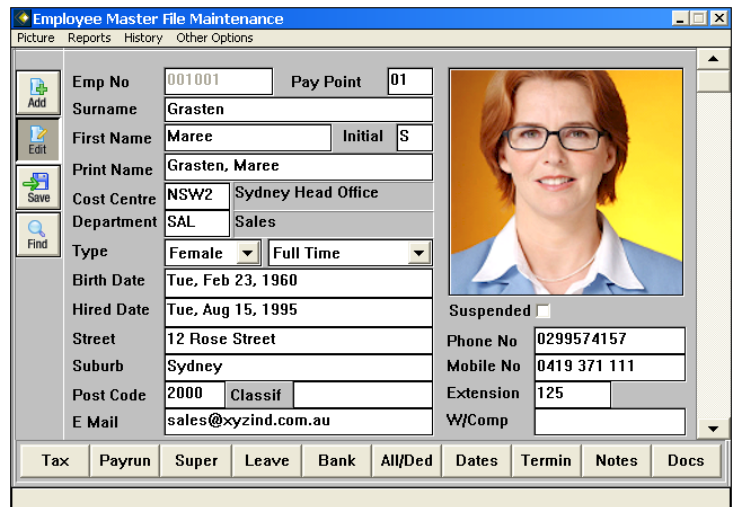


Welcome and thank you for reviewing our software. We believe **Winpay** is amongst the best value for money, user-friendly payroll and personnel management applications available. Winpay™ is written by HR3 Pty Ltd, a leading supplier of payroll & employee management software to small and medium size enterprises.

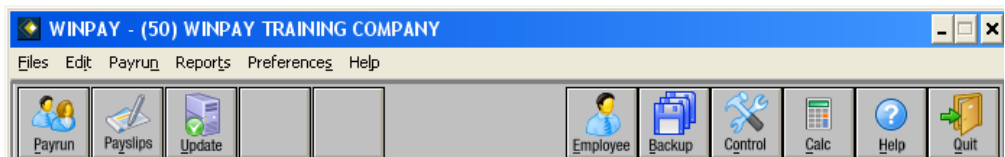
HR3 Pty Ltd (formerly Datascope Systems Pty Ltd) was founded in 1984 and has been writing, implementing and supporting Australian payroll software since that time. When you purchase Winpay you are purchasing a complete payroll solution, not just another payroll package. No matter how many employees you pay, or how you currently pay them, Winpay is designed to make your payrolls simpler. And that means cheaper to run with accurate, accessible records and the ability to tailor the system to your needs. The following summary discusses some of Winpay's features and functions.



Ease of Use

If you can use Windows, you can use Winpay. Practically everything is as simple as point and click. Winpay comes with a comprehensive Users Guide in excess of 200 pages with examples to help get you going. Additionally, Winpay's comprehensive online help system means easy access to quick answers.

To further assist you, Winpay comes pre-loaded with a fully functioning training company to let you learn and perform tasks without affecting your live data. Authorised training and support centres are located throughout Australia and HR3 prides itself on a support service that is second to none. The telephone support and maintenance service ensures that you always have the latest version of the software and that you have access to knowledgeable support staff if and when you need them.



"For a comprehensive payroll management system, Winpay is not only effectively documented but also efficiently documented The online help is concise, effective and readily available."

Ian Kuok – Charter magazine

Security

Payroll information needs to be secure. Winpay comes with multi level and multi function security. Users access Winpay via a login and password facility. User options vary from View Only access to full System Administrator. The Administrator controls who has access to Winpay, their access permission's and processes high level routines such as year end processing.

Winpay also has its own backup and restore functions with a built in verification process to guard against accidental data loss. It even takes a backup automatically prior to certain tasks such as a payrun update or year end process.



Flexibility

Having specialised in designing payroll and personnel systems for the past 20 years, the designers of Winpay have built in a level of flexibility that has seen Winpay installed in such diverse industries as manufacturing, health care, hospitality, accounting, law, retail, import, distribution, government, service industries and fundraising (just to name a few).

Winpay allows you to define the way your organisation is structured through various validation files such as awards, leave accrual definitions, cost centres, departments, super funds (including minimum monthly earnings threshold), payment types, shift loadings, deductions, tax variations, salary sacrifice arrangements, and rostered day definitions.

Employee Maintenance



The New Employee setup process walks the user through all necessary screens and validates all options against the payroll definition files. Employees can have multiple different pay rates specified for different types of work and these pay rates can be allocated to a default cost centre / department for costing and General Ledger purposes. During a payrun an employee may be allocated to multiple different costing locations (see multi-level costing for more information).

