

Osource Finance & Accounts Outsourcing Profile

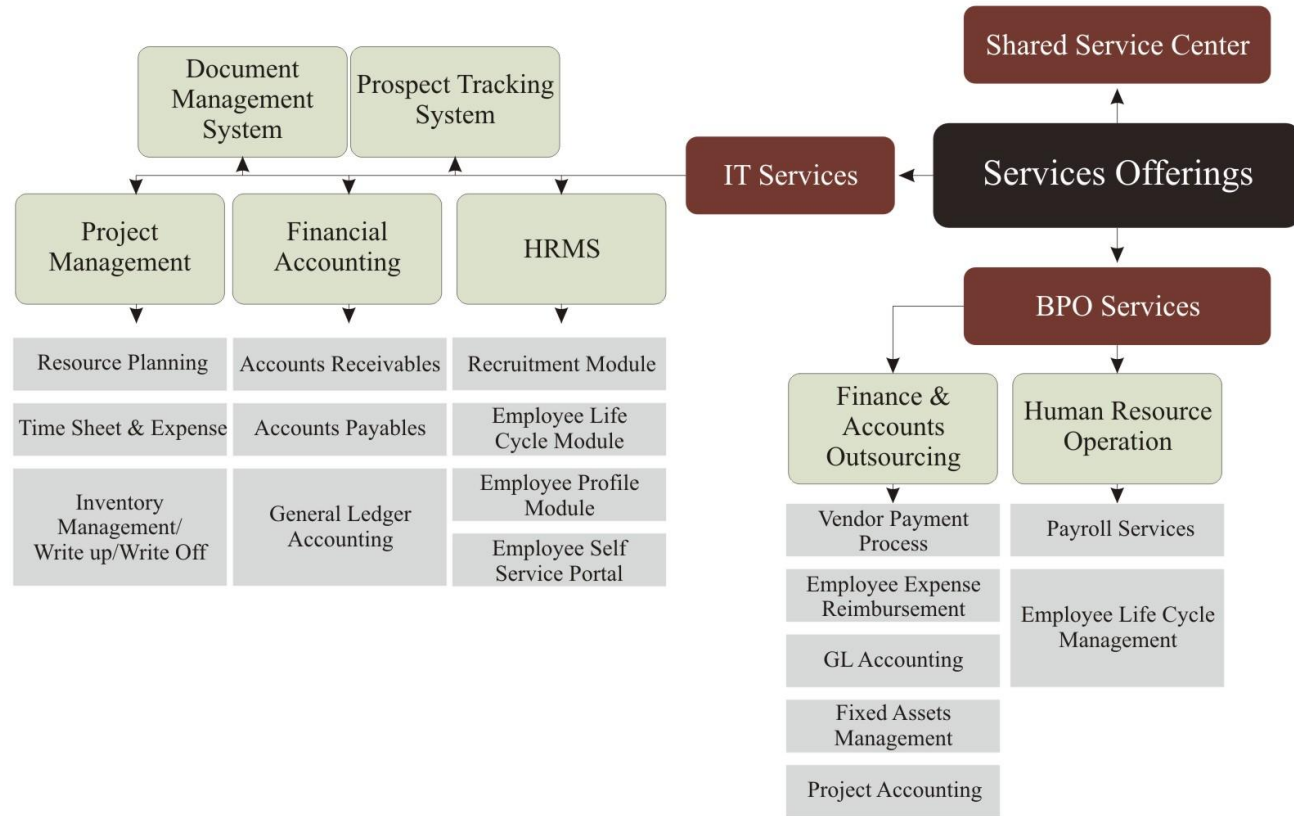
Osource (India) Private Limited – An ISO 9001:2008 Certified Organization

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.



