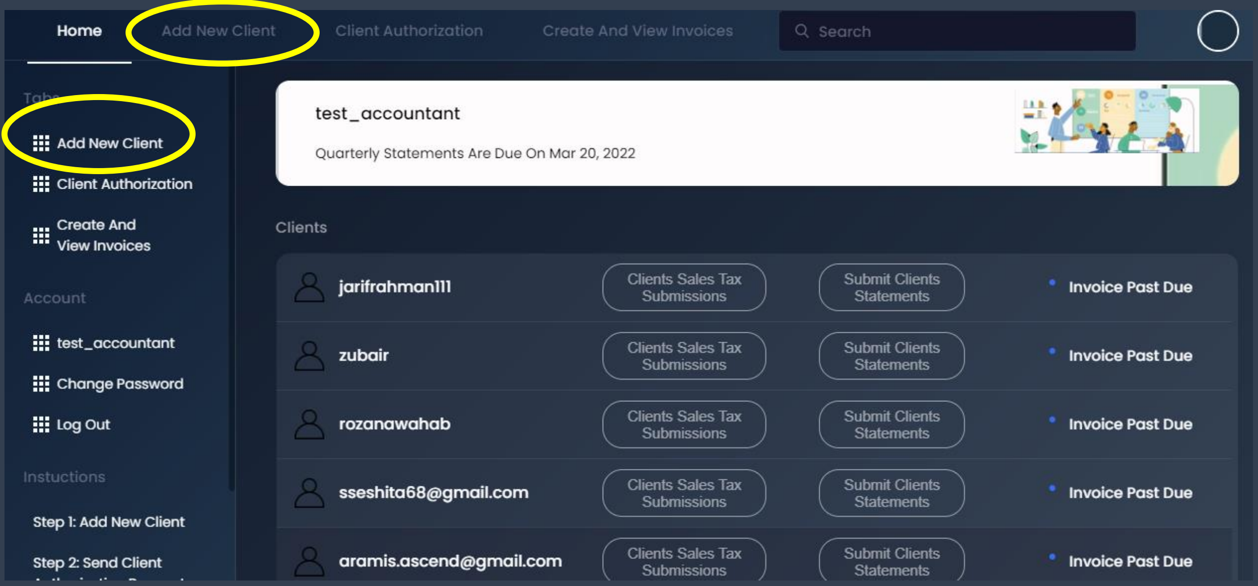
Welcome to ACUTIRA!

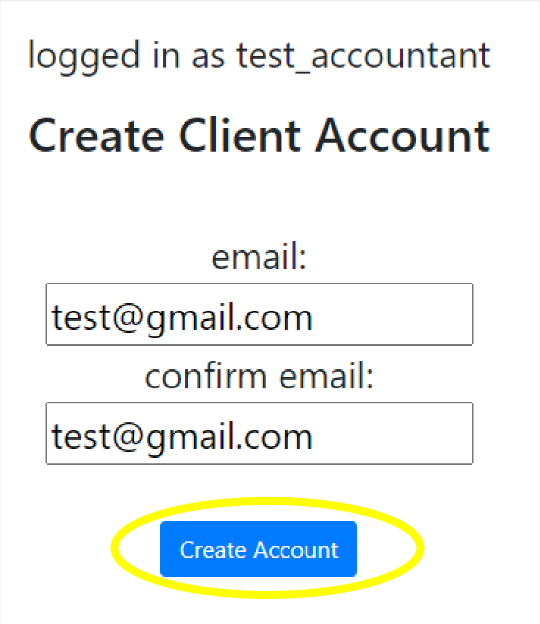
Acutira is here to provide solutions to accelerate your business through digital transformation. We provide both canned and custom solutions to ensure a smooth business journey for you. Please let us know about your requirement so that we can work together to develop solutions.

