

ACCOUNTING AFFINITY

Accounting Affinity is a team of accounting, finance and operations professionals who handle a wide range of services, from bookkeeping to complex financial analysis, for small-medium sized businesses. We customize our services suite to fit your business, your budgets and your goals.

Our services include:

- Preparing monthly Profit and Loss Account and Balance sheet.
- Preparing periodic management reports.
- Preparing monthly cash flow statement.
- Responsible for GL Accounting.
- Collecting & Deducting Withholding Tax (Direct Taxes)
- e-Filing of Withholding Tax (Direct Taxes)
- Detail & Reconciliation of Advance Tax (Direct Taxes)
- Preparing & Filling of Monthly GST & PRB Return (Indirect Taxes)
- Responsible for Tax E-filing via IRIS, FBR and SRB.
- Analysis of costing of spare parts and power products.
- Analyzing preparing custom duties i.e. Custom Duties, Sales Tax and Income Tax.
- Responsible for clearance of goods from port.
- Analyzing and preparing products costing.
- Handling of all matters regarding FBR, SECP and other regulatory authorities.
- Assist with the audit preparation work to allow for timely completion of the annual financial statements and corporation tax returns.

QuickBooks

- We can suggest you which Quickbooks version is best for you.
- We can help you from buying Quickbooks to setup everything.
- We will understand your business and will help you get the solution and reports you want.
 - Bookkeeping
 - Setting up new company in QuickBooks
 - Online Managing Chart of Accounts
 - Recording, categorization and data entry of bank transactions
 - Creating bills/invoices and expenses/incomes
 - Managing account receivables and accounts payable
 - Budgeting and Forecasting
 - Inventory management
 - Payroll management
 - Bank and Credit Card reconciliations
 - Other accounting tasks needed

Payroll

We can help you with:

- Maintaining payroll information by collecting, calculating, and entering data into spreadsheets, Quickbooks.
- Collecting and organizing timesheets and enter information related to employees and pay periods into spreadsheets and other software.
- Organize the compensation of employees for the hours that have been worked.
- This may include keeping totals for hours worked by employees, rates of pay and managing payments to employees.
- Time sheet Template calculation for weekly monthly payroll.
- Maintaining payroll-related accounts and is responsible for the reconciliation and accuracy of one or more accounts within a complex accounting system.
- Incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees

Related Accounting Software:

- Xero
- Oracle
- Peachtree
- Microsoft Excel
- QuickBooks online
- Quickbooks Desktop
- Microsoft Dynamics GP

Contacts:

Mob: +92320-5084586

Mob: +92310-5804127

Email: aa.ffinity@gmail.com

insta: www.instagram.com/aa_ffinity

Skype: live:ff2c174dd6e959f4

Web: <https://accountingaffinity.wixsite.com/website>