

# Accentra Primo Payroll

## August 2019 (R1) Release Notes v1.0.321

Release date 07<sup>th</sup> August 2019



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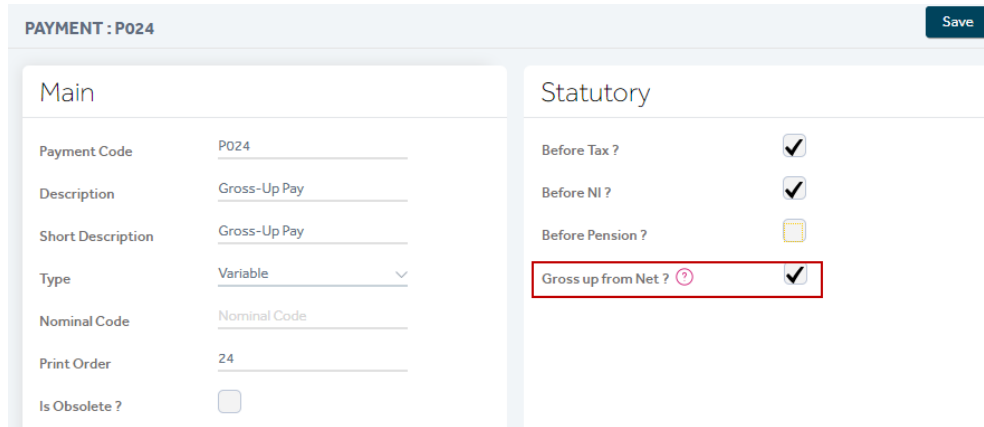
## I ENHANCEMENTS

### I.1 XERO INTEGRATION – LIST ASSET ACCOUNT

Asset accounts will also be listed in the accounts populated from Xero.

### I.2 GROSSED UP PAYMENTS

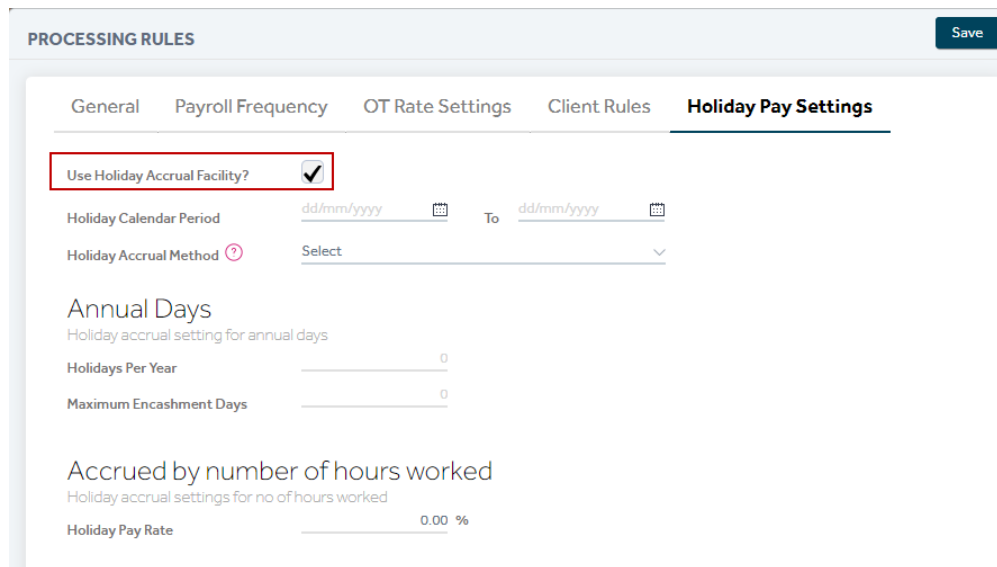
This feature allows the employer to pay the Tax, NI or Pension incurred on the payment code marked as 'Gross Up from Net' which literally means that the employee doesn't have to pay Tax, NI or Pension on this payment made. When a user sets up a payment code as 'Gross Up from Net', the system automatically selects Tax, NI by default. But the user has the option to deselect/select Tax, NI and Pension element as per their requirement.



### I.3 HOLIDAY PAY FACILITY

#### I.3.1 SETTING UP HOLIDAY PAY

Settings → Processing Rules → Holiday Pay Settings → Use Holiday Accrual Facility?



Once this facility is enabled, the user is required to fill-in the below:

- **Holiday Calendar Period:** The start & end date of the year for which the holiday calendar runs. Enter the start date and the program will automatically enter the end date, a year later from the start date.

