

RTI Payroll for Pensions User Guide 2014-15

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Note: A minimum screen resolution of 1024 x 768 is required to view some payroll screens

HMRC provide the following RTI information

Reporting Requirements <http://www.hmrc.gov.uk/payerti/reporting/what-to-report.htm>

When to Report <http://www.hmrc.gov.uk/payerti/reporting/when-to-report.htm>

Highlight the RTI Payroll desktop icon and press enter to start the application.



The RTI Payroll Main Window is displayed

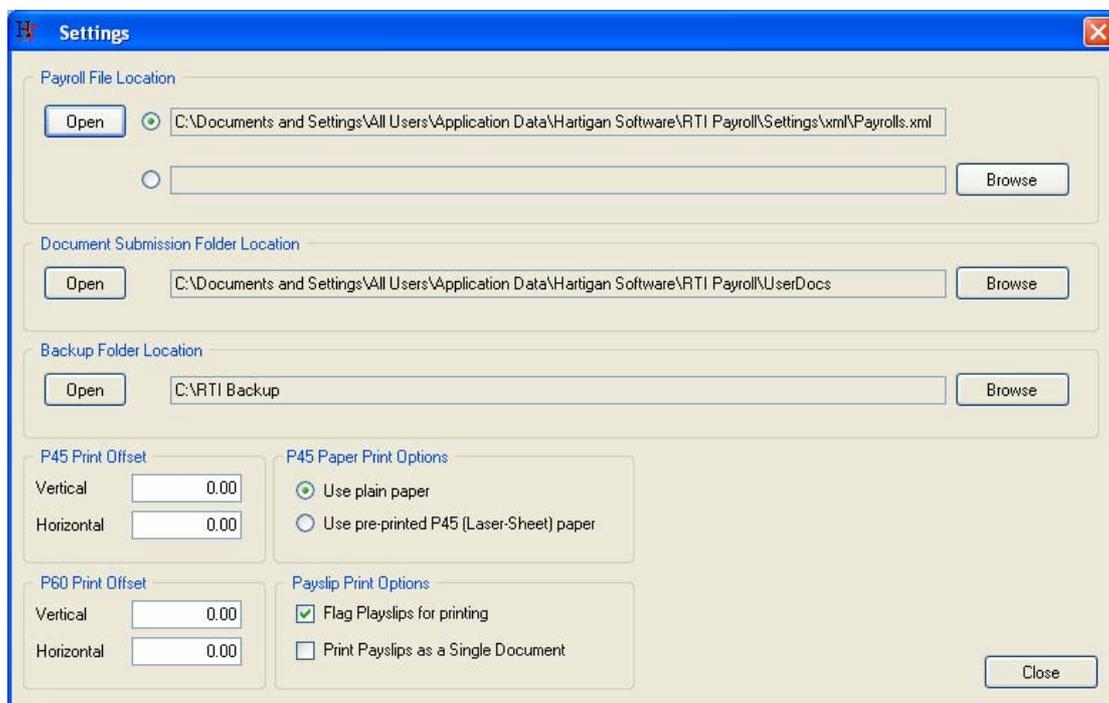
Settings - Changing Folder Locations

First time use: Changing the location of the folders (if required).

If this is the first time the application has been run and you wish to change the document folder locations, click [Settings].

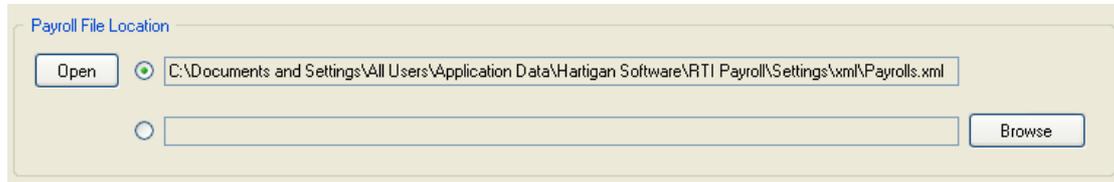


The settings window is displayed.



Settings - Payroll File Location

The payroll file stores all of the payroll and pensioner data. The file is stored on the local drive of the PC by default but the location can be changed by pressing the [Browse] button. In a multi user environment, the [Browse] button can be used to point the application to an existing Payroll data file.



The screenshot shows a dialog box titled "Payroll File Location". It contains an "Open" button, a radio button selected next to a text field containing the path "C:\Documents and Settings\All Users\Application Data\Hartigan Software\RTI Payroll\Settings\xml\Payrolls.xml", and another radio button next to an empty text field. A "Browse" button is located to the right of the empty text field.

The [Open] button will open the folder that contains the Payroll data file.

Document Submission Folder Location

The Document Submission folder stores all of the files used to submit the returns to HMRC along with the receipts from HMRC. The files are stored on the local drive of the PC by default but the location can be changed by pressing the [Browse] button. In a multi user environment, the [Browse] button can be used to point to an existing Document Submission folder.

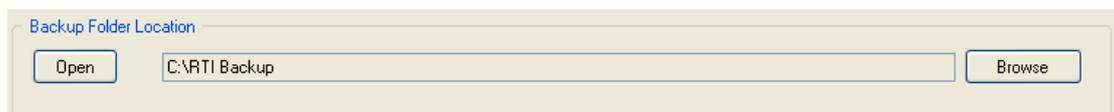


The screenshot shows a dialog box titled "Document Submission Folder Location". It contains an "Open" button, a text field containing the path "C:\Documents and Settings\All Users\Application Data\Hartigan Software\RTI Payroll\UserDocs", and a "Browse" button.

The [Open] button will open the Document Submission folder.

Backup Folder Location

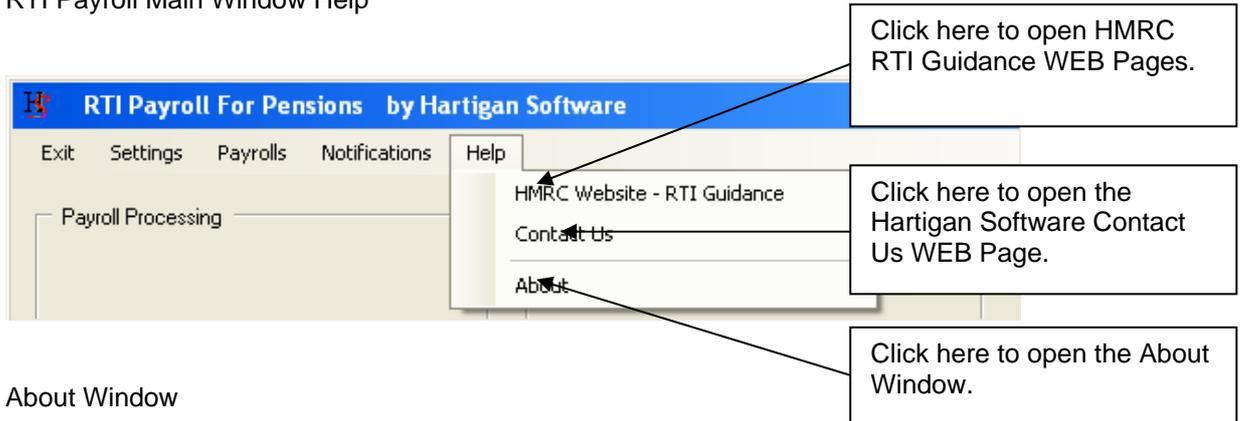
The Backup folder stores the backup files. The files are stored on the local drive of the PC by default but the location can be changed by pressing the [Browse] button. In a multi user environment, the [Browse] button can be used to point to an existing Backup folder.



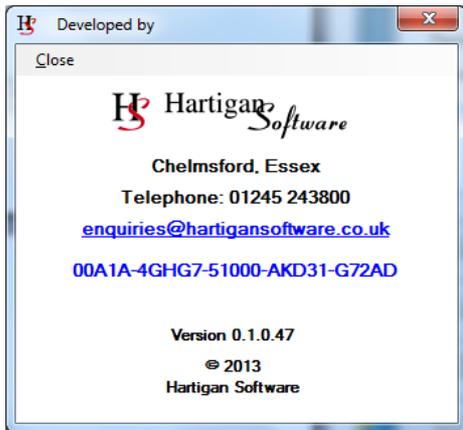
The screenshot shows a dialog box titled "Backup Folder Location". It contains an "Open" button, a text field containing the path "C:\RTI Backup", and a "Browse" button.

The [Open] button will open the backup folder.

RTI Payroll Main Window Help

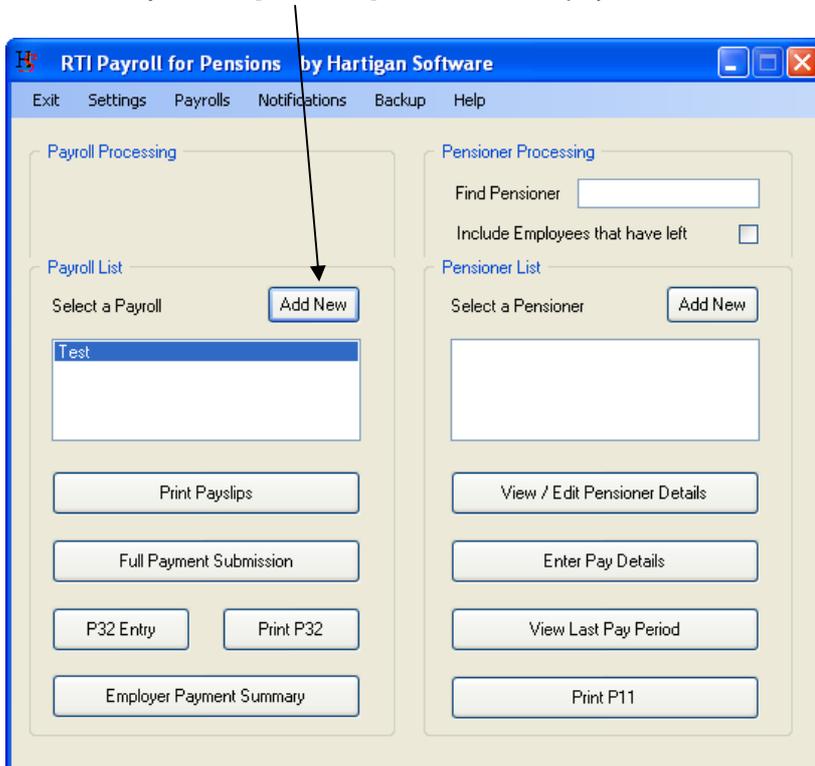


About Window



Adding Payroll Names

Click the *Payroll List* [Add New] button to enter payroll names and references.



