# **Company**

## **About Us**

**Let’s Make An Achievement Meeting New Heights And Adding Value To The Invested Capital With The “CapActix” - Capital Accounting Experts.**

CapActix - An ISO 9001:2015 & ISO 27001:2013 certified company outsourcing exclusive solutions for Accounting & Finance for a diverse range of industries. CapActix brings businesses to the next level by making its functioning smooth & efficient.

We, at CapActix, being in a customer-centric environment; serving our clientele towards excellence and keeping the accounting & finance sectors neat and transparent. We incorporate one’s business with the latest technology and innovations for making accountings better and investing our resources that build a powerful foundation for any organization.

**OUR VISION AND MISSION:**

OUR VISION

To constantly achieve a stable state of being in a providing platform of customized and standard accounting and financial services to the clientele. We aim to become and stay at the leading platform for accounting solutions and bring a remarkable growth for our clients, employees and all the stakeholders involved that can indeed fuel our progress.

OUR MISSION

To gain a praiseworthy niche in professional accounting and finance sector and hence, become one of the most satisfactory outsourced accounting services providers in a very exceptional and cost-effective manner. We do aim for the utmost satisfaction and transparency with and within our clientele organizations.

## **Our Values**

OUR CORE VALUES

We believe in nurturing our systems in a way that adopts PILEA (i.e., a plant that is grown as an indoor plant) as our core value. We get guidance through these values as a key factor and run the decision-making process firmly. This is what keeps our organization up to the mark.

(PILEA image designing keeping in mind website theme)

PERFORMANCE

Our metric of performance is meeting tight deadlines to the great extent and our only aim is to achieve an exceptional quality within a short span of time.

PEOPLE

We do understand taking care of our people and try to provide them best employee experience so that in return they provide best client experience to our clients. Our employees are our biggest assets and we never compromise with the appreciations to their utmost dedication to the work. We believe in keeping our work culture healthy, work-friendly and inspiring.

EXCELLENCE

We take innovation into account and implement to bring the standards of working and consistently strive to match higher standards in our techniques and quality of work.

ACCOUNTABILITY

We mean the promises and commitment. We expect our clients to hold us accountable for our work just as we hold ourselves accountable for continuous improvements. We take our commitments on a serious note and never take it for the compromises.

INTENSITY

We work with an intensity to prove ourselves towards the incredible achievements of our clientele and we believe in accomplishing things on time with a better perspective every time.

INTEGRITY

Honesty defines our relationships with our people, clients, and other stakeholders. We follow strong ethical principle in our deliverables.

LOYALTY

Our emphasize goes on keeping trustworthiness on the top and being loyal to our employees and clients on every single part of the work elements. We appreciate fair dealings in our business.

**OUR PROMOTERS**

CHIRAG KOSHTI

CEO & Founder

Chirag Koshti - Being a member of Chartered Accountants of India and member of ICPAU, he is quite leaning towards this business and take it as the prime responsibility. Proudly holding a distinctive degree in Commerce, Chirag deeply understands the ups and downs of any business in terms of accounting, finance, costing and management essentials.

He formulates long-term development strategies with a clear vision and leads the organization in that direction. Being associated with the International Organization “Grant Thornton” and served as one of the members of Strategic Leadership Board, he has an extensive experience in providing Business Analyses & Planning as well as CFO Consulting Services to Multinational and Local businesses.

His niche relies on Cost Analysis, Business Operations Analysis, CFO Services, Internal control & Risk Analysis, Implementation of integrated accounting system and International Taxation which makes him the best situated for the most appropriate business solutions. He has great experience in providing opinions to multinational companies on issues related to International Taxation and Group Restructuring.

The vast & exceptional learning experience through working in various industries such as manufacturing and Professional Consultancy makes him extraordinarily accounting professional. Being a people person, he nurtures and motivates people to attain full potential.

BHARATI KAKADIYA

COO & Co-Founder

Bharati is a member of Chartered Accountants of India and prominently owns degree of Masters in Commerce. She leads CapActix’s outsourcing operations, and responsible for quality assurance and on-time delivery of services.

She has a boundless experience in regards to accounting, compliance requirements, Business Advancement Tools and Application advisory, Financial reporting as per IFRS, preparing up to finalization in adherence with the necessary rules, regulations, and standards. Having worked across diverse cultures and with excellent skills in planning & execution, she is proficient in handling global clients spanning multiple geographies and diverse.

She has grasped the position as a head of accounts in couple of multinational organizations and in Business Process Management department of international organisation “Grant Thornton” before endeavouring in CapActix. She has an in-depth understanding of maintaining the systemic record of accounting. She has potential knowledge of diverse International accounting software and integrated accounting applications.

## **Why CapActix**

**Accounts related solutions? Meet someone proven, Meet CapActix!**

**CapActix stands for exceptional deliverables, astounding outcomes, and result-oriented programs!**

CapActix aims for global platforms and hence, putting priorities on the top by possessing endeavor and out of the limited boundaries. Bringing management at its core makes us different, performer and winning in our domains.

We, at CapActix, are an exclusive & proven solutions provider for all your Accounting related requirements. We don’t simply provide bookkeeping and accounting service but also take care of the CFO function with our flexible engagement models and play the vital role of a strategic partner in your business growth.

CLIENT FOCUS

We focus and emphasize on getting the business’s and its customer engagements to improve our services experience. We do have an approach for value-added services. We follow our client organizations’ values and ethics from the very initiation of projects to the end.

TECHNO SAVVY

We treat strategies, technologies, and methodologies as tools in a Tool chest and use them whenever we meet with the practical solutions in them along with the desired results. We highly recommend using the best technologies within our organization such as Data warehousing, data mining, data analysis and data security.