Enquiry screens for YTD Earnings, Leave History, Rate Changes History and Last Payrun Details are a mouse click away. An employee can have their pay split into multiple different bank accounts by fixed \$ amount or %. Winpay complies with the requirements of the Superannuation Guarantee including the 'choice of fund' requirements.

Winpay retains all employee information on file, even after they have been terminated. This provides several advantages, for example the ability to reinstate a previously terminated employee without having to re-enter their details and the ability to report on their previous year's earnings history and leave history.

| Pay Classifications | | | | Allowances and Deductions: | | | |
|---------------------|-------------|--------|------------|----------------------------|----------------|------|----------|
| Code | Description | Hours | Amount | Code | Description | Type | Amount |
| 01 | Ordinary | 152.00 | \$1,669.96 | 22 | Leave Loading | AA | \$73.06 |
| 02 | Time 1/2 | 15.00 | \$247.20 | 82 | Term A / B Tax | TX | \$241.15 |
| 03 | Double | 6.50 | \$142.82 | | | | |
| 04 | P/Hols | 7.60 | \$83.50 | | | | |

| Leave | | Termination | | Totals | |
|--------------|-------|-------------|---------|----------|------------------------|
| Type | Hours | Value | Type | Value | Amount |
| Annual | 36.00 | \$417.49 | Current | \$438.91 | Taxable Inc \$3,083.38 |
| Sick | 7.60 | \$83.50 | Term A | \$765.55 | Tax \$931.00 |
| Long Service | 0.00 | \$0.00 | Term B | \$0.00 | Net \$2,990.99 |
| | | | Term C | \$0.00 | |
| | | | Term D | \$0.00 | |
| | | | Term E | \$0.00 | |

Payroll Processing



The Winpay payroll process is a simple step-by-step procedure designed to help you make payday stress free. Information about each employee is available during the payrun process and automatically updates relevant fields as required. The timesheet entry screen includes a filter option to select certain employees or you can pay everyone in the one process regardless of their pay frequency; weekly, fortnightly, bi-monthly or monthly. A pay preview option lets you see what each employee will be paid before committing the payroll.

The leave recording facility allows the user to view current entitlements, check for negative values, enter multiple leave types, change the taxation period and automatically calculates leave loading.

| Code | Description | Hours | Rate | Value | Code | Description | Type | \$% | Amount |
|------|-------------|--------|---------|-----------|------|-------------|------|-----|--------|
| 01 | Ordinary | 164.66 | 19.2316 | \$3166.68 | 01 | Super (SS) | DB | \$ | 150.00 |
| | | | | | 03 | Social Club | DA | \$ | 4.00 |

| Pay Type | Hours | Value |
|-------------|--------|---------|
| 01 Ordinary | 164.66 | 3166.68 |

| Allowances and Deductions | | Leave | |
|---------------------------|-------------|--------------|-----------|
| Code | Description | Hours | Value |
| 01 | Super (SS) | | \$ 150.00 |
| 03 | Social Club | | \$ 4.00 |
| | | Annual | 0.00 0.00 |
| | | Sick | 0.00 0.00 |
| | | Long Service | 0.00 0.00 |
| | | RDO | 0.00 0.00 |

| Pay Totals | |
|-------------|---------|
| Taxable Pay | 3016.68 |
| Tax | -617.00 |
| After Tax | -4.00 |
| AMP Super | 253.33 |
| Net Pay | 2395.68 |

NOTES: Monthly-Electronic Fund Transfer

The payrun process includes the creation of EFT files and Superannuation reports. Employees that salary sacrifice can have their deductions linked to the company's SGC fund. It also gives you the ability to automatically calculate a dollar value or percentage based backpay value, based on actual earnings for a nominated employment period.

Winpay has an automated end of year process that includes an archive function for terminated employees. Employee masterfile details, including earnings, rate and leave history are retained. This allows you to report on or reinstate an archived employee if they return to work.

Individual pays can be previewed (as per example) before being posted and printed. A simple backup and restore function lets you quickly recover past processes for payslip or report reprinting.

"One of the problems facing payroll software developers in Australia is the incredible number of awards and employment conditions which have crept into our system of industrial relations. To cope with this, a payroll management system must be extremely flexible – and Winpay is!"

