

Radio Days – 2011-09-10

Tip of the Week – Accurate Bookkeeping

A recent client was having a nightmare at work. This happened because her boss was unable or unwilling to provide her with the necessary documents to do her work. All bookkeepers need accurate and speedy access to all the relevant paperwork so that they can record all the details needed. Her boss complained that all she had to do was to send out invoices and record customer's payments so she did not need all the receipts for fuel and office supplies, etc. If the bookkeeper is to be able to prepare the documents so that the accountant can prepare the BAS at the end of the quarter she (or he) needs all the paperwork.

If you are the boss, are you starving your bookkeeper of the means to do her job properly?

Internet Power!

Some time ago I talked about a client who had not upgraded her computer since Windows 98 was a pup and whose copy of QuickBooks dated from 2000: the first year of the GST. This week I had an email from a person who had found, from the internet, that I had done all this and wanted to know how it was done.

Since all the details of how to achieve this have been seared into my skull I was able to tell him just how to do it. His first step will be to copy his QuickBooks file from his old computer so that it can be read by another computer. This was a challenge for my client as she did not have the internet, her CD burner did not work and she did not have a compatible backup which could be read by another computer. All in all an excellent challenge!

Because Windows 98 came out at the same time as the USB interface all early Windows USB devices came with a driver. A driver is the program which allows Windows to work with the hardware device. I was lucky to have an external disc with its driver CD, and my client's CD drive would read but not write. For my new client there are many options.

My new client's next step will be to find a Windows XP computer to upgrade it twice before being able to do the final upgrade on a new Windows 7 computer. He needs Win XP because Win 98 is too old for the later versions of QuickBooks and Windows 7 is too new.

Perhaps his best option for the upgrade would be to upload his QuickBooks data file to a file-sharing website so that I can download it and do the upgrade here. This is what happened with my previous client, and it took some time because my earlier client's QuickBooks data file was well over 200 MB: very large for a QuickBooks data file in my experience.

With the rapid changes in computing it is worth keeping up to date. This means getting a new business computer every three or four years and new versions of your accounting program at least every two three years. If you have employees, and you use your accounting program to do the payroll (and I recommend that you do so) then you will have to get new tax tables (this means getting a new version of the program) every time that the government changes the tax rates.

The tax changed in July for the Flood Levy, and they will change again next July when the Flood Levy is removed and there are major changes to help people cope with the Carbon Tax and the associated reduction in income tax rates as well as the massive increase in the tax-free threshold.

Start saving now!

Further Information

None this week.