



**Automate your practice's workflow  
for a more structured and organised  
payroll process**




**Welcome to today's  
webinar**



**Presenters**



**Jonathan Stobart**  
Events and Partnership  
Manager



**Hannah Duggan**  
Sales Executive


**Agenda**



1. How to manage your payroll tasks
2. Top tips to create a payroll workflow
3. How to save hours by automation
4. Track your payroll progress
5. Live demonstration of BrightPay and AccountancyManager
6. Questions and answers

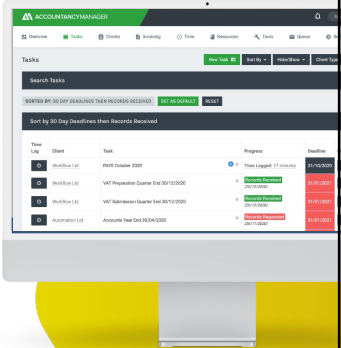


# How to manage your payroll tasks





# AccountancyManager task list



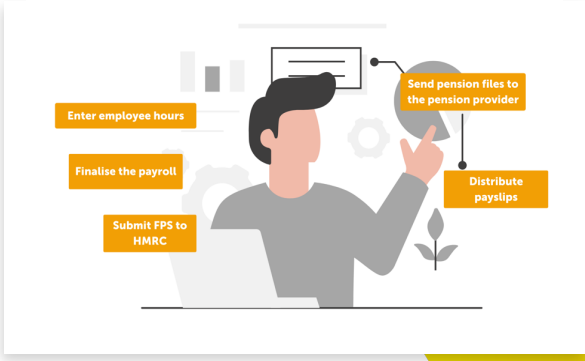
- 1 See tasks at a glance
- 2 Automate your task prioritisation
- 3 Customise your task list to suit you
- 4 Track the progress of each task




Type	Object	Task	Progress	Deadline
Payroll List	PAW October 2020	Time Logged (17 minutes)	100%	21/10/2020
Payroll List	W4 Preparation Quarter End 30/09/2020	Generate Returns	100%	21/10/2020
Payroll List	W4 Submission Quarter End 30/09/2020	Generate Returns	100%	21/10/2020
Accounting List	Accounts Year End 31/03/2020	Generate Returns	100%	21/10/2020




# Create a payroll workflow






- Enter employee hours
- Finalise the payroll
- Submit FPS to HMRC
- Send pension files to the pension provider
- Distribute payslips


**Client payroll entry & approval** 





- Send payroll requests to clients
- Client payroll approval function




**BrightPay's Payment API** 


- 1 Pay employees, subcontractors and HMRC through BrightPay
- 2 Powered by Modulr
- 3 Eliminate bank files
- 4 Clients easily approve payments

**Save hours of time with intelligent automation** 



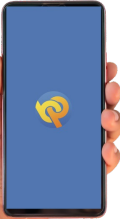
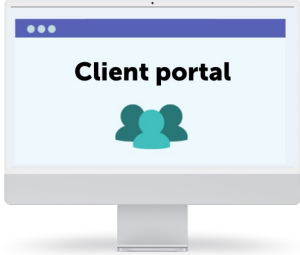



**Building a picture of our 'average' bureau user** 




-  Over **40** email templates
-  Set up reminder emails
-  Keep your clients compliant







**Provide payslips to clients**

**Live demonstrations**

Home to award-winning payroll, accounting, practice management, tax and HR software



Questions and answers

