



Detailed features of Sage 50 Payroll Professional

Manage your wages and salaries with Sage 50 Payroll Professional

- **Peace of mind with HMRC accredited software**
Stay up to date and be confident that you have all the essential calculations of tax, National Insurance and statutory payments with our HMRC accredited software.
- **Payroll made simple with automatic calculations**
Payroll legislation can be complex, but with Sage 50 Payroll 2009 you'll have all the payroll essentials covered. Make light work of:
 - Tax and National Insurance
 - Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP), Statutory Paternity Pay (SPP)
 - Student Loans, Attachments of Earnings Orders (AEO), Pensions
- **The nuts and bolts of processing your payroll**
 - Pre and post-tax multiple payments and deductions: Sage 50 Payroll Professional 2009 caters for all business types by dealing with payments such as overtime rates, shift allowances and commissions
 - Net to gross payments: You can enter payment information as a net or gross amount and all calculations will be taken care of
 - Net payment types: You can add one-off or regular additional payments based at net value and all calculations are taken care of
 - Batch timesheet entry: Makes payment entry even quicker
 - Multi-company: If you're running a bureau or processing over more than one company, you can update the payroll for all or a selected range of companies
 - Multi-user: The network functionality allows more than one user to process the payroll
- **Pay everyone at the right rate**
No matter how you pay your employees, whether you use commission, bonus, piecework or a simple hourly rate, Sage 50 Payroll Professional 2009 can help make sure you meet your legal obligations to pay the appropriate minimum wage, by taking care of all the calculations.
- **Easier to manage your payroll**
When it comes to importing information into your payroll software, Sage 50 Payroll Professional 2009 helps you keep control of every detail.

You'll no longer have to enter different rates of pay for things like overtime, bonuses and commissions on separate lines. Ideal if you process payroll remotely or receive timesheets from a number of different departments.

Enter payments and deductions on the same screen, so things like social club membership subscriptions are easy to identify and account for.
- **Manage your payroll costs**
Understand how changes to your payroll can affect your finances. Predict the impact of pay increases, bonuses or overtime plans with the salary forecast tool.
- **One payroll: many payment intervals**
Sage 50 Payroll Professional 2009 deals with weekly, fortnightly, four-weekly and monthly payment periods, making it easy for you to manage your multiple payment intervals.

- Say goodbye to complex final pay calculations for leavers**
It's easy to calculate final pay when an employee leaves with Sage 50 Payroll Professional 2009. You can automatically calculate outstanding payments and deductions, including attachment of earnings, holiday payments or company loans.
- Overtime, bonus and commission calculations at the touch of a button**
Save yourself some time every pay run by automating extra payments for your people, such as calculating double time, tax-free payments, percentage bonuses and extra pay.

By creating formulas for each of your rewards, which can be applied to any employee's base rate, you don't have to spend time manually calculating extra pay.
- Take a break from complex holiday calculations**
When you've got people that work varying hours or shifts, it can become complex working out holiday entitlement and managing multiple holiday schemes. With Sage 50 Payroll Professional 2009 you can calculate average pay and the holiday payment due for people working both regular and irregular hours.
- Your payslips**
There's a wide choice of layouts for your payslips which can be printed on plain paper or Sage Stationery. And if you want to personalise them, you can by adding messages and logos.
- Go green with secure electronic payslips**
Provide a greener and speedier alternative to traditional printed forms with electronic payslips. Apply password protection for added security and peace of mind. By using or adapting the ready-made email payslip templates all you'll need to do is tick a box and Sage 50 Payroll Professional 2009 will automatically generate and email them out.
- Paying your staff**
Whether you pay your people by cash, cheque, BACS or e-Banking, all of these are taken care of with Sage 50 Payroll Professional 2009.
- Multi-company capabilities**
Looking after the payroll for more than one company? With Sage 50 Professional 2009 you can manage tax parameters and codes, payments, additions, holiday schemes, print payslips, run reports and update your payroll for more than one company.
- Making the most of online banking**
With Sage 50 Payroll Professional 2009, we've included all the tools you need to use e-banking services as standard. So even if your bank charges you an additional fee for its online services, we don't.

Because we know that by 2010 all businesses will have to make payments to HMRC online, it's our way of helping you stay one step ahead by making the best of technology.
- Working with your accountancy software**
Sage 50 Payroll Professional 2009 can link with your Sage 50 Accounts so you can update your accounts with your payroll payments, and spend less time re-keying data.

Managing your employees with Sage Payroll Professional

- Give your people the information they need**
By law, everyone must be provided with a Written Statement of Employment Particulars. Take the hassle out of recording the right information with Sage 50 Payroll Professional 2009. When you add a new person their statement is created automatically and prompts will remind you to update contracts when necessary. You can print or email your contracts, scan and store them within your software, giving you a complete history.
- Your employee records in one place**
Have all your employee information stored securely in one place. You can also store information on: appraisals, disciplinary records, job and salary history. And the absence and holiday diary lets you record all employee absences.

