

Features & Benefits of HandiSoft



FEATURE	HOW IT HELPS	BENEFIT
Ease of Use	Consistent user interface screens, one-point of call for support and context sensitive Help.	Cost saving. Eliminates the expense of training staff on a wide range of dissimilar applications.
Speed of Deployment	HandiSoft is recognised for its ease of use, data conversions and responsive support.	Cost savings. In a matter of days, you and your staff will be working more effectively, driving immediate returns.
Central Clients and Contacts Databases	All client and contact details are stored centrally so that you can see which entities and individuals are associated.	Greater efficiency. Your team can work from a single up-to-date list of all clients and contacts and instantly see what other jobs are being carried out for clients.
Real time Time+Billing	HandiSoft collates detailed records of time and disbursements that relate to each job, in real time. And there are no period closes to enable timelier billing. The single database allows you to drop client events into timesheets.	Improve cash flow. Bill whenever you want, there is no need to wait for missing timesheets. Invoices can easily be prepared without WIP.
Document Management "Paperless Office"	Easily store and retrieve any electronic file. For example: emails, scanned assessment notices, MS Word and Excel work papers can be opened from the client-centric console.	Productivity increase. Staff no longer has to navigate complex network directory structures to find files. Becoming "Paperless" is a practical possibility.
Client Centric "CRM"	All staff have easy access to all client information: compliance data and Jobflow status from Phone Messages to Email and from previous appointments to scanned and a record of posted documents.	Productivity increase. Staff can now share their efforts to eliminate duplication of work. Users now can access the same files at the same time and share their efforts in real time.
Multiple Shared Diaries	Diaries are shared for all users on your network plus any meeting rooms. You can also create private and personal appointments and generate automatic "pop-up" reminders of critical meetings. All diary entries are recorded in the clients' communication log.	Productivity increase. All staff can instantly check the availability of colleagues or meeting rooms to schedule meetings with clients or contacts.

See overleaf for more...

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Integrated Email	Click to launch MS Outlook and populate the address field with the email address in your HandiSoft database. HandiSoft records all communications with your clients and you can save the email to the relevant client folder.	Greater efficiency. Staff no longer has to search through cluttered local Inbox for emails. Plus all client related emails are available to all authorised users.
Responsive Support	HandiSoft was developed by one team ensuring that our knowledgeable consultants answer your calls within minutes, even during July.	Productivity gains. At HandiSoft there is no backlog of support calls! Ultra- reliable and easy to use software saves time and money.
Workflow Management	Instantly view and track the progress of client work. Create alarms to remind you of critical deadlines on key jobs or alert other staff to take action on a task in your absence.	Efficiency gains. Never miss a key deadline, a critical lodgement date or an important task again.
On-screen Editing Export to Excel	Double click to edit any report: financial statements, tax returns invoices ... Click to export reports to Microsoft Excel.	Save time and improve quality. Cosmetic or even substantial changes to reports can easily be achieved.
Easy to Maintain	HandiSoft comprises a comprehensive suite of modules that are functionally rich and share the central database.	Lower total costs. You only purchase the components and user licences that you need. One database, one directory for installation and backups and one support number for all modules.

“ As soon as we started with HandiSoft, we realised that our old software had kept us 10 years behind. ”

- Alison Demeyer, Practice Manager, Strategic Accounting Services

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