



**A LEGACY OF  
DELIVERING VALUE  
A CULTURE OF  
DELIGHTING CLIENTS**

**GLOBALLY ACCLAIMED BACK OFFICE PROWESS  
IN ACCOUNTING SERVICES**





# INTEGRATED SOLUTIONS FOR OPTIMIZED RESULTS



Swathi Soft Solutions is an **integrated IT enabled service provider** that has emerged as the partner of choice for several global clients who are looking for compelling business solutions. Swathi offers a comprehensive suite of powerful products that drive great value across industry.





# BACK OFFICE EXPERTISE THAT DRIVES EXCELLENCE IN THE CLIENT FACING SOLUTIONS



- **Optimized solutions** to deliver best-in-class protocols for business process outsourcing in the accounting space.
- Offers a wide range of **customized accounting services** which include Accounts Receivable, Accounts Payable, Bank Reconciliation, Cash flow analysis, Balance Sheet, Journal entries etc.
- **Accuracy Checks** at all stages of the process to ensure smooth accounting process flows.





# BACK OFFICE EXPERTISE THAT DRIVES EXCELLENCE IN THE CLIENT FACING SOLUTIONS

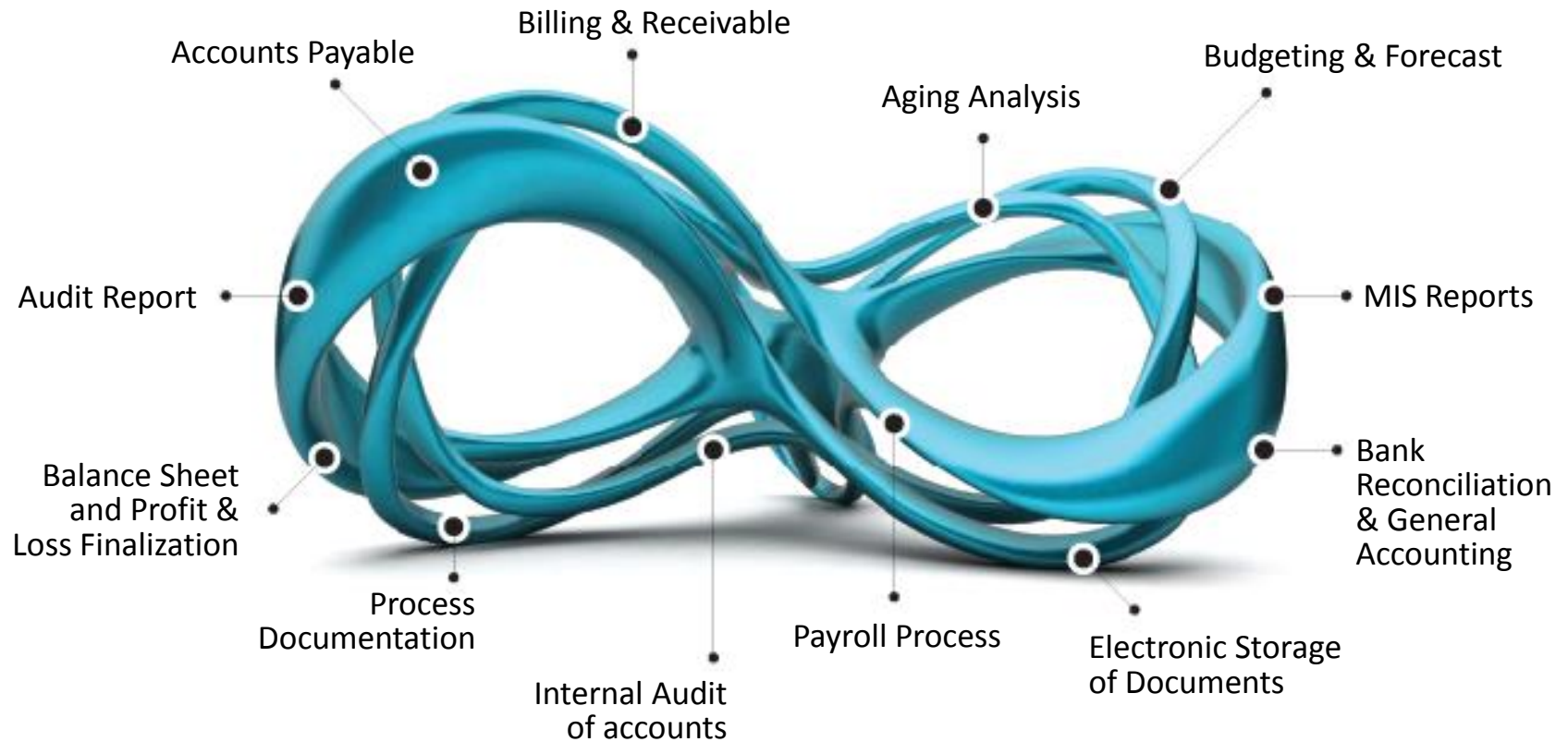


- **Wide experience** and deep domain expertise in the accounting principles prevalent across the globe.
- Provide a **complete accounting back office service** for the clients.
- **A comprehensive, business-specific system** that enables customers to carry out analysis in critical decisional making situations.





# Total Accounting. Comprehensive Solution Suite





# ACCOUNTS PAYABLE



- Invoices received from vendor or the client electronically
- Invoice validation
- Clear entry into the accounting system
- Invoices processing in the accounting system
- On the due date the checks are printed from the back office directly in the client's printer
- Digitally storage of cheques for future retrieval and verification





# BILLING & RECEIVABLE



- Raising periodic invoices
- Despatch of invoices
- Systematic entry/ storage of due dates
- Aging analysis of the amount due
- Despatch of reminders post due date
- Proper accounting of payment received
- Raising credit notes as and when required Ensure veracity and accuracy of bank statements





# AGING ANALYSIS

- A detailed and periodic aging analysis
- Facilitating better payment terms
- Determining Accurate credit positions







# BUDGETING & FORECASTING

- Budgeting based on current expenses and past year details
- Detailed budgeting per category for each division
- Graphical representation of the outflows
- Income forecasts
- Periodical reviews for immediate course correction





# MIS REPORTS

- Various reports are done based on the accounting data and provided to the client
- Graphs, charts & excel are some formats that are generally used
- Presentations with power point slides and any MIS reports that might be required
