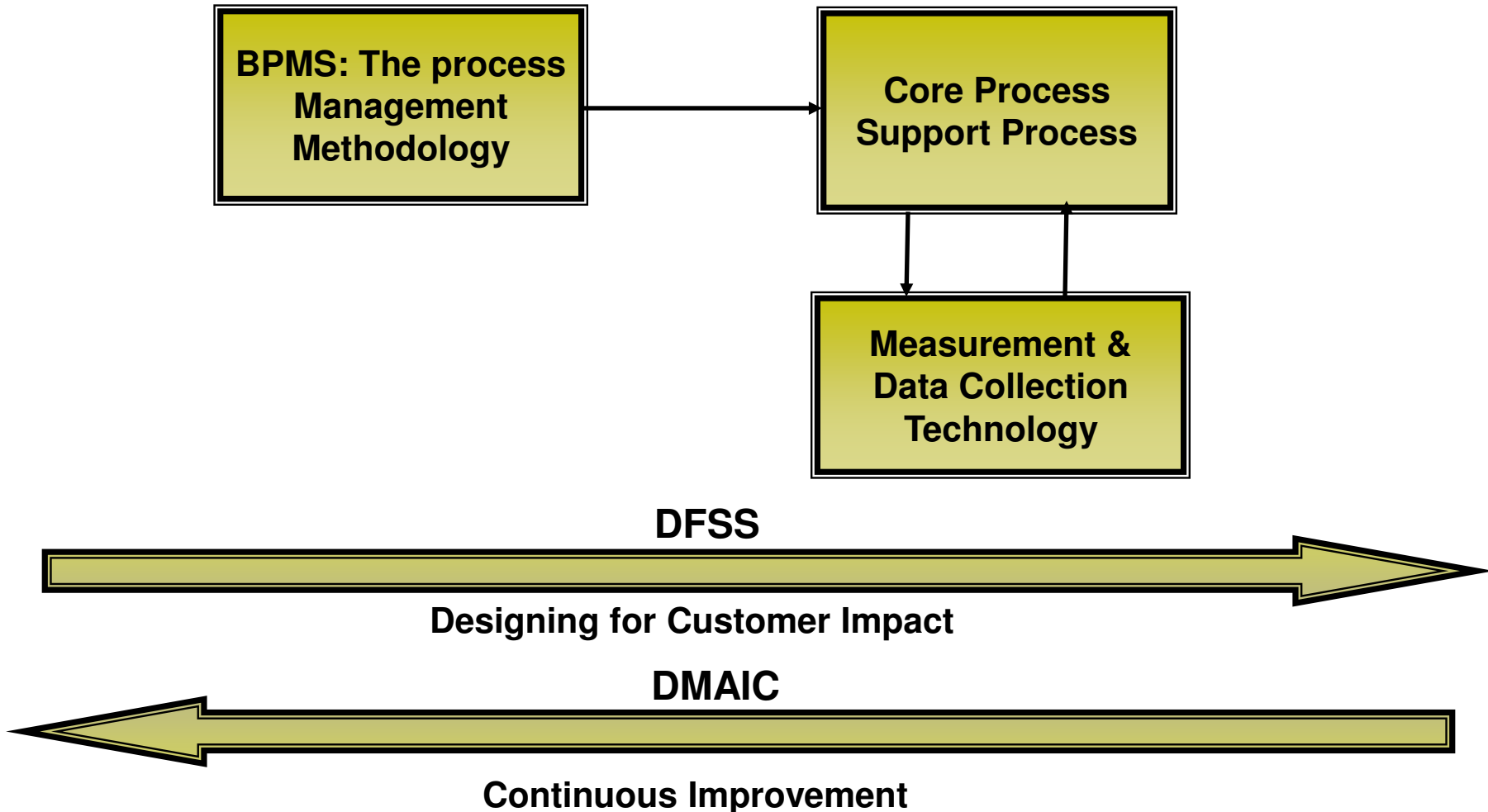
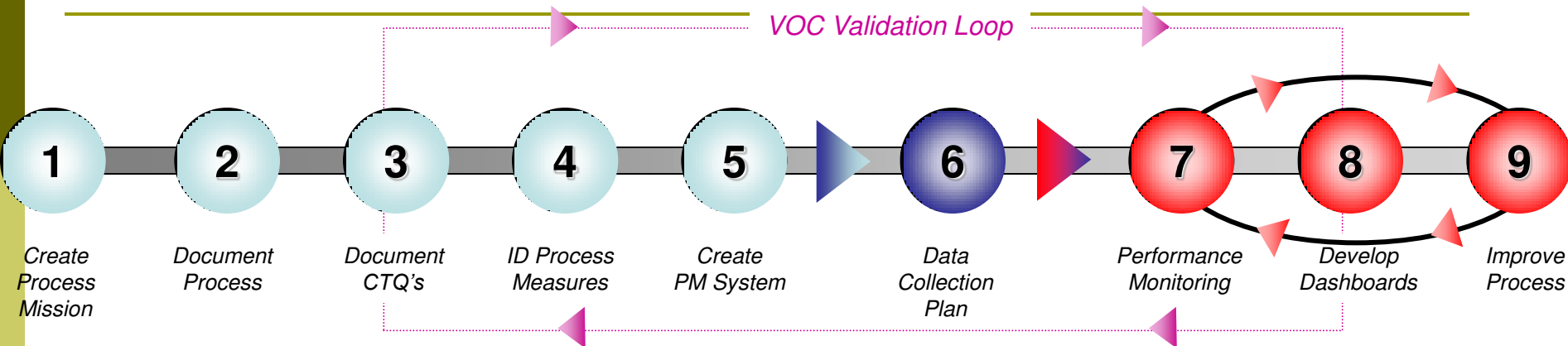




