



# Simply Connected by Sage

## Free Simply Accounting Training — Limited Time Offer!



Few decisions in life are this easy – should you attend a free Simply Accounting training course?<sup>1</sup> Absolutely! And if that wasn't enough, you will also receive a \$49 eCoupon<sup>2</sup> that can be used to attend a future training event. **Choose one of the following courses to attend for FREE:**

- ◆ [Getting Started and Setting up Simply Accounting](#)
- ◆ [Branding your Sales Invoices](#)
- ◆ [Billing Boss](#)

## Inside this Issue

### ◆ Message from our GM, Jamie Sutherland

Wow, I can't believe it's July already. As the months keep whizzing by, one thing stays the same: we are focused on developing products and services that make your life easier. [Page 2](#)

### ◆ Simply Accounting Intelligence

How easily can you access your business data? Are you comfortable creating a quick financial or sales report? Would you like to view a dashboard display of key information? [Page 2](#)

### ◆ Getting Paid with Billing Boss

Billing Boss is a free online invoicing tool: send, track and create invoices that can be paid online via credit card or e-cheque. [Page 3](#)

### ◆ Sage PSS?

Have you ever needed to know which third-party solutions integrate with Simply Accounting? [Page 3](#)

### ◆ New Video – Meet Mr. Box

WhyAccounting.com helps small business owners understand how accounting can help address common concerns. [Page 3](#)

### ◆ Simply Connected

Our newsletter has a new name! And the winner is... [Page 4](#)

### ◆ Reporting Tips and Tricks

Simply Accounting has a variety of preset reports – did you know that you can modify these to fit your business needs? [Page 4](#)

### ◆ Simply Accounting Partner Piece

Remote Support Saves Time and Money [Page 4](#)

### ◆ How to Increase Your Productivity

Too many small business owners spin their wheels every day because they simply react. [Page 5](#)

### ◆ Cost Effective Recruiting

Are you a small business out there looking for bright new talent to help you take your business to the next level? [Page 5](#)

### ◆ Employee Benefits – Tax Changes

Following are recent tax changes specific to those who are employed. [Page 6](#)

### ◆ Want to try a new and convenient way of invoicing customers? [Page 6](#)

### ◆ Break Time

Ready to challenge this month's Sudoku puzzle? [Page 7](#)



## ◆ Message from our GM, Jamie Sutherland

Wow, I can't believe it's already. As the months keep whizzing by, one thing stays the same: we are focused on developing products and services that make your life easier. With that I have two exciting product announcements. But before I get to them I want to let you know that we sincerely appreciate your business and because of that, we are giving you the opportunity to try a real-time learning course<sup>1</sup> completely free. This is part of our ongoing commitment to improving your experience with us.



[Sign up here](#)

### Two exciting product announcements...

The first is **Simply Accounting Intelligence**. Simply Accounting Intelligence is an easy, yet powerful Microsoft® Excel®-based reporting solution that you can add onto your Simply Accounting software. Simply Accounting Intelligence allows you to easily draw data directly from one or many of your

Simply Accounting companies with pre-formatted and automated Microsoft® Excel® report templates. Early feedback on this product has been excellent. One of our long-standing customers and a Microsoft Excel expert, Alan Salmon, is currently using it and stated that "this is the biggest game-changer for Simply Accounting since the move from DOS to Windows...". For more information check out:

[www.simplyaccounting.com/intelligence](http://www.simplyaccounting.com/intelligence)

The other new tool we've just launched is **Payment Boss**. Payment Boss allows you to accept credit card payments on your smart phone. Now you can get paid anywhere and anytime. Not only that, Payment Boss provides real-time payment tracking which you can easily share with your accountant or bookkeeper. If you are an accountant or bookkeeper, this is a great way to manage your customer's books. [Check it out](#)

## ◆ Simply Accounting Intelligence

How easily can you access your business data? Are you comfortable creating a quick financial or sales report? Would you like to view a dashboard display of key information in a way that is easy to understand? Do you use Simply Accounting software?