Adding Payroll Names

Ensure all required information is available and follow the instructions below.

This list will contain the names of all payrolls previously entered. Click the name to load the selected payroll details.

A descriptive name of your choosing for example Monthly Salaries or Weekly Pay.

The name of your local tax office.

This is the first part of your employer PAYE reference and is three digits. You will find this number on a P6/P9 notice of coding or your Annual/Budget letter.

This is the second part of your employer PAYE reference after the slash. You will find this number on a P6/P9 notice of coding or your Annual/Budget letter.

This reference number can be found on your P30BC **Payment booklet** or **P30B Paying electronically**. It will be in the format 123PA00012345.

Only required **IF** you operate an occupational contracted-out scheme. This number is your ECON from your contracting-out certificate. You must show your current ECON if **any** employee has been in a contracted-out scheme at any time during the tax year.

If applicable:
for example, if you are an employer who is a sole proprietor or a partnership.

If applicable:
for example, if you are a limited company. If you have more than one COTAX reference, enter the reference for the company that holds the employment contracts.

Payroll List	
Name	Test

Payroll Details	
Payroll Name	Test
HMRC Office Name	Test
Employer PAYE reference	Office number: 564 / Reference number: A564
Employer Accounts Office Reference	123PZ12345678
Employer's contracted-out number (ECON)	E3567891A
Self Assessment Unique Tax Reference	
Corporation Tax Reference	
Sender Type	Employer
Sender ID	ISV564
Sender Password	testing1
Current Payroll Date	31/03/2015
Current Tax Year End Date	05/04/2014

Adding Payroll Names

The screenshot shows the 'Payrolls' application window. At the top, there is a 'Payroll List' table with columns for 'Name' and 'PAYE Ref'. Below this is the 'Payroll Details' form, which is divided into several sections: 'Contact', 'Employer's contracted-out', 'Sender', and 'Current'. The 'Contact' section includes fields for Title, Forenames, Surname, and Telephone Number. The 'Employer's contracted-out' section includes fields for Office number, Reference number, and Employer Name. The 'Sender' section includes a dropdown for Sender Type, and fields for Sender ID and Sender Password. The 'Current' section includes fields for Current Payroll Date and Current Tax Year End Date. At the bottom right, there are 'Save', 'Delete', and 'Close' buttons.

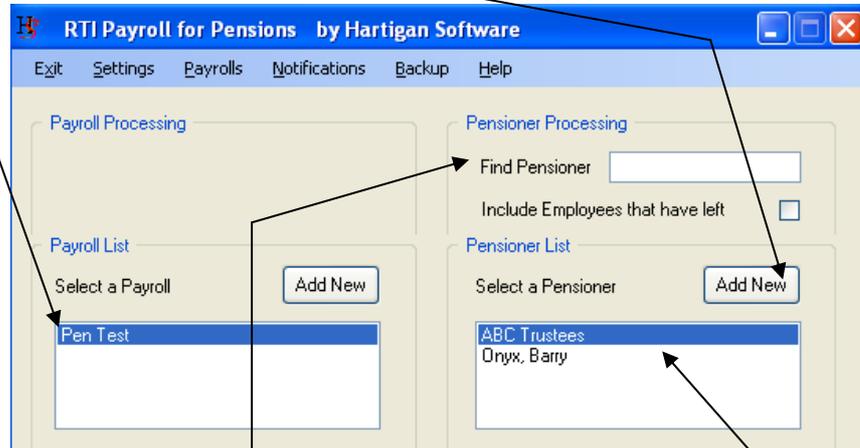
Callout boxes provide the following instructions:

- Click [Add New] to clear currently displayed data from the window and enter new payroll details.** (Points to the 'Add New' button)
- Enter payroll manager contact details.** (Points to the 'Contact' section)
- Normally set to 'Employer'.** (Points to the 'Sender Type' dropdown)
- Enter your Government Gateway User ID.** (Points to the 'Sender ID' field)
- Enter your Government Gateway Password.** (Points to the 'Sender Password' field)
- Enter Employer Name, Address and Postcode.** (Points to the 'Employer Name', 'Employer Address', and 'Employer Postcode' fields)
- Data Entry Aid: Last entered payroll processing date.** (Points to the 'Current Payroll Date' field)
- Enter the final day of the tax year that is currently being processed.** (Points to the 'Current Tax Year End Date' field)
- Click [Save] to save the payroll data entered.** (Points to the 'Save' button)
- Click [Delete] to remove the currently displayed payroll and all associated pensioner information.** (Points to the 'Delete' button)

Pensioner Information Entry

Once payroll names have been created pensioner information can be added to the appropriate payroll. Select a payroll.

Gather all required information (review the following screens) for the pensioners to be entered. Click *Pensioner* [Add New] and work through the **Add New Pensioner** wizard.



Using the **Find Pensioner** Field

Pensioners are selected by clicking on the required name in the **Pensioner List**.

As pensioners are entered they will appear in the **Pensioner List**. As the number of pensioners in the list grows selection of a specific pensioner may require scrolling through the list, an alternative to this is to enter the first one or two characters of the pensioner's surname in the **Find Pensioner** field which will limit the list to only those pensioners whose surname begins with the characters entered.

Clear the **Find Pensioner** field to see all pensioners for the selected payroll.

Add New Pensioner Wizard

Pensioner Information Entry

Add New Pensioner Wizard

Select:

- a pay period from the list
- the regular pay amount (if applicable)
- a start date (not mandatory for existing pensioners or those where a one-off Trivial Commutation Payment is being made)
- one of the four starting form options

* denotes a required field

Pay Period *

Weekly
Two Weekly
Four Weekly
Monthly
Quarterly
Six Monthly
Annually
One-off
Irregular

Regular Pay Amount

Starting Date

Starting Form *

P45 Part 3 (New Pensioner with form P45)
 New Pensioner without form P45
 Existing Pensioner
 Trivial Commutation Payment

Cancel < Back Next >

For new pensioners with a P45

* denotes a required field

P45 Details

Date of leaving *

Tax code at date of leaving *

Was this on a week 1 / month 1 basis? *

Yes No

Total pay to date *

Total tax to date *

Annual Amount of Pension or Annuity *

The pension is being paid because they are a recently bereaved spouse or civil partner

Cancel < Back Next >

Pensioner Information Entry

Add New Pensioner Wizard

For new pensioner without P45

The screenshot shows a window titled "Add New Pensioner" with a close button in the top right corner. A note in the top right corner states "* denotes a required field". The main area contains a text input field for "Annual Amount of Pension or Annuity *". Below this is a checkbox labeled "The pension is being paid because they are a recently bereaved spouse or civil partner". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

The screenshot shows the next step of the "Add New Pensioner" wizard. It features a text input field for "Tax code *". Below this is a question "Is this on a week 1 / month 1 basis? *" with two radio button options: "Yes" and "No". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Click [Next] to complete the Add New Pensioner wizard. The name of the pensioner entered is now displayed in the pensioner list.

Pensioner Information Entry

View / Edit Pensioner Details

To view or edit pensioner details select the pensioner and click [View / Edit Pensioner Details] on the main screen.

Pensioner Details Screen

Payment to a non individual

Title: Mr Initials: []

Forenames: Barry []

Surname: Dnyx []

Gender: Male Female

Date Of Birth: 01/01/1960

NI Number: []

Works Number: SFR143

Passport Number: []

Address: 12 Tumble Lane
Hertford
Hertfordshire

UK Post code or Non UK Country: H12 4DS

Tax Code: BR

Week 1 / Month 1

Pensioner Pay Period: Quarterly

Regular Pay Amount: 10,000.00

Period of Employment

Start Date: 12/04/2013 View Start Details

Leaving Date: [] Print P45

Notes: []

Undo Changes Delete Close

Make any changes required then click [Close], the changes will be saved and the window closed. If you wish to discard any changes made you must click [Undo Changes] before clicking [Close].

Enter Pay Details

Add Pay Details

Pensioner: O'Pension, Pamela

Works Number: NewPayID

Payment Date: 31/03/2014 Today

Taxable pay this period (excluding trivial commutation payments): 500.00

Pay Period: Monthly

Trivial Commutation Payment

Payment Type: N/A

Total Amount of Lump Sum Paid: []

Non-taxable Amount of Lump Sum: []

A. Trivial Commutation Lump Sum (TCLS)
B. Small Pot Lump Sum (Personal Pension)
C. Small Pot Lump Sum (Occupational Pension)

Cancel Continue

Confirm or enter the pay period, payment date and the taxable pay for the period.

If a payment is being made in respect of a Trivial Commutation payment or other lump sum, select the payment type from the drop down box, enter the total lump sum amount, and enter the non-taxable amount of the lump sum if relevant.

Pensioner Information Entry

Enter Pay Details

Clicking the continue button will display the following screen with the PAYE tax calculated:

The screenshot shows a 'Pay Details' window with the following fields and values:

- Pensioner: Onyx, Barry
- Pay Period: Quarterly (checkbox: Full Payment Submission Complete)
- Payment Date: 23/05/2013 (Month No: 3)
- Taxable pay this period (excluding trivial commutation payments): 10,000.00 (Tax Code: BR)
- Week 1/Month 1:
- Trivial Commutation Payment:
 - Payment Type: B. Small Pot Lump Sum (Personal Pension)
 - Total Amount of Lump Sum Paid: 2,000.00
 - Non-taxable Amount of Lump Sum: 500.00
- Deductions from Net Pay:
 - Value of deductions from net pay in period: 0.00
- Taxable Pay in this pay period (including trivial commutation payments): 11,500.00
- Value of tax deducted or refunded from this payment: 2,300.00
- Pay after all deductions: 9,700.00

Buttons at the bottom: Payment Details, BACS Cross Reference, Close.

The Printer icon in the top left corner of the screen will print a payslip if required or these can be printed in bulk later.

The [BACS Cross Reference] button will display the following screen. Enter the appropriate data here if the BACS Cross Reference needs to be included on the FPS return.

The 'BACS Cross Reference' dialog box contains the following text and fields:

BACS Cross Reference
You must include this information if this payment is to be paid by direct BACS using your own Service User Number (SUN).
If you pay by BACS without using your own SUN you will not need the hash reference.
The BACS random string is a four character code that needs to be included in the direct BACS payment instruction. This enables HMRC to match the payment by direct BACS with the Full Payment Submission.

Include BACS Cross Reference on FPS Return

Originator Sort Code:

Recipient Sort Code:

BACS Random String:

Pensioner Information Entry

Enter Pay Details

Continue entering payment details for all required pensioners.

