

# SA *Premium* Consulting

## Corporate Services

# Management & Financial Reporting

## Business Process Outsourcing (BPO)



29-5, Level 5, Block C2  
Jalan PJU 1/39  
Dataran Prima Business Centre  
47301 Petaling Jaya  
Selangor, Malaysia

+603 2726 8815  
corp.secretary@sa-global.com.my



### Accounts Payable

- Validate and recording of Supplier Invoices
- Creditors Ageing & Inventory
- Reconciliation of incurred cost vs Approved Budget
- Reconciliation of Creditors balances on Quarterly basis



### Treasury Management

- Prepare payment commitment listing
- SST / CP204 and Loans
- Initiate payment process based on approved payment listing
- Update weekly cash position



### Accounts Receivables

- Validate and recording of Sales Invoices
- Debtors Ageing
- Reconciliation of sales invoice vs Budgeted Sales
- Reconciliation of Debtors balances on Quarterly basis



### Credit & Collection

- Prepare unpaid sales invoice listing on weekly basis
- Phone-Call and physical visit to Customers' office to follow up on payment
- Prepare notice of demand for defaulted credit period



### General Ledger, Financial Statements & Audit

- Reconstruction of Chart of Accounts
- Produce monthly Management Reporting
- Produce quarterly Financial Reporting for audit purposes
- Reconciliation & Accruals
- Liaising officer for statutory audit and tax compliance



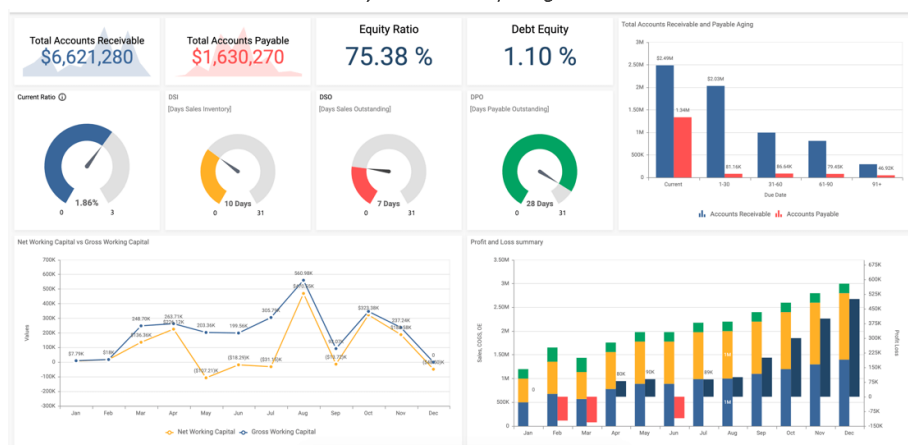
### Cash Flow Forecast & Float Management

- Produce 8-week cash flow forecast for Management use
- Report on cash flow position, and action plan to improve cash position
- Negotiation with Vendors and Customers

Our experienced Financial Professionals are ready to assist our Customers to manage the Financial Management, Reporting and Compliance, efficiently and cost effectively.

Our BPO services aims to produce timely reporting of financial information to the management and executive officers to ensure critical business decision is made based on informed and accurate data collection, hence reduce the risk of non-compliance, contract defaults, shortage of cashflow and penalty cost from Regulators.

*\* Monthly Dash-Board Reporting \**



#### BENEFITS TO INTERNAL STAKEHOLDERS

1

#### DIRECTORS & EXECUTIVES

We will ensure the Board of Directors, Executives and Key Personnel are fully aware of the financial positions and performance of the Company, timely.

2

#### ORGANISATION

Promote higher efficiency in information sharing and decision-making process. Financial information is kept Cloud-based and updated, hence accurate information is accessible at all time.

3

#### COST IMPACT

Reduce redundancy and counter-productive manpower and infrastructure set-up for our Customers.



#### BENEFITS TO EXTERNAL STATEHOLDERS

1

#### REGULATORS

Timely filing compliance documents, including taxes, social contributions, and statutory reporting.

2

#### SHAREHOLDERS

Timely production of Financial Information for shareholders consumptions and increase return to shareholders arising from cost optimisation scheme.

3

#### LENDERS

Increase confidence in lenders as well as maintaining excellent payment record to facilitate credit facility application in future.



# SA PREMIUM CONSULTING SDN BHD

201401044269 (1120451-V)

[malia@sa-global.com.my](mailto:malia@sa-global.com.my) / [halim@sa-global.com.my](mailto:halim@sa-global.com.my)

All Rights Reserved @ 2023