



# TaurusQuest

Professional processes. High quality. Low cost. Competitive advantage.



## Better Performance

through  
better control  
better insight  
& better decisions

Outsourced  
Accounting Services

# Outsourced Accounting Services OVERVIEW



Let us take care of your accounting services so you can focus on your core business.

## Why outsource accounting?

It provides a step up in service quality and reduces costs.

- You save at least 50% of your accounting costs
- Your business processes are streamlined
- You establish business controls to protect your profitability
- You make smarter decisions
- You obtain insightful analysis of your performance
- You keep your customers happy with prompt invoices and vendors happy with prompt payments
- You keep your costs trimmed and aligned to business volumes
- You build process capability to handle growth without losing your "nimble footedness"

## You are in good company

Fortune 500 enterprises have been outsourcing their accounting services for the last 13 years. More and more midsize enterprises have been looking at outsourcing to cut costs and improve their competitiveness. No matter how small you are you too can outsource your accounting services and join their ranks.

## How does it work?

It's very easy. You keep your accounting system on your computers in your premises.

**Step 1:** You scan all incoming documents and store them as digital images.

**Step 2:** Our accountants access your computers in a safe/secure way, read the documents, process them according to your business rules, update your accounting records and log out.

**Step 3:** When you arrive in your office, your in-box contains reports that you can print and read, checks you should print and sign and queries that require resolution.

It's as simple as that.

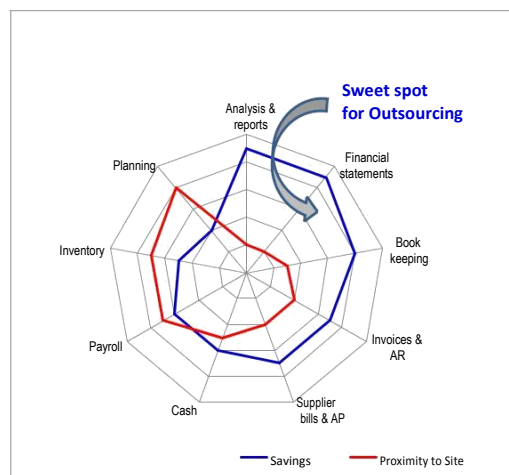
## What can be outsourced?

Your finance/accounting function comprises:

- CFO role of maximizing stockholder wealth by helping you make the right decisions on pricing, resourcing, investment, funding and dividends, by ensuring your business generates the anticipated cash and this cash is deployed in the right direction
- Treasury which manages cash
- Management accounting which helps you with
  - Planning
  - Decision supportive Analysis

- Financial accounting which maintains the books of accounts and
  - processes sales orders, sales invoices and receipts; monitors accounts receivable
  - processes supplier invoices and payments; monitors accounts payable
  - processes payroll, expense claims etc
  - prepares financial statements and other internal reports

The benefits and complexities involved in outsourcing any one of these vary. There are, however, sweet spots that offer maximum benefits with minimum complexity.



The following can be easily outsourced to provide maximum benefit:

- Analysis to support decision making and control
- Preparation of financial statements
- Maintenance of books
- Sales invoices and Receivables
- Supplier invoices and Payables
- Cash and collections accounting
- Reconciliations (with bank, with customers, with suppliers)

## Why use us?

- We have the experience and the expertise
- We were ranked 4<sup>th</sup> worldwide in providing accounting services
- We have a successful track record in the US and Europe
- We are often able to deploy higher levels of competence than you would deploy in house because of advantageous wage levels
- We are experts in process management
- We have rigorous quality policies and practices
- We have happy clients



# Outsourced Accounting Services OVERVIEW



## Our experience

Small and medium Enterprises in the US and Europe.

We have a 13 year successful track record of serving We understand your needs. We recognize that upfront investments need to be small, value realization needs to be reasonably fast and processes may not necessarily be structured and disciplined.

## Our expertise

What we're good at:

- Aligning accounting systems to business requirements
- Operating business controls (in compliance with business rules, authority and validation of evidence)
- Accounting standards (we have expertise in US GAAP, UK GAAP as well as IFRS)
- Operating a variety of accounting systems including Microsoft Great Plains, Quick books, SAP, Oracle Financials etc

Our senior employees have post graduate professional qualifications in finance/ accounting, while our frontline accountants have at least an undergraduate degree in finance/ accounting.

