



March 2008

Reminders

- Get ready for stocktake now! If a barcode scanning stocktake solution is required we can help.
- Access Members get discounts on MYOB Software - consider us if you need to upgrade for compliant Payment Summaries
- MYOB Software sales now available
- If you will require assistance with the End of Year Payroll process please book now.

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FREE entry to the Members Area of our website!

All existing Access Software Solutions customers are eligible for free access to the Members section for 2008.

Have a look and see what is there!

- Members Order form for discounted software
- Access Software Solutions Check Lists & Handouts
- MYOB Guides
- Industry News
- Support & Resource Links
- Past Newsletters

To Log In...

Go to:
www.accesssoftwaresolutions.com

Type the following username and password in lower case , then click on Log In.

Username: access
Password: 4help

A Members menu will appear which is unique to the members log in. Use the Members menu or the hyperlinks to navigate the Members area.

Please let me know if you would like anything else added to the resources or links.

Email lisa@accesssoftwaresolutions.com or phone 0408 811 734. Your suggestions will be gratefully received.

How can we help?

Is there a service or software that we aren't providing which would help you?

We would love to hear from you no matter what the request. If we can't help we might know who can.

Our philosophy is to provide innovative and timesaving solutions to problems.



Members Resources

Logout

What We Do

- MYOB Training
- MYOB Consulting
- MYOB Troubleshooting
- MYOB Upgrading
- MYOB Sales
- MYOB RetailManager
- Add-on Solutions
- Book Keeping

Quick Links

- ▶ Monthly Special
- ▶ Membership Benefits

Members

Welcome to the Members Section

Please take some time to get the most from your membership by reviewing the resources made available here for you.

[Member Orders](#)

[Latest News](#)

[Membership Renewal](#)

[Newsletters](#)

[Support & Resource Links](#)

[Documents For Download](#)

Updating Item's Sell Prices

For various economic reasons you may decide to update the current selling price of your items by a given percentage amount. If you have a large **Items List**, the task of updating each individual item's price could be quite time consuming. This support article explains how in several steps you can use MYOB's Export / Import functionality and MS Excel to more quickly and easily update your item prices.

Before you begin

- We strongly recommend you backup your company data before making any changes to it.
- The MS Excel steps may vary slightly depending on which version of Excel is installed on your computer.

The four basic steps to update item pricing by using export / import are:

1. Export your items.
2. Open the exported items information in MS Excel.
3. Create and apply a formula to update the item prices.
4. Import the items back into your company data file.

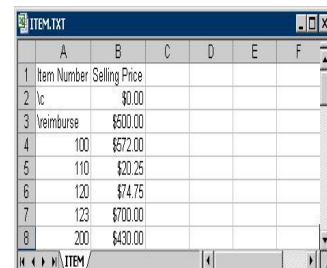
Step 1. Export your items

1. With your MYOB company data file open, go to File on the menu bar, choose Export Data then click Items.
2. Set the Export File Format field to Tab Delimited. Set the 'First Record Is' field to Header Record then click Continue to display the Export Data information window.
3. In the MYOB Fields list located in the right hand panel, identify the two fields - Item Number and Selling Price (you will need to scroll down to find Selling Price). With your left mouse button, click-once on Item Number then click once on Selling Price - in that order.
4. Click Export then follow the on-screen steps to save the export text file to your computer hard drive. By default, MYOB will name the export file ITEM.TXT.

Step 2. Open ITEM.TXT using MS Excel

1. With MS Excel open, go to File on the menu bar then click Open to display the Open window.
 2. Set the Files of Type field to Text Files (*.prn; *.txt; *.csv).
 3. Set the Look In field to the folder in which the ITEM.TXT file was saved.
 4. Highlight the ITEM.TXT file then click Open.
- MS Excel's Text Import Wizard will now be displayed. The following steps explain how to open the ITEM.TXT file so you can update the item prices.
5. Mark the Delimited option and then click Next.
 6. Mark the Tab option, set the Text Qualifiers field to {None}. Click Next.
 7. Set the Column Data Format to Text, then click Finish.

In our example shown below, we have opened the ITEM.TXT file which contains items exported from MYOB's sample company data file - Clearwater.



	A	B	C	D	E	F
1	Item Number	Selling Price				
2	1c	\$0.00				
3	veimburse	\$500.00				
4	100	\$572.00				
5	110	\$20.25				
6	120	\$74.75				
7	123	\$700.00				
8	200	\$430.00				

Step 3. Create and apply a formula to update the item selling prices.

1. In an empty column create a formula that will generate the new Selling Prices.
2. Copy the new Selling Prices, then using Paste Special paste values only into the exported Selling Price column.
3. Delete the formula column, then save ITEM.txt in a text file format.

Step 4. Import the updated items

For the full report on "Updating Sell Prices" visit:

www.businesswise.com.au/bonus-reports/

If you have a large Items List, the task of updating each individual item's price could be quite time consuming.

MYOB Questions & Answers

How can I create tax codes to track unique transactions in my BAS?

1. Create a new tax code: Go to the Lists menu, click Tax Codes then click New. Enter the three letters, which label the code, in the Tax Code field. Enter a description in the Description field to further detail the Tax code reference.
2. Select the appropriate **Tax Type** from the drop-down list:

Goods & Services Tax: Used as to track GST collected and paid.