RAPID MANAGEMENT WITH UTMOST QUALITY

We answer quickly to our clients’ requirements and issues without compromising on quality and with less turnaround time. This is what we achieve through the simplified process of decision making and improving controls mechanism.

EXPERIENCED & ESTEEMED PEOPLE

People are the most valuable assets of a service organization. We do care our people so our people can care for our clients. We provide continuous training to people to enable them to serve our client better.

CUSTOMIZED SOLUTIONS

We understand every business can be different and have a different set of requirements. So we provide tailor-made customized solutions to each of them. We practice ourselves for delving into pragmatic advice regardless of the size of the organization.  Our Client Centric Model (CCM) helps us in targeting critical drivers of growth for any business. We can combine an array of services, applications, and tools to fit the specific needs of the business that helps in increasing profitability and establishes an organized management.

AFFORDABILITY

Our work is based on the cost-effective model that enables our clients to enjoy services ranging from bookkeeping to CFO with the very well team of trained professionals including CPA, ACCA, CFA, CMA, and MBA. This also renders our customer base with the utmost satisfaction in all terms and makes them attaining an economical solution with the affordable pricing.

## **Security & Confidentiality and Infrastructure**

**Technology trust is a good thing, but control is a better one**

**To build security, we avoid straining people, but rather teach them to be vigilant and to long for client trust and satisfaction**

SECURITY & CONFIDENTIALITY

We, at CapActix, take the utmost care of the confidentiality and security of our clients’ confidential data. We believe that data Security is most confidential for everyone and the organization. Hence, we have identified various security-related issues and have took appropriate measures for them.

1. EMPLOYEES DATA CONFIDENTIALITY

* Confidential Non-disclosure Agreement is signed by each Employee with penalty clauses in case of any breach of contracts
* No access of personal emails and file transferring platforms
* No provision for the personal electronic devices to the system
* No provision to the external devices like printer and fax at the employee's workstation
* Separate login credentials for each employee with tracing of an activity log

1. NETWORK IT SECURITY

* Digital environment and restricted Printing access
* Regular performance of security audits
* SSL Secure network and electronic locks on every access
* Regular Virus assessment through Antivirus systems
* Regular backup of data on secure destinations
* Lease line ports connectivity with static IPs for a secure and uninterrupted flow of data

1. PREMISES & FLOOR SECURITY

* Proper Security checks at working premises
* CCTV monitoring 24X7
* Power Backup and Disaster management system within the Office Building
* 24X7 security guards
* Firefighting equipment throughout the building
* Separated place for the employees to prevent taking personal belongings on to the work station

*(Include ISO 27001 details in this page)*

INFRASTRUCTURE

Our office is located in the central Developing corporate area in Ahmedabad with excellent infrastructure, which includes a computerized environment and up-to-date licensed version Software relating to the Profession. The firm is also equipped with latest computers along with sophisticated communication system.

* Original Windows Operating Systems
* Dual TFT Monitors Availability for easy access to online documents and processing
* Cloud-based Servers and Desktop
* Uninterrupted Power Supply (UPS Backup)
* Remote Access facilities
* Firewall and integrated LAN

## **Certificates and Alliances**

**Adopting best industry standards, practices, and systems for best client experience and best people experience**

(You can use better and high-resolution logo from Google)

1. ISO 9001:2015

CapActix has acquired ISO 9001:2015 quality management certificate to deliver quality accounting and finance services and aiming to enhance customer satisfaction.

1. ISO 27001:2013

CapActix is ISO 27001:2013 certified company gives assurance to our clients about the security of their sensitive financial information and records.

XERO Certified Advisor

1. XERO Certified Advisor

CapActix is Xero advisor-certified. We have an expert team working with all the features of cloud-based professional software-XERO.

1. QuickBooks Online certified Pro-advisor

We are certified Pro-advisor in QuickBooks Online and this makes us different from another accounting firm in our deliverables.

1. XERO Partner

CapActix is proud to partner of Xero which is one of the most popular accounting software with all the time-saving tools.

Contact us for migration from other accounting software to Quickbook or XERO

## **Career**

**Hire character; Train skill**

**We are not just recruiting people, but are sowing the seeds of their reputation and respect in society**

**Join a Dynamic Organization**

WHY WORK AT CAPACTIX

If you like new ideas, challenges, “re-inventing things”, and working with a medium along with an absurdly talented group of people in a learning-friendly, rapidly evolving environment then we would like to hear from you.

SALARY, EQUITY & TIME OFF

Competitive salaries, meaningful equity, all the required perquisites and all the usual holidays plus a few you might not expect.

WORK ENVIRONMENT

The work environment is fun, casual, and collaborative with activity area for solo creation too. There is lots of space for your vehicle. Need we say more?

FOOD

Organic snacks and drinks are a no-brainer in our kitchen. Our coffee drinks and Indian Masala Tea are plentiful too.

Please note that all positions require you to be able to speak (and tell jokes in) fluent English and live within commutable distance of our office

Current Opening:

**Heading of Job Application page:**

BECOME A PART OF CAPACTIX AND FLY HIGH IN YOUR CAREER BY PROVIDING FOLLOWING DETAILS TO OUR HR TEAM

# **Services**

(Please refer separate file)

# **Industries**

## **Manufacturing**

**Integrated accounting solutions - Financial Accounting, Cost Accounting, and Inventory Accounting**

The manufacturing industry accounts for a significant share of the industrial sector in developed countries. The final products can either serves as a finished good for sale to customers or as intermediate goods used in the production process.

Manufacturing industries are the prominent wealth producing sectors of an economy. These industries use multiple technologies and methods widely known as manufacturing process management.

The accounting for a manufacturing business deals with the inventory valuation and the costing of goods. Well, this can be considered as the complex part of accounting. The receipt of the raw material to the selling of the goods in the market requires standard atomization procedure.

