

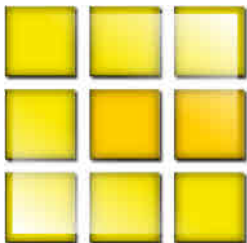
New Zealand PAYROLL



**It's payroll day.
Find out why these
employers are so
happy!**



Evaluation Guide



Introduction

Thank you for giving us the opportunity to introduce ourselves to you.

Over the last 25 years Ace Payroll has become New Zealand's most widely used computerised payroll program, with over 30,000 companies using the product.

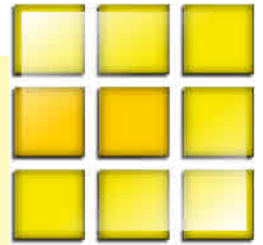
The next few pages introduce you to our product and our company and explain the benefits of being associated with Ace Payroll.

How To Contact Us

Contact us if you have enquiries relating to Ace Payroll that are not documented in this guide.



Our Mission



Ace Payroll has never seen itself as merely a developer of software. We are always aware that the buyer of a drill doesn't want a drill - they want a hole!

You don't want a certain type of computer programming behind the scenes or even payroll software itself - you want an easy payroll!

Our product and support service is all about one simple mission - making your payroll day as easy, accurate and stress free as possible, at the lowest price we can offer.

Our Pricing

If we get our software and service right the result is an easy to use program that our clients don't have many problems with.

This means we don't have to charge excessive amounts for support because clients don't tend to need excessive support.

This means we keep our pricing competitive which - coupled with the quality of our service and software - leads to our clients telling all their friends to purchase Ace Payroll!

The more people that use Ace Payroll, the more we can invest in software and support, but at a lower price per client.

We will always ensure that our software and services are as competitively priced as possible.

Our Software

We will always focus our development attention on making things easier for our clients. Our developers listen closely to what is happening on our helpdesk. If we hear the same call too many times we assume the software is too hard, and fix it!

We will always prioritise fixing problems over adding fancy new features. Fixing a bug always gets top priority.

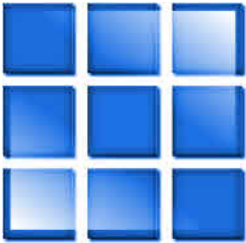
We will remember our original vision of a stressed small business person trying to do their payroll as quickly as possible - we will pay close attention to good design and ease of use.

Our Service

We will always maintain a properly staffed helpdesk, equipped with interested happy people who are well trained in Ace Payroll and have extensive knowledge of the payroll process and legislative requirements.

Each of us will be able to speak clear english and will be patient and keen to help you.

In addition to answering the questions you have, we will always be on the lookout for your ideas about how we can improve and will communicate these ideas to our developers. Rather than adding "fun toys" to our software, your feedback is vital to ensuring we add the things you actually need.



Using The Evaluation Version

The Ace Payroll demonstration CD contains the entire program as well as our F1 online manual.

It allows you to process and file eight pay periods. This means that rather than hearing about how great Ace Payroll is from other people, you can start setting up your employees and see for yourself.



As you are able to file eight pay periods you will be able to do things like printing your IRD returns and other reports, emailing your payslips as well as seeing how Ace Payroll accrues annual leave for your staff. It is a great way of learning the basics of the system and gaining confidence in it.

Many of our clients run Ace Payroll against their current method of doing payroll for the first month - this allows them to compare the two methods.

Any data you put into the Ace Payroll demo is automatically upgraded if you choose to purchase the program. This means you are not wasting your time entering data into the system, rather, you are able to know for sure that Ace Payroll is for you before purchasing.

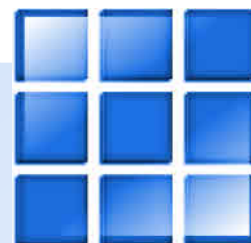
In addition to trying out the demonstration CD, we also recommend you try calling our helpdesk on 0800 223 729 if you have any questions about the demo.

A payroll system is something you are going to use every week. It is vital to deal with a payroll company that cares and knows what they are doing.

Therefore, we strongly encourage you to call our helpdesk and ask a few questions. Then do the same with our competitors.



Pricing



Ace Payroll is priced at \$250 for small to medium employers. This price includes the software, 6 months 0800 support, our Getting Started Guide and a 90 day right of return if not totally satisfied.

For larger employers, we offer a range of options. As well as the software itself, additional modules are available that enhance functionality and onsite installation and training can be purchased with the software. Please call 0800 223 729 for a formal quotation.

