

# Accentra Primo Payroll

## July 2018 Release Notes v1.3

Release date 16<sup>th</sup> July, 2018



### Accentra Technologies Limited

Unit 2A, Bourne Court  
South End Road, Woodford Green  
IG8 8HD, Essex, UK

#### **Confidential**

The contents of this document are strictly confidential. No part of the contents of this document may be reproduced or transmitted in any form or by any means without the written permission of Accentra Technologies Limited.

#### **Disclaimer**

While all reasonable efforts have been taken to assure the accuracy and correctness of this manual and software, Accentra does not assume any liability whatsoever directly or indirectly for any errors or omissions and for its suitability for any specific purpose. The content of this document and software may change without notice and without any commitment on the part of Accentra.

---

# Table of Contents

1	Enhancements .....	3
1.1	Download Import templates.....	3
1.2	FPS Submission Deadlines.....	3
1.3	Pension Submission for Custom Period .....	3
1.4	Allow EPS re-submission.....	4
1.5	View Email Queue (Bureau).....	4
1.6	Payroll Journal Add new Codes .....	5
1.7	New Employee Wizard.....	6
1.8	AE Settings > Manual Entry Warning .....	6
1.9	Employee Portal Access for Leavers .....	7
1.10	Email Report Sets without Compression/Zip (Bureau).....	7
1.11	Display of payment Date.....	8
1.12	Open Pensionsync a/c Direct from DSA screen (Bureau).....	8
1.13	Open Pensionsync a/c Direct from ASC screen (Bureau).....	8
2	Cleanups.....	9
2.1	Leavers from PY reported in CY.....	9
2.2	Allow change of AE Membership ID.....	9
2.3	NOW Pension Display .....	9
2.4	HMRC User ID length increased.....	10
2.5	Employer Option to AE change status.....	10
2.6	Export Pay/ded analysis report to xls.....	10
3	Support.....	11

## ENHANCEMENTS

### 1.1 DOWNLOAD IMPORT TEMPLATES

Settings > Import

Latest Import templates are now available to download on the window to download. If unsure, please confer with support team before you use this feature.

### 1.2 FPS SUBMISSION DEADLINES

Previously the FPS Date was

- a) = Processing date OR
- b) = Payment confirmation, if payment was confirmed.

The New Update will always default to the current date, as long as both the above date is not later than the current date.

### 1.3 PENSION SUBMISSION FOR CUSTOM PERIOD

Settings > Processing Rules > Payroll Frequency >>AE Submission Date

The Pension provider expects the Pension contribution Start and End date to be the same as defined in the Pension Portal. Failing this date match, the submission would be rejected. With this new feature, you can define the dates to match with the Period End date as defined in the Pension Portal, irrespective of the Payroll Processing date.

	Include?	Current Period	Periods/Annum	AE Submission Date	Lead Days	Waiting Days	
WEEKLY	<input checked="" type="checkbox"/>	1	52	dd/mm/yyyy	0	0	no.of days allowed: 7
2 WEEKLY	<input checked="" type="checkbox"/>	2	52	dd/mm/yyyy	0	0	no.of days allowed: 14
4 WEEKLY	<input checked="" type="checkbox"/>	4	52	dd/mm/yyyy	0	0	no.of days allowed: 28
MONTHLY	<input checked="" type="checkbox"/>	4	12	10/07/2018		0	no.of days allowed: 31

Default Pay Frequency: Monthly

In addition to this, when you close period, you will again have to option to verify and correct the AE submission date

**CLOSE PERIOD**

PAYROLL FREQUENCY TO CLOSE: Weekly

Period No.: 17  
Period End Date: 27/07/2018  
Start Date: 21/07/2018  
End Date: 27/07/2018

Total Employees Count: 0  
Employees Processed: 0  
Employees Processed & Not Paid: 0  
Employees to Reprocess: 0

DO THE FOLLOWING MATCH WITH THE CONTROL REPORT?

