
WINPAY MANUAL

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CHAPTER 1 : INTRODUCING WINPAY

OVERVIEW OF WINPAY

WinPay is a comprehensive payroll system for the Microsoft Windows environment. It is fully integrated with the **WinAccs** accounting system. (For information about **WinAccs** refer to the **WINACCS MANUAL**). Alternatively, **WinPay** can be run independently.

Throughout the **WinAccs** system, including **WinPay**, there is a context sensitive Help facility which can be selected by striking the F1 function key. This will display the relevant section of **WinPay** Help to give detailed information about the part of the system that you are currently using.

FEATURES OF WINPAY

WinPay provides all the features that you would expect to find in a modern payroll system. For example it provides the ability to :-

- Process the payroll for several companies (i.e. multi-company),
- Process simultaneously at several terminals the payroll for the same company (i.e. multi-user),
- Integrate fully with **WinAccs**,
- Process the pay of all employees including subcontractors,
- Create user defined pay elements (maximum 1296),
- Use calculation rules (e.g. 120 miles at £0.4550),
- Record quantities (e.g. overtime hours),
- Accumulate values (e.g. commissions paid),
- Accumulate quantities (e.g. miles travelled),
- Various pay methods - cash, cheque, BACS, Autopay etc.,
- Create user defined reports,
- Review employee's pay history,
- Record notes with the employee's data,
- Export/import data to/from external systems,
- Provide sophisticated access control & passwords,.

- Conduct enquiries on archive data,
- Have, in a company, employees in departments and sections within departments,
- Define pension schemes, allot one or more pension schemes to employees and manage their contributions.
- Online filing of tax returns to HMRC, including the Real time information process instigated by HMRC for 2013-2014 returns and later years.
- Ability to have one 'main' company with one or more 'sub-companies' defined for the submission of end-of-year returns to HMRC from the one main company including the sub-companies.
- Automatic Enrolment pensions catered for.

WINPAY MINIMUM REQUIREMENTS

- 386 processor (486 or Pentium processor is recommended),
- 8mb RAM if you are using the Windows 95 operating system, but 16mb is recommended,
- 35Mb disk space.

WINPAY COPYRIGHT

WinPay is protected by UK Copyright laws. The unauthorised reproduction or distribution of this program and documentation, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

WINPAY LICENSE AGREEMENT

Use of **WinPay** is governed by the License Agreement, which can be viewed by selecting Help on the Tool Bar and then selecting License.

CONTRACT COSTING

The way that contract costing is implemented in **WinPay** is intended for use with the **WinAccs** Accounting system. (Please ask Compact Support for information on **WinAccs**).

Contract costing allows you to categorise pay into a maximum of 100 major analysis codes. Each major analysis code is identified by a two digit number, which is followed by /00 e.g. 01/00, 12/00.

To provide a further level of analysis, each major analysis code can be subdivided into a maximum of 99 minor analysis codes. These minor codes are also identified by a two digit number, within the corresponding major code e.g. 01/01, 12/39.

This structure can be used in a number of ways. One way, for example, would be to use major analysis codes for employee groups such as Salesmen, Admin, Operatives etc and minor analysis codes for pay elements within those groups - Basic, Overtime, Travel and so on. You could then set the major analysis codes up on Trades (e.g. 03/) and minor analysis codes on the Pay elements (e.g. /02). This means that you will have all the contract analysis codes required in timesheet entry.

As with any good parameterised system, there is a wide choice of ways to use contract costing. Careful consideration and planning at the design stage will be amply repaid by later ease of use.

The contracts are input in timesheet entry together with the contract analysis code on each pay element requiring to be costed. In the example above, it would not be necessary to enter the contract analysis codes as the system can work them out from the pay element and trade. In some other cost structures you may wish the Trade to define the minor analysis code and the computer operator to enter the appropriate major analysis code.

For further information about the use of contract analysis codes see [TRADE MAINTENANCE](#) and [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

CHAPTER 2 : BASIC SKILLS

MICROSOFT WINDOWS ENVIRONMENT

WinAccs operates within the Microsoft Windows environment, and this controls the way in which the system must be used. This section provides a brief introduction to the use of Windows and introduces the standard Windows terminology. For further details on MS Windows refer to your MS Windows User Guide.

WHAT IS MS WINDOWS?

Microsoft Windows provides a consistent operating environment for your personal computer. It controls the appearance and operation of all of the applications which operate within it. This means that you only need to learn one basic set of skills to be able to use all MS Windows based applications.

In addition, information can be transferred easily from one Windows application to another, and more than one application can be running at a time.

WINDOWS COMPONENTS

Mouse

Windows applications allow you to use a mouse to select options and move around the screens, in addition to using the standard keyboard.

Window

When working in a Windows environment, all of the application information on which you are working is displayed in one or more windows on the screen. Only one of these windows is active at any one time. An active window is identified by a differently coloured title bar.

Tool

A menu bar may be included at the top of some windows (beneath the window title). This provides access to other application facilities, as well as to the standard Windows File, Edit and Help options. To gain access to the options which are available from a menu, you click the mouse on the tool bar to drop down the menu and select the appropriate option by clicking on the line that contains that option.

Dialog Box

The windows which are used in an application to display and request information are referred to as dialog boxes.

Within **WinAccs** some dialog boxes are used to enter information, whilst others simply display information e.g. warning or error messages.

The information which must be entered into a dialog box, can be requested in a number of different ways:

- by typing the required information into a text (edit) box
- by selecting a choice from a list box

- by choosing an option button to make a mutually exclusive choice
- by choosing one or more options from a list by clicking in the check box next to that option.

When you have entered, or chosen, all of the required information for a window or dialog box, you choose a command button to accept or reject the information, or carry out the function.

Maximise/Minimise/Restore Boxes

These boxes allow you to alter the appearance of a window. Two of these boxes may be included in the top right hand corner of a window.



Maximise redisplay the window using the full area of the screen.



Minimise completely removes the window from the screen leaving a button on the Task bar. You can re-display the window at any time by clicking on the button.



Restore redisplay a maximised window to its original size.

USEFUL KEYBOARD KEYS

To save time the following keys may be used instead of the mouse throughout **WinAccs**. Although the function which is performed by the majority of these keys appears on most keyboards, the key names may differ.

In these notes the keys are identified using the key names and the symbols which appear on a standard personal computer keyboard. If you are using a different computer and keyboard, you should see your System Supervisor to find out which keys on your keyboard perform each function.

TAB

The TAB key moves the cursor to the next field (box), or to the command buttons within the dialog box. The cursor identifies the current field.

NOTE: The characteristics of the cursor will depend on your system setup. e.g. it may not blink.

SHIFT and TAB

The TAB key pressed while the SHIFT key is depressed moves the cursor back to the previous field (box). The cursor identifies the current field.

SHIFT and F12

To save the data entered on a screen, you need to click on the diskette icon  displayed on the screen.

Alternatively you may press the F12 key while the SHIFT key is depressed.

RETURN / ENTER

All the information which you enter into a window or dialog box is accepted or rejected when you select a command button. The default command button is heavily outlined. You can press the RETURN key or the ENTER key to select this option, regardless of where the cursor is currently positioned in the window. These keys will also select the highlighted item from a list.

SPACE BAR

When a menu or list is being displayed and one of the options is highlighted, then pressing the SPACE bar will select that option.

ESCAPE

The ESCAPE key cancels any changes which you have made to the information in the current window and returns to the previous window. The same actions would be taken if you selected the **Cancel** button.

CURSOR UP ARROW / CURSOR DOWN ARROW

The CURSOR UP ARROW and the CURSOR DOWN ARROW keys scroll the cursor up and down through a selection list or available options, highlighting each one.

CURSOR LEFT ARROW / CURSOR RIGHT ARROW

The CURSOR LEFT ARROW and the CURSOR RIGHT ARROW keys allow you to browse horizontally through the menu bars, highlighting the menu name and displaying the relevant menu options.

ALT KEY

You can use the ALT key, in conjunction with other keyboard keys, to make menu selections and field choices, instead of using the mouse. These key combinations are called accelerator keys because they provide a faster method of performing an action.

Every menu option and many of the controls within dialog boxes include an underlined character, for example the **Maintenance** menu or **Code** field. The underlined character identifies the key that can be used with the ALT key to select the option.

On any one screen there may be more than one option with the same accelerator key. The first time the accelerator key is pressed (with ALT depressed), the cursor will be at the first option on the screen which has that accelerator key. You may have to press the accelerator key again (while still depressing the ALT key) until the required option is selected.

To select menu options from the **WinAccs** menu bar :-

Hold down the ALT key.

Press the underlined character of the required drop down menu, e.g. Press M to drop down the **Maintenance** menu (do not release the ALT key).

To select a command button or choice within a dialog box or window :-

Press the ALT key and the character which is underlined within the required command button or choice e.g. x for the choice **Exit**.

To move the cursor to a field on a screen which is being displayed :-

Hold down the ALT key.

Press the underlined character of the required field e.g. the character r for the field **rAddress**.

For check boxes, using the accelerator key can check/uncheck the box. :-

Hold down the ALT key.

Press the underlined character of the required check box e.g. the character 4 for the field **4 Weekly**.

This will check the box if it was previously unchecked, or uncheck the box if it was previously checked.

WINACCS STANDARD FEATURES

The following features apply to the entire **WinAccs** system, including **WinPay**.

WINACCS HELP

Throughout the **WinAccs** system there is a context sensitive Help facility which can be selected by striking the F1 function key. (Also the **Help** menu on the tool bar at the top of the window allows you to display the **WinAccs** Help system.)

Pressing F1 will display the relevant section of **WinAccs** Help to give you detailed information about the part of the system that you are currently using.

NOTE : Using the Help facility (by pressing F1) you can see details about the fields on each screen and how to enter the correct data in them.

The help screens contain more detail than the manual. This enables the manual to be kept at a manageable size.

To display further information about any aspect of **WinAccs**, select **Search** on the tool bar at the top of the page.

Type the first few characters of the subject about which you wish to see details. The list of help topics in the lower half of the screen will highlight this help topic if it exists.

Select **Display** to view the topic.

Click on << on the tool bar to display the previous topic within the help system, or click on **Back** to display the last help topic that you were displaying.

You may select **Contents** to see the full contents of the help system and then click on any line to display further details.

To print the topic being displayed select **Print**.

Finally to exit from Help, select **File** and then select **Exit**; or click on the Close button at the top right-hand corner of the Help window. Alternatively minimise the Help screens by clicking on the minimise button at the top right of the screen.

For more information about Help refer to the Microsoft Windows documentation.

For help on the Report Generator, select **Help** from the tool bar at the top of the screen and then select **Report Generator Help**.

WINACCS MENU

The **WinAccs** menu is used to access all of the functions within the whole **WinAccs** system. When the menu is displayed, the highest menu level is displayed down the left-hand side of the screen. This lists all of the main functional areas within **WinAccs**.

To select a Menu option, you should click on the menu option button or press ALT and the underlined letter for the option e.g. ALT+M for the Maintenance menu. The selected menu option changes colour (or shading).

If the name of an option on a menu is followed by three full stops (...), then when you select that option a sub-menu will be displayed to the right of the selected option. On the sub-menu you should select another menu option until the required function window is displayed.

For more detail see [SUBSEQUENT LOGGING ON](#) in **CHAPTER 3 : GETTING STARTED**.

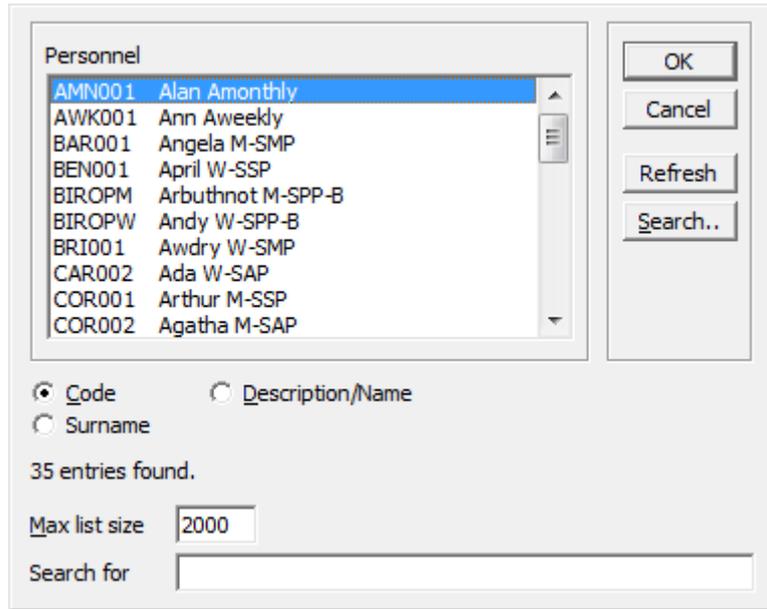
CODE LOOKUP @

There are a large number of different types of codes which can be created within **WinAccs** to refer to different types of information e.g. employee codes, trade codes, department codes etc.

You will not always know the particular code which is needed in a dialog box. The code lookup facility allows you to display a list of the valid codes, for the relevant type, in a window, and then select the required code. You do not, therefore, need to rely on your memory, or refer to out-of-date printed code lists.

The lookup facility will only list the codes which have been created for the company you have selected. If there exist a large number of codes, you can reduce the size of the list by identifying its starting point.

To display a list of valid codes, use the mouse, arrow keys or Tab key to position the cursor on the code box. Enter the '@' character and press TAB or ENTER. A window will appear which includes a list box containing all the valid codes in alphabetical order - for instance :-



- Code** Select this to display the list in the alphanumeric order of the codes for the employees
- Description/Name** Select this to display the list in the alphanumeric order of the descriptions/names for the employees.
- Surname** Select this to display the list in the alphanumeric order of the surnames for the employees.
- Max List Size** If you have a large number of items, you can specify how many items you wish to display (between 20 and 9999). The default is 2000. If you change this value, then you will be asked if you wish WinAccs to remember this new Max List Size for this company and if you reply YES then this new value will become the default Max List Size for this company.
- Search for** Enter some characters which you know exist in the definition of the employee (e.g. Postcode or part of the address for the account) and press Enter. Only those employees which contain these entered characters will be displayed thus narrowing your search.

The list will begin with the first code. If you had typed any characters in the code box and then clicked on the '@' symbol, when available, the first account beginning with those characters will be the default selection in the list. Use the scroll bar on the list box to scroll through the available codes, until you find the required code.

If you had chosen to select **Description/Name** then the list will be displayed in the order such that the description is in ascending order.

If you had chosen to select **Surname** then the list will be displayed in the order such that the surnames are in ascending order.

Select the required code by double clicking on the code, or selecting it and pressing ENTER. The dialog box disappears, the original dialog box becomes active once more, and the selected code appears in the required box.

Search Criteria

When you select the **Code Lookup** facility, there is a **Search** button. Pressing this displays the Search dialog box as follows :-

You are asked to enter the search criteria, which is simply a string of characters. You must also identify the field in which the string is to be found.

Performing the Search

The system searches forwards through the codes looking for the characters in the field specified. It now displays only the codes that obey the search criteria and highlights the first such code.

NOTE: If there are several codes which match the criteria, you will need to reselect the Search option and specify further search criteria to narrow the search. The search begins from the transaction which is currently highlighted.

The following steps explain how to use the **Search** option.

1. Select **Search**.
2. The Search For dialog box is displayed. This is used to enter the search criteria.
3. Enter the search criteria as follows :-

Look for	Enter a search string in the box provided. If a code contains this exact string of characters in the field selected in In Field, the search process will end and the code will be highlighted in the list.
In field	Select the field in which the search is to look for the characters specified.
Start at code	Type the value for the code where the search is to start.
End at code	Type the value for the code where the search is to end.

4. Choose **Ok** to perform the search. The dialog box now contains all the codes that obey the search criteria and the first code is highlighted. You may need to reselect the Search option and specify further search criteria to narrow the search. When the required code is displayed, double click on it to select it, (or click on it and then click on **Ok**.)

Autocompleting of codes

At most fields where there is an @ sign to the right of the field you may select or enter a code and then use the up or down arrows to cycle through all the defined codes.

Also if you know the code begins with (e.g.) A or (e.g.) CH then you can highlight all the rest of the code and pressing the up and down arrows will cycle through all the codes that begin with (e.g) A or (e.g) CH.

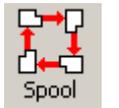
PRINTING REPORTS

WinAccs can produce a number of different types of report e.g. pre-defined standard system or history reports. Regardless of which type of report is being produced, a number of standard windows appear which allow you to control the printing process.

After you have entered all the selection criteria required to print a report, or used a facility which automatically produces a report, **WinAccs** proceeds to build a print file containing the relevant information. This file will be displayed on the screen and you may choose whether to select :-



To print the file now



To send the file to the V-Rex spooler for printing later (using **Reports, Reports Tools, V-Rex spooler**)



To save the report as a PDF document

USING THE CONTROL BAR



WinAccs uses the control bar in many of the programs to decide which data to display (e.g. selection of employee code). When first displayed the control bar will contain the code of the first record on file (if any).

Use the control bar as follows :-

Button	Key stroke	Result
	Alt-Home	Select First from file
	Alt-PageUp	Select Previous (if any) from file
Central box	Alt-c	Type in required code and then press TAB
	@	Select from a list of valid codes
	Alt-PageDn	Select Next (if any) from file
	Alt-End	Select Last from file

To add a new code you must use the central box or use the New button

Code Lookup



Where the @ button is displayed beside a code selection field, the code can be selected from a full list of valid codes by clicking the @ button or by typing the '@' character. If the @ is underlined then you select the lookup list by use of the accelerator key ALT+@. If you are not in the Maintenance program for the current parameter a **Write New Record** button will be displayed to enable you to add a new record. However, if you are in the Maintenance program then you must enter new codes in the central control bar.

For further details see [CODE LOOKUP @](#) on page 6.

Write a New Record



Where appropriate, this button appears beside list boxes to enable you to write a new record if the one that you want is not in the list. For example, select the @ button against the field **Code** in **Sick Pay - SSP** in Statutory Payments in **Payroll Cycle**.

This button will not appear if you are using the program which maintains the file whose codes are displayed.

LIKE BUTTON

Where appropriate, you can use an existing record as a template when creating a new record, by clicking on the Like button and specifying the existing record.

For example, when you have selected the process **Employees** from the **Maintenance** menu you are presented with the **Employee Details** screen. You can enter a code for the new employee, press the **TAB** key and then click on the **Like** button. Now you are asked to specify the code of an existing employee. This enables you to set up this new employee by saying that he is like (i.e. similar to) another existing employee and thereby to pick the same pay elements and accumulators without the requirement to select them individually from the full list.

STATUS LINE

The bottom line of the menu screens displays on the left-hand side the version of **WinPay** that is running and on the right hand-side the user's initials. In the centre of the line will be a short description of the button over which the mouse is hovering.

When you have made your selection from the menu, further windows will normally show the current company number and name followed by the user's initials. Occasionally this line will be used to show other useful information about the screen above it.

ENTERING DATES

Format of dates

Throughout the **WinAccs** system dates may be entered in either of two formats as follows :-

In the format (d)mmm(YY)yy where dd is the numerical day of the month. In this format you may omit any leading zero in the day. mmm is the first 3 letters of the name of the month. yy is the last 2 digits of the year. Alternatively you may enter the 4 digits of the year YYYY.

For example :-

Entering the date	Translates to the date
5May19	05May2019
05May19	05May2019
5May2019	05May2019
05May2019	05May2019

In the format ddmmyy where dd is the numerical day of the month. In this format you must NOT omit any leading zero in the day. mm is the numerical version of the month. You must NOT omit any leading zero in the month. yy is the last 2 digits of the year. In this format you may NOT enter the 4 digits of the year.

For example :-

Entering the date	Translates to the date
050219	05Feb2019
230419	23Apr2019

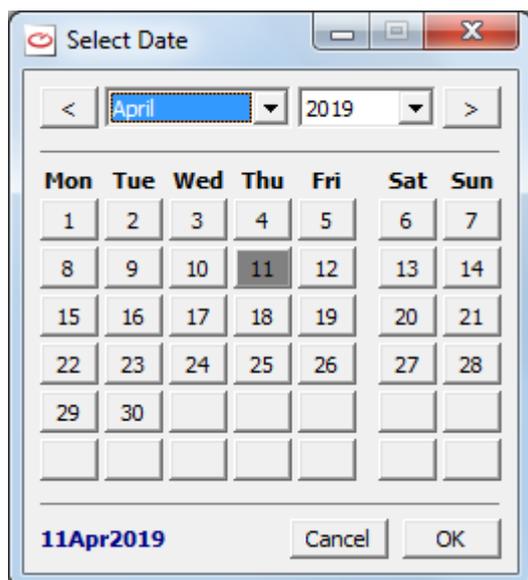
Using the calendar to enter a date

Next to each field where a date is to be entered there will be the icon of a calendar, as follows :-



You may either type in the date required as in [Format of dates](#) on page 10 or you may click on the calendar icon.

This displays a calendar showing this month of this year with today's date highlighted and also displayed at the bottom of the screen as follows :-



Use the arrow keys by the month and by the year to display the month and year in which the required date is. Then select the required date within that month and year. The selected date is displayed at the foot of the screen. Then click on **Exit** to select that date.

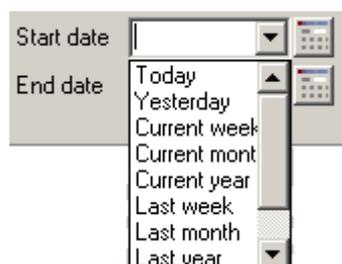
Entering a range of dates

When **WinAccs** needs to know a range of dates this will be displayed as follows :-



There are three methods to fill in this range of dates

- At both fields you could just enter the dates in one of the formats as given in [Format of dates](#) on page 10.
- You could use the calendar beside the first field as in [Using the calendar to enter a date](#) on page 11. Then the second field will be populated with the same date and you can either leave that date or you can choose how to enter a different (later) date in that field.
- At the first field there is a downward arrow. Click on that to see a range of set dates as follows :-



Select the required date from that list.

This defines the **Start date** of the range. The **End date** may be set by the choice you have just made for the **Start date**. For instance if you select **Current week** as the **Start date**, the Monday of the current week will be displayed in the **Start date** and the **End date** will automatically be set as the last day (Sunday) of the Current week (but may be changed).

CHAPTER 3 : GETTING STARTED

INSTALLATION INSTRUCTIONS

Compact will initially provide the **WinAccs** software on a CD.

To install the software, obey the following procedure :-

1. Insert the CD in the CD drive,
2. Either the CD will auto-install (you will hear the CD drive reading the CD) and will prompt you for any further information,
or with the right mouse click on the **Start** button. Select Explore (which starts Explorer). Identify the CD drive by double clicking on it and double click on setup.exe.

Demonstration data is also provided on the CD, using companies 996 (with data for subcontractors), 997, 998, 999 (with data for subcontractors) for **WinAccs** and 996 (with data for subcontractors), 997, 998, 999 (with data for subcontractors) for **WinPay**.

Company 995 Construction Industry Template in **WinAccs** can be used as a guide when setting up a construction industry company in **WinAccs**. Also provided on the CD is a **WinPay** company 995 New Company Template which can be used when setting up a new company in **WinPay** as it contains a basic set of pay elements and payslip boxes, see [CREATING A COMPANY](#) on page 37.

You may wish to copy the demonstration data to other company numbers before you begin inputting your company's data, see [DUPLICATING THE DEMONSTRATION DATA](#) on page 30.

The latest version of the software and updates to the software (called Service Patches SP) are also available on the Compact Software website <http://www.compact-software.co.uk/download>

ACCESSING WINPAY

There are two methods of accessing the **WinAccs** software - using the **Classic Menu** (when there will be three icons on the desktop - one for **WinAccs**, one for **WinPay** and one for **WinStock**) or using the **New Menu** (when there will be just the one icon on the desktop for **WinAccs**).

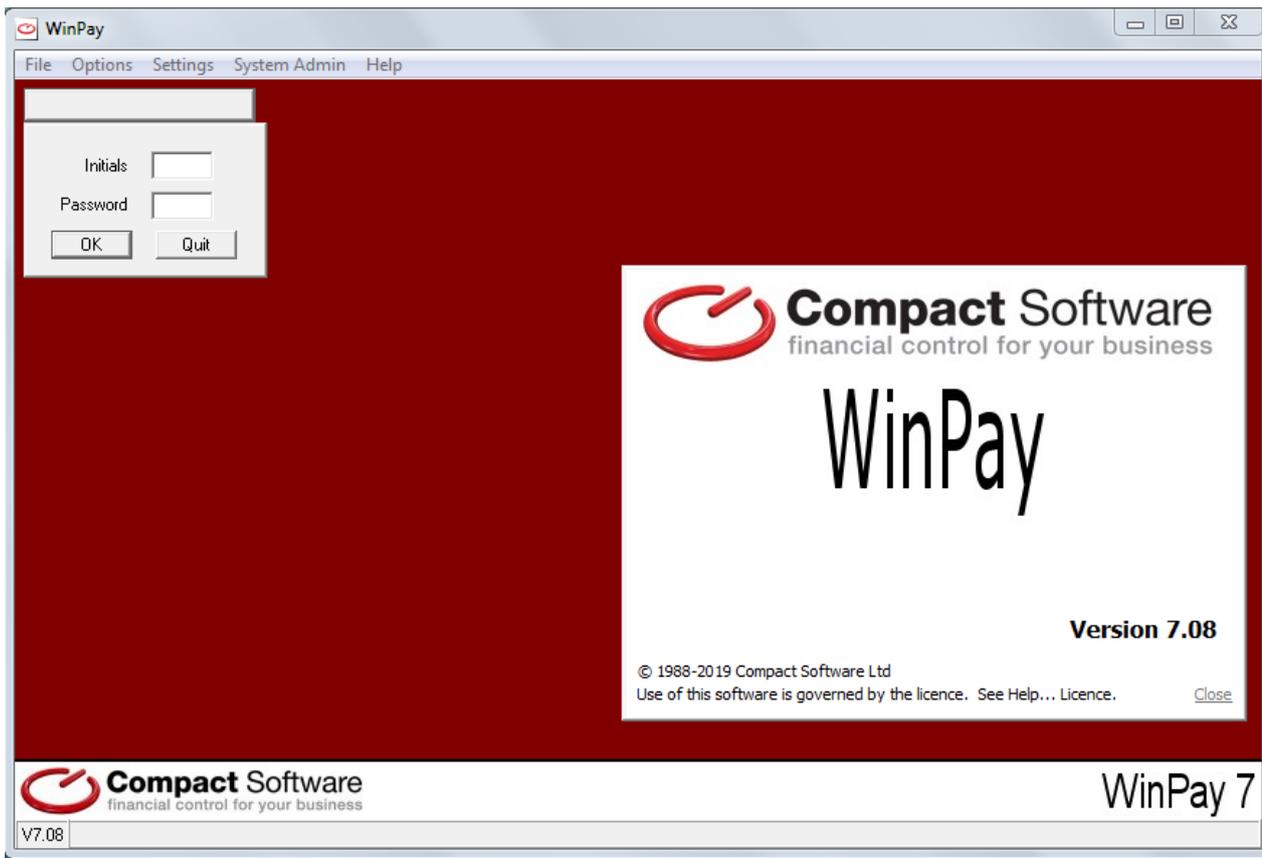
From Version 7.02 onwards the New Menu is automatically used and you would have to select **Settings** (on the top tool bar) and then select **Use Classic Menu** to change to the Classic Menu. (Conversely to return to the New Menu you would select **Settings**, then **Use New Menu**)

ACCESSING WINPAY USING THE CLASSIC MENU

To access WinPay click on **Start**, then find where the **WinPay** program has been installed and click on **WinPay**. Usually this will be accessed by selecting **Start**, then **Programs**, then **Compact** followed by **WinPay**.

Alternatively double click on the icon **WinPay** on your desktop.

The following screen will be displayed :-

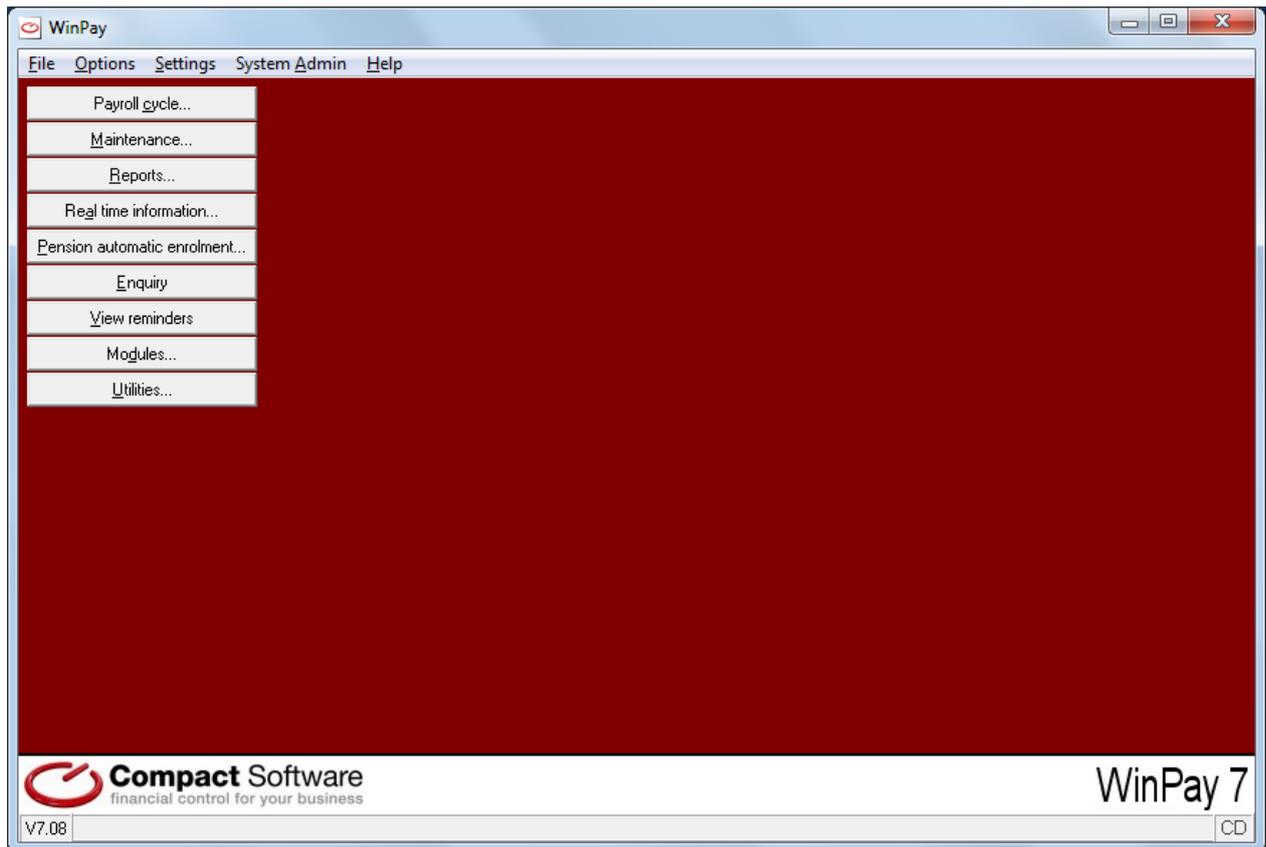


showing what version of the software is running.

The extra display screen as follows will soon disappear :-



When you have logged in (see [LOGGING ON AND LOGGING OFF](#) on page 18.) the **WinPay** system will show the facilities of **WinPay** as follows for you to select what you wish to do :-

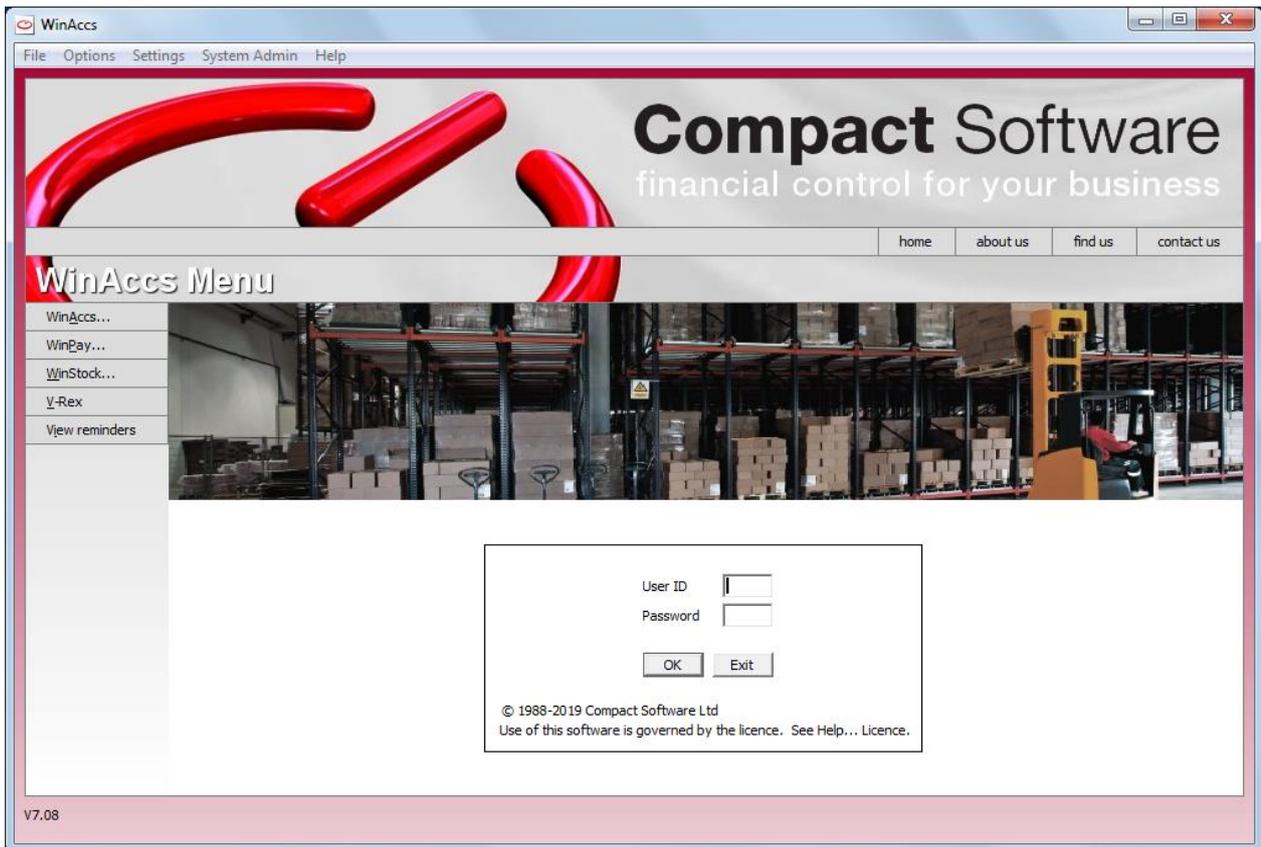


ACCESSING WINPAY USING THE NEW MENU

To access **WinPay** which is part of the **WinAccs** suite of programs, then, click on **Start**, then find where the **WinAccs** program has been installed and click on **WinAccs**. Usually this will be accessed by selecting **Start**, then **Programs**, then **Compact** followed by **WinAccs**.

Alternatively double click on the icon **WinAccs** on your desktop.

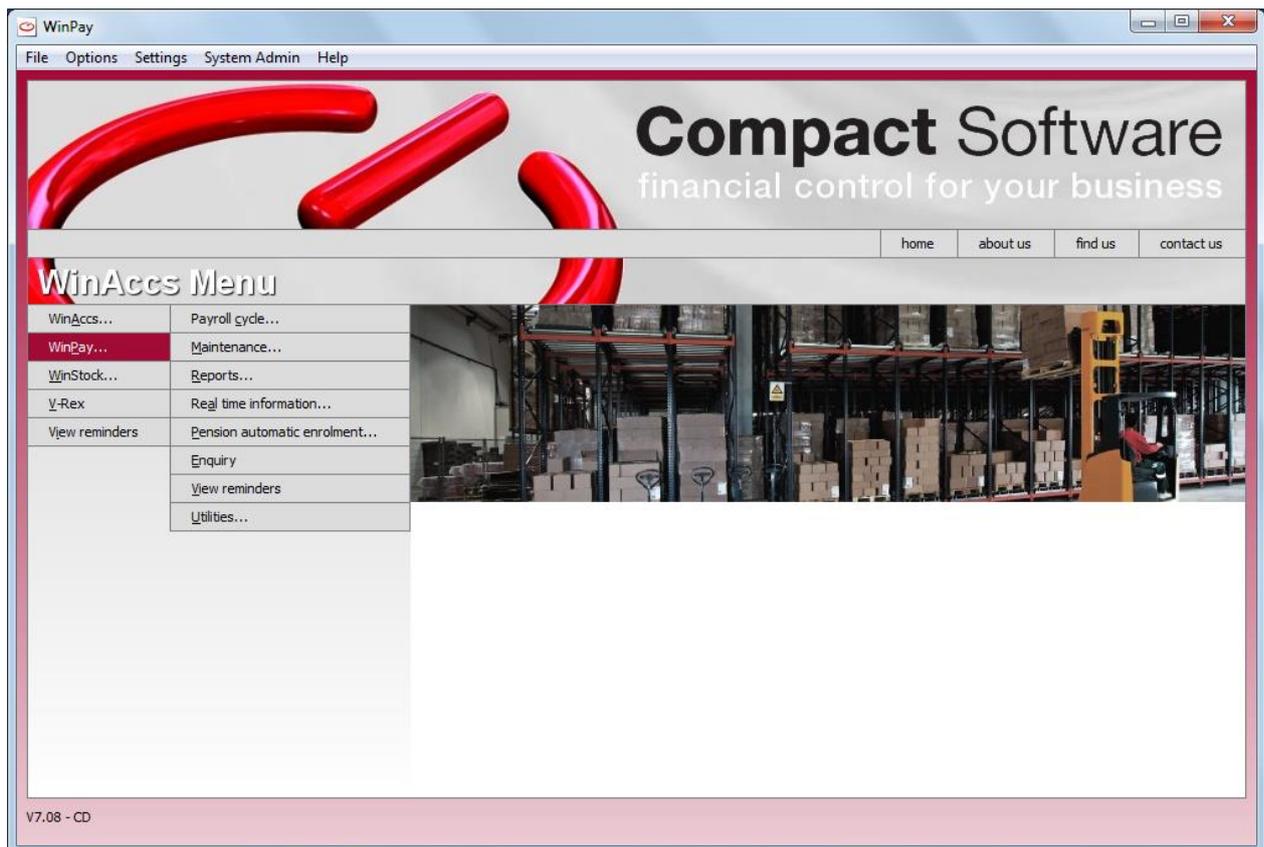
The following screen will be displayed :-



Log in - see [LOGGING ON AND LOGGING OFF](#) on page 18.

