



Outrource Bookkeeping Services

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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
- \succ Cash flow statement
- \succ 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?

 \checkmark Access books at any time with QuickBooks on the web

- \checkmark QuickBooks has more than 50 customizable business reports
- \checkmark Invoices/statements can be sent to customers by email
- \checkmark QuickBooks can handle different accounting functions

 \checkmark QuickBooks is user friendly and economical

1.4. Bookkeeping Services- Data Transmission Process

	Server Based (FTP) Bookkeeping Process	Remote Access Bookkeeping	Application Service Providers
Sending us your source documents	To send us the documents, you can either scan the documents and upload them to a secure FTP server or fax the documents to our toll-free fax number	You can send us your source documents through four ways. You can scan the documents and upload it to a secure server or e-mail the documents to our mailbox. You can also fax it to our fax or place it in your computer, so that we can access it remotely	You can send us the source documents by scanning the documents and uploading it to our server or by faxing them to our fax number
Updating your books	At Omni Pro , we can update your books by the same night. At this stage, we will require you to provide a backup copy of your books. This can be carried out by using QuickBooks back up.	In the second stage, we will connect to your computer by using a remote desktop access service, such as, Secure VPN	We will update your books by logging in to the Online Accounting Software which you use, for example, quickbooksonline.com and update the books
Sending you the updated books	In the final stage, we will send the updated books to your e-mail address or load the updated books on to a secure server. This will be sent to you the previous night, so you can download the updated books from the server to your computer in the morning	We will update your books during the night, so when you come to office the next morning, you will find the updated books on your computer!	You can login to the online accounting software at any time to see the updated books

1.5. Outsourcing Bookkeeping Vs In-house Bookkeeping

• Outsourcing Vs In-house Bookkeeping:

Benefits of bookkeeping		In-house bookkeeper	Omni Pro
	24 / 7 Management	\bigotimes	\checkmark
©•	Accurate Bookkeeping	\checkmark	
\$	Affordable	\bigotimes	\checkmark
Š	Minimized Overhead Costs	\bigotimes	\checkmark
\mathfrak{O}	24-Hour Turnaround Time	\bigotimes	V

• 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 doubleentry bookkeeping
- Our services are reasonably priced