

OUTSOURCING & YOU

(A NEWSLETTER FOR ACCOUNTING PROFESSIONALS)



PAGE - 02

COST V/S BENEFIT



PAGE - 03

ADVANTAGES OF CLOUD ACCOUNTING



PAGE - 04

10 REASONS TO OUTSOURCE YOUR ACCOUNTING WORK

HAVE YOU CONSIDERED OUTSOURCING? WHY NOT?

For small & mid-sized accounting practices outsourcing their work can be quite a dilemma. There are quite a few issues which need to be considered & most of the time part-ners/owners are in dark about major factors to arrive at a proper decision.

Cost is not the only factor for making the decision as there are many other positive aspects which far outweigh cost & other considerations.



BASIC QUESTIONS TO BE ANSWERED

- 01

Do you need to do your Book keeping & Accounts production in house?
- 02

Will outsourcing bring negative effect on your business, your employees & your clients?
- 03

Do you have in house talent to do all the work & the projected increase for the next 2-3 years?
- 04

Have you accounted for increased resources required meet your growth targets?
- 05

Whether incremental investments required for growth is justified in terms of comparable ROI?
- 06

Did you account for any staff redundancy for next 2-3years?

Once you are able to answer these basic questions you will be in a better frame of mind to make a decision to outsource or not. You will need to consider all the answers to make an informed choice. Once you have done so, the next stage would be to decide on the vendor.

SAPPHIRE INFO SOLUTIONS LTD

- ISO 27001:2013, ISO 9001:2015 Certified • Fully GDPR Compliant services
- Outsourcing Compliance Services

Call @ 020 3002 6314

4 Whiteleys Parade, Uxbridge Road, Hillingdon, Uxbridge UB10 0PD

info@sapphireinfo.net www.sapphireinfo.co.uk

SAPPHIRE VANTAGES

- Quality of Services
- Quick Turnaround
- Huge Cost Savings

ACCOUNTS OUTSOURCING SERVICES

- VAT Returns
- Tax Returns
- Final Accounts Production
- Payroll
- Bookkeeping

HOW WOULD YOU CHOOSE A VENDOR TO OUTSOURCE YOUR WORK? WHAT SHOULD BE THE BASIC CRITERIA FOR OUTSOURCING?

AS PER MY VIEWS THERE ARE FIVE ESSENTIALS FOR SELECTING AN OUTSOURCING PARTNER.

- 01 Check whether the staff has certifications in or is well versed in accounting software's such as SAGE, IRIS, QUICBOOKS, CCH & XERO.
- 02 Whether the outsourcing vendor has a UK dedicated set up or is it working with other countries as USA, EUROPE & AUSTRALIA too. The one, which has a UK set up, is going to be the most appropriate as keeping update with tax related changes in various territories is a huge task & no one can be reasonably up to the task. So if a vendor is concentrated more than 1-2 territories it has a better chance of having a grip on legislative changes in those
- 03 Check for references & how long they have been in the market. A new entrant is a new entrant; you get some of the knowledge through work experience only.
- 04 Check for TAT. i.e how quickly the vendor is enable to turn around the job.
- 05 Check how much of their internal processes are documented & automated. Also see what is their level of operation on various technological platforms i.e. Cloud, VPN, RDP etc.



Apart from this you can also check if they are financially sound & have a secure platform to work on. What is the service level agreement & specifically check for security, confidentiality & indemnity clauses in it.

You also need to consider what type of work you need to outsource & what is the best managed in house. Normally you would need to send across various documents to your vendor for processing. Best choice is to send the works in one go, so that the job is not held up at vendor level for want of records. Those of your clients having work processing for more than a certain no. of hours i.e. says 7-10 are ideal for outsourcing. Any client which requires less than 2-3 hours work & with incomplete information to start with is a big no-no for outsourcing.



COST V/S BENEFIT

- Perceived costs put off most firms from outsourcing. They think it to be an additional operational cost & therefore being unnecessary to the business. However, in reality the savings can be quite considerable.
- The savings include cost of additional resources you might need to employ to do the work & overheads associated with these. It can be an average of not less than 50% of the in-house cost.
- The other major benefit form productive time savings of key persons of the operations. This can be better utilised to bring in additional revenue by meetings, networking & building relationship with clients. The time of key persons could also be utilised to explore the high end lucrative work such as tax investigations, estate planning etc.

WHAT DOES IT MEAN FOR ACCOUNTING PRACTICES TO SHIFT TO CLOUD & HOW IT CAN BENEFIT THEM?

Let us know the difference between cloud & traditional accounts.

TRADITIONAL

- Data stored on files or local hard drives
- Data information is used by a single user.
- Automation of data entry not possible or not cost-effective.

CLOUD

- Stored data on a web-based server available for access to authorised users from all over the world.
- Multiple access available for updating & retrieval of data.
- Automation-assisted accounting helping to reduce error & reduce time.

