



Tathya Dot Com Pvt. Ltd.

An ISO 9001:2000 COMPANY

Financial Services

We offer outsourced Tax Processing Services and Book Keeping Services.

Tax Processing Service

- Provide a customized tax outsourcing service for handling tax compliance workload and meeting the filing timing deadlines
- Have considerable experience in US tax preparation and reporting
- Use top of the line tax software and technology like Drakes Lacerte, Turbo Tax, Prosystems

Tax Processing Services Work Flow

Process Steps	Actor / Role	Process Description
Customer	Customer	The firm performs the following tasks . Collect financial documents . Collect previous year return file . Prepare Check List . Scan the documents
Docbits **	Application Software	Automated transfer of the scanned Documents Automated delivery of the completed documents
Allotment	Team Leader	Job allotment by Team Leader
Preparer	Preparer	. Sorts the images as per requirements . Enters information from images into the tax software . The tax software used are Global-Fx, Prosystem-Fx . Client can also specify their choice of tax software . Clarifications are sought in some cases . Make annotations where ever required . Completed documents are sent to the next level
First Level QC Operator	First Level QC Operator	. Verifies the documents for correctness . Performs modification where ever required . Consults the Team Leader / Domain Expert . Documents are transferred to the next level

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Supervisor	QA Personnel	<ul style="list-style-type: none">. Verifies the documents for correctness. Does modification where ever required. Consult the Team Leader / Domain Expert / CPA. Documents are transferred to the next level
Team Leader	Team Leader	<ul style="list-style-type: none">. Performs sample check for correctness. If any error is found in sampling, the case is returned to Supervisor Person once again. Team Leader may consult with Domain Expert for any clarification. Deliver the file with annotations in PHP Collab ** Document Management Application
Tax / Domain Expert	Domain Expert	Certified CPA personnel give tax related consultancy to Preparer / QA Person / Team Leader

**** Docbits:** Tathya has developed proprietary software for automatic file transfer. The salient features of Docbits are:

- Desktop Application
- Start-up Resident Application without any user interface
- Files are automatically uploaded to the required destination, once put into a certain folder called HOT folder
- Files from designated location are automatically downloaded
- Download destinations are configurable
- Encryption for secure data transfer

**** PHP Collab:** Open Source, web based Project Management & Collaboration tool having dual Client & Consultant areas.



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Book Keeping Service

Our Accounting professionals are competent in working with **Quickbooks** and other similar accounting softwares. We work in both on-line and off-line versions of these softwares. Our services include:

- General Ledger Entries
- Accounts Receivables
- Accounts Payables
- Cash Flow
- Reconciliation
- Depreciation
- Trial Balance
- Balancing of Books – Balance Sheets and Profit & Loss
- Fixed Asset Accounting
- Financial Reports
- Financial forecasting
- Management Information System Reports