

Accounts Receivable Presentation

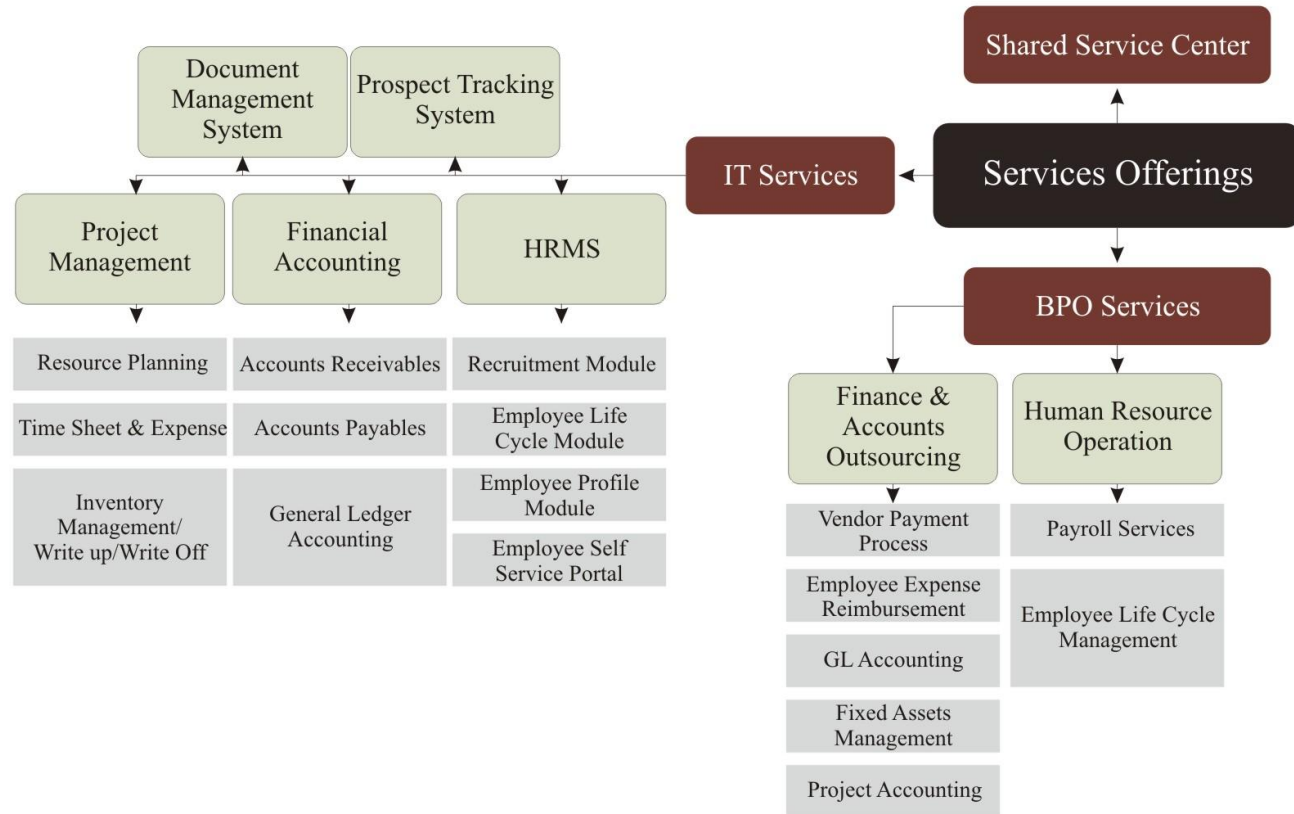
Osource (India) Private Limited – An ISO 9001:2008 Certified Organization

