

RTI Pro User Guide

Contents	Page Number
Set Up	
Settings and Folder Locations	3
Add Payroll Employer Information	7
Import Payroll Employer Information	10
RTI Submissions and Notifications	
Full Payment Submission	11
Employer Payment Summary	18
NI Number Verification Request	24
View Submission History	25
Request Outstanding Submission Reponses	26
Receive Notifications from HMRC	27
Payroll Printing	
P60 Printing	29
P45 Printing	31
NEST Pensions Submissions	
Setting up NEST Employer Records	33
Enrol Workers into NEST	34
Update NEST Contribution Schedules	35
Approve NEST Contribution Schedules	36
Submitting the NEST Files	37



RTI Pro User Guide

Contents

Page Number

Advanced Payroll and RTI Processing

Unattended Full Payment Submissions	39
Multiple Payroll/Employer Full Payment Submissions	40
Split Large FPS Files into Smaller Submissions	42
Bulk Submission Settings	43
Bulk EPS Submissions	44
Auto Generate EPS for Period of Inactivity	47

Data and Submission File Backup and Restore

Data and Submission File Backup	49
Restore Data and Submission File from Backup	50

Settings and Folder Locations

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🖇 RTI Pro	By Hartigan	Software						-		X
ile RT	Submissions	Notifications	Forms	NEST	Reports	Setup Tool	s Help			
						Payrolls				
Full Pa	ayment Submissio	n	E	mployer Pa	ayment Sumr	Settings	K	equest		
						Г				
							Clicking th	e [Settings]	Menu v	Ni
							display the	e following s	creen.	
						L				
Settings										
^o ayroll File L	ocation									
Open	C:\Program	Data\Hartigan Softwar	e\RTI Submi	ssion\Setting	gs\Database\F	ayrolls.mdb				
									~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
	0								Change	
Document S	ubmission Folder La	cation								
Open	C:\Program	Data\Hartigan Softwar	e\RTI Submi	ssion\UserD	locs				Change	
Backup Fold	ler Location									
Open	C:\RTI Bac	kup							Change	
"Open Temp	olates" Location									
Open	C:\Program	Data\Hartigan Softwar	e\RTI Submi	ssion\UserD	locs				Change	
T V (	FDC III									
Historic	Tay Year	oses	2024-25	Number of	days until licen	se evnires 310				
		0 2023-24	2024-23	Trainber of	adys and noon		_			
	Auto	Folder Import	mport / Export	File Options	s Proxy S	Settings And Testing	Advanced	Printing Options	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. The "Open Templates" location determines where new Excel files are saved when blank import templates are used.

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.

#### **Printing Options**

The Printing Options screen is displayed when the [Printing Options] 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.

efault Import	File Type eadsheet	File Import Options  Generate and output BACS random string to Excel file	Excel dates a	re formatted as text
CSV	O XML	Use PAYE Ref from import spreadsheet	CSV date format	DD/MM/YYYY
efault Import	File Locations			
	Full Payment Sul	bmission		
Open				Change
	Employer Payme	ent Summary		
Open				Change
	NI Number Verifi	ication Request		
Open				Change
	Payrolls			
Open				Change
port File Loc	ations FPS Validation E	Exceptions		
Open	C:\ProgramData	a\Hartigan Software\RTI Submission\UserDocs\FPS\Exceptions		Change
	Notifications			
0	C:\EPS			Change

# Default Import File Type

Set the default file type to be used when importing files into the software. This saves time by not having to change the option in the file type drop down box each time a file is imported.

#### 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.

#### **Export File Locations**

Set the default file locations to be used when exporting files from the software. This saves time by not having to browse to the location each time a file is exported.

#### File Import Options

The **[Generate and output BACS random string to Excel file]** option will generate the BACS random string for all records where the payee sort code and recipient sort code have been entered but the BACS random string has not. It will also output the BACS random string to the Excel file.

If the **[Use PAYE Ref from import spreadsheet]** option is set, the payroll will be automatically selected when submissions are made. The [PAYE Ref] column must be populated on the Excel import spreadsheet in the format 999/XXX where 999 is the HMRC Office number and XXX is the Employer reference number if the [Use PAYE Ref from import spreadsheet] option is set.

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**

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

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 submi Export validation exceptions to file Abort process if validation exception count to Maximum validation exception count 10	itted once imported) oo high
Bulk Submission Settings         Submit individually in succession         Concurrent Submissions         Split bulk Submission into batches         Maximum batch size	Split large submissions into smaller file sizes Are the files to be split Number of records per file Testing Options Submit to Test Server Test In Live
	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.

#### Automated FPS Submission Settings

This setting will allow a file to be automatically validated and submitted once imported. See the separate [Unattended Full Payment Submissions] section for further details.

# Bulk Submission Settings

These settings refer to where multiple Full Payment Submissions are made in a single process. See the Bulk Submission Settings section for further details.

#### Split large submissions into smaller file sizes

This option will split large submissions into smaller file sizes to improve submission times and reduce the risk of exceeding the Government Gateway size limit. See the separate [Split Large FPS Files into Smaller Submissions] section for further details.

#### **Testing Options**

Use these options to direct submissions to the Government Gateway Test server or to the Government Gateway Live server flagged as a test submission.

## Add Payroll Employer Information

Click the [Payrolls] menu to open the payroll details entry window.

BY RTI Pro By Hartigan Software	-	×
File RTI Submissions Notifications Forms NEST Reports Setup Tools Help		
Payrolls		
Full Payment Submission Employer Payment Summ	equest	

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 Payrolls have been set up.

Payroll List				Filter List	
Name		PAYE Ref	Add New	Payroll Name	
Notifications		A6		PAYE Ref	
test		A564		Exclude Ceased Scheme	e Find
Payroll Details		- 0	votact.		
Payroll Name		T	le		
HMRC Office Name		Fo	renames		
Employer PAYE reference	Office number Reference number	S	imame		
Employer Accounts Office Reference		Т	elephone Number		
Self Assessment Unique Tax Reference		Emp	loyer Name		
Corporation Tax Reference		Emp	oyer Address		
Sender Type	Employer	~			
Sender ID					
Sender Password					
Scheme Ceased		Emp	oyer Postcode		
Date Scheme Ceased					

# Add Payroll Employer Information







#### **Import Payroll Employer Information**

ayroll List				Filter List	
Name		PAYE Ref	Add New	Payroll Name	
Notifications		A6		PAYE Ref	
test		A564		Exclude Ceased Scheme	Find
Payroll Details		- Cont	act		
^p ayroll Name		Title			
IMRC Office Name		Foren	ames		
Employer PAYE reference	Office number Reference num	nber Suma	ame		
Employer Accounts Office Reference		Telep	hone Number		
Self Assessment Unique Tax Reference		Employe	er Name		
Corporation Tax Reference		Employe	er Address		
Sender Type	Employer	$\sim$			
Sender ID					
Sender Password					
Scheme Ceased		Employe	er Postcode		
Date Scheme Ceased		Linpioy			
Import Payrolls				Save Delete	Close
Click the [Impo		on to begin the	nrocess	1	
show the fittipe	n i ayronoj butt	on to begin the	P100000		

ष्ट्र Import Payrol	l Data	×	
	Open Template		This button will create a new Excel document based on our data Import template.
	Import File		This button allows you to import an existing Excel or CSV document.
	Validate Data		This button will validate the data in the Excel or CSV document.
	Import Data		This button will import the data from the Excel or CSV document.

The import process is able to insert new payroll records or update existing payroll records. A CSV file can also be used for importing data as long as either:

1. the CSV column header names are the same

or

2. the CSV file does not have column headers but the column order is the same as the Excel template

## Employee Payroll Data Entry / Import

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

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

'Import File' allows the import of an existing Excel, CSV, or XML document.

