

RTI Lite User Guide 2016-17

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Settings and Folder Locations

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Clicking the [Settings] button will display the following screen.

😗 RTI Lite 🛛 By Hartigan	Software			
File Payrolls Returns	Settings	Backup	Help	
Full Payment Submission			Employe	er Payment Summary
Simple Temp	late			Data Entry & Submission
Open Templ	ate			View Receipt
Import File	,		- Configu	ration Setting.
Validate D	ata			Settings
Submit Da	ta			Payrolls
View Rece	ipt			Submission History

The settings window is displayed.

B Settings	the b Reduct	×
Payroll File Location	on	
Open ()	C:\ProgramData\Hartigan Software\RTI Submission\Settings\Database\Payrolls.mdb	
0		Change
- Document Submis	ssion Folder Location	
Open	C:\ProgramData\Hartigan Software\RTI Submission\UserDocs	Change
Backup Folder Lo	cation	
Open	C:\RTI Backup	Change
Tax Year for repor	ing purposes Import / Export File Options Advanced	Close

Setting the File Locations

Once the software has been installed the **Payroll File Location**, **Document Submission Folder Location**, and **Backup Folder Location** can be changed or opened using the settings options above.

If more than one license has been purchased and the file location is to be changed ensure a shared folder is selected which allows all required users full access.

Tax Year for FPS reporting purposes

The Tax Year for FPS reporting purposes will default to the current tax year but can be changed via the settings screen to make a submission in respect of a previous tax year or to perform tests for a future tax year.

Advanced Settings

The [Advanced Settings] screen is displayed when the [Advanced] button is pressed on the bottom of the [Settings] screen.

Import / Export File Options

The [Import / Export File Options] screen is displayed when the [Import / Export File Options] button is pressed on the bottom of the [Settings] screen.

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⊙ CSV ⊙	XML	Use P	AYE Ref from	n import spread	lsheet		CSV date for	mat	YYYYY-MM-DD	
Default Import File	Locations									
	Full Payment Sul	bmission								
Open									Char	nge
	Employer Payme	ent Summary								
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xport File Location	ns									
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Open	C:\ProgramData	a\Hartigan S	oftware\RTI	Submission\U	serDocs\FPS\E	Exceptions			Char	nge
	Notifications									
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Default Import File Locations

Set the default file locations to be used when importing files into the software. This saves time by not having to browse to the location each time a file is imported.

File Import Options

By default the date cells on the Excel spreadsheet must be formatted as dates and will fail validation if they are formatted as text. Date cells can sometimes be formatted as text if the import file is generated by separate payroll software. Selecting the **[Excel dates are formatted as text]** option will bypass this validation and allow the date cells to be formatted as text.

The **[CSV Date Format]** text box allows the user to specify the format of the dates in CSV import files.

Advanced Settings

Security Settings

B Advanced Settings	×
Security Settings Administration password required Submission password required Enter sender ID when required Enter sender password when required	
Automated FPS Submission Settings Unattended Submission Process (file will be automatically validated and submission Export validation exceptions to file ✓ Abort process if validation exception count Maximum validation exception count 1	nitted once imported) too high 000
Bulk Submission Settings Submit individually in succession Concurrent Submissions Split bulk Submission into batches Maximum batch size	Split large submissions into smaller file Are the files to be split Number of records per file 4000 Testing Options Submit to Test Server Test In Live
	Close

If the **[Administrator password required]** option is set, the application will require the password to be entered before the user can access the Settings or the Payrolls screens.

If the **[Submission password required]** option is set, the application will request that a password be entered before submissions are made.

If the **[Enter sender ID when required]** option is set, the application will request that the Government Gateway user ID be entered before submissions are made.

If the **[Enter sender password when required]** option is set, the application will request that the Government Gateway password be entered before submissions are made.

Add Payroll Employer Information



Click the [Payrolls] button to open the [Payroll Details] entry window.

Ensure all required information is available, click 'Add New' and enter the payroll name (Weekly Pay, Monthly Salaries etc.) and other information required. Click 'Save' to save the information entered. Continue until all required Payroll's have been set up.

