

Help with your numbers and business tasks.

Bookkeeping, financial reports, tax administration, stock and sales follow-ups. For owners, directors and operations teams.

01 Finance & Tax

We record transactions, prepare reports, check unpaid invoices and organize tax documents.

02 Stock & Sales Processes

Choose a stock review or organized prospect and proposal records.

03 Bookkeeping Support

We define tasks, required hours and candidate tests. Staffing is discussed after agreeing the plan.

04 Clinic Administration

We prepare administrative answers and a test demonstration, with defined questions retained by staff.

05 AI System Testing

For businesses with an existing AI system: we test errors, permissions and needed fixes.

06 Sales Offer Testing

We design a two-offer experiment for one product and assess whether to continue.

You do not need a package name.

Tell Arif about the problem. Discuss work, outputs, fees, people and timing before deciding. All examples use fictional data; they do not show client results.

Cash & Unpaid Invoice Review

We match incoming bank payments to customer invoices, list unpaid amounts and prepare a four-week plan for money coming in and going out.

Example: five customer payments have arrived, but your team cannot tell which invoices they cover.

What we do

1. Check bank statements and invoices.
2. Match payments and flag anything needing confirmation.
3. Prepare unpaid-invoice priorities and a cash plan.

What you receive

Payments & unpaid invoices - See who has paid, partial payments and the amount still owed on each invoice.

Four-week cash plan - Expected receipts and expenses, with assumptions for you to confirm.

Owner or director summary - Decisions needed, who follows up and when.

Fees & estimated timing

IDR 1,500,000 / engagement | 5 working days

IDR 750,000 deposit, with IDR 750,000 due after reviewing the work together. Agree extra accounts, periods or transactions first. Service taxes are stated in the quote.

What is included

One business, one IDR bank account, one month of statements, up to 200 bank transactions and 30 invoices including older unpaid invoices. The cash plan covers the next 28 days.

Not included

Excludes full bookkeeping, tax, payroll, contacting debtors, payments, multiple currencies, complex refunds/netting and audit opinions.

Monthly Bookkeeping

We record transactions from your documents, match balances to the bank statement and list missing documents.

Example: receipts and payments are scattered, so the team has to find them again at month end.

What we do

1. Collect and check transaction documents.
2. Record transactions and match bank balances.
3. Deliver monthly records and a missing-item list.

What you receive

Monthly transaction records - Transactions linked to supporting documents and accounts.

Bank balance check - Records compared with bank statements, with differences explained.

Account balances & missing documents - Each account balance and remaining month-end tasks.

Fees & estimated timing

Monthly fee after reviewing requirements | Planned within the first ten days after month end

Pricing follows workload, opening-balance condition and people required. State monthly fees, older-record cleanup, any tax specialist, service taxes and payment dates in the quote.

What is included

One Indonesian business entity, IDR, one month and one bank account. Up to 200 accounting entry lines and 200 bank transactions. Agree the account list and opening balances before starting.

Not included

Excludes management profit-and-loss/balance-sheet reports, older-period cleanup, payroll, inventory costing, audit and tax.

Monthly Bookkeeping & Financial Reports

We complete monthly bookkeeping, prepare profit-and-loss and balance-sheet reports, and discuss key changes with you for 30 minutes.

Example: sales look strong, but you do not yet know the profit after recording all costs.

What we do

1. Complete transaction recording and bank balance checks.
2. Prepare reports from approved balances and adjustments.
3. Explain key changes and decisions needing your attention.

What you receive

All Monthly Bookkeeping outputs - Bookkeeping is included; you do not buy the same work twice.

Profit-and-loss & balance-sheet reports - Revenue, costs, profit, assets, liabilities and equity for internal management.

Report explanation & 30-minute discussion - Key changes, open questions and next decisions.

Fees & estimated timing

Monthly fee after reviewing requirements | Planned within the first ten days after month end

Pricing follows workload, opening-balance condition and people required. State monthly fees, older-record cleanup, any tax specialist, service taxes and payment dates in the quote.

What is included

Includes the Monthly Bookkeeping limits: one entity, IDR, one month, one account, up to 200 accounting entry lines and 200 bank transactions. Adds approved adjustments, one-period reports and a 30-minute discussion. Agree the reporting basis with the reviewer.

