



Data Entry



## Introduction

“**VGATS** is your all-in-one partner for accounting and back-office solutions. From Bookkeeping and Payroll to Finance & Accounting (F&A), our 24x7 virtual office handles it all — so you can focus on growth, not paperwork.

We help you save time, reduce costs, and scale effortlessly. Our expert team works around the clock, delivering reliable, efficient, and secure support tailored to your business needs. In a competitive world, outsourcing isn’t just smart — it’s essential.

With VGATS, you gain a trusted partner committed to helping your business grow beyond limits.”

### What Makes Us Different?

- ✓ Knowledgeable Team
- ✓ Standardized Workflows
- ✓ Advisory services
- ✓ High Flexibility & Scalability
- ✓ Advanced Technology
- ✓ Best F&A Practices
- ✓ World-class security
- ✓ Cost-effective solutions



# Service

**VGATS** is a one stop solution to all your accounting needs. Accessible, Approachable and Accountable, we are committed in providing round the clock services to all of our clients.

## Financial & Management Reports



Back-end tasks can be a burden for you. Now rely on **VGATS** to prepare your financial statements, analyse past year records for progress, maintain asset reconciliation and depreciation schedule, GST, Payroll, Bank, Credit Card and Loan reconciliation to add some. This daily tedious task of yours is ours now.

## Taxation & Other Compliances



Taxations can be difficult to deal with. Let us help you with tax compliances for residents and non-resident individuals and corporates, prepare fringe benefit tax return, GST returns, tax planning and advisory, document management, preparation of work papers and reconciliation with book of accounts.

## Bookkeeping Services



Fulfilling your daily accounting needs, VGATS efficiently keeps records of each of your transaction in a planned and ordered way. From general and expense ledger maintenance to preparing reports, bank account coding, credit card coding, tracking income expenses branchwise and much more.

## Payroll Service



Now you can lighten your routine administrative tasks with VGATS. We help you set up company data in softwares, manage leaves and entitlements, calculating taxes, processing payrolls weekly or as required, ensuring compliances with law, preparing summaries and even document management.

## Data Entry and Other Administration



We provide constant support and help for various kinds of Data Entry and other overall administration of your Business





# Getting Started

## 1. Free Consultation

First step to working together is learning and understanding each other's needs, goals, and expertise. We offer our free consultation for the same motive by booking an appointment with you to understand your business. Likewise, we are also happy to answer any questions you have for us.

## 2. Forming a Plan

Following our discussions, we will formulate a plan which will include parameters like Manpower, Infrastructure Requirements, Timeliness and Pricing models. This plan is subject to further discussions and requires no obligation on your part until we reach a mutual agreement.

## 3. Allocating/recruiting overseas staff

Once a mutually agreed plan is in place, we shall assign an experienced Team Leader who will be in charge of recruiting or allocating your overseas staff based on your company values. He shall be monitoring, mentoring, and reviewing your staff and their work regularly. There is still no obligation for a commitment at this step on your part until you find the right fit for your business.

## 4. Finalizing agreement.

Once the Team Leader has identified best suitable employees for you, we will finalise and sign the agreement and begin operations.

## 5. Set-up

Following the agreement, we will assign necessary office space and infrastructure needed to begin training your staff in accordance with your requirements, firm policies, and methods. Once the training is finished, your staff can begin their work.

## 6. Support

Our main goal is to make you feel that your team is just in the next room. We pledge to be available 24/7 to answer any of your concerns.

# How we work

## Making you free from all your back office work

What makes Finsync different from other outsourcing companies is the way we provide work. Our aim is to make the process as easy as possible, and to get the job done on given time along with the high quality of work. We have established some standard procedures to make the transition process smoother.

### The Process

#### 1 Understanding Client's Mind Sketch

- a. Procuring Documents
- b. Software Access
- c. Outlining Requirements

#### 2 Planning

- a. Synchronizing Documents
- b. Drawing Objectives
- c. Estimate Completion Time

#### 3 Processing

- a. Updating Books of Accounts
- b. Compiling Work-papers

#### 4 Second look

- a. Monitor and Evaluate
- b. Review of Work Processed
- c. Finalizing Work-papers

#### 5 Upload and Feedback

- a. Notifying Completion of Job
- b. Uploading of Work-papers
- c. Overview of Job Processed
- d. Feedback

