



**ACCOSPHERE**  
TOTAL FINANCIAL SOLUTIONS

## FINANCE & ACCOUNTING OUTSOURCING SERVICES



© ACCOSPHERE

## Unified Solutions

- + Benefits of Outsourcing
- + What we do
- + Our services
- + Acco-Connect
- + Our Differentiators

### Benefits of Outsourcing

Outsourcing is a technique that has been widely used to reduce cost and time of a firm. It is also expected to give firms more concentration on their core business activities. This is also considered to be an attractive option as a means of gaining access to scarce skills and obtaining competitiveness. Book Keeping and compliance function is one such widely outsourced function. The level of outsourcing would depend upon the facts and circumstances relevant in each individual situation. For example, key reasons that may drive outsourcing by small and medium-sized entities are:

- Access to skilled expertise
- Focus on core activities
- Better Risk Management
- Increasing in-house efficiency
- 24X7 Service
- Staffing Flexibility
- Improved service and delight the customer
- Reduced Infrastructure investment
- A competitive edge to the business
- Regulatory and other Compliance
- Effective Reporting

## What we do

Accosphere offers **Unified Finance and Accounting Outsourcing Services** using its specialised and dedicated team. The team is abreast with the latest regulations, and undergoes mandatory trainings on a regular basis. The offering encompasses broad range of accounting and financial reporting outsourcing, including:

- **Book keeping, Corporate Advisory, Payroll, Direct & Indirect Taxation**

- **CFO Advisory and support**

Setting up of Financial systems and Controls;

Training and supervision of bookkeeping and accounting staff;

Ensuring that all the statutory compliances are met on a timely basis;

Liaising with the Banks and other Financial Institutions;

- **Quality Close**

Annual financial statements; fasten closure process

- **Financial Reporting Advisory**

Monthly management information reports;

Assistance in group reporting;

Our specialist team comprising of accounting, secretarial, tax and payroll professionals can provide unified services, while maintaining a single point of contact for your requirements.

Our offering is relevant for operations of small and medium companies; start-up companies; and investment funds. Such entities may find it beneficial to outsource their Book Keeping and compliance functions to be able to focus on their core business operations.



## Our Services

Accosphere does not just offer a range of bookkeeping services, but will also forge a productive business relationship with the client. Our solutions are customized to meet the needs of our clients. Range of our services :

### Book Keeping

- **Order to Cash**

- Order entry (creation of order / booking of order)
- Invoicing
- Customer payments / collection
- Cash Application
- Inquiry

- **Procure to Pay**

- Purchase requisition/order
- Invoice Processing
- Payment Processing
- Inquiry

- **Record to Report**

- Streamlining of books of accounts for past periods
- Record day to day accounting transactions

- **Fixed Assets**

- Record fixed assets and prepare depreciation schedules
- Record month-end accruals and manage the closure process

- **Treasury**

- Prepare bank reconciliation and inter-company reconciliation statements
- Assist in Accounting reconciliation activities in various ERP's including SAP, Microsoft Dynamics Navision, PERP, BAAN, Tally ERP 9 etc.
- Prepare customised monthly / quarterly / annual MIS reports
- Prepare financial statements as per revised Schedule VI
- Conversion of local GAAP to US GAAP, IFRS or other international GAAP, as required and vice versa.
- Audit support for timely completion of the audit



**ACCOSPHERE**  
TOTAL FINANCIAL SOLUTIONS



### Hire to Retire (Payroll Processing)

- Assist with payroll processing
- Prepare pay slips
- Prepare customised payroll reports
- Prepare monthly bank transfer letters
- Assist with tax computation and other tax issues relating to payroll of individuals
- Maintain leave records
- Assist with statutory compliances with various applicable laws such as income tax, profession tax, provident fund etc
- Provide personal employee support services that enable resolving employee queries
- Provide helpdesk for employees

