

# Sage Payroll v12 Features and Options

| Feature                                  | Version introduced | Benefit   | Sage Payroll | Sage Payroll & Professional Module | Sage Payroll & Professional & Bureau |
|--|--------------------|---|--------------|------------------------------------|--------------------------------------|
| Excel Integrated Reporting               | v12                | Simply open Microsoft® Excel and take figures direct from the Sage Payroll data file  | ■            | ■                                  | ■                                    |
| Copy Employee                            | v12                | Save time on setting up a new employee by copying standard details from an existing one   | ■            | ■                                  | ■                                    |
| Employer Compliance Payroll Reports      | v12                | Save hours of time thanks to these automatic reports  | ■            | ■                                  | ■                                    |
| Process Maps                             | v12                | See all the steps that make up your payroll processes, and never forget which task to do next   | ■            | ■                                  | ■                                    |
| Document Manager                         | v12                | Store, organise, view, change and print all documents relating to employees   | ■            | ■                                  | ■                                    |
| Historical reporting by Financial Year   | v12                | Organise data by your Financial Year rather than by the payroll tax year  | ■            | ■                                  | ■                                    |
| Dashboard View                           | v12                | See key payroll figures at a glance   | ■            | ■                                  | ■                                    |
| Improved Guidance                        | v12                | Answer queries on statutory procedures by searching in the extended 'Help'  | ■            | ■                                  | ■                                    |
| Improved security                        | v12                | Restrict access to information such as salaries even within an employee record  | ■            | ■                                  | ■                                    |
| CSA Report                               | v12                | Cut out the manual process of reporting on deductions related to the Child Support Agency   | ■            | ■                                  | ■                                    |
| Payroll module options                   | v11                | Tailor the product to suit your requirements  | ■            | ■                                  | ■                                    |
| Holiday in hours                         | v11                | Define, accrue & enter holidays in hours – helps support Working Time Directive & Employments Right Act 1996                            | ■            | ■                                  | ■                                    |
| Payroll processing over Year End         | v11                | Process wages for new tax year without having to first run a Year End   | ■            | ■                                  | ■                                    |
| Audit Trail                              | v11                | Track changes (& who made them) to employee, company & payroll data   | ■            | ■                                  | ■                                    |
| e-Banking included*                      | v11                | Allows electronic transfer of employee wage payments  | ■            | ■                                  | ■                                    |
| PDF reports                              | v11                | A secure way to send information – a PDF can't be amended   | ■            | ■                                  | ■                                    |
| Personnel records                        | v10                | Keep all employee personnel information in one easy-to-access place, e.g. job history, appraisal & disciplinary records                 | ■            | ■                                  | ■                                    |
| Year End Internet Submission as standard | v10                | Submit Year End reports (e.g. P14/60) via the Internet to reduce paperwork  | ■            | ■                                  | ■                                    |
| In Year Submissions                      | v10                | Supply & receive information (e.g. P45 & tax codes) via secure online mailbox to reduce paperwork                                       | ■            | ■                                  | ■                                    |
| HMRC accredited                          |                    | Peace of mind that all modules are accredited   | ■            | ■                                  | ■                                    |
| Batch Timesheet Entry                    |                    | Save time entering timesheet information  | ■            | ■                                  | ■                                    |
| Salary Review Forecast                   |                    | Project costs and determine the effect of salary increases or bonuses over a range of timescales  | ■            | ■                                  | ■                                    |
| Reconciliation Assistance                |                    | Drill down into year to date values to identify discrepancies   | ■            | ■                                  | ■                                    |
| Exception Reporting                      |                    | Automatically report on irregularities, based upon pre-determined variance settings   | ■            | ■                                  | ■                                    |
| Multi-company Tasks                      |                    | There is no need to access each company individually to make selections, process payroll, produce reports or make multi-company changes | ■            | ■                                  | ■                                    |

\* Additional charges may apply after the first year



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## System Requirements

### Minimum hardware

An IBM compatible computer with a Pentium 400 MHz processor; 64MB RAM (128MB for Windows 2000 and XP); 150MB of free disk space after Windows has been installed (200MB if you do not have Internet Explorer installed) a copy of Internet Explorer version 6 or higher (this is included on the CD); an SVGA video card and monitor supported by Windows running at 800x600 pixels, with a minimum of 16-bit high colour.

