



SmoothPay

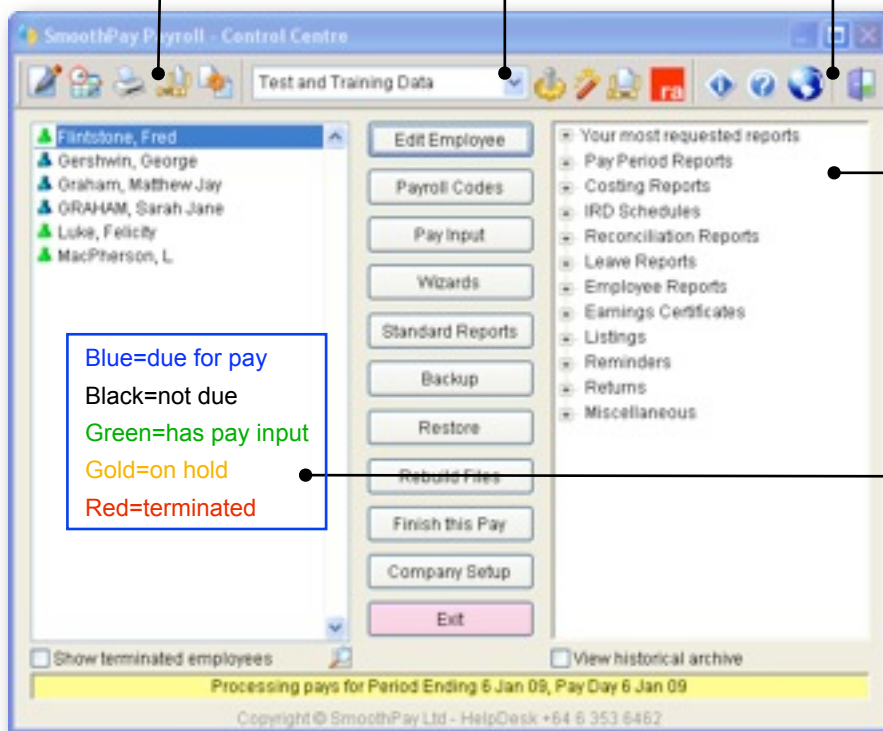
Great Payroll since 1995

The SmoothPay Control Centre

ToolBar accesses the 5 steps of the payroll process and other common functions

Company Selection provides instant access to Test & Training data as well as your registered companies

Access company setup, backup, restore, Remote Assist, about, help, SmoothPay update and Exit buttons



Blue=due for pay
Black=not due
Green=has pay input
Gold=on hold
Red=terminated

Reports grouped for easier access. Your most often selected reports appear in the top group

Colour coded employee status. Double-click to pay (or use F5, F6, F7, F8 shortcuts), right-click for quick menu

Control centre

The toolbars, report groupings, function key shortcuts and access to our website are all designed to make accessing information and processing your payroll easier than ever.

The control centre is where you start every action, such as paying an employee, adding employees or changing their details, printing reports and finishing (filing) your pay period processing.

The easy to follow **five-step pay process** is detailed in the Getting Started Guides (reprint these anytime from the Miscellaneous reports group), from the CD, online help and website.

Tooltips

ToolTips are used liberally throughout SmoothPay to illustrate important information about the fields, buttons and other objects that you interact with while using the program. The online help and User Guide also provide additional information about processing payroll using SmoothPay.

To view a tooltip for an item, simply hover the mouse pointer over it.

An example Tooltip while hovering the mouse pointer over the employee list:

Select employee to maintain, double-click (or Enter) to pay, right-click for options or use F5, F6 etc

Moving existing payroll data into SmoothPay

Data can often be imported successfully from other payroll systems, time clock and personnel management systems (importers are built-in for many common systems). Contact the HelpDesk if you need advice.

Free payroll health checkup

Payroll processing is a specialised occupation, and to assist you to meet your legislative obligations and compliance and make your payroll easier and quicker to use, we offer a FREE data checking service. We can often help you streamline processing and assist you to get your payroll right.

