

ACCENTRA TECHNOLOGIES LIMITED

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# END OF YEAR PROCEDURE APRIL 2011

## ACCENTRA PAYROLL 15.3 EOY RELEASE



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## 1 WHAT SHOULD I DO NOW?

Update your Accentra Payroll installation with this April 2011 update (version 15.3.0) as soon as possible, but **definitely before you run the year end procedure**. There is no need to wait to close the last period of the current tax year.

**Remember:** The Payroll program should not be open when you install the update.

## 2 WHAT HAPPENS AFTER I UPDATE TO 15.3.0?

The program will work as usual for the remaining part of the tax year 2010-11.

The program will bring into effect the legislative changes for the new tax year, **only after** you complete the “Year End” procedure.

If you are running multiple company payrolls, you can perform the Year-End for each company (or payroll file) separately at your convenience. New Year changes will become effective for each company (or payroll file) separately.

If you create a new payroll file after the update, you will have the option to choose either the Tax Year 2010-11 or the new Tax Year 2011-12.

## 3 WHEN SHOULD I DO MY ONLINE SUBMISSION?

Online submission can be done **either before or after** running the year end routine. As soon as you have finished with the last period of the year, you can end the year and proceed with the payroll processing for the new year without having to print or submit the P14s and P35 or print the P60s.

## 4 HOW DO I PROCESS THE YEAR END?

1. Close all screens within the Payroll application
2. Go through the check list as listed under section 4.1 below and ensure that you have complied with the requirements.
3. On the Main Menu, click [Activities] and then select the option [End Year]
4. Then click the button [End Now]
5. The program will perform the year end and a message will appear within a few seconds to confirm that the yearend procedure is completed successfully.

### 4.1 BEFORE YEAR END

1. Ensure that the version number of your payroll is 15.3.0 or later.
2. Ensure that you have processed and closed all the periods of the current year.
3. Make at least two sets of backup of your data on reliable media, one on the hard disk.
4. If you are running multiple payrolls within a single file, for example ‘Weekly’ and ‘Monthly’, you will be required to close all periods for both ‘Weekly’ and ‘Monthly’ before you can attempt to close the year.

### 4.2 AFTER YEAR END

After the year end is complete, **it is very important** that you check and ensure that the following screens have been updated correctly on your file.

1. Payroll Options Screen – The tax year shown in the Main tab should read 2011-12.
2. NI Bands Screen should display the bandwidths described in section 5.2
3. SSP Parameters Screen should show the new values as described in section 5.4
4. SMP Parameters Screen should show the new values as described in section 5.5

#### IMPORTANT:

If for some reason, any of the above changes have not come in to effect, we recommend that you contact us on the above number.

## 5 APRIL 2011 STATUTORY CHANGES

### 5.1 INCOME TAX

- The income tax personal allowance will rise to £7475
- The emergency tax code will rise to 747L. As a general rule, unless an amended code notification is received on form P9(T), all tax codes with a suffix 'L' will be increased by 100 (example: 647L will be changed to 747L). Go to the Activities Menu and select [Change Tax Code]. Select 'L' in the first field – Tax Code Suffix and enter 100 in the second field – Change by. You can enter 06-04-2011 as the date of change.  
**NB** – If you receive a Tax Code Change notification (Form P9), you must process this form **after** changing all the Tax Codes as the figures on the P9 have taken these changes into account.
- A new code D1 will be introduced for individuals with a subsidiary source of income liable to tax at 50%

	Bandwidth	From	To	Rate %	Basic Rate?
1	35000.00	0.00	35000.00	20.00	<input checked="" type="checkbox"/>
2	150000.00	35000.01	150000.00	40.00	<input type="checkbox"/>
3	9999999.00	150000.01	9999999.00	50.00	<input type="checkbox"/>
4					<input type="checkbox"/>
5					<input type="checkbox"/>

Upper (Regulatory) Limit for K Codes %	50.00
Scottish Variable Rate	0.00
Tax Free Allowance (Annual)	0.00

### 5.2 NEW NATIONAL INSURANCE BANDS

From April 2011, an extra threshold has been added to the National Insurance Bands. After the year end, the annual NI Bands should read as below:

