



# IT VIEWS

WINTER 2008

## WWW.SHANDTHOMSON.CO.NZ

Shand Thomson's website is under development and is to be operational by the end of July.

The website will be an online portal to the client services we offer, providing useful information about taxation, GST, payment dates, a library resource and links to related websites such as tax and allowance calculators.

A client secure area will give you immediate access to updated and historical information about your financial affairs and your banklink information will be able to be downloaded from this area too.



## BANKLINK

Banklink is a company that provides transaction data electronically. This has significant advantages from a data entry perspective as the date, amount and reference are electronically loaded with "auto coding" available for repetitive transactions.

The Banklink software is user friendly and free, although Banklink charge you a fee per transaction on an ongoing basis.

The majority of our clients are registered with Banklink with the software being used in three different ways:

- Banklink Coding - we send you a paper copy of your transactions and you provide us with the transaction details so we can update our files.

- Banklink Notes - we email you the transaction data, you code and narrate it on your computer and email it back to us for review.

- Banklink Books - we email you the data and you use the software as a cashbook, coding and narrating your transactions before printing your GST listings and reports.

Date	Reference	Narration	Account	Amount	GST	Tax Inv	Quantity	Payee	Notes
02/07/03	100152			77.33			0		
02/07/03	100149			25.89			0		
04/07/03		TELSTRA 01 1234 1234		240.25			0		
04/07/03		TELSTRA 01 1234 5678		465.20			0		
07/07/03	100153			2,564.47			0		
07/07/03	100148			548.35			0		
10/07/03	100135			1,586.93			0		
12/07/03	100155			367.77			0		
14/07/03	100158			987.36			0		
14/07/03		SUN ALLIANCE Paf: XD345GF	360	565.00			0		
18/07/03	100159			658.00			0		

The Banklink Notes transaction entry panel is at the bottom of the screen and all transactions for the period are listed above.

Banklink Books is a viable and user friendly alternative to a cashbook package, with the biggest advantage being reduced keying involved due to the ease of the electronic upload of your data and the autocode features.

If you would like to consider one of the Banklink options, please call Aaron Lloyd.

## NEED HELP?

Aaron Lloyd is available to assist with your in-house system. With a unique blended background in IT and accounting, Aaron is ideally qualified to assist you with both software selection and obtaining the maximum potential from your existing system.



## POSTCODES

Looking for a postcode? From 1 July all snail mail must include a postcode in the address or NZ Post will return the item to the sender.

Postcodes can be found easily on [www.nzpost.co.nz/Cultures/en-NZ/OnlineTools/PostCodeFinder/](http://www.nzpost.co.nz/Cultures/en-NZ/OnlineTools/PostCodeFinder/)

## TIP OF THE MONTH

**Memorising and using keyboard shortcut keys helps you get more done in less time.**

- Ctrl + C copy
- Ctrl + X cut
- Ctrl + V paste
- Ctrl + A highlight all
- Ctrl + Esc open start menu, then use arrow arrow keys to select an item
- F1 help
- F2 rename an item
- F3 open Final All Files dialogue
- Alt + F4 close the current window, or quit the current program
- Shift + F4 automatically repeats the previous Find command in Word
- F5 refresh screen
- ALT + F6 switch between multiple windows in the same program
- F10 activate the menu bar in a program
- Shift + Del delete items permanently

### BALCLUTHA

102 Clyde Street, P O Box 2, Balclutha  
P 03-4180020 | F 03-4180026

### DUNEDIN

7th Floor, Westpac Building  
George Street, Dunedin

[accountants@shandthomson.co.nz](mailto:accountants@shandthomson.co.nz)

[www.shandthomson.co.nz](http://www.shandthomson.co.nz)

## USE THE YELLOW PAGES

We have discovered that as long as your business has a listing in the White Pages, it is free for you to have the basic listing in the printed Yellow Pages. It is also free for you to be listed on the Yellow Pages website [www.yellow.co.nz](http://www.yellow.co.nz).

Within that site, you can setup a free information page, which you can update yourself. You can also setup your listing to be searchable under 15 different keywords, also for free. As it is hard to beat free advertising for return on investment, we recommend that you take up this opportunity!