When you have logged in, then select **WinPay** in the left hand column which is under the heading **WinAccs Menu** to access the **WinPay** program.

The screen will now look like this displaying the facilities you can select within WinPay :-



[If you are using the New menu, then if you select some of the options on the top tool bar (e.g. if you ask to open a company by selecting **File, Open company**) and you have not yet specified which program you wish to use (out of **WinAccs, WinPay** or **WinStock**) then you will see the following :-



Select which of the three programs you wish to use.]

TO CONTINUE TO ACCESS WINPAY

Whether you have used the Classic Menu or the New Menu to access **WinPay** before you use any of the **WinPay** programs you will be asked to log in. . You may also see the process of automatic updating of the software occurring, see [AUTOMATIC UPDATING OF SOFTWARE](#) on page 18.

The very first time the **WinPay** system is used, the System Supervisor will log on to the system, probably add at least one user and give those users access rights, see [THE FIRST LOGGING ON](#) on page 18. The demonstration data should be backed up, see [DUPLICATING THE DEMONSTRATION DATA](#) on page 30 and companies may be set up on the system, see [HELP \(ON THE TOOL BAR\)](#) on page 29.

The next step for using **WinPay** will be to set up on the system the details about the employees, payslips, accumulators, pay elements, trades, departments and tax tables. This is called the static data and is described in [CHAPTER 4 : MAINTENANCE](#).

For further users to access the **WinPay** software each user must enter valid operator initials and password. This information identifies the user uniquely to the system, and is created by your System Supervisor. The facilities which allow the System Supervisor to maintain this information are described in [THE FIRST LOGGING ON](#) on page 18.

Logging on to a **WinPay** company by a defined user is performed in two stages:

1. Logging into the system, entering the user initials and password, see [LOGGING ON AND LOGGING OFF](#) on page 18.
2. Selecting the company that the user wishes to use, see [WINPAY COMPANIES](#) on page 31..

AUTOMATIC UPDATING OF SOFTWARE

Any updates to the **WinAccs** system since the last release are available via the Internet and can be applied to your system automatically by the **WinAccs** software. On the **Help** menu on the top tool bar, there are two entries, **Auto-Update** which can be ticked to turn on the Auto-Update mode and **Check for Updates**.

In **Auto-Update** mode, the PC will check the internet the first time it logs in on any one day. If there are no relevant updates or messages, the user will be unaware of this (unless some intervention is required for internet access). This setting is remembered individually by each PC. It is recommended that this option is ticked on PCs used regularly by more senior people. This should ensure that updates and messages are processed without delay by the people that need to know. If there are any updates then these will be downloaded and applied to your system bringing it completely up to date. This process may also deliver important messages to you from Compact Software Ltd. When you log onto the **WinAccs** system for a further time that same day the internet site will not be accessed. This is the preferred method of keeping up to date.

If you do not wish to use the AutoUpdate method mode you may at any time choose **Check for Updates**. Choosing this menu entry will immediately check the internet for updates and messages. Remember it is then up to you to ensure that you choose Check for Updates regularly. Updates processed in this way currently only apply to Service Patch updates. Complete new versions of the system will continue to be delivered to you on CD.

If your **WinPay** company is linked to a **WinAccs** company then open the **WinAccs** company first, to ensure that the **WinAccs** data is upgraded to the latest version before opening the **WinPay** company.

LOGGING ON AND LOGGING OFF

THE FIRST LOGGING ON

The very first time that you enter the system, you will need to enter as the System Supervisor. You need to enter into the Initials field the four characters BOSS, and into the Password field PASS. You are then warned that this is not a secure way of using the system and are advised to choose a new password for BOSS.

NOTE : BOSS has no rights to access the database.

First BOSS must select **System Admin** from the top tool bar and then select **Registration** to register use of the **WinPay** system, see [Registration \(in THE FIRST LOGGING ON\)](#) on page 19.

Next BOSS must select **System Admin** from the top tool bar, and then select **Add/Delete User** to create a user, see [Adding a User](#) on page 20.

This user must then be given rights to define which parts of the database for which company he may access. This is done by BOSS selecting **System Admin** again and then selecting **Assign User Rights**, see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) on page 22.

Other administrative tasks available to BOSS (or any BOSS level user) are :-

- | | |
|----------------------------|--|
| Disable Login | see DISABLE LOGIN |
| Edit Central.ctl | see EDIT CENTRAL.CTL |
| Lock / Unlock Company | see LOCK / UNLOCK COMPANY |
| Company Autobackup Control | see COMPANY AUTOBACKUP CONTROL |

Mark Archive Companies

see [MARK ARCHIVE COMPANIES](#)

Database Utilities

see [DATABASE UTILITIES FOR THE SYSTEM SUPERVISOR](#)

Show Users

see [SHOW USERS](#)

Task Monitor

see [TASK MONITOR](#)

all described in [CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS](#)

Registration (in THE FIRST LOGGING ON)

The first thing that you must do is register your use of **WinPay** with Compact as follows :-

1. The System Supervisor (having logged in as BOSS) should first select **System Admin** from the top tool bar .
2. Next select **Registration**. The Product Registration window appears. Use this to register your copy of **WinPay** or other **WinAccs** system modules with the Support Hotline at Compact. The telephone number to call is displayed near the bottom of this window.

At the top of the screen is displayed the serial number of your system as supplied by Compact.

3. In the field below the system number if you click on the downward arrow you will see all the **WinAccs** system modules that have been installed at your site.

Select **WinPay**. In the window headed **Modules**, the modules of **WinPay** will be highlighted. You may click on one or more modules to select or deselect them until it displays the modules you require.

Serial number: 598484904

System: WinPay

Modules:

- Electronic Banking
- Construction Industry Tax
- Online Filing
- Advanced RTI submissions
- Pension AutoEnrolment
- Holidays
- V-Rex eDoc Management
-
- Evaluation
- Read Only

Max number of employees: 999

Max concurrent users: 10

Valid until date: 31Dec2019

Please call Compact Software Ltd on 0844 880 4000 for your registration code.

Registration code:

Show advanced registration options Register Exit

4. Enter the required data in the fields as follows :-
Max number of employees

	Enter the total number of employees that you will employ in the tax year.
Max concurrent users	Enter the number of users who will use the WinPay system at the same time.
Valid Until Date	Enter the expiry date of the registration as given to you by Compact.
Registration code	Enter the registration code as given to you by Compact. At the bottom of the screen is displayed the telephone number of the Compact Hotline who can give you the registration details.

5. Choose the **Register** button.
6. Finally choose the **Close** button.

The software registration procedure for all the modules **WinAccs**, **WinPay** and **WinStock** includes a system-wide employee count for controlling the employee band pricing of **WinPay**.

In **WinPay** the number of employees is entered when the systems are registered and Compact Support will only allow you to register upto the maximum number of employees that your company has purchased.

The system will not allow the advancement of a Payroll period if the number of distinct employees over all your companies is over the registered employee count. N.B. The system uses the distinct NI number to make the count of employees so one employee who is present in 2 copies of your **WinPay** company only counts once.

You are given a warning when the number of employees on the system reaches 90% of the number for whom you have registered.

If you are mid-way through a Payroll Cycle when the number of employees for which you have registered is reached, then after the Payslips are produced you will be warned that you may finish this Payroll Cycle but will not be allowed to Advance to the next Period.

In **WinAccs**, **WinPay** and **WinStock** 30 days before your registration runs out the system will give you a warning that your registration will run out in 30 days time and a warning will appear whenever you log in for the subsequent days until you re-register or until the system finally will not let you in.

New installations will be given a 30-day evaluation period.

Evaluation Version or DEMO Version

If you log into the **WinPay** system as an Evaluation Version (see [Registration \(in THE FIRST LOGGING ON\)](#) on page 19) or using the Username DEMO with password DEMO, you are allowed to access **WinPay** only for weeks 1 - 6 and month 1 - 2. After that, access to **WinPay** is denied until you register correctly with Compact Support.

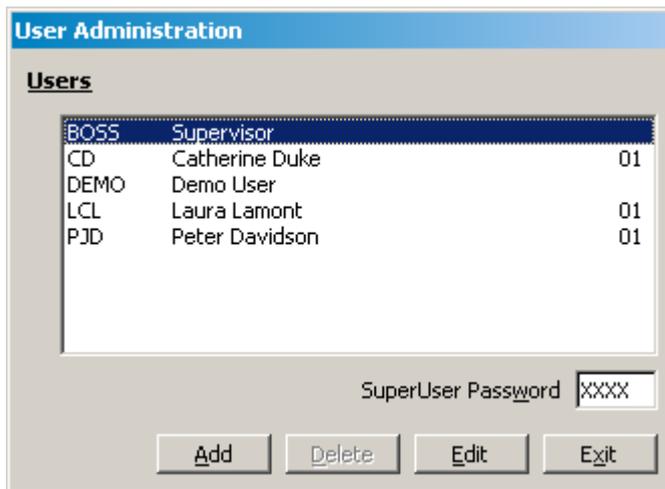
Once you have any users on the system you can no longer use the login name DEMO.

Adding a User (in THE FIRST LOGGING ON)

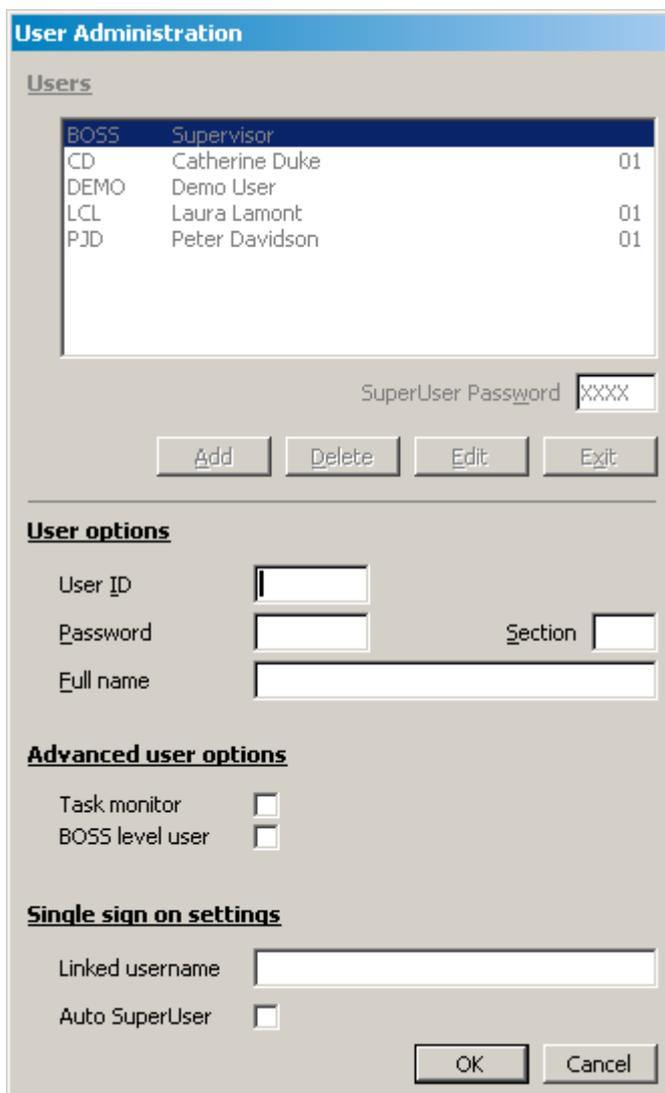
In order to use **WinPay** the System Supervisor must create at least one user other than the System Supervisor.

1. The System Supervisor (having logged in as BOSS) should first select **Disable Login** from the **System Admin** menu on the top tool bar. This will prevent users from logging in while he adds a new user.
2. From the top tool bar, select **System Admin**, and then select **Add/Delete User**.

The User Administration screen will appear, on which are listed the current users of the system.



- Choose the **Add** button. The full User Administration screen will appear :-



- Type in the initials of the new user, a password (of length 4 characters) and the full name of the user. On subsequent entry to **WinPay** this user will use these initials and this password.

For security it is advisable to use as a password a set of characters which do not appear in a dictionary and which are a mixture of letters and numbers, preferably not a sequence that could be guessed at by someone else.

In **WinPay** ignore the field Section.

5. Under the **Advanced user options** you may select that the tasks for this user should be monitored in which case every program or feature that this user uses will be recorded for later analysis. Even if a user is not marked as task monitored then BOSS (or a BOSS level user) can see which programs are currently in use using the System Admin function **Task Monitor** - see [TASK MONITOR](#) in **CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS..**
6. Under the **Advanced user options** you may set this user to be a BOSS level user - which gives this user ALL the powers of BOSS. Use this with care. The BOSS level user will have all the rights of the System Supervisor AND be able to access the database.
7. Under the section **Single sign on settings** you can link a **WinAccs** username with a Windows username. This allows **WinAccs** to automatically sign a user on i.e. the user will not have to log in every time he uses the system. If the user does not know his Windows username he can look at Document and Settings in Explorer and at the same level as All users the username will show.
8. Under the section **Single sign on settings** you may also select that this user with a linked user name is automatically a SuperUser and therefore has access to everything on the system. Use this with care.
9. Next choose the **Ok** button and then the **Exit** button.
10. Finally select **Disable Login** again from the **System Admin menu** to allow users to log in.

This user is now defined to the system but has not been given the necessary permissions to access the database.

You should create a separate user identity for every user who is to be allowed on to the system.

When you have created one or more users, you will need to Assign User Rights to them, see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) on page 22..

If you wish to delete (or edit) a user, obey the following procedure :-

1. Select **Show Users** in the **System Admin menu** to check that they are not using the system, see [SHOW USERS](#) in **CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS.**
2. Select **Disable Login** from the **System Admin menu** to prevent users from logging in while you do the deleting (or editing) process, see [DISABLE LOGIN](#) in **CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS.**
3. Select **Add/Delete Users** from the **System Admin menu.**
4. To delete a user select the user from the list of users and choose the **Delete** button.
5. To edit a user, select that user from the list of users and choose the **Edit** button. Make the necessary changes.
6. Choose the **OK** button.
7. Choose the **Exit** button.
8. Select **Disable Login** again from the **System Admin Menu** to allow users to log in.

SuperUser Password (in THE FIRST LOGGING ON)

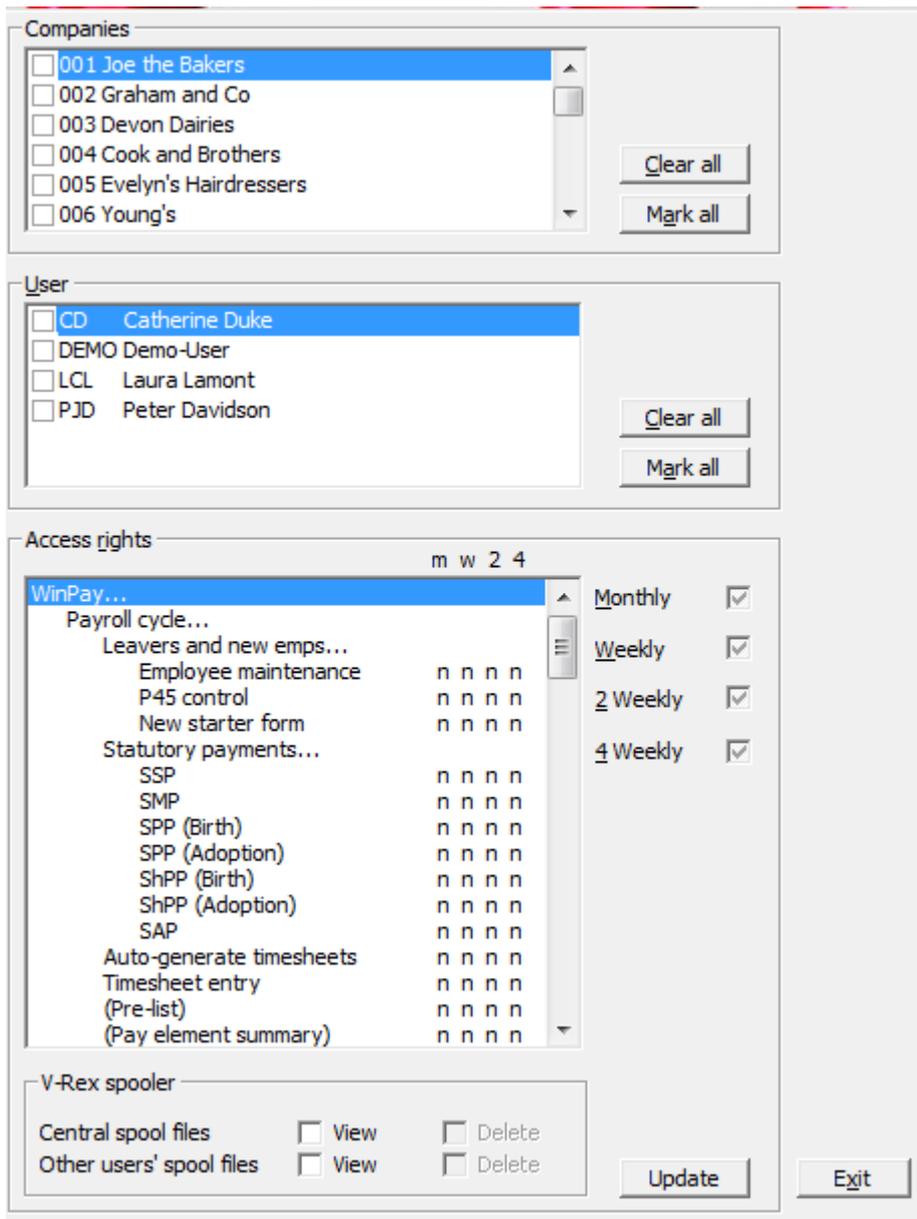
The System Supervisor needs to create a SuperUser password and this is done by selecting **Add / Delete User** from the **System Admin** menu. On the resultant screen, headed User Administration, position the cursor at the field SuperUser Password and type a four-character password. Choose **Exit**. You will be warned that the SuperUser password has changed. Choose **Ok**.

Now if any user who has been added to the system logs in and uses the SuperUser password, in place of his own defined password, he will be able to have access to any part of the **WinAccs** system. This facility is more often used by the supervisor to allow him to access all parts of the system.

Assigning User Rights (in THE FIRST LOGGING ON)

1. The System Supervisor (having logged in as BOSS) must select **System Admin** from the top tool bar, followed by **Assign User Rights**.

The User Rights screen appears as follows :-



2. First, in the top section headed **Companies**, you must select for which companies you wish to assign the User Rights for the chosen user. A given user can have different access rights in different companies.

If you wish this user to have the same access rights to all your companies you may select the button **Mark all**. (If you wish to deselect all the companies select the button **Clear all**.) To select just the one company select that company and it will be highlighted. To select more than one click in the box to the left of each company and they will each have a tick to show that they are selected for the access rights to be given to the chosen user.

3. Now, in the section headed **User**, select the user whose User Rights you wish to define or edit.
4. In the section headed **Access Rights** you will select which parts of the WinAccs system you wish this user to be allowed to access.
5. On the right of the section headed Access Rights are the choices Monthly, Weekly, 2-Weekly, 4-Weekly i.e. the Pay Frequency. Each user may be given the user rights for one or more of the options i.e. the monthly pay routines, the weekly pay routines, the 2-weekly pay routines and/or the 4-weekly pay routines.

First select any of the functions in the Access Rights list and then check one of the choices Monthly, Weekly, 2-Weekly or 4-Weekly - the greyed out tick will first change to a blank and then on another

click of the mouse will change to a black tick. Under the appropriate column m, w, 2, 4 next to the function chosen will be a **y** to indicate that the user is allowed access to that function. This feature is hierarchical. You can, for example, allow the user access rights to P11 Maintenance in **WinPay** and deny them to P32 Maintenance; or you can select the line in the Access Rights list that says **WinPay** menu and then, by clicking on the check box, allow rights to all of the **WinPay** menu at once.

To deny access select the function and then choose Monthly, Weekly, 2-Weekly or 4-Weekly again and under the appropriate column m, w, 2, 4 next to the function chosen will be an **n** to indicate that the user is not allowed access to the function.

6. In the box headed **V-Rex spooler** you may choose the rights this user has over spooled files in the V-Rex spooler. Any user can always view or delete his own spooled files. You may select here whether this user may View or Delete files that have been spooled centrally (for instance VAT reports or audit reports) and/or the files other users have spooled.
7. Choose **Update** to record the changes.
8. Alternatively if you wish more than one user to have the same user rights then you may select those users - and those users will then have a tick in the box to the left of the name of the user. Now highlight the user whose access rights you wish all those selected users to have and select **Update**. Then the access rights of that highlighted user will be copied to the other selected users who have a tick in the box to the left of their name.
9. Finally choose **Exit** at the top of the screen.

NOTE : The user rights are allocated depending on the layout of the items on the **WinPay** menu. If a facility is added to the menu, taken away or placed on another branch of the menu then the System Supervisor must reassess the user rights that he has allocated.

SUBSEQUENT LOGGING ON

After the procedure described in "[THE FIRST LOGGING ON](#)" on page 18 has been carried out, the user is defined to the system and the user's access rights have been defined. So for subsequent logging on or to login now under your own username, select File from the menu bar, followed by Logout/In. The Password screen appears as follows. Enter your user identification initials and password.



Initials	Enter your initials, or the code of up to four characters which uniquely identifies you to the WinPay system. (You can enter the code in upper or lower case.)
Password	Enter your password, (maximum 4 characters). (For security reasons, you will not be able to see your password as you enter it.)

Choose **Ok**. If you are using the **Classic Menu** then **WinPay** menu is displayed on the screen. If you are using the **New menu** then the complete **WinAccs** system menu is displayed from which you can select **WinPay**.

WINPAY MENU

The **WinPay** menu is a tree structure which enables you to quickly select the required program. The version number of your **WinPay** system is displayed at the bottom left of the window.

Once a company has been selected, its name and number are displayed in the title bar of the window.

As you tab around the selections in the menu, if you are using the Classic menu then you will see a dotted outline on the current button and a short description of the selection will be displayed in the line at the bottom of the window. If you are using the New menu then the current button chosen will be highlighted and the short description of the selection will be displayed on the right of the screen under the picture.

If the text on the button contains ... then there is a further tier of the menu.

The primary section of the menu is as follows :-

Payroll cycle	see OVERVIEW OF PAYROLL CYCLE in CHAPTER 5 : PAYROLL CYCLE
Maintenance	see OVERVIEW OF MAINTENANCE in CHAPTER 4 : MAINTENANCE
Reports	see OVERVIEW OF REPORTS in CHAPTER 6 : REPORTS
Real time information	see OVERVIEW OF REAL TIME INFORMATION in CHAPTER 10 : REAL TIME INFORMATION
Pension Automatic Enrolment	see AUTOMATIC ENROLMENT PENSIONS in CHAPTER 4 : MAINTENANCE
Enquiry	see CONDUCTING AN ENQUIRY in CHAPTER 9 : ENQUIRY
View reminders	see REMINDERS on page 34
Modules	see CHANGING TO OTHER MODULES on page 53
Utilities	see OVERVIEW OF UTILITIES in CHAPTER 7 : UTILITIES

To quit **WinPay**, either choose the **Close** button at the top right-hand corner of the window, or select **File** followed by **Exit** from the File menu, see

[LOGGING OFF](#) on page 31.

You can select from the primary section in a number of different ways :-

- Use your mouse to point at the selection and then click,
- **TAB** (or **Shift and TAB**) to your selection, followed by the **Enter** or **Space** key,
- Use the accelerator keys. For example depress **ALT and M** for Maintenance which has the M underlined.

Once you have made your primary selection, then the secondary section of the menu will be displayed. This secondary section varies with your primary selection. You can select any of the buttons displayed, including those in the primary section of the menu. Similarly a tertiary section (if required) is displayed once you have made a selection from the secondary menu. The tertiary and secondary sections of the menu can be closed down with the **ESC** key if required.

PAYROLL CYCLE MENU

When you select **Payroll Cycle** from the **WinPay** menu you will see a secondary menu as follows :-

Leavers & new emps	see LEAVERS AND NEW EMPLOYEES
Statutory payments	see STATUTORY PAYMENTS
Auto-generate timesheets	

	see AUTO-GENERATE TIMESHEETS
Timesheet entry	see TIMESHEET ENTRY
(Pre-list)	see PRE-LIST PRODUCTION
(Pay Element Summary)	see PAY ELEMENT SUMMARY
Payslips	see PAYSLIPS
(Pay Detail Report)	see PAY DETAIL REPORT
Process payments	see PROCESSING PAYMENTS
Link to accounts	see LINK TO ACCOUNTS
Advance period	see ADVANCE PERIOD
(Set next pay date)	see (SET NEXT PAY DATE)

all in **CHAPTER 5 : PAYROLL CYCLE.**

MAINTENANCE MENU

When you select **Maintenance** from the **WinPay** menu you will see a secondary menu as follows :-

Employees	see EMPLOYEE MAINTENANCE
Global Employee changes	see TAX CODE CHANGES(P9X) , PAYMENT TYPE CHANGES and PAY ELEMENT VALUE CHANGES
Parameters	see COMPANY DETAILS MAINTENANCE , PAYSLIP BOX MAINTENANCE , ACCUMULATOR MAINTENANCE , PAY ELEMENT MAINTENANCE , TRADE MAINTENANCE , DEPARTMENT MAINTENANCE , BANK SORT CODE MAINTENANCE , ANALYSIS COLUMN MAINTENANCE , PENSIONS MAINTENANCE , ORDER PAYEES MAINTENANCE .
Table maintenance	see TAX TABLE MAINTENANCE , TAX TABLE MAINTENANCE (SCOTTISH) , TAX TABLE MAINTENANCE(WELSH – CYMRU) , NI TABLE MAINTENANCE , STATUTORY TABLES MAINTENANCE , ATTACHMENT ORDER TABLE MAINTENANCE , AMAP TABLE MAINTENANCE , AUTOMATIC ENROLMENT TABLE MAINTENANCE
P11 maintenance	see P11 MAINTENANCE
P32 maintenance	see P32 MAINTENANCE

all in **CHAPTER 4 : MAINTENANCE.**

CIS records	see SUBCONTRACTOR CIS RECORDS
CIS Verification	see CIS VERIFICATION

in **CHAPTER 8 : SUBCONTRACTORS.**

Holidays	see HOLIDAYS
-----------------	------------------------------

in **CHAPTER 4 : MAINTENANCE**

REPORTS MENU

When you select **Reports** from the **WinPay** menu you will see a secondary menu as follows :-

Reports Index	see REPORTS INDEX
Report Tools	see V-REX , V-REX SPOOLER .

INSTALL REPORTS

History/Analysis	see HISTORY/ANALYSIS REPORTS
P45 control	see P45 CONTROL REPORTS
Reprint payslips	see REPRINT PAYSLEIPS
P11s	see P11S
P32	see P32
Data validation	see DATA VALIDATION
SSP records	see SSP RECORDS
Pensions report	see PENSIONS REPORT
More	see

CIS REPORTS

CSA PAYMENTS

all in **CHAPTER 6 : REPORTS.**

REAL TIME INFORMATION

When you select **Real time information** from the **WinPay** menu you will see a secondary menu as follows :-

Full payment submission	see FULL PAYMENT SUBMISSION
Employer payment summary	see EMPLOYER PAYMENT SUMMARY
NINO verification request	see NINO VERIFICATION REQUEST
End of year	see END OF YEAR
Earlier year update	see EARLIER YEAR UPDATE
FPS - No payment	see FPS-NO PAYMENT
Getting ready for RTI	see GETTING READY FOR RTI

all in **CHAPTER 10: REAL TIME INFORMATION.**

PENSION AUTOMATIC ENROLMENT

Export pension contributions	see EXPORTING PENSION CONTRIBUTIONS
Release pension contributions	see WITHHOLDING AND RELEASING AUTOENROLLED PENSION PAYMENTS
Getting ready for AE...	see AUTOMATIC ENROLMENT PENSIONS

all in **CHAPTER 4 : MAINTENANCE**

ENQUIRY MENU

When you select **Enquiry** from the **WinPay** menu you will immediately see the Archive Enquiry screen, see [CONDUCTING AN ENQUIRY](#) in **CHAPTER 9 : ENQUIRY**.

VIEW REMINDERS

When you select **View reminders** from the **WinPay** menu you will see the reminders screen as you would have seen it if you had reopened this company. So any reminders that you have already chosen to Snooze for the day will not be displayed.

For further information see [REMINDERS](#) on page 34.

MODULES MENU

This will only be displayed if you have selected **WinAccs** using the Classic Menu and is used to change to the other modules **WinAccs** and **WinStock**

When you select **Modules** from the **WinPay** menu you will see a secondary menu as follows :-

WinAccs	see CHANGING TO OTHER MODULES on page 53
WinStock	see CHANGING TO OTHER MODULES on page 53

UTILITIES

When you select **Utilities** from the **WinPay** menu you will see a secondary menu as follows :-

Set Up	see CREATE DDF FILES in CHAPTER 7 : UTILITIES , IMPORT DEFINITION in CHAPTER 7 : UTILITIES
Security	see SECURITY in CHAPTER 7 : UTILITIES
Options	see CURRENCY COLOURS , OTHER OPTIONS in CHAPTER 7 : UTILITIES
Reset period	see RESET PERIOD in CHAPTER 7 : UTILITIES
Export (WinPersonnel)	see EXPORT (WINPERSONNEL) in CHAPTER 7 : UTILITIES
Recalculate NICs	see RECALCULATE NICs in CHAPTER 7 : UTILITIES
Database utilities	see DATABASE UTILITIES in CHAPTER 7 : UTILITIES
CIS Reform	see CIS REFORM in CHAPTER 8 : SUBCONTRACTORS
Load Non-menu program	see LOAD NON-MENU PROGRAM in CHAPTER 7 : UTILITIES .

OPTIONS (ON THE TOOL BAR)

Select **Options** on the tool bar at the top of the screen.

You may wish to set one or more of these options now by clicking on that line.

Remote Posting	This option only applies to WinAccs. For further details see the WinAccs manual.
Backup on exit	If you check this option, then once you have selected a company, every time you select Exit or Open Company from the File menu, you will be asked if you wish to back-up this company now. For details about security, see SECURITY in CHAPTER 7 : UTILITIES .

You should now select a company, using the instructions which are given in "[SELECTING A COMPANY](#)" on page 33.

SETTINGS (ON THE TOOL BAR)

You may be asked by Support to obey instructions to obtain more information about **WinPay**. This might be to select **Settings** on the tool bar at the top of the screen and then to select one or more of the following options.

Print recent messages

Select this option if you wish to print the most recent systems messages.

This PC's ini settings (Compact.ini)

Select this option to display the contents of the file compact.ini - the file which governs the running of WinPay. Usually this file is not changed except under the direction of the System Support except in the following situation.

For more information about compact.ini see [COMPACT.INI](#) in **APPENDIX 1 : .INI FILES**.

System wide WinPay settings (WinPay.ini)

Select this option to display the contents of the file winpay.ini.

For more information about winpay.ini see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**.

Global options - this is only available if you have logged in as BOSS. When a menu option is not company related (i.e. you can click on it without opening a company) then the menu defaults to allowing the user access to this option. But using Global options BOSS can change this to disable the access to these options.

Display Only

If you check this option, then whenever a process (such as Pre-list, Payslips, Link to accounts) would usually produce a printed listing, the contents that it would list are first displayed on the screen and you may then choose whether to produce the paper listing.

Show users

Will display the current users on the system. Only BOSS can Disconnect users.

Lock / Unlock Company

This will only be displayed if BOSS has set in Security options, Menu options, User can lock / unlock company data. For further details see [LOCK / UNLOCK COMPANY](#) in **CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS**.

Use Classic Menu

or

Use New Menu

If you are using the new menu (which has just one icon on the desktop to access WinAccs) then you may select Use Classic Menu to return to the older style WinAccs menu (which has three separate icons WinAccs, WinPay and WinStock on the desktop). If you are in the Classic menu you may select Use New Menu to use the later menu which has just the one icon on the desktop and selection of WinAccs, WinPay or WinStock is made via that one icon.

HELP (ON THE TOOL BAR)

If you select Help on the tool bar at the top of the screen you will see the choices :-

Contents

shows the contents of the WinPay Help system. Click on any line to see more.

Overview	shows the Help topics in the WinPay Manual in alphabetic order which you can display, or you can type in the first field the subject to be searched for.
Search for help on Shift + F1	shows the Help topics in the WinPay Manual in alphabetic order which you can display, or you can type in the first field the subject to be searched for.
Help on Help	shows how to use the Windows help system.
V-Rex Help	Select this to see the contents of the REPORTS IN WINACCS USING V-REX manual.
Downloads	Select this to take you to the Downloads page of the Compact website. From there you can view or download all the latest documentation, including the most up-to-date versions of the manuals. You can also download the latest software from that page.
Check for Updates	Check this (if you have not selected Auto-Update) whenever you wish to update your system with updates since the latest release, see AUTOMATIC UPDATING OF SOFTWARE on page 18.
Auto-Update	Check this to select Auto-Updating of the software. This will automatically update your system with updates since the latest release, see AUTOMATIC UPDATING OF SOFTWARE on page 18.
Contact us	Select this to see the phone number, fax number and e-mail address of Compact Software Ltd support.
Send Logs/Data to Support	This is only to be used under the direction of Compact Support. It will ask you what you want to send to Compact Support - the current company, an autobackup, log files or another folder. Then it asks you to provide your company name, a contact name, telephone number, email address and a description of your query. You may select whether to send the information by file transfer using the internet or by email. Then it will automatically send the data to Compact Support to help Support to resolve any problem you are having. If you have chosen to send by email then you can see the email sent in your Sent Items folder in your email program.
Explore folders	From this you may select a folder to view its contents - the Bin folder, the Data folder, WinAccs System Reports, WinPay System Reports or WinAccs Temp.
View Upgrade Notes	Select this to view the Upgrade Notes for WinPay. These show the changes that have been made in each released version.
Licence	Select this to display the licence agreement between you and Compact Software Ltd concerning the WinAccs system.
About	Select this to display information about the version of WinPay that you are using e.g. the version number and how many users it is licensed for.

DUPLICATING THE DEMONSTRATION DATA

On the CD from which you installed **WinPay**, demonstration data is provided. The company numbers used for these demonstrations are 995, 996, 997, 998, 999 for **WinAccs** and 995, 996, 997, 998, 999 for **WinPay**. When you have logged on for the very first time you may wish to copy these companies to other numbers before you start inputting your company data. Do NOT change the names of the demonstration companies nor any copies of them you make.

For further details see [COPYING A COMPANY](#) on page 39.

LOGGING OFF

When you have finished using **WinPay** you should always completely log off from the system. For security reasons, you should not leave **WinPay** running on an unattended computer because any unauthorised user can then use any areas of the system to which you have been granted access.

The log off process allows you to request a security copy of the accounting information for your company. Your System Supervisor should be able to advise you of the circumstances under which you should select this option.

1. Return to the **WinPay** menu, by selecting the button from the Taskbar, if necessary. Before you select the button, you should complete any **WinPay** tasks which are currently being processed.
2. Select **Exit** from the **File** menu to logout completely from **WinPay**.
3. When you exit from **WinPay** (as long as you have selected a company and have chosen **Backup on Exit**), you will be asked if you want to create a backup of the data for the company on which you have been working. Choose **Yes** if you wish to create a security copy of the company's accounting information. See **Backup on exit** in [OPTIONS \(ON THE TOOL BAR\)](#) on page 28.

(If you do not wish to see this message whenever you exit from **WinPay**, select **Options** on the tool bar and ensure that the option **Backup on exit** is not selected.)

Although the System Supervisor is often responsible for backing up the system files, you may wish to do so if you have entered a lot of information. It is vital to make regular and frequent security backup copies of your data and to retain them for a sufficient period. The backup procedures are discussed in [SECURITY](#) in **CHAPTER 7 : UTILITIES** .

WINPAY COMPANIES

WinPay is a multi-company payroll system which means it can maintain the data and prepare the payrolls for many different companies. Each company can have completely separate data, and may have different requirements. A company is identified by a unique three-digit number which is assigned when the company is first created on the system.

When you first implement **WinPay** you need to create one or more companies. The separate actions required to set up a new company are various and are all described in this manual. Here is a list of the actions that you will need to carry out in order to run a payroll :-

Plan your parameter structure

see [PLANNING FOR A NEW COMPANY](#) on page 32

Create a new company

see [CREATING A COMPANY](#) on page 37,

Define the details of the company, such as name, address, PAYE details, banking details, pay periods etc.

see [COMPANY DETAILS](#) on page 42,

Define the design of the payslip to be used for the company

see [PAYSLIP BOX MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**

Define the accumulators

see [ACCUMULATOR MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**

Define the pay elements

see [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**

Define the trades

see [TRADE MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE

Define the departments (and sections within departments if required) in the company

see [DEPARTMENT MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE

Define the bank sort codes

see [BANK \(SORT CODES\)](#) on page 53

Define the Analysis Columns

see [ANALYSIS COLUMN MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE

Define the Pension Schemes

see [PENSIONS](#) in CHAPTER 4 : MAINTENANCE

Define Order Payees

see [ORDER PAYEES MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE

Define the tax tables

see [TABLE MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE

Define the employees of the company

see [EMPLOYEE MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE .

Once you have created one company, **WinPay** allows you to copy the details of this existing company to create a new company. This can be useful to examine the consequences of any particular entries without affecting the live data. There are two ways of doing this. Choose one of the following methods :-

- Select Copy company from the File menu and copy the data for an existing company to a new one, see [COPYING A COMPANY](#) on page 39,
- Select Security from the Utilities menu and then select Backup your data to floppy disks see [BACKING UP THE DATABASE](#) in CHAPTER 7 : UTILITIES. Next you can restore from this backup copy to a different company by selecting Security from the Utilities menu and then selecting Restore from a Backup set of floppy disks, see [RESTORING A BACKUP](#) in CHAPTER 7 : UTILITIES.

