



New/Current Versions

Triumph ERP Software

Version 6.1 (Build Date 6/06/2019) 6.1
Version 6.0 (Build Date 4/4/2018) 6.0

Attaché

Attaché BI 19.1

Wage Easy

Wage Easy 7.1.0.8091

MYOB

Essentials/AccountRight Auto updated

Reckon Accounts (QuickBooks)

Accounts Plus 2013
Accounts Hosted (Subscription) Auto updated

Xero

Xero Auto Updated

Microsoft

Office 2019
Windows 10

Please contact us prior to upgrading for details of changes and the repercussions this may have on your business processes & procedures.

If you have any queries about the contents of this newsletter, please direct them to our help desk on 9470 9922 or, for priority service, you can log your query via our web-based support service at:

https://www.caman.com.au/business-support/

Training Timetable 2019



The new accounting software training timetable for July to December can be found under 'Training' on the side menu at www.caman.com.au.

If you haven't made use of your free training vouchers (available to all phone support clients), have new staff, or you have existing staff that would just like a refresher, check out the dates on our website. To book a training course please contact us on 9470 9922 or email us at admin@caman.com.au.

Single Touch Payroll – Have you started reporting?



Is your Single Touch Payroll up and running? If not we are running our final Single Touch Payroll session for the year. We will show you how to meet the new requirements imposed by the ATO in relation to your payroll. We all need to be ready: This session will cover:

- What is single touch payroll
• How will it affect your payroll
• Which payrolls are ready
• Review of how the common payrolls will operate. This will include MYOB, Xero, Attaché, QuickBooks and Sage/Wage Easy
• What do we all need to do to be ready
• Tricks and Traps learnt from last year's rollouts as well as this year's end of year
• The special rules for business with 4 or less employees
• How will your staff be affected? Including MyGov info.

This session will be held on:

Date: Wednesday 14th August 2019
Time: 8am to 9.30am
Where: CA Management Services
Address: 88 Burswood Road, Burswood
Cost: FREE

If you would like to attend this session please email your name, company name and contact phone number to admin@caman.com.au or phone 9470 9922 or click here to be taken to our Eventbrite page to register.





**Do you wish to improve your website performance?
FREE FOR ALL PHONE SUPPORT CLIENTS**

Is your website important to your business? Do you want better results?

Now you can use IQ Seven to improve your website's performance so your website can drive better results for your business.

IQ Seven is a new website diagnostic and improvement service that

- checks, audits and tests your website for errors and problems; and
- shows you what to fix and improve.

IQ Seven can even fix errors and problems for you too!

***** FREE FOR ALL PHONE SUPPORT CLIENTS - Offer has been extended to clients *****

You have the opportunity to attend a free workshop session in June. These workshops are FREE for all CA Management Services phone support clients and are run by CA Digital in conjunction with IQ Seven.

When you attend, you will be given use of the IQ Seven diagnostic tool for 3 months. This is now included in your CA Management Phone Support Plan.

The workshop will highlight how to use IQ Seven to:

- Improve your SEO and website visibility
- Attract more visitors to your website
- Improve engagement on your website
- Increase conversations
- Make more sales
- Improve your use of Social Media
- Improve your website's security and reliability

There are 3 sessions for you to select from

Session 1: Friday 19th July
Session 2: Tuesday 30th July
Session 3: Friday 9th August

All sessions will run from 8.30 to 10.30am and be held at our office, which is located at:

CA Management Service
88 Burswood Road , BURSWOOD

There is no cost to attend this session as it is being offered free to all current phone support clients. If you are not currently on phone support the cost to attend will be \$75 ex GST.

If you would like to attend this session please email your name, company name and contact phone number to admin@caman.com.au or phone 9470 9922.

** Please note our sessions are limited to 8 people..

Electronic Data Interchange (EDI)

Benefits and Use



Integrated software solutions
to help your business grow.

By moving from a paper-based exchange of business documents to one that is electronic, businesses enjoy major benefits such as reduced cost, increased processing speed, reduced errors and improved relationships with business partners.

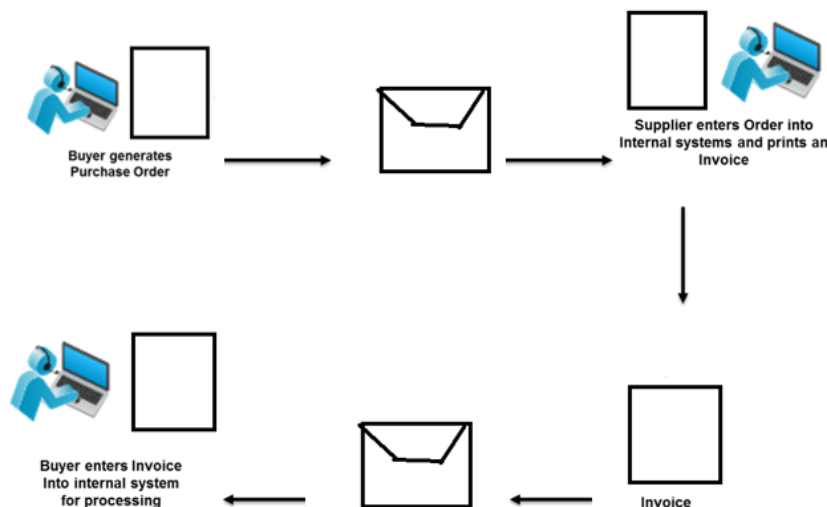
Electronic Data Interchange (EDI) is the computer-to-computer exchange of business documents in a standard electronic format between business partners. As a computer-to-computer exchange it replaces postal mail, fax and email.

