

Features at a glance

Feature	Instant Payroll	Instant Payroll Enhanced	Sage Payroll	Sage Payroll Professional
Inland Revenue Accreditation – software			✓	✓
Inland Revenue Accreditation– internet submissions			✓	✓
Employee Record	Basic	Advanced	Advanced	Advanced
Multiple Payment frequencies (weekly, fortnightly, four weekly, monthly)			✓	✓
Statutory Reports			✓	✓
Nominal Link to Sage accounts range - Instant, TAS, Line 50, Line 100 & MMS (Sage Payroll range only to L100 & MMS)			Improved	Improved
Line 50 Menu Integration			✓	✓
Tax Year End Processing			✓	✓
Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay & Statutory Adoption Pay			✓	✓
Payment Types	5	Ultid	Ultid	Ultid
Additions	5	Ultid	Ultid	Ultid
Deductions	5	Ultid	Ultid	Ultid
Holiday Pay			✓	✓
Holiday Schemes	Basic	Advanced	Advanced	Advanced
Absence & Holiday Diary	Basic	Advanced	Advanced	Advanced
Pensions			✓	✓
Attachments			✓	✓
Tax Credits			✓	✓
Student Loans			✓	✓
Net to gross payment calculations			✓	✓
Historical Payslips & Reports	Current Year	7 years	7 years	7 years
Year End Internet Submissions			✓	✓
In Year Submissions			✓	✓
Configurable Payslip Layouts		✓	✓	✓
On screen Help	✓	✓	✓	✓
Wizards		✓	✓	✓
E-Banking – including on line IR payments	Charge	Charge	✓	✓
Access Rights/Security	Password only	Password Menu	Password Menu Employee	Password Menu Employee
Processing over tax year end		✓	✓	✓**
Historical statutory reporting – P11, P32, P35, P14/60		✓	✓	✓**
Audit Trail of changes		✓	✓	✓**
Cheque Printing		✓	✓	✓
Report Designer		✓	✓	✓
Departmental & Cost Centre Reports		✓	✓	✓
Reports in PDF Format & layouts (can also be emailed)		✓	✓	✓**

Feature	Instant Payroll	Instant Payroll Enhanced	Sage Payroll	Sage Payroll Professional
Bitmaps on Reports and stationery		✓	✓	✓**
Report Favourites		✓	✓	✓
Global Changes		✓	✓	✓
Loan Deductions		✓	✓	✓
Personnel Records – Appraisal, Disciplinary, Job History		✓	✓	✓
Personal Car Records		✓	✓	✓
Task Reminders		✓	✓	✓
Additional employee Bank Account		✓	✓	✓
Net payment types for additional pay elements (bonus etc)		✓	✓	✓
12/13 week average pay			✓	✓
Multi company enabled			✓	✓
Multi user enabled			✓	✓
Hourly Holiday schemes			✓	✓
Excel Integrated Reporting			✓	✓
Document Manager			✓	✓
HMRC Employer Inspection Reports			✓	✓
CSA Reports			✓	✓
Workflow assistance			✓	✓
Dashboard			✓	✓
Historical reporting by financial Year			✓	✓
Menu integration with Line 50			✓	✓
Employee Record import and Export			✓	✓
Employee Copy			✓	✓
Pay Element Formulae			✓	✓
Holiday scheme based on employee start date			✓	✓
Salary calculation			✓	✓
Recalculate holiday entitlement - when an employee changes holiday scheme			✓	✓
Nominal link – look up nominal and department codes, analysis for attachments & CSA, auto populate with default Nominal codes, send to Excel, post bank payment to Line 50			✓	✓
Leaver Management – automatically calculate outstanding payments & deductions when processing leavers			✓	✓
Company Management – print company list, maximise window, display tax district & reference			✓	✓
Import/Export – user names & access Rights			✓	✓
Employer status reports			✓	✓
Improved P35 Continuation sheet			✓	✓
Batch Timesheet Entry			✓	✓
Microsoft Office Integration			✓	✓

Feature	Instant Payroll	Instant Payroll Enhanced	Sage Payroll	Sage Payroll Professional
Minimum Wage Management - Comprehensive management of minimum wage calculations and updates			✓	✓
Statement of Employment Particulars - Ability to automatically generate Statements of Employment Particulars and updates when relevant changes are made			✓	✓
Electronic Payslip Management - Allows the quick and easy generation of electronic payslips to those employees who have elected to be notified of their pay and deductions in this way			✓	✓
Batch Timesheet Entry and Import - Allows the entering or importing of deductions (such as attachments of earnings) as well as pay elements, speeding up data capture. Also improvements to the Data Import Templates for example separate lines are no longer required for each pay element				✓
Secure pdf and electronic payslip generation - Allows the creation of secure pdf reports including payslips			✓	✓
Advanced Data Import - This new feature makes it easy to import information, whether this is from a competitor product (payroll or HR), to import timesheets (Professional only), create new data or to update existing data			✓	✓
Employee Groups - Allows the creation of user definable employee groups			✓	✓
Notes in History - Additional notes storage when processing payroll			✓	✓
Reminders and Calendars - Grouped reminders and new calendar including user definable events			✓	✓
Timesheet Import				✓
Salary Review Forecast			✓	✓
Reconciliation Assistance – drill down at field level				✓
Exception Reporting including user defined variance settings				✓
Multi Company payslip printing, reports & payroll update				✓
Multi company management of tax parameter, tax code, payments, additions, holiday schemes & dates				✓

✓ Indicates functionality that will particularly appeal to accountants for bureau processing.