

September 2008



Our Workplace

As you enter this place of work please **choose** to make today a great day. Your colleagues, customers, team members and you yourself will be thankful. Find ways to **play**. We can be serious about our work without being serious about ourselves. Stay focused in order to **be present** when your customers and team members most need you. And should you feel your energy lapsing, try this surefire remedy: Find someone who needs a helping hand, a word of support, or a good ear – and **make their day**.

Fish



We have a new TEAM MEMBER.....

Theresa Clapp is the latest **Payroll Software Consultant** to join our team. Theresa has an administrative/management background and brings with her experience in general accounting, office management and payroll including IMS Payroll Partner. Theresa enjoys interacting with new and existing clients and is pleased to be able to utilize her knowledge and training skills when assisting with Software Support.



Health & Safety Seminar

Thank you for those of you that attended our H&S Seminar that was held in Christchurch on 27th June 2008. Our Software Consultants made good use of their time with Kevin Dunsford who is the creator of the H&S Software with some training.

If you are interested in an obligation free demo of the Health & Safety Compliance Manager Software please give us a call on **03 693 1121**



Advanced Training

Would you like some advanced training or have you had a change in your payroll staff?

03 693 1121

This training can be in a group or individual sessions either held at our office or on site.

Health Checks

Yes it's that time again for your IMS Payroll Partner Health Checks:

- Company & Employee Setup
- All Paid Leave
- Backing up Process
- PAYE/IRD/Kiwisaver and many more checks.
- Allowances
- Deductions
- Costing Reporting
- Banking Systems
- Review your future requirements



Phone Shirley or Theresa at the office on **03 693 1121**

Software Release

- 2008 – 2009 Tax Year Tables
- A number of enhancements

Freight Management

Fuel Adjustment Factor Options

Over the past few months we have developed several different options for the Fuel Adjustment Factor for the freight industry. The FAF is generally a percentage charge which is levied on all invoices in line with the price of diesel.

These options are available;

Freight Management – when updating to emPOWER

- Increase all rates by the Percentage required
- Add a new line to each client's invoice being posted, this provides a description and value, "Fuel Adjustment Factor of X% added to your invoice"



emPOWER or Freight Rating

Once into emPOWER the open batches can have either

- Add to the value of the invoice lines and include a description at the end
- Add a hidden line to the bottom of the invoice and add a description line at the end.

This is only suitable if there is one batch for the statement/invoice run.

Please contact **Andrew** or Helen if you would like to discuss and activate any of these options.

Freight Management

emPOWER 5.2

There are some great new features which we have found to be fantastic for our in-house Freight Rating Software. This offers the facility to analyse your Freight Management data in the following format rather than the entire information showing in the description column.

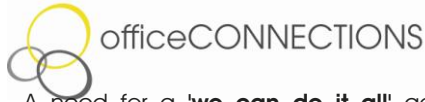
Header	Main	Allocations	Qty	Unit Price	Extension	EST	Total	Con	Note	Units	Kilos	Cu	From	Sender	To	Receiver	Manifest	Order	Dated
G		TIAP@BLS	1.00	84.48	84.48	X = T	84.48	KAP118357	1	0	0	0	CHCH	INCH180508	CHCH	INCH180508			14/05/2008
G		TO CWS TIM	1.00	120.70	120.70	X = T	120.70	CWS315686	17	0	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008
G		TIAP	1.00	9.65	9.65	X = T	9.65	CWS315686	1	0	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008
G		TO KAP/BELFAST	1.00	256.00	256.00	X = T	256.00	KAP118375	32	0	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008
G		TIAP	1.00	20.48	20.48	X = T	20.48	KAP118375	1	0	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008

finPOWER & emPOWER – Postal Codes

Two new options are available in the latest versions of finPOWER & emPOWER.

- The **Address Interface** provides a summarised data extract that has Suburb, City and Post Code information only. There is no cost for this option.
- The **Full Verification** provides the ability to validate right down to the actual street number as per the NZ Post requirements.

If your addresses require **Sanitising** please contact **Helen or Julie**.



