MicroBiz Newsletter

May 2011

May Flowers Bring Sweet Fragrances!

During spring time report practices may help eliminate waste and bring you the sweet fragrance of PROFITS to your business

If you have a product that isn't selling you obviously don't want to purchase more of those items do you? What about items that are selling quickly, you don't want to end up not having the supply to meet your area's demand!

Reports in MicroBiz are designed to help **YOU**, the merchant decide what should stay and what should go. Various reports may help you discover items that are just not selling or items that are selling to quickly to keep in stock! Keep in mind this may vary on how you have your items setup to be sold. Also, it may depend on how you re-order your products.

Purchase Orders

Purchase Orders in MicroBiz are designed so that you can order only the items you need or any item available on the market to re-sell to your public.

Purchase Orders also help by keeping track of how many items are purchased and in what frequency. This information can surely help when trying to find out if you are holding onto a particular item for too long before selling it or not ordering enough to keep up with demand. To get at the data showing how often you purchase an item, you will want to visit the ***REPORTS MENU | PRODUCT MOVEMENT REPORT***. Another report that may assist would be the ***PRODUCT TURNOVER REPORT***, this will report on the items sold through invoicing.

Reports

Many reports in MicroBiz are designed to be easily readable, but did you know you can actually modify the reports as well? Many of the report functions in MicroBiz are controlled by a template report file. If you alter this template then you have customized your report. Please note that the MicroBiz Support Department can not help with the actual modification, but we can show you how to get to the modification window. Please make a backup prior to making any changes to any report.

If the changes you make are not working or you would desire that our team do this for you, it would be considered a customization which is billable. Please contact our Support Department to determine if a customization is needed.

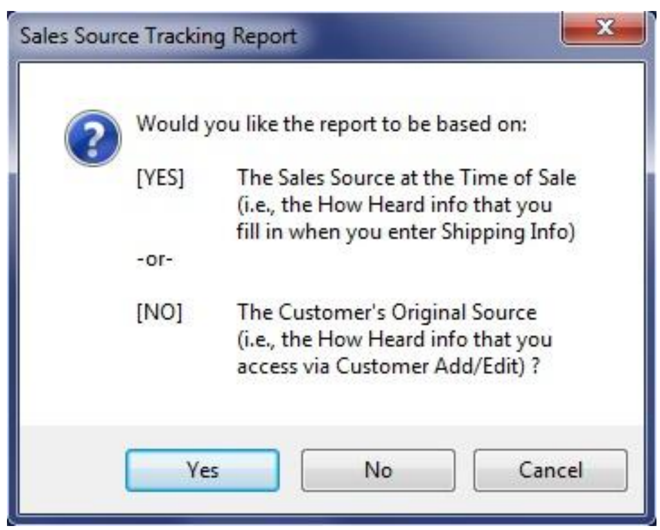
How did you hear of us?

Do you currently spend money on advertising? Would you like MicroBiz to report to you the different customers or sales being generated because of the advertisements you have released? Well you can with the **HOW HEARD** function in MicroBiz.

To setup the How Heard function we will need to select ***CUSTOMERS | HOW HEARD CODES ADD / EDIT*** from the main screen. MicroBiz has supplied some common advertising options for you. You can edit or create new codes as you like.

MicroBiz uses the How Heard codes in two different ways. One way is from the customer file itself. When adding a customer, supply a How Heard Code. The other option is to pick a How Heard Code from the finalization of the sale. This can be done by activating the option in ***MANAGEMENT | CUSTOMIZE | PRINT SETTINGS – ENTER AUTO INFORMATION AT F9***.

To Report on your How Heard selections, go to the main screen and select ***REPORTS | SALES SOURCE***. This will present you with a date range to fill out. Once you have supplied the date filter for the report, select OK and you will then be prompted with the option below:



Your report will generate after selecting GO on the print select destination window.

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