

# Payroll 2019/2020

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## Introduction

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The payroll update contains new programs to cater for changes in payroll legislation for the tax year 2019/20.

These changes include:

- Support for PAYE Tax from 6<sup>th</sup> April 2019
- Support for National Insurance band/rate changes from 6<sup>th</sup> April 2019

The update should be installed prior to running the payroll year-end.

## Updating Your Registration Number

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The software version for this payroll update is Release 7.2

Sign on with the SLAVE user-id and password and select the option 'Upgrade to Latest Release'

The screenshot shows a software dialog box titled "Upgrade to Latest Release". The window has a standard Windows-style title bar with a question mark, maximize, minimize, and close buttons. Below the title bar is a ribbon menu with tabs for "Datafile", "Home", "Tools", "Edit", and "Links". The "Home" tab is active, showing a grid of icons for "Ledger Enquiry", "Contacts", "Calculator", "Calendar", "Word List", "Utilities", "Stock Availability", "Spooled Reports", and "Messaging".

The main content area of the dialog box contains the following text and form elements:

- Text: "Enter the product upgrade code as advised by Datafile Software"
- Form: A series of six empty rectangular input boxes separated by hyphens:  -  -  -  -  -
- Text: "Your current product release is 7.1"
- Buttons: At the bottom, there are four buttons: "Action" (with a list icon), "Upgrade" (with a blue circular arrow icon), "Abandon" (with a red 'X' icon), and "Close" (with a red 'X' icon).

The upgrade key is 24 characters split into six groups of four, you need to press <Enter> or <Tab> after each part. Once the key has been entered press UPGRADE to update to the current release.

If the key is not accepted re-check that you have entered the key as supplied. If the key is still not accepted ask your Datafile reseller to arrange an update of the security file.

NB: If 'Your current product release is 7.2' is displayed then no upgrade key is required.

## **How to Update Programs**

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Before you start, certain details are required:

- Is Datafile installed on a network, if so are the programs run from the network or the local terminal?
- Where are the Datafile programs held?
- Have you downloaded the "Release\_72\_Update.EXE" or the "Datafile2019Upgrade.EXE" as appropriate for your software version? If not, download from the website now.

Once these details are known you can begin the upgrade.

- a) All users must exit Datafile Software completely. Users should select 'Quit' on the main menu and then 'Quit/Exit Datafile' from the sign-on screen. Users should also close Microsoft Word / Outlook programs.
- b) Double-click the downloaded update file. This is a compressed archive file which, when run, will unzip the updated programs and installation procedure. The default folder the system will wish to unzip to will be C:\REL72UPD or C:\DF2019UPD – if this is acceptable click FINISH or use Browse to change to a folder of your own choosing. (If a new folder warning is displayed select YES to create this folder). The system will then expand the compressed files and then automatically launch the setup process.
- c) Select 'Update Program Files'
- d) Choose whether you wish to update your menus. Note the Datafile 2019 Upgrade includes updates to the Cashbook Menus for MTD
- e) Choose 'Network Installation' or 'Local Installation' as appropriate.
- f) Next the system asks for the paths of the Datafile Software system.

PROGRAMS (Path 1) – location of Version 6 Programs (DFWIN.EXE)

PARAMETERS (Path 2) – location of main Datafile folder (DIAMOND.D00)

DATA (Path 3)– location of main company files (DIAMOND.D05)

PROGRAMS20 (Path 4) – location of Datafile 20nn Programs (DFWIN.EXE) – 20xx Upgrades Only

The system will validate that the pathnames entered here contain files appropriate for each location (these are the filenames in brackets above). To check the paths to be entered you can use the FIND/SEARCH option on the Windows Start Menu.

g) Once the pathnames are accepted, press <NEXT> until the Licence Agreement is displayed and 'YES' to accept this. The supplied programs will then be updated.

h) If installing to a Local Workstation then the update is now complete.

If installing to a Network then the update continues by asking 'Do You Want to Install Local Programs'. Respond 'Y' to this prompt regardless as to whether programs are run locally or over the network – you may still need to update the local workstation for Microsoft Word links. After a short pause the system will ask you to confirm whether programs are run from the Network or Locally. Confirm as appropriate.

i) If running programs locally you are then asked to confirm the local program path – usually C:\DFWIN\PROGRAMS. If running programs from the network then this prompt is skipped.

j) You are then asked to confirm the folder on the Start Menu to access Datafile (usually DATAFILE SOFTWARE) before the system updates the appropriate local files.