File RTI Submissions Notifications	Forms NEST Reports Setup Tools Help	
Full Payment Submission Open Template	Employer Payment Summan Data Entry & Submission	ll create a new Excel ed on our FPS
Import File	View Receipt This button all existing Excel,	ows you to import an , CSV, or XML
Validate Data	document.	
Submit Data	Notifications	Submit Data
View Receipt	Submission History	View Receipt

#### Open Template

Each time a template button is clicked an Excel document is created from the Full Template.

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

# **Open Template**

B	ڻ ، ک	~ Ŧ							FPS-2	20230823-001	.xls [Compa	ibility Mode	] - Excel				Jase	n Thompso	n 🕡 🖻	- 0	×
File	Home	Inse		Page Layout	Formulas	Data	Review	View H	elp Q	Tell me what	t you want to										$\Box$
Past	Cut E Copy Format Clipboard	Painter	Ar B	ial I∐~	• 10 • ,	A* A* A ~	= =	Norman Sector S	êb Wrap Te 臣 Merge 8	ext & Center ~	General	6 * 50	* C • Fo	onditional F rmatting ∽ Si	ormat as Table ~ S tyles	Cell ityles ~	Insert Delete F	ormat	AutoSum ~ A Fill ~ Z Clear ~ Fil Editing	rt & Find & ter ~ Select ~	_
A2	Ŧ		×	$\sqrt{-f_X}$																	~
	А	В	С	D	E	F	G	н	1	J	K	L	М	N	0	Р	Q	R	S	т	-
1 P	AYE Ref	NINO	Title	Forename *	1 Forename 2	Initials	Surname	Address 1	Address 2	Address 3	Address 4	Postcode	Country	Birthdate	Gender	PayID	PayID Changed	Old Payl	D Irregular Emp	Tax Code	Week
2		<u> </u>				<u> </u>															
3		-			-																
4					-	-															
6		-				-															
7		-				-															
8		-																			
9																					
10																					
11																					
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14		<u> </u>				<u> </u>														<u> </u>	
15		<u> </u>				<u> </u>															
16		-			-	<u> </u>															
10		-			_																
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21																				-	
22																					
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25																					
26																					
27																					
28	_																				
4	•	Sheet1		+							: 4						_		_		Þ
Ready	C? Access	ibility: U	navaila	ble														# E	끤	++	- 100%

Click on the Excel spreadsheet displayed and enter the required payroll data.

The 'RTI FPS and EPS Import File Guides.pdf' is provided 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 the [Validate Data] button.

#### Import File

Click the [Import File] button, the window below is displayed:



## Employee Payroll Data Entry / Import

Select the type of file (Spreadsheet, CSV, or XML) from the [Files of Type] drop down box, browse to the location of the file to be imported and press the [Open] button.

#### Excel Spreadsheet File Type

If an Excel spreadsheet is imported, the document is loaded and displayed behind the RTI Pro Main Window. The document can be updated before the validation step if required.

#### XML File Type

The XML file will be imported ready for validation

#### CSV File Type

If a CSV file is imported, the following screen will be displayed:

😗 Import CSV File 💽
This screen lets you set the delimiters your data contains
Delimiters
🔽 Comma 📄 Semicolon 📄 Tab
Space Other:
Data includes column headers
Double quotes will be removed from the start and end of the text fields.
Ok Cancel

Select the delimiter used in the CSV file and whether or not the data contains column headers. If the data does not contain column headers, the columns will need to be in the same order as the standard Full Payment Submission Excel template.

Press the [OK] button once the selection has been made. The data will be imported ready for validation.

# Data Validation

DTLC	-	NI-1:6	<b>F</b>	NECT	Demente	Catura	Taala	Usla			
KII SU	omissions	Notifications	Forms	INEST	кероптя	Setup	10015	нер			
Full Payme	ent Submissio	n]	Er	mployer Pa	ayment Sumn	nary		NINO	/erification	n Request	
	Open Tem	plate			Submissio	y a on			Ope	en Template	
	Import F	ile			View Rece	eipt			h	mport File	
											Б.
	Validate	Data			Tł th	nis butt e Exce	on will Ⅰ, CSV	validate /, or XML	the d docu	ata in ment.	
	Submit D	ata			Notificatio				C.	ihmit Data	-
					Tł	nis butt	on will	submit	he da	ta in	
	View Rec	eipt			th Submis	e Exce	I, CSV	′, or XML	. docu	ment.	
				-		nis butt r a suc	on will cessfu	display	the re	ceipt ile	]

If more than one file is found the application will display a window showing the files found. The user should click on the required file, the file will be highlighted, then click [Ok].

#### 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. Alternatively, the exceptions can be exported to a file by selecting the [Export Validation Exceptions to File] option in the Advanced Settings screen.

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 and EPS Import File Guides.pdf" or HMRC website for guidance.

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

A 'Validated Successfully' message will be displayed after successful validation, the document is now ready for submission.

#### Generate File

If more than one file is found the application will display a window showing the files found. The user should click on the required file, the file will be highlighted, then click [Ok].

The Full Payment Submission window is displayed:

망 Full Payment Submission	×
Select a Payroll	$\sim$
Include Ceased S Tax year to which the submission relates	chemes Find Payr Click here to generate the file.
◯ Historic Tax Year	Click here to view the file.
This is the final submission for the tax	Click here to submit the file.
Scheme has ceased This is the final submission because the	e scheme bas ceased.
Date Ceased	
Generate File View File	Submit File Close

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:

Generate File	×
The FPS File was successfully generated and is now ready to submit	
ок	

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 a list of all employees with information being submitted to HMRC.

😗 🛛 XML Vie	wer							
RTI: F	ull Payment Sı	ıbmissi	on					
This report	is for the tax year 2015-	16 and was	generated on	09/02/2015 at 3	15:29			
<b>Employer</b> Office Num Paye Ref: A AO Ref: 12	<b>r Details</b> ber: 564 1564 3PZ12345678	Cl	ick the c e report	olumn hea by Works N	der to order No or Name			
Works No	<u>name</u>	Pay Date	Gross Pay	Tax Deducted	Employee NIC	Employer NIC	Std Loan	
321	<u>Alfa</u>	12/04/2015	£12.00	£0.00	£0.00	£0.00	£0.00	
254	Leon Hughes	28/04/2015	£10,000.00	£3,156.76	£481.14	£1,298.10	£24.00	
S32	<u>Jacki McManus</u>	10/04/2015	£77.00	£134.40	£100,000,002.90	£100,000,002.90	£0.00	
	Who	06/04/2015	£415.34	£67.53	£0.00	£0.00	£0.00	
G45	Maurice Frank Williams	28/04/2015	-£4,251.00	-£344.34	-£1,292.88	-£1,291.88	-£54.00	
	<u>Wonka</u>	30/04/2015	£346.98	£345.00	£0.00	£0.00	£0.00	
В	Woods	10/04/2015	£672.53	£134.40	£65.18	£74.94	£0.00	
TOTALS	Employee Count: 7		£7,272.85	£3,493.75	£99,999,256.34	£100,000,084.06	-£30.00	
	Press the [Pr hand side of	int] butt the scre	on at the en to pr	e bottom rig int the repo	ght prt.	Financial	D. I.	

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 Bedford Ut 2 Ws						
Gender: Passport Number: Director's NIC: Tax Week Of Appt Of Director:	Male 84120474 AN: Annual or pro-rata annual 53						
Start Date: Starting Declaration:	07/04/2012 C: have another job or pension						
Payment Date: Late Reason: Payment Frequency: Month No: Periods Covered: A garagated Famings:	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.

