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March 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

E:/Shebiz/Backup

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

SCAA Conference 2019—Cairns

We will be running a workshop for current and new Paybiz users.

Date: Wednesday May 29th

Time: 9:00am – 11:00am

Location: Terrace Room
Double Tree by Hilton, Cairns

Topics we will be covering:

- Standing Charges for Open/ Cost Plus sheds
- System Reports
- Custom Reports
- Paybiz Tips and Tricks
- Optional Modules – Health & Safety, General Ledger, eBiz
- General Discussion and Feedback – Question and Answer session

RSVP to info@shebiz.nz

OFFICE STUFF

UPDATES

An update will be available in early April as we complete the ATO testing for STP. This is a big change for those using payroll.

- **Single Touch Payroll (STP)**
Payroll filing every payday or pay event

See below for new ATO requirements:

[https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-employer-reporting-guidelines/?page=5#The rules of reporting through Single Touch Payroll](https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-employer-reporting-guidelines/?page=5#The%20rules%20of%20reporting%20through%20Single%20Touch%20Payroll)

We will be using OZEDI as the payroll sending provider.

Some other new features:

- **Hide Due Date** on invoices, so that no due date will print
- Have **Cost-plus** or **Contract Sheds** and set new standing charges on invoices, tally sheets or Debtors as applicable

We will email when the update is available for downloading.

Call us for assistance if required

+64 3 445 1345

Need to work smarter?

Inquire about our Add-on modules

- * General Ledger
- * eBiz
- * Health & Safety



Inquire now: info@shebiz.nz

DID YOU KNOW?

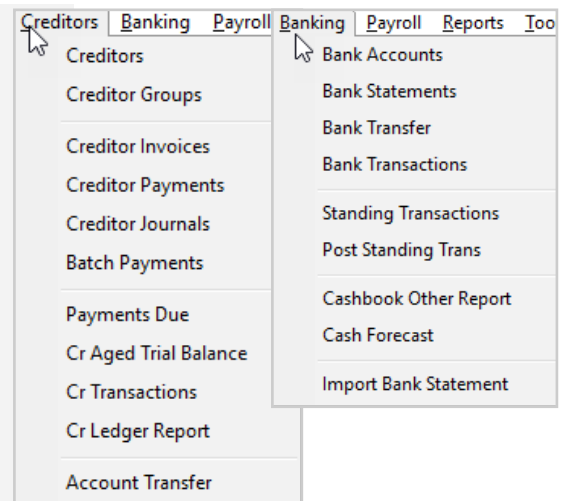
Paybiz is not just Payroll

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?



All Help docs can be found here:

ts [Online Help](#) [Help](#)