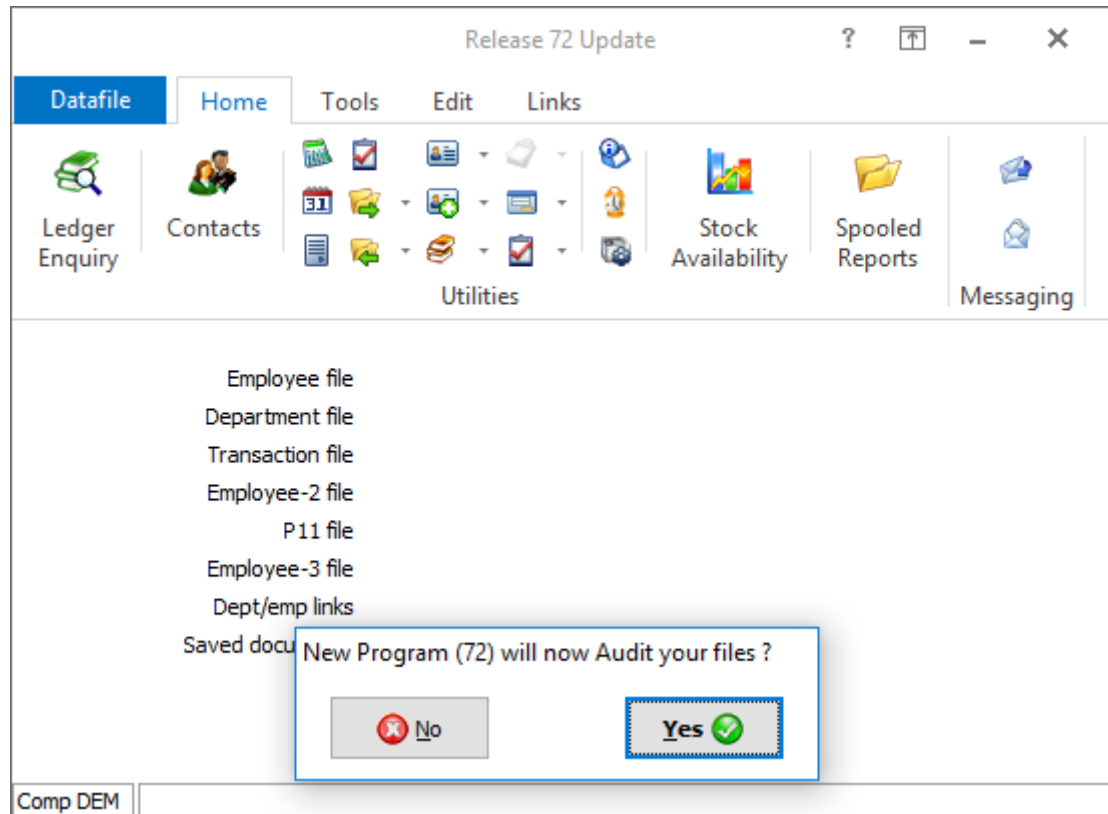
k) Update of the workstation is now complete. To update other workstations you need to run SETUP.EXE from the main Datafile folder on the network (use the Windows option RUN on the Start Menu) from each workstation – this repeats options H-J above. You can now delete the contents of the install folder and the downloaded update file.

## First Access of Payroll after Update

The first time an operator accesses the payroll program for a company after the update, they will be prompted to follow procedures to update payroll in preparation for the end of the tax year 2018/19, and the start of the new tax year.

### Audit of Payroll Files

This first prompt asks you to audit your Payroll Databases and Documents.



## Update P60 for 2018/19

The screenshot shows the 'P60 Definition' application window. The interface includes a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu bar are several toolbars: 'Ledger Enquiry', 'Contacts', 'Utilities', 'Stock Availability', 'Spooled Reports', and 'Messaging'. The main content area displays a dialog box titled 'Update P60 for 2018/19 ?' with the following text:

Update P60 for 2018/19 ?

1. P60 (HMRC Pre-printed Stationery)
2. P60 Substitute (Plain Paper)

Ok to update P60 - Select an option :

At the bottom of the window, a status bar shows 'Comp DEM' and a message: 'Select an option to update ('1', '2'), 'Esc' to ignore, or 'N' to omit and not ask again'.

Choose between printing the P60 documents for the employee against HMRC supplied stationery or select to print using a approved Datafile substitute form on plain paper.

## Final Submissions for 18/19

With Real-Time Updating to the HMRC Employers no longer need to supply an end of year return P14 or P35 to the HMRC. The information required has been supplied to the HMRC as part of the returns submitted each tax week/month.

However, the HMRC does need to be informed when you have made your final RTI submission to them for the 18/19 tax year.