Categories	Band Widths	Rates			
	Band Description	Weekly	Monthly	Annual	
1	Lower Earnings Limit	£102.00	£442.00	£5304.00	
2	Secondary Threshold	£136.00	£589.00	£7072.00	
3	Primary Threshold	£139.00	£602.00	£7225.00	
4	Upper Accruals Point	£770.00	£3337.00	£40040.00	
5	Upper Earnings Limit	£817.00	£3540.00	£42475.00	
6					
7					

### 5.3 NATIONAL INSURANCE RATES

The National Insurance Rates have remained same as year 2009-10. After the year end, the NI Rates should read as below:

Categories	Band Widths	Rates		
<b>Employee %</b>		Band B &	Band D & E	Band F
<b>A Category</b> Not-Contracted Out	N/A	12.00	2.00	
<b>D &amp; F Categories</b> Contracted Out	1.60	10.40	2.00	
<b>B, E &amp; G Categories</b> Reduced Rate	N/A	5.85	2.00	
<b>L &amp; S Categories</b> Contracted Out	1.60	2.00	2.00	
<b>J Category</b> Contracted Out	N/A	2.00	2.00	
<b>Employer %</b>		Band B	Band C & D	Band E & F
<b>A,B,C &amp; J Categories</b> Not-Contracted Out	N/A	13.80	13.80	
<b>D &amp; E Categories</b> Contracted Out COSR	3.70	10.10	13.80	
<b>F &amp; G Categories</b> Contracted Out COMP	1.40	12.40	13.80	
<b>L Category</b> Contracted Out COSR	3.70	10.10	13.80	
<b>S Category</b> Contracted Out COMP	1.40	12.40	13.80	

N.B. National Insurance Number Suffixes F, P and M are no longer valid.

### 5.4 SSP PARAMETERS

	Tax Year	Date Effective	Threshold	From	To	SSP Rate
1	2011-2012	06/04/2011	102.00	102.00	0.00	81.60
2	2010-2011	06/04/2010	97.00	97.00	0.00	79.15
3	2009-2010	06/04/2009	95.00	95.00	0.00	79.15
4	2008-2009	06/04/2008	90.00	90.00	0.00	75.40
5	2007-2008	06/04/2007	87.00	87.00	0.00	72.55
6	2006-2007	06/04/2006	84.00	84.00	0.00	70.05
7	2005-2006	06/04/2005	82.00	82.00	0.00	68.20

**SSP Days & Limits**

No. of Waiting Days	3	Max. Weeks SSP Payable	28
Linkage Period (days)	56	Week of 'Transfer Form'	23
		Max. Age for SSP	65

**SSP Recovery** = SSP Paid in excess of 13.00 % of the NI Contribution (Empe+Empr) for the month.

### 5.5 SMP, OSPP, ASPP & SAP RATES & RECOVERY

**SMP,SPP, SAP & Others**

Maternity Pay (SMP) | Paternity Pay (SPP) | Adoption Pay (SAP) | Others

Standard Rate		Earnings Related Rate	
Rate Payable (Pounds)	128.73	Rate Payable (%)	90.00
Max. Weeks Payable	33	Max. Weeks Payable	6

**Others**

Amount Recoverable by the Non-SER Employer %	92.00
Amount Recoverable by SER Employer %	103.00
NIC Compensation Rate For SER Employer %	3.00
Maximum KIT Days Allowed	10

Help Edit Save Cancel Exit

**SMP,SPP, SAP & Others**

Maternity Pay (SMP) | Paternity Pay (SPP) | Adoption Pay (SAP) | Others

Standard Rate		Earnings Related Rate	
Rate Payable (Pounds)	128.73	Rate Payable (%)	90.00
Max. Weeks Payable	2		

**Others**

Amount Recoverable by the Non-SER Employer %	92.00
Amount Recoverable by SER Employer %	103.00
NIC Compensation Rate For SER Employer %	3.00
Maximum KIT Days Allowed	10

Help Edit Save Cancel Exit

SMP,SPP, SAP & Others

Maternity Pay (SMP) | Paternity Pay (SPP) | Adoption Pay (SAP) | Others

Standard Rate		Earnings Related Rate	
Rate Payable (Pounds)	128.73	Rate Payable (%)	90.00
Max. Weeks Payable	39		

