

ACCOUNTING & BOOK KEEPING

Accounts Receivable Services

Document Checklist for Accounting & Book Keeping

For outsourcing accounts receivable management, including invoicing, collections and reconciliation.

Documents Required

- Business registration/incorporation proof
- PAN card and GST registration of the business
- List of customers/clients with contact and billing details
- Sales invoices and outstanding receivables data
- Bank account statements for reconciliation
- Existing accounting software/system details, if any
- Credit terms and collection policy of the business
- Historical accounts receivable ageing report, if available

Note: The above list indicates commonly required documents. Additional documents may be requested depending on the specific scope of engagement. Expert Registration confirms the exact requirement after a brief consultation.