## **Entering Tally Sheets**

PayBiz main menu > Payroll > Tally Sheets



Add New Tally Sheet

- Debtor Enter code or F8/Dble Click for list. Add if not in list.
- Dates Start and end dates for the job
- 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 **Change Rates** on the Invoice tab 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 Close & Invoice on the Invoice tab, and the invoice opens.
- Print if desired or Batch Print invoices later via
   PayBiz main menu > Reports > Batch Print Invoices