Impero IT Services
YOU,WE&IT®

Accounting System

Date: 31st July 2025

Objective

The objective of this platform is to streamline and digitize accounting, VAT, and corporate tax service operations between the admin and clients. It enables secure document management, automated reminders, service tracking, and insightful reporting, while offering clients a user-friendly portal to manage compliance tasks, upload records, request services, and monitor deadlines in real time.

Interfaces

Admin User Interface: Secure, a user-friendly **web** interface that the admin will use as their main tool.

Client Interface: Secure, a user-friendly **web** application that the client will use as their main tool.

Scope of work for Admin Interface (Web Panel)

★ Login

- The admin will be able to log in to the platform by entering the login credentials provided by the developer.
    - Email Address
    - Password with the eye icon
    - Submit Button
    - Forgot Password (link)

★ Forgot password

- Clicking the "Forgot Password" link redirects the admin to a screen to enter their registered email. They receive a reset link, set a new password, and can log in with the updated credentials after confirmation.

★ Dashboard

- Once the admin logs in with the provided credentials, the admin will be redirected to the dashboard screen.
- We assume that the admin will be able to view an overview of statistics on the dashboard, such as:
    - Total Registered Clients
    - Number of Active Clients
    - Document Upload Status (Last 7 Days)
    - VAT Return Deadlines
    - Notifications and Alerts
- Assuming that on the dashboard, the admin user will be able to view a hamburger menu on the left side where they can have the option to manage the below functionality and features:
    - Dashboard
    - Client Management
    - Calendar Management
    - Document Management
    - Service Management
    - Reports & Insights
    - Notifications Management
    - CMS Management
    - Logout
- On clicking any of the above options, the admin will be redirected to the respective page.

★ Client Management

- On clicking user management from the hamburger menu, the admin will be able to view details, such as the following:
    - View a list of all registered clients with the following details:
        - Client Name
        - Company Name

- License Type
- Contact Person
- Email Address
- Business Type
- Date Registered
- Status (Active/Inactive)

- Add new clients manually
- Edit client details
- Deactivate or delete clients
- Filter by Registration Date, License Type, Business Type, and Status
- Search by Client Name or Company Name

★ Calendar

- Admin will be able to view a centralized calendar showing:
  - VAT return filing deadlines
  - Corporate tax return due dates
  - Audit deadlines
  - Client service renewals
- There will be Color-coded events for each category
- Admin will be able to filter by client, service type, or deadline category
- Admin can add/edit/remove internal calendar events manually

★ Document Management

- Admin will be able to manage all the document uploaded by clients, such as:
  - View a categorized list of documents for each client:
    - Financial Statements (P&L, Balance Sheet, Cash Flow)
    - VAT Returns & Invoices
    - Payroll & WPS Reports
    - Bank Statements
    - Expense Receipts
    - Audit Reports

            - Import/Export Customs Documents
        - On clicking a specific client, admin can view:
            - All documents uploaded by the client
            - Documents categorized by type and date
            - Filters for Document Type, Upload Date, Financial Year, Status (Pending/Approved/Rejected)
        - Admin can:
            - Approve/Reject uploaded documents
            - Download, Preview, or Archive documents
            - Leave internal notes or comments per document
            - Request missing documents via email notification

★ Service Management

- Admin can track and manage the different accounting and audit services provided to each client, such as:
    - VAT Services
        - VAT Registration & De-registration
        - VAT Return Filing (Monthly/Quarterly)
        - VAT Accounting & Bookkeeping
        - VAT Audit Support
        - VAT Reconsideration Requests
    - Corporate Tax Services
        - Corporate Tax Registration
        - Tax Return Filing
        - Transfer Pricing Documentation
        - Tax Residency Certificate Assistance
        - Corporate Tax Planning
    - Accounting Services
        - General Bookkeeping
        - Financial Statement Preparation

