



Outsource Your Bookkeeping Services to Trans America

Trans America is a professional set up desiring to provide quality data processing Bookkeeping and accounting services. **Trans America** provides on an outsource basis Bookkeeping and Accounting services to small and medium sized businesses with various Bookkeeping and Accounting Software's to different industries, including but not limited to Restaurants, Motels, Financial Services, Advertising, Marketing and Placement Agencies, Professionals (Doctors, Attorneys, Engineers, Architects), Service Businesses, Stores, Retail Shops, Fuel Stations, Stock Brokers, Bakers, Commercial and Real Estate, Construction, and Manufacturing Entities.

Trans America would provide services for all your Bookkeeping, Accounting, whether it is creation of your books from scratch, updating your books periodically, or maintaining them full-time, we provide you personalized and professional Bookkeeping & Accounting services while saving your time and money and helping you to concentrate on your core business activity. Having industry experience helps us to know and understand the issues which you face on a daily basis.

Trans America would be able to offer innovative solutions to clients' requirements for bookkeeping and Accounting Services. **Trans America** proactive services offered by our team of diligent and talented professionals have led to the expansion and growth of our clientele in the data processing and conversion arena.

• Bookkeeping Services

- Entry of transactions
- Journal Entry
- General Ledger
- Assets/Equipment Ledgers
- Expenses Ledger
- Accounts Receivables
- Accounts Payables
- Ageing Report & Summaries
- Bank Reconciliation
- Financial Statements Preparation
- Trial Balance
- Income Statement (Profit & Loss)
- Balance-sheet
- Cash Flow Statement
- Periodic/Annual Reports

Trans America Bookkeeping Services

Trans America offer weekly, Bi-weekly, monthly or yearly accounting and bookkeeping including Reporting services. Our Services covers all aspects of accounting and bookkeeping, including: -

- **Entry of transactions**
- **General Ledger**
- **Assets /Equipment Ledgers**
- **Expenses Ledger**
- **Accounts Receivables**
- **Accounts Payables**
- **Ageing Report & Summaries**
- **Bank Reconciliation**
- **Financial Statements Preparation**
- **Trial Balance**
- **Income Statement (Profit & Loss)**
- **Balance-sheet**
- **Cash Flow Statement**
- **Periodic/Annual Reports.**

Trans America is familiar with most industry standard software applications, and if required, we can work with other applications also. We can work offsite from our premises or online through remote access also. With our knowledge and experience in Bookkeeping and Accounting procedures we provide our service for all your Bookkeeping and Accounting needs, whether Computerized or Manual.

Trans America - Value Added Bookkeeping Services



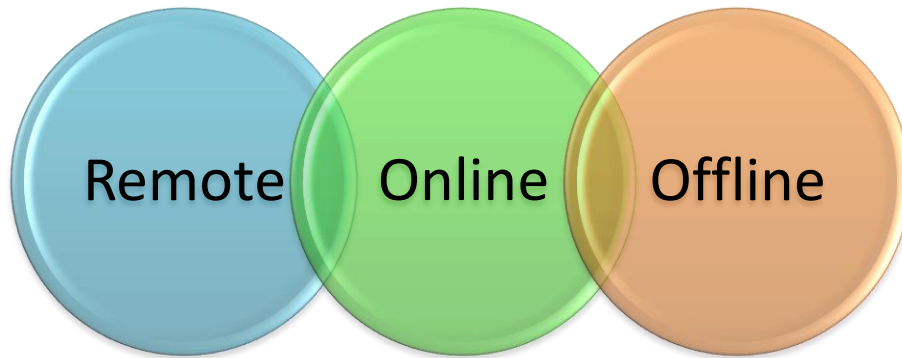
Value Added bookkeeping means setting up and maintaining your books in a manner that allows for the production of meaningful financial reports on a regular basis that enables you to take decisions that make your business better and more profitable.

Value Added Bookkeeping means having your Chart of Accounts arranged under meaningful sub-headings to be able to better see the break-up of your business overheads.

Value Added Bookkeeping means reducing and consolidating the number of ledger accounts used to ensure brief and concise financial reports and easier management decision making.

Value Added Bookkeeping means ensuring that there is a clear distinction between operating and non-operating income and expenditure.

Trans America Bookkeeping Platform



Remotely

Remote Desktop:

Trans America will provide a secured, safe Remote Desktop Server Login information where client can access of his financial information from anywhere, anytime. He just need an internet connection and it will work smoothly.

GotomyPC:

Trans America will establish a remote connection with Client PC and work on Client PC via connecting GoToMy PC.

Online

Client will provide the online access of his Accounting Software like Online QuickBooks etc to Trans America and Trans America will work online on Client Software.

Offline

Client will provide us the backup copy of his QuickBooks file via email, via using Dropbox link or via Google Drive. Trans America will download the offline QuickBooks file and return the QuickBooks file after completion of work.

Trans America Bookkeeping Process



Why Trans America?

There are increasing numbers of companies, with various sizes and types, making decision to outsource some or all of their accounting & administration functions to a third party. Contrary to popular misconception, it's not the companies in problem, but it's one of their business strategies. Outsourcing practice addresses their unique business needs, such as financial imperatives and operational effectiveness.

Through the outsourcing, we structure a tailored-relationship, sharing in the business risk to deliver optimal results. We will provide you with timely, accurate financial information in a cost effective, professional manner and we seek to operate professionally and personally for clients with both constructive and timely advice.

The daily accounting work within a corporation may cost management a lot of supervision time. However, if part of or even all the accounting functions are outsourced to a professional service firm, management will be able to save more energy to concentrate on the core business. Here are some comparisons between in-house accounting and professional outsourcing.



Why Trans America?



Management Time

- In-House: Extensive Monitoring Time
- Trans America: Monitoring cost will be minimized



Quality of Work

- In-House: May be inaccurate and incomplete, which impacts business decision
- Trans America: Trans America are working in a team environment ensure that we are keep in the last Tax regulation; We are set comptroller general to ensure our produce quality



Cost

- Inhouse: Recruitment Fees, Opportunity cost of time spent interviewing potential new candidates , Training, Cost of a desk (provision of desk, computer, rent, software, administration, stationery, etc) , Temp staff while employee is on leave , Social welfare and pension for employees
- Trans America: Only payment of service fee



Stress

- In-House: If you stay in-house, you are responsible for the stress of employee's
- Trans America: No stress of employee's



Risk

- In-House: Relatively high fraud and non-compliance risk
- Trans America: Low fraud risk, compliance with statutory requirements is achieved

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