



24 STEPS TO YOUR ULTIMATE PAY DAY

Don Matlock is the principal of Matlock Corporate Advisory and has been at the forefront of buying and selling businesses for more than 20 years. Matlock's knowledge and expertise in the sale of businesses is highly regarded throughout Australia.

In his first book, the critically acclaimed *Risk Taker, Success Maker*, Matlock presented a blueprint for professionals wanting to start their own business. *24 Steps to your Ultimate Pay Day* is a detailed process to follow when selling your business for maximum return. It can also be read as an excellent guide for those wanting to purchase a business.

Excerpt: *When is the best time to sell my business? Whilst there are a lot of considerations surrounding such a decision, the best time to sell your business is when it is either nearing, or has already recently, attained its peak.*

In making that timely decision to in fact sell, you may believe that being able to sustain, or endeavoring to grow, your business at that stage would only lessen

its future profitability margins and market share as it is exposed to say, higher levels of competition with negative implications for the business ...

The main points here are; The best time to sell your

business is when it is either nearing, or has recently attained its peak.

Your own 'gut feel' about when that time has arrived is probably right, as tempered by the fact that the good times never last forever.

Don't allow the fear of 'this business has been my life for such a long time, so I must keep running it because I wouldn't know what to do if I didn't have it, it's all I know' to cloud your decision. All successful entrepreneurs always do something else if they sell their business, they cannot sit still for very long!

An accompanying CD provides all the necessary documents and templates required for a successful transaction. To purchase a copy of *24 Steps to your Ultimate Pay Day* please email your name and full contact details to charter@charteredaccountants.com.au (please be sure to include your mailing address).

BIG SAVINGS FOR SMALL FIRMS!

It is always tempting to buy a printer based on the initial price tag, but the printing cost per page may mean you are paying much more overall.

By calculating and comparing the Total Cost of Ownership (TCO) of a printer, there are thousands of dollars in savings available over the lifespan of even one printer.

Determining a printer's cost per page is relatively straightforward. For a simple mono laser printer with two consumable components (a toner cartridge and drum), the formula to work out cost per page is to divide the toner replacement cost by the toner replacement page yield and add that to the cost of the drum divided by the page yield of the drum.

Having cost per page, TCO can now be determined by a relatively simple formula.

TCO = (average pages per month x months of printer life x cost per page) +



printer purchase cost.

Kyocera design their printers to have minimal waste, which reduces landfill and helps the environment. Even better for your accounts, Kyocera's low TCO will save you money!

As an example, the Kyocera FS-1300D is the latest environmentally superior cartridge-free ECOSYS® mono laser printer. ECOSYS technology is designed to reduce e-waste. Kyocera print drums last up to 300,000 pages. This means you rarely replace the drum and the cartridge-free system requires only the toner to be replaced – saving both money and the environment. This compact desktop printer's powerful controller and 32MB of memory (upgradeable to 544MB) ensures large document outputs are processed in high quality at the lowest cost per page,

saving money daily. RRP \$449.00+GST.

Compare Kyocera's total cost of ownership at kyoceramita.com.au/tco/



The Excel® Wizard

Q: How can I lock in the top row and left column of my spreadsheet so when I scroll down and across they stay in view?

A: Introducing Freeze Panes!

The Freeze Panes functionality allows you to freeze the top or left area, or both, on the active worksheet.

Let's take a look at the following example:

	A	B	C	D	E	F	G	H	I
1									
2		Month Ending						Jul-08	Aug-08
3		Month						M1	M2
4									
5		Opening Balance						100	120
6		Drawdowns						20	-
7		Repayments						-	(50)
8		Closing Balance						120	70
9									

To ensure the column headings / row titles are always visible while you scroll to other parts of the worksheet, select cell H4:

	A	B	C	D	E	F	G	H	I
1									
2		Month Ending						Jul-08	Aug-08
3		Month						M1	M2
4									
5		Opening Balance						100	120
6		Drawdowns						20	-
7		Repayments						-	(50)
8		Closing Balance						120	70
9									

Access the Freeze Pains tool via the "Window" Menu or by using the keyboard shortcut ALT+W+F.

	A	B	C	D	E	F	G	P	Q	R
1										
2		Month Ending						Mar-09	Apr-09	May-09
3		Month						M9	M10	M11
4										
5		Opening Balance						(50)	-	40
6		Drawdowns						100	30	-
7		Repayments						(50)	10	20
8		Closing Balance						-	70	60
9										

The frames that are not frozen will scroll but will not affect the area that is frozen. One of the most common uses for this is to keep the column and row headings visible while scrolling through a large table of information.

Got an excel question? Write to excelwizard@bpmglobal.com

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