

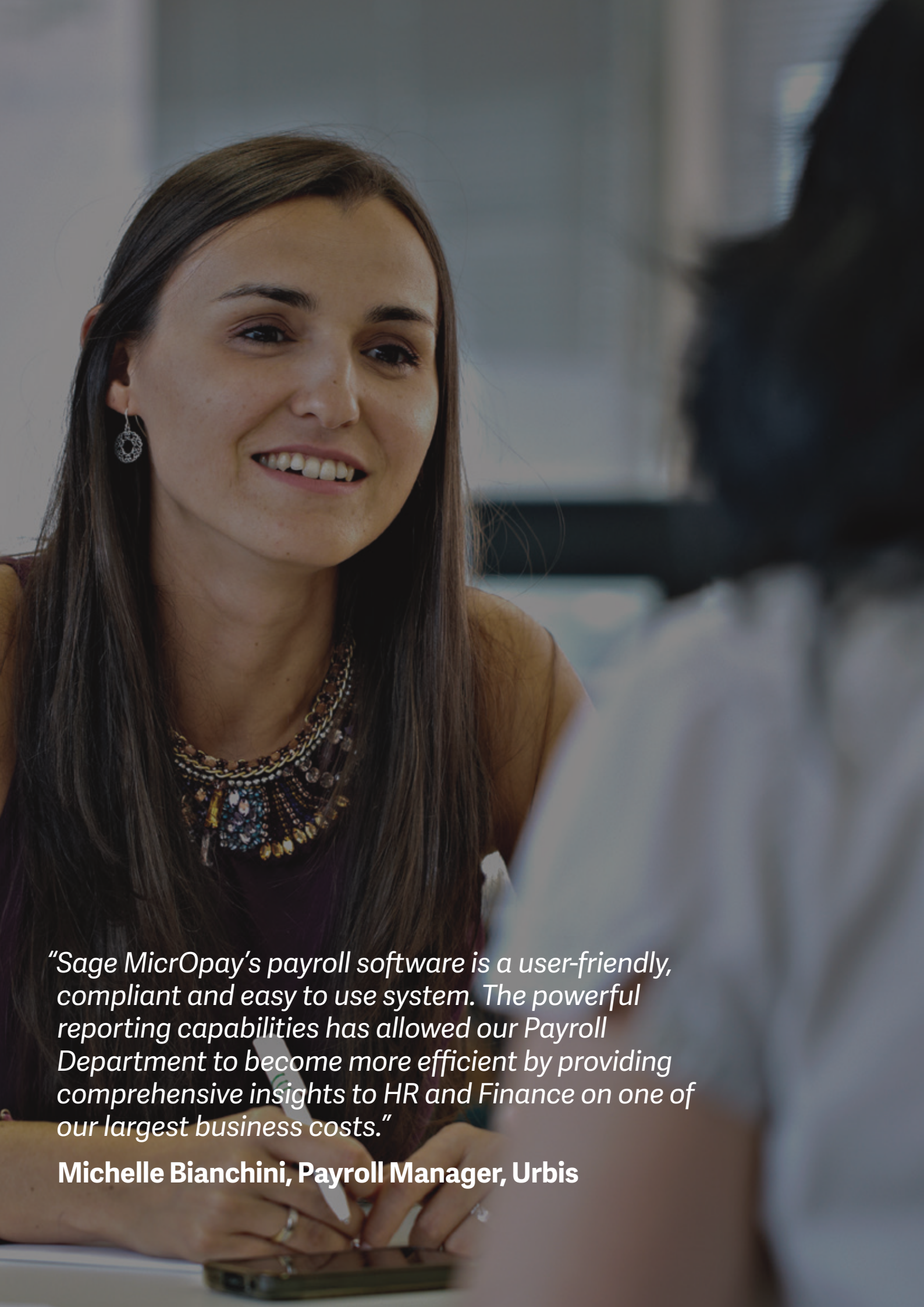


sage MicrOpay

EXCEPTIONAL

PAYROLL AND PEOPLE MANAGEMENT
SOFTWARE SOLUTIONS

FLEXIBLE. ACCURATE. USER FRIENDLY.