PLANNING FOR A NEW COMPANY

To make the best use of the **WinPay** system, you must first decide the level of details that you wish to obtain from your payroll and then tailor the system parameters to match your objectives. You must consider the following questions :-

- Do you want to link this company to **WinAccs**? If so, set up the appropriate nominal accounts in **WinAccs** - for details about **WinAccs** see the **WinAccs** Manual or consult Compact Support.
- Do you want Departments? Do you want Sections within the departments ? If so, set up the nominal coding structure in **WinAccs** to cater for this.
- Do you want Trades? If so set up the appropriate job cost headings in **WinAccs**.
- Do you want Job Costing? If so, set up the appropriate job cost headings in **WinAccs**.
- Do you want Pension Schemes? If so, set up the schemes.
- The core of the **WinPay** analysis comes from the Pay Elements, so the more detail that you want the more pay elements that you will need to set up. Do not forget the corollary, that the less you need the less work will be required to set it up.
- Produce a list of the Pay Elements that you need, then think carefully about those pay elements that depend on others (e.g. If a pay element is x% of Pay - the sequence codes for these must be defined to allow the system to work out the Pay before working out x% of it.)

- Decide which Pay Elements should have quantities and/or values accumulated.
- What detail do you want on payslips. Your payslip requirements will determine the Payslip Boxes that you need.

SELECTING A COMPANY

NOTE: If you do not follow these instructions to select a company, you will be prompted to do so as soon as you leave the menu to start a program.

1. If you are using the Classic menu then once you have logged on and the **WinPay** menu is displayed, you can select the company for which you wish to enter or view information by selecting **Open Company** from the **File** menu.
2. If there is only one company on the system this company will be automatically selected
3. If you are using the New menu and you have already selected **WinPay** then just select **Open Company** from the **File** menu.
4. If you are using the New menu, then if you ask to open a company by selecting **File, Open company** and you have not yet specified which program you wish to use (out of **WinAccs, WinPay** or **WinStock**) then you will see the following :-



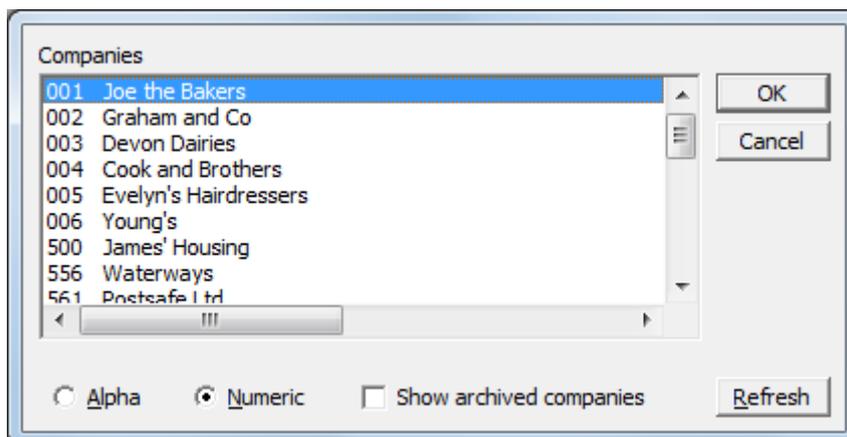
Select **WinPay**.

5. If you are changing companies, and you have chosen the option **Backup on exit** [see [OPTIONS \(ON THE TOOL BAR\)](#) on page 28 for the present company, then you will be asked if you wish to backup this company.

Choose **Yes** to backup the company you have been working on. Choose **No** to exit but NOT backup the company. Else choose **Cancel** to cancel opening a new company.

For details about security, see [SECURITY](#) in **CHAPTER 7 : UTILITIES**.

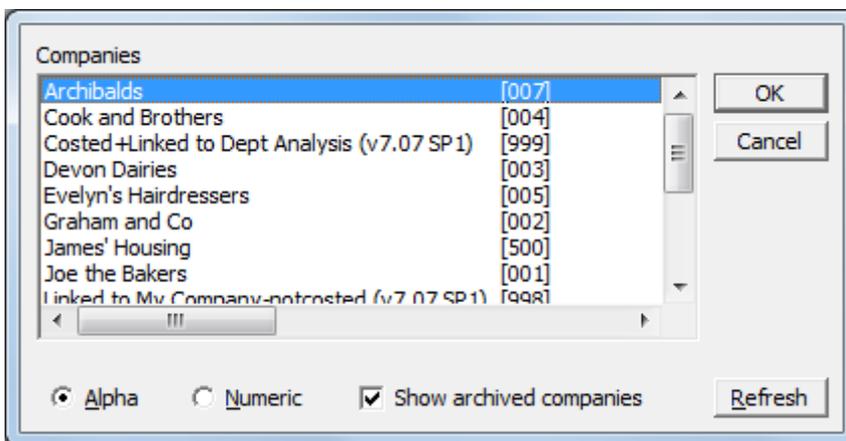
6. If there exists on the system more than one company, then the Companies window appears, which lists all of the companies, as follows :-



If you have some companies which have been set as archived by BOSS (see [MARK ARCHIVE COMPANIES](#) in **CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS**) these will not initially appear in the list. To see these archived companies also in the list then select the button **Show archived companies** -



- The companies are listed in the order of their company number within **WinAccs**. If you wish to view the list with the company names in alphabetical order select the button **Alpha**. The companies will now be listed as follows :-



The company names are listed in alphabetical order and the number of the company appears to the right of the company name.

- If you have renamed a company in this session of **WinPay** or if you have introduced a company into the folder by another means - such as copying a company using Windows Explorer - then it may be necessary to select the button **Refresh** to see the up-to-date list of companies. When you use the options **New Company**, **Copy Company** or **Remove Company** from the **File** menu then the list is automatically refreshed.
- Highlight and select the required company.
If you wish to create a new company, see [CREATING A COMPANY](#) on page 37.
- Choose **Ok**.

The name of the selected company is displayed in the title bar of your menu window.

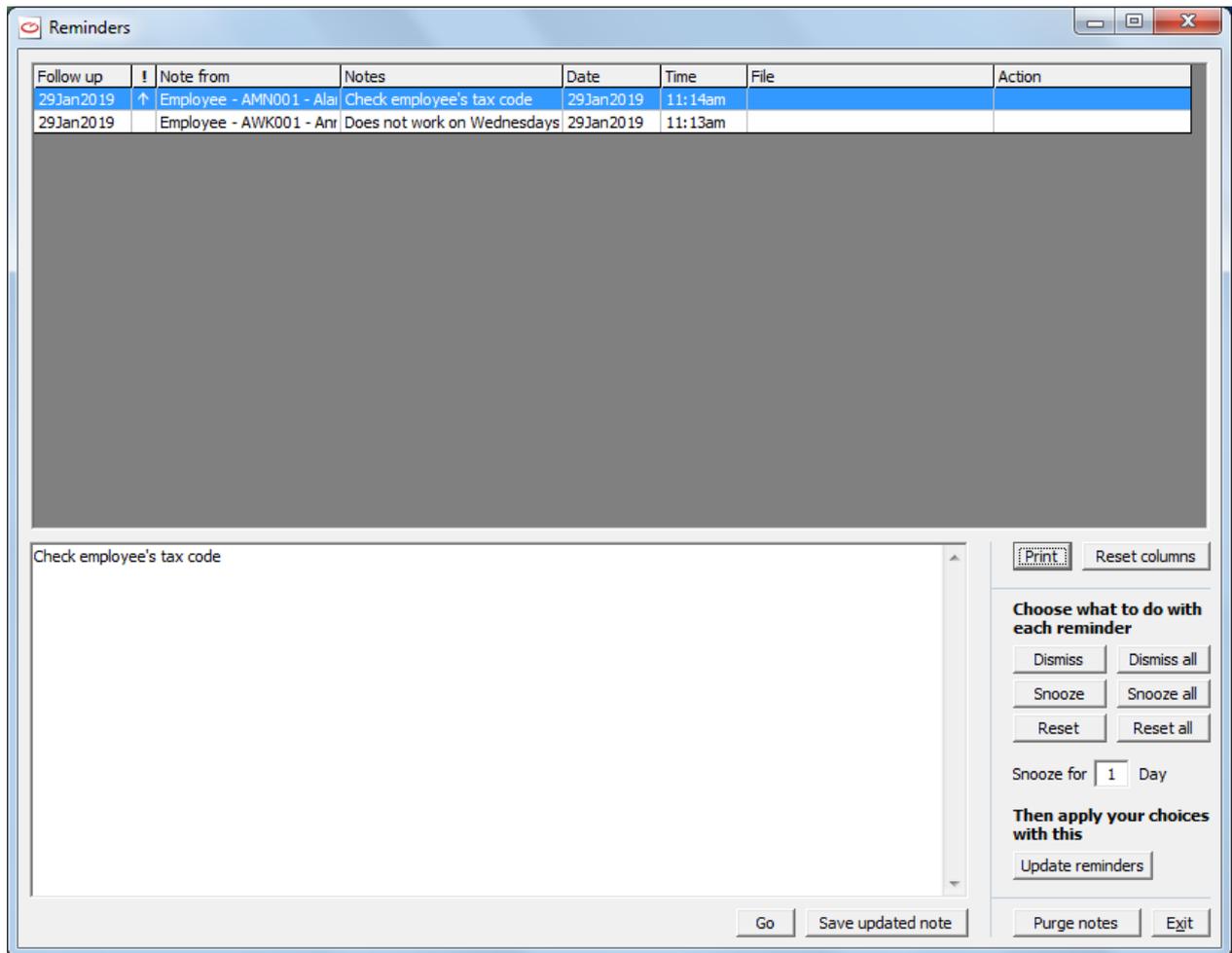
The very first screen that is displayed when you open the company will be the Reminders screen if you have input reminders for this company for any employees using Employee Maintenance on the tab Notes - see [NOTES](#) in **CHAPTER 4 : MAINTENANCE**.

When you have dealt with the reminders screen or if there were no reminders for this company then the next screen is the WinPay menu - see [WINPAY MENU](#) on page 24.

REMINDERS

On each company the facility exists for you to input reminders about specific employees (using Employee Maintenance and the Notes tab) possibly about actions that you need to take on a particular date - see [NOTES](#) in **CHAPTER 4 : MAINTENANCE**.

Then when you first open that company the list of the reminders will be displayed as follows :-



This lists the reminders that you specified needed action on the given date. The list will display the Reminders marked as High Priority first.

The fields are as follows :-

Follow up	The date you selected for the reminder.
!	Set to ↑ if you set this reminder as high priority (else blank).
Notes from	This indicates in which part of the WinPay system that you set the reminder.
Notes	The text of the reminder.
Date	The date you set up the reminder.
Time	The time you set up the reminder.
File	This displays the filename of any file that you have associated with the reminder e.g. if you have previously sent a letter about this subject this could be the filename of the WORD document that was that letter.
Action	See below for the values of the field Action.

When a reminder is selected then the complete text of that reminder will be displayed at the bottom left of the screen in the box headed Notes. This text can be edited here - in which case make any changes and then click on **Save updated note**.

You may highlight a particular reminder and then select :-

Dismiss	To dismiss this reminder from the reminder system i.e. you will not see this reminder ever again when you open this company. But the text of
---------	--

the reminder remains as a note for the employee where you input the reminder. The Action field will display Dismiss.

Snooze	To indicate that you wish this reminder to remain on the list of reminders for viewing the next time you open this company on another day but telling the system not to display it when you open this company again today. By default the reminder will redisplay one day from today but in the field Snooze for you may select how many days hence the reminder will be displayed again when you open the company. The Action field will display what you have chosen.
Reset	If you have already set a reminder as Dismiss or Snooze but you haven't yet selected the button Update reminders then this will reset the Action field to its original state as it was when you entered this company.
Dismiss all	This will dismiss all the reminders.
Snooze all	This will snooze all the reminders.
Reset all	This will rest all the reminders.

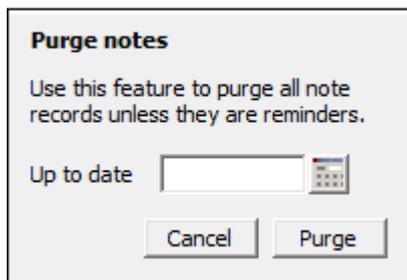
When you have made your choices then select the button **Update reminders** to save your changes.

To print the list of reminders select the button **Print**.

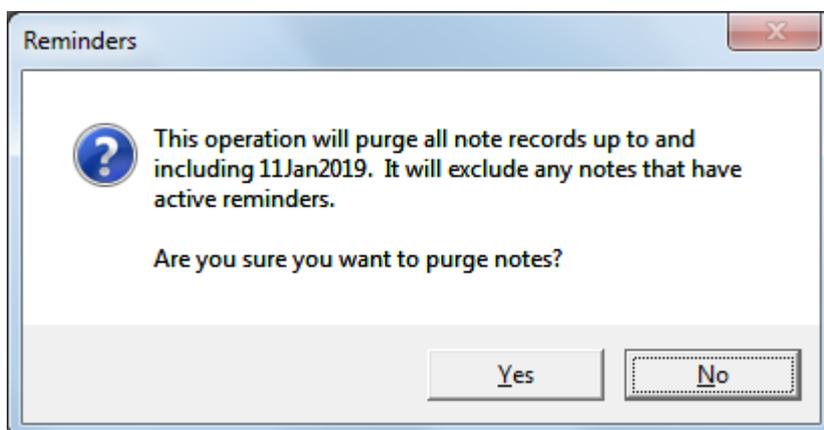
Finally select **Exit** to proceed to the **WinPay** menu.

If you close the reminder screen (i.e. not just minimise it) then after about an hour the reminder screen will be displayed again if there are outstanding reminders for this day.

Also, on this screen is the button **Purge notes**. Select this if you wish to purge notes that you have entered previously. You will see the screen :-



Select a date. Then any notes that you entered before or on that date will be deleted when you select the button **Purge**. Notes with active reminders will not be purged. You will be asked to confirm your choice as follows :-



Then when you select **Yes** the purge will take place and you will be told how many note records have been deleted.

Select **OK** and then **Exit** to leave the **Reminders** screen

FILE LOCKING

In a multi-user environment it is essential that when one user in a company is accessing a resource, such as a Sales Order, this resource must be locked so that that user can change the contents of the resource without any other user in the same company accessing or changing the same resource at the same time.

So the company information is locked to prevent two users from performing conflicting tasks on the same company.

If a second user tries to access a resource which is locked, he will receive a warning message, for example "Order 100003 is locked by CD. Try a different order".

The lock is identified by a button (with the text Compact Communication Services) which appears on the Taskbar, as follows :-



If you wish to have more information about the locked resource, click on the button. The screen displayed may need refreshing, i.e. select **File** and then **Update** or choose the update button :-



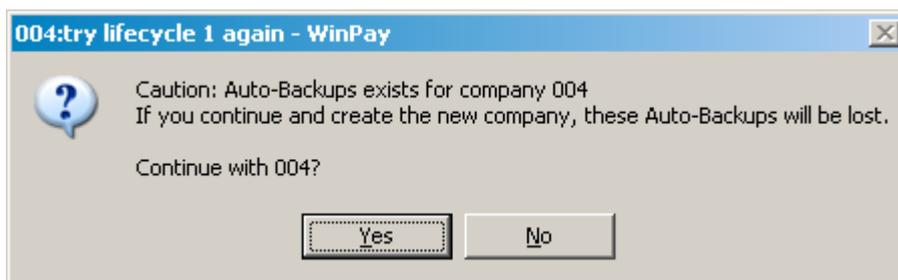
The second user may have to wait for the resource he wishes to access, or to negotiate with the first user to free the resource.

CREATING A COMPANY

This facility allows you to enter all of the general information which is required for a new company.

1. Select **New Company** from the **File** menu.
2. The Create New Company dialog box appears which is used to add a new company. Enter the number and company name.

Number	Enter a unique company number in the range 001 to 994, or accept the default number.
Name	Enter the company name of up to 30 characters.
3. Choose **Ok**.
4. If you have chosen a company number for which Auto-Backups already exist you will be warned as follows :-



and asked if you wish to continue. Select **Yes** if you are sure that you do not wish to retain those Auto-Backups (else select No and choose a different company number)

5. If you have chosen a company number that is already in use then you will see the message :-



Select **Yes** if you are sure that you wish to overwrite the company that already exists under this company number. (Else select No and select another company number)

6. A further screen appears on which you may select one of the following :-
 - a) You may select **Basic System pay elements only** etc. if you wish to include only the Basic System pay elements. Then choose **Ok**. In this case you will have to create your own pay elements for such things as Salary, Overtime, Bonus payments yourself, see [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.
 - b) You may select **Copy Pay Elements from 'New Company Template'**. This is the default. Including these pay elements means that common pay elements such as for Salary, Overtime, Bonus payments are already defined, as well as the essential system pay elements. You can always add further pay elements or edit the sample pay elements if you wish to.
 - c) You may select **Pay elements copied from an existing company** and in the field to the right of the text select the company from which you wish to copy the pay elements. You can always add further pay elements or edit the sample pay elements if you wish to.
 - d) Select under the field **Employee Locale** which country this company operates in - this is used for Court Orders.
7. The next screen tells you from where it is going to get the pay elements depending on the choice you have just made. It also warns that no-one else should be using the company from which **WinPay** is going to copy the pay elements.
8. The company will be created and you will be presented with the list of companies for you to select which company you wish to open.

Sample Pay Elements

Sample Pay Elements are the Pay Elements, Payslip Boxes and Accumulators required for most general payrolls.

When you create a new company there is a check box **Copy Pay Elements from 'New Company Template'**. If you leave this checked the essential and most common pay elements, payslips boxes and accumulators will be created for your use.

If however you choose Basic System Pay Elements only, then only the essential payslip boxes and accumulators will be created.

Please note :-

1. The entries may vary from time to time (depending on legislation and other factors).
2. A subset (known as System entries) are mandatory and will always be installed regardless of the status of the choice made on this screen.

NEW PAY ELEMENTS

From time to time legislation may change or **WinPay** may be updated with a new facility and this may require a new pay element, a new payslip box or a new accumulator to be created by the system. When you open a company that was created by an earlier version of **WinPay** then that company will be updated to the current version. This is done automatically by the system.

When the company is updated to the latest version you will see a warning message such as :-

“The following new records have been created

Pay Element 'XT : Refund Withheld'
Accumulator 'ZT : Refund Withheld'
Payslip Box 'XT : Refund Withheld'
Payslip Box 'ZT : Refund Held YTD'

You should check these to ensure that the sequence no and all costing/accounts data are as you require.”

You may also create new pay elements, new payslip boxes or new accumulators yourself and then also you must check the sequence no and all costing/accounts data are as you require. For more information see the sections - [Sequence checking](#) on page 39 and [Costing/Accounts data checking](#) on page 39.

Sequence checking

The system will give a new pay element a default Sequence code of the element code followed by 50.

The Sequence code (see [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) is the field containing the unique code which defines the order of the Pay Element in the list of pay elements as they appear in Timesheet entry in the top half of the screen and as they appear in the bottom half of the screen. This sequence number does not affect the order in which the pay elements are processed (i.e. if a pay element B is a percentage of another A, then it is not essential to define the sequence code of B as later than that of A).

The default given by the system may not be appropriate so, once you have set up the pay elements that you require, print a report of your pay elements in sequence code order - The report is called Pay Elements by Sequence. The sequence code can be 4 characters, so you can prepare a chart of pay elements and assign sequence codes of your own choice to replace the system defaults.

Clearly all pay elements must have unique sequence codes.

Costing/Accounts data checking

If your **WinPay** company is linked to a **WinAccs** company (to check this look at the Accounts Tab in Company Details, see [COMPANY DETAILS](#) on page 42) then you will have to check that the Nominal codes to which this new Pay Element has been assigned do actually exist in **WinAccs** and that they are the correct Nominal codes to link this Pay Element to. To see the Nominal codes for this new Pay Element from the **WinPay** menu select **Maintenance, Parameters**, then **Pay Elements** and select the code of the new Pay Element. On the Nominals tab you will see the Nominal codes and you may change them here.

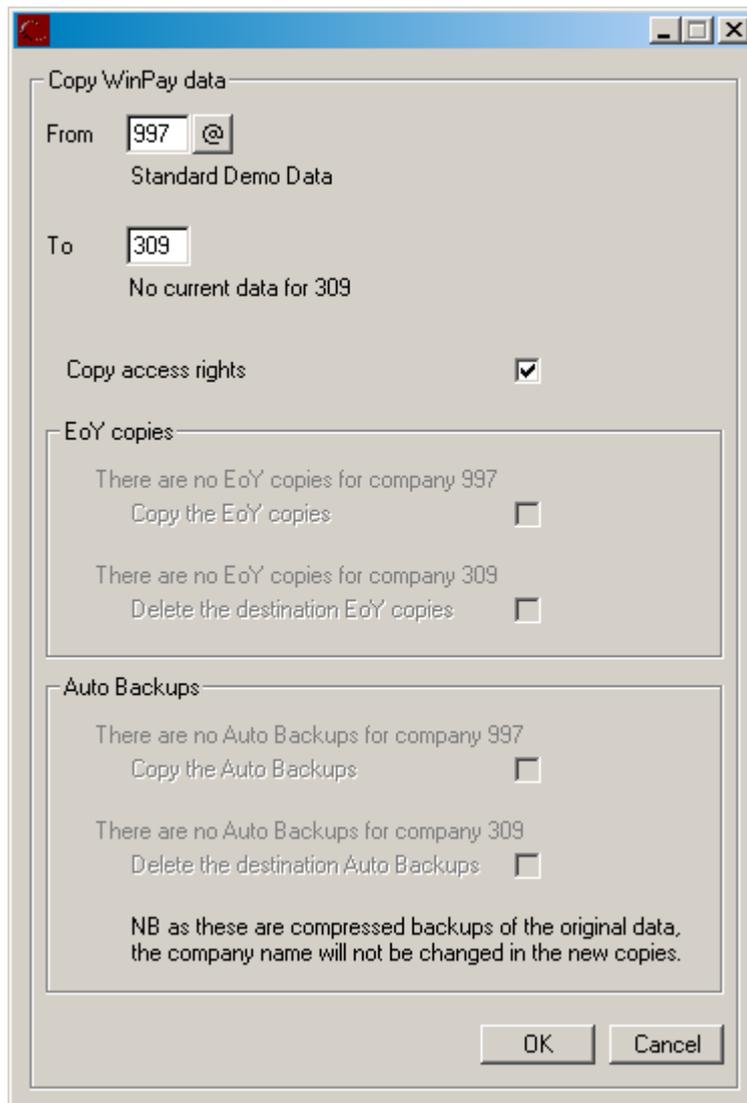
If the company uses Job Costing you also need to check the Costing tab to ensure that this new Pay Element is costed correctly.

COPYING A COMPANY

The Copy Company facility can be used to create a completely new company, or to overwrite an existing company, for example as a backup.

This facility copies **all** of the payroll data which has been created for one company to another company. You are also given the opportunity to copy the 'End of Year' copy of the source company to the target company; and you are given the opportunity of copying any automatic backups that WinPay has made of this source company so that automatic backups exist for the target company.

1. Select **Copy Company** from the **File** menu.
2. The Copy Payroll Data dialog box will appear as follows :-



3. This enables you to copy the payroll data of any of your companies either to a new company or to an existing one. You may select to copy access rights.
4. If EoY copies (End of Year copies) exist for this source company then you may choose to copy these EoY copies so that they exist for the target company.
5. If EoY copies (End of Year copies) exist for the target company then you may choose to delete these EoY copies.
6. If Auto Backup copies exist for this source company then you may choose to copy these Auto Backups so that they exist for the target company.
7. If Auto Backup copies exist for the target company then you may choose to delete those Auto Backup copies.
8. Then select **OK**.
9. If the company being copied has been chosen as a 'main' company, see [COMPANY DETAILS](#) on page 42- then you will be warned that the new company created will also have the same links to the 'sub-companies' as for the copied company and you may need to change this.

If the company being copied has been selected as a 'sub-company' of a main company then you will be warned that the new company created will NOT be selected in the 'main' company as a 'sub-company' and you may need to change this.

If the target company number already had EoY copies or Autobackups in place you will be told that these will be removed (before the copying of the source company to the target company takes place).

10. The next window asks you to enter the new company name for the new target company. This must have a maximum of 30 characters. The default name of the target company will be the name of the source company followed by the text (copy).
11. Choose **Ok** to duplicate the company. If your destination company already exists, a message will appear, warning you that you are about to overwrite an existing company. These changes are irrevocable, so use the Copy Company features with care.

REMOVING A COMPANY

The Remove Company facility can be used to completely remove a company, and possibly its EoY copies and its autobackups.

1. Select **Remove Company** from the **File** menu.
2. The Delete Payroll data dialog box will appear as follows :-

3. This enables you to remove the payroll data of any of your companies. Enter the number of the company you wish to delete and the SuperUser Password.
4. If EoY copies (End of Year copies) exist for this company then you may choose to delete these EoY copies.
5. If Auto Backup copies exist for this company then you may choose to delete these Auto Backups.
6. Then select **OK**.
7. You are warned that it is about to remove all the data from this company and all its subdirectories. If that is correct select **OK**.
8. Then if you have chosen to delete the 'EoY copies' you will be warned that it is about to delete the files from the EoY folder and its subdirectories. If that is correct select **OK**.
9. Then if you have chosen to delete the Auto Backups you will be warned that it is about to delete the files from the Auto Backup folder and its subdirectories. If that is correct select **OK**.
10. The chosen folders will be deleted.

These changes are irrevocable, so use the Remove Company features with care.

COMPANY DETAILS

When you have created a company and you wish to enter or modify the details, obey the following procedure. (The Company Details facility is only used to enter or amend the static information which has been entered for the **currently selected** company. If you wish to modify or display the details for a different company, or create a new company, you must select **Open Company** from the **File** menu.)

1. Select **Maintenance** from the **WinPay** menu.
2. Select **Parameters** followed by **Company Details** .

The Company Details window appears. This displays the general information which may have been entered previously.

3. There are eleven screens of information that may be displayed or amended, namely
 - Company,
 - HMRC,
 - Bank,
 - Electronic Banking (E.B),
 - Accounts,
 - Pay Periods
 - Departments
 - Coin Analysis
 - Consolidation.
 - AMAPS (Approved Mileage Allowance Payments)
 - RTI (Real time information) /CMEC (Child Maintenance and Enforcement Commission) / AE (Automatic Enrolment Pensions)

Click on the tab at the top to select the screen to be amended. Alter the required information for the company. The screens are described below.

NOTE : To register your company on the **WinPay** system to qualify for the Small Employer's Relief you need to check the box **Qualify for Small Employer's Relief** when entering either the Statutory Maternity Pay details, the Statutory Paternity Pay details, the Additional Statutory Paternity Pay details the Shared Parental Pay details, or the Statutory Adoption Pay details for each employee who qualify for these payments.

4. When you have amended all the screens that you wish to, choose **Ok**. (Choose **Cancel** here if you wish to return to the **WinPay** menu without making any changes).

COMPANY SCREEN OF COMPANY DETAILS

On the **Company** screen of the Company details, you may enter/amend details about the company name, address, phone number, fax number, e-mail address and your company year end. The company details are used for a variety of purposes throughout the system such as system controls, report headers and screen displays.

In the field **Employer Locale** select the country in which the company operates (England, Wales, Northern Ireland or Scotland). This field is used when **WinPay** deals with Attachment of Earnings Orders as the different countries place different priorities on the paying of the orders e.g. if the employee does not receive sufficient pay in a pay period to cover all his outstanding Attachment of Earnings Orders which orders should be paid first.

The Statutory Sick Pay routine allows employees to work in a variable pattern of days each week (e.g. one employee may work Monday to Friday one week, then Tuesday to Saturday the next week). If your company allows variable qualifying week patterns for employees you can indicate this by checking the field **Allow variable Qualifying Week patterns per employee (for SSP)**.

HMRC SCREEN OF COMPANY DETAILS

To view the HMRC details, choose the tab **HMRC** at the top of the Company Details. Enter the HMRC Office name, the Accounts Office reference, the PAYE reference and Unique Taxpayer Reference (UTR) .

The HMRC Office name can be found on all correspondence you receive from HMRC.

The Accounts Office reference can be found on :-

- Payslip Booklet (yellow) e.g. 931PC00226616
- Paper P35 (ignore the last 4 digits which are a correspondence reference. You may need to insert zeroes after the two letters and before the following numbers to bring the reference upto a total of 13 digits - for example P35 says 931 PC 226616 0501 whereas the Accounts Office reference required is 931PC00226616.)
- Payment reminder (ignore the last 4 digits which are a correspondence reference e.g. The Payment reminder says 931PC00226616 0603 whereas the Accounts Office reference required is 931PC00226616.)

The PAYE reference can be found on :-

- Payslip Booklet (yellow) e.g. 931/WZ51258
- Paper P35 e.g. 931/WZ51258
- P35D, Overpayment review (ignore last 2 digits which are a correspondence reference. e.g. P35D says 931/WZ51258/EM whereas the PAYE reference required is 931WZ51258)
- Coding Notice (ignore last 2 digits which are a correspondence reference. e.g. P35D says 931/WZ51258/WD whereas the PAYE reference required is 931WZ51258).

Under the heading **Contact details for the person responsible for operating this payroll in case of HMRC enquiry** enter the title, surname, forename and telephone number of the person responsible for operating this payroll in case of HMRC enquiry.

On this screen in the field **Claim employment allowance** select this if this company is claiming the annual employment allowance.. For more details about employment allowance see [CLAIMING THE EMPLOYMENT ALLOWANCE](#) on page 47..

Under the heading **Apprenticeship levy** you must enter the Annual allowance for the apprenticeship levy - for further details see [APPRENTICESHIP LEVY](#) on page 48.

Finally on the HMRC tab is the field "**This company ceased trading on**". If your company ceases to trade enter the date that the company ceased trading here. When you save the Company Details you are then given the choice of whether (or not) you would like to set the Leaving date for all your current employees to be set to the date when the company ceased to trade.

BANK SCREEN OF COMPANY DETAILS

To view the bank details, choose the tab **Bank** at the top of the Company Details. Enter the sort code and account number of the company's bank account used for cheques and Giro payments.

ELECTRONIC BANKING SCREEN OF BANKING DETAILS

To view the Electronic Banking details choose the tab **E.B.** at the top of the Company Details. You may enter information such as the sort code, account number, account name, BACS description (the narrative used on statements. This may be changed during the Payroll Cycle) and type of electronic banking system. This may be direct to BACS, or via a high street bank (e.g. Nat West's PayAway or Lloyds' LloydsLink). For a complete list, see the E.B. Type list box.

For more information about electronic banking see [ELECTRONIC BANKING](#) on page 48.

If you have chosen the E.B.Type to be **Bankline (RBS) (Bulk List Payment)** then when you have saved the information a further button **Create Bankline (RBS) (Bulk List Payment)** will be available, see [CREATING A NEW BULK LIST FOR IMPORT TO BANKLINE](#) on page 51 in the section [RBS/NATWEST BANKLINE](#) on page 48.

ACCOUNTS SCREEN OF COMPANY DETAILS

To view the Accounts details, choose the tab **Accounts** at the top of the Company Details.

The **WinPay** information can fully integrate to the **WinAccs** accounts system and optionally link to some other accounts systems. The fields on this screen control the link from **WinPay** to **WinAccs** (or other accounts systems). If your accounts system is not shown in the drop down list, select **Reports only** to produce a journal for manual posting.

At the top of the screen, select whether the accounts relate to No Accounts Link, Reports only, Link to **WinAccs**, Third Party or Link to P2000.

For No Accounts Link, no further data is required on this screen.

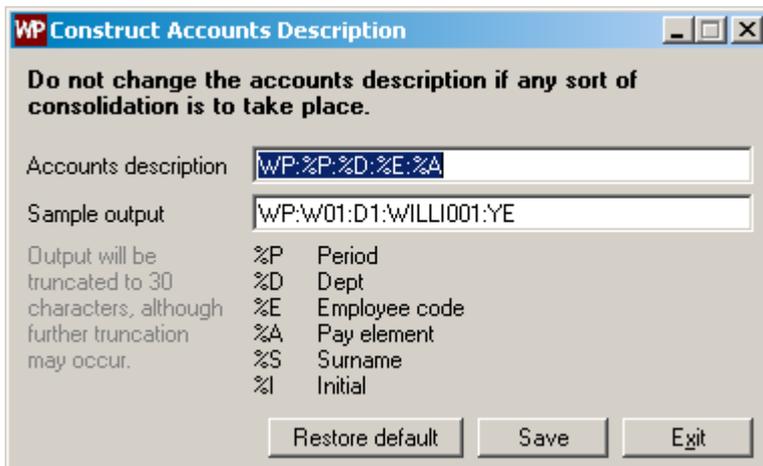
For Reports only you may choose whether job costing is used (and if so select the cost ledger for unallocated costs).

For Link to **WinAccs** and Third Party Link and Link to P2000, you may enter details about :-

- the consolidation of postings for non-costed entries (by pay element, employee, department, nominal code or no consolidation),
- the consolidation of postings for costed entries (by pay element, employee, department, contract analysis code or no consolidation),
- whether job costing is to be used in your timesheet entry and accounts posting (and if so select the cost ledger for unallocated costs).
- The full pathname of the Journal Export Directory - just for Link to P2000.

Select the button **Construct accounts description** if you wish **WinPay** to hands over more information to **WinAccs** when it is linked to a **WinAccs** company.

The following screen will be displayed :-



WARNING : Do not change the accounts description if any sort of consolidation is to take place.

At the field **Accounts description** you may change this line to display a different choice from the parameters listed below i.e. form the list

%P denoting Period

%D denoting Department

%E denoting Employee code

%A denoting Pay element

%S denoting Surname

%I denoting Initial

(e.g. you might want the information shown in the report to be just

WP:%P:%E:%A:%S:%I)

Make any required change and then select **Save**. To return to the default selection you would select the button **Restore default**.

The information you have selected will be displayed in the Journal Transfer Audit report when you carry out the **Link to Accounts** within **WinPay** and will also be visible in **WinAccs**, for example in the Enquiry 2 program.

PAY PERIODS SCREEN OF COMPANY DETAILS

To view the pay periods details, choose the tab **Pay Periods** at the top of the Company Details. This screen controls which pay periods will be allowed in this company.

The types of pay periods (monthly, weekly, 2-weekly and 4 weekly) are listed. To the left of each is a check box which when checked shows that this pay period is allowed for this company.

Click in the check box to the left of a pay period type if there will be employees of this payment frequency in this company. Next enter the last completed pay date in the field Last Pay Date and press TAB.

The Last Pay Period Number will be displayed automatically.

Please note that the Pay Date and Period Nos are Brought Forward i.e. the date is the LAST pay date for which payroll has been completed and the period number is the LAST tax period to which the pay, tax, NI and accumulators are up-to-date. The Period End date is the date of the end of the CURRENT period for which payment will be made. The Pay date is always the one used in PAYE and NI calculations.

Next enter the date for the Current Pay Date and the Current Period End Date.

If the date(s) entered for the monthly Pay Date or Period End Date are the last day of the month, then the check boxes

Always advance Pay Date To End of Month

and

Always advance Period End Date to End of Month

are enabled. (Without this option 30th April would advance to 30th May, and eventually to 28th February and then to 28th March).

If the Next pay date is not convenient (e.g. it might be at a weekend) then this date may be changed either by going to **Maintenance, Company Details** or by going to **Payroll cycle** and (**Set next pay date**).

If you have registered to use the Holidays scheme (see [Registration \(in THE FIRST LOGGING ON\)](#) on page 19) then at the bottom of the screen the field **First day of each holiday year** will be available. Enter the day of the year that this company starts its holiday scheme in the form 03Feb for example.

DEPARTMENTS SCREEN OF COMPANY DETAILS

On the Departments tab of Company Details you can select whether the company needs Departmental Analysis. If this required there are two options :- departments with 2 character codes or departments and sections which can have upto 4 characters codes.

If you check the option **Departments - 2 char** analysis then you may select in the field **Nominal code mask** which characters within the standard 8-character nominal code will define the departmental code, by entering \$\$ in the mask. You may also leave the mask as NNNNNNNN to indicate that no nominal code modification is to take place.

If you wish to enter the department on the timesheet, select the option Dept entry on t/s.

COIN ANALYSIS SCREEN OF COMPANY DETAILS

If you pay any of your employees using cash (by having selected Cash as the Payment Type on the Payment tab of Employee Details, see [PAYMENT DETAILS](#) in [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) you may on this screen select which denominations of coins/notes that you wish to include in the pay packet and whether each pay packet is always to have a minimum of any denomination.

Initially the screen displays the Payment Options with the denominations as £50, £20, £10, £5, £2, £1, £0.50, £0.20, £0.10, £0.02 and £0.01. Initially no minimum values for any denomination have been set.

If you do not want to include (e.g.) any £50 notes in any of your pay packets then highlight the £50.00 in the **Note/Coin value** column and press **Delete** on your key board. That denomination will be deleted from the list of possible denominations.

If having deleted (e.g.) the line with £20.00 you now wish to include that denomination in your pay packets you would type £20.00 in the first blank entry under the column **Note/Coin value** and press **Tab**. You will see that the denominations are then reordered to have the maximum denomination first in the list.

If you wish always to have at least 4 ten pence pieces in every pay packet (this might occur if you want your employees to have change available - not just high denomination notes), then on the line with £0.10 in the Note/Coin value column, you would type 4 in the **Min Qty** column and press **Tab**.

You may never delete the use of the £0.01 denomination.

When you select **Process Payments** in the **Payroll Cycle** menu (see [PROCESSING PAYMENTS](#) in **CHAPTER 5 : PAYROLL CYCLE**) the Coin Analysis report will be printed showing the break down of each employee's pay into the cash denominations you have chosen on this screen. If you wish the Coin Analysis report to be printed on a separate page for each department and section then check the box **Sort Coin Analysis report by Department**.

Finally select **OK**.

