

*“From our team to yours, we would like to wish everyone a very Merry Christmas and a happy and safe holiday season. We look forward to working with you in 2010”*

*“While QuickBooks and MYOB provide excellent accounting software solutions for small to medium sized businesses, they may not provide all the operational functionality your business may require....Is OSTENDO the answer?”*

*“QA Business 2010 QuickBooks training schedule”*

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## QA Business - Christmas Break

Well, another year is drawing to a close and all the team here at QA Business would like to thank you for allowing us to assist you in your business throughout the year. The last 12 months has been a challenging period for many businesses but rest assured we are here to help you in any way we can.

Now Christmas is almost upon us and it is time to rest up and prepare for a bigger and better 2010.

QA Business will wrap up the year on Wednesday 23rd of December 2009, and re-open on Monday the 11th of January 2010. During this time there will be no consultants on hand. However, should you have a query over this period please feel free to email the enquiry through to [info@qabusiness.com.au](mailto:info@qabusiness.com.au) and we will reply to your email early in the new year. Alternatively for urgent support the software companies can be contacted direct over this period on the following numbers (Please note a fee may be charged for the call).

Reckon 1300 360 641  
Attache 1902 969 002  
MYOB 1300 555 112  
Legrand CRM 02 8667 1500

## QuickBooks - TLG File

Did you know that QuickBooks (QBi Series) now creates a file called a <Your file Name>.TLG. This file keeps a record of everything that has been performed in your QuickBooks company file since your last backup created by the Backup function within QuickBooks. The down side to this is that the TLG file can get extremely large if you are not performing regular backups. The upside is that we have been able to successfully use this file in one instance to assist in the correction of a corrupt data file.

There are two solutions to regulating this file size:

**Option 1** - If you are performing a regular backup through the QuickBooks backup function this file will automatically get cleared out each time a backup is created

**Option 2** - If you do not use the QuickBooks backup function because you have another backup procedure in your office such as a nightly tape backup, then this file can be cleared out by either browsing through My Computer to the folder where your data file is kept, identifying the TLG file and either re-naming it, moving it to another folder, or removing the file (not recommended)

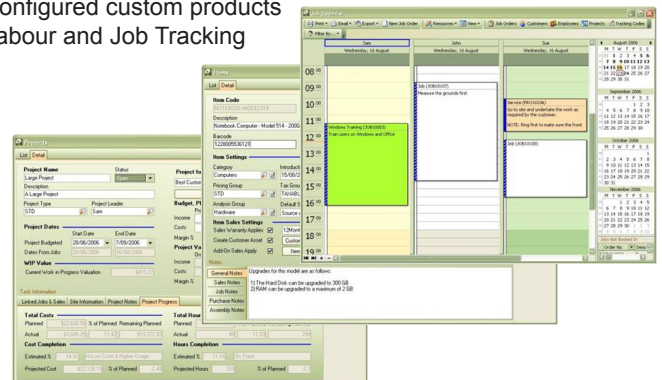
If you have any other questions regarding this process please contact one of the QA Business Team to discuss.

## OSTENDO - Expanding QuickBooks & MYOB

For many years now thousands of businesses have been using QuickBooks or MYOB for their businesses accounting needs. Whilst both solutions have proved to be very good applications in the traditional accounting and payroll areas, many businesses now also require systems to help run the business from an operational point of view. Historically this has often meant a change to another system that may not offer the same accounting and payroll functionality as QuickBooks or MYOB. So how can you keep your accounting system and implement operational software to help you better run your business?

Well, Ostendo could be the answer. This product is an add-on solution that sends all of the financial transactions back into QuickBooks or MYOB, but has much greater functionality to help you run your business. If your business has one or more of the below functionality requirements then Ostendo could give you an add-on solution to your existing QuickBooks or MYOB software that could provide additional benefits to your business:

- Inventory & Warehousing (multi-location and special pricing)
- Job Costing & Project Management
- Sales & ongoing Servicing
- Manufacturing & Assembly
- Configured custom products
- Labour and Job Tracking



If your business is focused around one or more of the above points it would be worth contacting the team at QA Business to have an initial discussion to see if Ostendo could be a solution as an add on to your existing QuickBooks or MYOB system without the price tag and pain of changing to a much larger system.

