

➤ Streamlining the Back Office

TriSys Back Office is designed to streamline the Back Office process of most businesses, irrespective of size. It can work independently, or alongside most leading HR, Accounting and Payroll products. With intuitive yet powerful interfaces, TriSys Back Office greatly simplifies the process of managing timesheets and, where appropriate, managing associated Sales and Purchase Invoices. This is achieved via user-friendly interfaces that bring the process within the reach of members of administration staff who do not need accounts training.

TriSys Back Office is a separate 'Staffing Ledger' that synchronises timesheets, invoices, payments, margin and commission reporting into one system. All authorised staff can access the system, providing a full audit trail, while also posting summary information to sales and purchase ledgers (and nominal ledger for payroll) for your Accountant to consolidate in their chosen software. No longer do you need to be dependent upon specialist bookkeepers to effectively handle the day-to-day back office processes of a busy business, using a complex accounting product.

TriSys Back Office offers many new and powerful facilities to streamline these processes even further. It ensures your business will remain competitive in the Internet age, with an investment in software that will last for many years to come:

- Online and offline timesheet data capture and authorisation over the Internet enables you to enter and validate timesheets and expenses from any location, while the management and reporting can be handled centrally, or remotely, or a combination of both.
- In addition, the web interface is deployed to your staff to enter timesheets directly, and for your managers to approve them online, thereby eliminating any data entry by your back office staff (and hence also eliminating any errors), and enabling the rest of your processes to be kicked off immediately.
- Where timesheets form the basis of billing, invoices can be produced in any format, for any time period, and at any time for each customer. This means that if any of your customers specify precise formats that they require their invoices to comply with, then a template can be easily created and each invoice will automatically comply with these requirements, ensuring prompt approval.
- Self-billing for your Purchase Invoices, where you are employing contract labour is a straightforward process, and removes the need for timesheet/invoice reconciliation.

➤ Enhancing Customer Services

TriSys Back Office not only streamlines processes, it allows you to offer a level of Customer Service that exceeds the expectations of your clients and candidates. It offers powerful contact management functionality to keep track of your Administration staff's relationship with your Clients and Candidates, and if appropriate, third party Suppliers. It provides integration with Word to automatically produce complex contract documentation, by merging data into standard templates, and ensuring that both client and contractor terms are correct and 'back-to-back'. Complex contracts can be created, authorised and despatched in minutes!

➤ Staying Flexible

TriSys Back Office offers very high degrees of flexibility in terms of the way you wish to run your business - staff and clients can be managed in different ways within one system - TriSys Back Office can be tailored to suit your precise requirements without the need to resort to re-programming. Whether its managing candidates with different tax profiles (including PAYE), clients with different invoice format requirements, or simply different billing schedules, TriSys Back Office is designed to handle every contingency. Simple yet powerful system administration tools are provided to enable you to quickly and easily configure the system to work the way you want. And if your requirements are more complex, our renowned support staff are available to help. TriSys Back Office will allow your business to evolve and meet the challenges of the future.



➤ **Making Processes Simple**

TriSys Back Office takes a logical and methodical approach to addressing each of the issues faced by any business. It minimises the re-keying of data and provides powerful checking facilities to ensure the integrity of information at all times. It seamlessly handles multiple currencies and tax rates, allowing you to operate internationally, and handle invoices and/or payments in Euros, Sterling or any other currency.

➤ **Powering Through**

Processing large volumes of data in short timescales is easily achieved. Even at your busiest times, the powerful facilities, data validation, consolidation and invoicing routines provide peace of mind: ensuring accuracy whilst meeting deadlines. TriSys Back Office will have a significant positive impact on your bottom line. By ensuring the accuracy and quality of invoice information, it is possible to reduce the time it takes your clients to pay their invoices. And by automating large parts of the process, your cost base is minimised.

➤ **Informing Everybody**

TriSys Back Office contains very powerful reporting capabilities. Being able to quickly and easily extract real information about your business allows you to monitor, manage and plan your business effectively. From simply producing a list of missing timesheets, to a complex Billings or Cash Flow forecast, TriSys Back Office has the facilities to keep everybody informed. Whether its providing Management Information, or turnover, margin and commission reports to Sales staff, or outstanding tasks to Administration staff, or the value of Work-in-Progress Accruals for your Accountant, or your statements to clients and candidates, TriSys Back Office achieves this quickly and easily. By utilising industry standard reporting techniques, tailoring existing reports or configuring new ones is a simple and straightforward task.

➤ **Remaining Compatible**

TriSys Back Office is a comprehensive Back Office solution that integrates seamlessly with your other systems to achieve unparalleled control of your whole business. It is developed in mainstream Microsoft technologies, and will run on any modern network with a Windows NT/2000 server, or standalone. It can be easily linked to your current Accounting and Payroll software, as well as automatically importing data from your Front Office system, to provide a complete end-to-end streamlined solution.

➤ **Contacting TriSys**

For more information about this unique product, please contact TriSys. It is the first step to getting complete control over your finances – which is far easier than you think with TriSys Back Office.

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