



NEWSLETTER – October 2011

*** New October 2011 Release now available ***

The past 12 months have seen the GST rate increase and the successful resulting upgrade as mandated by the changes required by the IRD. Having a great response to the GST upgrade helped EasyBooks engage more users and in turn listen to a variety of 'user requests'. We have expanded our resource base to accommodate better, more efficient, support services and develop new features.

EasyBooks software continually undergoes functionality improvements in line with users' demands and the ever changing business landscape. Users subscribing to updates will gain the benefit of these added value features.

We recommend upgrading to the 12 months Full Support & Upgrade Service at **\$160.00 (Inc GST)**. This provides for unlimited support throughout the year on our 0800 number. If you happen to be renewing just the Update download service subscription at \$110.00 (Inc GST), **consider the value that the Full Support & Upgrade service provides**. It only takes 15 minutes support on our 0900 54 322 at \$3.39 per minute (Inc GST) and the Full Support & Upgrade service has paid for itself.

To renew your subscription online, go to www.easybooks.co.nz/renewals.asp

New October 2011 Release now available. New functionality includes:

- ✓ Importing of Customer Data
- ✓ Importing of Payee/Payer data in Cashbook
- ✓ Buyer created invoices with Microsoft Word templates in Suppliers
- ✓ Flag for marking a GST period as closed after printing the GST return
- ✓ Batch emailing of customer invoices
- ✓ Reports will also be available in PDF file format with a built in PDF report writer
- ✓ Email of Accountant's report as PDF attachments
- ✓ Email authentication and emailing over SSL/TSL connections with login
- ✓ Graphing Enhancements include Suppliers Aged Trial Balance, Customers Aged Trial Balance, Cash-flow Ratio graph, Net Cash Ratio graph

For those on full support or upgrade service please email support@easybooks.co.nz for details on obtaining the latest release.

EasyBooks Tip List

- 1) Clicking on "Help->About" prior to upgrading will reveal the path where EasyBooks is installed. This can help you decide where to install the software if it is not already installed in the default directory.
- 2) When producing customer invoices, 'F2' hot key will display a list of stock items while 'F3' will display a list of standard texts that can be used to speed up the invoice creation.
- 3) Should the closing bank account balance in EasyBooks not match the closing balance on the bank statement, this may be due to (a) the incorrect bank opening balance entered in the Bank Account settings screen, and or (b) due to un-presented (Daily Cash Manager) transactions or incorrect entries.
- 4) Switching the 'Customer Control Account' on as a setting on a sales/income ledger code will prompt the credit posting to the customer system.
- 5) GST details report will produce a list of discrepancies if the GST amount were not correctly recorded during the data entry. 'Cashbook->Reports->Cashbook->GST Details'

For users who require support from time to time, be aware of the critical peak times such as "GST Returns" and 'end of year rollovers'. These periods tend to generate a higher than usual support demand. If you are unable to phone through to support staff due to busy lines, please leave a telephone message and our staff will respond as soon as practicable. Alternatively, you may email support@easybooks.co.nz. Helpdesk hours are 8:30am – 4.30pm Auckland business days. (Note the office is closed between Christmas and New Year). We appreciate constructive feedback, comments and suggestions at info@easybooks.co.nz