

JSM OFFICE COMPANY LIMITED

2. FINANCIAL AND ADMINISTRATION SERVICE

2.1 Payables

2.2 Receivables

Weekly Task

1. 5 Steps of Payment

- 1) JSM Prepare documents
Box1: Billings from Paragon's suppliers
Box2: Expense Claim (Receipt have paid by Paragon)

- 2) PARAGON Role 1: Verify & Approved

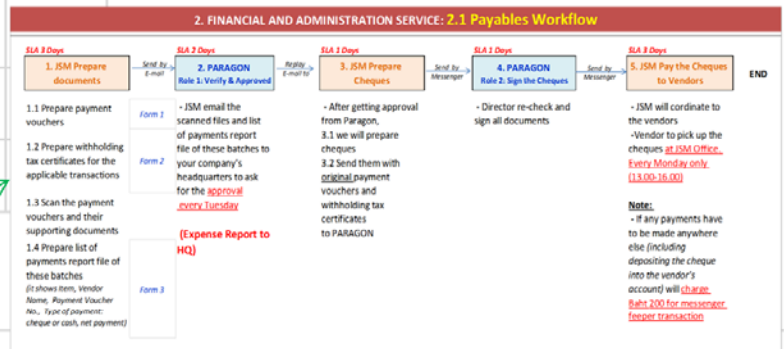
- 3) JSM Prepare Cheques

- 4) PARAGON Role 2: Sign the Cheques

- 5) JSM Pay the Cheques to Vendors

[See The Payable Workflow](#)

1. Issue invoices to Paragon's clients
(information provided by Paragon)
2. Collection of cheques and banking them.
3. Issue receipts/tax invoices for AR collection.



2. Expense Report to HQ

- 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