If you answered yes to any or all of the above questions then you'll want to take a closer look at our newest software solution that provides you with powerful and simple reporting: introducing Simply Accounting Intelligence.

In a nutshell, Simply Accounting Intelligence allows you to easily draw data directly from one or many of your Simply Accounting companies with pre-formatted and automated Microsoft® Excel® report templates. It's simple and easy to use.

A key feature of the product — one that partners and early customers have been raving about — is the ability to explore your data interactively in a dashboard view. The dashboard captures information from multiple data sources into one unified display and helps highlight key areas that need to be drilled into for further analysis.

Why is Simply Accounting so easy to use? The software is Microsoft Excel-based and so it taps into your current knowledge of this spreadsheet technology. There are also 11 template reports for you to choose from to ensure you are up and running in a matter of minutes. The templates include a dashboard, sales analysis, inventory analysis and balance sheet reports, along with several iterations of financial statement reports. If needed, custom tweaking of any template is a simple and straightforward process.

Want to know more? We've got a few options for you. If you're a Premium or Enterprise customer with the latest version release of Simply Accounting, you can [trial the product FREE](#) for 30 days. Or you can [sign up here for our 30 minute webinar demonstration<sup>1</sup>](#) scheduled for June 28 at 10 am PDT (9 am EDT). You can also review additional information at [www.simplyaccounting.com/intelligence](http://www.simplyaccounting.com/intelligence).

### ◆ Free Live Webcast<sup>1</sup>

#### **Introducing Simply Accounting Intelligence**

[Register Now](#)

## ◆ Getting Paid with Billing Boss

Getting paid is essential to the survival of any business – **Billing Boss** is a free online invoicing tool that allows you to send, track and create invoices that can be paid online via credit card or e-cheque. Unlike other “free” online invoicing tools – Billing Boss is free. Not “Free” for 30 days. Not “Free” until you invoice 3 customers. It’s Free. Unlimited invoicing to unlimited customers. Take advantage of advanced features like recurring invoices and quotes, upload your company logo, manage your customers from a centralized list and feel free to invite your accountant/bookkeeper to access your Billing Boss transactions anytime they need to in order to do your books. All for Free.

So what’s the catch? Hard to believe huh? Ok – the catch is this, we want you to grow your business with Billing Boss and as your business grows, we will develop additional value added packages that we want you to subscribe to. That’s the catch – you grow and make money with Billing Boss and we offer more value-added features to Billing Boss that you pay for.

Case and point – 5 months ago we launched Payment Plus – an add on to Billing Boss. For \$5.00 a month, you can use your existing supported merchant account (Moneris, E-Xact, Cybersource, BeanStream or Authorize.net) to get paid online via Billing Boss. This is a great solution as it allows you to use your existing merchant account (unlike other “free” online invoicing competitors who require you to sign up for a new one or only support one merchant account provider) to get paid online via Billing Boss. No additional costs for new merchant accounts, no hassles signing up and qualifying for another merchant account – get paid online for \$5.00 a month using your own merchant account.

So if you need a better way to manage your invoices and get paid online – **sign up for Billing Boss**, its free. No – really. It’s FREE.

## ◆ Sage PSS? You got questions we have answers!

Have you ever needed to know which third-party solutions integrate with Simply Accounting? Have you recently thought about how you could extend the functionality of Simply Accounting? Have you wondered what other customers are saying about a third party solution that you are using or thinking of using?

The **Sage Partner Solution Source** (Sage PSS) provides answers to these questions and all your other questions about Sage Development Partners which provide third party solutions that integrate with Simply Accounting.

The **Sage PSS** is the one-stop shop for Sage customers and it enables you to find and compare third-party applications that extend the functionality of Simply Accounting. A great tip is to bookmark [www.sagepss.com](http://www.sagepss.com) to quickly find all the pertinent information about a Sage Development Partner, Solution and/or Program.

