

# Accentra Primo Payroll

## June 2021 Release Notes v1.0.426



Accentra Technologies Limited  
Warnford Court  
29 Throgmorton Street  
London, EC2N 2AT

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# ENHANCEMENTS (effective from 3<sup>rd</sup> July 2021)

## 1.1 UI updates

To improve the user experience, we've updated the user interface with the new layout and all the reliable functions still remain.

The screenshot shows the 'Employees' page in the Primo Payroll system. At the top, there's a navigation bar with 'Primo Payroll Tutorial Lt... (ID: 594) 22 JUN 2021' and 'HMRC TAX WEEK 12 | TAX MONTH 3'. A search bar and 'Run Payroll' button are visible. Below the navigation, there's a table of employees with columns: Action, Payroll ID, Forenames, Surname, Gender, Tax Code, NI Cat., NI Number, Department, Date Of Birth, Date Of Joining, Status, and AE Category. The table lists 18 employees with various details. Below the table, there are two summary cards: 'Auto Enrolment Status' showing 'Your AE Staging date: 01/07/2016' and 'Pay Frequency: Monthly' with a table of frequency details.

Action	Payroll ID	Forenames	Surname	Gender	Tax Code	NI Cat.	NI Number	Department	Date Of Birth	Date Of Joining	Status	AE Category
Amend Payslip	54643	Rishi	Ket	Male	0T	A		Marketing	04/05/1977	07/10/2014	Active	Non-Eligible Job Holder
Amend Payslip	54644	Rosy	Carl	Female	1142L	A		Service	04/06/1981	07/10/2014	Active	Eligible Job Holder
Create Payslip	55285	Jessica	Mirams	Female	1142L	A		Manufacturing	01/08/1987	12/10/2014	Active	Eligible Job Holder
Create Payslip	55504	Perer	Thomas	Male	1142L	A		Marketing	01/01/1969	01/01/2014	Active	Eligible Job Holder
Create Payslip	55505	Wilson	Farnandis	Male	1142L	A		Service	01/01/1971	01/01/2014	Active	Eligible Job Holder
Create Payslip	55507	Jose	Rodrick	Female	51257L	A		Service	01/01/1966	01/01/2014	Active	Eligible Job Holder
Create Payslip	55508	Jamela	Colingwood	Female	1142L	A		Sales	01/01/1982	01/01/2014	Active	Eligible Job Holder
Create Payslip	55509	Enrick	Robert	Male	1142L	A		Marketing	01/01/1988	01/01/2014	Active	Eligible Job Holder
Create Payslip	55510	Abdul	Ali	Male	1142L	A		Sales	04/02/1987	04/11/2013	Active	Eligible Job Holder
Create Payslip	55511	Ian	Murray	Male	1142L	A		Marketing	22/02/1962	05/11/2013	Active	Eligible Job Holder
Create Payslip	55512	Louise	Gleeson	Female	1142L	A		Manufacturing	05/09/1980	08/11/2013	Active	Eligible Job Holder
Create Payslip	55513	William	Ndiritu	Male	1142L	A		Manufacturing	20/10/1972	08/11/2013	Active	Eligible Job Holder
Create Payslip	55514	Paul	Hayle	Male	1142L	A		Marketing	25/11/1972	11/11/2013	Active	Eligible Job Holder
Create Payslip	55515	Ethan	Standcliffe	Male	1142L	A		Service	05/03/1990	13/11/2013	Active	Eligible Job Holder
Create Payslip	55516	Costas	Popadopolu...	Male	1142L	A		Sales	19/12/1985	13/11/2013	Active	Eligible Job Holder
Create Payslip	55517	Richard	Walter	Male	1142L	A		Manufacturing	30/06/1993	13/11/2013	Active	Eligible Job Holder
Create Payslip	55518	Neil	March	Male	1142L	A		Marketing	16/03/1963	18/11/2013	Active	Eligible Job Holder