### FPS Submissions – Final Pay Period

When submitting the FPS for the final pay period you will be prompted with the normal runtime options to confirm whether you wish to print the XML return / make a test submission etc. If you choose to proceed with a live submission a new prompt will be displayed.

Code	Name	Period	Type	Pay Status	FPS Sent
DEM	Demonstration Company	12 M	Payroll has been run		No

Action

F4-RTI-Subs Comp DEM

The system will display the list of payroll companies for the tax reference – you may have more than one company where you have (say) a mixture of weekly and monthly paid employees or you run payroll separately for multiple branches.

Where there is only one remaining FPS to send for the current company the two options are available for selection to the prompt 'Is This the Final Submission for this year for the Tax Reference XXXX' – select 'No – Is Not Final' or 'Yes – Is The Final' as required.

### Is This Your Final Submission?

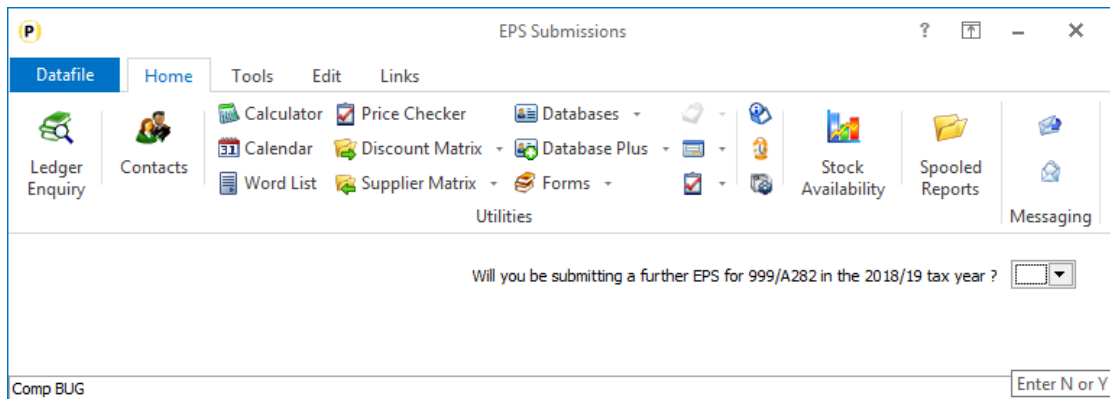
If you need to submit an Employer Payment Summary (EPS) then the answer to this prompt is 'No – Is Not Final' – you will make your final declarations as part of the EPS submission.

If there is another company, other than the current company, that has not yet sent its last FPS for 18/19 then the 'Yes – Is The Final' option will not be available for selection – choose 'No - Is Not Final' to continue with the FPS for this company.

If all bar the current payment company have submitted their Final FPS, or you only have one payroll company, you may select 'Yes – Is The Final' when submission of an EPS is not needed.

As a double check you will be prompted to confirm whether you will be submitting a further EPS for the current tax year. Respond as required.





After confirming these details, you will be prompted to continue with the FPS output and this will be uploaded to the HMRC.

### **EPS Submissions – Final Pay Period**

If you do need to submit an EPS (or you didn't declare the final submission status on your last FPS) then the Employer Payment Summary (EPS) Submission will allow you to make your final submission declarations.

Note that, as the EPS for the tax month from 06/03/2019 to 05/04/2019 can be submitted at any time from the 20/03/2019 to the 19/04/2019, you may have already run the payroll year end before submitting the EPS. If you have run the year end you will need to submit this EPS from the backup history company.

As with the FPS above you will be prompted to declare that this is the final submission - the option for 'Yes – Is The Final' will only be available where an FPS has been submitted for all the Payroll companies in the list.

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#### **Note**

If as part of the FPS submission you made the Final Submission declarations but later realise you do actually need to submit an EPS you will be allowed to do so.

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## End of Year Employee P60

Even though submitting the end-of-year returns online you still need to print the employee's P60 and you may want to print your own copy. Similarly, you should print the P35 listing for your records. The P60 document and the P35 listing are usually available as options on the Payroll Year-End menu.

### Printing Employee P60 Documents

The default layout is designed to print on either the 'P60 (Single-Sheet / Shortened) (2018-2019) – Certificate of Pay' document supplied by the HMRC or the substitute form supplied by Datafile to print on plain paper.

