



VIKASH KABRA & CO. CHARTERED ACCOUNTANTS

BUSINESS PROCESS OUTSOURCING
PRESENTATION
FOR US JURISDICTION

OVERVIEW

▶ **Background**

Vikash Kabra & Co. was founded in the year 2007 with the aim to provide business process outsourcing services for small and medium-sized businesses of American Companies. Since its inception our firm has tried to exceed our clients' expectations with solutions that are custom-tailored to their specific needs.

▶ **Our Clients**

Our firm provides its quality services to small and medium sized business in the fields of Retail, Real Estate i.e. Construction , Manufacturing, Professional , Premier, Contractor and Non Profit Company. We are a global hub for accounting and bookkeeping services equipped with all versions of QuickBooks Software. We also offer specialized services to Private Equity Firms, Corporate and Consulting Firms in United States.

▶ **Our Team**

Our firm's team comprises of highly educated, well trained , experienced and work oriented professionals comprising of CAs and CS (similar to that of CPAs in US) from recognized institutions.

MISSION & VISSION

▶ **Our Mission**

Our mission is to help clients maintain financial viability in the present while taking a proactive approach to achieve future goals. We will proactively pursue and respond to the needs of clients by rendering a wide range of highest quality and integrated professional services commensurate with our collective abilities and representing true value in relation to cost. We aim for and reach superior, measurable standards of quality with every service we provide.

▶ **Our Vision**

Our firm continuously strives to be the Premier Accounting and Consultancy firm that provides excellent service to our clients and an excellent quality of life for our associates. Our Vision is that we will be relentless in our pursuit of: -Providing 100% of our clients with unmatched service, and -Having 100% of our staff members realize professional and personal fulfillment while taking joy in making the dream come true.

SERVICES OFFERED VIA QUICKBOOKS SOFTWARE

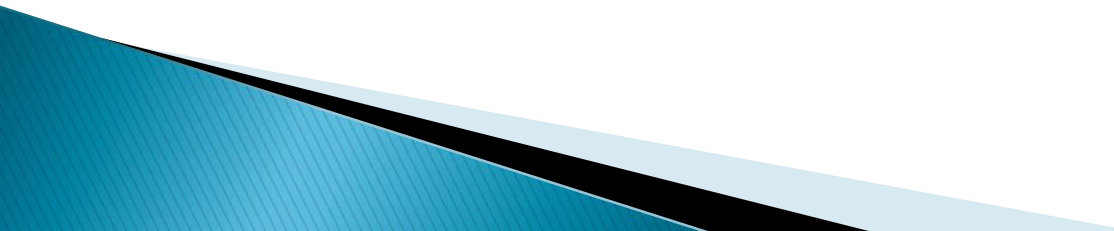
Our firm provides Business Process Outsourcing services with our dedication to the three underlying principles of professionalism, responsiveness and quality. Our broad experience in diverse industries provides us with a special perspective in dealing with our clients' accounting needs with the help of "QUICKBOOKS" Software.

We provide a wide range of financial outsourcing services from India to US Clients which includes accounting, reporting, reconciliation as well as the preparation of financial statements. The service involves preparing and maintaining records as per specific client instructions.


We offer the following services with the help of QuickBooks Software:-

1. Accounting Services
 2. Bookkeeping Services
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Accounting Services:-

1. Accounting Set up
 2. Design & implementation of general accounting systems
 3. Design & implementation of control system for inventory
 4. Design & implementation of accounts receivable and account payable
 5. Financial Statement & Reports
 6. Monthly, Quarterly, Year End Review
 7. Book Cleanup
 8. Financial Analysis
 9. Reconciliation and Analysis
 10. Review Reporting
 11. Assistance with forecasting
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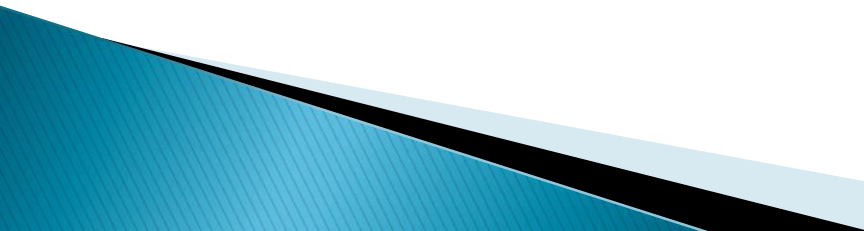
Bookkeeping Services :-

1. General ledger maintenance
 2. Assets / equipment ledger maintenance
 3. Expenses ledger maintenance
 4. Preparing ageing reports & summaries
 5. Accounts Receivables Services
 6. Accounts Payable Services
 7. Bank Account Reconciliation Services
 8. Credit Card Reconciliation Services
 9. Preparing financial statements
 10. Trail Balance Services
 11. Preparing income statements (Profit & Loss)
 12. Balance Sheet Services
 13. Invoicing Processing Services
 14. Entry of Transactions
 15. Manual Journal Entry Services
 16. Accounting Setup Services
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WHY QUICKBOOKS?

