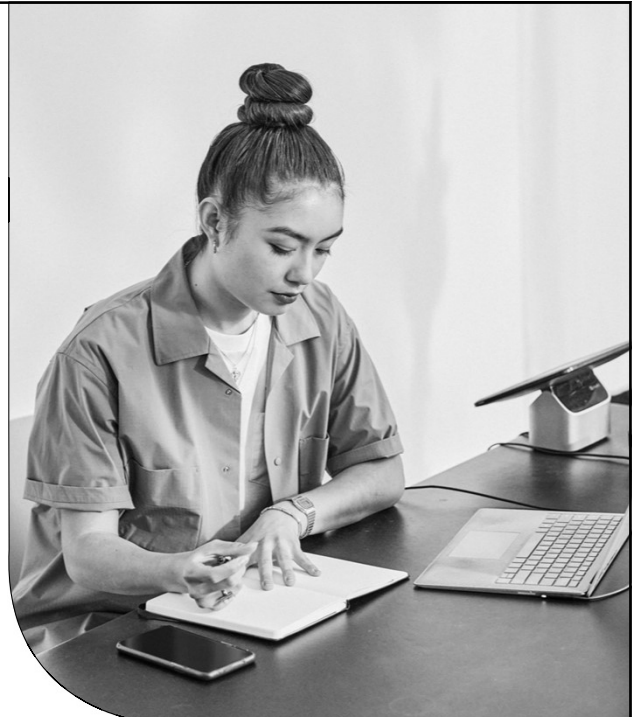# Post your salary journals using the Nominal Link

Presented by Michael & Duncan

Sage

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Contents

Introduction
Salary journals and the nominal link

Set up nominal link
Enter your nominal settings

Post the nominal link
Post your salary journals into Sage Accounts
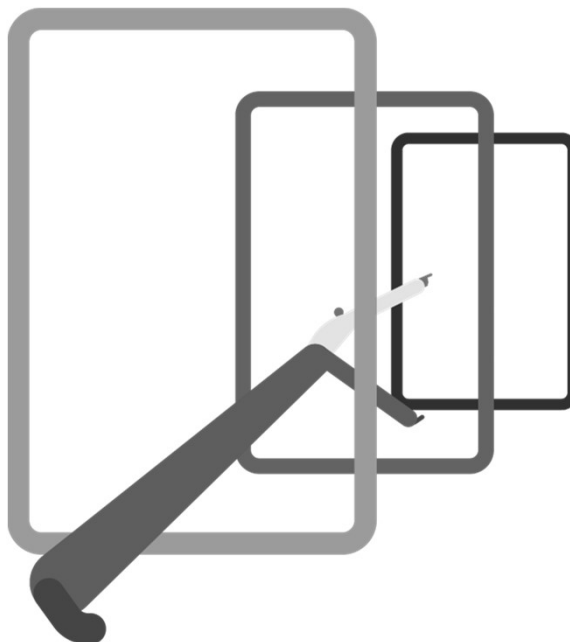Check the transactions in Accounts

Further support & Questions

Sage

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Introduction

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Salary journals

A simple example

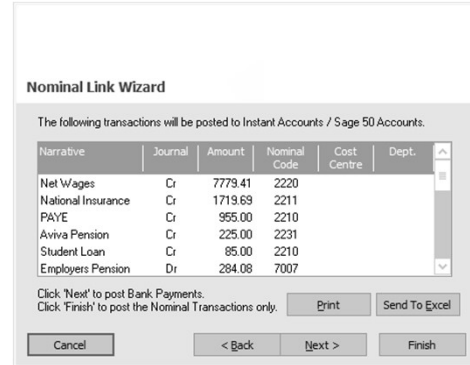| Profit and loss – Overheads – Debit		Balance sheet – Liabilities – Credit	
Salaries Includes £13,000 net pay, £4,000 tax, £2,000 national insurance (NI) and £1,000 pension	£20,000	The amount owed to HMRC Includes £4,000 tax, £2,000 employees' NI and £3,000 employer's NI	£9,000
Employer's NI	£3,000	The net pay owed to the employees	£13,000
Employer's pension	£1,000	The amount owed to the pension provider	£2,000
Total	**£24,000**	**Total**	**£24,000**

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Nominal Link

What's the nominal link?

- A quick and easy way to enter **salary journals** into your accounts

- Enter **nominal settings** in Sage 50 Payroll

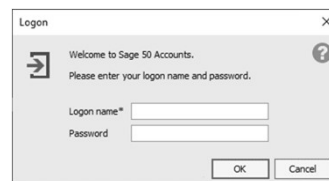- Post transactions directly into Sage Accounts

Nominal Link Wizard

The following transactions will be posted to Instant Accounts / Sage 50 Accounts.