ADVANTAGES OF CLOUD ACCOUNTING

- 01 Improve performance & efficiency by automating data entry process thereby reducing errors.
- 02 Ability to employ remote employees provides flexibility, convenience & affecting the practice.
- 03 Better safety for customer data provided by cloud service providers than viable for small & medium practices on their own.
- 04 Ability to serve new geographical areas with help of cloud accounting. The practices can market their services over a vast range of geography & be able to effectively provide their services too.
- 05 Ability to develop & target a niche clientele all over the country by using cloud services e.g. say providing personalised service in a very specific sector of agriculture which would not have been viable eventually because of a low number of prospects.



We also help accounting practices to migrate their clients' bookkeeping records from a legacy desktop software to online cloud software.

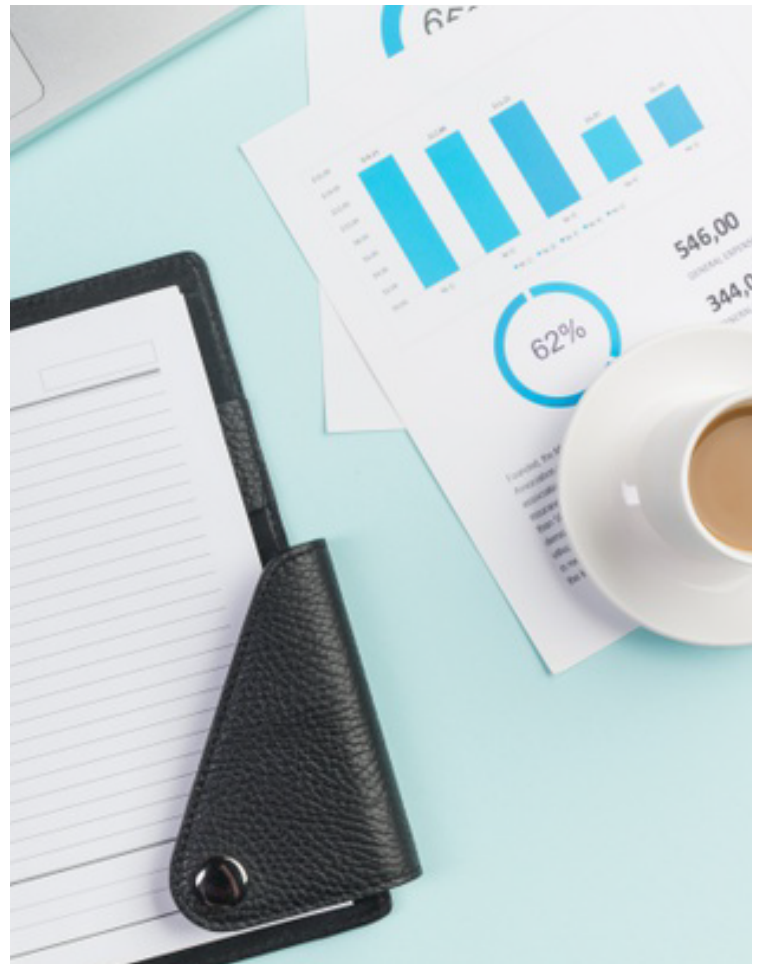
We can help you to move over your clients' data to XERO, QBO, FreeAgent or any other preferred cloud accounting package. At Sapphire we provide you with truly professional outsourcing experience and help you to develop and implement "Cloud strategy " for your firm with no hassle .

Do you feel your competitors are taking away your clients because they are able to out price you? Do you feel threatened by ongoing onslaught of technology in your profession?

Do you feel you need to add new service offerings to your clients? Then read below and consider outsourcing your accounting and bookkeeping work to achieve various improvements in your practice.

Outsourcing accounting is not just about cost-saving. Here are the top 10 advantages of outsourcing accounting and bookkeeping services for accounting firms.

- 01 Faster growth for your practice.
- 02 Never Lose a Client to non-availability of time
- 03 Don't Pay for the Overheads just pay for the actual work.
- 04 Alleviate the risk of overnight losing of your staff.
- 05 Standardise quality control.
- 06 Utilise diverse experience across various lines of business.
- 07 Allow you introduce new services.
- 08 Re-engineer your Practice.
- 09 Work less, Earn More.
- 10 Increased valuation of practice.



SAPPHIRE INFO SOLUTIONS LTD

- ISO 27001:2013, ISO 9001:2015 Certified • Fully GDPR Compliant services
- Outsourcing Compliance Services

Call @ 020 3002 6314

📍 4 Whiteleys Parade, Uxbridge Road, Hillingdon, Uxbridge UB10 0PD

✉ info@sapphireinfo.net 🌐 www.sapphireinfo.co.uk

OUTSOURCING ACCOUNTING

A powerful business strategy to reduce Costs and **Maximize Profits**