

PayBiz – eBiz

15/03/2018

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eBiz - Online Tally Sheet and Invoice Entry

KEEPING IT SIMPLE

The eBiz web interface is easy and intuitive to use with straightforward screens and options. Mandatory fields prevent you moving to the next screen until they are completed. Some details are remembered from one tally sheet line to the next to speed entry. No special software or equipment is required. Simply log in via your laptop, iPad, smartphone or any other device that can run a web browser.

ACCESS ANYTIME, ANYWHERE

With eBiz you can manage your tallies from anywhere that you can access the internet.

- Enter the tallies from the shed
- Record notes
- Manage staff and work codes
- No special software required

This means you can enter, edit and review your tally sheets from the shed, away from the office or even overseas.

UP-TO-DATE

eBiz connects directly to the PayBiz server in the office, so the information displayed is always up-to-date with no need for uploading or synchronizing.

The office will have the tally sheet information immediately, improving productivity and streamlining processes.

SAVE TIME WITH GREATER ACCURACY

No more frustrations trying to decipher hand written tally sheets and chasing missing information.

You can pre-enter the staff and pay types (work codes) before the team head out to the shed, leaving your ganger to simply enter the numbers.

Being online, eBiz lets your ganger enter the tallies for their sheds, whether on the road or back at home, giving them greater responsibility and ownership of their teams.

You can easily check the tallies as they are entered using the Tally Sheet option in PayBiz.

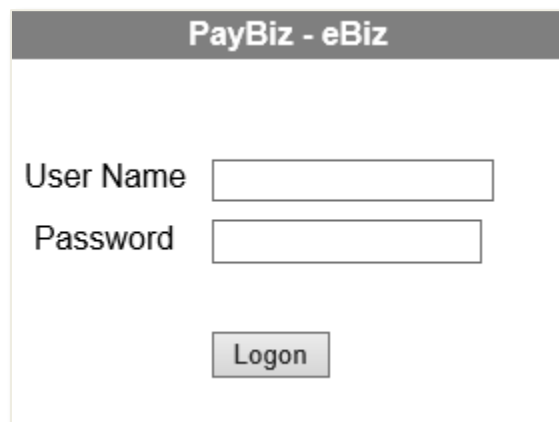
Imagine sending the invoices before your team even returns to home base!

General Notes

- In most browsers <tab> moves to the next field.
- In most browsers, when the focus is in a text box, the <Enter> key is the same as clicking the first button on the web page.
- Drop down boxes:
 - If using a keyboard, enter the first letter/s to jump directly to a specific item.
 - Click the arrow at the side to display the list.
 - <Enter> or **Double-Click** selects the current list item.
- In multiline text boxes, such as Comments and Notes fields, <Enter> moves to the next line in the text box.
- If using a keyboard, <Space Bar> will enter/remove the ticks in check box fields.
- Date fields must be in the format D/M/Y
 - The separator can be / or . or -
 - D and M values can be 1 or 2 digits.
 - The year can be 2 or 4 digits.
- Mandatory fields are marked with *.
- Website layout may show minor variations on different browsers but this does not affect the functionality.

eBiz Login

Access to your eBiz is via a web address unique to your company.
Enter your credentials and click **Logon** to access the **eBiz Menu**.



PayBiz - eBiz

User Name

Password

Figure 1: eBiz Logon screen

eBiz Functions

With eBiz you can manage your tally sheets, your Invoice job and add new Clients (Debtors).

Access to the options is controlled by user security so you can limit access to the various functions for each employee.