Add Payroll Employer Information



Add Payroll Employer Information

	This list previou the sele	will contain the sly entered. (ne names of Click the nan letails.	all payrolls ne to load		Click 'Ad currently the wind payroll d	d New' to clear displayed data from ow and enter new etails.
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	Reference	a number	Contact Title Forenames	3	Δ56R	_	
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Ente and	er emplo addres	oyer name s.	Employer Ad				
			Employer Po	stcode			
					Save Delete	Close	
	Click payro	'Save' to save oll data entere	e the d.	Click 'Delete selected pay	e' to delete the roll.	Click 'Close' Payrolls wind	to close the dow.

Employee Payroll Data Entry / Import

Start the employee payroll information entry process by performing any **one** of the three options shown below depending on how your company payroll information is generated and the type of information to be entered.

The '**Simple Template**' generates an Excel document containing the most commonly used payroll data reporting items.

The 'Full Template' generates an Excel document containing all payroll data reporting items.



Simple and Full Template

Each time a template button is clicked an Excel document is created from either the Simple Template or the Full Template depending on the button selected.

The new document is named as follows:

- **FPS** This relates to the submission type being created (Full Payment Submission)
- **Date** Being the date the document is created (-YYYYMMDD format)
- **Count** Document count for the 'Date' above (-NNN format). If more than 1 document has been generated for that date.

For example FPS-20130329-001 is the second FPS Excel document created on 29th March 2013.

Employee Payroll Data Entry / Import

Simple and Full Template

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3	-			<u> </u>			Ē			-												+
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Click on the Excel spreadsheet displayed and enter the required payroll data. The 'RTI - FPS Import File 2016-17.pdf' is available from our website as an additional guide to data entry requirements.

Once payroll data entry is complete either save the Excel document for later use or save the document and return to the **Main Window** and click 'Validate Data'

Import File

Click 'Import File', the window below is displayed. Browse to the location of the Excel document you wish to import, highlight the file and click 'Open', the document is loaded and displayed behind the RTI Lite Main Window. Now click 'Validate Data'.

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			· · · · · · · · · · · · · · · · · · ·	
Organize 🔻 New folder				i== ▼ 🛄 😢
	~	Name	Date modified	Туре
🛱 Libraries		鷆 Sample Data	28/03/2013 17:24	File folder
Documents		FPS-20121128	28/11/2012 13:08	Microsoft Excel W
	ш	🕙 FPS-20130329	29/03/2013 20:44	Microsoft Excel W
Pictures		🕙 FPS-20130329-001	29/03/2013 20:55	Microsoft Excel W
Videos		PPS-20130329-002	29/03/2013 13:07	Microsoft Excel W
		🕙 FPS-20130329-003	29/03/2013 13:21	Microsoft Excel W
Homegroup		PPS-20130329-004	29/03/2013 13:22	Microsoft Excel W
💶 Computer		🖄 FPS-20130329-005	30/03/2013 10:07	Microsoft Excel W
Local Disk (C:)				
HP TOOLS (E:)				
Δnnlications (\ΔI FLΔΡΤΟΡ)	- T	•		•
File name: F	PS-201	30329-004	 Spreadsheet 	•
			<u>O</u> pen	Cancel

Data Validation

Click the 'Validate Data' button to confirm the payroll information entered is complete and in the correct format.

If more than one file is found the application will display the following window. The user should click on the required file, the file will be highlighted, then click 'Ok'.

B' Select File	×
Filename	Status
C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329.xls C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-001.xls C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-002.xls C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-003.xls C\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-004.xls C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-005.xls	Has Errors Validated Validated Validated Validated Validated
ОК	Cancel

Exceptions

If the selected file contents are not in the format required by HMRC or data is missing a data exception report will be displayed confirming the issues found.

H Full P	ayment Submission Exceptions	×
Row	Message	
2	Invalid [Total Tax To Date] value.	
2	Invalid [Payment Frequency] value.	
2	Invalid [Payment Date] value.	
2	One of the [Week No] or [Month No] fields must be populated.	
2	Invalid [Periods Covered] value.	
2	Invalid [Hours Worked] value.	
2	Invalid [Tax Code] field.	
2	Invalid [Tax Deducted or Refunded] value.	