- **Apply changes to more than one record in one go**
Sage 50 Payroll Professional 2009 gives you the tools you need to apply many changes to a whole range of employees all in one go.
- **Create your own individual employee groups**
Select groups of employees not linked by department or cost centre and apply actions to this group. For example, select your part-time staff to do a separate pay run. Save these groups for future use.
- **Add notes to keep track of changes**
Add notes when entering payments as a reminder of why a specific event or action was taken when you're processing the payroll.
- **Save time with your in-year submissions**
There's no need for you to spend hours re-keying information from HMRC when you get your in-year submissions via the internet. Amendments received from HMRC, such as tax code changes, can be applied directly to employee records, saving you time and effort. And as it is a secure mailbox you know only you and HMRC can access it.
- **Manage your documents effectively**
Make your HR information more accessible and easier to manage with our Document Manager. You can store, modify and print documents from software such as Microsoft Word and Excel, giving you instant access to documents pertaining to employee and company data. Apply password protection to secure PDF documents and ensure your business information remains confidential.
- **Add new employees quickly and easily**
Take the effort out of adding new employees by simply entering their personal details and copy information such as payment rates, pension and holiday schemes from another employee.
- **Security you can trust**
Sage 50 Payroll Professional 2009 allows you to be confident that you are storing and handling staff information securely. You even have the flexibility to restrict access to information contained within an employee record.

Managing your reports and analysis with Sage Payroll Professional

- **Managing your time**
Keep track of all your day-to-day tasks with a clear calendar and reminders. See all your daily task reminders on one screen. Simply open for more details, dismiss or delete them to make sure everything's crossed off your 'to do' list.
- **Never forget a deadline or due date**
Automatic reminders prompt you when you need to take actions, for example when you're due to submit returns to HMRC.
- **Create the right reports and stay compliant**
Automatically collate the right data and produce your statutory reports, such as P11, P32 and P45, from within your Sage 50 Payroll Professional 2009 software.
- **Save time producing your most popular reports**
Identify the reports you run most frequently from a choice of over 250, you can then group them and produce multiple reports at the touch of a button.
- **The right reports for your business**
This feature allows you to edit existing reports or create your own. This way you can produce reports to meet with your needs. All reports can be emailed in HTML or PDF format.
- **Stay in control, no matter what**
Be confident that your payroll data is reliable and up to date with tools to help you validate your payroll against current legislation. So you'll have peace of mind before you submit the details to HMRC.

And if you do have a visit from HMRC you'll have the right information on hand, and in the correct format for the inspector with our comprehensive reports.

- **Have more control over your figures**
Get more out of your payroll data by breaking down figures by department or cost centre.
- **Spot errors in your payroll (Professional)**
Use our Exception and Variance reports to spot any input errors and report on irregularities in your payroll figures.
- **Easily access your historical data**
Eliminate the need for restoring prior-year back-ups or search through endless paperwork to answer employee or HMRC queries. With seven-year storage, you can easily reprint or view payslips and produce statutory reports from previous tax years.
- **Work with your other software**
If other people in your company need to access or analyse payroll information, simply link your Microsoft® Excel spreadsheet directly to your payroll data. This information can then be viewed without the need to install Sage 50 Payroll on their computer.

And as it integrates with Microsoft® Office you can also export your data and do useful things like run mail merges for employee letters.

- **Reconciliation Assistance (Professional)**
Analyse and print year-to-date values at the click of a button to establish how the total figure has been calculated.
- **Keep track of changes**
You can easily track any changes that have taken place: when they took place and who made them.
- **Advanced Data Import wizard**
Import information from sources including Excel, CSV and other payroll software by mapping columns to their equivalents in your payroll. Save your settings to perform the same data imports time and time again with the minimum of fuss and less chance of mistakes.
- **Import and export employee data**
Import and export between CSV files and Sage 50 Payroll Professional 2009 to help you set up your payroll or import data from timesheets.
- **Easily import timesheet data**
Import and export data contained within a CSV file to and from Sage 50 Payroll Professional. This can be used to set up payroll and import timesheets, ideal if timesheets are managed by other personnel such as operational or departmental managers.

Managing your payroll year end with Sage Payroll Professional

- **With you every step of the way**
The useful wizards and special user guides will take you through all the steps you need to take to make sure your payroll year end goes smoothly.
- **Take care of all your year-end reports**
Your P11s, P14s and P60s are all taken care of with Sage 50 Payroll Professional 2009, so you can be sure you are running an efficient and compliant payroll year end.
- **Continue processing over payroll year end**
Reduce the pressure of payroll year end on your business by continuing to process in the new tax year before completing your year end.
- **Submissions/HMRC Secure Mailbox**
Speed up your year-end returns by submitting them electronically, totally securely.