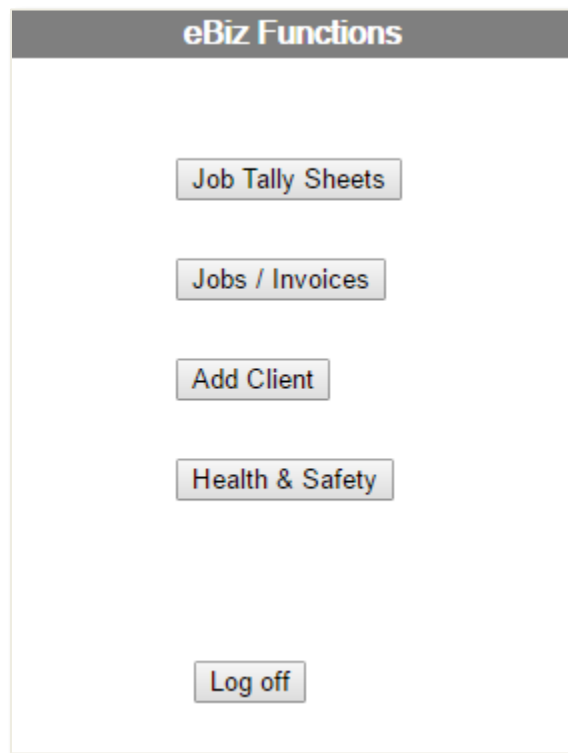


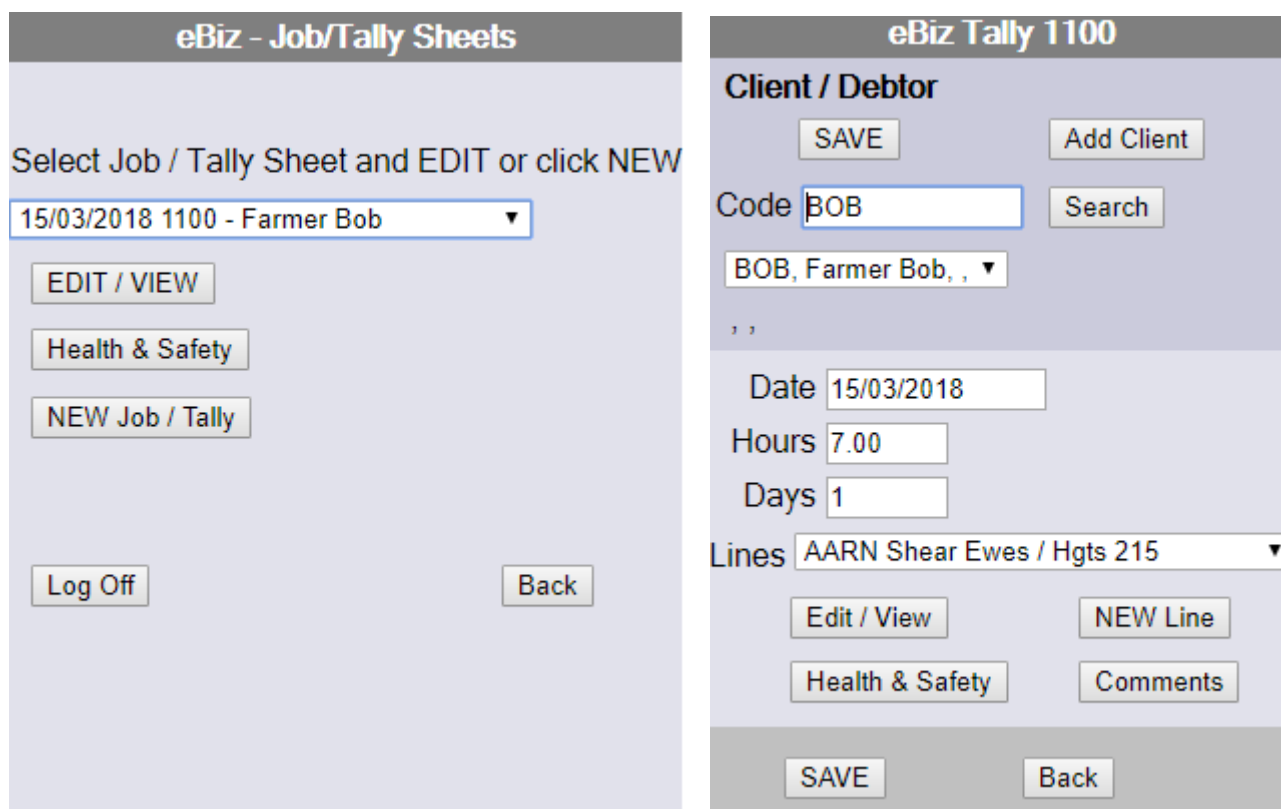
Figure 2: eBiz Menu

eBiz Job/Tally Sheets

Details entered here are visible immediately in the **Job/Tally Sheets** option in PayBiz.

Select an existing open Tally Sheet from the drop down list and click **EDIT/VIEW** to open the Tally Sheet, or click the **NEW Tally** button to add a new Tally Sheet.

N.B. The **New Tally** button is only visible if your User Group has ADD access to the Tally Sheet class.



The image shows two side-by-side screenshots of the eBiz system interface. The left screenshot, titled 'eBiz - Job/Tally Sheets', displays a main menu with a dropdown list showing '15/03/2018 1100 - Farmer Bob'. Below the dropdown are buttons for 'EDIT / VIEW', 'Health & Safety', 'NEW Job / Tally', 'Log Off', and 'Back'. The right screenshot, titled 'eBiz Tally 1100', shows a form for editing a tally sheet. It includes fields for 'Client / Debtor' (with 'BOB' entered and a search button), 'Date' (15/03/2018), 'Hours' (7.00), and 'Days' (1). There is also a 'Lines' dropdown showing 'AARN Shear Ewes / Hgts 215'. At the bottom of the form are buttons for 'Edit / View', 'NEW Line', 'Health & Safety', 'Comments', 'SAVE', and 'Back'.

Figure 3: eBiz Job/Tally Sheets

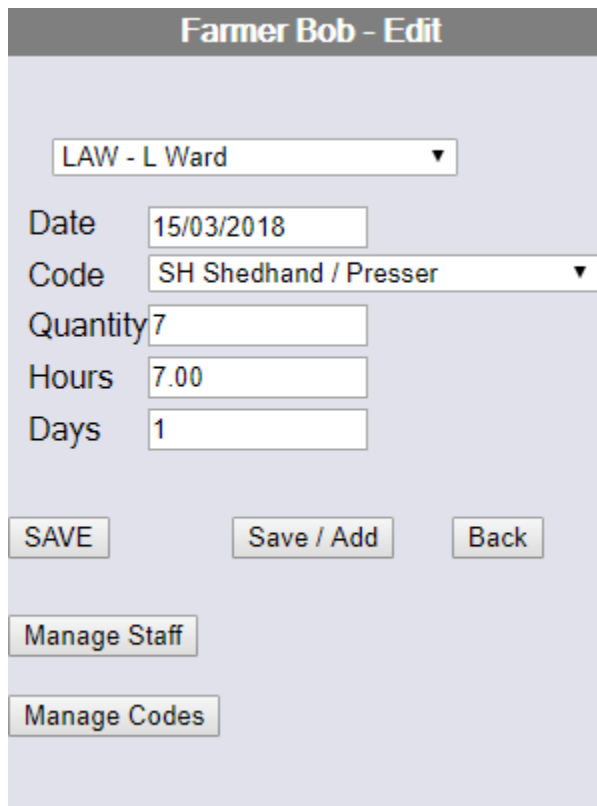
Field	Description
Add Client	Opens the Add Client screen to enter a new debtor. Only visible if your User Group has ADD access to the Client class.
Code / Search	Enter the first letter/s in the Code field, then click the Search button. Use the drop-down box to select the Debtor from the returned search matches. The address will display for the selected client. <i>Notes:</i> <ul style="list-style-type: none"> If no letters are entered, ALL clients will display in the drop-down box. Using letters to limit the search greatly improves performance by not needing to load the entire client database over the internet.

Continued...

Field	Description
Date	Enter the date of the tally sheet. Format dd/mm/yyyy. This will become the Invoice Date and determines the payroll period for payslips.
Hours	Enter the default daily hours for the job. Hours are required in New Zealand to calculate the average daily pay and hourly rates for ACC, IRD and Statutory Pay calculations.
Days	Must be a whole number. Used to calculate the Average Hours per Day . Enter the number of days/dates the default hours represent. Eg: If entering a line for each date, then 4 hours would represent 1 day. However, if entering shed totals, then 22 hours might represent 3 days.
Lines Edit/View NEW Line	Select an existing line from the drop-down list and click Edit/View to open the Line, or click the NEW Line button to add a new tally.
Health & Safety	Opens the Health & Safety page to add or edit Risk reviews and Incidents related to this job. Visible only if running the optional Health & Safety module.
Comments	Opens a new page allowing free text entry of comments. An exclamation mark will display next to the Comments button if comments are present.
Save	Click to Save the details.
Back	Click to return to the Tally Sheet screen.

Select an existing Line from the **Lines** list and click **EDIT/VIEW** to open the Line, or click the **NEW Line** button to add a new Tally.

eBiz Job/Tally Lines



Farmer Bob - Edit

Employee: LAW - L Ward ▼

Date: 15/03/2018

Code: SH Shedhand / Presser ▼

Quantity: 7

Hours: 7.00

Days: 1

SAVE Save / Add Back

Manage Staff

Manage Codes

Figure 4: eBiz Tally Sheet Line

Field	Description
Employee	Select the staff member from the list. If an employee is not in the list, they can be added via the Manage Staff button.
Date	Defaults to the Tally Sheet date, but can be overwritten to reflect the date the actual work was done. Format dd/mm/yyyy. Prints on the payslip.
Code	Select the work code from the list. Additional codes can be added via the Manage Codes button.
Quantity	Enter the quantity.
Hours	Enter the hours. Defaults to the Tally Sheet hours but may be overwritten. If entering work that is paid as an hourly rate, the Hours will automatically be adjusted to the Quantity .
Save button	Click to save the record.
Save / Add	Click to save the record and open a blank screen to enter the next record.
Back button	Return to the Tally Sheet screen.

