

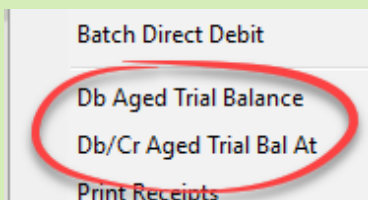
September Newsletter 2017



Techno Tips

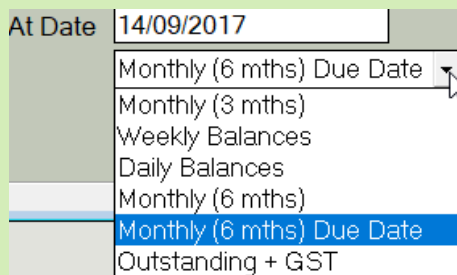
DB/CR AGED TRIAL BALANCE

Debtor/Creditor Aged Trial Balance reports now have more options. Look under the Debtors menu:



A new **Db/Cr Aged Trial Bal At** report is used to report debtor or creditor aged trial balances at a specific date.

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



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

Coming up

NZ Merino Shears — Oct 6th & 7th Alexandra

This is always a great event to kick off the shearing sports season.

Get down there and show your support



OFFICE STUFF

Updates

A new update is available for all PayBiz users.

This contains some minor enhancements along with some new features adding functionality to the software. Some of these new features are:

- **Set Base Rate**

This allows you to set the rate value directly from the rate calculator to the employee rate 1, 2, 3 or 4.

- **Import Bank Statement**

This allows import of cashbook other transactions from a bank statement.

- **Export to Xero**

This creates a Debtor Invoice data file for import into Xero.

- **Prompt to Back Up**

An automatic back up prompt when you are finished for the day.

We hope you enjoy these and the other new features in this update.

In addition, you can now install the updates yourself if you wish, or contact us and we will do it for you.

(A full list of changes and install instructions have been emailed and are available on request)

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

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Tally Sheet—Short Cut Keys

Right Click on an existing line to open a new line in the tally sheet. Saves having to scroll to the bottom.

Change Rates will quickly change or update the invoice charge rate and/or description once the tally sheet is completed.

Tally Sheet #'s—Auto adds quantities for all pay types used in the tally sheet.

Ctrl R in the employee field will repeat the last employee code entered.

Shebiz Office Services

Our office services are available for all of your bookkeeping and/or payroll processing. Cost effective, personalised service. Call us: +64 3 445 1345

Thank You

A big thank you to everyone who attended our recent training seminars in both the North and South Islands. We hope you found them beneficial.

