



bizprac
software
practical business solutions

Welcome to the 2012 New Year edition of "The Biz". Wow! How time flies. I hope you all had a tremendous Christmas and New Year break. In this month's edition of "The Biz" we look at Bizprac Training Services and the Evolution Suite rollout.

Eddy.

"Aussie, Aussie, Aussie"



Aussie Made

Aussie Owned

"Proud to be Australian"

Bizprac Software

www.bizprac.com or 1800 009 970

Bizprac Software Training Services

We are planning to schedule a number of training events held in the major city centres in the very near future. The training seminars will be conducted in small groups and will be completed over a two day period. The entire training course provides education on all areas of the software systems and is conveyed utilising five (5) separate training modules.

Day 1 – Estimating 1 & 2 Modules

Day 2 – Accounting 1, 2 & Payroll Modules

For companies located in remote areas or are unable to attend the training seminars Bizprac Software can provide training services via a remote login method. The training modules take approximately 2 hours each to complete.

Gain the skills you need to get the greatest benefit from your Bizprac Software for your business.

Register your training interests with Leasa at leasab@bizprac.com

Please include some basic information to help us allocate what training services are required.

- Company Name
- Seminar or Login Training
- Estimating Training
- Accounting and Payroll Training
- Number of possible Attendees

Your feedback will help us create a training calendar for 2012.

Evolution Upgrade Progression

We have been working endlessly through the Evolution Upgrade process. A complex operation due to the enormity of the project, the team at Bizprac Software are ploughing their way through the multitudes of Bizprac users. If your system has not yet been pencilled into the busy schedule don't be alarmed, the Bizprac team will be in touch soon! We again thank you for your patience.

Is your business expanding or do you require additional Bizprac Software user licences to help ease the workload?

If so, contact us to obtain your additional user licences. See following pricing.

Evolution Suite Additional Licences

Essentials \$165.00 each including GST*

Premium \$291.50 each including GST*

Ultimate \$456.50 each including GST*

**Annual Subscription Fees*

Classic Suite Additional Licences

Professional \$110.00 each including GST*

Gold \$220.00 each including GST*

**Perpetual Licence Purchase Price*

Joke of the Month

Who was the first accountant?

Adam. He got interested in figures, turned the first leaf, made the first entry, lost interest after withdrawal, bugged up the monthly accounts and raised the first liability.

Words of Wisdom

Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.

Booker T. Washington



TIP OF THE MONTH

Problems Completing Bank Reconciliation

If a transaction is not showing up within a statement period you need to:

- Check if you can locate the transaction in the cash payment or receipts journal
 - Is the date is correct?
 - Is it attributed to the correct account?
 - Does the entry exist?
- If you can locate the transaction but it is not showing in the list; check if it has been cleared on another statement. You can do this by using 1 as your statement number, leaving the end statement date as it is. This will enable you to check through the listing & locate the transaction.
- Progressively change the end date is necessary to locate the transaction

If your statement will not balance and you do not get a ✓ you will need to check

- Have you marked off ALL of the transactions in the statement period?
- Using the editable audit trail you can check if the correct GST has been applied to transactions or see if GST has been incorrectly applied.
- Common mistakes are applying GST to transfers between bank accounts; this will affect the balance & will need to be corrected.
- Ensure the statement number, end date & closing balances are correct