



# **CONTRACTOR MANAGEMENT SOLUTION**

Transform business challenges into business success with an innovative and structured solution that shall automate business functionalities and free your people to achieve more.....



## **OCMS OVERVIEW**

Omnie Contractor Management Solution is a Contractor Management Industry (Umbrella) Business Process Automation Solution; it is designed especially to automate the entire functionalities of an Umbrella Company. It helps the Contractor Management Industry to simplify and streamline their highly specialized business processes, rapidly adapting to the unique way you do business. Contractor Management Company Solution provides you and your people with industry specific functionality that is relevant to the local needs of your regions of operation. Through the rapid adaptability, simplified customization, and ease of use offered by Omnie CMS Umbrella Company Solution, one can easily transform business challenges into business success and enables your people to be effective and your business to be competitive.

#### SOLUTION CATERS TO FOLLOWING BUSINESS NEEDS OF CONTRACTOR MANAGEMENT INDUSTRY

### **Contractor Management**

Contractors are the backbone of a Contractor Management Industry. Contractor Management Solution helps you to compile complete Contractor information and relevant documents and help your Account Manager to build better contractor information. With the help of our solution you can efficiently manage their contract rules, contract periods, agency details, personal information, multiple bank details, their Tax status and documents filed by them.

#### Agency and Company Management

Contractor Management Solution helps you to compile complete Agency Company information, Corresponding Contact Information (for various levels of correspondence) and relevant documents and help your Account Manager to maintain Agency Contractor-Contract Tracking, Contract creation and management.

#### <u>Timesheet Management</u>

Contractor Management Solution provides an integrated suite for Timesheet processing. Solution is designed to efficiently manage the timesheets received through post, email, fax and contractor log in. Contractor Management Solution Company boost the operational efficiency and accuracy as it has inbuilt check points to check that automatic invoice is not generated for invalid timesheet period, agency or contractor. Solution facilitates document management of timesheet with invoice for proper tracking and analyzing of business information.

### **Invoice Management**

Contractor Management Solution helps you to manage and streamline the invoicing process. All invoices once approved will be automatically converted into PDF by the solution with attached timesheet. Our Solution helps the Umbrella Company Account Manager to recheck the timesheets and the invoicing notes at the time of approval and thus providing a higher degree of reliability and accuracy.

## **Credit Note Management**

Contractor Management Umbrella Company Solution helps you to create Credit Notes against invoices or open credit note. We understand that there might be circumstances where the contractor is invoiced incorrectly and under such scenario our solution helps to mitigate the incorrectness through issue of credit note. Solution will automatically attach invoice to every credit note for better tracking and analyzing the reason for issuance of credit note.

### **Expense Management**

Contractor Management Umbrella Company Solution helps you to manage expenses that are non billable but can be claimed as allowable expenses for tax deduction. Our Solution provides an integrated suite for expense processing and the allowable limit of these expenses are configured in the system.

Note: Client can configure their approved dispensation package also in the system

### **Dispatch Management**

Dispatch is the most critical yet overlooked process. Contractor Management Umbrella Company Solution understands the essentials of timely and accurate mode of dispatch. Our Solution streamlines and tracks the invoices/ credit notes to be dispatched, mode of dispatch and the person to whom it has to be dispatched. this helps in increasing agency loyalty with better responsiveness, and improve your profitability by working more efficiently with agencies and contractors. Systems tracks and manages dispatch via three modes, fax, post and email.

#### **Matching and Allocation**

System provides Automatic Matching of imported Bank Statements and Receipts updated in the system. It conducts Manual Matching in case of any left out Invoices through Auto Match Process Post Matching System provides the user an allocation solution where based on invoice amounts respective to contractors a respective allocation is conducted post adjustments (i.e. post Payroll calculations).

### Payments Management

Solution manages the complete processing of payments, based on allocations created in the system and creates payment lines respective to contractor split configuration and payment instructions. User can do Partial Payment and Split Payment System provides multi-level authorization before releasing a payment line to final bank payment. User can make explicit payments, advance payments (against Invoice and against Contractor) depending upon user's access rights and permissions. System can conduct following type of payments,

- a) 3-Day Payments (BACS) and Same Day Payments (CHAPS)
- b) International Payments
- c) Cross Currency Payments (FOREX movements also)

Solution provides an integrated suite for payment processing wherein all the incoming receipts are matched with the invoice allocated and then payment. It helps in tracking and analyzing the money received by agency and ensures accurate and timely payment to the contractor.

### Payroll Management

With the new legislation every contractor covered by IR35 are liable to pay accurate PAYE and NI. Contractor Management Umbrella Company Solution provides an accurate and integrated web based payroll processing, generates pay slips and fill all tax forms required under the Tax Laws. Our Solution helps the contractor to focus on work and leave the rest on us. We are in the process of upgrading the solution to incorporate the online filing of tax forms like P45, P46 and others.

#### **Business Intelligence and Reporting**

Contractor Management Umbrella Company Solution brings strategic insight into your business process with sophisticated reporting. Our solution provides direct access to real time business critical information and a wide range of reports, thus helping the management to take timely and accurate action.

## **Currency Management**

Contractor Management Umbrella Company Solution supports multiple currencies. It helps to update the currency rate on regular basis and thus the solution reflects the correct rate of exchange.