**Depending on the printer, when printing to pre-printed stationery, you may have to adjust the printing positions of data items – we suggest running a test print for one or two employees before proceeding with the full run to ensure items print in the correct position.**

The screenshot shows the Datafile software interface for printing an End of Year Employee P60 document. The window title is ".\DR602019.DEF (Period 12 - 31/03/19 Monthly)". The interface includes a menu bar with "Datafile", "Home", "Tools", "Edit", and "Links". Below the menu bar is a toolbar with various utility icons such as "Ledger Enquiry", "Contacts", "Calculator", "Price Checker", "Calendar", "Discount Matrix", "Word List", "Supplier Matrix", "Stock Availability", "Spooled Reports", and "Messaging". The main area contains the following settings:

- Date of Report: 31/03/19
- Report Sequence: 9 (Dropdown menu with options: 1-Employee, 2-Dept/Employee, 9-End of Year in Name order)
- Include Employees Already Left:
- Number of copies to be printed: 1 (Dropdown menu)
- Specify any Selection Criteria:  Previous Criteria

At the bottom, there are "Action" and "Print" buttons, and a "Close" button. A "Comp BUG" status bar is visible at the very bottom.

Select the PRINT button to print the report – if want to run an alignment test tick the 'Specify Any Selection Criteria' option and set criteria so that only one or two employees are processed.

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### Note

If you have not received your P60 stationery by the time you need to run your payroll year-end then, if you create the history company as part of your year-end (recommended), you can print these documents at a later date and continue with the year end.

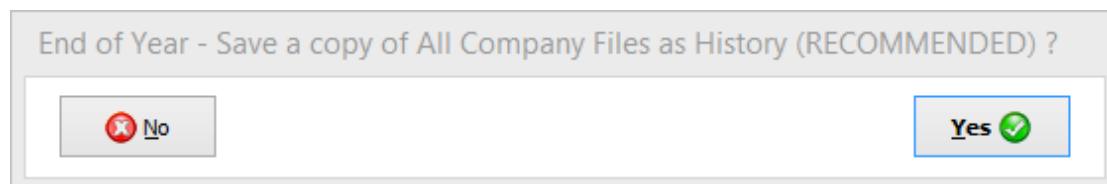
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## Year End Procedure

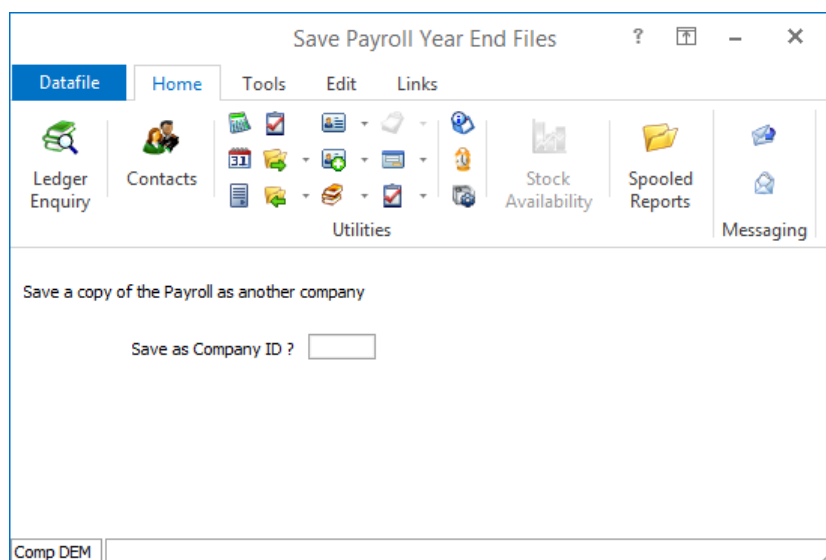
This procedure clears your year-to-date values and updates the PAYE, the National Insurance and Statutory Payment tables ready for the 6<sup>th</sup> April 2019.

### Creating a History Company

At the start of the year-end process you will be asked to create a history company for the payroll data. This is extremely useful for enquiry purposes and required if you need to run the year-end before submitting EPS returns to the HMRC.

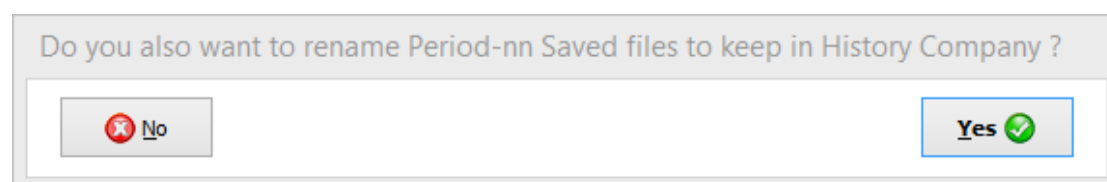


Respond 'Yes' to save a copy of the payroll system as a history company.