Our expert team is having enormous experience in manufacturing industry which can aid with the setting up integrated accounting system including the financial accounting, cost accounting, and inventory accounting.

**The Process we follow for integration of accounting, costing and inventory module of Manufacturing Industry:**

1. Analysing the business including following key parameters for the configuration of inventory and costing module :

* Main raw material items
* No. of different production processes and work in progress items
* Accomplished goods items and by-products
* Standard time required at each production process
* Main types of machinery involved in each production process
* Gathering power capacity/voltage details for different machinery
* Production type – BOM/Batch, Assembly, Disassembly
* Standard production ratios
* identifying control requirements

1. Preparation of implementation plan on the basis of business analysis and adding suggestions required at each control points
2. During our implementation phase, our team will perform following accounting and bookkeeping functions in line with implementation :

* Set up the charts of accounts for financial accounting
* Alteration and finalization of inventory master with coding
* Recommending and performing suitable tracking/class category for cost accounting
* Finalization of cost apportion master for apportionment of raw material, direct labor, direct electricity, or any other direct expense to arrive item wise cost of production or cost of sales (if software feature available)
* Preparation of standard template for data collection from the procurement department to the sales & marketing department
* Communication of various control points for improved internal control system
* Support in Integration of barcoding system with the accounting system
* Capturing accounting transactions in the accounting system
* Perform various reconciliation and checking the accuracy of transactions completed

**OUR SERVICES FOR Manufacturing**

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| 1. Bookkeeping | * Set Up Chart of Accounts * Posting of purchase transactions including Purchase order, Purchase invoice and receipt of inventory (Including batch with expiry/serial no) * Entry for other purchase related expenses for calculating landing cost * Capturing finished goods item wise BOM * Entry for issue of material for production * Posting necessary entry for transfer of material between locations * Posting of stock adjustment entries if any * Allocation of labour, electricity and other direct expenses against production * Recording of estimates, quotes, sales invoices and delivery note * Verifying and recording bills from suppliers * Payment to suppliers * Processing employees' pay and update payroll file * Recording depreciation and other adjusting entries * Project wise expense segregation and allocation * Month-end or year-end closing entries |
| 1. Accounts Payable | * Entering and processing expense invoices * Managing overhead * Preparing Accounts Payable Aging Summary and Details report |
| 1. Accounts Receivable | * Recording of revenue and receipts from customers * Preparing Accounts Receivable Aging Summary and Details report |
| 1. Management Reporting | * Profit and Loss Statement * Cash Flow Statement * Balance Sheet Reporting * Trial Balance * Fixed Assets Process Reports * Stock consumption and stock movement analysis report * Location wise inventory report * Outstanding Purchase Order pending for receipt of goods * Outstanding Sales Order pending for dispatch of goods * Cost Accounting for different manufacturing processes * Bank Reconciliation report * Item wise costing analysis * Department wise Employment Cost Analysis * Variance analysis |
| 1. Payroll Processing | * Setting up Payroll * Payday calculations with processing of payroll * Payroll taxes calculation and form filling * 941, 1099, 940 and quarterly state tax returns |

**Accounting Softwares & Support Applications we use**

Quickbooks, Xero, Sage Intacct, SAGE, Net Suite, Dear System, Bill.com, SAP, Caseware, ADP, Paycheck, Paylocity, Gusto, Hubdoc, Zohobooks, Tally ERP 9

**Other Industry expertise**

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## **Real Estate**

**Why to lagging behind when having a really profitable industry? - Get Your Real Estate Business Profitable with the best-outsourced accounting service**

Real estate industry is an industry that seeks more attention, risk and of course more profit than ever we can imagine. It has its own unique challenges and risk factors involving an organized pre-planning, summarizing costs, analyzing variables, the interest of clientele and stakeholders requiring strategic planning. The business conducts most of the activities consuming more time and requiring an effective operational control over the project executions.

Considering the future of the company, it is important to integrate a strong accounting system with other management functions. The accounting system should be well enough to control cost, reduce capital expenditure and improve service terms with clientele.

CapActix can help to improve the internal control system with enhanced operational efficiency through their cost-effective accounting and finance service.

Major mistakes that we have come across, real estate clients make while preparing their books of accounts are:

* wrong classification of costs
* combining personal transactions with business transactions
* not keeping track of cash expenses
* lack of proper record-keeping
* mismanagement of cash flows

Even the partial outsourcing with the accounts management can help in capitalizing the expertise and knowledge of the team; whereas in hiring a single person of accounting domain to make you dependent all the time on their availability and interest to work. This will keep your organization equipped, emphasized on remunerative part of the business e.g., sales, marketing, and client satisfaction.

**OUR SERVICES FOR REAL ESTATE**

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| 1. Real Estate Bookkeeping | * Set Up Chart of Accounts * Preparing and sending lease agreement to buyers * Preparing and sending periodical Invoices to tenants * Recording receipts from tenants/buyers/prospective buyers * Verifying and recording bills from suppliers * Payment to suppliers * Processing employees' pay and update payroll file * Recording depreciation and other adjusting entries * Project wise expense segregation and allocation * Recording the revenue and expense as per stage of completion of contract * Month-end or year-end closing entries |
| 1. Accounts Payable | * Posting supplier invoices and processing of payment * Apportionment labour cost to different project if it is not identifiable * Apportionment of electricity on the basis of meter reading and other direct expenses to specific project * In case property is insured, managing track of policy expiry date and posting of prepaid entry for insurance expense * Approval of payment and processing of payment * Review and reconciliation of vendor balances * Property wise revenue reconciliation * Processing of 1099s * Submission of Accounts Payable Aging report |
| 1. Accounts Receivable | * Identifying different leases account and creating in the accounting software * Recording rent receipt on monthly basis * Generating rent statements * Review and reconciliation of rent collection according to property wise * Delayed fee for late payment * Utility consumption analysis * Review and reconciliation of security deposit from tenant * Submission of Accounts Receivable Aging report |
| 1. Management Reporting | * Preparation of property control reports on a monthly basis * Maintaining amortization and depreciation schedule * Receipt of budget on monthly basis and comparison between actual expenses and monthly budgets and reporting on variances * Preparing of Profit and loss by Months, previous year comparison, Profit and loss by Properties, Balance sheet by month, previous year comparison, Balance Sheet by properties, Trial balance, * Report of Cash flow statement and General ledger. |
| 1. Payroll Processing | * Setting up Payroll * Payday calculations with processing of payroll * Payroll taxes calculation and form filling * 941, 1099, 940 and quarterly state tax returns |

