

## Welcome

Welcome to the January newsletter for Datafile partners.

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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## this issue

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## Payroll Real-Time Information

The HMRC will be sending out communications next month advising employers who will be required to begin RTI on April 6th for the 2013/14 tax year.



The Datafile Payroll Update for the new tax year will be released towards the end of February and resellers will be contacted after release with links to download the update and supporting material. This update will include changes for RTI submissions in the new year. To review there are three main RTI submissions processes:

The **Employer Alignment Submission (EAS)** is a one-off submission (for each Datafile Payroll company) that will need to be sent as the employer enables RTI after the year-end and before any payroll is run for the tax reference in the new year. This file contains details for all the employees on the payroll, their address, NI and Tax details, hours worked etc. This will require the employer to review the employee details to ensure that all required details are recorded. Changes may also be required to payroll parameter settings where employees are paid by BACS and to flag

whether any 'switches' applied to the employee pay are 'benefits in kind' or 'additional voluntary contributions' to pensions.

The main submission—the **Full Payment Summary (FPS)** - is supplied to the HMRC for each payroll run and contains details of employees, their earnings, tax and national insurance calculations together with details of pension contributions, any statutory payments applied and so on.

The employer has to submit this file to the HMRC before their employees are paid and once the file has been submitted to the HMRC they will **not** be able to re-run the payroll for that period (prior to send the usual run/restore options will be available).

Any changes due to errors or omissions will have to be made in the next period. Therefore it is important that employers ensure as much as possible the accuracy of payroll inputs before submitting to the HMRC and pay their employees (the HMRC will—particularly for BACS payments—be checking that the payroll records for payment amount match that actually paid to the Employee).

If paying by BACS direct credit, and the employer has a SUN (Service User Number), they need to ensure your BACS submission processes are up-to-date. *(continued overleaf)*

## Payroll Real-Time Information (continued)

In addition to the payroll run submissions, each month an additional **Employer Payment Submission (EPS)** may be required. This submission is required where the employer makes a payment to the HMRC for which they are claiming allowances for any statutory payments made to the employee.

The procedures involved for submitting all these returns to the HMRC will be familiar to operators who submit year-end returns now and will be documented within the supplied help files.

## Featured Add On—Stock Price Changes

During the year there may come a point where inflation, import charges, or general cost increases require en-masse changes to your selling prices. These changes may need to be made to items purchased from a particular supplier or based upon your own product groupings. If there is commonality within the products you need to update then selection criteria can assist with filtering these stock items.

Within Datafile there are a tools available to do this depending on the level of control and auditability you require. Outlined below are some of the different methods along with their advantages and disadvantages.

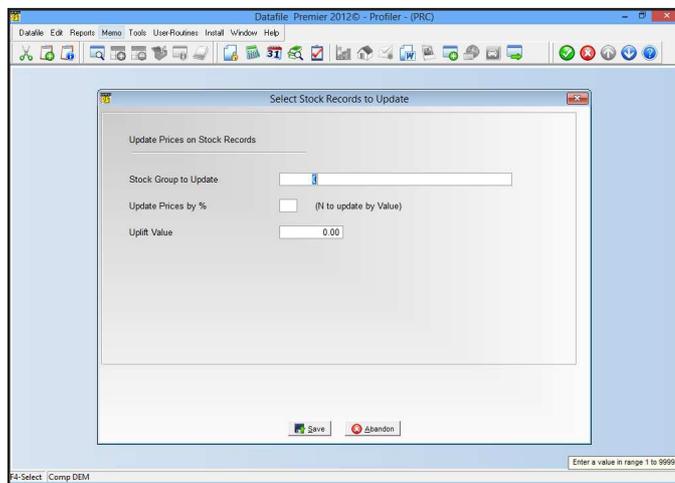
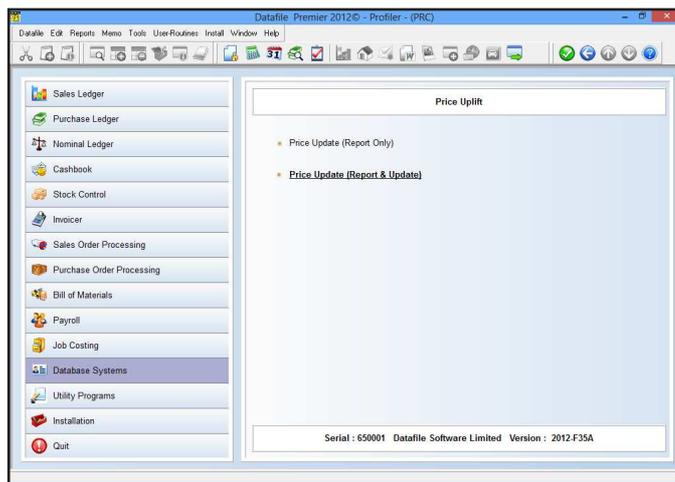
**Method 1—Export / Import.** Here you print the Catalogue of Stock Prices to Microsoft Excel, amend the prices in Excel, save the worksheet as a CSV and then use Report Generator to re-import. This is typically quick and easy to do but doesn't have any price validation and you can't track back when changes are made.

**Method 2—Global Recalculation.** Datafiler Global Updates allow a recalculation option that can be used to amend the price fields. Again this is quick and price updates can be done using selection criteria but this is potentially dangerous if untrained in use of these procedures and can't track back changes.

**Method 3—ProFiler Price Simulation.** This is an application that allows the user to update prices in a controlled environment. Price simulation can be done if you need to see the results of any price changes without affecting the values held within the system straight away.

Simulations can be repeated until you are ready to commit the price changes. When the stock records are updated the system can log as price change transactions the amended price details together with who and when the update was carried out.

This can be a comprehensive solution to address any manner of pricing changes, is auditable and user-friendly.



ProFiler / Stock Control		Printed 31/01/2013	
STOCK PRICE UPDATE REVIEW			
Stock Code	Description	Price Now	Price W/Be
CH0167	Dining Chair - teak/dralon	87.99	92.39
CH0168	Carver-teak/dralon	101.99	107.09
CH0169	Clark's Patent Leather	10.99	11.54
CH0170	Teak Chair Frame	0.00	0.00
CH0171	Leather Cushion Pad	0.00	0.00
CH0172	Display cabinet-teak 6x4	589.99	619.49
CH0173	Oval dining table-teak	210.99	221.54
CH0174	Dining suite	1200.00	1260.00