Accounting firm solutions:

1. Client management
2. Sales tax solution
3. Invoice management

1. Client Management



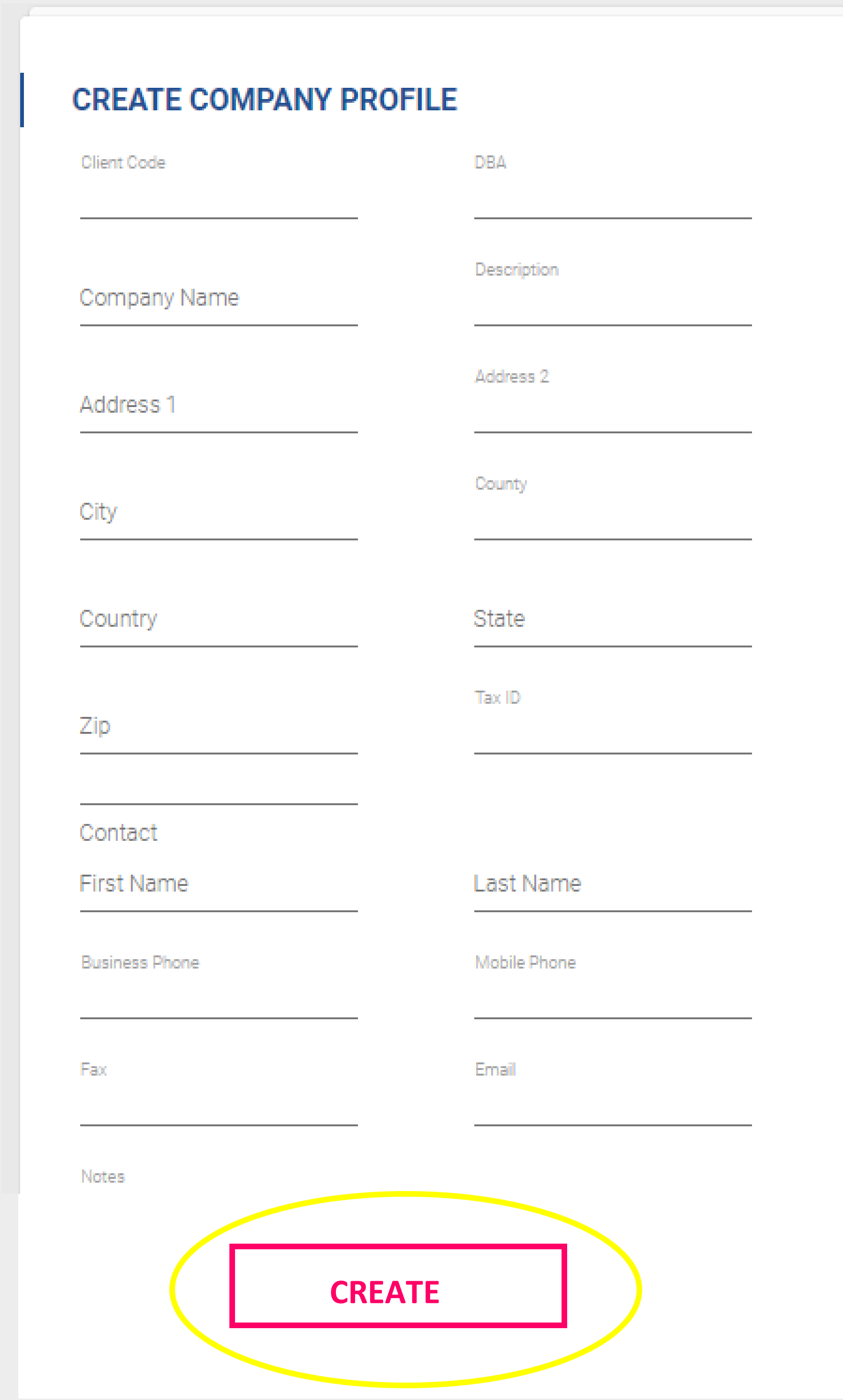


Step:1

a. Click on **"Add New Client"** from the top menu bar.
b. Put your clients email address for the username.
c. Confirm Username.
d. Press "**Create Account".**