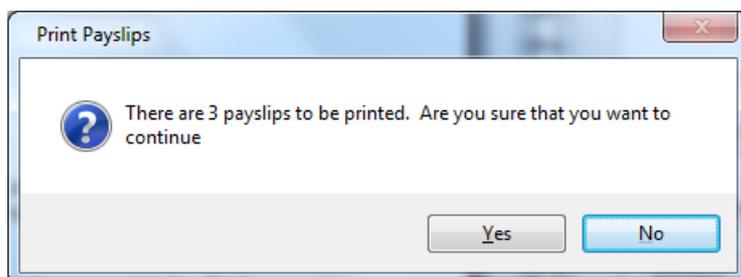
Modifying details entered:

If the Full Payment Submission has not been made and payment details for the current period have been entered and require modification select the required pensioner and click the [View Last Pay Period] button and make the changes required.

Print Payslips

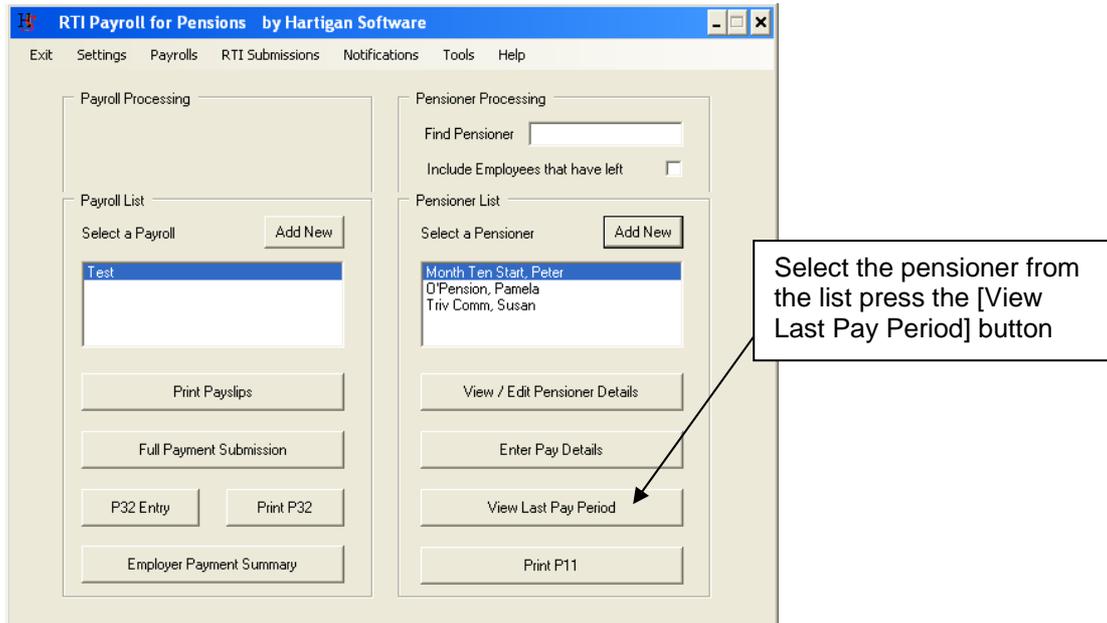
Payslips can be printed either as individual documents (default) or combined into a single document. Select the preferred option in [Settings] before entering pay details.

When all pensioner payment details have been entered for the current period, click the [Print Payslips] button. The number of payslips to be printed will be displayed, ensure the required printer is connected and is ready then click [Yes] to continue and print the payslips.



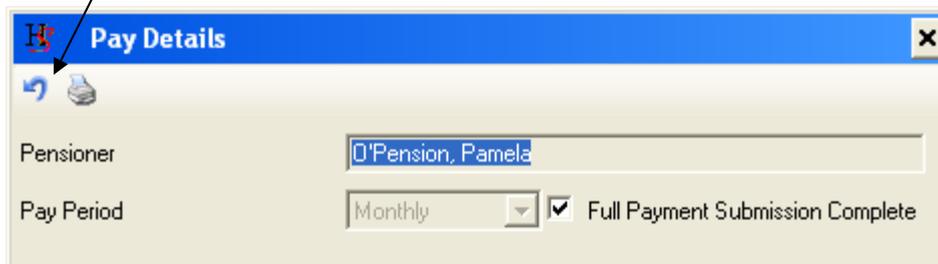
Review the payslips to ensure all required pensioners are included and being paid the appropriate amounts. Once you are satisfied all is correct click the [Full Payment Submission] button to begin the submission process.

Deleting or Refunding Payments

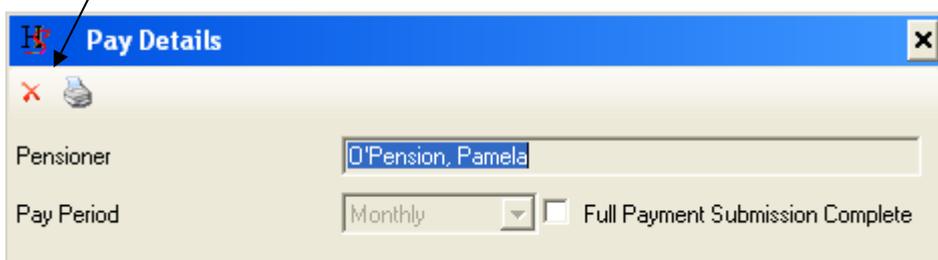


The Pay Details screen will be displayed.

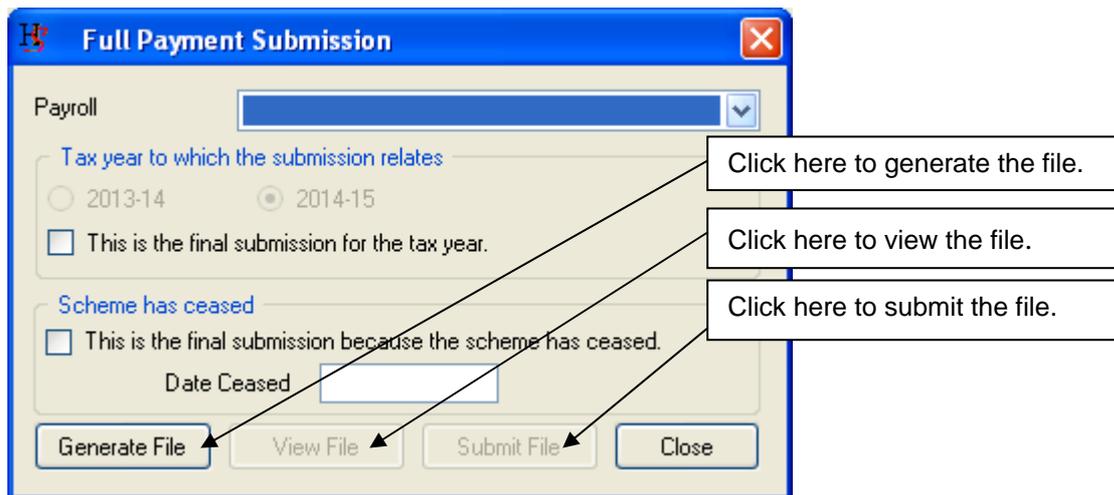
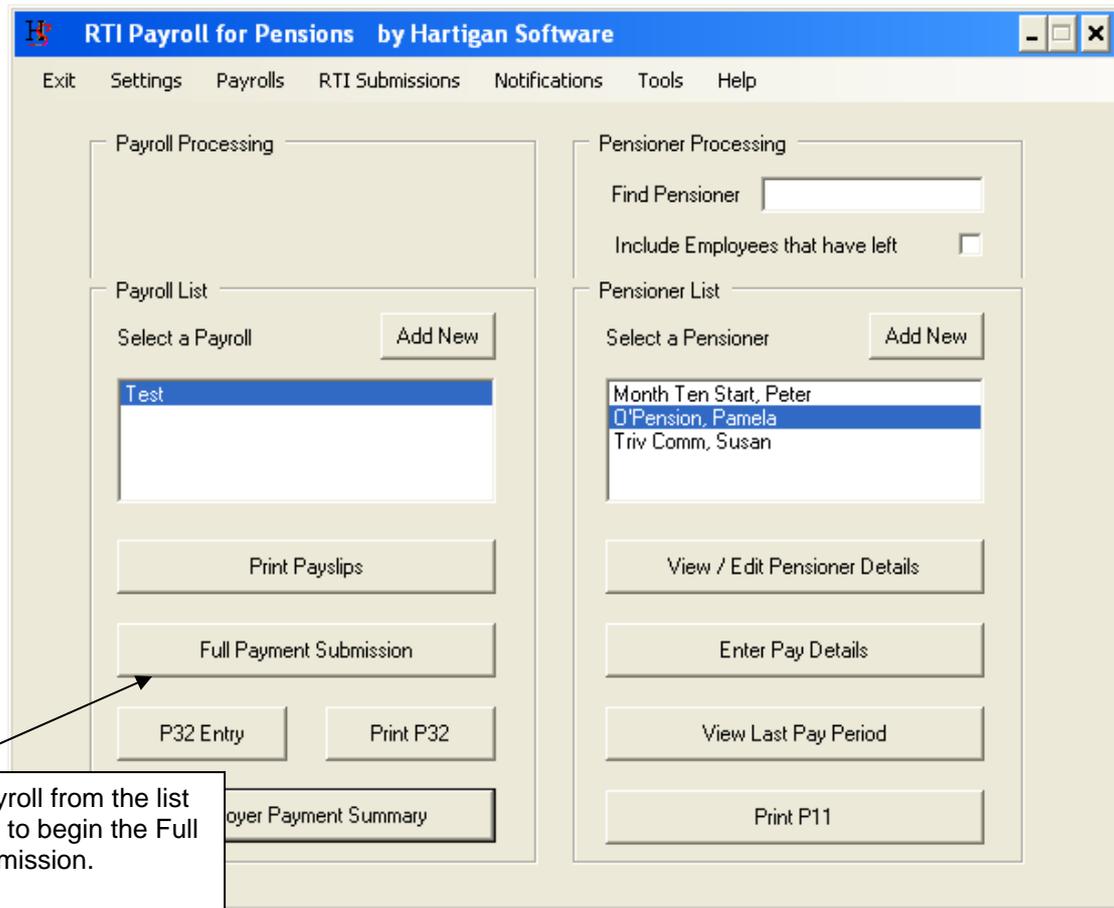
If the payment has already been included in a Full Payment Submission, a refund button will be visible in the top left of the screen.



If the payment has not been included in a Full Payment Submission, a delete button will be visible in the top left of the screen.



Full Payment Submission



NOTE: When processing the last payment for the tax year, ensure that the final submission box is ticked.

