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October Newsletter 2017



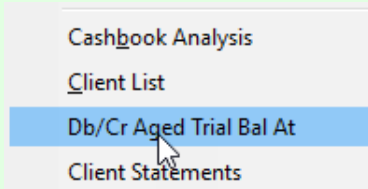
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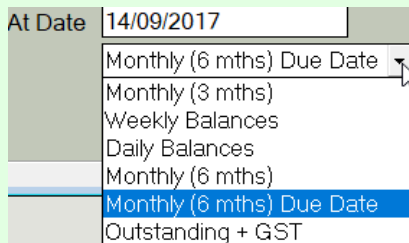


DB/CR AGED TRIAL BALANCE

Debtor/Creditor Aged Trial Balance reports a balance at a specific date. Look under the Reports menu:



There are new options for the report type, from the drop-down menu



Full instructions via : [Online Help](#) > [Reports](#) > [DB/Cr Aged Trial Bal At](#)

OFFICE STUFF

New Update Available

The latest update is available for all LO users. (some already have it). It contains some new features and increased functionality, here's a few to mention:

- **Import Bank Statement**
This allows import of cashbook other transactions from a bank statement.
- **Debtor / Creditor Options**
A new feature to quickly print invoices, statements and ledger details for the client. Includes a new email function.
- **Prompt to Back Up**
An automatic back up prompt when you are finished for the day.

- **Avg Kg Sale Basis**
A new Average Kg Sale Basis has been added to eliminate manual calculations.
 - **Default 2nd Agent**
A new field has been added to the vendor screen on a sale to allow a second agent to be added. The field has an update feature to add retrospectively to existing transactions.
(A full list of changes has been emailed and is available on request)
- Online Help** documents have been updated to include all the new changes.

As always, we welcome your questions, feedback and suggestions for future enhancements.

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OFFICE SERVICES Payroll and all that stuff

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New update is available now.
Some great **new features** and **improvements.**

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NOTICE

THIS WORKPLACE REQUIRES NO PHYSICAL FITNESS PROGRAM, EVERYONE AROUND HERE GETS ENOUGH EXERCISE

1. JUMPING TO CONCLUSIONS
2. FLYING OFF THE HANDLE
3. RUNNING THEIR MOUTHS
4. KICKING FRIENDS IN THE ASS
5. DODGING RESPONSIBILITY
6. PUSHING THEIR LUCK

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