

Accentra Primo Payroll

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I ENHANCEMENTS

I.1 PAYMENT CONFIRMATION

We've added the facility for you to select your desired payment confirmation date, instead of the system defaulting to today's date.

Employees -> Payslips -> Pay Employees -> Confirm Payment

Confirm Payment Confirm

Pay Frequency : Monthly
Payment Process Date : 04/10/2019
No. of employees paid :
Total Payment to confirm :

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----|-----|-----|-----|-----|-----|-----|-----|
| 40 | 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 41 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 42 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 43 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 44 | 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 45 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Today Clear

I.2 BACS – NEW OPTIONS

Metro Bank is now available to select as a payment provider in the BACS list and there's now a HSBCnet BACS option for those without a BACS Service User Number (SUN).

Employees -> Payslips -> Pay Employees -> Generate Payment File -> Payment File Format

Generate Payment File Generate Payment File

Pay Frequency : Monthly
Payment Method : BACS
Payment File Format : Barclays Pegasus
Pay Date :
Number of Employees to be Paid :
Number of Employees included in the payment :
Number of Employees with invalid bank details :
Total Amount Due :

- Lloyds Faster Payment (csv)
- Natwest Bankline Ad-hoc(Bulk)
- Barclays Standard
- Barclays Pegasus
- Royal Bank of Scotland - Std Domestic
- Metro Bank**
- HSBCnet (Without BSUN)

I.3 PENSION SCHEME – EDIT OPTION

You're now able to change the pension scheme an employee is enrolled in after they have been auto-enrolled or automatically opted-in. You can do this by clicking the edit/pencil icon in the employee's record.

Employee List -> Payroll ID -> Pension -> Auto Enrolment Pension

The screenshot shows the 'Auto Enrolment Pension' edit form. A dropdown menu for 'Pension No.' is open, showing three options: 'Main Pension - 1' (selected), 'AVC Pension - 2', and 'Refund - 3'. A red arrow points to the edit/pencil icon next to the selected option. Other fields include 'SCON Ref', 'Employer Contribution' (3.00), and 'If Net Pay is Negative' (Deduct Full Contribution).

I.4 FPS SUBMISSION – CHOOSE PAYMENT DATE

You're now able to edit the date when doing an FPS submission for the selected companies. Default date will be set to 'Submission Date'.

Bureau: Notification Bell -> HMRC Tasks -> FPS Submission

The screenshot shows the 'FPS Submission' interface. A table lists FPS submissions for various employers. A red box highlights the 'Select FPS Date' radio button and the 'Custom Date' field, which is currently set to 'dd/mm/yyyy'.

| EMPLOYER ID | NAME | PAY FREQUENCY | PERIOD NUMBER | PERIOD END DATE | PAYMENT DATE | SUBMISSION DATE | P11 PROCESSED | NET PAY | LATE SUBMISSION? | FPS AMOUNT |
|-------------|--------------------|---------------|---------------|-----------------|--------------|-----------------|---------------|----------|------------------|------------|
| 931 | Soft Techie 11 | Weekly | 4 | 03/05/2019 | | 03/05/2019 | 3 | 1,509.56 | Yes | 0.00 |
| 936 | KEL Infotech 13 | Weekly | 3 | 26/04/2019 | | 26/04/2019 | 3 | 914.80 | Yes | 0.00 |
| 947 | Veasons Infotect 8 | Weekly | 6 | 17/05/2019 | | 17/05/2019 | 3 | 888.60 | Yes | 0.00 |
| 931 | Soft Techie 11 | 2 Weekly | 4 | 03/05/2019 | | 03/05/2019 | 3 | 2,697.28 | Yes | 0.00 |

Employer: P11 List -> Full payment Submission

The screenshot shows the 'FULL PAYMENT SUBMISSION' interface. A table lists full payment submissions for various employees. A red box highlights the 'FPS Date' field, which is currently set to '07/10/2019'.

| PAYROLL ID | PERIOD | NAME | FREQUENCY | NET PAY | FPS AMOUNT | START DATE | STARTER? | LEAVING DATE | LEAVER? |
|------------|--------|----------------|-----------|----------|------------|------------|----------|--------------|---------|
| 58637 | 8 | Jack Hellen | Monthly | 1,314.68 | 1,314.68 | 01/01/2018 | | | |
| 58638 | 8 | Jamesh Vasanth | Monthly | 1,314.68 | 1,314.68 | 01/01/2018 | | | |
| 58639 | 8 | Watson Tom | Monthly | 1,038.71 | 1,038.71 | 01/01/2018 | | | |
| 58640 | 8 | Vino Mark | Monthly | 1,314.68 | 1,314.68 | 01/01/2018 | | | |
| 58653 | 8 | Jan Max | Monthly | 1,185.36 | 1,185.36 | 01/01/2018 | | | |

1.5 HMRC ADVANCE FUNDING

There's now a section where you can input any advance funds you have received from HMRC for Statutory Maternity/Paternity/Adoption Pay.