# Service Delivery Model



# BPMS Deployment



## Infrastructure

- Laying The Foundation
- Outside In....COPIS
- Designed for Six Sigma(DFSS)
- VOC Process drives continuous Updation of CTQ's and the process
- Is the Operating System

## Implementation

- Ensure we can collect Data around all our measures
- Accurate and Reliable data collection

## Execution

- Performance made visible around measures
- Operating review processes for understanding cause and effects
- CI to fix gaps
- Resourced action plans
- Roles, Responsibilities and accountability

***Aligning Process Goals with Key Customer Requirements***

# About Consystent Infotech

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- ❑ Consystent Infotech is a leading Business/Knowledge Process Outsourcing services company based in Bangalore, INDIA serving clients across America, Europe and Asia Pacific.
- ❑ Consystent was founded in 2004 by three young professionals.
- ❑ Consystent has rapidly expanded to accommodate more than 150 full-time employees and more than 50 consultants – all working towards the single goal of achieving Business Success for our valued clients across the USA and Europe.
- ❑ Vision: To lead the global BPO & KPO markets with the focus on successful business process re-engineering and management.

# Financial Services

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- Consystent Infotech offers a wide array of crucial back office operations while ensuring the highest levels of accuracy and reliability.
- All our activities are carried out as per the regulations, Govt. policies and guidelines, or accounting standards applicable in your country.
- We bring value to global companies by widening their service offerings, enhancing effectiveness, and sharply reducing operational costs while you have secure, 24x7 access to crucial financial information for making effective planning and forecasting decisions.

# General Accounting & Bookkeeping

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- ❑ Consistent Infotech has the domain expertise and technology support to provide a full range of customized accounting and bookkeeping solutions which will enable you to manage and streamline routine financial operations without a hitch.

## **Major areas of expertise:**

- ❑ Documentation of financial records
- ❑ Preparation of cash vouchers, bank vouchers, and journal vouchers
- ❑ Preparation of journal ledgers and trial balances
- ❑ Regeneration of destroyed and damaged accounts
- ❑ Preparation of reports
- ❑ Preparation of interim and annual financial statements
- ❑ General Ledger maintenance
- ❑ Balancing ledgers and checkbooks
- ❑ Assistance in tax preparation
- ❑ Coordinating & handling of accounts receivable and payable
- ❑ Reconciling accounts
- ❑ Preparation of payroll records and sales tax returns
- ❑ Preparation of depreciation schedules
- ❑ Management report creation

# Accounts Payable/Receivable & Reconciliation

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## □ **Accounts Payable (A/P)**

Consistent Infotech provides a wide range of accounts payable services to help you implement greater control over the company's expenditure. Our areas of expertise include:

- Invoice processing
- Credit fund management
- Supplier account reconciliation
- Debit note issue
- Check writing as well as data & database management for an unhindered workflow.