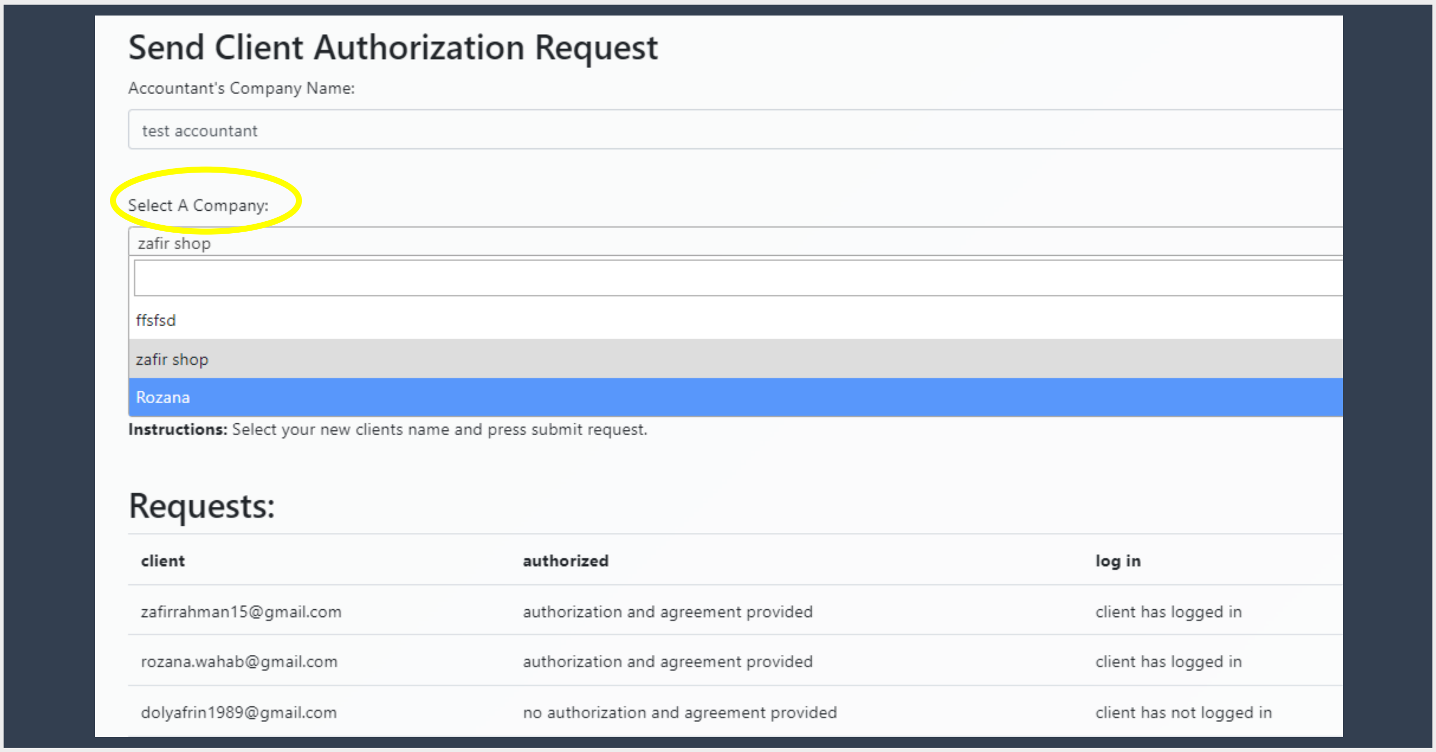
Step:2

a. Create Company Profile
b. Fill in the information.
c. Press **“Create”**
d. It will lead you to Client Authorization Request page



