

MYOB Made Easy

Little Known Ways to Make Everyday Tasks Quicker and Easier.

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2007 New MYOB Releases...

It's finally here! The new versions of MYOB Premier, Accounting, Accounting Plus, Premier Enterprise, Retail Basics, Asset Manager, Retail Manager, Company File Manager... and they all have new exciting features.

Emailing remittances

Previous releases of MYOB business management software introduced a facility that enabled you to email sales invoice and purchase orders.

With the latest release you can email a remittance advice for payments that you have made – this is particularly helpful when making electronic payments as the supplier, or creditor, can now be notified of the amount which will be deposited into their bank account.

MYOB business management software card file synchronization with Microsoft Outlook

MYOB business management software now gives you the ability to provide a link, or synchronization, between your MYOB company file and Microsoft Outlook. This allows the easy updating of your MYOB customer, supplier, employee or personal card file records between both software applications.

Undo bank reconciliation

On occasion you may need to make corrections or adjustments to previously completed bank reconciliations. In the latest release of MYOB Accounting you now have the ability to undo the last bank reconciliation which was performed. It is advised that you back up your company file before you perform this routine.

Creating purchase orders from a sales quote or order

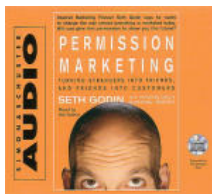
The situation often arises within stock businesses, whereby a customer requires a stock item and you don't have it on hand. Consequently, a sales order is raised to record what the customer needs and you then contact the supplier to order goods. The 2007 releases let you complete this business transaction quickly, with the click of just a few buttons.

Product of the Month...

Permission Marketing

The man Business Week calls "the ultimate entrepreneur for the information age" explains "Permission Marketing".

- Does every marketing effort you create invite customers to "raise their hands" and start communicating?
- Do you track the number of people who have given you permission to communicate with them?
- If consumers gave you permission to talk to them, would you have anything to say?
- Once people become customers, do you work to deepen your permission to communicate with those people?



So for all you need to know on "Permissions Marketing" head to:

<http://www.audiobook-superstore.com/Title.aspx?titleId=884>

6 Rules for Addressing Customer Needs

1. Build Rapport:

Always look for the right way to "connect" with a particular customer.

2. Be Sincere:

Be interested in the customer as a human being, not as an object to make a sale to.

3. Current Action:

Make sure you are addressing your customer's current needs.

4. Make Something from Nothing:

Even if your customer seems to be happy, make sure you properly investigate if there are other areas where you can help.

5. Questions!

Asking questions is the only way to find out all the information you need to help your customer.

6. Clarity!

Ensure you both have a clear understanding of what their needs are.

Next Issue...

MYOB Shortcuts

Building Your Business

More On MYOB

Product of the Month

Top MYOB Tips

Business Improvements

More Bonus Reports

Advertising Secrets!

Of all the forms of print advertising, none has more power to generate action than a well written direct sales letter.

Spend up to 80% of your time on the headline of a space ad or sales letter. Your letter headline can often be used as the teaser copy for the envelope.

Reason? 50% to 80% of the sales success of your advertising message is a direct result of your headline.

That means your message loses up to 80% of its effectiveness without a strong headline!

Another important reason to invest this time is that the offer's positioning is determined by the headline theme.

Most copywriters do not spend nearly enough time on headlines.

The successful direct marketers write as many as 250 headlines before they select the final one for a campaign.



MYOB Tips & Shortcuts...

Control J -

Go to Enter Sales Window

Control B -

Go to Customer Payments Window

Control E -

Go to Enter Purchases Window

Control F -

Go to View Card File Window

For a full list of hotkeys used in MYOB software go to...

<http://www.businesswise.com.au/bonus-reports/>

2007 New MYOB Releases cont..

Enhancement of existing features:

Lock Periods

Lock periods were introduced to MYOB business management software to provide quality, integrity and security when it comes to reconciling monthly, quarterly and yearly transactions.

This feature has been taken one step further, and now provides the ability to be able to lock off a period – whether it be a week or a day – by electing a specific date rather than just a month name.