Review the information in the exceptions window above, click on the spreadsheet and add missing data or correct entries as necessary referring to the 'RTI - FPS Import File 2016-17.pdf' document from our website for guidance.

Save the corrected document and click 'Validate Data' to confirm the document is ready for submission. If the selected document does not pass validation repeat the process above.

The message below will be displayed after successful validation, the document is now ready for submission.



Data Submission

Click 'Submit Data' on the main window.

If more than one file is found the application will display the following window. The user should click on the required file, the file will be highlighted, then click 'Ok'.

Belect File Composition	
Filename	Status
C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329.xls	Validated
C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-001.xls	Validated
C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-002.xls	Validated
C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-003.xls	Validated
C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-004.xls	Validated
C:\ProgramData\Hartigan Software\RTI Lite\UserDocs\FPS-20130329-005.xls	Validated
	OK Cancel

The Full Payment Submission window is displayed

B Full Payment Submission				
Payroll	Click here to generate the file.			
Tax year to which the submission relates 2013-14 2014-15	Click here to view the file.			
This is the final submission for the tax year. Scheme has ceased	Click here to submit the file.			
This is the final submission because the scheme has ceased. Date Ceased Generate File View File Submit File Closed	se			

When processing the last payment for the tax year ensure the final submission box is ticked.

Click 'Generate File', the following window should be displayed.

Generat	e File 🛛 🔀
(į)	The FPS File was successfully generated and is now ready to view or submit.
	ОК

Click 'Ok' to close the FPS file creation confirmation window.

After successfully generating a submission file the 'View File' and 'Submit File' buttons are enabled.

View File

Click 'View File' to review the submission file content. The report provides all employee data being submitted.

RTI: Full Payment Submission This report is for the tax year 2014-15 and was generated on 17/02/2014 at 16:31 Employer Details Office Number: 564 Pay Ref. A564 AO Ref. 564PA00133378 Works No Name Pay Date Gross Pay Tax Deducted Employee NIC Smployer NIC Sd Loan 321 Alfa 12/04/2014 £12.00 £0.00	Il Payment Submission ior the tax year 2014-15 and was generated on 17/02/2014 at 16:31 Details r: 564 i4 A00133378 me Pay Date Gross Pay Tax Deducted Employee NIC Std Loan a 12/04/2014 £12.00 £0.00 £0.00 £0.00 £0.00 mHughes 28/04/2014 £10,000.00 £3,156.76 £478.92 £1,295.88 £24.00 ki McManus 10/04/2014 £77.00 £134.40 £100,000,003.94 £100,000,003.94 £0.00 g 06/04/2014 £415.34 £67.33 £0.00 £0.00 £0.00 g 06/04/2014 £42,51.00 -£344.34 -£1,291.88 -£1,290.88 -£51.00 ots 10/04/2014 £107.73 £134.40 £10,201.88 -£1,290.88 -£1,200.88
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Clicking on an employees name in the list will display the full reporting information relating to that employee:

Works No	Name	Pay Date	Gross Pay	Tax Deducted	Employee NIC	Employer NIC	Std Loan
321	Alfa	12/04/2014	£12.00	£0.00	£0.00	£0.00	£0.00
254	Leon Hughes	28/04/2014	£10,000.00	£3,156.76	£478.92	£1,295.88	£24.00
Title: Forename(s): Sumame: Payroll ID: Birth Date: NI Number: Address:	Mr Leon Hughes 254 12/12/1964 ZX123456C 12 Ripon Road						
Gender: Passport Number: Director's NIC: Tax Week Of Appt Of Director:	Bedford LU4 3WS Male 84120474 AN: Annual or pro-rata annual S3						
Start Date: Starting Declaration:	07/04/2012 C: have another job or pension						
Payment Date: Late Reason: Payment Frequency: Month No: Periods Covered: A generated Faming:	28/04/2014 A: Payment to Expat by third party Irregular 1 1						

Confirm the Full Payment Submission extract contains information for all the expected employees. Once content checks have been completed close the FPS extract window.

Data Submission

A successful submission is shown in the window below.

