



ORACLE  
NETSUITE  
Alliance Partner

# Business Process Outsourcing

A Guide to Outsourcing  
Your NetSuite Accounting  
Administration



Outsourcing your  
**accounting, finance  
and administration**  
saves time, money  
and effort.

***Team Blue Sky***

# Welcome.

At TeamBlueSky, we help growing businesses to streamline management of their accounting and system administration.



**ROWING YOUR BUSINESS TAKES TIME, FOCUS AND DETERMINATION.** That's why we partner with Australian businesses to take control of their accounting and financial administration so they can get back to growing their companies.

At TeamBlueSky, we believe that **trust** and **integrity** are the core pillars of any business partnership and that our client's business success is as important as our own.

By choosing to outsource your accounting and finance administration to TeamBlueSky, you can get back to working on your business, not in your business.

Reach out to find out more about what we can do for you!

**Henry Sack**

General Manager | **TeamBlueSky**





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*Team Blue Sky*



# Our Story

# Professional Advice from Experienced Industry Experts

At TeamBlueSky, our mission is to give growing businesses access to a team of professional, qualified and experienced accountants and consultants whose mission is to take the pain out of running your accounting and financial management functions.

## **Financial knowledge meets system expertise. That's TeamBlueSky.**

For over 15 years, our team of experts have been helping Australian businesses take control of their back-office functions and streamline their processes. We also provide CFO advisory services to help you accelerate your business growth while keeping tight controls over your financial performance.

We pride ourselves on delivering industry-leading customer service and support across a number of different IT ecosystems including NetSuite and JCurve. Our team has partnered with a wide range of organisations and become an integral part of their administrative team whilst also providing strategic leadership and advice in line with the leading practices in your industry.

## **We have a wide range of experience across a number of key industries including:**

1. Wholesale Distribution
  2. Retail and eCommerce
  3. Financial Services
  4. Not-For-Profit
  5. Asset Management
  6. IT & Telecommunications
- and more.



By choosing to partner with TeamBlueSky, you are giving your business the flexibility to adapt to an ever-changing business landscape.



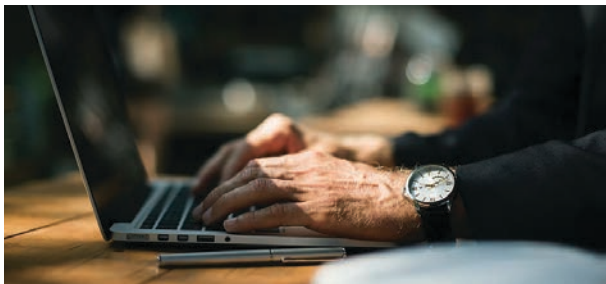
### **Business System Consulting**

We provide a wide range of business system consulting services including implementation, report writing, customisation, and process automation.



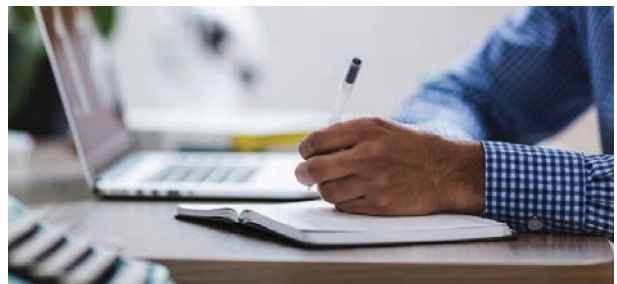
### **BPO Services**

Let our team of experts take full control of your back-office administration, accounting, and financial management functions.



### **System Administration**

Rely on our team of system administration experts to manage the day to day tasks of maintaining and improving your business' systems.



### **CFO as a Service**

Get access to expert guidance and advice from our team of experienced CFOs. We can assist with budgeting, planning, compliance, and more.



### **Training**

Streamline the onboarding of new team members and get them up to speed quicker by investing in role-based system training.



### **BAS Agent Services**

Complete the process by trusting TeamBlueSky with your monthly or quarterly Business Activity Statement preparation and lodgment.



# Our People



# Partner with People Who Are Passionate About Your Success

With a diverse range of backgrounds, our team works collaboratively to bring our clients industry leading solutions to your business management challenges.