While email is also an electronic approach, the documents exchanged via email must still be handled manually by people rather than computers. Having people involved slows down the processing of the documents and also introduces errors. Instead, EDI documents can flow straight through to the appropriate application on the receiver’s computer and processing can begin immediately.

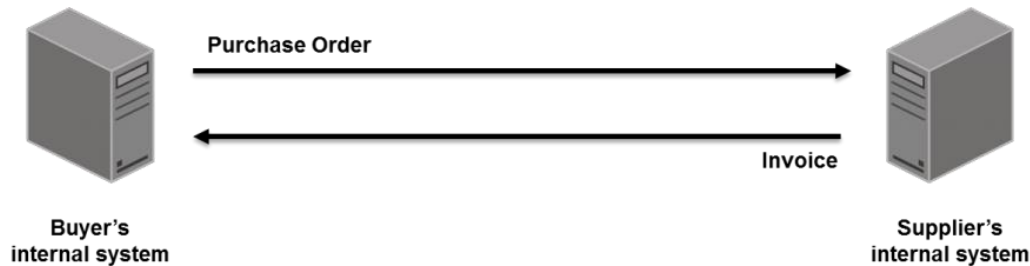
Many business documents can be exchanged using EDI, and the most common are purchase orders, shipping notifications, and invoices. At a minimum, EDI replaces the mail preparation and handling associated with traditional business communication. However, the real power of EDI is that it standardises the information communicated in business documents, which makes possible a “paperless” exchange and error free.

Because EDI documents must be processed by computers rather than humans, a standard format must be used so that the computer will be able to read and understand the documents. When two businesses decide to exchange EDI documents, they must agree on the specific EDI standard and a version and Triumph ERP software is right there by your side.

Without EDI the process looks like this.



The EDI process looks like this— no paper, no people involved:



Benefits of Using Electronic Data Interchange (EDI)

- It's fast – streamlined business processes mean that documents can be exchanged in real-time – informing and speeding up business decisions and response times,
- It's accurate – manual data entry errors are eliminated,
- It's secure – the data is encrypted and you receive confirmation that your documents have arrived safely,
- It cuts costs – repetitive, labour intensive tasks, administration and disputes caused by data entry errors,
- It's great for business – your part of a connected trading community and can build more productive relationships with suppliers and customers alike,
- It's great for cash flow – payment schedules are shorter and more reliable,
- It's flexible – you can integrate your EDI system with your back office accounts, warehouse for greater business efficiency.

Australian developed Triumph ERP Software works with many successful Australian companies that benefit from *Electronic Data Interchange*. Triumph ERP has an expanding EDI document exchange capability for many organisations, including;

- Bunnings
- Spotless Group Holdings
- POS Solutions
- ABB
- PetStock
- Ruralco
- Landmark
- Elders (in progress)

EDI is important to both large and small business. Manufacturing, healthcare, pharmaceutical, utility and construction companies are good examples of EDI clients.

Discover how to enjoy major benefits such as reduced cost, increased processing speed, reduced errors and improved relationships with your business partners.

If you would like more information moving from a paper-based exchange of business document to one that is electronic, with Triumph EDI Module, contact the CA Management Services office on (08) 9470 9922.

HR Compliance for the New Financial Year

Breaching work health & safety can result in fines. Here are some areas that often cause breaches to legislation

- Lack of appropriate policies & procedures
- Insurance & warranty
- Lack of safety audits

Human Resource Management is often overlooked in business or under-managed. Here are some things we can help with that will benefit your business and employees:

- Inductions
- Job descriptions
- Action plans
- Employee & business reviews
- Recruitment
- Performance management, productivity & KPIs
- Certifications & training
- Exit interviews



Annual leave? Parental leave? Busy?

We can offer you temporary staff for as little or as long as you need. We specialise in bookkeepers, accountants, receptions and administrators. They are trained in your software and while on assignment have access to our helpdesk and human resource support team.

3% Wage increase!



If you are paying employees based on the minimum wage or Fairwork Australia's modern awards then you need to be aware that these rates have increased by 3% as of this July.

The new financial year is the perfect reason to review your business practices, and it is time to talk about **HR**. **Don't have time for HR? Let us do it for you.**

For more information please call Danny or Kate on 9470 9922 or email jobs@caman.com.au and we can organise an obligation free client visit.