



Making Everyday Easier

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## The Importance of Understanding Your Finances and Keeping Track of Your Money

There is a Japanese Proverb that says: "Getting money is like digging with a needle; spending it is like water soaking into sand." For many of us, this proverb is very true and that is why we not only need to watch how we spend, but also cultivate the habit of saving and investing. The reality is that financial success does not just happen by chance, it requires diligence and discipline.

One of the first things someone might ask themselves then they take a look at their empty wallet and maxed out credit card is "Where did all my money go?" Having a budget and actually USING it is one of the biggest ways to get rid of debt and keep it from ever growing again.

Keeping track of your budget will tell you

**how much** you spend and **where** you spend it. This can enable you to plan ways to cut back so that you are able to throw more money at your debt.

Now, in order to actually use a budget, you need to write it down. The more organized you are, the better you will be able to track your money and your spending. If your budget is penciled on post-it notes strewn throughout the house; there is a good chance that you might forget to deduct a payment or forget about an upcoming expense. Important Tip: keep it in one place.

There are many free and inexpensive options for tracking your personal and/or business finances.

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### Tech Tip OfThe Month - Having a Bad Day?

Want to cheer yourself up a bit? Why not visit the beach at Daytona, Florida? Try this link for a quick break: <http://volusia.org/beach/daytona.htm>

This is just one example of how webcams and the internet is quite literally changing how we (and our students) can look at the world, in real time. Other Live Streams that might be interesting for you are:

**Times Square:** <http://www.earthcam.com/usa/newyork/timesquare/index.php?cam=1> (don't forget to check "Cam1" which is live streaming video)

**Monterey Bay Aquarium Otter-Cam:**

[http://www.mbayaq.org/efc/efc\\_otter/otter\\_cam.asp](http://www.mbayaq.org/efc/efc_otter/otter_cam.asp) (It's better than a fish tank)

**Waikiki Beach and Honolulu in Hawaii:**

<http://www.honolulu.gov/multimed/waikiki.asp> and

<http://www.honolulu.gov/multimed/wme.asp>

**California Department of Transportation Traffic cams:**

<http://video.dot.ca.gov/> Worried about heavy traffic on your way to work? Just log on a check for yourself before you go.

**Here are some websites with many links to cameras all over the world:**

<http://www.earthcam.com/> ; <http://www.webcamplaza.net/>

Whether you need a break from the rainy weather or just need a break from that spreadsheet, these and many other websites are out there waiting to improve your mood. **Non-tech ideas:** If you're lucky enough to sit by the window, take a peek and have a mental time-out. No window? Get up and stretch those legs! Fresh air and a little exercise are proven to improve anyone's mood.

- ◆ Inside the Technology Advisor
- ◆ Understanding your Finances
- ◆ 10 Phrases that can change your Career
- ◆ Tracking your Finances
- ◆ Tax Facts

### 10 Phrases That Can Change Your Career

A few straightforward expressions can make the difference between building a good relationship and coming across like a jerk. Here are 10 phrases that will enable you to expediently get to the heart of an issue while showing genuine respect for the other person's perspective.

1. "You may be right, but here's how I see it ..."
2. "Tell me what's working and what's not working."
3. "What do you think we should be doing differently?"
4. "Please don't tell me what \_\_\_ thinks; I'd like to know what you think."
5. "What does your gut tell you?"
6. "How can I help you?"
7. "Give it to me straight; no BS."
8. "That may be true, but look at it this way... "
9. "Don't worry; I've got plenty of time."
10. "How would you do it?"



Finances and Money Continued from pg.1...

**Excel Spreadsheet-** Microsoft Office Online has a few pre-made spreadsheets that are modifiable

**Quicken Mint-** Free online service. It keeps track of your bank accounts, bills, credit cards and investments all in one place.

**Quicken Deluxe-** \$59.99 and comes with a free Will maker. There are many options for tracking your business finances.

**YNAB-** \$59.99 much like Quicken basic, but it does not load your bank info directly, you must import it yourself.

**Quicken Home and Business** as well as **Quicken Rental Property Manager** help you keep track of your home as well as small business finances.

**QuickBooks Online-** Basic is \$9.95 a month for one user and Plus is \$34.95 a month for 3 or more users.

**QuickBooks Software** - Simple Start is \$99.95. You can Invoice, pay bills and print checks, manage payroll.

**QuickBooks Software-** Pro for 1 user is \$199.95 and 3 users \$549.95. You can keep track of your home and business finances.

**Our responsibility is to manage the resources that we have been given.** Now is probably a good time to think about the relationship you have with money, the house, car and other resources that are in your possession. Are you taking good care of it or are your mismanaging it?

