

# Sage Nominal Code Report - Setup Instructions

1 To set up the Nominal Codes for Payments in Able go to the menu bar and select the following :

1.1 [Employer / Setup > Chart of Setup... > Nominal Link Setup > Nominal Code Setup for Payment](#)

Then enter your Nominal Codes for Payment Items into Able.

Note: Before entering your nominal codes in Able you should refer to your Sage Accounting package and make a note of the nominal codes you wish to import your payroll data into so that you can then enter these nominal codes in Able

1.2 Below are a set of **Sample Nominal Codes** entered for the various Payment Items listed in the [Nominal Code Setup for Payment](#) screen : (the Nominal codes **7003, 7006 & 7007** have been used below for the various payment items. )

Payment Name	Sample Nominal Code
BASIC PAY	7003
Overtime	7003
Overtime 1	7003
Other Payment	7003
Commission	7003
Allowance	7003
Bonus	7003
Normal Holiday	7003
Advance Holiday	7003
Unused Holiday Payment	7003
Taxable Redundancy Pay	7003
Non - Taxable Redundancy Pay	7003
Tips and Service Pay through tronc	7003
Tips and Service Pay through Employer	7003
Tax Credit	7003
SSP / SMP / SAP / SPP	7003
Paid Public Holiday	7003
Paid Compensatory Leave	7003
Paid Jury Service	7003
Paid Suspension	7003
Paid Educational Leave	7003
Paid Compassionate Leave	7003
Paid Punctuality Leave	7003
Paid Trade Union Meeting	7003
Ongoing Holiday Payment	7003
Taxable Expense Payment	7003
Non - Taxable Expense Payment	7003
Net Employer NIC	7006
Employer Pension	7007

2 To set up the Nominal Codes for Deductions in Able go to the menu bar and select the following :

2.1 [Employer / Setup > Chart of Setup... > Nominal Link Setup > Nominal Code Setup for Deduction](#)

Then enter your Nominal Codes for Deduction Items into Able.

Note: Before entering your nominal codes in Able you should refer to your Sage Accounting package and make a

note of the nominal codes you wish to import your payroll data into so that you can then enter these nominal codes in Able

2.2 Below are a set of **Sample Nominal Codes** entered for the various Deduction Items listed in the [Nominal Code Setup for Deduction](#) screen : (the Nominal codes **2210, 2211, 2220, 2230 & 7009** have been used below for the various deduction items. )

<b>Deduction Name</b>	<b>Sample Nominal Code</b>
Unpaid Public Holiday	7009
Unpaid Leave	7009
Unpaid Suspension	7009
Unpaid Educational Leave	7009
Unpaid Trade Union Meeting	7009
Unpaid Compassionate Leave	7009
Unpaid Unauthorised Absence	7009
Unpaid Punctuality Penalty	7009
Unpaid Trade Dispute	7009
Unpaid Legal Custody	7009
Payroll Giving ( Recurring )	7009
Payroll Giving ( Non - Recurring )	7009
Christmas Fund	7009
Trade Union Subscription ( Recurring )	7009
Trade Union Subscription ( Non - Recurring )	7009
Other Membership Subscription	7009
Approved Loan Repayment	7009
Pension Deduction	2230
Student Loan	2230
Attachments of Earnings Order (AEO)	2230
PAYE	2210
Net Employee NIC	2211
Net Employer NIC	2211
Net Pay	2220

3 To set up the Nominal Link Reference for Department in Able go to the menu bar and select the following :

3.1 [Employer / Setup > Chart of Setup... > Department Setup](#)

3.2 Enter the Nominal Link Ref. for the various departments listed.

Note: Before entering the Nominal Link Ref. in Able you should refer to your Sage Accounting package and make a note of the department nos. for the various departments you have already defined so that you can enter these in the Nominal Link Ref. field in Able.