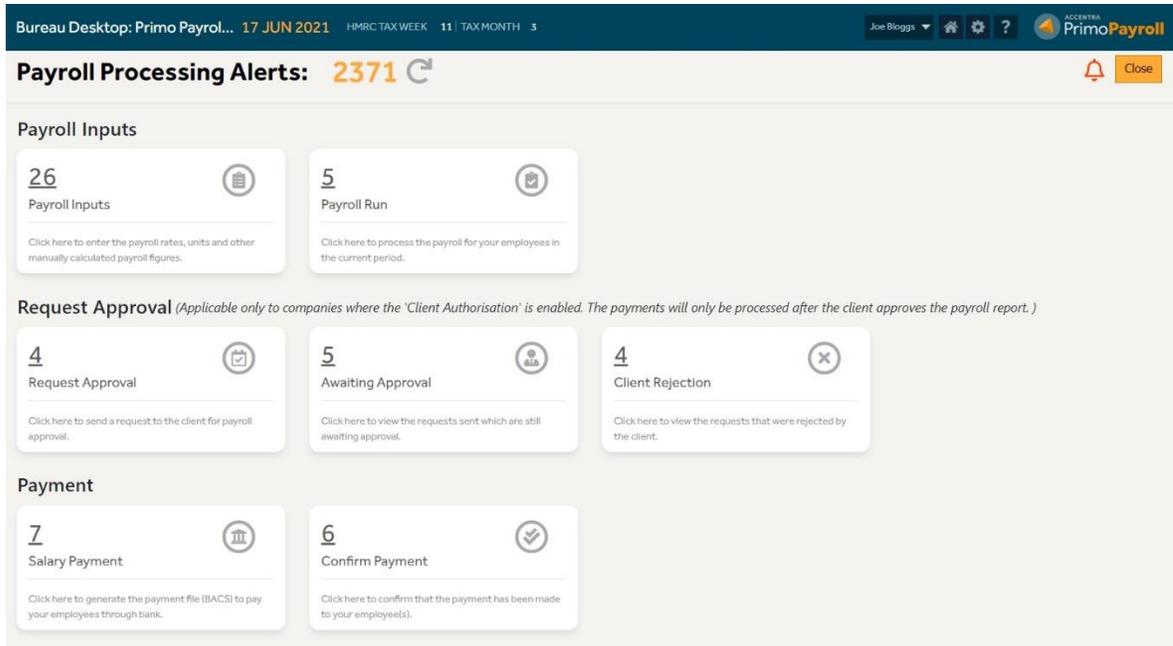
## 1.2 Changes

Gross & Net pay calculators have been moved to the 'Help' menu.

The screenshot shows the 'Employers' page in the Primo Payroll system. The navigation bar shows 'Bureau Desktop: Primo Payroll... 17 JUN 2021' and 'HMRC TAX WEEK 11 | TAX MONTH 3'. A dropdown menu is open from the help icon, showing options: 'Net Pay Calculator', 'Gross Pay Calculator', 'Contact Support', 'Getting Started with Primo Payroll', 'FAQ', and 'Release Notes'. Below the menu, there's a table of employers with columns: Employer ID, Details, Employees, Report Collection, Payroll Run Date, Payroll Status, and Group. One employer is listed: '2859 Active' with details 'Primo Xero Integration Partnership'.