Narrative	Journal	Amount	Nominal Code	Cost Centre	Dept.
Net Wages	Cr	7779.41	2220		
National Insurance	Cr	1719.69	2211		
PAYE	Cr	955.00	2210		
Aviva Pension	Cr	225.00	2231		
Student Loan	Cr	85.00	2210		
Employers Pension	Dr	284.08	7007		

Click 'Next' to post Bank Payments.
Click 'Finish' to post the Nominal Transactions only. | Print | Send To Excel |

| Cancel | < Back | Next > | Finish |

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Nominal Link

What you'll need:

- Sage Accounts Logon name and password

- Location of COMPANY file

- Nominal codes

Logon

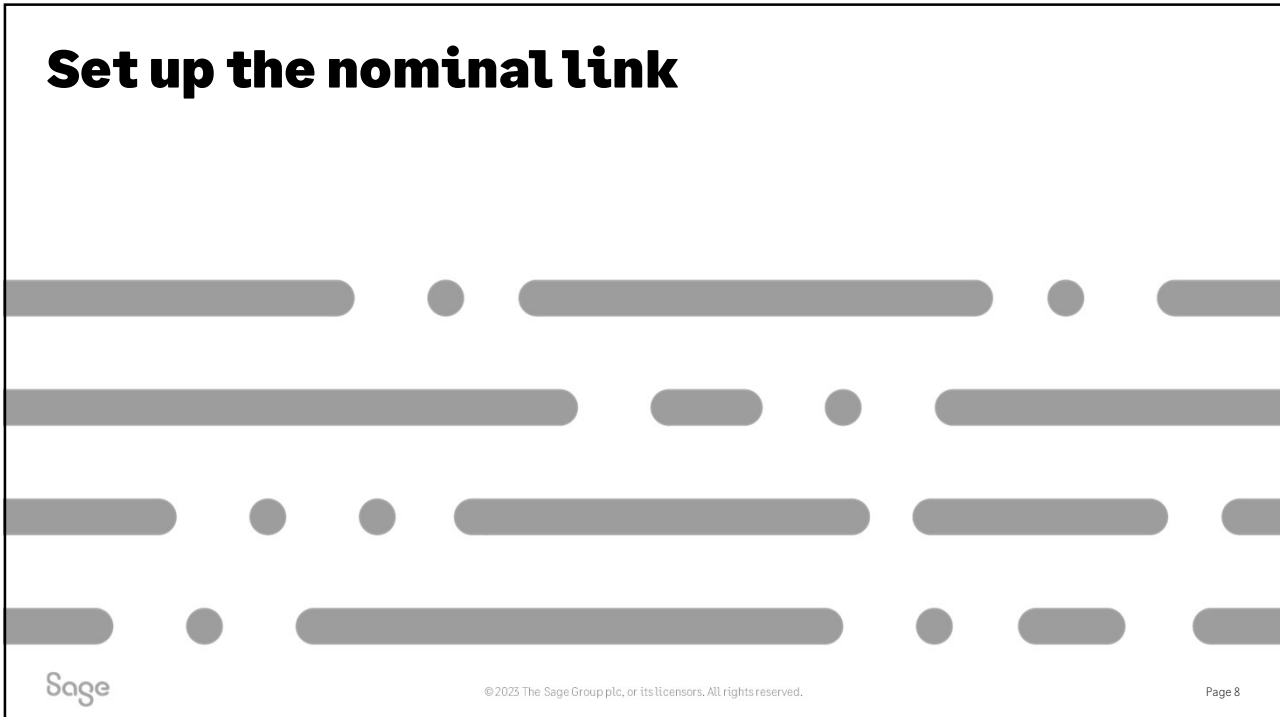Welcome to Sage 50 Accounts.
Please enter your logon name and password.

Logon name*

Password

| OK | Cancel |

7000	Gross Wages
7001	Directors Salaries
7002	Directors Remuneration
7003	Staff Salaries
7004	Wages - Regular
7005	Wages - Casual
7006	Employers N.I. (Non-Directors)
7007	Employers Pensions
7008	Recruitment Expenses
7009	Adjustments
7010	SSP Reclaimed
7011	SMP Reclaimed
7012	Employers N.I. (Directors)

- Company.000
- DataRestores
- Demodata
- HTML
- IREPractice
- LaunchPads
- Practice
- Shared Data
- VATHelpCentre
- Analytics.xml
- Application.config
- COMPANY
- COMPANY.UNC

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Set up the nominal link

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Set up the nominal link

Enter your nominal settings

1. Choose Sage Accounts software or File

2. Browse to company file and select company (Sage Accounts)

Tip: Default path is C:\ProgramData\Sage\Accounts\20xx

3. Enter nominal codes

4. Set up <u>overrides</u>, if required

ℹ️ More info – https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112205765

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Post the nominal link

Post the nominal link

1 Update records

Update Records Wizard

The following employees' records will be updated. Deselect any employees that you do not want to update.

The previous column shows whether or not an employee record was updated for the previous tax period.

Reference	Surname	Initials	Previous	Frequency
1	One	E	Yes	Monthly
2	Two	E	Yes	Monthly
3	Three	E	Yes	Monthly
4	Four	E	Yes	Monthly
5	Five	E	Yes	Monthly

Cancel   < Back   Next >   Finish

2 Nominal Link Wizard

Nominal Link Wizard

The following transactions will be posted to Instant Accounts / Sage 50 Accounts.

Narrative	Journal	Amount	Nominal Code	Cost Centre	Dept.
Net Wages	Cr	7779.41	2220		
National Insurance	Cr	1719.69	2211		
PAYE	Cr	955.00	2210		
Aviva Pension	Cr	225.00	2231		
Student Loan	Cr	85.00	2210		
Employers Pension	Dr	284.08	7007		

Click 'Next' to post Bank Payments.
Click 'Finish' to post the Nominal Transactions only.   Print   Send To Excel

Cancel   < Back   Next >   Finish

3 Login to Sage Accounts

Logon   ×

Sage Data Objects   OK

Please enter your logon name and   Cancel

Logon Name:
Password:

More info – https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112326905

Webinars

www.sage.co.uk/webinars

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Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email later today.
This includes links to register for future webinars and to watch recordings.

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