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Accounting Services



Invoice processing is a crucial task in all business, irrespective of industry.

We provide processes, customised for the accounting, tax and financial requirements of your company, to improve the efficiency and reduce the cost of this task.

Why outsource invoice processing services?

The easiest way to handle your invoice processing services is to outsource it. It makes business sense to outsource invoice processing to an expert instead of buying costly processing software yourself.

By outsourcing, you can not only save on costs, but you can also have access to a rich repository of skilled personnel without having to "own" them.

If you are looking for an experienced outsourcing provider that can handle your invoice processing work, then you have come to the right place; CNG Business Services can give your business a competitive edge.

There are many advantages to outsourcing invoice/credit processing to CNG Business Services, here are a few:

- Skilled workforce** - The skilled staff at CNG Business Services are resourced to process large quantities of invoices in a very short time, without compromising quality or accuracy.
- Improved processes** - We will understand your business workflow and work out processes by which your performance can be improved and your costs reduced.
- Less errors** - By outsourcing your invoice processing services to experts, you can be confident that there will be less processing errors.
- Comprehensive reports** - We will provide you with comprehensive reports about the status of invoices as they are processed.

We offer the following accounting services:

Purchase Ledger Maintenance

We will maintain all aspects of your purchase ledger, starting from:

- ▶ Setting up individual Suppliers Accounts for new suppliers or working with your existing lists. If new suppliers are added, new accounts will be created for them and new codes assigned to them as per your company's existing policy.
- ▶ Posting all purchase invoices, credit notes and payments made to the respective accounts on your accounts ledgers system.

Regardless of the format in which you send purchase information to us, be it email, fax or post, we will capture and add the relevant information to your financial reporting software.

We can then provide you processed data or reports in whatever format you need on a regular basis. We can also provide aging analysis for all payments due, so that you can take full advantage of credit periods to keep a healthy cash flow.

Purchase Invoice Processing

Regardless of the format in which you send purchase information to us, be it email, fax or post, we will capture and add the relevant information to your financial reporting software for up to date Purchase Ledger Control and Maintenance. Here are some of the details that we typically input:

- | | | | |
|-------------------------|--------------------|---|--------------------------------|
| ▶ Supplier's Name | ▶ Invoice Number | ▶ Item(s) description, quantity and unit cost | ▶ Total Amount (Including VAT) |
| ▶ Supplier's Code | ▶ Invoice Date | ▶ Amount Sub Total | |
| ▶ Purchase Order Number | ▶ Invoice Currency | ▶ VAT Amount | |

We match the invoices with goods received notes inputted in the system and post the same to the ledgers. Any anomalies in matching the invoices are being dealt with per procedures specified by the client.

We also match credit notes with returns notes inputted in the system and post the same to ledgers.

Sales Invoice Processing

In case Sales Invoices are not automatically added to your Accounting Software, we can enter this information to your Financial Software which will allow you to monitor and maintain your Sales Control Ledger.

We cover the entire activity of Invoice processing. If new customers and suppliers are added, new accounts will be created for them and new codes assigned to them as per your company's existing policy. The invoices will also be entered into the respective accounts.

This will enable us to maintain, on your behalf, individual accounts in order to keep a track of invoice transactions and balances pertaining to that account. This is a fast and efficient method to control and access amounts receivable and payable.

At the same time, the nominal ledger will also be updated to show current sales achieved and the amount of expenditure incurred.

It goes without saying that we understand the importance of confidentiality for all our work, and for this reason, all processes are undertaken in-house.

For further information about our various Outsourcing Solutions, or how we can provide a free trial of our services, please call us on +44 (0) 1904 692 447.