CONSOLIDATION SCREEN OF COMPANY DETAILS

If this company is to be consolidated with other **WinPay** companies into one company as recognised by HMRC select the **Consolidate** tab.

One **WinPay** company must be chosen as the 'main' company and within the 'main' company you can select which 'sub-companies' are to be consolidated with this company for HMRC purposes. The company details for this 'main' company will appear on the end-of-year reports and online filing.

A 'main' company cannot be the 'sub-company' of another company.

When you use Copy Company a warning will appear if this company being copied is part of a consolidated company, see [COPYING A COMPANY](#) on page 39.

To select the 'sub-companies' of this main company click on the tab **Display/Edit list of linked companies**.

The list of all the **WinPay** companies on your system will be displayed. Click in the box to the left of the name of the company that you wish to be a sub-company of this main company. This will insert a tick in the box. Do this for all the companies which are to be 'sub-companies' of this main company and then select **OK**.

If you have one or more **WinAccs** companies that also form part of the same HMRC company then you may enter the main **WinAccs** company in the bottom third of this screen by clicking on the @ and from the drop-down list of **WinAccs** companies selecting the main **WinAccs** company..

AMAPS SCREEN OF COMPANY DETAILS

On the AMAPs tab, you may enter details about the AMAPs (Approved Mileage Allowance Payments) Pay Elements which must be pay elements that are tax and NI exempt.

RTI/CMEC/AE SCREEN OF COMPANY DETAILS

On the RTI/CMEC/AE tab, you may enter details about the HMRC Real Time Information, Child Maintenance and Enforcement Commission and Automatic enrolment pensions

In the section headed **HMRC Real Time Information (RTI)** for most companies they will be making RTI submissions so the box **Make RTI submissions** should be ticked. You should only untick that box if you have written confirmation from HMRC that you do not have to make RTI submissions - in which case the following fields in this section of this screen are unavailable.

If your company consists of only subcontractors then their payment details are not submitted to HMRC using RTI so you would untick the box.

If you are to make Real time information submissions then tick the box **Make RTI submissions**. Then if the RTI submissions are to be made by a third party then select that box and/or you may select to disable the facility to file the EPS on line.

Then enter the following information :-

Self assessment UTR

Enter the Self assessment UTR

Corporate tax reference

Enter the corporate tax reference.

In the section headed **Child Maintenance and Enforcement Commission** enter the **Employer Reference Number**.

In the section headed **Pension AutoEnrolment** if you are registered for AutoEnrolment then before any autoenrolment takes place you must set the field **Staging date**, and possibly **Postponement days** and possibly **Waiting days**.

Staging date	Enter the staging date that has been given to you by the Pensions Regulator
Postponement days	If you do not wish the autoenrolment to begin until a certain number of days after the Staging date then enter the number of days here. This default value may be overwritten for any individual employee using the Pensions tab of Employee Maintenance for that employee, see EMPLOYEE MAINTENANCE in CHAPTER 4 : MAINTENANCE .
Waiting days	<p>When a pension contribution is taken from an employee then the employee may change his mind for a certain period of time (called Waiting days) and decide not to be a member of the pension scheme. Therefore the payment is called With-held during this period of time (and is not sent to the pension provider until those days are over). During the Waiting days period the employee can opt out of the pension scheme and have his pension payment paid back to him in the next timesheet entry. The employer's contribution to the employee's pension will also be paid back.</p> <p>Enter the number of those waiting days here. The usual amount for Waiting days is 35.</p>

CLAIMING THE EMPLOYMENT ALLOWANCE

First of all, you must ensure that your organisation meets the criteria for claiming the Employment Allowance. Full details are available from HMRC if you have any queries. Following this, you **must submit an EPS** (Employer Payment Summary), as this is the only way that HMRC will register that you are claiming the allowance. The weekly/monthly FPS does not contain the fact that the allowance is being claimed, therefore if you underpay your NI/Tax payment by the allowance, it is likely you will be contacted by HMRC querying the underpayment. Under HMRC rules you should not underpay the amount due, as this will be regarded as a late payment. If you have not submitted an EPS containing the Employment Allowance Claim, then you are not entitled to make a deduction from the amount due.

In **WinPay**, go to **Maintenance**, then **Parameters** followed by **Company Details**. On the HMRC tab tick the box next to **Claim employment allowance**. This will do 2 things:

- It will report on the P32 that the current employment allowance has been deducted from the amount due to HMRC. The current employment allowance can be seen in Maintenance, Table maintenance, NI see [NI TABLE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**
- If you send an EPS using the Advanced RTI module of WinPay, it will report to HMRC that you have claimed the Employment Allowance

Note. You can only submit an EPS from WinPay if you are registered for the Advanced RTI module. Alternatively, you can use HMRC's Basic PAYE Tools (BPT) to make the claim via the government gateway.

If you send an EPS after the cut-off date for making a payment, then deduction should be made from the next payment due.

Further employer guidance on claiming employment allowance can be found at www.gov.uk/government/uploads/system/uploads/attachment_data/file/298927/claiming.pdf

Also the guide for using BPT for the EPS (Claim Employment Allowance - Page 14) can be found at www.hmrc.gov.uk/payerti/payroll/bpt/send-eps.pdf

APPRENTICESHIP LEVY

From 6th April 2017 the way that the government funds apprenticeships in the UK is changing. Some employers will be required to pay the new apprenticeship levy, and there will be changes to the funding for apprenticeship training for all employers. The levy will be charged at a rate of 0.5% of an employer's pay bill but there is an annual allowance of £15,000 to offset against this. So, in practical terms, subject to the connected companies and charities rules, only employers with annual pay bills greater than 3 million will pay the levy.

You should enter on the HMRC tab of the Company Details the Annual allowance for the apprenticeship levy. The current Apprenticeship levy rate is displayed in NI Table Maintenance - see [NI TABLE MAINTENANCE](#) in [CHAPTER 4 : MAINTENANCE](#).

The Apprenticeship levy due will be displayed on the P32 and will be relayed to HMRC on the Employment Payment Summary (EPS).

ELECTRONIC BANKING

If you wish to pay any of your employees using electronic banking you will need to consider :-

1. The System Supervisor may change the settings of the file compact.ini in order that you can choose a location for the Electronic Payments file, see [SETTINGS \(ON THE TOOL BAR\)](#) on page 29 .
2. Set up the bank sort codes that you will use, see [BANK \(SORT CODES\)](#) on page 53. These codes can always be set up as and when they are needed by using the Write New Record facility at the field where you require a new bank code, see [Write a new Record](#) in [USING THE CONTROL BAR](#) in [CHAPTER 2 : BASIC SKILLS](#).
3. In Company Details, select the tab E.B. and on this screen enter details about your company's electronic account, see [ELECTRONIC BANKING SCREEN](#) on page 43 of [COMPANY DETAILS](#). Examples of Electronic payment types are Hexagon/HSBCnet, Lloyds Link, BusinessMaster.
4. For each employee who is to be paid electronically, use Employee Maintenance and select the Payments tab to enter the details of this employee's payment type (Electronic Payment) and account, see [PAYMENT DETAILS](#) in [EMPLOYEE MAINTENANCE](#) in [CHAPTER 4 : MAINTENANCE](#).
5. With these details set up, when in the Payroll cycle you select Payment processing, an Electronic Report will be produced - for more details see [PAYMENTS - ELECTRONIC BANKING](#) in [PROCESSING PAYMENTS](#) in [CHAPTER 5 : PAYROLL CYCLE](#).
6. You may run the import process as part of the [PROCESSING PAYMENTS](#) or you may select to run the import process at a later date.

For information about using the RBS/NATWEST Bankline see [RBS/NATWEST BANKLINE](#) on page 48.

RBS/NATWEST BANKLINE

OVERVIEW OF RBS/NATWEST BANKLINE

Bankline is an Internet Banking system used by the Royal Bank of Scotland and Natwest (who are now part of RBS). You (the user) should ensure you fully understand the Bankline system, and if you require any assistance, you should contact Bankline Support.

There are a number of facilities contained in the Bankline system, but in **WinPay** we are only concerned with the payment of employees. The facility for producing a file of payments in **WinPay** and automatically processing this in Bankline is described below.

Before any payments can be imported into Bankline, a Bulk List must be created in Bankline which is a collection of records for employees whom you propose to pay. A Bulk List can be created and maintained manually, or if you wish you can import a file produced by WinPay containing existing employees. If you choose to import a file, you then have the choice whether to maintain this manually in Bankline, or whether to import a new file.

A few words of advice -

- If you choose to maintain the file in Bankline manually, then accuracy is extremely important. If a record in the file exported from WinPay does not match exactly a record in the Bulk List, then the whole file will be rejected.
- If you choose to create a new Bulk List by importing a new file, then you are advised to keep up to some basic housekeeping/tidiness. You should ensure that you delete any old Bulk Lists so it is easier to keep track of which List is currently being used.
- You cannot add to or amend records in an existing Bulk List by importing a file. You can only do this manually in the Bankline system. Importing a new file can only create a new Bulk List.

Each Bulk List will have a **Bulk List Reference** and each payee in the Bulk List will have a **Beneficiary Identifier**. This is important as these will need to be entered in your WinPay system. Additionally, it is important that the **Beneficiary Name** is entered in Bankline in the same format as in WinPay, otherwise the payments import file will be rejected.

SETTING UP WINPAY FOR ELECTRONIC BANKING

The System Supervisor must have registered that he wishes to use Electronic Banking, see [Registration \(in THE FIRST LOGGING ON\)](#) on page 19 .

SETTING BANKLINE IN COMPANY DETAILS

On the Electronic Banking tab (E.B.) in Company Details on the line **E.B. Type** there are amongst the types the choices

- Bankline (RBS) (Payment)
- Bankline (RBS) (Bulk List Payment)

and these can be found on the drop-down list.

The difference between these options is that the first **Payment** option will ultimately show a transaction on your bank account for each payment that you make, whereas the second **Bulk List Payment** option will appear as one single transaction total for all payments processed at the same time. It is likely that you would prefer to use the Bulk List option in WinPay so that individual payment amounts do not appear on the statement.

In addition to selecting the correct E.B. Type, you must also enter your bank details correctly, and you must enter a **BACS description** which will be the **Bulk List Reference** used in your Bankline system.

The screenshot shows the 'WP Company Details' window with the 'E.B.' tab active. The form contains the following fields and values:

- User No: 654321
- Sort Code: 40-23-06
- Account No: 05075238
- Acc Name: Standard Demo Data
- BACS descr: STD PA080930
- E.B. Type: Bankline (RBS) (Bulk List Payment)

Below the fields, there is a button labeled 'Create Bankline (RBS) (Bulk List Payment) beneficiary import file'. At the bottom of the window, a text box provides instructions: 'Use this page to enter details for your electronic banking system. This may be direct to BACS or via a high street bank (NatWest 'PayAway' or Lloyds 'LloydsLink' for example.) For a complete list, see the 'E.B. Type' listbox above.'

When you have saved your changes on this screen and return to the screen then you will see that the option to create a new Beneficiary Import file (i.e. Bulk List) appears on this screen, see [CREATING A NEW BULK LIST FOR IMPORT TO BANKLINE](#) on page 51.

SETTING BANKLINE FOR AN EMPLOYEE'S PAYMENT TYPE

For all employees whom you wish to pay with Bankline, you must :-

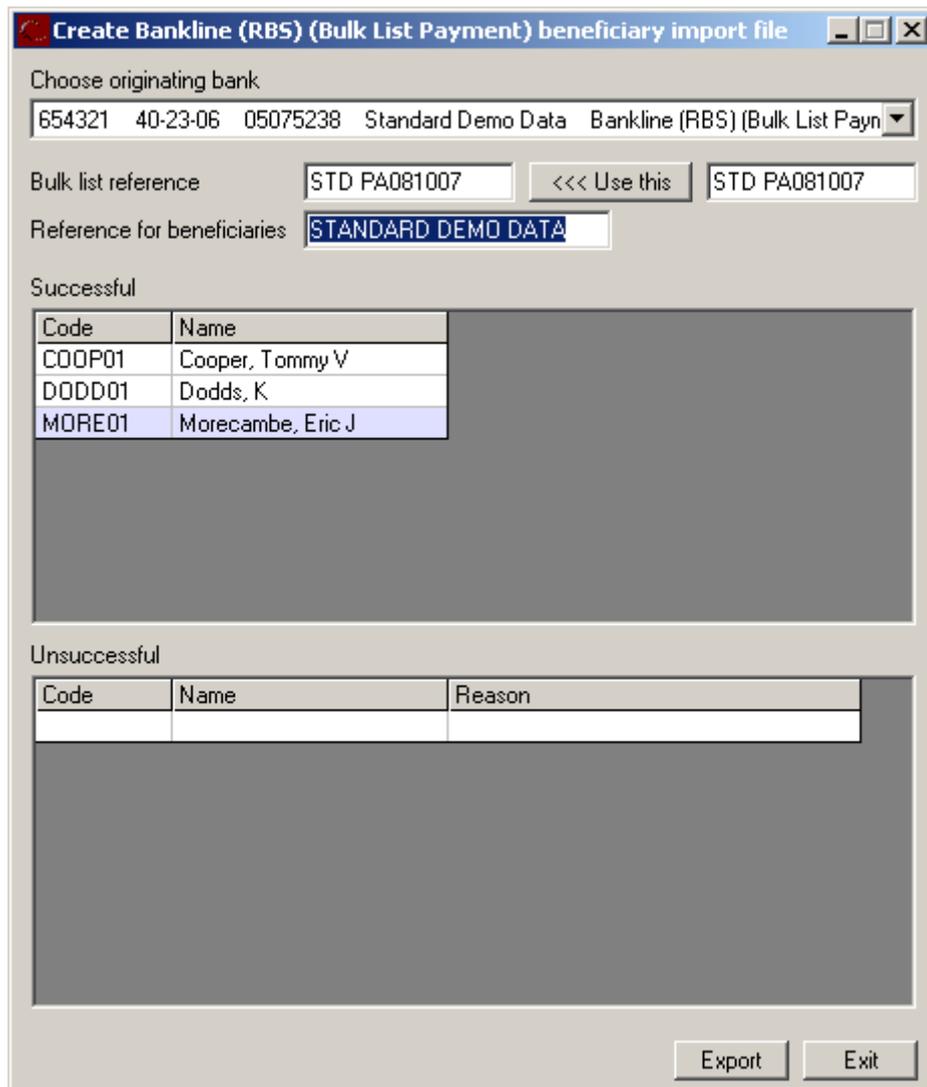
1. From the **WinPay** menu select **Maintenance**, then **Employees**.
2. Select the required employee and select the **Payment** tab.
3. Select Electronic Payments as the **Payment Type**, and enter the **Sort Code** and **Account Number** provided by them. You then need to enter additional information in the lower section **Extra Electronic Banking / Giro data**.

- User ref Each employee must be allocated a unique user reference. This can be alphabetic or numeric or a combination of both. However, this reference must match exactly the Beneficiary Identifier entered in Bankline for the corresponding payee.
- Dest'n Acc This is the Beneficiary Name which has been created in Bankline, and again the entry in both systems must be identical. It is your choice how the name is formatted, for example, you could use the format shown above, Dodds K, or alternatively K. Dodds. Using the former format may help you when searching for a record in a large Bulk List.

CREATING A NEW BULK LIST FOR IMPORT TO BANKLINE

You can choose to enter all the details of your payees (beneficiaries) in Bankline manually. Alternatively, if you wish to export the details of a Bulk List from **WinPay**, you may do so by returning to **Company Details** after all the Beneficiary information has been entered in the master file.

When you have selected one of the Bankline options, an additional box will appear labelled **Create Bankline (RBS) (Bulk List Payment) beneficiary import file**. Clicking this box will give the screen below.



Before commencing the export, you must enter a Bulk List Reference which will be used when accessing the Bulk List in Bankline. This can be any narrative you choose, but if you click the box '<<< Use this' to the right of the entry field, WinPay will generate a reference for you, which incorporates today's date.

Additionally, you must enter the Reference For Beneficiaries. This is the transaction description which will appear on the payee's bank statement to inform what that payment is.

Once you have entered these items, click **Export** to produce the file to be imported into Bankline. You will be asked for a location for the file, so that it can be easily found via your Bankline system. WinPay will offer you a location within its own file structure, but you may find it simpler to create a new folder (e.g. c:\Bankline) so that you can manage and locate your files easier.

PRODUCING A PAYMENTS FILE FOR BANKLINE

The file containing payments for importing to Bankline will be produced in the normal manner by **Process Payments** in WinPay. Again when you are asked for a file location, we would recommend you create a location which is easily found. Additionally, you have the option to use your own filename, however you there are 2 points you should bear in mind:

- If you import a file with the same name as one imported previously, and this is within a short space of time, the file may be rejected as Bankline may regard it as a duplicate.
- The extension of the filename should always be .txt. Bankline does not support files with other extensions.

IMPORTING FILES IN BANKLINE

Once you have produced your Bulk List file and/or your Payments file, you will then return to Bankline to import the files.

After logging-in to Bankline, you should see an option for **Payments**, and after clicking this you will see a number of sub-options.

To import a new Bulk List, you should select the option **Manage Bulk Lists** where you should see an option to **Import a Bulk List**. This will allow you to browse to the file where you have stored it and import the file.

To import a Payments file, you should select the option **Import Payments**. Again this will allow you to browse to the file and import it.

Following import of a Payments file, you will then simply authorise the payments.

BANK (SORT CODES)

The Bank (Sort Codes) facility is required if you use electronic banking (E.B.) or Giros for payments. It allows you to enter the sort code details for any bank accounts which will be used by **WinPay**.

NOTE : These bank details are common to all **WinPay** and **WinAccs** companies.

For further details see [BANK SORT CODE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

CHANGING TO OTHER MODULES

If you are using the Classic menu to access **WinPay**, then to access other modules that are available on the system (e.g. **WinAccs**, **WinStock**) :-

1. Select the **Modules** option from the **WinPay** menu
2. The modules available on the system will be displayed. Select the module you require.

If the chosen module is available to you, then the **WinPay** system will be closed and the initial screen of the chosen module will be displayed.

If the chosen module is not available to you then you will be warned that this is not found and advised to contact your system supervisor.

If you are using the New menu then just select the required module from the first column displayed when you are in **WinAccs**

CHAPTER 4 : MAINTENANCE

OVERVIEW OF MAINTENANCE

This chapter describes how to maintain your records concerning :-

Employees of your company

see [EMPLOYEE MAINTENANCE](#) on page 57

Global employee changes

see [GLOBAL EMPLOYEE CHANGES](#) on page 76.

These consist of :-

Tax code changes (P9X)

see [TAX CODE CHANGES \(P9X\)](#) on page 76

Payment type changes

see [PAYMENT TYPE CHANGES](#) on page 77

Pay element value changes

see [PAY ELEMENT VALUE CHANGES](#) on page 78

Company details

see [COMPANY DETAILS MAINTENANCE](#) on page 79

Payslips

The definition of the layout of the payslips for the company

see [PAYSLIP BOX MAINTENANCE](#) on page 80

Accumulators

An accumulator is used to accumulate information for an employee over a period of time, for instance Gross Pay Year-to-date, Tax Year-to-date, Holiday Entitlement etc.

see [ACCUMULATOR MAINTENANCE](#) on page 80

Pay elements

The pay elements available for the company to use. Pay elements are used by WinPay to build up the employee's timesheet and include such entries as Basic Pay, Holiday Pay, Overtime, Expenses, SMP etc.

see [PAY ELEMENT MAINTENANCE](#) on page 81

Trades

The trades in the company

see [TRADE MAINTENANCE](#) on page 87

Departments

The departments (and sections within departments) in the company
see [DEPARTMENT MAINTENANCE](#) on page 88

Bank Sort Codes

see [BANK SORT CODE MAINTENANCE](#) on page 90

Analysis columns

The Analysis and History reports will show up to 16 columns of information relating to the pay period. Analysis columns are the column titles.

see [ANALYSIS COLUMN MAINTENANCE](#) on page 91

Pensions

To define the pension schemes to which the employees belong and default contributions for each scheme that the employee and employer will make during a payroll cycle.

see [PENSIONS MAINTENANCE](#) on page 91

Order Payees

The Order Payees i.e. the organisations to whom Orders such as Earnings Arrestment Orders, Child Support etc are to be paid

see [ORDER PAYEES MAINTENANCE](#) on page 108

Table maintenance

see [TABLE MAINTENANCE](#) on page 108

These include :-

Tax tables see [TAX TABLE MAINTENANCE](#) on page 109

Tax tables (Scottish) see [TAX TABLE MAINTENANCE \(SCOTTISH\)](#) on page 109

Tax tables (Welsh – Cymru)

see [TAX TABLE MAINTENANCE \(WELSH - CYMRU\)](#) on page 109

NI tables see [NI TABLE MAINTENANCE](#) on page 110

Statutory Tables

Tables for Statutory Sick Pay, Maternity Pay, Statutory Adoption Pay, Statutory Paternity Pay, Shared Parental Pay, Student Loan and National Minimum Wage

see [STATUTORY TABLES MAINTENANCE](#) on page 110

Attachment Order tables

see [ATTACHMENT ORDER TABLE MAINTENANCE](#) on page 115

Approved Mileage Allowance Payments tables

see [AMAP TABLE MAINTENANCE](#) on page 116

Automatic enrolment

see [AUTOMATIC ENROLMENT TABLE MAINTENANCE](#) on page 116

P11 maintenance

For the history of payments and deductions for each employee

see [P11 MAINTENANCE](#) on page 117

P32 maintenance

For the history of payments and tax for the whole company

see [P32 MAINTENANCE](#) on page 119

CIS records

Payments, statements and reports for subcontractors

	see SUBCONTRACTOR CIS RECORDS in CHAPTER 8 : SUBCONTRACTORS
CIS Verification	see CIS VERIFICATION in CHAPTER 8 : SUBCONTRACTORS
Holidays	For the recording of the holidays for each employee see HOLIDAYS on page 121.

EMPLOYEE MAINTENANCE

OVERVIEW OF EMPLOYEE MAINTENANCE

This program is used to add, amend and copy employee data records.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select Employees.
3. The **Employee Maintenance** screen is now displayed. If the company has more than one payment frequency (e.g. Weekly and Monthly) then you can select which employees will be displayed via the VCR controls. This filter does not prohibit the excluded employees being accessed by their code or the @ button.

Select the payment frequency for the employees you wish to consider.

If you have already entered for an employee the date that he will be leaving or has left (see [EMPLOYMENT DATA](#) on page 59) and this date is in a past pay period then this employee's data will not be displayed when you select to see the data for all employees of his pay frequency unless you also check the box Leavers. When the Leaver's box is checked then all the employees of the chosen frequency will be displayed. If you also select Deleted (Archive) then you can view the details of deleted employees.

The Employee Details screen for the first employee of this chosen payment frequency will be displayed.

4. The data held for each employee is subdivided into the following sections :-

Personnel	see PERSONNEL DATA on page 58
Employment	see EMPLOYMENT DATA on page 59
Notes	see NOTES on page 61
Pay Elements	see PAY ELEMENTS on page 64
Accumulators	see ACCUMULATORS on page 68
Payment	see PAYMENT DETAILS on page 69
PAYE	see PAYE DETAILS on page 69
CIS	see CIS on page 70
NI	see NIC DETAILS on page 70
Orders	see ORDERS on page 70
AMAPs	see APPROVED MILEAGE ALLOWANCE PAYMENTS on page 72
Pensions	see PENSIONS FOR EMPLOYEES on page 72
Cars	see CARS on page 75

5. The Personnel data is displayed first with the other sections being selected by clicking on the appropriate tab on the screen. The tabs will only be available if they are relevant to the particular

employee (e.g. an employee who is a subcontractor will have the tab CIS whereas other employees will have the tab PAYE).

Before you perform CIS Reform (see [CIS REFORM](#) in **CHAPTER 8 : SUBCONTRACTORS**) you will also see the tab CIS(Old rules) for subcontractors. This tab holds the details for subcontractors for the old HMRC rules for subcontractors. After 6th April 2007 and when you have completed reports and submissions to HMRC for 2006 - 2007 you should perform CIS Reform and then the details on the tab CIS will be the only details used for subcontractors.

Subcontractors are defined on the system by the value of the field Taxation Type on the Employment screen. This type is only available if the Subcontractors Module has been purchased. The Pay Frequency of a Subcontractor must be Weekly.

At the field **Code** use the Code Lookup@ facility to select the required employee.

6. Make any changes required and then click on the **Save** diskette icon to record the changes made.
7. Finally choose **Exit**.

If you wish to be warned whenever changes have been made to one employee's personnel records before you either attempt to access the records of another employee or exit from Employee Maintenance you may check the option **Personnel Records** from the **Utilities** menu, under **Options, Other Options**, see [Personnel Records](#) in **CHAPTER 7 : UTILITIES** . You will be asked whether you wish to save the changes made. Choose **Yes** to save the changes made; choose **No** to not save the changes made and to continue with the action next chosen; or choose **Cancel** to not save the changes made and to remain at the current employee's record.

PERSONNEL DATA

On the screen with the tab **Personnel** will be displayed the Personnel details about the first employee who fits the payment frequency chosen (see [OVERVIEW OF MAINTENANCE](#) on page 55). To see the details of another existing employee use the Code Lookup facility @ to choose the code for that employee.

The personnel data for each employee holds details of the employee such as their name, address, email address, next of kin, date of birth, sex, marital status, partner's details for shared parental pay ShPP)

At the bottom of the screen, when you have obtained permission from this employee, you must tick the statement **GPDR consent to store employee, next of kin and partner details** and enter the date you have gained this permission in the field. **Date granted**.

Adding or Editing the Personnel Details for an Employee

To add the details of a new employee to the system, type a unique code for that employee in the field Code and press TAB.

The remaining fields on the screen will be blank ready for you to enter the personnel details of the employee.

On the Personnel data screen enter details about the employee, such as his name, address, sex, marital status, date of birth and details of his next of kin.

You must provide for each employee at least the first line of his address in order to pass the General Validation report which is conducted by WinPay at each Advance period and which it is mandatory to pass in order to complete your End of Year processing.

If you do not know the employee's date of birth you should leave it blank but make every effort to obtain it. You will receive errors from any submission to HMRC if you have neither a NINO nor a Date of Birth for any employee.

If this employee is to receive Shared Parental Pay, you must enter the **Partner's details for shared parental pay (ShPP)**.

NOTE : Note that most of these fields (or the dialog boxes around them) have accelerator keys (a character underlined). ALT and this character will take you to this field.

When the status of an employee has not changed but he is now to be processed by a different person/company and in this new system he has a new Code then HMRC need to be able to link their records with this new code with the records under his previous Payroll ID. So you must select the option **Change of Payroll ID** and enter the previous payroll ID that this employee had in the field **Old payroll ID**.

If you wish to delete an employee check the checkbox **Delete**. You can only delete an employee before you have entered any tax records or transactions for this year. Once you have any tax records or transactions for this employee then the next available time when you CAN delete the employee is immediately after you have done the End of Year purge (and before you enter any tax records or transactions for the next year).

Using the Like facility

A useful way of creating a new employee may be to use the **Like** facility, by choosing the Like button at the top of the screen. On the window that is then displayed you may use the Code Lookup facility @ to select the code of an existing employee whose details are similar to this new employee. Choose **Ok**. On the next window you are asked to select which of the details (Personnel Details, Pay Elements (including Pensions) and/or Accumulators) are similar. Select the appropriate check boxes and then choose **Ok**.

You are warned that Tax code, NI and banking details are not copied from the details of the source employee to the new employee.

You will be returned to the Employee Details screen and the details of the chosen existing employee will be in the fields for this new employee. You must make any amendments that are necessary for this new employee for fields where their details differ.

If you select to have similar Personnel details, the Notes from the employee you are copying are not copied to the Notes of the new employee.

EMPLOYMENT DATA

Choose the tab **Employment** to view the employment details about the chosen employee or to enter the employment details e.g.

- His job title.
- Whether his taxation type is Subcontractor or PAYE UK.
- Is this employee a Director? For further details about Directors see [Directors](#) on page 60.
- If you have trades defined for this company, for which trade does this employee work
- If you have departments (and sections) defined for this company, to which department (and section) does this employee belong. You should only change the department/section of an employee immediately after you have advanced the period. If you HAVE to change the department/section after you have entered the timesheet for an employee, you must reset the timesheet for this employee and enter it again.
- The normal hours worked.
- Whether the employment of this employee is irregular. This would be set for instance if the employee was casually employed, or was not to be paid for 3 months or more.
- A payslip password is automatically generated on updating your data to v7.01 SP5 and may be entered for employees who join after that. Alternatively, you may just click on the button **Generate password** to automatically generate a payslip password. This password may be changed or even deleted if payslips are not to be password protected. If you do not use this facility you may delete all these automatically generated passwords and any data you have entered in this field by using the Data utility **Clear payslip passwords**, see [CLEAR PAYSLIP PASSWORDS](#) in **CHAPTER 7 : UTILITIES**.

This password is for use when Payslips are emailed to employees using V-Rex eDoc. When the user receives the email with his payslip attached he must enter this password before he can open the attachment. The password may contain any ASCII characters except space.

- Whether the holidays for this employee are based on days worked or hours worked.
- The contents of the next field **Worked per day** depend on the previous field. If you have selected that the holiday allowance depends on days then in the **Worked per day** field for each day (Monday to Sunday) enter if the employee works the whole day (enter 1), half a day (enter 0.5) or not at all that day (enter 0). If for the field **Holidays based on** you have selected **Hours** then in the **Worked per day** enter the number of hours the employee is due to work for each day Monday to Sunday. This must be between 1 and 16.

- Whether this employee is paid hourly or is he salaried.
- Whether this employee is to be processed (**Normal**) or whether his status is **Don't Process** this period (which can be used to indicate, for instance, that this employee is on holiday this period) or **Don't Process until further notice** (which means this employee will not be processed until you change this field back to **Normal**.)
- If there is a current trade dispute concerning this employee or he is taking industrial action.
- Whether the pay elements and their values for this employee will be the same every period – in which case you could use the auto-generate timesheets facility to create the timesheet for this employee each period by setting the **Auto-Generate timesheets** field to **Allow**. For employees where you regularly require timesheet entry then this flag should normally be set to **Don't Allow**. N.B. The default setting is **Don't Allow** the auto-generation of timesheets.
- If the company allows an employee to work in a variable pattern of days each week (see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**), then for this employee you can specify whether he may be varying his pattern of days each week for SSP or whether he works the same pattern of days each week. The pattern of days worked may be specified in Statutory Payments – SSP, see [SICK PAY – SSP](#) in **CHAPTER 5 : PAYROLL CYCLE**.
- The date of joining the company. This date is mandatory to pass HMRC validation for End of Year returns if the employee joined this year. Using this tab you can submit a P45 Part3 or a P46 to HMRC online.
- New starter declaration. This says whether this job is the employee's first employment since the start of the tax year, whether this job is his only employment, or whether he has another job or pension. If an employee record is marked as EITHER seconded to work in the UK, OR the payments are classified as occupational pension payments, you do not need to complete the new starter declaration.
- Whether the employee is seconded to work in the UK and if so the secondment status. Whether he is a EAA (European Economic Area) citizen and whether he belongs to the EPM6 (modified) scheme.
- The date of leaving the company.
- [If a current employee dies you would enter his date of death in the field Date Left. You would also place a tick in the field **Died** which only becomes available when you have entered a date in the field **Date left**. Also you should change his NI code to X on the NI tab.]
- [If an employee is receiving Statutory Payments {SMP, SAP, SPP(a), SPP(b), ShPP(a), ShPP(b)} you must refer to the section [EMPLOYEE WITH STATUTORY PAYMENTS LEAVES](#) in **CHAPTER 5 : PAYROLL CYCLE** to see if you need to continue paying the statutory payments. If you do not need to continue the payments, then also enter the date of leaving in the field **Statutory Maternity/Paternity/Adoption Pay entitlement stops on** or **Statutory Parental Pay entitlement stops on** in Statutory payments, see the relevant notes on Statutory Payments, see [STATUTORY PAYMENTS](#) in **CHAPTER 5 : PAYROLL CYCLE**]

Directors

If an employee is a director or becomes one during this period or has been one at all during this tax year you need to check the checkbox Director on the Employment tab in Employee Maintenance. This will be used in NI calculations, see booklet NI35 for details or contact HMRC.

When an employee is marked as a director from the beginning of the year, he will find that he pays no NI contributions in the early months of the year, then some quite hefty contributions, and then later in the year when he has paid enough for his annual NI contributions he will pay no more. To spread the NI payments more regularly throughout the year, the employer may mark the employee as a Director and also check the box Weekly/Monthly NI. If a director with the box Weekly/Monthly NI checked leaves the company then uncheck the box Weekly/Monthly NI for the last pay period in which you pay him.

In the field **Week of Appointment** enter the week number of the week that this employee became a Director. If he is a director from the beginning of the year enter 1.

A director who has NI letter A or J may belong to an Appropriate Personal Pension Plan. So on the NI tab in Employee Maintenance for this employee you should check the box Appropriate Pension.

New Employees

When a new employee joins the company use Employee Maintenance to enter the details of this new employee on the system.

Then on the Employment tab you will enter the Date Joined and the New Starter Declaration and possibly Seconded to work in the UK, Secondment status, Employee is an EEA citizen and EPM6 (modified) scheme – see [EMPLOYMENT DATA](#) on page 59.

The details about new employees will be contained in the Full Payment Submission (FPS), see [FULL PAYMENT SUBMISSION](#) in **CHAPTER 10 : REAL TIME INFORMATION**.

NOTES

To add notes about the employee to the employee's record, select the tab **Notes**.

You may either

- type any text that you wish to record about this employee in the box headed **Personnel Notepad**. To end any line at the point at which it is just visible press Enter to get to the next line
- or you may use the Employee Notes facility. This allows you to add notes and reminders to employee records. You can also link to external documents. For more details see [Employee Notes Facility](#) on page 61.

Employee Notes Facility

For any employee you may record any notes about that employee by going to **Maintenance, Employee Maintenance** and then selecting the required employee code. Select the tab **Notes**.

By using the facility **Add new employee note** you may record many more details about contacts with this employee and you may record on the system that you want **WinPay** to remind you, on a particular date, whenever you open this company that an action is to be taken concerning this employee.

A note may be any text and may be marked with a priority mark.

If contact has been made with this employee using other software (such as a WORD document, an EXCEL document) you can record this on the tab **Notes** and may refer to that document from there.

Adding a Note

When you have selected the button to add a note, a screen similar to the following will be displayed :-

WA Add New Note

Employee - AWK001 - A Aweekly

Notes

High priority note

Would you like a reminder about this note? Date

Attach external document

On this screen add any notes you wish to record. These are in Notepad-type text of almost any length.

You may mark this note as a High priority note.

If you would like a reminder about this note then select the box **Would you like a reminder about this note?**. Then in the field **Date** enter the date that you would like a reminder.

You may have already sent this employee a document produced on other software (such as a letter written as a WORD document). You may select in the field **Attach external document** the document you wish to link to this employee by using the button **Select**.

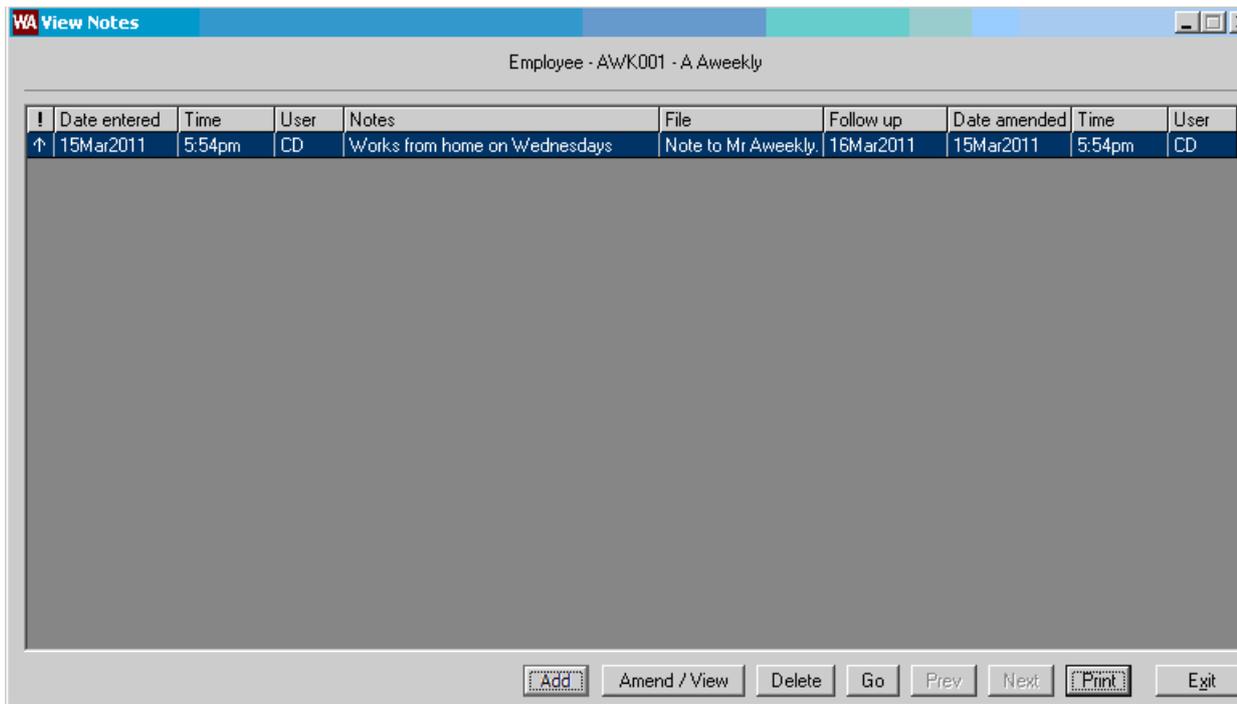
If you wish to view this document select the button **Go**.

Finally click on **Save**.

Viewing Notes

When you have entered notes for an employee, you may wish to view them by :-

1. selecting the button **View employee note**.
2. A screen similar to the following will be displayed :-



This is showing :-

Heading	Information
!	This says ↑ if the contact note is High Priority (else it is blank).
Date entered	This displays the date that the note was first written.
Time	This displays the time on that date that the note was written.
User	This displays which user was the last to write to or amend this contact note.
Notes	This displays the text of the contact note.
File	This displays the filename which you chose to link to this note.
Follow up	This records the follow up date when you want a reminder about this note.
Date amended	This displays the date when the note was last amended.
Time	This displays the time when the note was last amended.
User	This displays which user made the last amendment to this note.

