

A guide to  
**Sage 50  
Payroll**  
from your Accountant

Because your  
people  
are important



**sage**

# Introducing Sage 50 Payroll



Things are changing at a phenomenal rate. And it's not just the current financial market that you need to take into consideration. Along with constant changes in the law, technology continues to advance, too. So it makes sense to be prepared for whatever the future throws at you.

Sage 50 Payroll has been developed in line with technology and legal requirements to help you manage your people and run your business effectively now and in the future.

## **With Sage 50 Payroll you can:**

- Submit year-end and in-year returns on line - Sage 50 Payroll enables you to meet the mandatory requirement to file all year-end forms online in 2010
- Save time and have more control over your payroll administration
- Handle with ease all the payroll needs of a small to medium business
- Pay your people quickly, easily and accurately
- Enjoy the flexibility of paying by cash, cheque or directly to bank accounts
- Run your payroll in-house and integrate smoothly with your existing accounting software and Microsoft® Office
- Enjoy greater peace of mind with enhanced security and by knowing you're up to speed with the latest employment legislation

# Sage 50 Payroll gives you greater control



Every business has to control and monitor its spending to ensure efficient productivity and profitability. Sage 50 Payroll provides greater control over your costs and allows you to work out the impact of employees and payments, by department or cost centre. This makes it the perfect answer if you manage your payroll manually and are finding it increasingly time-consuming. Switching to Sage 50 Payroll will not only help you to manage all your pay, holiday and employee information securely, it will also help to ensure that you remain in control of every aspect of your payroll process.

## **Increased peace of mind**

You can relax knowing you're fully up to speed with the latest employment legislation and that your calculations will be accurate. By opting for SageCover you can ensure that you will continue to be up to date with any further changes in legislation in the future. And, as Sage 50 Payroll is accredited by HMRC, you can also be confident that all the essentials like tax and National Insurance are covered.

## **Easy online submission**

Submitting year-end and in-year reports reduces paperwork, but in 2011 it will also be mandatory to file all in-year forms online. For example, when an employee starts or leaves your company, you are required to post or file online their P45 to HMRC. In 2011 it must be submitted online. In 2008 alone, 7.5 million End of Year employee submissions were made using Sage payroll software.

# Sage 50 Payroll gives you greater control

## Smooth integration

Sage 50 Payroll integrates with a wide range of existing applications, including Microsoft® Office, which means you can run mail merges and send letters to employees to communicate salary changes, holidays remaining etc. You can also link directly to Microsoft Excel so directors and managers can access and analyse payroll information, without using the payroll program itself.

Other compatible applications include Sage Instant Accounts, Sage 50 Accounts, Sage Line 100, MMS, Sage 50 Job Costing, Sage 50 Construct and Sage 100 Construct, Sage 50 P11D, Sage 50 Forecasting and Sage 50 HR.

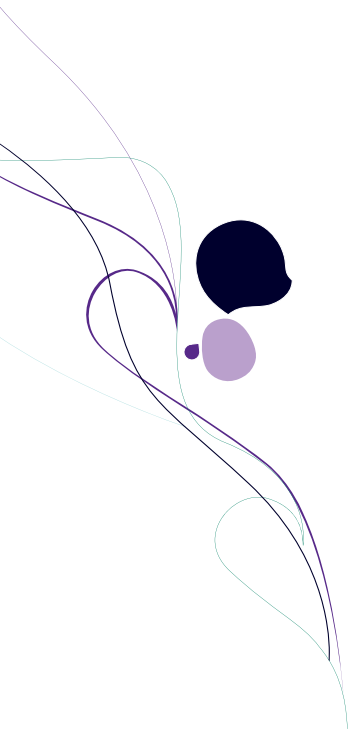
## Fast and flexible

Sage 50 Payroll makes sure you can pay your people quickly, easily and accurately. Whether you need to pay them by cash, cheque or directly into their bank account, the software allows you to focus on what's best for you. You can even send out payslips, print them or e-mail them securely for a quicker and greener approach.

By saving time on your payroll process you're free to focus on what you feel passionate about, such as developing your business.

## Convenient and easy to use

For an instant view of key company payroll data, the dashboard can display tasks to carry out, absences, and a graphical analysis of payroll information such as payments by type by month.



## Absence and Holiday Diary

The customisable absence diary covers each individual employee, allowing for more flexibility in analysing non-working absence such as appointments and educational leave. Comprehensive holiday management caters for all types of company schemes, whether hourly or annually based.



# Security and data handling



If you like what you've read, talk to your Sage Accountant about Sage 50 Payroll – and how it can benefit your business



**Secure PDF and electronic payslip generation** - Payroll information and reports include sensitive information, so Sage 50 Payroll allows you to generate reports in PDF format with password security. It also extends to electronic payslips with a new field added to the employee record to store an individual's password. This added security will ensure vital peace of mind.

**Advanced data import** - It's now even easier to import information from different sources, making it completely flexible and a real time-saver. So for example, if you've got data in Microsoft® Excel or CSV format, you can simply map it to the chosen fields in your Sage 50 Payroll software.

**Create your own employee groups** - Sage 50 Payroll saves time by allowing you to set up chosen groups of employees that may not be part of the same department or pay run e.g. arranging a bonus payment to all First Aiders.

**Reminders & Calendar View** - Reminders are grouped together in a Microsoft® Outlook style, with the calendar view allowing events and reminders to be set up as prompts to action for specific users.

**Salary Review Forecast** - You can measure the impact of any salary increases or cost-cutting you might be considering so that you can be sure you make the right choice.

# Sage 50 Payroll Professional

If you need to manage the payrolls of multiple companies, Sage 50 Payroll Professional allows you to process payrolls, produce payslips and access reports on multiple companies.

## **Additional benefits of using Sage 50 Payroll Professional:**

**Reconciliation Assistance** - You can drill down to analyse values such as 'year to dates' to assist with reconciliation of items such as tax values.

**Exception Reporting** - You can set up variance settings of payments, gross and net pay to identify anomalies and changes of information easily.

**Improved multiple company tasks** - Perform key tasks for all or a selected number of companies, such as payslip and report production, changes to tax parameters or updates to payroll and employee information.



## SageCover

Sage 50 Payroll has been designed to be as easy to use as possible. Just to make sure you're up and running, we're also including 45 days of free technical support. After this period we offer two levels of support:

**SageCover:** Telephone and e-mail support from our experts, accompanied by 365 days a year online support – so you can always get the answer to any question you have, whenever you need it.

**SageCover Extra:** Offers all the benefits of SageCover, plus even more features to provide maximum support for your business. For added peace of mind, you'll receive an annual upgrade to the latest version of Sage 50 Payroll as soon as it is released, ensuring that you're using the very latest technology and are always compliant with the latest legislation.



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