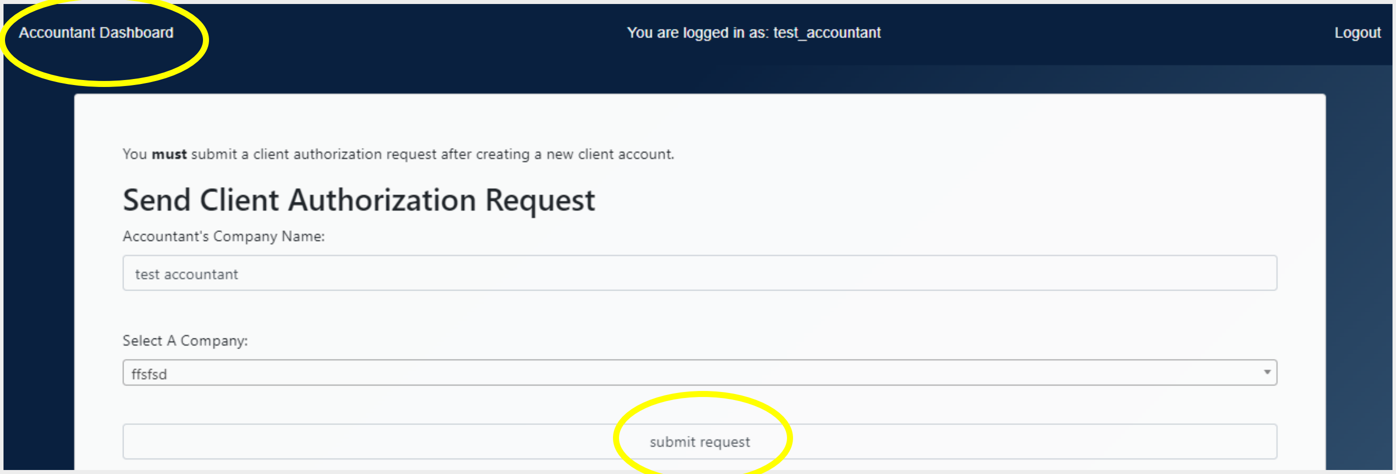
Step:3

a. Select the company name from dropdown “Submit Request”.
b. An email will be sent to your client with the username and auto generated password.
c. After your client accepts and authorized your request you can View and Edit information submitted by your client.
d. You can also check your client’s status from the below request table.

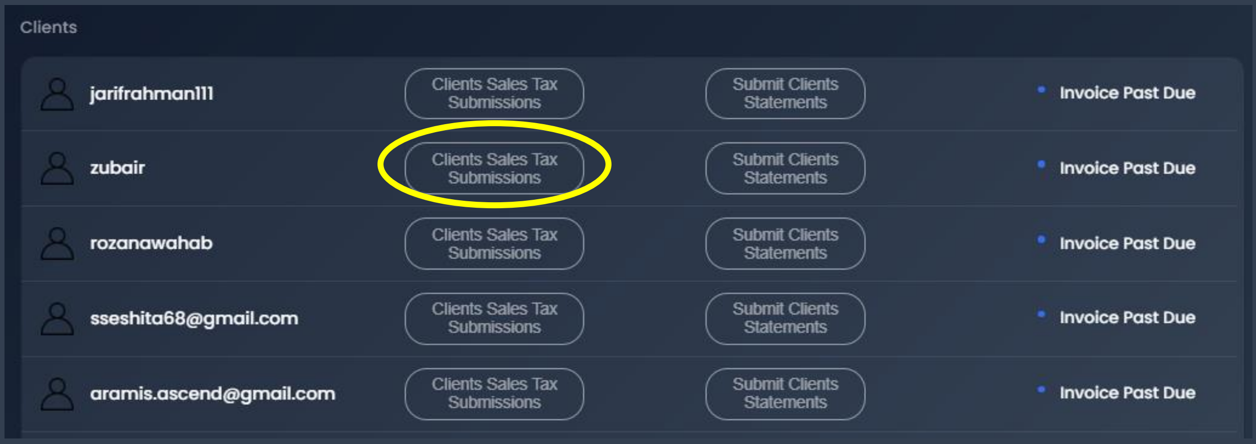


Step:4

a. Click “Accountant Dashboard” on the upper left corner to get back to home.