Lease Option

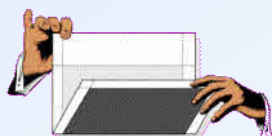
If you prefer to lease rather than purchase Ace Payroll, we have a lease option available at \$40 per month.

There is no upfront cost and no additional ongoing costs - the monthly payment includes all upgrades and 0800 phone support.

Payslips

You can email your payslips, print to plain paper or use one of our specially designed forms.

Our Ace Payroll A4 Laser payslips are a perforated pink form with two payslips per page. They come in packets of 1000 and the price is \$60.



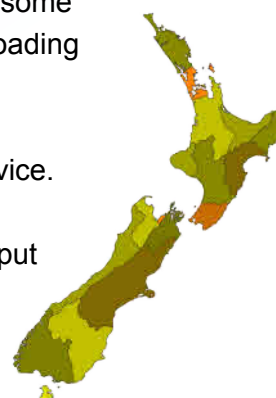
Our Ace Payroll Security Payslip is a secure form that glues and folds into an envelope that provides privacy until opened. They come in packets of 500 and the price is \$180.

Need help getting started?

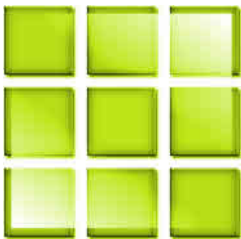
Whilst you receive 6 months 0800 support with the purchase of Ace Payroll, some clients prefer to have someone local assist with setting up the software and loading leave balances from their old system.

We have a network of people throughout New Zealand who can offer this service.

Pricing varies slightly depending on location - call 0800 223 729 and we can put you in direct contact with the right person in your part of the country.



ALL PRICES ARE PLUS GST



Support & Upgrades

Support is a vital consideration when choosing a payroll system.

Ace Payroll takes great pride in both the quality of support it provides and also the terms on which this is done.



Some payroll software suppliers try to lock you, the client, into a compulsory support contract and some even have the arrogance to ensure your program does not work if you have not kept your support contract up to date.

At Ace Payroll we believe you, the client, should tell us what to do and not the reverse. Accordingly we provide a choice of support services.

We guarantee our help desk to be staffed from 8.30am to 5.30pm Monday to Friday public holidays excepted. It is often staffed outside these hours.

For 6 months after purchase, Ace Payroll provides **FREE** telephone support and training on 0800 223 729. This gives you ample time to familiarise yourself with the system and have all your questions answered.

After 6 months we can provide you with a support contract if you wish. Alternatively you are welcome to use our casual support service.

CONTRACT SUPPORT

A support contract guarantees the trouble free operation of your payroll system with the following benefits

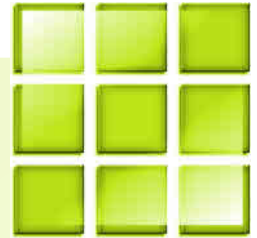
- ✓ Call 0800 ACEPAY or 0800 223 729.
- ✓ Upgrades are sent automatically prior to tax rates changing and when significant program enhancements are made.
- ✓ During busy periods you receive priority from our Help Desk.
- ✓ A support contract costs \$195 per annum. You can pay annually or six monthly.

CASUAL SUPPORT

If you do not want the commitment of a support contract, we will provide casual support on the following basis

- ✓ Call 0900 5 WAGES or 0900 592 437. Calls cost \$2.25 a minute.
- ✓ You are advised of upgrades for tax changes and program enhancements. These are supplied on a prepaid basis from \$120 each.
- ✓ Faxed support enquiries charged at \$15 each.
- ✓ Other support charged at \$90.00 an hour.

