


Business Solutions for Services  
Software for personnel service providers



 **It's so easy...** personnel services can now adapt to any new challenge stress-free and fast.



A vertical solution based on  
Microsoft Dynamics NAV

## Your qualified vertical Solution Based on Microsoft Dynamics NAV

No day is like another. You're not familiar with anything like a routine in the traditional sense.

Rapid response is normal. The customer is only interested in one thing, the solution to his problem. Because he wants to achieve his targets. And you'll do anything to ensure he'll achieve them. However, two factors play a crucial role

1. **Time**
2. **Qualified employees**

Both need to be coordinated perfectly so that

- **unforeseeable uncertainties can be mitigated,**
- **and you are able to offer the customer far more flexible solutions than your competitors.**

Now, you have an ace up your sleeve. It takes no holidays and is never sick. It just works quietly for you in the background. And it fits perfectly into your team. The ace is called BSS time pro.

BSS time pro has been designed especially for time-work companies. BSS time pro allows you to take control of the daily challenges quickly and accurately and to optimize your business processes.

For example

- **Adherence to the complicated conditions concerning tariffs and legal framework within your industry.**
- **Sourcing qualified employees that fit your customer profiles.**

It helps you to save valuable time, increase organization and maintain a thorough overview.

See for yourself just how BSS time pro - Software for time-work can lighten your workload.

To ensure the quality of the solutions, the industry solutions of Microsoft business solutions were closely investigated with regard to the competence of the partner and the associated methodology for development and implementation.

## Microsoft Partner

**Gold** Enterprise Resource Planning  
**Silver** Application Development  
Microsoft Dynamics NAV

Only industries solutions that pass these tests, may call themselves qualified industry solutions and are included within the Microsoft Business Solutions industry program - and offer you the investment security you require.

The industry solutions are fully integrated into the enterprise solution, and are developed, distributed and maintained by Microsoft Business Solutions partners.

Opt for more success in your industry. Opt for the industry solution presented here for your company.

## Microsoft Dynamics NAV BSS | time pro

Microsoft Dynamics NAV ERP software has, in the last ten years, become the standard software for medium-sized companies.

We have now expanded this software to meet the needs of companies, whose core process is the commercial provision of time-workers. To achieve this, we combined our experience of service industry software with the knowledge of established time-work companies.

Essentially, we have extended the very comprehensive standard software with the following functions and thereby created a new standard for recruitment.

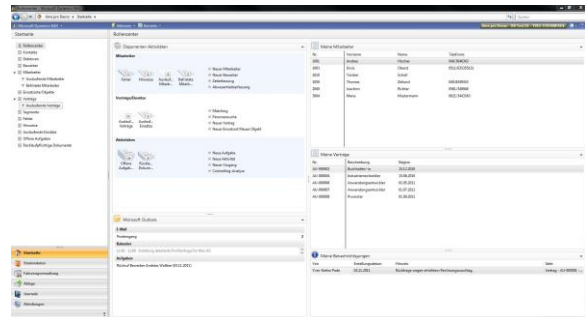
Microsoft Dynamics NAV is one of the most successful business standard solutions for medium-sized businesses. The graphical user interface was developed by Microsoft Dynamics based on the latest client-server technology and database technology.

The time-work industry solution is a fully integrated, Microsoft Dynamics NAV solution and offers your business processes full support.

Regarding human resource services, it complements the range of standard modules and the functions that are necessary for the illustration of personnel services. During development of the solution it was ensured that the benefits of Microsoft Dynamics NAV such as simplicity, transparency, flexibility, integration and high processing speeds, are guaranteed in full.

The industry solution BSS | time pro was developed by the Business Solutions for Services GmbH, on the basis of one of the leading software solutions for medium-sized businesses and offers the security of a future-oriented standard solution, combined with our industry expertise.