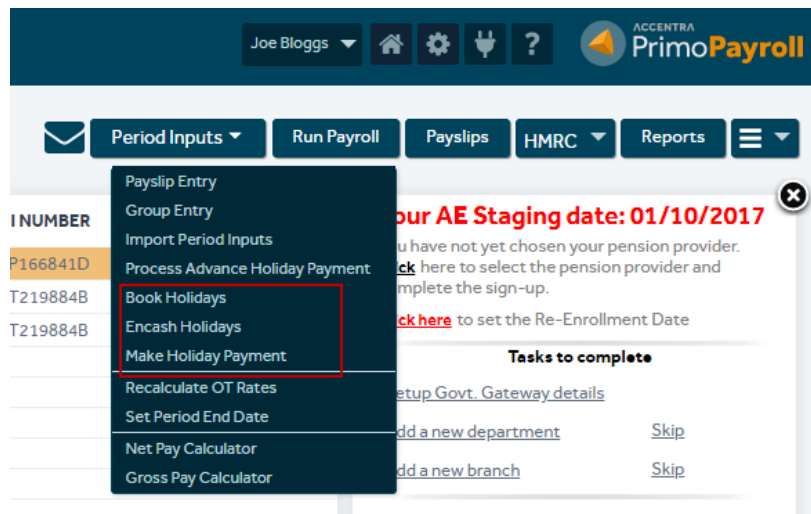
- Holiday Accrual Method: There are 2 types as below.
  - Annual Days: Select this if you wish to specify holidays per year.
  - Accrued by the number of hours worked: Select this if you wish to accrue holiday based on the hours worked including the hours paid using the payment codes.
- Holidays per Year: Enter the total number of holidays applicable.
- Maximum Encashment Days: Enter the number of days (of the total number of holidays applicable) which can be encashed.
- Holiday Pay Rate: Enter the percentage of holiday pay rate that needs to be accrued.

Note:

1. Once the Holiday Pay facility is activated, the program assigns the work pattern ‘All Weekdays’ to the employees who doesn’t have a work pattern specified. The user has the option to change the work pattern from within the employee record.
2. The Holiday Accrual Method selected will be used as a default in all the existing/newly created employee records, but the user can change it within the individual employee record as required.
3. All existing Payment codes with type ‘Rate’ will be automatically set to ‘Calculate Holiday Pay’. The user has the option to change this from the settings.

### 1.3.2 USING HOLIDAY PAY

Employee List Screen → Period Inputs



#### 1.3.2.1 BOOK HOLIDAYS

Applicable only for those employees who are set up under the ‘Annual Days’ holiday pay method.

- Select the required Pay Frequency
- Employees paid by the selected frequency will be listed
- Select the employee from the populated list
- The following information will be loaded:
  - Work Pattern
  - Days Entitled
  - Days Used
  - Days Available
- Input the start and end date of the holiday required. Note that the date should fall within the Holiday Calendar period
- The number of Holidays should be automatically loaded based on the employee’s Work Pattern

- Save the record. A Holiday Log will be created for each booking.

**BOOK HOLIDAYS** (Holiday Calendar: 01-04-2019 to 31-03-2020) Save

Pay Frequency: Weekly

Employee: Bhashok BIKumar - 58579

Work Pattern: All Weekdays

A) Brought Forward	B) Days Entitled	C) Days Taken	D) Days Encashed	E) Days Available (A+B-C-D)
0.0	20.0	0.5	2.0	17.5

Start Date: dd/mm/yyyy Full day

End Date: dd/mm/yyyy Full day

No. of Holidays: N/A

**Holiday Log**

START DATE	END DATE	TYPE	NO. OF DAYS	ACTION
06/08/2019	08/08/2019	Encashed	2	
13/04/2019	15/04/2019	Holiday	0.5	

### 1.3.2.2 ENCASH HOLIDAYS

Applicable only for those employees who are set up under the 'Annual Days' holiday pay method

- Select the required Pay Frequency
- Select the employee from the populated list
- The following information will be loaded:
  - Work Pattern
  - Days Entitled
  - Days Used
  - Days Available
- Input the number of days to en-cash and the rate will be automatically loaded by using the formula Annual Basic/Work Pattern days for that year.
- En-Cash amount will be displayed after the number of days has been entered
- Save the record

**ENCASH HOLIDAYS** (Holiday Calendar: 01-04-2019 to 31-03-2020) Save

Pay Frequency: Weekly

Employee: Bhashok BHKumar - 58578

Work Pattern: Mon, Tue, Wed, Sat

A) Brought Forward	2.5
B) Days Entitled	20.0
C) Days Taken	0.5
D) Days Encashed	7.5
E) Days Available	14.5 (E = A+B-C-D)