Manage Staff and Manage Codes

From the eBiz Tally/Job Sheet Line page, click on the Manage Staff or Manage Codes to add or remove Staff or Work Codes from the tally sheet.

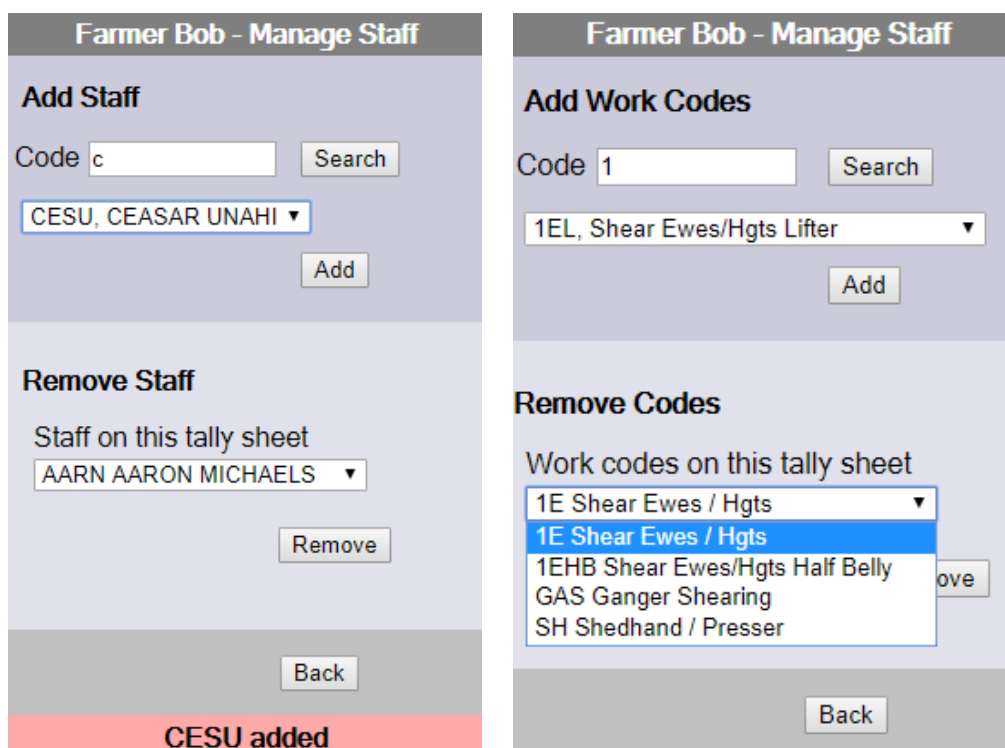


Figure 5: eBiz Manage Codes

Field	Description
Code / Search	Enter the first letter/s in the Code field, then click the Search button. Use the drop-down box to select the desired code from the returned search matches. <i>Notes:</i> <ul style="list-style-type: none"> <i>If no letters are entered, ALL staff or codes will display in the list.</i> <i>Using letters to limit the search greatly improves performance by not needing to load the entire employee/pay type database over the internet.</i>
Add button	Click to add the selected Employee or Work Code. It will now be able to be used on Lines.
Remove	Select the employee or code to remove from the tally sheet and click the Remove button. <i>Note</i> <ul style="list-style-type: none"> <i>Staff or Codes can only be removed if they have not been used on a Tally/Job Sheet Line.</i>

Health & Safety

If running the PayBiz optional Health & Safety module, then there will be a **Health & Safety** button visible on the eBiz Tally Sheet screen.

Click to access the Risks and Incidents for this job.

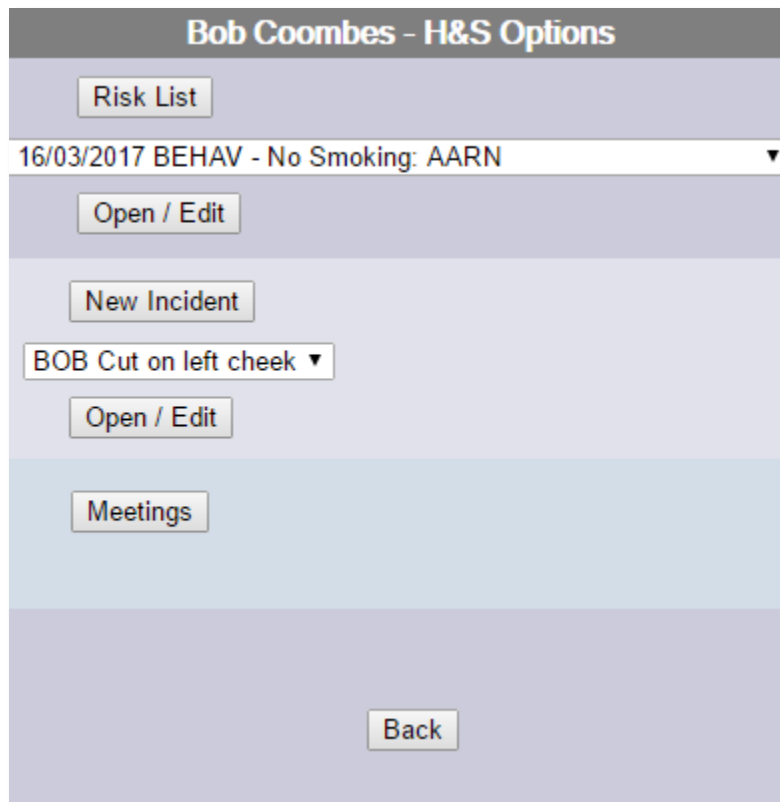


Figure 6: H&S Options

Field	Description
Risk List Completed Reviews Open / Edit	Opens the Risk Review Checklist to enter reviews. Lists the completed reviews for this tally sheet. Opens the selected review to view or edit the details.
New Incident Incident List Open / Edit	Click to enter a new Incident. Lists the incidents linked to this job. Opens the selected incident to view or edit the details.
Back	Return to the Tally Sheet screen

Risk List

Display the risk checklist for this job.

The checklist can be created beforehand on the main system to speed up entry for the team on site.

Quickly enter reviews using the **Chk** and **Notes** columns.