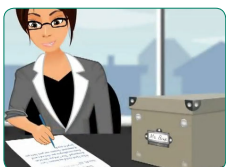
Here are some easy ways you can search:

- By Sage Product
- By Business Need
- By Industry
- By Certification Level
- By Development Partner Company Name

Several of the Development Partner solutions have customer reviews available to read with a star rating for a straightforward reference. There are also product brochures, case studies and whitepapers offered for download. Plus pricing is clearly displayed.

Visit the **Sage PSS** today and feel free to contact the Sage Development Partner Team at [developmentprograms.na@sage.com](mailto:developmentprograms.na@sage.com) with any further questions.

## ◆ New Simply Accounting Video: Meet Mr. Box On WhyAccounting.com



Simply Accounting by Sage recently launched **WhyAccounting.com** to help small business owners understand how accounting can help address common concerns such as managing cash flow and controlling expenses. One of the main features of the site is “Meet Mr. Box”, a short animated video about Lula, a small business owner, and Mr. Box, her good-looking but dimwitted box

of receipts. When Lula realizes that Mr. Box can’t provide her with the financial answers she needs to grow her business, she writes him a “Dear John” letter, explaining that she has moved on to a smarter box: Simply Accounting.

If you haven’t already visited **WhyAccounting.com**, take a look—and be sure to check out “Meet Mr. Box.” [Watch the video here](#)

## ◆ Simply Connected

As you've probably noticed by now, our quarterly newsletter has a new name. Congratulations to Margaret Robinson for being the first person to suggest *Simply Connected*.

Margaret is the winner of the grand prize — a Dell Inspiron 11z laptop. The contest to name the newsletter was announced in the Spring issue. Thanks to all our readers for the great response.

## ◆ Reporting Tips and Tricks: Modifying Standard Reports

Simply Accounting has a variety of preset reports that you can choose from, however did you know that any of these reports can be modified to fit your business needs? All reports can be changed and modified within the Report options window.

In the report options window you can

- Add columns to your report
- Sort and filter information
- Save a template for future use

To add columns to your report, click on Report Columns then Custom Report Columns. You can add or remove columns from your report, depending on your needs. These columns can be resized when you pull up the report.

Certain reports can also filter or sort information. The reports that can filter or sort information will have the Sort Report or Filter Report options on the right-hand side of the Report Options window.

You can save a template of your report by clicking on the Save Template button. Here you can save a list of preset to streamline your reporting process. These saved templates can be accessed in the My Reports option in the Report Center or in the templates dropdown of the Report Options window.

If you want more variety in reporting, take a look at the Microsoft Office Documents reports. From custom labels and mailers to customized Income Statements and Balance sheets, these specialized reports can help you save time and glean the information you need to grow. To view these reports, click on the Microsoft Office Document option in the Reports menu bar.

## ◆ Simply Accounting Partner Piece: Remote Support Saves Time & Money

— Doris Woodman-McMillan, Certified Simply Accounting Consultant and our Partner Correspondent for the June 2010 newsletter

We've all been there – when you have a problem, or your system isn't working and it's usually something immediate that requires attention NOW. It could be in the middle of a payroll run, or filing a remittance with the government and something will all of a sudden come up that you need help with.



Remote support can save you time and money. It's immediate – no waiting, no staff being paid but unable to work. In our office, when we have a technical issue with our computer system, our IT support person has to physically arrive to fix the problem. If he were able to remotely fix the problem, then we would be up and running with virtually no cost for downtime. Even though the hourly rate for remote support may be higher, the actual cost to you is less. Our average session takes half an hour or less.

Have you ever used remote support? It's quick, easy, and can be used to teach. When we log onto your system, you observe everything we do – we're talking to you while you watch what

steps we take to fix the problem. One additional benefit of remote support is that you observe and are taught how to deal with the problem yourself – if it occurs again, you may feel confident enough to handle it yourself. The problem is dealt with, and your staff are back to work with as short an interruption as possible.

We use this process for month end for companies that do their own data entry. No transferring data from computer to computer, with the potential for mistakes when updating the backups.

