

# Quickpay

## Quickpay Nominal Setup for Sage 50

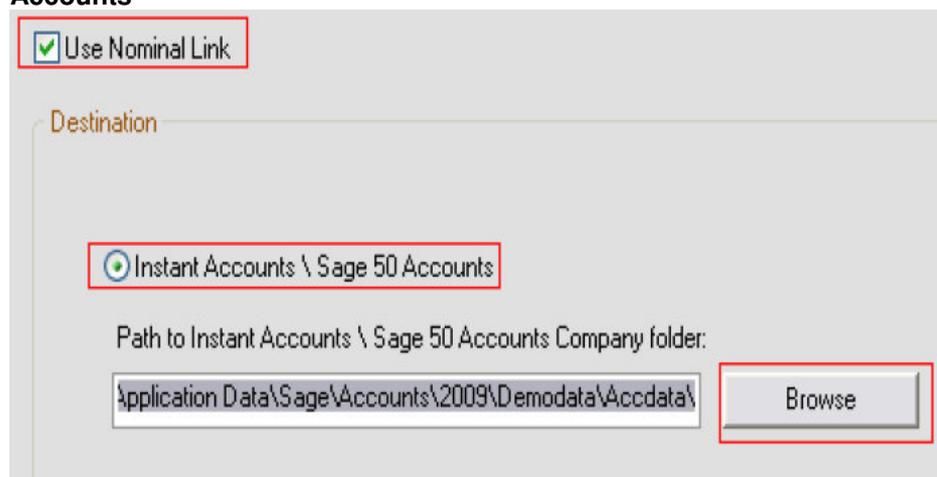
The nominal link is a feature in Quickpay. It allows the user to automatically post their salary figures directly from Quickpay to the relevant nominal code in Sage 50 (v8.2 and above)

### 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.

	Profit and Loss Account		Balance Sheet Account	
	Nominal Code	Accounts Dept.	Nominal Code	Accounts Dept.
Gross Payments	7000	0		
Employer Pension	7007	0		
Employer PRSI	7006	0		
Nett Wages			2220	0
PAYE			2210	0
Total Employee and Employer PRSI			2211	0
Total Employee and Employer Pension			2230	0
Total Employee Deductions			7000	0
Rounding Account	9998	0		

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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Hourly Payments	Nominal Code	Accounts Dept.	Allowances	Nominal Code	Accounts Dept.
Basic			Salary		
Time+1/2					
Double					

## 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.

Logon

Sage Data Objects

Please enter your logon name and password

Logon Name:

Password:

OK

Cancel

Test Link

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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## Quickpay Report Preview



Report printed at 16:17 on 29/07/2009

(A)

Demo

Ver : 9.30

Page : 001

Date: 29/07/2009

Nominal Test Link Report

Period No: M-07

This report lists the Nominal Codes set up in Quickpay and the corresponding Codes in your accounts program.

Accounts program information:  
Company Name: New Demo Company  
Path: C:\TAS BOOKS 3v8\DEMO1\

Please check that the information on this report is correct.

Quickpay		Accounts Program	
Nominal\Dept	Narrative	Nominal\Dept	Narrative
5000 100	Gross Payments	5000 100	Staff Salaries
5040 100	Employer Pension	**Code not found**	
5030 100	Employer PRSI	5030 100	Staff Employer's NIC
2410 100	Nett Wages	2410 100	Staff Wages Payable
2400 100	PAYE	2400 100	IR: PAYE & NI Payabl
2400 100	Total PRSI	2400 100	IR: PAYE & NI Payabl
2415 100	Total Pension	**Code not found**	
5000 100	Total Deductions	5000 100	Staff Salaries
2425 100	Rounding Account	**Code not found**	

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.

Report	Batch	Report	Batch
<input checked="" type="radio"/> Control Summary	<input type="checkbox"/>	<input type="radio"/> Employee Details	<input type="checkbox"/>
<input type="radio"/> Gross To Nett	<input type="checkbox"/>	<input type="radio"/> P45 Details	<input type="checkbox"/>
<input type="radio"/> Payslips	<input type="checkbox"/>	<input type="radio"/> Cessation Certificates	<input type="checkbox"/>
<input type="radio"/> Cash Dissection	<input type="checkbox"/>	<input type="radio"/> Cheques	<input type="checkbox"/>

Buttons: Paypath File, **Post Nominal**, Pension Contrib.