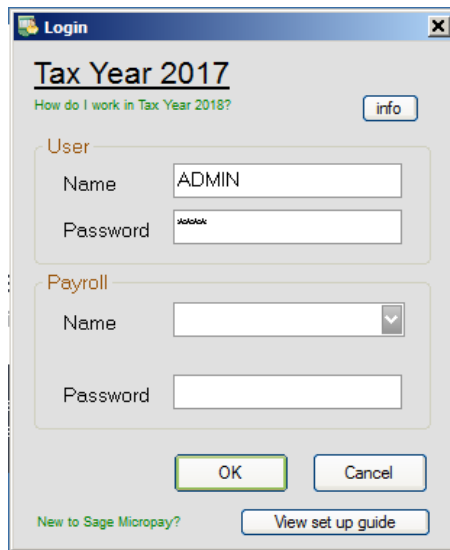
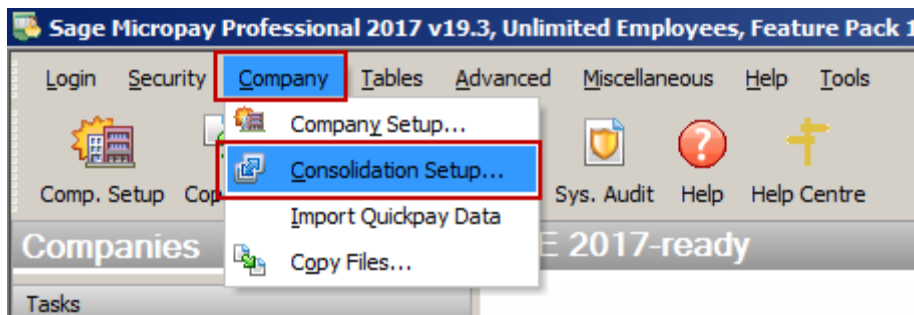


## Setting up a Consolidated Company

1. Log in as Administrator (user name: **ADMIN**, default password **PASS**).

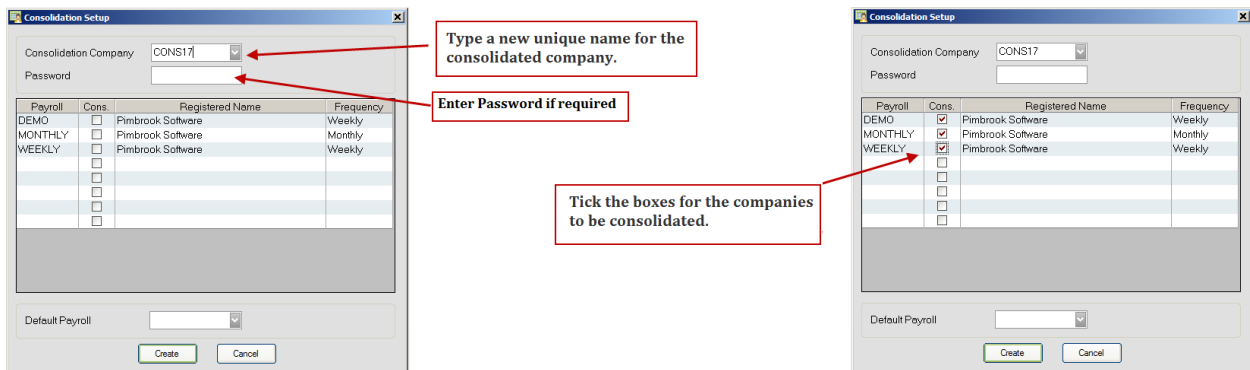


2. Select **Company – Consolidation Setup**.



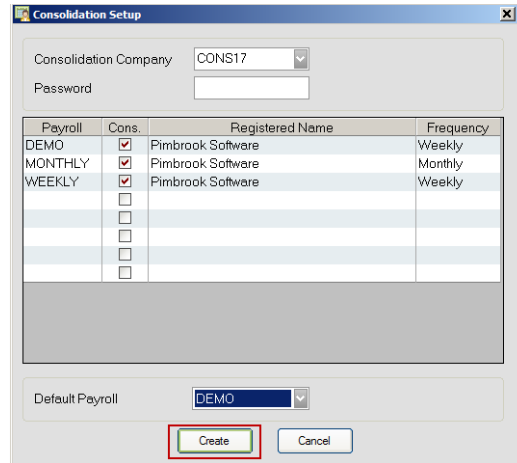
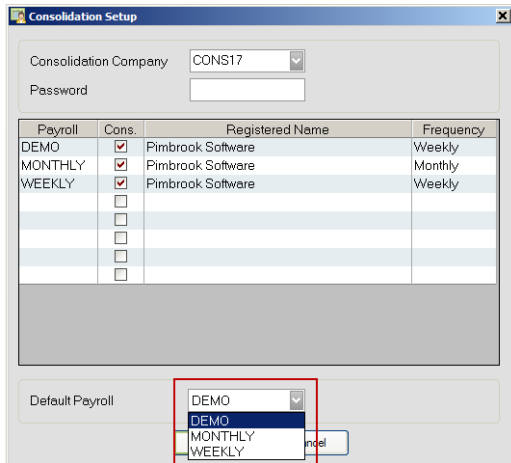
3. Enter a unique name for the consolidated company and select the relevant check boxes to specify the companies to be consolidated.