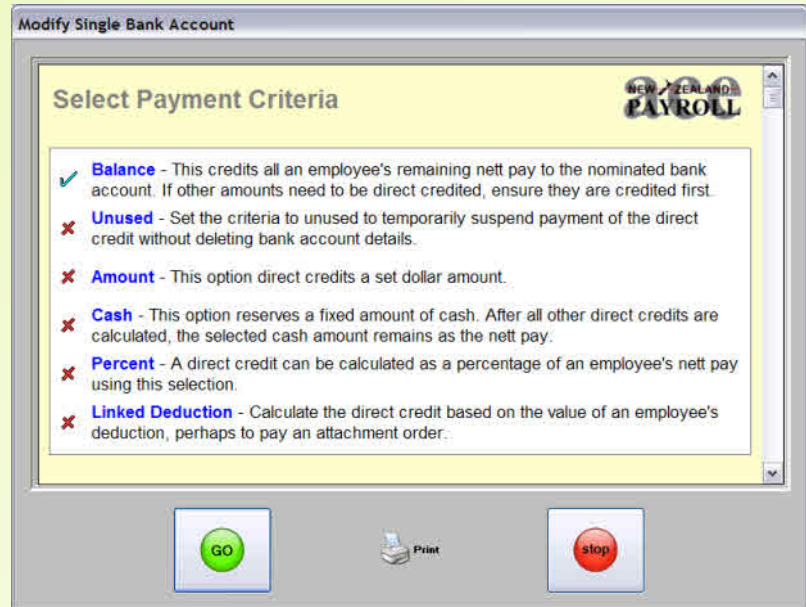
Help On Every Screen!



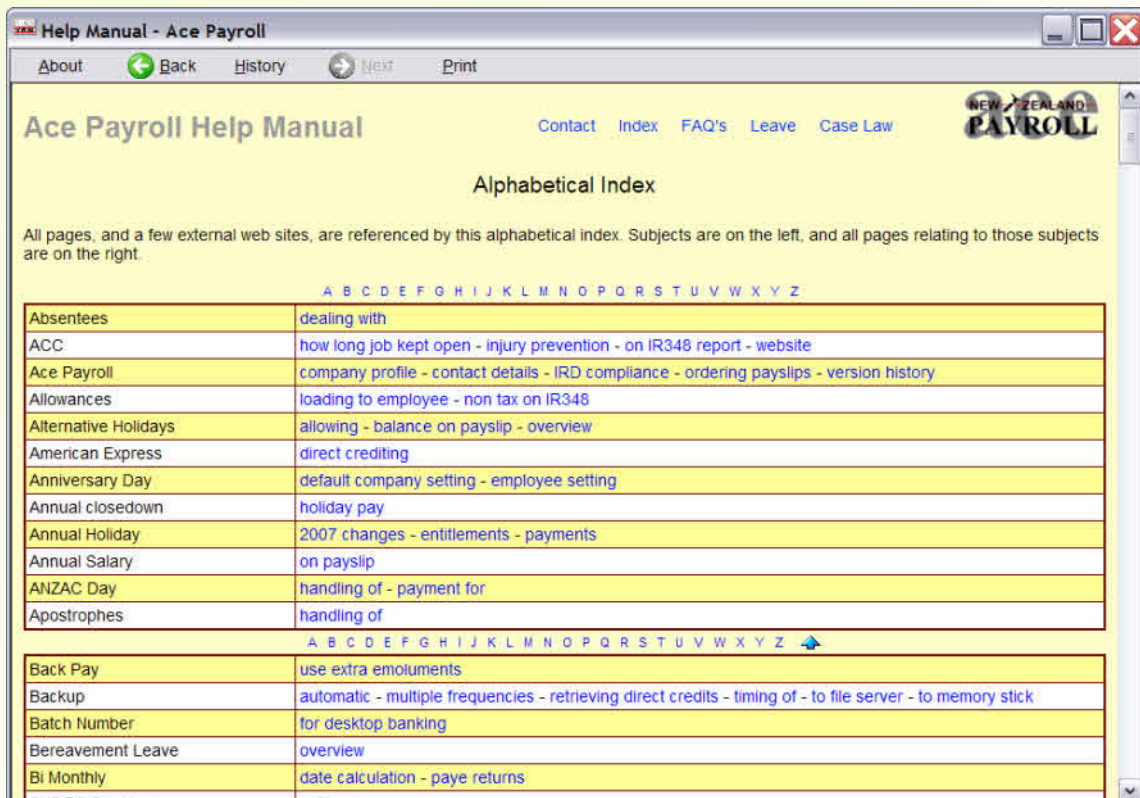
Ace Payroll is self explanatory with descriptive text on most screens.

Press F1 at any time for the Help Manual.

This resource runs as a separate program and contains 100's of pages of clearly indexed and linked documentation.



From the Help Manual you can download the most regularly used IRD forms from the Internet.



Making Tax Simple

With Ace Payroll, having to learn complicated tax rules or manually use IRD tax tables is a thing of the past.

Ace Payroll includes every tax code, the IRD's extra emolument tables as well as routines to handle special tax code situations.