**Stephen Nankervis**  
CEO

Stephen is a CPA with a successful track record in finance and general management within large and internationally recognised blue-chip organisations.

With a strong financial and technological background, as well as 14 years of experience as an outsource provider, he is the creator and thinker behind the modeling of technological systems and procedures, which capture the essence of improvements in company operations and related processes.



**Michelle Nankervis**  
Head of Finance

Michelle is the head of TeamBlueSky's Debtor Management division. She has over 20 years' experience as a credit management specialist, including experience in outsourcing, both in Australia and the UK.

From the design, implementation, and ongoing management of credit solutions for both large blue chip and medium-sized organisations, her ability to write and implement a credit solution to suit the specific needs of individual clients is well recognised throughout the industry.



**Henry Sack**  
General Manager

Henry has worked in the ERP industry for almost 10 years successfully solutioning, implementing and supporting Australian businesses to get the most out of their business management software.

He is passionate about getting clients to operate smarter by adopting automation and encouraging innovation. Henry strongly believes that building a culture that breeds success is based on investing time and energy into staff to ensure that they are rewarded so that it increases work morale and job satisfaction.

The background of the page is a solid blue color with a complex, repeating geometric pattern. The pattern consists of interlocking, three-dimensional-looking shapes that resemble a woven or crystalline structure, creating a sense of depth and texture.

# Our Commitment



# Accurate, Timely and Trustworthy Services To Support Your Business Objectives

Our client's success is our #1 focus. This is why we dedicate ourselves to providing an industry-leading level of service and support to our growing list of customers.

## **HASSLE-FREE MANAGEMENT**

For over 15 years, our team of experts has been helping Australian businesses take control of their back office functions and streamline their processes. We also provide CFO advisory services to help you accelerate your business growth while keeping tight controls over your financial performance.

## **FLEXIBLE & SCALABLE SERVICES**

We understand that businesses change. That is why our services are designed to be flexible and scalable to meet your current and future needs. Talk to us about how we can tailor a specific package of services to meet the needs of your business and your team. Our people are knowledgeable, friendly, and efficient, and are dedicated to helping you succeed.

## **EXPERT STRATEGIC ADVICE**

We offer more than an administration service. Our team of qualified accountants and system administration experts is here to offer you strategic advice on a wide range of areas. From accounting and financial management leading practices, to business strategy planning and execution, you can trust TeamBlueSky to accelerate your success.

## **TRANSPARENT TURNKEY SOLUTIONS**

We know all too well that one of the most important factors when it comes to building trust in a business partnership is transparency. When you work with TeamBlueSky we ensure that you have full visibility over the work that is being completed as well as retrospective reporting to help you understand how our services were used and how we can work together to improve your business processes.

A person is working on a laptop, with their hands visible on the keyboard. The image is overlaid with a semi-transparent blue filter. In the background, there is a glass of iced coffee and some papers on the desk.

# Our Solution Partners



# Partnering With The Best

With a diverse range of backgrounds, our team works collaboratively to bring our clients industry-leading solutions to your business management challenges.



## **Oracle + NetSuite** Business Management Platform

NetSuite is a feature-rich ERP solution with modules and functionality to meet the needs of almost any business and industry.

This leading cloud based ERP solution has been continuously improved for over 20 years and now has native functionality to cater to the needs of any growing business.



## **JCurve Solutions** Small Business Suite

JCurve gives small and medium-sized businesses the opportunity to take advantage of enterprise-level technology without the complexity.

JCurve is built on NetSuite, so users are able to invest in a rock-solid technology that they know will grow and change as their business does.



# Our Services



# Business Process Outsourcing

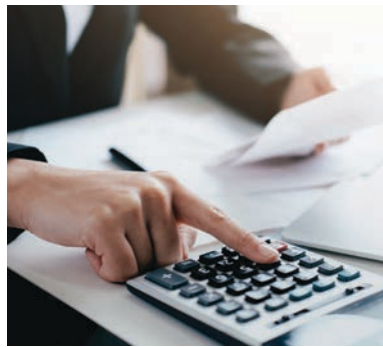
Let TeamBlueSky become your back-office support so you can focus your time on perfecting your products and services, and growing your client base.