Full Payment Submission

View File

Click [View File] to review the submission file content. The report provides a list of all pensioners with information being submitted to HMRC.

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
 Paye Ref: A564
 AO Ref: 564PA00133378

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
S32	Jacki McManus	10/04/2014	£77.00	£134.40	£100,000,003.94	£100,000,003.94	£0.00
	Smith	30/04/2014	£346.97	£345.00	£0.00	£0.00	£0.00
	Who	06/04/2014	£415.34	£67.53	£0.00	£0.00	£0.00
G45	Maurice Frank Williams	28/04/2014	-£4,251.00	-£344.34	-£1,291.88	-£1,290.88	-£54.00
B	Woods	10/04/2014	£672.53	£134.40	£66.18	£75.94	£0.00
TOTALS	Employee Count: 7		£7,272.84	£3,493.75	£99,999,257.16	£100,000,084.88	-£30.00

Press the [Print] button at the bottom right hand side of the screen to print the report.

Clicking on a pensioner's name in the list will display the full reporting information relating to that pensioner:

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:	Mr
Forename(s):	Leon
Surname:	Hughes
Payroll ID:	254
Birth Date:	12/12/1964
NI Number:	ZX123456C
Address:	12 Ripon Road Bedford LU4 3WS
Gender:	Male
Passport Number:	84120474
Director's NIC:	AN: Annual or pro-rata annual
Tax Week Of Appt Of Director:	53
Start Date:	07/04/2012
Starting Declaration:	C: have another job or pension
Payment Date:	28/04/2014
Late Reason:	A: Payment to Expat by third party
Payment Frequency:	Irregular
Month No:	1
Periods Covered:	1
Aggregated Famine:	vac

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

Full Payment Submission

Submit Data

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

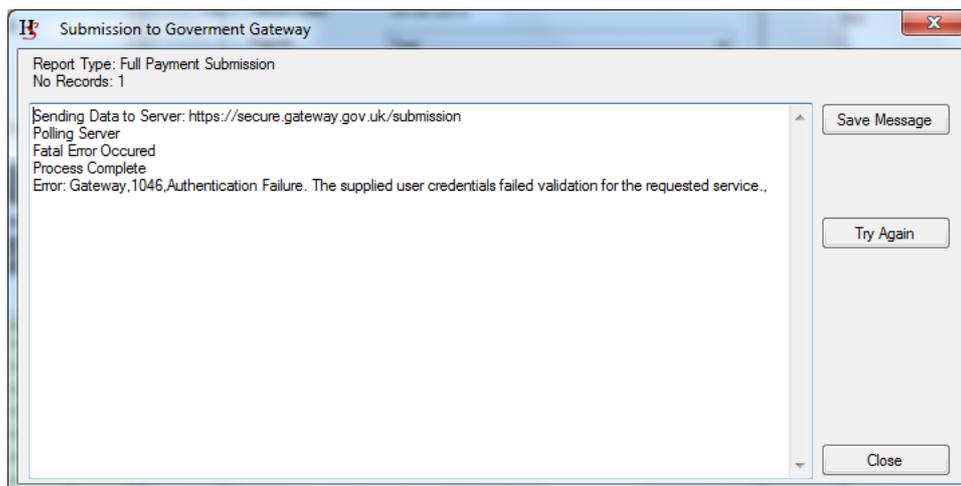
A transmission progress window will be displayed. The time taken to transmit your data will depend on how much data you have to transmit, how busy the HMRC site is and the speed of your internet connection.

Transmission progress window:



The window above shows where a file submission request has been made and a connection to the HMRC site has been established.

The window below shows a rejected connection due to incorrect or otherwise invalid payroll header information having been entered when the payroll was set up. Save the message and close the window. Click [Payrolls] on the Main Window, select the payroll giving the error, review the HMRC payroll references and sender information, correct any discrepancies and [Save] the record.



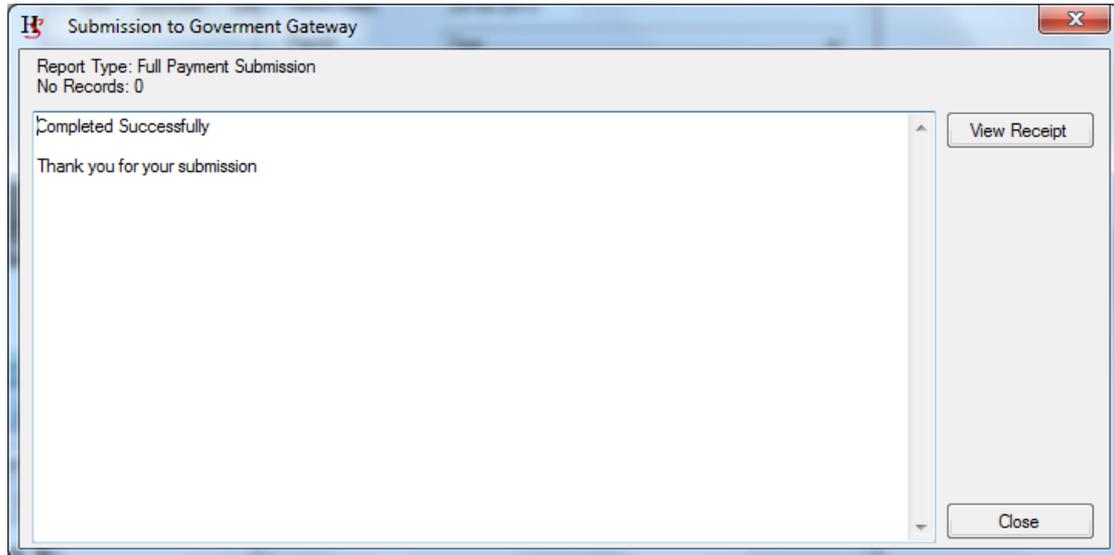
Full Payment Submission

Submit Data

Begin the submission process again commencing with **Data Validation**.

NOTE: If the failure relates to a data issue correct the data then run the validation.

A successful submission is shown in the window below:



Submission Receipt

Click [View Receipt] to display the HMRC receipt shown below:



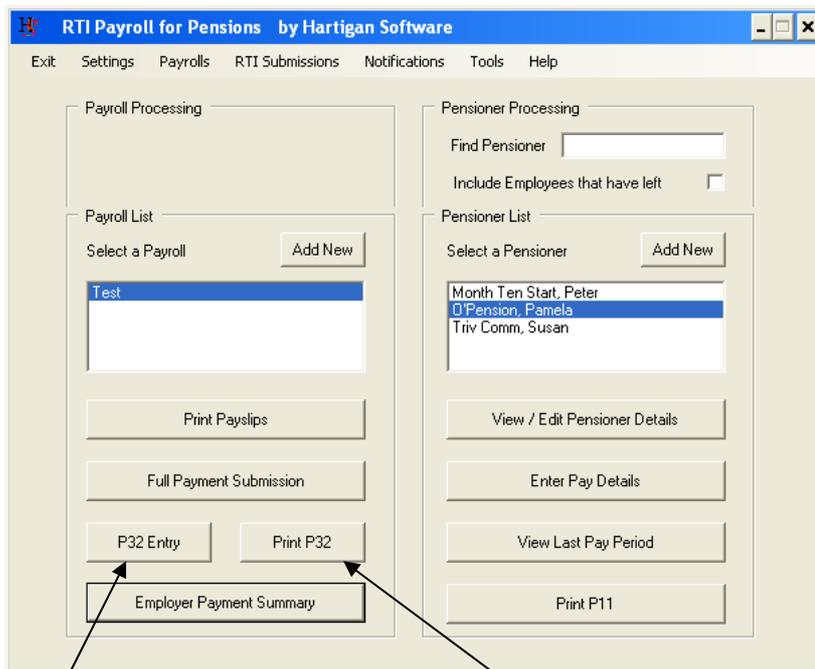
HMRC Submission Receipt

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 **Document Submission Folder**.

P32 Entry



Select the Payroll from the list and click here for P32 Data Entry

Select the Payroll from the list and click here to print the P32

Month Number	Period	PAYE Tax	Student Loan Deductions	Gross NICs	Deductions from NICs	Amount Due
1	06/04 to 05/05	2,233.00	323.00	1,306.62	0.00	3,862.62
2	06/05 to 05/06	2,233.40	323.00	1,306.63	0.00	3,863.03
3	06/06 to 05/07	3,224.20	323.00	2,273.80	0.00	5,821.00
4	06/07 to 05/08	3,304.80	323.00	2,303.72	0.00	5,931.52
5	06/08 to 05/09	3,307.11	323.00	2,305.41	0.00	5,935.52
6	06/09 to 05/10	6,676.91	323.00	3,468.22	4,278.50	6,189.63
7	06/10 to 05/11	6,677.11	323.00	3,468.24	2,423.90	8,044.45
8	06/11 to 05/12	7,242.51	323.00	4,068.99	569.31	11,065.19
9	06/12 to 05/01	7,242.51	323.00	4,069.18	711.63	10,923.06
10	06/01 to 05/02	6,852.76	323.00	3,996.10	569.31	10,602.55
11	06/02 to 05/03	-21,554.71	323.00	1,548.00	569.31	-20,253.02
12	06/03 to 05/04	2,733.00	323.00	1,560.83	711.63	3,905.20

Recovered	NI Comp
Statutory Maternity Pay (SMP)	20.73
Ordinary Statutory Paternity Pay (OSPP)	0.00
Additional Statutory Paternity Pay (ASPP)	0.00
Statutory Adoption Pay (SAP)	0.00

Total Deductions from NICs	711.63
Net NICs	849.20
Amount Due	3,905.20

The P32 data will be calculated automatically for previous tax months.

To calculate the totals for the current tax month, select the month from the list and press the [Recalculate Totals] button.

