



Sage Micropay

Setting up a New Monthly Calendar

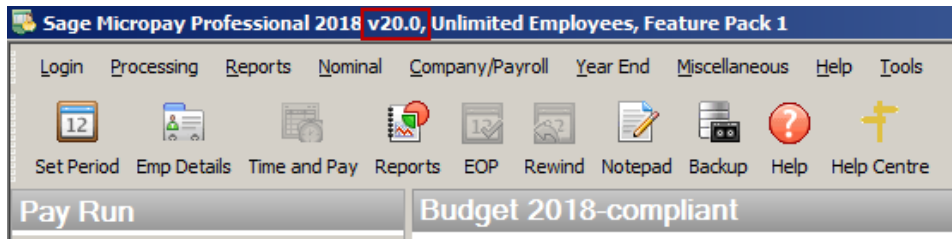
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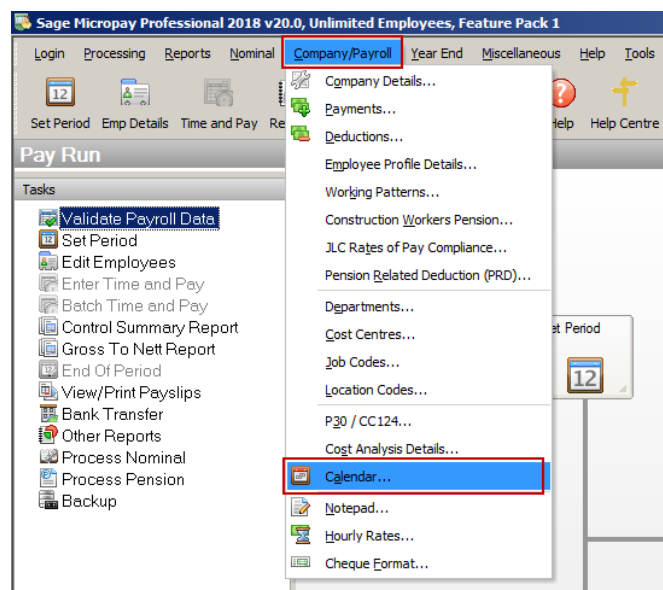
Business Partner

Sage Micropay – Setting up a New Monthly Calendar

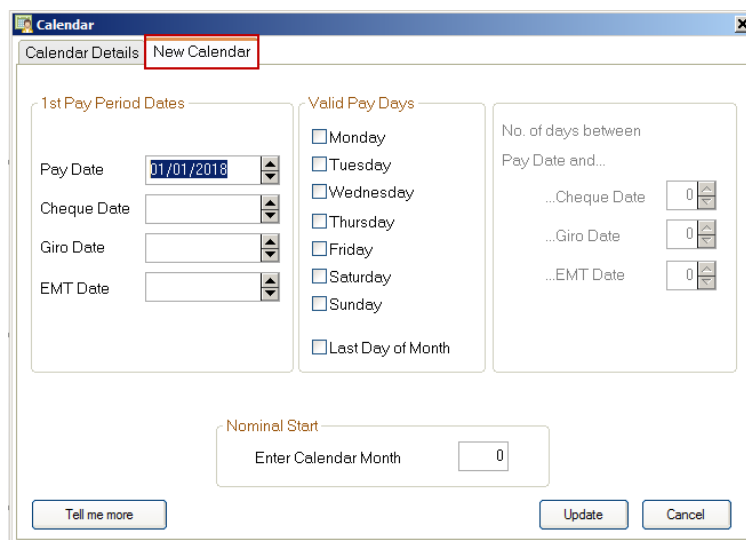
1. When you log into your 2018 payroll, ensure that your Micropay Professional Version number is the latest Version. (2018 Software should be V20.0)



2. Select the Company/Payroll and the Calendar menu option.



3. In the Calendar window, Click New Calendar tab.



Sage Micropay – Setting up a New Monthly Calendar

4. Enter the calendar details for Period 1 of the new tax year.

N.B. It's very important to enter the correct PAY Date for Period 1 of the new tax year. This date determines the subsequent dates of all of the 2018 pay periods.