Save as Company ID – enter a three-character reference for the history company to be created. Selected characters are reserved – existing company codes, Pxx and Sxx formats etc. – if you enter a reserved ID you will be warned according and asked to select again.

Do You Also Want to Rename Period-*nn* Saved Files to Keep in History Company – As part of the payroll run and period end the system takes backup files of your data. This prompt asks if you wish to rename these files so that they are kept with the backup history company.



It is strongly recommended that you respond YES to this. You will need these backup files if payroll input errors are later discovered and you need to re-run the payroll.

## PAYE, NI and Statutory Payment Updates

The following tables take effect from the first payroll run after the 6<sup>th</sup> April 2019.


### PAYE – England / N. Ireland


Taxation Rate Table - England / N.Ireland			?	⌵	-	×
Datafile		Home	Tools	Edit	Links	
Ledger Enquiry	Contacts	Calculator	Price Checker			
		Calendar	Discount Matrix			
		Word List	Supplier Matrix			
		Utilities				
		Stock Availability				
		Spooled Reports				
						Messaging
Entry	Cumulative Tax Bands		Rate %			
1	0 -	37500.00	20.00			
2	37500.01 -	150000.00	40.00			
3	150000.01 -	0.00	45.00			
4	-	0.00	0.00			
5	-	0.00	0.00			
6	-	0.00	0.00			
7	-	0.00	0.00			
8	-	0.00	0.00			
9	-	0.00	0.00			
10	-	0.00	0.00			
Basic rate entry ?		1	Max % ?		50.00	
SLC threshold 1 ?		18935.00	Rate 1 %		9.00	
2 ?		25725.00	2 %		9.00	
Postgrad loan threshold ?		21000.00	Rate %		6.00	
Comp DEM						



PAYE – Scotland



Taxation Rate Table - Scotland



Datafile
Home
Tools
Edit
Links

 Ledger Enquiry


 Contacts


 Calculator
  Price Checker


 Calendar
  Discount Matrix

 Word List
  Supplier Matrix

Utilities

 Stock Availability

 Spooled Reports

 Messaging

Entry	Cumulative Tax Bands	Rate %
1	0 - 2049.00	19.00
2	2049.01 - 12444.00	20.00
3	12444.01 - 30930.00	21.00
4	30930.01 - 150000.00	41.00
5	150000.01 - 0.00	46.00
6	- 0.00	0.00
7	- 0.00	0.00
8	- 0.00	0.00
9	- 0.00	0.00
10	- 0.00	0.00


Basic rate entry ? 
Max % ?


Comp DEM



PAYE – Wales



Taxation Rate Table - Wales



Datafile
Home
Tools
Edit
Links

 Ledger Enquiry


 Contacts


 Calculator
  Price Checker


 Calendar
  Discount Matrix

 Word List
  Supplier Matrix

Utilities

 Stock Availability

 Spooled Reports

 Messaging

Entry	Cumulative Tax Bands	Rate %
1	0 - 37500.00	20.00
2	37500.01 - 150000.00	40.00
3	150000.01 - 0.00	45.00
4	- 0.00	0.00
5	- 0.00	0.00
6	- 0.00	0.00
7	- 0.00	0.00
8	- 0.00	0.00
9	- 0.00	0.00
10	- 0.00	0.00

Basic rate entry ? 1
Max % ? 50.00

Comp DEM

## National Insurance Table – Earnings Brackets

NI - Earnings Brackets    ?    [ ]    -    X

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**Datafile**
Home    Tools    Edit    Links

Ledger Enquiry

Contacts

**Utilities**  
 Calculator    Price Checker  
 Calendar    Discount Matrix  
 Word List    Supplier Matrix

Stock Availability

Spooled Reports

Messaging

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National Insurance Table - Earnings Brackets

Earnings Bracket	Weekly	Monthly	Yearly
No: 1 LEL	0 - <input type="text" value="118.00"/>	0 - <input type="text" value="512.00"/>	0 - <input type="text" value="6136.00"/>
2 PT/ST	118.01- <input type="text" value="166.00"/>	512.01- <input type="text" value="719.00"/>	6136.01- <input type="text" value="8632.00"/>
3 UEL/UST/AUST	166.01- <input type="text" value="962.00"/>	719.01- <input type="text" value="4167.00"/>	8632.01- <input type="text" value="50000.00"/>
4 UEL+	962.01- <input type="text" value="0.00"/>	4167.01- <input type="text" value="0.00"/>	50000.01- <input type="text" value="0.00"/>

<b>Employees</b>			
Upper Limit	<input type="text" value="962.00"/>	<input type="text" value="4167.00"/>	<input type="text" value="50000.00"/>

Annual director NHI contributions to be averaged ?