Recovery	
Amount Recoverable by the Non-SER Employer %	92.00
Amount Recoverable by SER Employer %	103.00
NIC Compensation Rate For SER Employer %	3.00

Help Edit Save Cancel Exit

## 5.6 STUDENT LOAN

Student Loan:

Student Loan Threshold	15000.00
Student Loan Rate %	9.00

## 6 ON-LINE SUBMISSION OF EOY RETURNS

Please ensure that you have completed the following steps:

**Employers:**

1. Enroll your company for on-line submission with the Inland Revenue via. their website
2. Obtain your Employer User ID
3. Then activate your account by entering your PIN number that will be sent by post to you
4. In Accentra Payroll, open the Payroll Options screens and click Electronic EOY

The screenshot shows a web application window titled "Payroll Options" with a blue header and a close button in the top right. Below the header is a navigation menu with tabs: "Company", "Main", "Settings", "Bank", "Analysis", "DT & Absence", "Electronic EOY", and "e-mail". The "Electronic EOY" tab is selected. The main content area is divided into two sections: "Employer Details" on the left and "Agent Details" on the right. The "Employer Details" section includes fields for "Sender ID" (containing "Sender ID"), "ECON Ref." (containing "ECON REF"), a "Contact:" link, "Title" (a dropdown menu with "Mr" selected), "Surname" (containing "Payroll"), "Forenames" (containing "Manager"), and "Phone" (containing "0800 588 7438"). The "Agent Details" section includes a note "(Required only if you are an Agent/Bureau)", a checkbox for "Are you an Agent?" (unchecked), an "Agent ID" field, an "Address" field (with three stacked input boxes), a "Post Code" field, another "Contact:" link, and fields for "Title" (dropdown), "Surname", and "Forenames".

Enter your details on the Employer Details section only and save the page

**Bureau Customers:**

1. Enroll your company as an Agent for Online Services
2. Obtain your User ID as an agent
3. Then activate your account by entering a PIN number that will be sent by post to you.
4. Ensure that each of your clients has authorized you to make their End of Year submissions on-line. Your clients can authorize you using the form FB12.
5. You will then need to open the Payroll Options

and then select the Electronic EOY tab



The screenshot shows the 'Payroll Options' window with the following data:

Employer Details		Agent Details	
Sender ID	Sender ID	Are you an Agent?	<input checked="" type="checkbox"/> Yes
ECON Ref.	ECON REF	Agent ID	Agent ID
<u>Contact:</u>		Address	1 Central Square
Title	Mr		Market Place
Surname	Payroll		Maddenham
Forenames	Manager		Wessex
Phone	0845 123456	Post Code	MA9 2QW
		<u>Contact:</u>	
		Title	Mrs
		Surname	Bureau
		Forenames	Owner

Enter the details in the Employer Details and your details in the Agent Details section.

When you are ready to submit your End of Year returns, you must go to the Reports Menu –Year End Reports – P14/P35 Online Submission.

The screenshot shows the 'P14 Online Submission' window with the following data:

**Authentication**

User ID	qqqqqqqqqq
Password	
Retry Polling for	5 Attempts

**Declarations**

Is P11D Submission Due?	<input type="checkbox"/> No
Is P38 Submission Due?	<input type="checkbox"/> No

**Options**

Exclude Zero-Activity Employees?	<input checked="" type="checkbox"/> Yes
Produce Submission file, but NOT Submit?	<input type="checkbox"/> No