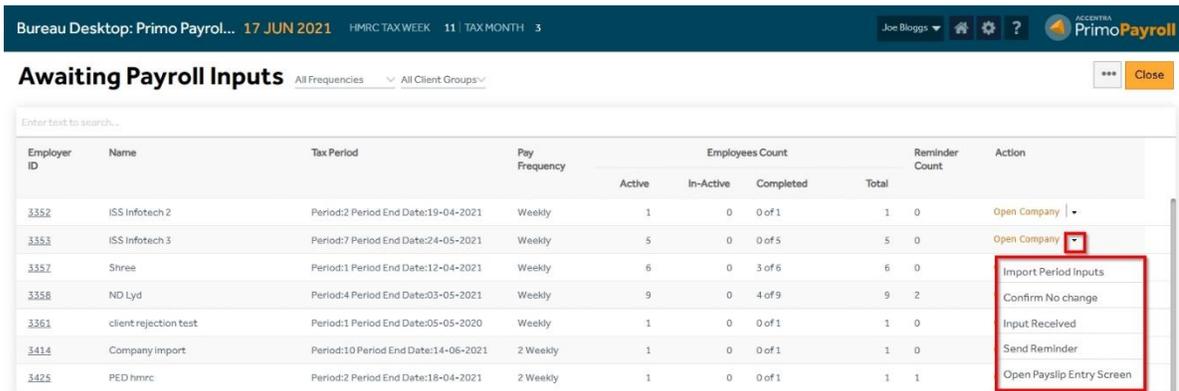
## 1.3 Bureau Level - Payroll Tasks

Payroll Tasks screen has been rearranged for more clarity.



### 1.4 Bureau Level – Payroll inputs

All the options in the 'Actions' column have been conveniently stored into a dropdown menu



### 1.5 Employee record layout

Users will be able to choose between the new and classic employee record layout by hovering over the slider icon. This option will be available in the transition period as we'll be retiring the old record layout in early August 2021.



## 1.6 P11 List

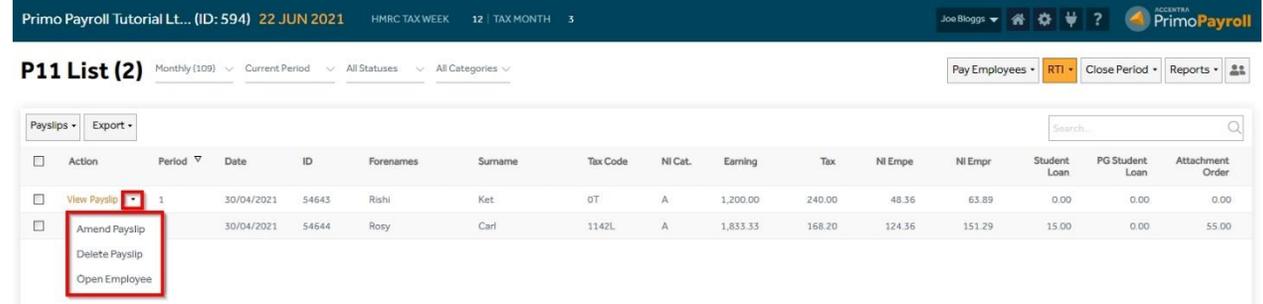
We've renamed the payslips screen to P11 List, all functions available still remain the same.



The new payslips dropdown menu in the P11 List enables the user to view, verify and email payslips.



The previous options available next to the payslip have been stored into a dropdown menu.

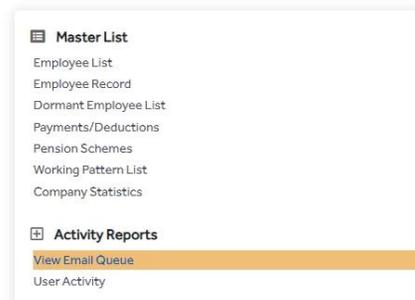


## 1.7 The Reports Section

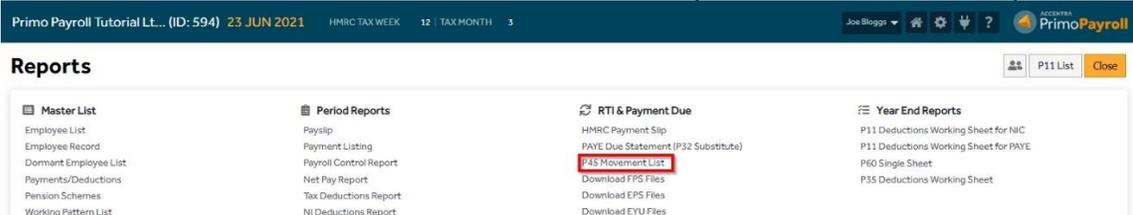
The Email Status Checker has been renamed to 'View Email Queue'. The 'User Activity' and 'View Email Queue' have been moved to the 'Activity Reports' section.



