

Flat Package „SME Basic“

ERP will be set up that you are able to record all account allocations comfortable within our office.

Your Benefits:

- After a short training period you will possess an actual and professional accountancy which can be used during our office opening hours
- All questions will be answered by our professional and well educated employees
- The more you do by yourself the more favourable will it be for you

Description	Client	TrediaG
Debtors		
Issue an invoice to clients	✓	
Booking of incoming payments	✓	
Create and send payment reminders	✓	
Creditors		
Proof the invoices	✓	
Register and enter the creditors	✓	
Prepare a payment run and implement in E-Banking (DTA)	✓	
Payment approval	✓	
General Ledger		
Booking of liquid asset movements	✓	
Booking of expenses and cash voucher	✓	
Accruals and deferrals (monthly, quarterly or yearly)	✓	
Reconciliation of the most important balance sheet accounts as well revenue and expense accounts	✓	✓
Wage accountancy		
Prepare monthly payroll accountings and send it to employees by E-Mail	✓	
Tax at source preparation on quarterly base	✓	
Prepare year end declaration to the social departments and insurances		✓
Prepare wage statements / wage certifications		✓
Monthly or Quarterly financial statements		
Prepare periodic accruals and deferrals	✓	
Depreciation	✓	
Foreign currency calculations / revalue foreign currency accounts		✓
Prepare a Management report		✓
Annual Financial Statements		✓
Tax return		✓

Standard pricing for above schedule:

One time cost for the setup is CHF 1000.- additionally CHF 15.- per employee. The introduction into the system and further support for requested service during the year will be charged with reduced hourly fee of CHF 135.-.

Annual cost for using the ERP are CHF 400.- and has to be paid at begin of the yearly period.

All prices are excluding VAT and prices are subject to change.