Maximum Allowed: 10.0

Encash Now : 2.0 X £80.95

Encash Amount: £161.90

### 1.3.2.3 MAKE A HOLIDAY PAYMENT

Applicable only for those employees who are set up under the 'Accrued by number of hours worked' holiday pay method

- Select the required Pay Frequency
- Select the employee from the populated list
- The following information will be loaded:
  - Opening Balance
  - Holiday Pay Accrued
  - Holiday Pay Paid
  - Holiday Pay Available
- Enter the amount of Holiday Pay to be paid
- Save the record

**MAKE HOLIDAY PAYMENT** (Holiday Calendar: 01-04-2019 to 31-03-2020)
Save

Pay Frequency	Weekly	▼
Employee	Bjashok BJKumar - 58580	▼
A) Opening Balance	£0.00	
B) Holiday Pay Accrued	£132.30	
C) Holiday Pay Paid	£1.10	
D) Holiday Pay Available	£131.20	(D = A+B-C)
Pay Now	£50.00	

- The 'Holiday Pay Used' will appear under the 'Payments' section of the payslip and the 'Holiday pay Accrued' will appear under the 'Summary' section of the payslip.

PAY ADVICE							
COMPANY NAME		PAYROLL NO		SURNAME		FORENAMES	
KEL Infotech 13		58588		Krishnan		Rama	
PAYMENTS			DEDUCTIONS			SUMMARY	
DESCRIPTION	RATE	UNITS	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	Amount
Basic Pay			394.61	Tax Deducted	29.20	Gross For Tax	374.87
Holiday Pay Used			10.00	NI Contribution	27.43	Gross For NI	394.61
				Pension Contribution Empe	19.74	NI Contribution Empr	31.55
						Pension Contribution Empr	11.84
						Gross for Tax YTD	1,134.11
						Tax Deducted YTD	89.60
						P45 Gross for Tax	0.00
						P45 Tax Deducted	0.00
						Gross for NI YTD	1,193.83
						NI Contribution Empe YTD	83.49
						NI Contribution Empr YTD	96.03
						Holiday Pay Accrued	46.42
TOTAL PAYMENTS			394.61	TOTAL DEDUCTIONS		76.37	
DATE	MONTH	WEEK	TAXCODE	TAX BASIS	NI NUMBER	PAY BY	NET PAY
26/04/2019	1	3	1185L	W1/M1		Bank	318.24

### 1.3.3 REPORTS

Reports → Additional Reports → Holiday Pay Statement

The user can filter the report to show employees under 'Annual Days' or 'Accrued by number of hours worked'. The reports will show the employees' opening balance, unused holidays, holidays taken and their remaining balance.

FORENAMES	SURNAME	OPENING BALANCE	UNUSED	TAKEN	BALANCE
BHAshok	BHKumar	0.00	21.00	4.00	17.00
BMAshok	BMKumar	0.00	21.00	1.00	20.00
BNAshok	BNKumar	0.00	21.00	2.00	19.00
BOAshok	BOKumar	0.00	21.00	0.00	21.00
BPAshok	BPKumar	0.00	21.00	0.00	21.00
BQAshok	BQKumar	0.00	21.00	0.00	21.00

### 1.4 INTERNAL PAYMENT & DEDUCTION CODES

When the 'Holiday Pay' feature is used, the program creates a Payment & Deduction code internally (**Holiday Pay Used & Holiday Pay Accrued**) by default which cannot be edited by the user. This also applies to any other Payment & Deduction codes created automatically by the program, the user will not be able to edit them.

## 2 CLEANUPS

### 2.1 SETTINGS – ACCOUNTING SOFTWARE

When a company has been integrated with Xero the settings displayed the Accounting Software as 'I' instead of the software provider name. The settings should now show the name 'Xero'.

### 2.2 XERO – JOURNAL POSTING EMAIL NOTIFICATION

When a journal was posted to Xero, a confirmation email was sent out to the employer even if the templates were inactive. This has been fixed and the confirmation emails will only be sent out for active templates.

### 2.3 EMPLOYEE RECORD – STUDENT LOAN PLAN TYPE

When an employee record was set up as Student Loan Plan Type 2, the record showed the plan type incorrectly as Type 1 instead of Type 2. This has now been corrected and the Student Loan Plan Type will be displayed correctly.

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

### 3 SUPPORT

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

Please email the 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 include your Payroll company ID and contact details in the email.

You can call for any support to

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