PAWE Deduction Analysis

Description	Gross	Tax	Comment
Extra Emoluments	1358.68	304.34	Bonus taxed at 22.4%
Holiday Pay	601.03	101.49	Apportioned over 3 weeks
Other Wages	465.00	82.00	As per tax tables
Total	2424.71	487.83	

These figures calculated for **Jane Brown** at tax code **M**, with a **Fortnightly** pay frequency and pay date of **31/08/2008**

Notes
A PAYE deduction is made up of the elements above - extra emoluments, holiday pay, and other wages. Each of these elements are taxed differently.
If you have paid an extra emolument or holiday pay, you can change the way the tax is calculated

Tax Codes

Select Required Tax Code

You are setting the tax code for **Jane Brown**
The current setting is **M**

Special Tax Code

- ✗ **STC ACC Inc** - Tax at a **percentage** rate that includes ACC Earning Premium.
- ✗ **STC ACC Plus** - Tax at a **percentage** rate and add on ACC Earning Premium.

Contractors Withholding Tax

- ✗ **WT** - Deduct the exact rate you select without additional ACC Earning Premium. Enter a **percentage** rate or select from a list of **Withholding Tax Rates**.

Student Loan Codes

- ✗ **M SL** - Main employment with student loan.
- ✗ **S SL** - Secondary employment with a student loan.

GO STOP

Once you've selected the employee's tax code, everything is automated for you.

WINZ have just sent me this letter...

Frustrated by all of the letters Government departments send you, asking to deduct and send money on behalf of your staff?

Ace Payroll automates this process. Set up deductions and link them to bank accounts, meaning they are paid automatically each week.

You can ensure the payment is received correctly by controlling the reference details, and report on deductions already made.

You can also set up reducing balances, which means once you have entered the total into Ace Payroll it makes the deduction each week, then stops when done.

Add New Allowance

To add a new allowance or deduction to your payroll, enter the description and calculation method. Then select the correct tax status.

Reference No: 11

Description: WINZ Deduction

Calculation Method: Fixed Unit Value \$30,000

Comment:

Tax Status

- ✗ Taxable
- ✓ Deduction
- ✗ Non Taxable
- ✗ Reimbursing

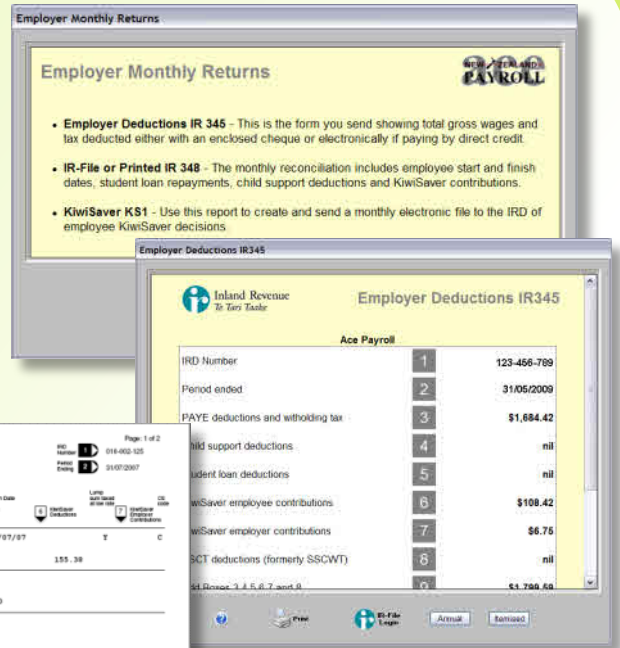
GO STOP

IRD Monthly Returns

Ace Payroll makes monthly returns a breeze!

Because all data is filed with the pays each week, there is nothing to add together or work out at the end of the month.

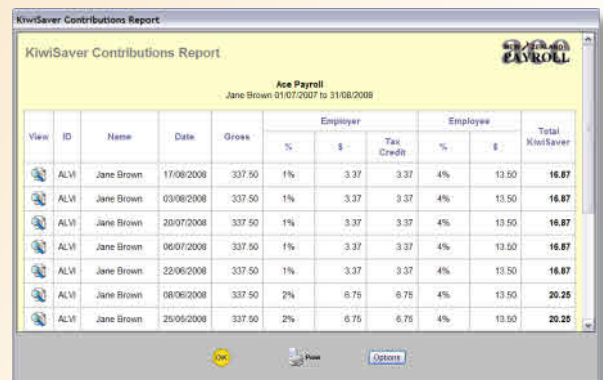
Ace Payroll produces an IRD Approved form to put in the mail, or creates an electronic file for import on the IRD website.