1007 Farmer Bob - Risks				
Completed By NAN - Nancy Plant ▼				
Code	Desc	Controls	Chk	Notes
BEHAV	No Smoking	Restrict to designated areas	<input type="checkbox"/>	
SHED	First Aid Kit	Check, restock if necessary	<input type="checkbox"/>	
SHED	Emergency Plan & Assembly Point	Check & Communicate	<input type="checkbox"/>	
SHED	Clean Toilet	Check	<input type="checkbox"/>	
SHED	Clean Washing Facilities	Check	<input type="checkbox"/>	
SHED	Tidy Woolshed	Check for and clear obstructions	<input type="checkbox"/>	
SHED	Good Lighting	Check	<input type="checkbox"/>	
SHED	Rubbish Bins	Check access and capacity	<input type="checkbox"/>	
SHED	Documentation	Bale Book Tally Book Incident Forms	<input type="checkbox"/>	
SHED	Current Woolshed WOF	Check	<input type="checkbox"/>	
SHEEP	Sheep Dagged	Check	<input type="checkbox"/>	
SHEEP	Sheep Drafted	Check	<input type="checkbox"/>	
SHEEP	Sheep Emptied	Check	<input type="checkbox"/>	
SHEEP	Wool condition	Stains Cotty Wool Tender Wool Vegetation Raddle	<input type="checkbox"/>	

Figure 7: Risk Review Checklist

Field	Description
Completed By	Select the employee completing the risk reviews. Defaults to the employee record for the user currently logged in. N.B. Link user to an employee in File > User File on your main PayBiz system.
Review Table	Automatically shows the default risks defined on the Debtor. Enter a tick in the Chk column and/or a comment in the Notes column for risks that have been checked. When the Post button is clicked, reviews will be generated for those lines with ticks or notes, but not for lines without a tick or note.
Add Risks	Click to populate the Risk Location list (this is empty to begin with to reduce the amount of data to transfer when the form is opened). Select the desired location click the Add Risks button again to add to Risks to the checklist.
Post	Generates Risk Review records for each line with a tick in the Chk column or a comment in the Notes column.
Clear Tbl	Removes the risks from the table. N.B. Does NOT remove any completed reviews, only clears the table.
Back	Return to the H&S options screen.

Risk Reviews

From the **H&S Options** screen, select a review to open from the drop down list then click the **Open / Edit** button

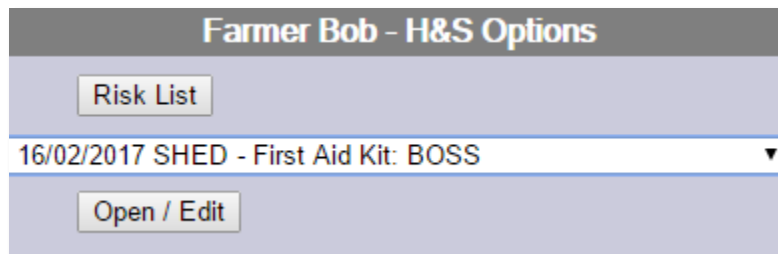


Figure 8: eBiz Risk Reviews

1007 Farmer Bob - Risks

Type	SHED
Desc	First Aid Kit
Controls	Check, restock if necessary

Date 16/02/2017
By BOSS - The Boss ▼

Details

Added more bandaids

SAVE

Next

Back

Figure 9: Risk Review

Field	Description
Type Desc Control) Display only.) Risk detail fields.)
Date	Date the risk review was posted / entered.
By	Employee responsible for completing the review.
Details	Enter any comments or notes about this particular risk review.
SAVE	Click to save changes to this record.
Next	Opens the next review.
Back	Return to the Tally Sheet screen.

Incidents

From the **H&S Options** click/tap **New Incident** to enter a new incident for this location, or select an existing Incident from the list and click/tap **Open / Edit** to review or the change details.

