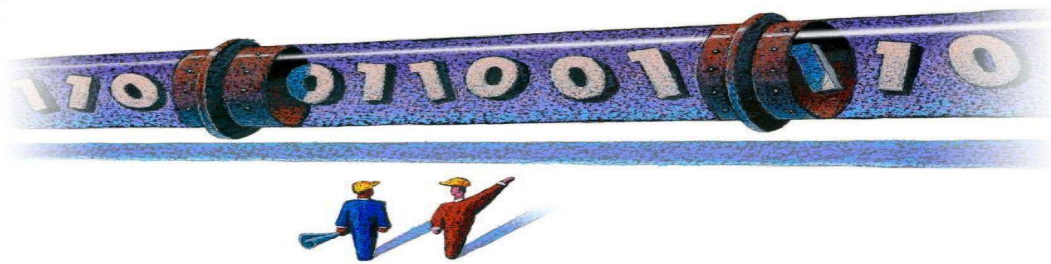




## Knowledge Process Outsourcing



The accounting process is one of the easiest business processes for a company to outsource. The effectiveness of the Internet makes having a back-office bookkeeper obsolete. If you are looking for ways to reduce overhead and focus on your core business, now is the perfect time to make the switch to outsourced accounting services. brainBox provides complete outsourced bookkeeping and accounting services to small and medium sized businesses and franchises.

By combining the experience of skilled accounting personnel, your accounting software and our web-based document transfer system, you will have an efficient accounting system that provides you with the accurate, timely financial data you need to confidently run your company.

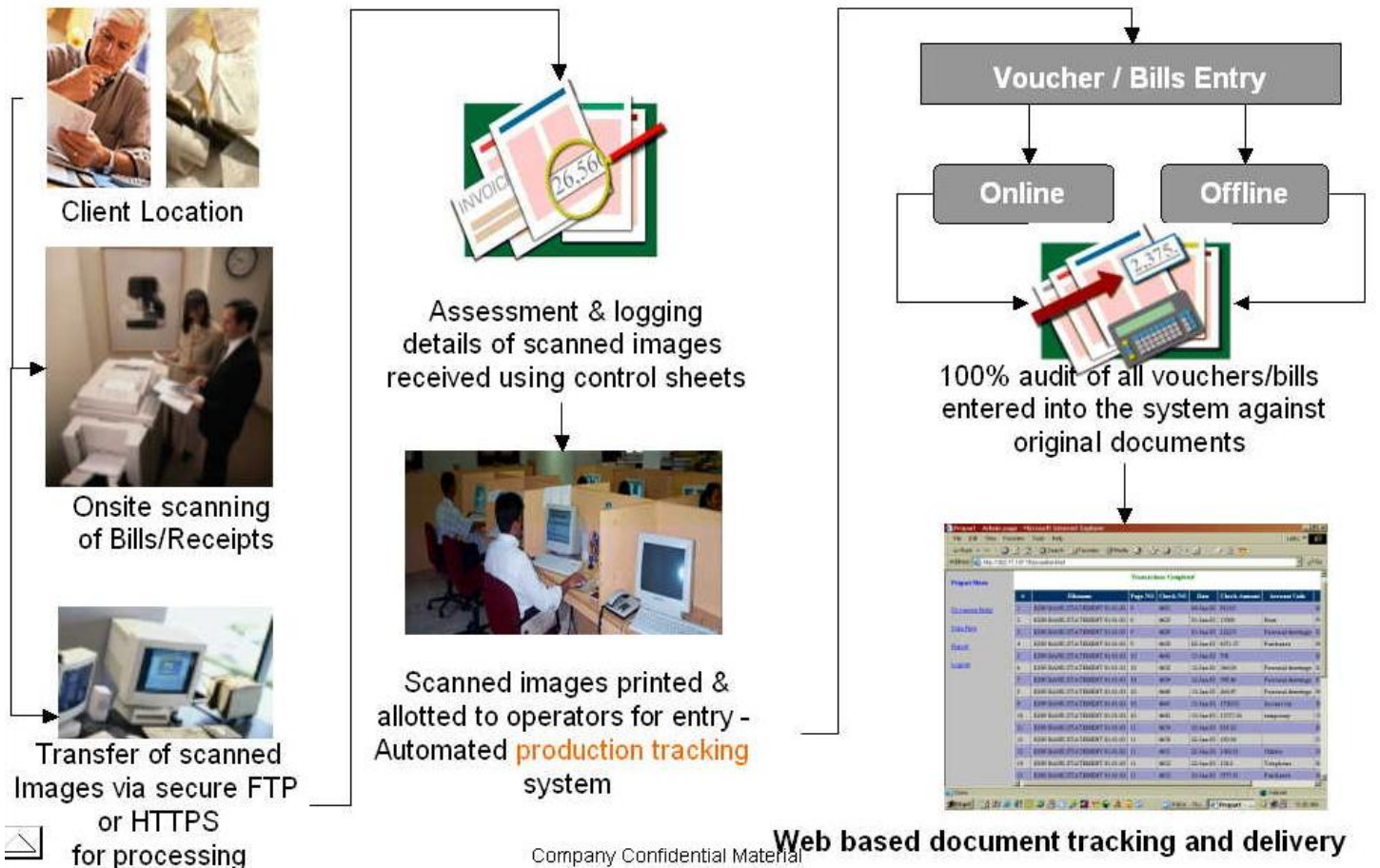
## brainBox's Knowledge Services Offerings

