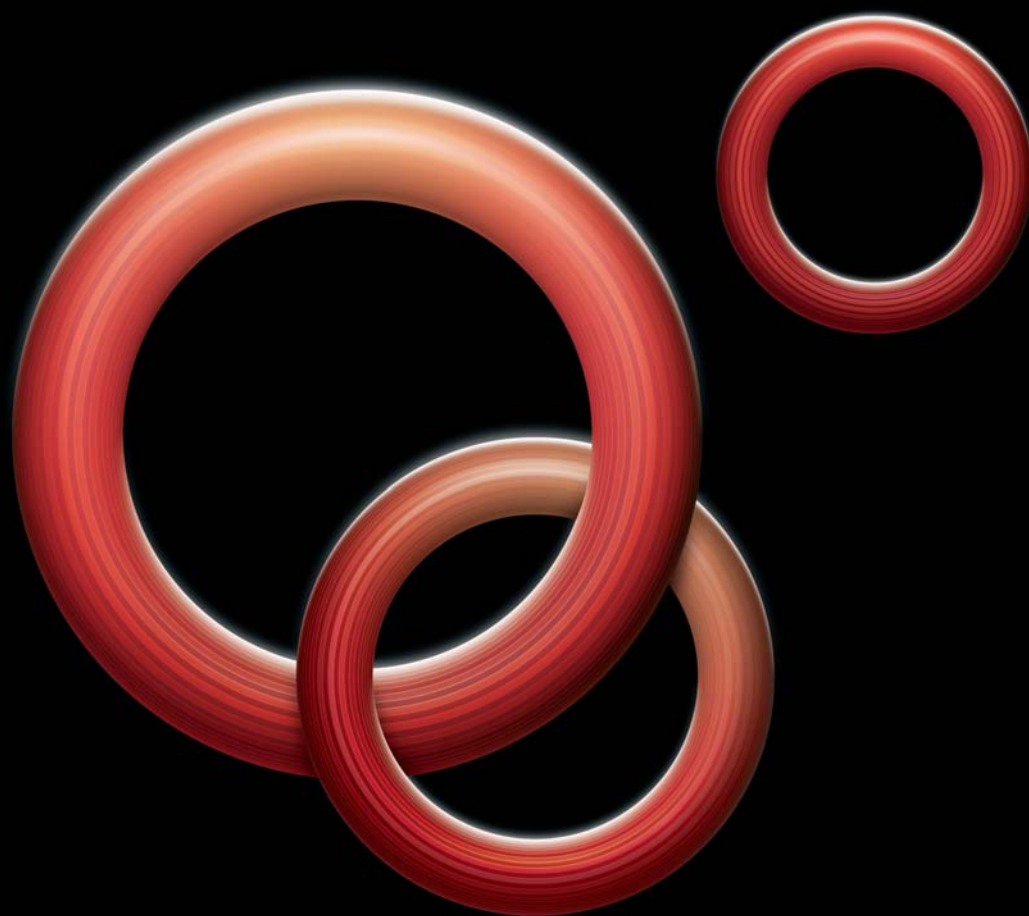


EASY-TO-USE AND LEGALLY COMPLIANT PAYROLL SOFTWARE

PASTEL | PAYROLL





PAYROLL

SA'S PREFERRED TAX AND PAYROLL PARTNER

Pastel Payroll provides you with an easy-to-use, accurate and secure payroll solution with all the features you need. It is the ideal solution for any size and type of business and ensures that your business is kept up-to-date and complies with the latest legislative requirements.

Pastel Payroll is available as a stand-alone, single-user product for the smaller company, or is scalable up to 10-users for a larger company and can accommodate an unlimited number of employees. It caters for the full spectrum of requirements, from pre-defined, standard sets of transactions for less complicated payrolls, to more powerful and customisable features and functions for payrolls with more sophisticated requirements.

At Pastel Payroll, we believe in working smarter, not harder. Meeting your South African Revenue Services obligations every month takes considerable time and know-how. So you'll appreciate Pastel Payroll's easy, efficient processing ability. At the touch of a button, you'll comply with even the most complex of legislation. Our dedicated focus and specialist expertise is the reason why more businesses choose us as their preferred tax and payroll partner. Let Pastel Payroll take your business beyond payroll.

EASY-TO-USE AND LEGALLY COMPLIANT PAYROLL SOFTWARE

COMPLIANT WITH SA LEGISLATION

- Electronic submission of the monthly UIF declaration.
- The software caters for the calculation of pay for annual leave taken, severance and notice pay according to the latest changes to the Basic Conditions of Employment Act (BCEA).
- Caters for many different types of tax calculation methods, e.g. periodic, average, directive, director's tax, etc.
- Annual tax table and regular statutory upgrades keep your payroll up-to-date with legislative changes.