"Sage MicrOpay's payroll software is a user-friendly, compliant and easy to use system. The powerful reporting capabilities has allowed our Payroll Department to become more efficient by providing comprehensive insights to HR and Finance on one of our largest business costs."

Michelle Bianchini, Payroll Manager, Urbis

EXCEPTIONAL PAYROLL AND PEOPLE MANAGEMENT

Today's regulatory and business environment in Australia makes it imperative to remain compliant, competitive and in control.

Since 1985, Sage Payroll and HR Solutions has been developing payroll and human resources software to meet the needs of organisations of all sizes.

Supporting thousands of companies locally from offices around Australia, our total solution approach to payroll encompasses everything from recruitment, training, consulting, payroll stationery, plus online and telephone support.

About Sage

Sage Payroll and HR Solutions is part of The Sage Group plc, the market leader for integrated accounting, payroll and payment systems, supporting the ambition of the world's entrepreneurs. Sage began as a small business in the UK 30 years ago and over 13,000 colleagues now support millions of entrepreneurs across 23 countries as they power the global economy.

The Payroll and HR Challenge

Managing payroll and HR is a major challenge for most organisations today. At Sage Payroll and HR Solutions, we invest a great deal of time and resources in finding out what clients want from a payroll system. Market research and our experience tells us it is about product reliability, efficiency, functionality, ease of use and ease of learning, reporting capability, scalability and a strong supplier relationship.

An Industry Leader

So why do thousands of organisations throughout Australia trust Sage Payroll and HR Solutions with their payroll management needs? The answer is simple. Our range of dedicated payroll and HR software provides a reliable and robust engine that integrates with other business systems and can efficiently process your payroll on time, every time. It is an Australian-designed solution based on Australian businesses' needs.



SAGE MICROPAY

Market leading payroll solution



Exceptional development skills

Two thirds of our clients have been using our software and services for five years or more.

In a highly competitive market, that speaks for itself.

Long term experience and specialist expertise enable our software team to understand the hidden complexities of payroll and HR processes, especially compliance requirements. We listen to our clients and learn from their experience, incorporating research results and customer feedback into ongoing product development



Flexible, accurate and user friendly payroll processing

Sage MicrOpay is about making life easier for payroll and HR professionals.

Our software automates processes and calculations, and its efficient and logical workflow means that employee records can be set up quickly and easily maintained.

Navigating in Sage MicrOpay has been designed to be simple and intuitive for the user, where an area can be easily found by utilising a system tree, or by the use of drill down icons in the main window.

With Sage MicrOpay, there are multiple options for entering timesheet data such as the Extended Timesheet entry screen, giving a detailed view of an employee's payroll transaction. To enter bulk transactions the Multi-Employee Timesheet entry screen is configurable, and able to import directly from third-party applications such as Microsoft® Excel®.

The Multi-Employee Timesheet extends the data entry functionality of Sage MicrOpay to facilitate rapid data input of employee timesheets and additional payments. Two options are available for the Multi-Employee Timesheet - either within the system or as an optional stand-alone module. The stand-alone Multi-Employee Timesheet is designed to be used at remote locations where staff timesheets need to be recorded.

Real time transaction entry is via screens that can be configured to suit your requirements. Users can add or edit data during processing to achieve optimum payroll workflow. On-screen history displays provide useful snapshots of each record and pay advice previews help verify pay details online.



Adding value to your payroll department

Sage MicrOpay provides outstanding value for money when compared to other in-house solutions.

What's more, first-class implementation and ongoing support minimises lifetime cost and significantly reduces staff downtime.

