# Bookkeeping

Accurate, organised and timely books: a clear monthly picture of the business and records that are ready when an auditor or a bank asks for them.

| REPORTING STANDARD | JURISDICTIONS | SOFTWARE FLEXIBILITY | BACKLOG CLEANUP |
|---|---|---|---|
| IFRS-aligned monthly pack | UAE & Pakistan businesses | Your accounting tool or our ERP | Catch-up & reconciliation |

## Scope & deliverables

- **Daily & weekly voucher entry:** Sales, supplier bills, expense claims, receipts and payments recorded systematically.
- **Full bank & cash reconciliation:** Every bank account, card, wallet and petty cash tin matched to the ledger each month.
- **Payables & receivables ageing:** Current schedules of supplier dues and overdue customer balances so cash flow stays clear.
- **Monthly payroll processing:** Salary sheets, allowances, advances, deductions and employee payslips prepared on time.
- **Monthly financial statement pack:** Profit and loss, balance sheet and cash summary ready for directors, banks and auditors.

## When clients bring us in

- Your books are several months behind and need structured catch-up before tax or audit season.
- Management only sees profit and balance figures once a year after the year has already closed.
- A bank, lender or auditor has asked for reconciled statements that take weeks to assemble.

## How an engagement runs

- **1. Records & backlog review.** Check current ledgers, bank statements and missing periods to set a clean starting line.
- **2. Chart of accounts setup.** Align cost centres, VAT/tax codes and opening balances in QuickBooks, Xero, Zoho, Tally or ERP.
- **3. Fixed monthly close cycle.** Collect monthly documents, reconcile banks, process payroll and issue the statement pack.
- **4. Year-end & audit handover.** Close the financial year cleanly and hand schedules straight to tax filing or external auditors.

## Standard monthly bookkeeping & close schedule

| WORKSTREAM | MONTHLY EXECUTION STANDARD |
|---|---|
| **Sales & purchases** | Invoices, credit notes, supplier bills and expense receipts coded with supporting vouchers |
| **Bank, card & petty cash** | Line-by-line statement reconciliation with unexplained variances flagged promptly |
| **Payroll & staff balances** | Joiners, leavers, overtime, staff advances and monthly salary schedules |
| **Management pack** | IFRS-aligned Profit & Loss, Balance Sheet and AR/AP ageing delivered every month |

## Commercial terms & confidentiality

Monthly retainer sized by transaction volume, bank accounts and payroll headcount; historical catch-up work is quoted separately up front after a free books review.

**Next step:** Book a free books review at umaish.com/assessment?assessment=books or estimate scope at umaish.com/bookkeeping.

**WhatsApp: +92 300 3997 063**