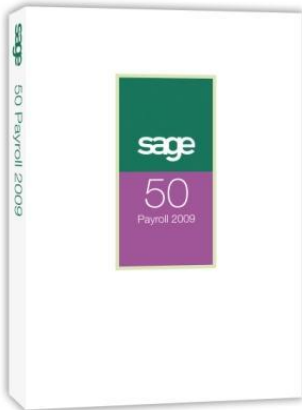


Lateral Solutions

The business of efficiency

Sage Payroll



Sage 50 Payroll makes light work of everything from processing your employees' payslips and managing starters and leavers, to rewards and year end submissions. **It lets you:**

- **Automatically calculate** sick & maternity pay, holidays, overtime, commission, Student Loans, Attachments of Earnings Orders (AEO) and Pensions.
- Batch timesheet entry for speedy payroll processing, as well as **multi-company & multi users*** available (*additional charge applies).
- Pay your employees by cash, cheque, BACS or e-Banking with password protected electronic payslips.
- Manage your payroll year end and submit online - useful wizards will take you through everything you need, and all P11s, P14s and P60s are all taken care of.
- Stay compliant: validate your payroll against HMRC legislation, automatically apply tax code changes and produce statutory reports such as P11, P32 and P45.
- Create bespoke employee groups and manage an **unlimited number* of starters and leavers** (*additional charge applies).
- Predict the impact of pay increases, bonuses or overtime plans with the **salary forecast tool**.
- Improved calendar and automatic reminders prompt you when you need to take actions like submitting returns to HMRC.
- **Store employee records in one place** including appraisals, absence, disciplinary records, job and salary history for up to seven years.

NEW FEATURES:

- Password protect electronic payslips and PDF documents for added security
- Manage your payroll costs with the salary review forecast tool
- Keep track of day-to-day tasks with an improved calendar
- View daily task reminders on one screen
- Create your own individual employee groups. They don't have to be linked by department or cost centre.
- Add notes whilst entering payments to keep track of actions

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FULL LIST OF FEATURES & BENEFITS OF SAGE PAYROLL:

Stay up to date and be confident that you have all the essential calculations of tax, National Insurance and statutory payments with our HMRC accredited payroll software.

Payroll made simple with automatic calculations

Payroll legislation can be complex, but with Sage 50 Payroll 2008 you'll have all the payroll essentials covered. Make light work of:

Tax and National Insurance

Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP), Statutory Paternity Pay (SPP)

Student Loans, Attachments of Earnings Orders (AEO), Pensions

The nuts and bolts of processing your payroll

Pre and post-tax multiple payments and deductions: Sage 50 Payroll 2009 caters for all business types by dealing with payments such as overtime rates, shift allowances and commissions

Net to gross payments: You can enter payment information as a net or gross amount and all calculations will be taken care of

Net payment types: You can add one-off or regular additional payments based at net value and all calculations are taken care of

Batch timesheet entry: Makes payment entry even quicker

Multi-company: If you're running a bureau or processing over more than one company, you can update the payroll for all or a selected range of companies

Multi-user: The network functionality allows more than one user to process the payroll

Pay everyone at the right rate

No matter how you pay your employees, whether you use commission, bonus, piecework or a simple hourly rate, Sage 50 Payroll 2009 can help make sure you meet your legal obligations to pay the appropriate minimum wage, by taking care of all the calculations.

Easier to manage your payroll

When it comes to importing information into your payroll software, Sage 50 Payroll 2009 helps you keep control of every detail.

You'll no longer have to enter different rates of pay for things like overtime, bonuses and commissions on separate lines. Ideal if you process payroll remotely or receive timesheets from a number of different departments.

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Enter payments and deductions on the same screen, so things like social club membership subscriptions are easy to identify and account for.

.Manage your payroll costs

Understand how changes to your payroll can affect your finances. Predict the impact of pay increases, bonuses or overtime plans with the salary forecast tool.