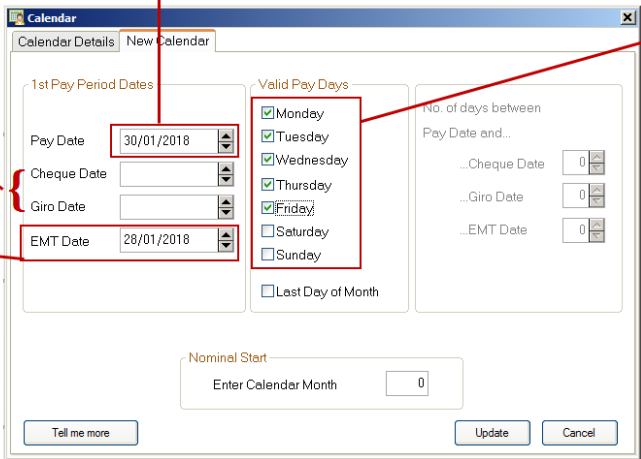
Example 1

If you use cheques and/or Giro you can enter these Dates

For payments on a specific date enter in the Pay Date and tick the boxes for Valid Pay Days.

Tick the boxes for Valid Pay Days

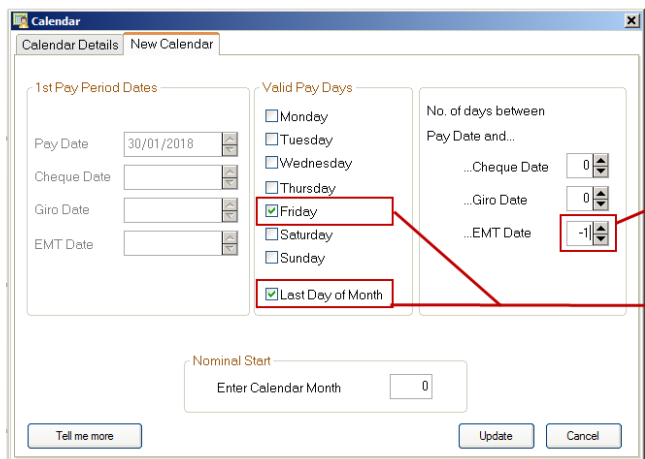
You will also need to enter the EMT Date for the bank if it is different to the Pay Date.



Example 2

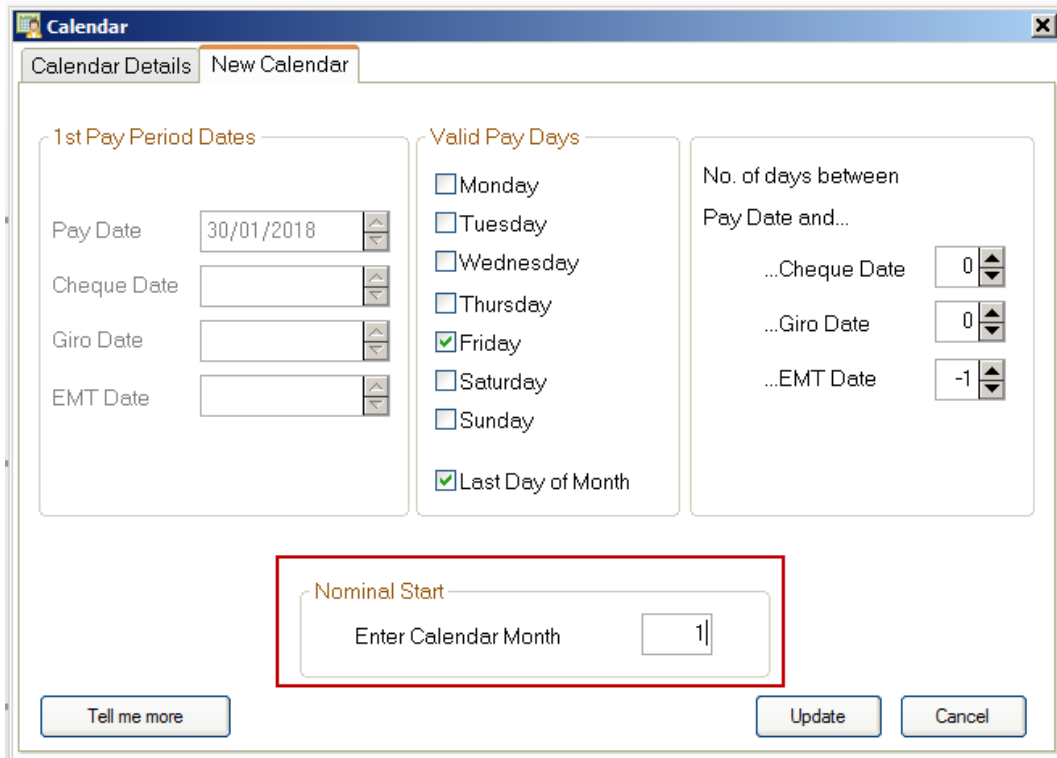
If your EMT Date/Paypath Date is on the day before type in -1 or use the up and down arrows to enter this.

If you pay date is the last Friday of the month tick the box for Friday and Tick Last Day of Month.