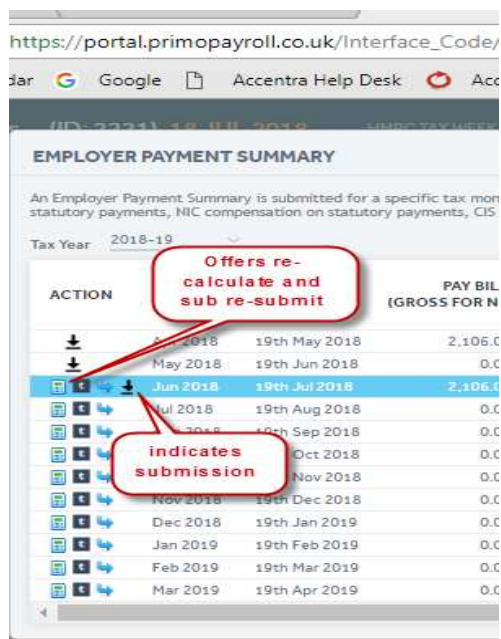
Tax Deducted: 0.00  No  
NI Employee: 0.00  No  
NI Employer: 0.00  No  
Net Pay: 0.00  No

Pension Submission Start Date: 19/07/2018  
Pension Submission End Date: 26/07/2018

### 1.4 ALLOW EPS RE-SUBMISSION

Payslips > RTI > EPS

This new feature offers the option to re-calculate and re-submit the EPS until the 19<sup>th</sup> of the month.



### 1.5 VIEW EMAIL QUEUE (BUREAU)

Bureau dashboard > Payroll Tasks > Email Queue

Emails from Primo are lined up for outbox, and previously there was no UI to view the pending list. This is now available on the Bureau dashboard.

## 1.6 PAYROLL JOURNAL ADD NEW CODES

Settings > Nominal Accounts >> Insert Journal Codes  
 Settings > Payments/Deductions >> Insert Journal Code

The Payroll Journal feature already allowed Nominal Codes to be inserted, facilitating the Reports > Payroll Journal report for easier Accounting entry.

NOMINAL ACCOUNTS	
Bank Current Account	444646
Salary Cost Account	454885
ERNI Cost Account	011154
Employer Pension Cost Account	4454545
NI Liability Account (Payable to HMRC)	etc
Tax Liability Account (Payable to HMRC)	etc
Net Pay Liability (Payable to Employees)	
Employer Pension Payable Account	
Attachment Order Payable Account	
Employee Liability Account	
Holiday Pay Liability Account	

This additional feature lets you ADD new code for any Payment or Deduction code, which will appear in the Journal Entry. If no code is used in the Payment / Deduction Codes, it will be included in General Salary.

**PAYMENT : P013**

Main

Payment Code: P013

Description: Add Bonus

Short Description: ADDBonus

Type: Variable

**Nominal Code: BO00145**

Print Order: 13

Is Obsolete?

**PAYROLL JOURNAL** Export to Excel Export to CSV

Payroll Frequency: Monthly

Tax Period: 2 To 2

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
454885	Employee Deductions	£0.00	£0.00
011154	ERNI Cost	£1,980.18	£0.00
4454545	Employer Pension Cost	£179.52	£0.00
	Tax Payable to HMRC	£0.00	£1,283.00
	Employee NI Payable	£0.00	£1,551.92
	Employee Pension Payable	£0.00	£179.52
	Student Loan Payable	£0.00	£132.00
	Attachment Order Payable	£0.00	£0.00
	ERNI Payable	£0.00	£1,980.18
	Employer Pension Payable	£0.00	£179.52
	Net Pay Payable	£0.00	£16,503.53
<b>BO00145</b>	<b>Add Bonus</b>	<b>£450.00</b>	<b>£0.00</b>
		<b>£21,609.67</b>	<b>£21,609.67</b>

## 1.7 NEW EMPLOYEE WIZARD

Setting > Appearance > Employee Record

Employee Record screen is available with 2 different looks and feel. When the “Contemporary” option is opted for, ADD New Employee opens new wizard screen which validates all the entries before saving, eliminating issues during FPS or Payroll run

## 1.8 AE SETTINGS > MANUAL ENTRY WARNING

Settings > AE Settings

For Automated AE feature (currently offered for Smart Pension, Now, NEST, Aviva, L&G, People’s Pension), the AE pension MUST be set up from the Payroll Dashboard (Company or Bureau) and NOT from the settings screen. If the Settings are directly used, it will fail to “handshake” and automated feature will not be in use. To avoid this situation, when user tries to add the Pension provider directly in the settings, there will be a warning message.

