

**SUNIL KHULLAR INFOTECH
MANAGEMENT SERVICES PRIVATE
LIMITED**

Methodology of Outsourcing Work

2016

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1) Introduction

SUNIL KHULLAR INFOTECH MANAGEMENT SERVICES PRIVATE LIMITED (THE COMPANY) is a private limited company of Chartered Accountants and IT Professionals providing services to international clients. THE COMPANY is incorporated by us to provide Accountancy and Bookkeeping and allied services to US CPAs, Bookkeepers and other Clients. THE COMPANY operates through an office in Mandi Gobindgarh (Punjab) with a motto to maintain ethical, professional and technical standards and operating, training and quality control procedures. In the following paragraphs, we shall explain the work flow which will take place, when Client from USA will outsource the Bookkeeping Work to our Office (Bookkeeper) in India.

2) Technical Methodology of Outsourcing of Bookkeeping

There are several options available to you in the way we work with you for providing outsourced bookkeeping services. You could choose the one that suits you the best. We can briefly classify these Options of Methodologies into three major types.

1. Server Based
2. Remote Access Based
3. Online Software Based

The Details of these options are explained as under:-

1. SERVER BASED

1 



2 



3 



You(The Client in US) Send Us (Indian Bookkeeper) the source Documents	We (Indian Bookkeeper) Process Source Documents	We (Indian Bookkeeper) give you Updated Books
The Source Documents or Raw Data such as Bank Statements, Expenses , Check Stubs etc will be scanned by you & upload to our secure ftp server	We, at our end, will process source documents and update your books same night. We ask you to provide us copy of your books (backup file of your software). We shall work on the software specified by you such as QuickBooks, Peachtree or EasyAcct etc	We put the updated books on our secure ftp server. You come to office the next morning and download the updated books from our server to your computer!

2. REMOTE DESKTOP ACCESS BASED

1 



2 



3 



You(In US) Send Us (Indian Bookkeeper) the source Documents	We (Indian Bookkeeper) Connect to Your Computer (In US) via internet securely	We (Indian Bookkeeper) Update the Books and logout
The Source Documents or Raw Data such as Bank Statements, Expenses , Check Stubs etc will be scanned by you & upload to our secure ftp server	We (Indian Bookkeeper), at our end, connect to your computer using a remote desktop access service provided by you or like service such as GoToMyPC.com or Secure VPN from India	You come to office the next morning and find the books updated on your computer!

3. ONLINE SOFTWARE BASED

1 



2 



3 



You(In US) Send Us (Indian Bookkeeper) the source Documents	We (Indian Bookkeeper) Use the Online Accounting Software	We (Indian Bookkeeper) Update the Books and logout
The Source Documents or Raw Data such as Bank Statements, Expenses , Check Stubs etc will be scanned by you & upload to our secure ftp server	We (Indian Bookkeeper), login to Online Accounting Software (eg quickbooksonline.com) and update the books	You login to the online accounting software via internet whenever you need - 24x7 - and see the updated books

If you have difficulty in understanding the outsourced bookkeeping process, please call us on sunil_khl or sunil.khullar on skype between 7.30 A.M. EST to 12.30 P.M. EST.

3) Comparison between Different Options

We support THE widest range of process options available for outsourced bookkeeping to suit your convenience. These include Server Based, Remote Access Based and Online Options. In the following table, we show the comparison for you to decide which option is most suitable to you.

OUTSOURCED BOOKKEEPING PROCESS OPTIONS			
Feature	Server Based	Remote Access Based	Online Software Based
Data Location	Our Data Center	Your Desktop PC	Accounting Software Provider
Data Access by Client	Download Data File from Server	On your own computer	Data cannot be Downloaded - View Online
Software Functionality Available	Full	Full	Limited
Hardware Required	Own PC Scanner/Fax	Own PC Scanner/Fax	Scanner/Fax
Ease of Use	Medium	High	Low
Data Backup	Manual	Manual	Not Possible
Transactions Per Hour	25	20	15
Approx. Platform Cost per month	NIL	\$20-\$30	\$30-\$40
Ideal For	Dial-up Internet Users	All Users with Own PC and Net Connectivity	Users Without own PC
Model Supported by Us	✓	✓	✓

4) Data Security

We place the highest priority on the security of your data and sensitive information.

As tax, accounting, and business professionals we understand the significance that privacy and security hold.

That is why our Indian outsourcing team uses the physical and logical access restriction to make sure there are no breaches of your private information. Here are a few things that we do to address your security concerns:

1. We sign a Confidentiality Agreement with you.
2. We, in turn, sign Non-Disclosure Agreements with every employee that we have in our office in India.
3. We have a paper-less office in India where every bookkeeper works on dual monitor computers.
4. The access to our India outsourcing facility is physically restricted to only authorized accountants.