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## Sage Instant Payroll

Sage Instant Payroll is small business payroll software that helps you pay your people quickly and accurately, leaving you more time to concentrate on running your business. Instant Payroll prints all your payslips, and automatically works out payments and deductions including tax, National Insurance, pensions and sick pay.

It's designed for businesses with up to 10 employees, and is accredited to HM Revenue & Customs payroll standard, giving you peace-of-mind about complying with regulations. Step-by-step guides make it easy to submit Year End returns over the internet.

The latest version (version 12) has a fresh new look and improved flexibility, with easier error corrections, holiday year start date, and layouts of payslips. It integrates seamlessly with Sage Instant Accounts, and 45 days free technical support is included on new purchases to get you up and running.

### Features (and comparison with Sage 50 Payroll)

Helping you to ☐	Sage Instant Payroll	Sage 50 Payroll
<b>Get up and running</b>		
Easy to set up and use	✓	✓
Processing Payroll Workflow <b>Improved for 2010</b>	✓	✓
Refreshed user interface <b>New for 2010</b>	✓	
45 days free telephone support	✓	✓
1 year of free email and online support	✓	
<b>Manage your people</b>		
Number of employees you can manage	10	50
Create and maintain employee records	✓	✓
Start holiday years on any day of the year <b>New for 2010</b>	✓	✓
Track holiday and absence	✓	✓
Process paperwork for leavers	✓	✓

Helping you to ☐	Sage Instant Payroll	Sage 50 Payroll
Manage multiple holiday schemes		✓
Multi-company and multi-user options*		✓
<b>Manage your payroll</b>		
Choose which Payslip, P45 or P60 layout <b>Improved for 2010</b>	✓	✓
Pay the right people the right amount of money on the right day	✓	✓
Automatically calculate statutory payments	✓	✓
Check and print payslips	✓	✓
Complete your payroll quickly and easily	✓	✓
Make secure electronic payments to employees and the HMRC	✓	✓
Export payment figures to Sage Instant & 50 Accounts	✓	✓
Submit in-year forms to HMRC electronically	✓	✓
Receive forms from HMRC electronically	✓	✓
Batching report printing		✓
Auto Recovery for Error Corrections <b>New for 2010</b>	✓	✓
RSS Feed <b>New for 2010</b>	✓	✓
<b>Process payroll year end</b>		
Step-by-step guides to help you manage payroll year end	✓	✓
Store and access historical year end reports <b>New for 2010</b>	✓	✓
Submit online to HMRC (an April 2010 requirement)	✓	✓
Start next year payroll before closing current year		✓
<b>SageCover Support</b>		
SageCover price per year	£100	From £280
Telephone, e-mail & online support	✓	✓
Access to the advice and on finance, staff, marketing, technology and law.	✓	✓

Helping you to ☐	Sage Instant Payroll	Sage 50 Payroll
Online business news	✓	✓
Express data repair service	✓	✓
Additional discounts on Sage software and services	✓	✓

\*Additional purchase required.

## Sage Instant Payroll: System requirements

To get the best possible performance from your Sage software, it's important to check that your PC meets the **minimum** requirements of the software and, where possible, the **recommended** requirements.

### Recommended requirements

- An IBM-compatible computer with a 2 GHz (or equivalent) processor
- At least 1GB RAM
- At least 1GBMB of free disk space after Microsoft®Windows has been installed
- Windows 2000; Windows Server 2003; Windows XP (recommended); Windows Vista
- Network users only: 1Gbps network cards and switches with Microsoft Windows networking

Works with Microsoft Office 2000 and all later editions.

Please ensure that the latest Microsoft updates are installed.

Performance will be improved with higher specification computers and networks

### Minimum requirements

- An IBM-compatible PC with 1Ghz (or equivalent) processor
- 512MB RAM
- 700MB of free disk space after Microsoft Windows has been installed
- Windows 2000; Windows Server 2003; Windows XP (recommended); Windows Vista

- Network users only: 100Mbps network with Microsoft Windows networking

Works with Microsoft Office 2000 and all later editions.

Please ensure that the latest Microsoft updates are installed.

Performance will be improved with higher specification computers and networks