Recurring Transactions

The functionality is now available to be able to search through your recurring transactions by:

- Transaction name
- Amount
- Next Due

Generate current and future budgets

MYOB Accounting lets you **plan next year's budget** while you're still in the current year.

Work on your balance sheets and profit and loss accounts in one window in a spreadsheet format. You can import and export budgets in one simple step.

Feature highlights:

- Compare budget and actuals with comparative budget reports
- Enter budgets quickly and easily using the New Budgets window and easy-to-use shortcuts

MYOB Questions & Answers...

There are times when you may be required to completely uninstall your MYOB program and re-run a full installation. This could be due to errors or corruptions that may be present in your system. Sometimes you may only need to process a reinstallation of the program instead of a full installation.

How do I uninstall (Remove) my MYOB program?

1. Close out of all programs on your computer.
2. Place the MYOB CD into the CD-ROM drive. Wait a few moments. If you have AutoPlay enabled on your computer the first installation window will display. If this window does not automatically display, double-click the **My Computer** icon on your desktop and then double-click your CD-ROM drive (usually the d:\ drive). Locate the file named autorun.exe and double-click it.
3. Select **Install**.
4. The system requirements window is displayed, select **Install Now**.
5. The InstallShield process will load, this procedure will check the Windows Registry, once it has searched and found that MYOB is already installed on your computer the following window will be displayed.
6. Select the last option **Remove** and click **Next** to completely uninstall MYOB.
7. The system will display a window asking -Do you want to completely remove the selected application and all of its components? Select **Yes**.
8. Select **Finish** once the uninstall process is complete. The system should automatically re-start.

What does the Modify option on the uninstall screen mean?

Modify - This option will allow you to either add or remove certain components of the program that are currently installed. Once you select this option the Select Components window appears on your screen. It will look a bit different from the Select Components window you saw when you originally installed MYOB.

In the **Select Components** window, you can choose individual program components by clicking the box next to each component you want; check marks will appear next to the options that you selected when you first installed MYOB. Mark or unmark the components you wish to add or remove from your hard drive.

Features and benefits...

Keep track of the goods you buy and sell

MYOB Accounting adjusts **your inventory as you buy and sell items**. You always know what's in stock.

It does more than keeping a list of available stock, e.g. you can:

- ✓ categorize your inventory into three groups
- ✓ quickly identify and purchase items that have fallen below your required stock levels
- ✓ track components or sub-assemblies of items
- ✓ buy and sell in different units (e.g. purchase by the case but sell individually)

Feature highlights:

- Track short shipments, partial shipments, back orders and what's left on order from the original Purchase Order
- Use the Standard Cost field as the basis of item values on Purchases/orders in place of Last Cost
- Enter item codes of up to 30 characters and long descriptions of up to 255 characters
- Record specific item information in three custom fields
- Import a graphic for each item to help employees recognize stock at a glance
- Track the average cost and last cost of each item
- Print pricelists and packing slips
- Import items from other systems
- Perform inventory stock-takes and audits

Record purchases and control your payables

Keep a detailed record of all your purchases - items you buy or services you use. Access your transaction details for up to seven years. Recall them when needed and see which purchases still need to be paid.

Enter quotes and bills you receive and orders you send

As their statuses changes (from quote to order to bill) you can convert them with the click of a button.

MYOB Accounting does the thinking for you:

- ✓ the GST is calculated where applicable
- ✓ part payments are tracked
- ✓ early payment discounts are automatically deducted
- ✓ expenses that relate to specific jobs can be easily identified and reimbursed when invoicing your customers

Feature highlights:

- Save recurring purchases as templates so you don't need to re-enter them each time
- See which purchases offer "early payment" discounts so you can pay them before the discount expires
- Track who needs to be paid urgently
- Pay bills electronically either through MYOB Accounting using M-Powered Payments or your bank's software
- Print, fax and email purchases to your suppliers for faster actioning
- Creating purchase orders from a sales quote or order.

Generate current and future budgets

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12 Point Plan for Personal Success

The miracle of successful living is that the smallest step towards success attracts more success!

