

Abstract

Office of Consultation Accounting and Taxation Co., Ltd is a company that provides accounting and tax consultant services, and intellectual property registration. For the most effective and efficient services operation, “Accounting cycle of Accounting Office” is based on the principles of the firm: “Service, Quality, Professional Standards” as guidelines for quality system management and personnel’s career performances as a qualified organization. “Accounting cycle of Accounting Office” serves as a document that describes and gives suggestion for work practice at a certain level. Also, it serves as a ground for regulation, standardization, and recommendation for further procedures; covering services quality requirements for efficient operation, in order that customers’ need can be satisfied, and future development can progress towards the impression for the firm’s services.

The aim of “Accounting cycle of Accounting Office” is to study the key processes of an accounting firm's cycle of services performance, fundamental understanding about the cycle, basic data collection for the consideration of risks from performing services for clients, and to be of use to new personnel and people who are interested in the proper process of accounting services performance. Mr. Piyachai Chaisong acts as the head conductor of the study.

“Accounting cycle of Accounting Office” had been started since the researchers joined the cooperative education at Accounting and Tax Consultant Company Limited; which consists of the division of services performance coordination, data storage with accounting softwares, receipt-payment voucher writing, input-output tax report audit, bank reconciliation, property registration, and monthly closing entries.

From direct experiences and conducting this study, the research conductors have gained better understanding about the cycle of services performance by accounting firms, and the basic processes of accounting career performance; and also lowered the mistakes that happen in accounting firms' procedures.

Keywords: Accounting cycle of Accounting Office / Accounting Office / services quality