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Comp DEM

## National Insurance Table – Employee Contributions

NI - Employee Contributions

Datafile | Home | Tools | Edit | Links

Ledger Enquiry | Contacts | 
 Calculator | Price Checker | 
 Calendar | Discount Matrix | 
 Word List | Supplier Matrix | 
 Utilities | 
 Stock Availability | Spoiled Reports | Messaging

National Insurance Table - Employee Contributions

Earnings Bracket		A/M/H	B	C	J/Z
1	LEL	0.00	0.00	0.00	0.00
2	PT/ST	0.00	0.00	0.00	0.00
3	UEL/UST/AUST	12.00	5.85	0.00	2.00
4	UEL +	2.00	2.00	0.00	2.00

Comp DEM



## National Insurance Table – Employer Contributions

NI - Employer Contributions			
National Insurance Table - Employer Contributions			
Earnings Bracket	A/B/C/J	H/M/Z	
1 LEL	0.00	0.00	
2 PT/ST	0.00	0.00	
3 UEL/UST/AUST	13.80	0.00	
4 UEL +	13.80	13.80	

Comp DEM

## Statutory Payments

SSP / SMP / OSPP / ASPP / SAP Table

Datafile
Home
Tools
Edit
Links

Ledger Enquiry

Contacts

Calculator Price Checker  
Calendar Discount Matrix  
Word List Supplier Matrix

Stock Availability

Spooled Reports

Messaging

Utilities

SSP Table	Lower-limit	Higher-limit	SSP Payment
	0.00	117.99	0.00
	118.00	0.00	94.25
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00

Max number of weeks to be paid in year ?

Percentage of Earnings ?

SMP lower rate ?

Fixed weekly amount ?

Minimum Earnings 1 ?  2 ?

Change over Date ?

SMP/SAP weeks 1 ?  2 ?  SPP ?  ASPP ?

Comp DEM

## Update Employee Tax Codes

As part of the year-end update employees with “L” “M” or “N” suffix tax codes can have their code uplift automatically applied – select as required.

Update Employees for Standard Tax Code changes "L" (increase by 65) for 2019/2020 ?

No  Yes

Update Employees for Standard Tax Code changes "M" (increase by 71) for 2019/2020 ?

No  Yes

Update Employees for Standard Tax Code changes "N" (increase by 59) for 2019/2020 ?

No  Yes

## Confirm First Pay Date of the Tax Year

At the end of the year-end process you will be asked for the first pay date in the new tax year. This is the date the employees are first paid in the new tax year. This data must be after April 6<sup>th</sup> 2019.

Confirm First Pay Date in Year

Home Tools Edit Links

Ledger Enquiry Contacts Utilities Stock Availability Spooled Reports Messaging

First Pay Date ? 30/04/19

F4-Select Comp DEM Enter date in format DD/MM/YYYY

## Minimum Wage Rates

The Minimum Wage Rates as of 1<sup>st</sup> April 2019 are:

Apprentice	£3.90 p/h
Under 18	£4.35 p/h
18 to 20	£6.15 p/h
21 to 24	£7.70 p/h
25 and over	£8.21 p/h

## Auto Enrolment Pensions

As of 6<sup>th</sup> April 2019 the total minimum contribution for employers and employees rises to 8% of which the employer must contribute a minimum of 3% (the minimum employee contribution being the difference between the two).

Users using the Datafile Auto-Enrolment **Assessment** options will be uplifted automatically – the employer being uplifted to 3% if less than this with the employee being uplifted until the combined total is a minimum of 8%

If using NEST for Auto Enrolment contributions and also using the Datafile Pension NEST application to create the contribution files for uplift to NEST then the pension rates for the earnings groups in Datafile, and on the NEST website, will need to be updated to the new rates with the updated pension rates applied to the applicable employees. Speak to your Datafile support partner for more details on this.

If using The Peoples Pension for assessment and returning the contributions for Datafile then when log on to The Peoples Pension website you can apply the new minimum contribution rates here.

## 'C' Tax Codes

As of 6<sup>th</sup> April 2019 employees may receive Tax Codes prefixed with 'C' to indicate that employees are to be taxed under the tax regime for Wales. For 2019/20 tax bands are identical to those in England and Northern Ireland but may diverge in the future.

## Post-Graduate Student Loans

As of 6<sup>th</sup> April 2019 a new Student Loan option is required for Post-Graduate Loans. Within the Payroll Student Loan employee maintenance screens new options have been added for this.