Just look at the outstanding functions of a role-based industries user interface:



Microsoft Look-and-Feel - role-based views provide a complete overview of all task-relevant information and data for an employee

You are able to assign multiple roles to a user and to create these within a single roll center. Roll centers are therefore ideal for a task-oriented approach regarding your employees. They provide the design of a user interface that is intuitive, familiar and easy-to-use and provides the essential tasks of your staff in a clear display.

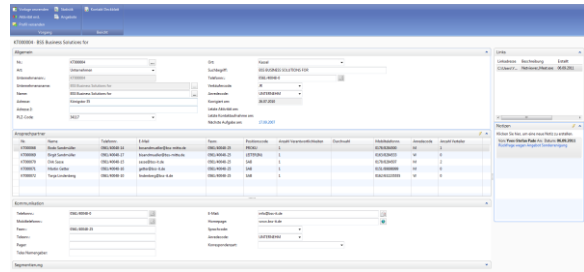
Our competent team is available to answer all questions by telephone or on-site.

As a Microsoft business solutions partner, the Business Solutions for Services GmbH is responsible for both the development and marketing of this industry solution as well as for the content of this brochure.

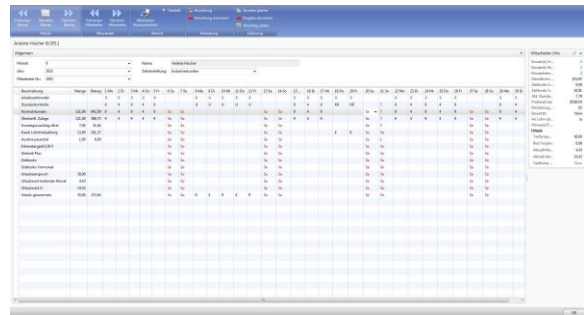


## The Highlights

- Prospect and customer management
- Permanent placement of candidates / employees
- Contact history
- Contract management
- Candidate- and employee pool
- Management of collective contract information
- Chronological overview of usage
- Order entry and order management
- Absentee overview
- Time recording
- Corporate controlling, financial management
- Document delivery by fax or email



Contact card



Time recording

## Prospect, client, candidate and employee management

### PROSPECT MANAGEMENT - CUSTOMER RELATIONSHIP MANAGEMENT

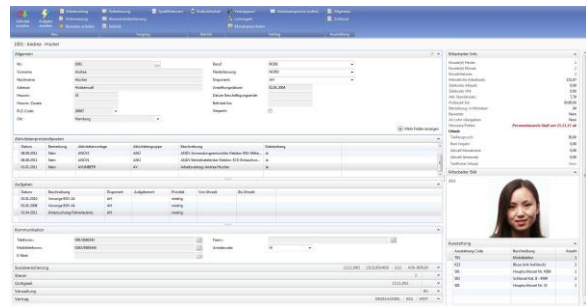
Details of prospective customers, customers, applicants, and employees are at the heart of the application and are integrated perfectly in all other areas. With this industry solution you can store master data information in many levels of detail, such as letters, emails, phone calls, etc. A prospective customer can be accepted or registered at any time as a customer in a single step.

All relevant data can be viewed here and edited. In prospect / customer management, the user is provided at any time with an overview of current and historical contacts, as well as the name of the contact person. All information about current and historical jobs is also available with the customers.

- Prospect and employee management with all necessary information
- Complete history to review worked hours and absenteeism

### Applicant management - staff management

All important information such as personal data, document history, personal documents, wage conditions etc. can be viewed and managed here. Employee management provides the user with an overview of current and historical worked hours and absenteeism. In this case, an applicant can be accepted as an employee in a single step.



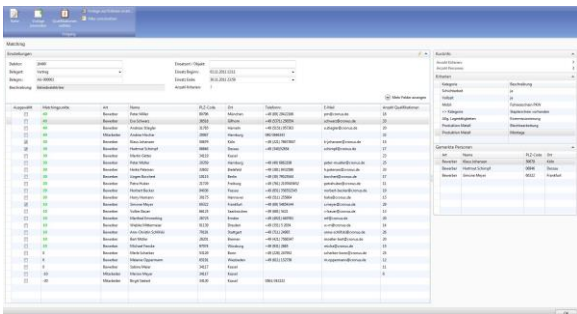
## Scheduling, order entry and order management

### SCHEDULING

In this area, the industry solution supports you with a complete overview of all clients, the associated employees as well as all data for the orders. In addition, scheduled orders and employees without customer-deployments can also be viewed here together with all other information.