.One payroll: many payment intervals

Sage 50 Payroll 2009 deals with weekly, fortnightly, four-weekly and monthly payment periods, making it easy for you to manage your multiple payment intervals.

.Say goodbye to complex final pay calculations for leavers

It's easy to calculate final pay when an employee leaves with Sage 50 Payroll 2009. You can automatically calculate outstanding payments and deductions, including attachment of earnings, holiday payments or company loans.

.Overtime, bonus and commission calculations at the touch of a button

Save yourself some time every pay run by automating extra payments for your employees, such as calculating double time, tax-free payments, percentage bonuses and extra pay.

By creating formulas for each of your rewards, which can be applied to any employee's base rate, you don't have to spend time manually calculating extra pay.

.Take a break from complex holiday calculations

When you've got people that work varying hours or shifts, it can become complex working out holiday entitlement and managing multiple holiday schemes. With Sage 50 Payroll 2009 you can calculate average pay and the holiday payment due for staff working both regular and irregular hours.

.Your payslips

There's a wide choice of layouts for your payslips which can be printed on plain paper or Sage Stationery. And if you want to personalise them, you can by adding messages and logos.

.Go green with secure electronic payslips

Provide a greener and speedier alternative to traditional printed forms with electronic payslips. Apply password protection for added security and peace of mind. By using or adapting the ready-made email payslip templates all you'll need to do is tick a box and Sage 50 Payroll 2009 will automatically generate and email them out.

.Paying your staff

Whether you pay your employees by cash, cheque, BACS or e-Banking, all of these are taken care of with Sage 50 Payroll 2009.

.Making the most of online banking

With Sage 50 Payroll 2009, we've included all the tools you need to use e-banking services as standard. So even if your bank charges you an additional fee for its online services, we don't.

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Because we know that by 2010 all businesses will have to make payments to HMRC online, it's our way of helping you stay one step ahead by making the best of technology.

.Working with your accountancy software

Sage 50 Payroll 2009 can link with your Sage 50 Accounts software so you can update your accounts with your payroll payments, and spend less time re-keying data.

Managing your employees

.Give your people the information they need

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 2009. When you add a new person their statement is created automatically and prompts will remind you to update contracts when necessary. You can print or email your contracts, scan and store them within your software, giving you a complete history.

.Your employee records in one place

Store all your employee information securely in one place. You can also store information on: appraisals, disciplinary records, job and salary history. And the absence and holiday diary lets you record all employee absences.

.Apply changes to more than one record in one go

Sage 50 Payroll 2009 gives you the tools you need to apply many changes to a whole range of employees all in one go.

.Create your own individual employee groups

Select groups of employees not linked by department or cost centre and apply actions to this group. For example, select your part-time staff to do a separate pay run. Save these groups for future use.

.Add notes to keep track of changes

Add notes when entering payments as a reminder of why a specific event or action was taken when you're processing the payroll.

.Save time with your in-year submissions

There's no need for you to spend hours re-keying information from HMRC when you get your in-year submissions via the internet.

Amendments received from HMRC, such as tax code changes, can be applied directly to employee records, saving you time and effort. And as it is a secure mailbox you know only you and HMRC can access it.

.Manage your documents effectively

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Make your HR information more accessible and easier to manage with our Document Manager. You can store, modify and print documents from software such as Microsoft Word and Excel, giving you instant access to documents pertaining to employee and company data.

Apply password protection to secure PDF documents and ensure your business information remains confidential.

.Add new employees quickly and easily

Take the effort out of adding new employees by simply entering their personal details and copy information such as payment rates, pension and holiday schemes from another employee.

.Security you can trust

Sage 50 Payroll 2009 allows you to be confident that you are storing and handling staff information securely. You even have the flexibility to restrict access to information contained with an employee record.

