



From Helen's desk...



The year for action - well it certainly has been! Snowfalls and quakes, the shortest day has past and the flu bugs are hopefully coming to an end.

What comes to mind, however, is that you need to use software tools to highlight things that could be happening in your office life and consider how emPOWER, FreightMan and finPOWER can help you.

● Stop and review. What will improve the situation with overdue customers? Do they need weekly invoices, an overdue letter or statement emailed to remind them, or will just a simple phone call do the trick? Remember to use the Logs and Tasks in your emPOWER Other Parties to act as reminders. This will provide you with a list of useful things to do when you sign on each day!

Where are your services and goods being promoted or featured? Some Christchurch businesses have been moved to very unusual locations, and this has taught us that you do not necessarily have to be visible to the public to be in the marketplace. As long as you have your company details on the web, whether it is on Finda, in the White or Yellow Pages or your own web site. If you do have your own web site, it has to work effectively and be updated routinely. Contact Phil for some ideas and make your web site really work for you.

● Are warning bells ringing in your workplace to save time and money? Are some jobs, such as document filing, taking too long to do regularly? Are you utilising the technology to help you file consignment notes, POD's, invoices from suppliers etc as scanned documents? This will make it available for everyone in the office or on your network (other branches) to view, and to be emailed to your customers when required.

What about your payroll? Payroll can be one of the biggest expenses in a business. Review it often; check the hours worked in each sector of your business; look at the productivity and peaks in your business. Can you offer some flexibility in hours to give your staff a better work/life balance and keep your payroll costs realistic?

● Before you upgrade your hardware, have a look at some of the great scanners/photocopiers on the market and the useful features that are available. If you make the right choice, you will have the facilities to store and view your documents electronically. We have been working with clients on some great storage and viewing facilities on emPOWER and FreightMan. These features are already available in finPOWER and finPOWER Connect.

Helen Henderson
Implementing Customised Office Systems that Work

Talking Websites...



Thinking of the big World Wide Web - do you want to start an Online Business?

Or, maybe you have a fantastic new idea or concept that you want to take online?

Or, maybe you are even thinking about taking your existing business online?

The simple fact is this... some objective, professional feedback and advice could save you years of disappointment and many thousands of dollars!

Avoid the mistakes that could see you heading down a dead-end street!

Make contact with Phil today on 03 693 1121

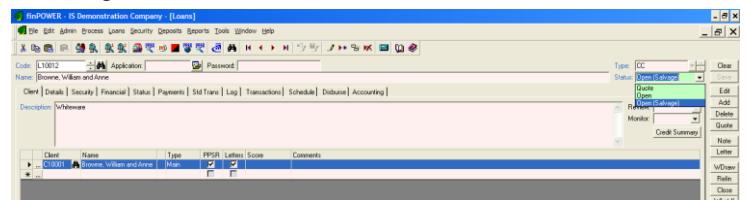
finPOWER – Salvage Ledger



When preparing your monthly reports, do you get frustrated having to separate the potentially doubtful or bad loans?

You may have a ledger which sadly has a bunch of loans which is going nowhere fast. It can be a tedious job to block them out and get some worthwhile information from the rest of the ledger. Don't resort to clearing them out for looking after outside of finPOWER. Use the Salvage facility.

To put a loan into Salvage, on the loan screen for the selected loan, click into the Status field and select 'Loan Salvage'.



Give us a call to find out how to use the finPOWER Salvage Ledger facility to ease your reporting workload.

Put your best foot forward



emPOWER training is a great way for you to ensure your staff are getting the best out of the software. Book your seat today or register your interest for training with amanda@helenhenderson.co.nz



All training will be held at our Christchurch office. Dates are:

Wednesday 31st August 2011 – Stage One
Thursday 29th September 2011 – Stage Two

finPOWER Connect – PPSR Update

finPOWER CONNECT Development of the finPOWER Connect interface to the Australian PPSR is progressing well.

The Personal Property Securities (PPS) reform, an Australian Government initiative, is changing the law and practice for secured financing involving personal property. The PPS reform will bring the different Commonwealth, State and Territory laws and registers regarding personal property security interests under one national system. From **October 2011** there will be one national PPS law and one national PPS Register (PPSR).

finPOWER Connect development to date has focused on two main areas, the first being able to capture the necessary information for PPSR Registrations and the second to provide a B2G Interface to the PPSR.

finPOWER Connect has two core modules designed to assist with the recording and registering of your Security Interests. These are the **Securities Register Add-On** and the **PPSR Add-On**.

Also just to note - Australian contracts will be available shortly. We will keep you updated as we get more information.

Help Desk...

Postal Codes - Are you up to date?



Please check that you have the latest addresses available. This database is constantly being updated, with updates available online at the click of a button.

The current version has an expiry date of **31/12/2011 – UPDATE TODAY.**

To check – Admin, Post Codes, Address Tab and click on the check button and follow the prompts. If you encounter any problems, please give us a call on 03 693 1121 option 1 for assistance. We encourage you to check for updates as part of your Month End.

MS Office Handy Tips

Office Quick Tables – 2007 Word

Here is a great office trick. Do you ever use the same table or table format repetitively during the course of your year?

In two steps you can save your table in Quick Tables:

1. Select the table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click **Save Selection to Quick Tables Gallery**.

It's that easy....

emPOWER – New Features



Here are some of the new features that have recently been released:

Serial numbered lines can appear bold in data entry of invoices, purchase order etc. when the following user settings are applied.

Other User Options.

Advanced User option? Advanced Location Searching?

Allow Toolbar/ Menu customisation? Highlight Serial Numbered/ Batch Stock items in Invoice entry

Stock Movement reports have the option to “include stock with no movement”

Select Period

Period: to:

Show Quantity

Include Stock with no movement

Stock Transaction, revaluations, adjustments and stock takes now allow multiple item selection on lookup

Adjustment - Items

ItemId	Description
BATCH	Batch Widget
CAB17	Crosswire Cable 1700mm
DRI	Drier - Model DD
FPipe	Flex Pipe
FRI160	Fridge - FD 160
JCord	Jug Cord
JUG	Jug - Electric
LSW	Light Switch
Motor WM	Motor for Washing Machine
PLUGS	Plugs - 3 Pin
SNO1	Electronic Telephone
TOA2	Toaster - 2 Slice
Washers	Washers
WashM	Washing Machine - Model WD1

FRI160,LSW,SNO1,WashM

OK Cancel

Other party AR and AP transaction tabs have “Location” column displayed. This is absolutely great if you are a multi-location company.

Date	Transaction Type	Reference	Location	Value
03/03/2011	Invoice Customer	CD100012	DN	-49.06
27/04/2011	Credit Customer	CR-N00777	DN	(49.06)
25/07/2011	Invoice Customer	CD100017	AK	383.16

Also available: Banking import software for ANZ, National Bank & Westpac, Others available on application.

**2011- The year of action?
03 693 1121**