2. Sales Tax Solution



Step:1

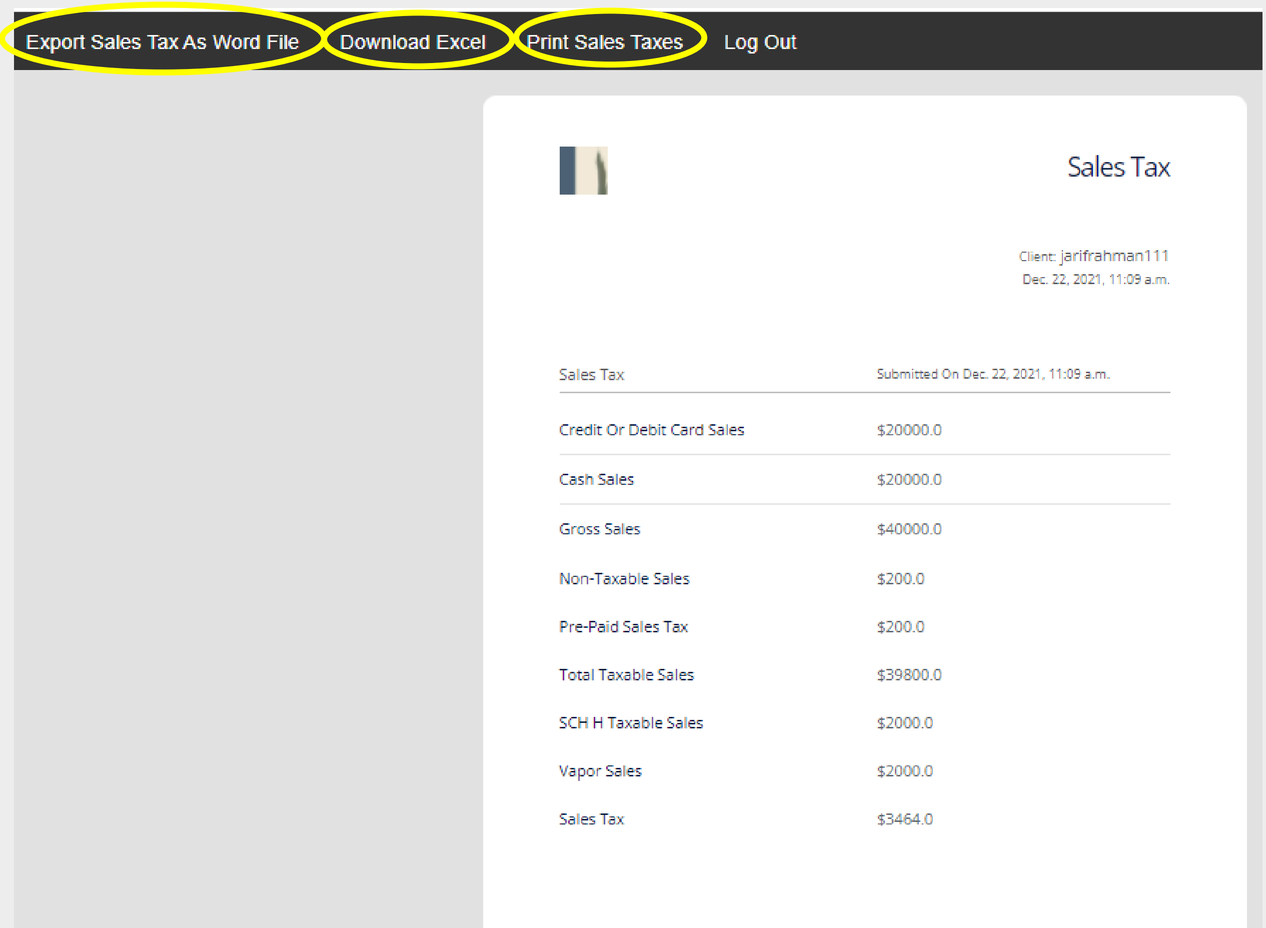
a. To see Clients Sales Tax Submissions, Click on **“Clients Sales Tax Submissions”** from the client list on your dashboard.

