



Sumetica Payroll

Client Setup Guide

April 2020

Table of Contents

Introduction 3

Adding a Client 4

Editing a Client Code / Name 6

Client Details 8

Client Users/Reports 8

Fees..... 11

Introduction

This document shows how to add a new client in Sumetica. A client record may be linked to a single payroll or to multiple payrolls.

The minimum data that must be entered for a client is the client code (typically the code you use elsewhere in the organisation to refer to the client) and the client name.

You can enter client details and fees into the record. The client details are optional as are the fees, however we recommend adding fee details to show revenue for monthly and weekly payrolls on the Sumetica Dashboard.

So with the above in-mind, you should now have your username and password ready and navigate to <https://payroll.sumetica.net> and get started.

Adding a Client

By default, you will be taken to the Sumetica Dashboard page (shown below):

The dashboard features a top navigation bar with the Sumetica logo, user name 'Enternity Emeralds Jewelers', and a notification icon. Below the navigation bar is a 'Status Dashboard' section with a 'PAYROLL SUMMARY' area containing four cards: '0/12 Monthly Payrolls (Complete/Outstanding)', '0/0 Weekly Payrolls (Complete/Outstanding)', '£0.00 Monthly Payroll Revenue Completed to date', and '£0.00 Weekly Payroll Revenue Completed to date'. Below this is a 'PAYROLL TASKS' section with a table of tasks:

Stage	Client name	Payroll name	Period	Due date	Status
No Future Period	Enternity Emeralds Jewelers	Enternity Emeralds Jewelers		13/04/2020	Warning
No Future Period	Fine Finishers Polishing	Fine Finishers Polishing		13/04/2020	Warning

Move to the clients page, selecting the "Clients" option from the menu bar:



This will show you a list of all clients.

The clients page has a top navigation bar and a 'Client' section with an 'Add client' button and a search field. Below is a table of client records:

Client	Client Name	View payrolls	View people	Employees import template	Employees import
B1C01	Able Archives	View payrolls	View people	Download template	Import Import FPS
B1C02	Better Bananas	View payrolls	View people	Download template	Import Import FPS
B1C03	Cleaner Clothes	View payrolls	View people	Download template	Import Import FPS
B1C04	Dapper Drapes	View payrolls	View people	Download template	Import Import FPS
B1C05	Enternity Emeralds Jewelers	View payrolls	View people	Download template	Import Import FPS
B1C06	Fine Finishers Polishing	View payrolls	View people	Download template	Import Import FPS
B1C07	Greener Grass Gardeners	View payrolls	View people	Download template	Import Import FPS

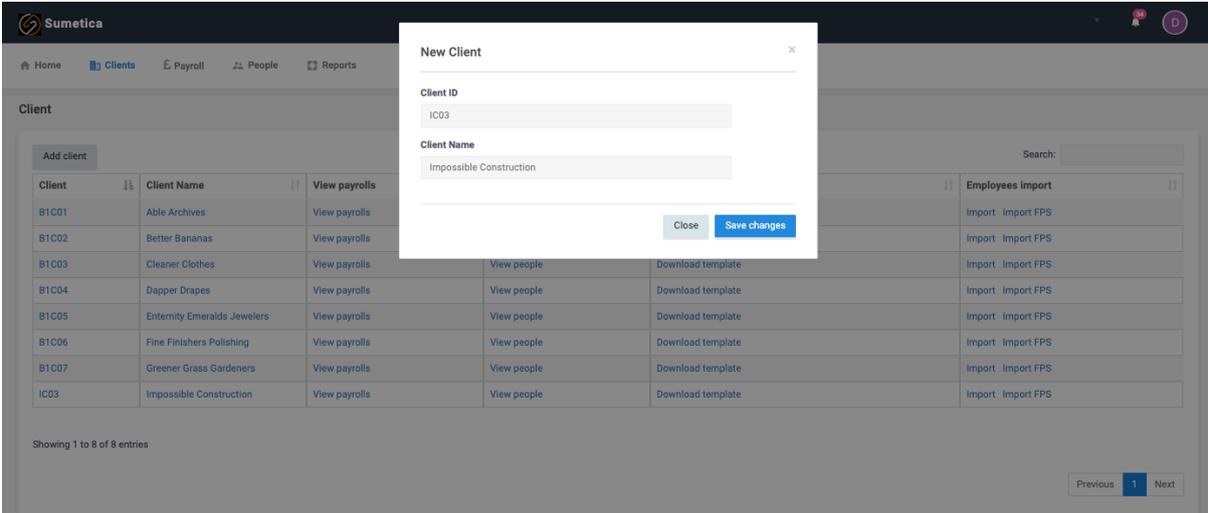
Within the clients list, you can search for a client entering text into the search box to the right of the table, will filter out clients that do not have matching text:

