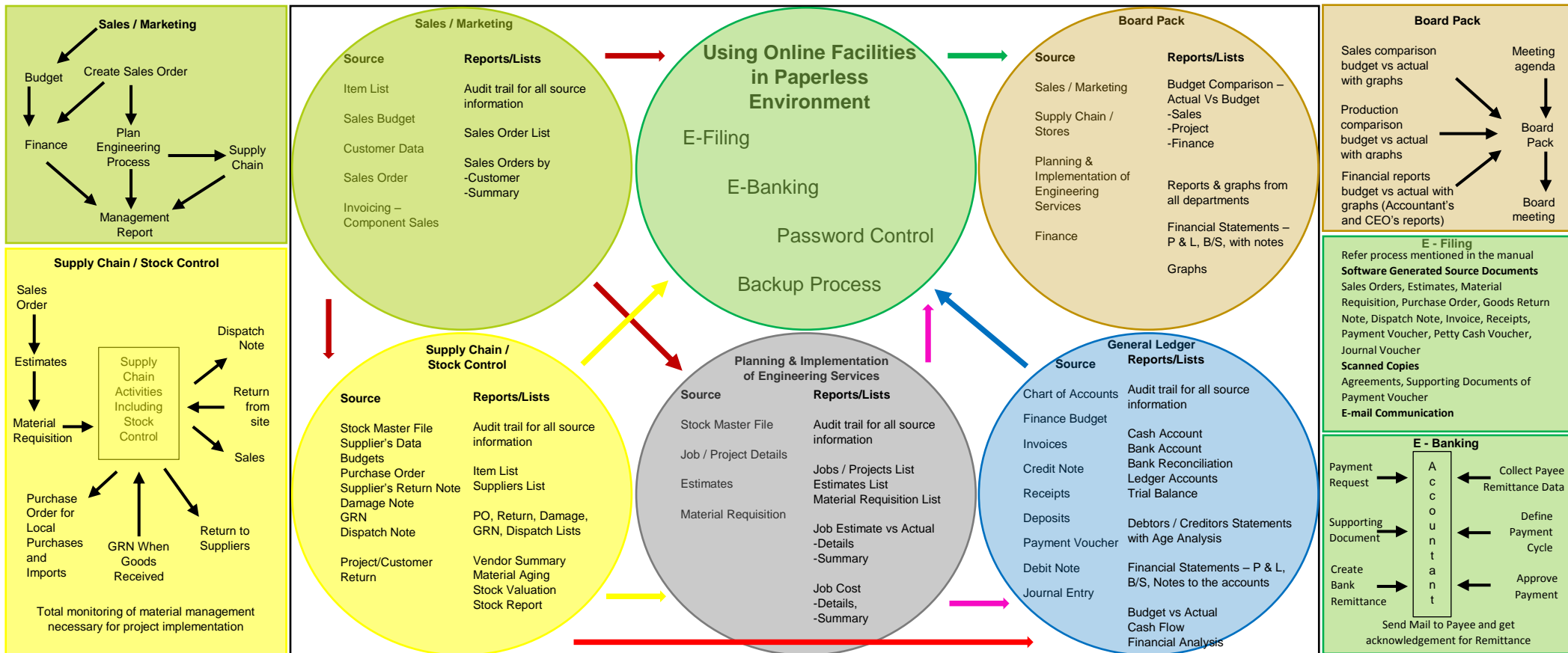


Information / Document Flow



The System
The accounting system is designed based on the facilities available in the Quick Books (QB) software and the requirements to satisfy the internal operation of the organization. QB software provides total integrated information flow. We emphasize all users to discipline themselves to adhere rules and regulations when using the system.

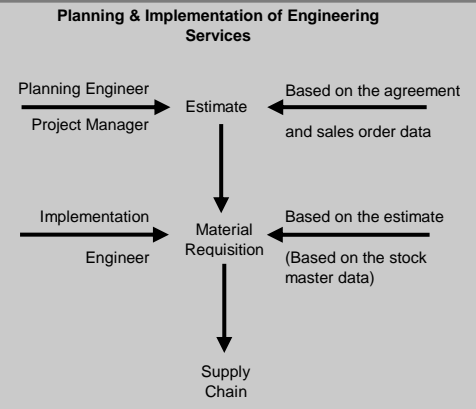
E – Filing
The purpose is to minimize printing of computer generated source documents and reports. Documents can be printed only for external party's requirement (Eg. PO). E – filing process also facilitates easy access to all required data with no time.

E – Banking
Basic idea of Internet banking is to transfer funds directly from one party to another. On the other hand it minimizes manual operation of payment process such as cheque writing, paper printing and facilitate online payment approvals, saving a lot of time

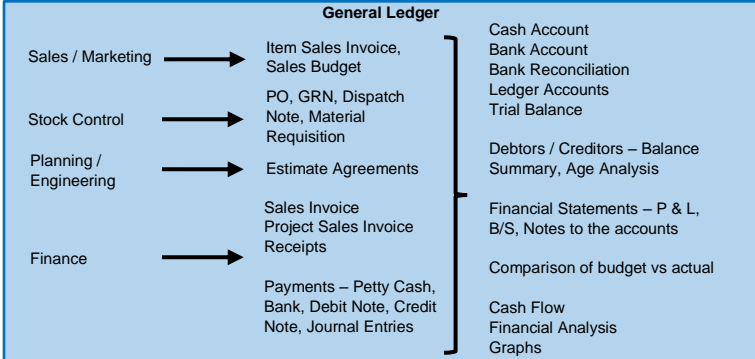
Password Control
A password is a word or string of characters used for user authentication to prove identity or access approval to gain access to a resource, which is to be kept secret from those not allowed access. Here, management should assign person's authority for each data screen and reports on who can access the system options.

Backup Process
A data backup is the result of copying or archiving files and folders for the purpose of being able to restore them in case of data loss. It can be caused by many things ranging from computer viruses to hardware failures to file corruption to fire, flood, or theft (etc.). So when it comes to a system like QB, company should be able to maintain a sound backup process because loss of these sensitive information will damage company reputation and many other valuable things.

For more details please refer our manuals.



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The Project is to:

- Design and implement an accounting system for a company using an Accounting Software.
- Minimize paper printing and use available facilities such as E – Banking and E – Filing.
- Produce all management information electronically for the purpose of having Board Meeting.