## Payroll & ATO Compliance

As your business grows, so too does the burden of processing payroll. Our payroll experts can help you by taking full ownership over your payroll and ATO compliance.

This includes employee set-up, timesheet processing, payroll processing, managing superannuation payments, and managing IAS.



## Accounts Payable Automation

Let our team of accounts payable automation experts become an extension of your back office management with our expert AP automation experience.

We can manage all aspects of AP, including vendor set up, PO creation, bill entry, payment detail security, payment processing, and more.



## Accounts Receivable Management

Managing your accounts receivable is vital to the overall health of your cash flow and your business.

Our team of credit officers can provide end-to-end AR management, including invoicing, managing overdue invoice notices and collections as well as full cash receipting, bank reconciliation, and AR performance reporting.

# Turnkey Accounting Solutions for Growing Companies

For clients who want to focus on growing their business, we can offer a turnkey accounting service that includes all aspects of financial administration and compliance.



## Bookkeeping

Part-time bookkeeping services for small business. Daily processing to keep books up to date. Accounting, payroll and management reporting.



## Payables

If you process lots of supplier invoices, forms for data entry, or customer records, ask us about our scanning, conversion, and data entry solutions.



## Accounting

Understanding the financial health of your business involves more than bookkeeping. Good business discipline involves regularly reporting performance against your plan.



## IT Support

Full email, remote backup and disaster recovery services. Telephone support for those tricky technical problems that can waste lots of your time.



## Debtors

Managing your accounts receivable is vital to the overall health of your cash-flow and your business.



## System Admin

We support, update, and maintain your Accounting, CRM, Inventory, Payroll, and HR Systems. In fact we insist on helping you source in the cloud solutions to make our service possible.



# Payroll as a Service

Eliminate risk, simplify processes and ensure compliance with our Payroll as a Service Solutions.



## Employee Portal

Centralise your employees payroll self administration with Ininet Cloud's MyPay portal. We can assist with implementation, training and ongoing maintenance of all employment related administration.



## Payroll Preparation

TeamBlueSky will manage the complexity of payroll preparation including backpay entitlements, leave calculations and any employee deductions that are required.



## Payroll Processing

Once we have your sign off, we will process the payroll through ICS, generate PAYG files and process STP. We offer full payroll reporting including reconciliation to P&L and Balance Sheet reports.



## Payments & Super

Our team manage the payment process for employees as well as automating the superannuation contributions through Ininet Cloud's ClickSuper functionality.



## Expense Payments

Take the hassle out of managing employee expense claims. We manage all administration, verification and documentation as well as being able to consult on expense policy management for your business.



## ATO Reporting

Finally, we ensure that all payroll related reporting requirements are completed on time and in line with the Australian Taxation Office's leading practice guidelines.



# CFO as a Service

Benefit from our 30 years of experience in managing the financial performance and accounting compliance requirement for businesses of all sizes.



## Business Planning

Do you know if your current business planning is optimising your company's potential for success? Our experts can help review and expand on your current business plan.

## Performance Reporting

Knowing where you are at is as important as knowing where you are going. We can help set up tailored business performance metrics and reporting to give complete visibility into your business' performance.

## Growth Strategy

If you are not growing, you're dying. Whether you are starting up or scaling up, our team has the knowledge and experience to help your business scale and grow in a controlled and secure way.



## Cashflow Management

Monitoring and managing your business' cash flow can be difficult and time consuming. Let us simplify the process for you by setting up tailored cash flow reporting to suit the needs of your company.

## Bookkeeping & Accounting

We have a highly experienced team of accounting and bookkeeping professionals to either bolster or completely replace your accounting and back office functions.

## Performance Reporting

Our expertise in measuring and monitoring real time business performance metrics can help business owners to make better decisions based on accurate and real time information.





Our  
Industry  
Expertise

*Team Blue Sky*

# ERP Industry Expertise

Our consultants have helped clients from a wide range of industries to both implement and continually improve their chosen ERP solution in line with their business and industries growth and changes.



## Wholesale Distribution

Running a wholesale distribution business can be a harmonious experience when you have the right systems and management practices in place.

TeamBlueSky can provide guidance on leading practices across lead to cash, procure to pay, warehouse and inventory control and more.