## Attache All-in-One Update

What does Attaché all in one mean for existing Attaché 7 users?

For starters, there is a free upgrade from Attaché 7 to Attaché Accounts 1.00. This has been released in early December and does not look much different to Attaché 7. This will be a straightforward upgrade similar to new release updates of the past, but as always please ensure the release notes are read prior to installing and ensure you have current backups of your files.

In addition to the free upgrade, Attaché are releasing their "Clearview" product, which is a business intelligence tool designed to give a snapshot of your business which can be customised for your needs, and is embedded within the software which means figures are 100% live and up to date. This is part of the "Attaché All in One" model, and is a great tool for most businesses. For users who sign up for the software at the "early bird" prices (before December 31 2009), will receive free webinar training sessions in January (conducted by Attache) designed to give specific training according to their job function (e.g. Customers, Suppliers, Products, General Ledger, Payroll). Further to this, early bird users receive a 100% money back guarantee for 6 months, which is a great initiative from Attaché and really shows that they place a great deal of faith in the product that it will assist you in running your business.

Number of existing Logins Early Bird Pricing Examples:

1 – 5 login sites

\$40 per login (RRP \$50)

e.g. 3 logins x \$40 = \$120 pm

6 – 10 login sites

\$36 per login

e.g. 6 logins x \$36 = \$216 pm

11 plus login sites

Maximum \$360

e.g. 15 logins = \$360 pm

\* \$360 is the maximum amount any client pays for ClearView during the Early Bird period.

Another great opportunity for Attaché users at the moment is the savings on Alex that are available for both existing users and non Alex users. For existing Alex users, the first 50 email documents are free on new types of documents sent e.g. statements, when currently only using Alex for say payslips and purchase orders. For users currently not using Alex, the 50 free documents per month is available on all emailed documents, so it's a great time to start using this great time saver if you aren't already using it, or begin using it in other areas of the business.

## QA - In Focus



Each edition In Focus will shine the spotlight on a recent situation where a client has improved their business efficiency by working with us.

This editions client is Ashtons Removals, check out their great services at [www.ashtons.com.au](http://www.ashtons.com.au)

The business had a situation where they were using QuickBooks Premier for their accounting needs but were using an industry specific program for their customer invoicing.

This presented the challenge of how to ensure that the Accounts Receivable balance was being reported correctly in QuickBooks whilst eliminating any duplication of information within the industry specific program as well as QuickBooks.

We established a simple process and documented a procedures manual for the business that would include a daily summary transaction in QuickBooks to reflect the sales, accounts receivable movement, and banking that was recorded in the industry specific software.

There is also a reconciliation process that takes place to ensure that information relating to the businesses debtors are accurately maintained in the one system (i.e. one version of the truth) as well as ensuring the business maintains regular up to date financial reporting information in QuickBooks.

## QA Training - QuickBooks

Following on from a successful launch of QuickBooks Training sessions throughout 2009 we will be releasing a schedule of events for 2010 early in the new year. We will continue to run comprehensive training workshops in expanded locations, as well as introducing an online series of training via webinars making it easier for everyone to access these valuable training sessions, together with comprehensive purpose built workbooks.

Topics covered throughout the year will include:

- GST & BAS Preparation & Reconciliation
- End of Financial Year processing
- Advanced Payroll Processing
- Advanced Management Reporting
- Top QuickBooks Hints & Tips
- Accountant Training Sessions

## QA Contact Details

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## "JOKE OF THE MONTH"

There are three engineers in a car; an electrical, a chemical and a Microsoft engineer. Suddenly the car breaks down the three engineers look at each other wondering what could be wrong.

- The electrical engineer suggests stripping down the electronics of the car and trying to trace where a fault might have occurred.

- The chemical engineer suggests that maybe the fuel is getting blocked somewhere.

- Then, the Microsoft engineer, comes up with a suggestion, "Why don't we close all the windows, get out, get back in, open the windows again, and maybe it'll work!?"