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Efficient collaboration via My[Expatax]

Digital delivery, communication and current insight

EXPATAX

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Introduction

Submitting receipts and invoices can be quite frustrating.
For business owners, but also for accounting and
bookkeeping firms. Think about it: you are busy with your
business and easily forget your administration. Your
accountant is waiting for the data and therefore can't
proceed. The result is that you are looking at outdated
figures.

Your financial status
To make this collaboration easier, Exact Online has developed
My[Expatax]. This handy software provides insight into your
financial position. Anytime, anywhere, wherever you are.
Lightning fast, in real time and without any hassle.

Check the status of an invoice and check the cashflow while you
are on a call. No difficult spreadsheets, unclear e-mail exchanges
or cumbersome working methods, but clear graphs and relevant
key figures that help you make the right decision at any time.

With My[Expatax] you always have a grip on your figures.

What is My[Expatax]?

My[Expatax] is a software application that helps you to interact with us and keep your administration up to date and it shows how your business is doing financially. My[Expatax] is accessible through your web browser and through the app.

The possibilities of My[Expatax]:

+ Submit receipts and invoices
+ Communicate about transactions (chat)
+ View your income and expenses
+ Check outstanding items
+ Get an overview of all purchase and sales invoices
+ Approve purchase invoices and VAT returns
+ Pay suppliers easily
+ Relationship management: create and edit contacts
+ Optional: collaborate and gain insight into your payroll
+ Optional: create and send invoices

Submit documents and payment

Receipts

Take a picture of the receipt immediately with the app on your smartphone and you don't have to think about it anymore. Through the mobile app, you can upload emailed invoices directly to your administration at Expatax. Documents are always available after delivery via a clear overview. If you forgot to submit a receipt, you will receive a message from us and you can simply submit it via the app.
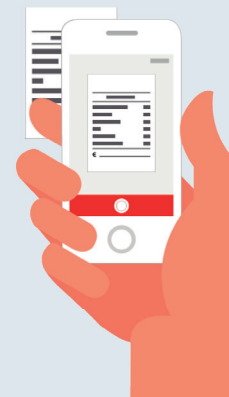
Invoices

Simply upload your invoices yourself via My[Expatax] and they will immediately appear in your administration. Approve them for payment or not and make the payments via the clear payment list. Upload sales invoices to My[Expatax] so they can be processed, or even easier, create sales invoices directly in My[Expatax].

Easy payment

After submittal, you immediately have a good overview of submitted receipts and invoices and you can easily manage your payments. You simply create a payment list from which you can choose the payment date, make partial payments or pay from another account if you wish.

Clear communication

Nothing is more annoying than a lack of current insight because the administration is not up to date. This is often caused by questions that remain unanswered. Missing documents? Questions about purchase and sales invoices? With My[Expatax] you can see at a glance what our question is about, thanks to the chat function linked to the relevant entry or invoice.

Digital approval

In addition, My[Expatax] allows you to easily approve and pay purchase invoices as soon as they are booked by us. We can also provide VAT and TCP/IP declarations to you for digital approval.

Relationship management

Easily create new contacts. If information is missing then use the link to the Chamber of Commerce to complete contact details. This way you can create a clear contact card and use the app as an address book.

Relevant insight

Online visibility of everything that still needs to be paid and make the payment directly from My[Expatax]. This way, the accounts are immediately up-to-date and you have an up-to-date picture of your financial position.

This overview can be adjusted (in consultation) based on your selected key figures.

The financial cockpit shows:

+ Balance sheet, Profit & Loss
+ Overview outstanding sales invoices
+ Overview outstanding purchase invoices
+ Underlying bookings and documents

Create and send invoices

The sooner the invoice reaches the client, the sooner that invoice will be paid to you. Invoicing is easy via My[Expatax]. Create the invoice on your computer, or directly through the app on your smartphone and they are immediately sent by email to your customer. The invoice is standard formatted with a professional invoice layout and equipped with your company logo.

Invoicing on-the-go

As soon as the invoice is sent, it will appear in a clear list of sales invoices, you can see exactly which invoices have already been paid and which are still to be paid by the customer. In the financial cockpit this is also shown in a graphical way. A reminder of any past due outstanding items can be sent with the push of a button.

Automatic processing

An important advantage of invoicing via My[Expatax] is that the invoice is immediately processed in the administration and business results.

Insight into your payroll

Deliver mutations

With My[Expatax] for Salary you have the comfort of an outsourced payroll, with the insight into the data of your employee(s). Submit mutations yourself, so they can be processed immediately by Expatax. You can also add new employees yourself or change their data and upload files in the employee file.

Employee Portal

Employees can then find these files in their employee portal. Here they can also view their pay slips and annual statement. An employee portal is easy to create and the employee can access her data anywhere, anytime.

An additional advantage is that you are immediately AVG proof!

Reports

Via My[Expatax] for Salary you can download reports, wherever and whenever you want. This way you don't have to call your payroll consultant for every little thing. You can also agree that the payroll tax return is first approved before it is sent. This way you keep control of the payroll administration.

Keep track of leave easily

You can also easily keep track of leave and absence via My[Expatax]. You can enter when an employee goes on vacation and also have a handy overview of this. You can see at a glance how many vacation days an employee has and therefore do not have to update an Excel sheet every time.

This way you have all your employee data at hand without having to do the complicated and time consuming work of payroll administration.

The benefits of My[Expatax]

Up-to-date figures are of great importance. For you, to be able to shape new plans and ideas, but also for us. If we look at real-time data together, we can identify opportunities and threats in time. With My[Expatax] you can deliver documents quickly and easily. The app is user-friendly and gives you an up-to-date picture of the financial position of your business at any time.

More information?

Would you like more information about Mijn[Expatax] or do you have a question about our support?

Please contact Ronald Sintniklaas on 030-8804630 or send an email to administration@expatax.nl.

We are happy to help you.

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