

Accentra Primo Payroll

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I ENHANCEMENTS

I.1 RTI SUBMISSION HISTORY - BULK FPS & EPS ENHANCEMENT (RP-1098)

Bureau Notifications → Payroll / Director only / HMRC Tasks → FPS / EPS

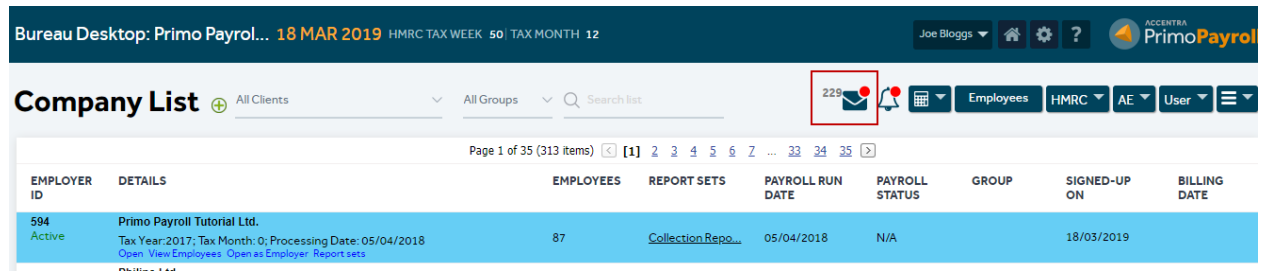
When the user submits the FPS/EPS from the Payroll tasks or the Director only tasks or HMRC tasks, an activity will be created in the RTI Submission History. Also, an activity will be created under the User Activity accessible within the individual company.

I.2 MESSAGE COUNT DISPLAY IN COMPANY & EMPLOYEE LIST (RP-1087)

Bureau Company → Message Notifications Icon

Employer (under a bureau) → Employee List Screen

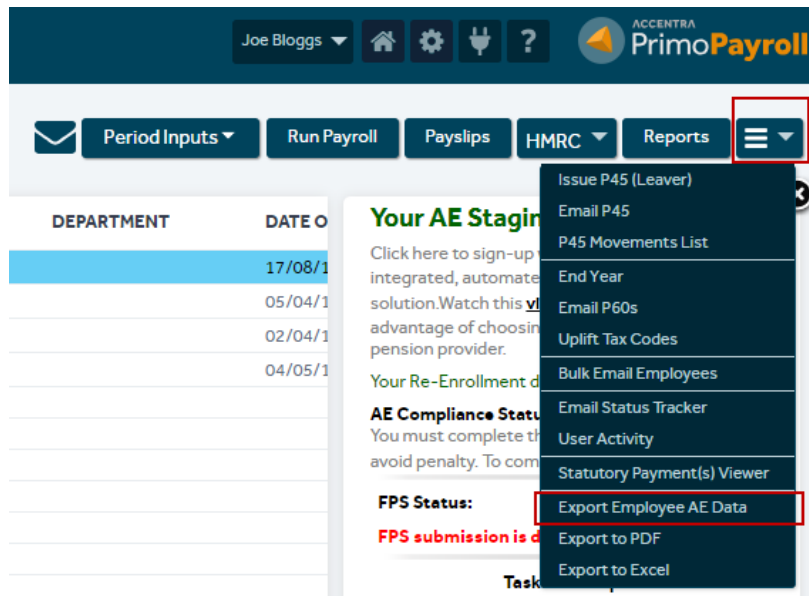
A message count has been added to the message icon. If the client company sends a message, the bureau will be able to see a red dot (indicating an unread message) and the message count. The count will disappear when the message status has been read.



I.3 EMPLOYEE LIST - EXPORT AE DATA (RP-1091)

Employee List Screen → More options → Export Employee AE Data

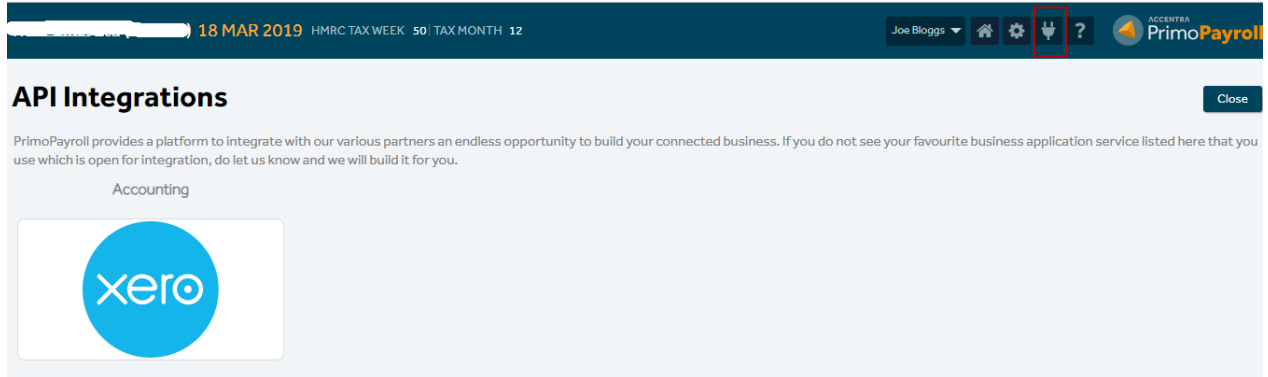
A new option to export the current AE data has been added to the more options within the company. The user can use the required filter (pay frequency, Current/Leavers/All employees) and export the current AE data of the employees. If required they can modify the AE data and import it back into the company using the import facility available in the Settings.