The benefits do not stop there. Instead of being just a cost centre, albeit providing a critical service, your payroll department can provide valuable information about one of your largest business costs.

- **Cost reductions**
Sage MicrOpay significantly decreases processing errors and cuts the cost of re-runs, overtime and employee dissatisfaction. Its powerful reporting and online query tools also reduce the cost of answering everyday questions.
- **Ongoing training**
The cost of initial and ongoing training is reduced because Sage MicrOpay is designed to be logical and intuitive whilst capitalising on employee knowledge of Microsoft® Windows® and Microsoft Office®.



Payroll security features

Security of payroll information is critical for every organisation.

Sage MicrOpay provides password protected security options.

Access to the system itself can be strictly controlled on an administrator specified basis. Access to information can be further limited using add, edit and delete privileges.



e-Knowledge (self-help)

You can access our 24/7 online support portal e-Knowledge, which is an online searchable knowledge database that provides answers on a range of topics along with detailed instructions for you to apply what is outlined in each answer.

The search feature is designed to provide the most relevant answers to the questions you enter. For added convenience e-Knowledge can be accessed directly from Sage MicrOpay.



Support and training

In addition to online support via e-Knowledge, Sage MicrOpay's professionally trained and dedicated online and telephone support team provides one-on-one support throughout Australia.

From years of experience we know that direct (face-to-face) training on how best to use software is vital. That's why we provide comprehensive training free of charge to all new clients for core software and specific modules.

We also hold regular courses where clients can update their skills, gain advanced knowledge, or in the case of new staff, learn how to get started with Sage MicrOpay.

Clients also receive regular updates, whitepapers, and reports on industry specific topics regarding current payroll and HR related issues.



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Forward thinking features

Personalise your preferences!

You can even personalise the look and feel of Sage MicrOpay to reflect your preferred style. Drag-and-drop functionality, keyword searching, and customisable shortcut keys enable rapid data entry. An unlimited number of user-defined fields can be created to suit your needs and there is no limit to the number of records that can be produced.

Superannuation-related transactions

Sage MicrOpay is efficient at handling Australian superannuation-related transactions and contributions to multiple funds. This includes being 'SwimEC' compliant; enabling remittance of superannuation contributions using EFT (creditor function) to participating funds.

Superannuation calculations are also displayed on all transaction reports. Additionally, Sage MicrOpay clients enjoy access to Sage Express Super, a fee-for-service superannuation clearing house. Sage Express Super helps protect your business against non-compliance and processing errors. It manages the administrative burden of different superannuation fund payments on your behalf through the strength of Sage MicrOpay.

Sage Express Super is a built-in feature in Sage MicrOpay that enables employers to send a single contributions file and a matching EFT file for all funds through a secure portal. Three easy steps is all it takes for Sage Express Super to distribute the information and contributions to your employee's chosen super funds.

Human Resources

The Sage MicrOpay Human Resources System is a framework for effective human resource management built around your organisation's data. Sage MicrOpay HR's six components include:

- Persons (employee details)
- Organisational Chart
- Occupational Health & Safety
- Recording of Salary Packaging Details
- Training
- Recruitment

Although staff are the most vital element of many organisations they can typically be one of the largest costs for a business. To ensure administrative efficiency and compliance, as well as contribute to strategic analysis and planning of human resources management, you need more than reports generated from payroll data.

From employee recruitment to retirement, Sage MicrOpay provides the tools to manage and optimise your workforce. Our centralised Sage MicrOpay Human Resources module, boasting comprehensive functionality, can be utilised to meet complex HR requirements, whilst those seeking a simple solution with basic HR features can employ Sage MicrOpay's Employee/Manager Self Service system.

Leave management

Sage MicrOpay includes a User-Defined Leave function that can accommodate your business' specific leave requirements. Create an unlimited number of different leave types with ease and enjoy the flexibility of assigning each its own accrual method and termination rules. Further customisation is available by indicating a distinct rate for payment and liability reporting.

