



# OUTSOURCE YOUR ACCOUNTING SERVICES

## Introduction

Major challenge for a small or medium enterprise right at the off-set is setting up a sound and reliable accounting department. Business decisions rely heavily upon the financial information at all stages from planning to execution. Efficient book keeping and financial control ensures the business runs smoothly and future growth is possible only if the books are in order. Data, statements / projection are vital to which an entrepreneur must have ready access for sound business performance.

## The Opportunity - Outsourcing

Modern business climate offers you the choice to hire professional and experienced accounting outfits for an affordable cost. Accounting firms that operate as outsource partners provide reliable financial services at relatively lower costs and give you the benefit of sound and efficient accounting without the headache of running a full department. According to a recent estimate, outsourcing your accounting work can reduce your business cost by as much as 40 per cent. Hiring a specialist accounting firm brings your running costs down & provides an experienced accounting service.

## Benefits of Outsourcing

- ✓ Reduce operating costs and reduce capital investments
- ✓ Increase organizational impact by allowing staff to focus on core business
- ✓ Access to technology, skills and insights not otherwise available or affordable
- ✓ Increased flexibility and responsiveness

## Services *Kiosk Solutions* offer

### Bookkeeping Services

- ✓ General Ledger
- ✓ Bank Statement / Credit Card Reconciliation
- ✓ Account Payable Management
- ✓ Account Receivable Management
- ✓ Payroll
- ✓ Inventory
- ✓ Fixed Assets

### Accounting Services

- ✓ Accounting Setup
- ✓ Profit & Loss Statement
- ✓ Balance Sheets
- ✓ Financial Statement & Reports
- ✓ Book Cleanup
- ✓ Monthly, Quarterly, Year End Reviews

### Business Services

- ✓ Small Business Accounting
- ✓ Financial Statements
- ✓ Reconciliation
- ✓ Account Payable Services
- ✓ Periodic Review
- ✓ Payroll
- ✓ Cash flow Management
- ✓ Internal Controls

### Accounting Systems

- ✓ Online and Off line system set-up
- ✓ HW /SW consulting
- ✓ Bookkeeping and Tax filing
- ✓ Trainings

## Getting Started

- a. **Need Assessment:** From the beginning, our experts carefully assess your financial services needs according to the nature of your company and suggest the services model best suited to your requirements.
- b. **Work Plan:** The work plan is finalized after extensive consultation with you and a secure communication channel is set up between the two companies. Using the latest technology and established virtual communication arrangements, we make sure that the clients have twenty-four hour access to their data within the secure portal managed by our company. Periodic review of the services and client feedback is an essential feature of our work plan which ensures that we remain efficient accounting partners in your business.
- c. **Client's Responsibility:** Client is required to provide relevant documents at regular interval. In return after updating the client's account the same will be returned to client on periodical basis for their record.

**Offer:** *Kiosk Solutions* offer proven expertise in areas like book keeping, accounting and controller services and maintain ledgers for Accounts Receivable, Accounts Payable and cash account and produce daily or weekly reports according to the clients' preference. Payroll and related activities with tax calculation are also part of our portfolio. Our repertoire also includes preparing periodic reports, financial statements, bank reconciliations and taking care of your general accounting needs. Outsourcing your work to us means employing a comprehensive accounts firm which can help you meet your objectives and maximize your profits.

The cornerstone of our business philosophy is extensive and continued communication with the clients. All this data is accessible to the client round the clock through dedicated servers using the most modern software and backup facilities. In addition, we also act as business advisors by keeping an eye on the market trends and advising our clients on using the most modern and efficient methods related to accounting and financial services.