Nominal Set-Up in Quickpay to TAS

The Nominal link is a feature found in Quickpay. It allows the user to automatically post their salary figures directly from Quickpay to the relevant nominal code in Tas Books 2 & 3

Step 1- Setting up the link

To do this, se	elect Compan	y/Payroll Setup	and select Nominal
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Make sure you tick the Use Nominal Link and select TAS Books.



		Quickpay
Save	Override Deductions Override	ominal Link Settings
Cancel Test Link	itz occunte Company folder:	Use Nominal Link Destination O Instart Accounts & Sag Path to Instart Accounts
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You will then need to browse to your TAS Books data folder from your Quickpay product.

For local data this will be C:\Documents and Settings\All Users\Application Data\TAS\TASBooks\Company001\Accounts

(Note: your application data may be a hidden folder. Go to Tools, Folder Options and View to change this.)

You will see your data location if you go to your **Company Manager screen > Tools > Configuration**, here your data folder will be displayed.



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npanie C	Computer Configura	tion	ş	
	This computer is:	the only computer in a single user setup	<u>Change</u>	up
Ab	Data folder:	C:\Documents and Settings\All Users\Application Data\TAS\TASBook	<u>Change</u>	10
Ar				09
	etwork Lonfigurati	on		.0
	Database gateway:	Not Applicable		up
Le	Activation certificate:	Not Applicable	Δ	10
Lo				11
M	sh sh	anging these settings might stop the program from working; you ould contact TAS Software Support for advice before making any anges.		10
D			Res a	s Demo
U			Close	

Step 2- Enter the nominal codes that are to be used.

These codes will be set up in your chart of accounts in your TAS Books you can see these in menu 1.1.1 in your TAS Books and clicking F2, you can also set up new Nominal accounts in here.

In your Quickpay (as displayed below) insert the relevant nominal accounts that are to be used.



Links	Nominal	Codes	Paym	ents Over	rride	Deductions Ov	verride	Sav
	Profit a		nd Loss Account		Balance Sheet A	ccount	Cano	
		Nomina	al Code	Accounts	Dept.	Nominal Code	Accounts Dept.	Test L
Gross	Payments	5000		100				
Emplo	yer Pension	5040		100				
Emplo	yer PRSI	5030		100				
Nett V	/ages					2410	100	
PAYE						2400	100	
Total 8	Employee and	Employer I	PRSI			2400	100	
Total B	Employee and	Employer I	Pension			2415	100	
Total E	Employee Ded	uctions				5000	100	
Round	ling Account	2425		100				

Step 3- Enter Payment and Deduction overrides if required.

This allows specific pay elements to be posted in different nominal codes other than ones set up in the previous tab; for example, you may want overtime to be posted to a different nominal code than the one used for your basic pay.



				Cancel
			-	Test Lin
Hourly Payments Nominal Code Account Dep	ts Allowa	nces Nominal Code	Accounts Dept.	
Basic	Salary			
Time+1/2				
Double	_			
	_			

You can enter different nominal codes for deductions on the deductions override tab. test the link $% \mathcal{A}_{\mathrm{res}}$

Step 4- Test the Link.

if you use SPV username and password, you will need to set up a different user name and password for the nominal link. You can do this in 0.4.1 of your TAS Books.

To test the link click on the **test link** button on the right hand side, you will be asked for your TAS username and password (remember this cannot be SPV).

If you have everything correct, a page with your nominal listing will appear on your screen, like a test report.

If something is wrong an error will be given to you.



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Nominal Code	Accounts Dept.	Allowances	Nominal Code	Accounts Dept.	Test Link
Please enter y	Books Logon our Logon Name	e and Password.		OK Cancel	
Password:					

Step 5- Posting Nominal.

Once you have saved all your timesheets in Quickpay and are happy all your reports are correct you can simply go to **Reports and Payslips**, and select **Post Nominal**.