Step:2

a. If your client has already submitted his/her sales tax from their Acutira Dashboard you can see an information table like **Case:1**

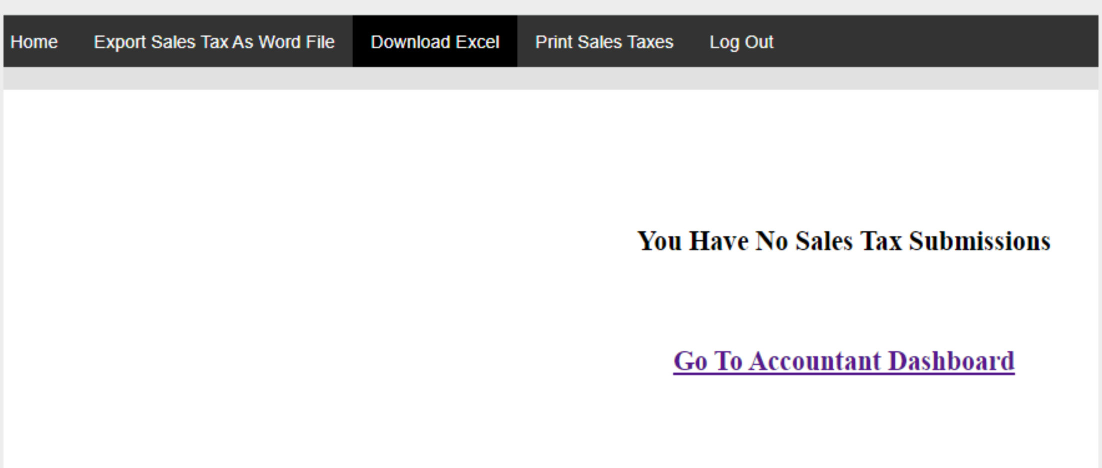
b. You can **"Export the Sales Tax as Word File" "Download Excel"** or **"Print Sales Taxes"** from the top menu bar.

<u>Case:1</u>



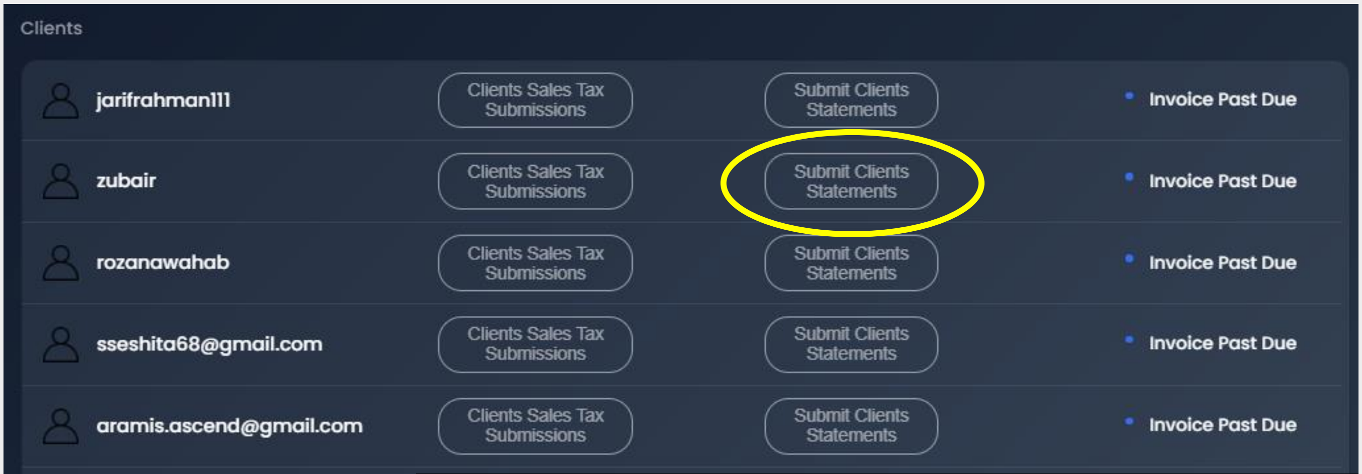
c. If your client hasn't submitted the sales tax, you will see a table like **Case 2.**