QuickBooks is the ideal business accounting software for small to mid-sized business owners.

QuickBooks is a simple, easy-to-use, top selling bookkeeping and accounting software that helps owner better to manage their small business. The following are the advantages of using QuickBooks Software:

- √ Access books at anytime with QuickBooks on the web
 - √ Invoices Statements can be sent via email.
 - √ QuickBooks can handle different accounting function
 - √ QuickBooks is user friendly & economical.
 - √ QuickBooks ha more than 50 customizable business reports.
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O2C

Order to Cash Process (O2C) normally refers to the Enterprise Resource Planning process in which taking customer sales order via different sales channels (such as email or internet), and then fulfilling the order, shipping, logistics and then generating an customer invoice and collecting payment for that Invoice and then receipt.

VKC provides end-to-end solutions to give you a full view of Order to Cash process so that you can start to improve it. Two major steps are required.

- ▶ The first is to get the whole order management process under control and centrally managed.
- ▶ The second is to improve the bill-to-cash segment of the cycle.

This brochure describes how our Order-to-Cash services can help you improve operational and financial performance.



GETTING ORDER MANAGEMENT UNDER CONTROL

The whole Order-to-Cash process, starts by undertaking “order cleansing”, streamlining the workflow and eliminating duplicate orders and other errors. This will save money as well as strengthen the business of clients. Order cleansing benefits for most major business areas are given as under:-

A) LOGISTICS

Postponement Strategy

Distribution Strategy

Transportation Trade-Offs

B) NETWORK PLANNING

Master Data Management

Procurement

Risk Management

C) FINANCIALS

Deduction Management

Collections

Cash Applications

Billing & Invoicing

D) MANUFACTURING OPERATIONS

Current State Analysis

Inventory and Capacity

Production Planning

E) SUPPLY CHAIN DESIGN

Network Optimization

Push vs. Pull

3rd Party Vendors

F) NEW PRODUCT LAUNCHES


Design for “ Supply Chain”

New Market Strategies

Time to Market

Successful order management depends on having the right organizational structure with the right capabilities in the right place and most importantly with the right people. We recognizes that effective order management is function of both process and customer service. Our approach focuses equally on driving projects effectively while simultaneously strengthening customer relationships.

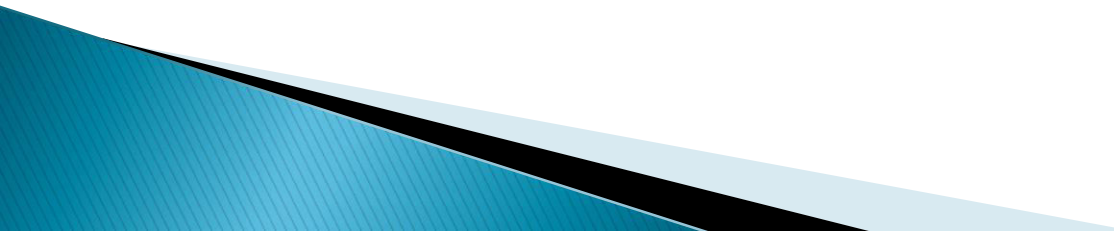
We can help you establish a single, central back office team with expertise covering every aspect of order management, and also the wider drive to efficiency. Our team is equipped with the latest analytics tools and techniques to help you understand your order process thoroughly. Our experts have access to a library of customer centric best-practice processes, and will help you get your processes up to that standard.



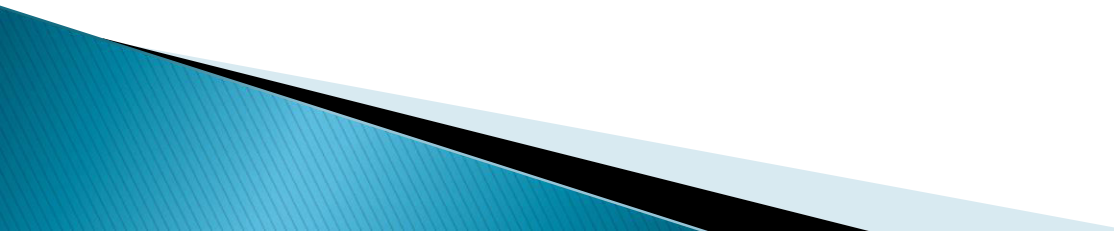
IMPROVING THE BILL TO CASH PROCESS

Bill-to-cash is a particularly important aspect of order management. Collecting money promptly and efficiently improves cash flow and reduces risk. Deductions are a particular problem area for many consumer products companies. Customers often take unauthorized deductions - for example, by extending trade promotions (funded, of course, by you) beyond the agreed period. Other deductions - for example, those relating to damaged goods - can also be contentious. All of these can lead to discussions that at best take up a lot of your time and at worst can lose you customers.