Quality Framework – Key Elements

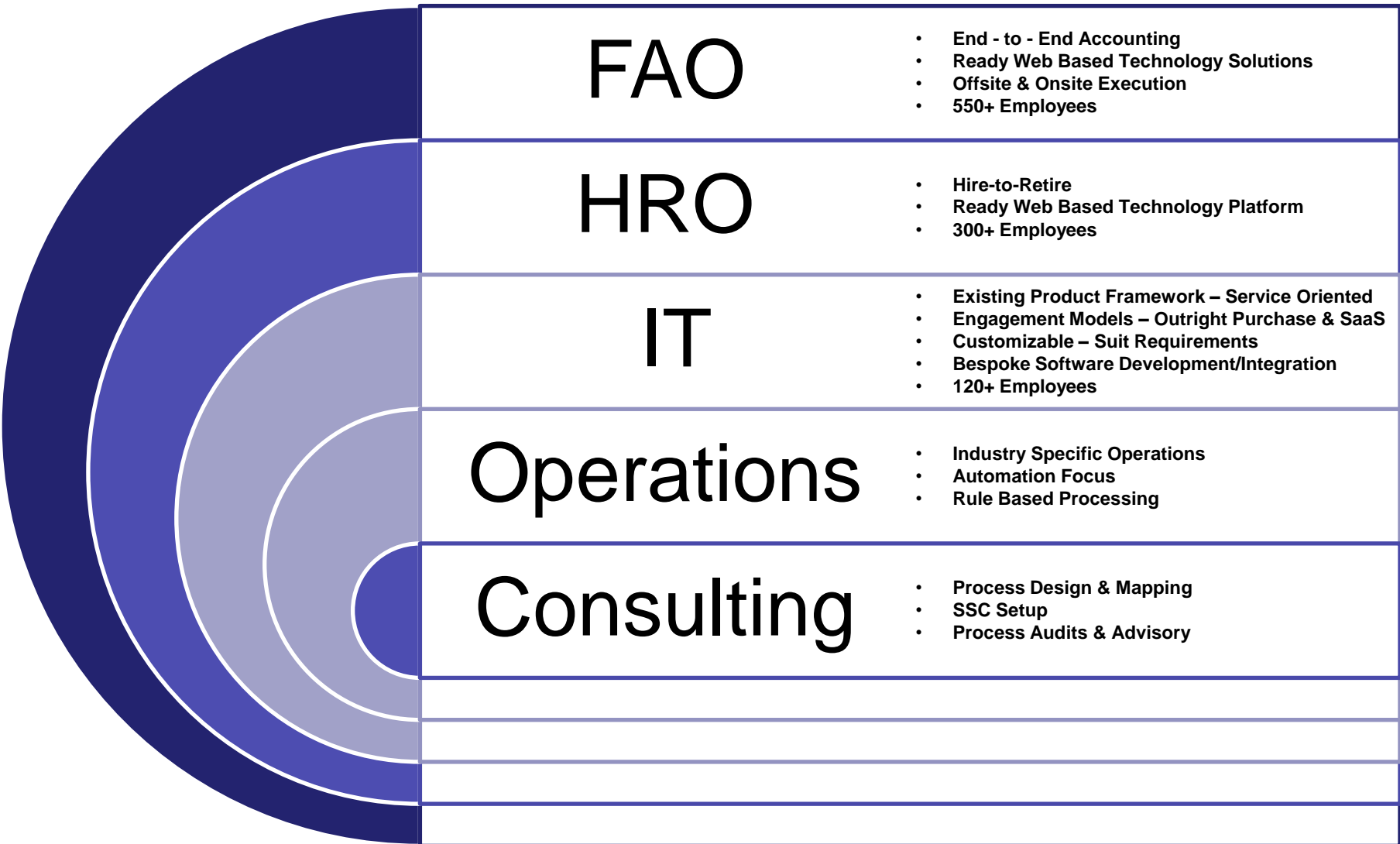
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Key Elements of Osource's Quality Framework –