KiwiSaver Made Easy

KiwiSaver – handled! Contributions happen automatically, flexibility over contribution rates and full reporting available.

Your employees can track contributions on their payslip each week and the KiwiSaver contributions go to IRD as part of your return with no extra work involved.



A reversal routine is there for people who opt out, and all relevant IRD forms are available in Ace Payroll itself.

KiwiSaver is a nightmare handled manually but a nothing job in Ace Payroll!

Struggling to track annual leave?

Ace Payroll records actual dates employees have off.

Full history reporting is available to easily comply with requests for information.

Holiday and Leave Record			
02/11/2003	118.75		Labour Day 9.5 Hours @ \$12.50 = \$118.75
28/12/2003	250.00		Xmas/Boxing Day 20 Hours @ \$12.50 = \$250.00
11/04/2004	118.75		Good Friday 9.5 Hours @ \$12.50 = \$118.75
18/04/2004	125.00		Easter Monday 10 Hours @ \$12.50 = \$125.00
13/06/2004	118.75		Queen's Birthday 9.5 Hours @ \$12.50 = \$118.75
31/10/2004	1	118.75	Mon 25th Oct 04 Full Day 9.5 Hours @ \$12.50 = \$118.75
14/11/2004	1	125.00	Fri 12th Nov 04 Full Day 10 Hours @ \$12.50 = \$125.00
02/01/2005	2	237.50	Mon 27th Dec 04 Full Day Tue 28th Dec 04 Full Day 19 Hours @ \$12.50 = \$237.50
09/01/2005	2	237.50	Mon 3rd Jan 05 Full Day Tue 4th Jan 05 Full Day 19 Hours @ \$12.50 = \$237.50
27/03/2005	1	100.00	Fri 25th Mar 05 Full Day 8 Hours @ \$12.50 = \$100.00
03/04/2005	1	100.00	Mon 28th Mar 05 Full Day 8 Hours @ \$12.50 = \$100.00
01/05/2005	1	100.00	Mon 25th Apr 05 Full Day 8 Hours @ \$12.50 = \$100.00
12/06/2005	1	100.00	Mon 6th Jun 05 Full Day 8 Hours @ \$12.50 = \$100.00

Annual Holidays Days Taken						
• Jane Brown had 23.95 Holiday Days owing at the start of the Fortnightly period ending 31/08/2008						
3 Days						
Legend						
Public Holiday						
Regular Day						
Unsure						
Weekend						
Background Day Off						
Maybe Pub Hol						
Edit Profile						
Other Days						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
18th Aug	19th Aug	20th Aug	21st Aug	22nd Aug	23rd Aug	24th Aug
25th Aug	26th Aug	27th Aug	28th Aug	29th Aug	30th Aug	31st Aug
1st Sep	2nd Sep	3rd Sep	4th Sep	5th Sep	6th Sep	7th Sep
8th Sep	9th Sep	10th Sep	11th Sep	12th Sep	13th Sep	14th Sep
15th Sep	16th Sep	17th Sep	18th Sep	19th Sep	20th Sep	21st Sep
22nd Sep	23rd Sep	24th Sep	25th Sep	26th Sep	27th Sep	28th Sep

Ace Payroll accrues holiday pay, produces liability reports and automatically calculates relevant daily pay when leave is taken.

You can print leave balances on payslips to let employees know how much leave is available.

Emailed Payslips

Choose whether each employee receives a printed payslip, an emailed payslip or no payslip.

Each week Ace Payroll handles all employees in one batch.

Ace Payroll			
Jane Brown	Qty	Rate	Total
Ordinary Hours	38.75	12.000	465.00
Holiday Pay			601.03
Bonus			1,358.68
Gross			2,424.71
Tax Code M 082-534-954			487.83
KiwiSaver Employee 4%			96.98
Take Home Pay			1,839.90
06 0998 0029228 000			1,839.90
KiwiSaver Employer 1%			24.24

Select Payslip Type

Select here the type of payslip required for Jane Brown.