About Osource

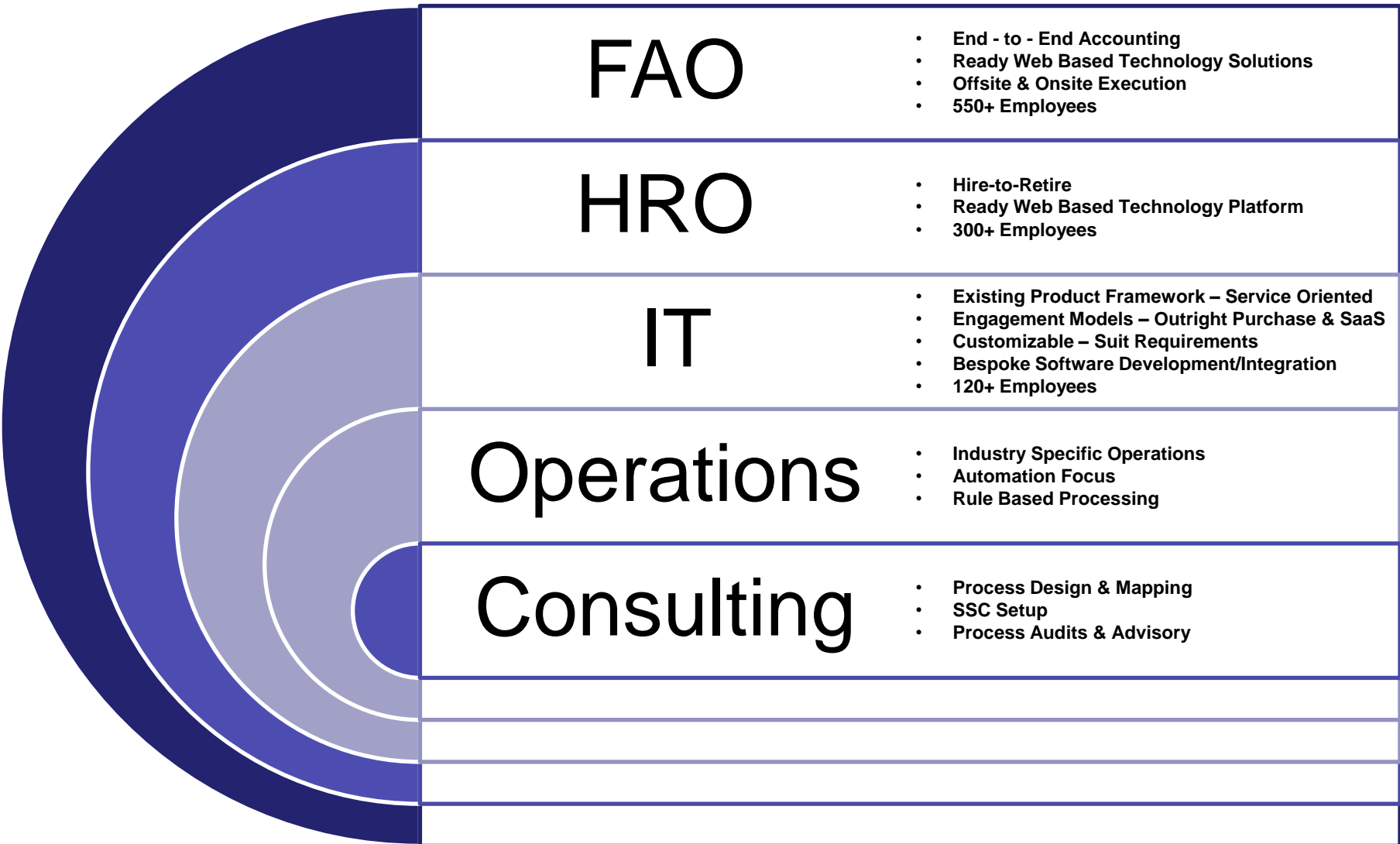
Osource is one of the leading providers of outsourcing and technology solutions. Osource blends its deep process expertise and best practices with optimum technology deliver a comprehensive solution. Owing to strong focus on coupling business processes & technology platforms, Osource has been one of the first organizations to have offered platform-based outsourcing solutions.

