

Upgrade feature comparison

Feature	Description	V10	V11	V12	2007	2008	2009
Secure pdf and electronic payslip generation	Allows the creation of secure pdf reports including payslips.						New
Advanced Data Import	This new feature makes it easy to import information, whether this is from a competitor product (payroll or HR), to import timesheets (Professional only), create new data or to update existing data.						New
Employee Groups	Allows the creation of user definable employee groups.						New
Notes in History	Additional notes storage when processing payroll.						New
Reminders and Calendars	Grouped reminders and new calendar including user definable events.						New
Minimum Wage Management	Comprehensive management of minimum wage calculations and updates.					New	●
Statement of Employment Particulars	Ability to automatically generate Statements of Employment Particulars and updates when relevant changes are made.					New	●
Improved Electronic Payslip Management	Allows the quick and easy generation of electronic payslips to those employees who have elected to be notified of their pay and deductions in this way.					New	●
Improved Batch Timesheet entry and import	Allows the entering or importing of deductions (such as attachments of earnings) as well as pay elements, speeding up data capture. Also improvements to the Data Import Templates for example separate lines are no longer required for each pay element.					New	●
Payment Formulae	Payment rate formulae can be set up to calculate payments on base rate e.g. overtime rates, standby rates, call out rates, weekend working, commission rates, bonus.				New	●	●
Salary Payment Type	Ability to specify salary amount which automatically calculate payment period amounts e.g. entering a salary of £12,000 with a monthly payment frequency of monthly would automatically calculate a payment value of £1000 per month. (this can be gross or net)				New	●	●
Improved Leaver Management	Ability to automatically calculate outstanding holiday fund & loans due when dealing with leavers. Can print the P45 onto laser stationery at run time.				New	●	●
Improved Holiday Management	<p>New Anniversary holiday scheme to calculate hours based on start date.</p> <p>Improved holiday in hours to allow customers to specify hourly entitlement, accrue based on start date or specify the number of weeks to calculate the hourly entitlement.</p> <p>Automatically calculate holiday entitlement when staff change holiday scheme.</p> <p>Automatically increase holiday entitlement based on length of service.</p>				New	●	●

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Improved Nominal Link	<p>Easier to set up and use.</p> <p>Ability to automatically populate with default nominal codes from Sage 50 Accounts.</p> <p>Can now 'look up' nominal codes in Sage 50 Accounts and create nominal codes on the fly.</p> <p>Ability to allocate funds.(specific for Charities)</p> <p>More analysis available to analyse attachments & CSA deductions.</p> <p>Send posting information direct to Excel.</p> <p>Update Sage 50 Accounts bank payments.</p>				New	●	●
MS Integration	<p>Professional feature introduced into base payroll.</p> <p>Ability to run mail merges and send letters to employees.</p> <p>Use to communicate salary changes, holidays remaining and send letters to staff.</p>				New	●	●
Improved Company List	Can print and maximise company list. Display tax Code & Reference.				New	●	●
Report Improvements	<p>Employee statistics report.</p> <p>Print employee count on P35 Continuation sheet.</p>				New	●	●
Process Maps	The process maps show all the steps that make up your key business processes – so you always know what to do and how to complete the next task.			New	●	●	●
Dashboard	Provide an instant view of key company payroll information – tasks to carry out, absences, payroll graphical analysis of Payroll information such as payments by type by month.			New	●	●	●
Document Manager	You can store, view, modify and print documents such as Excel spreadsheets, Word and many more files.			New	●	●	●
Excel Integrated Reporting	Microsoft Excel can link directly to the Payroll data so that directors and managers can access and analyse the payroll information they need without having to use the payroll program.			New	●	●	●
HMRC Inspection Report Files	Sage Payroll version 12 HMRC Inspection reports, will allow the customer to generate and supply the reports files required by the inspection team in advance of an inspection.			New	●	●	●
Historical Reporting by financial year	Customers can now produce reports spanning multiple tax years thus providing them with greater planning capability as they can more easily monitor trends and prepare budgets for future salary and resource requirements.			New	●	●	●
Copy Employee	<p>The copy employee function allows you to apply information from an existing employee such as payment and deduction information to a new starter.</p> <p>Alternatively, if an employee who has left rejoins the company, you can create a copy of the employee details from their previous employment with the company.</p>			New	●	●	●