On Bureau Dashboard

Bureau Desktop: Primo Payroll... 18 JUL 2018 HMRC TAX WEEK 15 TAX MONTH 4 Joe Bloggs

### Employers awaiting sign-up to a Pension Scheme

EMPLOYER ID	NAME	TITLE	FORENAME	SURNAME	STAGING DATE	EMAIL ID	ACTION
595	Phillips Ltd	Mr	Sam	Malik	01/10/2017	mageshkumar.seneni@accentra...	<a href="#">Sign-up</a>
596	Samsung Ltd	Mr	Blac	Jacky	01/10/2017	accentra...	<a href="#">Sign-up</a>
597	Roshe Ltd	Mr	Roshe	Power	01/10/2017	accentra...	<a href="#">Sign-up</a>
599	Real Teck Ltd	Mr	Jason	mo	01/10/2017	accentra...	<a href="#">Sign-up</a>
600	Trekkin Ltd	Mr	Tremor	Dimuthu	01/10/2017	mageshkumar.seneni@accentra...	<a href="#">Sign-up</a>

**Use this option for Automated AE Process**

On Company Dashboard

Period Inputs Run Payroll Payslips HMRC Reports

**Your AE Staging date: 01/10/2017**

You have not yet chosen your pension provider. [Click here](#) to select the pension provider and complete the sign-up.

**Use this option for Automated AE Process**

Mr Sami Rao  
1 Sunbury Way

## 1.9 EMPLOYEE PORTAL ACCESS FOR LEAVERS

Settings > Processing Rules > Client Rules

Leavers can continue to have Portal access to view their own records.

General	Payroll Frequency	OT Rate Settings	Client Rules
Group		<b>Group A</b>	▼
Account Manager		Select	▼
Client Contact Email ID		mageshkumar.sengeni@accentra.co.i	
Is this a Director/Salary Only Payroll?		<input type="checkbox"/>	
Periods Inputs By?		Bureau	▼
Require Period Inputs to be imported?		<input checked="" type="checkbox"/>	
Automatically email Period Inputs form to the Employer?		<input type="checkbox"/>	
Send Payment file to Employer?		<input checked="" type="checkbox"/>	
Make Salary Payments?		<input checked="" type="checkbox"/>	
Payslip Distribution Method		Email to Employer ▼	
Send Standard Reports every Period?		<input type="checkbox"/> Select ▼	
Compress Report Set Email Attachments?		<input type="checkbox"/>	
Enable Employer Portal?		<input checked="" type="checkbox"/> <a href="#">Send Login</a>	
Employer Portal Type		Full Access ▼	
<b>Allow portal access to leavers?</b>		<input type="checkbox"/>	
Use Bureau Email Templates?		<input checked="" type="checkbox"/>	
Use Bureau SMTP Settings?		<input type="checkbox"/>	
Require Client Authorisation?		<input checked="" type="checkbox"/>	

## 1.10 EMAIL REPORT SETS WITHOUT COMPRESSION/ZIP (BUREAU)

Settings > Processing Rules > Client Rules

Allows multiple report files to be emailed out without being zipped. Default value will be Compressed.

General	Payroll Frequency	OT Rate Settings	Client Rules
Group		<b>Group A</b>	▼
Account Manager		Select	▼
Client Contact Email ID		mageshkumar.sengeni@accentra.co.i	
Is this a Director/Salary Only Payroll?		<input type="checkbox"/>	
Periods Inputs By?		Bureau	▼
Require Period Inputs to be imported?		<input checked="" type="checkbox"/>	
Automatically email Period Inputs form to the Employer?		<input type="checkbox"/>	
Send Payment file to Employer?		<input checked="" type="checkbox"/>	
Make Salary Payments?		<input checked="" type="checkbox"/>	
Payslip Distribution Method		Email to Employer ▼	
Send Standard Reports every Period?		<input type="checkbox"/> Select ▼	
<b>Compress Report Set Email Attachments?</b>		<input type="checkbox"/>	
Enable Employer Portal?		<input checked="" type="checkbox"/> <a href="#">Send Login</a>	
Employer Portal Type		Full Access ▼	
Allow portal access to leavers?		<input type="checkbox"/>	
Use Bureau Email Templates?		<input checked="" type="checkbox"/>	
Use Bureau SMTP Settings?		<input type="checkbox"/>	
Require Client Authorisation?		<input checked="" type="checkbox"/>	

### 1.11 DISPLAY OF PAYMENT DATE

Payslips > PII Listing

On the PII listing screen the Payment Date will be published if the 'Confirm Payment' facility was used.