## Our accounting services

We offer a wide range of accounting services including any or all of the following:

- Financial reports
  - Decision supportive Analysis
  - Reports for Management
  - Financial statements
- CFO Services
- Management Accounting Services
- Books of accounts
- Sales invoices and Accounts Receivable
- Supplier bills and Accounts Payable
- Receipts/Payments and Cash/bank Books
- Goods arrival/departure and Inventory accounts
- Payroll

## Our track record

TaurusQuest provides accounting services for a number of clients in the US from manufacturers, insurance providers, architects, charities to software businesses. Whatever your business we can help.

This is what our clients say about us:

### CEO of a financial services business in New York:

"TaurusQuest is capable enough to handle our large and time sensitive work and yet eager enough to impress us. TaurusQuest is proactive in meeting our service needs. Their Management is accessible and responsive"

### CEO of an interior décor business in Atlanta:

"TaurusQuest is an excellent partner for us. Rather than acting like an external function, they have become intimate with our business and have helped our accounting and financial functions operate more efficiently than ever before."

### Partner of a law firm in Kansas:

TaurusQuest has helped us move forward significantly. We appreciate the work TaurusQuest is doing and look forward to continuing with TaurusQuest."

# Outsourced Accounting Services

## HOW IT WORKS



TaurusQuest is an  
**ISO 9001:2015**  
certified enterprise for  
providing outsourced  
services in managing  
business processes

### How it works (in detail)

An accounting system is about various business documents being inventoried, processed according to certain business rules and updated into books of accounts.

The outsourced provision of accounting services works as below:

- You purchase a high-speed scanner and scan and store all your business documents (purchase orders, supplier invoices, goods arrival reports, sales orders, delivery reports, sales invoices, collections, payments, expense reports, payroll inputs) in a computer in your office, preferably in an off-the-shelf inexpensive document management system
- Your accounting system is also stored in a computer, often the same computer, in your office
- The computers are connected to the Internet using your local ISP (you will need a firewall to protect your system; we can help you with all the technical bits)
- We access your computer remotely from our service delivery center, read the scanned images, process/archive the document images, and update the accounting systems
- Your accounting system is then ready to provide the information you need. The reports you need are prepared and kept in a safe area, for you, in the computer
- Depending on the level of sophistication you require, you either make payments online by confirming the checks we have created for you or you print the checks physically, sign and disburse them

You get to use the same accounting system and same processes as you do now. Your data, your documents, your accounting system stay on your premises all the time.

- Our accountants mostly work while you're sleeping, but you have at least 2 hours of interface with them every day (usually from 9 am to 11 am your time)
- Our accountants work with you on a "dedicated" basis. We believe relationships matter and a greater understanding of you and your business can only be achieved by working with the same person
- Our accountants can be reached by closed loop VOIP phones by dialing a US number from your premises. All our senior executives carry blackberry devices; we respond to emails promptly

### How much would it cost?

There is a small up-front investment restricted to:

- A high speed scanner
- An off-the-shelf document management system
- A firewall
- A connection to your local ISP

We pay for the telecommunication bandwidth to our delivery center.

Recurring costs are for our services and invoices can be in any format:

- % of your revenue
- \$ per sales/supplier invoice
- \$/hour of accountant's time
- \$/month per accountant deployed







Professional processes. High quality. Low cost. Competitive advantage.

## Who are we? OUR CORPORATE PROFILE

**We manage your processes with efficiency that delights at globally competitive costs**



### Processes managed

#### Accounting processes

Maintenance of books  
Invoices/Receivables  
Bills/Payables  
Reports/Analysis

#### Support processes

Revenue cycle management  
Data management  
Transaction processing  
Image processing

#### Financial Publishing

Regulatory filing in XBRL  
Regulatory filing (Edgar)

#### Legal processes

Contract management  
Legal research  
Litigation support

#### Customer care

### Your benefits

*Business processes that delight your customers, employees and stockholders.*

*Competitive advantage in global market place thanks to globally competitive resources.*

**TaurusQuest is an India based provider of process management services.**

Location Sales office in New York  
Delivery Centers in Chennai, India

**We manage a range of back office processes for a wide range of industries:**

- Financial services
- Manufacturing
- Services
- Retail
- Healthcare
- Insurance
- Oil & gas

**We have a track record:**

- Fourteen years of operation

**We are a stable/reliable vendor:**

TaurusQuest is supervised by an independent majority Board of Directors. All directors, officers and employees of TaurusQuest are covenanted to comply with a Code of conduct.

