

***** Are you GST ready? *****

***** EasyBooks New GST Ready Release Version 12.0 Now Available *****

EasyBooks announces a major new release addressing the typical issues businesses will face with the upcoming GST rate increasing from 12.5% to 15% as from the 1st October 2010. In order to be GST compliant, you will need to upgrade.

This release contains two major items of functionality, **one of which is mandatory for business users.**

- i) **EasyBooks now caters for multiple GST rates according to date ranges.** It is imperative that users upgrade to this release for tax compliance purposes. Additional GST reporting has also been provided to assist in reconciliation. *"Inland Revenue is likely to be extra vigilant on GST issues. Businesses should not assume the IRD is going to be relaxed about this. They will want to make sure each business has got a robust GST system, and their accounting accurately reflects their GST obligations".*
- ii) **EasyBooks now permits the archiving and retrieval of multiple previous financial years.** These previous years can be opened for transaction viewing, reporting and changes if necessary. There is no restriction on the number of previous financial years that can be kept.

Two other minor items of functionality have been applied to the Invoice Entry screen:

- iii) **Repeat previous invoice detail to a new invoice.** The Invoice entry screen now has a facility to repeat the previous invoice detail to a new invoice. This is useful when processing repeat orders to different customers (e.g. a sales promotion).
- iv) **The Invoice entry screen now includes a button to 'pay' the invoice.** This triggers the Customer Transactions dialogue where immediate payment maybe entered if required.

A summary of the EasyBooks Version 12.0 Release functionality can be found on our website www.easybooks.co.nz

We recommend upgrading to the 12 months Full Support & Upgrade Service at \$149.00 (Inc GST) for the new release. Subscribe by Automatic Payment before 1st October and pay only \$135.00 (Inc GST). If you require the new software release on a CD, this can be provided for an additional \$10.00 (Inc GST, postage & packing).

EasyBooks Tip List

- 1) When backing up data please make sure to select the compressed format and to insert today's date to the backup file name. This way you can create daily backups without overwriting your previous data. The backup file sizes are generally small in compressed format so you can store a large number of daily backups on today's large external storage devices.
 - 2) Turning on the "Customer control account" option on a sales related ledger code will prompt you to post that balance to a customer account. This can speed up the receipting of payments in the EasyBooks cashbook.
 - 3) The GST Detail report has an option for listing the GST amount discrepancies between the used ledger code tax rate settings and a transaction line GST amount or listing the GST zero amounts. This feature can be handy for GST reconciliations.
 - 4) If an invoice is to be repeated for the same or a different customer, pressing the "Repeat" button will copy all the details to a new invoice and clear customer details except the customer code. With the cursor now on the customer code field, pressing "Tab" will insert the same customer data while pressing "F3" will list the customers.
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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).
(* As quoted by PricewaterhouseCoopers GST partner Eugen Trombitas)