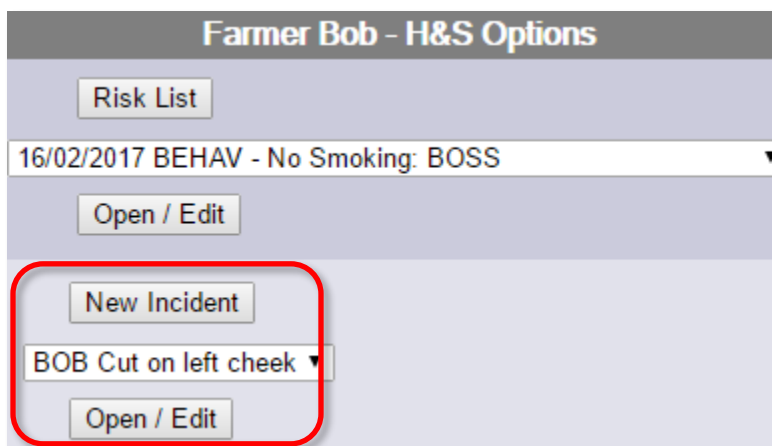


Figure 10: H&S Incidents

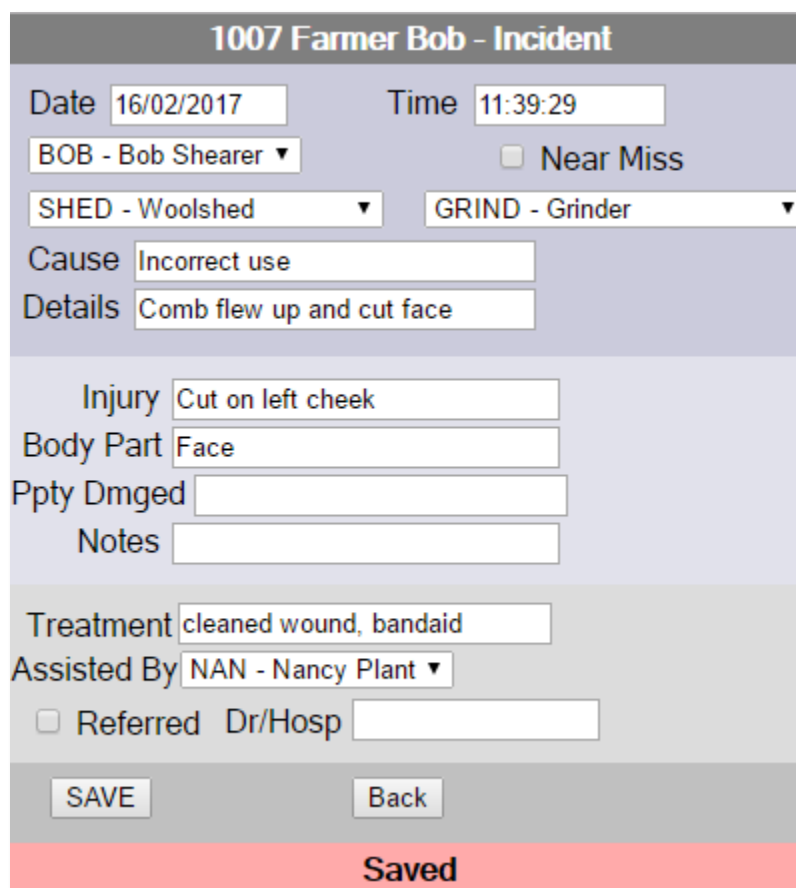


Figure 11: eBiz Incident Entry

Field	Description
Date	Enter the date of the incident. Format: dd/mm/yyyy Defaults to today.
Time	Text field. Time of the incident. Defaults to the current time.
Employee	Select the employee involved in the incident.
Near Miss	Tick if this is a Near Miss Incident.
Location	Select the Risk Location if applicable.
Equipment	Select the Equipment if applicable.
Cause	List the contributing factors.
Details	Describe the incident/accident.
Injury	Eg Bruise, cut, fracture, grit in eye etc
Body Part	State the part of the body injured.
Ppty Dmged	List any property or material that was damaged.
Notes	Describe the property damage or enter any notes about the injury.
Treatment	Describe any treatment given at the time of the incident.
Assisted By	Select the employee giving assistance. Defaults to the employee record for the user currently logged in. N.B. Link user to an employee in File > User File on your main PayBiz system.
Referred	Tick if the employee affected was referred to a Doctor or Hospital.
Dr/Hosp	State the Doctor or Hospital name the employee was referred to.
SAVE	Click/tap to save the record. The incident will be assigned to the employee record for the user currently logged in with a default review period of 7 days.
Back	Return to the H&S Options screen.

Meetings

Click/tap the **Meetings** button to open the Meetings options:

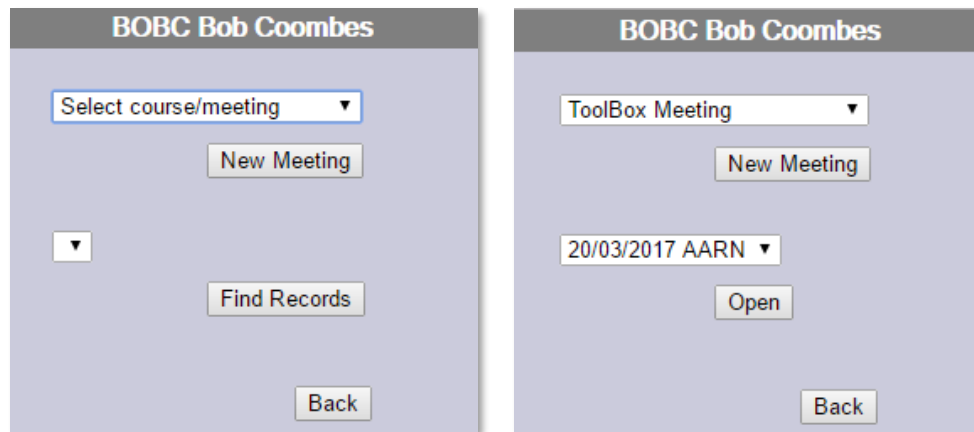


Figure 12: Meetings

Select a meeting type from the drop-down list.

To find existing course records, click/tap on the **Find Records** button. Existing records will show in the drop-down list. Select the one you wish to review/edit and click/tap the **Open** button.

To enter attendances and details click/tap on the **New Meeting** button.