3. Select the button **Add** to add a new note.
4. Select the button **Amend/View** to amend or view the note.
5. Select the button **Delete** to delete the note.
6. Select the button **Go** to display the file that this note is linked to.
7. If you have more than one page worth of notes for this account you could select **Next** to see the next page of notes (and then you could select **Prev** to see the earlier page of notes).
8. Finally select **Exit** to exit.

Note reminder

When you have entered notes for an employee - see [Employee Notes Facility](#) on page 61 - if you have entered that you want a reminder on a particular date, then, as soon as you enter **WinPay** and open this company then you will see that reminder - see [REMINDERS](#) in **CHAPTER 3 : GETTING STARTED**. If you close this reminder screen without dealing with any reminder for today then the reminder screen will be displayed about an hour later.

PAY ELEMENTS

Choose the tab **Pay Elements** to reach the Pay Elements screen. Use this section to enter or amend the employee's pay elements. Pay elements are used by **WinPay** to build up the employee's timesheet and include such entries as Basic Pay, Holiday Pay, Overtime, Expenses, SMP etc.

Pay Elements are also used to link payroll information into your accounting system, to calculate summary information about different kinds of payments that you have made to your employees and to allow for contract costing.

The screen shows a list of the pay elements already assigned to this employee (on the left) and a full list of all available pay elements (on the right). You should put all the pay elements that are regularly used onto the employee's record. You will be able to add an irregular (or one-off) pay element for a particular week in timesheet entry (these one-off pay elements are not added to the permanent employee record).

Showing on the screen will be any pay elements concerning the pension contributions made by the employee and employer for any pension schemes that this employee belongs to. These are schemes that you will have added at the tab **Pensions**, see [PENSIONS FOR EMPLOYEES](#) on page 72. If you wish to edit these pay elements you must do so at the **Pensions** tab.

If the pay elements and their values are the same for an employee each period then you may wish to auto-generate this employee's timesheet (see [AUTO-GENERATE TIMESHEETS](#) in **CHAPTER 5 : PAYROLL CYCLE**) in which case on the Employment tab set the field Auto-generate timesheets to Allow, see [EMPLOYMENT DATA](#) on page 59.

Adding or Editing a Pay Element for an Employee

To add another pay element to this employee, select the pay element from the drop-down list in the Available window and click the <- button or double click the element in the Available list. The initial values on this pay element are the default values as set up in File Maintenance. This may be amended as required.

To add a new element to the list in the Available window choose the **Write A New Record** button. The Pay Element screen will be displayed, see [PAY ELEMENT MAINTENANCE](#) on page 81.

To remove a pay element from this employee, select the pay element from the employee's list and Click the --> button.

To edit the values of an employee's pay element, simply select the pay element and then enter the new values in the Editing box below and choose **Ok** or press **Return**. These values will then be used as default values on this employee's timesheets. Only set values for those pay elements that seldom change for this employee. For further details on how these default values are used see [TIMESHEET ENTRY](#) in **CHAPTER 5 : PAYROLL CYCLE**.

If you wish to edit any pay elements concerning the contributions of the employee or employer for pensions you must do so at the **Pensions** tab.

To reset the data on this page back to the earlier values select the **Reset** button.

Childcare Vouchers

The normal way of operating Childcare Vouchers is through a salary sacrifice scheme.

This involves a little more than just deducting money from the employees as new contracts of employment will probably need to be signed. Employers should consult www.childcarevouchers.co.uk before entering in to this scheme.

For **WinPay**, all that is needed is to create a new Pay Element called Childcare Sac. which should be set up as a deduction with the NIable and Taxable boxes ticked. ie the amount on which Tax and NI is calculated is reduced by this figure. This will then give the correct Tax and NI calculations.

Please note that the average pay calculations for SMP, SAP, SPP(a), SPP(b), ShPP(a), ShPP(b) and SSP picks up the NIable pay and would need to be adjusted to include the 'notional' salary rather than the reduced salary e.g. Assuming your employee, would before childcare vouchers, have received £800 per week, when he is to have childcare vouchers then in **WinPay** you would have his pay elements as the original £800 and another pay element called Childcare Sac for the value of the voucher e.g. £100. This means that he receives NIable pay of £700. So when SMP, SAP, SPP(a), SPP(b), ShPP(a), ShPP(b) and SSP calculate the average pay they will use £700 as the week's pay. You must therefore in the routines SMP, SAP, SPP(a), SPP(b), ShPP(a), ShPP(b) and SSP, when you

click on the button **Amend** to calculate the Average Weekly earnings, amend the week's pay to be the original amount i.e. £800 in this case.

BENEFITS IN KIND

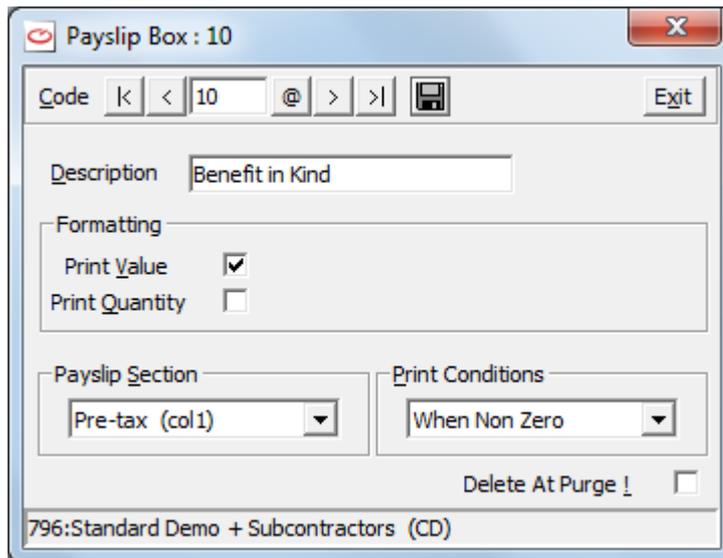
If an employee receives Benefits in Kind - for instance cash for a car or cash for fuel - then you must set up two pay elements and allot these pay elements to that employee.

Using the car Benefits in Kind as an example :-

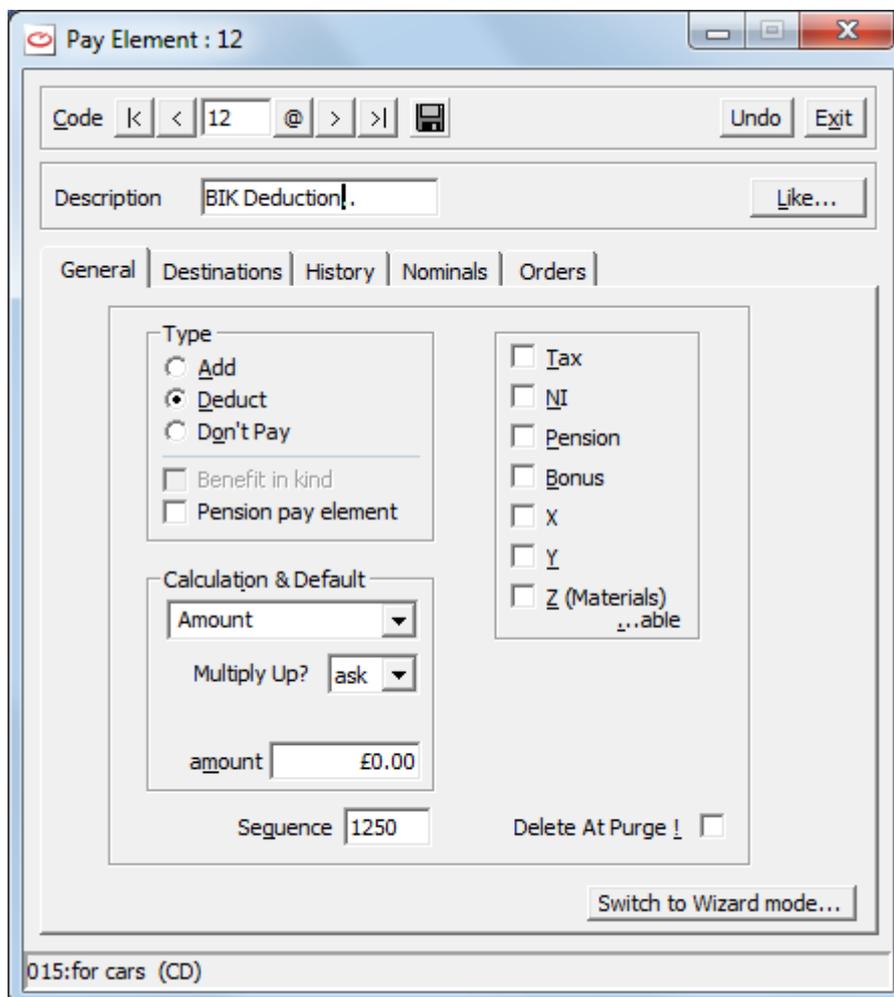
1. Go to Maintenance, Parameters, Pay elements.
2. Set up a pay element for the Benefit In Kind as follows -

The screenshot shows a software window titled "Pay Element : 11". At the top, there is a "Code" field with the value "11" and navigation buttons. Below that is a "Description" field containing "benefit in kind". The window is divided into several sections: "General", "Destinations", "History", "Nominals", and "Orders". The "General" section is active and contains two main areas. On the left, under "Type", there are radio buttons for "Add", "Deduct", and "Don't Pay", with "Add" selected. Below these are checkboxes for "Benefit in kind" (checked) and "Pension pay element" (unchecked). On the right, there are checkboxes for "Tax" (checked), "NI", "Pension", "Bonus", "X", "Y", and "Z (Materials) ..able" (unchecked). Below these is a "Calculation & Default" section with a dropdown menu set to "Amount", a "Multiply Up?" dropdown set to "ask", and an "amount" field set to "£0.00". At the bottom of this section is a "Sequence" field set to "1150" and a "Delete At Purge !" checkbox (unchecked). A "Switch to Wizard mode..." button is located at the bottom right of the main content area. The status bar at the bottom left of the window displays "015:for cars (CD)".

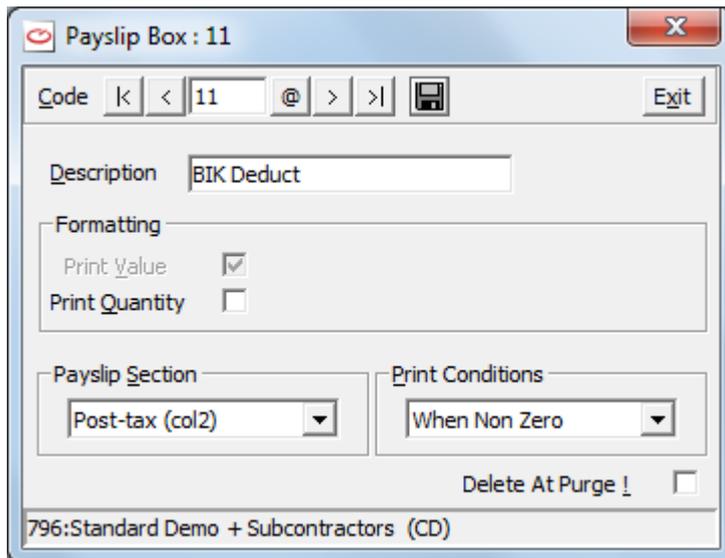
where under **Type** you have selected **Add**, and ticked the box **Benefit in kind**. And make this pay element **Taxable** by putting a tick in the **Tax** box on the right hand side of the screen. You will need the corresponding payslip box :-



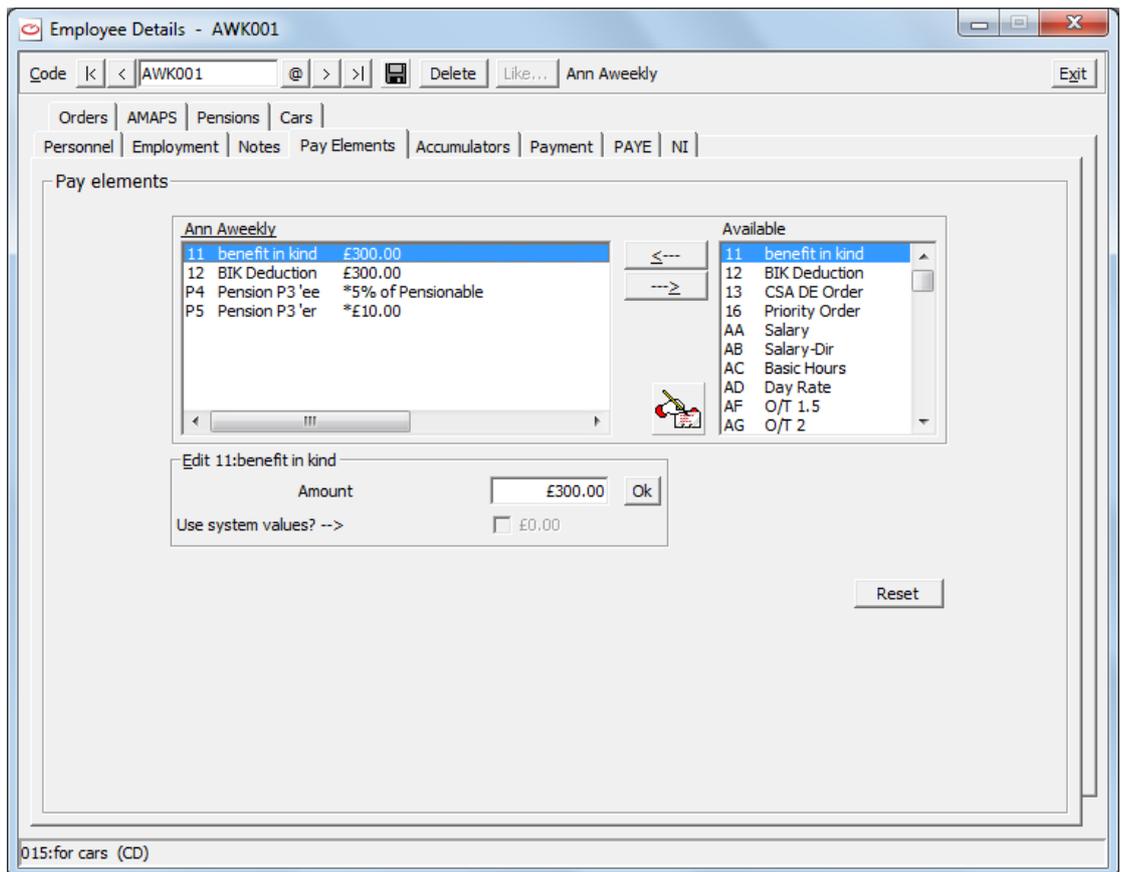
3. Now set up another pay element as follows :-



where under **Type** you have selected **Deduct**. And on the right hand side of the screen none of the boxes are selected. You will need the corresponding payslip box :-



- Now go to **Maintenance, Employees** and select the employee who is going to have this Benefit in Kind and on the tab **Pay Elements** add to his list of pay elements these two pay elements. If you know that for each payroll he will be having a set amount for this Benefit in Kind then you can enter that amount here (In this case £300) ;-



Or you may leave the amount as zero and enter the amount every time you enter a timesheet for this employee

- NOTE :** You **MUST** enter the same amount for both pay elements for the Benefits in Kind.

COSTING APPORTIONMENT

When on the Pay Elements screen, if you select a pay element which has a calculation type of **apportion control**, then the Edit dialog box is replaced by the button **Amend costing ratios**. This button allows access to the dialog headed **Costing Ratios for ...** on which you may enter a series of Job (Contract) codes and for each the relevant costing ratio. This enables staff to be costed to jobs without entering the hours against each job in timesheet entry each week.

Choose the **Add** button to add the Job and Ratio to the apportionment list.

To replace an entry in the apportionment list with a new ratio, highlight the entry. The details of this entry will be displayed in the editing fields below for you to amend. Then choose the **Replace** button.

To delete an entry in the apportionment list, highlight the entry. The details of this entry will be displayed in the editing fields below. Choose the **Delete** button.

Finally choose **Ok** to record the changes and to return to the Pay Details screen. (Alternatively choose Cancel to not record the changes and return to the Pay Details screen).

For more details about costing prorata see [COSTING PRORATA](#) on page 85.

ACCUMULATORS

Choose the tab **Accumulators** to reach the Accumulators screen. Some accumulators are used by the system to accumulate information for an employee over a period of time, for instance Gross Pay Year-to-date, Tax Year-to-date etc. The values in these system accumulators may not be changed.

Other accumulators may be selected, for instance Holiday Entitlement, and on this screen you may enter any previous values or amend errors on these non-system accumulators for this employee.

If a pay element uses a system accumulator it will be automatically created on the employee's record when it is first used, therefore it is not normally necessary to set up any accumulators for a new employee. The screen shows a list of the accumulators you have already assigned to this employee (on the left) and a full list of all available accumulators (on the right).

Showing on the screen will be any accumulators concerning the pension contributions made by the employee and employer for any pension schemes that this employee belongs to. These are schemes that you will have added at the tab **Pensions**, see [PENSIONS FOR EMPLOYEES](#) on page 72. If you wish to edit these accumulators you must do so at the **Pensions** tab.

Adding or Editing an Accumulator for an Employee

To add another accumulator to this employee, select the accumulator from the Available list and click the <-- button or double click the Available accumulator. The values for this chosen accumulator will be displayed in the Edit fields below. Enter the values for this accumulator (e.g. for Holiday Entitlement you might enter qty as 27 and value as 270 to define the holiday entitlement as 27 days and a total of holiday pay of £270) and choose **Ok** or press Return.

To add a new accumulator to the Available list, choose the **Write A New Record** button. The **Accumulator** screen will be displayed, see [ACCUMULATOR MAINTENANCE](#) on page 80.

To remove an accumulator from this employee, select the accumulator from the employee's list and click the --> button.

To edit the value of an employee's accumulator, select that accumulator in the list of this employee's accumulators. The values of this accumulator will be displayed in the Edit boxes below. You may edit the values and then choose **Ok** or press Return.

If you wish to edit any accumulators concerning the contributions of the employee or employer for pensions you must do so at the **Pensions** tab.

To reset the data on this page back to the earlier values select the **Reset** button.

PAYMENT DETAILS

Choose the tab **Payment** to reach the Payment Details screen. This screen shows the details of payment method (for example Cash, Cheque, Electronic Payments) and pay frequency for this employee. It also allows you to define the rules for rounding and to define a range check for the employee's pay.

The payment type **Manual** can be used if you wish to produce a list of the payments to be made to employees of this type and then **you** will act upon the list - possibly writing out pay cheques by hand.

Rounding is used to round paypacket amounts to whole pounds (or 50p, £5). The first paypacket is rounded up to specified multiple and any overpayment is carried forward to the next paypacket. Leave the value in the field **Up to** as 0.01 and in the field **Balance** as 0.00 for no rounding.

Range Check is used to set the lower level and the upper level for the payment for a period for this employee. Warnings are given in timesheet entry if the Gross Pay falls outside this range

Enter details as to whether the payments for this employee are occupational pension payments and whether this employee is a recently bereaved spouse and the annual amount..

If you wish to use the Bankline (RBS) (Bulk List Payment) then see [RBS/NETWORK BANKLINE](#) in **CHAPTER 3 : GETTING STARTED**.

Changing Pay Frequency

If there exist any P11 records for an employee then you cannot change the frequency of that employee using the same employee code.

You must create a new employee record and reference the original employee code using the **Change of Payroll ID** fields on the Personnel tab of Employee Maintenance on the new employee record. For further advice contact Compact Support..

PAYE DETAILS

Choose the tab **PAYE** to reach the PAYE Control screen (for Pay-As-You-Earn details).

On this screen, in the section **Tax Code**, you must enter the Tax Code (received from HMRC) for the employee. The field **Week 1** should be checked if you are working on a Week 1 / Month 1 (non-cumulative) rather than a cumulative basis for tax purposes.

You must obtain the Tax code for a new employee from the employee's P45. If this is not available enter the tax code temporarily as OT on a WK1/M1 basis and then complete a P46 form to send to HMRC. Later when you do have this employee's correct tax code change the tax code on this screen.

In the section **From P11**, for a new employee, you may enter the details of his pay and tax from his previous employment, taking the details from his P45, in the fields **Pay in prev emp** and **Tax in prev emp**. These details will then be automatically transferred into the week 00 entry of the P11 data.

The **Pay to date** and **Tax to date** fields will display the Pay to date and the Tax to date for this employee. This includes the values in his previous employment. The field **Correct to Week No.** should contain the week number that applies to the Pay to Date and Tax to Date values.

If any details are incorrect on this PAYE Details screen you may select the button **P11 Maintenance** and make changes within P11 Maintenance, see [P11 MAINTENANCE](#) on page 117. When you exit P11 Maintenance any changes you have made will be reflected on this PAYE Details screen.

NOTE : A subcontractor (i.e. defined with Taxation Type as Subcontractor on the Employment tab of Employee details) will have the PAYE page replaced with a CIS page, see [CIS](#) on page 70.

Choose the **Reset** button if you wish to reset the data on this page back to the earlier values.

For details on how to modify the fixed data see [P11 MAINTENANCE](#) on page 117..

On the right of the screen you may use the facility **Average Pay Calculator**. Enter the number of weeks over which you wish to know the average pay of this employee and then select **Calculate**. The average weekly pay over this number of weeks will be displayed.

CIS

The PAYE page of the Employee Details for an employee of type **PAYE UK** is replaced by a page headed **CIS Subcontractor CIS details** for a subcontractor (i.e. defined with Taxation Type as Subcontractor on the Employment tab) . On this page are entered the subcontractor details.

Choose the tab **CIS** to reach the Construction Industry Scheme taxation screen (for subcontractors only). On this screen, in the dialog box headed **Subcontractor CIS details**, enter the details about this subcontractor such as his Type, Trading Name, Unique Taxpayer Reference and NINO.

If you are setting up **WinPay** mid-year and have subcontractors who have already received payment from you this year you must enter details of this payment on the system, see [SETTING UP WINPAY WITH SUBCONTRACTORS MID-YEAR](#) in **CHAPTER 8 : MODULES**.

NIC DETAILS

Choose the tab **NI** to reach the NIC Control screen (for National Insurance Contributions). On this screen you will enter the National Insurance number of the employee.

The totals for the NIC for the year-to-date are displayed. The references on the left-hand side of the Y-T-D Table (e.g. 1a, 1b etc.) correspond with the P11 form.

If any details are incorrect on this NIC Details screen you may select the button **P11 Maintenance** and make changes within P11 Maintenance, see [P11 MAINTENANCE](#) on page 117. When you exit P11 Maintenance any changes you have made will be reflected on this NIC Details screen.

You will receive errors from any submission to HMRC if you have neither a NINO nor a Date of Birth for any employee.

NOTE : The tab NI will not be available for a subcontractor (i.e. defined with Taxation Type as Subcontractor on the Main tab, Personnel Data screen).

To the right of the screen under the heading NI summary will be displayed the details of the NI for this employee for each of the NI codes that he has had during the year.

If a current employee dies you would enter his date of death in the field **Date Left** on the Employment tab. You would also place a tick in the field **Died** which only becomes available when you have entered a date in the field **Date left**. Also you should change his NI code to X on the NI tab.

Where a student is employed for the holidays and therefore is unlikely to need to pay any tax, set the NI code for the student to the value NI. If the student starts to earn too much then change this code to 0T.

ORDERS

Choose the tab **Orders** to reach the Order Maintenance screen on which you may enter the details of any Attachment of Orders to be paid by this employee.

The orders applicable for an employee will depend on the country or locale in which the employer is based i.e. in England, Wales, Scotland or Northern Ireland.

For England and Wales the applicable orders are :-

- Community Charge (PRE Apr 1992) AEO
- Community Charge (Apr92 - Mar95) AEO
- Community Charge (from Apr95) AEO
- Council Tax (Apr92 - Mar95) AEO
- Council Tax (Apr95 - Sep98) AEO
- Council Tax (Oct98 - Mar07) AEO
- Council Tax (from Apr07) AEO
- Court Fines AEO
- Child Support CSA (pre Mar03) DEO

- Child Support CSA (from Mar03) DEO
- Child Support CSA (2012) DEO
- Priority Orders (England and Wales)
- Non-Priority Orders England and Wales)
- Student Loan
- Postgraduate Student Loan
- Direct Earnings Attachment
- Direct Earnings Attachment (fixed amount)
- Direct Earnings Attachment (higher rate).

For Scotland the applicable orders are :-

- Child Support CSA (pre Mar03) DEO
- Child Support CSA (from Mar03) DEO
- Child Support CSA (2012) DEO
- Earnings Arrestment (Scotland - pre Apr10)
- Current Maintenance Arrestment (Scotland - from Apr10)
- Student Loan
- Postgraduate Student Loan.

NOTE : In Scotland two or more orders may be conjoined. Where there are two or more conjoined Earnings Arrestment orders then they should be entered as a single order and not marked as conjoined unless conjoined with one or more Current Maintenance Arrestment orders. Conjoined Current Maintenance Arrestment orders should be entered as separate orders and marked as conjoined.

For Northern Ireland the applicable orders are :-

- Child Support CSA (pre Mar03) DEO
- Child Support CSA (from Mar03) DEO
- Child Support CSA (2012) DEO
- Magistrates/High Court Order (Northern Ireland)
- Judgement Enforcement (Northern Ireland) Order
- Student Loan
- Postgraduate Student Loan.

To add the details of an order select **Add**. On the displayed screen enter in the relevant fields the details of the order exactly as on the notification of the order that you have received from the authority that issued it. Some of the fields will not apply to the order you are entering so just fill in ALL the details that you have from the authority that issued the order. For weekly, 2-weekly, 4-weekly paid employees enter the weekly rates for the deduction and the protected earnings.

It is recommended that you let **WinPay** create the necessary pay elements concerning the attachment orders as the rules for which pay elements should form part of the attachable earnings for each type of order are complex - for instance Basic Pay and overtime are always part of the attachable earnings but SMP is not part of the attachable earnings for all orders.

The field **Period last paid** is automatically updated by **WinPay** to record the period that the order was last paid.

If you have been informed that the order is part of a conjoined order then mark each of the orders concerned as conjoined in the field Conjoined.

The field **Period last paid** is automatically updated by **WinPay** to record the period that the order was last paid. If you need to change the pay frequency of the employee then when you create a new employee with a new code and use the **Change of Payroll ID** fields, then when you input this order of the original employee for the new employee

then you will need to change the entry in the field **Period last paid** to record the new value e.g. if the order had been last paid in week 4 for the employee when he was weekly paid and the field **Period last paid** said 4, now when the employee is monthly paid then you must change the value on **Period last paid** to 1 to record that the order was last paid in period month 1.

APPROVED MILEAGE ALLOWANCE PAYMENTS

Choose the tab **AMAPs** to see the Approved Mileage Allowance Payments History for this employee.

This shows a list of the mileage payments made via the Timesheet Entry, see [TIMESHEET ENTRY – AMAPS](#) in **CHAPTER 5 : PAYROLL CYCLE**. It is here to provide P11D information and to track when the threshold mileage is passed (when the AMAPs wizard in Timesheet Entry will start to use the lower rate).

If you need to add an entry select **Add**. On the next screen, headed **AMAPs Detail**, enter the period when the mileage was incurred, the number of miles travelled in each of the forms of transport and the mileage payment for that journey.

To change a line already showing on the screen, select that line and then select either **Edit** to edit the entry or select **Delete** to delete that entry.

PENSIONS FOR EMPLOYEES

Choose the tab **Pensions** to access the screen on which you select which pension scheme(s) this employee belongs to. When a pension scheme is chosen for this employee the necessary pay elements and accumulators associated with the chosen scheme will automatically be selected for this employee (and you will see them when you choose the **Pay Elements** tab or the **Accumulators** tab).

It is on the **Pensions** tab that **Pensions** must be selected, edited or deleted. You must not delete pension pay elements and accumulators on the **Pay Element** or **Accumulators** tab.

For more details about Automatic Enrolment Pensions see [AUTOMATIC ENROLMENT PENSIONS](#) on page 94.

Adding a Pension scheme to an employee

To add the fact that an employee belongs to a particular pension scheme that scheme must first be defined in **WinPay**. This is done in **PENSIONS MAINTENANCE**, see [PENSIONS MAINTENANCE](#) on page 91.

1. From the **WinPay** menu, select **Maintenance**, then **Employees**.
2. Select the frequency of the employee whose pension you wish to record. Then at the field **Code** use the **Code Lookup** to select that employee.
3. Showing on the screen will be any pension scheme that you have already added for this employee. The screen will also display any pension scheme to which this employee has been automatically enrolled. For more details about Automatic Enrolment Pensions see [AUTOMATIC ENROLMENT PENSIONS](#) on page 94.
4. Select the **Pensions** tab, select **Add**.
5. A screen similar to the following screen will be displayed showing details of the first pension scheme you have defined on the system.

6. At the first field select the pension scheme that this employee is to belong to. Then details of the chosen pension scheme will be displayed showing the default values for the employee's and employer's contributions to the scheme.
7. From 6th April 2012 HMRC has discontinued the use of Contracted Out Money Pension schemes so in **WinPay** the NI letters F, G, S are no longer valid nor are Contracted Out Money Pension schemes. Such pensions may already be defined on your system but you can no longer assign a COMPS pension to an employee.
8. At the field **Status** this will say **Active**. This means the scheme is active and contributions will be taken from this employee in the next payroll cycle. If you wish to suspend his contributions set this field to **Stopped** and enter the Stop date (and later reset it to Active and enter the Start date and delete the Stop date when you wish to resume his contributions). If this employee has finished contributing to the scheme set this Status to **Finished** and enter the Stop date..
9. At the field **Reference** enter any reference number for this employee for the scheme.
10. In the box **Contributions** are displayed the default settings that you gave for contributions when you defined the scheme. You can here alter either the employee's contribution or the employer's contribution so that just for this employee these new values will apply for his contributions to the scheme. (It is also possible to alter this employee's value of contributions to the scheme on any timesheet.)
11. You may select the box **Override with value** and then enter a value in the field below. This value (which is a fixed sum) will override the contributions defined in the fields above for this employee.

12. Also in the box headed **Contributions** you may select dates for the pension to be started in the field **Start date** or to be stopped (in the field **Stop date**). In order to stop a pension you must not only set its status as Stopped (or Finished) but also enter a Stop date. And to restart the pension set its status to Active, delete the Stop date and enter a Start date.
13. Below in the box entitled **For history maintenance only** WinPay keeps a record of the payments that have been made so far by the employee and the employer to this scheme for this employer. When you are starting to record that this employee belongs to this scheme you may wish to insert here any contributions that the employee and employer had made prior to the pension scheme being on **WinPay**.
14. Select **OK** and the pension will be added to the Pension tab for this employee.
15. In the section headed **AutoEnrolment dates** are the fields concerning autoenrolment of this employee if this employee has been autoenrolled onto a pension.

Start of opt out period

This is the earliest of a) the date the employee receives his information pack or b) the date that the first deduction is taken. If it is not already set then it will be set by WinPay when the first automatically enrolled pension payment is taken from this employee.

Opt out date

If the employee has decided that he does not wish to be in the autoenrolment pension scheme to which he has been automatically enrolled then enter the **Opt out date**. He cannot opt out and get his pension payments refunded (and the employer contributions are also refunded) unless his opt out date is less than or equal to the (Start of the opt out period + Waiting days) (as entered in the **Company Details** on the **RTI/CMEC/AE** tab).

When the Opt out date is entered the automatic pension is marked as Stopped. .

Opt in date

Enter the date that employee wishes to opt back into the pension scheme to which he was automatically enrolled and take out the **Opt out date**.

Postponement days (overwrites default)

In Company Details, on the RTI/CME/AE tab you may have defined Postponement days for the default for the company (see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**). Here you may enter a different value to be used just for this employee. To the right of the field it will tell you what the calculated pension start date will be for an autoenrolled pension for this employee.

The actual start date of the autoenrolled pension depends on the latest of the staging date, the employee start date and the next pay date for this employee's frequency - and then this is modified by the postponement days.

15. In the field on the Pension tab called **Minimum pensionable earnings for deductions to be made** enter the minimum pensionable earnings which must be earned before any pension deductions will be made. If the field contains zero then deductions will always be made (unless you have selected that Pensionable Earnings must be above LEL in WinPay.ini see [WINPAY.INI](#) in **APPENDIX 1 : INI FILES**).

Editing a Pension scheme for an employee

On the Pensions tab of Employee Maintenance, select any pension that you have previously chosen for this employee. Select **Edit** and edit the details. Then select **OK** and the details will be updated.

Deleting a Pension scheme for an employee

On the **Pensions** tab of **Employee Maintenance**, select any pension that you have previously chosen for this employee. Select **Delete**. You will be asked to confirm that you wish to delete the pension scheme from this employee. Select **OK** and the scheme will be deleted from this employee's records.

You cannot remove a pension scheme from an employee once contributions have been made i.e. the Year to Date figures are non-zero. If this employee is no longer part of this pension scheme you should Edit the pension scheme for this employee and change its status to Finished to keep the historic details on file..

CARS

On the car tab of Employee Maintenance you need to enter the details about any Benefits in Kind the company has given this employee concerning cars.

1. From the **WinPay** menu, select **Maintenance**, then **Employees**.
2. Select the frequency of the employee whose car details you wish to record. Then at the field **Code** use the Code Lookup to select that employee.
3. Select the tab **Cars**.
4. The screen initially looks like this :-

5. Enter details about the first car the employee uses on company business. The fields are :-

Car details

- | | |
|--------------------------|---|
| Make & model | Enter the make and model of the car which is a Benefit in Kind. |
| Registration (ID) | Enter the registration of the car. |
| CO2 emissions | Enter the CO2 emissions of the car if known or |
| No CO2 value | tick this if the CO2 emissions are not known. |
| Fuel type | You must enter the fuel type of the car. |
| Price | You must enter the price of the car. |
| Cash equivalent | Enter the cash equivalent. |
| Available from | You must enter the date when this Benefit in Kind is starting. |

Available to When the Benefit in Kind is ending THEN enter the date that it is ending. Do not enter this before the Benefit in Kind ends.

Free fuel

Cash equivalent If you are giving this employee cash for fuel enter the amount here.

Provided Enter the date that the cash has been given for the fuel

Withdrawn Only enter the date here when the cash equivalent is withdrawn

6. Now select **Add** and the details you have entered will be displayed in the grid above. Details about the free fuel will not be accepted unless you have a car specified.
7. You may enter details for other cars (upto a maximum of 15 cars) and select **Add**.
8. If you wish to replace a line of detail that are in the top grid then select that line and select **Replace**. Make any necessary changes and select **Add**.
9. If you wish to delete a line of details that are in the top grid then select that line and select **Delete**.
10. Now you must set up two pay elements for a Benefit in Kind - see [BENEFITS IN KIND](#) on page 65.
11. Then you must add these two pay elements to the list of pay elements for this employee on the Pay Elements tab of Employee Maintenance – see [PAY ELEMENTS](#) on page 64.
12. Details about this Benefit in Kind for a car will be sent to HMRC when you send your Full Payment Submission - see [FULL PAYMENT SUBMISSION](#) in **CHAPTER 10 : REAL TIME INFORMATION** .

GLOBAL EMPLOYEE CHANGES

The Global employee changes are changes that may affect all the employees. They include :-

Tax code changes (P9X)

see [TAX CODE CHANGES \(P9X\)](#) on page 76

Payment type changes

see [PAYMENT TYPE CHANGES](#) on page 77

Pay element value changes

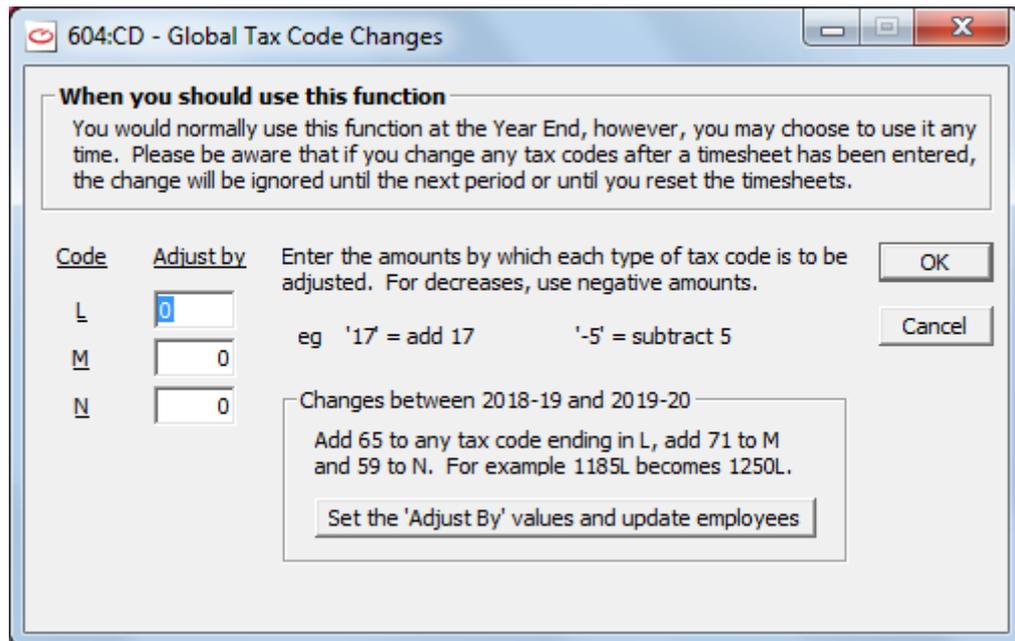
see [PAY ELEMENT VALUE CHANGES](#) on page 78

TAX CODE CHANGES (P9X)

This program is used to change employee tax codes issued by the HMRC for use across all employees with the same Tax Code suffix. Generally the P9X instructions are effective from 6th April each year and are dealt with by the End of Year process, see [END OF YEAR](#) in **CHAPTER 10 : REAL TIME INFORMATION**. If there were to be any tax code changes issued by HMRC to start NOT at the beginning of the new year the following instructions detail how you would implement them.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Global Employee changes**, followed by **Tax code changes (P9X)**.
3. The **Global Tax Code Changes** screen is now displayed as follows :-



NOTE : Ensure that all processing for paydays prior to the effective date is complete before entering the P9X instruction details.

