

# Introducing New Sage 50 Payroll 2009

For more information on Sage 50 Payroll 2009, please call us on 0800 33 66 33, visit [www.sage.co.uk/sage50payroll](http://www.sage.co.uk/sage50payroll) or contact your local Business Partner or Accountant.

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The world's changing quickly, so it's good to invest in what counts. **Sage 50 Payroll 2009** has been developed in line with technology and current legal requirements to help you manage your people and run your business effectively now and in the future.

## How Sage 50 Payroll 2009 can help you

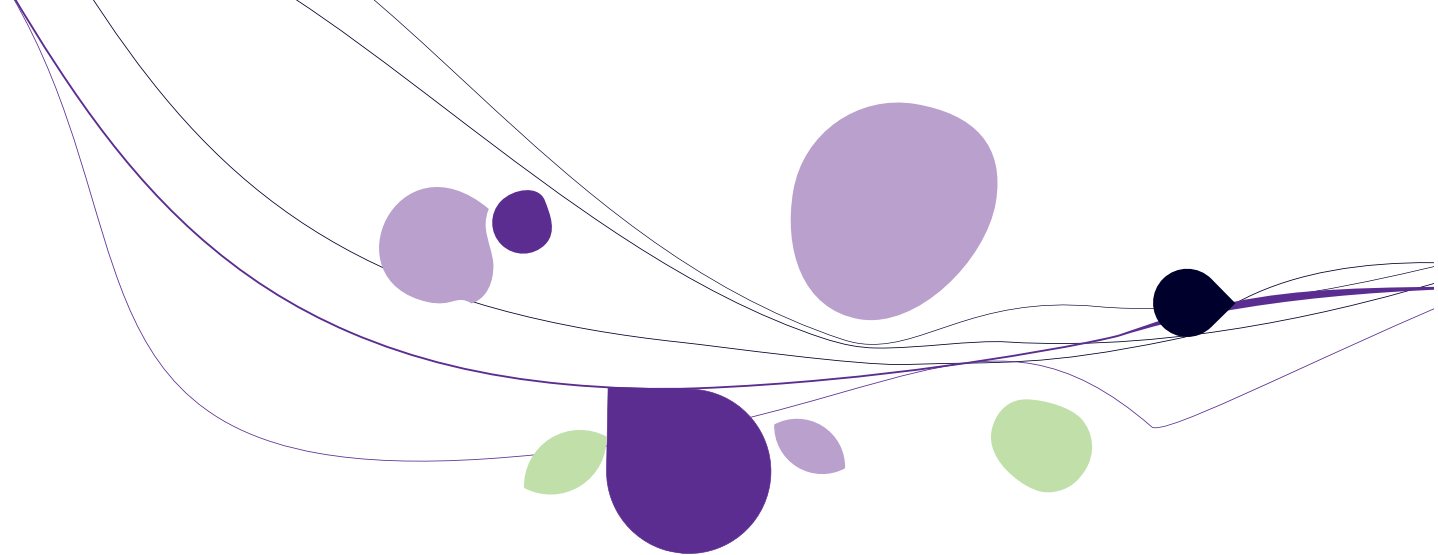
### Quick and easy ways to process your payroll

- Send confidential information securely at the touch of a button
- Store information in one central place for fast access
- Reduce paper filing
- Save time by updating multiple records easily

### Increased flexibility to manage your people and your business

- Maintain and manage costs
- Forecast pay alternatives
- Ensure you're complying with current legislation
- Monitor holidays and absence easily





Sage 50 Payroll 2009  
now offers faster  
processing, increased  
peace of mind and  
improved control of  
the payroll process.

## Sage 50 Payroll 2009 has been designed to provide...

### Faster processing

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.

We've improved Sage 50 Payroll 2009 and added some new key features to make 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, this software is all about what's best for you. You can either print and post your payslips or just email them securely for a speedier and greener alternative. After all, saving time in your payroll processing leaves you to concentrate on the things that you're passionate about, like growing your business or developing your people.

### Improved control of the payroll process

Every business has to control and monitor its spending to ensure efficient productivity and profitability. Sage 50 Payroll 2009 provides greater control over your costs and allows you to work out the impact of employees and payments, by department or cost centre. In addition, it integrates with Microsoft® Office so you can produce information with programs you're familiar with in order to create spreadsheets and mail merges.

### Increased peace of mind

Relax knowing you're fully up to speed with the latest employment legislation and that calculations will be accurate. Because it's compliant and accredited by HM Revenues & Customs (HMRC), you can be confident that you've all the essentials like tax, National Insurance and statutory payments covered.



## What's **NEW** in Sage 50 Payroll 2009?

We've been designing accounts and payroll software since 1981 and more than 400,000 businesses now use our payroll software – which means we help make sure that a massive 7.4 million people get paid. With so many people relying on us, the Sage 50 Payroll range has been developed to ensure that getting to grips with the software is now even easier – on screen assistance is available to guide you through, from setting up to paying your people. What's more, process maps will help ensure any new users easily learn and operate Sage 50 Payroll 2009.

### Email anything confidential with password protected PDFs

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.