We currently offer a Complete Accounting and Financial Services that covers all aspects of your accounting system. You will get full charge bookkeeping, quality assurance and control managed by a professional accountant, as well as monthly financial reports and meetings. We will go over each step of your accounting cycle with you to customize our procedures in order to meet your requirements.

- ❖ Accounts Payable
- ❖ Accounts Receivable
- ❖ Cash Management
- ❖ Inventory
- ❖ Fixed Assets
- ❖ Financial Reporting
- ❖ Quarterly Tax Filing
- ❖ Payroll



## Knowledge Outsourcing Solution - Illustrative Workflow





## Accounting Services

### Integrated Accounting

- Account expenses and incomes
- Account cash and bank transactions
- Monitor suppliers' outstanding
- Monitor customers' outstanding & collections
- Liaison with banks and other financial institutions
- Prepare monthly/ quarterly MIS reports
- Prepare annual balance sheet/ income statements
- Ensure statutory compliance
- On-line Support for query resolution

### Transaction processing

brainBox has extensive and proven expertise in Transaction Processing. This is matched by understanding of clients' need to simplify business processes thereby save time and money and improve customer service. In response to the financial industry's new imperatives, we have geared our technologies to streamline and enhance all mission-critical operations.

Transaction processing applications include Check/Item Processing, Insurance Claims Processing, Electronic Payment Processing, Credit Card Processing, Remittance Processing for Retail, Coupon Processing, Revenue Processing and so on.

### Bookkeeping services

brainBox also offers accounting write-up services year round and there by allowing the CPA firm to increase their time spent on lucrative consultation services - year round!

**Ledger processing** - Establishing ledger controls, turning the revenue and expense items into Analytical financial statements.

**Reconciliation** - Verification and validation of the financial statements such as Bank Statements, General ledgers etc.

**Management Accounting** - Monthly P & L account, balance sheet, completion of statutory returns, cash and bank reconciliation, inventory analysis, fixed asset accounting and depreciation calculation, fund flow analysis.

### Payables Management

- Prepare Purchase Orders (PO)
- Reconcile purchases with PO terms
- Account invoices
- Ensure statutory compliance - service tax, sales tax, STPI, Excise and VAT etc
- Track suppliers' balances
- Monitor payments to ensure maximum credit
- MIS reports

### Receivables Management

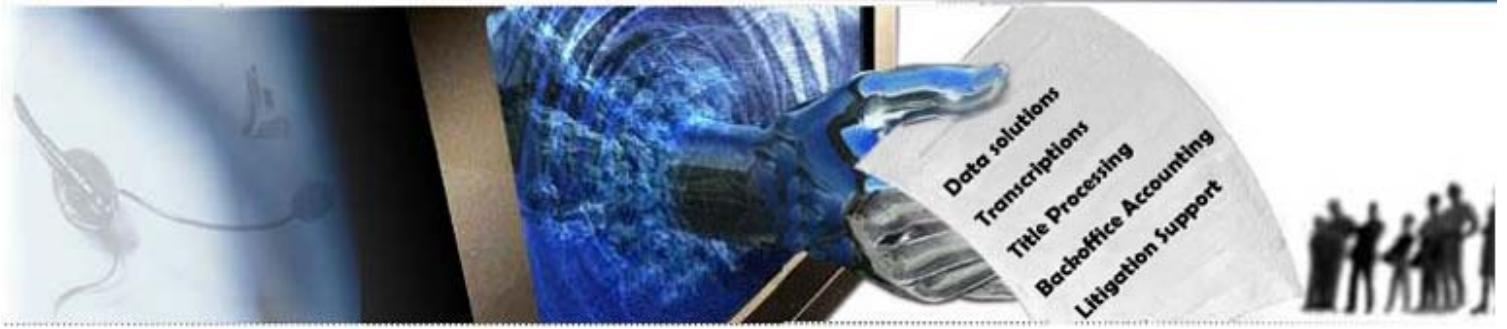
- Prepare sales orders/ invoices
- Ensure statutory compliance - service tax, sales tax, STPI, Excise and VAT etc
- Account invoices
- Track customer's balances
- Follow-up for timely collections
- MIS reports

### Bank Reconciliation Statement

- Reconcile book balances with bank balances
- MIS reports

### Fixed Assets Management

- Assign numbers for every item
- Prepare and maintain fixed assets register
- MIS Report



## Payroll Services

The inputs in payroll processing could be timesheets, worksheets and images. These are cleaned, checked and processed and the client data are recorded on hours of attendance, and then converted into payroll information.