X CODE	NI CATEGORY	EARNING	TAX	NI EMPE	NI EMPR	STUDENT LOAN	ATTACHMENT ORDER	PENSION EMPE	PENSION EMPR	TOTAL DEDUCTIONS	NET PAY	PAYMENT DATE	PAID	OUTSTANDING
35L	A	1,000.00	10.60	35.76	41.12	0.00	0.00	0.00	0.00	116.36	883.64		0.00	883.64
35L	A	510.00	-87.40	0.00	0.00	0.00	0.00	0.00	0.00	177.60	332.40		0.00	332.40

### 1.12 OPEN PENSIONSYNC A/C DIRECT FROM DSA SCREEN (BUREAU)

Bureau Dashboard > Alerts > AE Alerts > Data Submission Alert

New button is now available to Login to your PensionSync Dashboard directly from this screen

EMPLOYER ID	NAME	PERIOD	PROCESS DATE	JOB ID
3301	Phil Welsby Limited	15	15/07/2018	0035644560716438800304014000034

### 1.13 OPEN PENSIONSYNC A/C DIRECT FROM ASC SCREEN (BUREAU)

Bureau Dashboard > Alerts > AE Alerts > Awaiting Scheme confirmation

New Button is now available to open the Pension Sync account to scrutinise Alerts from the Awaiting Scheme Confirmation Alert.

EMPLOYER ID	NAME	TITLE	FORENAME	SURNAME	STAGING DATE	PENSION PROVIDER ID	PENSION PROVIDER	EMAIL ID	ACTION



## 2 CLEANUPS

### 2.1 LEAVERS FROM PY REPORTED IN CY

If a leaver had a last payment date in previous tax year was made a leaver only in the current tax year it was being rejected by HMRC on FPS due to the 30 days rule. As per HMRC guidelines these leavers will now be reported on the 6th of the new tax year which HMRC will accept. So this enhancement has been made available now.

### 2.2 ALLOW CHANGE OF AE MEMBERSHIP ID

In some cases certain employee record may have an incorrect Membership ID due to invalid data provided during import. Facility to edit this field has now been made available

**Sam Juan - 54650** ↩ ↪ Main HMRC Bank Pension **AE** Payments Deductions Attachments P11

Status  
 This section publishes the AE compliance status for this employee.

**Outside UK Worker**

**Status** Auto Enrolled

**Category** Eligible Jobholder

**Last Assessment Done On** 26/03/2018 10:17:16

**Date on which classified as Eligible Jobholder** 06/02/2018

**Pension Provider Name** Auto Enrolment

**Pension Scheme ID** 1

**Pension Scheme Name** Main Pension

**Postponement End Date** 05/10/2017

**Membership ID** Membership ID

**Membership Start Date** dd/mm/yyyy

**Ont-In Date** dd/mm/yyyy

### 2.3 NOW PENSION DISPLAY

Settings > AE Settings

NOW pension Settings were not showing the right display in the settings screen. Rectified

