



The UK's favourite way to pay employees

**Payroll solutions**



active support for business



## Sage Payroll solutions

Sage Payroll solutions ensure that paying employees is simple, fast and accurate. Whatever the size or type of company, Sage has a Payroll solution for you. As your business grows you can simply add extra features to meet your developing payroll needs, always enjoying seamless integration with other Sage software. Only Sage provides such ease and flexibility.

## Finding the solution for you

### 4 Sage Payroll

Provides control of every aspect of managing the payroll for up to 50 or 100 employees, saving time and meeting government requirements.

### 6 Sage Payroll Professional

Designed for larger companies, this solution supports the processing of large volumes of payroll data quickly and accurately.

### 8 Online Filing Services

Internet submissions and eBanking to meet Inland Revenue requirements and improve the way you submit your Payroll Year End returns and payments.

### 10 SageCover for Payroll Software

Offers telephone, email and documented support for Sage Payroll software and general payroll queries. Provides legislation updates and guides to help you through Payroll Year End.

### 11 Training for Sage Payroll software

A number of different training courses are available for Sage Payroll software customers with different learning needs.

### 11 Stationery for Sage Payroll software

Designed to work perfectly with Sage Payroll software and look professional, Sage provides a host of stationery options.



## What you gain with Sage, the UK's favourite way to pay employees

Over 120,000 UK employers use Sage Payroll solutions, making Sage the market leader. Sage transforms a repetitive, time-consuming, error-prone process into a smooth operation bringing you this unique set of benefits.

**Simplicity** Sage Payroll solutions are easy to install and use, having the shared look and feel that make all Sage programs simple and intuitive to work with.

**Accuracy** No business can afford mistakes that risk the goodwill of its greatest asset, its employees. Sage ensures accuracy by automating tasks such as pensions, tax, National Insurance and other statutory payments and deductions.

**Control** You can instantly access employee details, pension information, absence record, holiday diary, even employee pictures and create reports on, for example, average earnings.

**Confidence** You can be sure payroll calculations comply with the latest legislation. All Sage Payroll and Sage Payroll Professional solutions, including the Internet submission module, have been accredited by the Inland Revenue.

**Peace of mind** Sage will provide complete support during the product warranty period. By joining SageCover you can enjoy this peace of mind all through the year.



This software has been checked as meeting the requirement of the published IR Payroll Standard valid from December 2000. It incorporates electronic filing capability by Internet.

**sage**

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## Sage Payroll

Sage Payroll takes care of all the complex and time consuming tasks involved in paying employees, accurately completing Year End returns and complying with all relevant government legislation. The simple, clear, user interface and helpful wizards guide you through each payroll process swiftly and simply. It takes just minutes to install Sage Payroll, and could save you hours every pay day.

Effective payroll solution  
for small to medium businesses

### Sage Payroll Version 10 more features to make life easier

In response to customers' requests and research into their needs we have developed Sage Payroll Version 10, bringing you significant new features and benefits, including:

#### NEW - Integrate your Human Resource (HR) Essentials

Reduce your filing and paperwork and enjoy quick and easy access to essential HR and Personnel records. Store and maintain job and salary history, appraisal and disciplinary records and additional employee information centrally with Sage Payroll version 10.

#### NEW - Quick and Easy Reports

Would you like to save time selecting and running reports individually? With Sage Payroll version 10 you can now select your frequently used reports, such as payment summaries and departmental analysis, store them for future use and run them all together, making reporting even more efficient.

#### NEW - Helpful Task Reminders

With annual changes in procedures and legislation, ensure you avoid late payments, late submissions and penalties with NEW task reminders. Make sure every task is completed on time, even when you are on holiday or training new staff, with the ability to set yourself or others detailed reminders. Simply document procedures to be completed on set dates. Key payroll dates are already included.

Enjoy the ease of Internet submission and FREE eBanking trial- see page 8 for further details  
Plus many more new and improved features.

Sage Payroll is available for 1-50 or 1-100 employees, to suit the size of your business. To buy or for more information call 0800 33 66 33

"20 minutes instead of 4 hours a week – that's how much faster we can do our payroll since we changed from manual methods to Sage Payroll."

John Young, N&F Young Ltd, decorators.