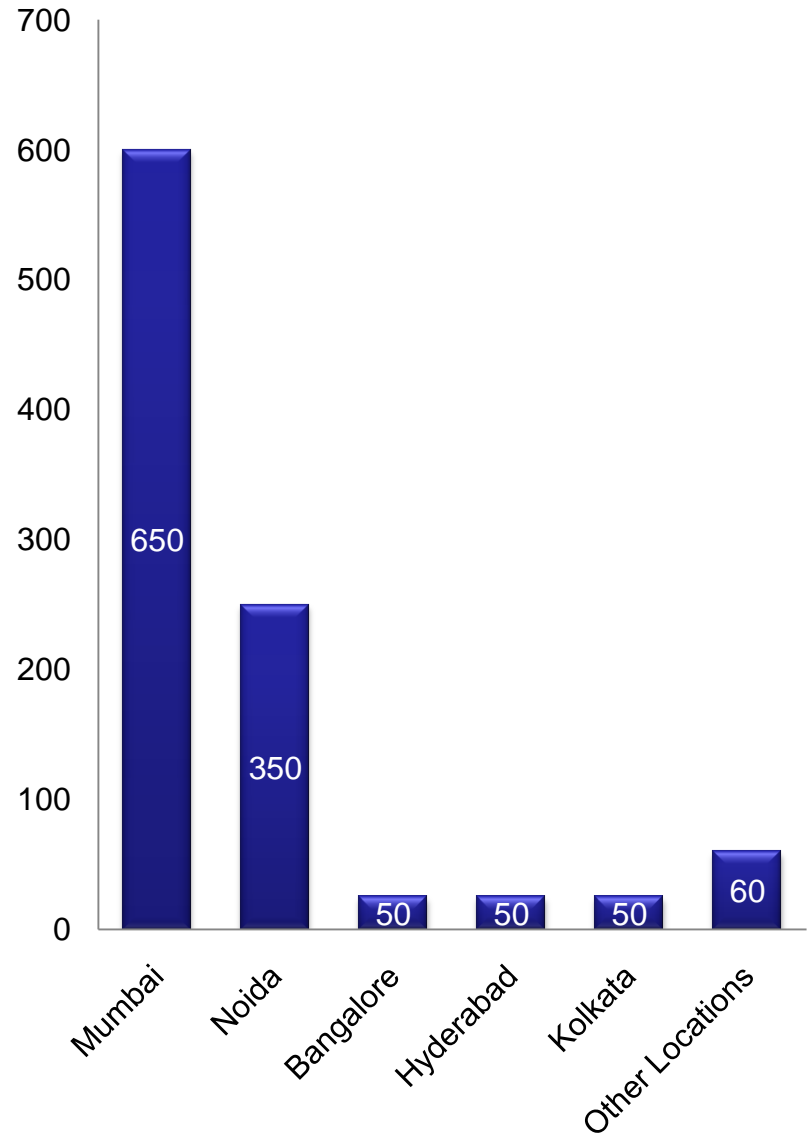
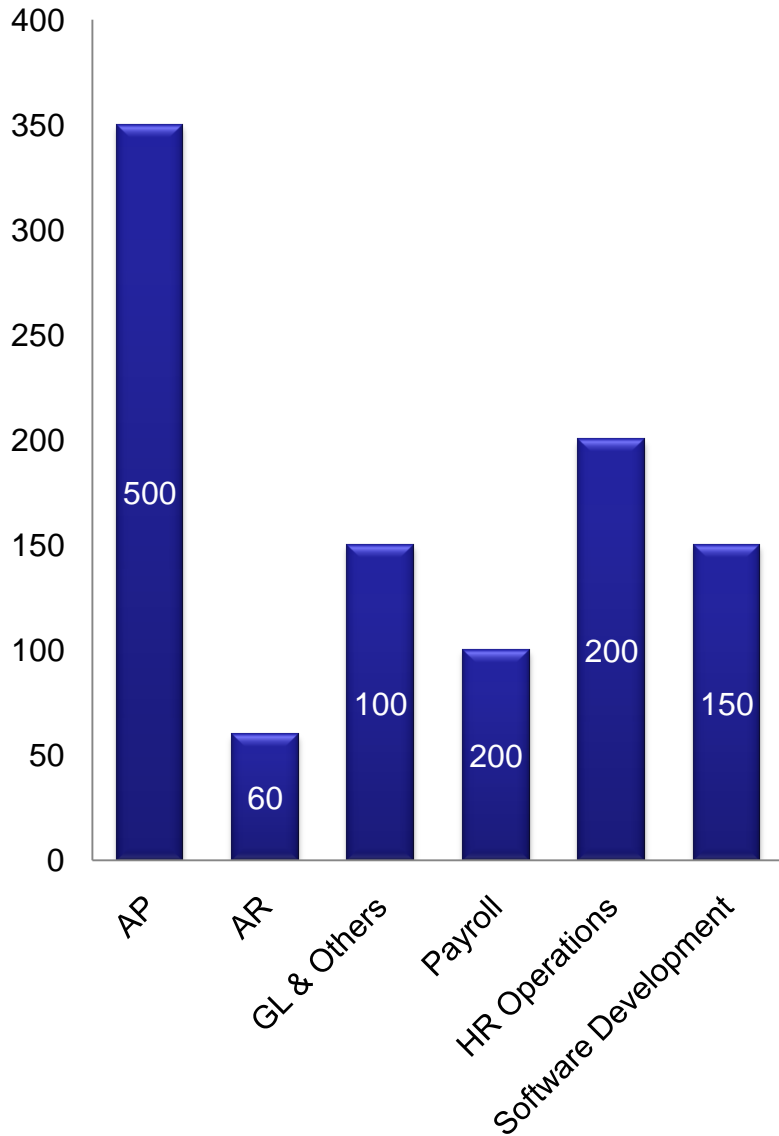
- Formation of Steering Committee; Quarterly Review Meet
- Defined Change Management Process
- Monthly Review Meet – Operations Team & Client
- Standardized Processes & Forms
- Creation of SOP/Process Templates
- Continuity Management
- Maker & Checker/4 Eye Principle
- Root Cause Analysis & Continuous Training
- External Audit & Independent Review