Search:

To add a client, press the **“Add client”** button at the top of the client list.

Add client

A popup will appear for you to enter the **client id** and **client name**.



The screenshot shows the Sumetica web application interface. A 'New Client' popup form is open, allowing the user to enter a 'Client ID' (with 'IC03' entered) and a 'Client Name' (with 'Impossible Construction' entered). The background shows a table of existing clients with columns for Client, Client Name, and View payrolls. The table includes entries like 'Able Archives', 'Better Bananas', 'Cleaner Clothes', 'Dapper Drapes', 'Enternity Emeralds Jewelers', 'Fine Finishers Polishing', 'Greener Grass Gardeners', and 'Impossible Construction'. The popup has 'Close' and 'Save changes' buttons.

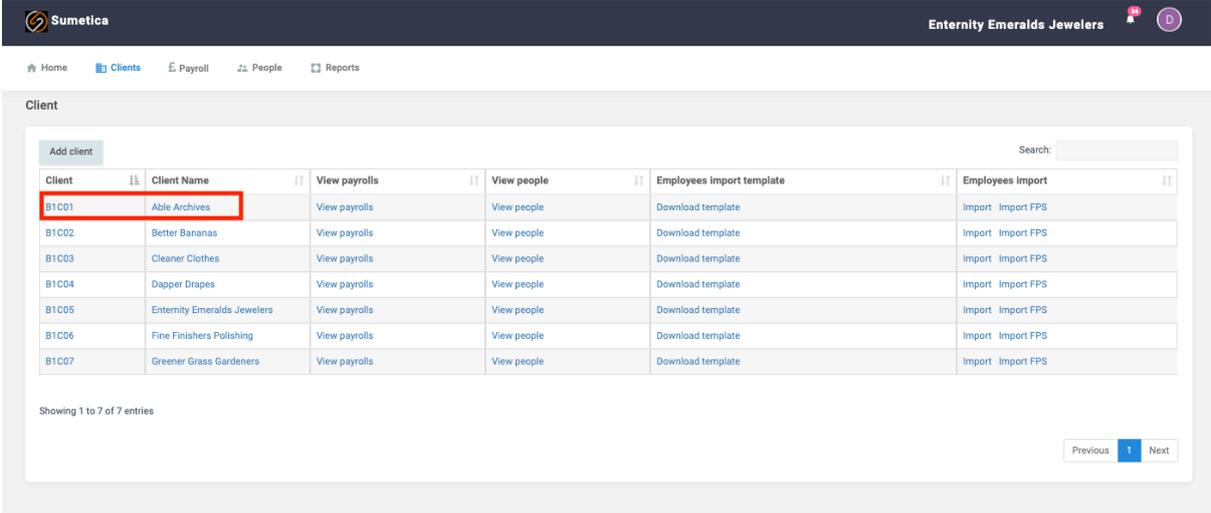
Client	Client Name	View payrolls
B1C01	Able Archives	View payrolls
B1C02	Better Bananas	View payrolls
B1C03	Cleaner Clothes	View payrolls
B1C04	Dapper Drapes	View payrolls
B1C05	Enternity Emeralds Jewelers	View payrolls
B1C06	Fine Finishers Polishing	View payrolls
B1C07	Greener Grass Gardeners	View payrolls
IC03	Impossible Construction	View payrolls

Enter those details and press the **“Save”** button.