<u>Case:2</u>

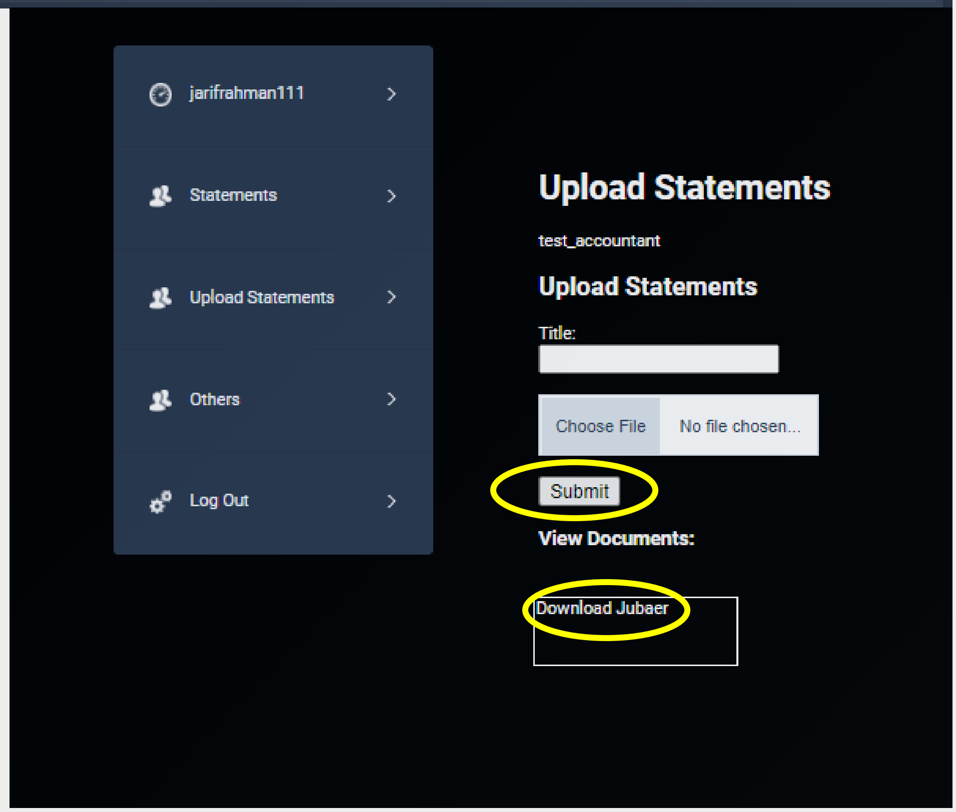


Step:3

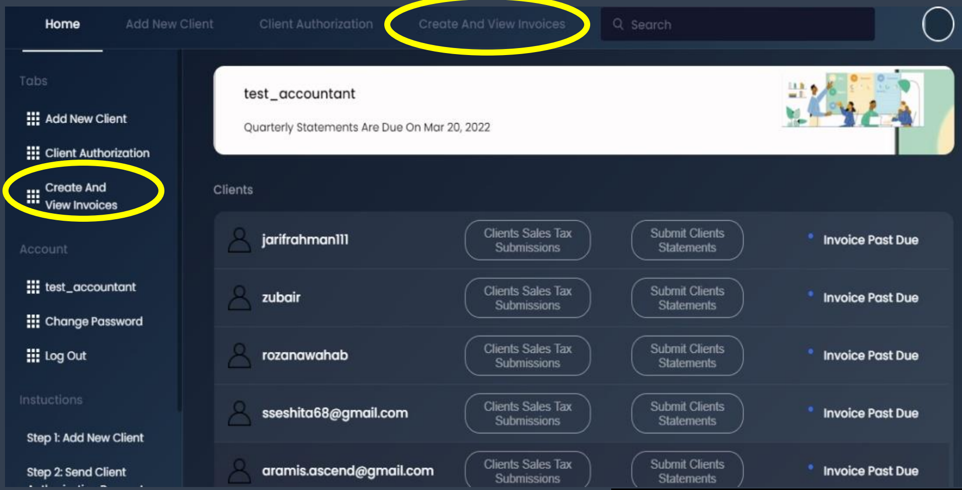
a. Before submitting to government, you can send the final sales tax document to your client to verify by clicking **“Submit Clients Statements”.**