Maintain Employees (Period 1 - 30/04/19 Monthly) - Employee 1

Menu: Datafile | Home | Tools | Edit | Links

Tools: Email, Notes, Spreadsheets, Word, Scans, PDF Files, Memo, Contacts

Utilities: Graph, Associate File, Labels, Website, Location Map, Clipboard, Image, Route Map

Enquiries: Documents, Calendar, Transactions, P11

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Employee number:

Employee name:

Please complete these details before the start of the student loan collection period.

Apply student loan collection (Y/N)

Protected amount of earnings (optional)

Switches to be deducted (earnings orders)

Suspend student loan collection (Y/N)

Plan Type (1/2)

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Apply postgraduate loan collection (Y/N)

Protected amount of earnings (optional)

Switches to be deducted (earnings orders)

Suspend postgraduate loan collection (Y/N)

Action | Save | Abandon | Close

F8-Zoom | F9-Memo | Comp DEM

**Apply postgraduate loan collection** – set as advised.

**Protected Amount of Earnings (Optional)** – if the employee has a Attachment of Earnings Order which has a protected earnings value update this here.

**Switches to be Deducted (Earnings Orders)** – if using switches for AEOs enter the switch letters here as appropriate.

**Suspend postgraduate loan collection** – set to suspend postgraduate loan deduction when advised.

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### Notes

Postgraduate loans can apply in addition to existing student loan deductions. Where protected pay values are applied the post graduate loan takes priority.

The Postgraduate loan deduction will be included within the Net Deductions value on the payslip and payroll reports but can be reported separately by including the employee-2 data item number 454 'C\_SLP\_DED'

Where using are using the Department Summary reports and subsequent update to the Nominal Ledger then you can update to accumulate the new postgraduate loan into the existing Student Loan values or create new items as required.

P11, and the Premier Payroll Transactions file, will include the Postgraduate deduction automatically within the Student Loan items (adding the values together if needed) but you can record these seperately if add a K-type item C\_SLP\_DED to the file if required.

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## **Disguised Pay**

Under disguised remuneration (DR) tax avoidance schemes, employers paid loans to employees in place of ordinary remuneration with the sole purpose of avoiding income tax and National Insurance contributions (NICs). The loans were usually paid via an offshore trust with no intention for them to be repaid.

Where the employer or employee has not settled the tax due under the schemes with HMRC, the charge on DR loans will arise. On 5 April 2019, the outstanding balance of DR loans will be treated as employment income and employers must declare the outstanding loan amounts via Real Time Information (RTI) and pay the income tax, NICs and Student Loans deductions due.

As part of the month 12/week 52 Full Payment Submission (FPS) for 2018/19 and the 2018/19 Earlier Year Update (EYU), employers will need to report the outstanding DR loan amounts for their employees. In a limited number of cases, the income may arise after 5 April 2019, and will need to be reported in a later tax year using the appropriate FPS.

As part of the Employee Maintenance the 'All' screen includes an option to record the outstanding loan value. This is included in the earnings calculation for Taxable, NI'able and Student Loan deductions increasing the amount deducted. As with Benefits in Kind the net pay does not include this additional value except for the impact of the increased statutory deductions.

## **Payslip Design**

As of April 2019 employers must include the number of hours worked on the payslip where the employee is paid for hours worked – either as part of basic or overtime pay. When an employee is salaried but is paid overtime at an hourly rate you do not need to include the hours for the standard salary but you do need to include the number of hours paid as overtime.

See <https://www.gov.uk/government/publications/payslip-policy-a-guide-to-the-2019-legislation> for more details

## Data Provisioning Service (DPS)

The Datafile 2019 version within the Tax Year 19/20 includes changes to the Data Provisioning Service to allow update of the employee record from the supplied P6, P9, SL1 or SL2 messages sent from the HMRC

Selecting VIEW against a message will prompt to view in Datafile or Web Browser. If you select to view via Datafile the message content will be displayed.

The screenshot shows the HMRC Data Provisioning Service interface. The main window displays a list of messages with columns for Date, Time, Type, Status, From Index, To Index, Requested, Returned, and Description. A pop-up window titled 'HMRC DPS Messages - [P6] 2019-03-20 17.26.02.XML' is open, showing a table of employee records with columns for Employee Number, NI Number, Name, Effective Date, Tax Code (Via), Emp Pay (Via), Emp Tax (Via), Tax Code (Now), Emp Pay (Now), Emp Tax (Now), and an Update checkbox.