4. In the box beside each code enter the amount by which this type of Tax codes is to be adjusted. For a decrease, use negative amounts. E.g. to adjust the code by the addition of 18, type 18. To adjust the code by the subtraction of 4 type -4.
5. Displayed on this screen are the changes to the tax codes between last year and this year. To make these changes easily just click on the button **Set the 'Adjust By' values and update employees**. The values will be copied into the fields on the left of the screen and the changes will take place.
6. Otherwise choose **Ok** to record the changes and to return to the **WinPay Maintenance menu**. (Alternatively choose **Cancel** to not record the changes).
7. A report will be printed showing a list of each employee whose tax code has been changed with the old value of his tax code and the new value.

PAYMENT TYPE CHANGES

The payment type for each employee is defined on the Payment screen in Employee Details, see [EMPLOYEE MAINTENANCE](#) on page 57.

Using the facility Payment type changes you can change all the employees of one payment type to have a different payment type.

To do this, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**, then **Global employee changes**.
2. Next select **Payment type changes**.
3. In the **From** field select the payment type from which you wish to change employees.
4. In the **To** field select the payment type to which you wish to change the employees with the payment type chosen in the **From** field.
5. You will see a warning that confirms the changes that you have asked for. If you do not wish to go ahead with the changes you must select **NO**. If you do wish to make the changes select **YES** and the changes will take place.

Please note that if you change to a payment type that requires different parameters (e.g. if you changed from payment type Cash to payment type Electronic Payments) you must now go to Employee Maintenance for each of the employees whose payment type you have changed and enter the extra parameters for this new payment type.

PAY ELEMENT VALUE CHANGES

Pay Elements are defined in Pay Element Maintenance, see [PAY ELEMENT MAINTENANCE](#) on page 81. These pay elements can be defined with a default value.

Each employee can have certain pay elements assigned to him, see [PAY ELEMENTS](#) on page 64. Each pay element may be given a value for each employee (or you can assign the default value of that pay element to the employee or no value - in which case you would enter the value at the time of Timesheet Entry).

You may wish to raise (or lower) the value of a certain pay element as assigned to a range of employees.

Note that the default value of that pay element as defined in Pay Element Maintenance will not be changed by this routine.

To raise (or lower) the value of a certain pay element as assigned to a range of employees, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**, then **Global employee changes**.
2. Next select **Pay element value changes**.
3. The following screen will be displayed :-

WP Global Pay Element Value Changes

This routine allows you to change the value on a chosen pay element for all employees who have that pay element attached to their records.

Pay Element : AA : Salary

Percentage change : 0.00
(use a -ve figure to decrease the value)

Rounding

Round to £0.01 (use Pay Element Maintenance if you want to change the number of decimal places)

Always round down

Always round up

Round to nearest (.5 will round up)

Example £1.00 becomes £1.00

Use Advanced Employee selection

OK Cancel

997:Standard Demo Data (CD)

In the **Pay Element** field select the pay element whose value you wish to change for all or a range of employees.

In the field **Percentage change** enter the percentage by which you wish to change the value of the chosen pay element. If you type a negative percentage the value will be decreased by that percentage.

In the section **Rounding** select the rules of rounding to be applied to the final value.

Below this is a field called **Example** which indicates an example of the change you have selected.

4. If you now select **OK** this change will apply to the chosen pay element as assigned to all the employees. But you may wish to only apply the changes to a selection of the employees. In this case check the box **Use Advanced Employee selection** and then select **OK**.
5. The following screen will be displayed :-

On this screen you may narrow down the selection of employees who have this pay element assigned to them and for whom you wish to change its value. You may select by Frequency, and/or select a range of employee codes, and/or by department. Then choose **Start Search**.

In the window below will appear all the employees who obey the chosen criteria. You may choose **Select All** or you can select just some of them (by clicking on the first chosen one and then depressing the Ctrl key as you select others). Then select **OK**.

6. A confirmation of what you have chosen to do will appear as follows :-

7. If this is what you wish to do, select **Yes** (else select **No**). You will be told how many employees have had the value of this pay element changed. Click on **OK**.
8. A report will be printed listing each employee whose pay element has had its value changed and showing the old value of the pay element and the new value.
9. You are returned to the **WinPay** menu.

COMPANY DETAILS MAINTENANCE

For details about maintaining the Company Details see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

PAYSLIP BOX MAINTENANCE

Data for reporting on payslips is collected in payslip boxes. These will include amounts (e.g. Basic Pay), quantities (e.g. Overtime hours), accumulators (e.g. Loan balance) as well as system boxes such as Tax, NICs, Pay to Date etc.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Parameters** and then select **Payslip boxes**.
3. The **Payslip Box** screen is now displayed. At the field **Code** use the Code Lookup facility @ to select the code of the payslip box you wish to amend. Its details will now be shown in the further fields on the screen for you to amend.
4. To define a new payslip box, enter a unique 2-character code for the new payslip box in the field **Code** and press **TAB**.
5. You may define whether for this payslip box you wish to print the value, the quantity (in which case you must define the units and the number of decimal places). Next you can define in which section of the payslip this payslip box will appear and then whether the box should be printed always, never or only when non-zero.
6. Click on the diskette icon to save the changes you have made and then choose **Exit** to return to the Parameters Menu.

[Just choosing **Exit** or viewing a different record (without clicking on the diskette icon) will also save the changes unless you have selected to be warned when changes have been made to a Payslip record, see [Confirm Changes](#) in **CHAPTER 7 : UTILITIES**. If this is so, you will be informed that the details have changed and asked if you wish to save the new details. Choose Yes if you do, else choose No to not record the changes you have been typing. You will be returned to the Parameters menu. Choosing Cancel returns you to the Payslip Box screen without saving the changes.)]

Payslip boxes necessary for pension schemes will be automatically created by WinPay when you create the pension schemes and you will be told their codes, see [PENSIONS MAINTENANCE](#) on page 91. You are recommended not to make any changes to these payslip boxes.

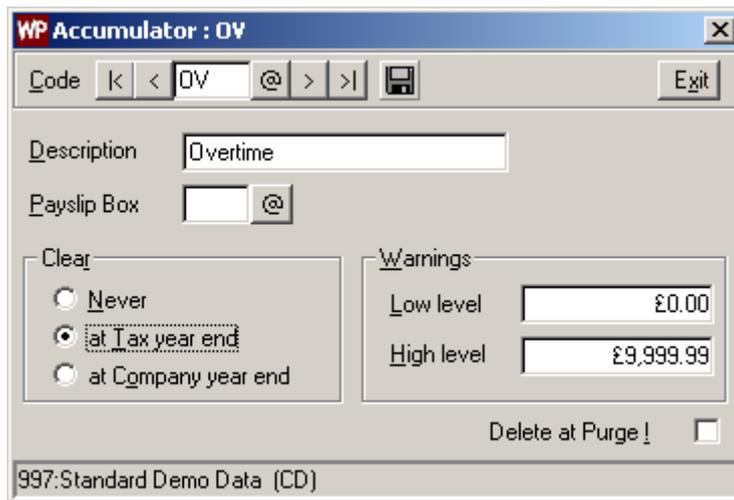
ACCUMULATOR MAINTENANCE

Accumulators are used to record the total of values from particular pay elements over a period of time on an employee's timesheet. For example, by creating pay elements for Loan and Loan repayments, it is possible to instruct the system to maintain a Loan Balance accumulator by adding to the accumulator any Loans given out and deducting from the accumulator any loan repayments made. These accumulated values can then appear on the timesheet of an employee.

Accumulators are accumulated automatically from values in the contributing pay elements on a timesheet. When payslips are processed, a warning message is displayed if any accumulator has breached its defined limits and the exception report (produced during Advance Period but can be run manually before) lists any breaches of accumulator limits.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Parameters** and then select **Accumulators**.
3. The **Accumulator** screen is now displayed as follows :-



At the field **Code** use the Code Lookup facility @ to select the code of the accumulator you wish to amend. Its details will now be shown in the further fields on the screen for you to amend.

4. To define a new accumulator, enter a unique 2-character code for the new accumulator in the field Code and press TAB.
5. You may define which payslip box is to be used for this accumulator (i.e. this allows values and/or quantities to be shown on the payslips). It is not necessary to assign an accumulator to a payslip box.

You may also define when the accumulator should be cleared, and to request warnings if the value of the accumulator falls outside an upper and lower limit. If these limits are reached or exceeded the system will warn you whilst processing payslips. You are then able to re-process the timesheet and re-print the payslip.

6. Click on the diskette icon to save the changes you have made and then choose Exit to return to the Parameters Menu.

[Just choosing Exit or viewing a different record (without clicking on the diskette icon) will also save the changes unless you have selected to be warned when changes have been made to an Accumulator record, see [Confirm Changes](#) in **CHAPTER 7 : UTILITIES**. If this is so, you will be informed that the details have changed and asked if you wish to save the new details. Choose Yes if you do, else choose No to not record the changes you have been typing. You will be returned to the Parameters menu. Choosing Cancel returns you to the Accumulator screen without saving the changes.)]

Accumulators necessary for pension schemes will be automatically created by WinPay when you create the pension schemes and you will be told their codes, see [PENSIONS MAINTENANCE](#) on page 91. You are recommended not to make any changes to these accumulators.

PAY ELEMENT MAINTENANCE

OVERVIEW OF PAY ELEMENTS

The pay element is the primary building block of the system. The information recorded on a pay element decides how the details of a timesheet are used to calculate Tax, NIC etc, what the payslip will contain and what transactions will be posted to your accounts system.

When setting up a new pay element you will have to consider the following :-

whether the pay element will be used for calculating the employee's pay and/or for job costing,

(for example if the employee is given a loan, a pay element Loan could be used to enter the details and the Loan would appear on the payslip. But the loan would not be costed to any project).

whether the pay element of type **Add** is a **Benefit in kind**,

whether the calculations require entry of quantity, pay rates or only an amount,

(for example, a pay element Travel Expenses would probably require entry of the number of miles travelled this month in the field **Quantity** and the petrol allowance per mile in the field **Rate**. In contrast a pay element of Bonus might be a fixed amount entered in the field **Amount**).

where the pay element will appear on the payslip,

(for example, pay elements of Basic Pay, PAYE and Tax to Date would appear on the payslip. In contrast if you have a pay element of Holiday Entitlement in which you keep a record of the number of days of holiday yet to be taken this year by this employee then this would probably not appear on the pay slip).

whether the pay element will be accumulated,

(for example, a pay element of Holiday Entitlement would be accumulated i.e. each time the employee takes a holiday this pay element would be updated. In contrast a pay element of a one-off Xmas Bonus would not be accumulated).

whether the pay element is included in Tax and NI calculations,

(for example, pay elements of Basic Pay and Overtime Pay would be included in Tax and NI calculations. In contrast pay elements of Holiday Entitlement or Travel Expenses would not).

whether the pay element is required in analysis reports,

(for example, if you wish to analyse the use of the private telephone lines of your home-based employees, a pay element of Telephone Expenses might be used in an analysis report).

whether (and if so how) **WinPay** links the pay element to your accounting ledger,

(for example, if you are using **WinAccs**, a pay element of Total Net Pay in which you accumulate the Net Pay of all your employees might be linked to the **WinAccs** accounting ledger via a Nominal Ledger Code).

whether (and if so how) **WinPay** links the pay element to your cost ledger,

(for example, if you have a pay element of Overtime and you wish to record the overtime hours and overtime paid for each contract, you must define the contract analysis code for overtime against this pay element).

whether (and if so how) you want the pay element to be allocated directly to a department or pro-rata'd across all departments which are selected for the pay elements on the timesheet that have **Pro Rate Control** selected.

whether this pay element will form part of the attachable earnings for each type of attachment order as defined by the Court Service.

When your pay elements are set up and in use, it is advisable to be extremely careful about changing them as you may have forgotten the one employee on the payroll still requiring the pay element with its current details. It is generally safer, and thus strongly recommended, that you create a new pay element with the new details.

Pay elements necessary for pension schemes will be automatically created by **WinPay** when you create the pension schemes and you will be told their codes, see [PENSIONS MAINTENANCE](#) on page 91. You are recommended not to make any changes to these pay elements.

SELECTING HOW TO CREATE AND AMEND PAY ELEMENTS

WinPay provides a wizard to make it easier for you to create and amend Pay Elements. At each stage you will be talked through the essential stages and given helpful advice on any choices required.

Whenever you select from the **WinPay** menu, **Maintenance**, followed by **Parameters** and then **Pay Elements** you will either get the wizard or the original classic method of creating Pay Elements depending on the mode that you selected on the previous occasion that you created a Pay Element.

If you are in classic mode and you wish to change from one mode to another then select **Switch to Wizard mode**. You will then be asked if you wish to default to always run the Pay Elements Maintenance wizard. Select **Yes** to run the Wizard now and to change to wizard mode for the default (see [USING THE PAY ELEMENT WIZARD](#) on page 86) or **No** to run the wizard this time but not to change to the wizard mode as the default.

Similarly if you are in wizard mode and you wish to change from one mode to another then select **Switch to Classic mode**. You will then be asked if you wish to default to always run the Pay Elements Maintenance in classic mode. Select **Yes** to run the classic mode now and to change to classic mode for the default (see [CLASSIC MODE OF PAY ELEMENT CREATION](#) on page 83) or **No** to run the Classic mode this time but not to change to the Classic mode as the default.

The default for whether you will be taken to the Wizard or Classic mode on entry to Pay Element Maintenance is recorded in the WinPay.ini file, see [WINPAY.INI](#) in [APPENDIX 1 : .INI FILES](#).

CLASSIC MODE OF PAY ELEMENT CREATION

To create or amend a pay element using the classic mode, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Parameters** and then select **Pay Elements**.
3. The **Pay Element** screen is now displayed. [If you decide that you wish to switch to the Wizard mode select that switch at the bottom right of the screen, see [SELECTING HOW TO CREATE AND AMEND PAY ELEMENTS](#) on page 82.]
4. At the field **Code** use the Code Lookup facility @ to select the code of the accumulator you wish to amend. Its details will now be shown in the further fields on the screen for you to amend.
5. To define a new pay element, enter a unique 2-character code for the new pay element in the field **Code** and press **TAB**.

Below the Code field is the **Name** field where you must enter a name for this Pay Element. At the bottom of the screen is the **Sequence** field in which you enter a unique code which defines the sequence of the Pay Element (e.g. if a pay element B is a percentage of another A, then it is essential to define the sequence code of B as later than that of A).

6. On the tab **General** you must select if the pay element is to be used to add or deduct on the employee's pay or whether it is only to be used for job costing. If this pay element is an Add type pay element then you must select if this is a Benefit in kind. For details about Benefits in Kind see [BENEFITS IN KIND](#) on page 65.

You will select the type of **Calculation & Default**.

If you select a type that uses a Rate (e.g. Hours) you may wish to select to how many decimal places the rate is specified. Use the field **Dec places for rate** to choose the number of decimal places. Although any calculation will use that number of decimal places, any printed result will be printed to 2 decimal places. However the rate will be printed on the payslip to the chosen number of decimal places.

If you have selected the type of **Calculation & Default** as **Amount** or **Annual Amount**, then the field **Multiply Up?** will be displayed. This is asking whether you want the amount multiplied up to cater for the number of extra periods that are being processed in a multi-period timesheet e.g. if a monthly-paid employee who usually has a monthly Salary of £1000 goes on holiday for 2 months, whether you want **WinPay** to automatically process the Salary pay element as 3 times £1000.

Multiply Up	Behaviour
yes	Multiplies the amount by the number of periods covered by the timesheet.
no	Leaves the amount unchanged regardless of the number of periods covered by the timesheet.

ask Asks the user during Timesheet Entry if they wish the amount of this pay element to be multiplied up. This is the default setting.

On the right of this screen if the pay element must be taken into consideration when calculating the Tax, check the Tax box. Similarly for NI, Pension, Bonus, X, Y and Zable.

7. On the Destination tab enter the payslip box and (optional) accumulator to which you want to post the values of this pay element. You may select to print on the payslip the rate of this element
8. The **History** tab is used if you wish to record the values and quantities of this pay element on the History/Analysis report. Enter which columns to use here.

In reports the History report shows the details for each period to date, and the Analysis report shows the details for the current period only. The report is fired up when you advance the period.

If this pay element (value and/or quantity) is required in your analysis, then this field determines how the pay element will appear in the analysis.

Enter the appropriate sign (+/-) to show whether the pay element is to be added or subtracted to a column and then enter the column number(s).

The History and Analysis reports show up to 16 columns of information (e.g. Pay packet, Basic Pay, Basic hours, Overtime, O/T hrs, Travel, Tax, NI, etc.). To select the column titles see [ANALYSIS COLUMN MAINTENANCE](#) on page 91.

9. On the **Nominals** tab enter the nominal codes to be used when posting the values of this pay element to your accounts system (or report), see [PAY ELEMENT - NOMINALS](#) on page 85. This controls how **WinPay** links to your accounts nominal ledger, if required.

For all Pay elements except type Don't Pay the value of the pay element will be posted to the nominal during the Accounts link but for a pay element of type Don't Pay you may select to NOT post the amount to the nominal.

10. On the **Departments** tab, enter whether you want this pay element to be allocated directly to a department or pro-rata'd across all departments which are selected for the pay elements on the timesheet that have Pro Rate Control selected.

This tab will only be present if you have chosen Departmental Analysis, Department Entry on the Timesheet, on the Accounts tab of Company Details, see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**. The pro-rate control indicator is common to both the Departments and Costing tabs.

11. On the **Costing** tab you define the costing options for this pay element. This tab will only be present if costing is being used.

This button will display the Costing dialog, see [PAY ELEMENT - COSTING](#) on page 85. This controls how WinPay links to your accounts contract cost ledger, if required.

12. On the **Orders** tab you will see a list of all the possible types of attachment orders for the field Locale that you chose for Company Details (see [COMPANY SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**). If this pay element is to form part of the attachable earnings for an order in the list ensure that it has a tick next to it. Whether this sort of pay is included in the attachable earnings for an order is defined by the Court Service (e.g. basic pay and overtime always form part of the attachable earnings for every order but SMP may not for some orders).

13. Click on the diskette icon to save the changes you have made and then choose **Exit** to return to the Parameters Menu. (Alternatively you may select the Undo button to ignore any changes you have just made to the Pay Element.)

[Just choosing Exit or viewing a different record (without clicking on the diskette icon) will also save the changes unless you have selected to be warned when changes have been made to a Pay Element record, see [Confirm Changes](#) in **CHAPTER 7 : UTILITIES**. If this is so, you will be informed that the details have changed and asked if you wish to save the new details. Choose Yes if you do, else choose No to not record the changes you have been typing. You will be returned to the Parameters menu. Choosing Cancel returns you to the Pay Element screen without saving the changes.)]

PAY ELEMENT - NOMINALS

Pay Element Nominals for a company with 2 character departments

The nominal codes are used for linking to your accounts system, if required. If you have selected Departmental analysis using the 2 character departments in Company Details, you will need to say whether or not the nominal accounts for this pay element are to be analysed by departments. To analyse by department check the checkbox **By Department**.

Enter the nominal account code in the field **Dr** or **Cr** as required. The pay element type (Add, Deduct or Don't Pay) decides whether you are asked for Debtor, Creditor or for both. Choose OK to return to the Pay Element screen.

Pay Element Nominals for a company with 4x4 departments

The nominal codes are used for linking to your accounts system, if required. If you have selected Departmental analysis using the 4x4 departments in Company Details, WinPay will need to know the nominal codes within WinAccs to which to post amounts concerning this pay element. The sample pay elements will automatically be linked to the sample nominals defined within WinAccs.

The pay element type (Add, Deduct or Don't Pay) decides whether you are asked for Debtor, Creditor or for both.

A default nominal code will already be set for this pay element for use when the pay element has not been allocated to any specific department or section. If you have defined any departments the nominal used for these departments will be the same as the default initially. To change the nominal code for any line click on the line under the heading Nominal. A drop down list will appear of the Nominal codes available. Select the required nominal code.

If you have defined sections within a department the nominal used for the sections within any department will initially be the same as the department in which the section is. To change the nominal code for any line click on the line under the heading Nominal. A drop down list will appear of the Nominal codes available. Select the required nominal code.

There is a Like button so that you can select that the Nominal codes for a pay element should be the same as the nominal codes used for another existing pay element which you then choose.

PAY ELEMENT - COSTING

The pay element costing parameters allow you to set this pay element to Don't Cost (e.g. Loan Repayments), to Cost Direct to specific jobs (e.g. Basic pay) or to Cost Pro-Rata (e.g. NI contributions) which will share the cost of this element pro-rata across the jobs in the period. For more details about ProRata see [COSTING PRORATA](#) on page 85.

You can define the full contract analysis code in the format nn/nn, or just the major or minor part of the contract analysis code (e.g. 02/04, 02/ or /04). This contract analysis code will be combined with the Trade contract analysis code to specify which contract analysis code to use as a default in timesheet entry see [TRADE MAINTENANCE](#) on page 87 for an example of combined Cost Analysis Codes.

The **Pro rate control** flag is set on the pay elements whose quantities (or values) are used to control the allocation of the pro-rata pay elements.

COSTING PRORATA

The purpose of the Cost ProRata method of costing a pay element is to allow the cost of this pay element to be spread over jobs worked according to the proportions that certain other Cost Direct pay elements have been allocated to jobs. Only those Cost Direct pay elements also marked ProRate Control are included in the pro rata calculations. Cost ProRata pay elements may be employee payments, employer costs (NI, pensions etc) or even 'Don't Pay' pay elements.

This method obviously relies on at least one ProRate Control pay element being specified on the timesheet. In the absence of any means of allocating the costs, they will be attributed to the 'Unallocated' Costs job as specified on the Accounts tab of Company Details, see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

However, there is a way that costs can be spread over jobs and that is by including a pay element of the Apportionment type.

Instead of using the ratio of the ProRate Control pay elements, the Apportionment pay element can be told the ratios to use for the ProRata pay elements. This can be done in Employee Maintenance by including an Apportionment pay element on the employee record (on the Pay Element tab) and then editing it by selecting the pay element and choosing Amend Job Ratios. (Please note this is quite different from editing any other pay element; the Amend Job Ratios button will *only* appear for Apportionment pay elements.) You can then add the Jobs and Ratios to a list for that employee. In addition, you can edit the Apportionment pay element while in Timesheet Entry to make 'on the fly' adjustments to the Jobs and Ratios.

When designating pay elements as ProRate Control it is important to understand the logic used in making the prorata allocations.

If all the ProRate Control pay elements in a given timesheet are quantity based, then the calculations will be based on the ratio of the quantities. It is therefore important that you do not make, say, elements based on hours and elements based on miles both ProRate Control.

If there is a mixture of quantity based and amount based ProRate Control pay elements in a given timesheet then the calculations will be based on the ratio of the monetary amounts.

If an Apportionment pay element is found then the calculations will be based solely on the Job Ratios defined therein, and any ProRate Control item will be ignored for the purposes of the pro rata calculations.

USING THE PAY ELEMENT WIZARD

To decide whether to use the wizard and how to select this mode of creating pay elements see [SELECTING HOW TO CREATE AND AMEND PAY ELEMENTS](#) on page 82.

When you have chosen to use the Pay Element Maintenance Wizard the first screen that will be displayed will be as follows :-

Pay Element Wizard

Create or amend a Pay Element

This wizard will guide you through all the steps required to create a new Pay Element or amend an existing one.

Create a new Pay Element

Amend an existing Pay Element

AD : Advance

NB. You cannot select system maintained Pay Elements using the wizard.

Switch to Classic mode...

Help Cancel < Back Next >

On this screen if you wish to Create a new Pay Element just select **Next**.

If you wish to amend an existing pay element select the code of the pay element and then select **Next**.

Now you will be led through all the decisions necessary for creating a pay element, screen by screen. These decisions are as follows:-

- Select the name of the pay element and a 2-character code for it.

- Select what type of pay element is this - Addition, Deduction or Cost only
- Select what is the basis of the calculation - e.g. hours, miles, days, amount, % of Taxable etc.
- Set the default value for the pay element
- Decide if the pay element is to be Taxable, NTable, Pensionable etc.
- Choose how many decimal places for the pay element.
- Select whether to create a payslip box for this pay element or to use an existing payslip box.
- Choose the payslip box name and a 2-character code.
- Select the print rules for the payslip box i.e. whether it is to print the value or the quantity and whether it is to be printed if it is zero etc.
- Decide whether to add or subtract the pay element to the payslip box.
- You may select to accumulate the pay element
- If you wish to accumulate the pay element, decide if you wish to create a new accumulator or to select an existing one.
- Choose the accumulator name and a 2-character code.
- Select whether to add or subtract the pay element to the accumulator.
- Select whether you want the accumulator cleared never, at Year-end or at company Year-end and what its highest and lowest values should be.
- You can now choose whether to display this accumulator on the payslip.
- If you want the accumulator displayed then you must either create a new payslip box or choose an existing one.
- Choose a name and a 2-character code for the payslip box (for the accumulator)
- Select the printing rules for this payslip box i.e. print value or quantity and whether to print when zero etc.
- [For a company with No Accounts link the creation of the pay element will finish here. You are now told that you have finished and are told what pay elements, pay slip boxes and accumulators have been created.]
- Select the Nominal Account for the pay element to be posted to.
- Select the Costing type of the pay element - Direct, Pro-rata, Don't Cost.
- Decide whether to use this pay element to control the Pro-Rate ratios.
- Select which Contract Analysis Code for the Pay element is to be added to during costing.
- Select whether this pay element is to form part of the attachable earnings for each of the possible attachment orders.
- You are now told that you have finished and are told what pay elements, pay slip boxes and accumulators have been created.
- You may Restart the Pay Element wizard or Exit.

At each stage you will be given helpful advice on the decisions to be made depending on decisions made on previous screens.

TRADE MAINTENANCE

If you have selected the Job Costing option in Company Details, then you will be asked for a trade for each employee. The trade code contains information to help the system allocate the costs for each employee to the correct contract analysis code.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Parameters** and then select **Trades**.
3. The **Trade** screen is now displayed. At the field **Code** use the Code Lookup facility @ to select the code of the trade you wish to amend. Its details will now be shown in the further fields on the screen for you to amend.
4. To define a new trade, enter a unique 2-character code for the new pay element in the field Code and press TAB.
5. Next enter the description of the trade and details of the contract analysis code for the system to use to allocate the costs for each employee in this trade.

For example, if you define trades of Plumbers, Bricklayers, and Foremen and pay elements of Basic, O/Time and Bonus. Assign contract analysis codes of 10/ , 20/ and 30/ to Plumbers, Bricklayers and Foremen respectively and contract analysis codes of /01 to Basic, /02 to O/Time and /03 to Bonus. Then when a Bricklayer gets paid a Bonus it gets costed to contract analysis code 20/03. Thus with three different trades and three different pay elements the analysis can be split over the whole matrix of combinations.

6. Click on the diskette icon to save the changes you have made and then choose **Exit** to return to the Parameters Menu.

[Just choosing Exit or viewing a different record (without clicking on the diskette icon) will also save the changes unless you have selected to be warned when changes have been made to a Trade record, see [Confirm Changes](#) in **CHAPTER 7 : UTILITIES**. If this is so, you will be informed that the details have changed and asked if you wish to save the new details. Choose Yes if you do, else choose No to not record the changes you have been typing. You will be returned to the Parameters menu. Choosing Cancel returns you to the Trade screen without saving the changes.)]

DEPARTMENT MAINTENANCE

Departments are only used if one of the two options for departmental analysis has been selected in Company Details, see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

i.e.

Departments - 2 char

see [DEPARTMENTS - 2 CHARACTER CODE](#) on page 88

Departments - 4x4

see [DEPARTMENTS - 4x4 CHARACTER CODE](#) on page 89

DEPARTMENTS - 2 CHARACTER CODE

The way that the 2 character code departmental analysis is implemented in **WinPay** is intended for use with the **WinAccs** accounts system. (Please ask your dealer for information on **WinAccs**).

If you are using a company in **WinPay** which is linked to a **WinAccs** company, then to use the departmental analyses, you must assign 1 (or 2) consecutive characters within this 8-character nominal code to contain the department (or division) code. You inform the **WinPay** system which characters (and how many) in Company Details on the Accounts screen, see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

If you use department analyses then you must structure your nominal ledger in the appropriate way to receive the journals from **WinPay**. If you have selected the department analysis option, then you will be asked for a department for each employee. The department code will be embedded in the nominal code for each department costed pay element in the position of the \$\$ or \$ in your department analysis nominal code template in Company Details. For example, you can use Department analysis to separate the Employer's NI contributions for Directors and Staff.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Parameters** and then select **Departments**.
3. The **Department** screen is now displayed. At the field **Code** use the Code Lookup facility @ to select the code of the department you wish to amend. Its details will now be shown in the further fields on the screen for you to amend.
4. To define a new department, enter a unique code for the new department in the field Code and press TAB.
5. Next enter the description of the department. Use this screen if you wish to delete the department code, in which case check **Delete at Purge!**
6. If this company is linked in Company Details on the Accounts tab to a WinAccs company then the field **Cost centre** is present. You may select the cost centre required for this department.
7. Click on the diskette icon to save the changes you have made and then choose **Exit** to return to the Parameters Menu.

[Just choosing **Exit** or viewing a different record (without clicking on the diskette icon) will also save the changes unless you have selected to be warned when changes have been made to a Department record, see [Confirm Changes](#) in **CHAPTER 7 : UTILITIES**. If this is so, you will be informed that the details have changed and asked if you wish to save the new details. Choose **Yes** if you do, else choose **No** to not record the changes you have been typing. You will be returned to the Parameters menu. Choosing **Cancel** returns you to the Department screen without saving the changes.)]

DEPARTMENTS - 4x4 CHARACTER CODE

Using the 4x4 department codes each employee may be assigned to one of the following :-

- To no particular department
- To a defined department
- To a particular defined section within a defined department.

The advantages of this facility are as follows :-

- As you input the timesheet for each employee you may, for each pay element, define for which department (and section) this pay element applies - for instance an employee in his timesheet may have 12 hours Basic Pay relevant to one department (and section) and 25 hours Basic Pay relevant to another department (and section). See [TIMESHEET ENTRY](#) in **CHAPTER 5 : PAYROLL CYCLE**.
- The department and section of an employee will be displayed on the Pre-List, see [PRE-LIST PRODUCTION](#) in **CHAPTER 5 : PAYROLL CYCLE**.
- Each pay element has a default nominal code to which amounts will be posted in WinAccs (if this WinPay company has Accounts Link selected in Company Details). Now you can select an individual nominal code for the pay element for each department and for each section within each department, see [Pay Element Nominals for a company with 4x4 departments](#) on page 85. This allows a far more detailed analysis of the pay accounts for your company.
- You may conduct enquiries using the department (and section) code, see [CONDUCTING AN ENQUIRY](#) in **CHAPTER 9 : ENQUIRY**.

To maintain the departments and sections, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Parameters** and then select **Departments**.
3. The screen headed **Departments & Sections** is now displayed.
4. To define a new department, enter a unique 4-character code for the new department in the field Code in the section headed **New Department** at the bottom of the screen and press **TAB**. Next enter the description of the department in the field **Description**.
5. Select the button **Add**. This department will now be listed in the window at the top of the screen.

6. The window at the bottom of the screen is now headed **New Section**. If you wish this department to have sections defined within it, then type the code for the section and the description of the section. If this company is linked in Company Details on the Accounts tab to a WinAccs company then the field **Cost centre** is present. You may enter the cost centre required for this section.
7. Select the button **Add**. This section will now be listed in the box at the top of the screen under its department.
8. You may continue to add sections within this department.
9. To now add another department select the button **Add Department**. The window at the bottom will now be headed Add Department and you may add another department and then the sections for that department as in points 4 - 8 above.
10. To delete any department or section highlight that line in the window at the top of the screen and select **Delete**.
11. Choose **OK** to return to the Parameters Menu. Choosing **Cancel** returns you to the Parameters Menu without saving the changes.

BANK SORT CODE MAINTENANCE

This program maintains the bank names and branch addresses for all sort codes used in the payroll for BACS and Giros etc.

1. Select **Maintenance** from the **WinPay** menu.
2. Select Parameters followed by Bank (sort codes).
3. The **Bank-Sort Codes** box is displayed.
This allows you to enter the sort codes for each bank.
4. If before you save you decide NOT to continue with the changes then select the **Reset** button and the contents of all the fields will be as they were before you started to make any changes.
5. To enter the prefix of a new bank sort code select the button **New** in the left-hand section of the screen headed **Bank prefix (first 2 digits)**. Enter the new prefix and at the field Bank name enter the bank name. Then click on the diskette  to save the changes.
6. To enter the final 4 digits of a new bank sort code first ensure that the 2 first digits are selected on the left of the screen in the section headed **Bank prefix (first 2 digits)** and then select **New** in the section **Bank sort code (final 4 digits)** on the right of the screen. Enter the final 4 digits of the bank sort code and then enter the address of this branch of that bank. Then click on the diskette to save the changes.
7. Finally select **Exit** to return to the **WinPay** menu.
8. To change the details for a bank sort code enter the first 2 digits in the left hand of the screen headed **Bank prefix (first 2 digits)** and press **TAB**. If it is the name of the bank you wish to change make the changes and select the diskette to save the changes and select **Exit** to exit. If you want to change the details about the address of the branch then enter the last 4 digits in the right of the screen headed **Bank sort code (final 4 digits)**. Then press **TAB** and amend the address details for this branch. Finally click on the diskette to save the changes and select **Exit** to exit.

This routine maintains the file of bank sort codes just for this one **WinPay** company. If you wish this file of bank sort codes to be used for another company then select the button **Copy to other companies** and select on the left of the next screen which bank sort codes you wish to copy and on the right of the screen select to which companies (either **WinAccs** or **WinPay** companies) you wish to copy those sort codes.

ANALYSIS COLUMN MAINTENANCE

The Analysis and History reports will show up to 16 columns of information relating to the pay period. This is where you select the column descriptions. The code range is 01 to 16.

The contents of each column are defined by the parameters set up on the Pay Element. See [PAY ELEMENT MAINTENANCE](#) on page 81.

The reports will be started automatically in Advance period, see [ADVANCE PERIOD](#) in **CHAPTER 5 : PAYROLL CYCLE**.

NOTE : You must modify the file **Analysis.brg** via the Report Generator to get the required headings to the columns on the reports.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select Parameters and then select Analysis Columns.
3. The **Analysis Column** screen is now displayed. At the field **Code** use the Code Lookup facility @ to select the code of the analysis column you wish to amend. Its details will now be shown in the further fields on the screen for you to amend.
4. To define a new analysis column, enter a unique code for the new analysis column in the field **Code** and press **TAB**.
5. Next enter the description of the analysis column.
6. Click on the diskette icon to save the changes you have made and then choose **Exit** to return to the Parameters Menu.

[Just choosing Exit or viewing a different record (without clicking on the diskette icon) will also save the changes unless you have selected to be warned when changes have been made to an Analysis Column record, see [Confirm Changes](#) in **CHAPTER 7 : UTILITIES**. If this is so, you will be informed that the details have changed and asked if you wish to save the new details. Choose Yes if you do, else choose No to not record the changes you have been typing. You will be returned to the Parameters menu. Choosing Cancel returns you to the Analysis Column screen without saving the changes.)]

PENSIONS MAINTENANCE

OVERVIEW OF PENSIONS

In the **WinPay** system you may define pension schemes, such as Additional Voluntary Contributions, Personal Pensions etc. For each type you may choose that the contribution by the employee and the employer is to be an amount or a percentage of (for instance) Pensionable pay. When the scheme is set up you can define a default for the contribution.

WinPay will create all the necessary pay elements, accumulators, payslip boxes for the defined pension.

If you have defined pensions which use the facility to be a percentage of (e.g.) Pensionable pay elements, you must go to **PAY ELEMENT MAINTENANCE** and for each pay element that is to be Pensionable you must mark this pay element as Pensionable, see [PAY ELEMENT MAINTENANCE](#) on page 81. For instance one pay element that you will probably want the pension contribution to be based on would be Basic Pay so you need to mark this pay element as Pensionable. Other pay elements that you might want the pension contribution to be based on might be Overtime, Holiday Pay, Bonus. But you probably would not want the Pension contribution to be based on a pay element (for instance) of one concerning travel allowance or sports club subscription.

If you want the same pension scheme to be used by some employees who would be contributing an amount and by some employees who would be contributing a percentage payment, then you need to define two separate schemes within **WinPay**.

Similarly you would need two different schemes defined if you wish one scheme to be contributed due to the payment of one selection of pay elements and the other to be contributed due to the payment of another selection of pay elements. In this case you would have to define one scheme as having the contributions dependent on (e.g.) Xable pay elements and mark the relevant pay elements as Xable in Pay Element Maintenance; and the other scheme to be dependent on Yable pay elements and mark those pay elements as Yable.

Once you have defined the pension schemes you need to select Employee Maintenance (see [EMPLOYEE MAINTENANCE](#) on page 57) and for each employee who is part of a pension scheme, you would select the Pensions tab and Add that pension scheme to the employee's details. The required pay elements and accumulators are then automatically added to the list of pay elements for this employee. At this stage the default contributions you chose when defining each pension scheme are allocated to the employee but you can select Edit to change the contribution rate from the default to a different amount of different percentage just for this employee. Pension schemes allocated to an employee can be marked as Active, Inactive or Finished. Each pension scheme allocated to an employee will probably have a unique reference.

When you select Timesheet Entry (see [TIMESHEET ENTRY](#) in **CHAPTER 5 : PAYROLL CYCLE**) you will find that all the pension pay elements (which have been automatically allocated to this employee when you selected the pension for him) will automatically appear at the top of the screen (in the same way as any other pay element that you have chosen for this employee).

When you are in the Payroll Cycle and have saved the timesheet you can print the Pensions Report to see details of each pension scheme and the amounts that each employee and the employer have contributed to the scheme this payroll cycle and over the year. When you advance the period you are given the chance to print the Pensions Report. If you have selected to use the V-Rex Report Generator then you may also select to print the Pension report by employee (i.e. for each employee it will list what pension scheme he belongs to and the contributions made to the scheme).