**Accounting Softwares & Support Applications we use**

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## **Agriculture**

**Control costs, Manage Cash Flow and Stay Profitable**

The agricultural industry - one of the prime industries of the world we know. Agriculture - ranging from growing crops, raising fish and animals, logging wood, encompassing farms, dairies, hatcheries, ranches etc. and a lot more to take care, nurture, sow and grow.

Agriculture is conducted by farmers and their family which generally lack of proper expertise in accounting domain. So there is no straight forward set of rules is followed in this domain for maintaining the accounting. However, it is important to maintain proper records, details, maintenance of accounts etc. for analysis of processes and research for improvement of the agricultural processes.

We, at CapActix, are interested to guide and maintain the adequate inputs to the farmers and thoroughly disclose what to extend and how to deal with the factors affecting land, labour, and capital.

We, at CapActix, help in classifying accounts to ascertain the cost of each crop, compare various crops productivity, profitability and measure the effectiveness of allied activities. We help to solve the difficulties of allocating various costs among different crops and other associated activities such as livestock poultry etc.

The main objective behind outsourcing of agricultural accounting can be turning a fixed cost into a variable. However, it always depends on:

* Risk-taking capacity and investments
* Providing more variety of products
* Easy access to technology
* Reduce costs and access more innovativeness from suppliers
* Manage complexity better

**OUR SERVICES FOR Agriculture**

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| 1. Bookkeeping | * Identifying proper charts of accounts applicable for Agricultural industry * Calculation of outputs and inputs on a per adjusted hectare or Grazing Livestock Unit basis as appropriate * Calculation of output ratios, stocking rates, yields and prices * Identifying biological assets of the organization. * Calculation of greenhouses wise input and output ratio * Calculation of greenhouses wise construction cost * Recording issue of material for regular farming activity and biological assets * Posting necessary entry for transfer of material between locations * Posting of stock adjustment entries if any * Accounting and disclosure of the subsidy received in the Books of account. * Differentiating between agricultural produce and produce that are the result of processing after harvest. * Verifying and recording bills from suppliers * Payment to suppliers * Processing employees' pay and update payroll file * Recording depreciation and other adjusting entries * Farm wise expense segregation and allocation * Month-end or year-end closing entries |
| 1. Accounts Payable | * Posting supplier invoices and processing of payment * Apportionment labour cost for regular farming and construction of greenhouse /land preparation * Apportionment of electricity on the basis of meter reading to different farms/greenhouses and other direct expenses to specific project * Approval of payment and processing of payment * Review and reconciliation of vendor balances * Farm wise revenue and expense reconciliation * Processing of 1099s * Submission of Accounts Payable Aging report |
| 1. Accounts Receivable | * Identifying different greenhouses and farm accounts and creating in the accounting software * Recording Cash/Bank receipt on monthly basis according to farm wise or greenhouses wise * Review and reconciliation of production per greenhouses * Submission of Accounts Receivable Aging report |
| 1. Management Reporting | * Profit and Loss Statement * Cash Flow Statement * Balance Sheet Reporting * Trial Balance * Fixed Assets Process Reports * Stock consumption and stock movement analysis report * Location wise inventory report * Outstanding Purchase Order pending for receipt of goods * Outstanding Sales Order pending for dispatch of goods * Variance analysis * Farm Wise costing * Farm wise input –output analysis ratio |
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## **Hotels & Restaurant**

**Integrate your hospitality business with the advent of technologies and value-add services provided by leading accounting firm - CapActix**

In today's competitive environment, the restaurant and hospitality industry always aims to enhance the business and reduce the cost by maintaining quality and customer satisfaction level at Top most. However, being a restaurant or franchise owner, they do not get time to manage staff, processing timely payment to vendors, handle day to day operations and most importantly manage accurate accounting system.

*CapActix offers hotel & restaurant owners with cost-effective hotel & restaurant accounting and bookkeeping services.*

CapActix makes difference to the normal bookkeeping service by analyzing the key elements of the business and providing integrated accounting solutions. We have an extensive expertise in dealing with the franchise driven hotel or owned by a single-headed ownership with the most cost-effective solutions.