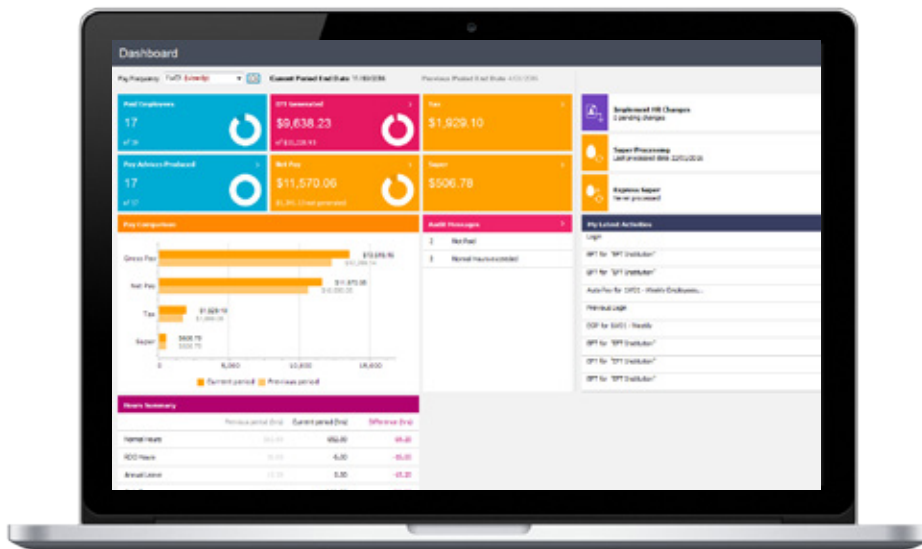


Multiple pay frequencies

Sage Micropay enables different pay dates for multiple groups of employees on the same pay frequency. For example, do you have separate employee groups all paid fortnightly on a different day? No problem. With the use of only one database, all employees are assigned to a pay frequency group, complete with its own unique code and description for easy identification. Reporting, processes and security access can be configured for each individual frequency group, adding a new level of payroll flexibility.

Comprehensive reporting and analysis

Clear, easy-to-use reports can make all the difference when responding to queries or distributing important information such as remittances to super funds. Sage Micropay's report options offer fast response times to everyday queries and on-screen access to an employee's previous pay history, including leave taken, rate changes and pay advice. Using the powerful analysis and report writing capability your payroll department can detect and report upon any adverse trends and take necessary action.

