TRAMS BACK OFFICE
Tip of the month

Efficiency rules! Trams Back Office is rich with functionality to assist with making every work hour a productive hour. Perhaps there are more features that you may not yet be aware of that can improve efficiencies? Tip of the month is a series designed to open new doors that could just make that work hour even more productive!

Problem:

Every time I try to find back up paper or electronic documentation it takes so long because I have to try to remember how I might have filed it!

Solution:

Use the new attachments feature added to the 3.05 release! Now any file can be attached to invoices, profiles and payments. Paid a bill? Scan the invoice and attach a copy to the payment. Authorized a payment for a debit memo? Attach a copy of the debit memo to the adjustment invoice. Have client, agent or vendor communications you want to save copies of? Attach it to the profile.

So easy, so efficient!