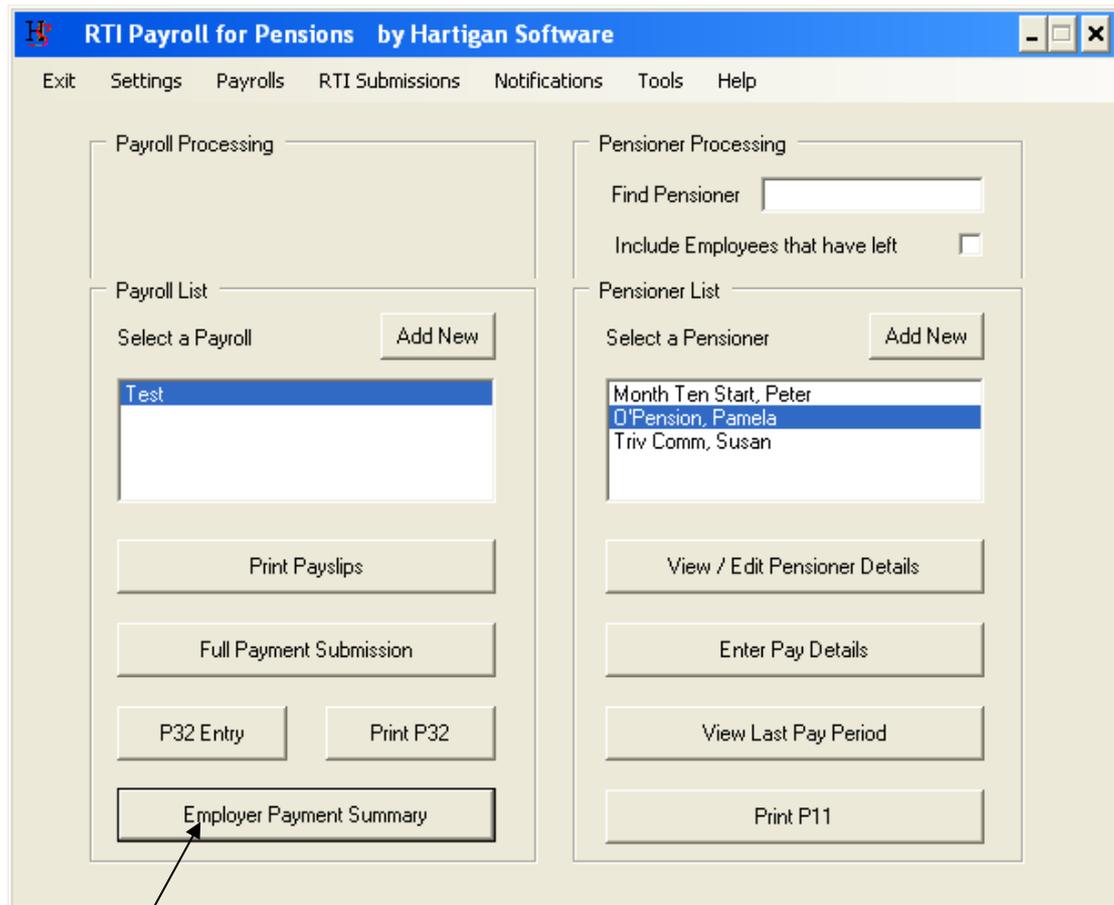
Employer Payment Summary

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 pensioners in a tax month
- to notify HMRC of the bank details to which any repayment is to be sent.



Select the Payroll from the list and click here to begin the Employer Payment Summary.

Employer Payment Summary

Data Entry & Submission

Payroll: Test

Period to which the submission relates
Tax Year: 2013-14 2014-15
Tax Month End Date: 05/03/2015
 This is the final submission for the tax year.

Period of inactivity
 No payments were made to employees or directors for a period of one or more complete tax months and there was no FPS made.
From date: 05/ / Enter the start date of the first tax month in which no payments made.
To date: 05/ / Enter the end date of the last tax month in which no payments made.
 No FPS will be due for future period(s) as no employees or directors will be paid in the future period(s).
From date: 05/ / Enter the start date of the first tax month of your 'period of inactivity'.
To date: 05/ / Enter the end date of the last tax month of your 'period of inactivity'.

Scheme has ceased
 This is the final submission because the scheme has ceased.
Date 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:

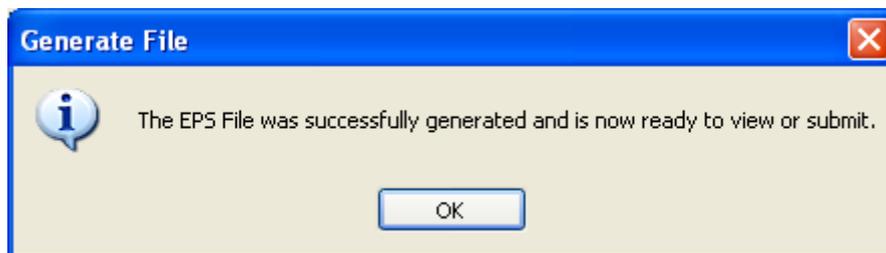
Payment Values
Value of SMP recovered year to date:
Value of NIC compensation on SMP year to date:
Value of OSPP recovered year to date:
Value of NIC compensation on OSPP year to date:
Value of SAP recovered year to date:
Value of NIC compensation on SAP year to date:
Value of ASPP recovered year to date:
Value of NIC compensation on ASPP year to date:
Value of CIS deductions suffered year to date:

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'.
 Yes No N/A
This indicator should only be submitted when the claim is originally made or when the allowance is ceased.

Buttons: Generate File, View File, Submit File, Cancel

Complete the form by entering 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:



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.

Employer Payment Summary

Data Entry & Submission

View File

Click [View File] to review the submission file content:

RTI: Employer Payment Summary

This report is for the tax year 2014-15 and was generated on 17/02/2014 at 16:48

Employer Details

Office Number: 564
Paye Ref: A564
AO Ref: 564PA00133378

Recoverable Amounts

SMP Recovered Year To Date:	£1.00
NIC Compensation On SMP Year To Date:	£2.00
OSPP Recovered Year To Date:	£3.00
NIC Compensation On OSPP Year To Date:	£4.00
SAP Recovered Year To Date:	£5.00
NIC Compensation On SAP Year To Date:	£6.00
ASPP Recovered Year To Date:	£7.00
NIC Compensation On ASPP Year To Date:	£8.00
CIS Deductions Suffered Year To Date:	£9.00

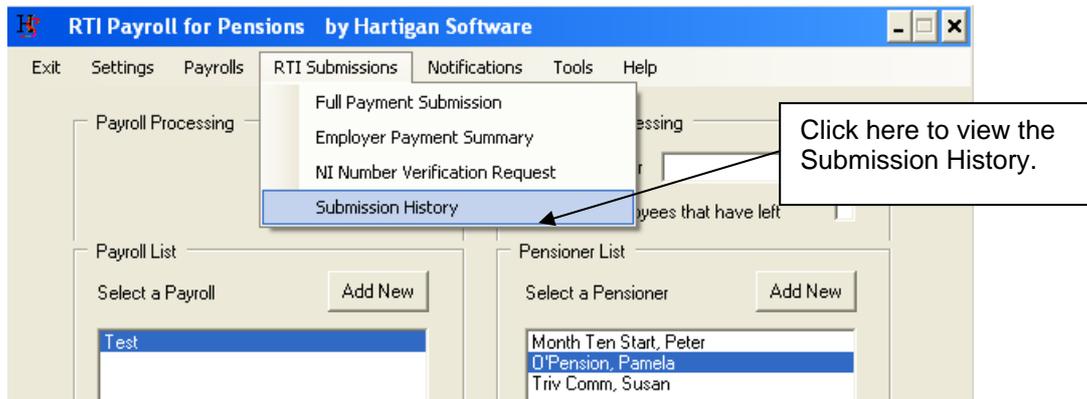
Press the [Print] button at the bottom right hand side of the screen to print the report.

Print Close

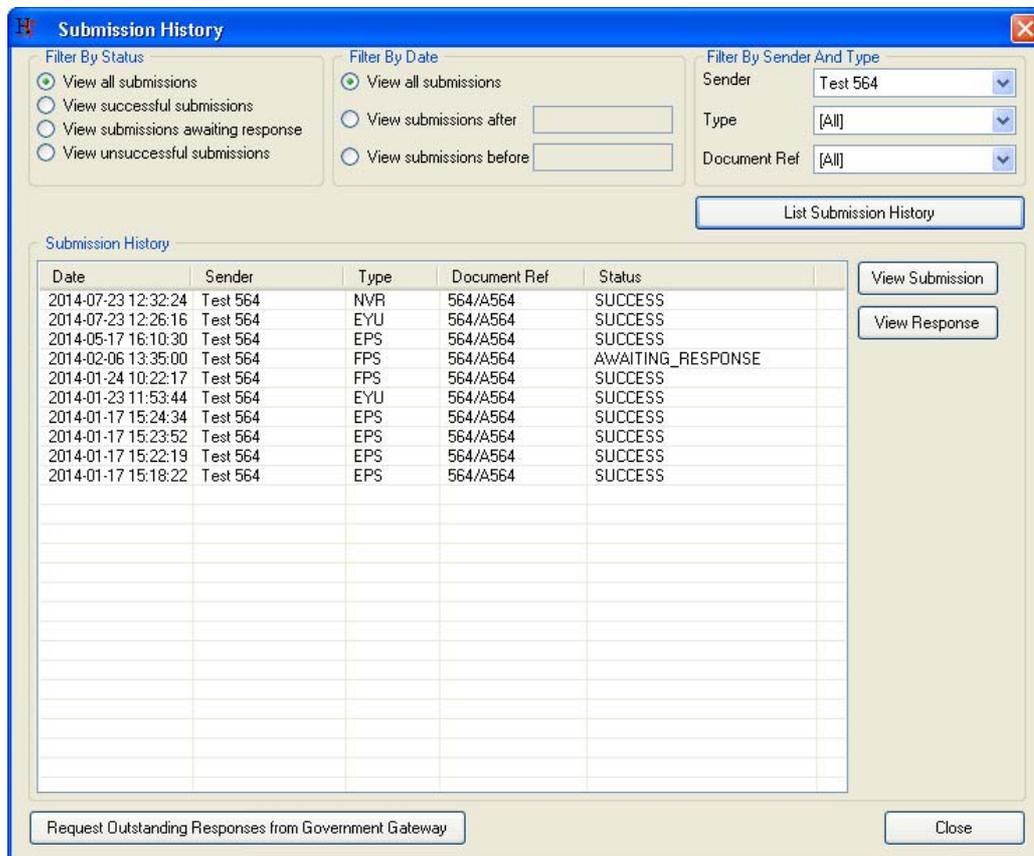
Submit Data

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.

Viewing Submission History



The following screen is displayed:



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.

