



**Payroll and practice management:
How to create 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

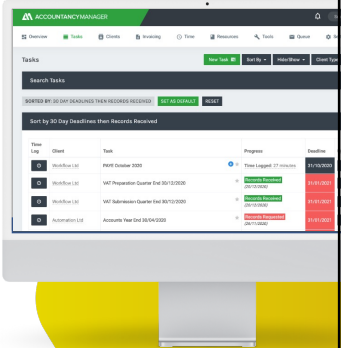


How to manage your payroll tasks





AccountancyManager task list



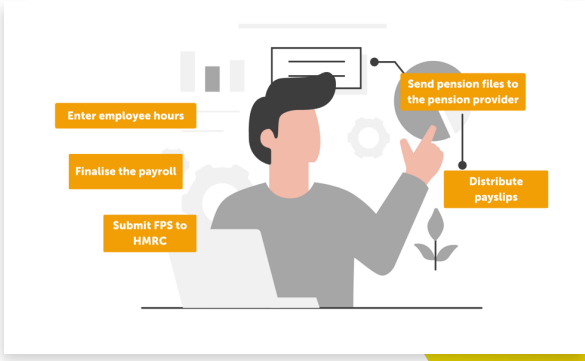
- 1 See tasks at a glance
- 2 Automate your task prioritisation
- 3 Customise your task list to suit you
- 4 Track the progress of each task




| Type | Object | Task | Progress | Deadline |
|-----------------|---------------------------------------|--------------------------|----------|------------|
| Payroll List | PAW October 2020 | Time Logged (17 minutes) | 100% | 21/10/2020 |
| Payroll List | W4 Preparation Quarter End 30/10/2020 | Generate Returns | 100% | 21/10/2020 |
| Payroll List | W4 Submission Quarter End 30/10/2020 | Generate Returns | 100% | 21/10/2020 |
| Accounting List | Accounts Year End 28/04/2020 | 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 



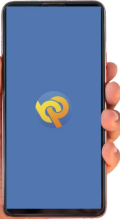
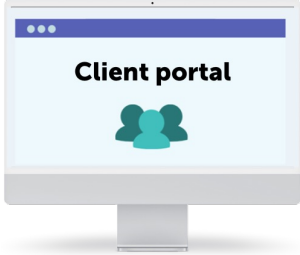



Building a picture of our 'average' bureau user 




-  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