### Direct Tax

- Assist with incorporation of Subsidiary / Liaison office/ Branch office / Project office
- Assist with tax compliance
- Assist with advance tax working
- Prepare tax returns
- Assist with application for lower withholding certificates
- Assist with tax assessments
- Assist with other regulatory compliances
- Assist with litigation / tax dispute resolution
- Assist with appeals and revisions
- Support writ and other court matters
- Assist with mutual agreement procedure
- Assist with advance rulings
- Transfer Pricing

### Indirect Tax

- Assist with Goods & Services Tax compliance
- Assist with preparation of GST returns
- Review required registers and records
- Assist with drafting of responses to preliminary queries from tax department
- Assist with tax assessments
- Assist with other regulatory compliances
- Provide advisory services and litigation support
- Assist with appeals and revisions
- Support writ and other court matters
- Assist with mutual agreement procedure

### Companies Secretarial Compliance (Companies Act, 2013)

- Preparation of share certificates and common seal
- Preparation and updating statutory registers
- Preparation of Board / Shareholder meeting minutes
- Preparation of Director's report
- Preparation of documents for appointment /resignation of directors
- Preparation of documents for change in share capital
- Assistance in filing for changes such as name, registered office address, main objectives, etc.
- Review compliance certificates issued by practicing Company Secretary
- Preparation and filing of annual and other statutory returns

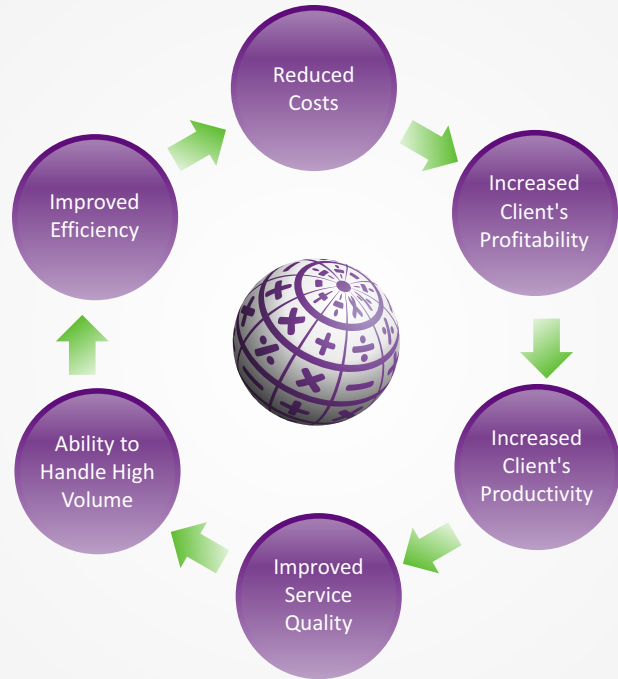
## Acco-Connect

We are flexible enough to work as per the needs of the client which can be online or offline working, on the software like Quickbooks, Peachtree, MYOB, Tally, SAGE etc.

- Customizable solutions designed to fit the specific needs of small- to mid-sized businesses
- Expertise in partnering with clients to deliver best-in-class Finance & Accounting outsourcing services
- Controllership & Management Centre in Goa, India provides visibility and tight financial controls to your organization

## Our Differentiators

- Dedicated and experienced team for Book Keeping and Outsourcing
- Integrated range of services that includes Book Keeping, Secretarial Compliance, Tax Compliance and Payroll Processing
- Ability to leverage our diverse experience and client base to benchmark and improve processes
- Robust tools, technology and methodology for control and transparency
- Confidentiality and data security due to established internal risk policies and guidelines
- Smooth transition and delivery mechanism to help ensure that there are no surprises



Contact us:

**SDS ACCOSPHERE ADVISORS  
PRIVATE LIMITED**

Head Office:  
1st Floor, Ganesh Chambers,  
Abade Faria Road,  
Margao, Goa – 403601



**ACCOSPHERE**  
TOTAL FINANCIAL SOLUTIONS

Helpdesk: +91 2071171888  
Email: [support@accosphere.com](mailto:support@accosphere.com)  
Website: [www.accosphere.com](http://www.accosphere.com)