The services are offered and seamlessly delivered from multiple delivery centers to meet client's business objectives, process enhancement and cost optimization goals.

Osource provides customized solutions to an eclectic range of industry verticals namely, Banking & Financial Services, Media & Entertainment, Logistics, Hospitality & Health Care, Travel & Foreign Exchange, Legal, Print & Publication, Telecom & Networking, Pharmaceutical, Manufacturing, FMCG, Cosmetics, Mall & Retailers companies, Online Retail, Petrochemical, Software & Business Process Outsourcing.



Service Domains



Accounts Receivable – Invoice Generation

Invoice Generation

Trigger for Invoicing
Collect the details
Key the details
Generate Invoices
Invoice proofing
Direct Posting / Batch posting released
Discrepancy Management

Support Services

Follow up for Invoice Receipt by Client
Printing
Mailing /Electronic delivery
Delivery Confirmation
Contact Administration

Accounts Receivable – Invoice Processing

Processing - Maker

- **Compliance with Level I Check list for preparation Invoices**
- **Update Transaction**
- **Handover to Checker process**

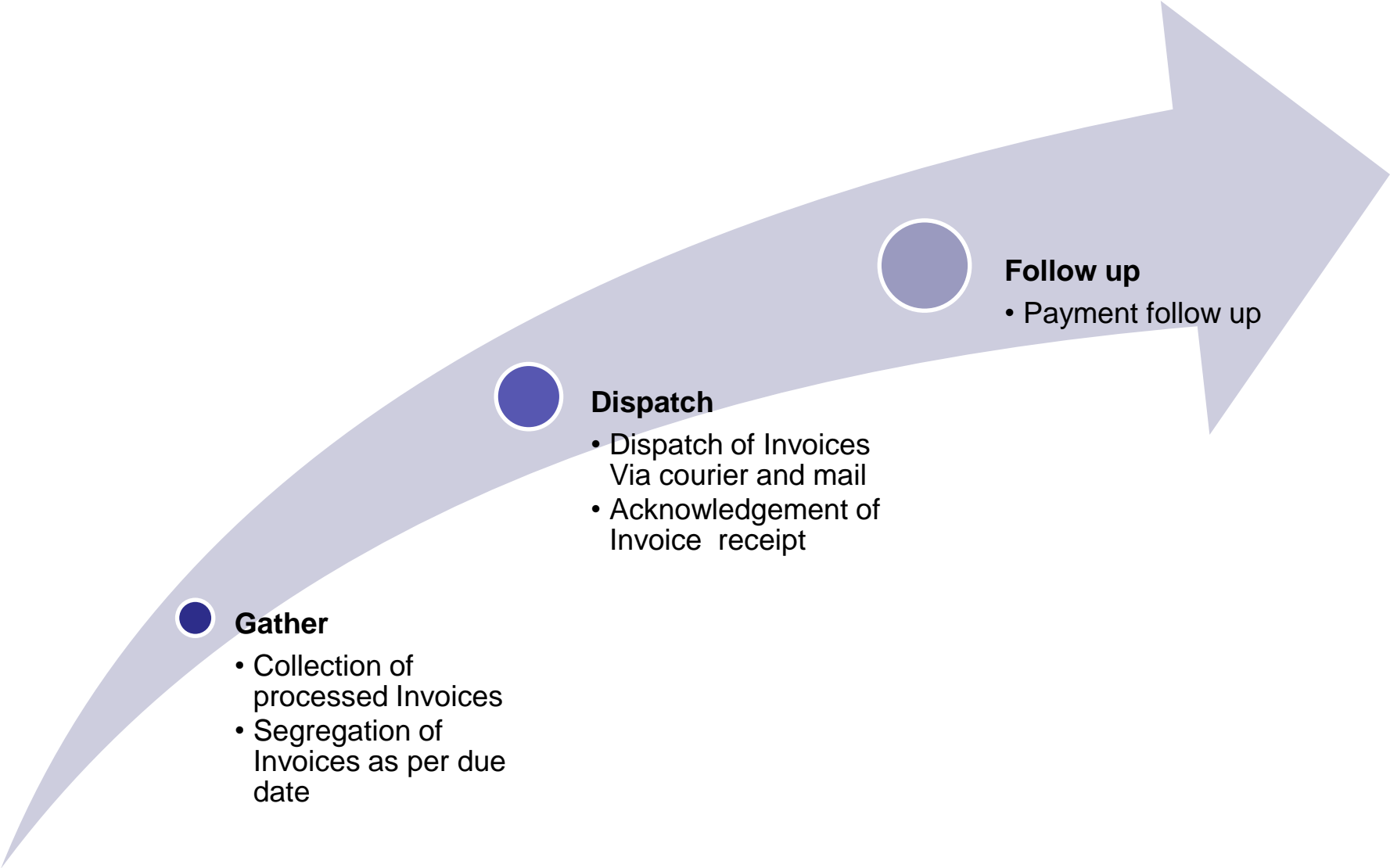
Processing - Checker

- **Compliance with Level II Check list for preparation of Invoices**
- **Validate the transaction**
- **Handover to Quality Team**

Processing - Quality

- **Selective Checks of Invoice's prepared**
- **High Value Invoice**
- **Discrepancy Management**

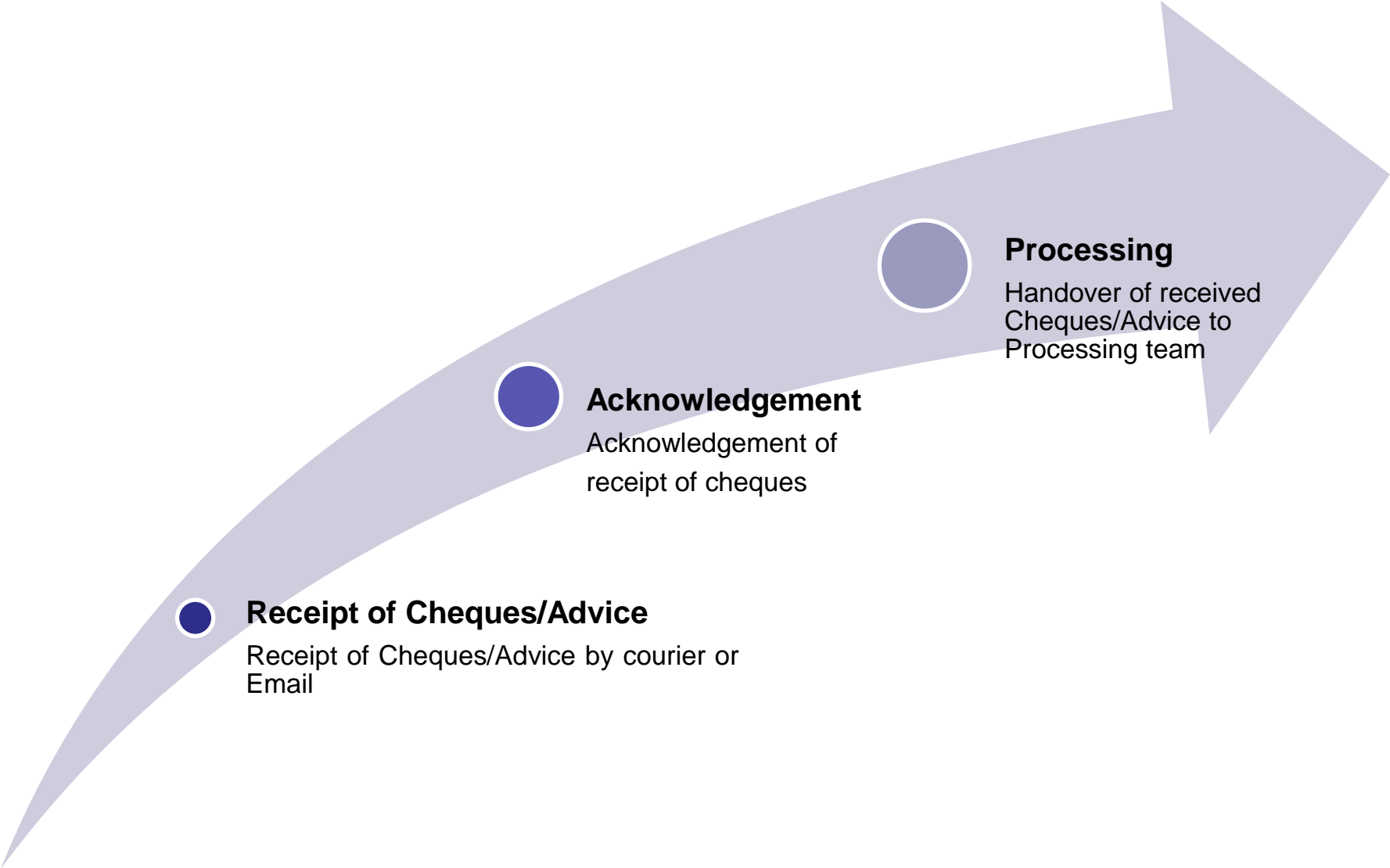
Accounts Receivable – Outward Management of Invoices

