

HOW TO MOVE TO AN OUTSOURCE PROVIDER?

In this article, we are assuming you already understand and accept the benefits of moving to an outsource provider. Therefore, the question is... “How do you make it happen?”

Initial Phase

- This is a very important phase, this is where we begin to understand your For Purpose organisation, how your donations work as well as understand suppliers and financial accounting systems.
- If we will look after your payroll, we set up all your employees on the payroll system at this time.
- Further if you select a premium service with KPI's, we set up all the management reporting systems at this time as well.
- Once we have everything in place in practice we move to a Trial Phase.
- The Initial Phase takes between 2-3weeks depending on which package you select.

Trial Phase

- In this stage we collate all the information you have from all of your sources and we streamline them into our quality control systems.
- This mostly comprises the adoption of Cloud based Back Office systems and at this stage we

ensure you have complete access 245/7 over the Cloud.

- Once we know everything works and you are happy with the transfer we can move to the Final Implementation Phase.
- The Trial Phase takes 1 -2 weeks depending on which package you select.

Final Implementation Phase

- At this time, we are processing and running your Back Office
- You will have two of our skilled employees assigned to your For Purpose
- These skilled employees comprising of accountants and bookkeepers are available to answer questions and provide ongoing training as much as required.

**SUPPORTING
YOU IN YOUR
ADMINISTRATION IS
WHERE WE COME IN.**

