

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

End of Financial Year

Well there goes another financial year and hopefully it was a good one for you. Either way it is time for some data housekeeping, before you get wound up into the new financial year. By this I mean; take an extra set of data backups, Tidy up the payroll and close off your accounting software, and make a new copy of that invaluable spreadsheet. You can do this either by copying the data into an empty sheet, in the same document. Or, you can do a "Save As". So if your spreadsheet is called Expenses_2012-13.xlsx you can simply do a File + Save As Expenses_2013-14.xlsx.

Some software may not facilitate this (eg some MYOB packages), so instead you could use a copy/paste. Firstly, open up My Computer and locate the Company2012-13.myo file, then do a copy and paste (highlight the file, press Ctrl+'C' together, followed by Ctrl+'V' together). This will create a file with a name like CopyOfCompany2012-13.myo so finally rename this file to Company2013-14.myo. Now you can open this new company file and continue entering data.

Run some annual reports out of your customer management software; like how many new customers in the last year. Also, a source of business analysis report to see what marketing has been working for you, and where you should spend your efforts this year. And finally, update your business plan. What has changed, add new products, new diversification or new directions. Time for a new beginning.

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