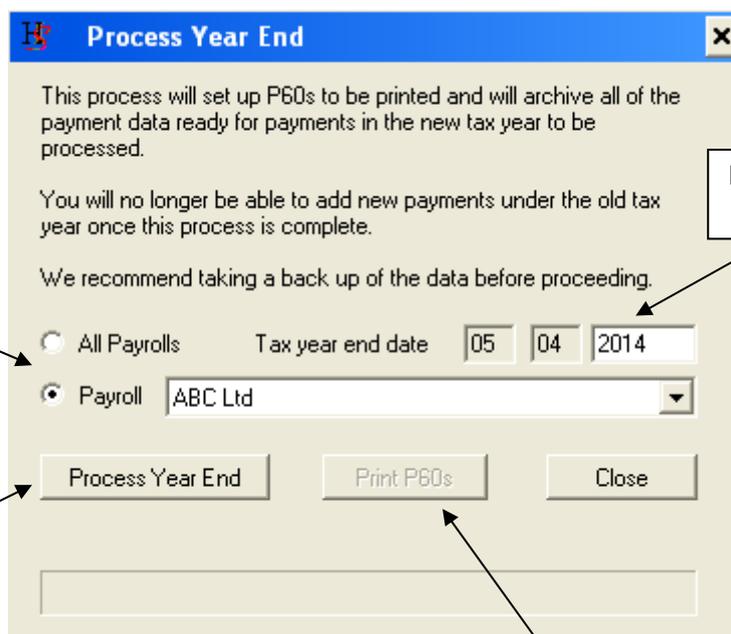
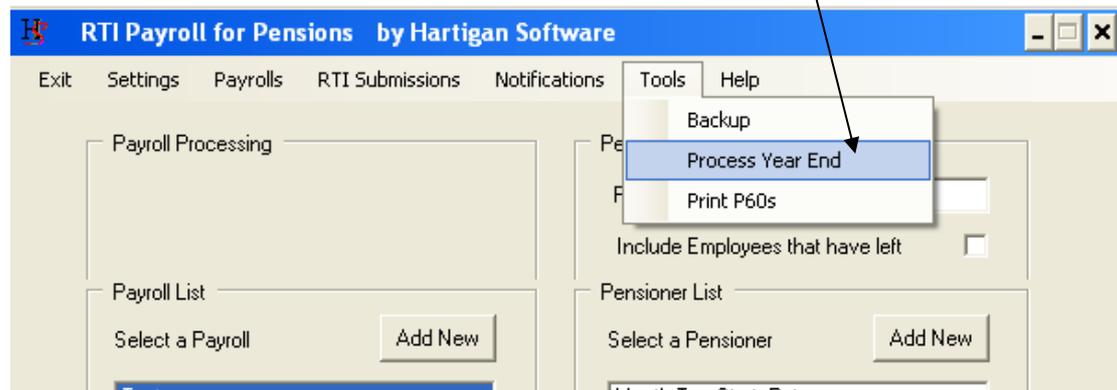
If a response was not received from the Government Gateway when the original submission took place, the status of the submission will be displayed as AWAITING_RESPONSE. The response can be retrieved from the Government Gateway by pressing the [Request Outstanding Responses from Government Gateway] button at the bottom of the screen.

Year End Process

This process will create P60s for printing and will archive the payment data ready for the new tax to be processed. Please note that payments under the old tax year can no longer be added once this process has been completed.

We recommend taking a backup copy of the data before proceeding. Please refer to the Backup section of this document for guidance on how this can be done.

Selecting the [Process Year End] menu under the [Tools] menu will display the following screen



Select the payroll to be processed or the [All Payrolls] option

Enter the tax year end date

Click the [Process Year End] button

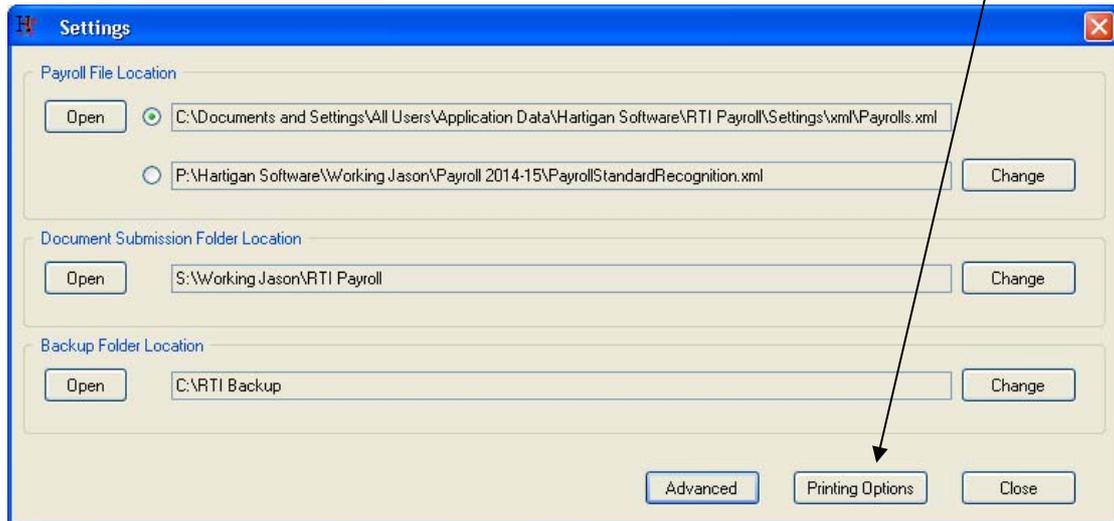
The [Print P60s] button will be enabled after the [Process Year End] button has been pressed and the process has completed. Please refer to the following page for the P60 printing process.

P60 Printing

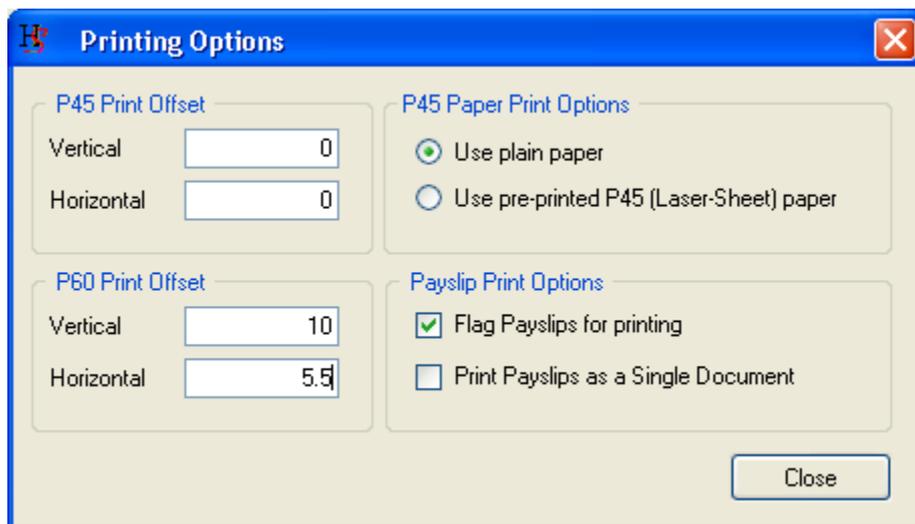
P60s are printed using the pre-printed P60 (SingleSheet/Shortened) stationery. This can be ordered online from the HMRC website via the following link:

<http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#0x1>

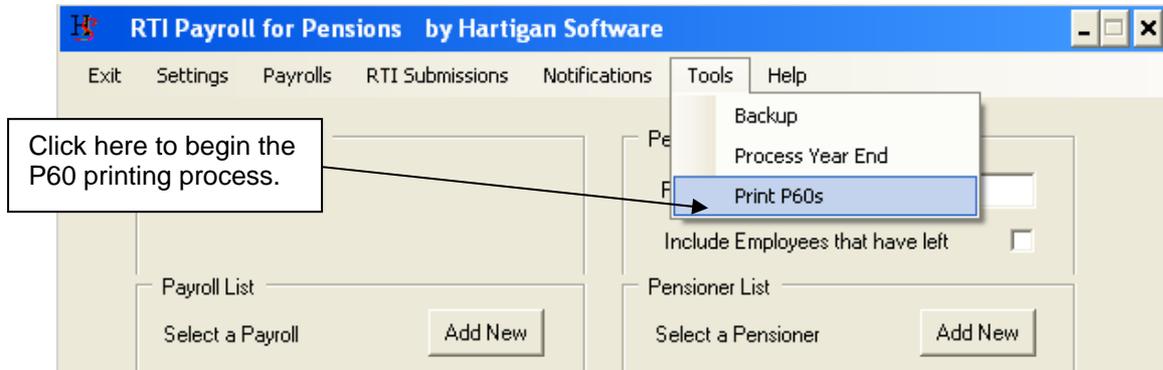
The printing coordinates might need to be updated so that they are aligned with the pre-printed boxes. It is therefore a good idea to print a test P60 to check the printing coordinates before printing the entire batch of P60s. The coordinates can be updated via the [Printing Options] button at the bottom of the Settings screen.



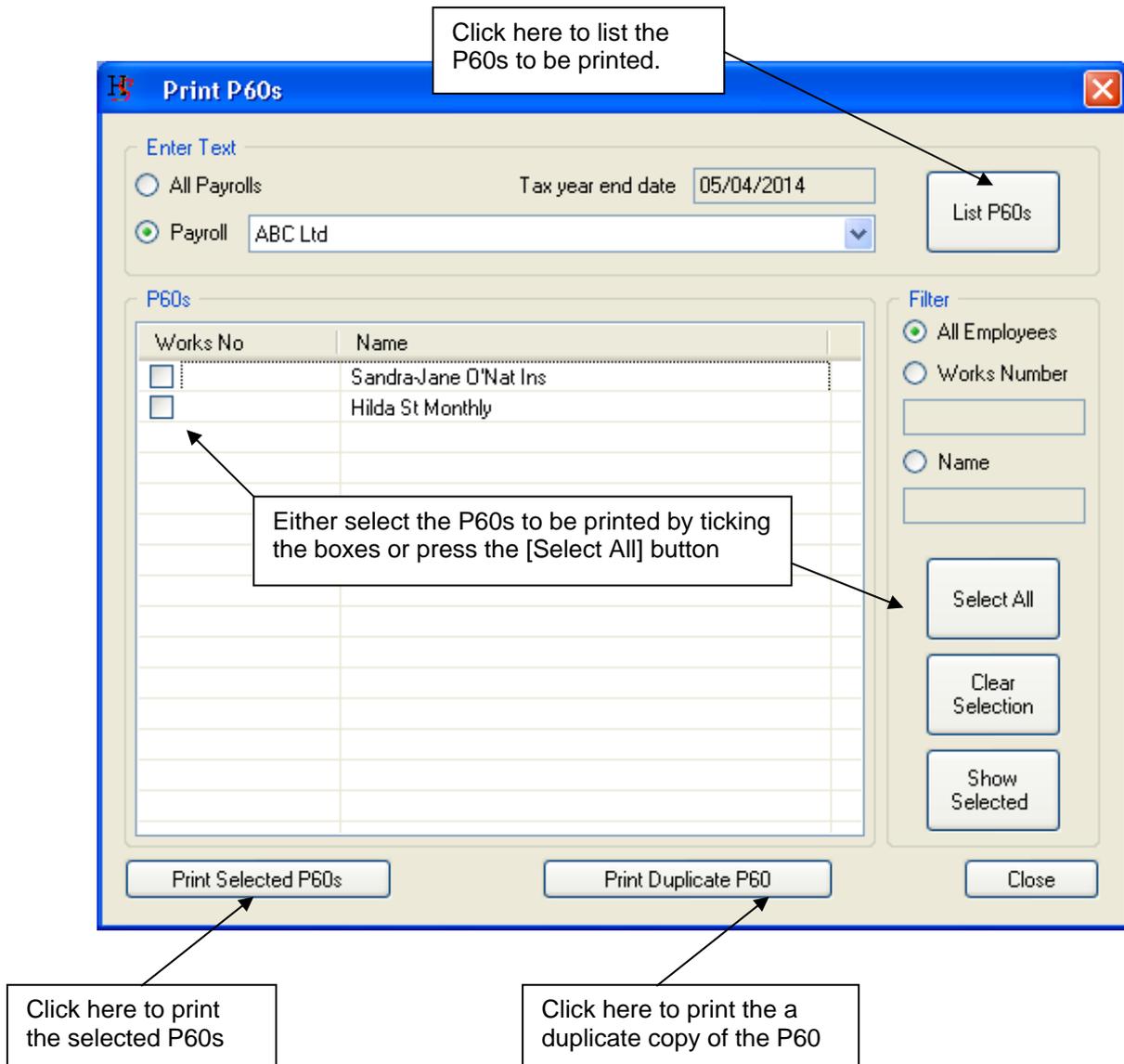
The P60 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example below, the coordinates will be moved 10mm down and 5.5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.