Employee Number	NI Number	Name	Effective Date	Tax Code (Via)	Emp Pay (Via)	Emp Tax (Via)	Tax Code (Now)	Emp Pay (Now)	Emp Tax (Now)	Update
1	NA2345690	Miss Karen Smith	2019-04-06	1250L	0.00	0.00	1185T			<input checked="" type="checkbox"/>
1	BB4356232A	Mr John Black	2019-04-06	1250L	0.00	0.00	843L	4325.00	998.71	<input checked="" type="checkbox"/>
794110	RN0000188	MS Cabelline Cabinet	2019-05-18				1195T	1970.00	98.44	<input type="checkbox"/>
84062	RN0000258	MS Cypher Cupress Cythrean-Czar	2019-05-18				0T			<input type="checkbox"/>
MSO210	RN0000240	Custard Custodian	2019-05-18				492L			<input type="checkbox"/>
BCO3ME	RN0000268	LORD Choragus Civic Circumlocution-Clarabella	2019-08-01				0T			<input type="checkbox"/>
8FHD10	RN000027C	MR Caboodle Cachet	2019-11-08				K92			<input type="checkbox"/>
QPF859	RN000028D	MS Chit-Chat Chocolate	2019-12-23				BR	11027.00	2208.39	<input type="checkbox"/>
HE9810	RN000029A	Culture Culvert	2020-02-16				40L	23524.00	3975.11	<input type="checkbox"/>
JF8395	RN000030B	MS3 Captain Caravel Carbons	2020-03-12				465T	46259.00	11448.98	<input type="checkbox"/>

The system will list the entries return and allow a 'Update' tick box against employees where they have been matched to a Datafile employee record. Matching occurs when Employee/Works Number and NI Number on the HMRC message match that of a record on the current employee database. In addition if the 'effective' date is before the start of the current tax year, or after the current payroll date, the system will not allow you to set the update flag.

When a message is first read the system will set the update flag on matched employees for you, subsequent re-reads of the message will default the update flag to blank but you can set manually.

Select UPDATE to update the employee records applicable, then CLOSE to exit the message.

### Notes

If using the unique employee reference then matching will occur against this reference rather than the usual employee 'record' number.

Latest messages are now displayed at the top of the list rather than the bottom.

## Frequently Asked Questions

This section provides a list of the questions that are commonly raised at this time of year with regards to the Datafile payroll system.

**Q After the program update and registration update has been applied, what should the version number be?**

A The version number for the programs is 'G11A'. Your registration/serial number should begin with '72'.

**Q When can I update the programs?**

A The update should be applied prior to the year end.

**Q Do I Have a Week 53?**

A You would only have a Week 53 (or a Week 54 on a 2-weekly payroll, week 56 on a 4-weekly payroll) if your pay day is a Friday meaning that you will run the payroll with a tax point date of the 5<sup>th</sup> April 2019. You can enable week 53 within the Payroll System Profiles.

**Q When running the year-end I am asked to 'Confirm First Pay Date in Year'. What does this mean?**

A You are being asked to confirm the first date that your employee is to be paid in the new tax year. To avoid fines for late submissions from the HMRC your payroll date should also default to the date the employee is paid each period.

**Q Can I compact my employee files after year-end, to re-use the space generated by leavers?**

A Generally speaking No – the employee number for each employee relates to the record number and compacting the files would amend this. In addition, if saving your payroll documents such as the payslip for printing you would lose the link for these as well.

**Q Do I still need to print the P60 and P35 listings even when submitting via the Internet?**

A You still need to print the P60 for the employee and you can print a copy for your records. The P35 listing can also be printed for your records.

**Q My Submissions to the HMRC are reporting an Error**

A If error message is displayed prior to the submission being sent then Datafile is detecting that values needed are missing or incorrect. If you set to 'Print XML' as part of the submission procedure then you can inspect the report searching for the label 'error' and this will detail the area with the problem. This information can then be corrected and the submission process started again.



If the error message is returned after the submission then a business level error is recorded by the HMRC. A common error code of **1046** indicates the user-credentials supplied are incorrect or that the credentials supplied are not registered for online submission. Information on other error codes can be obtained by searching on the HMRC website – [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**Q My Online Submission is repeatedly ‘polling’**

A At times, particularly in the initial couple of weeks after 6<sup>th</sup> April, the HMRC website can get very busy and this can result in repeated polling where Datafile is ‘asking’ the HMRC ‘Is the submission OK’ and getting the response ‘I haven’t finished processing it yet!’. If repeatedly polling, or get a large response delay, then select the SKIP option and use the ‘Check for Active Submissions’ option within the Payroll ‘Utility’ menu to check for completion later.