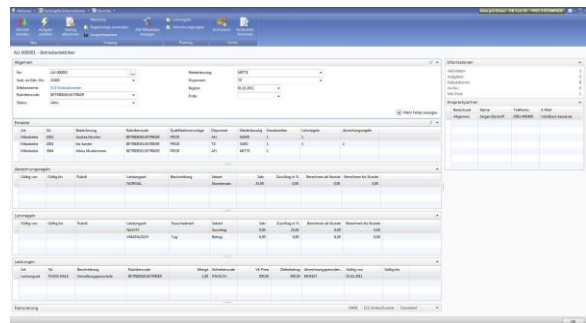
### PERSON MATCHING

In the area of "Matching" a suitable selection of employees can be made for orders or enquiries. Multiple criteria can be combined with each other. You get a very quick overview of the appropriate staff thanks to the traffic light principle.



## ORDER ENTRY AND ORDER MANAGEMENT

All orders are stored here in a central location and the time-worker contracts or agreements are created. There is no limit to the number of orders that can be created for a customer. Assignment can be made according to the work areas or locations. Different skills can be associated individually with different cost rates.

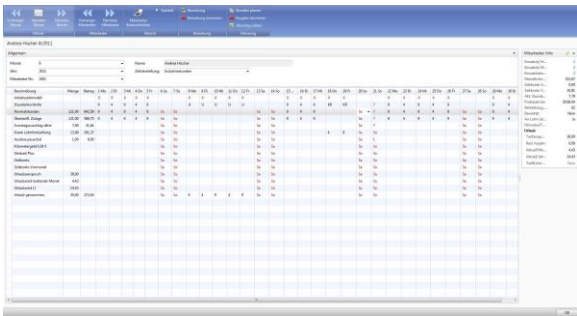


- Warning in case of multiple assignment
- Integrated printing of contracts and all necessary documents
- Control of document return

## Hours tracking – invoicing

### ENTERING SUBMITTED EVIDENCE OF ACTIVITY

Hours are recorded simply by entering the employee's working hours. Surcharges are determined automatically according to agreements.



Functions such as deferred compensation (substitution), calculation of experience surcharges or working time account management can be automated in a valuation run.

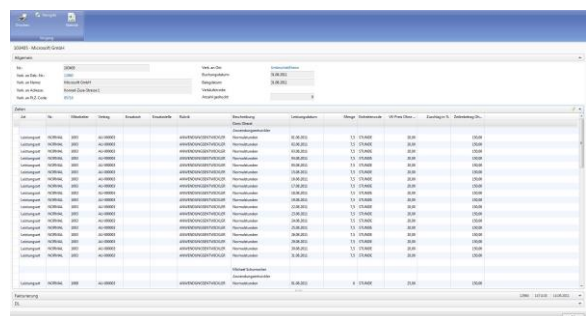
If all hours are recorded, the system uses this information to calculate the payroll, as well as to create the invoices.

- Manual correction of accounting data is possible at any time
- Cumulative invoice data overview

### INVOICING

The user sets the selection criteria with which the invoices are generated. The invoices are automatically generated based on the data entered in the upstream processes.

If the billing cycle is performed after testing, the invoices are printed and processed in accounting.



