

Miracle Master Class

Flexible Pay Analysis and Linked Documents

Helping customers to get the most out of their Miracle Solution

Course Details

1 Day - 09.30 - 17.00

Location - Tewkesbury

Introduction

MiraclePay is without doubt a sophisticated payroll solution. It is highly configurable and operates in a number of key industries including Payment Agencies, Manufacturing, Services, Construction, Media, Agriculture etc. In fact the flexibility of the system allows it to operate in most sectors.

It incorporates a number of options - P11D, job costing, electronic payslips, new pension regulations, RTI etc.

Its flexibility and configurability extends to the operation of the system - set-up, operational procedures, data management, system access, security, input options etc. It also provides some powerful output and reporting functionality, namely Flexible Pay Analysis and Linked Documents.

Flexible Pay Analysis

The 'Flexible Pay Analysis' System has been designed to allow the user to define their own reports.

These reports can be run against all of the 'Pay Companies', all payrolls or a specific company. Once created the Flexible Pay Analysis Report can be copied and adapted as required. This functionality allows you to create an extensive library of reports, customised to meet your specific requirements.

The data output in the report is user definable and uses the Payroll menu Setup option 'Miracle Layout' to configure the report.

There are 2 different layouts that can be produced:

- Layout 1 - supports up to 13 detail columns, where the first 4 are for rate based pay items. In this layout, the column titles units/rate/value are hard coded
- Layout 2 - supports up to 12 columns where all columns print values

If you want a report to print only a couple of columns you can set up the report to print columns 1, 3, 5 or 1, 5, 7 (or anything you choose) - this simply spaces the output better. It is definitely worth mastering

this technology as it provides the Payroll Manager with the power to generate their own reports quickly and accurately.

Document Linking

MiraclePay provides a facility to Extract Employee details and payroll data into an external file. In reality this is a sophisticated mail merge tool. It can be used to generate letters to staff about social clubs, payroll stationery, company news or whatever! It is down to your Imagination.

The user can choose specific fields from a series of related records to be used in the extract. Data columns can be sorted and Excel spreadsheet formula can be applied.

Currently, the key record is the PayrollPerson. You can set filters for that record and the extract will use the related records:

- PayPerson
- PayrollPerson
- PayPersonPayMethod
- PayPersonTaxNI

The following 2 are repeated to select up to 60 Pay Items

- PayrollPersonPayItem
- PayrollPersonPeriod



The process can be used to generate to a named extract file or a mail merge data source to merge with a template that is either imported or is simply named on the document link entry.

To create a mail merge document template or simply a data extract listing, you will first need to map the required 'Fields' and 'Pay Items' that will be used to generate the data source.

From the MiraclePay main menu select Reports>Document Link List.

Course Objectives

The objectives of this master class are as follows:

- To train the course attendees on the use of the flexible pay analysis and document linking functionality
- To investigate the various options and techniques available
- To provide some practical experience in the use of these tools
- To develop some output documents that could be used in the live environment

Course Dates

Please refer to our training course schedule on our website or contact our office for details on course dates.



For further information contact us on **0845 634 5015** or email sales@miracle-dynamics.com