#### 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:

😰 Submission to Government Gateway		×
Report Type: Full Payment Submission No Records: 42		
Sending Data to Server: https://secure.dev.gateway.gov.uk/submission Palling Server	<u> </u>	
Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll		
	Close	

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

A successful submission is shown in the window below:

View 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 Document Submission Folder.

# **Employer Payment Summary**

RTI Submissions Notifications	Forms NEST Reports Setup Tools	L.,
Full Payment Submission	Employer Payment Summary	NINO Verification Request
Open Template	Data Entry & Submission	Open Template
Import File	View Receipt	Import File
Validate Data		Validate Data
Submit Data	Notifications	Submit Data
View Receipt	Submission History	View Receipt

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) or an amount under the Regional National Insurance Contributions Holiday for New Businesses
- to notify HMRC of the eligibility to claim the annual employment allowance
- to notify HMRC of the bank details to which any repayment is to be sent.

The window on the following page will be displayed.

Complete the form either by:-

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

OR

• Import data from an XML, Excel or CSV document.

**Employer Payment Summary: Payment Values** 

Belect a Payroll Include Ceased Schemes   Period to which the submission relates Scheme has ceased   Tax Year 2022-23   2022-23 2023   Month End Date 05   This is the final submission becaus   scheme has ceased   Date Ceased   Payment Values Period of inactivity Employment Allowance Indicator Bank Account Details Payment Values Value of SMP recovered year to date Value of SMP recovered year to date Value of SPP recovered year to date Value of SPBP recovered year to date Value of CIS deductions suffered year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File Verse File Verse Submit File Campital	>
Include Ceased Schemes Period to which the submission relates Tax Year 2022-23 2023 Month No. 5 This is the final submission becaus scheme has ceased This is the final submission becaus scheme has ceased Date Ceased D	
Period to which the submission relates       Scheme has ceased         Tax Year       2022-23       2023-24         Tax Month End Date       05       09       2023         This is the final submission for the tax year.       Date Ceased       Date Ceased         Payment Values       Period of inactivity       Employment Allowance Indicator       Bank Account Details         Payment Values       Value of NIC compensation on SMP year to date       Date Ceased       Date Ceased         Value of NIC compensation on SMP year to date       Value of NIC compensation on SAP year to date       Date ceased       Date relevant         Value of NIC compensation on SAP year to date       Value of NIC compensation on SAP year to date       Date ceased       Date relevant         Value of NIC compensation on SAP year to date       Date ceased       Date ceased       Date ceased         Value of NIC compensation on SAP year to date       Date ceased       Date ceased       Date ceased         Value of NIC compensation on ShP year to date       Date ceased       Date ceased       Date ceased         Value of NIC compensation on ShPP year to date       Date ceased       Date ceased       Date ceased         Value of NIC compensation on ShPP year to date       Date ceased       Date ceased       Date ceased         Value of CIS deductions suffered year to dat	
Tax Year       2022-23       2023-24         Tax Month End Date       05       09       2023       Month No.       5         This is the final submission for the tax year.       Date Ceased       Date Ceased         Payment Values       Period of inactivity       Employment Allowance Indicator       Bank Account Details         Payment Values       Value of SMP recovered year to date       Oate       Oate         Value of SAP recovered year to date       Oate       Oate       Enter relevant         Value of SAP recovered year to date       Oate       Oate       Payment values         Value of SAP recovered year to date       Oate       Oate       Payment values         Value of NIC compensation on SAP year to date       Oate       Oate       Payment values         Value of SAP recovered year to date       Oate       Oate       Payment values         Value of NIC compensation on SAP year to date       Oate       Oate       Payment values         Value of NIC compensation on ShPP year to date       Oate       Oate       Payment values         Value of NIC compensation on ShPP year to date       Oate       Oate       Payment values         Value of NIC compensation on ShPP year to date       Oate       Oate       Payment values         Value of NIC compens	
Tax Month End Date       05       09       2023       Month No.       5       Date Ceased         Date Ceased       Date Ceased       Date Ceased       Date Ceased         Payment Values       Period of inactivity       Employment Allowance Indicator       Bank Account Details         Payment Values       Value of SMP recovered year to date       Date Ceased       Date Ceased         Value of NIC compensation on SMP year to date       Value of SPP recovered year to date       Date Ceased         Value of SIC compensation on SPP year to date       Calue of SIC compensation on SAP year to date       Enter relevant payment values         Value of SIC compensation on SAP year to date       Value of SIC compensation on SAP year to date       Payment values         Value of SIC compensation on SAP year to date       Value of SIC compensation on SAP year to date       Payment values         Value of SIC compensation on SIPP year to date       Value of SIC compensation on SIPP year to date       Payment values         Value of SIC compensation on SPPP year to date       Value of IC compensation on SPPP year to date       Payment values         Value of SIC compensation on SPPP year to date       Payment values       Payment values         Value of SIC deductions suffered year to date       Payment value and Apprenticeship Levy allowance amount       Payment value and Apprenticeship Levy allowance amount         <	use the
This is the final submission for the tax year.   Date Ceased   Payment Values   Period of inactivity   Employment Allowance Indicator   Bank Account Details   Payment Values   Value of SMP recovered year to date   Value of SPP recovered year to date   Value of NIC compensation on SPP year to date   Value of NIC compensation on SPP year to date   Value of SAP recovered year to date   Value of NIC compensation on SAP year to date   Value of NIC compensation on SPBP year to date   Value of NIC compensation on SPBP year to date   Value of NIC compensation on SPBP year to date   Value of CIS deductions suffered year to date   Apprenticeship Levy allowance amount   Import Excel/CSV File    Import Excel/CSV File   Import XML    Generate File  View File	
Payment Values Payment Values Value of SMP recovered year to date Value of SIP recovered year to date Value of SPP recovered year to date Value of SPP recovered year to date Value of SAP recovered year to date SAP recovered year to date Value of SAP recovered year to date Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Payment Values         Value of SMP recovered year to date         Value of NIC compensation on SMP year to date         Value of SAP recovered year to date         Value of SAP recovered year to date         Value of NIC compensation on SAP year to date         Value of NIC compensation on SAP year to date         Value of ShP recovered year to date         Value of ShPP recovered year to date         Value of CIS deductions suffered year to date         Value of CIS deductions suffered year to date         Apprenticeship Levy due year to date         Apprenticeship Levy allowance amount         Import Excel/CSV File       Import XML         Generate File       View File       Submit File	
Value of SMP recovered year to date Value of NIC compensation on SMP year to date Value of SPP recovered year to date Value of NIC compensation on SPP year to date Value of NIC compensation on SAP year to date Value of ShPP recovered year to date Value of ShPP recovered year to date Value of ShPP recovered year to date Value of SPBP recovered year to date Value of SPBP recovered year to date Value of SPBP recovered year to date Value of CIS deductions suffered year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Value of NIC compensation on SMP year to date Value of SPP recovered year to date Value of NIC compensation on SPP year to date Value of NIC compensation on SAP year to date Value of ShPP recovered year to date Value of ShPP recovered year to date Value of ShPP recovered year to date Value of SPBP recovered year to date Value of SPBP recovered year to date Value of SPBP recovered year to date Value of CIS deductions suffered year to date Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Value of SPP recovered year to date	
Value of NIC compensation on SPP year to date Value of SAP recovered year to date Value of NIC compensation on SAP year to date Value of ShPP recovered year to date Value of NIC compensation on ShPP year to date Value of SPBP recovered year to date Value of SPBP recovered year to date Value of CIS deductions suffered year to date Apprenticeship Levy due year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Value of SAP recovered year to date Value of NIC compensation on SAP year to date Value of SPPP recovered year to date Value of NIC compensation on ShPP year to date Value of SPBP recovered year to date Value of NIC compensation on SPBP year to date Value of CIS deductions suffered year to date Apprenticeship Levy due year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Value of NIC compensation on SAP year to date Value of ShPP recovered year to date Value of NIC compensation on ShPP year to date Value of SPBP recovered year to date Value of NIC compensation on SPBP year to date Value of CIS deductions suffered year to date Apprenticeship Levy due year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Value of ShPP recovered year to date         Value of NIC compensation on ShPP year to date         Value of SPBP recovered year to date         Value of NIC compensation on SPBP year to date         Value of CIS deductions suffered year to date         Apprenticeship Levy due year to date         Annual Apprenticeship Levy allowance amount         Import Excel/CSV File       Import XML         Generate File       View File         Submit File       Ca	: es her
Value of NIC compensation on ShPP year to date Value of SPBP recovered year to date Value of NIC compensation on SPBP year to date Value of CIS deductions suffered year to date Apprenticeship Levy due year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Value of SPBP recovered year to date         Value of NIC compensation on SPBP year to date         Value of CIS deductions suffered year to date         Apprenticeship Levy due year to date         Annual Apprenticeship Levy allowance amount         Import Excel/CSV File       Import XML         Generate File       View File         Submit File       Ca	
Value of NIC compensation on SPBP year to date Value of CIS deductions suffered year to date Apprenticeship Levy due year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Value of CIS deductions suffered year to date Apprenticeship Levy due year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Apprenticeship Levy due year to date Annual Apprenticeship Levy allowance amount Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Annual Apprenticeship Levy allowance amount	
Import Excel/CSV File Import XML Generate File View File Submit File Ca	
Import Excel/CSV File Import XML Generate File View File Submit File Ca	
	ancel
Click here to import file Click here to generate, view,	

