

BMD Com - Communication Platform

The BMD Com web communication platform is an ideal means of communication between a tax advisor and his/her clients.

Through BMD Com the client is able to conveniently transmit information to the tax advisor's office at any time using a tablet or smartphone and to receive information released (approved) by the office. This includes evaluations of all areas, starting with documents and going up to in-house analyses that can be opened down to the original document. The customer can also upload their scanned documents for paperless processing. If the customer does their own bookkeeping, they can upload their entire accountancy for inspection or finalising work through the platform and the tax adviser can return it in the same way.

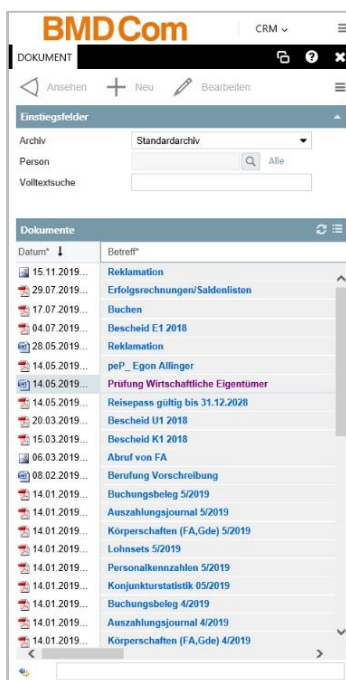


BMD App for Access to Web Platform

Access to the communication platform is very easy via the BMD Com application available in Smartphone stores. The client's access data need to be set in cooperation with the office and the information becomes available to the client. Data on the smartphone responds quickly to user actions and is easy to read. Swipe up, down or to the side to view all available data.

CRM Functions

CRM functions provide information that is important for the client and for data exchange:



- **All documents** that have been flagged as released during archiving (e.g. contracts, BOMs, evaluations, etc.) are listed here and can be viewed. Documents that the client has already viewed are flagged as such. Documents can be filtered in the lists (e.g. by category).
- **Account Manager** - The client knows their account manager (including his/her telephone number and e-mail address), knows the scope of agreed services and can contact him/her directly.
- **Deadlines** - Agreed and released deadlines (flagged) can be called up in the BMD NTCS deadline management.
- **Forms** - Sample templates can be downloaded and printed at any time.
- **Customers** – Perfect CRM – fast and direct communication with the selected customer – easy calling, e-mailing and navigation. Viewing of bank account statements and opening items including documents. Document archiving by customers and master data processing.
- **Client information** - The client receives information in chronological order and can open related documents by simply tapping.

Client-Assigned Data Box

Easy Document Transfer to Office

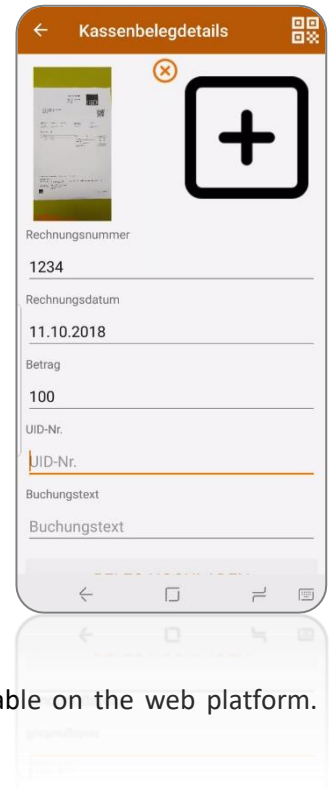
The data exchange (e.g. transfer of the accountancy done by the client to the tax adviser for financial statement processing, or its return to the client after such processing) can be done via a data box located with the tax advisor.

Document Transfer for Posting

Locally scanned documents can be sent to the tax advisor for posting, using the data box function. Documents are automatically saved in the paperless document processing folder and available for further processing in the office without any intermediate actions.