#### **Access Control**

Contractor Management Umbrella Company Solution has an inbuilt Access Control Module, where Administrator can create new users, define their rights and access levels for E.g. Rights to make Payments and making payments of certain types can also be assigned to an individual in the system. Further to this, Access control provides other checks at the System Level and at User level

### **System Level Control**

Our solution has various inbuilt check points to ensure greater reliability and accuracy. We understand that human error chances cannot be mitigated and the final output from the system will depend on the information entered in the system. In order to minimize the errors we have built various check points in our solution at all levels i.e. timesheet, invoicing, credit note, expenses, payments and payroll process.

#### **User Level Control**

Our solution helps the management in identifying the user who is responsible for the error by maintaining a log of all important functions. Our system assigns the user id to every task conducted by them in the solution. Thus, in case of any error one can easily identify the respective user and can commit rollback if the transaction has not been committed.



## **CONTRACTOR LOGIN**

### **Contractor Login**

Contractor Management Umbrella Company Solution supports contractor log in and gives them 24X7 online accessibility to manage their account details and import their timesheets and expenses in the system. It is one of the growing essential needs of the contractor to have real time access to their information, transparency and accessibility to their records and manage them.

### Striking features of our Contractor Login:

- Contractor Information-view and edit their Contract details
- Timesheet Details-fill online timesheet, upload scanned timesheet, view all submitted timesheets and their status and search
- Expense Details fill online billable and non billable expenses, upload receipts and VAT particulars
- Invoice & Payments Details –view all invoices, invoice status, credit notes issued and payment details.
- Account Details— view complete account based on contract, period and status
- Refer a Contractor refer a contractor online
- Additional Features as per client needs



### Agency Log in

Contractor Management Umbrella Company Solution support agency log in and gives agency 24X7 online accessibility to check the contractor invoice and timesheet details and to check the payments received and allocated. It is one of the growing essential needs of the agency to have transparency and accessibility to their records and manage them online.

**AGENCY LOGIN** 



**SCALABLE EXTERNAL INTEGRATION** 

#### **Bank Integration**

Contractor Management Umbrella Company Solution can integrate with RBSI and BARCLAYS BM and is scalable for HALIFAX, NATWEST and HSBC or any other bank which has an API available for integration.

#### **Accounting System Integration**

Contractor Management Umbrella Company Solution can integrate to the back end accounting system or you can also use our online accounting solution hence the moment you create invoices or get receipts it does automatic creation of respective accounting entries.

Note: Clients can have more information about our Online Accounting solution integration with Payment system.

#### Sort Code

CMS System integrates with respective sites for verification of Contractor Bank sort codes, This is a major help in terms of verification of Bank account details of a contractor and reduces manual work in terms of verifying their details.

#### **SMS Integration**

Contractor Management Umbrella Company Solution provides SMS alert services and thus enable the Company to make instant text messages to their contractors for notification, reminder and updating them about their Invoicing status, payment status etc.

#### **E-FAX Integration**

Contractor Management Umbrella Company Solution can integrate with an E-Fax service provider in order to send invoices to agencies and receive timesheet from contractors through E – fax. At a click of a button the fax is sent and received. It thus reduces the overall chance of loss in transit and delay in action, This also reduces manual work for sending faxes.



## **SOLUTION ADVANTAGES**

Contractor Management Umbrella Company Solution offers following advantages to Contractor Management Industry

- 1. Our Solution is specific to Contractor Management Industry (Umbrella) Business Process Automation Solution. It is designed especially to automate the complete functionalities of an Umbrella Company.
- 2. Our Solution provides Online Contractor Login where your contractors can fill Online Timesheets and Expenses (and can also attach their scanned and signed timesheets). Contractors can get access to online information regarding their earlier timesheets, invoices, pay slips, Distribution Statements and
- 3. Our solution is a web-based solution hence anytime anywhere access (as per defined access control rights without installation of any software on USER'S DESKTOP.
- 4. Our Solution is a user friendly solution and can be used by a layman with minimal training.
- 5. Our Solution has a web-based payroll that is designed to process payroll for contractors and calculate NI, PAYE, SS and fill P45, P46, P60 and other required tax forms. We are in the process of upgrading our system to have an option of online filing of these forms (which will be mandatory in future)

- 6. Unlimited User logins and access (depending upon your server capability).
- 7. Our solution is a single integrated system and hence no external integrations are needed for Payroll or Contractor login.
- 8. Our Solution can integrate with RBSI and BARCLAYS BM (and is scalable for HALIFAX, NATWEST and HSBC or any other bank which has an API available for integration.)
- 9. Our solution can integrate to a back end accounting system or you can also use our online accounting solution. Hence the moment you create invoices or get receipts it does automatic creation of respective accounting entries.
- 10. Our solution creates invoices automatically if business rules are well defined, converts them into PDF and sends them through email to agencies. It can also integrate with E-FAX.
- 11 Our system does RECEIPTS to INVOICE MATCHING and hence ALLOCATION and then PAYMENTS.
- 12 Our Solution price is a one time investment with multiple user access.



**Technology** Creates System

Contractor Management Umbrella Company Solution was developed on the following technology: -

Framework : Microsoft. Net 2.0 Database : MS SQL SERVER 2005

Data Transfer: XML

Security for communication of Data: SSL based

request and response.

Our engagement model supports two options: -

• Solution Hosted on Client servers i.e. the solution will be deployed in Clients environment on their servers

OR

• We host and manage the solution for the Client on our Secured Servers (hosted solution).



### **Our Company**

Omnie Solutions (I) Pvt. Ltd. D-108 IInd Floor, Sector 2 Noida-201301 India

Tel: +91-120-2442591-3 Fax: +91-120-2442594

Website www.omniesolutions.com Contact Person: Nidhi Maheshwary Email nidhiom@omniesolutions.com

Mobile: +91-9899695788