

Welcome

Welcome to the April newsletter for users of the Datafile Software system.

If you have any suggestions for issues you would like to see covered in future newsletters please contact the team via the email address below.

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Payroll 2014/15 Now Available

The Datafile Payroll update was made available on Monday 17th March to the Datafile partner network. If you have not yet been updated please contact your Datafile Partner's support team to arrange the update.

With the introduction of Real-Time Updating to the HMRC Employers no longer have to submit separate P14 and P35 returns, the Full Payment Submissions (FPS) and the Employer Payment Submissions (EPS) sent throughout the year contain the required information.

When you submit your final FPS / EPS of the 13/14 tax year you will be prompted to confirm this is the final submission and to confirm the 'P35' declarations (i.e. P11d required etc.).

You do still have to print P60 documents for your employees.

Additional Features—in addition to the usual payroll band updates for the new tax year the Payroll update also includes additional features including:

- ◆ Additional Options for Attachment of Earnings Orders including support for the new Direct Earnings Attachment

- ◆ Additional Options for the calculation of Company Pension Contributions when employee is in receipt of Statutory Payments.
- ◆ Additional Pension 'Earnings' Items to allow recording of pensionable earnings basis to facilitate reporting to pension providers.
- ◆ Earlier Year Updates—new submission option to send corrections for earlier tax years.

Employer Allowance—introduced in the 14/15 tax year is a new Employer Allowance. This allowance gives you up to £2000 against your Class 1 Secondary NIC bill . If claimed then, when sending your payment to the HMRC, you reduce your payment value by the amount of Employer NIC calculated.

To check whether you are eligible visit the Government website ([click here](#)) and discuss with your company accountants.

In the Datafile Payroll system you can set, on your first Employer Payment Summary for 14/15, whether you wish to claim this allowance.

HMRC Employer Bulletins

In the past Employers used to receive an Employer Bulletin from HMRC through the post which included details such as the Employer Allowance above.

These bulletins are still available but they are now issued on line. It is worth visiting the HMRC site ([click here](#)) to view the latest bulletins and to sign up to an email alert service.

Data Retention

A common query raised with the support team relates to how long to retain data for the live company data set.

The answer to this depends on factors such as transaction volumes and reporting requirements and will vary from business to business.

Datafile Software is designed such that each Ledger can be set to retain transaction history independently from the other if required.

The Sales, Purchase and Stock ledger have parameter settings that allow you to control the number of periods that transaction data is retained for. When the Period End procedure is carried out the system checks these and processes accordingly. It's good practice to review these from time to time to ensure that these comply with both statutory and internal requirements.

With Nominal Ledger, Order Processing (including Bill of Materials), and Job Costing then transaction history is retained indefinitely. Functions are available within these Ledgers though to carry out manual clear down of transaction history.

The Payroll retains data for the current tax year but the year-end allows for the creation of a history company for the tax year.

In general there are two main reasons why you may want to consider clearing down transaction history.

1. Product Level Restrictions. The Professional and Diamond product levels allow a smaller database size than the Premier product level. Professional allows 99,999 transactions to be retained, Diamond 999,999 and Premier 9,999,999 transactions.

As such users on Professional / Diamond will need to clear down as they approach these limits or consider upgrading to the next product level.

2. Performance When Using Large Data Sets. The greater the transaction history the longer reports may take to generate. That said there are optimisation facilities available to limit the impact larger data sets have in this area with use of secondary indexes, and database control slot numbers.

Many clients use Company "Archiving" to mitigate performance and transaction retention issues. This involves taking a copy of the Live Company at Year End and marking that company as a History company.

An example may be that the Live Company always keeps 3 years Nominal, Sales, Purchase, and Stock Transactions and 2 years Order history. This is then copied at year end to a company new data set e.g. LIV is copied to L13 and the L13 Company is marked as a History company.

Transaction clear down can then take place in the LIV Company and if any historical reporting or enquiry needs to take place this can be done in the L13 Company. This is subject though to product level restrictions as to the maximum number of companies allowed i.e. Professional – 9, Diamond 99 and Premier 999

If you'd like to discuss any of the options available then please contact your Datafile Partner's support team



Backup Tools

One of the most important aspects to consider is your backup routine. Backing up data is vital for business—lost information can result in major problems.

You should be running regular backups, we recommend daily, as you need to consider the implications of restoring data—the longer the time between backups the more data that potentially needs to be re-entered.

You should also consider the integrity of your backup—if backing up to external drives, are you cycling through different devices in case of hardware failure on a device?

Various online and software/hardware backup tools are available—these can be set on timers to run at specific times each day with minimal user interaction.

Generally we wouldn't recommend the drag-n-drop approach in Explorer to copy files from your network to an external hard drive—it is very easy to get distracted and copy the other way around!

Speak to your hardware support agent to discuss your backup situation and which of the various solutions available is suitable for your business.

Windows XP / Office 2003

As of 8th April 2014 Microsoft remove support for Windows XP and Office 2003. This means that Microsoft will no longer supply security updates or technical support for these products.

Datafile maintains support for our users on the Gold Maintenance Agreement in alignment with the Microsoft supported products. As such support for Datafile on the XP

platform and the use of Office links to Office 2003 will be withdrawn at the same date.

NB: This does not mean that the Datafile Software system will not work with these legacy products but does mean that these products will no longer be considered when developing the software and therefore any issues arising from their use will not be supported by Datafile Software Solutions.