

JSM OFFICE COMPANY LIMITED

2. FINANCIAL AND ADMINISTRATION SERVICE

2.1 Payables	2.2 Receivables	
	Weekly Task	
1. 5 Steps of Payment	I. Issue invoices to Paragon's clients (information provided by Paragon)	
JSM Prepare documents Box1: Billings from Paragon's suppliers Box2: Expense Claim (Receipt have paid by Paragon)	2. Collection of cheques and banking them.	
2) PARAGON Role 1: Verify & Approved	3. Issue receipts/tax invoices for AR collection.	
3) JSM Prepare Cheques	2. FINANCIAL AND ADMINISTRATION SERVICE: 2.1 Payables Workflow MA 2 Days MA	
4) PARAGON Role 2: Sign the Cheques	1. JSAP repare Sent Au. 2. PARAGON Finally Fin	
5) JSM Pay the Cheques to Vendors	1.2 Prepare withholding tax certificates for the applicable transactions and the second part of the second p	
See The Payable Workflow	vouchers and their supporting documents (Expense Report to to PARAGON to be made anywhere to their grayments report file of payments report file of these batches (it shows term, Vendor Alone, Reynework Vuccher Alon, File of Alone, Reynework Alone, Reynework Vuccher Alone	

- Refer to Step 2

The things that JSM needs from Paragon	Period
1. The empty cheque book for paying to the vendors.	When the cheque is almost run out
2. The copy statement of all the banks to consider that the cash flow is available to pay.	7th