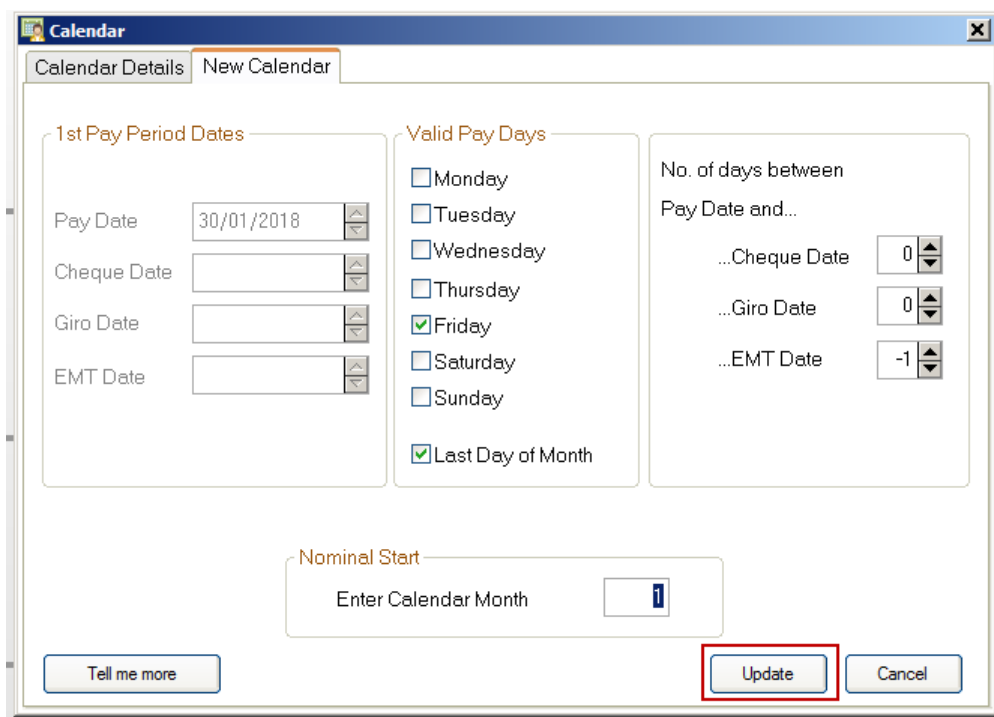
Sage Micropay – Setting up a New Monthly Calendar

5. Enter Calendar Month number of the start of your Financial Year.



The screenshot shows the 'Calendar' dialog box with the 'New Calendar' tab selected. The '1st Pay Period Dates' section includes fields for Pay Date (30/01/2018), Cheque Date, Giro Date, and EMT Date. The 'Valid Pay Days' section has checkboxes for Monday through Sunday, with 'Friday' and 'Last Day of Month' checked. The 'No. of days between Pay Date and...' section has spinners for Cheque Date (0), Giro Date (0), and EMT Date (-1). The 'Nominal Start' section, highlighted with a red box, contains the text 'Enter Calendar Month' and a spinner box with the number '1'.

