Issue 3, November 2011

Hello Everyone

Welcome to "The Biz", the Bizprac Software newsletter. In this month's edition we look at one of our new strategic alliance partners, a very practical tip of the month and give you an update on the rollout of our Evolution suite. Eddy.

Are you a TAG member? You'll get a 5% discount on your annual renewal costs of either your Classic support agreement or your Evolution suite products.

Bizprac-TAG Alliance

On 01 November, we announced a strategic alliance with Trade Alliance Group (TAG).

TAG offer a range of buying group services not generally available to small business in the Building, Trades and Construction space. They currently operate in Queensland and Victoria.

We believe this new alignment will help our customers continue to improve their profitability by giving them greater access to a larger range of resources.

As part of this strategic alliance, Bizprac Software will be offering an ongoing 5% discount on the cost of all our software and services to TAG members.

If you'd like to learn more about this alliance, you can contact your local Bizprac Software Agent or our head office team.

You can also contact TAG directly on 1300 881 970 or simply click on their

Did you know…

Bizprac Software also works with Accountants, Insurance Brokers and technology service providers. Why not speak with us and we can help put you in contact with people who we trust to provide quality products and services to our clients.

logo in this newsletter.

Evolution Rollout

We continue to gain momentum with the rollout of our Evolution suite. All of our single license, Evolution users should now have received their instruction on how to upgrade.

Because of how many cutomers are electing to upgrade to Evolution, it's taking us a little longer than we expected to get to everyone.

Don't panic if you are a multi-license user and have not received contact from us yet. We're endeavouring to get you the personalised service you need in order to upgrade your servers and desktops.

We appreciate your patience during this extraordinarily busy time for us.

Referees Needed

Potential clients often ask for referrals before making their purchase decision. As a result, we're constantly looking for customers who would like to endorse our products based on their experience with us.

Existing customers who act as a referee for our business will receive a $25 gift voucher for every customer they help convert to Bizprac Software.

Free Licenses

In order to help you get the most out of your Bizprac Software products, we provide your Accountant with a free license and free support.

We understand that Accountants often want you to submit your financial data in programs they already know. That's why we offer this service.

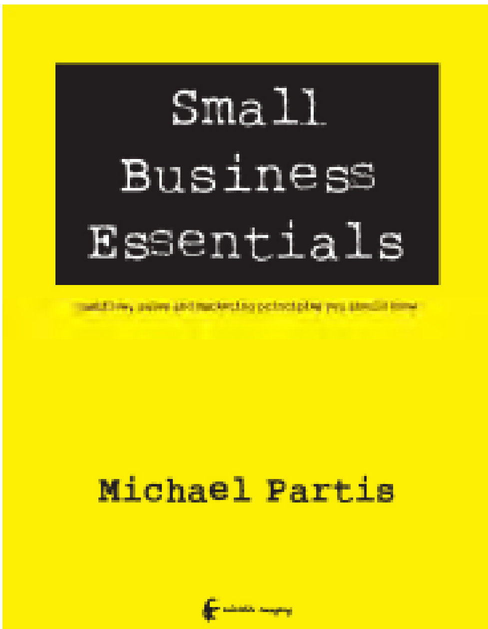
You get to run your business using the software you know will help best manage your business. Your Accountant gets the support they need to extract the data required to finalise your financial statements.

Our Team, in Print

One of our very own Bizprac Software team members has released their own book.

Michael Partis, our Sales Manager, has written a book that helps small business owners get a better handle on their cashflow, sales and marketing activities.

You can purchase your copy of it on the Apple iBook store, the Create Space eStore or from Amazon for less than $20.00. Congrats, Michael!



tip of the month

PAID DEBTORS INVOICES & CREDIT (ADJUSTMENT) NOTES

To view, add, edit or delete paid Debtor invoices, either click the Debtor Invoices toolbar icon or select the Accounting menu bar option Debtor Menu then Paid Debtors Invoices. Or select the Creditor Invoices Utilities menu bar option, Paid Debtor Invoices.

When fixing a past Debtor Invoice problem make the changes/additions to Paid Debtor Invoices.

(To list the documents for a selected Debtor, click the ALL for Debtor tab and click the Select Debtor button. Highlight the required Debtor and then click the Select button.)

EDITING Paid Invoices & Credit (Adjustment) Notes

IMPORTANT: Use this option only when changes are to be made.

To edit the contents of a document, highlight the required document and click the Change button.

VIEWING Paid Invoices & Credit (Adjustment) Notes

IMPORTANT: To view document contents, use the View option, to ensure Job Costing integrity.

To display the contents of a Debtor document, highlight the required document and click the View button.

REFUNDING Paid Debtor Invoices

The steps to refund a debtor for an already paid debtor invoice are:

1. (a) Open the Paid Debtor Invoice screen.
   (b) Create a credit note for the amount of the refund.
   (c) When assigning the ledger account, ensure that this is the same ledger income account to which the original amount was allocated.

2. (a) Open the Cash Payments screen.

   (b) Create a cash payment entry for the amount paid. At ‘Payment To’ click ‘Debtor’ and then select the debtor from the list.

   (c) If a Ledger Integrity Check indicates that either/or the Accounts Receivable and Debtor balance are incorrect go to the Accounting menu and run ‘Recalculate Accounts Data’.

PRINTING Paid Debtor Invoices & Credit (Adjustment) Notes

To print a paid Debtor Invoice, highlight the required invoice and click the Return to Current button. Open the Debtor Invoices screen, locate and highlight the ‘returned’ paid invoice and click the required Print … Invoice button.

RETURNING Paid Invoices & Credit (Adjustment) Notes to CURRENT

To return a paid debtor document to the ‘current’ document list, highlight the required document and click the Return to Current button.

DELETING Paid Invoices & Credit (Adjustment) Notes

To delete a Paid Creditor Invoice, highlight the required Invoice and then click the Delete button.

WRITING OFF DEBTOR BAD DEBTS

The following steps will ‘write off’ Debtors bad debts.

1. (a) Open the Debtor Invoices screen.

   (b) Create a credit note in the amount of the bad debt for the Debtor.

   (c) When assigning the ledger account, ensure that this is your bad debts expense account. A message may appear advising that this account is not normally used and asking if you want to use it anyway; click Yes.

   (d) Highlight the Credit Note in the Debtor Invoice screen and click the Change Paid button.

   (e) Edit the paid amount to fully paid.

2. (a) Highlight the Debtor’s unpaid invoice and click the Change Paid button.

   (b) Edit the paid amount to include the amount of the bad debt; this will probably mean the invoice will display as fully paid.

   (c) If the debt is comprised of more than one invoice repeat 2(a) and 2(b) for each invoice.

3. (a) Close any open Bizprac Gold screens.

   (b) Run the Accounting menu bar option, Recalculate Accounts Data.