- Review of MIS reports to review a client's business performance





# BANK RECONCILIATION & GENERAL ACCOUNTING



- BRS is done on a daily or weekly basis as per the client requirements
- After every BRS is done we look at any past due payments we have made and still not cleared
- During BRS the receipts which are due but not yet received are also reviewed
- General accounting work includes Trial Balance entries, amortization / depreciation and similar work
- Cash Flow and Fund Flow Analysis





# ELECTRONIC STORAGE OF DOCUMENTS

- All invoices we process are stored in a Document Management System which is hosted online
- When the invoice / document is stored online it is saved after giving tags so it is easy to retrieve the data when required
- Comprehensive features to make the work place paper free





# PAYROLL PROCESS

- Payroll processing based on the GAAP
- Taxes and other deductions are entered and reconciled for each employee
- The reports from the payroll processing companies are manually or electronically fed into the system on a periodic basis and reconciled immediately
- Fortnightly or monthly payroll taxation reports





# INTERNAL AUDIT OF ACCOUNTS

- Team of internal auditors who can do first round of verifications and confirmation of accounts before the Balance Sheet is finalized and sent to external auditors
- Confirmation of balance due from customers or due to vendors are also done though fax / email / phone
- Internal audit also gives the company a clear understanding of their performance and any loose end in their accounting processes





# PROCESS DOCUMENTATION



- A clear documentation of the process ensure all of us understand the task
- This documentation will be used for our training also to ensure ease of work flow
- Gives a clear understanding to the client as to what they were doing so far





# BALANCE SHEET, PROFIT & LOSS FINALIZATION

- Work closely with finalization of Balance Sheet and Profit and Loss Account.
- All documents that are required for this process
- Verification of accounts







# TAX FILING AND VAT RETURNS

- Periodic financial reports for filing tax returns.
- Prepare online reports for filing VAT returns.
- Periodic VAT reports and VAT MIS reports
- Fill necessary statutory returns for companies.





# AUDIT REPORT

- Audit report from auditors are reviewed with the client to understand what changes should be made in the process or accounting system.
- Any feedback from the client will be taken care of based on the report





# DEEP KNOWLEDGE. DEEPER COMMITMENT

Swathi's team comprises of qualified accountants with an average experience of 10 years in accounting. The team has a Chartered Accountant (equivalent of CPA in US) with more than 15 years of experience.