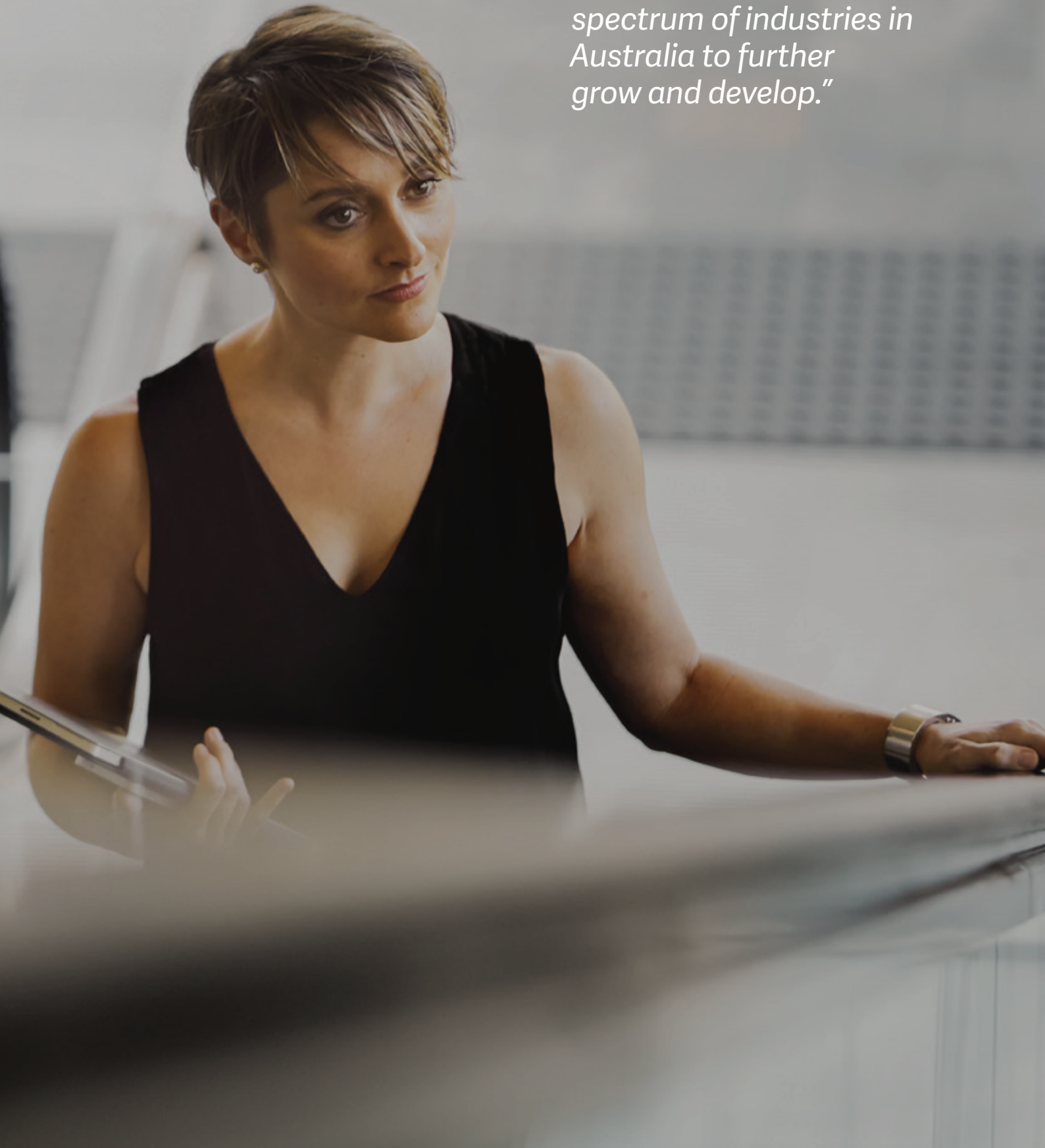


Five reporting options

Sage Micropay offers five methods of reporting that operators, decision makers and managers will find indispensable.

1. A customisable GRID-style screen displays groups, sorts, filters and exports data to Excel®, CSV, HTML or text formats. You can group information by simply dragging the required column to the group bar.
2. Standard reports with the on-screen preview function allow data analysis, reporting from past pay periods and month and year-to-date cumulative values. The reports can also be saved in a variety of file formats, e.g. PDF, Excel, HTML or Text.
3. An optional Report Writer is completely integrated with the system and can be used to create your own customised reports. Using this option you can create your own reports or customise standard reports.
4. Sage Micropay Interactive Query (IQ) provides a selection of predefined online queries which use analytical tools to display employee data simply and clearly. Query responses are supplied in the GRID or graphically through charts, which can be changed quickly.
5. Finally, being ODBC-compliant means that third-party reporting tools can readily access the Sage Micropay database.

"We are proud of the fact that our team and best practice software development tools have enabled many of our customers across the entire spectrum of industries in Australia to further grow and develop."



ESS/MSS

People management solution

One of the most common and time consuming tasks in payroll and HR is the request for pay and/or leave details from employees. Sage MicrOpay Employee Services Portal (ESP) is a simple and cost effective solution. It will immediately reduce administrative tasks, increase payroll efficiency and improve employee satisfaction.