NEW ZEALAND PAYROLL

Payslip Type

Printed

Emailed

Print & Email

No Payslip

GO

STOP

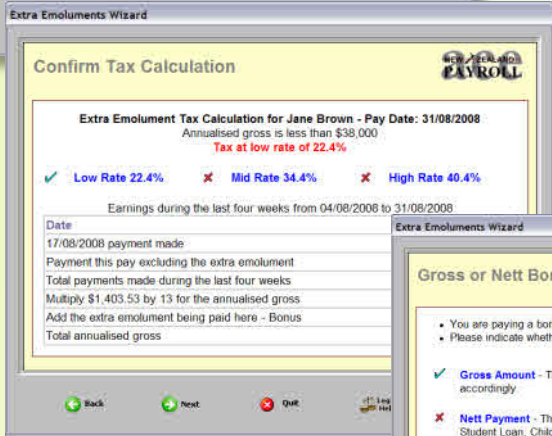
Emailed payslips are a great saver of time and money. We have clients saving thousands of dollars in folding, paper and assembly costs just by using this one routine.

Save a tree today!

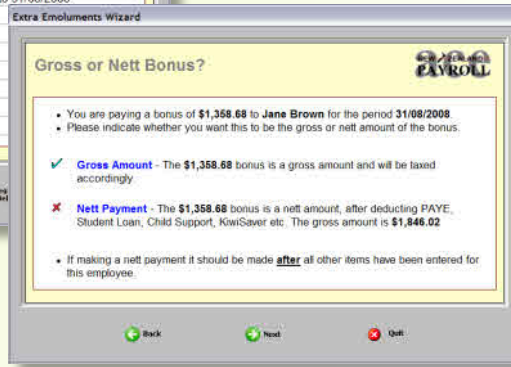
Wizard Example - Bonuses



Ace Payroll has several wizard features that guide you through common payroll processes.



One example is when the boss decides to give everybody a cash bonus leaving you to work backwards to calculate the tax!

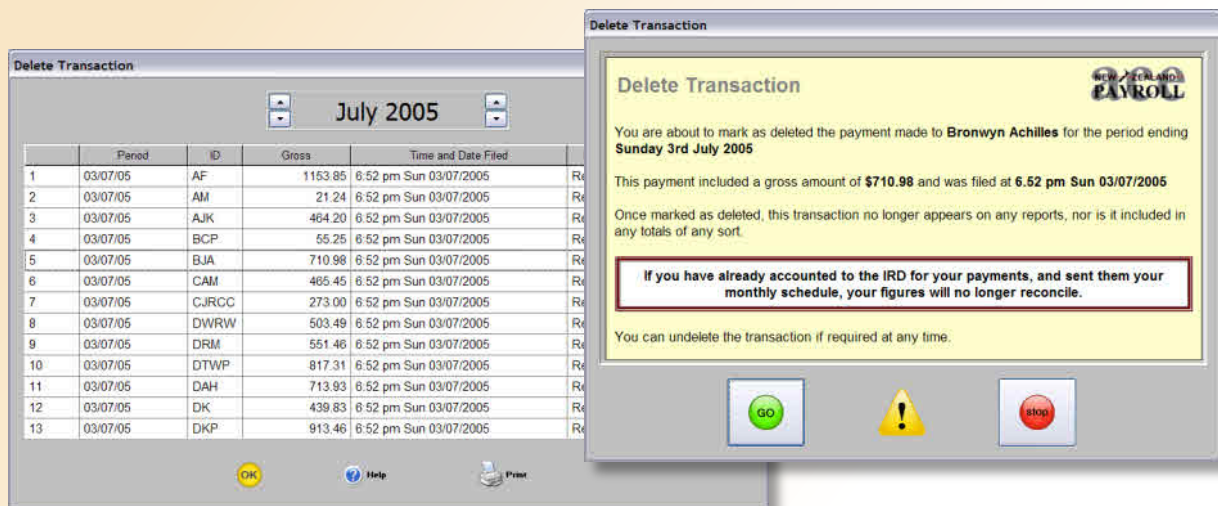


Ace Payroll does this automatically and accurately, saving you the nightmare.

Fixing Errors

One point of difference in Ace Payroll is the range of ways you can fix errors quickly and without incurring the expense of outside help, or the hassle of IRD contact.