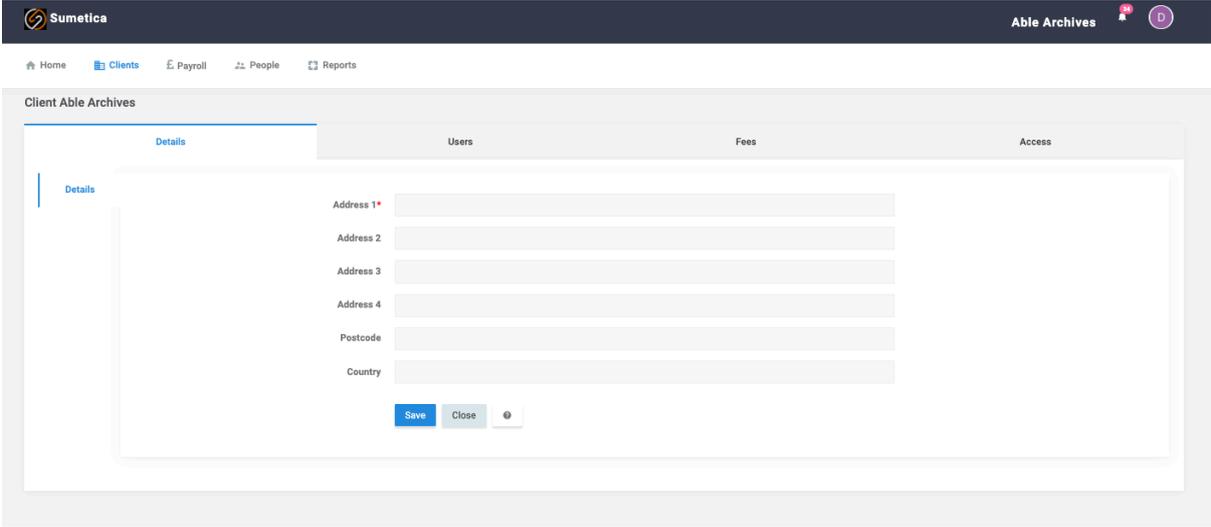
You now have a client that can be used anywhere in Sumetica.

Editing a Client Code / Name

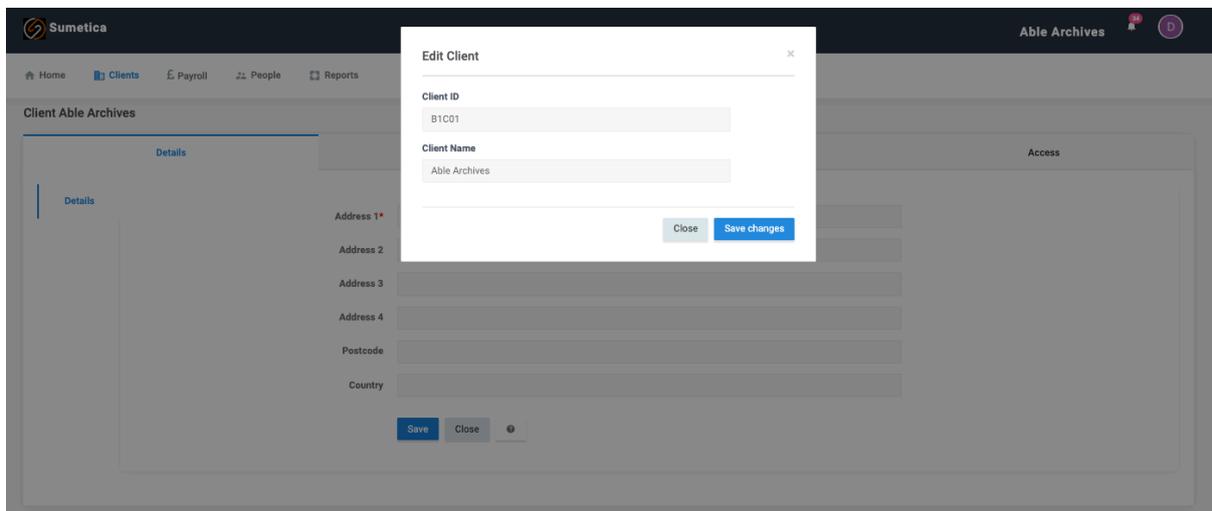
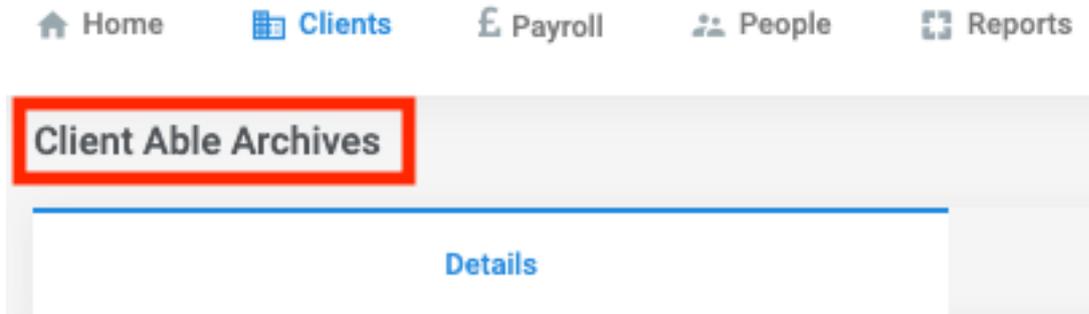
Should you need to amend the client code or the client name, this can be done. Enter the client record by clicking on the name or the code in the list.