4

#### Sage Training available

see page 10 for 1 and 2 day Sage Payroll Training courses

## The leading solution for the small to medium size business

The UK market leading payroll software for the SME, Sage Payroll puts you firmly in control, saving valuable time to devote to other areas of your business. Sage Payroll is ideal for smaller companies moving from manual methods, Sage Instant Payroll (10 employee limit) or other payroll packages with no built-in links to Sage accounts software. Designed for single user access, it allows you to pay up to 50 or up to 100 employees, to suit the size of your business.

### Check how Sage Payroll will benefit *your* business

- **Extra ease of use**
  - Store and retrieve data for up to 7 years.
  - Print copies of historical payslips from stored data.
  - Simplifies **pensions** by deducting contributions at source for two or more schemes per employee, including stakeholder pension.
  - More information on **causes of absence**, allowing you to set up 9 codes (e.g. lateness) in addition to 14 standard reasons (e.g. sickness).
  - Option for paying into **multiple bank accounts** for each employee.
  - Easier **search** by just employee name, NI number or staff number.
- **Faster processing**
  - **Net-to-gross** calculations.
  - Handles weekly, fortnightly, 4-weekly and monthly payment periods.
  - Calculates **deductions at source** of earnings e.g. student loan repayments.
  - Holiday and absence diary.
- **Simpler Statutory Reports**
  - Automatic production of P11, P35, P14/60, P46 (car) and P32 reports.
- **Improved Management Control**
  - Pre-set management reports include tracking the average earnings of employees on variable pay over a 12 week period to comply with Working Time Directive.
- **Greater Security**
  - Nine levels of user entry allow you total access control e.g. to limit who sees what directors are earning or to limit payroll clerks to inputting data not running payroll.
- **Time saving links with other software**
  - Direct transfer of data into Sage Line 50 and Sage Line 100; links with Sage P11D, Sage Job Costing and Sage Personnel.

"Sage Payroll is excellent for taking away problems with continual changes in taxation via its updates."

Martin Mulligan, MD, Martin Mulligan Ltd, suppliers of electronic label printers, bar coding equipment and accessories.

To enjoy the benefits of Sage Payroll, existing customers call

0800 33 66 33

new customers call

0800 44 77 77

5



## Sage Payroll Professional

Sage Payroll Professional has been specially developed to meet the needs of companies with larger, more complex payroll requirements that may need more than one member of staff to handle payroll. *In addition to the features within Sage Payroll*, Sage Payroll Professional gives you extra control and capacity to process large volumes of payroll data quickly and accurately.

Ideal for processing large payroll processes and provides a network option for multi-users

### Sage Payroll Professional Version 10 extending the power

Giving you greater capability and flexibility, Sage Payroll Professional contains all the new and existing features from Sage Payroll version 10, plus:

#### NEW Reconciliation Solution

Ideal solution if your payroll year end figures do not reconcile or if the Benefits Agency requests a breakdown of your year to date payments.

Sage Payroll version 10 helps you to solve reconciliation problems by enabling you to identify where differences occur. Simply drilldown into individual employee year to date values to view the breakdown of, for example, gross amounts or tax paid.

#### NEW Exception Reporting

Save time and highlight monthly variances before they cause problems at Payroll Year End. Set tolerance levels against any payment for a group or individual employees to ensure that variations are highlighted as they occur.

PLUS

*Includes HR Essentials, Quick and Easy Reports and Helpful Task Reminders and all of the other new and improved features of Sage Payroll v10. Enjoy the ease of Internet submission and FREE eBanking trial see page 8 for details.*

Sage Payroll Professional enables you to pay an unlimited number of employees and is available to buy as either a single-user or multi-user program.

All year-round support available

see page 10 for details of SageCover

6

## More control for today's growing business

As a company recruits more staff the payroll function expands and may require more complex tasks. With its capability to pay an unlimited number of employees, ease of use and flexibility, Sage Payroll Professional saves precious time and delivers more information for decision making.

### Check how Sage Payroll Professional will benefit *your* business

Sage Payroll Professional brings you all the features and benefits of Sage Payroll *plus* these powerful functions:

- **Faster processing**

Do you find it time-consuming to have to enter each employee's time sheet in turn? **Batch Timesheet Entry** allows you to select and enter the number of hours worked for each employee on one screen, reducing processing time.