### Reports



The P45 Movements List has been moved to the 'RTI & Payments Due' section in 'Reports'.



### 1.8 EPS Screen

The EPS screen has been updated and all submission options have been stored into a dropdown menu.

Employer Payment Summary ⓘ

HMRC Advance Export to Excel Close

Tax Year 2021-22 Final Submission for this Tax Year?

Action	Tax Month	Amount Due	Due Date	Pay Bill (Gross For NI)	Tax	Student Loan	PG Student Loan	SMP Recovery	SPP & SHPP Recoveries
View HMRC Due	Apr 2021	595.92	19th May 2021	3,033.33	408.20	15.00	0.00	0.00	0.00
Submit	May 2021	841.24	19th Jun 2021	6,316.67	450.80	15.00	0.00	0.00	0.00
Calculate Due	Jun 2021	0.00	19th Jul 2021	0.00	0.00	0.00	0.00	0.00	0.00
View HMRC Due	Jul 2021	0.00	19th Aug 2021	0.00	0.00	0.00	0.00	0.00	0.00
Test Submit	Aug 2021	0.00	19th Sep 2021	0.00	0.00	0.00	0.00	0.00	0.00
Calculate Due	Sep 2021	0.00	19th Oct 2021	0.00	0.00	0.00	0.00	0.00	0.00
Calculate Due	Oct 2021	0.00	19th Nov 2021	0.00	0.00	0.00	0.00	0.00	0.00
Calculate Due	Nov 2021	0.00	19th Dec 2021	0.00	0.00	0.00	0.00	0.00	0.00
Calculate Due	Dec 2021	0.00	19th Jan 2022	0.00	0.00	0.00	0.00	0.00	0.00
Calculate Due	Jan 2022	0.00	19th Feb 2022	0.00	0.00	0.00	0.00	0.00	0.00
Calculate Due	Feb 2022	0.00	19th Mar 2022	0.00	0.00	0.00	0.00	0.00	0.00
Calculate Due	Mar 2022	0.00	19th Apr 2022	0.00	0.00	0.00	0.00	0.00	0.00

### 1.9 No Payments EPS

The 'No Payment EPS' will additionally allow the employers to submit for the following:

- NPS submission for previous tax year (2020) even though the payroll is in 2021
- Submit NPS even without processing any PII for the previous tax year

Primo Payroll Tutorial LE... (ID: 594) 25 JUN 2021 HMRC-TAX WEEK 12 TAX MONTH 3

Joe Blogs Home Settings Help PrimoPayroll

P11 List (0) Monthly (108) Current Period All Statuses All Categories

Pay Employees RTI Close Period Reports

Submit FPS  
Submit EPS  
Submit Period Of Inactivity (EPS)  
Submit No Payment Information (EPS)  
Download FPS File  
Download EPS File  
View RTI History

No Payments Submission Test Submit Submit Close

Notify HMRC you didn't pay any employees for the selected tax month.

Tax Year Previous Tax Year (2020-21)  
No Payments From Apr 01/2020  
No Payments Till Mar 12/2021  
Final Submission for this Tax Year?

**Note:** As there have been few design changes on the portal, press (Ctrl + Shift + R) to update your cache to the latest version when you login to the portal to avoid any loading/freezing issues.

## 2 SUPPORT

We welcome any suggestions for improvements to the software. Please send an email to the below mentioned email address if you have any feedback or suggestions.

If you are experiencing any issues with the software please email the support team at [support@accentra.co.uk](mailto:support@accentra.co.uk) before you call. This will generate a support ticket and allow our team to respond promptly. Please include your Payroll Company ID and contact details in the email.

Primo Payroll Support Team  
 Accentra Technologies Limited  
 Warnford Court  
 29 Throgmorton Street  
 London  
 EC2N 2AT, U.K.  
 Phone: 0845 456 7181  
[www.accentra.co.uk](http://www.accentra.co.uk)