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- Gather**
- Collection of processed Invoices
 - Segregation of Invoices as per due date

- Dispatch**
- Dispatch of Invoices Via courier and mail
 - Acknowledgement of Invoice receipt

- Follow up**
- Payment follow up

Accounts Receivable – Inward Management of Cheques/Advices



Receipt of Cheques/Advice
Receipt of Cheques/Advice by courier or Email

Acknowledgement
Acknowledgement of receipt of cheques

Processing
Handover of received Cheques/Advice to Processing team

Accounts Receivable – Collection and Reconciliation

Accounts Receivable Processing

- Receipt of Cheques/Advice
- Acknowledgement of Cheques/Advice
- Validation of Amount
- Entry of Accounting System
- Generation of Receipt Voucher
- Discrepancy Management
- Bank Cheque and Return Advice

Support Services

- Collection recording
- Support - Email & Inbound Telephonic
- MIS Reports
- Collection Report
- TDS Certificate Collection

Accounts Receivable – Outstanding

Accounts Receivable Processing

Credit period for Collection

Display of Ageing Details

Outstanding Follow up

A/R Analysis

Stratification & Reporting

Support Services

Client Query

Support - Email & Inbound Telephonic

Collection Letter Service

MIS Reports

Ageing Debtor Reports

Accounts Receivable – Cheque/Advice Processing

Processing- Maker

- **Compliance with Level I Check list of Cheques/Advices**
- **Update Transaction**
- **Handover to Checker process**

