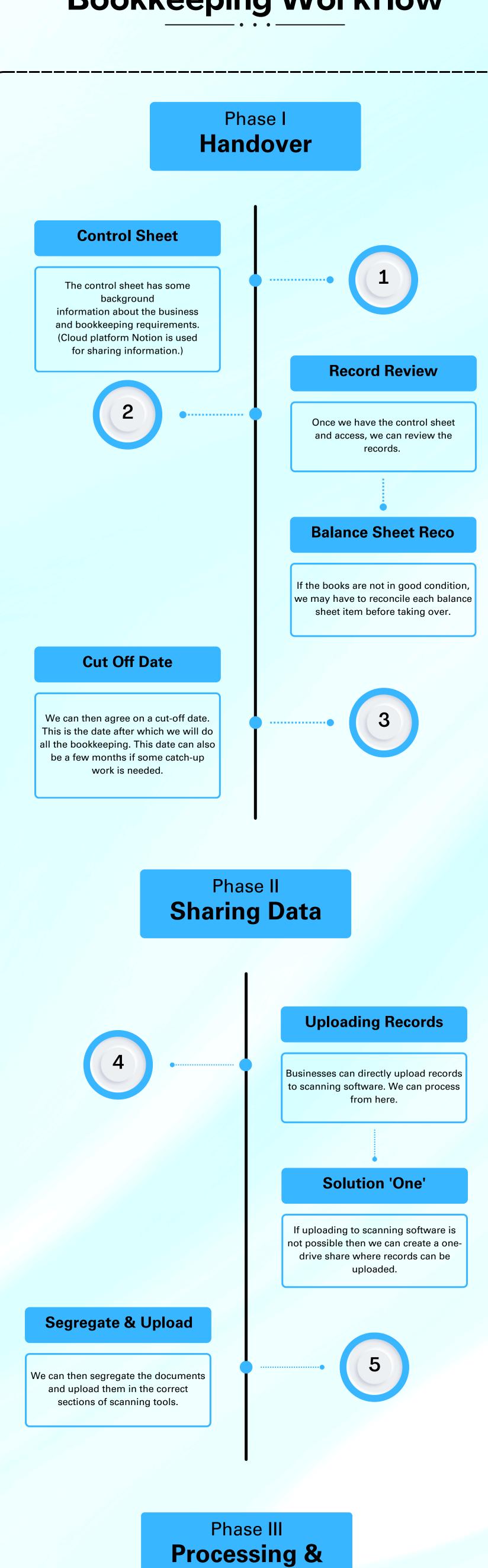
Bookkeeping Workflow



Reporting



Data Processing & E-mail

queries, we can finalize the bookkeeping for the period and

Data Security:

- lock the details.
- · All communication happens through either the mailbox provided by the client or the Slack channel; no data is processed locally. • These accounts are reviewed and managed by the clients themselves.

• The Control sheet information stays on the Notion platform provided by client.

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