Not included

Internal management reports, not an audit opinion or accounting-standard compliance assertion. Formal cash-flow statements, tax, business valuations and consolidated reports are separate.

Monthly Tax Administration

We organize documents, maintain a checked list of obligations and deadlines, and coordinate review and collection of filing evidence.

Example: documents have been sent, but you cannot tell what is missing or whether filing receipts have been received.

What we do

1. Organize documents and obligations for review.
2. Record missing documents, responsible people and deadlines.
3. Track review, filing evidence and payment evidence separately.

What you receive

Obligations & key dates - Checked obligations, deadlines, responsible people and status.

Documents & review materials - Source documents and amounts prepared for the appointed reviewer.

Status & evidence record - Distinguish prepared, checked, approved, filed and paid.

Fees & estimated timing

Monthly fee after reviewing requirements | Planned within the first ten days after month end

Pricing follows workload, opening-balance condition and people required. State monthly fees, older-record cleanup, any tax specialist, service taxes and payment dates in the quote.

What is included

One Indonesian entity, one tax period, up to three agreed obligation types and 50 documents. Check obligations, deadlines and amounts for your business circumstances.

Not included

This package supports document preparation and coordination. Final calculations, tax advice, signing, representation and filing require an appointed authorized party and written agreement. No automatic filing or payment.

Stock Count & Reconciliation

We compare stock records with physical counts, trace goods movements and list differences for follow-up.

Example: records show 100 units but the count finds 92. The team needs to check the difference before changing records.

What we do

1. Agree a reference time and prepare the item list.
2. Compare counts with records and goods movements.
3. Flag differences, recounts and responsible people.

What you receive

Item-by-item differences - Recorded quantities, counted quantities, movements and differences.

Items needing another check - Priority differences and evidence or explanations still needed.

Warehouse follow-up plan - Who handles each difference, by when, and which processes need improvement.

Fees & estimated timing

Quote after reviewing the requirements | Schedule after a site review

Pricing depends on item/location counts, staff, recounts, access and travel. State field responsibilities and costs separately.

What is included

One site, one reference time and one counting period. Up to 1,000 item/location combinations. Record goods moving during the count. Agree counting staff, field responsibilities and costs before starting.

Not included

Excludes direct system adjustments, guaranteed loss explanations, audit/valuation opinions and extra sites.

Sales Follow-up Setup

We organize prospect records, sent proposals, responsible people and follow-up dates so your team knows what to do next.

Example: a proposal was sent a week ago, but no one has been assigned to ask for the prospect's response.

What we do

1. Review prospect records and the team's current process.
2. Set stages, responsible people, next actions and dates.
3. Teach your contact to update records and continue the work.

What you receive

Prospects & proposal status - One record of stages, responsible people, next actions and dates.

Sales follow-up priorities - See active prospects, overdue actions and proposals awaiting a response.

Working guide & 45-minute training - A guide, three message examples and usage practice so your appointed contact can take over.

Fees & estimated timing

IDR 3,900,000 / setup | Target 15 working days after readiness is confirmed

IDR 1,950,000 deposit; balance after review and training. State taxes in the quote. Paid software, shared online systems, integrations and extra volumes are separate.

What is included

One business, one local Neracia record tool, six stages and up to 50 records from two source files. Includes data preparation, three priority summaries, a working guide, three message examples, five usage checks and 45-minute training.

Not included

Excludes daily sales work, automatic messages, shared online systems or integrations. Records are kept in your files. No promise of sales or new customers.

Bookkeeping Team Planning

We review workload, estimate required hours, and define tasks and candidate tests. This initial package provides a plan; it does not supply staff.

Example: the team is overloaded at month end, but it is unclear whether another person or better task allocation is needed.

What we do

1. Review task volumes and observed completion times.
2. Define tasks, skills and review time needed.
3. Plan candidate trials before discussing staffing contracts.

What you receive

Estimated hours & support needs - Task volumes compared with working time and review time.

Tasks & review responsibilities - Delegable tasks, required skills and who checks the work.

Candidate trial plan - Trial tasks, assessment criteria and requirements before starting.