Save time inputting data manually, the CSV function allows you to transfer data in and out of Sage Payroll Professional at the click of a mouse.

- **Greater simplicity**

When you need to amend all employee records part-way through the tax year, , such as tax

codes or deductions, you no longer have to change each record individually. The **Global Changes** option allows you to update all employee details simultaneously.

- **Extra management control**

The **Salary Review Forecast** makes it simple to forecast the impact of pay increases or adjustments and allows you to vary commission rates and bonuses to keep your total wages bill within a certain budget. This save hours of work with spreadsheets or calculators.

## Case Study As business becomes more complex, Sage helps keep things simple

Over the years Armagh Planetarium has expanded and diversified, extending exhibition space, opening a public café and in November 2000 adding Stardome, Ireland's only portable, inflatable planetarium for its outreach programme.

*"After investigating numerous accounting and payroll systems," says Eamon Rafferty, secretary at the Planetarium, "we decided that Sage's feature-rich products were the most suitable for our business."*

*"When we implemented Sage Line 100 and Sage Payroll Professional, I was very pleased with the benefits they brought to the business and the time it saved the finance department. I have also found it a great deal easier to produce accurate reports."*

***"From partnership to PLC, for us Sage has made payroll easy with the right solution."***

If you would benefit from greater processing capabilities, existing customers call **0800 33 66 33**

new customers call **0800 44 77 77**

7



## Online Filing Services -

Enjoy the rewards of a quicker, more efficient service. The Inland Revenue is introducing changes to improve the way you submit information and payments. They are continually developing their online services to save you time completing, printing and submitting statutory forms, providing you with the benefits of an easier, more efficient service.

Effective payroll solution  
for small to medium businesses

### Internet Submission Module

Internet submission is the quick, easy and secure way for you to submit information to the Inland Revenue. Simply send your P14 and P35 information electronically and save time printing and posting documentation.

The Inland Revenue insists that all companies will have to submit their Payroll Year End information electronically by 2010. They are offering rewards for smaller companies to begin submitting from 2004/2005.

Please note that you will need to register with the Government gateway at [www.gateway.gov.uk](http://www.gateway.gov.uk) before you can submit any information electronically. The Inland Revenue will only accept information delivered by accredited or quality approved software.

## Case Study

*"As anyone who runs payroll will know, year-end can be daunting. I have nothing but the highest praise for the Sage year-end team and all of the staff who play a part in the year-end cycle. The printed step-by-step guidance provided is clear and simple to follow. With the introduction of the Internet submission module, I was only required to print one copy of the P60 for each employee. The remaining two copies for the Inland Revenue and Contributions Agency along with the P35 forms are now all handled electronically. Once again, the wizard guides you through each screen to the submission screen where I estimate the file transfer and the confirmation process from the Inland Revenue to take about 10-15 seconds."*  
Andy Cole, Ailsa Lodge Nursing Home

### eBanking

eBanking is the quick and secure method that allows you to make your monthly payments, such as PAYE or employees wages, electronically. eBanking will also help you to maintain greater control over your cashflow as you will know exactly when money is going out of your account with electronic payments.

Sage's eBanking module enable you to link to many of the leading banks, making payments even quicker and easier.

Sage Payroll & Sage Payroll Professional both include a FREE 30 day/30 use trial of eBanking.

To find out more about Sage Internet submissions  
or Sage eBanking, existing customers call **0800 33 66 33**

new customers call **0800 44 77 77**

## Sage Payroll & Sage Payroll Professional Version 10 Features

Feature	Sage Payroll	Sage Payroll Professional
Inland Revenue accredited	✓	✓
Year-end Internet Submissions	✓	✓
Automatic calculation of statutory payments	✓	✓
Automatic calculation of tax credits, student loans and attachment of earnings	✓	✓
Pensions	✓	✓
Statutory reporting	✓	✓
Multiple payment frequencies	✓	✓
Net to gross calculations	✓	✓
Multiple payslip formats	✓	✓
Quick and easy Year End processing	✓	✓
User defined security	✓	✓
Electronic banking compatible	✓	✓
Seamless integration to other Sage products	✓	✓
Comprehensive and amendable reporting	✓	✓
Report favourites	✓	✓
Batch printing of reports	✓	✓
Job and salary history	✓	✓
Appraisal records	✓	✓
Disciplinary records	✓	✓
Historical data	✓	✓
Payslip reprint from previous periods	✓	✓
Timesheet entry		✓
Reconciliation assistance		✓
Exception reporting		✓
Microsoft Office integration		✓
Data Export		✓
Data import		✓
Salary review forecasting		✓



## Sage Supporting Services for Payroll Software

### SageCover - for complete peace of mind

Because it is vital to pay staff correctly and on time and to satisfy the Inland Revenue, SageCover provides the all year round reassurance not only software support, but payroll advice too.