Sage MicrOpay ESP delivers employer/manager self-service to your organisation, ensuring employee engagement through easy access to pay advices, leave balances and personal data. It is operated via a web enabled & intranet based platform, which allows employees to access and amend specific payroll information and apply for leave online in real-time.

The following enhancements further enrich the functionality of Sage MicrOpay ESP resulting in even more operational efficiency for users.

Timesheets

Sage MicrOpay ESP's Timesheets liberates your employees, managers and payroll staff from time-consuming manual entry timesheet methods. There are two distinct timesheet options to choose from:

- 1. Multi Employee Timesheets** allows managers to enter timesheets on behalf of their employees using automated workflow capabilities.
- 2. Single Employee Timesheets** enables individual employees to enter their own timesheets with automated work capabilities.

This powerful and efficient tool provides your workforce with the benefit of real-time access to online timesheets, with automatic overtime calculations negating the need for paper-based approvals. Timesheets can be saved and exported into PDF, Word doc, CSV and Excel formats.

Mobile

The Sage MicrOpay ESP Mobile Web capability offers the ultimate in flexibility for businesses, giving employees and managers the freedom to view and update payroll information via mobile web devices such as the iPhone®, Android™ or Blackberry®. Leave applications and approvals can now be conveniently be submitted anytime, anywhere whilst pay advices and leave balances can be accessed at the touch of a button.



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Optional enhancements

Report writer

The powerful, integrated Sage MicrOpay Report Writer enhancement is an optional addition to your software that enables you to create complex individual reports. The Report Writer enhancement allows you to customise the existing suite of standard reports as well as create your own reports.

General ledger

Accurate payroll expense analysis and reporting is essential for any business. Sage MicrOpay's General Ledger (GL) enhancement provides a simple and efficient method of transferring payroll information to your company's GL, to eliminate manual entry.

The GL enhancement:

- Provides the ability to break down payroll expenses at point of occurrence and match them to GL codes
- Defines a file layout that can integrate with your accounting software via an easy-to-use interface
- Defines multiple files/batches
- Calculates provisions and accruals
- Creates Payroll Tax calculations
- Allows for easy error checking, analysis and balancing using the GL batch window
- Customises displayed records to suit your needs and retrieves data using the easy-search facility
- Outputs data to CSV format

Transaction import

Manually re-keying timesheets into the payroll system can be a time-consuming process.

The Sage MicrOpay Transaction Import enhancement imports data from a range of third-party applications and removes the need for re-keying of data. It is compatible with Microsoft Excel, third-party time and attendance, award interpretation and employee/manager self-service systems.

Email pay advices

Reduce the labour costs of printing and folding pay advices by sending a digital copy directly to your employees. This optional enhancement enables emailing of password protected pay advices directly to employees from the Sage MicrOpay payroll system.

New Zealand payroll

Sage MicrOpay's New Zealand (NZ) Payroll module is designed for Australian organisations with New Zealand subsidiaries. This additional enhancement boasting all of the Sage MicrOpay standard features has been developed specifically to meet New Zealand's tax and regulatory requirements.

NZ enhancement highlights:

- Employer Monthly Schedule (EMS IR 348 File)
- Banking file formats for all the main NZ banks
- Customisable bank file setup
- Kiwi Saver compliant
- Tax tables for NZ that adhere to the NZ rounding rules for final tax values
- Incorporates ACC levy
- Incorporates Student Loan tax rules
- Ability to pay leave according to the NZ Holiday Act 2003

Business intelligence

Sage MicrOpay has been integrated with a market leading business intelligence solution included in the Gartner Magic Quadrant for Business Intelligence and Analytics Platforms. Visualise your payroll data in a way that empowers more informed human capital management decisions.

Integration to 3rd party applications

Payroll software holds valuable company information about your employees. Increasingly, that information needs to be shared with other software products such as HR, Timesheet, Employee Self Service and Accounting software.



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