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August Newsletter 2019



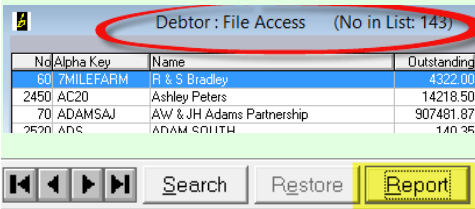
View Training Videos

Techno Tips



SIMPLE REPORTS

Produce simple reports from all File Access list screens.



NgAlpha Key	Name	Outstanding
60 7MILEFARM	R & S Bradley	4322.00
2450 AC20	Ashley Peters	14218.50
70 ADAMSAJ	AW & JH Adams Partnership	907481.87
2520 ADS	ADAM SMITH	140.25

Use the Report function to produce and print unlimited reports, such as:

- debtor list
- employee list
- pay types
- pen categories, and so on.

Customise these reports by adding extra columns of information, for example:

- bank account number
- outstanding balance
- email address
- totals paid and so on.

Experiment with it, have some fun.

Find instructions via : [Online Help > File & General > Search Facility and/or Report Function](#)

Need to work smarter?

Inquire about our Add-on modules

- * eSale or Websale
- * CXM—Customer eXperience Management



- * General Ledger
- * eBiz—mobile tally sheet
- * Health & Safety



Call now: 03 445 1345

OFFICE STUFF

Why do cows lie down in the rain? To keep each udder dry

Backing Up

Over the years we have seen too many data loss scenarios to ignore the importance of system back ups.

Surely it makes sense to protect all the hours of work you put in at your computer.

Some things to note:

- ◆ One copy is not enough
- ◆ Make multiple copies on different drives, - C/;, D/;, Onedrive, external hard drive, Dropbox and so on
- ◆ Have on and off site copies
- ◆ Check your backups are working
- ◆ Make time to backup
- ◆ Make backing up a routine task

Ultimately, you need to think about where your files are and ensure you have multiple copies at all times.

Ideally, those copies should be in more than one physical location.

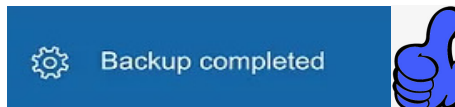
Make sure you have a solid backup strategy, with onsite and offsite backups, so you have a wide safety net against ever losing your files.

Both Paybiz and LivestockOffice have built-in backup processes in place (to the C drive) but it is **vital** that you continually make other copies as well.

The following links have useful information and are worth a look.

<https://www.wikihow.com/Back-Up-Data>

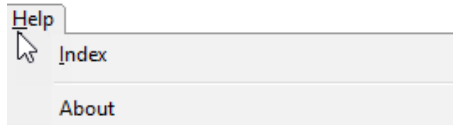
<https://www.wikihow.com/Back-up-a-Computer>



UPDATES

There are updates available. Check you have the latest version.

Go To: [Help > About](#)



LivestockOffice - A new update is due next week—check your inbox.

Current App Version: 31 May 2019

Paybiz

App Version should be: 8 Aug 2019

If you have an older version, it's time to update.

You can do this yourself—[Online Help > Live Update](#) or contact us and we will do it for you. info@shebiz.nz

Payroll news

Payday Filing

Everyone using payroll will be completing the new filing requirements.

We have taken many calls over the transition period and are happy to report that most are now finding the process very quick and easy.

As the procedure becomes more familiar, you will see the benefits. Change takes time to become habit.

If you need help with this, or just want some guidance, call us anytime.

03 445 1345 or 020 445 1345

*Note: NZPPA nominations close soon
Refer to my email dated 21.8.19
Have you voted?*

