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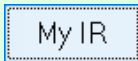
Techno Tips

NEW LOOK IRD SCREEN

Payroll > IRD File

Paybiz has a new look IRD file screen.

Now with a direct link to



- ⇒ Save your files per Pay Date
- ⇒ Click myIR
- ⇒ Import your files
- ⇒ Done

Also from **Payroll > IRD File**, you can report and print the totals for a date range. Use this to check the totals for your IRD payment obligations.

NOTICE

Due to the current work load the light at the end of the tunnel will be turned off until further notice.

The Management

Need Help in the Office?

Our Office Services are for you. Cost effective, personalised service. Call us for a quote and discuss your needs.



03 445 1345
020 445 1345

March Newsletter 2019



[View Training Videos](#)

OFFICE STUFF

END OF FINANCIAL YEAR

It is very quickly approaching the end of the financial year for many.

Time to prepare your reports and tidy up the books.

Print:

- Aged Trial Balances for Debtors and Creditors
- Payroll Summaries
- 31 March Bank Statements
- Reconciliation Report
- GST Calculation
- Gear Purchases / Advances
- Non-tax Allowances
- GL Reports (if applicable)
 - Profit and Loss
 - Balance Sheet
 - Trial Balance

Your accountant may request additional information, so for these or any other 'end of year' queries, please contact us:

[03 445 1345](tel:034451345) or info@shebiz.nz

PAYDAY FILING

This is now compulsory for everyone from the 1 April.

Some things to note:

- After filing the March return, go to **Payroll > Payslip Setup >** and tick **Use NZ Payday Filing**
- All employees must have a contact phone number, email or address
- All employees must have a Kiwi-saver status
- You must file every payday
- Paying IRD remains the same

Info at: [Online Help > NZ Payday Filing](#)

DID YOU KNOW?

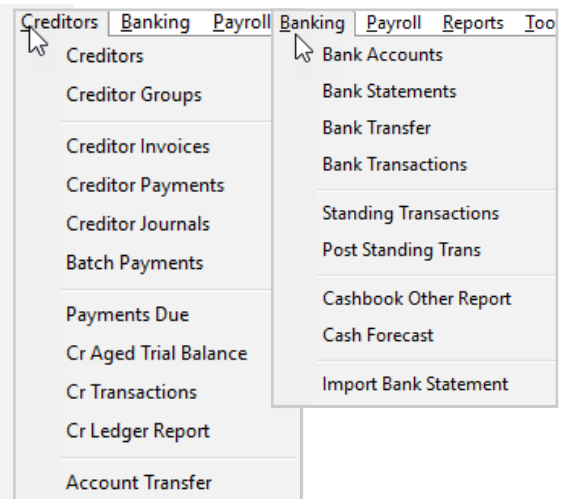
Paybiz is not just Payroll

Paybiz and Paybiz Lite come with an integrated Cashbook as standard

- ◆ Enter all your Creditors and manage your payments to them
- ◆ Import your bank statements
- ◆ Reconcile your bank statements
- ◆ Complete your GST returns

This is an all-in-one package.

Are you making the most of Paybiz?



info@shebiz.nz