## Not-For-Profit

As a Not For Profit, you want to make sure you are running as efficiently as possible so that you are able to support your constituents to the fullest.

Our consultants are experts in all aspects of implementing and maintaining accounting systems to support your users in doing good for your community.



## IT / Telecommunications

We have helped a number of IT and Telecommunications business to overhaul their existing systems, and capitalise on what modern cloud based technology can offer.

Ask us about implementing advanced project management tools to ensure your projects are running on time and on budget.



## Financial Services

Financial Services businesses can have very unique needs when it comes to system set up and control.

We are here to guide financial services businesses through the process of solution design to ensure their time is spent growing their portfolio, not managing their administration.



## Asset Management

For businesses that manage either customer assets, or their own internal assets, TeamBlueSky can help streamline your Fixed Asset Management process and ensure that your asset profitability is transparent.

We also have experience in complex asset management businesses such as equipment rentals.



## Retail & eCommerce

We help retail and eCommerce businesses to control and automate their back office functions with the use of the world's leading cloud based solutions.

We have worked with a number of bricks and mortar as well as online only retail brands to build their accounting and operational systems and support their growth.

# Our Process

TeamBlueSky offer comprehensive needs assessment services for new and existing NetSuite clients to help determine the best plan for implementation and ongoing management of your solution.

## Needs Assessment

### 1. Requirements Discovery

Our consultants will work with you to map out your business' operational and administrative processes and explore your business' system requirements including existing software ecosystem and functionality.

We will work with your management team and end users to get a comprehensive understanding of the day to day system requirements of each department and ensure that the implementation plan provides a significant improvement to all areas of the business.

### 2. The Gap Analysis

From the information we gain during the discovery process, our team of NetSuite functionality experts will identify the NetSuite modules and functionality that best suit your business' unique requirements as well as any opportunities to align your processes to NetSuite's leading practices.

By carefully identifying these opportunities for improvement we can assist your business in moving to a more streamlined way of operating that is in line with your industries leading processes and standard procedures.

### 3. Recommendations

Our team will provide you with a detailed implementation plan that identifies your comprehensive system requirements across all departments of your business.

We seek to provide an accurate and transparent tactical implementation plan in order for you to have complete confidence in our process and that the final solution you will take live will meet the needs of the business.



# Implementation Execution

## 1. Data Cleansing and Migration

TeamBlueSky will provide your team with templates to extract and cleanse the data from your current systems. This offers you the opportunity to rectify any data related issues that may be negatively impacting your business reporting and current user experience.

## 2. TeamBlueSky Turnkey Configuration

Our team of NetSuite implementation experts will take control of the configuration process to ensure that your solution aligns to the needs of the business and that this phase has minimal impact on your team's day to day workload. We will also ensure that your NetSuite account is streamlined with only the functionality your users need.

## 3. New Solution Team Demonstration

Once configured our team will demonstrate the end-to-end solution back to your team leaders and end users using real world data. During this process we will document any changes or reconfiguration that may be required. We continue this process until all stakeholders are satisfied that the solution is meeting the needs of their teams and are ready to go live.

## 4. User Acceptance Testing & Training

Leading up to your planned go live date, TeamBlueSky will provide you with comprehensive user acceptance testing scripts as a final check on the suitability of the solution. We will also work with your team leaders to ensure that end users are trained in using the areas of the system that impact their role.

## 5. Team Go Live

On Go Live Day our experts will be dedicated to assisting your team with business critical transactional support and assist with day to day system use across all departments. We also offer an extended period of high contact support to give your users confidence in the solution and a quick resolution to any challenges that arise.

# Ongoing Management & Support

### Full Service BPO

By choosing to partner with TeamBlueSky's BPO service you can access end-to-end administrative assistance including transactional processing, report writing, customisations and continual system improvement.

### System Administration

For customers who are wanting to outsource their NetSuite system administration we can provide a team of experts to ensure that your NetSuite instance is running smoothly and configured correctly to meet the changing needs of your business.

### Ad Hoc Support

For clients who only need help from time to time, we offer flexible 'as-needed' service agreements that can be scaled up and down to suit your business needs.

# Contact Us

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