

** Key Features - PAYGEasy winCashbook

PAYGEasy is designed to help manage small businesses

These seven Key Features extend the simplicity of the cashbook to provide a unique combination of ease-of-use and comprehensive financial management. PAYGEasy was exclusively designed for Australia so the tax rules are built in.

Transaction Recording

One Step Recording



** Complex transactions recorded in one step

The default GST is normally calculated as one eleventh of the total payment. For mixed payments, with GST and non-GST components, this is simply overtyped with the GST on the Tax Invoice. The private component (% or value), may also be entered in this one step.

Future Cash Book

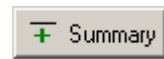


** Recording of "future" payments and receipts / Copying of records

The recording or copying of "future" payments and receipts improves cash management. Recording a "future" transaction is almost identical to normal recording, except the "Future" button is set. A record may also be copied multiple times to create a sequence of future records - ideal for a quick entry method.

Management

Flexible Cash Analysis / (Plan Update)



** Flexible display – sorting and summary (Best Customers etc.) within any cashbook period

Analysis of all cashbook columns is available with the Summary button which displays sub-totals for any "group" of records. Each group may be expanded to list its individual records. While grouped, either the full cashbook or selected records can be printed. With the link to Excel some Financial Plans (e.g. NEIS) may be automatically updated.

Snapshot Cash Projection

** Business position/summary of available funds (accounts, tax, future)

The Business Position is a snapshot display of a company's cashflow status. The high level totals include tax liability, commitments and planned receipts and payments.

Flexible Profit Display

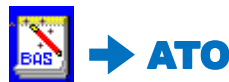


** Profit and Loss summaries which match the flexible cashbook

Profit is automatically calculated and summarised for any selected period. A unique red/green "Profit Light" indicates recent profit and estimates the trend compared to the previous period.

Taxation

Full BAS with Cash Book Integrity



** Automatic production of the full BAS with controlled changes for cashbook integrity

The full BAS (GST section and the two PAYG sections) is generated automatically. It can be printed or electronically sent to the ATO's website portal. Cashbook periods which relate to finalised BASs are protected from inadvertent changes.

Balanced Summary



** Business Balance report for accountant review

The Business Balance Report summarises the transactions for any period into the Debit and Credit totals for each category. This report is ideal for the review with your accountant at the end of the year.

More Information on the Website

Current version is available as a full download and includes the "Getting Started Guide" in the Help

List of Features - PAYGEasy winCashbook



Key features are marked **

Transaction Recording	
	Cashbooks for Money In and Money Out
	Simple recording based on the actual receipt or payment total
	Handles all transactions, including BAS and non-BAS
**	Complex transactions recorded in one step
	Private use recorded as an amount or percentage
	Private use % may be set up as a default – useful for home office etc.
	Simple recording of wages withheld tax
	Transfer between accounts in one step
	Extended descriptions (notes) on any transaction
**	Recording of “future” payments and receipts
	Copying of recurring payments and receipts
	Invoice and receipt printing
Business Structure	
	Multiple companies
	Multiple accounts (cheque, credit card, cash etc.) per company
	Plain language categories for payments and receipts
	Simple definition of BAS treatment for payment and receipt categories
	Flexible BAS reporting periods (monthly, quarterly) for each company
Management	
	Flexible reporting (period, category) of income and expenditure
	Flexible reporting (period) of cash flow
**	Flexible display - sorting and summary / (Plan update)
	Reporting of future income and expenditure
**	Business position/summary of available funds (accounts, tax, future)
	Optional reconciliation of accounts
**	Profit and Loss summaries which match the flexible cashbook
Taxation	
**	Full BAS with cashbook integrity
	BAS includes GST, PAYG Withholding and PAYG Income Instalments
	BAS easily verified with “more columns” display
	Print of BAS corresponds to ATO format
	Electronic BAS (eBAS) can be sent to the ATO website portal
**	Business Balance report for accountant review
Data Exchange	
	Flexible export of records into Excel® for analysis and reporting
	Attachment of accountant GL coding to payment and receipt categories
	Export to MYOB®
Other	
	Short "Getting Started" guide available within help
	Comprehensive on-line help with "How to ..." explanations
	Quick backup of all data (can be emailed to accountant)
	Latest version of PAYGEasy available to download at no charge