

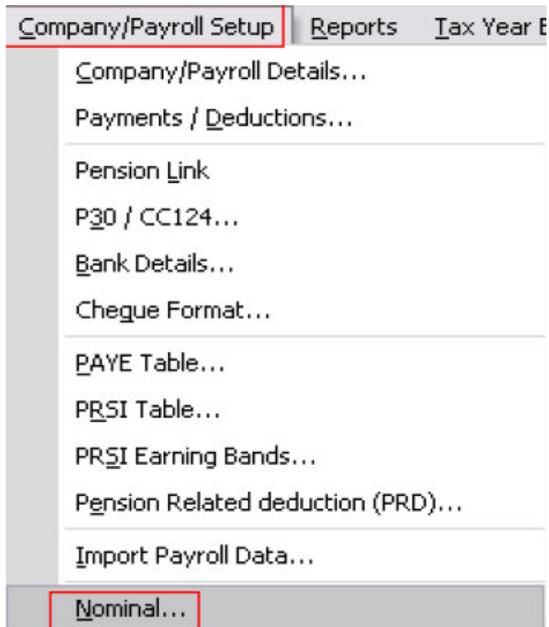
Quickpay

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

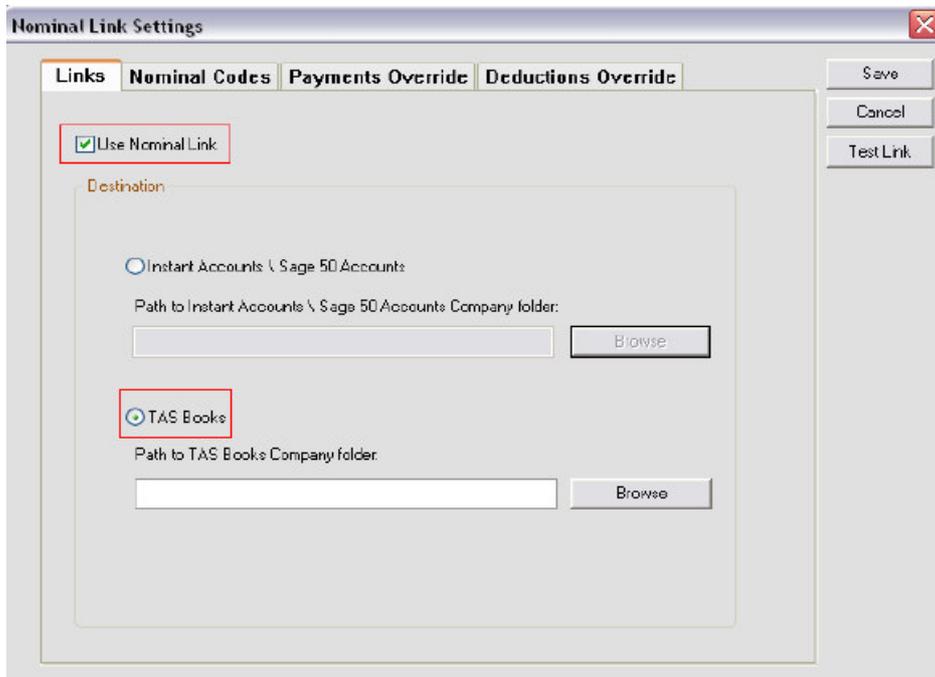
Step 1- Setting up the link

To do this, select **Company/Payroll Setup** and select **Nominal**



Make sure you tick the Use Nominal Link and select TAS Books.

