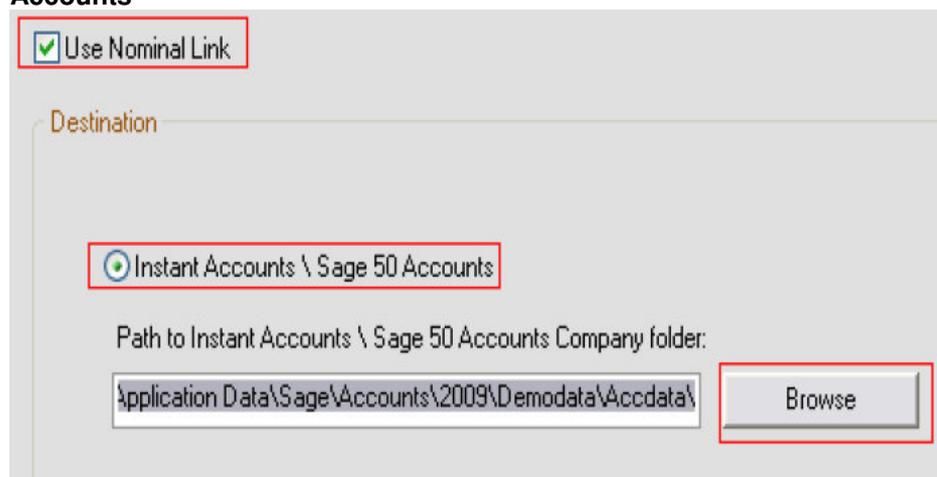# Quickpay

Quickpay Nominal Setup for Sage 50

The nominal link is a feature in Quickpay. It allows the user to automatically post their salary figures directly from Quickpay to the relevant nominal code in Sage 50 (v8.2 and above)

Step 1 – Setting up the link.

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

Then make sure you tick the **Use Nominal Link** and select **Instant Accounts\ Sage 50 Accounts**

You will then need to browse for the Sage 50 data folder in Documents and Settings, All Users, Application Data, Sage, Accounts, Company folder and then ACCdata folder.

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And Click Ok.

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

These codes should already be set up in the accounts package.

You can check the nominal codes in Sage 50 by going selecting company and then selecting lists.

This will bring up your Chart Of Accounts.

Step 3: Enter Payments and Deductions overrides if required.

This allows specific elements to be posted to different nominal codes other than the ones setup in the previous tab e.g You might want Overtime to be posted to a different code than the one used for Basic pay.

You can enter different nominal codes for Deductions on the Deductions Override tab

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Step 4 – Test the link.

You will now need to test the link.

This will allow you to make sure you have set the path to a valid set of data and it will allow you compare the nominal codes in Sage 50 to the nominal codes you have entered in Quickpay.

Click on Test Link on the right hand side and the following screen will come up.

You will need to login using you Sage 50 login.

By default this will be username manager and no password. You will get the following report.

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If you get **code not found** you will need to setup the nominal code in Sage 50 or enter the correct code in Quickpay.

Once you are happy all the codes are correct please save in the top right hand corner.

Step 5- Posting Nominal.

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