# Employer Payment Summary: Period of inactivity

😗 Employer Pa	yment Summary	
Select a Payroll	~	Find Payroll
	Include Ceased Schemes	
Period to which	the submission relates	Scheme has ceased
Tax Year Click here to period of ina	2022-23         2023-24           enter a         2023           ctivity         2023	☐ This is the final submission because the scheme has ceased.
	or the tax year.	Date Ceased
Payment Values	Period of inactivity Employment Allowance Indicator	Bank Account Details
Period of inac	tivity	
□ No paym was no F	ents were made to employees or directors for a period of or PS made.	ne or more complete tax months and there
From date	06 Enter the start date of the first tax mont	h 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	06 Enter the start date of the first tax mont	h of your 'period of inactivity'.
To date	05 Enter the end date of the last tax month	of your 'period of inactivity'.

# Employer Payment Summary: Period of inactivity

Select a Payroll	Find Payroll
Period to which the submission relates	Scheme has ceased
Click here to enter the NICs Employment Allowance details. This is the final submission for the tax year.	This is the final submission because the scheme has ceased.
Payment Values Period of inactivity Employment Allowance Indicator	Bank Account Details
Employment Allowance Indicator	
If you are eligible to claim the annual NICs Employment Allowance to be Secondary NICs you should indicate 'Yes' to confirm you have checke	e offset against your employer Class 1 ed eligibility to receive Employment Allowance.
Employment Allowance claims will be checked on submission, and you	will be notified by letter if successful.
The claim will be retained for the full tax year, until such time as you cea 'No'.	● Yes ○ No ○ N/A ase to qualify, at which point you should select
Employment Allowance must be claimed every year.	
Employment Allowance must be claimed every year. De minimis State aid	
Employment Allowance must be claimed every year. De minimis State aid If the business is involved in economic activity, please tick all of the fol	lowing that apply:
Employment Allowance must be claimed every year.  De minimis State aid  If the business is involved in economic activity, please tick all of the fol Employer is in the agriculture sector  Employe	lowing that apply: er is in the road transport sector
Employment Allowance must be claimed every year.  De minimis State aid  If the business is involved in economic activity, please tick all of the fol Employer is in the agriculture sector  Employer is in the fisheries and aquaculture sector  Employer Aquaculture sector	lowing that apply: er is in the road transport sector er IS NOT within Agriculture, Fisheries and ture, or Road Transport sectors
Employment Allowance must be claimed every year.  De minimis State aid  If the business is involved in economic activity, please tick all of the fol  Employer is in the agriculture sector  Employe  Employer is in the fisheries and aquaculture sector  Employe  Comparison of the fisheries and aquaculture sector  Tick here where de minimis State aid rules do not apply to the Employe economic activity: for example charities, community amateur sports clut care.	lowing that apply: er is in the road transport sector er IS NOT within Agriculture, Fisheries and ture, or Road Transport sectors er because they are not engaging in bs, employing someone to provide personal

# Employer Payment Summary: Bank Account Details

🕑 Employer Payment Summary	×
Select a Payroll	✓ Find Payroll
Period to which the submission relates       Tax Year     2022-23     2023-24       Click here to enter bank account     the No. 5	Scheme has ceased This is the final submission because the scheme has ceased.
details for refund payments.	Date Ceased
Payment Values Period of inactivity Employment Allowance Indicator The Bank Account details only need to be entered when a refund is first to provide again unless there is a change of details provided.	Bank Account Details st identified, you do not need
Bank account details to which any repayment is to be sent Name of Account Holder(s) Set Code	
Account Number	
Import Excel/CSV File Import XML Generate File	View File Submit File Cancel

# **Employer Payment Summary: Submission**

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.

#### View File

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

😗 XML Viewer			_ 🗆 X
<b>RTI: Employer Payment</b>	Summary		<b></b>
This report is for the tax year 2014-15 an	d was generated on 12/03/2015 at 1	1:03	
Employer Details			
Office Number: 564			_
Paye Ref. A564 AO Ref. 123PZ12345678	Press the [Print] button at	t the bottom right	
Recoverable Amounts	nand side of the screen to		
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 dat	e: £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	e: £8.00		
CIS deductions suffered year to date:	£9.00		
			-
		Export XML 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.

# NI Number Verification Request

You can use the national insurance number verification request submission to either:

- Obtain the correct national insurance number for an employee where you don't have one, or have used a temporary number.
- Confirm that the existing NI number you have for an employee is correct.

The response to the national insurance number verification request will be received in a HMRC RTI notice (see the Receive Notifications from HMRC section for further details).



#### View Submission History

Full Payr	ment Submission	Em	ployer Payment Summa	у	NINO Ve	rification Re	quest	
	Open Template		Data Entry & Submission			Open Te	emplate	
	Import File		View Receip	ŧ		Impor	t File	
	Validate Data					Validate	e Data	
	Submit Data		Notifications			Submit	Data	
	View Receipt		Submission Hist	ory		View R	eceipt	
								- · · · <b>,</b>
e tol Submissio Iter By Stat View succ	Illowing scree	Filter By D View all	IISPIAyed: late		Filter By Se Sender	nder And Ty	/pe	×
E tol Submissic Iter By Stat View all si View subr View subr View unsu	Illowing scree on History tus uubmissions cessful submissions missions awaiting response uccessful submissions	Pitter By D View all View su View su	ate Isubmissions ubmissions after ubmissions before		Filter By Se Sender Type Document F	Inder And Ty [All] Ref [All]	/pe	× × ×
Submissic iter By Stat View all so View succ View succ View unsu Exclude 1 ubmission 1	Illowing scree on History tus ubmissions cessful submissions missions awaiting response uccessful submissions Test Submissions k list History	Peen is c	IISPIAYEd: ste I submissions ubmissions after 	us tax year	Filter By Se Sender Type Document F	Inder And Ty [All] Ref [All] List Submis	npe sion History	×
Ite fol Submissic iter By Stat View allow View subm View subm View subm View subm Submission 1 Date	Illowing scree on History tus ubmissions cessful submissions missions awaiting response uccessful submissions Test Submissions History Sender	Peen is C	IISPIAYEd:	us tax year	Fiter By Se Sender Type Document F	And Ty An	ipe sion History View Submission View Response Update Status	×

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	<b>X</b>
Please select the status	<b></b>
	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.