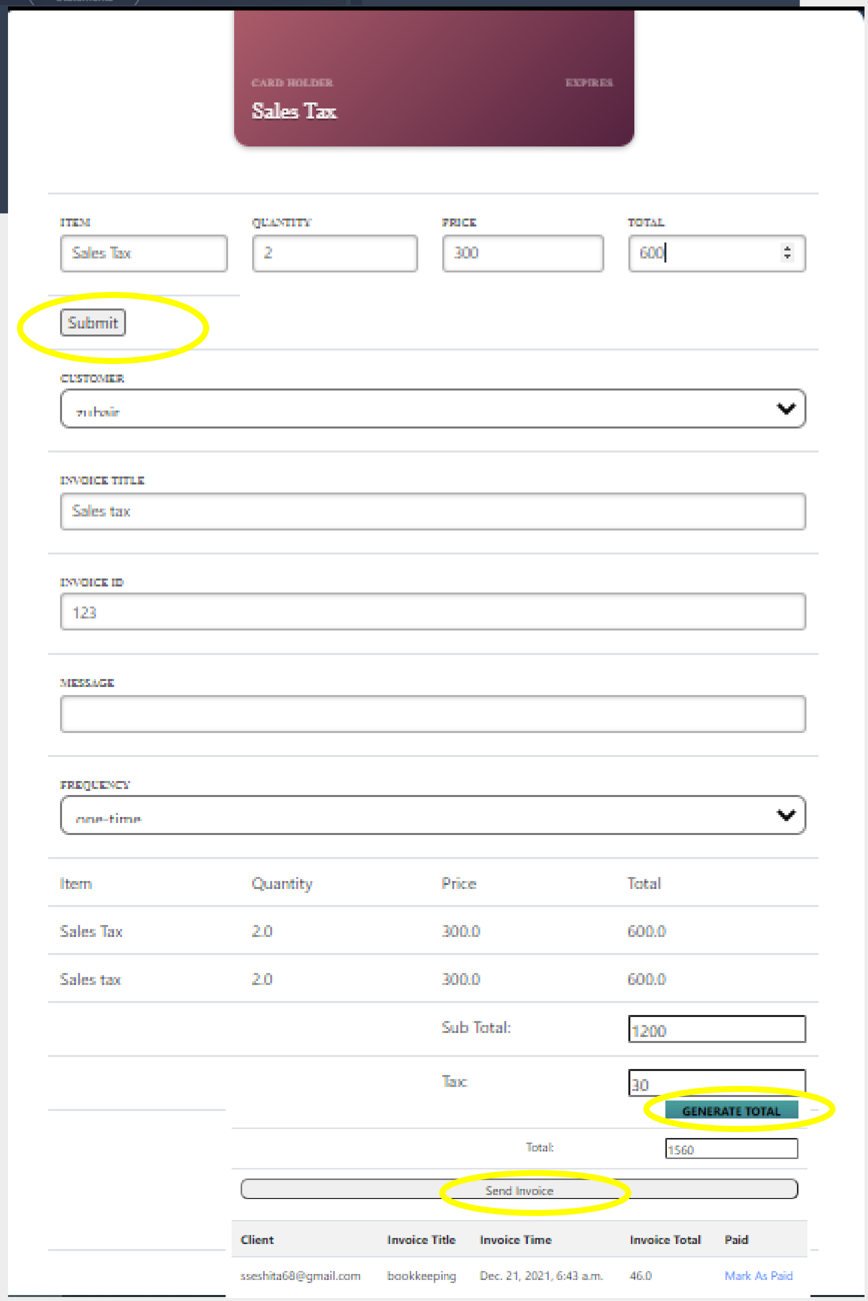


b. It will lead you to this window
c. To upload the document, put the company name in the title.
d. Choose the file from your computer.
e. Press **“Submit”**
f. You can download and view the uploaded file by clicking **“Download”**



3. Invoice Management





Step:1

a. To Create Invoice, click **"Create and View Invoice"** on your dashboard.

b. It will lead you to this window.

Step:2

c. Fill up the **"ITEM", "QUANTITY"**, **"PRICE"** & **"TOTAL"** then press **"Submit".**

d. Once you have **submitted** bills for all the items, fill in the below details, such as **"CUSTOMER", "INVOICE TITLE", "INVOICE ID".**

e. You can see the **"Sub Total"** at the below of the form.

f. Ad Tax and click on **"Generate Total"**

g. To send the invoice to your client, click on **"SEND INVOICE".**