

This document is designed to show you the key new features of version 2009 & how it can help your business. You can see some of the new features from version 9 upwards.

We carried out extensive research with customers and business partners, and they asked us to focus on:

- **Making it easier for me to set up and maintain payroll information**
- **Improving routines to make the program even quicker to use so I can process effortlessly and focus on my business**
- **Helping me manage my employees in terms of holidays and communication**

All of the new features for Sage Payroll 2009 have been generated as a result of customer wishes and feedback.

Payroll Features available in all Payroll modules	Version Released
Secure pdf and electronic payslip generation	Version 2009
Advanced Data Import	Version 2009
Employee Groups	Version 2009
Notes in History	Version 2009
Reminders and Calendars	Version 2009
Salary Review Forecast	Version 2009
Statement of Employment	Version 2008
Electronic payslips	Version 2008
Online banking	Version 2008
Improved importing	Version 2008
Minimum Wage Calculator	Version 2008
Improved inputting	Version 2008
New Factored Pay Elements (3rd most popular)	Version 2007
Holiday Management (2nd most popular)	Version 2007
Final Pay' for leavers (most popular)	Version 2007
Salary Payment Calculator	Version 2007
Improved Nominal Links	Version 2007
Improved Microsoft Integration	Version 2007
Improved Company List	Version 2007
Employer Compliance Payroll Reports	Version 12
Historical reporting by financial year	Version 12
Excel integrated reporting	Version 12
New User Interface – Dashboards and Process maps	Version 12
Document Manager	Version 12
Payroll processing over year-end	Version 11
Audit Trail	Version 11
Holiday in hours	Version 11
"In Year" Submissions	Version 10
7 years historical data storage and reports	Version 10

New to Version 2009

Email anything confidential with password protected PDF

You can now password-protect sensitive information that you want to send by email. Whether it's an e-payslip, holiday booking form or employment contract, you'll have the peace of mind that it's secure. And because it's paperless, it's great to know you're doing your bit for the environment, as well as saving yourself money.

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 field in your Sage 50 Payroll software. You'll get the figures you want in the order you need, without tedious copying and pasting. And because you can save your settings, you can perform the same data imports time and time again, with the minimum of fuss.

Create your own selections with employee groups

Want to do a separate pay run for your part-time employees, or give a bonus to those with additional skills or qualifications? There are a number of reasons why you might want to look at a group of employees who may not be part of the same department or cost centre. This new tool gives you the flexibility to define your own employee selections and save them under your own headings. Simply select the relevant people and apply the actions you want to take. You can even save these groups for future reference and add notes to their payment details to keep track of changes.

Store Notes in History while processing

This small but extremely useful feature allows you to add notes whilst entering payments. So now you can simply go into an employee's records to understand why a specific event or action was taken when processing the payroll.

Calendar view and Reminders

Managing your precious time means keeping track of all your day-to-day tasks. Our new improved calendar and reminders are now similar to Microsoft® Outlook so when you open up the calendar, you'll see all your reminders on one screen. We've also added some future events that you may need prompting about within the payroll process, such as a reminder to submit year-end figures. Simply open your calendar for more details, dismiss or delete them and make sure everything's crossed off your 'to do' list.

Salary Review Forecast

For most businesses, the wage bill is one of the biggest fixed costs, so it's important to understand how changes here can affect your finances. Not quite a crystal ball but close enough, Salary Review Forecast can predict the impact of things like future pay increases, bonuses or overtime on your bottom line.

We have highlighted in RED features that our clients have found particularly useful in v10- v2008

New to Version 2008

Feature	Description
Statement of Employment	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 2008.
Electronic payslips	Provide a greener and speedier alternative to traditional printed forms by using electronic payslips.
Online banking	e-banking is now standard for all your filing with HMRC.
Minimum Wage Calculator	Sage 50 Payroll 2008 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	Enter payments and deductions on the same screen, so things like social club membership subscriptions are easy to identify and account for.

New to Version 2007

Feature	Description
Factored Pay Elements	Create a range of formulae against your base rates, so you don't have to spend time every pay run calculating extra pay or manually calculating rates.
'Final Pay' for leavers	Automatically calculate any outstanding payments and deductions, including attachment of earnings or holiday payments, when processing leavers.
IMPROVED Holiday Management	Calculate holiday in hours much more accurately and easily with the ability to specify holiday entitlement based on employees start date and annual entitlement in hours.
Salary Payment Calculator	You can now put in the gross salary for the year and the program will calculate the weekly or monthly amounts you need to pay.
IMPROVED Nominal Links	Look up and create new Line 50 nominal codes directly from Sage Payroll, with live links to your Line 50 data
IMPROVED Communication with your employees	Use your employee contact details to email or mail merge into letters, ideal for when you need to write to employees about holiday entitlement, new pensions, bonuses etc.

New to Version 12

Feature	Description
Employer Compliance Payroll Reports	Allows you to generate and supply the reports files required by the HMRC in advance of an inspection, such as all payroll information, statutory evidence, Pension, Student Loan, Tax Credit, and Expense information.
Historical reporting by financial year	Produce reports for your financial year, even if this covers more than 1 tax year. Useful if your financial year is not the same as the tax year -April to April
Excel integrated reporting	Microsoft Excel can link directly to your Payroll data so that directors and managers can access and analyse the payroll information they need without having to use the payroll program.
New User Interface	Process Maps – show you how to follow a process step by step, great for new users Dashboards – instant view of key company info, save time
Document Manager	You can store, view, modify and print documents against your employees' records i.e. appraisals, CV's, references and, now most importantly for employers, work permits, passport details etc.

New to Version 11

Feature	Description
Payroll processing over year-end	Process the wages for the new tax year before completing the year-end. Gives up to extra 6 weeks' time to complete Year End.
Holiday in hours	The ability to define, accrue and enter holidays and absences in hours. Supports the Working Time Directive and Employments Rights Act 1006 (Now new improved Holiday Management in v2007)
Historical Statutory Reporting	Produce Statutory reports such as P11, P32, P35, and P14/60 for prior tax years (v12 includes Historical Reporting by Financial Year).
Audit Trail reporting	Changes made to employee, company and payroll information are recorded making it easier to manage inspections and audits as well as trouble shoot in the program.

New to Version 10

Feature	Description
"In Year" Submissions	Integration with the HMRC secure mailbox to electronically send and receive information throughout the tax year such as P45, P46, change of tax code, student loans, tax credits. (1 of only 5 accredited software suppliers) This will be mandatory for all companies from April 2007
Personnel Records	Store your employee's job and salary history, appraisal and disciplinary records, and personal cars
7 years' historical data storage and reports	Store up to 7 years of processing history - allowing user to produce historical payslips, summary reports and create personalised historical reports, such as payment costs by department by year etc.

Hopefully the information here has been useful to you. For more information on Sage Payroll and associated services such as P11D, training and stationery please call our local rate number **0845 009 3990** or email info@softwaresolutionshop.com

As fully Accredited Sage Partners we will be able to help you with your decision making.

The Software Solution Shop – the UK Number 1 Sage Partner for training.

We are not just leading UK providers of Sage Payroll, but consultants who can help with all manners of Human Resource Management from:

- **Legally Reliable HR advice** - *What is required (by the law) and what you should do.*
- **Sage 50 HR** - *Processes, stores and reminds.*
- **Sage 50 Payroll and P11D** - *Calculates pay and benefit in kind values.*

Just ask for more information on anything to do with your Payroll or Personnel Management.