I.4 SETTING - API INTEGRATIONS (RP-1093)

Employee List Screen → API Integrations (Plug Icon in the menu)

A new button has been added for the API Integration settings. From here, you can integrate Primo Payroll Company with other programs listed in this screen.



I.5 STEPS TO INTEGRATE WITH XERO ACCOUNT

- a) Click the 'Xero' icon shown above and then click the 'I wish to Integrate' button.
- b) Click 'Connect' and provide the Xero credentials.
- c) Select the company (from the dropdown) and click 'Allow access'.
- d) Once connected, from the 'Accounts Mapping' section, select the accounts from the dropdown to which the journals needs to be posted. (If the accounts are not populated automatically, click the 'Map Accounts' and then select the accounts).
- e) Click 'Save'.
- f) This will save the Xero account details. If you wish to amend the accounts mapped, you can do it later from Header Menu → API (Plug Icon) → Xero → Map Accounts.
- g) Once you're connection to Xero is authorised, from the Header Menu → API (Plug Icon) → Xero. And, you can also choose to Disconnect from Xero any time.

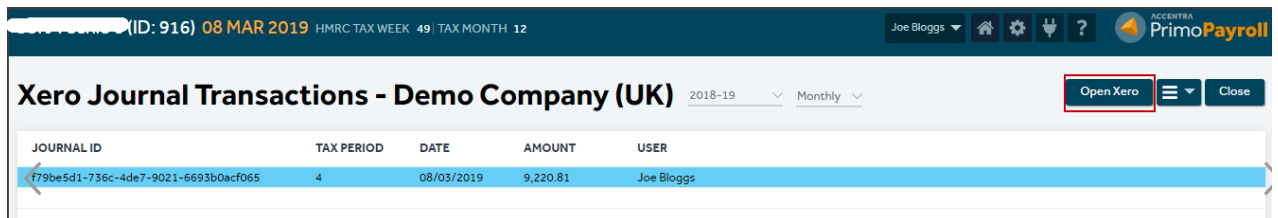
I.6 POSTING JOURNALS TO XERO

Once the Primo Company has been integrated with Xero, the user can post the journals from the below screens. If the user tries to post the journal for the periods which has already been submitted, then the program will issue a warning message and request a confirmation from the user if they wish to proceed as this may result in duplicate entries in Xero.

- Primo Company → Reports → Payroll Journal Report → Post Journal
- Xero Dashboard → Post Journal

I.7 VIEW & SEARCH JOURNALS POSTED

The user can view the journals posted to Xero without the need to log into their Xero account. Click the 'Open Xero' and use the 'Search' button to search for a particular journal.



I.8 APRIL 2019 CHANGES

The changes for April 2019 has been made and is now available in Primo Payroll. The user will be now be able to create new companies in 2019-20 tax year or close the current tax year 2018-19 and move to 2019-20. The EOY release notes will be available (in a couple of days) on Primo Payroll portal. Please read through the document and then do the End of Year.

1.8.1 POSTGRADUATE STUDENT LOAN

A section for Postgraduate Student Loan has been added to the Employee record → HMRC → Tax & NI

Navigation: Main | **HMRC** | Bank | Pension | Payments | Deductions | Attach

Tax & NI
Enter the Tax Code and NI Number as advised by HMRC and select the appropriate NI Category.

Tax Code	1250L	Cumulative
NI Category	A - Standard Rate Contributions	
NI Number	AB123456C	
Deduct Student Loan?	Yes	
Start Date	18/01/2018	
End Date	dd/mm/yyyy	
Student Loan Plan Type	Type 1	
Deduct Postgraduate Loan?	Yes	
Start Date	06/04/2019	
End Date	dd/mm/yyyy	

1.8.2 CAR BENEFIT

The 'Fuel Type' has been changed to show only the below as per the legislation.

Select

- Diesel cars meeting Euro standard 6d
- All other diesel cars
- All other cars

1.8.3 P60

The P60 for 2019-20 will have a field to display the Postgraduate Loan.

1.8.4 WELSH TAX CODE

As the government has introduced separate rates of Income Tax in Wales (WRIT) from 6 April 2019, Primo Payroll will now accept the new Tax Code with prefix 'C'.

2 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 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

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