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August Newsletter 2019



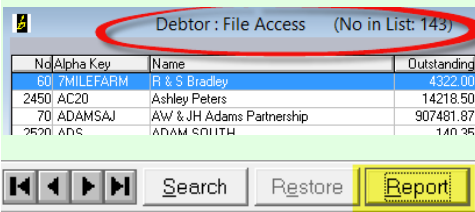
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Techno Tips



SIMPLE REPORTS

Produce simple reports from all File Access list screens.



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

- debtor list
- employee list
- pay types
- allowance rates, 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](#)



"NO! NO! TAKE my KIDS!
Down the hall, 1st door on the left"

OFFICE STUFF

The weather forecast says it won't rain for three months, but I drought it

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.

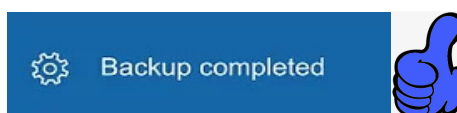
Make sure you have a solid backup strategy, with onsite and offsite backups, so you have a wide safety net against ever losing your files.

Paybiz has 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>



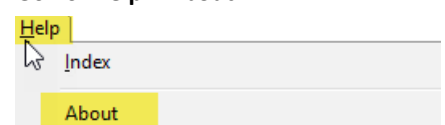
UPDATES

There is an update available from July and Aug.

- Child support can now be paid on the wage report
- New Cost Plus flag on Debtor and tally sheet
- Fixes to STP errors
- Child Support Protected Net Earnings is now auto adjusting

Check you have the latest version.

Go To: **Help > About**



App Version should be: 08 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'll do it for you.

info@shebiz.nz

STP Filing

Everyone 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 quite quick and easy.

As the procedure becomes more familiar, you will see the benefits.

NB: You will save data by filing only once per day or per week or per fortnight.

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

+64 3 445 1345 or +64 20 445 1345

"There are NO stupid questions"