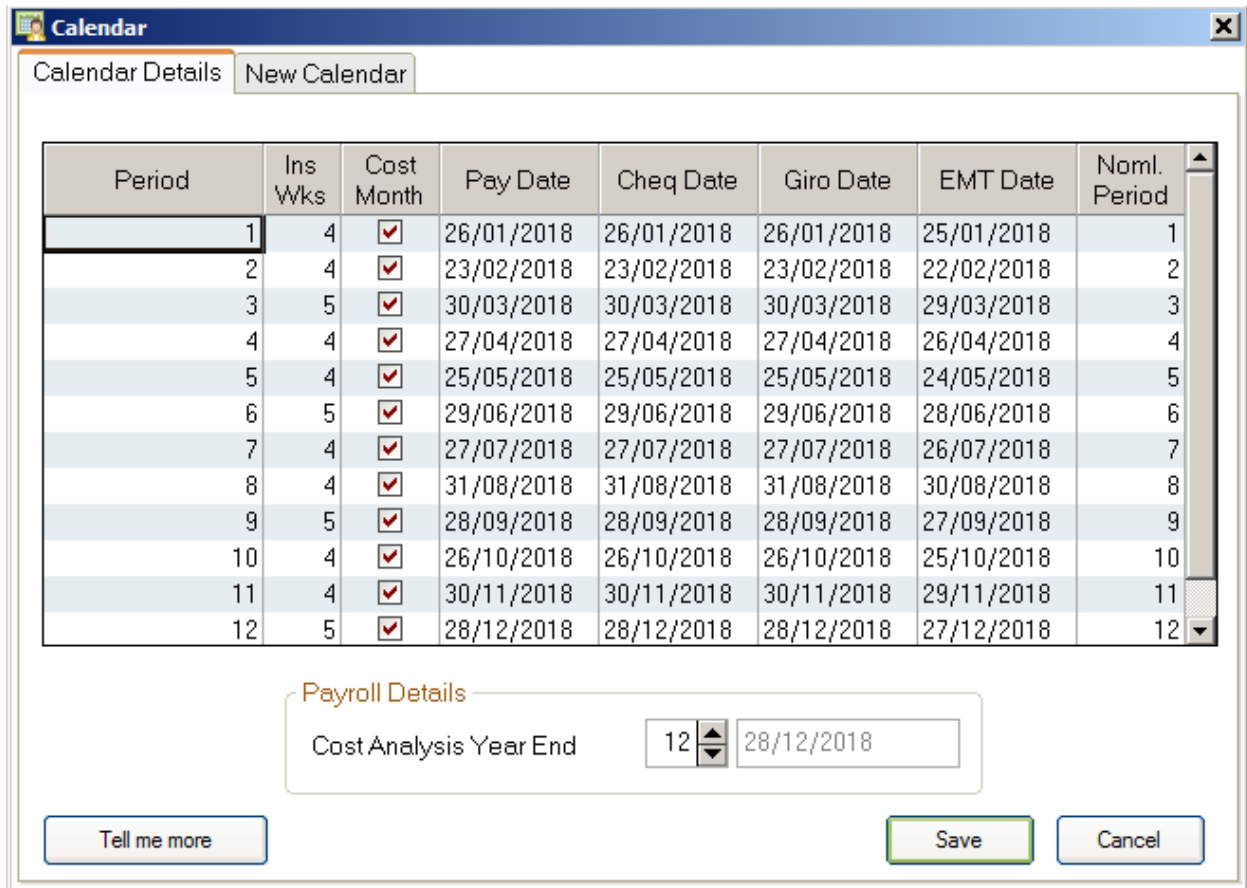
6. When you are happy with the dates entered click on Update.



This screenshot is identical to the previous one, but the 'Update' button at the bottom right of the dialog box is highlighted with a red box, indicating the next step in the process.

Sage Micropay – Setting up a New Monthly Calendar

7. This will populate the dates for the full year. You can amend the calendar information if required, and set your cost analysis year end period and then click save.



The screenshot shows the 'Calendar' window with two tabs: 'Calendar Details' and 'New Calendar'. The 'New Calendar' tab is active, displaying a table with 12 rows representing payroll periods for 2018. Below the table is a 'Payroll Details' section with a 'Cost Analysis Year End' field set to '12' and '28/12/2018'. At the bottom are buttons for 'Tell me more', 'Save', and 'Cancel'.

Period	Ins Wks	Cost Month	Pay Date	Cheq Date	Giro Date	EMT Date	Noml. Period
1	4	<input checked="" type="checkbox"/>	26/01/2018	26/01/2018	26/01/2018	25/01/2018	1
2	4	<input checked="" type="checkbox"/>	23/02/2018	23/02/2018	23/02/2018	22/02/2018	2
3	5	<input checked="" type="checkbox"/>	30/03/2018	30/03/2018	30/03/2018	29/03/2018	3
4	4	<input checked="" type="checkbox"/>	27/04/2018	27/04/2018	27/04/2018	26/04/2018	4
5	4	<input checked="" type="checkbox"/>	25/05/2018	25/05/2018	25/05/2018	24/05/2018	5
6	5	<input checked="" type="checkbox"/>	29/06/2018	29/06/2018	29/06/2018	28/06/2018	6
7	4	<input checked="" type="checkbox"/>	27/07/2018	27/07/2018	27/07/2018	26/07/2018	7
8	4	<input checked="" type="checkbox"/>	31/08/2018	31/08/2018	31/08/2018	30/08/2018	8
9	5	<input checked="" type="checkbox"/>	28/09/2018	28/09/2018	28/09/2018	27/09/2018	9
10	4	<input checked="" type="checkbox"/>	26/10/2018	26/10/2018	26/10/2018	25/10/2018	10
11	4	<input checked="" type="checkbox"/>	30/11/2018	30/11/2018	30/11/2018	29/11/2018	11
12	5	<input checked="" type="checkbox"/>	28/12/2018	28/12/2018	28/12/2018	27/12/2018	12

Payroll Details

Cost Analysis Year End: 12 28/12/2018

Buttons: Tell me more, Save, Cancel

8. Repeat this procedure for each payroll you set up in 2018 (if you have payrolls with the same frequency and pay date, you can copy the calendar in the Admin Section.)