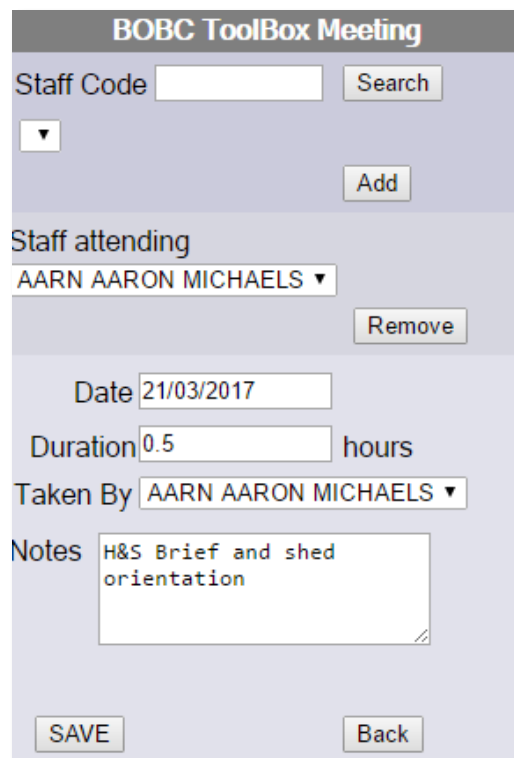


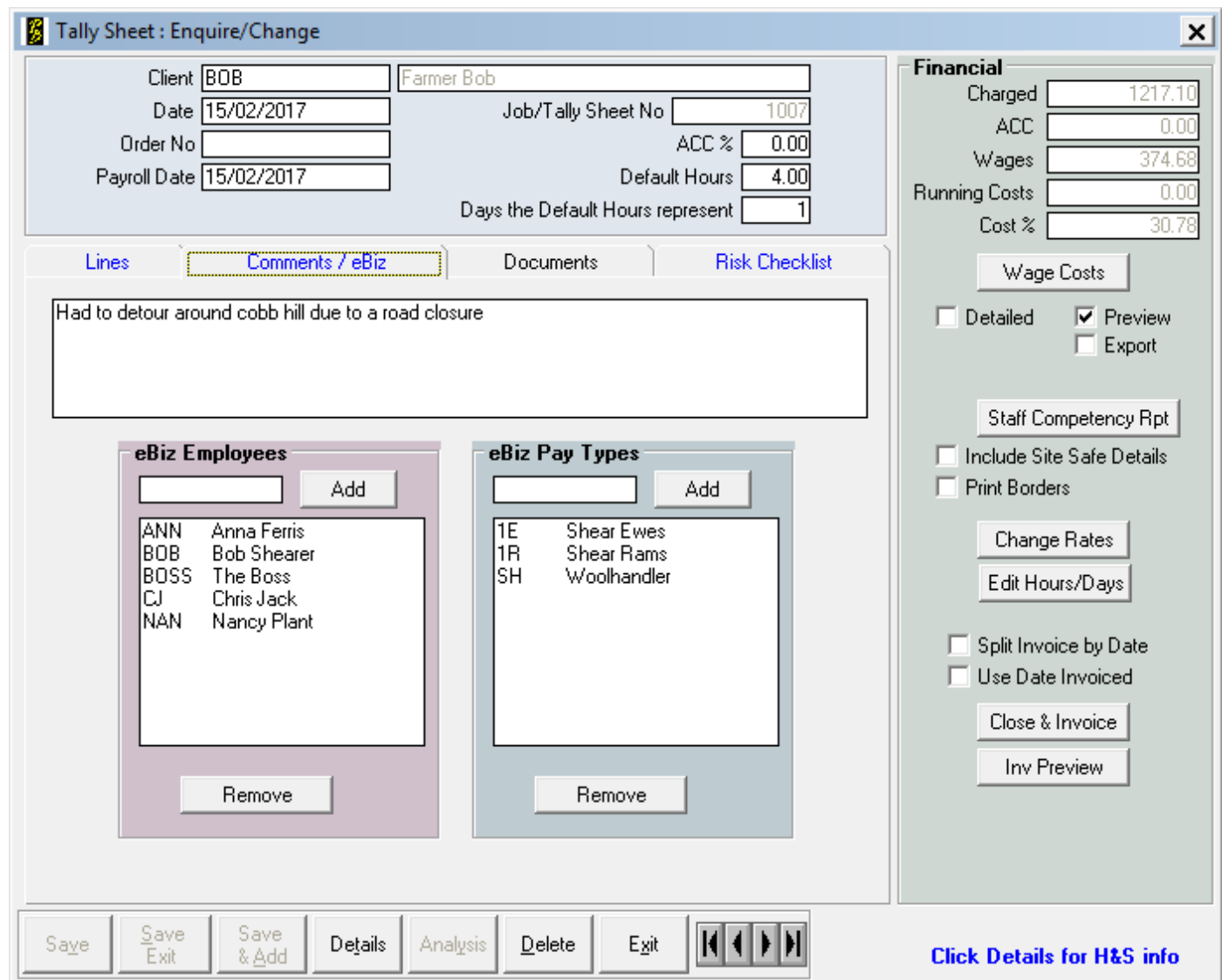
Figure 13: Meeting Entry

Field	Description
Staff Code / Search button	Enter the first letter/s in the Code field, then click the Search button. Use the drop down box to select the Employee from the returned search matches. <i>Notes:</i> <ul style="list-style-type: none"> <i>If no letters are entered, ALL employees will display in the drop-down box.</i> <i>Using letters to limit the search greatly improves performance by not needing to load the entire employee database over the internet.</i>
Add button	Click/tap to enter the employee currently selected in the drop-down box above (as returned from the search).
Staff attending	If accessed via a job/tally sheet, the employees on the job sheet will automatically be included in the list. Other employees can be added via the Staff Code Search function at the top of the page.
Remove button	Select the desired employee in the Staff Attending list and click/tap Remove . The selected employee will be removed from the list.
Date	Enter the date of the meeting. Format: dd/mm/yyyy Defaults to today.
Duration	Enter the duration in hours of the meeting
Taken By	Select the employee who led the meeting, if applicable.
Notes	Enter any notes pertaining to the meeting
Save button	Click/tap to generate the attendance records for the meeting for all employees in the Staff Attending list. If the employee is not already registered for the meeting, a new registration will be created.
Exit button	Click/tap to return to the Meetings page.

PayBiz Thin Client Setup

You may wish pre-enter the tally sheet header, staff and pay types (work codes) so your staff out on the road only need to enter the actual tallies.

PayBiz main menu > Payroll > Job/Tally Sheets > Comments/eBiz tab



Tally Sheet : Enquire/Change

Client: BOB Farmer Bob
 Date: 15/02/2017 Job/Tally Sheet No: 1007
 Order No: ACC %: 0.00
 Payroll Date: 15/02/2017 Default Hours: 4.00
 Days the Default Hours represent: 1

Lines Comments / eBiz Documents Risk Checklist

Had to detour around cobb hill due to a road closure

eBiz Employees

ANN	Anna Ferris
BOB	Bob Shearer
BOSS	The Boss
CJ	Chris Jack
NAN	Nancy Plant

eBiz Pay Types

1E	Shear Ewes
1R	Shear Rams
SH	Woolhandler

Financial

Charged: 1217.10
 ACC: 0.00
 Wages: 374.68
 Running Costs: 0.00
 Cost %: 30.78

Wage Costs
☐ Detailed ☒ Preview ☐ Export

Staff Competency Rpt
☐ Include Site Safe Details
☐ Print Borders

Change Rates
 Edit Hours/Days

☐ Split Invoice by Date
☐ Use Date Invoiced

Close & Invoice
 Inv Preview

Save Save Exit Save & Add Details Analysis Delete Exit

[Click Details for H&S info](#)

Figure 14: PayBiz Tally Sheets - eBiz Setup

Enter the Employee code or Pay Type code in the appropriate field, or double click or hit F8 for a lookup screen to pick from, and click the **Add** key.

To remove codes, click on the item in the list to remove and click the **Remove** key.

