

Curb The Fear Of Computerizing Your Company

Last week we tried to take a little of the fear and loathing out of computerizing-up a business. Packaged program software was what we recommended as being least expensive. So, how do you decide what you will need?

First, discuss features that software should have with all your key people or department heads. Almost all problems in business come from poor communication. Somebody doesn't take time to tell somebody else something. Then the problem snowballs. Well, you know.

The compile a list of most desirable software features. Such as ledger account codes, open item accounts receivables, or allowing for manually generated checks. Key people can be helpful here.

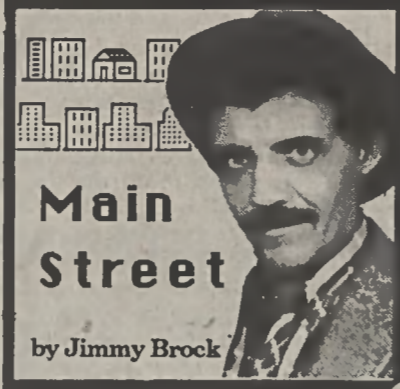
Now, rank your desired software features into three categories: must haves, desirables and nice but not vital. Be careful what you put into the "must

have" category. You could wind up with almost everything being considered vital. Then you'll have to spring for customized software. And we're trying to do this on the cheap.

Any packaged software that meets 80% of your business needs is a good choice. Computer publications list packages and their salient features regularly. PC Magazine reviewed more than 50 accounting software packages in their September 15, 1987 issue. Bone up, so you'll know how to talk vendor talk when ready to buy.

Software prices vary widely, so shop around. The better packages of accounting software, for instance, can cost over \$700 per module. A module is a stand-alone program that does one function, such as accounts receivable. We're talking hard-earned bucks here.

Once you've mastered soft-



ware, it's time to think of hardware. Any computer you buy will be judged on performance, warranty, service and price. Unless

you have the kind of money of Michael Jackson or Elvis, go careful here. It's like buying transportation. You don't need a 16-wheeler just to drive to work in, right?

The key things are the physical layout of your business, the amount of data your computer must handle and the kind of software you have selected. Apple, IBM, Compaq and several other computer makers have excellent machines. But be careful. Those computer salespeople can put an old-time used car salesman to shame.

One important factor is when to computerize. The best times to go on computer are at the end

of the month, quarter or year. That way you don't have to run your old payroll system, for instance, and your new computerized one at the same time. This sort of thing breeds confusion. And confusion costs money.

Now that you know the basics of computerizing-up, good hunting. Learn all you can about the little devils, though. They can really do some amazing stuff. This newspaper is on a computer system that not only figures payrolls, etc. -- it sets type. These words you are reading were set by a computer. Soon as I get better at it, I'm going to trick that little devil into giving me a raise.

The only thing computers can't do is think, like us. They only do what we tell them. So be careful what you tell them to do, o.k.?

**Want A Credit Card?
Credit Bad?
MASTERCARD
and VISA**

Available to You in 30-60 Days!
To Recieve Applications
CALL: 24 Hours A Day
(704) 598-6214

WICI's Job Bank Makes Job Search Easier

Area employers with positions to fill and professional communicators looking for a job change can now hook up with the **Job Bank**, a new community service sponsored by the Charlotte Chapter of Women In Communications, Inc.

The confidential service pools resumes from professionals in corporate communications, public relations, television, radio, film, advertising, marketing, graphic arts and other related field. The Job Bank matches employers' personnel needs with the skills and experience

level of the applicants.

The service is free for employers and for WICI members submitting resumes; a \$5 filing fee will be charged to non-members to join the Job Bank. (Resumes remain on file for six months and can be reactivated by notifying the Job Bank coordinator.)

Job seekers interested in joining the Job Bank should send six copies of their resume to WICI Job Bank, P. O. Box 11952, Charlotte, 28220. Employers requesting resumes should call Becki Thomas at 377-8747 weekdays from 8 a.m. to 5 p.m.

Journalists Plan Party At Johnathan's

The Charlotte Area Association of Black Journalists -- in a move to raise money for a scholarship fund and to help get rid of the winter blahs -- will sponsor a party Friday, January 29, in the upstairs lounge at Johnathan's Uptown, 330 N. Tryon St. It will be from 8 p.m. to midnight. The cost is \$5.

The Charlotte Association of Black Journalists is a two-year-old group started to promote better news coverage of the diverse community in Charlotte and surrounding cities. The group plans to give a scholarship later this year to a high school or college student interested in pursuing a career in journalism.

Support The Charlotte Post Advertisers

My Secretary

Executive Services

Resumes  Reports

Cover Letters Applications


Business Letters

Specializing In All Your Needs
At Affordable Prices

Call Today
342-3433

224 E. Morehead St.
Suite #9
Charlotte, N.C. 28202

Views On Dental Health



MICHAEL GIVENS, D.D.S.


IMPROVING YOUR SMILE

When you're speaking, which are more visible, your upper or your lower teeth? If you look into a mirror, you'll discover that it's your lower teeth that are more noticeable. Now smile. Surprised? Your upper teeth are more noticeable now.

There's a good chance your dentist can improve upon your smile. He can check to see if your six upper teeth follow the upward curvature of the LOWER lip. This means that the two upper front teeth should be slightly longer than the teeth next to them. If they're too short, they may give your face a frowning look.

If this is the case, an adjustment can be made to improve your appearance. If any of your front teeth are of uneven length, he can contour their shape to make them even and to give the proper accent to your two front teeth, which should be longer. Chipped or broken teeth can be repaired. Any tooth badly damaged by decay can be crowned to protect it and given a natural look.

Why not let your dentist check YOUR smile? You've got everything to gain.

 Michael O. Givens D.D.S.
COMPREHENSIVE DENTAL CARE
7021-G Newell-Hickory Grove Road
Charlotte, NC 28215
(704) 536-2299

Anne Miller
announces
the....

Grand Opening

Celebration
of
DAYNA SHOES INC

Designer and name brand shoes at affordable prices
SATURDAY, JANUARY 30, 1988

Drawing for
GIFT CERTIFICATES
at 12:00-3:00-5:00

Snake Skin Flats
Special Purchase
5 Colors

Open 10-6
Mon.-Sat
and by appointment

Refreshments

New Hope Plaza
904-B South New Hope Road
1 mile south of I-85 off New Hope Rd exit
Gastonia, N.C. 28054
866-7222

ALLTRONICS

\$10 OFF

All Color TV or VCR Repair
We Also Service MICROWAVES
"FREE" Estimate on Carry-Ins

OFFER EXPIRES FEB. 4, 1988

7001 S. BOULEVARD 553-7658

HE OPENED OUR EYES WITH A DREAM.

In memory of a life we've missed for 20 years...
MARTIN LUTHER KING JR.
1929-1968

