



MYOB Payroll



Manage your business payroll administration. The practical, easy to use payroll system.

Manual PAYE is a complicated business, not helped by the fact that legislation changes on a regular basis. Outsourcing PAYE can be costly and you still have to collate the data for other people to process. However, computerised PAYE couldn't be easier. MYOB Payroll does all the hard work for you, automating all calculations and producing over 35 reports at the click of a button.

MYOB Payroll is accredited by HM Revenue & Customs for (i) calculating tax and national insurance quickly and accurately, and (ii) filing year-end summaries online via the secure Government Gateway.



Optional Features	2 weekly 4 weekly pay frequencies	Yes
	Directors National Insurance	Yes
	Contracted-out Pension Deductions	Yes

Up to Two Companies, Unlimited Employees

QUICK • FLEXIBLE • CONCISE • ACCURATE

Designed for people with limited accounting and computer experience, MYOB Payroll is simple to setup and use. The easy to understand, illustrated handbook leads you through every process (provided as a pdf on the software cd).

Fully accredited to the HM Revenue & Customs Payroll Standard, MYOB Payroll enables you to directly submit your year-end data over the internet via the Government Gateway.

- Calculates wages, tax and national insurance
- Generates all payslips and pay period reports
- Calculates SSP, SMP and SPP
- Employee absence management and reporting
- Produces all year-end reports

Construction Industry Scheme (CIS)

It is a legal requirement for contractors to make a Construction Industry Scheme (CIS) Monthly Return to HM Revenue & Customs (HMRC) showing all payments made to sub-contractors. MYOB Payroll includes the new CIS management reporting requirements and will produce the information required to produce the CIS Monthly Return.

Make payday stress free

MYOB Payroll calculates and manages your business payroll to the HMRC approved Payroll Standard. All you need to do is enter the details of your business and of each employee, and each time you pay your employees the software will produce the following:

- Payslip for each employee
- Report detailing the amount you should send to HMRC for the period
- Analysis of the notes and coins needed for those employees paid in cash
- List of the amounts by pay method used to pay employees (cheque, bank, giro etc)

And from more than 35 reports available:

- Payroll summary
- Analysis of all payments and deductions
- Departmental and business totals
- P45 certificates
- P14/P60 certificates
- P35 tax year-end summary
- Absence management and reporting
- AutoReport feature – which 'remembers' which reports a user most frequently uses
- MYOB Payroll data can be exported into Microsoft Excel



MYOB Payroll factsheet



More features...

- Tax year end filing direct to HMRC using the internet
- Pension scheme management
- Court orders, attachments and student loan payments and management
- Multiple users allowed
- Conversion module to facilitate easy migration of employee data

Multi-company payroll programs

MYOB Payroll has been specifically developed to be easily accessible to PAYE novices, whilst simultaneously fulfilling the more demanding requirements of professional users such as accountants and payroll services providers.

For users with a multi-company licence, an import/export feature allows accountants and clients to share data and backed-up files can be easily imported and modified whenever necessary. The amount of businesses MYOB Payroll processes can be simply increased by keying in a registration PIN number. The upper limit for this is currently 100 businesses. Additions of MYOB Payroll covering different tax years can be installed concurrently. In addition to the end of year filing, MYOB Payroll also caters for sending (not receiving) starter and leaver information.

Internet Filing for new starter and leaver information:

- P45(1), P45(3), P46 documents can be sent to HMRC
- HMRC accreditation gained for these in-year transactions
- Additional tab on the employee file maintenance to control data for the P45/P46 data

System requirements



Windows 98/ME/2000/NT/XP/Vista.

For more detailed system requirements visit www.myob.co.uk/payroll

Try before you buy

The best way to experience the power and ease of use of MYOB software is by trying it.

MYOB free trial versions give you the option to use the full functionality of the products for 30 days (45 days for MYOB RetailBasics). Alternatively you can take an instant TestDrive online.

Once you have evaluated the software you can transfer to the full product whilst maintaining all the data entered during this trial period.

Further information

For more information on any MYOB product, training or support visit www.myob.co.uk.

Alternatively, if you wish to speak directly to an MYOB advisor please call our Customer Service Team on: **0845 130 3975**.

MYOB Payroll software has an annual licence which remains valid for 12 months from the date of purchase, and includes all updates throughout the year.

£30 FREE Online Ads



MYOB Payroll includes a £30 Google AdWords voucher allowing free online advertising for your business. AdWords ads help you connect with potential customers in the right place, and at precisely the right moment: when they are actively reading web pages and searching on terms that relate to your business.

Terms and conditions apply. Google AdWords is solely responsible for services provided under the voucher and MYOB accepts no liability for their delivery. Promotional credit is only available to new Google AdWords customers

www.myob.co.uk