Voluntary Withholdings: Used where the payee requires withholding of tax.

Input Taxed: Used for input taxed transactions where GST cannot be claimed.

NO ABN/TFN: Used to record withholdings where no ABN/TFN is supplied.

Consolidated: Used to combine multiple tax codes.

Luxury Car Tax: Tax imposed on the sale of luxury vehicles.

Sales Tax: This tax type is used for the Wholesales Sales Tax System.

Enter the Rate and link the appropriate accounts in the Linked Accounts area, if needed.

When entering a transaction into the system ensure that you enter the tax code in the Tax Code column.

3. Run the BASlink when needed and ensure that you link the codes to the appropriate area by clicking the Setup button and marking the Tax Code in the **X** column.

Tax Code Exceptions

To check that you have allocated all transactions to one or more tax codes, run the **Tax Code Exceptions** reports.

These reports will display any transactions that you have recorded without tax codes.

To display the **Tax Code Exceptions** reports;

1. Go to the Reports menu and choose Index to Reports.
2. Click the GST/Sales Tax tab and highlight the Tax Code Exceptions reports.

4. Save the BASlink template so the tax codes you have linked will be used the next time you open BASlink.

Why do I get an error message 'Unable to write command file name to swdrvs.ini' when opening my data file in MYOB?

When opening an MYOB data file, some users may get the above message. If the "OK" button is clicked twice, MYOB still opens up OK.

Cause :

Under Windows, there are a number of different user logon levels. Some examples of these are Administrator, Power User, Guest and Limited User. When logging into Windows with either a **Guest** or **Limited User** and then trying to run MYOB programs, this error message comes up.

Solution:

By changing the access rights on the SWDRVS.INI file to allow Full Control for all types of users, then this message will not appear.

To do this:

1. Log into Windows as an Administrator user.
2. Search for the file SWDRVS.INI. Normally located in the Windows Directory.
3. Right Click on the file, select **Properties** and **Security**.
4. Change the access control on the **SWDRVS.INI** file so that all different levels of users have **Full Control** access to the file.

3. Click Customise.

4. Enter the date range and select All from the Transaction Type drop-down list.

5. Click Display. If the "Nothing to Print" message appears, then no transactions are missing tax codes.

If transactions are listed, you will need to click each transaction and nominate a tax code in the transaction entry window that appears

Important Dates

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

Business Activity Statement

- **21 April 08** March 2008 monthly activity statements: final date for lodgment and payment.
- **28 April 08** Quarter 3 (January – March 2008) activity statements containing a quarterly GST obligation: final date for lodgment and payment.

PAYG Withholding

- **28 April 08** Quarter 3 (January – March 2008) instalment notices – forms R and T. Final date for payment and, if varying instalment amount, lodgment (two–instalment payers are required to pay 75% of instalment liability by this date).

Superannuation

- **28 April 08** Superannuation guarantee contributions for quarter 3 2007–08 (1 January–31 March) – contributions to be made to arrive at the fund by this date.

Disclaimer

Every effort has been made to ensure that the information contained in this newsletter is free from error or omissions.

However, the Publisher and their respective employees or agents, shall not accept responsibility for injury, loss or damage occasioned to any person acting or refraining from action as a result of material in this newsletter whether or not such injury, loss or damage is in any way due to any negligent act or omission, breach of duty or default on the part of the Publisher, or their respective employees or agents.



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Five Business Tips to Increase Profits and Stop Wasteful Spending

Every business owner needs to manage the operational side of their business, while finding the right combination of time & effort to ensure that finances are in order, to allow the business's profitability to be maximised.

These five tips may be relevant in helping you to increase the profitability of your business.

Improve your cash flow

You'll quickly improve your cash flow just by simply doing a better job of cash collections and delaying cash payouts. If you still need some help, try factoring your receivables. This is actually a pretty common practice in the fashion industry. This involves borrowing money against the receivables or selling it outright. You can only get away with this by selling to customers with good credit.

Save anywhere you can

Try to reduce the costs of the business where ever possible. One way to do this is by saving on costs like rent and equipment in order to invest in things that can make you money instead, such as inventory or advertising. Sure a fancy office with state-of-the art technology inside of it looks fantastic but is it cost efficient for your needs? Investigate less expensive options when appropriate.

Collections

Never wait till a bill is past due, to call a customer. I have found calling the day before the payment is due to be extremely effective in improving collections. Frame the call so that it looks innocent enough - maybe ask if they received their invoice and whether it is scheduled for payment. If they haven't received it yet, or if they tell you that, inform them that you can fax it to them immediately so there are no problems. Lastly don't forget to deposit daily. Consider taking advantage of short-term interest on excess deposits.

Compare banks

Be aware that banks and lenders are constantly adding fees. They do this to recover their costs. They are a business too after all. Carefully go over your accounts and ask for quotes on your banking business, probably every three

years. Treat them like any other of your suppliers. Your business will have grown by then and you may require a new type of banking relationship.



Dump the phone and use email

I know you need to use the phone in the world of business but sometimes the phone isn't cost effective or convenient. Use email as often as you can. Your company's e-address needs to be on your business cards, invoices, shipping papers, advertising and anything else that can reach a potential customer. The email addresses should be relevant and professional.

We are on the Web!

www.accesssoftwaresolutions.com