Employees -> Payslips -> RTI -> HMRC Statutory Funds -> + Icon

| ID | TYPE | TAX PERIOD | TAX MONTH | TAX YEAR | RECEIVED | USED | CREATE DATE | IS ACTIVE ? | VIEW |
|----------------|------|------------|-----------|----------|----------|--------|-------------|-------------|------|
| Tax Year: 2019 | | | | | | | | | |
| 6 | SMP | 1 | 1 | 2019 | 600.00 | 600.00 | 05/10/2019 | No | View |
| 7 | SPP | 1 | 1 | 2019 | 500.00 | 500.00 | 05/10/2019 | No | View |
| 8 | SAP | 1 | 1 | 2019 | 700.00 | 625.60 | 05/10/2019 | Yes | View |
| 9 | SMP | 16 | 4 | 2019 | 300.00 | 300.00 | 05/10/2019 | No | View |
| 10 | SPP | 16 | 4 | 2019 | 400.00 | 400.00 | 05/10/2019 | No | View |

Primo Payroll will keep track of how much of the funds are used each month and include this in the monthly EPS report under the 'Fund Used' column. You can also view a running total of your fund balances at the bottom of the EPS screen.

| SPP & ASPP RECOVERIES | SAP RECOVERY | EMP ALLW CLAIMED | CIS DEDUCTIONS | APPRENTICE LEVY PAYABLE | GROSS NI | RECOVERIES | NET NI | FUND USED | AMOUNT DUE | EPS DATE | NPS DATE |
|-----------------------|--------------|------------------|----------------|-------------------------|----------|------------|----------|-----------|------------|----------|----------|
| 184.00 | 184.00 | 0.00 | 0.0000 | 0.00 | 755.00 | 276.00 | 479.00 | 184.00 | 869.80 | | |
| 414.00 | 92.00 | 0.00 | 0.0000 | 0.00 | 1,291.30 | 98.00 | 1,193.30 | 684.00 | 1,574.70 | | |
| 230.00 | 92.00 | 0.00 | 0.0000 | 0.00 | 1,213.90 | 230.00 | 983.90 | 276.00 | 1,480.50 | | |
| 36.80 | 73.60 | 0.00 | 0.0000 | 0.00 | 1,126.18 | 0.00 | 1,126.18 | 193.20 | 1,675.98 | | |
| 460.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 1,291.30 | 201.60 | 1,089.70 | 580.40 | 1,766.90 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 822.39 | 184.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 0.00 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

| Statutory Type | Received | Used | Balance (Received-Used) |
|-----------------------------------|----------|---------|-------------------------|
| HMRC Advance Fund For Statutories | | | |
| Maternity Pay | £900.00 | £900.00 | £0.00 |
| Paternity Pay | £900.00 | £900.00 | £0.00 |
| Adoption Pay | £700.00 | £625.60 | £74.40 |

These figures will be then be used when calculating what you owe HMRC.

| HMRC PAYMENT DUE - <input type="text"/> | | | | |
|---|------------------|------------------------------|--------------------|----------------|
| PAYE Reference | Tax Year | Tax Month | EPS Submitted Date | Status |
| <input type="text"/> | 2019-20 | April | | Pending |
| GROSS PAYABLES | | RECOVERIES & DEDUCTIONS | | |
| Tax | £390.80 | SMP Recovery | | £92.00 |
| Student Loan | £0.00 | SPP & ASPP Recoveries | | £184.00 |
| Postgraduate Student Loan | £0.00 | SAP Recovery | | £184.00 |
| Gross NI | £755.00 | Employment Allowance Claimed | | £0.00 |
| Apprentice Levy Due | £0.00 | CIS Deductions | | £0.00 |
| HMRC Statutory Fund | £184.00 | | | |
| Total A | £1,329.80 | Total B | | £460.00 |
| AMOUNT DUE | | | | |
| Total (A-B) | £869.80 | | | |

For more information on this please refer to <https://www.gov.uk/recover-statutory-payments/if-you-cant-afford-to-make-payments>

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.

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 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.

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