

This newsletter contains details relating to the changes to the payroll system for the new tax year, end of year procedures for the current tax year together with any new layouts required for the end of year printing. As always this should be read in conjunction with all of the end of year information you will have received from the Inland Revenue.

## Filing On-Line

You now must file on-line. What this means is that you no longer have to produce many of the printed forms (P14/P35). As a result the Government would prefer you no longer order from them the year end forms that you do need to print – P14/P60's and P35. As a result the ACPlus system now produces the P60 on plain paper without any graphics. The result for you, the user, is quicker, cheaper and easier with no line-up required. Additionally since the payroll system keeps a backup of previous years information you may choose not to print the Deduction sheets (P11) or indeed any of the reports that you do not normally refer to. The wholesale aim is to print less and thus less. **So to re-cap you do not need to order any P60's from the Revenue Order Line.**

## What you need to do now:

The first thing you need to do is to update your program and the end of year report layouts. You can download these updates from our web site. ([www.acplus.co.uk/downloads.php](http://www.acplus.co.uk/downloads.php)) Do this first. If you would prefer to have the updates emailed to you or you have on-line support then please contact us now. On the web site there are three payroll updates available. The first one is this document, the second one is the report layouts for the P11's, P35 and yearly summary and the third includes the first two and the program. You can download the report layouts now but you will have return to the web site to download the program after March 15, 2010 but before you file on-line..

## Updating program from our web site.

Please type in the web address as above and then select which download. Click on the link and download to the folder containing your payroll system. Once you have done this you must then unzip the contents of the download into that folder. Go into the Payroll system and select **Options – Update Database** (This will then update the database with any changes to the structure – this is not the same as updating with the new settings which is covered later).

## 1 Year End Procedures – 2009/10 Tax Year

### 1.1 The Year End Process

Reports you should print.

#### 1.3.2 Printing of Reports

##### Essential

(within the year end program - *Payroll > Year End*)

P35 (for your own records)

P60's (one copy for each Employee – submission made on-line)

Yearly Summary

##### You may choose to print

(but consider to pdf or relying upon printing from history as and when required):

(*From within Payroll, Other Reports*)

P11 (Deduction sheet)

Sickness Analysis

Holiday Book

Salary Analysis

Pension To date Analysis (If you run a company pension scheme)

## Notes on printing P60's

Simply print them with no line up. Print the first one to check its format as you may need to amend the font used. This can be changed in the settings.

## 2 Year End Clear down

To perform the *Payroll => Year End* Clear down ensure you have crossed all the relevant Clear Down Options. They are:

**Clear down the Holidays** – This clears the holiday book back to zero taken and full entitlement remaining.

**Clear Additions/Deductions** – This clears the to date values held against each addition and deduction card.

**Remove employees that have left** – This will remove employees from the payroll database that have left during the 2008/2009 tax year.

**Clear Department Costings** – This will clear costs to date held against departments (if used) – leave ticked if not.

**Clear Down History** – This will clear the history database. Always leave this set. This cannot be changed this year – it must always be set.

**Clear Down Costings** – Again leave this crossed

**Remove Tax Credits** (This will remove all tax credit entries for all employees. If you have set up tax credits for the new year already then do not clear these down. You will have to manually delete them from within the Employee Screen.

**Backup First (Both internal and external).** Once you have 'backed up' press the Button **Proceed with Clear down**. The system will then clear the databases in readiness for the new year. Once complete you can then enter the details for the new year which follow on here. (A feature which is now essential in order to do the Inland Revenue download after having cleared down is that you can now go back and look at old years data by selecting *Options, Change Payroll Company* and then selecting the folder containing last years payroll) however we must stress **you must ensure you have a external backup** of the payroll system before doing the clear down. This is important as without keeping the last years details we may not be able to perform the Inland Revenue Upload. Please can you check once you have performed the clear down that you can indeed change the system to use last years payroll databases. If there is any difficulty with this then please call us. Don't forget to then exit the system to reset using the new years' database.

## 3 New Year Settings Update

### 3.1 Update settings by using the update function

Once the "clear down" has been performed (and not before) you can update the system for the new (2010/11) tax year settings.

*Select Payroll => Update with latest Settings.*

Then within this screen, and if your are certain you want to update the settings (there is no going back once you have updated), press the proceed button. That is all there is to it and you are now ready to start processing for the new tax year.

It is advisable to just check the settings have been updated in the NI parameters screen and be aware on the first payroll run of any anomalies.

## 4 FILING ONLINE

### 4.1 Introduction

All employers are required to file on-line. Either through their payroll system or by utilising the on-line submission via the Government Gateway.

### 4.2 So for the employer what is the process?

At the time of producing this document the URL (Web address) for registering is:  
[www.gateway.gov.uk](http://www.gateway.gov.uk)

#### 4.3 Known Issues to consider before uploading

The Government gateway will reject all submissions that fail their tests. If your submission fails then you must ensure you make a successful submission before the deadline in May. The Upload program will report these errors but you may need assistance in understanding what they mean. If your submission fails then contact us for assistance.

**NI Numbers:** These need to present for all employees where known. If you do not know the NI number then the NI Number should be blank. All NI numbers must be in the correct format of XX999999X (Where X represents a letter and 9 a number) Last year there were a number of submission rejected where the NI number was incorrect. If this is the case then you will need to remove the NI number unless you are able to correct it.