        - Accounts Payable/Receivable Management
        - Payroll Services
        - Bank Reconciliation
        - Cash Flow Management
    - Audit and Compliance
        - External Audit Coordination
        - Internal Audit Reports
        - ESR (Economic Substance Regulation) Filing
        - UBO (Ultimate Beneficial Ownership) Filing
    - Inventory Reports
    - Each service has:
        - Assigned staff or accountant
        - Status (Not Started, In Progress, Completed)
        - Target Completion Date

★ Reports

- Admin will be able to view & generate custom reports based on:
    - Client financial summaries (monthly, quarterly, yearly)
    - VAT filings and due dates
    - Payroll summaries
    - Pending documents
    - Document upload frequency
    - Service completion status
    - Reports can be filtered by:
        - Client
        - Time period
        - Service type
    - Filing status
    - Export options:
        - PDF

- Excel

★ Notification Management

- Admin can manage notification related to:
  - Upcoming VAT filing deadlines
  - Payroll submission reminders
  - Missing document alerts
  - Client inactivity alerts
  - General system updates

★ CMS Management

- The admin will have the right to view and manage the below CMS pages:
  - Terms and conditions
  - Contact Us
  - Privacy Policy
  - About Us

★ Logout

- Admin will be able to log out from the portal at any time.

Scope of Work for Client Interface

★ Register

- The client will be able to register by entering the below details:
  - Company Name
  - Trade License Number
  - Business Type (Select from dropdown)
  - License Type (Select from dropdown)
  - Email Address
  - Password & Confirm Password
  - Submit Button

★ Login

- The client will be able to log in by entering the below details:
    - Email ID
    - Password with eye icon
    - Submit
    - Forgot password

★ Forgot password

- Clicking the "Forgot Password" link redirects the client to a screen to enter their registered email. They receive a reset link, set a new password, and can log in with the updated credentials after confirmation.

★ Dashboard

- Once the client logs in with provided credentials, then the client will be redirected to the dashboard.
- The client will be able to view key metrics such as:
    - Status of ongoing services (Accounting, VAT, Payroll, etc.)
    - Last uploaded document timestamp
    - Alerts for pending uploads
    - Next service due date (e.g., VAT return)
- Assuming that on the dashboard, the client user will be able to view a hamburger menu on the left side where they can have the option to manage the below functionality and features:
    - Company Profile
    - Upload Document
    - View Reports
    - Request New Service
    - Notifications

★ Company Profile Management

- Client can view and update:

        - Company Name
        - License Type (Commercial, Professional, Industrial, etc.)
        - Trade License Number & Expiry
        - TRN (Tax Registration Number)
        - Financial Year Start/End
        - Business Activity Type
        - Contact Person & Address Details

★ Document Upload

- Client will be able to upload a document, such as:
    - Drag & drop or browse to upload
    - Select Document Category:
        - VAT Certificates
        - Corporate Tax Documents
        - Bank Statements
        - Invoices & Receipts
        - Audit Files
        - Trade License
        - Emirates ID/Passport
        - Other
    - Select Financial Period
    - Submit Button
- Uploaded documents are:
    - Categorized and stored securely
    - Time-stamped
    - Viewable in document history
    - Filterable by date, type, status

★ Request New Service and Tracking

- Client can raise a service request:
    - Select service type (Audit, VAT registration, etc.)

        - Add notes
        - Upload any relevant document
    - Client can:
        - Request services such as VAT Return Filing, Corporate Tax Filing, Bookkeeping, etc.
        - Track the status of ongoing services (e.g., In Progress, Submitted, Completed)
        - View assigned accountant or tax advisor

★ Reports

- The client will be able to:
    - VAT Filing Summary Reports
    - Corporate Tax Submission Reports
    - Financial Statements
    - Cash Flow Reports
    - Export to PDF or Excel

★ Notifications

- Client will receive notifications for:
    - Upcoming deadlines
    - Missing documents
    - Admin comments or feedback
    - Document approval/rejection status

★ Settings

- Client will be able to:
    - Edit company profile
    - Change password
    - Set notification preferences
    - CMS Pages

★ Logout

- The client will be able to log out of the system at any time.