

## The Balance Sheet - April 2020

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### We're open for business - be it remotely!

Since the lockdown took effect in March the team have been working from home in their new remote offices be it the dining room table, office or spare room. You can contact us as normal by phone or email. We have been running various webinars to try and keep you up to date on the ever changing COVID-19 situation and what it means for businesses. If you missed any of these check out our [website](#).



### Electronic invoice transfer, extraction and storage

Now is a great time to look at utilising electronic methods for receiving, storing and integrating invoices into your accounting software – whether this be via Receipt Bank, Hubdoc or using Xero Files. Both Receipt Bank and Hubdoc are software packages which allow the extraction of invoices from suppliers via your login credentials, along with the ability to send an invoice to the software to automatically extract the invoice information and transfer this into your accounting software as a draft bill. Xero Files acts like a folder within your Xero subscription and by utilising your unique email address, you can email invoices or files to your Xero account for storage, to attach to transactions, or alternatively upload direct. Note that if you have a number of entities and separate Xero subscriptions, there will be a different unique Xero email address for each Xero account. Please contact us for more information or for details of your unique Xero email address.



### IRD payment options

A reminder that the Inland Revenue Department no longer accept payment by cheque. There are many different ways to pay - electronically or in person. For more information visit [IRD Payment Options](#)



### Audit Shield Insurance Cover

Over the coming weeks the yearly renewals will be emailed out regarding the Audit Shield Cover which is due to expire on 31 May 2020. If you have become a new client during the last twelve months you will receive notification offering you the opportunity to take up the cover. For more [Audit Shield Information](#).



### Team Member Update

We welcomed Hanna Croswell to the team in February. Hanna is a Chartered Accountant who has worked within the industry for 10 years. Hanna has recently returned from overseas with her husband and two children. Outside of work Hanna enjoys playing netball and spending time with her family and friends (all things which are currently not able to happen!!!)



For more information visit [www.morrisoncreed.co.nz](http://www.morrisoncreed.co.nz) or contact us on 06 353 6901.



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