- Time cards, after approval, will be scanned and uploaded to brainBox prior to payday
- brainBox completes payroll and client prints, signs and distributes paychecks
- Prepare employee earnings statements complete with current pay period and year-to-date wages, taxes, and adjustments
- Prepare department summaries of month-to-date payroll data in addition to customized reports specific to Client
- Prepares timely and accurate notifications of tax liabilities and deposits
- Respond to requests for employee verifications
- Process and submit garnishment payments
- Respond to employee payroll inquiries
- Allocate payroll expenses for multi-store employees
- Prepare and process payroll accruals when necessary

## Taxation Services

brainBox offers you the following Tax Services:

- Personal Tax Returns (compliance and planning)
- Corporate Tax Returns (compliance and planning)

### TAX SERVICE PROCESS FLOW

- 1. Transmitting the documents**  
You will transmit the from w-2 1098, all 1099's Trial Balance, Financial Statements etc.in the form of images to us. For this you have to logon to our web application using the login ID and password supplied by us
- 2. Web application transmits images for processing**  
The web application will transmit the images under secure connection to our processing centers in India, Chennai and Hyderabad.
- 3. Process documents**  
The professional staff at our processing center will compile relevant returns like 1040,1040A, 1065,1120 etc., in the client specified tax package/application (ATX, Lacert, Gosystems RS etc.) adhering to brainBox's Standard Operating Procedures.
- 4. Quality check**  
Our professional personnel will perform quality checks at different stages in the process flow to ensure maximum accuracy of compiled Tax returns. On being notified by our web application, you can log using the login ID supplied by us and retrieve the compiled Tax returns.
- 5. Track your status**  
You can check the status of your documents from the point of receiving images by us to sending back the compiled Tax returns. We will post and update the status of your documents to a status page in the web application. We will set aside an exclusive 'My Status' page for you in the web application that can be accessed only by you through a password mechanism.

## Global Presence

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Chennai, Tamil Nadu - 600 035 (India)  
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Fax: +91-44-2432 9529  
website: [www.brainboxtech.com](http://www.brainboxtech.com)

## About brainBox

brainBox Technologies defines designs and delivers IT-enabled services business solutions that help Global companies unleash intelligence. The solutions focus on providing strategic differentiation and operational superiority to clients.

brainBox Technologies, creates these solutions for its clients by leveraging its domain and expertise along with a complete range of services.

With brainBox Technologies, clients are assured of a transparent business partner, world-class processes, speed of execution and the power to stretch their budget by leveraging the “*GlobePointe*” model brainBox pioneered.

# About brainBox

brainBox Technologies is a multi-skilled software service and Process Outsourcing provider with a highly competent workforce and strong global presence. With years of honed expertise in cross-platform skills and quality-integrated methodologies, brainBox Technologies adopts a competent global delivery model in providing value-based solutions as well as professional services to clients worldwide. brainBox Technologies brings clients the best of both worlds: the savings and superior quality of offshore development, and the immediacy and trust of a local company. brainBox Technologies has built an offshore outsourcing powerhouse capable of delivering 24x7 project management on the largest software projects, backed by world class processes and capabilities that helps clients manage through rapid changes in technology.

brainBox's Technologies strongest advantage is its excellent pool of skilled resources, recruited from the finest clan of professionals in the industry. They provide a vibrant combination of strategic IT consultancy services, technology skills & Business Process Outsourcing services.

brainBox Technologies delivers a full range of application outsourcing, business process consulting, systems implementation & integration, professional services and focused solution frameworks. And, because of a background serving Global 1000 companies, brainBox has developed expertise at managing the highly complex, long-term engagements that clients require.

brainBox Technologies remains focused on its prime objective- to deliver high quality solutions to its clients at optimal costs by adopting the most relevant and advanced technologies through empowering professionals and building trust based relationships with its clients.

Through state-of-the-art infrastructure, strong resource pipeline, financial transparency and good corporate governance practices, brainBox clients gain the benefits of a world-class staff; proven methodologies that deliver the benefits of high offshore staffing ratios; a unique client-focused culture and management commitment focused on long-term relationships.

brainBox Technologies is powered by a combination of domain expertise, process skills and superior technology, to offer a predictable process outsourcing experience.

We help you achieve your business goals by enabling you to focus on core functions rather than invest valuable time on non-core and people-intensive processes. brainBox transforms your thoughts to Reality and ensures that the same job is done cheaper, better, differently and ultimately eliminates non-value adding tasks.

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*brainBox*

*Intelligence. Unleashed.*

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