

January 2010



Welcome back. We hope you are ready for another busy year ahead and that you all enjoyed your break over the Christmas/New Year period.



Did you get a chance to do some brain storming over the holidays regarding your existing or a new website? Call us on 03 693 1121.

## New Team Member at HHA Associates Limited

We would like to take this opportunity to introduce our new Office Administrator, Adele Weare, who will be covering maternity leave for Amanda who will finish up mid March. Adele has been training with Amanda since December and enjoying the vast array of work and supporting the team. Adele has a sound knowledge and experience with administration and accounts and is only too happy to assist you where she can - email [adele@helenhenderson.co.nz](mailto:adele@helenhenderson.co.nz)

## Backups – Do you do them?

Once again we find ourselves reminding clients of the importance of backups, we cannot stress enough that this is a critical part of your business.



Imagine losing all your important company files permanently; everything from business files, to client contact information, to account information. Although it's natural for most of us to prefer to stick our heads in the sand in hope that it will never happen to us, the cold hard reality is that it can and does happen. Computers don't care that the software you are working on will create your biggest invoice to date, or that you're running on a skeleton staff due to the holidays. It might sound pessimistic, but in business - and particularly when it comes to technology - it always pays to be prepared for the worst. You can reinstall software programs if you need to, but recovering the data is impossible if those files are lost or damaged beyond repair.

### Do I really need to back up all my data?

In short, you should back up all data that could threaten your business productivity in the event your computer spontaneously decides to give up the ghost. Although which data you need to backup will vary slightly between businesses, those files will probably include information relating to banking or other financial transactions, your email contact list, images, logos and promotional material, confidential business information, and contracts.

### I admit it: I haven't been doing my backups. Where do I start?

With a good range of backup software/hardware options and services currently available, it has never been easier or faster to ensure your data is safe and secure, or simply contact us on 03 693 1121 and speak to one of our software consultants. There are some great and colourful external hard drives available.

# Intersoft Systems Limited



finPOWER  
**CONNECT**



## Postal Codes – Have you updated

Please check 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 **30/06/2010** – 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 and press 1 for assistance.

We encourage you to check for updates as part of your Month End process.

## SQL – Server Benefits

SQL Server offers several benefits over the standard Access (Jet) database. Of course it comes with a price tag, both of software and hardware. It is also more support intensive to setup and configure. SQL Server is designed for 7 day, 24 hour use.

Backups can be done while you work. If you have operators working on line to your office SQL is highly recommended – it smooth's processing and can write back incomplete transactions.

## Scalability – Reliability - Security

## emPOWER V5.3.1

### Daily balancing of POS transactions

A new feature available in the latest release of emPOWER V5.3.1 is the ability to lodge a combination of receipt types, eg. Credit cards that may appear on your bank statement as one lump sum. Also assists you with reconciling your cash and cheque bankings. The Lodgment menu now has an additional selection of Pay Type Selection. This allows you to choose any combination of receipts (other than "bank") for lodgment to your cashbook.

Bank |

**Which Bank is the Lodgment for?**

Bank: CHQ Cheque Account

**On what date is the Lodgment being made?**

Date: 18/12/2009

**Select transactions dated on or before?**

Dated: 18/12/2009

**Select Lodgment type?**

Cash and Cheque transactions.

EFTPOS transactions.

When choosing the Pay Type Selection option, per the preview screen will list all available lodgment types. From here, you can choose what you would like to lodge together in your

Lodgements									
Lodge	Batch	Other Party	Name	Drawer	Bank	Date	Reference	Pay Type	Value
<input checked="" type="checkbox"/>		ADL	Adless Whiteware Services			18/12/2009	1	Cash	100.00
<input checked="" type="checkbox"/>		DJL	Dick Jones Ltd	Dick Jones...	QSB	18/12/2009	123	Cheque	100.00
<input checked="" type="checkbox"/>		PMcR	McRoss, Paul			18/12/2009	12566	EFTPOS	99.95

Select any combination & commit.

## emPOWER V5.3.1

### Aged Overdue Report by Invoice Date

V5.3.1 now has an option to report both in Accounts Receivable & Accounts Payable Aged overdue reports by invoice date. This feature is great if you are changing the payment due date on customer or supplier invoices.

When making selections from the Options tab, tick "Apply Invoice Date" to have the report display invoice date aging totals.

Selection - AR Aged Overdue Report

Options | Advanced | Groupings | Select | S/2 | Printer

**Select Order By and, if required, enter Ranges to filter information**

Order By: Name

Customers: [Search Icon]

Date As At: 23/12/2009

**Select Frequency Option**

Frequency: EDM

Back Date Allocations  Apply Invoice Date

Show Last Receipt  Show XRef Id

Show Credit Limit  Show Name

Export | Preview | Print | Cancel