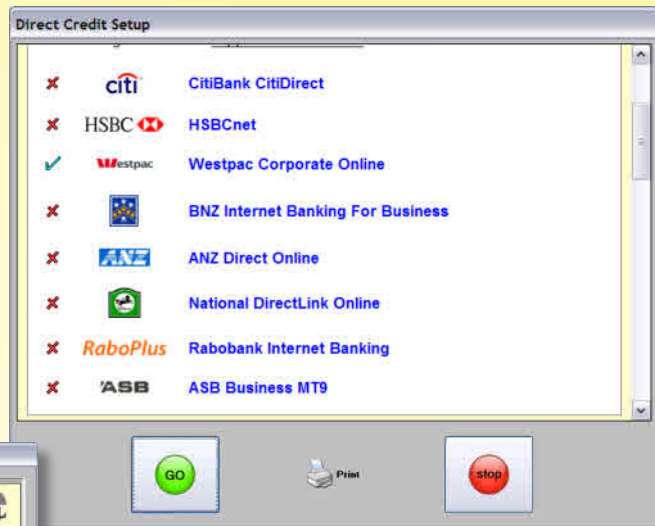
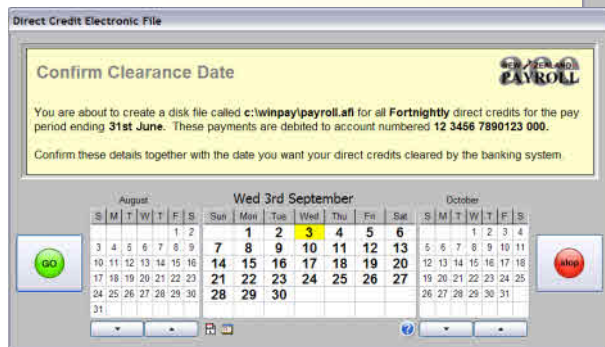
These screens show the procedure for deleting a payment that has been filed in error - literally a couple of clicks and the problem is solved.



Making Direct Credits Easy

Ace Payroll is compatible with every electronic banking system in New Zealand. Rather than handle direct credits manually, you can create a file and import it into your banking system.

This eliminates double entry and the risk of data entry errors and saves you time.



Once set up, it is simply a case of hitting a button to create your direct credit file in Ace Payroll, then another few buttons to import to your banking system. Simple!

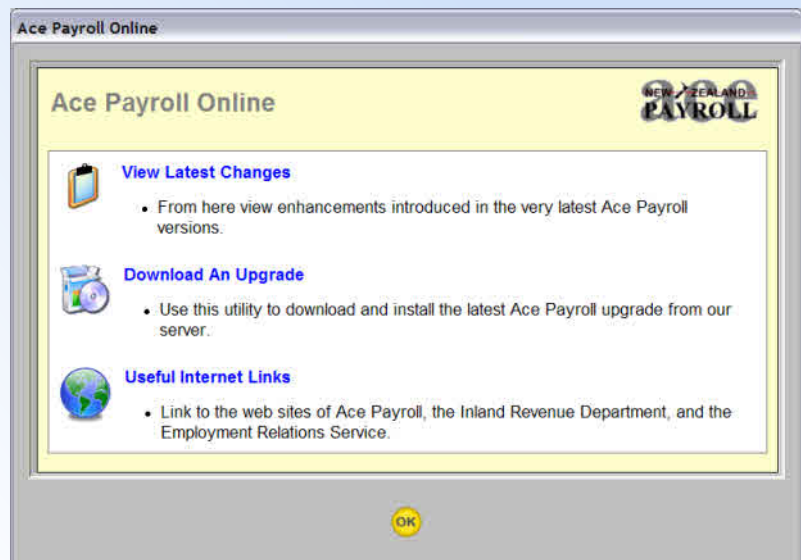
Keeping You Up To Date

We constantly work to improve our software, website and documentation to make payroll easier and keep you informed.

We send out major upgrades when required and keep working on the software throughout the year.

Keep an eye on what features we are adding and download minor upgrades as often as you wish.

We welcome your input into what we can create for future versions!



Wage Calculators

Our Help Desk is always aware of the sorts of calculations that are a struggle, and we simplify these wherever possible.

The calculator shown below calculates the base rate required to result in an hourly rate inclusive of 8% casual holiday pay - a regular question on our Help Desk.

Casual Holiday Calculator

Casual Holiday Calculator

- Work out the base rate required to result in a rate inclusive of casual holiday pay.

\$13.89 plus 8% = \$15.00

Base Rate: **13.89** + Percent: **8.00** = Inclusive Rate: **15.00**

OK

New Zealand Calendars

All calendars and date pickers are designed and built here in New Zealand, for New Zealand conditions.

