

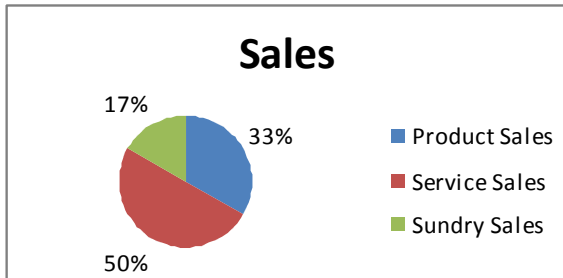
We are ready for 2011...



Welcome... we hope you are all refreshed and ready for an exciting year of learning what technology can bring to you.

Have you thought about....

- Printing labels on your stock and goods and scanning them when you sell your stock or transfer to other branches?
- Making your website work for you? If you are a transport operator, have you considered providing a site that lets your customers enter their transportation requirements, or lets your clients see where their freight is?
- Utilising emPOWER/finPOWER databases effectively for marketing to your existing client base (CRM)?
- A handheld machine that can help you take stock each month or as required?
- Using Excel graphs? They are just the most marvelous pictures of your business and they are so easy to use - take a moment to try.



Learn something new – make your office systems work for you!

We've heard about the recession lifting, it seems to be a slow lift, and unfortunately winter is often the time when cash flow and sales are down. Are you making plans to provide for this?

“Customised and Implemented Office Systems that Work!”

Helen Henderson

emPOWER Training 2011

Christchurch

- Tuesday 25 January 2011 – Intermediate

Book your seat or register your interest today with
amanda@helenhenderson.co.nz

Help Desk Update...

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 30/06/2011 – does yours?

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 process.

Contact the Help Desk first!

For all your enquiries we encourage you to contact our Help Desk first.

This is to ensure a Job Sheet is created and logged so we know your job has been actioned. It also helps us with other clients that may be experiencing the same queries, and we can thus report back to our software suppliers. This is especially helpful after an upgrade.

Help Desk Hours
8.30am – 5pm
Monday – Friday
03 693 1121

Press One – Intersoft & Freight Management
Press Two – Personnel & Wages
Press Three – Office Connections
Press Four – All other enquiries

Please note the following:

Press One covers: emPOWER – finPOWER – finPOWER Connect – fdPOWER and Freight Management

Press Two covers: IMS Payroll – H&S software – HR software and Time & Attendance software

www.helenhenderson.co.nz

Julie's Monthly Hot Tip...



What a great break I had with family and friends. Welcome back to an exciting year ahead.

Be up to date with a website logon to Intersoft Systems Limited. With a logon you will see updates on the latest emPOWER release information, receive newsletters and much more. To create your own user signon visit www.intersoft.co.nz, click on the My Intersoft tab and create a new My Intersoft account.

GST 101 Report

Following the change in the GST rate from 12.5% to 15%, your GST101 reports may report a difference between the Income Method and the Tax Method. This is due to the Income Method assuming 15% GST on all sales & expenses.

The Tax Method uses the GST value from the invoice which the receipt or payment is allocated to. To view these transactions, preview a Tax Details Report with each receipt or payment that has been allocated and their 12.5% or 15% tax rate.

Always use the Tax Method values when filing your GST return.

It is important to remember that you adjusted your 30/9/2010 GST return for the GST difference on the outstanding accounts payable and receivable, so no adjustment is required in the GST returns.

For assistance in reconciling your GST or queries you may have, please contact our Help Desk on 03 6931121 option 1.

Calendars for the New Year

Take a moment to review your calendar settings in emPOWER, fdPOWER and finPOWER. January 2011 has been confusing with the number of 1's, e.g. 11/01/2011.

We recommend that you have your calendar open to the end of your financial year, e.g. 31/3/2011 or 30/6/2011, as this will prevent entries into December 2011. As an example, if you calendar is open to 31/12/2011 and you key 15/12 into an invoice, the invoice screen will default this to 15/12/2011, as this will be a valid date.

For assistance contact our helpdesk on 03 6931121 option 1.

Zeald Update with Phil...



Welcome back! I hope you are able to make it to our next Zeald seminar on the **23rd February 2011** in Christchurch. Visit www.zeald.com to register.

The website **TRADE IN** offer expires on the **31st January 2011**, so don't delay. Give me a call on 03 693 1121.

The 2011 Website TRADE IN!

Don't spend another year missing out on the amazing returns of a well-performing website.



Trade in that rusty old website before the end of January and receive **10% off** a brand new shiny Zeald.com website solution*.

With a deal like that - why wait!

* Conditions Apply

 **ZEALD.COM**
SMART / RESULTS / ONLINE

2011 the year of action!
03 693 1121