Submission I Filter By Status View all subr View succes View submiss View unsucc	History nissions sful submissions sions awaiting response essful submissions	Filter By D. View all View su View su	ate submissions bmissions after bmissions before		Filter By Sende Sender Type Document Ref	Image: And Type           test           [All]           [All]
Exclude Test	t Submissions				List	Submission History
Date	Sender	Type	Document Ref	Status		View Response Update Status
Request Outsta	inding Responses from Go	overnment Gate	way Export to	Excel		Close

To attempt to recover all outstanding responses displayed from the Government Gateway Press the [Request Outstanding Responses from Government Gateway] button.

Submission History 🛛 🔀						
(į)	41 responses retu	urned				
	ОК					

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

# **Receive Notifications from HMRC**

RTI Pro By Hartigan Software		- 🗆 X
File RTI Submissions Notifications	Forms NEST Reports Setup Tools H	Help
Full Payment Submission	Employer Payment Summary	NINO Verification Request
Open Template	Data Entry & Submission	Open Template
Import File	View Receipt	Import File
Validate Data		Validate Data
Submit Data	Notifications	Submit Data
View Receipt	Submission History	View Receipt
		Clicking the [Notifications] button will display the following screen



### **Export Notification Messages**

₿ RT	I Pro By Hai	rtigan Softw	vare			
File	Payrolls	Returns	Forms	Notifications	Settings	Bacl
				Retrieve N	/lessages	
ſ	Full Payment S	Submission	×	Export Me	essages	m
						_
	Click the [N	otifications	/ Export M	essages] menu	to begin the	process

The following screen is displayed:

Export Notifications	X
Notification Category	
Category	
RTI Notices	
Tax Code Notices(P9)	
Tax Code Notices(P6/P6B)	
Student Loan Start Notices(SL1)	
Student Loan End Notices(SL2)	
Format of annot file	
CSV CXML	
One me per payroir reference	
Location for saving of export file	
Export Open Folder	Cancel

Select the notification category and export file format.

The default option is to create one file per payroll reference. Removing the tick from the [One file per payroll reference] will generate a single file containing the notifications for all payrolls' references.

Select the location for saving the export file. The default location for the export files can be set via the [Import / Export File Settings] button on the [Settings] screen.

Click the [Export] button to generate the notification files and the [Open Folder] button to view the files in the selected folder location.

# **P60 Printing**

P60s are printed on either plain paper or using pre-printed P60 stationery that can be purchased from a third party.

The type of paper to be used for printing the P60s can be selected on the [Printing Options] screen:

🕂 RTI Pro 🛛 By Hartigan Software						
File RTI Submissions Noti	fications Forms	NEST Re mployer Paymer Da Su Vier	ports Setur at Summ ta Entry ubmission w Rece	Tools Payrolls Settings Import\Expo Advanced Si Printing Opt Auto Folder Proxy Server	Help ort File Option ettings tions Import Settings	eque emp rt Fi
Printing Options P45 Print Offset Vertical	P45 Paper	Print Options blain paper			×	
Horizontal	0 🔘 Use	ore-printed P4	5 (Laser-Shee	et) paper	Select th be used	e type of paper to from these option
P60 Print Offset Vertical Horizontal	P60 Paper 0 O Use 0 O Use	Print Options olain paper ore-printed P6	0 (Single-She	et) paper		
				Close		

The P60 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. Negative values can be entered if the coordinates need to be moved up or left.

# **P60** Printing





.The following screen is displayed when the [Print P60 Forms] button is pressed:

😗 🛛 Print P60 Form	s		<b>—</b>
Payroll	test	Print P60 Forms	▼ Cancel

Select the payroll from the drop down box and press the [Print P60 Forms] button.

### P45 Printing

P45s are printed on either plain paper or using the pre-printed P45 (Laser Sheet) - 3 part stationery. The 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 be pressing the [Printing Options] button at the bottom of the Setting screen.

-		
🖞 Settings		×
Payroll File Location	ata\Hartigan Software\RTI Payroll\Settings\Database\Payrolls	
0		Change
Document Submission Folder Loca	ation	
Open C:\ProgramDa	ata\Hartigan Software\RTI Payroll\UserDocs	Change
Backup Folder Location		
Open C:\RTI Backu	p	Change
	Number of days until license expires 260	
	Advanc	ed Printing Options Close
Brinting Options	×	`
P45 Print Offset	P45 Paper Print Options O Use plain paper	Select the type of paper to be used from these options
Horizontal 0	Use pre-printed P45 (Laser-Sheet) paper	
P60 Print Offset	P60 Paper Print Options	

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.

Close

Vertical

Horizontal

0

0

Use plain paper

Use pre-printed P60 (Single-Sheet) paper

# P45 Printing

😗 RTI Pro 🛛 By Hartigan Software								
File Payrolls Returns	Forms Notifications Settings	Click here to begin the P45 printing process.						
- Full Payment Submission	P45  P60 Employer Payment	Summary						

Ъ	Print P45 Forms		×	
		Open Template	_	This button will create a new Excel document based on our P45 printing Template.
		Import File		This button allows you to import an existing Excel document with the data for P45 printing.
		Print P45 Forms		This button will display the following screen ready to print the P45 forms.

The following screen is displayed when the [Print P45 Forms] button is pressed:

😗 🛛 Print P45 Form	15		×
Payroll	test		•
		Print P45 Forms	Cancel

Select the payroll from the drop down box and press the [Print P45 Forms] button.

# Setting up NEST Employer Records



Click the [Auto Enrolment / NEST Employers] menu. The following screen is displayed:



Click [Add New] and enter the information on the right hand side of the screen. Click [Save] to save the information entered. Continue until all required NEST employer records have been set up.

# Enrol Workers into NEST

H RTI	Pro By Har	tigan Softw	vare							• 🔀
File	Payrolls	Returns	Forms	Notifications	Settings	Backup	Reports	Auto Enrolment	Help	
								NEST Employ	yers	
C ¹	Full Payment 9	oubmission		Emplo	oyer Payment	t Summary –		💂 🛛 NEST Submi	ssions	
	_		_					Contributior	n Schedules	
						- Findani ê				

Click the [Auto Enrolment / NEST Submissions] menu. The following screen is displayed:



Workers can be enrolled for more than one employer in a single import file.

Please refer to the NEST Import File Guide document for details on the fields that need to be populated in the Enrol Workers template.

Please refer to the Submitting the NEST files section for further details of the submission process.

# **Update NEST Contribution Schedules**

😗 RTI	Pro By Har	tigan Softw	/are							• ×
File	Payrolls	Returns	Forms	Notifications	Settings	Backup	Reports	Auto Enrolment	Help	_
								NEST Employ	yers	
F	Full Payment 9	oubmission		Emplo	oyer Payment	t Summary –		NEST Submi	ssions	
	_		_					Contribution	n Schedules	

Click the [Auto Enrolment / NEST Submissions] menu. The following screen is displayed:



Contribution schedules can be updated for more than one employer in a single import file.

Please refer to the NEST Import File Guide document for details on the fields that need to be populated in the Update Contributions template.

Please refer to the Submitting the NEST files section for further details of the submission process.

