



“BarterCard Business Awards” by Donna Stone

Well it certainly was a busy year for 2005 and towards the end we were rewarded with winning the 2005 Micro & Home Business Network Awards, sponsored by BarterCard. Our category was Home Based Business, so we are naturally very chuffed to have been recognized. A big thanks to all my team!



“MYOB Help is Available to All Clients” by Donna Stone

As a MYOB Reseller and member of the MYOB Australia’s bookkeepers club, I have the facility to ask Myob Australia questions direct, on behalf of clients. You don’t have to be under the MYOB Support Plan for this to occur. So, remember that if you are having problems or difficulties with the software, please contact me. If I don’t have the answer, then I will certainly make every endeavour to get the answer for you.

“New Recurring Transactions in MYOB” by Kate Hoger

With recurring transactions, you may have noticed that if you change your recurring transaction to say, a higher figure for one month, MYOB 15.0.1 will not record your changes, and will leave the recurring at the original amount (or with original details). The only way to change the actual template is go to List, Recurring Transactions and hit Edit.

However, the new release of MYOB 15.0.2, there is now a button at the bottom of the Edit screen which says “Always save my changes when I use and Record this recurring transaction”. So, if you tick this option, every time you change your recurring, whilst doing your normal data entry, the difference will save each time (like it used to do in earlier versions of MYOB). This option is only available if you install the latest MYOB Update/Maintenance CD.

To see what version you are in, go to the top menu bar, Help, About Myob (at the bottom) and the second line will say “Australian Release Version”.

“Getting the most from your Retail Business” by Cheryl Jones

Do you own a retail business, operate a cash register and manually enter your sales and inventory into your MYOB program? If so, MYOB’s point of sale program, Retail Manager can help.

RetailManager enables fast sales and customer service, manages your inventory from end to end, reports GST, helps manage staff, and can profile customer information. RetailManager works with most MYOB business management software to make reporting your BAS statement easy.

Unlike a cash register, with a few mouse clicks Retail Manager can create comprehensive reports to give you more insight into how your business makes profits and cash flow. In essence, it gives you the information you need to know to make your business a success.



Fast sales processing

- Sales take just a few seconds and several customers can be processed at once
- Allows multiple payment types: cash, credit card, accounts and lay-bys
- Easy handling of discounts, service fee, deposits, returns, credit notes and subsequent payments
- System will display 'Up Sell' prompt messages
- Easily processes invoices, quotes, gift vouchers, sales orders and special orders
- Customisable to speed up your processes
- Fast 'cash ups' in just a few clicks

Complete Inventory management

- Conducts Full or Partial Stocktakes on demand
- Keeps track of what's in stock using serial numbers to tracks items, categories or store sections
- Print barcode labels and packing slips (to use as checklists)
- Set up to issue warnings for low stock levels
- Set up to create stock orders, updates stock levels and checks deliveries against orders
- Identifies slow moving items, consistent shortages or stock loss patterns
- Records warranty dates on sold items
- Generates reports on Goods Received by Invoice, Goods Received Tax Summary, Stocktake Sheets, prices by grade, what's in stock, stock movement, returned goods

Other Retail Manager features

- Monitor and report on staff performance
- Track staff incentives- commissions and bonuses
- Screen messages for Add On sales
- Restricting Staff Privileges to certain information
- Promotional Pricing feature
- Reports and controls Lay-by's and sales orders
- Controls Account Customers
- Customised payment methods
- Gift Vouchers and Credit Notes
- Packaged stock items
- Export data to Excel for customising
- Export sales and purchases for importing into MYOB Accounting.

There are many other features of Retail Manager and all can be customised to suit your individual business now matter how small or large. Retail Manager Software is interfaced with Docket Printers, Cash Drawers, Barcode Scanners, pole displays and even programmable keyboards.

If you would like to know how Retail Manager can help your business, contact us today.



“Business Management” by Anthony Davis - Guest Writer

Our guest writer this Newsletter is **Anthony Davis** of **Brightwater Partnership** (assisting owners to Develop Professionally Managed Businesses). Their business is assisting you to get more out of your business. If you would like further explanation on how to select Key Performance Indicators, send an email with ‘KPI’ in the subject line to bizplan@brightwater.com.au or Anthony can be contacted on Free Call 1800 242 366



BRIGHTWATER PARTNERSHIP
FOCUS AND DIRECTION...YOUR BUSINESS SUCCESS

What is the difference between an ‘owner or family managed’ business and a ‘professionally managed’ business?

Simply stated, it is the difference between the reliance on ‘gut feel’ and the availability and use of ‘valued information’ in making decisions to guide the business.

So what is ‘valued information’?

Valued information is any statistic that is available in your business that you ‘value sufficiently’ to trust and against which you make business decisions. Many businesses get a monthly Profit & Loss (now called Statement of Financial Performance) and yet if there are no budgets against which to measure the month’s performance, then what is the value of the information? We estimate that less than 5% of owner-managed businesses have any form of budgeting procedures.

Then there are the other measures of performance that the P&L doesn’t immediately reveal. Things like conversion rates, production measures, stock turns, wastage and reworks, absenteeism and so the list goes on. These are known as Key Performance Indicators (KPI’s) and will vary from business to business. What are yours? Do you have budgets for them? Do you analyse them regularly to support the people in your business to make the correct decisions.

If you want to manage it ... you have to measure it!

This is a positive spin on the old adage ‘if you don’t measure it, you can’t manage it’. When I hear you say, “If I spend all my time measuring it I will get nothing done” or “I’ve only just started my business so there is nothing to measure” ... you are indicating that you are not ready to make the transition to a ‘professionally managed’ business.

“New Links Page” by Donna Stone

We’ve setup our “Links” page on the website check it out at www.stoneconsulting.com.au/general/links.htm. If you’re interested in being added please let me know. When I have a couple, we will have another add on.



“Computer Protection” by Jason Whitford

In this age, an age where our lives are ruled by technology, internet security is of paramount importance. Once connected to the World Wide Web, privacy and security can no longer be guaranteed. Having an unprotected computer system is like sailing in a leaking boat, there are many gaps in which viruses, Spyware and other malicious software can exploit. There are also more than these automated assassins. In this day and age, hackers are becoming increasingly common.

It is impossible to have a *completely* secure internet environment, but there are ways of reducing the risk. Having an appropriate up-to-date firewall, popup blocker, spam filter and scanning for viruses regularly with current virus scanning software are standard practices. Not only is it important to have these things, but it essential to have protection *suited to your computer system*. Having inappropriate protection may leave your system vulnerable to malicious activity. Remember it's not a matter of **IF** it will happen to **YOU**, but rather, when. Be prepared!

“To make sure you get 100%, you have to aim for 105%”.

If you need any assistance with this; or any of the above matters – feel free to contact us:

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Happy Myobing from Donna and the Team!

Cheers

Stone Consulting - We'll keep your MYOB rolling
and relieve you from the cost, time and stress of your bookkeeping!