P60 Printing



The following screen is displayed:

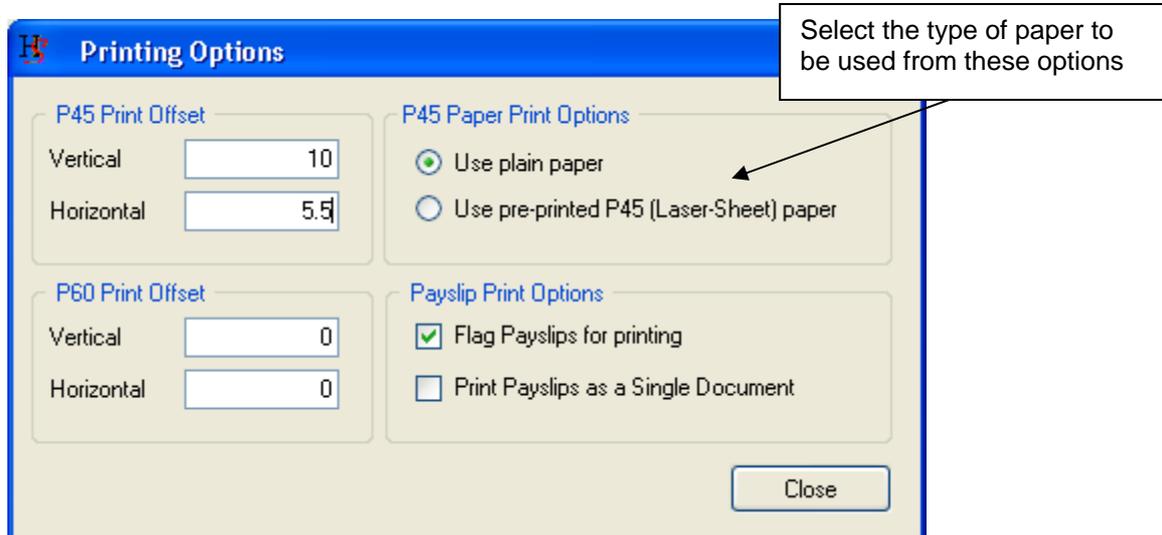
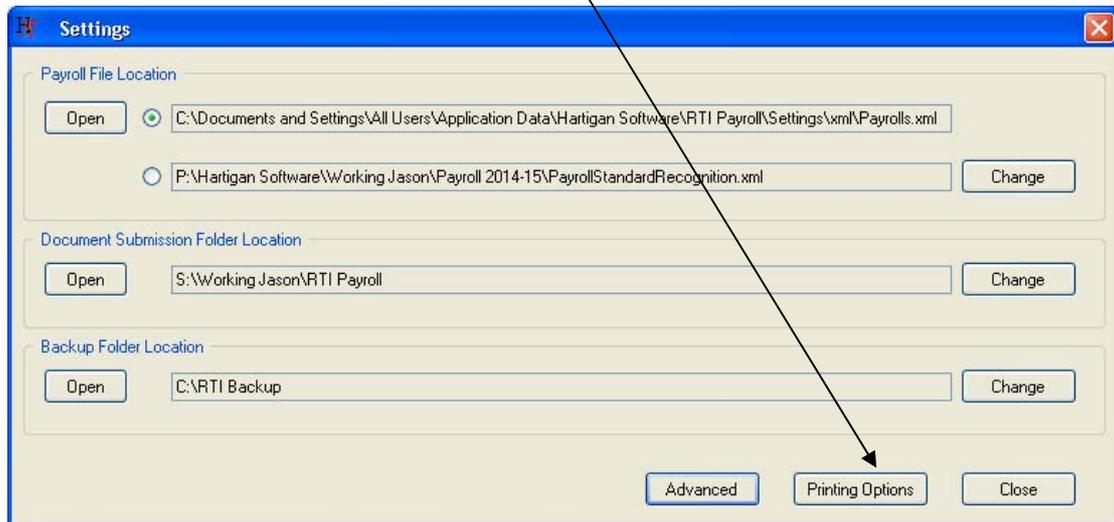


P45 Printing

P45s are printed on either plain paper or using the pre-printed P45 (Laser Sheet) - 3 part stationery. This can be ordered online from the HMRC website via the following link:

<http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#1x1>

The type of paper to be used for printing the P45 can be selected by pressing the [Printing Options] button at the bottom of the Settings screen.



If printing on pre-printed P45 paper, the printing coordinates might need to be updated so that they are aligned with the pre-printed boxes.

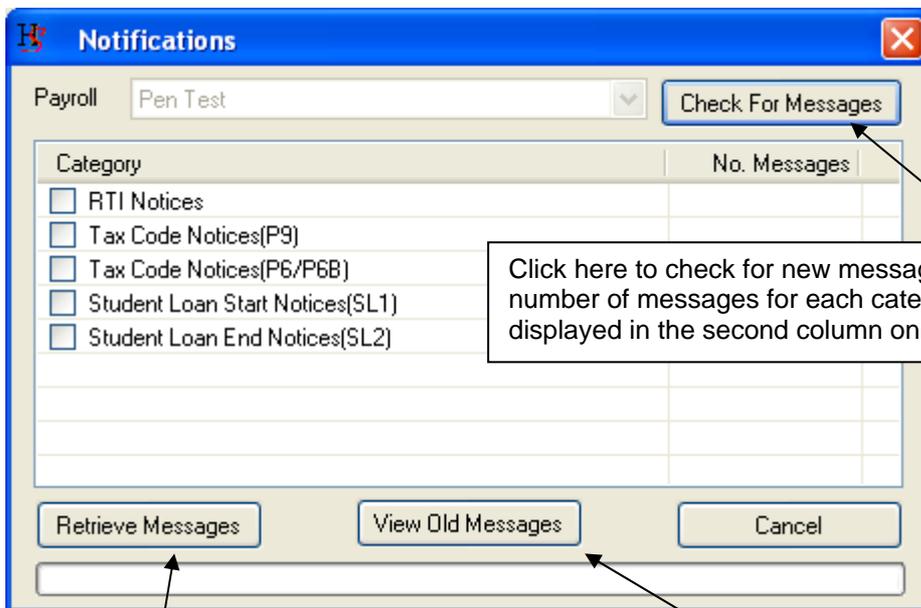
The P45 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example above, the coordinates will be moved 10mm down and 5.5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.

P45 Printing

Receiving Notifications from HMRC



Selecting the [Notifications] menu will display the following screen:



Click here to check for new messages. The number of messages for each category will be displayed in the second column on the list.

Select the category that you would like to retrieve message for and click here. The tax code notices will be displayed in the following screen and the other categories will be displayed in your default web browser.

Select the category that you would like to retrieve old messages for and click here to view messages that have previously been retrieved.

Tax Code Updates

Applying Tax Code Updates



The screenshot shows a software window titled "Tax Code Updates" with a table of employee records. The table has columns for Employer Ref, Name, NI Number, Works Num..., Effective Date, New Tax C..., W1..., and Message. There are seven rows of data, each with a checkbox in the first column. To the right of the table are four buttons: "Select All", "Deselect All", "Update Selected Tax Codes", and "Export To Excel".

Employer Ref	Name	NI Number	Works Num...	Effective Date	New Tax C...	W1...	Message
<input type="checkbox"/> 123/A6	GRIMES, HANNAH ...	ZH112340B	21-328	18/05/2005	708Y		No Match Found
<input type="checkbox"/> 123/A6	CROFT, ANDREW ...	ZA216488C	632849	10/01/2006	BR		No Match Found
<input type="checkbox"/> 123/A6	O'HARA, K D		644/678	18/05/2005	0T		No Match Found
<input type="checkbox"/> 123/A6	DE SOUZA, JUAN	LS476476	DES743	07/07/2005	406L		No Match Found
<input type="checkbox"/> 123/A6	VERITY, Z	KS234111D		01/12/2006	139P		No Match Found
<input type="checkbox"/> 123/A6	SHAW, ROBERT	PT121819	75	15/03/2007	K2000		No Match Found
<input type="checkbox"/> 123/A6	JONES, KERRY-ANN	NH487319C		18/05/2006	503L		No Match Found

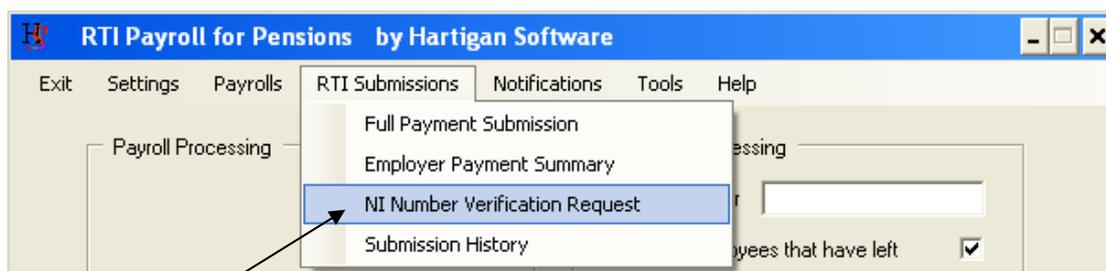
Pensioner records are matched to the notification messages based on the employer ref, NI Number and Works Number.