Document Photographing by Smartphone

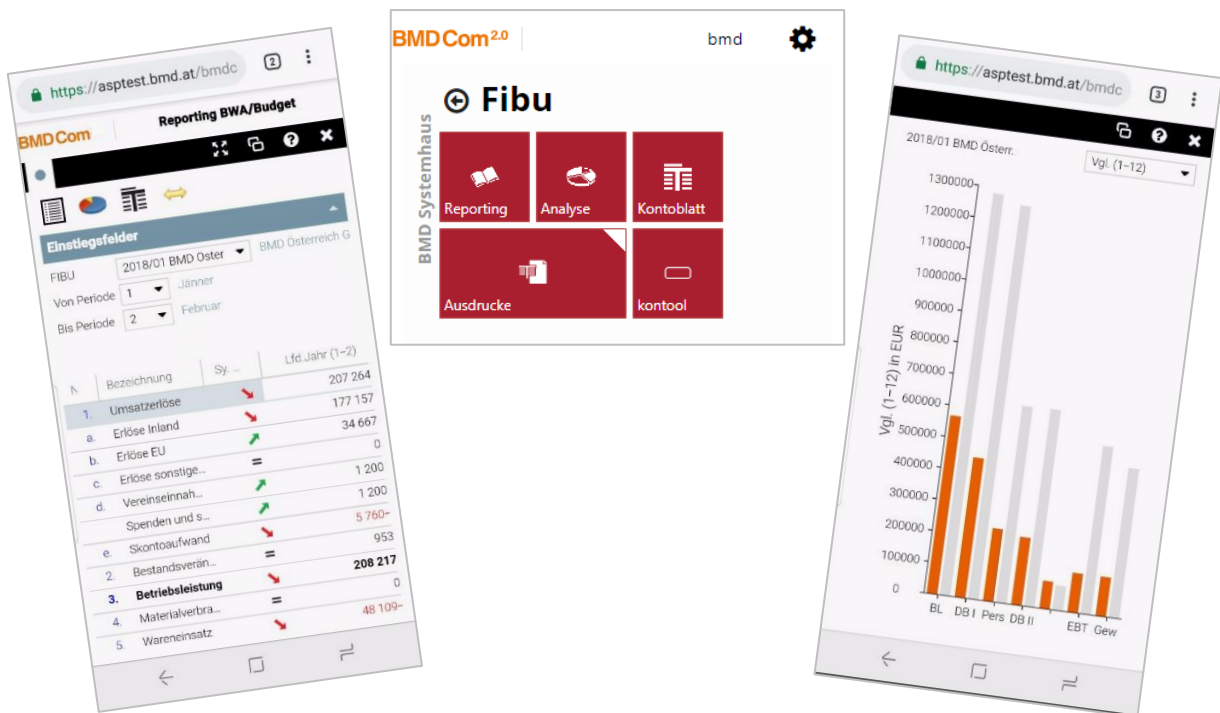
Photographed documents are immediately transferred to the "to be posted" folder assigned to the client in the tax advisor's office.

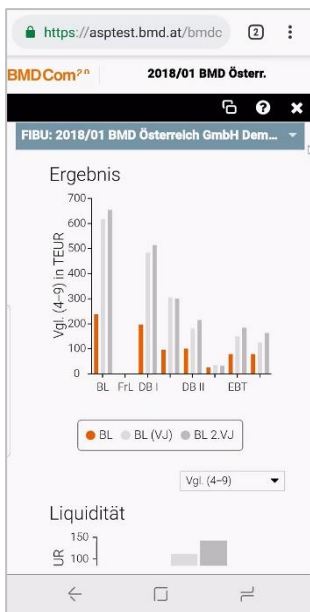


Financial Functions

Important evaluations and analyses of financial bookkeeping are also available on the web platform. They also allow for registering simple accounting cases and paying invoices.

- **In-house analysis:** For accurate business analysis – from cumulative views down to individual posted entries. If a document has been archived for an accounting case, it may also be displayed on the web platform.



