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# METHODOLOGY OF OUTSOURCING WORK

2013

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# Table of Contents



**INTRODUCTIO**

**1**

**TECHNICAL METHODOLOGY OF OUTSOURCINGOF BOOKKEEPING**

**2**

**DATA SECURITY**

**3**

# Introduction



[www.caglobal.net](http://www.caglobal.net) is an organization of Chartered Accountants and IT Professionals providing services to international clients. THE organization is incorporated to provide Accountancy and Bookkeeping and allied services to offshore Clients. THE COMPANY operates through an office in Kolkata (West Bengal) 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 will outsource the Bookkeeping Work to our Office (Bookkeeper) in India.

# Technical Methodology of Outsourced Bookkeeping



There are various options offered to you in the approach we work with you for providing outsourced services. You could decide the one that suits you best. We can briefly present the major options.

- Server Based
- Remote Access Based
- Online Software Based

## 1) Server Based Bookkeeping

You scan the Documents and upload to our secure server



Our bookkeeper updates your books in 24 hours. We ask you to provide us a copy of your books and work on the software of your choice including SAGE LINE 50, QuickBooks, MyOB, etc



We upload the updated books on our 128-bit encrypted secure server. You come to office the next day and download the updated books from our server to your computer

## 2) Remote Desktop Based Bookkeeping

You scan the Documents & upload to our secure server



Our bookkeeper connects to your computer via Internet security access, such as RDA (remote desktop access)



We update the books on your computer and log out!

## 3) Hosted / Online Based Bookkeeping

You Send us the Source Docs, by e-mail  
Or  
You Scan the Documents & upload to our server



We Use Online Accounting Software's, eg. Sage Online (sagesoftwareonline.com), QB Online (quickbooksonline.com), MYOB Online etc. The online versions of the Software's



We Update the Books and logout.  
You login to the online accounting software via internet whenever you need - 24x7 - and see the updated books.

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# 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.

We have a paper-less office in India where every bookkeeper works on dual monitor computers.

The access to our India outsourcing facility is physically restricted to only authorized accountants.