



Micropay Professional

Setting up a New Calendar for Monthly Payroll

By

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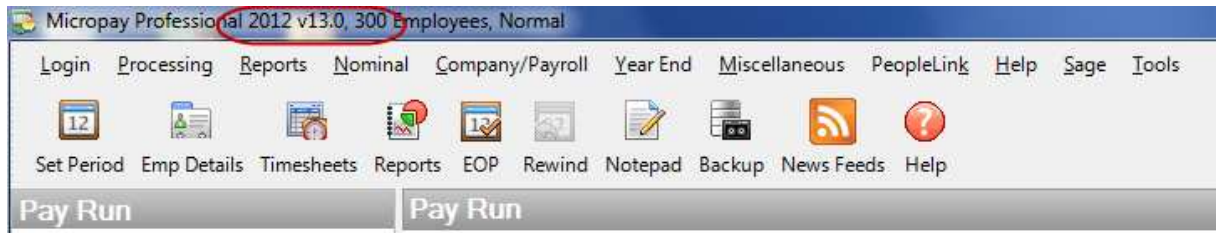


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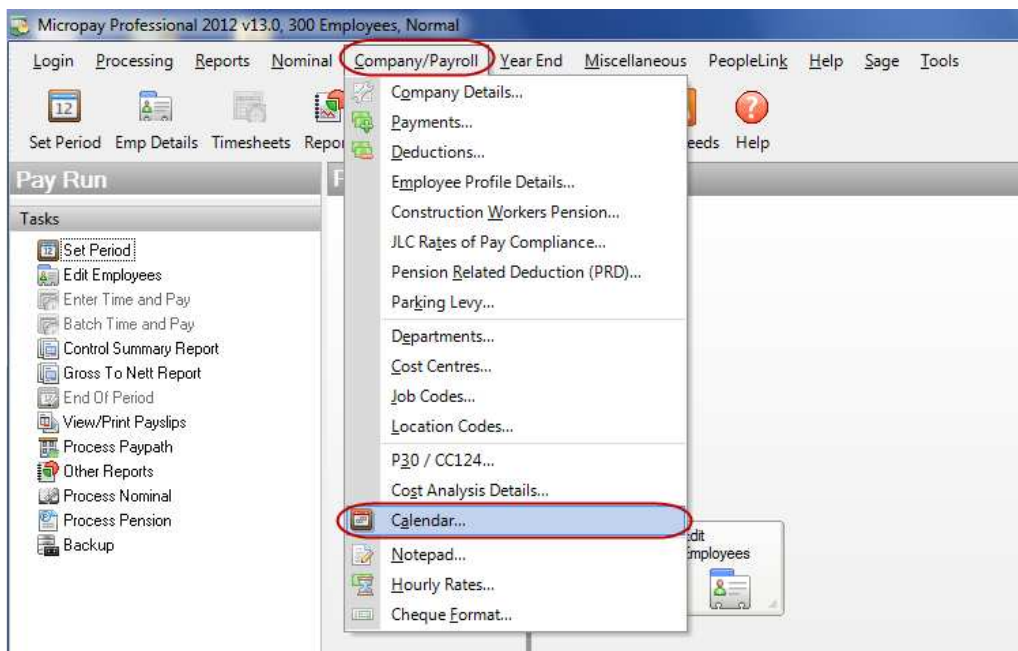
Business Partner



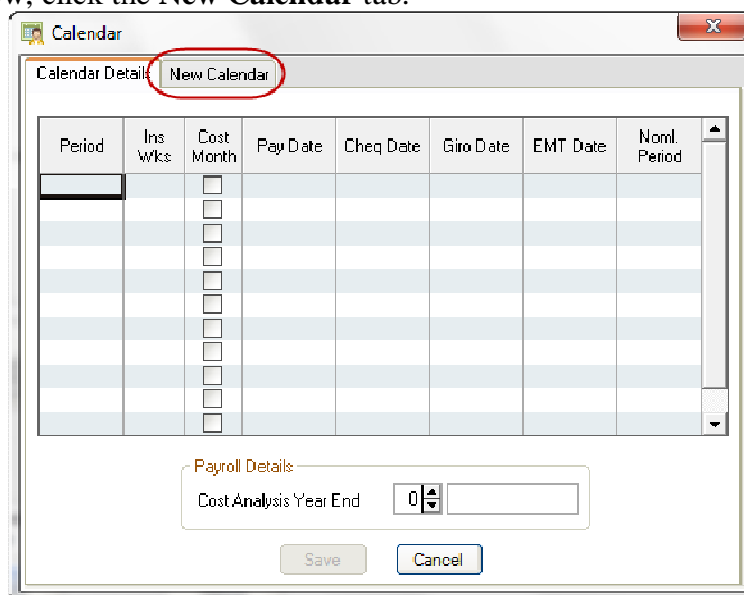
1. When you log into your 2012 payroll, ensure that your Micropay Professional version number is 13.0 (by checking the title bar).



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



3. In the Calendar window, click the **New Calendar** tab.





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 2011s pay periods.

Example 1

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**

If you use Cheques and/or Giro you can enter these dates

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

Example 2

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

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



5. Enter in the Month number of the start of your financial year.

Enter in the month number of the start of your Financial Year if required.

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



7. This will populate the dates for the full year. If you need to Amend the calendar information if required, set your cost analysis year end period and then click **Save**.

Period	Ins Wks	Cost Month	Pay Date	Cheq Date	Giro Date	EMT Date	Noml. Period
1	4	<input checked="" type="checkbox"/>	27/01/2012	27/01/2012	27/01/2012	26/01/2012	1
2	4	<input checked="" type="checkbox"/>	24/02/2012	24/02/2012	24/02/2012	23/02/2012	2
3	5	<input checked="" type="checkbox"/>	30/03/2012	30/03/2012	30/03/2012	29/03/2012	3
4	4	<input checked="" type="checkbox"/>	27/04/2012	27/04/2012	27/04/2012	26/04/2012	4
5	4	<input checked="" type="checkbox"/>	25/05/2012	25/05/2012	25/05/2012	24/05/2012	5
6	5	<input checked="" type="checkbox"/>	29/06/2012	29/06/2012	29/06/2012	28/06/2012	6
7	4	<input checked="" type="checkbox"/>	27/07/2012	27/07/2012	27/07/2012	26/07/2012	7
8	4	<input checked="" type="checkbox"/>	31/08/2012	31/08/2012	31/08/2012	30/08/2012	8
9	5	<input checked="" type="checkbox"/>	28/09/2012	28/09/2012	28/09/2012	27/09/2012	9
10	4	<input checked="" type="checkbox"/>	26/10/2012	26/10/2012	26/10/2012	25/10/2012	10
11	4	<input checked="" type="checkbox"/>	30/11/2012	30/11/2012	30/11/2012	29/11/2012	11

Payroll Details

Cost Analysis Year End

8. Repeat this procedure for each payroll you set up in 2012 (if you have payrolls with the same frequency and pay date, you can copy the calendar in the Admin Section).