For details about the Automatic Enrolment Pensions see [AUTOMATIC ENROLMENT PENSIONS](#) on page 94.

DEFINING PENSION SCHEMES

To define a pension scheme in **WinPay** obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select Parameters, then Pensions.
3. The following screen headed **Pension Funds** will be displayed :-

4. At the field **Code** type a unique 2-character code for the pension scheme you wish to record on **WinPay**. Then enter the details of the scheme such as its unique scheme name, reference number and details of the company whose scheme this is.
5. On the right of the screen select which sort of pension scheme this is. The types of schemes available include :-

Contracted Out Salary Related

From the 2013 tax year Contracted Out pension schemes have been abolished. You may still view and edit the schemes but you will not be able to attach a pension of this type to any employee.

Contracted In Salary Related

Normal tax status is PAYE Tax Relief on employee contributions. Employees must not have NI code of D, E, F, G or L.

Contracted Out Money Purchase

From the 2013 tax year Contracted Out pension schemes have been abolished. You may still view and edit the schemes but you will not be able to attach a pension of this type to any employee.

Stakeholder/Contracted In Money Purchase

Normal tax status is no PAYE tax relief as relief given at source

Personal Pension / Contracted In Money Purchase

Normal tax status is no PAYE tax relief as relief given at source

Additional Voluntary Contributions

Normal tax status is PAYE Tax Relief on employee contributions

Free Standing AVC

Normal tax status is no PAYE tax relief.

Salary Sacrifice

Normal tax status is PAYE tax relief on employee contributions

Smart Pension

Normal tax status is PAYE tax relief and NI relief on employee contributions.

NOTE : WinPay has done its best to guess the tax relief status of the above pension types but the operator must check this with the pension provider and select or deselect the PAYE tax relief field in the Employee Contribution box accordingly.

6. If the company is registered for Automatic enrolment of pensions you will need to specify whether this pension qualifies as an AutoEnrolment pension scheme. If this employee is already signed up for a pension scheme that qualifies as an AutoEnrolment pension scheme then he will not be AutoEnrolled onto any other scheme by the AutoEnrolment wizard. One pension scheme must be defined as being the default AutoEnrolment pension scheme. Then the AutoEnrolment wizard will allocate this default pension scheme to any employee who has not already got a pension scheme that qualifies as an AutoEnrolment scheme (but only if certain conditions are met such as the age of the employee and the annual salary. For more details see AutoEnrolment Pensions see [AUTOMATIC ENROLMENT PENSIONS](#) on page 94.
7. In the **Employee Contribution** box below enter the default values for this scheme, such as whether the contribution to the scheme is to be a fixed sum (in which case you can enter the default fixed sum), a percentage of pay elements on the employee's timesheet (in which case you can enter the default percentage and choose what category of pay elements -such as Pensionable, Taxable, NIable etc), or None (i.e. no contribution will be made).

NOTE : The default amounts and percentages entered here can be overridden for each employee who belongs to this scheme - either in Employee Maintenance or on any of the employee's timesheet.

Similarly enter the default values for the Employer Contribution.

8. (If you wish this pension scheme to be deleted at the next Purge, tick the box **Delete at Purge**. This would be unusual once you have set up a scheme and started using it.)

9. Save the pension scheme. You will be told what Pay Elements, Accumulators and Payslip boxes that WinPay has had to create in order to administer this scheme. Select Ok and Exit

EDITING A PENSION SCHEME

To edit a pension scheme in **WinPay** obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select Parameters, then Pensions.
3. The screen headed **Pension Funds** will be displayed. Either type in the code of the pension scheme you wish to edit or use Code Lookup to select that scheme.
4. The details of the chosen scheme will be displayed. Make any changes and then Save. You will be informed about any of the pension pay elements, accumulators or payslip boxes that have had to be changed by **WinPay**. Select **Ok** and **Exit**.

AUTOMATIC ENROLMENT PENSIONS

For a company to sign up for the Automatic Enrolment Scheme of Pensions then you must register for Pension AutoEnrolment - see [Registration \(in the FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

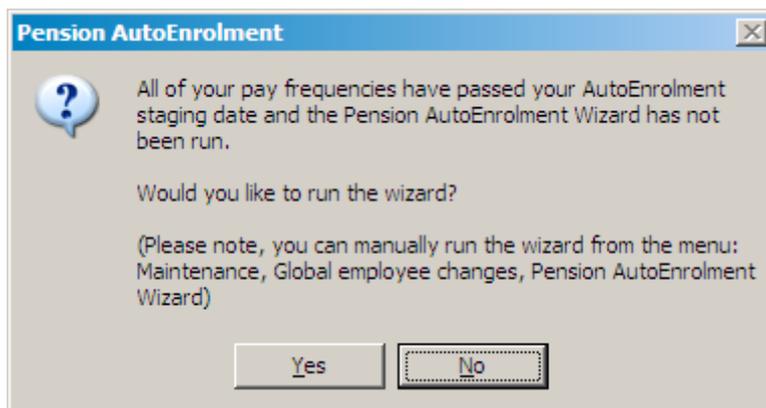
Next you must enter the Staging Date on the RTI/CMEC/AE tab of Company Details (see [RTI/CMEC/AE SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**). This staging date will have been given to you by the Pensions Regulator.

Compact has provided a wizard to help you through the stages of preparing your company for Pension AutoEnrolment.

(You may alternatively go to Maintenance, Parameters, Company Details and on the RTI/CMEC/AE tab edit the details concerning the Pension AutoEnrolment and then go to Maintenance, Parameters, Pensions and edit the pensions to enter a default AutoEnrolment pension and mark pensions as qualifying as an AutoEnrolment pension and then run the wizard from Pension automatic enrolment, Getting ready for AE, Pension AutoEnrolment Wizard).

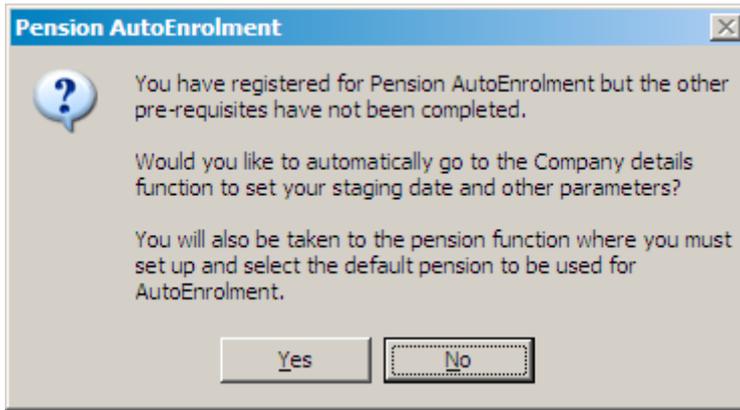
To use the wizard obey the following procedure :-

1. When you first go to Auto-generate Timesheets or to Timesheet Entry (once you have registered for Pension AutoEnrolment and entered the Staging date) you will see the following :-



Select **Yes**.

2. Now you will be told :-



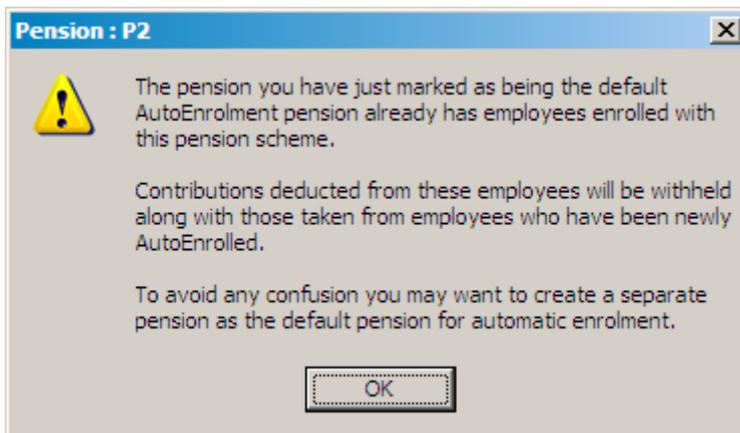
Select **Yes**.

3. This takes you to the RTI/CMEC/AE tab of Company Details. You will see that the Staging date is already present. But you may want to enter a Postponement date so that the AutoEnrolment does not begin until the date (Staging date + Postponement date).

You may also wish to enter a value in the field Waiting days. (Here you would usually enter the number 35). This field allows each employee (once he has his pension contribution taken from his pay) to have a time when he can decide not to participate in the allocated autoenrolment pension scheme and to consequently get his pension contribution refunded (and the employer contributions are also refunded). Upto the time when the waiting days are over that pension contribution that the employee has made is not sent to the pension provider. The Advance routine will produce a report to show what contributions have been withheld.

When you have filled in the required fields selected Save and Exit

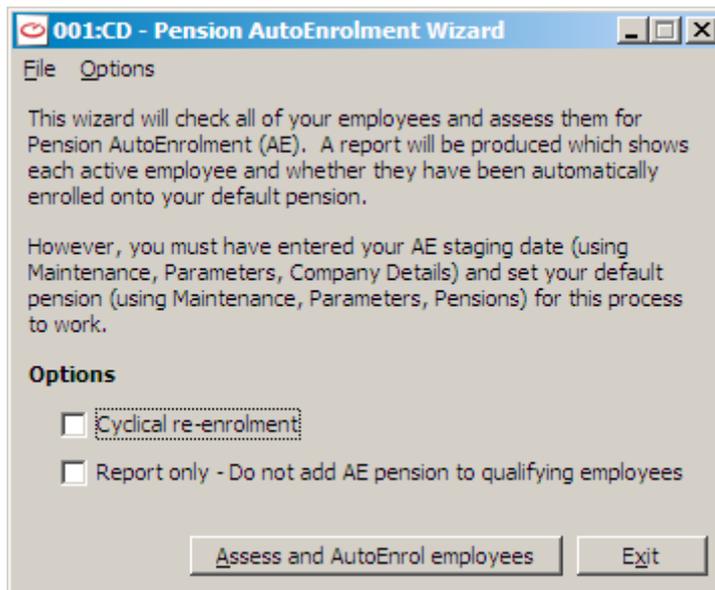
4. Then you will be taken to the Pension Maintenance screens. For each pension that you already have defined you must now select whether this pension qualifies as an AutoEnrolment pension scheme. And you **MUST** have one pension defined which can be used as the Default AutoEnrolment Pension scheme.
5. If the pension scheme you have chosen as the default AutoEnrolment Pension scheme is one you have already allocated to one or more employees then you will see the warning :-



It is advisable therefore to create a brand new pension scheme to be used as the Default Autoenrolment pension scheme.

Exit from Pension Maintenance

6. You will see the following :-



On the top tool bar of this screen is the button **Options**. This is used to specify certain options that just apply to the AutoEnrolment scheme that you have chosen in WinPay.ini under AutoEnrolment Options - see [WINPAY.INI](#) in [APPENDIX 1 : INI FILES..](#) These options are described in [OPTIONS FOR AUTOENROLMENT PENSION SCHEMES](#) on page 97.

If you wish the report to just give you information about each employee and his eligibility for the AE scheme (but not to add the AE pension to the employee's records yet) then select the field **Report only - Do not add AE pension to qualifying employees**.

Select **Assess and AutoEnrol employees**.

For the NEST pension scheme and for The People's Pension scheme if you have not already entered the options necessary for the scheme then the screen on which you need to enter the options is displayed. Enter the required parameters – see [OPTIONS FOR AUTOENROLMENT PENSION SCHEMES](#) on page 97.

This wizard looks at each employee and sees whether he is already enrolled onto a qualifying pension scheme (in which case this employee will not be AutoEnrolled)

Then for the other employees the wizard checks if the employee's age is appropriate for the scheme and whether he has sufficient annual earnings.

If appropriate the wizard enrolls him onto the default AutoEnrolment Pension schemes and will add all the necessary pay elements concerning the pension to this employee's record.

If the employee has an **Opt out date** defined in Employee Maintenance on the Pension tab (see [PENSIONS FOR EMPLOYEES](#) on page 72), and this date is not 3 years in the past then the employee will not be auto-enrolled. But if the **Opt out date** is three years in the past then the employee will be automatically enrolled onto the AE pension. If you wish to re-enrol employees after 1 year of the **Opt out date** then select the field **Cyclical enrolment**.

Finally the wizard outputs a tsv (tab separated version) report showing what the results of running the wizard have made to each employee and whether he has been AutoEnrolled onto the default pension scheme. This report is stored in the TSV folder under the company's data folder.

Friends Life, NEST and Standard Life schemes also display a csv (comma separated file) which will be stored in the CSV folder under the company's data folder. This file shows the details specific to the chosen pension scheme.

Select **Exit**

- Now when you go to Maintenance, Employee Maintenance you will see new pension pay elements have been added on the Pensions tab to any employee that has been AutoEnrolled and when you next go to Timesheet entry you will see those pension pay elements in place..

If you do not know the NEST data then enter EMP987654321 in **NEST Employer ID** and any text in the **Group** and **Payment Source** fields and correct them later when you do know the correct values using **Export Pension Contributions** – see [EXPORTING PENSION CONTRIBUTIONS](#) on page 106.

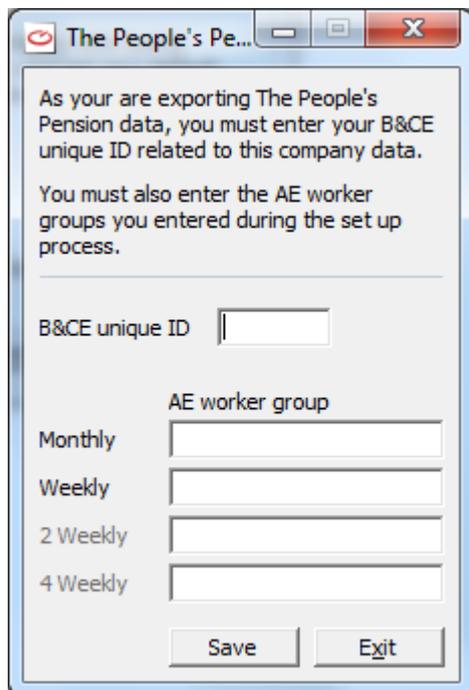
Then select **Save** and **Exit**

If you do not enter the options during the wizard you may encounter the screen in other places such as during Timesheet entry, Advance Period or Export Pension Contributions.

OPTIONS FOR THE PEOPLE'S PENSION

If you have selected The People's Pension output in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**) for the **AutoEnrolment Options** then this will require options specific to The People's Pension. These can be accessed by going to **Pension automatic enrolment**, followed by **Getting ready for AE** and then **Pension AutoEnrolment Wizard**, The **Options** button is on the top tool bar. Select that and then via The People's Pension select **Change B&CE Unique ID and AE worker groups**.

The following screen will be displayed :-



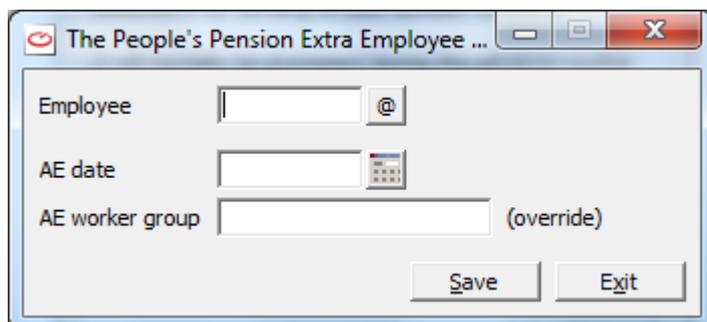
Enter your B&CE unique ID related to this company data.

You must also enter the AE worker groups you entered during the set up process.

Then select **Save** and **Exit**.

Next using the **Options** button via The People's Pension select **Set employee details**.

The following screen will be displayed :-



Here for each employee select the employee's code and then in the field **AE date** enter the date that this employee was enrolled onto the AutoEnrolment pension scheme. You may enter the **AE worker group** to be used for just this

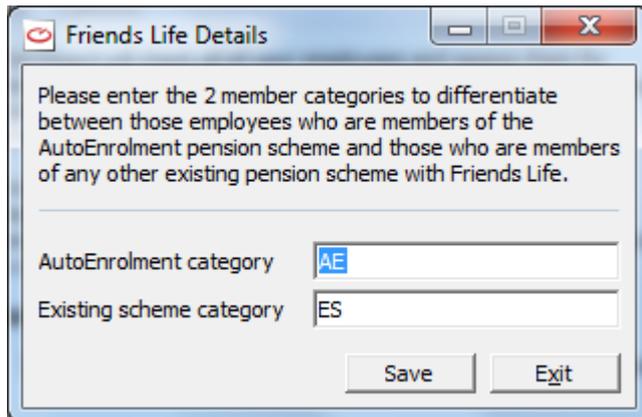
employee which will override the AE worker group defined for the People's Pension. The use of this last field is not mandatory. Then select **Save**.

When you have entered the data for each employee select **Exit**.

OPTIONS FOR FRIENDS LIFE

If you have selected Friends Life output in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**) for the **AutoEnrolment Options** then this will require options specific to Friends Life. These can be accessed by going to **Pension automatic enrolment**, followed by **Getting ready for AE** and then Pension **AutoEnrolment Wizard**, The Options button is on the top tool bar. Select that and via Friends Life select **Change member categories**.

The following screen will be displayed :-



You may enter the 2 member categories to differentiate between those employees who are members of the AutoEnrolment pension scheme and those who are members of any other existing pension scheme with Friends Life.

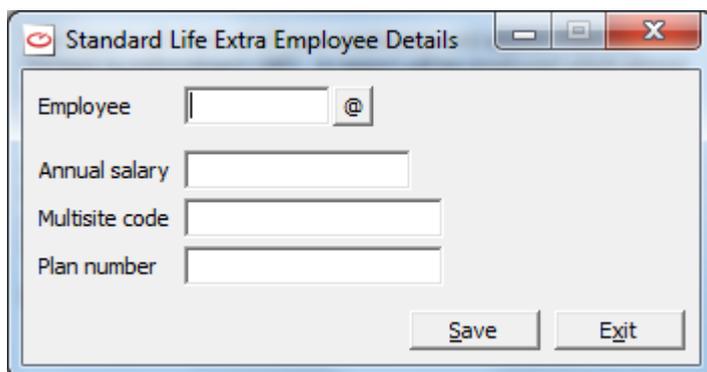
The default values are AE for the AutoEnrolment category and ES for the Existing scheme category.

Select **Save** and then select **Exit**.

OPTIONS FOR STANDARD LIFE

If you have selected Standard Life output in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**) for the **AutoEnrolment Options** then this will require options specific to Standard Life. These can be accessed by going to **Pension automatic enrolment**, followed by **Getting ready for AE** and then Pension **AutoEnrolment Wizard**, The **Options** button is on the top tool bar. Select that and then from Standard Life select **Set extra employee details**.

The following screen will be displayed :-



At the field **Employee** select the employee code. Then at the field **Annual salary** enter his annual salary.

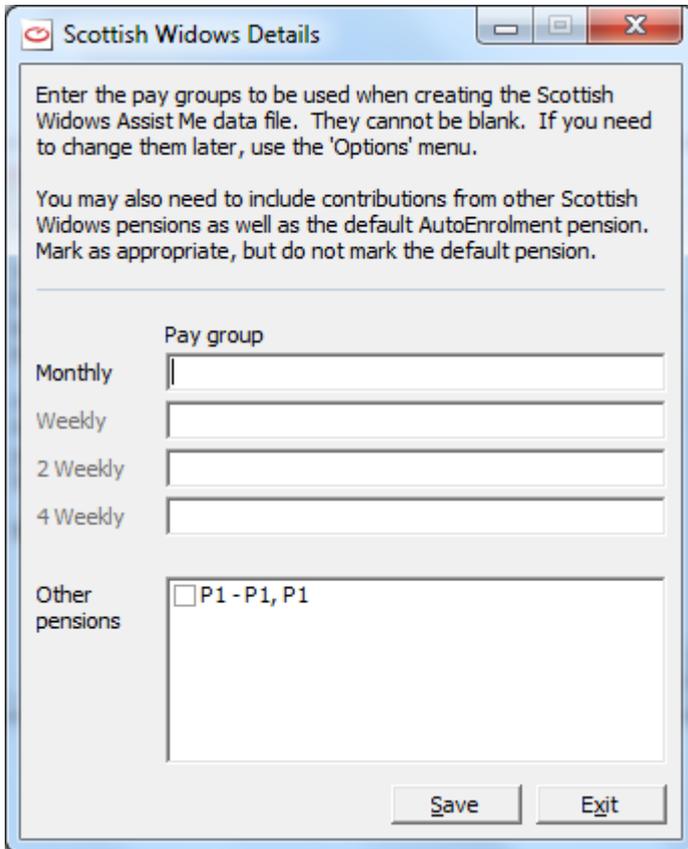
At the field **Multisite code** enter the Multisite code and at the field **Plan number** enter the plan number. Select **Save**.

When you have entered the details for all the employees select **Exit**.

OPTIONS FOR SCOTTISH WIDOWS

If you have selected Scottish Widows output in WinPay.ini (see [WINPAY.INI](#) in [APPENDIX 1 : .INI FILES](#)) for the **AutoEnrolment Options** then this will require options specific to Scottish Widows. These can be accessed by going to **Pension automatic enrolment**, followed by **Getting ready for AE** and then Pension **AutoEnrolment Wizard**, The Options button is on the top tool bar. Select that and via Scottish Widows select **Change pay group and other pensions**.

The following screen will be displayed :-

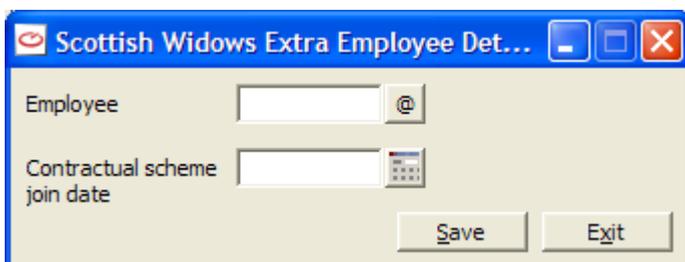


Enter the pay groups to be used when creating the Scottish Widows Assist Me data file. They cannot be blank. If you need to change them later, use the Options menu.

You may also need to include contributions from other Scottish Widows pensions as well as the default AutoEnrolment pension. Mark these as appropriate.

Then select **Save** and **Exit**.

Now from the **Options** menu select **Set extra employee details**. The following screen will be displayed :-



For each Employee select the code at the field **Employee** and then in the field **Contractual scheme join date** enter the relevant date for this employee.

Select **Save**.

Do this for all the employees and then select **Exit**.

OPTIONS FOR BLUESKY

If you have selected BlueSky output in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**) for the **AutoEnrolment Options** then this will require options specific to BlueSky. These can be accessed by going to **Pension automatic enrolment**, followed by **Getting ready for AE** and then Pension **AutoEnrolment Wizard**, The Options button is on the top tool bar. Select that and then via BlueSky select **Set BlueSky trust code and employer code**..

The following screen will be displayed :-



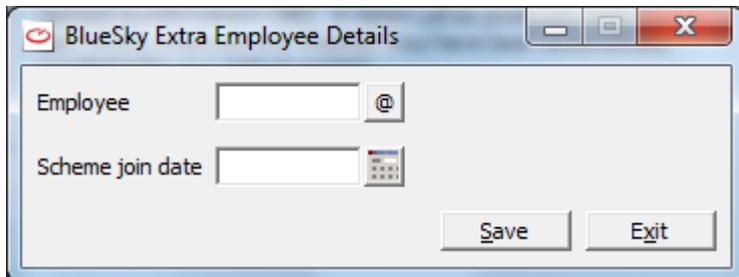
Enter the Trust code for this employer for the BlueSky scheme and enter the Employer code.

Then select **Save** and **Exit**

If you do not enter the options during the wizard you may encounter the screen in other places such as during **Timesheet entry**, **Advance Period** or **Export Pension Contributions**.

Next from the **Options** button on the top tool bar, via BlueSky select **Set extra employee details**..

The following screen will be displayed :-



Select the required Employee. The Scheme join date will be set by **WinPay** when this employee first joins the scheme.

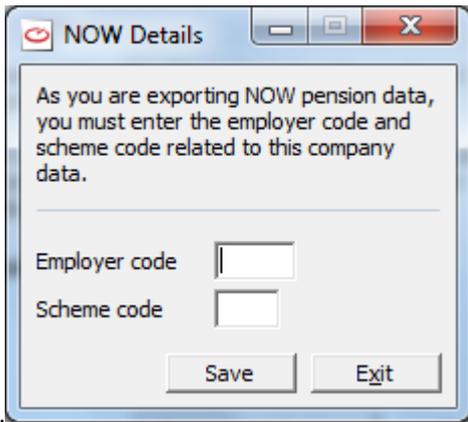
Save and **Exit**.

If you wish to allocate a pay element as an AVC code then when you set up the AVC pension (see [DEFINING PENSION SCHEMES](#) on page 92) you will be told the pay element that has been set up for this pension scheme for the employee contribution. Now log in as BOSS and select from the **Settings** on the top tool bar, **System wide WinPay settings (WinPay.ini)**. Then select **AutoEnrolment Options**. On the next screen select **Pay element for AVCs**. At the foot of the screen, in the field **Value:** enter the pay element that has been set up for this pension scheme for the employee contribution. Select **Apply**, **Save** and then **Exit**. Now when you output pension contributions you will see a spreadsheet showing the contributions.

OPTIONS FOR THE NOW PENSION SCHEME

If you have selected NOW output in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : INI FILES**) for the **AutoEnrolment Options** then this will require options specific to NOW. These can be accessed by going to **Pension automatic enrolment**, followed by **Getting ready for AE** and then Pension **AutoEnrolment Wizard**, The Options button is on the top tool bar. Select that and then via NOW select **Set NOW employer code and scheme code**..

The following screen will be displayed :-



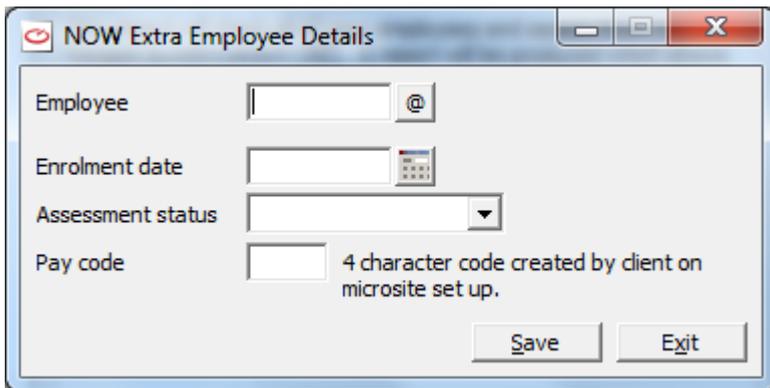
Enter the code for this employer for the NOW : Pension scheme and enter the Scheme code.

Then select **Save** and **Exit**

If you do not enter the options during the wizard you may encounter the screen in other places such as during **Timesheet entry**, **Advance Period** or **Export Pension Contributions**.

Next from the **Options** button on the top tool bar, via NOW select **Set extra employee details**.

The following screen will be displayed :-



Select the required Employee. The **Enrolment date** and the **Assessment status** will be set by **WinPay** after the employee is first enrolled onto the Automatic Pension.

Then enter the **Pay code** for this employee

Save and **Exit**.

OPTIONS FOR THE WORKERS PENSION TRUST PENSION SCHEME

If you have selected Workers Pension Trust output in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : INI FILES**) for the **AutoEnrolment Options** then this will require options specific to the Workers Pension Trust. These can be accessed by going to **Pension automatic enrolment**, followed by **Getting ready for AE** and then Pension **AutoEnrolment Wizard**, The Options button is on the top tool bar. Select that and then via **Workers Pension Trust** select **Extra employee details**.

The following screen will be displayed :-

Workers Pension Trust Extra Employee Detai...

The Workers Pension Trust scheme insists that the address is separated into specific fields before being transmitted. You must populate the fields below using the WinPay address shown as needed (copy and paste). Please note there is no need for county (West Yorkshire, Sussex etc) to be entered.

Employee @

WinPay address

Workers Pension Trust address

House No or name

Address lines

Town

Postcode

Country

Save Exit

At the field **Employee** select the code of the employee whose details you wish to enter. A screen similar to the following will be displayed :-

Workers Pension Trust Extra Employee Detai...

The Workers Pension Trust scheme insists that the address is separated into specific fields before being transmitted. You must populate the fields below using the WinPay address shown as needed (copy and paste). Please note there is no need for county (West Yorkshire, Sussex etc) to be entered.

Employee @ Alan Amonthly

WinPay address

Workers Pension Trust address Not entered yet

House No or name

Address lines

Town

Postcode

Country

The WinPay address (taken from Maintenance, Employee maintenance) is displayed by the heading **WinPay address**.

Under the heading **Workers Pension Trust Address** will be repeated the WinPay address. BUT the Workers Pension Trust address requires the house name or number in the field **House No or name**, and it requires the name of the town in the field **Town**. Fill in these details and the form will look like this :-

Now select **Save**.

Repeat this for all the employees who will use the Automatic Enrolment Pension scheme.

WITHHOLDING AND RELEASING AUTOENROLLED PENSION PAYMENTS

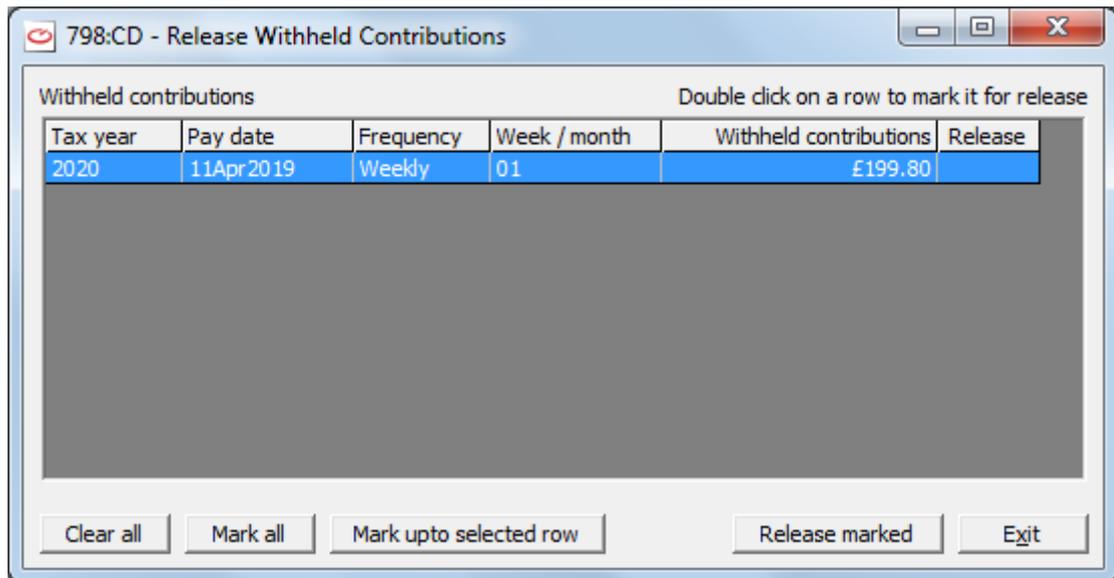
When an employee is first enrolled onto the Automatic Enrolment Pension scheme his timesheet will show the pension payments that have been taken off him. But if you have defined in Company Details on the RTI/CMEC/AE tab that there are Waiting days, then that payment is not sent to the pension provider straight away. This is because the employee has the right to change his mind within the period from the taking of this first pension payment for a period until the Waiting days have passed.

If the employee does change his mind, then you must go to Employee Maintenance, and on the Pension tab select the autoenrolled pension and edit it such that its Status is set as Stopped or Finished, enter the Stop date and then fill in the field Opt out date. Then in his next timesheet you will see that the pension payment that was made previously has been refunded (and the employer contributions are also refunded). No more automatic pension payments will be made at present. But 3 years from the Opt out date or if you delete the Opt out date and enter an Opt in date, then when you come to this employee's timesheet entry then WinPay will decide if he obeys the autoenrolment criteria for autoenrolment (e.g. age and annual salary) and will autoenrol this employee again.

At the Advance of each period you will be shown the Pension record and which pension have been withheld.

At any stage you can ask to release the withheld payment which will give you a record of which payments now should be released to the pension provider, as follows :-

1. From the **WinPay** menu select **Pension automatic enrolment**, followed by **Release pension contributions**. A screen similar to the following will be displayed :-



2. Double click on any line for which you wish the Withheld contributions to be released. The letter Y will appear in the column headed **Release**. You may at any time select **Mark all** to mark all the rows, **Clear all** to clear all rows, or **Mark upto selected row**.
3. Then select the button **Release marked**.
4. This will produce a report headed **Release Pension Contributions** which will inform you which pension contributions to pay to the pension provider.
5. Finally select **Exit**.

OPTING IN AND OPTING OUT OF AN AUTOENROLLED PENSION

After an employee has been enrolled with an AutoEnrolled pension he may decide to Opt out- either temporarily or permanently. On the Pension tab of the Employee details you should edit the autoenrolled pension to set its Status as Stopped (for a temporary stoppage) or Finished (for a permanent end to the pension) and enter the Stop date. Also enter the date on the Opt out date field. In subsequent timesheets the pension payment will not be deducted. Please note that unless this is within the Waiting days period (see [WITHHOLDING AND RELEASING AUTOENROLLED PENSION PAYMENTS](#) on page 105) the employee cannot get any pension payment previously paid refunded (nor can the employer contributions be refunded).

When the timesheet is to be produced 3 years after the Opt out date then the employee will be re-assessed for eligibility to the Automatic Enrolment process and will if he fits the criteria (e.g. for age and annual salary) have a new automatic pension allocated to his records.

If you wish to reassess your employees for the autoenrolment pension scheme after only 1 year after the **Opt out date** then you can use the **Pension Autoenrolment Wizard** and select the field **Cyclical re-enrolment** - see details of the wizard in [AUTOMATIC ENROLMENT PENSIONS](#) on page 94.

If the employee then decides to continue with the autoenrolled pension, edit the status of pension to say Active,, take out the Stop date and enter a Start date . Delete the Opt out date and enter an Opt in date.

If the employee chooses to leave the AE pension after the latest possible opt out date you cannot enter an opt out date nor should a refund be given as the employee will have to communicate with the pension company and they will have their own rules for a person leaving the scheme.

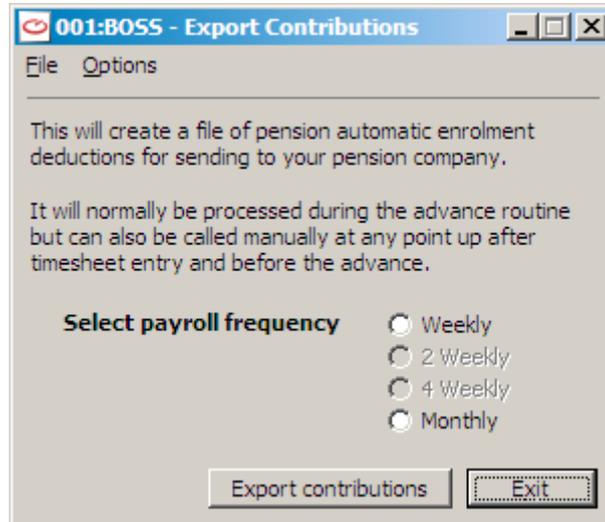
EXPORTING PENSION CONTRIBUTIONS

The creation of a file of pension automatic enrolment deductions for sending to your pension company will normally be processed during the advance routine but can also be produced manually at any point after timesheet entry and before the advance by obeying the following :-

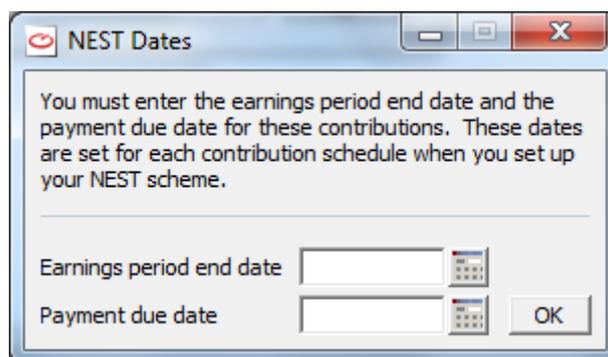
1. To use this facility you must first have logged in as BOSS and selected **System wide WinPay settings** and under **AutoEnrolment Options** selected a type of output file, see [WINPAY.INI](#) in

APPENDIX 1 : INI FILES. This controls the output format of the data file produced when employees are automatically enrolled.

2. Then from the **WinPay** menu, select **Pension automatic enrolment**, followed by **Export pension contributions**.
3. The window headed **Export Contributions** will be displayed as follows :-



4. On the tool bar at top is the button **Options** which you should use to set the options specific to the type of AutoEnrolment pension you have selected in WinPay.ini - see - **WINPAY.INI** in **APPENDIX 1 : INI FILES**). For details about these options see [OPTIONS FOR AUTOENROLMENT PENSION SCHEMES](#) on page 97.
5. When you have set the Options for the sort of autoenrolment pension you have chosen then select for which frequency you wish to export the contributions. Next select the button **Export Contributions**. You will be warned if there are timesheets entered which have not been processed with a pre-list or had payslips produced. You should not attempt to Export Contributions until one of these processes has taken place.
6. If you have selected **Output Scottish Widows compatible data** in the **WinPay.ini** settings for the **AutoEnrolment Options** then it is mandatory for you to complete the Options and that screen is automatically displayed here if you have not already set them.
7. If you have selected in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : INI FILES**) for the **AutoEnrolment Options** to have NEST output then you will then see the following screen :-



on which you must enter the **Earnings period end date** and the **Payment due date** for these contributions. Payment due dates are set for each contribution schedule when you set up your NEST scheme. Select OK.

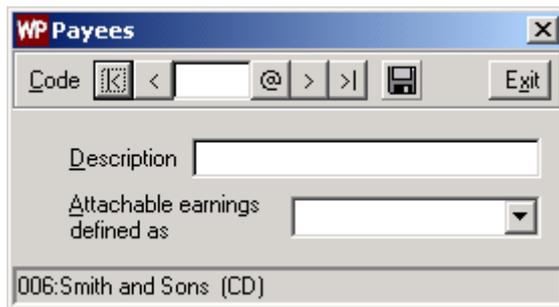
8. The report produced tells the pension provider what pension contributions have been deducted from the pay of the employees. .
9. Select **Exit**.