### Recommended hardware

An IBM compatible computer with a Pentium 1 GHz processor; at least 128MB RAM (256MB for Windows 2000 and XP); at least 200MB of free disk space after Windows has been installed (250MB if you do not have Internet Explorer installed); a copy of Internet Explorer version 6 or higher (this is included on the CD); an SVGA or higher resolution video card and monitor supported by Windows running at 1024x768 pixels, with a minimum of 24-bit true colour.

### One of the following operating systems\*\*

Microsoft Windows 98 (Second Edition), Microsoft Windows ME, Microsoft Windows NT4, Microsoft Windows 2000, Microsoft Windows Server 2003, Microsoft Windows XP.

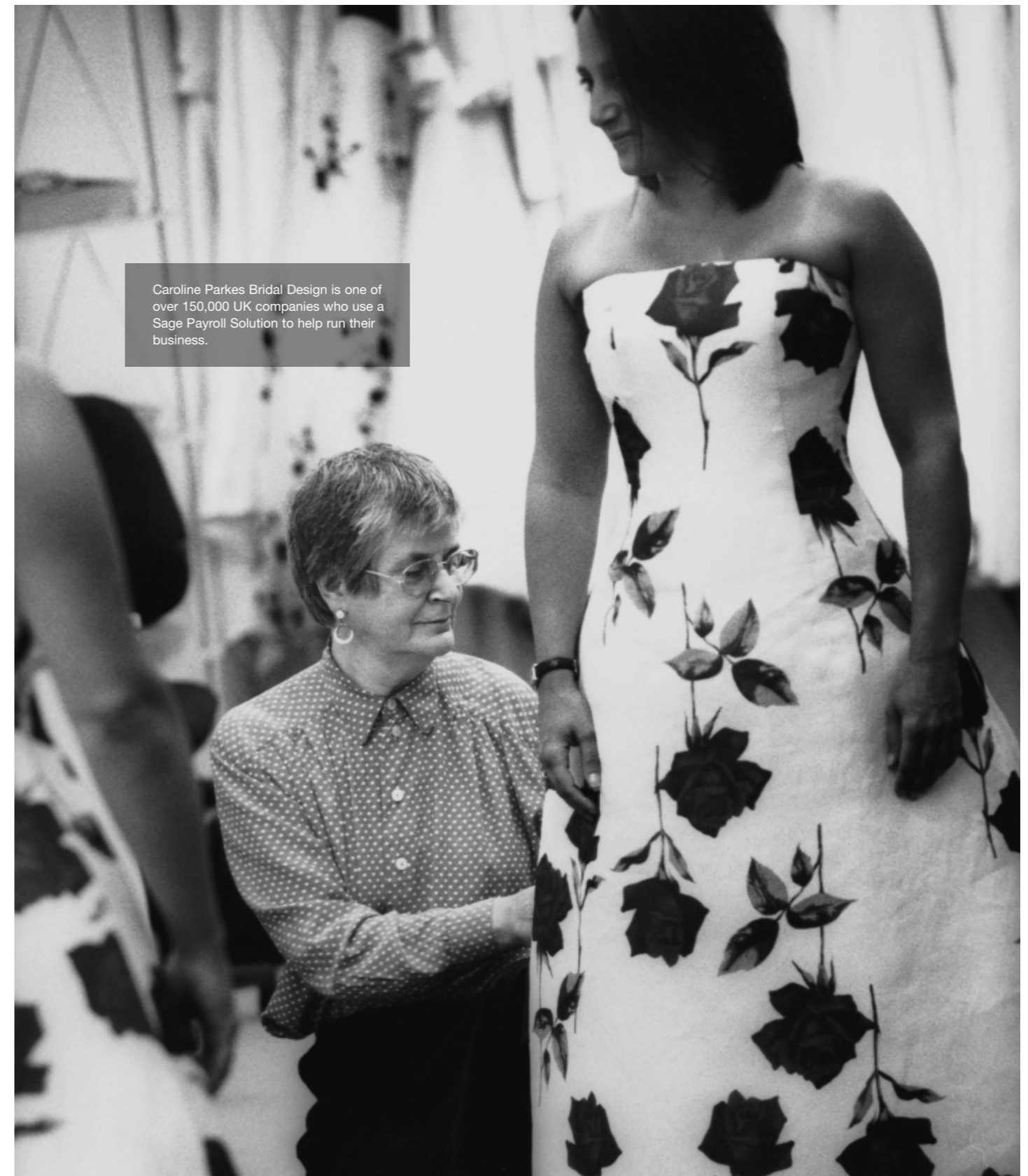
\*\* Please ensure that you have the latest Microsoft updates installed. This product will not install or run on Windows 95.