SETUP ASSISTANT

- Pastel Payroll has many Assistants (wizards) which guide you through tasks of a non-repetitive nature, making these tasks simple and intuitive, e.g. the Setup Assistant, General Ledger Integration Assistant, Payroll Run Assistant, Period / Year-end Update Assistant and the Payslip Paper Style Assistant.
- Use the Setup Assistant to create a company in minutes, by answering a few simple questions and selecting your preferred date and formats. It's that easy!

UNLIMITED SCOPE

- Unlimited earning and deduction types can be defined.
- Process weekly, fortnightly and monthly paid employees in the same company.
- Set up multiple user-defined fields for additional employee information (6 alpha-numeric fields, 12 numeric fields, 6 date fields, 6 Yes / No fields). These fields can be used in both formulae and lookup tables.
- Create multiple income, deduction, contribution and benefit transactions from pre-defined sets of transaction templates.
- Allows for multiple rates of normal and overtime pay.
- Use the Filter facility to select the required employees and generate reports by employee code, pay frequency, cost centre, job code, etc.
- Use the Batch Processing facility to electronically import recorded hours from clocking systems, directly updating the payslip.
- Customise your transaction templates by setting up your own formula and creating lookup tables.

PASSWORD CONTROL

- Set up multi-user access with various password restriction levels.

SIMPLE, QUICK AND EASY-TO-USE

- All the transactions you require are already created for you upon installation.
- Capture payslip data in a batch format or process the payslips in 'real-time' mode with live on-screen calculations.
- Quick and easy termination or reinstatement of employees.
- An on-screen Status Bar indicates which period your payroll is currently in.
- Quickly set up new employees by linking them to a pre-defined employee profile that automatically populates their standard transaction information.
- Allows you to link all employee information such as CV's, letters of employment, disciplinary letters, schedules, etc. Notes can also be linked to external documents such as Word Processors and Spreadsheets. Assign an action date to each note, and print 'to-do' lists based on these action dates.
- Adding a new employee is easy, fast and intuitive, with our wizards guiding you through all the statutory fields that need to be completed.
- Store relevant information, such as photographs of your employees for easy identification.

PROCESSING

- Perform 'what-if' payslip calculations on-screen.
- Process by exception - you only need to enter pay and/or deduction information when there are changes, e.g. overtime.
- Process and print payslips for groups or for selected employees.
- Affect global changes for employees linked to a specific profile, eliminating the need to adjust each individual payslip periodically.
- Control employee loans with automatically calculated interest on outstanding balances.
- Supports fifth week or third fortnight payroll processing.
- Records and accumulates shifts worked.

PAYSLIPS

- Pastel Payroll automatically calculates all the income, deductions and company contributions according to your requirements. View the payslip with the net salary on-screen before you print cheques and generate electronic bank transfer files.
- E-mail a password-protected payslip to your individual employees.

ENHANCED HELP FACILITIES

- An on-line, context sensitive Help Facility is available with detailed explanations of each function or field.
- The on-line legislative Help File details all the statutory requirements for your payroll.

GENERAL LEDGER INTEGRATION

- Generate payroll and cashbook journals for seamless General Ledger integration with all current Pastel Accounting versions as well as for most other accounting packages.
- Integrate by expense account and / or cost centre.

PROVIDES FLEXIBILITY

- Process special payroll runs such as commissions, bonus payouts, back-pay, etc.
- Process payslips for individuals or for groups of employees at any time, using the Employee Filter option.
- Customise payslips, cheques and labels with the user friendly 'drag & drop' Forms Designer feature, e.g. insert your company logo onto your payslip.
- Define your coinage denominations for cash payments.

REPORTING

- Output reports to screen, printer, Microsoft® Word and Excel, Word Processor, PDF or HTML.
- Option to preview payslips on-screen before the final payroll calculation is done.
- Print an audit trail of any changes to masterfile information.
- Print transaction history reports for any period.
- Print coinage analysis for defined cash payout denominations.
- Generating reports is made easy with an advanced filter function to select the relevant employees for the report.
- Print each employee's payslip in any of the 11 official languages or set it up to print your payslips in the language of your choice.
- Re-print payslips for previously processed periods.
- Record all the necessary information fields for complete Employment Equity Reporting as required by the Department of Labour.

LEAVE PROCESSING

- Automatic accrual of annual leave days due with detailed leave records for all leave types.
- Calculate the number of leave days by automatically excluding non-working days in the leave period.
- Automatic leave payout on termination of employees.

OPTIONAL MODULES

These modules are sold individually and are subject to an annual licence fee, which covers all legislative and product upgrades, as well as telephonic and e-mail support.

BI PAYROLL: EXCEL REPORTING

What do you get when you combine South Africa's leading Payroll software with Microsoft® Excel? A reporting tool that allows you to manipulate reports in order to make improved business decisions.

If you entrust Microsoft® Excel to share, present and analyse information, then this module is for you. BI Payroll: Excel Reporting is a module that dynamically links to your payroll data, taking your business way beyond traditional reporting functionality, using the power of Microsoft® Excel.

Our standard, 'pre-set' reports save you time.

