



## Informations for clients No. 3

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### The paperless accounting office

*Some time ago we offered you the opportunity to send accounting documents to our company in electronic form. We are now launching a completely paperless accounting office, which we would like to inform you about.*

#### What is a paperless office?

The paperless accounting office involves **sending your accounting documents in electronic form** to us. Here the documents are **recorded and filed in the electronic archive**. Using **remote access** our clients have the possibility of **viewing online** their **accountancy** and the archive

#### Electronic sending of documents

You can send individual accounting documents in PDF or TIFF formats. For this purpose we will enable you a **secure access to the data store** on our server, the so-called **client zone**. Alternatively it is possible to directly import data from your **information system**; for example outgoing invoices, changes in inventories, data from your e-shop, etc.

#### Processing documents

We process the documents and information provided into the accountancy. Our **credo** remains **accuracy, reliability, meeting deadlines** and **efficiency**.

The accountancy processed by us has also these characteristics:

- It is processed by accountants with the **direct support** of our **tax department**.
- A long-term knowledge of your company enables us to **quickly** find an **appropriate solution**.
- We communicate with you in your preferred **language** – Czech, Slovak, German, English, Italian or Swedish.
- We process accountancy on a **monthly, weekly or daily basis** to deadlines agreed with you.
- Custom accounting allows you to precisely follow and analyse in detail the **profitability** of your company.
- We also provide accounting with cost centres which enables you to **monitor and plan costs**.
- Thanks to the budget accounting you will gain documentation for monitoring **differences between real and planned** results.





Aside from accountancy we can also provide you with **management of internet banking** or the agenda of **outstanding receivables**, including the issuing of **reminders**, etc.

The electronic documents are stored in our **archive**, which is connected to individual accounting entries.

### Remote access = accountancy online

The outputs of the accountancy are customised accounting reports. According to your needs we can also prepare reports for your **bank**, **the statistical office**, etc.



The main innovation for you is the possibility of being able to look at any time at your accountancy and the archive of documents – de facto **online** you can check **profits, costs and revenues**, and that in detail by individual invoices, **outstanding incoming or outgoing invoices**, etc.

We have prepared a short **video** for you showing how quick and simple it is to inspect your accountancy.

### Further advantages for you

This new **paperless accounting office**, through our accounting software, brings further **advantages** to you:

- quick access to your accounting;
- data protection;
- saving sending costs;
- saving time when searching for related accounting documents;
- increasing comfort in working with accounting data.

### Contact us

Do you want to make use of the advantages of the **paperless accounting office**?

Do you want to know what **form you can send documents** in and what accounting reports are appropriate for you? Has the concept of **online accounting** caught your interest?

We would like to hear your accounting requirements and we will find an appropriate solution.

**Contact us.**

### Watch the video



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## AUDITOR in Central Europe

AUDITOR is an audit and tax consulting company with an international focus that has been providing services for 25 years in **tax consulting, personnel and payroll administration, financial accounting and business consulting.**

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