Connecting your "OFFICE" to your "BUSINESS"

A need for a 'we can do it all' accounting and administration service company in the fast-growing community of Geraldine was the catalyst in the formation of Office Connections Ltd. It was opened this year to provide a wide range of services in the financial and administration fields to help businesses connect their office to their business.

Complementing the existing services of business software specialist HHA Associates Ltd, it is managed by Shilo King who is well-qualified - Shilo holds recognised accreditations in a wide variety of accounting, management and business disciplines; she is a member of the Institute of Chartered Accountants, a registered tax agent with Inland Revenue and the NZ Institute of Management and holds a NZ National Certificate in Computing.

The business will work on-site with clients if required and can cover temporary leave - such as holiday, sick or maternity; training in software and accounting procedures is offered and specialist staff can assist in a variety of business management areas. Specific areas of Office Connections' expertise encompass personnel and wages, freight management, finance and accounting, including MYOB, QuickBooks and other accounting software.

Centrally based at 172 Talbot Street in Geraldine Township, the business aims to provide affordable solutions for sole-traders and small businesses and prides itself on its friendly, down-to-earth and understandable approach. To help keep your business on track and eliminate management and accounting headaches, or if you just want to take a winter break, Office Connections offers an affordable solution: call 03 693 1121 ext 3.

Upcoming Events:

- 17 – 18 October 2008 – IMS Payroll Partner Conference
 - Helen and Shirley will be attending
- 7 November 2008 – Team Building Day
 - All HHA Associates Limited staff



For more information on **cashmanagerRural** give us a call and ask for Shilo 03 693 1121

EYE ON IT
Have you checked out our website yet?
www.helenhenderson.co.nz

Office Connections Limited website we are nearly finished.
www.officeconnections.co.nz

SOFTWARE Office 2007
If you have upgraded to Office 2007, then please give us a call to assist with resetting your line spacing in Word 2007.

Monthly Pick SMS Texting
This exciting new Add-On provides Intersoft Users with the ability to send SMS TXT messages directly from finPOWER /emPOWER to their clients cell phones, and any replies are sent directly from the cell phone to the finPOWER /emPOWER Users' e-mail address.



Helpdesk 03 693 1121



Help Desk – 03 693 1121

All Software Support Calls to be directed to:

- | | |
|-------------------|--|
| HHA Office | 03 693 1121 |
| | <ul style="list-style-type: none"> • Press 1 – Wages • Press 2 – All other enquiries |
| HHA Fax | 03 693 1120 |
| HHA Email | office@helenhenderson.co.nz |
| HHA Hours | 8am – 5pm Monday - Friday |

All calls will be answered by our helpdesk where they will take your details and your queries to help determine the Software Support person that you require.

All support calls (unless indicated) are charged as per Our Terms of Business.

- **URGENT CALLS – All software**
 - After Hours, Holidays and Weekends please phone the office on 03 693 1121, press 1 for wages, press 2 for all other enquiries – you will be **automatically transferred** to a cellphone after four rings.
- **IMS Payroll Partner**
 - As part of your service agreement with IMS Ltd there is a free help desk for general queries, 06 876 8959 during normal office hours.
- **Account Enquiries**
 - Please contact Amanda at the HHA Office on 03 693 1121 or email amanda@helenhenderson.co.nz

Have you checked out our website yet? www.helenhenderson.co.nz

General HHA News

Don't over look backup solutions

I know it seems we are harping on about backups, but without them we have no data to fix should your system crashes!

Security and backups are often mentioned in the same breath, but when purchasing ensure you focus on both not just one.

Security is the protection of data from unauthorized modification, destruction, or disclosure. Backup is the copying of data so that additional copies may be restored after an event that causes data loss.

It has been said that human error causes as much or more data loss than spam or exotic worms, viruses or Trojans. In fact, it is human error that often permits malware onto a system where it can manipulate and delete data, and cause server crashes that result in the loss of key data.

The bottom line is that comprehensive security for businesses must include a backup solution to properly protect information assets.