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Improved Security	Access to information contained within an employee record can now be restricted such as salary information.			New	●	●	●
Improved Payroll Assistance **	The help system has been extensively improved in the program to provide step-by-step guidance to deal with statutory procedures and more trouble shooting information to reduce the risk of error.			New	●	●	●
CSA Report	Every employer who employs staff that have CSA deductions are required to manually complete a CSA deduction report to supply with their remittance to the CSA. The new CSA reports support the employers HMRC compliance requirements and automate a manual process.			New	●	●	●
Sage 50 Accounts menu **integration	The Sage 50 Accounts program can be launched directly from the payroll program (and vice versa) making the program much more accessible.			New	●	●	●
Nominal Link Improvements – SMP Recovered & Loan Information **	Customers can now specify separate nominal codes and departments SMP recovered and employee loans improving financial analysis and removing the need to make manual adjustments.			New	●	●	●
Global Changes to 4 decimal places **	Changes made to payment rates can be applied up to 4 decimal places removing the need to manually amend rates as part of a salary review process.			New	●	●	●
Widows & Orphans Pensions (P14) **	Widows and Orphans pension scheme information can now be entered onto the P14 ensuring that year end returns can be submitted online where a Widows & Orphans pension scheme is in use.			New	●	●	●
Modularised for Employee Break	Professional, Network and Bureau modules available at 50, 100 and unlimited employee breaks.		New	●	●	●	●
Holiday in Hours	Ability to define, accrue and enter holidays and absence taken in hours. Removes the need to record and manage manually and supports the Working Time directive and Employments Right Act of 1996.		New	●	●	●	●
Payroll Processing over year-end	Process the wages for the new tax year before completing the year-end.		New	●	●	●	●
Improved Historical Reporting	Statutory reports such as P11, P32, P35, and P14/60 can now be produced for prior years.		New	●	●	●	●
Audit Trail Reporting	Changes made to employee, company and payroll information are captured making it easier to manage inspections and audits.		New	●	●	●	●
PDF Report Output	Save reports in PDF output to retain format when distributing via email.		New	●	●	●	●
Bitmaps on reports & stationery layouts	Inserting bitmaps such as company logos can customise reports further.		New	●	●	●	●
E-Banking included	E-Banking now core module of version 11 allowing electronic transfer of employee wage payments.		New	●	●	●	●
Personnel Records Job History Appraisal Record Disciplinary records Personal cars	Keep track of employee job changes. Keep records of appraisal details. Keep records of disciplinary details. Keep record of employee's personal car information.	New	●	●	●	●	●

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"In Year" Submissions	Integration with the IR secure mailbox to electronically supply and receive information throughout the tax year such as P45, P46, change of tax code, student loans, tax credits.	New	●	●	●	●	●
Report Favourites	Identify frequently produced reports in a dedicated area to make it easier to locate and produce the reports.	New	●	●	●	●	●
Report Selections	Produce group of reports in one selection to save time.	New	●	●	●	●	●
Task Reminders	Create tasks to occur by date and time to assist payroll user(s) to complete information/activities by a given deadline.	New	●	●	●	●	●
Import from Personnel	Import employee information from personnel removing the need to re-key information.	New	●	●	●	●	●
Reconciliation Assistance	Drill down to analyse values such as year to dates to assist with reconciliation of items such as tax values.	New Pro & Bur	Pro & Bur	Pro & Bur	Pro & Bur	Pro & Bur	Pro
Exception Reporting	Set up variance settings of payments, gross and net pay to easily identify anomalies and change of information.	New Pro & Bur	Pro & Bur	Pro & Bur	Pro & Bur	Pro & Bur	Pro
Improved Multiple Company Tasks	Ability to change tax parameters and tax codes over selection of companies.	New Bur	Bur	Bur	Bur	Bur	Pro
7 Years Historical Data Storage and Reports	Store up to 7 years of processing history-allowing user to produce historical payslips, summary reports and create personalised historical reports.	●	●	●	●	●	●
Employee Loans	Set up employee loans to deduct payments and monitor outstanding balance removing the need to keep manual records.	●	●	●	●	●	●
Negative Payments & Deductions	Enter negative values against payments or deductions to make it easier to deal with over/under payments.	●	●	●	●	●	●
Microsoft Integration	Email employees, set up outlook tasks, create mail merge, and export to Excel to reduce the need to open multiple applications.	●	●	●	●	●	●
Original CSV Template Import & Export	Import to and export from 3rd party applications to remove the need to re-key. Including timesheet and deduction templates	Pro & Bur	Pro & Bur	Pro & Bur	Pro & Bur	Pro & Bur	Pro
Multi Company Tasks	Enables key tasks to be performed for all or selected number of companies such as payslip and report production, update payroll and employee information. Saves time as removes the need to access companies individually.	Bur	Bur	Bur	Bur	Bur	Pro
Year End Submissions	Submit statutory year-end reports electronically such as P14/P60 reducing the amount of paperwork. Prior to version 10 this was a chargeable module.	●	●	●	●	●	●