Select the records to be updated by ticking the boxes in the first column or pressing the [Select All] button. Press the [Update Selected Tax Codes] button to update all of the selected records.

NI Number Verification Request

This submission allows you to either confirm that the National Insurance number you hold is correct, or will attempt to provide you with the correct National Insurance number based on the information you have provided.

The response to the NI Number Verification Request will be received via the HMRC notification service (see the Receiving Notifications from HMRC section of this document for further details).



Selecting the [NI Number Verification Request] menu under the [RTI Submissions] menu will display the following screen



Select the pensioners that you would like to send an NI Number Verification Request in respect of.

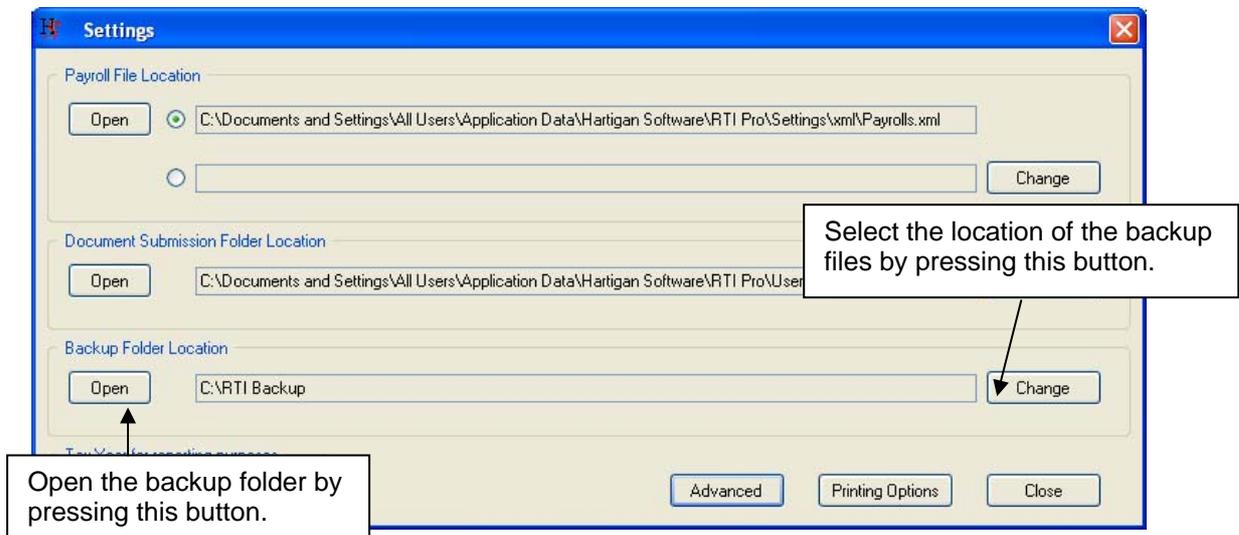
Click the [Generate File] button to generate the NI Number Verification Request.

Click the [View File] button to view the NI Number Verification Request.

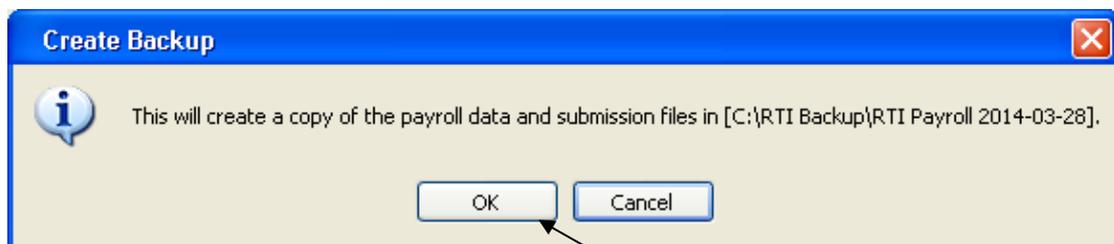
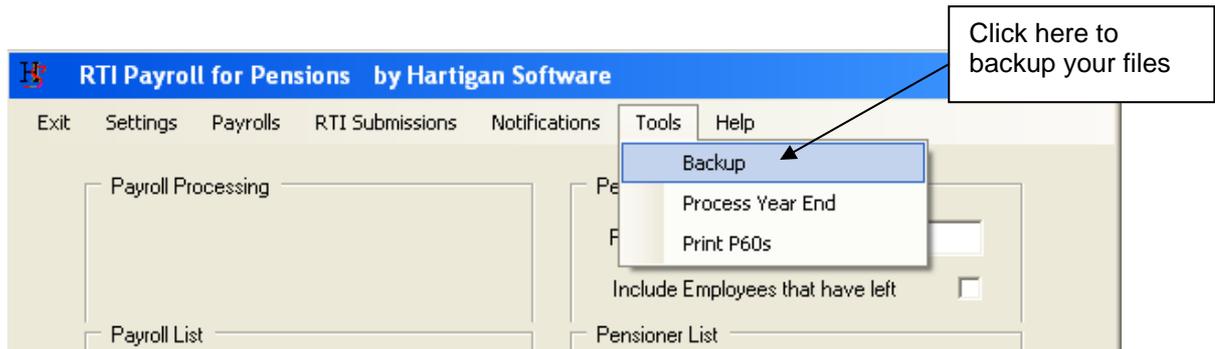
Click the [Submit File] button to submit the NI Number Verification Request.

Data and Submission File Backup

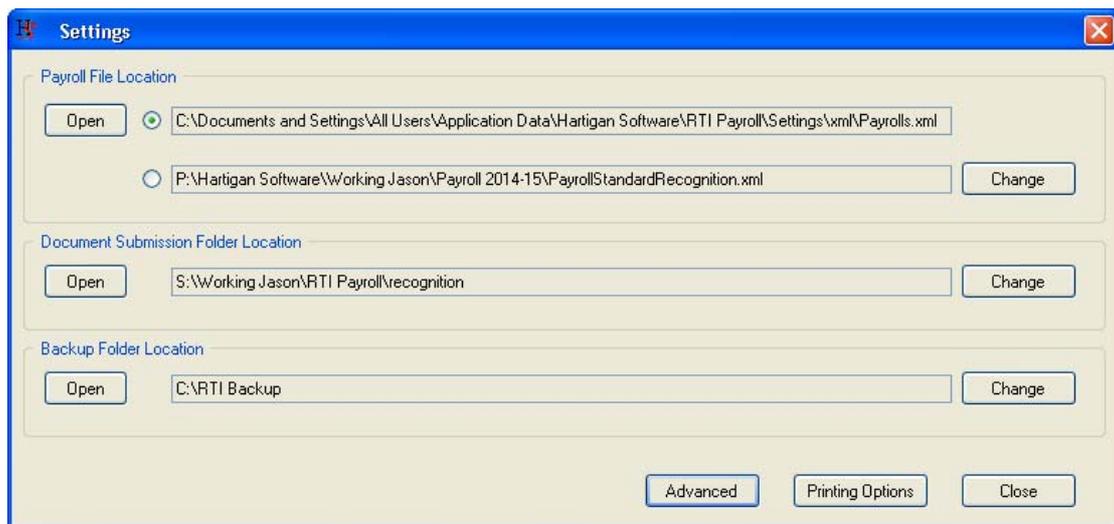
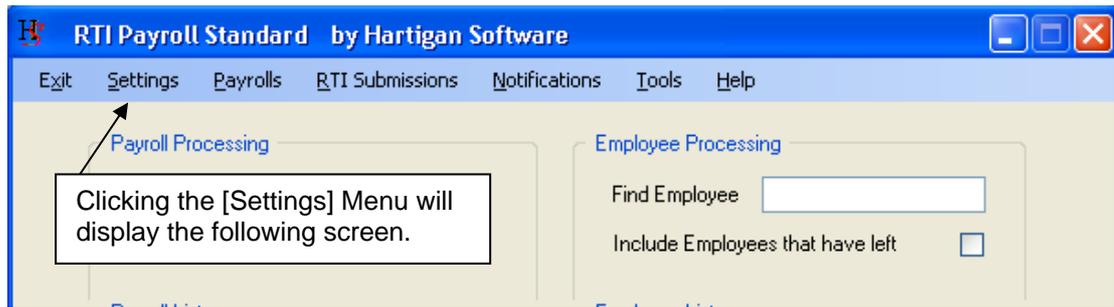
The location of the backup files can be changed from the [Settings] screen. The location should ideally be a folder that is included in your own backup procedures.



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



Application Settings



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.

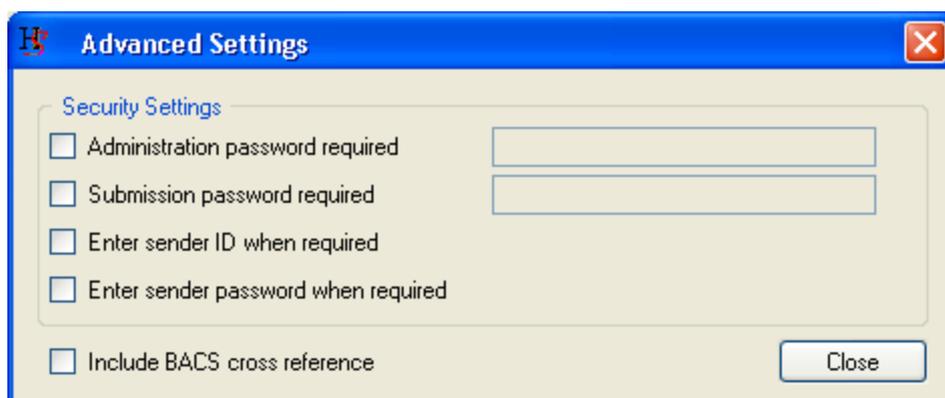
Printing Options

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

Advanced Settings

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

Advanced Application Settings



Advanced Settings

Security Settings

Administration password required

Submission password required

Enter sender ID when required

Enter sender password when required

Include BACS cross reference

Close

Security Settings

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.

Include BACS cross reference

This option will allow a BACS cross reference to be submitted on the Full Payment Submission. The inputs to the BACS cross reference can be set by pressing the [BACS Cross Ref] button on the pensioner details screen.