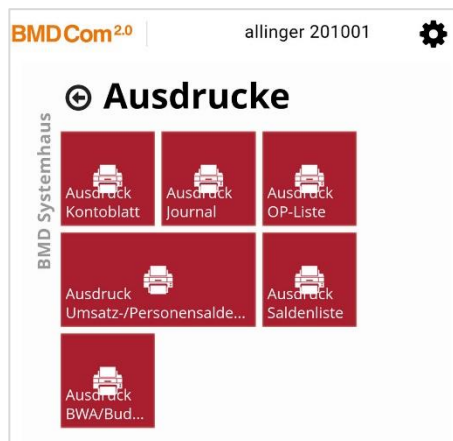


■ **Liquidity overview:** New for clients – easy to read liquidity on your smartphone! Thanks to BMD Com, the client gets information on the development of their sales and liquidity.

■ **Bank account statements:** All types of account can be called up. If a document has been archived for an item, it can be displayed on the smartphone.

■ **Overview of open items:** These can not only be viewed, but also interactively set for blocking, reminders or payments. The office can take over reminders and proposed payments.

Text	Betrag	Saldo (EUR)
Zlg.	14 687,06	972 440,1
Zlg. Zahllast 2018/03	6 089,52-	966 351,1
Zlg. LV 2018/04	13 909,76-	952 441,1
Zlg. LV 2018/04	4 911,46-	947 530,1
Zlg. LV 2018/04	1 171,63-	946 358,1
Zlg. LV 2018/04	114,66-	946 243,1
Zlg. LV 2018/04	1 074,48-	945 169,1
Zlg. LV 2018/04	10,00-	945 159,1
Zln LV 2018/04	313,12-	944 846,1



■ **BAKAWA:** You get significant benefits with this feature of data acquisition for the bank, cash register or goods receipt: Cash register documents can be generated anywhere using a computer or a tablet. When registering an item, the original document can be attached via the BMD Scan module. The acquired data can still be corrected and automatically posted in the tax advisor's office. The related documents are automatically saved in the client's archive and linked to the relevant accounting items. These original documents can be called up from the archive via the accounting item or the cost centre.

Sp	Lfd-Nr	Beleg-Dat	Beleg-Nr	Buchungstext	Kto-Nr	STC	Proz	Ausgang	Eingang	Sy	Steuerbetrag	OP	Saldo	Databox	Farb-Cd
				Saldovortrag									83.464,30		
				bereits verbucht in diesem...					0,00				83.464,30		
				Ausgeblendete Belege					0,00				83.464,30		
	1	01.10.2018	1	Kugelschreiber	7600	2	20,00	26,00		V	4,33		83.438,30		4-Erfasst
	2	01.10.2018	2	Reinigungsmaterial	7215	2	20,00	50,23		V	8,37		83.388,07		4-Erfasst
	3	01.10.2018	3	Parkgebühr	7321	2	0,00	10,20		V			83.377,87		4-Erfasst

Time Recording Function

Many time recording functions can be controlled via BMD Com, such as time postings. The times generated in this way can be priced and automatically processed in the BMD Wage module. Attendance/absence reports and time postings of a specific staff member can be viewed depending on the user permissions.

- ### Time Recording

Client's staff can record their times online wherever the Internet is available.

Wage Function

Both data acquisition and evaluation functions such as payroll documents for employees are available on the web platform.

- ### Employee Payroll Portal:

This BMD Com feature is for clients wanting to provide their staff with electronic payroll slips and annual reports. This allows each employee with the corresponding permissions to download his/her monthly payroll slip or document through the web portal.

- ### Business Trip Recording:

Travel expenses can be registered easily on a smartphone, including all legal requirements for domestic and foreign business trips, and automatically transferred to the wage calculation module.

- ### Manpower Recording:

New employees or temporary workers can be registered quickly and smoothly, entering the master data is straightforward.