**P35 Inputs**

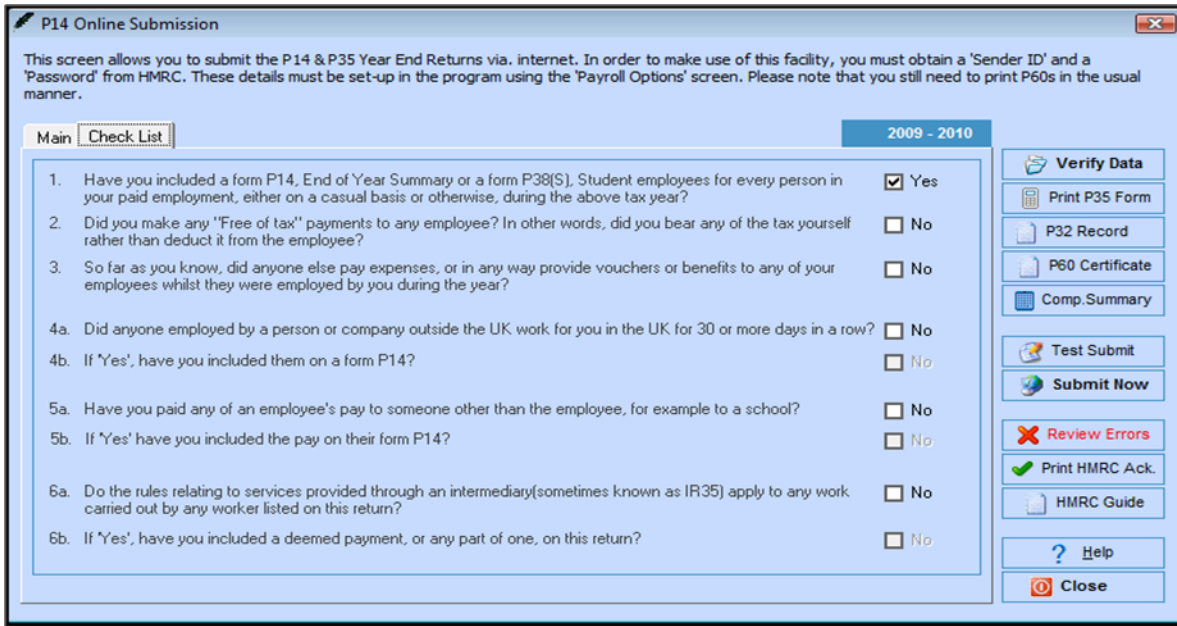
Advance from HMRC for Tax Refund	0.00
CIS Deductions Made	0.00
HMRC Funding for SSP/SMP/SPP/SAP	0.00
Tax Free Incentive	0.00
CIS Deductions Suffered	0.00
Tax & NI Already Paid	0.00
HMRC Funding for Tax Credits (Relevant only until April 2006)	0.00
Cessation Date (If Applicable)	/ /

**Buttons:** Verify Data, Print P35 Form, P32 Record, P60 Certificate, Comp. Summary, Test Submit, Submit Now, Review Errors, Print HMRC Ack., HMRC Guide, Help, Close.

Enter your password (your User ID will be picked up from the Payroll Options)

Record the P35 entries

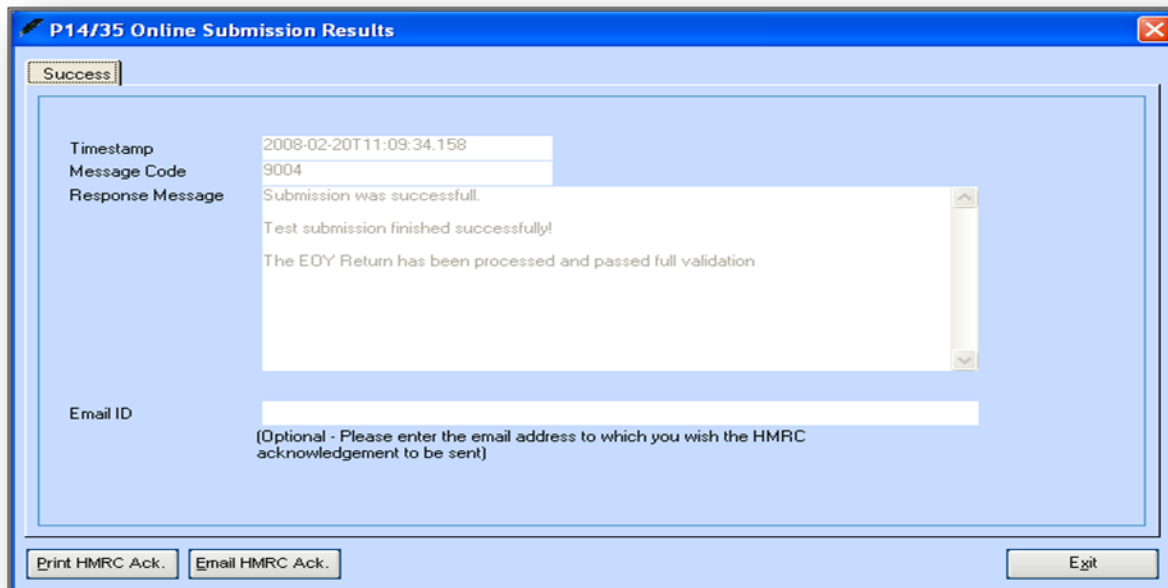
Go through the check list and answer the relevant questions