**OUR SERVICES FOR Hotels & Restaurant**

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| 1. Bookkeeping Services | * Identifying and setting different charts of accounts which prevail as a norm in the hospitality industry * Recording of sales/revenue on the basis of reports available on your PMS/POS system * Recording receipts from customer * Verifying and recording bills from suppliers * Payment to suppliers * Processing employees' pay and update payroll file * Processing other tax related reports * Recording depreciation and other adjusting entries * Entering Bank Transactions * Calculation of franchise fees if any as per the standard norms of applicable franchise * Providing calculation and analysis of occupancy ratio, revenue per room after allocating different overheads and calculation of margin ratio of different departments * Month-end or year-end closing entries |
| 1. Accounts Payable | * Invoice scanning and storing * Invoice processing & approval * Expense allocation * Online payment approval * Payment Processing * Handling of vendor inquiries |
| 1. Accounts Receivable | * Recording payment from customer * Reconciliation of revenue on monthly/quarterly basis with PMS/POS system and identifying variances if any * Reconciliation of merchant deposit on the basis of merchant statements, providing collection reconciliation on monthly basis and identifying any short/excess deposit * Customer aging * Collections management * Cash forecasting & reporting |
| 1. Management Reporting | * Balance sheet * Income statement * Trial Balance * Cash flow statement * Bank reconciliation report * Detailed general ledger report * Fixed asset account managements * Profitability analysis for different recreational centres * Room wise revenue analysis * Seasonal Analysis |
| 1. Bank Reconciliations | * Bank book reconciliation with your bank statement * Credit card reconciliation with your statement records * Sequencing of checks * Balance sheet reconciliation |
| 1. Payroll Processing | * Payroll setup * Payday calculations and direct deposits * Payroll taxes calculation and form filling * 941, 1099, 940, 944, and quarterly state tax returns * Reconciliation of Payroll with Quarterly returns |

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## **Healthcare**

**Increase your practice’s profitability and efficiency through our integrated accounting system**

Healthcare - another most prominent and sensitive industry in the world. Healthcare is the vast industry to deal with and manage in an organized manner. Especially for the accounting and management, the industry is lacking sometimes for the accurate results. The healthcare industry is different from the other industries comparatively and as we know, the modes of the accounting system are altering over the time. Also, the operational costs of the healthcare industry are rising consistently. Hence, managing the proper balance of costs and incomes are the only way to achieve better profitability in the business.

Also, this business cannot compromise with the quality of service as this one is dealing with the human lives, so using the quality parameters in all the aspects ranging from staffing to equipment is indeed mandatory.

Most of the healthcare practitioner spends a huge amount of time taking care of accurate records and finances. Medical Industry has their unique accounting challenges and requirements.

We, at CapActix, assist in maintaining the adequate accounting system which in turn helps to reduce operational costs, increase in profits, time-saving and allows you to manage the business more effortlessly and optimally.

## **Inventory Management**

Inventory is the crucial part in the healthcare sector. As the industry cannot bear to keep the stock if they are already an out of date or even about to expire. The healthcare sector inventory should be up to the mark in terms of all the quality aspects. Same as the industry cannot bear the fact that the inventory is out of the stock as the requirement would be immensely prompt.

Managing the inventory of such a sensitive business is challenging and that's where the accounting solutions provider like CapActix plays the vital role. It is important to keep track of expiry date and optimum stock level required to be kept at a place. An imbalance between sufficient medical supplies and other stock on hand required, keeping high volumes of stock is going to waste due to the expiry date.

Effective management of Inventory allows precisely estimating and managing your stock requirements with the accurate recording of the batch with expiry details. Also, following the first in first out system in case of the healthcare industry to avoid a loss on expired medicine and cost of destroying for expired medicine. Apart from that, it is also important to keep track of sample medicine received and given to distributors.

We keep separate and easily accessible stock rooms and accounting software with advanced inventory management features that provide accurate stock on hand reports. You should also undertake frequent stock takes to ensure the accuracy of your stock reports

**OUR SERVICES FOR Healthcare**

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| 1. Bookkeeping Services | * Setting up charts of accounts which prevail as a norm in the healthcare industry * Recording of sales/cash revenue/receipts from patients/customers * Recording of rental income for rental equipment * Tracking of transactions for calculating doctor wise revenue and distribution of medicine * Recording and keeping track of the expenses of the respective medical care facility * Keeping track of transactions for managing patient’s insurance policy * Identifying and recording major assets used in hospital for extensive treatment * Verifying and recording bills from suppliers * Payment to suppliers * Processing employees' pay and update payroll file * Processing other tax related reports * Recording depreciation and other adjusting entries * Entering Bank Transactions * Month-end or year-end closing entries |
| 1. Accounts Payable | * Invoice scanning and storing * Invoice processing & approval * Expense allocation * Online payment approval * Payment Processing * Handling of vendor inquiries |
| 1. Accounts Receivable | * Recording payment from customers/patients on the basis of medical forms * Reconciliation of revenue on monthly/quarterly basis with POS or other medical software and identifying variances if any * Customer aging * Collections management * Cash forecasting & reporting |
| 1. Management Reporting | * Balance sheet * Income statement * Trial Balance * Cash flow statement * Bank reconciliation report * Detailed general ledger report * Fixed asset account managements * MRO Regional distribution report |
| 1. Bank Reconciliations | * Bank book reconciliation with your bank statement * Credit card reconciliation with your statement records * Sequencing of checks * Balance sheet reconciliation |
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## **Shipping & Logistics**

**Reporting for supply chain logistics businesses effortless and more informative**

Transportation is a term relating to all the industries out there and lifeline of the trade market and our economy. Transportation business faces various challenges on a routine base as the industry runs and deal with all the industries, people, and locations.

In the cutting edge competitions, there is a consistent rise in fuel costs and capital expenditure. So it becomes necessary to focus on the future growth of the business and emphasize on pre-planning.

As a part of the cost reduction strategy, companies in the industry try to use outsourcing services for their bookkeeping and accounting requirement. This helps them to boost input costs and revenues through tailored solutions and operational efficiency in customer services and sales.

CapActix provides an integrated logistics solution, custom-made according to the specific requirements of your company.