**Get Wise Counsel:** It does matter if you have a little or thousands of dollars to manage it is important to seek counsel no matter what financial decisions you are facing. People of are certified to manage money are skilled at not only giving you advice but can also help you create a plan to help you grow your money or get out of debt.

Basically, keep an eye out for discretionary spending and keep track of what you're spending. You will be amazed at how much you spend on certain categories. You can't fix what you don't know is happening.

While everyone wants to be keep track of their money and be financially responsible, there are so many options that it gets confusing and people can get discouraged. We researched a few products and put together a quick guide to help you out.

If you have questions about what product would be best for you, call us at 909-287-7900, call Intuit directly at: **(877) 683-3280** or you can even go to your bank.

Many banks offer free advise for finances, saving and investing. You are their customer and they are more than happy to help you.

Still have doubts? All of these products offer free trials so you can try it out and see if it works for you. If you don't like it, you don't pay.

### **Excel Spreadsheet**

**Pros:** Customizable, make it work for you. Whatever info you choose to enter, it will track it and graph it for you.

**Cons:** You have to use what they provide or customize it for you. You upload all personal and business bank accounts, bills, credit card and investment docs yourself.

### **Quicken Mint**

**Pros:** Keeps track of bank accounts, bills, credit cards and investments all in one place. No Info to upload: you give them your account numbers and passwords, they access and upload your info.

**Cons:** 3rd party website. You must be confident in their security system to protect your account numbers and passwords.

### **YNAB**

**Pros:** Keeps track of bank accounts, bills, credit cards and investments all in one place. Personal Bank and Password information not kept online. YNAB software is loaded on your computer-only accessible from the computer it's loaded on.

**Cons:** You have to upload your bank, credit card, and investment docs yourself.

### **Quicken Deluxe**

**Pros:** Keeps track of bank accounts, bills, credit cards and investments all in one place. You upload bank and credit card info directly from bank, free Will Maker. Same as Quicken Mint, but also creates a customized plan to reduce debt and shows you what you need to save for retirement.

**Cons:** Personal Accounts only.

### **Quicken Home and Business**

**Pros:** Keeps track of Personal and Business bank accounts, bills, credit cards and investment accounts. You upload bank and credit card info directly from bank.

**Cons:** No invoicing, payroll or inventory tracking options. Unable to access from anywhere online, must use computer it's downloaded on or have remote access to the server it's downloaded on.

### **QuickBooks Online**

**Pros:** Keeps track of bank accounts, bills, credit cards and investments all in one place. No Info to upload: you give them your account numbers and passwords, they access and upload your info. Can invoice and create checks. Can access from any internet connection as well as Smart Phones. Monthly payments, . Optional features for additional fees. Data backed-up automatically

**Cons:** 3rd party website. You must be confident in their security system to protect your account numbers and passwords. Does not include or online bill pay.

### **QuickBooks Software-Simple Start**

**Pros:** Keeps track of business accounts, bills, manage payroll and payroll taxes. You upload bank and credit card info directly from bank to QB. QB software is loaded on your computer or server.

**Cons:** No invoicing or inventory tracking options. Unable to access from anywhere online, must use computer it's downloaded on or have remote access to the server it's downloaded on.

### **QuickBooks Software Pro**

**Pros:** Keeps track of personal and business bank accounts, bills, credit cards, manage payroll, track inventory, track sales and sales taxes, and accept credit and debit card payments. You upload bank and credit card info directly from bank to QB. Multi user access. QB software is loaded on your computer or server.

**Cons:** Unable to access from anywhere online, must use computer it's downloaded



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- Customer Tracking and Accounting Software Solutions
- AltiGen Phone Systems - VOIP, SIP, Fax Servers, Computer Integration and Line Analysis
- DirectTV - Delivering the best HD channels - and more of them than anyone.
- QuickBooks Certified
- Verizon Authorized Dealer - Save on Business Plans

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### **Tax facts to make your head explode**

- Percent of income paid in income tax for average Americans: 13%
- Percent of income paid in income tax by richest 1 percent: 23%
- Average number of days worked to pay 2009 taxes: 103
- Amount individual taxpayers spend preparing their taxes: 27.7 billion
- Proportion of Federal Income taxes paid by bottom 50% of tax payers: 2.9%
- Proportion of Federal Income taxes paid by top 1% of tax payers: 39.89%
- Proportion of Federal Income taxes paid by top 10%: 70.79%
- If you are single and make over 34k, you pay will pay 25%
- If you're married and together make over 104k, you will pay 33%

Where's our incentive to be successful?

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Just consider this our way of saying "Thanks!"

To send us a referral, simply call President John H. Johns at 800-875-5675 Ext 101 or send him an e-mail to info@purelyinnovative.com. Tell your friend or colleague to mention your name when they call.