

AGED CARE BUREAU SERVICES

SPECIALISED BUREAU SERVICE – WHEN EXPERIENCE COUNTS

Software North Management Bureau, using TriMicro Software, is currently processing more than \$50 million in payrolls every year and every month we are reconciling over \$3 million in Claims! Our highly skilled staff provide affordable long-term bureau service or short-term holiday relief. You can have

peace-of-mind knowing that your staff can have that well deserved break without anyone having to worry about the next pay cycle or billing end of month. Join the growing list of clients who are utilising our services and expertise.

PAYROLL

- Aged Care Awards, Enterprise Agreements or Industrial Relations Legislation – we have the knowledge to manage all your end-to-end payroll needs.
- Reduce staff wage queries with accuracy rates far above the industry standard.
- Specialised reports for record keeping purposes are provided in PDF format
- You have cloud access to all your historical reports and only print the ones you need printed.
- Superannuation payments are not an issue with one monthly file, one upload to your super clearing house, and one payment
- Email Payslips, track Police Checks and Visa expiry dates, and much-much more.
- Reduce your stress – you'll be glad you did!

ROSTERING

- Allow us to take care of your daily rostering needs. We can ensure that all shifts, employee leave and swapped shifts, or changes to any hours worked are reflected in the rosters.
- Roster forward planning and costing for future dated rosters is also possible.
- We can supply biometric clocks enabling regular comparison of actual clocking times to roster times for accurate time keeping.
- At the end of the pay period, the authorised roster is transferred to the payroll to ensure smooth payroll processing.

BILLING AND BONDS

- Software North will ensure that Resident information is correctly recorded, that Residents are billed correctly and that subsidies are calculated correctly.
- Software North will enter receipts and incidentals, provide General Ledger journals, calculate Bond refunds and maintain your Bond Register in a format that meets all statutory requirements.
- Monthly reports are produced to meet the specific requirements of your Facility.

RECONCILE MEDICARE FUNDING

- Medicare Subsidy Payments are a large portion of a Facility's Income so it is important to ensure that they are maximised. Software North staff understand the complex subsidy rules and, using TriMicro Software, will reconcile your payments to ensure they are correct.
- We monitor all outstanding items until resolved and regularly report progress back to Management.

GENERAL LEDGER AND AGED CARE MANAGEMENT

- Software North's MYOB accredited staff can look after your Creditors, bank reconciliation and General Ledger.
- We can provide Reports for management, liaise with Auditors, prepare BAS and complete your financial statutory Forms.

SHORT AND LONG TERM ASSISTANCE

Whatever your Roster, Payroll or Billing needs, Software North is here to assist you every step of the way.

**GIVE YOURSELF MORE TIME TO MANAGE YOUR FACILITY.
YOU WILL BE GLAD YOU DID!**

AND OUR PRICES ARE VERY AFFORDABLE!



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