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January Newsletter 2018



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Techno Tips



IMPORT BANK STATEMENT

For Cashbook Other transactions only

Banking / Cashbook > Import Bank Statements

A new function has been added to import your bank statement.

This allows you to quickly generate all your **cashbook other** transactions for eftpos, fees, and other incidental payments that are not auto generated within Paybiz or LivestockOffice.

Import ONLY Cashbook OTHER transactions.
DO NOT USE for Debtor, Creditor and Payroll transactions. Select All Rows

Colors	Code	Reference	Purpose	Print/Rec	Amount
303	CROMWELL	71558	CROMWELL POST SHI	Payment	-107.63
R		POS	Shearing Supplies	Receipt	90.00
3ES	WE 25 JUN 17	BP	PAYBIZ SHEARING	Payment	-12237.56
3031	OTAGO	91957	FOODSTUFFS	Payment	-117.00
.YOUR	FIRST 80	TRANSACTIONS	MONTHLY BANK FEE	Payment	-170.00
3031	OTAGO	9301605	FOODSTUFFS	Payment	-57.80

Full info is available from:

PayBiz : [Online Help > Banking > Import Bank Statement](#)

LivestockOffice: [Online Help > Cashbook > Import Bank Statement](#)

Shebiz Office Services

*Struggling with the book work?
Our office services are available for all of your bookkeeping and/or payroll processing.
Cost effective, personalised service.
Call or email to find out more.*

info@shebiz.nz

NEW YEAR WELCOME

HAPPY NEW YEAR—2018

Welcome to 2018.

We hope everyone had a great Christmas and New Year break, it seems so long ago now as we head to the end of January already.

As we look ahead and move into the new year, we look forward to continued growth and development.

A couple of things to watch for are:

- A Paypal account creating paypal invoices for our international clients. No more payment fees.
- A new module for recording and managing your customer interaction, subscriptions and correspondence. *(only available for LO users)*

WATCH THIS SPACE.....

OFFICE STUFF

TRAINING / NEW STAFF


Have you taken on new staff in the new year??

We have several training options.

- ◆ Online Help and training documents
- ◆ YouTube training videos from our website home page
- ◆ Remote computer access via Teamviewer for one-on-one help and training
- ◆ A demo system that includes all the modules and the latest functionality
- ◆ Our office training room for customised personal training for your new staff or refresher courses for existing staff.

For all training inquires and assistance, call us. **+64 3 445 1345**

My email password has been hacked.

That's the third time I've had to rename the cat. 

Reminders

Month End

[Tools > Month End > Period End.](#)

Do this at the end of every month.

This will roll over the month and keep your YTD/MTD totals current. Work can still be entered until you are ready to close

After Hours

We have an after hours support service operating outside normal office hours.

Call: **03 445 1345 nz**

+64 3 445 1345 aus

NB: we use call forwarding and no longer use an after hours mobile number.

GET MOBILE

More and more business is being done on mobile phones and hand written paperwork is getting less and less.

Both **Paybiz** and **LivestockOffice** have mobile applications to do the job.

Work smarter, work faster with our e-modules - **eSale** and **eBiz**

Inquire now

