




**BDB**  
DATA BUREAU

## PRODUCT INFORMATION PACK

### iPayroll – Sales Pack


**BDB Data Bureau – iPayroll**

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## 1 INTRODUCTION

### 1.1 Overview

BDB Data Bureau brings you a solution which will enable you to run your business more efficiently.

As a small business owner, your hands are always full in trying to remain competitive in one off the fastest growing markets. As month end approaches, you have many tasks to perform and consider whilst never diverting the focus from your core business. Wouldn't life be much simpler if you had an online payroll application which ran via the internet, thus cutting out all the normal payroll complications experienced.

BDB Data Bureau brings you a market leading web-based payroll solution, iPayroll. With this innovative and multi functional solution, your business no longer has to rely on excel spreadsheets, costly accountants and payroll experts. With this solution, which features real time authorization, you would have a faster, more efficient payments and payroll solution with fewer complications thus leaving you with more time to focus on your bottom line.


### 1.2 Product positioning

The Small Business market in South Africa currently has limited access to cost-effective, contemporary payroll applications and services. The iPayroll service, offered by BDB, will be provided to the Small Business users as a functional online solution. This solution caters for unlimited number of employees whilst covering all legislative requirements. This provides hassle free processing capabilities, anytime, anywhere at the touch of a button.

This payroll application offers you:

- **Simplicity.** An online, real time authorization capability – Your 'anytime, anywhere' payroll solution.
- **Affordability.** No costly software purchases or installations! No more paying for upgrades and costly consultants! No additional fees are incurred, you are only charged per pay slip.
- **Compliance.** Complies with SARS regulatory and legislative requirements and incorporates exact accounting standards, linked to updated tax tables and calculated statutory deductions.
- **Security.** BDB offers banking standard security with a Secure Single Sign-on interface.
- **A trusted solution.** BDB is part-owned by Absa (50%) and Nedbank (50%). With trusted shareholders like these, you can feel confident that this market leading and innovative offering provides you with both an accurate and secure solution to all your payroll requirements.

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# BDB Data Bureau

## iPayroll

BDB appreciates the diversity of the SA business environment and accepts that all customers are not the same and as result bring different requirements to the fore. With this in mind, BDB Data Bureau will offer the same unique service not just as a 'User owned' solution but also offer you both co-outsourced and fully-outsourced services. Therefore, what ever your business requirement, BDB's dedicated focus and specialist expertise will ensure that your business runs smoothly.

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Page 4			The logo for iPayroll, featuring a red diamond shape with a white lowercase 'i' and the word 'Payroll' in white text below it.
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## 2 IPAYROLL PRODUCT OFFERING

### 2.1 Product Features:

- A secure single-login user interface.
- Easy to use system, wizard driven and intuitive.
- Process user defined Weekly, Fortnightly and Monthly Payrolls.
- Print or securely e-mail pay slips to employees.
- Secure employee on-line pay slip viewing.
- Effect authorized payments directly to employees banking accounts on pre-defined paydays.
- Internet based application resulting in anytime, anywhere payroll run approvals.
- Backed by an extensive national service and support infrastructure.
- Scalable. Application not restricted to number of employees.
- Online application, No installations required. No disruptions and no consultants.
- Free telephonic and e-mail support.
- SARS compliant – Pay employees correctly and within SARS expected compliance (EMP10 rules). The system automatically has the required PAYE, SDL (where applicable), UIF, and RSC levies, etc... The EMP10 rules are built in as standard functionality.
- Pay SARS – Users have the option of effecting additional payments to Third Parties such as SARS for PAYE, SDL (where applicable), UIF, RSC levies, etc...
- Easily pay other Third Parties - Users have the option of easily effecting additional payments to defined Third Parties such as Medical Aid, Insurance funds, Pension or Provident Funds, or any other as defined by the user.
- Payroll reconciliation reports – a set of standard reports for easily reconciling payrolls such as Allowance Schedules, Deduction Schedules, Payment Schedules etc.
- IRP5's – Produce correct IRP5's for all employees at year-end. Easily reconcile, print IRP5's at year-end and electronically submit companies IRP5's to SARS.
- Also covers legislation like the Employment Equity Act, Basic Conditions of Employment Act and Skills Development Act.

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## 2.2 Pricing

As mentioned earlier, with iPayroll there is no need to purchase the software. You have no annual license fees nor do you have to pay for new upgrades or installations. BDB offers you an online payroll solution at a fraction of the cost of traditional payroll packages, without the hassle!

Pricing is structured as follows:

iPayroll charges will be calculated on the number of pay slips issued and will be debited to your account at month end.


iPayroll charges per pay slip (excl. VAT)

- Monthly paid employee                      R7-00 (X number of pay slips)
- Fortnightly paid employee                R6-00 (X number of pay slips)
- Weekly paid employee                      R5-00 (X number of pay slips)

**Note:** The charges include the Electronic Funds Transfer (EFT) fees of the nett salary paid (amount transferred) to the employee.

- Other iPayroll charges per payment (excl. VAT)
- Additional pay slip with payment generated per employee    R5-00

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### 3 HOW TO ACQUIRE IPAYROLL

#### 3.1 What you need

As a business that would like to register for iPayroll service you need the following information:

- You need to be a registered company with valid
  - ✓ PAYE,
  - ✓ SDL,
  - ✓ and UIF registration number
- You require a valid banking account number that will be used for payments.

#### 3.2 How to register

- Visit the BDB Data Bureau internet site at [www.bdbdata.com](http://www.bdbdata.com)
- You have an option to 'Test drive' the system as a live demo. If you select this option, you will go through the normal registration process. The application will automatically prompt you for information.
- A Setup Wizard will guide you in the process of setting up the business and the employee's information for the first time.
- The wizard enables you to capture the data in a logical structured way.
- Field values and lengths are explained i.e. the application will prompt you to enter either numeric, alphanumeric or whether to select pre-defined characters from a dropdown box.
- The HELP wizard is available at the top of each page should you require assistance.
- The wizard enforces data validation on all steps and is divided into two sub processes namely:
  - SETUP COMPANY INFORMATION
  - SETUP EMPLOYEE INFORMATION
- You must select the SETUP COMPANY INFORMATION before continuing with the employee information.

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- After registration for the 'Test drive' you have the opportunity to work on iPayroll in a live environment
- Should you decide to continue using the application, the profile created during registration for the 'Test drive' will become your company's profile.
- Alternatively, use the Login tab which will prompt you to register. Follow the system prompts.
- Once registered, you are live to transact.
- The registration process will take approximately 10 to 15 minutes.

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#### 4 SYSTEM REQUIREMENTS


##### 4.1 Hardware Requirements:

- A Pentium III
- 500 MHz Processor
- Microsoft Windows 2000, XP or later (recommended)
- 256 Mb RAM minimum recommended

##### 4.2 Network Requirements:

- Server type operating system (Windows NT, Windows 2000 Server or Windows XP)
- 512 Mb RAM recommended

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**5 WHO TO CONTACT**

**5.1 Contact information:**

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