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February Newsletter 2019



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Techno Tips



BACKING UP

We recommend you save a backup copy of your data to an **external** drive, Eg. memory stick or similar. Ensure you change the default path in Backup Database settings :

Backup To

Go To:

File > Backup Database > Backup To
This will ensure you have a removable copy of your data in case of computer disaster.

Backup Daily if Needed

Did You Know—January Weather 2019

- > The highest temp was 38.4, at Hamner Forest on 31 January
- > The lowest temp was -0.3, at Manapouri on 12 January
- > The highest 1-day rainfall was 200mm, at Milford Sound on 19 January
- > The highest wind gust was 182km/h, at Cape Turnagain on 27 January
- > Of the six main centres, Tauranga was the warmest, driest and sunniest, Dunedin was the coolest, least sunny and wettest
- > The sunniest four regions were:
 - Wider Nelson (355 hours)
 - Tasman (355 hours)
 - Gisborne (325 hours)
 - Bay of Plenty (322 hours)



OFFICE STUFF

UPDATES

Updates will be available for the new financial year, for both LivestockOffice and Paybiz.

There is a big change for those using payroll.

- Payday Filing
See below for new IRD requirements and view online help :

[Online Help > Payroll > NZ Payday Filing](#)

- Increased minimum wage—\$17.70

Some other new features:

- **Hide** Due Date on invoices, so that no due date will print

Paybiz Only

- Flag Open or Contract Sheds and set new standing charges on invoices / tallysheets as applicable

LO Only

- Additional miscellaneous charge lines on sale transactions

We will email when these updates are available for downloading with all the new features.

Need to work smarter?

Inquire about our Add-on modules

- * eSale or Websale
- * CXM



- * General Ledger
- * eBiz



- * Health & Safety

Call now: 03 445 1345

*If you ever need help, please ask
"There are NO stupid questions"*

PAYDAY FILING

info@shebiz.nz

This from IRD - New requirements commencing 1/4/19

Before the month you wish to start payday filing:

1. Let us know you're switching to payday filing by opting in through myIR Secure Online Services
2. Check you've got the right people accessing your Payroll Returns account and re-set their permissions if needed

In the first month of filing on a payday basis:

1. File new employee details if you have new employees
2. File Employment information schedule each payday

You must do this within two days of each payday.

3. On the 20th of the month file your final EMS (IR348) and Employer Deductions form (IR345) and pay for the previous month.