Rob Williams – Your Computer magazine

Reporting



Winpay's powerful reporting facilities are one of the features that make it so flexible. On top of the payrun reports, Winpay has an additional 50 standard reports built in to cover everything from mailing labels through to a variety of costing reports, leave liability reports, employee statistics reports, leave and earnings history transaction reports, superannuation summary's, birth date, hired date and action date reports, as well as this pay, month to date and year to date reports.

| BIRTH DATE | EMP NAME | EMP NUMBER | CLASSIFICATION | COST CENTRE | DEPARTMENT | AWARD/GRADE CODES | AGE | HIRE DATE |
|------------|--------------------|------------|----------------|-------------|------------|-------------------|-----|-----------|
| 23/02/60 | Grasten, Maree | 001001 | | NSW2 | SAL | NONAN 00 | 45 | 15/08/95 |
| 23/05/72 | Fagioli, Christine | 001004 | | VIC3 | DIR | METAL 02 | 33 | 22/02/96 |
| 21/05/68 | Preston, Kylie | 001006 | | QLD4 | SAL | NONAN 00 | 37 | 23/06/92 |
| 14/05/52 | Smith, Charles | 001002 | | NSW2 | ADM | NONAN 00 | 53 | 03/02/86 |
| 18/07/57 | Fahy, William | 001005 | | VIC3 | IND | METAL 04 | 48 | 12/12/89 |
| 29/07/66 | McCallister, Simon | 001003 | | NSW2 | ADM | NONAN 00 | 39 | 22/02/96 |

Payrun Summaries

- Payrun Summary by Pay Point Preview
- Payrun Summary by CC / Dept Preview
- Allowance / Deductions by Pay Point Preview
- Allowance / Deductions by CC / Dept Preview
- Leave Taken Report Preview
- Monthly SGC Report Preview
- Superannuation Report Preview
- Superannuation Report by CC / Dept Preview
- Employee Costing Report Preview
- Departmental Costing Report Preview
- Cost Centre Totals Report Preview
- Grand Total Costing Report Preview
- Leave Liability Report Preview
- Leave Liability Report by CC/Dept Preview
- RDO Accumulations Report Preview
- Payrun Action Dates Report Preview

Print Selected Set Report Options Close Window

All reports can be previewed before being printed and come with a wide range of selection and formatting options. Users can modify reports by changing options such as filter and range. For convenience, all payrun reports are included in the step-by-step payrun process. They can even be preset depending on your reporting requirements. Additionally, reports can be output electronically to a text file format for data export, storage and/or emailing.

"I found these reports to be one of the strengths of Winpay. A wide variety of reports are available on an even broader range of criteria. Importantly, these reports can be customised easily. In contrast to other systems it is not necessary to develop query programs to give you report flexibility. Rather this is built into Winpay's reporting options".

Ray McGregor – Charter Magazine

Share data with other applications

Winpay has the ability to share data with hundreds of other software programs via its optional ODBC database driver. Users can write custom reports using Crystal™ Reports, link information to a spreadsheet using Microsoft Excel™, or do a form letter using Microsoft Word™. The Winpay ODBC driver allows bi-directional links with optional Human Resource Management and Occupational Health and Safety Management software.

Using 3rd party database or application development software such as Microsoft Access™ and Visual Basic™ or Borland Delphi™, you can even define your own table files that contain additional information relevant for your organisation, and then have this information linked to your Winpay data.

Winpay's standard import and export functions are designed to remove the mundane data entry tasks from payroll processing. The import function is used to capture and validate data from electronic time and attendance systems and process the data directly into a payrun. The export function lets you create a journal file to suit most of the well known accounting and financial software packages. Setting up your General Ledger Interface (GLI) is as simple as selecting your accounting package from a preset table and linking your General Ledger codes.

General Ledger Interface

| Q/Centre | Depart | Code | Description | GLI Code | +/ |
|----------|--------|------|-------------|----------|----|
| NSW2 | ADM | 01 | Ordinary | 10001 | + |
| NSW2 | ADM | 02 | Time 1/2 | 10001 | + |
| NSW2 | ADM | 03 | Double | 10001 | + |
| NSW2 | ADM | 04 | P/Hol's | 10001 | + |
| NSW2 | ADM | 05 | Bereave | 10001 | + |
| NSW2 | ADM | 06 | A/Shift | 10001 | + |
| NSW2 | ADM | 07 | N/Shift | 10001 | + |
| NSW2 | DES | 01 | Ordinary | 10001 | + |
| NSW2 | DES | 02 | Time 1/2 | 10001 | + |
| NSW2 | DES | 03 | Double | 10001 | + |
| NSW2 | DES | 04 | P/Hol's | 10001 | + |

Auto Fill Options:
 Same Line Item Same Cost Centre/Dept
 Same Cost Centre All
 Same Department None

OK Cancel
Reset Export!