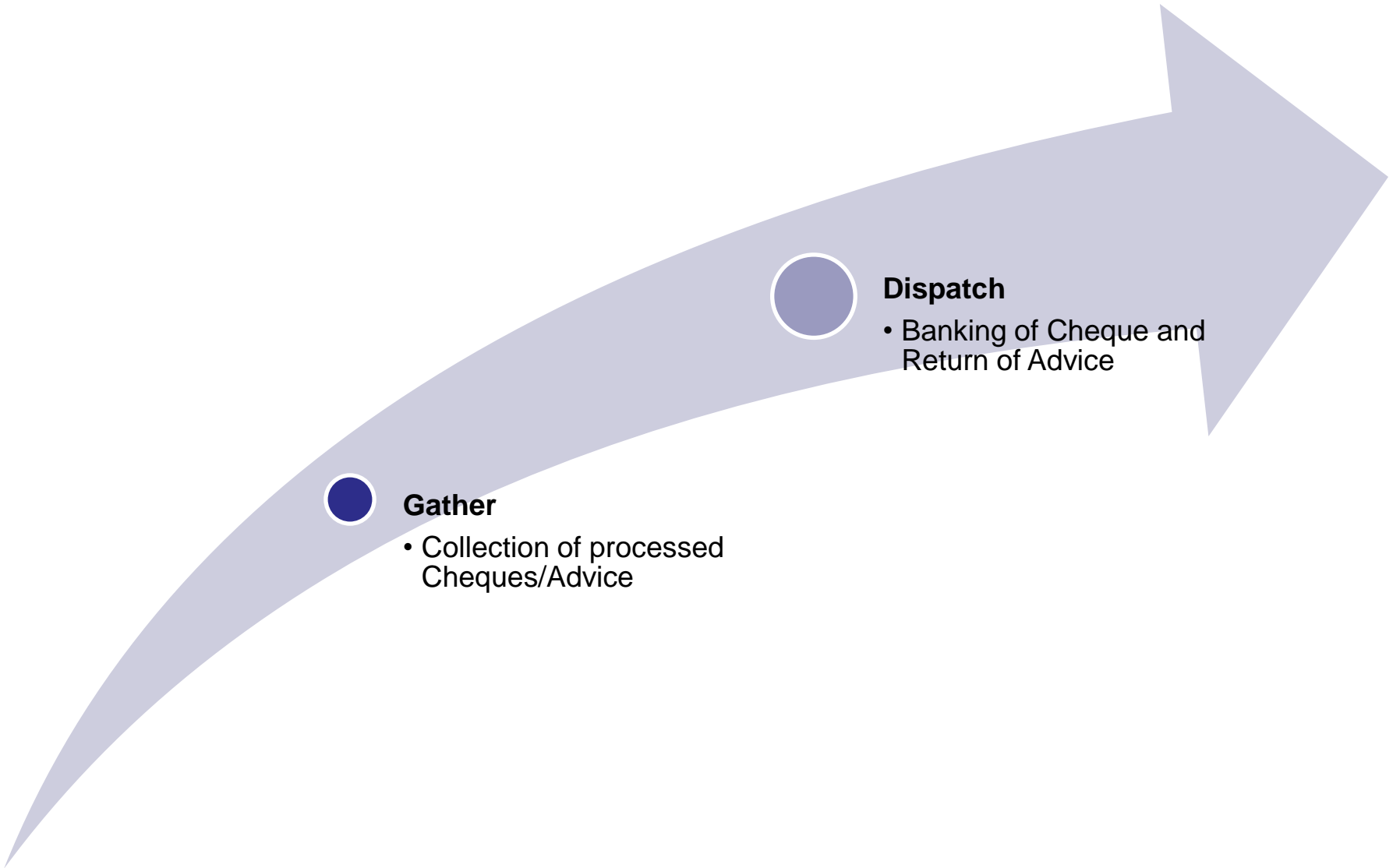
Processing -Checker

- **Compliance with Level II Check list of Cheques/Advices**
- **Validate the transaction**
- **Handover to Quality Team**

Processing- Quality

- **Selective Checks**
- **High Value Cheques/Advices**
- **Discrepancy Management**

