Simplifying IT for Recruitment

i-BR Software Solutions 4 your business

Quick-Recruit

Invoice Administrator

The Quick-Recruit Sales Ledger

The Quick-Recruit Invoice Administrator module eliminates the need for multiple data entry between systems ever again, and automates your Invoice production processes. With savings of 60% or more on administration effort experienced by agencies this module will provide substantial financial benefits to your business.

Your Accounts team not only save administration effort, but are also given the tools to substantially improve your financial processes, and are provided with comprehensive audit trails on all sales transactions. Through these improvements you can substantially reduce queries, virtually remove opportunities for errors, and help reduce bad debt.

Access to real-time data, means you can dramatically improve your service to Clients offering them up-to-the-minute information in a variety of different formats depending upon the output they require. Additionally, you can be secure you are working with the latest information at all times giving you the ability to plan, measure and forecast your business more accurately and effectively.

As you would expect, secure access is provided through 'user permissions' only allowing access to confidential information by authorised staff.

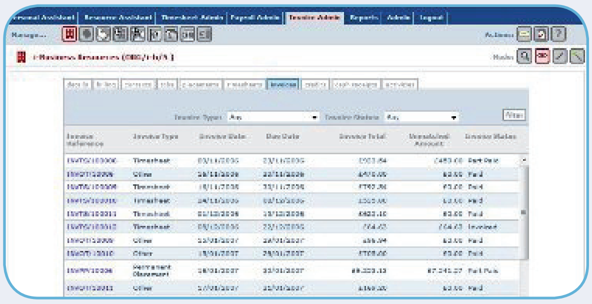
As with all Quick-Recruit modules, the Invoice Administrator is easy to use and configured to your Agency requirements ensuring it reflects your back office processes and reporting requirements.

Invoice Administrator key features:

- Fully hosted Internet based software
- Fully integrated with front-office, timesheet, and Payroll modules
- Automated Invoice production
- 'Unbilled business' controls
- Cash receipt processing and matching
- Credit Control, Statement, and Aged Debtor management
- Credit Note and Adjustment processing
- Nominal balance recording and reporting
- Multi-company processing
- Mail-Merge Document Templates
- Phone call and correspondence activity recording
- Personal reminders, diary tasks & email reminders

Internet Technology

The Invoice Administrator is the Sales Ledger module included with Quick-Recruit, the Recruitment Enterprise Management system built for the Internet. Developed with Microsoft.Net and AJAX / ASP.Net, Quick-Recruit utilises the most advanced Internet technologies available. All designed to help you adopt a Cloud Computing strategy to simplify your IT, reduce your running costs and future-proof your IT investment.



Integrated Solution

The Invoice Administrator can be used in conjunction with other Quick-Recruit back-office modules to manage your Perm, Temp and/or Contract billing processes as you require. The result is a complete front to back solution that will save you valuable time and money, and help improve your business.

Integrate your business! Saving valuable time, money and improving management information.

Contact us today

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i-Business Resources Recruitment Solutions are designed by recruiters for recruiters and built using Microsoft.Net platforms, bringing you exceptional business benefit through easy access to your office systems through the Internet.

www.i-businessresources.com

Invoice Administrator Overview

The Quick-Recruit Sales Ledger module for all your sales needs

Features	Description
Process integration	Integrate your business processes between your Front Office, Timesheet and Payroll modules. Eliminating duplication of data entry, increasing speed of processing, and improving sales reporting and management.
Centralised information	View and manage all your business information across your sales process in one system, irrespective of where you or your staff are based. Audit trails are provided with drill-down from balances to sales transactions.
Workflow & business rules	Keep up-to-date with important information and activities through automated work-flow. Improve process controls with built in business rules and warning messages
Business Configuration	Full configuration to your business lines, Region/Branch/Cost Centre, and Chart of Account structures. In addition full multi-Company configuration is available.
Back-Office savings	Seamless integration to all other modules automate your invoicing processes, reduce errors and rework, and provide valuable time-saving features - Saving up to 60% (or more) on your back-office administration.
Nominal accounting	Transactions automatically are reflected in your nominal balances across the sales process, balances can then be exported for use in your general accounts system.
Comprehensive reporting	The Invoice Administrator includes the comprehensive financial reporting you would expect from your Sales Ledger, plus probably more! All reports can be exported in a range of formats including Excel and csv.
Security	Access to data within the Invoice Administrator module and features within it are controlled by secure 'user permissions'. In addition, as your system is fully hosted data-back-ups are automatically managed keeping your data secure at all times.

Invoice management

Client data	All client data from your front-office, and timesheet modules is automatically available to Accounts staff without the need to duplicate data entry.
Billing Rules	Set-up billing rules for clients to automatically generate invoices in the formats and frequencies they require. These versatile billing rules have been developed to deal with the demands of the most complex of clients in local authority and government departments.
Invoice Production	Automated Invoice production is available for Perm, Temp, and Contract business. Manual invoices can also be produced as required.
Unbilled Business control	Automatically identify any business that should have been invoiced but has not been.
Cash Receipts	Process Cash Receipts and quickly match to required Invoices using the integrated matching functions.
Credit Notes & adjustments	Manage Credit Note processing and system Adjustments

Credit Control

Debtor status	View and manage debtor status / reports and credit limits in real-time.
Statement production	Produce Debtor Statements individually or in batch
Activities management	Schedule and keep track of all planned or completed activities including interviews, phone-calls, letters and emails. Includes automated reminders for key events.
Document Production	Create and Manage standard letter/email templates and send your correspondence through mail-merge functions saving time and money and enabling you to keep a permanent on-line record of all correspondence sent.