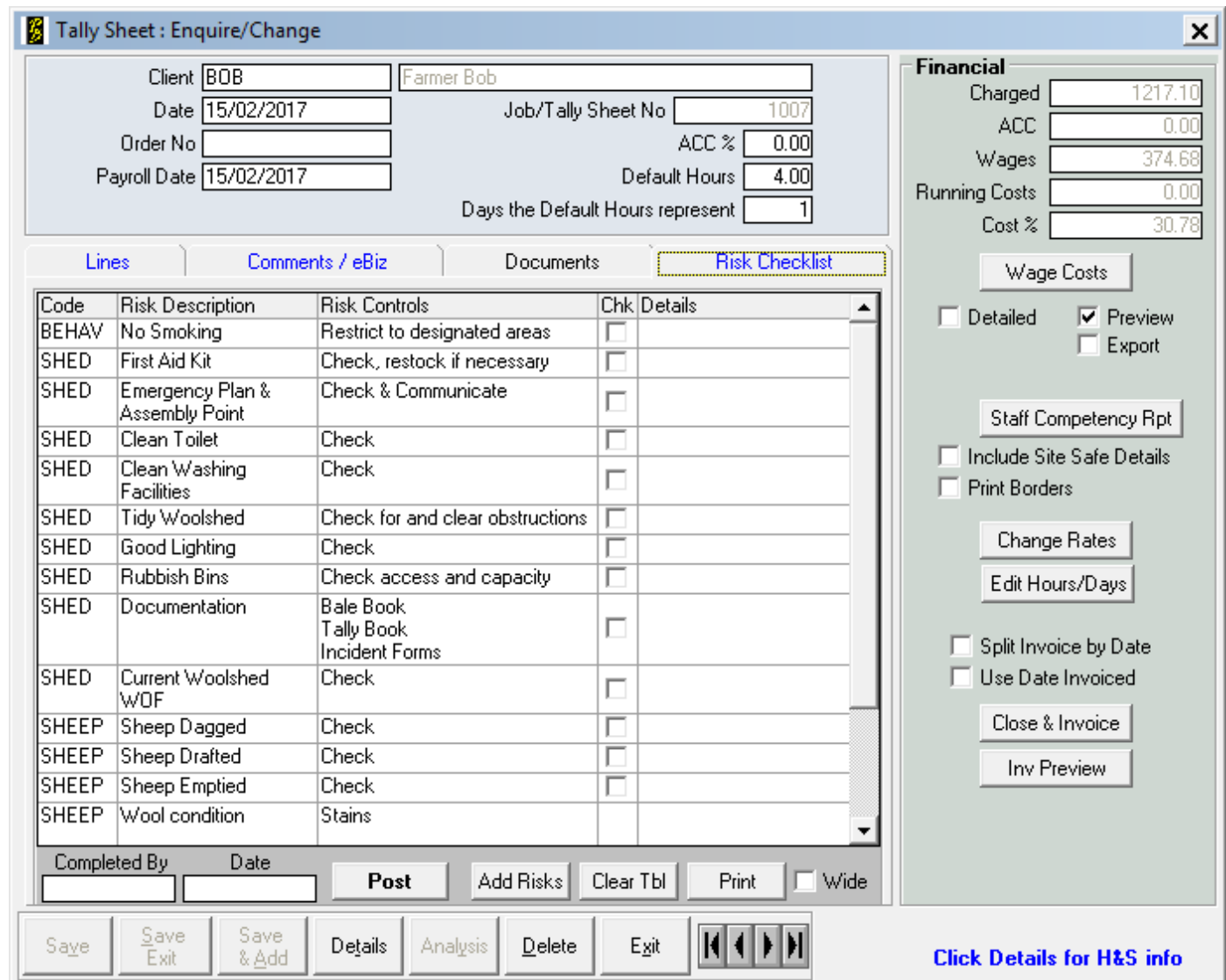
You can also select multiple codes:

- Hold down the **Shift** key while click the first and last code in a range to select the entire range.
- Hold down the **Ctrl** key to select multiple items.

N.B. Items can only be removed if they have not been used on the tally sheet.

PayBiz main menu > Payroll > Job/Tally Sheets > Risk Checklist

N.B. Requires the options Health & Safety module.



Tally Sheet : Enquire/Change

Client: BOB Farmer Bob
 Date: 15/02/2017 Job/Tally Sheet No: 1007
 Order No: ACC %: 0.00
 Payroll Date: 15/02/2017 Default Hours: 4.00
 Days the Default Hours represent: 1

Financial

Charged: 1217.10
 ACC: 0.00
 Wages: 374.68
 Running Costs: 0.00
 Cost %: 30.78

Wage Costs
☐ Detailed ☒ Preview
☐ Export

Staff Competency Rpt
☐ Include Site Safe Details
☐ Print Borders

Change Rates
 Edit Hours/Days

☐ Split Invoice by Date
☐ Use Date Invoiced

Close & Invoice
 Inv Preview

Risk Checklist

Code	Risk Description	Risk Controls	Chk	Details
BEHAV	No Smoking	Restrict to designated areas	<input type="checkbox"/>	
SHED	First Aid Kit	Check, restock if necessary	<input type="checkbox"/>	
SHED	Emergency Plan & Assembly Point	Check & Communicate	<input type="checkbox"/>	
SHED	Clean Toilet	Check	<input type="checkbox"/>	
SHED	Clean Washing Facilities	Check	<input type="checkbox"/>	
SHED	Tidy Woolshed	Check for and clear obstructions	<input type="checkbox"/>	
SHED	Good Lighting	Check	<input type="checkbox"/>	
SHED	Rubbish Bins	Check access and capacity	<input type="checkbox"/>	
SHED	Documentation	Bale Book Tally Book Incident Forms	<input type="checkbox"/>	
SHED	Current Woolshed WOF	Check	<input type="checkbox"/>	
SHEEP	Sheep Daggged	Check	<input type="checkbox"/>	
SHEEP	Sheep Drafted	Check	<input type="checkbox"/>	
SHEEP	Sheep Emptied	Check	<input type="checkbox"/>	
SHEEP	Wool condition	Stains		

Completed By: Date: **Post** Add Risks Clear Tbl Print ☐ Wide

Save Save Exit Save & Add Details Analysis Delete Exit

[Click Details for H&S info](#)

Figure 15: PayBiz Tally Sheets – Risk Checklist

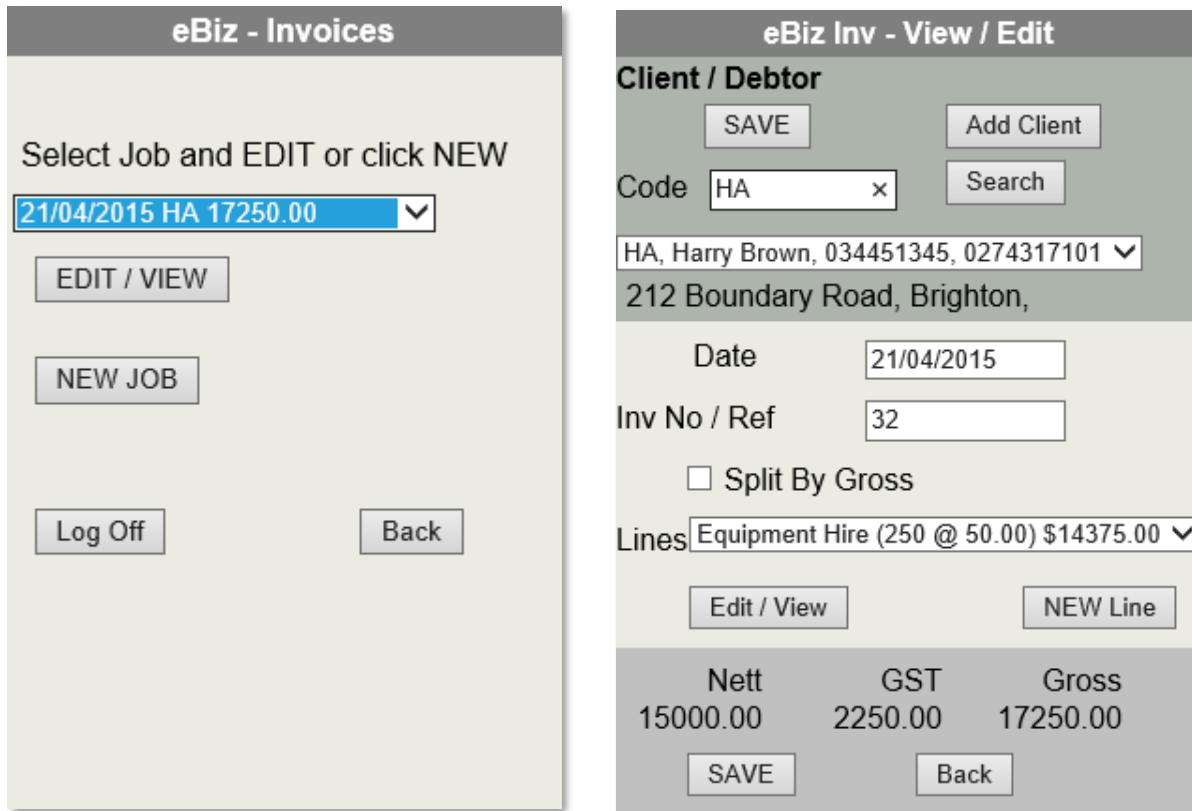
Use **Add Risks** to pre-load the Risk Checklist so the staff on site can simply enter the reviews via eBiz. Please refer to the Tally Sheet documentation for full details.