**Note:** For convenience, use the ID **CONS17** or **CONSOL17** for a consolidated company, to distinguish it from a regular company.

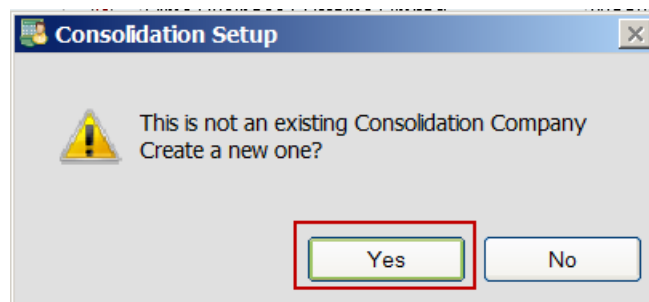


## Micropay - Setting up a Consolidated Company

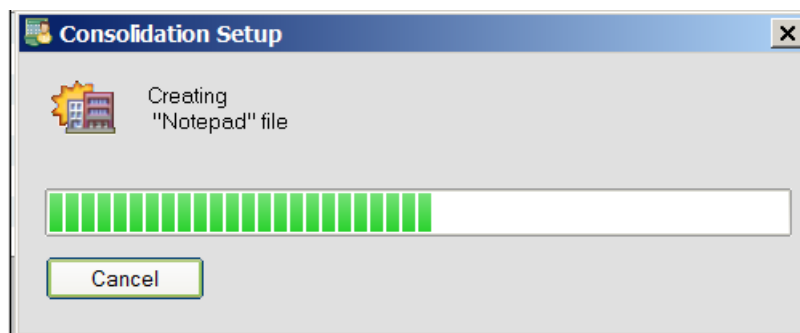
- One of the selected companies must be the default company. Select the name of this company in the **Default Payroll** drop-down list and then click **Create**.



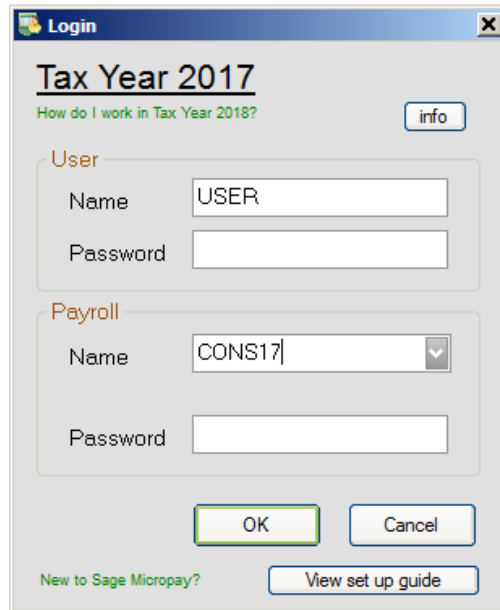
- It will prompt you to create a new consolidation company. Click **Yes**.



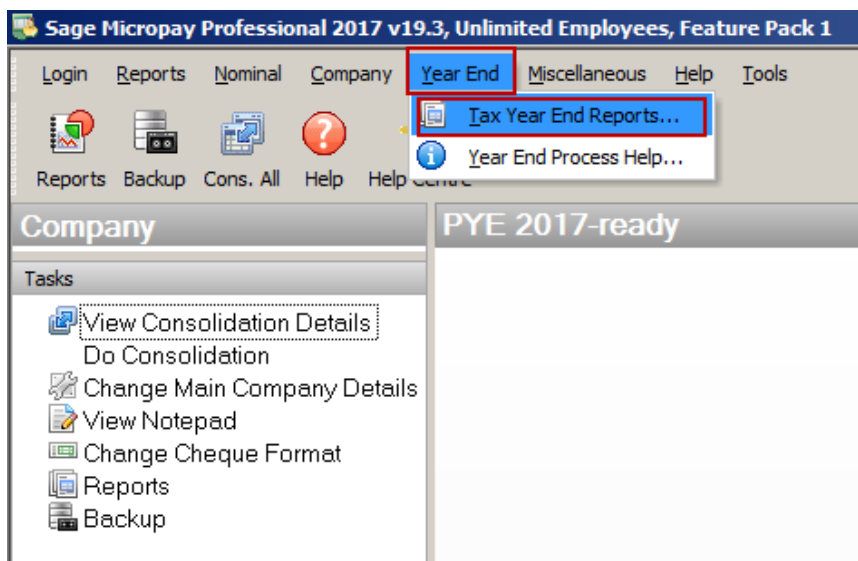
This will take a moment to create.



- 6. To generate a consolidated P35 Report or P35 file, first log into the consolidated company using your usual user name and password and the Consolidation Company name and password you typed at **(part 3)**.



- 7. Select **Year End – Tax Year End Reports**.



- 8. Ensure the **Consolidate before reporting** box is ticked, then Print the P35 Plain Paper and check the totals. If everything is correct then generate the P35 via ROS file and Print PRD35 as in the previous steps.

When these reports and files are created, it will merge the relevant information from each source company into a consolidated report for all companies. The employee numbers will be pre fixed with a letter to ensure they are unique.

**N.B.** P60s cannot be printed in a consolidated company if you are consolidating different frequencies i.e. weekly and monthly.