

INTEGRATED
CONSULTING

BOOKKEEPING
MANAGEMENT

Open for Business

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THIS ISSUE

MYOB 2008 1
Release

Office Relo- 1
cation

Managing 2
your time

It's a Date 2

Increase 2
Efficiency
with our Tips

MYOB New Release, New Features

MYOB have just released their new versions of 2008/09. For customers with cover, it is available for download or a CD will be mailed to you.

The new version is packed with new features. To list just a few:

- Email Pay slips
- Ability to restrict access to employee cards
- Enhanced Leave reporting
- Improved search filters for cards and, items
- Spell checker in Invoices, Purchases and Item names
- Payroll Tax calculation for individual States
- Ability to generate ETP Payment Summaries in

the print payment Summary process

- And for Bookkeepers, the BEST NEW FEATURE is the facility to edit Bank Account, Date and memo in Received payment and Pay Bills window.

MYOB

Certified Consultant

Janelle has just returned from MYOB's PartnerConnection.

This an annual event held in each of Australia's states and attended by Certified Consultants from throughout Australia.

As well as a fantastic network-

ing opportunity, Consultants learn advanced techniques in using MYOB and associated software.

This year one of our projects involved advanced training in Excel.

Call us on 07 4051 3699 or 0418 770 842 if you would like more detailed information about new features, or assistance in training your staff to make the most of your MYOB software.



Moving with the Times

Call in to see us at our NEW OFFICE. We are now located at Suite 26, Level 2, 129A Lake Street—the Cragold Business Centre.

The centre has a reception area in the foyer for deliveries and pickups.

Centrally located, the office is

opposite the Lake Street Parking Station, near the corner of Aplin Street.

We have changed our telephone and fax numbers, however our old numbers have been diverted.

We have also launched our new websites. Check them out.

www.integratedconsulting.com.au

for our training and consulting division and www.bookkeepingm.com.au for our bookkeeping services.

Email us with any feedback. Constructive input will be much appreciated.

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Integrated  Consulting
QLD

Time Management Techniques



Are you being tugged in all directions?

One of our biggest issues in the fast-paced world that we live in today is Time Management. The following ideas may help you get control of what you realistically can and can't achieve in a given time frame.

1. **PRIORITISE** your tasks according to their urgency. Prepare a TO DO list (the night before is good) and stick to it. Avoid doing the easy tasks first—use your priority listing.
2. **SAY NO** when asked to do something that is not a priority or that can be done by someone else
3. **DELEGATE** tasks that can be performed by others. This will have the bonus effect of empowering staff or colleagues and improving their self-worth!
4. **HANDLE THINGS ONLY ONCE.** If you pick something up and think about it, finalise

the job as far as you can now. Improve your filing system so that what you need is at your fingertips rather than in a tray or pile of papers on your desk

When feeling overwhelmed, particularly when under pressure, take a short break away from your desk. Go for a walk or some other form of exercise, get some fresh air if possible.

BREATH... THINK... JUST DO IT!!

Decision
+ Action
=
Results

For the Diary

IMPORTANT DATES

16 September - Workcover Qld due date for premium discounted rate

21 September - August IAS due for businesses reporting monthly

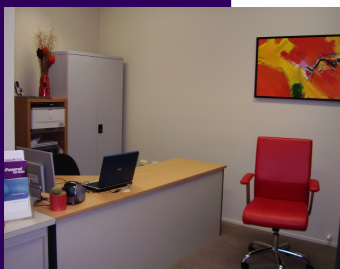
30 September - Workcover Qld due date for full premium payment

21 October - September BAS due for businesses reporting monthly

28 October - Employee Superannuation for September quarter must be received by Super Funds

28 October - September BAS due for businesses reporting quarterly

Tips and Tricks



Call into our new office at

Suite 26
Level 2
129A Lake St
Cairns



There has been a lot of discussion about Windows Vista. We have come across one of many features that make life easier.

SNIPPING TOOL allows users to capture a screen shot of

any object on their screen and save as an image. We often snip an image and paste into an email or MS Word. Snipping Tool can be found in Vista -Programs >Accessories

>Snipping Tool.

CUTE PDF—Create professional quality PDF files from almost any printable document. Free for personal or commercial use. Visit www.cutepdf.com to download.

OUR FAVOURITE WINDOWS SHORTCUTS

Windows logo + E = Opens Windows Explorer

Windows logo + F = Find Files or Folders

Windows logo + M = Minimises all windows

Windows logo + Shift + M = undo minimise all windows

Windows logo + TAB = cycles through items on task bar

The Windows Logo key is located between CTRL and ALT on your keyboard.