# **Approve NEST Contribution Schedules**

🗄 RTI	Pro By Ha	rtigan Softw	vare					
File	Payrolls	Returns	Forms	Notifications	Settings	Backup	Reports	Auto Enrolment Help
F	ull Payment 9	Submission		Emplo	oyer Payment	NEST Employers NEST Submissions		
	<b>—</b>				Dat	a Entru &	]	Contribution Schedules

Click the [Auto Enrolment / Contribution Schedules] menu. The following screen is displayed:

<b>B</b> NEST Contribution	Schedules					<b>×</b>
Selection Criteria Earnings period end From To	d date Status	Select an employer Name Employer ref		HSD Support HSD Test 01 HSD Test 02 HSD Test 03		List contribution Schedules Clear Selection Criteria
Employer Ref	Employer Name	Schedule Ref	Amount	Earning Period End Date	Status	Select all
<ul> <li>EMP000033112</li> <li>EMP000035016</li> <li>EMP000035023</li> <li>EMP000035025</li> <li>EMP000035027</li> <li>EMP000035028</li> <li>EMP000035029</li> <li>EMP000035031</li> <li>EMP000035031</li> <li>EMP000035032</li> <li>EMP000035033</li> </ul>	HSD Test 04           HSD Test 35           HSD Test 42           HSD Test 44           HSD Test 46           HSD Test 47           HSD Test 48           HSD Test 49           HSD Test 50           HSD Test 51           HSD Test 52	GBP00002511200 GBP00002701600 GBP00002702500 GBP00002702500 GBP00002702800 GBP00002702800 GBP00002703000 GBP00002703100 GBP00002703200 GBP00002703300	0.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00	14/08/2016 28/08/2016 07/08/2016 07/08/2016 07/08/2016 07/08/2016 07/08/2016 07/08/2016 07/08/2016 30/08/2016 30/08/2016 30/09/2016	AWAITING_APP AWAITING_APP AWAITING_APP AWAITING_APP AWAITING_APP AWAITING_APP AWAITING_APP AWAITING_APP AWAITING_APP AWAITING_APP	Clear selection Show selected Update Status
Export list A	approve Selected Schedules					Close

Enter the selection criteria to list the contribution schedules. The default is to list all contribution schedules for all employers that are awaiting approval.

Either select the contribution schedule by ticking the box in the list or press the [Select All] button.

Press the [Approve Selected Schedules] button to begin the submission to NEST. Please refer to the Submitting the NEST files section for further details of the submission process.

The status of the Contribution Schedules can be updated manually by clicking on an item in the list and pressing [Update Status] button. This process is primarily for housekeeping purposes and can be utilised if the contribution schedule has been approved directly on the NEST website or if it was created in error. Please note that this will only update the status of the contribution schedule in the submission software and not on the NEST website.

# Submitting the NEST Files

The following screen is displayed when the files are being submitted to NEST:

😰 Submission to NEST	×
File NEST APPR-EMP000035025-20160927.xml: Awaiting response	*
	Cancel
99 of 222 Complete	

The process can be cancelled by pressing the [Cancel] button.

The progress bar on the bottom of the screen will provide an update on the progress of the batch as a whole and will advise if there are any errors.

The screen will update to display a list of submissions when the submission process is complete:

This button will display the exceptions for all submissions where an error occurred.

Submission to NEST			
File	Message		View Exceptions
NESTAE-EMP000033108-20160915.xml	Completed with errors: Please review the exceptions		View Cubminsion
NESTAE-EMP000033111-20160915.xml	Completed	7	
NESTAE-EMP000033112-20160915.xml	Completed		View Response
NESTAE-EMP000033114-20160915.xml	Completed		
NESTAE-EMP000033115-20160915			
NESTAE-EMP000033116-20160919 This	button will display the submission	/	ſ
NESTAE-EMP000033117-20160911 file fo	r the selected submission		
NESTAE-EMP000033118-2016091			
NESTAE-EMP000033119-2016091 <u>5.xml</u>	Completed		Export To Excel
NESTAE-EMP000033120-2016091 This I	outton will display the response		
NESTAE-EMP000033121-2016091 from	NEST for the colocted submission	- /	ſ
NESTAE-EMP000033122-2016091			
NESTAE-EMP000033123-20160915.xml	Completed		
NESTAE-EMP000033124-20160915.xml	Completed		
0 of 50 Complete (including 2 with errors). Plea	se review the exceptions.		·
			Close
		_ /	

# Submitting the NEST Files

Clicking the [View Exceptions] button will list the exceptions for all submissions where an error occured. See the following screen shot for an example of this:

·	E	0	NINO	M	
mployer Name	Employer Ref	Surname	NINU	Message	
ISD Test U2	EMP000033108	L	AB999909C	IFC01007. This is the varied Development	e group My group 1 in our system. This fiel
Export To Excel					OK
The	list can be	exported	to Excel fo	or further analysis.	

#### **Unattended Full Payment Submissions**

The unattended submission process will run the entire FPS process once the file has been imported and the payroll has been selected. Further user intervention is not required to validate and submit the file. The setting can be switched on and off via the [Advanced Settings] screen:

₿ Settings		×
Payroll File Loo	acation	
Open	C:\ProgramData\Hartigan Software\RTI Submission\Settings\Database\Payrolls.mdb	
	o][	Change
Document Sub	ubmission Folder Location	
Open	C:\ProgramData\Hartigan Software\RTI Submission\UserDocs	Change
Backup Folder Open	C/RTI Backup	Change
"Open Templa Open	Click here to display the [Advanced Settings] Screen	Change
Tax Year for F	FPS reporting purposes     Tax Year     0     2022-23     2023-24     Number of days until license expires     100     Request license for year ending 01/7	2/2024
	Auto Folder Import         Import / Export File Options         Proxy Settings And Testing         Advanced         Printing Options	Close

ĥ	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 submitted once imported) Export validation exceptions to file Abort process if validation exception count too high Maximum validation exception count 1000

The [Export validation exceptions to file] option will save the Full Payment Submission validation exceptions in a CSV file instead of displaying them on the screen. The file path can be set in the [Import / Export File Options] screen.

The Full Payment Submission validation process can be set up so that it aborts when a specified number of validation exceptions occur. This can be useful to quickly identify if there is something fundamentally wrong with the data rather than waiting until the entire file has been validated. This setting can be switched on and off via the [Abort process if validation exception count too high] check box and setting the maximum validation exception count in the box below.

#### Multiple Payroll/Employer Full Payment Submissions

The Full Payment Submission Excel template includes a [PAYE Ref] column which, when enabled, automates payroll selection. This option has been made available to improve the submission processing of multiple payrolls/employers but can also be used to automatically select the payroll when single payrolls/employer submissions are made.

In order to utilise the [PAYE Ref] column on the import spreadsheet, it should be populated in the format 999/XXX where 999 is the HMRC Office number and XXX is the Employer reference number. In addition to this, the [Use PAYE Ref from import spreadsheet] option should be selected on the [Import / Export File Options] screen:

Open C:\ProgramData\Hartigan Software\RTI Submission\Settings\Database\Payrolls.mdb	
0	Change
cument Submission Folder Location	
Open C:\ProgramData\Hartigan Software\RTI Submission\UserDocs	Change
ackun Folder Location	
	Change
Click here to display the [Import /	
Export File Options] Screen	

Import / Export File Option	15	RT fullenteeteet	
Default Import File Type Excel Spreadsheet CSV  XML	File Import Options Generate and output BACS random string to Excel fil Use PAYE Ref from import spreadsheet	Excel dates are formatted as tex CSV date format YYYY-MM-DD	:
Default Import File Locations		Click here to turn on the Use PAYE Ref] setting	

The default option is to submit the returns concurrently; however, the software is able to submit the returns individually in succession or in batches to improve submission times and reduce the work load of the application. See the Bulk Submission Settings page for further details.