## □ **Accounts Receivable (A/R)**

Accounts receivable are extremely crucial as they help maintain a steady cash inflow – essential for an organization's financial growth. Consistent Infotech offers a full array of A/R solutions to increase cash flow and enhance revenue generation.

- Billing and collections management through to payment research
- Ageing analysis
- Receivable monitoring
- Claim status follow-up
- Bad debt resolution, and database management.

## □ **Bank/Credit Card reconciliation**

In this age of fast-paced and large-volume transactions, accuracy checks are mandatory for effective reconciliation. Consistent Infotech helps you identify errors and exceptions (fraudulent activities) and evaluates your current accounting operations to suggest a reconciliation plan that best suits your company's requirements.

# Tax Return Processing & Preparation

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- We offer a full range of secure, reliable, and cost-effective solutions and services for data entry and Federal & State tax return preparations – so that you may easily handle the workload even during live and extended tax sessions, and meet your tax obligations on time.

Our comprehensive services include consultation, evaluation, and preparation of the following tax return forms:

- **Form 1040** – Individuals
- **Form 1041** – Fiduciary
- **Form 1065** – Partnerships
- **Form 1120** – Regular Corporations
- **Form 1120S** – Subchapter-S Corporations
- **Form 5500** – Pension Taxes



# Tax Return Processing & Preparation - Benefits

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- ❑ Reduce tax preparation costs. The processing fee including accounting time would average under \$ 75 for federal form 1040 and one state tax return.
- ❑ Improved turnaround time and client services. The standard turnaround time is just two business days. A Premium service with a turnaround time of one business day is also available when required.
- ❑ Access to a dependable and trained back office team there by reducing the need to increase your staff during the busy season.
- ❑ Processes and workflow are improved through the use of technology.
- ❑ All documents are captured and stored digitally.

# Financial Statements

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- Consystem Infotech prepares all types of financial statements for leading corporations across the globe.

## **What We Offer:**

- Balance Sheets
- Statements of Equity
- Profit and Loss Statements
- Statements of Cash Flow
- Internal Management Reports

# Payroll Processing

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## What we offer:

- ❑ Time & attendance interface integration
- ❑ Check processing
- ❑ Depository services
- ❑ Tax filing
- ❑ Garnishment administration
- ❑ Reports generation

# Financial Services - Benefits

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- ❑ One stop-shop for all finance & accounting services
- ❑ Lower finance & accounting overheads
- ❑ Greater accuracy and faster processing
- ❑ Optimized collections, tax management, risk management, financial reporting etc.
- ❑ Leverage Consistent's domain expertise in finance

# Data Security

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- ❑ Non-Disclosure Agreement will be signed.
- ❑ Secure Data Transfer through FTP. We provide the FTP server access (Login Id and Password)
- ❑ Documents shredded once used.
- ❑ Storage devices are not allowed in the office premises.
- ❑ All the data stored in a secure centralized server.
- ❑ Stringent physical security measures to prevent leakage of financial data.

# Client Geographies

Consystem serves clients spread across different parts of the world highlighted below:



**Corporate office**  
**Consystent Infotech (P) Ltd**  
**#1469, 5<sup>th</sup> cross, Chandra layout 1st stage**  
**Bangalore, INDIA**

: +1-347-580-1013

: +91-776-031-9999

: +91-988-051-2278

: +91 80 2661 0118

: enquiry@consystentinfo.com  
info@globaloutsource2india.com

[www.consystentinfo.com](http://www.consystentinfo.com)

[www.globaloutsource2india.com](http://www.globaloutsource2india.com)