**OUR SERVICES FOR Shipping & Logistics**

|  |  |
| --- | --- |
| 1. Order Management and Billings | * Processing of Freight bill,  Comparing the freight bill to scanned bill of lading (BOL) and posting freight bills into the accounting or other logistics management software * Audit of freight invoices (can be done at transaction level too) for adherence to freight terms listed in bill of lading (BOL) and other shipping documents * Review of transactions posted and identifying significant errors including duplicate invoices and wrong freight rates * Audit of over-billing and claim rebates from carriers * Capturing order related information into ERP/Accounting system based on bill of lading, order and clients details, rate contracts, and other supporting documents * Prepare Invoice and send to customers * Track order status and updating delivery exceptions, held shipments and delays * Posting of purchase orders, Fuel Tickets, Time sheets, driver logs, and other relevant documents |
| 1. Accounts Payable & Disbursement Management Services | * Matching of invoices with PO & rate contracts and capturing them while adhering to clearly specified approvals and budgetary control procedures * Invoice processing , approvals , routing and exception handling * Processing invoices with invoice and PO posting or PO, Invoice and Goods receipts note posting * Detailed vendor reconciliation * Vendor ageing report * Approval of vendor bills and on-time payment to avail early payment discounts * Managing enough cash-flows * Raising electronic fund transfer(EFTs) requests to pay vendors |
| 1. Reconciliation Services | * Bank reconciliation including credit card, lock-box deposits, checks and electronic fund transfers(EFTs) * Clearing and Inter-company (bridge) account reconciliation * Agent reconciliation * Merchant account reconciliation ensuring funds collected by merchant accounts tie-in with funds deposited by them in the bank accounts * Credit card reconciliation * Driver logs reconciliation |
| 1. Accounts Receivable Services | * Posting of payments received from credit-card, checks(including lock-boxes) and cash deposits against open customer invoices * Accounts receivables aging reports * AR analysis * Ascertain and examine unpaid and partially paid invoices * Detailed analysis of receivables and ledgers for resolving historic AR issues and balances reconciliation * Reconciliation of cash deposits statements sent by agents and merchant account payments against the bank deposits * Scrutinize and understand the reason for unpaid balances * Categorize receivables according to ease of recoverability and plan action items accordingly * Preparation of easy to understand management reports |
| 1. Management Reporting | * Preparation key-performance indicators(KPIs) report that cover both financial parameters and operating parameters such as on-time delivery, freight volumes and order fulfilment rates * Profit and loss statements, * Balance sheets * Cash-flow statements * Aging reports * Customized reporting based on client requirements |
| 1. Other Accounting Services | * Maintaining General ledgers * Provision for monthly accruals and posting closing entries * Inter-company adjustment entries * Travel and entertainment expense accounting * Maintaining fixed asset register including depreciation, asset improvement, asset purchase and disposal |

**Accounting Softwares & Support Applications we use**

Quickbooks, Xero, Sage Intacct, SAGE, Net Suite, Dear System, Bill.com, SAP, Caseware, ADP, Paycheck, Paylocity, Gusto, Hubdoc, Zohobooks, Tally ERP 9

**Other Industry expertise**

Please include last option as “Don’t see your industry *Click Here*” which should be having following feature;

* There should be hovering message “Talk to our expert about custom solution for your business.
* Clicking on the same should be direct them on Inquiry Page

## **Retail & E-Commerce**

**Retail & E-Commerce business is all about identifying the best trade-off opportunity between supplier and customer**

Retail and e-Commerce is one of the most happening and the fastest growing sectors along with the most competitive market. The competition in the retail and e-Commerce market compels merchants approach a specific method or by constantly monitoring the market alterations to be consistent on profit. However, it impacts diversely from the quality front or customer satisfaction fronts because it is difficult do the same at the equal pace.

There are some peculiar challenges for the merchants as they face challenges on a daily basis like managing the accounting, analyzing operational expenditure and revenues over and above keeping their customers satisfied and happy.

Therefore, it is important for them to focus on pricing strategy, customer satisfaction policy, and other important areas while outsourcing their accounting and bookkeeping services to a specialist service provider.

CapActix offers expert services in the areas of accounting, inventory management, order processing, and reconciliation.

**OUR specialist SERVICES FOR Retail & ecommerce**

|  |  |
| --- | --- |
| 1. Bookkeeping Services | * Setting up charts of accounts * Recording of sales from POS system or ecommerce site to accounting software * Recording receipt from Merchant Account/PayPal Account * Verifying and recording bills from suppliers * Payment to suppliers * Processing employees' pay and update payroll file * Processing other tax related reports * Recording depreciation and other adjusting entries * Entering Bank Transactions * Month-end or year-end closing entries |
| 1. Accounts Payable | * Posting entry of payables invoices into accounting software after thorough understanding of requirement, rules and software.  Posting of purchase orders, linking of purchase orders with invoices to identify pending PO, * Tracking vendor payments with credit terms and generates timely aging report. * Periodical vendor reconciliation Processing online payment * Reconciliation of credit cards |
| 1. Accounts Receivable | * + **Reconciliation of Point of Sale (POS) systems/back-end ordering/Third Party Stores with accounting software:**   Ordering systems can be different from accounting software for many small ecommerce companies. As ecommerce firms sell on ecommerce sites such as Amazon and EBay, they need to post manual entry on daily/weekly/monthly basis in the accounting software such as QuickBooks or Xero. We enter daily sales, reconcile daily sales between both systems and send regular reports to analyse.   * + **Deposits Tracking:**   Due to end number of daily transactions in ecommerce companies, It’s required to keep track of customer payments at order level and merchant account deposits. We keep reconciling payment through credit card or checks with outstanding customers to avoid bad debts or frauds.  **Merchant Account/PayPal Account Reconciliation:**  Regular reconciliation of Merchant account or PayPal account to track funds in transit and avoid extra merchant fees (TDR based charges) |
| 1. Management Reporting | * Report of Inventory reconciliation between accounting software inventory and physical inventory to maintain optimum level of stock and check out of stock, * Generating month end category wise and region wise sales report * Detailed management report on key business parameters to identify revenue and expense trends. * Revenue reports indicating strong performing product lines, categories, brands and SKUs. * Monthly financial control reports including parameters such sales, purchase, expenses and liabilities. * Working capital utilization and cash flow reports. * Analysis of margin break-up, cost drivers and expense trends |