Service Domains



Employee Spread



Procure2Pay Solution Framework

Procurement

- Requisition Review and Approval
- Purchase Order Award and Processing
- Purchase Order Change Management
- Expediting and Logistics Coordination
- Receipt and Return Management
- Supplier Helpdesk
- Vendor Master Management
- Catalogue and Content Management
- Supplier Scorecard

Invoice Processing

- Receipt of Invoices
- Acknowledgement of Invoices
- Scanning & Indexing of Invoices
- 3 Level Verification
- Post Processing/ Pre Processing Client Approval
- Payment Processing
- Payment Disbursement

Vendor Management

- Vendor Master Updates
- Vendor Helpdesk
- Supplier Portal
- Account Reconciliation
- Expense Management
- Corporate Card Administration

Order2Cash Solution Framework

Order Management

Order Entry and Scheduling

Order Validation

Credit Review and Management

Order Booking

On-hold Order Release

Order Change/Expedite/Cancellations

Contract Management

Invoicing

Collection of Billing Information

Invoice Consolidation

Invoice Presentment

Revenue Assurance

Collections

Collections

Dispute Management

Deductions Processing

Credit Note Processing

Account Reconciliation

Cash Flow Forecasting

Record2Report Solution Framework

General Accounting

- Manual Journal Entries
- Automated Journal Entries
- Accruals/Reversals
- Bank Statement Processing
- Bank Account Reconciliations
- Payroll Posting & Reconciliation
- Inter-company Postings
- Accounts for Loans/Investments

Fixed Assets

- Capital Project Setup
- Invoice Recording
- Expense Adjustments
- Capitalization
- Fixed Assets Retirals/Disposals
- Depreciation

Closing

- Daily Interface Monitoring & Recon
- Month-end Sub Ledger Close
- Month-end Foreign Exchange Revaluation
- Month-end General Ledger Close
- Balance Sheet Accounts Reconciliation
- Inter-company Reconciliations
- Allocations
- Consolidation
- Population of Reporting Database
- Audit Support

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