# Multiple Payroll/Employer Full Payment Submissions

When the import spreadsheet includes more than one different PAYE Reference, the following screen is displayed when the [Submit Data] button is pressed from the main screen:

Full Payment Sub	mission		
Payrolls			
PAYE Ref	Payroll Name	Number of records	Select All
508/A508	A508	3	
509/A509	A509	3	Clear Selection
📃 516/A516	A516	2	Show Selected
524/A524	A524	2	
528/A528	A528	2	Export to Excel
529/A529	A529	2	
Tax year to which the	submission relates		
0 2016-17	2017-18	for the tax year.	
Scheme has ceased			
This is the final sub	pmission because the scheme has ceased.	Date Ceased	]
Generate FPS(s) for s	elected payrolls View FPS(s) for selected payrol	s Submit FPS(s) for selected pa	yrolls Close

The Payrolls to be submitted can be selected from the list by ticking the box next to the PAYE Ref. Alternatively, the [Select All] button can be clicked to select all of the payrolls in the list.

Once the payrolls have been selected, the FPS(s) should be generated, viewed, and submitted as normal.

Please note that if either of the [Final Submission] options are selected, they will be applied to all of the selected payrolls in the list.

The following screen will be displayed when submitting more than one Payroll:

😗 Submission to Government	Gateway		×
Report Type: Full Payment Submiss No Records: 14	sion		
File	Message		View Receipt
FPS-A508-20170418-001.xml	Completed Successfully Thank you for your submission		
FPS-A509-20170418-001.xml	Completed Successfully Thank you for your submission		
FPS-A516-20170418-001.xml	Completed Successfully Thank you for your submission		
FPS-A524-20170418-001.xml	Completed Successfully Thank you for your submission		
FPS-A528-20170418-001.xml	Completed Successfully Thank you for your submission		
FPS-A529-20170418-001.xml	Completed Successfully Thank you for your submission		
All submissions have completed.			
			Export To Excel
		$\overline{\nabla}$	Liose

The receipt for each of the submissions can be viewed by selecting the item in the list and pressing the [View Receipt] button.

#### Split Large FPS Files into Smaller Submissions

Large FPS Files can be split into smaller submissions to reduce the risk of exceeding the Government Gateway size limit, improve submission times, and reduce the work load of the application.

This setting can be switched on and off and the number of records per file can be set on the [Advanced Settings] screen:

Settings		<b>X</b>
Open	C:\ProgramData\Hartigan Software\RTI Submission\Settings	s\Database\Payrolls.mdb
	0	Change
Open	Click here to display the Advanced Settings screen	Change
Backup Fol	der Location C:\RTI Backup	Change
Tax Year fo © 2015-1	r reporting purposes 6	Options Advanced Printing Options Close

B Advanced Settings		x
Security Settings Administration password required Submission password required Enter sender ID when required Enter sender password when Automated FPS Submission Sett Unattended Submission Proc file will be automatically valid	red d required ings ess ated and submitted once imported)	
<ul> <li>Export validation exceptions t</li> <li>Abort process if validation exception</li> <li>Maximum validation exception</li> </ul>	o file ception count too high in count 1000	Click here to switch the setting on or off.
<ul> <li>Bulk Submission Settings</li> <li>Submit individually in success</li> <li>Concurrent Submissions</li> <li>Split bulk Submission in</li> </ul>	sion Split large submissions Are the files to be split Number of records per to batches Testing Options	s into smaller file
Maximum batch size	100 Submit to Test Sen	ver Enter number of records per file here.
		Close

The default option is to submit the returns concurrently; however, the software is able to submit the returns individually in succession or in batches to improve submission times and reduce the work load of the application. See the Bulk Submission Settings page for further details.

#### Bulk Submission Settings

The Bulk Submission settings refer to when more than one return is submitted as part of a single process. This setting can be found on the Advanced Settings screen via the [Advanced] button at the bottom of the Settings Screen.

H Settings	×
Payroll File Location	
Open  © C:\ProgramData\Hartigan Software\RTI Submission\Settings\Database\Payrolls.mdb	
	Change
Document Submission Folder Location	
Open Click here to display the	Change
Open C.\RTI Backup	Change
2015-16      2016-17     Import / Export File Options     Advanced     Printing Options	Close

B Advanced Settings	X
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 subm Export validation exceptions to file Abort process if validation exception count to 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

The default option is to submit the bulk returns concurrently.

The [maximum batch size] setting can be used to restrict the number of concurrent submissions by batching the submissions together into manageable numbers. Once a batch of submissions has completed, the next batch will be submitted. The purpose of this setting is to improve submission times and reduce the work load of the application.

The [Submit Individually in Succession] setting will only submit one file at a time and can be used to minimise the internet traffic and reduce the work load of the application.

# **Bulk EPS Submissions**

EPS data can be imported and submitted in bulk from an Excel or CSV file.

File       Payrolls       Returns       Forms       Notifications       Settings       Backup       Reports       Auto Enrolment       Help         Full Payment       Employer Payment       Submission       Its annary       Data       Data <th></th>	
Select the [Returns / Employer Payment Summary] Alternatively, press the [Import Excel/CVS File bottom of the [Employer Payment Summary] of Period to which the submission roles Period to which the submission roles Period to which the submission for the tax year. Period of inactivity Determine addees of the first tay ment which a generation on SMP year to date Value of SMP recovered year to date Value of SM	rms Notifications Settings Backup Reports Auto Enrolment Help r Alignment Submission nent Submission  r Summary  Data Entry & Submission rification Request  ar Update  ion History  w Receipt  Import F
Alternatively, press the [Import Excel/CVS File bottom of the [Employer Payment Summary] of         Image: the state of the submission relates         Period to which the submission relates         Tax Year       2016-17         O 2017 Month No. 12         Period of inactivity         No FPS will be due for future period(s) as no employees or directors will be paid in the future period(s) as no employees or directors will be paid in the future period(s) as no employees or directors will be paid in the future period(s) as no employees or directors will be paid in the future period(s) as no employees or directors will be paid in the future period(s).         From date       06         Employment Allowance Indicator       Employment Allowance to be offset against you employee Class 1 Secondary NICs you should indicate 'Yes'	Select the [Returns / Employer Payment Summary / Data Import menu from the application front screen to begin the process.
Image: Select a Payroll       Find Payroll         Select a Payroll       Include Ceased Schemes         Period to which the submission relates       Payment Values         Tax Year       2016-17       2017-18         Tax Month End Date 05       04       2017         This is the final submission for the tax year.       Value of NIC compensation on SMP year to date         Value of NIC compensation on SPP year to date.       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 NIC compensation on SPP year to date.         To date       05       Enter the start date of the first tax month in which no payments made.       Value of SAP recovered year to date.         Value of SPS will be due for future period(s).       Enter the start date of the first tax month of your pieriod in inscrivity.       Value of SAP recovered year to date.         Value of SPS will be due for future period(s).       Enter the start date of the first tax month of your pieriod of inscrivity.       Value of SAP recovered year to date.         Value of SDP recovered year to date       Payment values       Value of SAP recovered year to date.         Value of SDP recovered year to date.       Value of SAP recovered year to date.       Value of SAP recovered year to date.         To date       D5       Enter the start date of the first tax	Alternatively, press the [Import Excel/CVS File] button at the bottom of the [Employer Payment Summary] data entry screen:
Employment Allowance Indicator If you are eligible to claim the annual NICs Employment Allowance to be offset against you employer Class 1 Secondary NICs you should indicate 'Yes' below. The claim will be retained until such time as you cease to qualify, at which point you should select 'No'.	Find Payroll         erres         2017-18       Payment Values         Value of SMP recovered year to date         Value of NIC compensation on SMP year to date         vear.       Value of SPP recovered year to date.         value of NIC compensation on SPP year to date.         value of NIC compensation on SPP year to date.         value of NIC compensation on SPP year to date.         value of NIC compensation on SPP year to date.         value of NIC compensation on SPP year to date.         value of SPP recovered year to date.         value of NIC compensation on SAP year to date.         value of SPP recovered year to date.         value of NIC compensation on SAP year to date.         value of SPP recovered year to date.         value of CIS deductions suffred year to date.         value of CIS deductions suffred year to date.         value of CIS deductions suffred year to date.         value of inscitivity.         hor your period of inscitivity.         the data of the list tax         hor your period of inscitivity.         the dataset the list tax         hor
Yes No ONA 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         Scheme has ceased	Employment Allowance to be offset against your employer Class 1 Secondary NICs you should indicate 'Yes' 1 time as you cease to qualify, at which point you should select 'No'. s indicator should only be submitted when the claim is originally made or when the allowance is ceased. ent is to be sent Scheme has ceased
Name of Account Holder(s)     This is the final submission because the scheme has ceased.       Sort Code     Account Number       Building Society Reference     Date Ceased	Account Number Date Ceased Dat