POWER TO RUN YOUR BUSINESS



# Payroll version 12

The UK's favourite way to pay employees



Caroline Parkes Bridal Design is one of over 150,000 UK companies who use a Sage Payroll Solution to help run their business.

## Sage Payroll version 12 - with advanced new features

To further improve our payroll products, we've been working with HM Revenue and Customs (HMRC) and listening very carefully to our customers' feedback. As a result, Sage Payroll is smarter and faster than ever and can make a big difference to your payroll tasks. Improvements have been made in all these areas:

- Processing the payroll
- Working with the HMRC
- Producing management reports
- Managing employee information
- Keeping control of payroll

### Run payroll reports in Microsoft® Excel

In the past you needed to go into Sage Payroll to access payroll data. But not any more. You can simply open Microsoft® Excel, start a spreadsheet, and then run standard payroll reports. You can also access your payroll data to define your own spreadsheets and reports. New Excel Integrated Reporting makes it easier to create spreadsheets with payroll information, then analyse data and make decisions.

### Faster way to set up new employees

New Copy Employee provides a quick and easy way to set up new employees and reinstate leavers. If a new employee has the same payment types and rates as an existing employee, simply copy the information and just enter their personal details and P45 data.

### Reduce your paperwork

The new Document Manager stores CVs, Training Records, Appraisals, Contracts, spreadsheets and other files. Templates can be stored at company level and as details are completed, files can be stored within employee records. Be ready to answer any queries in an instant with central document storage.

### Save time preparing for HMRC inspections

Every employer can be inspected by the HMRC Employer Compliance team at any time. In the past, inspections could seriously disrupt a payroll process as staff searched for data and prepared paperwork. But with Employer Compliance Payroll Reports, you can automatically generate a password-protected file with all the necessary data. It can save you valuable time for such a visit.

### Reminder when completing payroll processes

New Process Maps show all the steps needed for tasks, such as processing a payroll and running the year end. You can instantly see which steps have been done and which are still to do. So there is less risk of errors if you are interrupted whilst running the payroll.



### Key information you need at a glance

New Dashboard View provides instant answers to the questions that payroll managers ask most often: Who and how much are we paying this month? What tasks still need to be done?



### Take the hard work out of annual reports

Improved Reporting by Financial Year takes the hard work out of reporting by your Financial Year, rather than the default of the payroll tax year.

### Improved guidance

Answer queries on statutory procedures by searching in the extended 'Help'.

### Improved security

Restrict access to information such as salaries even within an employee record.

## An affordable way to tailor the product to your needs

### Modular options for Sage Payroll customers

- Select either 100 or unlimited employees if you are recruiting more staff.
- Add multi-user if you need another user to process payroll or personnel information.
- Add another company if you need to prepare payroll for more than one company.
- Add the Professional module if you have more complex requirements.
- Add Bureau module if you need to run a payroll for 5 or more companies.

Sage Payroll Bureau module is available for companies that offer a bureau service or to businesses with five or more companies. To find out more, call 0800 33 66 33.

### Why add the Professional module?

- Could you save time entering timesheet information?
- Do you find it difficult to track and reconcile discrepancies?

With the Professional module, Batch Timesheet Entry transforms major data entry tasks into minor ones. Exception Reporting and Reconciliation Assistance help you highlight and solve any discrepancies before they become a problem, while the Salary Review Forecast enables you to calculate the impact of wage increases.

### Support for your payroll process

#### SageCover

- Year-round support, not only for your payroll software, but also for general payroll enquiries and advice. Free legislation updates are also included to ensure your payroll product remains legislatively compliant.

#### SageCover Extra

- Offers you all of the benefits of SageCover, plus free annual upgrades on your Sage Payroll software.

#### Training

- Make the most of your software with a range of cost-effective training courses.

#### Stationery

- Sage offers a comprehensive range of business stationery which is guaranteed to be 100% compatible with your Sage software.

#### Sage HR Advice and Sage Health & Safety Advice

- Brand new services that offer essential advice whenever you or your business needs it, in a language that is easy to understand.

#### Excel Support – Powered by SageCover

- Excel support is a new service from Sage, designed to advise and help users of Microsoft® Excel.

To upgrade call  
**0800 33 66 33**

Sage training and stationery range available  
**0800 33 66 33**