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March Newsletter 2017



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JUST FOR FUN

Q: What do computers eat for a snack?

A: Microchips!

Q: How do trees access the internet?

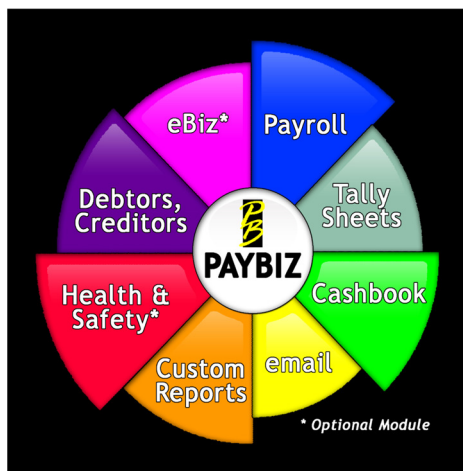
A: They log in

Q: What did the spider do on the computer?

A: Made a website!

PAYBIZ

Not just Payroll, but also ...



Debtors, Creditors, Invoicing, Email, Cashbook, Banking, Reporting, **plus** Health & Safety, General Ledger and eBiz-mobile data entry.

Complete your package:

One program - One Place

New update is available **now**.

Some great **new features** and **improvements**.

You will **love them**

Call to get yours : **+64 3 445 1345**

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

'End of Year' has never been easier

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.

For a very competitive quote and further information call us or email:

info@shebiz.nz

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

A 'MUST' READ

EBIZ—Mobile Tally Sheets

Our **Health and Safety** module has been integrated into **eBiz**.

You can now record all Risks and Incidents, Courses and Meetings.

This means you can

- complete your shed WOF
- record your H&S shed induction details
- record the risk reviews
- record any incidents
- at the shed....on the go....
- and all the information is straight back to the office computer
- **SO QUICK SO EASY**

Easter is coming—April 14 to 17

Public holidays are:

Good Friday and Easter Monday

If either of these days would otherwise be a normal working day for your staff, they are entitled to be paid their relevant daily pay or average daily pay for these public holidays.

If you are unsure, copy and paste the link below into your web browser: <http://apps.employment.govt.nz/holiday-tool/owd.aspx> and complete the questionnaire to get an answer.



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