

Micropay Professional

Company Consolidation

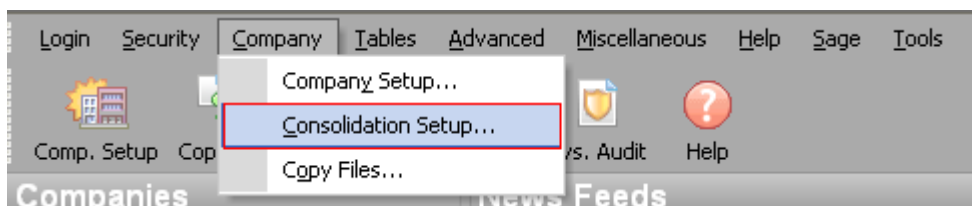
Each payroll company in Micropay Professional represents a set of data files for a particular pay frequency, such as weekly, monthly, etc. These separate pay frequencies may in fact relate to one physical company or organisation, so you may wish to be able to consolidate the information contained in each set of data files so you can produce periodic and end of year reports for all frequencies together.

In order to achieve this, you need to set up a consolidation company. This can be accessed for reporting and enquiries, and which will contain the combined data of two or more companies.

To create a consolidation company you need to identify the company data sets to be included.

Company Consolidation

1. Login as system administrator (Username ADMIN, password PASS).
2. Select **Company / Consolidation Setup** option.



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Company	Cons.	Registered Name	Frequency
CORBIK	<input type="checkbox"/>	Demo Company - Not for Resale	Monthly
DEMO	<input type="checkbox"/>	Demo Company - Not for Resale	Weekly
MONTHLY	<input type="checkbox"/>	Sage Ireland	Monthly
WEEKLY	<input type="checkbox"/>	Sage Ireland	Weekly
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

3. Choose an existing company or enter a new name.
4. Enter a password for the consolidation company if required in the **Password** box.
5. Select the tick boxes in the **Cons** column to select those companies that will be consolidated. The pay frequency of each company is shown as a reminder.
6. You can identify which of the companies selected is to be the **Default Company** by selecting the name from the drop-down list box provided. Reports will display the name of this company in the header.
7. Click **Create** when you have finished selecting the companies for consolidation.
8. If this is a new consolidation company you will be prompted with **This is not an Existing Consolidation Company. Create a New One?**
9. Select **Yes**.
10. Click on **Cancel** to exit the consolidation setup window.

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Using the Consolidation Company

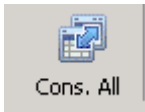
The consolidation company created can be used to produce the required consolidated reporting including the End of Year reports.

Login to the consolidation company, as you would any other company. You cannot use that company for amending employee details or payroll processing, however you can access the Company Reports.

To merge all the relevant files

After logging into Consolidation Company:

1. Select **Cons. All** or **Miscellaneous / Consolidate All**.



2. The prompt **Do you want to consolidate all Company Files?** is displayed.
 - To continue with the consolidation, click **Yes**;
 - To abandon, click **No**.
3. If a company's status is not set at the end of period (Status EOP) the following message will appear: **Posting has not been processed for Company X, Continue?**
4. The name of the company concerned is shown.
 - To accept the situation for the company displayed, click **Yes**.
 - To consolidate this and any other companies regardless of the status, click '**Yes to All**'.
 - To abandon, click **Cancel**.

Micropay Professional displays this message to notify the user that the source companies being merged may not contain the most up-to-date information. This is because certain company data is not updated until the current period is posted, after running an End of Period.

The message **All relevant files have been merged** is displayed on successful consolidation of the data. Once this is complete you may access the **Reports** or **Tax Year End Reports** to print / preview the consolidated information. You do not need to select the **Consolidate** option for the reports since it will have already been merged.