H' Submission to Goverment Gateway	×
Report Type: Full Payment Submission No Records: 0	
Completed Successfully	 View Receipt
Thank you for your submission	
	- Close

Submission Receipt

Click 'View Receipt' to display the HMRC receipt shown below.

🔓 XML Viewer

HMRC Submission Receipt

HMRC has received the HMRC-PAYE-RTI-FPS document ref: 564/A564 at 16.33 on 17/02/2014. The associated IRmark was: RK2UYKSWVBSFRPKCA7ZI2643JIZPUFAS. We strongly recommend that you keep this receipt electronically, and we advise that you also keep your submission electronically for your records. They are evidence of the information that you submitted to HMRC.

Thank you for your submission

A copy of the Full Payment Submission and the Submission Receipt will be stored in the **Submission Document Folder**.

Employer Payment Summary

Data Entry & Submission

This submission is required to enable HMRC to calculate employer liability.

An Employer Payment Summary should be sent if:

- no payments are made to any employees in a tax month
- or you wish to recover statutory payments, NICs compensation on statutory payments, Construction Industry Scheme (CIS) deductions suffered (limited companies only).
- to notify HMRC of the eligibility to claim the annual national insurance employment allowance.
- to notify HMRC of the bank details to which any repayment is to be sent.

🗄 RTI Lite By	Hartigan	Software			Click here to enter the employer paym	the data for ent summary.
File Payrolls	Returns	Settings	Backup	Help		
Full Payment	t Submission Simple Temp Open Templ Import File Validate D	late ate		Employer Payment Sumn Data Entry Submissio View Rece Configuration Settings Settings	nary % on sipt	
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The following window will be displayed:

B Employer Payment Summary	×
Payroll	
Period to which the submission relates	Payment Values
Tax Year 🔘 2015-16 💿 2016-17	Value of SMP recovered year to date.
Tax Month End Date 05 05 2016 Month No. 1	Value of NIC compensation on SMP year to date.
This is the final submission for the tax year.	Value of SPP recovered year to date.
Period of inactivity	Value of NIC compensation on SPP year to date.
No payments were made to employees or directors for a period of one or more complete tax months and there was no FPS made.	Value of SAP recovered year to date.
From date 06 Enter the start date of the first tax month in which no payments made.	Value of NIC compensation on SAP year to date.
To date 05 Enter the end date of the last tax month in which no payments made.	Value of ASPP/ShPP recovered year to date.
No FPS will be due for future period(s) as no employees or directors will be paid in the future period(s).	Value of NIC compensation on ASPP/ShPP year to date.
From date 06 Enter the sub start date of the last tax month of your 'period of inactivity'. To date 05 Enter the end date of the last tax month of your 'period of inactivity'.	Employment Allowance Indicator If you are eligible to claim the new annual £2,000 allowance, you should indicate Yes' below. The claim will be retained until such time as you cease to qualify, which you would do by selecting 'No'.
Scheme has ceased	
This is the final submission because the scheme has ceased. Date Ceased	This indicator should only be submitted when the claim is originally made or when the allowance is ceased.
Bank account details to which any repayment is to be sent	
Name of Account Holder(s)	You only need to enter these details when a refund is first identified
Sort Code Account Number	You do not need to provide the details again unless there is a change of details provided.
Building Society Reference	
	Generate File View File Submit File Cancel

Enter the appropriate data; select the tax year, enter the month end date, select the relevant payroll and enter all required data values.

Click 'Generate File', the following window should be displayed.

Generat	e File 🔀
(į)	The EPS File was successfully generated and is now ready to view or submit.
	ОК

Click 'Ok' to close the EPS file creation confirmation window.

After successfully generating a submission file the 'View File' and 'Submit File' buttons are enabled.

View File

Click 'View File' to review the submission file content.



Submit Data

Ensure you are able to connect to the internet then click 'Submit File' on the Employer Payment Submission window to connect to the HMRC site and transmit your data.