If you are interested in this type of service for your Simply Accounting, we can help. We are located in BC (Pacific Standard Time) but can log on to computers anywhere. You can reach us at 604-852-0186 or by email at [doris@numbersunlimited.ca](mailto:doris@numbersunlimited.ca)

Numbers Unlimited has been in business in Abbotsford, BC for ten years, providing full service bookkeeping, income tax, and payroll.



## ◆ How to Increase Your Productivity — Fiona Walsh

My clients know that I am all about planning. Too many small business owners spin their wheels every day because they simply react to whatever issues need their attention. And they get burned out and frustrated and never seem to make enough money for the hours they put in.



This happens because they DO NOT PLAN THEIR DAY. When you run your own business, you are captain of the ship. If you don't plan what you want to accomplish, then you are at the mercy of everyone else's agenda.

That's why I am such a big fan of blogger, Charles Gilkey and his site – [www.productiveflourishing.com](http://www.productiveflourishing.com). He has some great tools for planning your time and managing your projects more effectively.

My favorite thing is his "10/15 split." Simple yet very powerful; if you were to do this daily, your business would definitely improve. The 10/15 split is a very quick tool to keep you on target with your business. There are two steps:

Step 1 – Start every business day with a 10 minute check-in that outlines what you must get done that day. Too many people run around with all kinds of stuff cluttering up their head all day. This easy step gets you focused on what your priorities for the day are by answering these questions:

### 1. Is there anything significant that's changed between now

and the last check-out?

### 2. What did you plan for today?

### 3. What is one thing that you are going to start on right now?

Step 2 – Spend 15 minutes at the end of the day checking out by asking yourself these three questions:

**1. What did you accomplish?** As a business owner, you rarely get to check off your whole to-do list. So you end up discounting what you have done and feel discouraged about all the stuff that you didn't get around to. It's extremely important every day to take time to acknowledge what you did get done.

**2. Is there anything you need to do right now to be able to disengage?** This step allows you avoid those 3AM wake-up moments when you suddenly remember what you forgot to do earlier that day. Check in with your inbox and your to-do list to see if anything has fallen through the cracks.

**3. When do you need to do the things that you didn't get done today?** This step pushes you to attach a timeline to unfinished business, so you can get peace of mind and know that stuff is being handled in a timely fashion.

Sounds too simple to be that effective – yes? Trust me when I say that spending 25 minutes per day like this will get you organized, increase your productivity and let you enjoy your evenings and weekends more. Try it – I dare you!

## ◆ Cost Effective Recruiting — Yvonne Wu

Are you a small business out there looking for bright new talent to help you take your business to the next level? Are you finding the costs of recruiting new talent too much for your small business to bear? Guess what? It doesn't have to be costly. There are many creative ways to get out there and meet the top talent in your industry.



For one – Try taking advantage of the various social media networks and groups that you are able to join to expand your search. Social media will allow you to reach out to a large number of potential candidates quickly and easily. Many of whom are passive candidates that may not be actively looking for a new challenge. Target special interest groups and specific industries so that you are able to narrow down the candidate pool to suite your needs and what you are looking for. You will

be able to connect with potential candidates, get to know their interests and find out what they are looking for. You can also receive notifications about where the next networking event is taking place. There are a lot of sites out there. Take some time to play around on the different sites, and utilize the ones most suited for your industry. You never know what you are going to find!

Suggested sites: [www.linkedin.com](http://www.linkedin.com), [www.facebook.com](http://www.facebook.com), [www.plaxo.com](http://www.plaxo.com), [www.ziggs.com](http://www.ziggs.com), [www.spoke.com](http://www.spoke.com)





## ◆ Employee Benefits – Be Aware of Tax Changes

Following are recent tax changes specific to those who are employed. It is important to review various tax provisions available to employees in this year of change, as the economic downturn has led to numerous job losses, especially in the automotive, media and manufacturing sectors.