Public Holidays

Month	Day	Date	Event
February	Monday	21st	Wellington Anniversary
	Monday	28th	Auckland Anniversary
February	Monday	4th	Nelson Anniversary
	Wednesday	6th	Waitangi Day
March	Monday	10th	Taranaki Anniversary
	Friday	21st	Good Friday
	Monday	24th	Easter Monday
April	Friday	25th	Anzac Day
June	Monday	2nd	Queens Birthday
September	Monday	22nd	South Canterbury Anniversary
October	Friday	24th	Hawkes Bay Anniversary
	Monday	27th	Labour Day
November	Monday	3rd	Marlborough Anniversary
	Friday	14th	Canterbury Anniversary
December	Monday	1st	Westland/Chathams Anniversary

Full Year Calendar

February 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OK

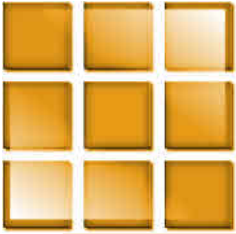
Public Holidays

OK

Print

Easter

Find out the date of all New Zealand public holidays and provincial anniversary days from within Ace Payroll itself.



Testimonials

Ace Payroll receives testimonials from delighted customers literally every day.

Rather than make us complacent, we are totally aware that the best way to gain new customers is to delight our existing ones.

The comments on this page are unsolicited testimonials from our customers. If you want to see further testimonials, there are hundreds of them on our website at <http://www.acepay.co.nz/testmony.htm>

Should you decide to purchase Ace Payroll, we would love to see you on there one day!

It is a great service and a great payroll system. I love giving positive feedback when it is deserved, and in your case it really is. Your payroll is so easy to use and it is a pleasure to deal with you. **Sam, Palmerston North**

Don't tell the owners but I can't believe I only paid \$250 for Ace Payroll, I would have paid \$2000 for it! **Vicki, Auckland**

We have recommended your program to heaps of people and are really happy with it ourselves. **Trixie, Tauranga**

It used to take a whole week to do the payroll and now it takes four minutes! **Cushla, Hamilton**

This is the best system I have ever used and you have the best help desk I have come across. Your system is just fabulous. **Nicki, South Auckland**

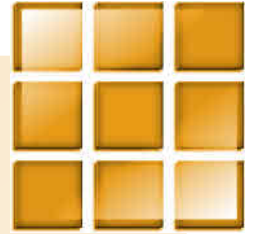
Your payroll is just wonderful. It is so easy to use and has made my job so easy. I will definitely be telling any future employers of mine to change to Ace Payroll!
Chris, Christchurch

Your company answers the phone so fast, amazing!
Jacqui, Whitianga

If it was any other program it would have been a horribly complicated job to do what we just did. I can't believe how easy it is to fix problems with Ace Payroll, you guys are great! **Dianne, Auckland**



Summary Of Benefits



In this document we have introduced you to New Zealand's most widely used payroll system, Ace Payroll.

We have shown you how Ace Payroll can make the following EASY!

- ✓ Tax calculations
- ✓ Complying with IRD and paying your PAYE
- ✓ Sending IRD returns electronically
- ✓ KiwiSaver
- ✓ Employee deductions, ie WINZ or court fines
- ✓ Annual leave
- ✓ Emailing payslips
- ✓ Printing reports - we have over 40 of them!
- ✓ Fixing errors easily

We have told you about the quality of our helpdesk, and hope you take the opportunity to try us out.

We have shown how our pricing is the sharpest in the industry and shown you some of the hundreds of testimonials we receive.

The demo CD allows you to run up to eight pay periods and really SEE! that Ace Payroll can make your payroll day easier.

In addition, our unconditional 90 day right of return means that if we don't back up everything we say about Ace Payroll, you can return it no questions asked.

What are you waiting for?

If you are ready to make your payroll easier, cost efficient and less stressful then turn this page now and order your copy of Ace Payroll!



YES Please!

1. Order Software

Contact Name

Company

Address

Phone (0) Fax (0)

2. Purchase or Lease



- Purchase** a Windows version of Ace Payroll for \$250 + GST.
- Lease** a copy of Ace Payroll for \$40 + GST per month. Cheque enclosed for the first months payment. Ace Payroll will send an automatic payment form for future months.

3. Select Payment Method

Cheque for \$ is enclosed with this order.

Please send an **invoice** which we will pay in 14 days.
Order No

We will pay by **direct credit** to Bank Account 03-0502-0017566-00

Please charge our **credit card**.  

Card Number Expiry Month Year

Name As Shown On Card

4. Place Order

- Photocopy then **Fax** this order to (04) 586 9601
- **Post** (with cheque if required) to Ace Payroll, P O Box 30948, Lower Hutt 5040
- **Phone** us with your order on 0800 223 729