**We have a reputation for operational excellence:**

TaurusQuest was placed 4<sup>th</sup> worldwide by US based Black book of Outsourcing in 2007 in providing accounting services to midmarket enterprises.

**Our delivery centers are world class:**

TaurusQuest has two delivery centers in Chennai. Our premises and technology infrastructure are world class.



**Our people are competent/trained professionals:**

Our employees are our main asset. All speak/write English; all have an undergraduate degree from a University. Several have advanced professional degrees relevant to their areas of operation.

All are contractually covenanted to honor client data confidentiality and client ownership of IP rights.



We have a people friendly environment and our employee retention is very high.

**Our security/confidentiality practices are world class:**

Our delivery centers comply with a formal/documentated security policy designed to ensure security and confidentiality of all client related data.

**Our client engagement model focuses on client satisfaction:**

Clients are served by:

- Account managers (responsible to ensure client satisfaction and business growth)
- Program managers (responsible for effectiveness and quality of processes managed by us)

Both are reachable by US phone numbers.

**We have dealt with a wide range of clients in US and Europe. A select list:**

- Financial Publisher/printer in New York
- Financial Publisher/printer in New York
- Publisher in Hamburg
- Healthcare business in New York
- Chemicals manufacturer in Chicago
- Interior décor business in Atlanta
- Telecommunications trader in Dubai
- Gas station franchise in Phoenix
- Dating/matrimony services in Asia
- Law firm in New York
- Law firm in Kansas
- Law firm in Florida



## Are we reliable? SECURITY & QUALITY

We manage your processes  
with efficiency that delights  
at globally competitive costs



TaurusQuest is an  
**ISO 9001:2015**

certified enterprise for  
providing outsourced  
services in managing  
business processes

### Our delivery centers are world class:

- Comfortable, safe
- Operational 24x7 with two fall back arrangements for the uninterrupted supply of power and other utilities
- Connected with US and Europe by high quality, reliable internet bandwidth from two suppliers; and interconnected by high speed lease lines
- File servers and email servers are hosted in a professional hosting service in the US
- All our software is licensed and fully supported

### Our delivery centers follow world class safety practices:

- *Our premises are fully protected:*
  - They are secured with defined entry/exit points.
  - All entries and exits are controlled, monitored and recorded
  - Access is restricted by biometric registration
  - They are protected by 24x7 security and subject to recorded video surveillance 24x7
  - All removals from premises are inspected and rendered unusable
- *Our service delivery areas are fully protected:*
  - Access is restricted by magnetic proximity cards to employees involved in delivery of service
  - Writing or recording material is not permitted to be carried in
  - Writing or recording facilities are disabled in computing assets
  - Storage of data except in protected central storage area is disabled
  - Transmission of data outside the network (except to relevant client networks) is disabled
  - Access to internet is disabled
  - The network infrastructure is fully protected by a state-of-the-art firewall to prevent unauthorized intrusion or operation from outside the network
- *We follow safe employment practices:*
  - All our employees have formal contracts that covenant them to honor our code of conduct and protect your IP rights and confidentiality of data
  - Our employees are restricted from investing in stocks and shares. Non discretionary investment into mutual funds alone is permitted
- *We connect to your systems and applications safely:*
  - Your network is accessed by us through an encrypted data tunnel on a point to point basis in a virtual private network circuit on internet bandwidth
  - Our employees access your systems, applications and portals through masked user accounts; they cannot access the same from outside our premises/network



### Our delivery models optimize safety and speed:

*For simpler processes that do not demand intense use of application software (example: Accounting):*

Work inputs reside in your systems in your premises. We access them remotely, execute processes and leave output in your systems in your premises. We do not keep your data in our systems/premises.

*For complex processes that demand intense use of application software (example: Publishing):*

Work inputs are sent to us. We work on them in our systems in our premises and then send them back to you.

### We have a strong focus on Quality:

We track "CoreValue" metrics of importance to you on a continuous basis. We record all quality incidents into our "Footprints" database and ensure our analysis facilitates prevention of recurrence.



We are transparent about flashpoints, challenges and resolutions. We work in partnership with our clients to create value for them and their end customers/suppliers.

We are an ISO 9001:2015 and ISO 27001:2013 certified enterprise for providing outsourced services in management of business processes.