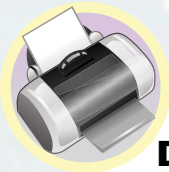


GP & Dentist Workflow Process



DOCUMENT SCANNING CHECKLIST

- Monthly NHS Statement
- Income statement (NHS, private & other income)
- Purchase/Expense invoices
- Clinical pay invoices to Dentists/Hygienist/Therapist
- Petty cash expenses
- Cheques issued and paid-in details
- Bank/Loan/Credit card statements
- HP/Lease agreements
- Staff hours & details for payroll
- Closing stock figures
- List of expenses incurred by Directors/Partners on behalf of the practice

Replies received from client



GP or DENTIST



CLOUD/CLIENT SERVER

logs-in remotely



Scanned Docs checked for completeness & legibility



Processing information received on accounting software



Accounting queries sent to client



Reports saved on server/email to client



- KPIs with graphs
- Monthly Profit & Loss Account
- Monthly Balance Sheet
- Monthly Creditors Outstanding Report

Cost effective book keeping services for GP's and Dentists