- **Telephone & e-mail support**

Sage Payroll software is designed to be easy to use. But experience has shown that almost all customers have questions from time to time, particularly during key tasks such as set up of the software and payroll year-end. This is when access to over 300 Sage advisers becomes invaluable.

SageCover provides support for your Payroll solution throughout the year, and most essentially, at payroll year-end. Sage advisers will talk you through every aspect of your payroll year-end, and the help lines' opening hours are extended at this busy time of the payroll calendar.

- **Free Software Revisions**

Every year there are changes to tax and National Insurance requirements. As a SageCover member you will have access to legislation updates free of charge - keeping you fully up to date with legal requirements. The free payroll year-end software revision provides SageCover members with all the changes automatically. You'll also receive a step-by-step Payroll Year End Guide that explains everything you need to do, what, when and how. It's an invaluable reference tool and ideal software companion.

- **24-Hour Support**

At anytime of day or night, you may access useful information about Sage Payroll by visiting the 'SageCover Members Only' area of our website at [www.sage.co.uk](http://www.sage.co.uk). The information includes 'How To' fact sheets covering hundreds of payroll areas such as Statutory Maternity Pay (SMP) and tax credits.

- **Business Advice**

SageCover members have access on the 'SageCover Members Only' area of our website at [www.sage.co.uk](http://www.sage.co.uk) to a range of business guides called Directors Briefings that cover more than 100 topics like contracts of employment and managing your cash flow. As part of SageCover you will also receive the quarterly magazine, Solutions, which contains business advice, information on software developments and technical tips for your software.

To join SageCover, existing customers call **0800 33 66 33**

new customers call **0800 44 77 77**

## Sage Stationery for easy processing and perfect presentation

**Compatibility** - Sage Business Stationery is the only business stationery specifically designed and tested by Sage to guarantee 100% compatibility with Sage software.

**Choice** - Wide range of Payroll Stationery suitable for all business needs - as well as stationery supplies such as letterhead

**Printer suitability** - Available for ink jet, desk jet, bubble jet and laser printers, or in a continuous format for dot matrix/continuous printers

**Fast Delivery Service** - Next Day Delivery is normally available for orders of most standard stationery items, received before 3pm

**Flexible Payment - Buy Now...Pay Later - £750** credit limit is available (subject to approval)

### Sage Payroll Stationery Range

- Payslip Plus
- Standard Payslips
- Security Payslips
- Sage Security Cheques

## Sage Training to make life easier

- An array of course choices to suit your needs
- More courses being added all the time (so as your business grows, your knowledge of Sage programmes will grow too!)
- Hands-on-training - All delegates have a PC and printer to themselves (to be sure you'll learn more in less time)
- Eight conveniently located major centres around the country (North London, Croydon, Bristol, Birmingham, Reading, Manchester, Newcastle and Glasgow)
- Small class sizes - there are never more than 10 delegates attending each course
- A full course manual to take away

### Sage Training Courses

- Setting up your Payroll Programme - 1 Day
- Payroll Processing - 2 Days
- Tailoring Payroll Reports - 1 Day

To order your Sage Payroll Stationery and / or to book a Sage Training Course, existing customers call **0800 33 66 33**

new customers call **0800 44 77 77**



**Minimum system and hard disk requirements:**

- An IBM compatible PC with Pentium 133 processor or greater
- 32Mb RAM (32Mb for NT class systems, 64Mb for Windows 2000 Professional)
- 50Mb free disk space after Windows has been installed
- SVGA monitor
- CD-ROM drive

**Operating systems:**

- Windows 95/98/2000 Professional/Millennium Edition
- Windows NT v4 with Service Pack 6
- Windows XP

**Supporting networks:**

- Windows 95/98/2000 Professional
- NT v4 with Service Pack 6
- Novell Netware v4 or 5



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