One customer estimated that by securely emailing employee payslips, they would save around **£30,000 a year!**

### A wizard at transferring information quickly and easily with 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 Sage 50 Payroll 2009. 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.

### When it comes to legislation, it's good to be prepared

One of the biggest challenges for any business is keeping up to date with current legislation. As the economy continues to fluctuate, now more than ever, it's vital that you keep on top of changes in order to avoid any potential legislative issues. Sage 50 Payroll 2009 incorporates the latest National Minimum Wage rates and tax parameters, and helps you provide your people with information required by law, like a Written Statement of Employment Particulars. Best of all, it offers reassurance because it's accredited by HMRC.

## 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.

## 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.

## 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.



## NEW in all variants

### See into the future with 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.

\*Previously only available in Sage 50 Payroll Professional and above



## More great reasons to choose Sage 50 Payroll 2009

In addition to the new features we've added, here are just some of the other great reasons to choose Sage 50 Payroll 2009

### Stand out from the crowd with Report Designer

Sage 50 Payroll 2009 has our Report Designer application built in. So if you want to create reports and layouts that are unique to your company, this advanced tool can help you get the right results. Report Generator allows you to personalise your reports by adding logos and producing them in a PDF format. Additionally, Microsoft® Excel integrated reporting makes it even easier to provide analysis to your clients.

### Processing End of Year Submissions

Did you know that in 2010 it will be mandatory to submit all End of Year submissions online? In fact in 2008, 7.5 million End of Year submissions were made by Sage Payroll software. What that means in reality is that at least 7.5 million people in the UK were paid thanks to our software. A reassuring thought.

### In-year Submissions provide massive cost savings

By 2011, it will also be mandatory to submit all in-year forms online. For example, currently whenever someone starts or leaves your company, you need to post or email their P45 to HMRC. Between April and July last year, over 600,000 forms were submitted to HMRC. A staggering 451,000 were submitted using Sage 50 Payroll software.

### Rule out errors with Variances\*

There's no room for mistakes with our Variances option – it allows you to set up a program so that if there are any errors, it will flag them up immediately. For example, if someone keys in an extra digit, it will highlight the variance.

### Reports option lets you reprint without restoring

Did you know that Sage 50 Payroll 2009 allows you to reprint previous payslips and P60s easily? Our time saving Reports option also means there's no need to restore previous data.

### One place for everything with Easy Data Storage

Imagine how much time you could save if you could put your hands on everything relating to one person in one place, quickly and easily. With Easy Data Storage, you can attach documents to employee records so you can open them when you need them.

\*Only available in Sage 50 Professional



## Supporting you every step of the way

Like all of our software, Sage 50 Payroll 2009 has been designed to be as easy to use as possible. And just to make sure you're up and running and making the most of your software, we're including 45 days of free technical support. Then, as you continue using your software, we offer two levels of support – choose from SageCover and SageCover Extra.

**SageCover** offers telephone and email support from our experts, and online support is available 365 days a year – so you can always get the answer to any question you have, whenever you need it. We will also make available to you all software updates throughout the year including the critical Payroll Year End. On top of this, you'll have online access to over 1,200 technical guides.

**SageCover Extra** offers all of the benefits of SageCover, plus even more features to give your business maximum support. You'll also receive an annual upgrade to the latest version of Sage 50 Payroll as soon as it's released – so you can enjoy true peace of mind knowing that you're always working with the latest technology.

## Choose the right software for your business needs

Each business has different needs so it's important that you make the right choice based on how you work.

### Sage 50 Payroll 2009

Sage 50 Payroll 2009 is designed for small to growing businesses, to make sure everyone gets paid correctly and on time, leaving you to focus on your daily business.

### Sage 50 Payroll Professional 2009

Growing businesses are more likely to have more complex payroll needs including more users, more employees and more sophisticated payroll management tools.

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## Features at a glance.

Feature	Sage 50 Payroll 2009	Sage 50 Payroll Professional 2009
Secure PDFs and electronic payslip generation	■	■
Transfer information quickly and easily with Advanced Data Import	■	■
Create your own selections with Employee Groups	■	■
Store Notes in History while processing	■	■
Reminders and Calendar view	■	■
Forecast salary changes	■	■
Stay up to date with the latest legislation	■	■
Prepare in-year and year-end online submissions	■	■
Reprint without restoring with Reports option	■	■
One place for everything with Easy Data Storage	■	■
Report Designer	■	■
Manage and calculate minimum wage	■	■
Provide Written Statement of Employment Particulars	■	■
Link to Sage Accounts software and Microsoft® Office	■	■

Feature	Sage 50 Payroll 2009	Sage 50 Payroll Professional 2009
Historical reporting by financial year	■	■
Manage multiple pay rates including commission, bonuses and overtime	■	■
E-Banking included	■	■
Holiday in Hours	■	■
Payroll Processing over year-end	■	■
Record and store important employee information	■	■
Audit Trail Reporting	■	■
Store and retrieve detailed payroll information for up to seven years	■	■
Rule out errors with Variances		■
Reconciliation Assistance – drill down at field level		■
Exception Reporting including user defined variance settings		■
Multi Company payslip printing reports and payroll update		■
Multi Company management of tax parameter, tax codes, payments, additions, holiday schemes and dates		■