DATAFILE
software

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Welcome

Welcome to the January 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 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 users will be contacted by their support agent after release to arrange the application of this update. This update will include changes for RTI submissions in the new year.

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 supplied as you enable RTI. This contains details for all the employees on the payroll, their address, NI and Tax details, hours worked and so on. This will require review of employee details to ensure that all required details are recorded. In addition changes may be required to 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 your employees, their earnings, tax and national insurance calculations together with details of pension contributions, any statutory payments applied and so on.

You have to submit this file to the HMRC before your employees are paid and once the file has been submitted to the HMRC you 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 (say you forgot to pay overtime for an employee) will have to be made in the next period. Therefore it is important that you ensure as much as possible the accuracy of payroll inputs before you submit to the HMRC and pay the employee (the HMRC will—particularly for BACS payments—be checking that the payroll records for payment amount match that actually paid to the Employee).

If you pay by BACS direct credit, and have a SUN (Service User Number), please ensure your BACS submission processes are up-to-date. (*continued overleaf*)

Payroll Real-Time Information (continued)

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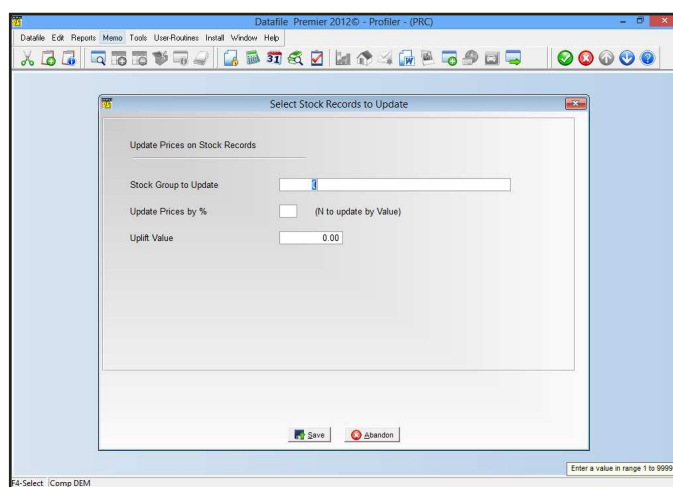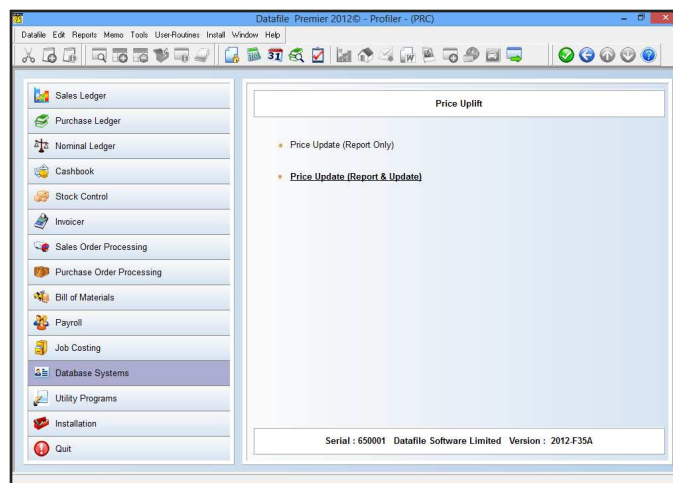
Method 1—Export / Import. Here you print the Catalogue of Stock Prices to Microsoft Excel, amend the prices in Excel, save the worksheet as a CSV and then use Report Generator to re-import. This is typically quick and easy to do but doesn't have any price validation and you can't track back when changes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