This will open the relevant client record.



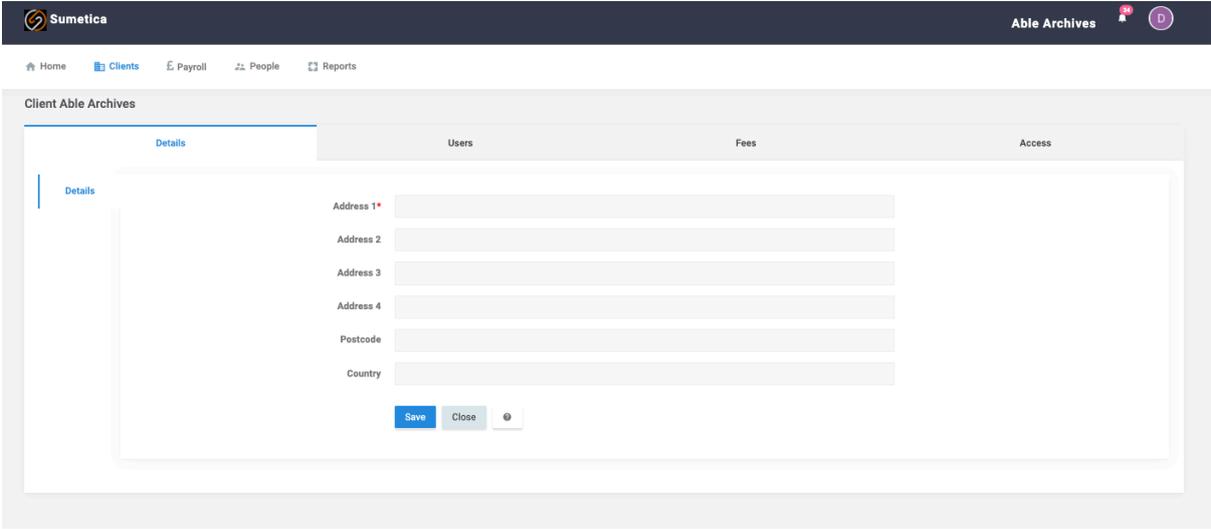
Click on the name area and you will be able to edit via the popup that appears.



Make the changes and press the **“Save”** button. The client code and name will now be updated.

The next pages show the optional data you can add for a client.