You can now ask the program to run a check on your data *before* any submission by clicking on the **[Verify Data]** button. This will run a final check data files routine that will ensure, as far as is possible, that all the fields contain valid entries. This procedure will also be invoked if you click the Test Submission button without firstly running the verification process.

From this screen it is possible to print the P35 Form, the P32 Record and the Company Summary by clicking the relevant button. Click the button **[Test Submission]** to test your authentication details, connectivity and data format with the HMRC website. The program will make a submission to the test site and you will receive a response message.

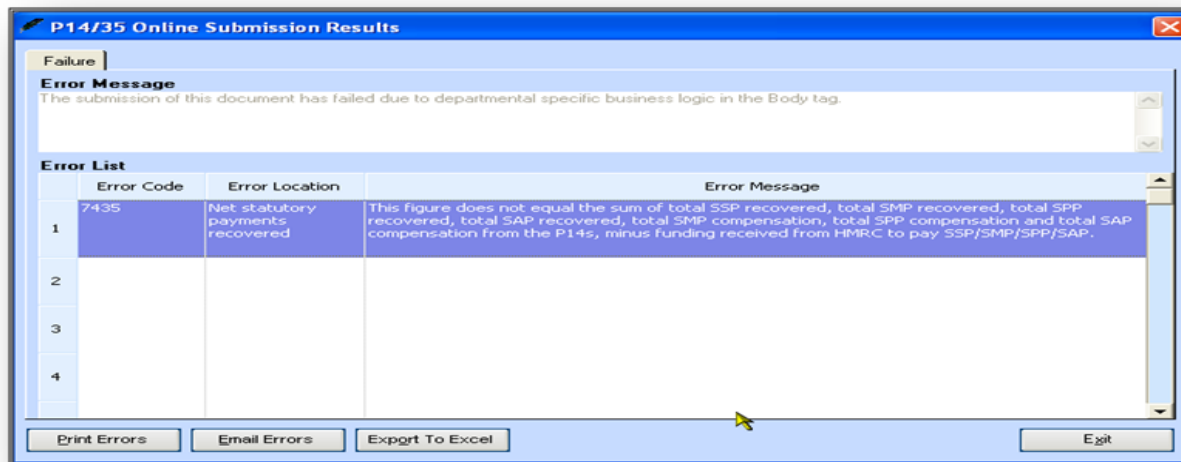
If your submission is correct you will see a message that your submission has been successful. When you click **[OK]** you will see another screen like the one below:



From this screen you can print the actual acknowledgement file that has been sent from the Revenue website and you may also Email that file to any address that you enter into the Email ID field. If your submission fails, you will see a screen something like this:

Any errors that have been found will be listed and interpreted on screen. From here you can Print the errors XML file or Email the Error file to Accentra Support after entering the details of the company that you are submitting. You can also export the data to an Excel file that will represent a copy of the screen as you see it.

When you are satisfied with the test submission, click **[Submit Now]** to complete the live submission. When you click either of



the above buttons, the P35 entries will be stored in the database for later use.

To look at the errors again without doing a test submission you can click **[Review Errors]** and the errors screen will appear again. Once the submission has been successful, click **[Print HMRC Ack.]** so that you can file a copy of the HMRC Acknowledgement with your paperwork. This will enable you to refer to it at a later date without having to search your computer hard drive in order to access it.

**Remember:** Even if you file your end of year returns on line, you must print out a P60 form for each of your employees

## 7 PRODUCT ENHANCEMENTS

### 7.1 ELECTRONIC SUBMISSION OF P45, P46

From April 2011 it will be compulsory for all companies to file in-year starter and leaver information (P45s and P46s) online.

