

# TOTAL STAFFING ADMINISTRATIVE SOLUTION

## PAYROLL & BILLING

- Live checks, direct deposit, paycards, and e-pay stubs
- Your company name on the checks
- Benefit deductions and payment
- Positive pay fraud protection
- Checks run with the pay date you require
- Invoices sent with your company name and logo
- Details on invoices, such as department listing, shifts, purchase order numbers, etc.
- Year end W-2s and 1099s
- Processing of internal payroll at no charge
- Payroll specialist assigned to you

## ACCOUNTING

- All accounting functions except corporate year-end tax returns
- Federal and state quarterly tax payments made for you
- File quarterly and annual payroll taxes
- Deposit federal and state withholdings
- Complete monthly financial statement – Income Statement & Balance Sheet
- Depreciation schedules
- Accountant assigned to you

## HELP DESK

- Available 7 a.m. to 6 p.m. CT, Monday through Friday
- Missed checks, invoice questions, reissuing of W-2s

## CASH MANAGEMENT

- Daily cash application, Monday through Saturday
- No clearance delays on payments
- Worker's compensation maintenance and support
- Worker's compensation audit preparation
- Gross profits forwarded weekly
- Cash management specialist assigned to you
- Cash receipts report updated by 4 p.m. CT

## REPORTING

- Weekly reports outlining cash receipts and fees
- Weekly sales and payroll information tracking hours and mark-ups, payroll detail, and billing history
- Detailed gross profit report outlining profit snapshots by employee or sales person, and per-employee profit
- Hours edit report and invoice register

## PORTFOLIO MANAGEMENT

- Weekly review of your outstanding receivables
- Soft touch accounts receivable follow up on your behalf, with no mention of TRICOM
- Complimentary credit summary reports on new customers
- Portfolio analyst assigned to you



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