View Submission History

H RT	TPro By	Hartiga	n Softwar	re				
File	Payrolls	Returns	Forms	Notifications	Settings	Backup	Help	
	Full Payment	Em Fu Em NI Ea Su	ployer Aligr I Payment S ployer Payr NO Verificat flier Year Up omission His	nment Submission Submission ment Summary tion Request pdate story	י וווווווווווווווווווווווווווווווווווו	ument Sum Data Entr Submissi	mary y & on eipt	Click here to view the Submission History.
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The following screen is displayed:

Filter By Status View all submission: View successful sul View submissions a	s bmissions waiting response	 Filter By D View al View st 	ate I submissions Ibmissions after		Filter By Sender Sender Type	And Type A564 [All]	
) View unsuccessful Submission History	submissions	View st	Ibmissions before		Document Ref	[All] Submissio	on History
Date	Sender	Туре	Document Ref	Status			View Submission
15/04/2016 14:54: 12/04/2016 15:45:	A564 A564	FPS FPS	564/A564 564/A564	SUCCESS			View Response
12/04/2016 12:27:	A564	EPS	564/A564	SUCCESS			Update Status
Request Outstanding	Responses from Go	vernment Gate	swau				Close

Select the appropriate filters from the selection at the top of the screen and press the [List Submission History] button. Please note that the history will not include submissions that were made prior to installing the 2014-15 version of the software.

The original submission or response can be viewed by clicking on the submission in the list and pressing the [View Submission] or [View Response] button.

The status of the submission can be updated manually by selecting the return in the list and pressing the [Update Status] button. This will display the following screen:

😗 Update Status	×
Please select the status	
	Save Cancel

Request Outstanding Submission Reponses

If a response was not received from the Government Gateway when the original submission took place, the status of the submission will be displayed as AWAITING_RESPONSE. The response can be retrieved from the Government Gateway by pressing the [Request Outstanding Responses from Government Gateway] button at the bottom of the screen for the selected sender payroll reference or by following the procedure below to request outstanding responses across all payroll references.

Select the [View submission awaiting response] option and press the [List Submission History] button. This will list all submissions that are awaiting a response across all payroll references

Filter By Status Filter By Date Filter By Sender And Type View all submissions View all submissions View all submissions View submissions awaing response View submissions after Type View unsuccessful submissions View submissions after Document Ref Submission History View submissions before List Submission Submission History Date Sender Type Date Sender Type Document Ref Status 2015-05-02 12 02:27 A531 EPS 531/A531 AvAutTING_RESPONSE 2015-05-02 12 02:27 A532 EPS 533/A533 AvAutTING_RESPONSE 2015-05-02 12 02:27 A534 EPS 533/A533 AvAutTING_RESPONSE 2015-05-02 12 02:27 A543 EPS 533/A533 AvAutTING_RESPONSE 2015-05-02 12 02:27 A543 EPS 533/A533 AvAutTING_RESPONSE 2015-05-02 12 02:27 A543 EPS 533/A553 AvAutTING_RESPONSE <td< th=""><th></th><th>ory</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>		ory						
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To attempt to recover all outstanding responses displayed from the Government Gateway Press the [Request Outstanding Responses from Government Gateway] button.

Submi	ssion History 🛛 🔀
	41 responses returned
	ок

A message box will be displayed confirming the number of responses returned by the Government Gateway.

Data and Submission File Backup

The location of the backup files can be changed from the [Settings] screen. The location should ideally be a folder that is included in your own backup procedures.

🕂 Settings		×	
Payroll File Location	gan Software\RTI Pro\Settings\xml\Payrolls.xml		
•		Change	
Document Submission Folder Location Open C:\ProgramData\Hartigan Software\RTI Pro\UserDocs			
Backup Folder Location	Select the location of the backup files by pressing this button.	Change	
Open the backup folder by pressing this button.	Default Import File Type Excel Spreadsheet C CSV C XML Advanced Printing Options	Close	

Backup copies of your Payroll Data and submission files can be made by pressing the [Backup] menu at the top of the main screen.

	Click here to take backup copies of your files		
B RTI Pro By Hartigan Software			
Full Payment Submission Employer Payment Summary	NINO Verification Request		
Open Template Data Entry & Submission	Open Template		
Import File	Import File		
Create Backup			
This will create a copy of the payrolls data and submission files in [C:\RTI Backup\RTI Submission 2014-02-07].			
OK Cancel			
View Receipt	View Receipt		
Press th	e [OK] button to confirm.		