#### 7.1.1 EMPLOYEE LEAVING P45- PART 1

##### 7.1.1.1 COMPLETING P45-PART FROM ACTIVITIES MENU

It will still be possible to enter a Leaver using the Activities Menu as before but from this version, entering a Leaver will cause a new screen to appear. The detail will have been picked up directly from the program and will be displayed here. From this screen you will be able to Print a copy for the Employee to take to their new position.

**N.B:** From April 2009, HMRC discontinued the use of the A5 format of the P45 and, instead, allowed the A4 sheets produced by the program to replace the preprinted documents. You will also be able to make a Test Submission and a Live submission. Upon the receipt of a successful submission, you will be able to print an acknowledgment from HMRC. Also, should a Test Submission fail, you will be able to see the reason for failure by clicking the Review Errors button at any time.

Once a submission is successful you will not be allowed to resubmit the P45. However, if a mistake has been made, you will be allowed to re-instate the employee and then make them a leaver once again.

This screen allows you to submit the P45 Part 1 Form online via internet. In order to make use of this facility, you must obtain a 'Sender ID' and a 'Password' from HMRC. These details must be set-up in the program using the 'Payroll Options' screen.

**P45 - Part 1**

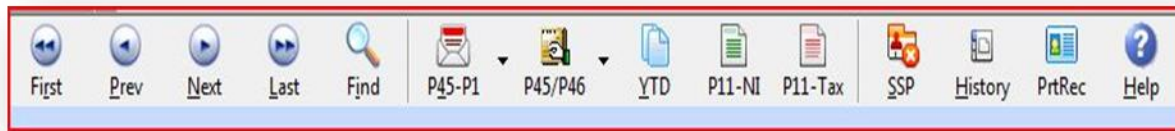
**P45 PART 1 (LEAVER) SUBMISSION 2009 - 2010**

<b>Payroll No.</b> 003	<b>Surname</b> Smith	<b>Forenames</b> Alistair
<b>Date of Birth</b> 12/05/1987	<b>Date of Leaving</b> 11/03/2009	
<b>Date Joined</b> 05/05/2009	<b>Tax Code</b> 643L	
<b>Sex</b> <input checked="" type="radio"/> Male <input type="radio"/> Female	<b>Tax Basis</b> <input checked="" type="radio"/> Cumulative <input type="radio"/> Week/Month One	
<b>NI Number</b>	<b>This Employment</b>	
<b>Address &amp; Contact</b> 23 French Street Anytown Anywhere	<b>Payments Made</b> 0.00	
	<b>Tax Deducted</b> 0.00	
	<b>Year to Date</b>	
	<b>Total Payment Made</b> 0.00	
	<b>Total Tax Deducted</b> 0.00	

Buttons on the right: Print P45 Part 1, Print P45 Part 2, Print P45 Part 3, Test Submit, Submit Now, Print HMRC Ack., Review Errors, Help, Close.

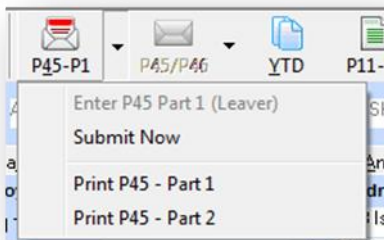
### 7.1.1.2 COMPLETING P45-PART FROM EMPLOYEE RECORD SCREEN

There will be two new icons available from within the Employee Record.



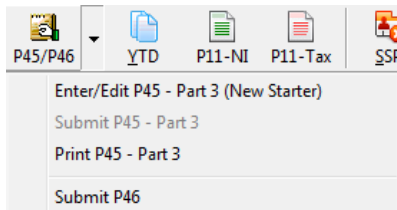
The P45 – P1 icon will show a sub-menu as below:

That will allow you to enter a leaver, submit a P45 that has been prepared earlier and Print parts 1 & 2 of a P45



### 7.1.2 P45 –PART 3 NEW STARTER

The P45/P46 icon will show another sub-menu . This menu will allow you to enter a P45 – Part 3 (New Starter) and to submit and print a P45 Part 3. You can also use this menu to submit a new Employee’s P46

