

Out-Of-This-World ACCPAC Lanpak Savings

Starting **July 3 through September 30, 2002**, ACCPAC offers incredible Lanpak (ACCPAC User License) savings.

New or existing clients who purchase new or upgrade LanPaks for ACCPAC Advantage Series can take:

- **25% off** the LanPak new or upgrade SRP in July and August.
- **10% off** the LanPak new or upgrade SRP in September.

This is a great way to save for those of you using ACCPAC Plus and BPI Accounting – get the number of users you need at an affordable price.

Life Tips

Never fear shadows. They simply mean there is a light shining somewhere nearby.

— Ruth E. Renkel

Take Advantage of Competitive Upgrade Pricing from ACCPAC

Thinking about upgrading your accounting application or switching to another application? Take advantage of competitive upgrade pricing from ACCPAC. If you are currently using other accounting software and are thinking to switch to ACCPAC, you can get great discounts from ACCPAC. Call us at (323)265-3000 and find out what you can get at incredibly low price. We will also provide a free demonstration at your request.

Creating Internet Usage Policy Saves You A Lot!!

Many businesses receive huge benefit from the Internet. After all, transactions that may have been handled by mail or courier is now done instantaneously on the Web; research that may have taken an employee away from his desk for hours can now be done without leaving his chair; and Web conferencing is replacing old fashioned face-to-face meetings at an ever-increasing rate.

On the other hand, the Web may bring up other issues to you: Personal use by employees creates the potential for serious harm - not only to productivity - but also to security and liability.

People just spend incredible amounts of time every day by shopping, trading stocks, visiting adult Web sites, downloading music, and sending personal e-mail.

To bring that number home to your company, consider that an average employee salary is \$16 per hour. If even one employee spends 15 minutes a day (a very conservative number) on the Web doing non-work-related activities - your business has

just lost over \$1,000 a year. Now, multiply by the number of employees who have Internet access. That figure would be the amount you lose in a year.

Moreover, inappropriate Internet use can be a security concern. Downloading files opens the door to viruses and other harmful software in your company's network. And your exposure to liability is greatly increased. There have been instances of employees visiting pornographic Web sites in the presence of other employees, who, have in turn, filed complaints about a hostile work environment. Downloading unlicensed software can also subject your company to piracy charges.

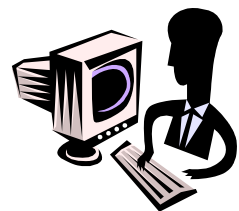
Developing and enforcing an Internet usage policy can minimize most of these problems. Make sure your policy covers these three areas:

1. The policy should state that Internet access is a company asset that is to be used solely for company business just like any other asset. The policy should clearly outline what is permissible use and what is not.

2. To avoid viruses and software license liability, make sure the policy prohibits downloading or uploading software programs without permission of the network administrator.
3. Finally, outline potential penalties for violating the policy.

It is a good idea to have each employee sign a form acknowledging that they have read the policy and agree to abide by its tenets.

If your employees know and understand what the company will and will not tolerate in Internet usage, you should be able to keep nonproductive usage to a manageable level.



OpenAxis provides IT and management consulting services that include creating the company policy (mentioned above) or setting up the correct procedure for the operation.

For more information, Please call (323) 265-3000 Yuji Ioriya or Hendry Sondjaja

At OpenAxis, we focus on the implementation of IT solutions for small- and medium-sized businesses.

We provide management and computer consulting services by identifying issues, implementing solutions, and managing all your IT needs.

Comprehensive Solution:

- Accounting Solution
- Operation Solution
- Manufacturing Solution
- Other Integrated Solution
- Customized Solution
- E-Commerce Solution

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Start Planning Your Production Today (Part I)

For a manufacturing-based company, production and raw material purchasing are probably the two most important aspects of its operation. These two aspects that cannot be separated are the foundation of the company without which the company will cease to operate. However, many manufacturing companies nowadays still do not have a clue as to how they should schedule their production and their raw material fulfillment process.

Some companies still use periodical tracking method which means they have to go through all their inventory items' stock quantity on a periodical basis to determine what products they have to produce and what raw materials need to be purchased. This method is not only tedious for the staff but also inefficient, in the sense that they do not have a production plan, which often causes problems such as delayed product delivery to customers, raw materials unavailability, as well as excessive inventory level in the warehouse. All these problems eventually generate indirect costs to their operation.

To avoid having the issues above in your operation, we recommend the establishment of a three-month production and purchasing plan, which needs to be revised once a month based on 'Just In-Time' inventory management methodology. A good production plan will help you reduce your manufacturing operation cost to the minimum level and lowering your inventory turnover. It will also result in some intangible benefits, such as improved customer satisfaction and better communication among production, warehouse and sales departments.

More detailed explanation on how we help our client in this aspect will be discussed in the second part of this article.

To be continued...Start Planning Your Production Today (Part II)



MS Office Tips: Excel, Automatically moving to the next column when pressing Enter.

There is an easy way to let Excel know when you are done entering data in a column so that when you get to the last cell in that column, pressing Enter will automatically bring you to the top of the next column. To do this, simply select a range of cells in which you will be entering data. Start typing your data, and when you are done with that cell, press Enter. When you get to the end of the selection, pressing Enter will automatically bring you to the top of the next column.

Have a question on Microsoft Windows or Office Products? Ask our specialists and they can answer you on this newsletter. Please feel free to email your question to techsupport@openaxis.com.