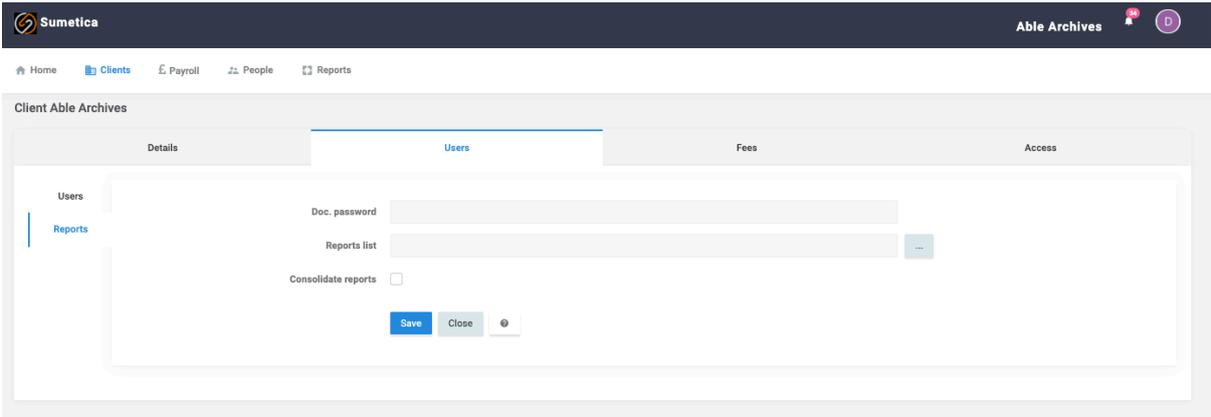
Client Details



Client address details can be added. If adding address details, then the **Address 1** field is mandatory.

Client Users/Reports

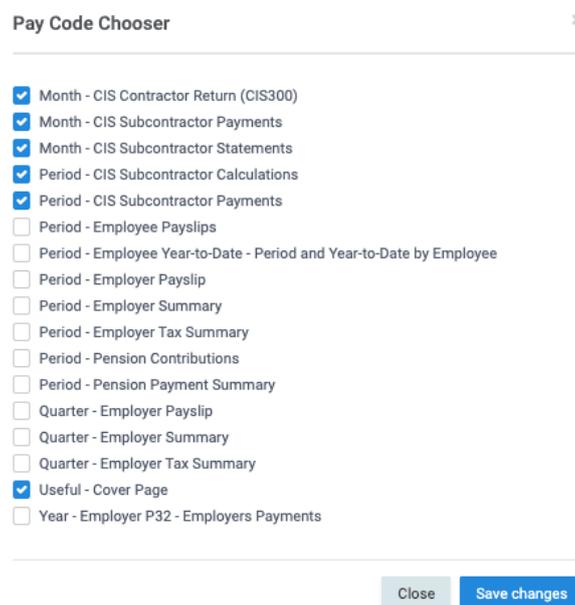
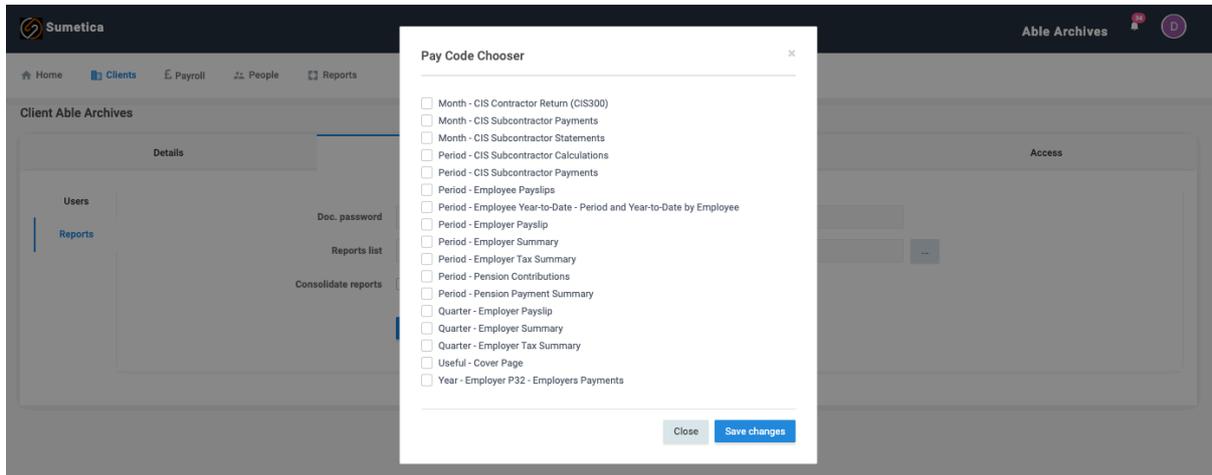
Report packs can be specified for a specific client. This allows a number of PDF reports to be packaged into a single document for sending to the client. This is done on the **“Reports”** page.



