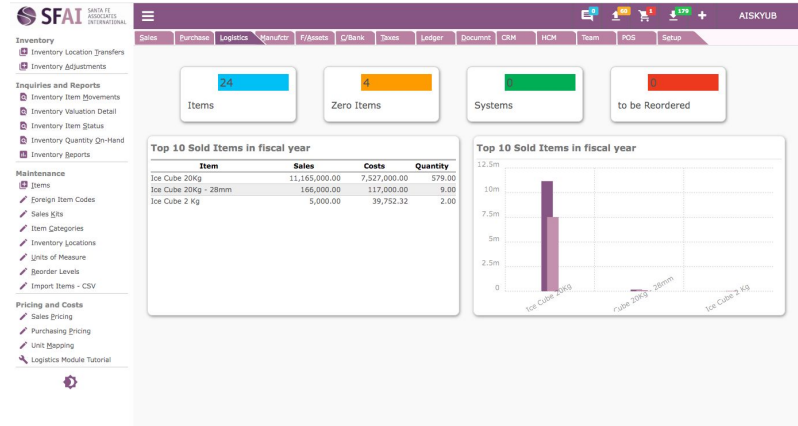
Monthly Data Input - Sales

Sales

SALES

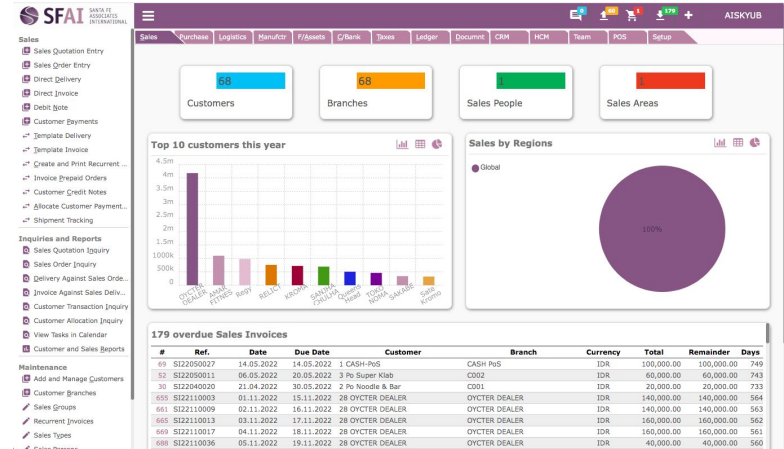**Generating sales documents to the journals**

Output:

- Sales Quotation
- Sales Order
- Sales Delivery
- Sales Invoices
- Prepayment Sales Invoices
- Advanced Sales
- Customer Payments
- Item Tax support
- Customers List
- Task Calendar
- Receivable Report

BPO Contribution

→ All types of data input related to sales activities and journals review.

→ Formatting purchase document (if needed).

BPO

Monthly Data Input - Fixed Assets

FA

Fixed Assets

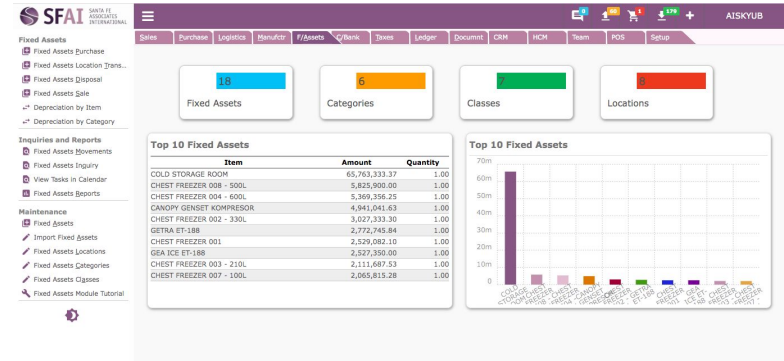**Generating fixed assets documents to the journals**

Output:

- Fixed Assets Register
- Fixed Assets Purchase
- Location Transfer
- Disposal
- Categorizing based on CoA
- Depreciation Process
- Task Calendar
- Fixed Assets List Report

BPO Contribution

→ All types of data input related to purchase of fixed assets and journals review.

→ Formatting purchase document (if needed).

BPO

Monthly Data Input - Cash & Bank

Cash & Bank

Generating cash and bank documents to the journals

Output:

- Payment and deposit for expenses
- Payment and deposit for/from other payables or receivables
- Bank account reconciliation
- Interbank transfer feature
- Exchange Rate
- Bank Report

C/Bank

BPO Contribution

→ All types of data input related to sales activities and journals review.

→ Formatting cash & bank document - receipt doc. (if needed).

BPO

Monthly Data Input - General Ledger

General Ledger

Generating all journals related to the financial transactions

Output:

- Journal entry
- Budget endtry
- VAT Reconciliation
- Accrual/Deferral transactions
- Dimensions/project/department
- Quick entries for recurring journals
- Consolidation report
- General Ledger Report

GL

BPO Contribution

→ All types of data input related to all financial transactions.

BPO

Monthly Data Input - General

General

General features can be done by clients digital platform

GL

Output:

- Attaching scanned documents
- Void journal
- Send link for document to the customers/suppliers
- User access roles
- Multi factor authentication by Cisco DUO
- Transaction notes by users
- User activities inquiries
- Minor custom for each client's unique needs

BPO Contribution

→ Creating minor custom needs by each clients.
→ Creating user role based on company needs.

BPO

O5

Data Confidentiality Backup & Disaster Recovery

Employee Responsibility

Internal employees responsibility

Our employees have been aware of and signed confidentiality agreements regarding client data during recruitment.

One of our internal HR functions is to ensure that each person in charge is fully committed to the confidentiality of client data in every assignment. We continuously conduct regular outreach regarding this matter.

Data access roles for daily operation

Data access restrictions and classifications apply to data received from clients.
We implement access roles for different job levels for daily internal activities for various client data access.

About Infrastructure, Database, and Raw Data

Private cloud for accessing raw data storage

We maintain our dedicated servers to provide data access to clients (we do not use public services), protected by firewalls and backup processes are performed every 8 hours daily.

Oracle Cloud Infrastructure (OCI)

Our digital client platform hosted in OCI (Singapore region) and following their compliance. We are also implement disaster recovery for clients database.

Email data storage and spam protection

We maintain our dedicated mail server to archive all historical data, even if staff changes occur at any time.

Multi Factor Authentication with Cisco DUO

We are adding multi-factor authentication from Cisco DUO to access digital client platform and private cloud.

05
Data confidentiality, backup & disaster recovery

Our technology reference

ORACLE

Click link below to review:

➜ <u>tilyanPristka Transforms Business Process Outsourcing Excellence with MySQL Heatwave.</u>

MySQL HeatWave

One MySQL Database service for transactions, real-time analytics, and Machine Learning—without ETL

Thank you

Do you have any questions?

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