



Outsource
Bookkeeping
Services

Outsource Bookkeeping Services

1.1. Accounting Bookkeeping Services We Offer

- Accounts receivable services
- Accounts payable services
- Bank account reconciliation
- Invoicing Processing Services
- Manual Journal Entry Services
- VAT returns
- General ledger maintenance
- Assets / equipment ledger maintenance
- Expenses ledger maintenance
- Preparing accounts receivable reports
- Preparing accounts payable reports
- Preparing ageing reports & summaries
- Credit card reconciliation services
- Preparing financial statements
- Trial balance services
- Preparing income statements (Profit & Loss)
- Balance sheet services
- Preparing sales reports
- Preparing purchase reports
- Cash flow statement
- Entry of transactions
- Inventory services
- Accounting setup services
- Day-to-day bookkeeping and accounting
- Books balanced and reconciled quarterly
- Management accounts produced quarterly
- Annual accounts and tax returns preparation
- Submission to Inland Revenue
- Submitted to Companies House
- Expert tax advice to minimize tax liability

- Adjustments to year-end accounts
- Storage of documents at our offices

1.2. Value-added Bookkeeping Services - Specialized Reporting

Apart from all the standard bookkeeping services, we also offer custom reports that enable customers to better analyze their revenue and expenses.

- **Customer Reports:**
 - Determine your most profitable and least profitable clients
- **Employee Reports:**
 - Analyze employee expenditures with year-end reports
- **Break-up of Expenses:**
 - Break down your expenses by category. Whether it's by product line, office or region, this report gives you an efficient analysis of your expenses
- **Event Analysis:**
 - Determine your expenditure for individual events

1.3. Bookkeeping Services

Bookkeeping Services for Multiple industries:

We offer a wide range of expertise, so you can create a package that best fit your business requirements. We offer

bookkeeping for the following -

- Bookkeeping for Real Estate
- Bookkeeping for Retail
- Bookkeeping for Travel & leisure
- Bookkeeping Services for Small Businesses
- Bookkeeping Services for Large Corporations
- Accounting and Bookkeeping for Banking Industry

Our Software Capabilities:

Our accounting staff is proficient in all industry software. Our experts can adapt to your specified software and

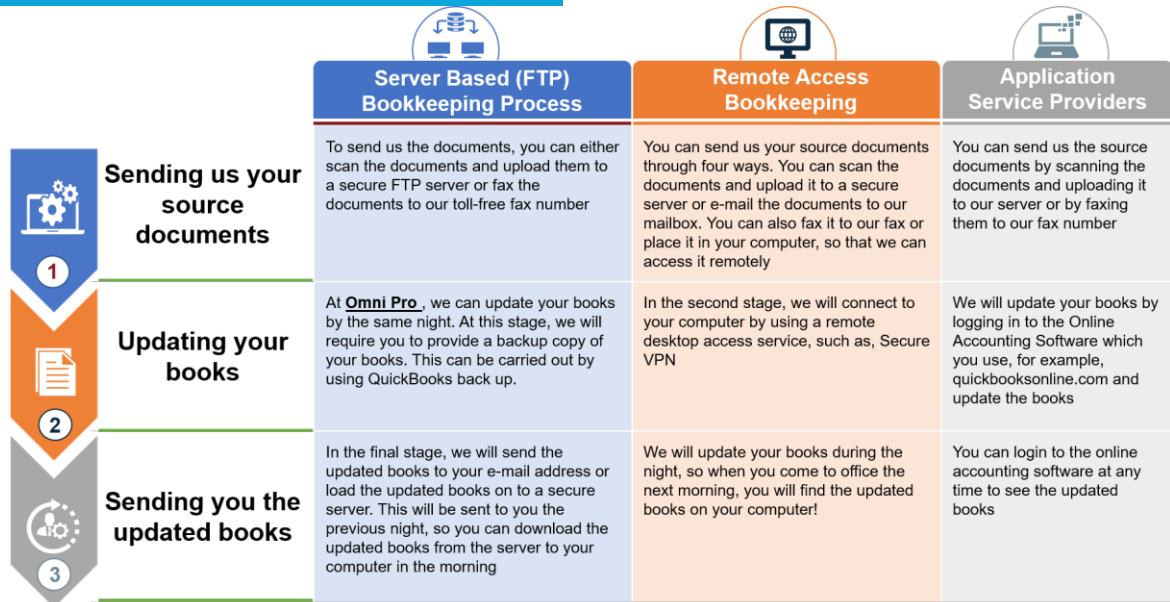
small business processes, while at the same time deliver a quick turnaround time.

Why use QuickBooks?

- ✓ Access books at any time with QuickBooks on the web






- ✓ QuickBooks has more than 50 customizable business reports
- ✓ Invoices/statements can be sent to customers by email
- ✓ QuickBooks can handle different accounting functions
- ✓ QuickBooks is user friendly and economical

1.4. Bookkeeping Services - Data Transmission Process



1.5. Outsourcing Bookkeeping Vs In-house Bookkeeping

- Outsourcing Vs In-house Bookkeeping:

Benefits of bookkeeping		In-house bookkeeper	Omni Pro
 24 / 7 Management		✗	✓
 Accurate Bookkeeping		✓	✓
 Affordable		✗	✓
 Minimized Overhead Costs		✗	✓
 24-Hour Turnaround Time		✗	✓

- Outsource Bookkeeping Services to Omni Pro:

- We maintain the highest standards of business ethics
- Our robust infrastructural set-up and qualified resources ensure uninterrupted services to our customers
- We have extensive experience in servicing international customers
- We employ only the industry standards-based, best practices and methodologies ensuring the highest quality every time
- We are proficient in different types of bookkeeping systems like double-entry bookkeeping
- Our services are reasonably priced