## Preparing the payroll

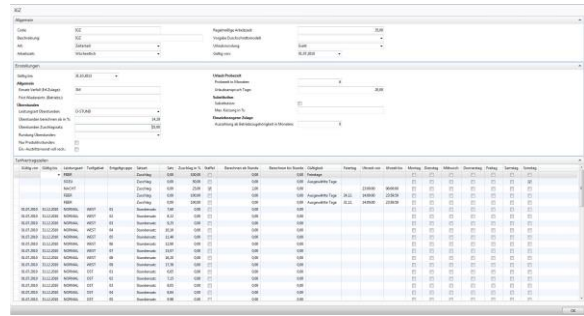
Payroll preparation begins when all of the employee's hours are recorded and invoiced.

There is a review of all relevant data by the user. Additional payments can be added manually. It is possible to manually enter the hours from working time accounts and to instruct payment, in order to comply with the upper threshold of the wage agreement.

- Overview of cumulative wage data
- Working time account in accordance with the terms of a wage agreement

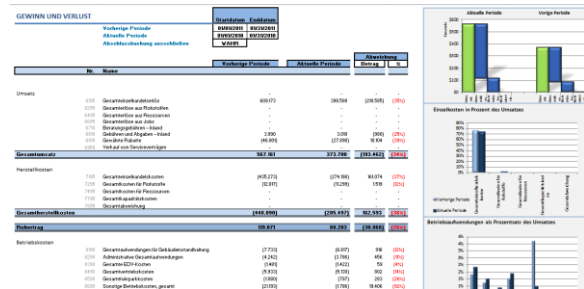
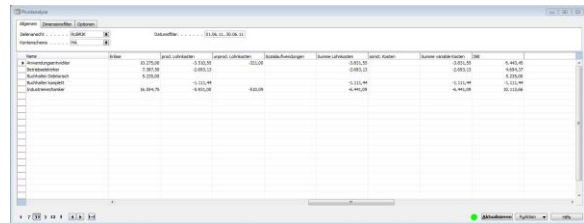
## Integration of bargaining agreement

You can save any wage structure with the appropriate characteristics, in the industry solution BSS time pro for personnel services. The system stands out thanks to extensive automation of regulations and conditions. Here, for example, surcharge regulations are stored, which can then be automatically calculated. This leads to significant time savings during payroll preparation.



## Controlling

The service provider solution offers the possibility of evaluating corporate figures individually according to customer requirements. To assist economic considerations, several evaluations can be stored and analysed. This can then be broken down to the individual document with a single click.







Microsoft Dynamics NAV offers the following basic functionalities

- ▶ Financial Accounting
- ▶ Fixed Assets
- ▶ Cost Accounting
- ▶ Electronic Payment
- ▶ Debtors & Sales
- ▶ Creditors & Purchasing
- ▶ Warehouse & Articles
- ▶ Salaries & Wages
- ▶ CRM/Sales & Marketing

#### ▶ Outlook Client Integration

Reconciliation the vertical solution and Outlook:

- ▶ Contacts
- ▶ Dates
- ▶ Tasks

#### ▶ INTERFACES FOR ACCOUNTING DATA

Integrated financial accounting or transfer to external systems like SAP, etc.

#### ▶ ADVANCED DIMENSIONS

Advanced Dimensions provides unlimited dimensions for use in transactions in all ledgers. You can name all the dimensions as most appropriate for your business. In addition to an unlimited number of dimensions, this granule includes advanced dimensions functionality that enables you to set up rules for how to combine dimensions and dimension values. This helps you control the use of dimensions and increases the Reliability of output based on dimensions. You can also:

- Set up rules for prioritization of default values and define dimension rules to fit your specific business.
- Set up and use analysis views to analyze general ledger transactions per dimension and combine dimensions as you want.
- Include budget information in analysis views, which is an advanced way of analysing data using dimensions.
- Combine analysis of dimensions with the use of account schedules.

#### ▶ OUTLOOK CLIENT INTEGRATION

Synchronize your to-do items and your contacts in Microsoft Dynamics NAV with meetings, tasks, and contacts in Outlook. Create, update, cancel, and delete in one program and, at a specific time, synchronize from within Outlook. You can also customize synchronization by adding fields or adding new entities to be synchronized.



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