Multi-Level costing

Winpay supports a 2-tier costing structure so that employee pay details can be allocated to departments within cost centres. Not only that, but an employee may also have their pay split over 7 different cost centres and/or departments within the same pay, and at different pay rates if required. Winpay can then produce a variety of costing breakdown reports from this information.

Electronic lodgement and remittance

Bank

Winpay payment methods include EFT (Electronic Funds Transfer) cash, cheque or bank transfer (paper based). Employees can have their pay split across 3 bank accounts, plus an amount in cash if required. At year end, Winpay can produce plain paper group certificates and supply the ATO a copy via modem or other accepted media. Superannuation and PAYG withholding tax can be electronically remitted from within Winpay.

Online HELP



Winpay comes with a comprehensive online HELP system that is updated regularly and provides the user with easy access to the relevant information they are searching for. Winpay also comes with a hard copy manual.

Backup history & reprinting

The Winpay Backup/Restore feature can electronically store up to 24 months of payroll processes and can easily access any stored backup for reprinting purposes.

Multi-Company

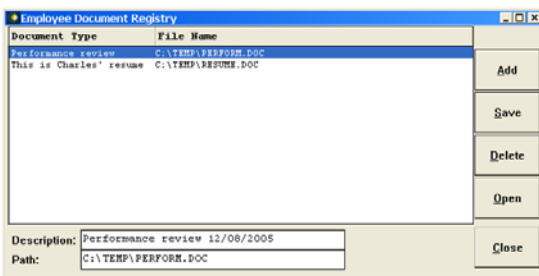
If you process payrolls for more than one company, it's not a problem. Just choose the company you wish to work with. You can swap between companies and, using security, limit the access to part or all information for selected companies. You can also import an employee from one company into another. The employee's earnings details remain in the original company, but their personal details along with their leave balances are transferred across to the new company.

Multi-User

The optional multi-user module allows multiple concurrent operators to be processing payroll at the same time with full record locking. Winpay will also ensure that certain tasks may only be run in single user mode (i.e. data backup, restore, payrun update etc).

Document Manager

Docs

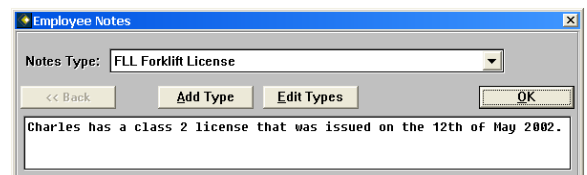


Winpay comes with a built-in document manager. This handy feature lets you attach files to employee records and there is no limit to the type of file or information you can store. This includes scanned documents such as certificates and licenses as well as electronic documents like job descriptions, performance reviews, salary increases and disciplinary letters. The save document feature lets you give the file a meaningful name when attaching it. Furthermore, the open document feature allows the user to easily open any of the attached documents from within Winpay.

Notes Manager

Notes

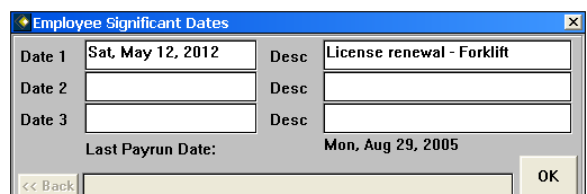
Additional information can be stored using the notes facility. The type of information you can store is up to you. In the accompanying example an employee's forklift license is being recorded. Other potential uses might include employee warnings issued, training courses attended, pay review notations or anything else that you would like to record.



Dates Manager

Dates

The dates facility lets the user store information about employees where a date is involved. This could be anything from rate increases, performance reviews and even contract or probationary period end dates. A corresponding report makes it easy to determine upcoming date-based events for a nominated date range.



In Summary

Perhaps the last word should go to Ray McGregor of Ernst & Young. Writing in Charter Magazine, journal of the Institute of Chartered Accountants in Australia, he summarised his Winpay review as follows;

"Overall I found Winpay to be a package rich in functionality and flexibility. The ease with which employee data can be updated, and the referencing of related files makes its operation quick and simple. Additionally the reporting facilities within Winpay are outstanding".

Ray McGregor – Charter magazine

