



June 2008

# HHA News

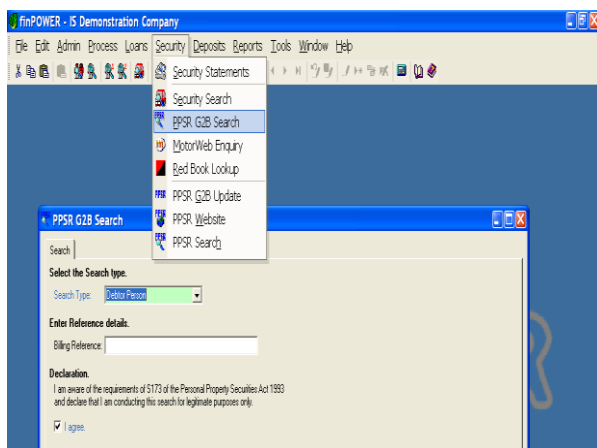
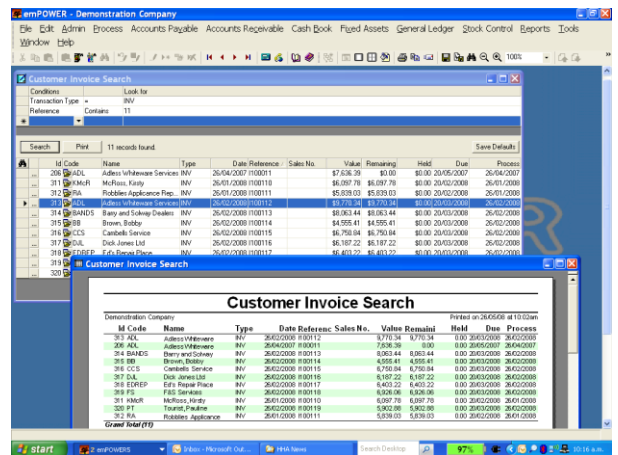
Well we are now into our second month for the new financial year, and we hope that you have found the team very helpful, with both support and fact sheets sent out to assist you with your end of year process. If you have any feedback re our fact sheets to help improve support to you as the client please let us know, either give us a call 03 693 1121 or drop us an email [office@helenhenderson.co.nz](mailto:office@helenhenderson.co.nz)

## Intersoft Systems Ltd finPOWER helpful hint..... PPSR users only

For clients who are using the PPSR G2b interface there is a feature available which allows the direct interrogation of the PPSR Security Register. Using this option provides you with searching by all the usual searches available through the PPSR web site. If you have any difficulties with this search, it will be insufficient privileges on the PPSR web site search engine, please contact Helen or Phil for assistance.

There is no additional cost using through finPOWER, just the usual Search Enquiry fee.

columns around to give the result you need. Suggest you use the landscape option.



## HHA Associates Ltd in attendance at the Small Business Expo

The HHA Associates Ltd team along with Intersoft Ltd attended the Small Business Expo which was held in Christchurch during May 2008 in conjunction with Intersoft Systems Ltd.

## emPOWER Helpful hint....

In Customer, Supplier, Job or Invoice Search options there is the ability to search for numerous criteria, and various mixes of information, eg Reference and date.

There is now a new option which can print this information, in the layout as per the screenshot below - ie you can move the



Some of the Members of the HHA Team above, L-R Shirley Walls, Helen Henderson and Phil Forman

It was great to see clients from near and far.

## emPOWER 5.2.3 & Freight Rating

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		Direct Debit															
Item	Description	Qty	Unit Price	Extension	GST	Total	Con Note	Units	Kilos	Cu...	From	Sender	To	Receiver	Manifest	Order...	Dated		
G	132 BALES	1.00	1,056.00	1,056.00	X = T...	1,056.00	KAP118357	132	0	0	CHCH	INCH180508	CHCH	INCH180508			14/05/2008		
G	TIAF@8%	1.00	84.48	84.48	X = T...	84.48	KAP118357	1	0	0	CHCH	INCH180508	CHCH	INCH180508			14/05/2008		
G	TD CWS TIM	1.00	120.70	120.70	X = T...	120.70	CWS315686	17	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008		
G	TIAF	1.00	9.65	9.65	X = T...	9.65	CWS315686	1	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008		
G	TD KAP BELFAST	1.00	256.00	256.00	X = T...	256.00	KAP118375	32	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008		
G	TIAF	1.00	20.48	20.48	X = T...	20.48	KAP118375	1	0	0	INV	INCH180508	CHCH	INCH180508			18/05/2008		

## Freight & Dispatch

We now have a new interface to **Navman** and **Excelerate** for more information contact Helen or Andrew on **03 693 1121**.

## General HHA News

We have had an exciting month or two with power fluctuations, improved heating and cooling, new servers and a new baby for Amanda.

Thank you to Chris Willis from Willis & White for giving up his weekend to spend in sunny Geraldine upgrading our server.

Amanda will be back on board on the 16<sup>th</sup> June 2008 and would like to acknowledge the work that that team has done to help while Amanda has being away. You will have noticed a new voice on the phones when you ring, Patricia who has fitted well into the team and has been a great help to the team during the last few months.

## Bites & Bytes

### Helpdesk – 03 693 1121

For all assistance please phone our office on **03 693 1121**. You will be greeted by Helen advising which number to press for assistance;

- Press 1** for wages enquiries
- Press 2** for all other assistance
- Press 3** for Office Connections Ltd and Shilo will be able to assist you.

### Backups – Are you doing them??

Are you doing regular backups? If you would need a hand or more information on backups please give us a call. There are a lot of new technology available eg hosted backups, portable drivers which run off 2.0 USB ports. We are available to help get the right backup technology for you. Or talk to one of our

Software Consultants next time they call in, they usually have 1GB USB sticks with them that you can purchase.

### Upgrading to Vista or Office 2007

Prior to upgrading to Vista or Office 2007 please contact HHA Associates Ltd first as you may find that you will need your customized finPOWER, emPOWER and fdPOWER programs amended. Also an important note for those finPOWER clients, PPSR is not supported in Vista.

For IMS Payroll Partner software users please contact us and we will be able to assist you with setting changes.



The Office Connections team is in full gear coming into the winter period.

Personal tax returns are due by 7<sup>th</sup> July and 2008 annual accounts are being finalized.

One of our most popular services temporary accounting cover is taking off well. Imagine being able to take that hard earned break or maternity leave knowing your accounts and/or payroll is in capable hands...

Our flexibility in being able to travel to you is also fast becoming popular and we have been zooming around all over South Canterbury in the past couple of months.

We cover a wide range of services including preparation of financial statements, payroll processing, regular business duties and accounting duties. Shilo is available anytime to discuss your requirements.