**Tax Codes:** Ensure they are in the correct format. E.g. 522L not L522.  
**Date of birth:** Ensure this is correct (Format dd/mm/yyyy) and present  
**Address:** You will need at least the first two lines of the employees address.  
**Sender details:** Every submission must have your sender details included. This is completed on the screen. You must also enter your user name and password as supplied by the government gateway.

#### 4.4 How to file on-line.

Within the *Year end function* is a button that has the Inland Revenue Logo. Press this and a new panel will be displayed as above.

#### 4.5 The boxes should be completed as follows:

**URL** This is the number assigned by the Inland revenue to ACPlus Payroll and it should contain the number 0289

**Sender ID** This is the User Id supplied by the Government Gateway to you (a combination of twelve characters, Mandatory)  
**Password** The password you selected when setting up your on-line account. (Mandatory)  
**Contact Details** Your name and telephone number to be used by the Inland revenue to contact you if required. (Mandatory)  
**PAYE reference** The reference from your payslip booklet. In the format of three numbers, a slash and then one letter and four numbers. (Mandatory) (e.g. 245/S1945)  
**Test in Live Format** Leave this un-checked. Unless you intend to prepare a test submission before the final submission (e.g. Before the final payroll for the year to ensure you have all the details in readiness) If you do submit a test in live submission then you must also re-compile and submit a non-test submission.

#### P35 Details

**Check boxes 1-6 (Left side of panel).** This are the equivalent tick boxes found on the P35 Paper version. Refer to that form for correct entry. Ticked is the equivalent of answering Yes.

**P14 forms are due.** Tick this box.

**P14's are being submitted for all employees.** This would normally be checked unless you have paid employees and have not included them in the payroll system. If this is the case then you will need to produce a P38 form listing these employees and check the P38 box. If will default to not checked – Please tick.

**P38 and P11** – These questions are those included in part 5 of the paper P35 form.

The entries below this contain the values accrued from the P35 generated from the payroll system with the exception of the following:

**Incentive Payment Received.** This is the amount you have already received from the Inland Revenue for filing on-line last year. If you have not taken the incentive payment then leave this at Zero. Last years incentive was worth £150 – this year the figure is £75.

**Total SSP Recoverable.** This is entered by you according to how much SSP you have deemed recoverable. This will not be the same as the amount paid out. It is based upon the 13% rule. You can only reclaim SSP where the amount paid out exceeds 13% of the Net NI in any one pay period (Month).

**Funding received for SSP/SMP/SAP/SPP.** Any monies received from the Government to fund payments. Would normally be zero unless you made insufficient payments of NI during the year to cover SSP payments to employees.

**Tax credits paid out.** Again as above

**Total Paid to the Inland Revenue** The total actually paid at the time of upload.

#### 4.5 Once the entries are correct and complete Press the button marked **Generate Upload File.**

This will generate the XML file and also will produce a listing of any errors or warnings in the Panel above. Check the error list before attempting to submit. Fatal errors are considered such that they will cause the upload to be rejected. Warnings are just for your information. If you have not received any fatal error messages then you can proceed to the next stage

**4.6** The file generated will be called “PAYddmmmyear.XML” and it will be located in the payroll folder. This file will need to be uploaded to the inland revenue web site. Dd = the date, mmmm = the month and year will be 2009. This means that every time you generate the file it will only overwrite the previous one created that day. Therefore please ensure you upload the latest file. To upload now press the **Now Upload file to Gateway** button  
There is a separate program for uploading this file. This is called “Upload.exe” and will have been installed at the same time as the update to the payroll program.  
**This needs to be running on a machine with an Internet connection. You can run this now by pressing the load Injector button.**

#### **4.7 How to run the upload.** Click the now **Upload File to Gateway.**

You will notice the Top Box has an area from which to type into the document to submit. This should have the filename automatically inserted here from the payroll program. The filename should be in the format of PAYThis will then open up another panel from which you can search and select the document. You will see a number of files but only select the file call “acpay.xml”. but clicking on it and then pressing the open button. You are then ready to make the submission.

To upload the file press **SUBMIT.**

The program will then report its progress as follows:

Firstly it should show a submission request and acknowledgement

Then it should show a submit Poll. This poll may take more than one attempt depending upon the volume of traffic. It will try up to 19 times to retrieve a response but if on the 20 attempt it has still not received one it will cancel the operation. If this is the case then re-submit or wait and try later.

If it is successful it will respond with a List/delete response message. (It is worth noting the exact response since this is likely to change after 6 April. If you have any doubts then please call.

If you have made a successful submission you will receive an acknowledgement email from the Government Gateway to the email account you elected to use when signing to do on-line submissions. Failed submissions will either be identified at the time of submission or by email. Please report any problems with this to us immediately as it is essential that we are able to determine that either a successful or otherwise response has been made. Keep the email from the Government gateway and also the response message as these may be required if there is any doubt later regarding your submissions.

### **Submitting P45's On-line**

From 2009 all employers with over 50 employees had to submit their P45's on-line via the Government gateway.

This will mean for all new employees and all leavers it will be necessary to complete additional information in order to submit on-line. If you have any problems in doing this then please contact [support@acplus.co.uk](mailto:support@acplus.co.uk)