

Not Sure How To Find The Right System For Your Business? Call us today on 02-8831-8200!



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The latest in Smart IT Solutions by The Smart IT Company

January 07

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What Is A PDF And Why Do We Use Them?

Correct Solutions

We are interested in getting to know you and your business. If you have questions or require assistance please contact sales or support.

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Think You Might Need A New Accounts System? We can help!

Welcome to the first issue of that's correct for 2007! With this month's issue we bring you... The first of a series of articles that help you select the right Accounting Package for your business. This newsletter also features the Team Member Profile, for our newest recruit, Mehadi Masud and an article on PDF's, what they are and why we use them. We value your feedback! If you have any comments about this Newsletter please give us a call on 02-8831-8200 or send us an e-mail.

How to choose a new accounting, business management system

Over the next three newsletters we will help you review and assess choosing a new system and most importantly, decide if you are ready for a new system.

Whether you are a first time buyer, or if you are upgrading an existing system there are many issues to consider. A computerised accounting or business system is a vital part of your business. The decision is therefore one that deserves careful consideration. The purpose of these articles is to help you clarify and assist this process.

At Correct Solutions our Business Information department has a wealth of knowledge in business and accounting processes. Correct Solutions offers both practical and formal experience, along with formal qualifications in Accounting, and Marketing. We offer various accounting and business solutions, but more importantly we provide Consulting services in developing 'Business Needs Analysis' for businesses that are in need of improving and moving ahead.

Here is a list of the areas that need to be considered in this process...

1. Needs Analysis – short
2. Know the Market & short list possible options
3. Needs Analysis – detailed...meeting your needs
4. Matching your needs with systems capabilities
5. Missing the Opportunity
6. The Perfect Match
7. Software First
8. Open Data Structures
9. Budget
10. Planning
11. Support and Consultation
12. Involving the Right People
13. Training
14. Can you use it
15. Reliability
16. Future of the software and upgrades
17. Realistic time frames

In this article we will touch on items 1-5, the next will deal with items 6-12, and the final article will deal with items 13-17.

1. Needs Analysis – short form

Before you start looking you need understand some key areas that need to be addressed for your business. To do this successfully you need to create a wish list and ask some broad questions – like...

What is it that your current system doesn't do that you wish it could? Some examples of answers could be, Manage Inventory or get instant reports from the system each month

What would you like a system to do for you? Imagine

the perfect system for your business, forgetting all other restraints like time and resources.

What, if anything, can your current system do that you believe won't be able to be done in other systems? Focus on the positive aspects of your current system, and what makes it work for your business.

2. Know the Market & short list possible options

Look for possible software solutions that meet the minimum requirements of your "Short Needs Analysis" – this will help you eliminate a number of possible solutions quickly. An example...If you need inventory management and import products, then the system will need to deal with import costing and landed costs, as well and foreign currency.

Ask your consultant the key questions up front – this will allow you to get a quick overview of a system and whether it should be short listed to investigate in detail.

3. Needs Analysis – detailed...meeting your needs

Take your "Short Needs Analysis" and break it down into detail. This process takes ALL of the KEY people in the organisation – which allows you to get a full picture of needs for the business, from sales management, to reporting requirements to inventory and warehouse controls and any other area that are key to moving the business forward.

4. Matching your needs with systems capabilities

This means comparing your short list of systems for reviewing and comparing these systems to your Detailed Needs Analysis. The best advice we can give here, is be as open and detailed with your Business Consultant – this allows them to offer suggestions and recommendations based on your needs and business requirements.

5. Missing the Opportunity

Don't get caught up with simply replacing your existing systems. Look for areas where your operations and business decisions will be improved by more accurate and timely information and ensure that the solution you purchase delivers those benefits.

Many companies do not take the opportunity to re-engineer their business processes and then loose a valuable and timely opportunity to improve their business.

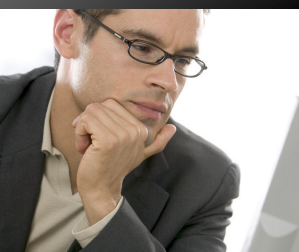
The way to get the most from this process is to utilise key people to assist in this process. This may mean that you need to use external consultants to help out with your Needs Analysis. Either way, keep the information concise and the sharing of information open and flowing, both internally and with consultants.

Stay tuned for next months article on the next steps...

If you wish to arrange a time to discuss your business needs or if we have a solution suitable for your organisation to help it grow...call and speak to Marianne Hewitt on 02-8831-8200.

January Special Offer!

Buy Adobe Acrobat 8 Standard or Professional before 31st February 2007 and get \$100 off!
See Page 2 for details





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Team member profile mehadi masud - business information systems consultant

Mehadi Masud joined Correct Solutions in November 2006 to increase the Business Information Systems team. Prior to this he held an Accounting position for Penta Computers for some three years. His expertise revolves around Accounting, having completed his Bachelor Degree in Accounting in Bangladesh and then extending this with a Master's Degree in Management Information Systems from Edith Cowan University, Perth. Not content with this he is currently completing an MBA in Professional Accounting at the University of Technology, Sydney (UTS) with two more subjects to complete.

At Correct Solutions, his key role is to provide telephone and remote support along with providing valuable implementation knowledge with both accounting and payroll setup and procedures along with customer relationship management systems. With Mehadi having both 'hands on' and formal training Mehadi has lot to offer clients.

Mehadi is determined to continue his studies and planning to eventually to attain in CA (Chartered Accountancy) after completed his MBA.

Beside the work and study his passion is watching and playing cricket, no wonder he chose Australia to setup himself and family. In the off season Mehadi also enjoys shopping and reading novels, but we wonder how he finds the time with work and study.

He has enjoyed the challenges a new position has offered to date, and is really looking forward to providing excellent consultation and results for clients in 2007.



what is a pdf and why do we use them?

PDF stands for "Portable Document Format" and was developed by Adobe Systems. PDF's can be created from any application, on any computer and allows you to share your files with anyone around the world. We use PDF's as an easy way to produce our Newsletters, flyers and other internal documents.

The PDF is a dependable electronic information exchange, which helps "liberate users and business processes from the limits of paper". Adobe PDF files look exactly like original documents and preserve source file information — text, drawings, 3D, full-color graphics, photos, and even business logic — regardless of the application used to create them. You can even keep your information secure by digitally signing or password-protecting you Adobe PDF documents.

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