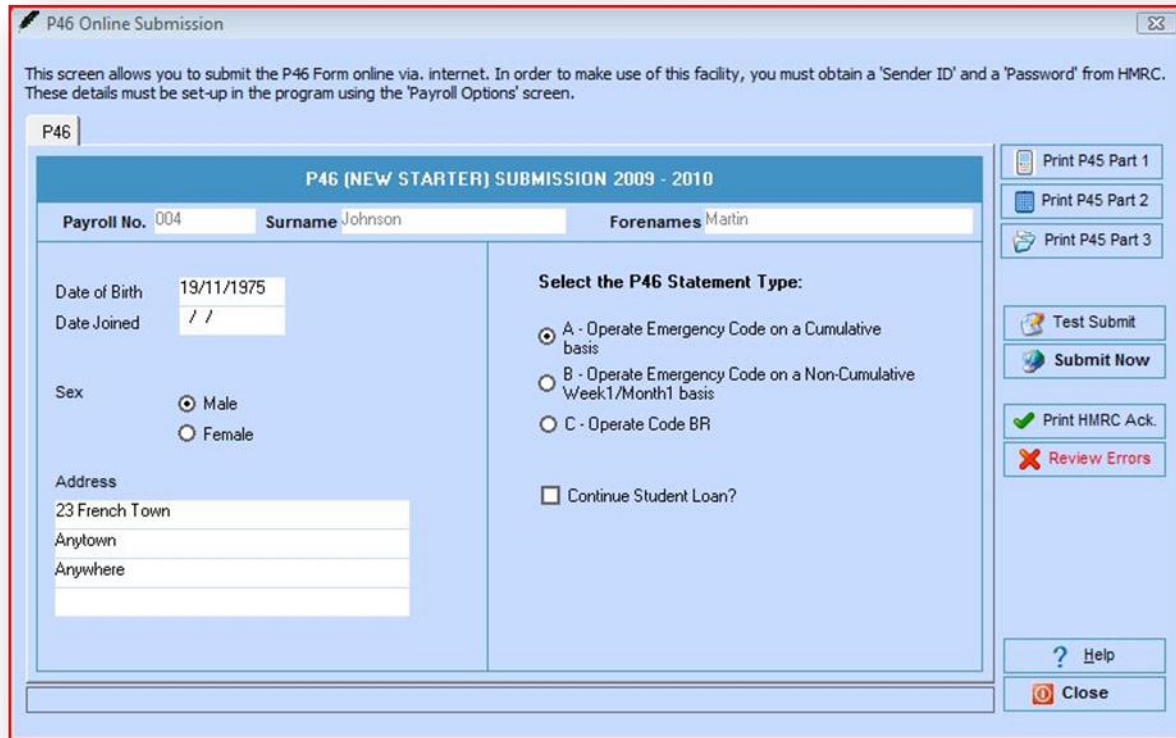


Previous Employment Details		Current Employment Details	
1. Previous PAYE Reference	Office number / Reference number	8. New PAYE Reference	Office number 450 / Reference number a450
2. Employee's NI number		9. Date Employment Started	05/05/2009
3. Surname	Smith	10. Payroll Number	003
First name(s)	Alistair	11. No pay until April 5th?	<input type="checkbox"/> No
4. Date Left Previous Employment	/ /	12. Tax Code in use	643L
5. Continue Student Loan Deductions?	<input type="checkbox"/> No	13. If the tax figure you are entering on P11 differs from item 7 on the left, then enter your figure here	0.00
6. Tax Code at Leaving Date		14. Employee's Address:	23 French Street Anytown Anywhere
7. Last entries on Deductions Working Sheet(P11):		15. Date of Birth	12/05/1987
Tax Basis			
<input type="radio"/> Week/Month One			
<input checked="" type="radio"/> Cumulative			
Last Week of Employment			
Last Month of Employment			
Total Pay to Date	0.00		
Total Tax to Date	0.00		

The New Starter screen will appear as shown above. The data from your company will appear on the right and the data provided by the new starter will appear on the left. Once this screen is completed, you can print and submit the P45-P3

### 7.1.3 P46 SUBMISSION

Clicking “Enter/Edit P46” will show the above screen that will allow you to enter the details that will be submitted to HMRC should your new employee not provide you with a P45 from their previous employment. Once you are happy with the detail entered you can click the “Amend Movt. Button”. You will then be asked if you wish to submit the P46.