1. **You** are the only person responsible for your success.
2. Be cheerful, optimistic and forward thinking.
3. **Positive** self-esteem is the foundation for success...
4. Believe in yourself...
5. **Desire** to be a success...
6. Associate with successful people...
7. Avoid unsuccessful people...
8. Do what you are best at and what you get the most satisfaction from...
9. **Write down** a vision of your successful life.
10. Write down your biggest goal.
11. Study **successful** people.
12. Every day do something that brings you closer to your goal... **Never give up.**

Begin today by putting these 12 points into daily practice.

Paying Holiday Leave in Advance...

- 1)** Go to the Payroll command centre and click Process Payroll.
- 2)** Select employees then enter the payment date.
- 3)** Select the Pay Leave In Advance option.
- 4)** Enter the Weeks of Standard Pay and the Weeks of Leave In Advance and click OK.
- 5)** In the Pay period start and Pay period end fields, enter the date range that will be paid for in the pay run. Click Next.
- 6)** Click the zoom arrow next to the first employee's name.
- 7)** Enter the no. of holiday hours in the Holiday Pay field and reduce the Base Hourly hours to the difference in either hours (for Hourly Basis Pays) or dollars (for Salary Basis Pays).
- 8)** Click OK.
- 9)** Continue processing your pay run as you normally do.

Characteristics of Successful People...

Everyone in the world wants to be successful, whether it be in business, sport, family or life in general. Let's take a look at some of the most successful people of our times; these are four of the characteristics they have in common:

1. They are willing to listen.

I usually get the gist of things very quickly and then become impatient with having to hear anything more. This gives me the tendency to sometimes jump to conclusions or fire away half-cocked. A few extra moments spent making sure I have fully understood what was being said is an investment of time, I remind myself, that will give me big returns.

2. They don't take themselves too seriously.

If you take on the responsibility of being a marketing genius, you'll start expecting yourself to solve all the marketing questions that arise. Better to think of yourself as a plodder -- even if it's not true. People will like you better for it, and your ideas will still have their way.

3. They take time to have fun.

Ten minutes here. Five minutes there. It's amazing how a few short breaks can ease the tension. Since it's not in my nature to be diverted, I force myself to. I schedule in two five- or 10-minute slots each day to shoot a rack of pool or knock off a crossword puzzle.

4. They know how to turn otherwise meaningless tasks into pleasant rituals.

A good example of this comes from an article I read this morning. The author said that to give her morning some quality, she developed a coffee ritual that is as elaborate and painstaking as the Japanese tea ritual. She measures off the coffee precisely. She puts in exactly the right amount of water. She presses all the buttons in the same way each time and takes a moment to read the indicators on the LED panel. She says that it is one of the most enjoyable 15 minutes of her day. I believe her.

This Month's FREE Report

A quick and easy way to quickly maximise your business profitability...

"7 Steps to Grow Your Client Base"

<http://www.businesswise.com.au/bonus-reports/>

MYOB Backup and Upgrade Procedures...

When it 's time to backup or upgrade your MYOB data file, it is important to carry out all of the necessary steps involved. When in installing the latest version of the software as well as backing up and upgrading your existing data files it can sometimes be a lengthy process. To ensure everything has been done correctly, please give me a call so I can allocate enough time to complete the process for you.

From the Desk of... Lloyd Priddle



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Important Dates & Events

Different lodgment dates may apply if you use a tax agent.

Business Activity Statement:

21 October 07: September 2007 monthly activity statements: final date for lodgment and payment.

21 October 07: Quarterly consolidated instalment activity statements: final date for lodgment and payment by a head company of a consolidated group.

21 October 07 Quarterly activity statements containing a monthly GST obligation: final date for lodgment and payment.

28 October 07 Quarterly activity statements: final date for lodgment and payment.

PAYG Withholding

28 October 07 The September PAYG Withholding payable for monthly remitters is declared on the September quarterly BAS

Superannuation

29 October 2007: Superannuation guarantee contributions to be made for quarter 1 2007-08 (1 July - 30 September) contributions to be made to the fund by this date.

If an employer does not pay the minimum superannuation guarantee obligations for quarter 1 by this date, they must pay the superannuation guarantee charge and lodge a *Superannuation guarantee charge statement - quarterly* with the Tax Office by 28 November 2007. The superannuation guarantee charge is not tax deductible.

(Source—ATO)

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