

RS22 - LASER PAYSLIPS SUITABLE FOR USE WITH SAGE 50 PAYROLL

Sage Payroll first time users of this product – please contact your supplier for a free print file. When received, follow the instructions below.

1. Right click on the file supplied (RS22) and from the small menu displayed click <Save As>. A window will now be displayed with the title <Save Attachment>.
2. At the top of this window will be a drop-down field with the words <Save in> to the left of it. Click on the down arrow next to this field and double click on <My Computer>.
3. In the large window below double click on <Local Disk (C:)> or the drive where your <Sage Payroll> files are saved to.
4. Double click <Program Files>, then double click <Sage Payroll> followed by <Reports> and finally <Userdef>
5. Click <Save> at the bottom right hand side of the window.
6. Launch Sage 50 Payroll and click <Pre-Update Reports> located in the <Tasks> panel on the left-hand side of the screen.
7. The file you have saved (RS22) will now be listed in the <User Defined Folder