4 Once the above setup is completed, you can process your employees' pay & update YTD.

5 Once your employees' pay has been processed and the YTD values updated you can generate the Sage Nominal Code CSV report from Able to export to your Sage software. To do this select the following from the menu bar :

5.1 [Reports > Costing & Accounting Reports - View / Print > Monthly Consolidated Nominal](#) – (for monthly totals)

(or)

[Reports > Costing & Accounting Reports - View / Print > Pay Periods Nominal](#) – (for pay period wise totals)

5.2 Select the month for which the pay was processed and updated to generate the [Sage Nominal Code CSV file](#). A sample report has been generated below for your reference :

JC	2210	550	18/01/2008	Payroll	80.27	T9	0
JC	2211	550	18/01/2008	Payroll	32.7	T9	0
JC	2211	550	18/01/2008	Payroll	34.36	T9	0
JC	2220	550	18/01/2008	Payroll	455.37	T9	0
JD	7003	550	18/01/2008	Payroll	570	T9	0
JD	7006	550	18/01/2008	Payroll	32.7	T9	0

5.3 To import the above into your Sage Accounting package, the minimum condition is that the debit and credit entries should tally. You can immediately verify this by crosschecking the debit total and credit total in the generated CSV report.

5.4 Once you are satisfied that the report is correct, you should save the CSV file locally on your PC ready for importing into your Sage Accounting package.

6 Launch your Sage Line 50 accounting package

7 In Sage click on the Nominal icon to check that the existing Nominal Codes in Sage match the Nominal codes you have entered in Able. i.e. check that the same nominal code numbers have been used in both Able payroll and Sage.

8 Click on the File > Import menu option in Sage Line 50 and select the option "Transactions", then click on "Run". Next browse to select the CSV file generated from Able and then click on OK. Then if file import is successful, you will see a File Import Success screen as shown below :

Tp	A/C	N/C	Date	Refn	Details	Gross
JC		2210	18/01/2008	Payroll		80.27
JC		2211	18/01/2008	Payroll		32.70
JC		2211	18/01/2008	Payroll		34.36
JC		2220	18/01/2008	Payroll		455.37
JD		7003	18/01/2008	Payroll		570.00
JD		7006	18/01/2008	Payroll		32.70

9 Finally, click on the Nominal icon again to check that the data has been imported successfully. The gross amounts in the File Import Success screen shown above should be reflected in the Sage Nominal screen as highlighted below :

The screenshot displays the Sage Line 50 - [Nominal Ledger] window. The interface includes a menu bar (File, Edit, View, Modules, Settings, Tools, Window, Help) and a toolbar with various icons for navigation and actions. The main area shows a list of nominal accounts with columns for N/C, Name, Debit, and Credit. Several accounts are highlighted in blue, indicating they are selected or active.

N/C	Name	Debit	Credit
1100	Debtors Control Account		
1103	Prepayments		
1200	Bank Current Account		
2100	Creditors Control Account		
2109	Accruals		
2200	Sales Tax Control Account		3272.64
2201	Purchase Tax Control Account		
2210	Net Employee NIC		240.81
2211	Net Employer NIC		201.18
2220	Net Pay		1366.11
2230	Student Loan / Attachment / PAYE		
3200	Profit and Loss Account		
4000	Sales Type A		
4009	Discounts Allowed		
4400	Credit Charges		
5009	Discounts Taken		3272.64
7003	Salaries & Overheads		1710.00
7006	Net Employer NIC		98.10
7007	Employer Pension		
7009	Pension Deduction		
8100	Bad Debt Write Off		
9998	Suspense Account		
9999	Mispostings Account		

At the bottom of the window, there are buttons for 'Criteria', 'Swap', 'Clear', 'Delete', and 'Close'. The status bar shows 'Sage Line 50' and the date '18/01/2008 January 2007 7'. The taskbar at the bottom shows the Start button and several open applications: Sage Line 50 - [N..., Untitled - Notepad, AMS :: - Microsoft Int..., Exploring - NominalCode, ITCS WEBMAIL - Mic..., FileImportSuccess.bmp..., and a clock showing 2:39 PM.