.Managing your time

Keep track of all your day-to-day tasks with a clear calendar and reminders. See all your daily task reminders on one screen. Simply open for more details, dismiss or delete them to make sure everything's crossed off your 'to do' list.

.Never forget a deadline or due date

Automatic reminders prompt you when you need to take actions, for example when you're due to submit returns to HMRC.

Managing your reports and analysis

.Create the right reports and stay compliant

Automatically collate the right data and produce your statutory reports, such as P11, P32 and P45, from within your Sage 50 Payroll 2009 software.

.Save time producing your most popular reports

Identify the reports you run most frequently from a choice of over 250. You can then group them and produce multiple reports at the touch of a button.

.The right reports for your business

This feature allows you to edit existing reports or create your own. This way you can produce reports to meet with your needs. All reports can be emailed in HTML or PDF format.

.Stay in control, no matter what

Be confident that your payroll data is reliable and up to date with tools to help you validate your payroll against current legislation. So you'll have peace of mind before you submit the details to HMRC.

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And if you do have a visit from HMRC you'll have the right information on hand, and in the correct format for the inspector with our comprehensive reports.

.Have more control over your figures

Get more out of your payroll data by breaking down figures by department or cost centre.

.Easily access your historical data

Eliminate the need for restoring prior-year back-ups or searching through endless paperwork to answer employee or HMRC queries. With seven-year storage, you can easily reprint or view payslips and produce statutory reports from previous tax years.

.Work with your other software

If other people in your company need to access or analyse payroll information, simply link your Microsoft® Excel spreadsheet directly to your payroll data. This information can then be viewed without the need to install Sage 50 Payroll on their computer. And as it integrates with Microsoft® Office you can also export your data and do useful things like run mail merges for employee letters.

.Keep track of changes

You can easily track any changes that have taken place: when they took place and who made them.

.Advanced Data Import wizard

Import information from sources including Excel, CSV and other payroll software by mapping columns to their equivalents in your payroll. Save your settings to perform the same data imports time and time again with the minimum of fuss and less chance of mistakes.

.Import and export employee data

Import and export between CSV files and Sage 50 Payroll to help you set up your payroll or import data from timesheets.

.Easily import timesheet data

Import and export data contained within a CSV file to and from Sage 50 Payroll. This can be used to set up payroll and import timesheets, ideal if timesheets are managed by other personnel such as operational or departmental managers.

Managing your payroll year end

.With you every step of the way

The useful wizards and special user guides will take you through all the steps you need to take to make sure your payroll year end goes smoothly.

.Take care of all your year end reports

Your P11s, P14s and P60s are all taken care of with Sage 50 Payroll 2008, so you can be sure you

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are running an efficient and compliant payroll year end.

.Continue processing over payroll year end

Reduce the pressure of payroll year end on your business by continuing to process in the new tax year before completing your year end.

.Submissions/HMRC Secure Mailbox

Speed up your year end returns by submitting them electronically, totally securely.

SYSTEM REQUIREMENTS SAGE PAYROLL

Recommended hardware

- An IBM®-compatible computer with a 2GHz (or equivalent) processor
- At least 1GB RAM
- At least 600MB of free disk space after Microsoft® Windows has been installed
- Network users only: 1Gbps network with Microsoft Windows networking

Minimum hardware

- An IBM-compatible computer with a 1GHz (or equivalent) processor
- 512MB RAM
- 400MB of free disk space after Microsoft Windows has been installed
- Network users only: 100Mbps network with Microsoft Windows networking

Performance will be improved with higher specification computers and networks. Works with Microsoft Office 2000 and all later editions. This product will not install or run on the Microsoft Windows 95, Windows 98, Windows ME, or Windows NT4 operating systems.

One of the following operating systems:

- Microsoft Windows 2000
- Windows Server 2003
- Windows XP (Recommended)
- Windows Vista

Please make sure that you have the latest Microsoft updates installed. Please note: It is not

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possible to install multiple copies of this product on a single computer.

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