The following screen will be displayed:

## **Bulk EPS Submissions**



The following screen is displayed when the [Submit Data] button is pressed:

ŀ	Employer Paymen	t Summary	<b>—</b>
ſ	Payrolls		
	PAYE Ref	Payroll Name	Select All
	🔲 501/A501	A501	Class Calcation
	📃 501/A501	A501	Liear Selection
	502/A502	A502	Show Selected
	502/A502	A502	
	📃 503/A503	A503	
	503/A503	A503	
	504/A504	A504	
	505/A505	A505	
	506/A506	A506	
	Generate EPS for se payrolls	View EPS for selected payrolls Submit EPS for select	ted Close

The Payrolls to be submitted can be selected from the list by ticking the box next to the PAYE Ref. Alternatively, the [Select All] button can be clicked to select all of the payrolls in the list.

Once the payrolls have been selected, the EPS(s) should be generated, viewed, and submitted in the normal way.

The following screen will be displayed when submitting the EPS files:

# **Bulk EPS Submissions**

e	Message	<u>^</u>	
S-A501-20170301-002.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll		
S-A501-20170301-003.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll		
S-A502-20170301-002.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll	=	
S-A502-20170301-003.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll	-	
S-A503-20170301-002.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll		
S-A503-20170301-003.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll		
S-A504-20170301-001.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll		
S-A505-20170301-001.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll	-	
			Export To Exc

The default option is to submit the returns concurrently, however the software is able to submit the returns individually in succession or in batches to improve submission times and reduce the work load of the application. See the Bulk Submission Settings page for further details.

The [Cancel] button will cancel the complete process for all files not yet submitted. Any files already submitted will not be cancelled but the process will not submit any further files.

If a response is not received from the Government Gateway, the [Request Response from Gateway] button can be pressed to poll for the response again.

# Auto Generate EPS for Period of Inactivity

EPS returns can be automatically generated for payroll references that have not made Full Payment Submissions for a particular tax month.

Select the [Reports / Period of Inactivity] menu option to begin the process											
	File	Payrolls	Returns	Forms	Notifications	Settings	Backup	Reports	Auto Enrolment	Help	
Full Payment Submission								Peri	od of Inactivity		
					Emple	Employer Payment Summary			Annual NICs Employment Allowance		

The following screen will be displayed. Enter the Tax month end date for the reporting period and press the [List inactive payroll schemes] button. All payrolls **without** Full Payment Submissions in the period will be listed

Period of inactivity	y report		•
Fax month end date	05 04 2017		List inactive payroll schemes
PAYE Ref	Name	_	Select all
501/A501	A501		Classicalian
502/A502	A502		Liear selection
504/A504	A504		Show selected
505/A505	A505		
506/A506	A506		
507/A507	A507		
508/A508	A508		
509/A509	A509		
510/A510	A510	=	
📃 511/A511	A511		
512/A512	A512		
📃 513/A513	A513		
📃 514/A514	A514		
515/A515	A515		
516/A516	A516		
517/A517	A517		
518/A518	A518		
519/A519	A519		
520/A520	A520		
521/A521	A521		
522/A522	A522		
523/A523	A523		
524/A524	A524	<b>T</b>	
Export list	Generate EPS for selecte	d nauroll schemes	

The Payrolls to be submitted can be selected from the list by ticking the box next to the PAYE Ref. Alternatively, the [Select All] button can be clicked to select all of the payrolls in the list.

Press the [Generate EPS for selected payroll schemes] button.

The following screen will be displayed:

#### Auto Generate EPS for Period of Inactivity

😗 🛛 Employer Payme	nt Summary	×							
Payrolls									
PAYE Ref	Payroll Name	Select All							
507/A507	A507								
508/A508	A508	Llear Selection							
501/A501	A501	Show Selected							
502/A502	A502								
504/A504	A504								
505/A505	A505								
506/A506	A506								
Generate EPS for selected payrolls       View EPS for selected payrolls       Submit EPS for selected payrolls       Close									

Press the [Select All], [Generate EPS for selected payrolls], and [Submit EPS for selected payrolls] buttons.

The following screen will be displayed when submitting the EPS files:

🖞 Submission to Government Gateway 🧮 🏧									
Report Type: Employer Payment Sumn No Records: 9	nary								
File	Message								
EPS-A501-20170301-002.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll								
EPS-A501-20170301-003.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll								
EPS-A502-20170301-002.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll								
EPS-A502-20170301-003.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll								
EPS-A503-20170301-002.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll								
EPS-A503-20170301-003.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll								
EPS-A504-20170301-001.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll	-							
EPS-A505-20170301-001.xml	Attempt try 1 to Poll Server: https://secure.dev.gateway.gov.uk/poll								
		Export To Excel							
Completed 0 of 9 Submissions	-	Close							

The default option is to submit the returns concurrently, however the software is able to submit the returns individually in succession or in batches to improve submission times and reduce the work load of the application. See the Bulk Submission Settings page for further details.

The [Cancel] button will cancel the complete process for all files not yet submitted. Any files already submitted will not be cancelled but the process will not submit any further files.

If a response is not received from the Government Gateway, the [Request Response from Gateway] button can be pressed to poll for the response again:

# 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.

Bettings Payroll File Lo Open	ocatic ©	n C:\ProgramData\Hartigan Software\RTI Payroll\Settings\Database\Payrolls.mdb	
	$\bigcirc$		Change
Document St	ubmis	sion Folder Location C:\ProgramData\Hartigan Software\RTI Payroll\UserDocs	Select the location of the backup files by pressing this button.
Backup Fold	er Loo	c:\RTI Backup	Change
Open the to pressing the	bac nis l	kup folder by nber of days until license expires 260 button.	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.

😗 RTI Pri	o By Har	tigan Softv	vare							- • •	
File F	Payrolls	Returns	Forms	Notifications	Settings	Backup	Reports	Auto Enrolment	Help		
									-	Click here to backup your	files
Create I	Backup							<b>—</b>	L		
This will create a copy of the payroll data and submission files in [C:\RTI Backup\RTI Payroll 2017-04-07].											
						ок	Car	ncel			
							$\geq$				
							Pres	ss the [OK] b	uttor	to confirm.	

# **Restore Data and Submission File from Backup**

Please note that this process will overwrite your current files and it is therefore recommended that you back up your current files before proceeding.