eBiz Jobs / Invoices

Details entered here are visible immediately in the **Debtor Invoices** option of PayBiz.

Select an existing Job/Invoice from the drop down list and click **EDIT/VIEW** to open, or click the **NEW JOB** button to add a new job/invoice.

N.B. The **NEW JOB** button is only visible if your User Group has ADD access to the Debtor Invoice class.



The image shows two side-by-side screenshots of the PayBiz web interface. The left screenshot, titled 'eBiz - Invoices', displays a list of jobs with a dropdown menu showing '21/04/2015 HA 17250.00'. Below the list are buttons for 'EDIT / VIEW', 'NEW JOB', 'Log Off', and 'Back'. The right screenshot, titled 'eBiz Inv - View / Edit', shows the details for a selected invoice. It includes fields for 'Client / Debtor' (with a 'SAVE' and 'Add Client' button), 'Code' (with a search button), 'Date' (21/04/2015), 'Inv No / Ref' (32), and 'Lines' (Equipment Hire (250 @ 50.00) \$14375.00). At the bottom, there is a summary table with columns for 'Nett', 'GST', and 'Gross', showing values of 15000.00, 2250.00, and 17250.00 respectively. Buttons for 'Edit / View', 'NEW Line', 'SAVE', and 'Back' are also present.

Figure 16: eBiz Invoice Job

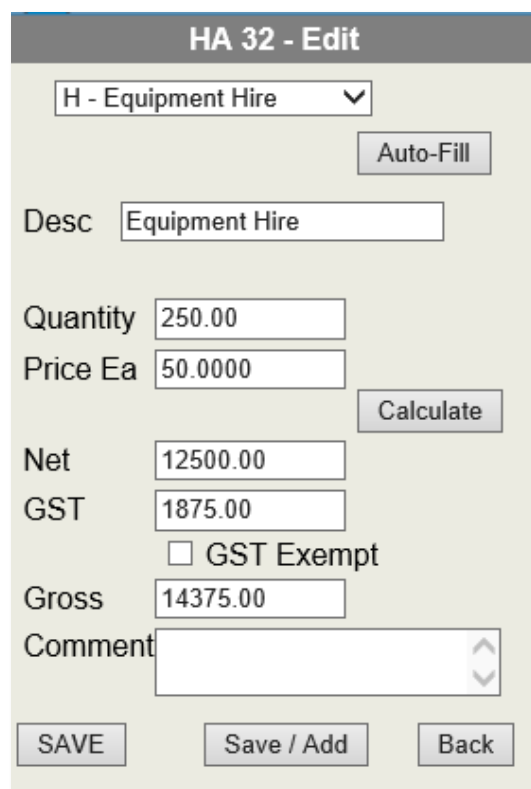
Field	Description
Add Client	Opens the Add Client screen to enter a new debtor. Only visible if your User Group has ADD access to the Client class.
Code / Search	Enter the first letter/s in the Code field, then click the Search button. Use the drop down box to select the Debtor from the returned search matches. The address will display for the selected client. <i>Notes:</i> <ul style="list-style-type: none"> If no letters are entered, ALL clients will display in the drop-down box. Using letters to limit the search greatly improves performance by not needing to load the entire client database over the internet.

Continued...

Field	Description
Date	Enter the date of the tally sheet. Format dd/mm/yyyy. This will become the Invoice Date and determines the payroll period for payslips.
Inv No / Ref	Enter the invoice number or reference for this job. If using automatic incrementing of invoice numbers, leave this field blank, it will be automatically generated when the record is saved.
Split By Gross	Tick to be able to enter the GST inclusive value on each line. Leave unticked to use the GST exclusive price.
Lines Edit/View NEW Line	Select an existing line from the drop-down list and click Edit/View to open the Line, or click the NEW Line button to add a new invoice lines.
Nett/GST/Gross	Displays the current totals for this job.
Save	Click to Save the comments.
Back	Click to return to the Tally Sheet screen.

Select an existing Line from the **Lines** list and click **EDIT/VIEW** to open the Line, or click the **NEW Line** button to add a new Tally.

eBiz Invoice Job Lines



The screenshot shows a web form titled "HA 32 - Edit". At the top, there is a dropdown menu with "H - Equipment Hire" selected. To its right is an "Auto-Fill" button. Below this is a "Desc" label followed by a text input field containing "Equipment Hire". Further down are "Quantity" (input: 250.00) and "Price Ea" (input: 50.0000). To the right of these is a "Calculate" button. Below "Price Ea" are "Net" (input: 12500.00) and "GST" (input: 1875.00). Below "GST" is a checkbox labeled "GST Exempt" which is currently unchecked. Below that is "Gross" (input: 14375.00). At the bottom is a "Comment" label followed by a text area. At the very bottom are three buttons: "SAVE", "Save / Add", and "Back".

Figure 17: eBiz Tally Sheet Line

Field	Description
Invoice Item	Select the Invoice Item from the list.
Auto-Fill	Click to auto-fill the Description and Price Ea from the Invoice Item defaults.
Description	Automatically generated if using an Invoice Item but can be overwritten Enter the description manually if not using an Invoice Item.
Quantity	Enter the quantity.
Price Ea	Enter the per unit price. This will be automatically generated if using an Invoice Item but may be overwritten
Calculate	Click to calculate the Net, GST and Gross values.
GST Exempt	If ticked, no GST will be calculated for this line.
Comment	Free text field for comments.