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## November Newsletter 2016



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### Techno Tips



#### DATE ENTERING SHORTCUTS

Dates can be tedious to enter, so here are some shortcuts to speed the process when a date is required:

1. **Db1 Click** in the date field will bring up the calendar to select the chosen date
2. Press **Ctrl + Space** in the date field to clear and enter today's date
3. Type the **day eg. 21** and hit **Enter** to auto complete the month and year

Try these tips to speed date entry

#### SHEBIZ OFFICE SERVICES

Let us do the paperwork for you  
Customised to suit your needs

Take advantage of our competitive rates. **Call Now**

#### TRAINING

##### Need to get up to speed

Keep up to date with all the new software features, developments and time saving modifications.

We have a training room in our office for full or 1/2 day training sessions where we offer specialised training and refresher courses, tailored to you and your staff.

Or if you prefer just a quick refresher, we can link up on TeamViewer for that quick personal consult.

Other training options: See the extensive **Online Help** and **YouTube** training videos.

Contact us : [info@shebiz.nz](mailto:info@shebiz.nz)

### WHAT'S BEEN HAPPENING

#### WHAT'S NEW

Some exciting developments have been happening over the last month or so.

We have expanded our software suite to meet changing market needs.

#### LIVESTOCKOFFICE ONE & PAYBIZ LITE

##### \*\*\*NEW PRODUCTS – new prices\*\*\*

We have created two new products for entry level users.

**\*\*LIVESTOCKOFFICE ONE:** the complete package for the independent Livestock Broker allowing for 1 Agent.

**\*\*PAYBIZ LITE:** the complete package for the small contractor to accommodate a single gang—maximum of 10 employees.  
Inquire Now: **+64 3 445 1345 \*\*\*\*\***

#### UPDATES—NEW FUNCTIONALITY

There have been some substantial improvements following customer feedback. Some are listed below:

##### • Custom Commission Splits

This is a new field on the Sale screen to split commission non equally between multiple agents

##### • Notes On Invoices

A new tab on Debtor & Creditor Invoices to record inhouse notes, it will not print on the invoice

##### • Change Vendor on Auction Sale Pens

If a pen has been entered against the wrong vendor, it can now be easily changed on the Pen tab

Full list available on request **03 445 1345**

### ITEMS OF INTEREST

[info@shebiz.nz](mailto:info@shebiz.nz)

#### Reminders

##### 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.

You can now also post your Standing Transactions here.

##### BACKUP ... BACKUP ... BACKUP

[File > Backup Database.](#)

Make this a habit and protect your data.

##### After Hours

We have an after hours support service

Call: **020 445 1345 nz**

**0064 20 445 1345 aus**

The Whales are still in Kaikoura -  
Hurray, great news



Bob goes to see his friend Pete. He finds Pete in his barn dancing naked around his John Deere. "What are you doing!" asks Bob. Pete stops dancing & says,

"My wife has been ignoring me lately so I talked to my psychiatrist and he said I needed to do some thing sexy to a tractor."  
[to attract her]

