

This document is designed to show you the key new features of version 2010 & 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 2010 have been generated as a result of customer wishes and feedback.

Payroll Features available in all Payroll modules	Version Released
<b>Improved Quick Links</b>	Version 2010
<b>Improved entry for less common tasks</b>	Version 2010
<b>Seamless Integration</b>	Version 2010
<b>Employee List reordered</b>	Version 2010
<b>Pay elements simplified</b>	Version 2010
<b>Secure PDF and electronic payslip generation</b>	Version 2009
<b>Advanced Data Import</b>	Version 2009
<b>Employee Groups</b>	Version 2009
<b>Notes in History</b>	Version 2009
<b>Reminders and Calendars</b>	Version 2009
<b>Salary Review Forecast</b>	Version 2009
<b>Statement of Employment</b>	Version 2008
<b>Electronic payslips</b>	Version 2008
<b>Online banking</b>	Version 2008
<b>Improved importing</b>	Version 2008
<b>Minimum Wage Calculator</b>	Version 2008
<b>Improved inputting</b>	Version 2008
<b>New Factored Pay Elements (3rd most popular)</b>	Version 2007
<b>Holiday Management (2nd most popular)</b>	Version 2007
<b>Final Pay' for leavers (most popular)</b>	Version 2007
<b>Salary Payment Calculator</b>	Version 2007
<b>Improved Nominal Links</b>	Version 2007
<b>Improved Microsoft Integration</b>	Version 2007
<b>Improved Company List</b>	Version 2007
<b>Employer Compliance Payroll Reports</b>	Version 12
<b>Historical reporting by financial year</b>	Version 12
<b>Excel integrated reporting</b>	Version 12
<b>New User Interface – Dashboards and Process maps</b>	Version 12
<b>Document Manager</b>	Version 12
<b>Payroll processing over year-end</b>	Version 11
<b>Audit Trail</b>	Version 11
<b>Holiday in hours</b>	Version 11
<b>“In Year” Submissions</b>	Version 10
<b>7 years historical data storage and reports</b>	Version 10

## New to Version 2010

### Quick Links

Quick links give you a new panel that's always in clear view, allowing you to find and execute those less common tasks more easily – whether that's recording sickness, maternity, paternity, adoption or printing historical reports, past payslips, or even P32 report.

## Improved entry for less common tasks

Whether you're recording or calculating statutory sick pay or statutory maternity leave, the features within our quick links menu have been simplified to make it even easier for you to run your payroll quickly and efficiently.

## Seamless Integration

Everything about Sage Payroll 2010 has been specifically designed to work seamlessly alongside other software, such as Sage 50 HR and Excel, to allow your data to be transferred quickly and without hassle.

## Employee List reordered

The employee list has been cleverly reordered and simplified so that the most important elements come first.

## Pay elements simplified

Not only have we made it easier to add pay elements, but there are also increased decimal places to give you even greater flexibility when using fractions of money.

## Smaller changes that make the difference.

**Previous payslips** can be accessed in seconds, so when an employee comes to you and needs printed copies or even if you just need to check them on screen, it's now easier to do.

**Foreign bank details** can be recorded with ease in employee records, and you can even choose the type of employment for each of your employees.

**New employees** can be added without hassle, with a simplified screen that makes things easy when a new person joins your business.

**E-submissions** can be tracked by status and sender, so when you submit your PYE returns online (a mandatory requirement for businesses from April 2010) you can see their status and the name of the person who sent them.

**Our SageCover Services** are always at hand, with direct links from your payroll software... so you can choose whatever service you need without opening and closing new windows.

**Company name field** has been lengthened to make things more convenient.

## 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
<b>Statement of Employment</b>	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.
<b>Electronic payslips</b>	Provide a greener and speedier alternative to traditional printed forms by using electronic payslips.
<b>Online banking</b>	e-banking is now standard for all your filing with HMRC.
<b>Minimum Wage Calculator</b>	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.
<b>Easier to manage your payroll</b>	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
<b>Factored Pay Elements</b>	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.
<b>'Final Pay' for leavers</b>	Automatically calculate any outstanding payments and deductions, including attachment of earnings or holiday payments, when processing leavers.
<b>IMPROVED Holiday Management</b>	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.
<b>Salary Payment Calculator</b>	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.
<b>IMPROVED Nominal Links</b>	Look up and create new Line 50 nominal codes directly from Sage Payroll, with live links to your Line 50 data
<b>IMPROVED Communication with your employees</b>	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
<b>Employer Compliance Payroll Reports</b>	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.
<b>Historical reporting by financial year</b>	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
<b>Excel integrated reporting</b>	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.
<b>New User Interface</b>	<b>Process Maps</b> – show you how to follow a process step by step, great for new users <b>Dashboards</b> – instant view of key company info, save time
<b>Document Manager</b>	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
<b>Payroll processing over year-end</b>	Process the wages for the new tax year before completing the year-end. Gives up to extra 6 weeks' time to complete Year End.
<b>Holiday in hours</b>	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)
<b>Historical Statutory Reporting</b>	Produce Statutory reports such as P11, P32, P35, and P14/60 for prior tax years  (v12 includes Historical Reporting by Financial Year.
<b>Audit Trail reporting</b>	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.



# Payroll 2010 New Features

## New to Version 10

Feature	Description
<b>"In Year" Submissions</b>	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. <b>(1 of only 5 accredited software suppliers)</b>  <b>This will be mandatory for all companies from April 2007</b>
<b>Personnel Records</b>	Store your employee's job and salary history, appraisal and disciplinary records, and personal cars
<b>7 years' historical data storage and reports</b>	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 641 0624** or email [info@advantageservices.co.uk](mailto:info@advantageservices.co.uk)

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

### **Advantage Services (Europe) Ltd – 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.