

August Newsletter 2018

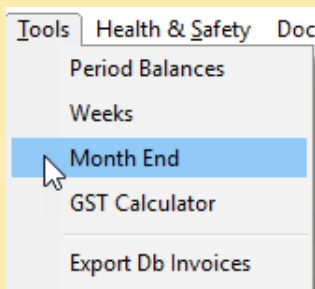
Techno Tips



Month End

At the end of every month it is an important practice to end that month and start a new one.

Tools > Month End > Period End



This will keep your financial data up to date and in the correct period.

- Ages Debtor & Creditor balances
- Updates Year-to-Date staff earnings
- Creates and updates the current week

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<https://www.youtube.com/user/Livestockoffice>

Save this page to your favourites for quick referral of our tutorial videos.

OFFICE STUFF

CONFERENCES

A busy time in May—July with AGM conferences and End of Year change overs for some.

We were lucky enough to be invited to Shearing Contractor Conferences in both NZ (Wellington) and Australia (Darwin and Perth). Thanks to all for your warm hospitality and positive interest in our payroll software—PayBiz.

Check out some of the photos, more on our facebook page:

<https://www.facebook.com/ShebizLtd>



UPDATES

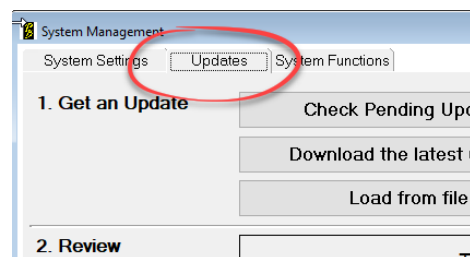
A new update is available now. Just a few modifications this time in response to industry changes.

You can download it in PayBiz from : **File > System Management > Updates.**

Click this link to view the process:

<http://www.youtube.com/watch?v=beX7FTmvvU&t=6s>

Or go to our website and click on the YouTube link there—select *Live Update*



Call for assistance if needed.

+64 3 445 1345

Helpful Shortcut Keys

ALT + Enter — Auto size your screen

Esc Key — Closes the open windows one at a time

Click in the custom sidebar — closes all open windows at once

CTRL + Space — Clears the field

CTRL + F8 (or fn F8 for some laptops) - Change case or Open the record

ALT + Tab — Switch between all open applications on your computer