## Auto Enrolment Settings

**Enable Auto Enrolment Feature?**

**Regulator Registration Number (TPR)** 12889998998

**Pension Provider ID** NOW (via PensionSync) ▼

**Staging Date** 01/10/2017 ▼

**AE Postponement Days** 0

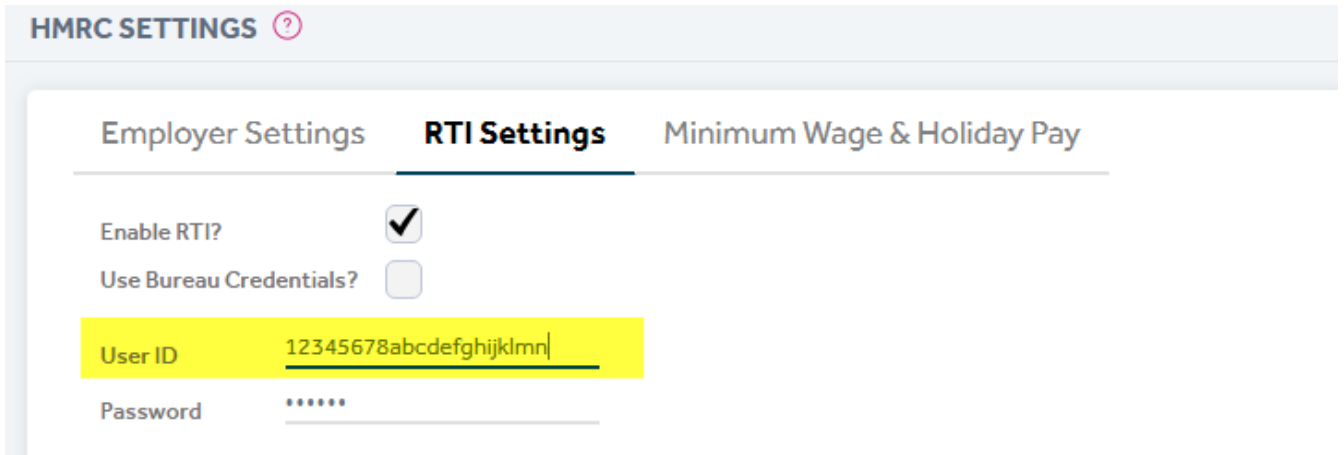
**If the Employee is auto-enrolled due to spike in earnings** Do Nothing ▼

Pension Scheme ID

## 2.4 HMRC USER ID LENGTH INCREASED

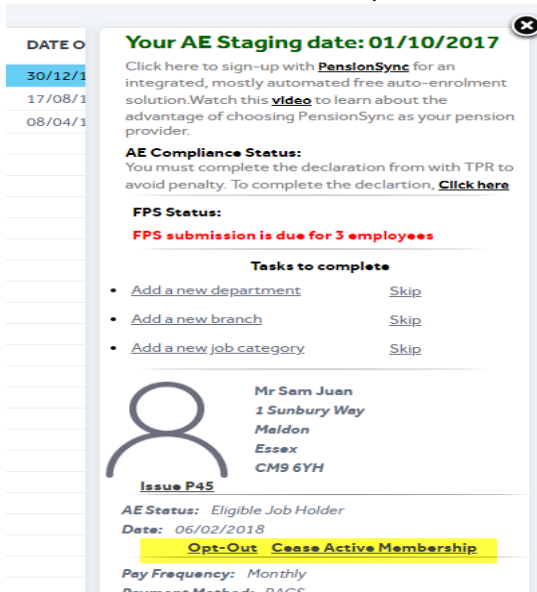
Settings > HMRC Settings > RTI Settings > UserID

The User ID was restricted to 12 earlier. Recently HMRC have started issuing longer ID and this is now accomodated upto 30 characters.



## 2.5 EMPLOYER OPTION TO AE CHANGE STATUS

When the Pension Scheme is on Manual (without using the Automated SP or Pension Sync), on the Employee dashboard, there will be the option to change the status. If employee is made to Opt out, he shall be processed for refund, and no further contribution. If Ceased membership, there will be no further assessment or contribution.



## 2.6 EXPORT PAY/DED ANALYSIS REPORT TO XLS

Reports > Payment and deduction analysis report

This report now can be exported to xls.

### 3 SUPPORT

We welcome any suggestions for improvement of the software. Please email to the below mentioned email.

Please email support team : [Support@accentra.co.uk](mailto:Support@accentra.co.uk) before you call. This will generate response ticket and allow our team to respond promptly. Always refer your Payroll company ID and contact details in the email.

You can call for any support to  
PRIMO payroll support team

**Accentra Technologies Limited**  
phone : +44 (0)845 456 7181 (6 lines)