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**NEWSLETTER  
March 2002**

Dear Client,

Yet another quarter over and only one more left until end of financial year. Due to the quickly approaching end of year we felt it may be of value to discuss some topics closely related to this time.

**Payroll Upgrade**

Due to a change in ATO requirements a payroll upgrade will be required for clients who are using Version 3 payroll and intending to print plain paper Payment Summaries. Most probably if you fall into this category you would have been contacted by us over the past couple of months. During late April/early May we will be contacting you again to arrange an appointment for this upgrade, if you fit the above mentioned criteria and we have not yet contacted you by mid May, you may wish to contact us in relation to this. The cost of the upgrade is \$100 (ex. GST) plus time at \$70/hr (ex. GST), in most cases this procedure will take no more than one hour.

**End of Year Procedures**

Printing off all necessary report at the end of the year is worthwhile, it is strongly recommended that you take the time to go through your end of year procedures carefully, check to make sure you have all the reported information that you need. Unfortunately, on many occasions reporting is rushed, is not checked as to the accuracy of report information and hence, when financial information is requested later on down the track it can create an embarrassing situation. The best idea is to avoid this situation. Here are some suggestions to assist you to do this:

1. Backup your data to a reliable media (tape, disk, CD) before the BAS is updated for the year. This then means you have the full 12 month's transactions available, sorted by GST code in date order – once the BAS update is done for the year the full 12 month's transactions are cleared. Keep this backup in a SAFE place, well labeled and don't overwrite it.
2. Print all necessary reports from each module before updating, ensure that these are methodically filed as recommended with each end of month. For assistance with EOP procedures you may wish to visit our web site at [www.natsoft.com.au](http://www.natsoft.com.au), click "News" on the navigation bar, alternatively you can call our support desk on (03) 6334 2353.
3. If you are using General Ledger it is a great idea to create a backup before updating for the year. Some clients currently like to create a working backup on their machine, this enables them to continue printing reports and inquiring on accounts when required. Bear in mind, that the General Ledger system does allow a four months grace period into the next year before the previous year update is required. If you back up your General Ledger to media, be sure it is appropriately labeled and stored in a safe place.
4. You may even wish to run a second lot of all necessary reports at the end of the year incase of loss or misplacement.

If you have any uncertainties or questions relating to end of year procedures, don't hesitate to contact Natsoft support staff by phone (03) 6334 2353 or email [support@natsoft.com.au](mailto:support@natsoft.com.au).

**Reporting Ability**

As the New Year approaches it is the ideal time to think about installing the Natsoft General Ledger system, this increases you reporting capabilities to reports such as Profit & Loss, Income/Expense, Balance sheet etc. It is possible to create your own reports within the General Ledger report generator, you are also able to print reports for any month (including YTD) within the full 12 month period. The general ledger is a great means for compiling all your figures into one final figure, as it were, thus providing ability to produce comprehensive financial reports. If you have already purchased the Natsoft Base Package then you do not need to pay any more to receive the General Ledger system, it will only cost you the time required to set it up and get it on its way!

If you would like future newsletters sent to you via e-mail, please contact us via phone or e-mail with your address.

Regards,

National Software Pty Ltd