

**Add New  
Tally Sheet**

- Debtor - Enter code or F8/Dble Click for list. Add if not in list.
- Date - Invoice date
- Default Daily Hours and Days

**Add Tally  
Sheet Lines**

- Staff - Enter code or F8/Dble Click for list. Add if not in list.
- Date - Date work was done, prints on the payslip
- Pay Type - Enter code or F8/Dble Click for list. Add if not in list.
- Qty - Sheep shorn or shedhand hours worked.

**Add Non Staff  
Lines**

- Leave the Staff field blank to add lines that will print on the invoice but not go to a payslip.
- eg Press Hire, Mileage, ACC etc

**Check Charge  
Out Rates**

- Use the **Change Rates** button to change the Charge Rate for all existing lines for this pay type on the tally sheet.

**Wage Costs**

- Check the Wage Cost values, print the report if desired.

**Invoice**

- Click the **invoice** button , and preview the invoice.
- Print if desired or Batch Print invoices later via  
**PayBiz main menu > Reports > Batch Print Invoices**