Quickpay



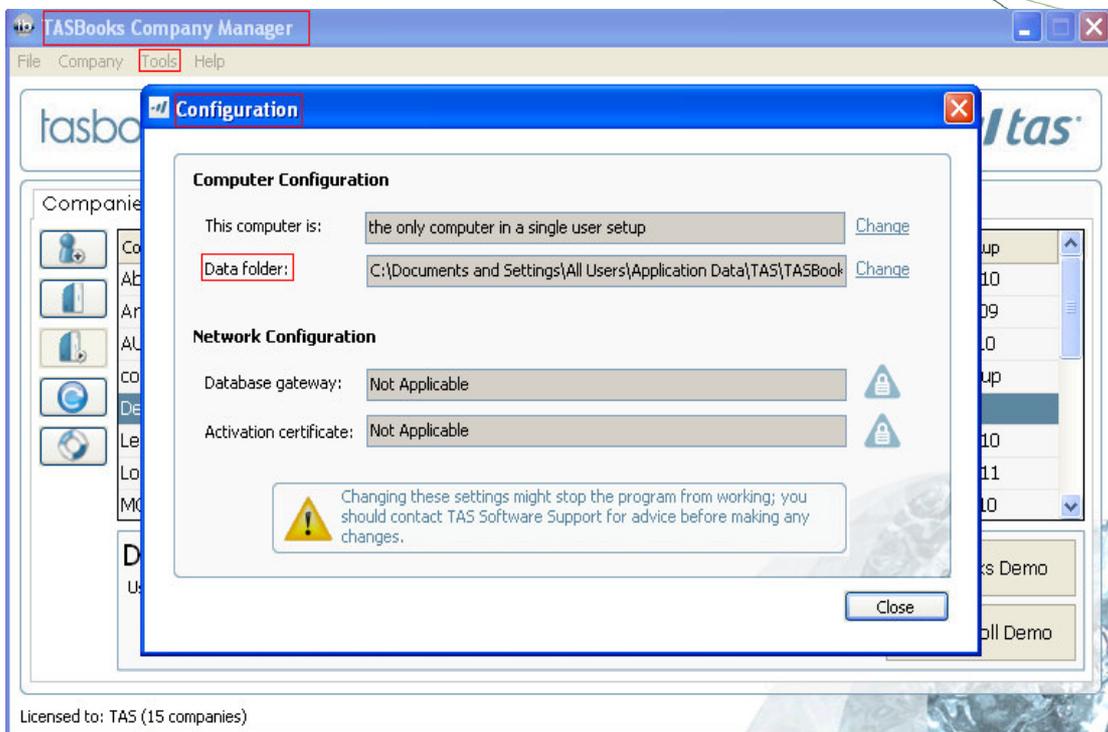
You will then need to browse to your TAS Books data folder from your Quickpay product.

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.

Quickpay



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.

Quickpay

	Profit and Loss Account		Balance Sheet Account	
	Nominal Code	Accounts Dept.	Nominal Code	Accounts Dept.
Gross Payments	5000	100		
Employer Pension	5040	100		
Employer PRSI	5030	100		
Net Wages			2410	100
PAYE			2400	100
Total Employee and Employer PRSI			2400	100
Total Employee and Employer Pension			2415	100
Total Employee Deductions			5000	100
Rounding 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.

Quickpay

Hourly Payments	Nominal Code	Accounts Dept.	Allowances	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

Step 4- Test the Link.

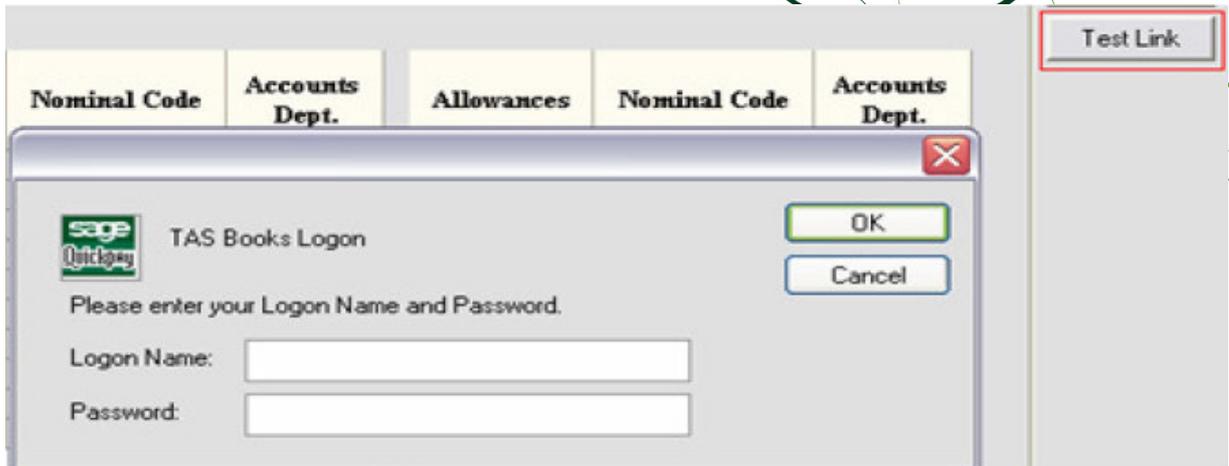
if you use SPV username and password, you will need to set up a different user name and password for the nominal link. You can do this in 0.4.1 of your TAS Books.

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.

Quickpay



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**.