If you reply Yes or if you select Edit P46 from the Employee screen you will be presented with the above screen that will allow you to change any of the details or submit the details that you have entered. Also you can print hard copies.

N.B. As in previous versions, the program will not print directly to the HMRC supplied preprinted stationery.

#### 7.1.4 ENTERPRISE EDITION ONLY MULTIPLE IN YEAR MOVEMENT SUBMISSIONS

In larger companies there will usually be more Employee movement. In the Enterprise version of the program the movements will be stored and the User can submit multiple movements at the same time. Select In Year Movements from the Activity menu and you will see the following screen.

Here you will be able to view all of the Movements within the company file and, from those, highlight specific types of entry e.g. P45 Part 1, P46s etc. You can then highlight individual entries and, by clicking the Submit Now button, send the selected items to HMRC in a bulk submission

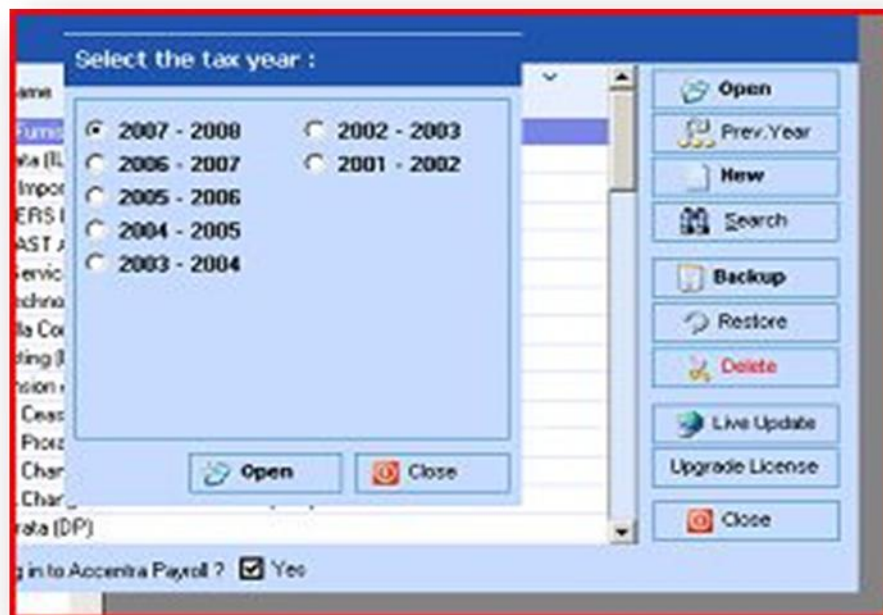
Payroll Number	Surname	Forenames	Movement Date	Movement Type	Total pay to date	Total tax to date	Cancelled?	Submitted?
004	Johnson	Martin	11/03/2009	P46	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
003	Smith	Alistair	11/03/2009	P45P1	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
003	Smith	Alistair	02/03/2009	P45P3	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
600349	Palmer	Anne-Maie	02/03/2009	P45P1	3000.00	1200.00	<input type="checkbox"/>	<input type="checkbox"/>
600349	Palmer	Anne-Maie	02/03/2009	P45P1	3000.00	1200.00	<input type="checkbox"/>	<input type="checkbox"/>
600349	Palmer	Anne-Maie	02/03/2009	P45P1	3000.00	1200.00	<input type="checkbox"/>	<input type="checkbox"/>
600341	Atkinson	Shelley	02/03/2009	P45P1	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>

## 7.2 SMS MESSAGING FEATURE

From ver. 12.7 the program has had the facility to send SMS messages to Employees from the Payroll software. There are certain conditions that will apply to this procedure so, if you think you may be interested in using this, you should ring the Support Helpline on 0845 456 7181.

## 7.3 OPEN PREVIOUS YEAR

From ver. 12.7 the program has had the ability to open any previous year that is stored within the data folder of a company. Clicking on the Open Previous Year button on the Company Explorer screen will make the program interrogate the data held and present the various years of data that it can find. See the following screenshot



The program will only display the years that it can find in the Data folder. When a previous year is selected, the program will warn that the data needs to be updated. This is normal and you should say Yes to this request.

N.B. As before, when you have finished with the previous year data, do not do a Year End from the Activity menu. You just need to close the program