

## Payroll Manager – Product Information guide



### Overview

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Payroll Manager from Vizual is a multi functional and easy to use system, particularly designed to ease the pain of your payroll processing. You can integrate it with your existing personnel system Personnel Manager and eliminate the time spent on data entry. With its user friendly interface users can perform payments and reduction with just a click of a button.

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With Payroll Manager from Vizual you can run detailed reports and always be informed. It contains all the tools you need to manage your employee payments weekly to monthly. You can generate from 'one-off' payslips to analytical Year-end reports

### Key features

#### Powerful Reporting

Payroll Manager has over 20 pre-defined reports ready to use for your calculations, pay periods, and tax year-end. This saves you time and allows you to produce professional management reports in seconds.

#### Tax Calculator

This unique tool is ideal for one-off tax calculations and to check the P45's of new employees. Save up to 50 'one-off' calculations, which can be recalled for subsequent modification and audit. Print the results in payslips or full calculation audit format.

#### Payments and Deductions

Payroll Managers allows users to make up to 50 payments and deductions. These can be defined for each company. Up to 8 payment and 8 reductions can be selected for each employee.

#### Multi company set-up

The system enables users to set up different companies, divisions, departments, etc. This functionality allows you to customise the system to suit your business needs. You can have a multi company structure, which means that payroll can be processed separately but on the same date and you can identify the company you want to allocate the default company numbers.

#### Integrates with Personnel Manager

Payroll Manager integrates with your existing personnel system thus minimising the data entry time. You can easily transfer employees from one database to the other and run their payroll easily and quickly

#### Other features of the system include:

- Generate revenue returns instantly
- Multiple pensions schemes
- P45 checker
- Net to Gross calculations
- Gross-up payable payments
- Standard/security payslips available
- P14/P60 and P35 reports
- Flexible company set up
- Monthly, weekly, 2-weekly, 4-weekly payment
- Statutory forms



Vizual Business Tools supply a full range of payslips for use with ink jet, laser jet and dot matrix printers.  
Security and plain payslips are available.

## Key Benefits

### Saves Time

- Run payroll automatically
- All calculations are performed in seconds
- No more time spent on checking mistakes

### Saves Money

- Conform to legislation - all employee payments are in order
- Increases productivity since time is not spent on repetitive tasks
- Calculates time sheets easily
- No need for IT expertise

### Increases efficiency

- Difficult tasks can be performed easier and quicker
- Management reports
- Information at your fingertips
- Integration with your existing personnel system reduces time spent on exporting and processing data
- Integration with MS office application contributes to ease of use of your existing systems

## Why choose Vizual Business Tools for your payroll requirements?

- Integrates with Personnel Manager so there is no need to re-key information
- Designed for non-IT users to guarantee ease of use
- Flexible and adjustable to your business needs
- Care to the customer, continuous support and updates.

**Technical specifications**

- Windows 95/98 or NT
- Pentium P166 or above
- 32 MB RAM
- 15 MB available hard disk space

**About OneClickHR plc**

OneClickHR plc is the leading HR solution provider in the UK with more than 23,000 users in 23 countries. The company offers both 'boxed' HR software and online HR solutions. Vizual Business Tools provide a range of competitively priced, user-friendly HR software and is the market leader in the UK and Netherlands. OneClickhr.com is among UK's first one-stop virtual HR departments enabling companies to manage their HR administration effectively online. Synergy HR is an integrated HR outsourcing service, which offers a wide range of services that are tailored-made to meet the diverse needs of every business.

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