

Processing payroll for multiple companies

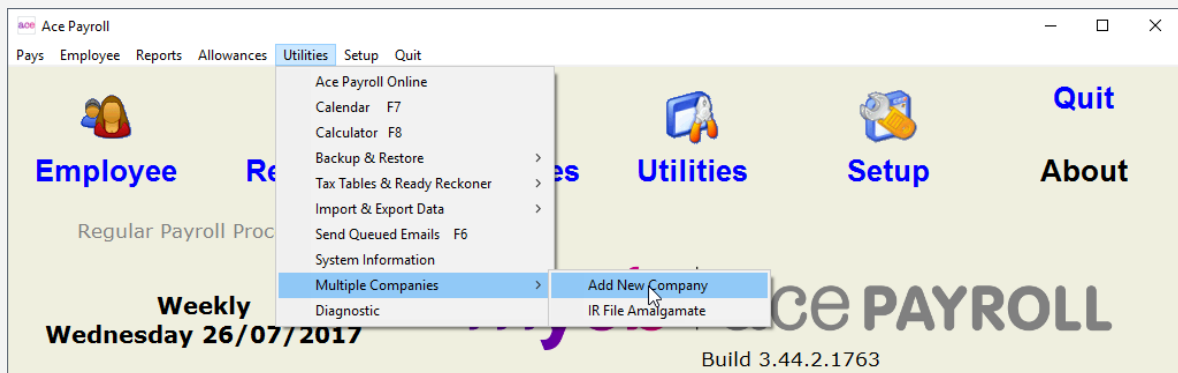
You can use Ace Payroll to process wages for multiple companies by purchasing rights for each additional company.

A standard Ace Payroll licence allows you to manage only the wages of the company in whose name it was registered.

For pricing information, [visit our website](#).

To add a new company

1. From the front screen, click the **Utilities** drop down menu on the front screen, then hover over **Multiple Companies** and click **Add New Company**.



2. Close Ace Payroll.
3. Open Ace Payroll from the program file, not from the icon in your task bar. The default location for Ace Payroll is **Local Disk (C:) > Winpay > pay.exe**
4. The **Select Company Required** window opens. Click **Additional Company** then click **Go**.

Select Company Required

✘ Serial Number 0

✘ Ace Payroll Plus Ltd

✘ Serial No 4000

✔ Additional Company

GO

Setup

stop

5. Contact Ace Payroll to purchase a licence for your new company and finish the setup.

To submit an [Create and file returns with myIR](#) for multiple companies to Inland Revenue, combine your multiple Employer Monthly Schedules into one file.

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