

Best Practice standard templates streamline your workflow, improve team productivity, reduce the risk of non-compliance and ultimately increase profit.



JOB TEMPLATES

Best Practice contains a comprehensive collection of templates to assist with all aspects of compliance work including:

- Accounts preparation
- Fringe Benefits Tax
- BAS preparation
- ASIC compliance
- Self-managed super funds
- Debtor reminders
- Advisory services
- Tax preparation for all entities

EASIER CORRESPONDENCE

With Best Practice, you can generate personalised correspondence with just a few mouse clicks. Simply tag the client in Contact Manager, and then select the Best Practice template in Document Manager. The Best Practice standard letters link to HandiSoft's central database automatically merging your clients' name and address fields.

TIGHTLY INTEGRATED WORKFLOW

Best Practice links to HandiSoft's Document Manager to provide a seamless extension of your existing IT investment. The templates are located in activity related folders within Document Manager. Links within templates facilitate the efficient flow of work.

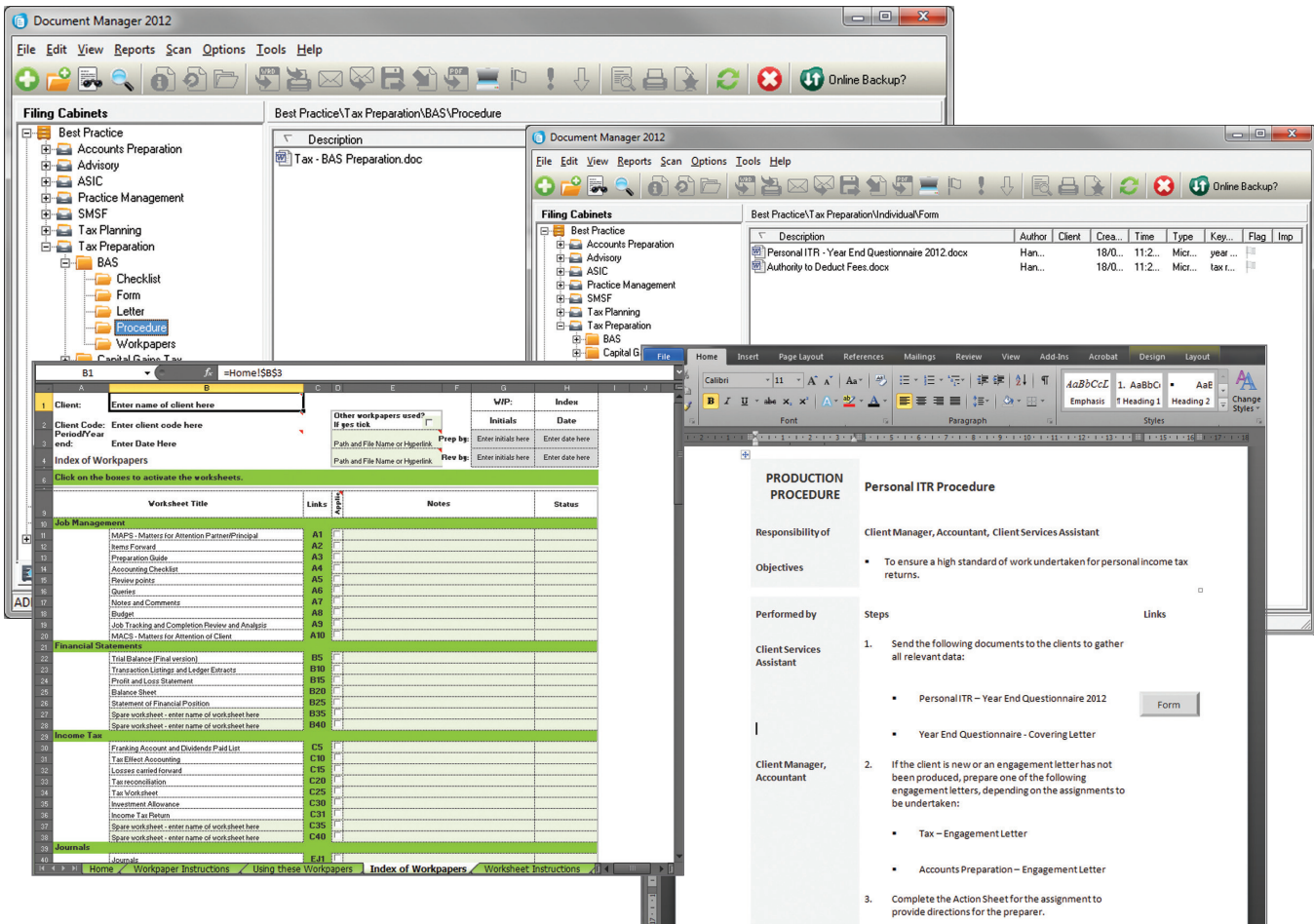
ABOUT SAGE HANDISOFT:

More than 7,500 Australian accountants and taxation agents trust Sage HandiSoft's leading practice management, client accounting and taxation software. Sage HandiSoft's integrated suite and central client database is reliable, easy to use and highly effective for sole practitioners through to larger firms with 70+ staff. Sage HandiSoft is a wholly owned subsidiary of the listed global Sage Group plc which has over 6

Best Practice

STANDARDISE YOUR INTERNAL PROCESSES WITH EXPERT KNOWLEDGE

- Best Practice is a library comprising hundreds of templates that integrate with Document Manager.
- The templates centralise your practice's knowledge, streamline your workflow and free-up time to focus on managing and growing your practice.



WHAT IS BEST PRACTICE?

Best Practice is an electronic library of **standard letters**, **checklists**, **workpapers** and **procedures** tightly integrated into your HandiSoft suite and accessed using Document Manager.

Best Practice templates will improve team productivity, increase available time to better manage your business, reduce the risk of non-compliance and ultimately increase profit.

SHARED KNOWLEDGE

With a central repository of standard practice procedures and related documents, every member of your team has access to the information they need to **produce high quality work, quickly and consistently**. Because Best Practice is so closely integrated with Document Manager, the templates can be linked to tasks within Jobflow Manager.

The Best Practice templates were developed together with specialist accounting content provider, Business Fitness, that employs a dedicated team to produce and update hundreds of valuable templates. Best Practice already underpins the efficient production of high quality client