**Accounting Softwares & Support Applications we use**

Quickbooks, Xero, Sage Intacct, SAGE, Net Suite, Dear System, Bill.com, SAP, Caseware, ADP, Paycheck, Paylocity, Gusto, Hubdoc, Zohobooks, Tally ERP 9

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## **Power Generation**

**Maximize your return on investment through effective operational management in power generation business**

In the International Energy Outlook 2016 (IEO2016) Reference case, world net electricity generation will increase 69% by 2040, from 21.6 trillion kilowatt-hours (kWh) in 2012 to 25.8 trillion kWh in 2020 and 36.5 trillion kWh in 2040.

Electricity is the world’s fastest-growing form of ultimate energy consumption, as it has been for many decades. Power systems have continued to evolve from isolated, small grids to integrated national markets and even international markets.

We, at CapActix, understand that electricity generated using different means such as Coal, Solar, Wind, Geothermal, Hydrogen, Tidal, Wave, Bio-mass, Hydroelectric etc. use different methodology and machineries for generation. We accordingly differentiate our chart of accounts, business process master, cost centre and profit centre set up and inventory management methodology so that each company can get specific and useful information from its accounts.

**Accounting Softwares & Support Applications we use**

Quickbooks, Xero, Sage Intacct, SAGE, Net Suite, Dear System, Bill.com, SAP, Caseware, ADP, Paycheck, Paylocity, Gusto, Hubdoc, Zohobooks, Tally ERP 9

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# **How We Work**

## **Engagement Models**

**If you are really confused with which Engagement model is the best suit for your business, Our Expert Team is always available to assist you.**

**“Talk to Our Expert”**

**Engagement Models**

Business owners never would like to go with the flow but the proper methodologies, system and cost effectiveness along with the strong work experience. Therefore, they would hire or outsource services to experienced, experts and professionals.

Well, CapActix is the name to reckon with the true potential and combination of experience and the term advanced in the accounting domain. We always strive hard to give the utmost satisfaction to our clients in the best accurate, on-time and quality oriented services. We believe that the initial investments like involvement and refinement at the initiation of the process results in smooth implementation and inevitably successful solutions. We allow you to choose an appropriate engagement model according to the requirement in terms of staffing flexibility and scalability.

* + 1. **Fixed Price Model:**

The Fixed Price model is suitable for the well-defined requirements and plans for the outsourcing work. Under this model, we analyze the scope of accounting and finance work and charge fixed fees. This model works for outsourcing the fixed monthly bookkeeping and accounting work where it is possible to identify volume of recurring activities on monthly basis.

**Benefit:**

* Reducing the risk of extra costs because of the fixed charges
* Saving in overhead cost for maintaining minimum infrastructure
* Avoid conflict through a well-defined requirement by making the process more transparent
* No Risk of fluctuating price
  + 1. **Dedicated Resource (FTE) Model:**

The dedicated resource model does the reviewing of the business requirements and checks the scope of work followed by assigning the dedicated teams for the project.

The dedicated team/ individual exclusively work on the project under your direction and our firms controlled environment as well as senior management supervision. Each FTE (full-time equivalent) accountant or account manager communicates with you to understand the requirement and execute the project according to them. They directly update you on the progress of the work by sending a daily, weekly or monthly report.

**Benefits:**

* Allows to pay fixed monthly charges and relieving from the risk of cost escalation
* Flexibility in choosing suitable resources
* Allows to choose additional sources depending on the urgency of the project
* Value addition over the time due to efficiency and closed approach to your organization
* Suitable for medium to high volume of work

* + 1. **Transaction-based Pricing Model:**

The transaction-based pricing model is based on the quantum of work. The client is charged on the basis of the number of transactions with a price-per-transaction based on the band of volume.

We advise our clients to go for this model when volume per month gets fluctuated and there is no consistency of volume.

**Benefit:**

* Suitable for the drastic fluctuation in a quantum of work
* Flexibility in the price structure
* Helpful in saving cost and increase in efficiency
* Higher visibility in staffing requirement and pricing

## **Transition Process**

**Analysing the processes & current control weaknesses**

**+ = Effective Transition**

**Implementation Planning in order to achieve agreed deliverables**

At CapActix, we follow the stringent procedures to ensure a smooth and seamless transition of your current account set up into new integrated accounting environment. We understand that every business is unique, and so is our approach!

Through our effective transition methodology, we transfer the in-house processes to CapActix’s environment without any disruption to regular operation. We have broadly segmented our transition management solution in five sections, ranging from business understanding to the monitoring & review phase.

1. Business Understanding

During the business understanding stage, we will work with our clients for the following accomplishments:

* Determining the nature of the business and the volume of work and processes to be outsourced.
* Analysing the current documentation system, process flow, and internal control system.
* Reviewing the policy and procedures in place
* Identifying the improvements or changes required in the current system for the transition of work from the client environment to CapActix’s environment.
* The site visit by CapActix Team if required or communicate via phone, teleconference and chat for understanding client’s business and requirements.
* A closer approach to the work with a client to identify the scope of services to be outsourced.