**Travel Within a Municipality or Metropolitan Area.** Starting with tax year 2009, allowances paid for an employee to travel within the municipality or metropolitan area may be excluded from income if the allowance is paid primarily for the benefit of the employer.

Certain criteria must be met including that the vehicle is specifically designed or suited for the employer's business and essential for the performance of the employee's duties, and that there are legitimate business reasons why the employee must take the vehicle home at night.

**Gifts and Awards.** Effective for 2010, the CRA's policies regarding gifts and awards paid to employees will be as follows:

- Non-cash gifts and non-cash awards to an arm's length employee, regardless of number, will be non-taxable to the extent that the total aggregate value of all non-cash gifts and awards to that employee for the year is less than \$500.
- In addition, a separate non-cash long service/anniversary award may also qualify for non-taxable status to the extent its total value is \$500 or less.
- For the purposes of applying the \$500 thresholds, the annual gifts and awards threshold and the long service/anniversary awards threshold are separate.

**Nominal Value Gifts.** Items of an immaterial or nominal value, such as coffee, tea, T-shirts with employer logos, mugs, plaques, trophies, etc., will not be considered a taxable benefit to employees.

All of these amounts will already be included in Box 14 of the T4 slip, however, it's good to know about them as you negotiate your compensation from your employer.

**Transit Passes.** Effective for 2010, note the following for employees of transit companies (including bus, streetcar, subway, commuter trains or buses and ferry services):

- Passes for the exclusive use of the employee will be tax-free.
- Free or discounted passes for the use of the employee's family will be a taxable benefit.

### About The Knowledge Bureau

The Knowledge Bureau is a national designated education institute and publisher, which provides excellence in financial education to tax and financial advisors and their clients. For more information, please visit [www.knowledgebureau.com](http://www.knowledgebureau.com) or call 1-866-953-4769

**Educational Resources:** The first course in the Bookkeeping Services Specialist designation program, *Basic Bookkeeping for Business*, is the perfect course for professionals in the bookkeeping tax and financial services who wish to train their own administrative staff to prepare company books, or train staff to prepare books for others. It is an excellent course for those bookkeepers who may know how to run software, but have not taken a theoretical accounting course.

*Basic Bookkeeping for Business* is a certificate course by self study from The Knowledge Bureau.

**Register by July 15th, 2010 and receive \$200 off** the tuition fee.

For more information and to register go to

[www.knowledgebureau.com/sage](http://www.knowledgebureau.com/sage)

For a free professional development consultation call 1-866-953-4769.

## ◆ Do you want to try a new and convenient way of invoicing customers?

- Do you have a credit card merchant account allowing "Card not present"?
- Do you own a 3G phone (such as an iPhone or Android phone)?
- Do you have an interest in collecting payment using your 3G phone?
- Do you work in a services based field?

If you answered YES to these questions, and would be interested in testing this new product, [please click here to send us your contact information](#). Someone will follow up with you shortly.

### [Sign up for product testing](#)

For more information, please email us at [simplyaccountingnewsletter@sage.com](mailto:simplyaccountingnewsletter@sage.com)



◆ Break Time

## Sudoku

Fill in the grid so that every row, column and 3x3 box contains the numbers 1 through 9.

					1	3		
	3	6	5		7		1	
1		8				5	9	
3	1			8			5	
			3		2			
	5			1			8	3
	4	9				2		1
	8		9		3	4	6	
		3	1					

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Stay tuned — the solution will be in the next newsletter!

Here's the solution to the puzzle included in the last issue:

1	4	3	8	9	5	2	6	7
5	6	8	1	2	7	3	9	4
9	2	7	6	3	4	5	1	8
6	9	1	2	7	3	8	4	5
3	7	5	4	6	8	9	2	1
2	8	4	5	1	9	7	3	6
8	5	2	3	4	6	1	7	9
4	3	9	7	5	1	6	8	2
7	1	6	9	8	2	4	5	3

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1 Presented in English.

2 eCoupon has no cash value. One eCoupon per person.