

May Newsletter 2014



Techno Tips

Final Pays

Process a final payslip for an employee as a separate payrun.

- ◆ Go to **Payslip**
- ◆ **Add**
- ◆ Select **Employee**
- ◆ Change **date** to be employees finish date (*highlighted below*)

Pay Slip : Enquire/Change

Employee Date

Last Payslip Nett Update P/S Nett

No Pays Manual Tax

- ◆ Pay out any accrued Annual and Statutory pays by entering these Pay types manually (*see below*)

Pay Lines

Date	Type	Pay Type	Alpha ..	Quantity	Gross
		WINZ		25.00	-25.00
		ZHOL		23.74	23.74

Pay Slip Line

Pay Type Statutory Holiday Quantity @ \$1.00 Gross

Reference

Save Exit Next Delete Exit

- ◆ The accrued amounts will fill automatically as shown above
- ◆ **Pay/Check wages** to print and pay wages
- ◆ Return to Employee screen and enter a **Finished** date (*below*)

Details

Ird Number Weekly

Commenced Finished

Tax Code Withholding Rate

Question:

What has 8 legs, 4 ears, and twice as much wool as a sheep?

Answer: 2 sheep.



OFFICE NEWS

Online Training

Over the last couple of weeks we have trialled training workshops via team viewer meetings. This method has proven a quick hassle-free way of showing you short instructional videos. We hope you have found them beneficial.

The other benefits are:

- This is free
 - The videos are quick
 - The meetings are interactive
 - The videos are always available.
- Following the scheduled viewings, the videos are uploaded to YouTube so that you can access them and re-view them whenever you want. Simply save the link to your favourites.



We aim to have these video meetings available on a weekly basis. If you have a specific topic you want us to cover, please let us know.

We welcome all your comments

leonie@livestockoffice.co.nz

Conference

We are looking forward to attending the annual association conference next week in Wellington.

During the morning of Thursday 29th May, from 10.30 – 12.30, we, Jenny and Leonie will be in the hotel to met with you.

We will be conducting a number of short training modules for all conference attendees, and invite you to join us.

We look forward to seeing you there.

REMEMBER

Please check your emails regularly

Progress & Updates

The last month has been a busy one for all of us as everyone gets used to the new software.

Following feedback from you there have been a few tweaks made that you will have noticed, following the latest upgrade earlier this month.

These have been some small modifications to enhance the speed of entry and make your job easier.

As you gear up for pre-lamb, we know you will enjoy the speed and accuracy PayBiz has to offer. It is such a powerful, flexible program, you will wonder how you coped without it.

Keep your feedback coming so we can keep providing the solutions.

www.paybiz.co.nz



Jenny Scott

PO Box 78, Cromwell, New Zealand

Ph +64 3 445 1345 Fax +64 3 445 0653 Mobile (027) 431 71 01 Web www.livestockoffice.com