Our HelpDesk really does help! Call for assistance on +64 6 3536462

SmoothPay Payroll editions

SmoothPay comes in a variety of functionally identical editions to suit the smallest to the largest business, from one or two employees, through to thousands of employees across multiple sites.

Product	# Staff	# Companies
Express	3	1*
Small Business	10	1*
Medium	50	1*
Premium	100+	1*
Bureau	100+	10 per block
Corporate	100+	1, multi-site

All versions come with Test & Training data as well as a single company.
 All versions attract an annual maintenance charge. Please refer to website or HelpDesk for current pricing details.
 Discounts available for crossgrades, charities, incorporated societies and additional sites owned by the same company.
 A RENTAL option is available for temporary or seasonal employers
 * Additional companies can be added for an extra charge per company up to total spend for Bureau licence

Since 1995 we've continued to develop SmoothPay to streamline payroll processing for New Zealand businesses and to help you meet legislative requirements. Our regular updates continually add new functionality and easy to use features, and the following shows just some of the capabilities of SmoothPay.

- ✓ Real-time payslip input and instant calculation of tax, allowances etc avoids the error-prone and time-consuming batch processes of other systems
 - ✓ Unlimited time, allowance, deduction and bank account entries per employee pay
 - ✓ Multimedia tutorials on CD for comprehensive SmoothPay training
 - ✓ Group schemes for grouping deductions for payment to a third party (eg IRD Tax Arrears, court fines, union fees, superannuation)
 - ✓ Reducing balance allowances and deductions (using Group Schemes)
 - ✓ Automatic accrual and calculation of holiday leave entitlements, pay rates and final pay calculations
 - ✓ General Ledger and job costing export to suit most modern accounting systems
 - ✓ IRD Approved buyer generated tax invoices for registered employees
 - ✓ IRD compliance, automatically - IR345 and IRD Approved IR348 and ir-File production occurs when you move into a new tax period, or on-demand for any tax period.
 - ✓ Earnings Certificates, which show if the employee has paid enough tax (the Tax Tattler)
 - ✓ ACC premium liability calculations
 - ✓ IRD Reconciliations - making audits a snap
 - ✓ Direct Credit files produced for most banking systems
 - ✓ Quarterly Employment Survey production
 - ✓ KiwiSaver and Superannuation schemes support (with automatic ESCT calculations)
 - ✓ Time clock support for Resman, Amano (Lauranka) time clocks, excel spreadsheets and others, permitting time sheet and employee data to be quickly imported
 - ✓ Comprehensive reporting of current and historical pay data, including ledger and job analysis, employee pay detail and payslips, allowance, deduction and bank account history
 - ✓ Data is retained in full detail
 - ✓ Free multi-user/network client suitable for all versions
 - ✓ Country selection for users in Australia and Papua New Guinea
 - ✓ Issues and Setup Problems reporting - produced automatically when you install an update
 - ✓ or restore data, or on demand from the reports menu
 - ✓ Easy leave setup with full history recording and extensive reporting
 - ✓ Remote Assist built-in for tech support and training (requires broadband connection)
 - ✓ Great support, PDF and email exporting of reports
 - ✓ Free FTP Backup option for secure, offsite storage of your valuable payroll data
- And much more...**



On our website

- ✓ SmoothPay software
- ✓ Multimedia training
- ✓ Documentation, forms and newsletters
- ✓ Utilities and trial software
- ✓ Links to payroll and employment related resources

Integrates with

- ✓ IRD (irFile)
- ✓ Most common accounting systems (incl MYOB, Quicken, MoneyWorks, Profax/Accredo, CashManager, Chreos and more)
- ✓ All major banking systems (direct credit files)
- ✓ Timeclocks and time management applications

Help & support

SmoothPay comes with full technical support during your evaluation period and for 12 months from the date of registration. Annual charges are made on each registration anniversary to cover ongoing support, software maintenance and development, and entitles you to telephone support, access to software updates and newsletters.

System requirements

- ✓ Microsoft WindowsXP or later
- ✓ Mac version available
- ✓ Laser (or inkjet) printer



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