This module ships with more than 20 standard report formats such as a job costing report, year-on-year leave comparison report, leave taken listing, rate report, years of service listing, to name a few. The module retains amended spreadsheet layouts and makes them available for future use. These reports can be 'sliced and diced' according to your own unique requirements, with comprehensive graphical illustrations for easy analysis and reporting purposes.

BI PAYROLL: EXCEL REPORTING (CONTINUED)

End-user Empowerment.

If you retain and save the design of your spreadsheets, you will avoid having to re-format them every time you generate the Excel report.

Customised Reports.

You can customise the standard set of reports and templates, and even create new ones.

EMPLOYEE SELF SERVICE

The Employee Self Service Module is a self service tool enabling employees to manage and maintain their own information online. It provides employees with a user-friendly means of streamlining payroll and HR administration, while at the same time improving communications with department heads, administrators and management.

It enables employees to make on-line applications for leave, salary advances, loans, bursaries or any other business application. Employees can now view their previous payslips, update personal information, submit their travel claims, download HR related documentation and so much more on a real-time basis.

Using basic workflow techniques, the system will automatically forward an employee's request to their direct manager or a designated employee who in turn can either approve or decline the request, the employee being electronically kept up to date with the progress of their request.

This module breaks down distance barriers by optimising web technology and is ideal for companies with remote branches or with reps on the road.

BULK E-MAIL PAYSリップ DISTRIBUTION

- In addition to Pastel Payroll's standard facility that enables you to e-mail secure password-protected payslips to your individual employees, you now also have the option to purchase our bulk e-mailing module.
- This module will allow you to e-mail groups of payslips to specific employee, manager of a cost centre or paypoint, a specific contact in your Microsoft® Outlook address book or any specific Payroll user.
- Payslips can then be printed onto our professional pre-printed and confidential stationary at remote destinations instantaneously and distributed to the individual employees, saving you money on postage, with peace of mind that the payslips will never fall into the wrong hands.

INDUSTRIAL COUNCIL COMPLIANCE

- Pastel Payroll caters for various Industrial Councils.
- This module will even provide you with the ability to generate the applicable Industrial Council's electronic submission files.
- Now you no longer have to manually complete the Industrial Council reports. Simply generate the submission file and e-mail it to the applicable Industrial Council at the click of a button.
- This way you are ensured that all your calculations are correct the first time around, eliminating the chance of data-capture errors!

EASY-TO-USE AND LEGALLY COMPLIANT PAYROLL SOFTWARE.

Pastel has been a trusted name in payroll and accounting software since 1989.

Join the mainstream and let us take your business way beyond payroll.

NEED A GOOD REASON TO CHOOSE PASTEL PAYROLL?

HERE'S A FEW

- 9 out of 10 Accountants recommend Pastel.
- Pastel is a leading South African brand.
- Backed by an extensive national service and support infrastructure.
- More businesses use Pastel Payroll than any other payroll package.
- True 32-Bit Microsoft® Windows-based payroll package.
- Caters for the growth of your business - add as many employees as you need.
- It's easy-to-use.
- Ships with pre-defined sets of transactions to get you up and running in minutes.

RELY ON PASTEL PAYROLL AND ENSURE YOUR BUSINESS COMPLIES WITH SA LEGISLATION:

- Employment Equity Act
- Unemployment Insurance Fund Act
- Income Tax Act
- Basic Conditions of Employment Act
- Skills Development Act

PASTEL PRODUCT RANGE FAMILY TREE

PRODUCT	BUSINESS ENVIRONMENT	PARAMETERS
Payroll	Small, medium and large businesses	From 1 to 10 users Multi company
Evolution (Accounting and Payroll)	Medium to large-size businesses	From 1 to 250+ users (pre-defined user-breaks) Extensive business specific range of integrated add-on modules
Xpress Start-Up	Start-up and small businesses Uncomplicated accounting environment	Single user Single company
Xpress	Small businesses Uncomplicated accounting environment	From 1 to 3 users Multi company
Partner	Small to medium-size businesses	From 1 to 20 users Business specific range of integrated add-on modules

PASTEL PAYROLL RANGE

PASTEL PAYROLL CATERS FOR COMPANIES WITH:	
1 - 10 employees	1 - 500 employees
1 - 25 employees	1 - 750 employees
1 - 50 employees	1 - 1000 employees
1 - 100 employees	1 - 1500 employees
1 - 150 employees	1 - 2500 employees
1 - 250 employees	1 - 5000 employees
unlimited employees	

Our software is sold subject to a licence fee which covers all legislative upgrades as well as telephonic and e-mail support.

SYSTEM REQUIREMENTS

The recommended minimum hardware requirements to run your Payroll are:

- A Pentium III, 500 MHz Processor • Microsoft® Windows 2000, XP or later recommended • 256 Mb RAM minimum recommended.

Network Requirements (for Multi-user systems):

- Server type operating system (Windows NT, Windows 2000 Server or Windows XP) • 512 Mb RAM recommended.



For more information call your local Pastel representative or contact

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