1. Gap Analysis and Scope Statement

Overall the understanding of business is used for analyzing the gap between the current system and proposed system required from risk management and internal control perspective. This mainly includes:

* Comparison of the current system with the proposed system and identifying the gap
* Analysis of gap and finalization of scope Statement based on the requirements of control points
* Clear identification and communication of roles and responsibility of CapActix and the client during the transition process
* Identifying the process weaknesses, suggesting and developing new processes wherever necessary by CapActix and client
* Fixing the deadline to complete the transition process

1. Implementation Planning

* Clear Identification of gap and scope to identify resource requirement and allocation
* CapActix make provision for the additional resources and infrastructure facility if required for the easy transition process
* We analyze the number of different software and add-ons suitable for client’ reporting requirement.
* We consider sending comparative analysis of the different software to the clients to provide broader choices

1. Transition

* Our transition process relies on the complexity and quantity of the work along with the given timeline. It may vary from one month to three month
* We document and draft every process either related to document, data collection, understanding of client business, roles and responsibility of every officer (RASCI Matrix) and cost apportionment master
* We do compare actual performance at regular intervals and communicate the same to the management for further required actions
* We advise our client for parallel running of their current system until the new system is fully tested and implemented.
* During our implementation phase, the client team is also trained on new software’s functionality and features if any to view and generate reports.
* During our transition process, we expect our client to follow standardized processes which can further be improved for a better internal control system.

1. Monitoring and review

* We aim for strict monitoring of each and every task that is defined in the scope of the statement and monitor the same on a regular basis
* We implement automation and control checkpoints in different processes for improved internal control system
* We do consider regular reporting to the touch points about new system implementation progress and receiving inputs from a client for further improvements

## **Secure Data Transfer and Storage**

(Content will be provided once we finalize on online client and employee login portal with data management)

# **Partnership with us**

## **Partnership Model**

**We appreciate a healthy partnership!**

**Partnering with us help you to generate new business revenue, Let’s begin right here!**

*Join our partnership program and grow your business with our Financial and Accounting Expertise*

CapActix believes in the exceptional and simultaneous growth; a growth that leads to an extensive collaboration for success. We are open to embracing consultants, agencies, businesses to be associated with us.

We aim for providing better the best service to the community at large. We aspire to bring competitive advantages, values, efficiency, excellence and of course revenue on board, together. Of course, strategic partnership comes with several benefits, synergy and overall growth.

**WHO CAN BECOME PARTNER WITH US?**

(Just for the sample, redesign according to website theme)

**Why Partner with CapActix**

* Focusing on the higher revenue generation
* Offering efficient and automated services for long-term
* Developing and enhancing business offering and tools
* Dramatically improving the service delivery capabilities with no investment
* Providing the customized financial and operating reports to clients based on their needs
* Increase the flow to qualified leads through cross-referrals

**WAYS OF PARTNERING WITH US**

1. **Back-office Support:**

CapActix Business Solutions aligns in complementary business models with the firms providing Accounting, Bookkeeping, and Financial Services. Our partners can delegate their accounting and bookkeeping tasks to CapActix so that they can focus on the higher-profit margin services to excel their business.

1. **Project Support:**

CapActix has the dynamic team of people with an incredible set of abilities to provide support on specific projects such as the implementation of an internal control system, software implementation, and business process re-engineering.

**ADD-ON BENEFITS OF PARTNERING WITH US**

CapActix Business Solutions specializes in accounting services and management reporting except for the core CPA services such as assurance, certification, and opinions. This puts CapActix and CPAs or other prospective partners in an invaluable position to cross-refer new business prospects.

1. **CapActix to Partners**

CapActix invites partners to take benefit of our worldwide network of authentic client relationships to communicate your wide range of services and increase your client base.

1. **Partners to CapActix:**

We get immense benefits from more efficient and profitable client engagements for the bookkeeping or other back-office tasks for your clients.

## **CPA Partners**

**CapActix polishes and leads your CPA practice with the end-to-end solutions and creates new revenue streams to remain competitive.**

The CPA firms are spending most of their time in filtering the books and less on the higher profit yielding activities. The CPA firms are not supposed to focus on special services because of the tight schedules and engagement in bookkeeping and accounting services. The special services need to be focused are tax consultancy, advisory etc. The outsourcing of accounting and bookkeeping functions helps in cost saving as well as nurturing the good practice of CPA firms.

Our team of expert accounting professionals assists in addressing these issues and work as a part of CPA firm’s team to streamline your accounting and bookkeeping functions.

We also understand that data security is the main concern for many CPA firms. We hold ISO 27001:2013 certification to maintain the confidentiality of data received from CPAs firm.

**How we can help CPA Firms:**

* Bookkeeping service on the monthly, quarterly, and annual basis
* Correction in books of account, review and posting year-end adjustment
* Reconciliation of various control account
* Assistance in accounting software conversions
* Tax returns preparation of 1120, the 1120S, 1065 and related 1040s.
* Assistance in system implementation and accounting system integration

**Why work with us?**

* Allows reduction in cost and focus on higher revenue generating activities and Increase in profit margin
* Outsource workloads during the peak period and tax season and provide timely service.
* Access to skilled and professional resources
* Avoid Conflicts and financial frauds when the person preparing the books and reports
* Saving in overhead and infrastructure cost

**CPA Partnership Models**

We provide flexibility to CPA firm in choosing best convenient partnership model according to the requirement. Our partnership models are referred to as follows:

1. **Referral Partnership**

The Referral Partnership model combines the CPA firm and CapActix to perform and accomplish the services. The CPA firm refers CapActix for accounting and bookkeeping services to their clients.

Also, the books are written by qualified professional so the CPA firms can get the assurance of accuracy in books of accounts and the books are maintained by CapActix so whenever the CPA firm review the books of accounts, it allows them to save their significant time and cost.

1. **Back office Support**

CapActix acts as back office support provider with no direct contact with a client. CPA firm cooperates directly with the client and all communication and reports are in the name of CPA firm. Hence, Client is not aware of CapActix role as a partner.

1. **Extended Partnership**

This model refers to making clients aware of the relationship of CPA firm and CapActix However, CPA firm remains a direct point of contact for the client.