Accounts Receivable - Outward Management of Cheques /Advices



Exception Management



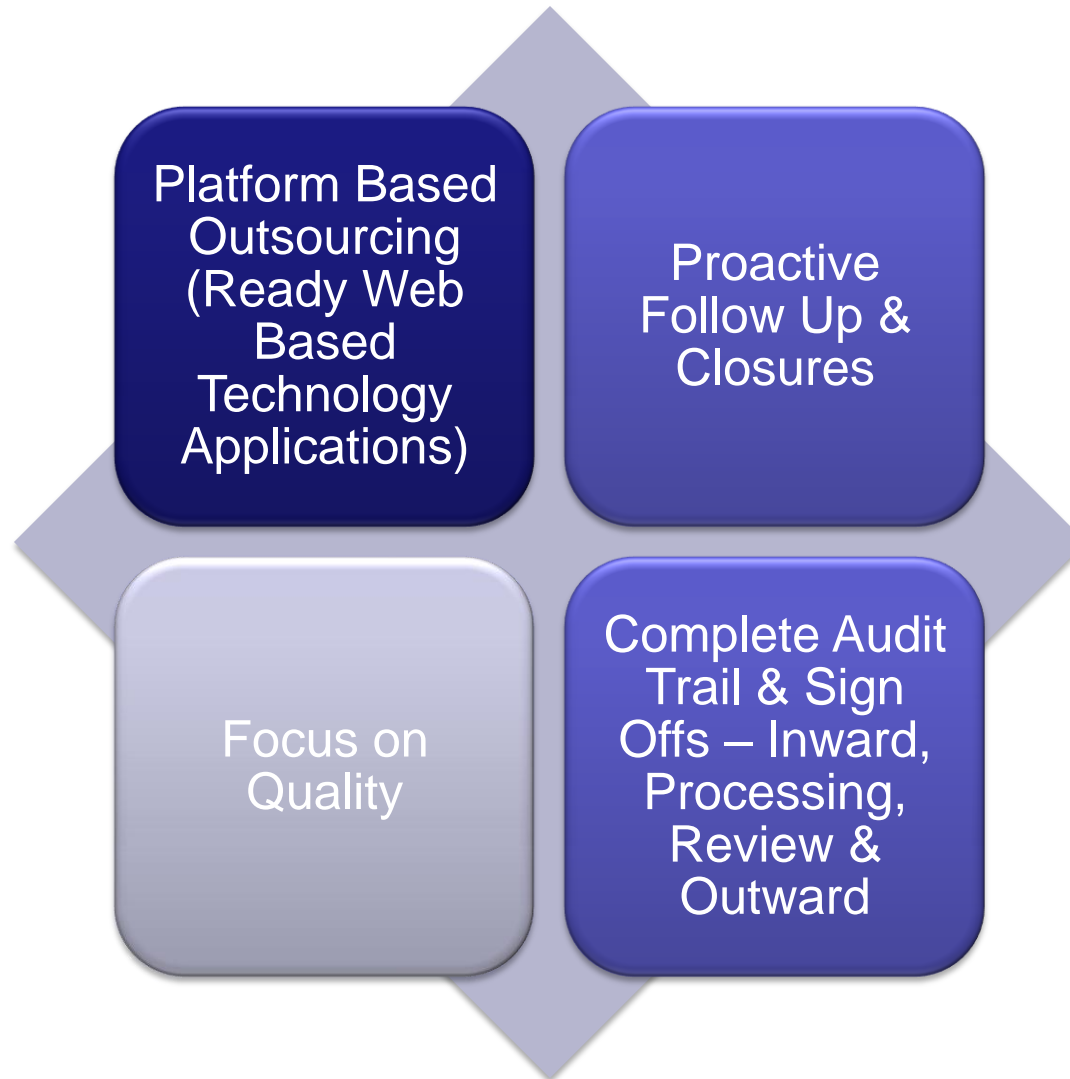
Discrepancy

- Verification of Cheques/Advices/Invoices
- Ascertaining the discrepancy or missing information
- Seek information or clarification
- Follow-up for Hold Cases
- Sign-Off & Handover

Help Desk

- Receipt of Query
- Access information from available systems
- Follow up on Outstanding Amounts
- Reply and close
- MIS Reports

Differentiating Factors



FAO | HRO | IT | Operations | Consulting

Mumbai | Noida | Hyderabad | Bangalore | Kolkata