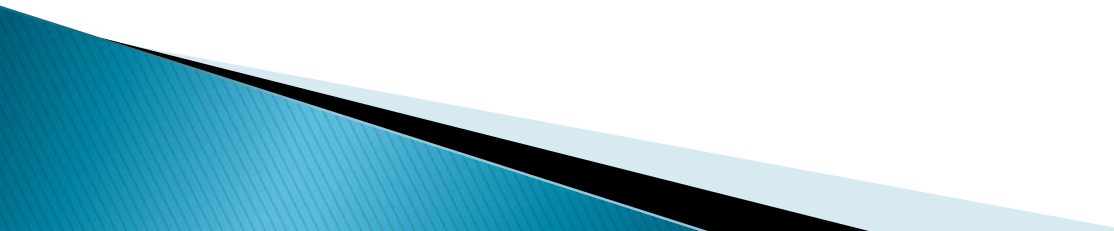
Our offer spans:

- Credit and master data management
 - Collections, disallowed deduction resolutions, cash, and queries
 - Cash application - all deductions enter the cycle here
 - Reporting and document management
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Benefits include:

- Automatic reconciliation of large numbers of credits and debits using custom algorithms to match partial and varied reference numbers
 - Analytics to forecast results, and the ability to manage against those forecasts
 - Drill-down reporting at both the enterprise level for the CFO and at the functional level for customer and department performance management
 - Electronic receipt and logging of debit notes at article level, with automatic creation of summarized or detailed document management system (DMS) queries
 - Exception reporting across remittances and deductions
 - Alignment of customer and article details with customer reporting systems
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BENEFITS OF O2C IS GIVEN AS UNDER

- ▶ Increased effectiveness and efficiency
 - ▶ Bottom line improvements
 - ▶ More consistent continuous improvement
 - ▶ A focus on innovation
 - ▶ Better control and visibility
 - ▶ Improved Processes
 - ▶ Low risk
 - ▶ Improved flexibility and scalability
 - ▶ More freedom to focus on the essentials
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EQUITY RESEARCH & ANALYSIS SERVICES

We offer you with the Equity Research and Analysis Outsourcing Services to cover qualitative research on companies and sectors, initiation and coverage reports, quantitative financial analysis, modeling, valuation, forecasts and ongoing research maintenance work with the help of our well trained and experienced professionals. Our research considers all aspects of company's financial reporting, disclosure and business model. The work within equity research is split into three wide areas namely:-

- Ongoing Research
 - Reporting
 - Projections
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SERVICES OFFERED FOR EQUITY RESEARCH OF PE FIRMS

Deal Support

- Target Company Profile
- Industry Research
- M & A Run
- Organizational Information
- Company/Industry facts
- Preparing Deal Summary
- Financial Data Collection
- Ongoing Research

Financial Modelling and Valuation

- DCF Valuation
- WACC Analysis
- Sensitivity Analysis
- Earnings Forecast
- Valuation using multiple approaches
- LBO/Deal Structure Modelling
- Financial Projections
- Private placement memorandums

Example of Few Clients and Services

US Based PE Firm

- Dedicated support to provide research and valuation related support
 - Company/Industry profiling
 - Valuation models including
 - Deal Support
 - Adhoc Requests

Indian PE Firm

- Request based delivery model
- Has worked on multiple DCF Valuation models and Investor preferences

US Based Brokerage Firm

- On demand Support
- Financial data collection from 10Ks
- Preparing charts for presentation
- Updating IRC presentation

ENGAGEMENT MODELS

Dedicated Support

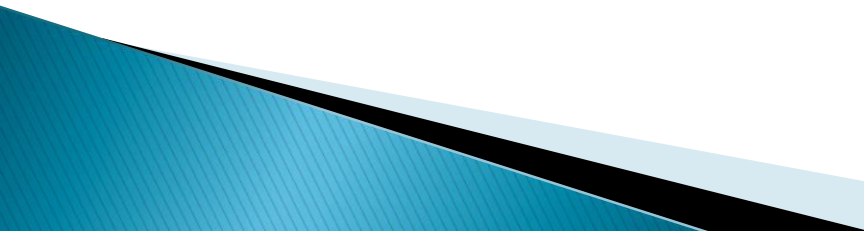
- √ A dedicated team is created with on 100% capacity.
- √ Productive as to working style expectations.
- √ Provide full visibility on capacity availability
- √ The team will ensure that process is efficient and impact is higher.
- √ Fixed pricing model

On Demand Support

- √ A project team will be formed based the incoming request.
- √ A project manager will and be staffed accordingly
- √ Hourly Pricing Model

Benefits for Business Process Outsourcing:-

The following are the benefit for outsourcing –

- ▶ Analyzing the potential risk in advance
 - ▶ Correct interpretation of the company's financial position
 - ▶ High Quality Bookkeeping
 - ▶ Off load none Core function
 - ▶ Informed and better managerial decision making
 - ▶ Collection, summarization, and accurate analysis of financial data.
 - ▶ Up to date account management
 - ▶ Reduced operational cost and overhead Cost.
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CONTACT US

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CHARTERED ACCOUNTANTS

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