Fees & estimated timing

Planning fee quoted separately | Estimated 3-5 working days

Planning is separate from candidate search, staff fees, supervision, software and absence cover. No staffing payment before people and dates are agreed.

What is included

One firm, one role and one work queue. Task samples use anonymized data. Candidate search, candidate trials and monthly staffing contracts are separate.

Not included

No guaranteed candidate or automatic placement. Tax/BAS advice, filing and technical approval remain with the appropriately authorized firm.

Clinic Admin Assistant Design

We prepare administrative answers, define when staff must take over, and create a demonstration to test before any live implementation.

Example: staff repeatedly answer opening-hour and appointment questions, while medical questions must still go to appropriate staff.

What we do

1. Collect administrative questions and approved answers.
2. Define questions that must go to staff.
3. Create a demonstration and test 30 situations before discussing installation.

What you receive

Answer & staff handling plan - How routine questions are answered and when staff take over.

Clinic-approved answers - Questions, answers, information sources and approvers.

Demonstration & test results - Results from 30 test situations and fixes needed before live use.

Fees & estimated timing

Design fee quoted separately | Estimated 5 working days

Design/demo fees are separate from installation, WhatsApp software, messages, hosting and recurring support.

What is included

One branch and one proposed communication channel. Up to 20 clinic-approved questions/answers and 30 fictional test situations. This is a design and demonstration; it does not install live WhatsApp automation.

Not included

No diagnosis, medical advice, patient-data processing, live WhatsApp automation or automatic appointments. Medical, urgent, complaint, payment-dispute and uncertain questions go to staff.

AI System Testing

We test one AI process that can carry out tasks, check incorrect or unauthorized actions, and provide evidence-based fixes.

Example: AI can prepare orders, but important changes must not happen without an authorized person's approval.

What we do

1. Agree permitted actions and those requiring approval.
2. Run normal, error and failure situations in the test environment.
3. Report issues, repair priorities and agreed retest results.

What you receive

Tests & results - Expected outcomes, what actually happened and supporting evidence.

Issues & repair priorities - Issues ordered by impact so your team knows what to fix first.

Results & retest summary - Retested issues, unresolved items and limits on the conclusions.

Fees & estimated timing

Quote after reviewing test requirements | Estimated 7-10 working days

Pricing follows the AI process, test setup, run counts, evidence and retesting. Model/software costs, additional development and system repairs are separate.

What is included

One process in a test environment, one configuration version, 75-100 test situations, one results discussion and one retest of agreed findings. Access and a repeatable test setup are required.

Not included

Not certification, a security guarantee, penetration testing, compliance audit or repairs to the live customer system. Results are limited to the versions and situations tested.

Sales Offer Testing

We design two offer or content options for one product, agree costs and measurement, and assess the results to continue, change or stop.

Example: compare two offers for the same product and check whether extra sales remain profitable after costs.

What we do

1. Choose one sales question to test.
2. Define two options, a budget and rules for stopping the test.
3. Compare results after costs and decide the next step.

What you receive

Experiment plan & two offer options - Purpose, offers or content being compared, budget and observation period.

Results compared after costs - Sales, refunds, costs and missing information reported separately.

Continue, change or stop recommendation - Reasons for the decision and requirements before the next experiment.

Fees & estimated timing

Quote after agreeing the experiment plan | Estimated 10 working days for preparation & evaluation

Separate service, material production, advertising, creator and software fees. Agree budgets and stop rules before spending.

What is included

One main product, one sales channel, two offer/content options and one results summary. Service, material production and advertising costs are separate. Agree the budget and observation period before running the experiment.

Not included

No guaranteed revenue, orders or profit. Material production, ad activation, creator work and extra experiments require separate agreement.

Tell us first. Decide when it is clear.

1. Describe your business problem

Describe the task, approximate workload and preferred timing. No specialist terms needed.

2. Review the work and fees

We check inputs and people's availability, then explain outputs, limits, fees, timing and review in writing.

3. Receive the work and explanation

Review outputs together. Receive files, open questions and next actions. Request one correction round on the same inputs/work within seven days of handover.

Bookkeeping is included in Bookkeeping & Financial Reports; do not pay twice for the same work. Tax administration does not automatically include final calculations, advice, signing or filing by an authorized party.

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