first.Bit

1 Initial system setting

1.1. Create users
1.2. Adjust system operational options

2 Initial filling out

2.1. Set up and configure your company's chart of accounts
2.2. Fill out expense and income item list
2.3. Fill out the list of cash flow items
2.4. Fill out your company business activities profile
2.5. Populate and create the required amount of warehouses
2.6. Configure your company and departments structure
2.7. Create types of charges and deductions used in your company for payroll job
2.7. Create a list of employees and indicate job conditions
      (charges/deductions, vacations, reserves, etc.)
2.8. Complete a supplier and customer catalog for your company
2.9 . Configure payment terms and conditions for customers and suppliers
2.10 . Create a list of goods and materials in your company

3 System startup preparation

3.1. Create and input the initial balance
3.2. Create and validate your organization's balance sheet at the beginning of an accounting period
3.3. Insert your company's logo to print forms

4 Staff training (amount and content depend on the number of system users)

4.1. Training for accountants
4.2. Training for sales representatives
4.3. Training for acquisition managers
4.4. Training for warehouse staff
4.5. Training for HR specialists
4.6. Training for company executives

5 Assist your accountant in accounting period end closing. All the necessary information and support provided

6 Answers to all your questions during Q&A sessions

7 Continuous technical support for our users

Business Automation Solutions