## Step to Record Payroll Manually in Sage

# **/**∆ccounting Advice

#### How to Record Payroll Manually in Sage



Payroll is one of those tasks that can be easily automated, but many businesses still choose to do it manually. There are a lot of reasons for this – from the cost of software to the time it takes to set it up – but there are also some benefits to manual payroll that many businesses don't take advantage of. This article will explore some of those benefits and show you how to step-by-step record payroll in Sage, an electronic payroll software. From there, you'll be able to automate the process and save yourself a lot of time and hassle. Read More-: Record Payroll Manually in Sage

#### What is Sage?

Sage is a powerful software package used for accounting, financial planning, and other business tasks. Sage can be used to manually record payroll, manage budgets, and more.

#### How to Record a Payroll in Sage

In this blog post, we will explain how to record a payroll in Sage. Before you begin, make sure that your company has an existing Sage account and that the system is set up to accept payroll data.

- 1. Log into your company's Sage account and select "Payroll" from the menu on the left.
- 2. Click on the "New Payroll Entry" button, and enter the following information:
- Employee name (First and Last)
- Employee number
- Date of hire

Category Code Definition Base Salary Hourly Wage Overtime Wage Bonus Wage Sick Leave Paycheck Amount Reason for Payment Salaried Employee A 80000 25000 0 0 0 0 Regular paycheck Paid vacation days Paid sick days Paid maternity leave Paid parental leave Temporary Disability Severance Pay Retirement Benefits Other Non-Compensatory 130000 33000 0 0 0 5 Years of service Regular paycheck

# **Sage Payroll Manual**

**M** Walker

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