



So how do you do all that ...and more?

Find out what integrated software can do for your business by going to

myworkspace.com.au

Want to see how it all works?

Log on to a demonstration account by clicking on 'Guest Logon' and following the instructions.

3 simple steps to get you started!

- Click on 'Apply Now' link (on our website)
- Download the application form
- Complete and fax it to us!

"I have not as yet found anything that offers better functionality and value for money" **Leonard Whittaker**, Millennium3 Financial Services

"myworkspace is proving the No 1 driver of efficiency and timeliness within our business. Over the last three years it has enabled us to get closer to our clients and better serve their needs." **Jim Wilkinson**, Retire Secure Pty Ltd

"How wonderfully simple; every client, their details, discussions, mail and telephone calls recorded for every one in the office to see. No calling Sydney, Darwin, Perth or regional centres or running around the office asking where is the file." **Riitta Walker**, One Life Solutions

"I have a background in implementing accounting software for Price Waterhouse Coopers and have 20 years experience in accounting so choosing myworkspace was done after a great deal of research and due diligence." **Stuart Bidwell**, Oxygen Bookkeeping

One space to manage all your business needs


myworkspace

myworkspace.com.au
sales@myworkspace.com.au
1300 131 848



myworkspace



Wish you could get access to your business information

anywhere
you want?

myworkspace
One space to manage all your business needs



You can
do all that
and more
with...

myworkspace

integrated online business
management system

wish

you had an Integrated System to
help you **manage your business?**

key areas:

Contacts

- Record business and person contact information about customers and suppliers
- Manage tasks with the ability to view diaries across your entire business
- Synchronise your contacts and diary with your mobile phone over the internet, no need for cables!

Sales Opportunities

- Manage all your sales prospects and activities in one spot
- Send bulk e-mails and SMS messages to customers and prospects

Website

- Set up your website using our easy template options or make use of the advanced options to make your site look truly unique!
- Set up an online shop with secure credit card payment collection

Email

- Manage your emails and access them from anywhere, anytime.

Products

- Record product details including pricing and an image
- Link directly to your website for online ordering
- Inventory management

Documents

- Create and manage formatted documents
- Link to your website for online content or use for your internal procedures
- Share your documents via secure knowledgebases

Events

- Manage events with automatic emailing of invitations and recording of acceptances.
- Publish to your website and accept online registrations with payment

Newsletters

- Send out e-newsletters via email or SMS to your customers

Customer Issues

- Manage your customer concerns/issues

Projects

- Stay in control of any project; assign tasks and due dates to team members
- Track time spent on actions and whether chargeable or not
- View your tasks as a timeline (Gantt chart)

Accounting

- All the features you expect in a world class accounting system PLUS 100% integration with all other aspects of myworkspace
- **Full General Ledger** - A default chart of accounts is supplied as a starting point. You can add your own full chart of accounts to meet your own requirements
- **Payroll Assistant** - manage your Aust or NZ payroll including leave entitlements, regularly updated tax scales and superannuation
- **GST** - fully compliant Aust and NZ GST reporting Prevent changes to completed GST periods
- **Bank Reconciliation** - Reconcile your bank accounts.
- **Profit & Loss** - which areas of your business are profitable? How much profit did I make on a particular project?
- **Budgeting** - Budget on a month by month basis and compare actual to budget figures
- **Debtors and Creditor Reports** - Produce reports to show who owes you money, and to whom you owe money
- **Reduced data entry** – export payment files to your bank or import your bank statement for quick coding

Add Ons

- **Financial Services** – record details on client insurance policies, investments and loans including full commission tracking
- **Worksafely** - OHS, Safety & Injury management system

Which customers haven't you contacted over the past 2 months?

How much money do you owe? Or is owed to you?

Where are you up to with your current prospects?

Which tasks are still outstanding?

What parts of your business are making money?

Looking for help running your business?

Consider outsourcing parts of your business management to a myworkspace service provider... have a bookkeeper logon from their office and do your BAS, Payroll etc. Or have your existing bookkeeper or accountant do the same!