A document password can be specified in the **Doc. Password** field. When used all documents sent to the client via email from Sumetica will have this password applied.

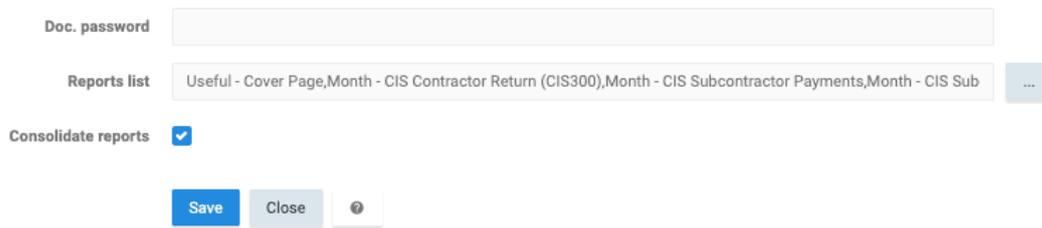
Payslips in the reporting module will also have this password applied.

The reports list allows the reports to be added to the document which will be created for the client. Click on the “...” button to show the list of available reports.



Select the required reports and press the **“Save changes”** button.

The reports list is now shown.



The screenshot displays a configuration window with the following elements:

- Doc. password:** An empty text input field.
- Reports list:** A text box containing the list: "Useful - Cover Page,Month - CIS Contractor Return (CIS300),Month - CIS Subcontractor Payments,Month - CIS Sub". To the right of the text box is a small grey button with three dots "...".
- Consolidate reports:** A checkbox that is currently checked with a blue checkmark.
- Buttons:** At the bottom, there are three buttons: a blue "Save" button, a grey "Close" button, and a grey button with a question mark icon.

The **Consolidate reports** option is used to combine all of the reports into a single document.

The usage of the reporting features is covered in our Reporting Packs document.

Fees

The screenshot shows the Sumetica Client Setup interface. At the top, there is a navigation bar with the Sumetica logo and the text 'Able Archives'. Below this is a breadcrumb trail: Home > Clients > Payroll > People > Reports. The main content area is titled 'Client Able Archives' and has four tabs: Details, Users, Fees (selected), and Access. The 'Fees' tab contains the following configuration options:

- Flat fee: (unchecked)
- Flat fee amount: [text input field]
- Payslip fee: (checked)
- payslip fee amount: 2.35 [text input field]
- BACS fee: (unchecked)
- BACS fee amount: [text input field]
- Supplementary fee: (unchecked)
- Supplementary fee amount: [text input field]
- Live client: (unchecked)

At the bottom of the form are three buttons: 'Save' (in blue), 'Close', and a small circular icon.

Fees can be entered to simplify the billing process within your organisation. Sumetica will provide a billing report that you can use to generate the totals and details for billing information.

A payroll can be charged for in a mix of the following:

Flat fee – tick the “**Flat fee**” box and enter a “**Flat fee amount**” this will charge a fee for having the payroll (no relationship to the number of payslips produced).

Payslip fee – tick the “**Payslip fee**” box and enter an amount into the “**Payslip fee amount**” this will be charged per-payslip produced.

BACS fee – tick the “**BACS fee**” box and enter the “**BACS fee amount**”. This will create a charge for each payment file produced.

Supplementary fee – tick the “**Supplementary fee**” box and enter an amount into the “**Supplementary fee amount**”. This fee will be charged if the payroll is re-run following approval.

The “Live client” box on this screen will be ticked by default. **Only change this if you are creating a training/ test database. Any payrolls not linked to a “live client” will run in the Sumetica Test environment only and will not connect to HMRC. It is not possible to correct this at a later point.**