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March Newsletter 2017



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Techno Tips

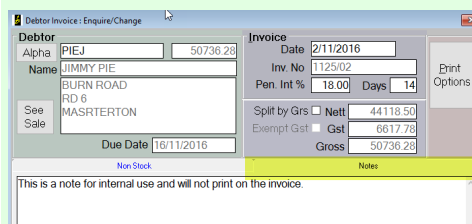


NOTES TAB

A new **Notes** tab has been added to:

- Debtor and Creditor Invoices
- Agents Enquire screens.

This allows you to record notes for internal use, they will not print or show on the invoices.

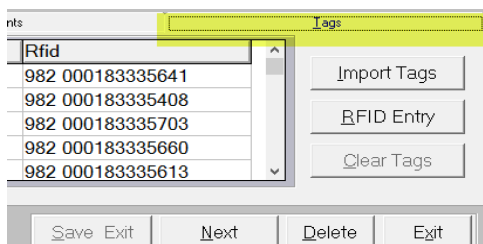


Available now: 03 445 1345

NAIT

Are you using the NAIT functions within LivestockOffice? LivestockOffice easily handles this numbers and allocation exercise.

1. Simply import the tags and allocate
2. A transfer file is created for export
3. Upload the file to NAIT
4. DONE



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.

- Do the **Month End**
Tools > Month End > Period End.
This will roll over the month but will not close the month, work can still be entered until you are ready to close.
- Post all Standing Transactions.

Print:

- Aged Trial Balances for Debtors and Creditors
- Payroll Summaries
- 31 March Bank Statements
- Reconciliation Report

- GST Calculation
- GL Reports
 - 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

'End of Year' has never been easier

Training

We offer personalised training for your new or existing staff. Keep up to date with all the new software features, developments and time saving modifications.

Tailored to your requirements. Book your time now.

Items of Interest

Teamviewer

There is a new version of Teamviewer out now—version 12.

Please **DO NOT** upgrade to this. We all currently run **Teamviewer 11** and this will not access version 12.



JUST FOR FUN

Q: What do computers eat for a snack?
A: Microchips!

Q: How do trees access the internet?
A: They log in!

Q: What did the spider do on the computer?
A: Made a website!

OFFICE SERVICES

Need a Break??

Feeling Like THIS?



We can do your office work for you. We have experienced, professional staff waiting to take on your workload. We guarantee confidentiality and efficiency.

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info@shebiz.nz

View our website : www.shebiz.nz and click Shebiz Office Bureau

**HAVE YOU DONE A BACKUP THIS WEEK ...
DO IT NOW**

