



## Features - PAYGEasy Extended Cash Book Software

	PAYGEasy RECORDER	PAYGEasy POWER
<b>Transaction Recording</b>		
Cash books for Money In and Money Out	✓	✓
Simple one step entry of payment or receipt total	✓	✓
Handles all transactions, including BAS and non-BAS	✓	✓
** Caters for transactions containing GST and non-GST in one step	✓	✓
Simple recording of private use as an amount or percentage	✓	✓
Private % may be set up as a default	✓	✓
Simple recording of wages withheld tax	✓	✓
Transfer between accounts in one step	✓	✓
Simple recording of non-ABN supplier payments	✓	✓
** Extended descriptions (notes) on any transaction	✓	✓
Allows recording of "future" payments and receipts	✓	✓
Allows flexible recording/copying of recurring payments and receipts	✓	✓
<b>Business Structure</b>		
Multiple companies	✓	✓
Multiple accounts (cheque, credit card, loan, trade, till, 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	✓	✓
<b>Taxation</b>		
** Real-time and automatic production of full BAS	✓	✓
BAS includes GST, PAYG Withholding and PAYG Income Instalments	✓	✓
BAS GST section allows use of all ATO options	✓	✓
BAS PAYG Income Instalment section allows use of all ATO options	✓	✓
BAS allows manual recording of FBT, WET, LCT and Deferred Instalment	✓	✓
BAS easily verified as each transaction is a complete "mini-BAS"	✓	✓
** Cash book integrity maintained by controlling changes relating to past BASs	✓	✓
Print of BAS corresponds to ATO format	✓	✓
<b>Cash Management</b>		
Optional, simple reconciliation of all accounts	✓	✓
Flexible reporting (period, category) of income and expenditure	✓	✓
Flexible reporting (period) of net cash flow	✓	✓
** Flexible analysis (multi-level summarisation) of transactions in cash books	✓	✓
Reporting of future income and expenditure	✓	✓
** Business Balance report	✓	✓
** Business position/summary of available funds (accounts, tax, future)	✓	✓
<b>Data Exchange</b>		
Flexible export of recorded transactions	✓	✓
Attachment of accountant GL coding to payment and receipt categories	✓	✓
Import of category definitions	✓	✓
<b>Other</b>		
Cash books offer flexible sequencing, grouping and column display	✓	✓
Comprehensive on-line help	✓	✓
Starting template selectable for different industries (CD only)	✓	✓
On-line "Getting Started" guide, tips and tour	✓	✓
Backup and restore to/from any storage drive	✓	✓
Latest version of PAYGEasy available for download in approx. 10 min.	✓	✓

\*\* indicates key features

## Technical Requirements

- Windows® 95, Windows 98®, Windows® NT, Windows® ME, Windows® 2000 or Windows® XP.
- Minimum of 8 Mb RAM and 10 Mb of disc space for installation.
- 256-colour VGA or higher monitor, with screen resolution of 800x600 or higher.

PAYGE Pty. Ltd.  
www.payge.com.au

PO Box 397, Kilsyth, VIC 3137, Australia.  
sales@payge.com.au



**PAYGEasy**  
...it's a breeze