ORDER PAYEES MAINTENANCE

Order Payees are those organisations to which the employee has to send the payments with respect to the Orders that some of his employees may have imposed on them - for instance Attachment of Earnings, Child Support payments etc. and which have been deducted from that employee's pay in the payroll.

To define an Order Payee obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select Parameters, and then Order Payees.
3. The screen headed **Payees** will be displayed as follows :-



4. At the field **Code** enter a 2-character code for this Order Payee. In the field **Description** enter a description for the Order payee, for example Oxford Crown Court. In the field **Attachable earnings** defined as select whether the payment is to be made on Total pay, Taxable, NIable, Pensionable, Bonusable, Xable, Yable or Zable.
5. Save and Exit.

TABLE MAINTENANCE

OVERVIEW OF TABLE MAINTENANCE

WinPay uses tables to maintain the information used for calculation of Tax, National Insurance, SSP, SMP, SAP, SPP, ShPP, SLR etc. These tables are kept upto date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

The tables maintained are :-

Tax tables

see [TAX TABLE MAINTENANCE](#) on page 109

Tax tables (Scottish)

see [TAX TABLE MAINTENANCE \(SCOTTISH\)](#) on page 109

Tax tables (Welsh – Cymru)

see [TAX TABLE MAINTENANCE \(WELSH - CYMRU\)](#) on page 109

NI tables

see [NI TABLE MAINTENANCE](#) on page 110

Statutory tables

see [STATUTORY TABLES MAINTENANCE](#) on page 110 .

Attachment Order tables

see [ATTACHMENT ORDER TABLE MAINTENANCE](#) on page 115

AMAP tables

see [AMAP TABLE MAINTENANCE](#) on page 116

Automatic enrolment table

see [AUTOMATIC ENROLMENT TABLE MAINTENANCE](#) on page 116

TAX TABLE MAINTENANCE

The Tax tables are kept up to date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

If for any reason you wish to change the tax tables yourself you would have to obtain the changes from a Tax Amendment Notice before any changes are required and you would have to enter all the fields as shown thereon. (As the applicable dates are on the notice, you do not have to wait until the tables actually change). If you enter your own figures, you will not be able to enter the correct check field value which ensures that you have made the correct entries.

The Tax Tables include the tax rates for subcontractors.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Table Maintenance** and then select **Tax**.
3. The **PAYE Amendment Notice** screen is now displayed.

Enter the figures for the PAYE amendment as from the Tax Amendment notice you have received. Also enter the check number for these amendments.

The values for the fields on the screen for other effective date ranges may be viewed by clicking on the < > on the heading for the Date Range dialog box.

4. Choose the **Apply** button to update the files with the changes before you choose the **Test** button.
5. Choose the **Test** button for the **Test PAYE Calculations** dialog box. On this screen you enter the pay frequency and tax code and details about pay and tax for a test case. Also enter the pay for this pay period.

Choose the Calculate tax button. The tax this pay period will be calculated and displayed. Check that the tax calculated is correct for this test case. If not, check the figures that you have input and repeat the process. If an incorrect result is still obtained contact Compact Support

6. Finally choose **Ok**.

TAX TABLE MAINTENANCE (SCOTTISH)

To see the Scottish Tax tables, from the **WinPay** menu select **Maintenance**, then **Table Maintenance** followed by **Tax (Scottish)**. For details about keeping the Scottish Tax Tables up-to-date see [TAX TABLE MAINTENANCE](#) on page 109

TAX TABLE MAINTENANCE (WELSH - CYMRU)

To see the Welsh (Cymru) Tax tables, from the **WinPay** menu select **Maintenance**, then **Table Maintenance** followed by **Tax (Welsh - Cymru)**. For details about keeping the Welsh Tax Tables up-to-date see [TAX TABLE MAINTENANCE](#) on page 109

NI TABLE MAINTENANCE

The NI tables are kept up to date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

If for any reason you wish to change the NI tables yourself you would have to obtain the changes from a NI Amendment Notice before any changes are required and you would have to enter all the fields as shown thereon. (As the applicable dates are on the notice, you do not have to wait until the tables actually change). If you enter your own figures, you will not be able to enter the correct check field value which ensures that you have made the correct entries.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Table Maintenance** and then select **NI**.
3. The **NI Table Maintenance** screen is now displayed.

First enter the effective dates of the changes as from the NI Amendment notice you have received and the check number for these amendments.

From the NI Amendment Notice you have been sent, enter the figures for the new NI rates.

The values for the fields on the screen for other effective date ranges may be viewed by clicking on the < > on the heading for the Date Range dialog box. Click on < to see the previous record and the values for all the fields on this screen for that date range. Click on > to see the next record and the values for all the fields on this screen for that date range.

4. Choose the **Apply** button to update the files with the changes before you choose the **Test** button.
5. Choose the **Test** button for the **Test NI Calculations** dialog box. On this screen you enter test data and ask the program to calculate the NI. Then check that the NI calculated to be paid is correct.

To do this, enter the pay frequency, NI letter, details about pay and NI previously in this year and for this pay period and any rebate of NI. NOTE : Previous details are only required for directors.

Choose the Calculate NI button. The values for NI for this pay period will be calculated and displayed. A summary showing the period's payment, the employee's NI and the employer's NI and the total of these two amounts will be displayed on the right of the screen under the heading Summary.

Check that the NI calculated is correct for this test case. If not, check the figures that you have input and repeat the process. If an incorrect result is still obtained contact Compact Support.

6. Finally choose **Ok**.

STATUTORY TABLES MAINTENANCE

The Statutory tables are kept up to date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

If for any reason you wish to change the statutory tables yourself you would have to obtain the changes from HMRC before any changes are required and you would have to enter all the fields as shown thereon. (As the applicable dates are on the notice, you do not have to wait until the tables actually change). If you enter your own figures, you will not be able to enter the correct check field value which ensures that you have made the correct entries.

The Statutory tables show the rates for :-

- SSP (Statutory Sick Pay),
- SMP (Statutory Maternity Pay)

- SAP (Statutory Adoption Pay)
- SPP (Statutory Paternity Pay)
- ShPP (Shared Parental Pay)
- Student Loan (Student Loan Repayment) which includes Postgraduate Student Loan.
- NMW (National Minimum Wage)

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Table Maintenance** and then select **Statutory Tables**.
3. The **SSP/SMP/SAP/SPP/ShPP/Student Loan/NMW Tables Amendment Notice** screen is now displayed.
Select the tab for the table that you wish to amend e.g. SSP.
4. Enter the effective dates of the changes. These details are taken from the amendment notice you have received. Also enter the check number for these amendments.
Fill in the required fields in accordance with the amendment notice from HMRC.
For further details about data entry :-
For SSP see [_d2h_bmk_Ref35256197_1633](#) on page 108
For SMP/SAP/SPP/ShPP see [SMP Table Amendment](#) on page 112
For Student Loan see [Student Loan Table Amendment](#) on page 113
For NMW see [NMW Table Amendment](#) on page 114.
The values for the fields on the screen for other effective date ranges may be viewed by clicking on the < > on the heading for the Date Range dialog box.
5. Finally choose **Ok**.

SSP Table Amendment

When you select the tab **SSP** on the **Statutory Tables Amendment Notice** the following screen headed **Statutory Sick Pay** will be displayed :-

Statutory Tables Amendment Notice

SSP | SMP | SAP | SPP | ShPP | Student Loan | NMW

Statutory Sick Pay

Maximum SSP liability (weeks)

No of SSP bands

Band	From	To	Rate
0.	£0.00	£117.99	£0.00
1.	£118.00	onwards	£94.25

Date range (ABS*)

From

To

Check

001:Joe the Bakers (CD)

OK

Cancel

Fill in the required fields in accordance with the notice from HMRC and then select **Ok**. These show the bands for SSP payments.

SMP Table Amendment

When you select the tab **SMP** on the **Statutory Tables Amendment Notice** the following screen headed **Statutory Maternity Pay** will be displayed :-

The names of the fields on the SAP and SPP and ShPP screens are identical (except that for ShPP the text 'Keep in touch' days allowed is replaced with 'SPL in touch' days allowed).

Fill in the required fields in accordance with the notice from HMRC and then select **Ok**. These show the details which govern SMP payments and the details of SMP Recovery.

SAP Table Amendment

When you select the tab **SAP** on the **Statutory Tables Amendment Notice** a screen headed **Statutory Adoption Pay** will be displayed. The names of the fields on this screen are identical to the screen displayed when you select the tab SMP. Enter the data in accordance with the SAP notice from HMRC and then select **Ok**.

see [SMP Table Amendment](#) on page 112.

SPP Table Amendment

When you select the tab **SPP** on the **Statutory Tables Amendment Notice** a screen headed **Statutory Paternity Pay** will be displayed. The names of the fields on this screen are identical to the screen displayed when you select the tab SMP. Enter the data in accordance with the SPP notice from HMRC and then select **Ok**.

see [SMP Table Amendment](#) on page 112.

ShPP Table Amendment

When you select the tab **ShPP** on the **Statutory Tables Amendment Notice** a screen headed **Shared Parental Pay** will be displayed. The names of the fields on this screen are identical to the screen displayed when you select the tab SMP (except that the field 'Keep in touch' days allowed is now called 'SPL in touch' days allowed. Enter the data in accordance with the ShPP notice from HMRC and then select **Ok**.

see [SMP Table Amendment](#) on page 112.

Student Loan Table Amendment

When you select the tab **Student Loan** on the **Statutory Tables Amendment Notice** a screen headed **Student Loan and Postgraduate Loan** will be displayed as follows:-

Statutory Tables Amendment Notice

SSP | SMP | SAP | SPP | ShPP | Student Loan | NMW

Student Loan and Postgraduate Loan

Income contingent recovery plan 1

Threshold

Rate

Income contingent recovery plan 2

Threshold

Rate

Postgraduate loan

Threshold

Rate

Date range (ABS*)

From

To

Check

799:Standard Demo Data (copy) (copy) (CD)

Fill in the required fields in accordance with the Student Loan and Postgraduate Loan notice you have received and then select **Ok**. These show the threshold for Student Loan repayments and the rate for repayments.

NMW Table Amendment

When you select the tab NMW on the Statutory Tables Amendment Notice a screen headed **National Minimum Wage** will be displayed as follows:-

Statutory Tables Amendment Notice

SSP | SMP | SAP | SPP | ShPP | Student Loan | **NMW**

National Minimum Wage

No of NMW bands:

Band	From	To	Rate
0.	0	15	£0.00
1.	16	17	£4.35
2.	18	20	£6.15
3.	21	24	£7.70
4.	25	and older	£8.21

Date range (ABS*) < >

From:

To:

Check:

001:Joe the Bakers (CD)

Fill in the required fields in accordance with the National Minimum Wage notice you have received and then select **Ok**. These show the threshold for the National Minimum Wage for each age range.

ATTACHMENT ORDER TABLE MAINTENANCE

The attachment order tables record the rates to be used for such things as Community Charge, Council Tax, Arrestments.

These tables are kept up to date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

If for any reason you wish to change the attachment order tables yourself you would have to obtain the changes before any changes are required and you would have to enter all the fields as shown thereon. (As the applicable dates are on the notice, you do not have to wait until the tables actually change). If you enter your own figures, you will not be able to enter the correct check field value which ensures that you have made the correct entries.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select Table Maintenance and then select Attachment Order.
3. The **Attachment Order Tables** screen is now displayed.

Select the type of table and for that type of table enter the values for the Weekly and Monthly deductions. Enter the effective dates of the changes. These changes are taken from the Attachment Order Amendment notice you have received. Also enter the check number for these amendments.

The values for the fields on the screen for other effective date ranges may be viewed by clicking on the < > on the heading for the Date Range dialog box.

4. Finally the **Apply** button to update the files with the changes.
5. Finally select **Ok**.

For each type of attachment order there are rules issued by the Court Service for what sort of pay elements have to be considered as the attachable earnings for that order. For instance basic pay and overtime are always part of the attachable earnings but SMP is not part of the attachable earnings for all orders. For each order you may select the button **Define Attachable Earnings** and see which pay elements are to be considered for the attachable earnings for this order. **WinPay** has already defined all the system pay elements and sample elements but if you have introduced a new pay element (for instance a new overtime rate) you would have to decide whether this contributed to the attachable earnings for this order.

In the list of pay elements displayed when you select **Define Attachable Earnings** the ones with a star next to them cannot be changed. For any of the others put a tick if you consider they should be part of the attachable earnings for this order and then select **OK**.

AMAP TABLE MAINTENANCE

The AMAP tables record the rates to be used for the Approved Mileage Allowance Payments, that is the payments to be made to the employee for his use of a car, van, motor cycle or bicycle and for carrying passengers.

The AMAP tables are kept upto date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

If for any reason you wish to change the AMAP tables yourself you would have to obtain the changes from the HM Revenue & Customs before any changes are required and you would have to enter all the fields as shown thereon. (As the applicable dates are on the notice, you do not have to wait until the tables actually change). If you enter your own figures, you will not be able to enter the correct check field value which ensures that you have made the correct entries.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Table Maintenance** and then select **AMAP**.
3. The **AMAP Table Amendments** screen is now displayed.

Enter the effective dates of the changes. These changes are taken from the Approved Mileage Allowance Amendment notice you have received. Also enter the check number for these amendments.

The values for the fields on the screen for other effective date ranges may be viewed by clicking on the < > on the heading for the Date Range dialog box.

4. Finally the **Apply** button to update the files with the changes.
5. Finally select **Ok**.

AUTOMATIC ENROLMENT TABLE MAINTENANCE

The Automatic enrolment tables are kept upto date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

If for any reason you wish to change the Automatic enrolment tables yourself you would have to obtain the changes before any changes are required and you would have to enter all the fields as shown thereon. (As the applicable dates are on the notice, you do not have to wait until the tables actually change). If you enter your own figures, you will not be able to enter the correct check field value which ensures that you have made the correct entries.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Table Maintenance** and then select **Automatic enrolment**.

3. The Automatic Enrolment Parameters screen is now displayed.
The values for the fields on the screen for other effective date ranges may be viewed by clicking on the < > on the heading for the Date Range dialog box.
4. If you have entered new values on this screen then choose the **Apply** button to update the files with the changes.
5. Finally choose **OK**.

P11 MAINTENANCE

The P11 is the history of payments and deductions made for each employee. Normally, no maintenance will be needed.

It may, however be necessary to amend some of these fields if, for example, the P45 for a new employee is received after payment processing has begun for him or her. In this case, the payments and tax from the previous employer would be changed here in P11 Maintenance. [Note that when a new employee arrives with his P45 you would enter details about this new employee onto the system using EMPLOYEE MAINTENANCE (see [EMPLOYEE MAINTENANCE](#) on page 57) and on the PAYE tab you would enter the details from the P45 he has given you. These P45 details will automatically be copied into the P11 data for this employee for week 00 so no amending would be necessary.]

For instructions on how to deal with the P11 data when you are setting up a new company part way through the tax year see [SETTING UP WINPAY MID-YEAR](#) on page 118.

It is possible to delete a P11 record (e.g. if it has been entered in error) but this must be done with care as deleting the record will affect future tax and NI calculations.

Any changes in the P11 maintenance window will automatically re-calculate the employee's pay and tax to date, and you may select that the changes will be passed through to that period's P32 record, see [P32 MAINTENANCE](#) on page 119. It is worth noting that previous employment figures are entered as Period 00 (zero zero).

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **P11 Maintenance**.
3. The **P11 Amendments** screen is now displayed.

Select the employee whose details you wish to display or need to amend.

You may choose to see the P11 data for the year to date in which case check the box Year to date and ensure the Year to April field shows the correct year.

Alternatively you may choose to display the P11 details for a particular period, in which case check the box By Period and in the field next to this select the required month or week number, the required payment and the required line number. There may be more than one line number if this employee has had a different NI code previously.

4. If you have chosen to display the details of a particular period the P11 details for the chosen employee for the chosen period will be displayed.

On the left of the screen will be displayed the details of the NI paid for this period, for this NI code including the NTable pay.

On the right of the screen, when you have selected line 1, will be shown the details about the pay for this period e.g. SSP, SMP, SPP, ShPP, SAP, Pay, Pay to date, Tax, Tax to date. When you select line 2 or more, then only the Pay to Date and Tax to date fields are relevant.

If the employee chosen has Type Subcontractor set in Employee Maintenance (see [EMPLOYMENT DATA](#) on page 59) then the P11 screen will display that this employee is a Subcontractor and there will be no P11 details displayed.

5. If you need to make any changes for this employee fill in the required changes and the reason for the changes. On the screen will be recorded the user who last made changes to that record.

Choose the button **Update** to record the changes.

6. [There is a button **Add adjustment line**. This will very rarely be used but may be needed if you need to insert for a certain period the details for pay under a different NI letter from that shown. For example if you were told after a pay period had been advanced that someone had changed their NI letter for the past period, you would have to save the live company to a dummy company and in that dummy company reset the period. You would have to enter the details for this one employee correctly for that period, go through the payroll cycle in the dummy company for that employee. Then you would need to take over to the live company the P11 details for this employee and insert the details for the correct period using Add adjustment line and delete the incorrect details. Then you can continue processing using the live company.]
7. Choose the button **Print P11** to obtain a print out of the Deductions Record P11 for this employee for this year.

(You may alternatively wish to print a range of P11s by selecting the **Reports** menu from the **WinPay** menu, followed by selecting **P11s**, see [P11S](#) in **CHAPTER 6 : REPORTS**.)
8. To print an audit trail of changes made to the current employee's P11 details, choose **Print changes**.
9. Alternatively if you had chosen to display the Year to date figures they will be displayed for this employee. These may not be altered.
10. Finally choose **Exit**.

It is possible to see the P11 data for the previous year by altering the year in the field **Year to April** to the previous year.

SETTING UP WINPAY MID-YEAR

If you are setting up **WinPay** not at the beginning of the financial year, you will need to enter details about payments made so far this year in whatever system you used previous to using **WinPay**.

1. You will set up details about the company, see [CREATING A COMPANY](#) in **CHAPTER 3 : GETTING STARTED**.
2. You will then enter details of each of your employees, see [EMPLOYEE MAINTENANCE](#) on page 57.
3. Now you need to tell **WinPay** what each employee had been paid, taxed etc. so far this year. If the employee is a subcontractor there is no P11 for subcontractors but other details are necessary to set up on the system, see [SETTING UP WINPAY WITH SUBCONTRACTORS MID-YEAR](#) in **CHAPTER 8 : MODULES**.
4. This paragraph applies if this employee is NOT a director.
 - (1) If you are starting up this company in (for instance) period 30 then the Last Pay Period No (as displayed on the Pay Periods tab of Company Details, see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**) would (in this example) be week 29 and you would obey the following procedure :-
 - (2) From the WinPay menu, select Maintenance, then P11 Maintenance.
 - (3) Select the code for the required employee.
 - (4) Ensure the **Year to April** field displays the correct End of Year. Select **By Period**.
 - (5) In the field (directly below the field Year to April) which has the text '**No data on file for this period**', type the number of the last pay period (in this example 29) in the left hand field and press **Tab**.
 - (6) Now enter on this screen the Tax Code, NI Letter, NI earnings, NIable Pay, SSP, SMP, SAP, SPP, ShPP, Student Loan, Pay, Tax i.e. all the fields on the screen giving the details of payments made to this employee so far this financial year. Type a reason for the change in the field Reason for change (e.g. 'Previous pay').
 - (7) Select **Update**. You will be informed about the items that have changed and asked if you wish these changes to be reflected in the P32 file. You may answer Yes or No here (probably No) as there is no P32 file yet.

- (8) Select **Exit**.
5. If this employee is a director and has been a director throughout the financial year then you would enter all his details into period 1.
 6. If this director has not been a director throughout the financial year so far - for instance he became a director in period 9, and he is Weekly/Monthly NI, then you would enter his financial details for his payments when not a director in the P11 entry in period 8 (making sure you unticked the option Director for these periods) and then enter his details about his payments when he was a director in the P11 entry for each week starting at week 9 making sure you ticked the option Director.

P32 MAINTENANCE

The P32 shows the history of payments and tax for the company as a whole. You will probably only need to amend it if there have been errors, for example in the amounts of tax paid.

P32 MAINTENANCE AMENDMENTS

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **P32 Maintenance**. The **P32 Maintenance** screen is displayed. Select the pay frequency of the employees whose history you wish to display or change and select the year.
3. If you wish to display the P32 details for a particular period select **Ok**. The **P32 Amendments** screen is now displayed. This shows the details of Income tax, Student loan, Postgraduate loan, Gross NIC, SMP recovered, NIC compensation on SMP, SPP recovered, NIC compensation on SPP., ShPP recovered, NIC compensation on ShPP, SAP recovered, NIC compensation on SAP, Employment allowance claimed and Apprenticeship levy paid..

On the right of the screen is the amount of SMP this period which does not qualify for Small Employer's Relief and below that is the amount of SMP which does qualify for Small Employer's Relief. The figures in fields 6 and 7 are based on these amounts just for this period. But you must print the P32 to see the correct totals for the whole month (since rounding occurs if you take the periods separately and just total those figures). Similarly for SPP, ShPP and SAP. An employer may only change from being entitled to Small Employer's Relief to not being entitled (and vice versa) at year-end.

4. Select the Week/Month number and enter the required changes. Here are the fields for the year to 5Apr2018 and later.

Income tax	1	Enter the income tax.
Student loan	2	Enter the amount for Student loan.
Postgraduate loan	3	Enter the amount for the postgraduate loan
Net Income Tax (1+2+3)	4	The net income tax is displayed i.e. field 1 plus field 2 plus field 3. You may not alter this amount.
Gross NIC	5	Enter the Gross NI.
SMP recovered	6	Enter the SMP recovered.
NIC compensation on SMP	7	Enter the NIC compensation on SMP.
SPP recovered	8	Enter the SPP recovered.
NIC compensation on SPP	9	Enter the NIC compensation on SPP
ShPP recovered	10	Enter the ShPP recovered
NIC compensation on ShPP	11	Enter the NIC compensation on ShPP.
SAP recovered	12	Enter the SAP recovered

NIC compensation on SAP	13	Enter the NIC compensation on SAP
Total NIC deductions (6 to 13)	14	The total deductions are automatically displayed i.e. the total of fields 6, 7, 8, 9, 10, 11, 12, 13. You may not alter this field.
Net NICs (5 - 14)	15	The Net NI is automatically displayed i.e. field 5 - field 14. You may not alter this field.
Employment allowance claimed	16	Enter the employment allowance for this period,
Apprenticeship levy paid	17	Enter the apprenticeship levy paid,
Amount Due (4 + 15 + 16 + 17)	18	The total amount due is automatically displayed i.e. the total of fields 4 and 15 minus the employment allowance in field 16 plus the apprenticeship levy paid You may not alter this field.
Date paid	19	Enter the date that the total amount due has been paid.
SMP on which 6 and 7 are based		Displays the SMP for this period which does not qualify for the Small Employer's Relief.
ditto - Small Employer		Displays the SMP for this period which does qualify for the Small Employer's Relief.
SPP on which 8 and 9 are based		Displays the SPP for this period which does not qualify for the Small Employer's Relief.
ditto - Small Employer		Displays the SPP for this period which does qualify for the Small Employer's Relief.
ShPP on which 10 and 11 are based		Displays the ShPP for this period which does not qualify for the Small Employer's Relief.
ditto - Small Employer		Displays the ShPP for this period which does qualify for the Small Employer's Relief.
SAP on which 12 and 13 are based		Displays the SAP for this period which does not qualify for the Small Employer's Relief.
ditto - Small Employer		Displays the SAP for this period which does qualify for the Small Employer's Relief.
Employment allowance claimed		Select this if you wish to claim Employment allowance for this period
Employer's NI		This will display the Employer's NI.
Apprenticeship levy allowance		This will show the apprenticeship levy allowance as defined in Company Details

Choose the button **Update** to record the changes. If there had been no history for this chosen period, then choose the button **Create** to create a record of the history from the details you have just entered.

5. If you wish to print the P32 select **Print**.

If this company is a 'main' company, see [CONSOLIDATION SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**, then you will be told that this company has 'sub-companies' and asked if you wish to include the 'sub-companies' in this P32 report. You are warned that if you reply No then the SMP/SPP/ShPP/SAP Recovery and Compensation calculations may be incorrect.

If you reply **Yes** then you are reminded which companies are 'sub-companies' of this main company and asked if you wish to continue to print the P32. Select **Yes** to continue (or No to abandon the P32 printing).

The P32 report will now be printed

6. Finally choose **Exit**.

CIS RECORDS

See [SUBCONTRACTOR CIS RECORDS](#) in **CHAPTER 8 : SUBCONTRACTORS**.

HOLIDAYS

To access the holiday system in **WinPay BOSS** must go **Registration** and register to use **Holidays** – see [Registration\(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

Then BOSS must go to **Assign User Rights** and give rights to any user who wants to use the Holiday system for recording the holidays of employees – see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

Then anyone with the correct access rights can record for each employee their holiday allowance for a chosen year. They may record the fixed days that all the employees of the company have to take as holiday. They may record which days each employee has requested as holiday.

Holidays within the employee’s entitlement do not need approving. The only holidays that need approval are those that do not use the employee’s entitlement and those that last more than 15 working days.

To give permission for a user to be able to approve holidays BOSS must go to **System Admin, Security Options** and under **WinPay options**, select **Holiday options**. Then BOSS must select **User can approve holidays** and can select which users can approve the holiday requests for selected companies. See [SECURITY OPTIONS](#) in **CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS**. This facility might be given to a Director who oversees the company.

To access the holiday system, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Holidays**.
3. The screen headed **Holidays** will now be displayed as follows :-



At first there are no employee details to view.

Later when you have entered the details about employees and their holidays you can select a department in the field **Department** and then select **Find** and the grid will only show the employees in that department. You can also select the year in the field **Holiday year** and select **Find** to see only the holidays for a particular year.

The grid will then show :-

Dept	Displays the department of this employee – if the company uses departments and if a department has been allocated to this employee.
Name	The name of that department.
Employee	The code of the employee.
Name	The name of the employee
EN	The number of days that this employee has had defined as his entitlement for holidays in this chosen year. (See TO ADD ENTITLEMENTS TO HOLIDAYS on page 122.)
HO	The number of days that this employee has asked for as holiday to be taken out of his holiday entitlement. This field is in green. (See ENTERING HOLIDAYS FOR EACH EMPLOYEE on page 131.)
UN	The number of days that this employee has asked for not out of entitlement i.e. unpaid. This field is in pink. (See ENTERING HOLIDAYS FOR EACH EMPLOYEE on page 131.)
FX	The number of days that have been fixed by the company that every employee has to take. This field is in blue, (See ENTERING FIXED HOLIDAYS on page 126.)
RE	The number of days from the entitlement for this employee which are remaining after the requested holidays have been entered onto the holiday system.

These fields are followed by the days of the chosen year.

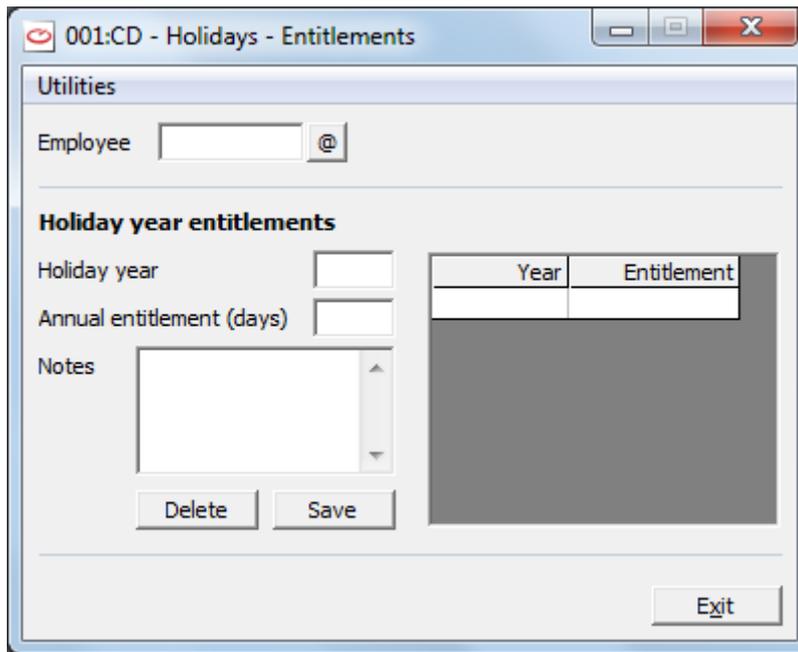
The days that the employee is never schedule to work – as taken from the field **Worked per day** on the **Employment** tab of **Employee Details** -see [EMPLOYMENT DATA](#) on page 59- are greyed out in the grid.

The days which have been selected as a holiday out of the employee's entitlement are in green. The days which have been selected as holidays not out of the employee's entitlement (i.e. unpaid) are in pink. The days which are Fixed holidays for the company are in blue. Any holidays not out of the entitlement which have not get been approved will be in orange.

TO ADD ENTITLEMENTS TO HOLIDAYS

First you must add to the system the holiday entitlements in days for each employee.

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Holidays**.
3. The screen headed **Holidays** will now be displayed.
4. Select the button **Entitlements** on the bottom toolbar. The following screen will be displayed :-



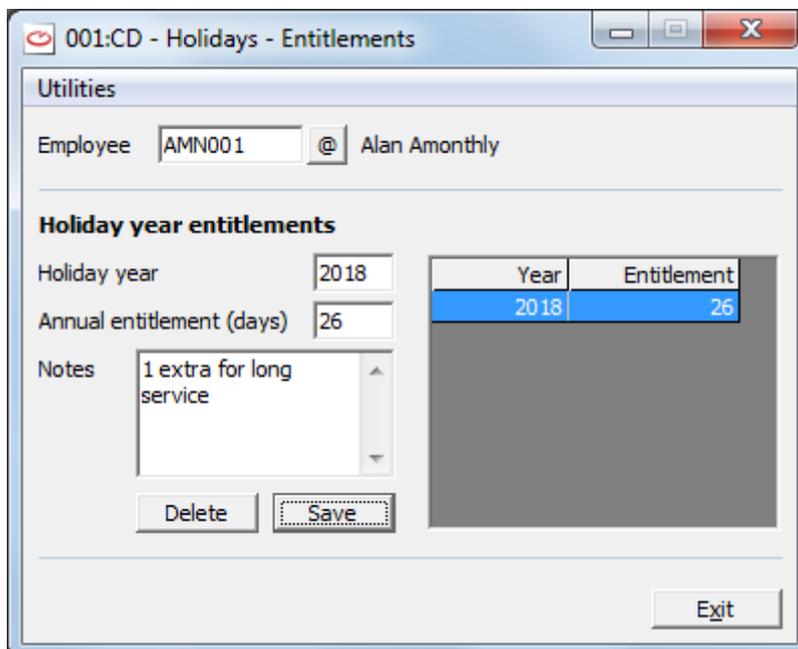
At the field **Employee** use the @ to display the list of employees and select the employee whose holiday allowance you wish to enter on the system.

In the field **Holiday year** enter the year to which this holiday allowance for this employee applies.

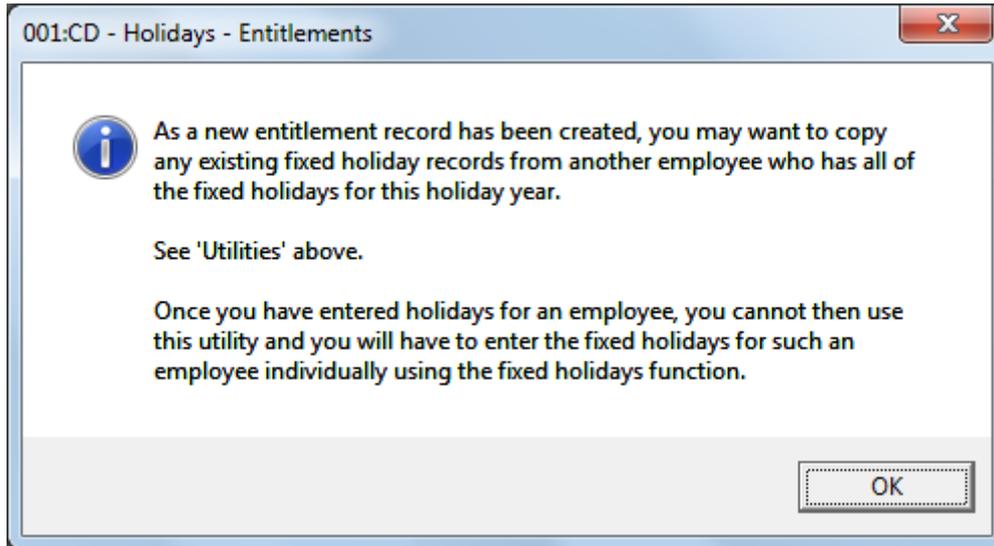
In the field **Annual entitlement (days)** enter the number of days that this employee is allowed to take as holiday in the chosen year. This must be in the range 0 to 100 days.

Under **Notes** you may enter text relevant to this employee.

- Then select **Save** and the details entered will appear in the display on the right of the screen as follows :-



- For the first employee whose entitlements you have input in this session, when you click on **Save** you will see the message :-



For further details about **Copying Fixed holidays** see [COPYING FIXED HOLIDAYS FROM ONE EMPLOYEE TO ANOTHER](#) on page 128.

7. But so far in this example we have not added the Fixed holidays.
8. You will need to enter entitlements data such as this for each employee whose holidays you wish to record on the system.
9. Finally select **Exit**.
10. When you have added the holidays for some other employees the grid will look like this :-

Dept	Name	Employee	Name	EN	HO	UN	FX	RE	Mon 18 Jun	Tue 19 Jun	Wed 20 Jun	Thu 21 Jun	Fri 22 Jun	Sat 23 Jun	Sun 24 Jun	Mon 25 Jun	Tue 26 Jun	Wed 27 Jun	Thu 28 Jun	Fri 29 Jun	Sat 30 Jun	Sun 01 Jul	Mon 02 Jul	Tue 03 Jul	Wed 04 Jul	Thu 05 Jul	Fri 06 Jul	Sat 07 Jul	Sun 08 Jul	Mon 09 Jul	Tue 10 Jul
		AMN001	Alan Amonthly	26	0	0	0	26																							
		WEDTOSUN	Alan Wiedtosun	21	0	0	0	21																							

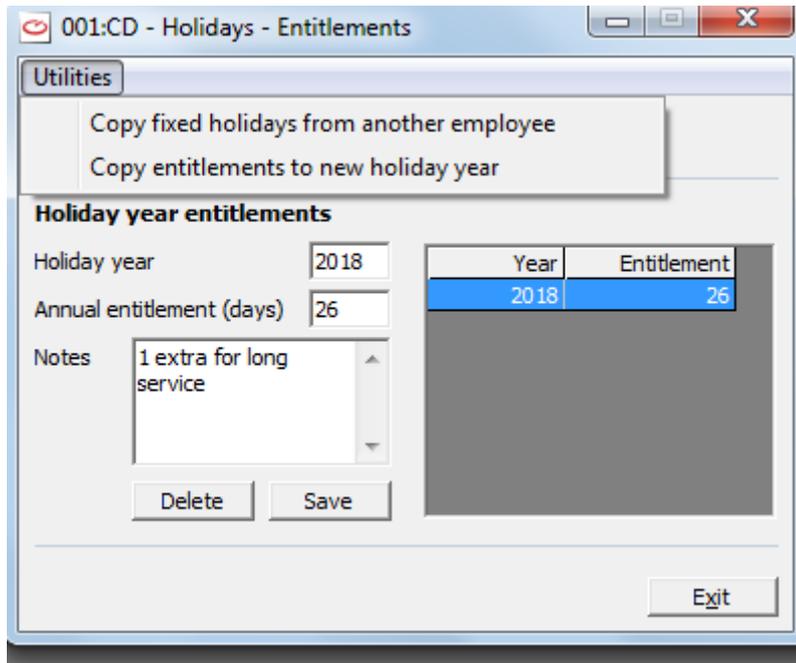
Here 2 employees have had their holiday entitlement added. – see the column EN and the remaining holiday for them is shown in column RE.

11. The horizontal grid shows the days through the year chosen in the field **Holiday Year** above and days when each employee is not available for work are greyed out. You will see that the employee with code WEDTOSUN (who only works Wednesdays through Sundays) has the days Monday and Tuesday for each week greyed out.

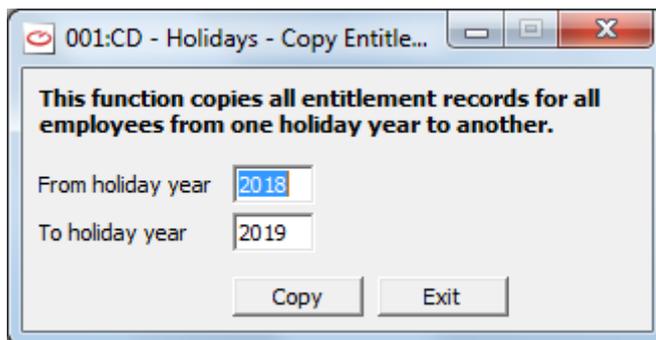
COPYING ENTITLEMENTS TO NEW HOLIDAY YEAR

When you have entered the entitlements for an employee for a chosen year you may wish to copy the entitlements for this employee for the following year or other years.

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Entitlements**.
3. Select the employee whose entitlements you wish to copy to another year.
4. You will see :-



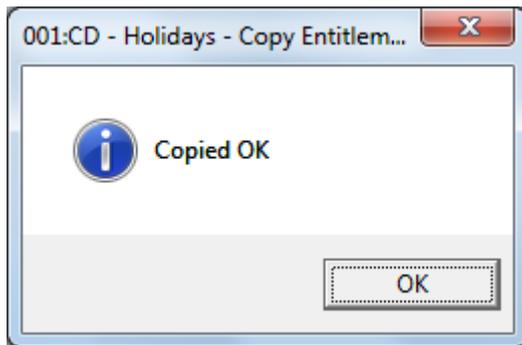
5. Select **Copy entitlements to new holiday year**.
6. This will then display :-



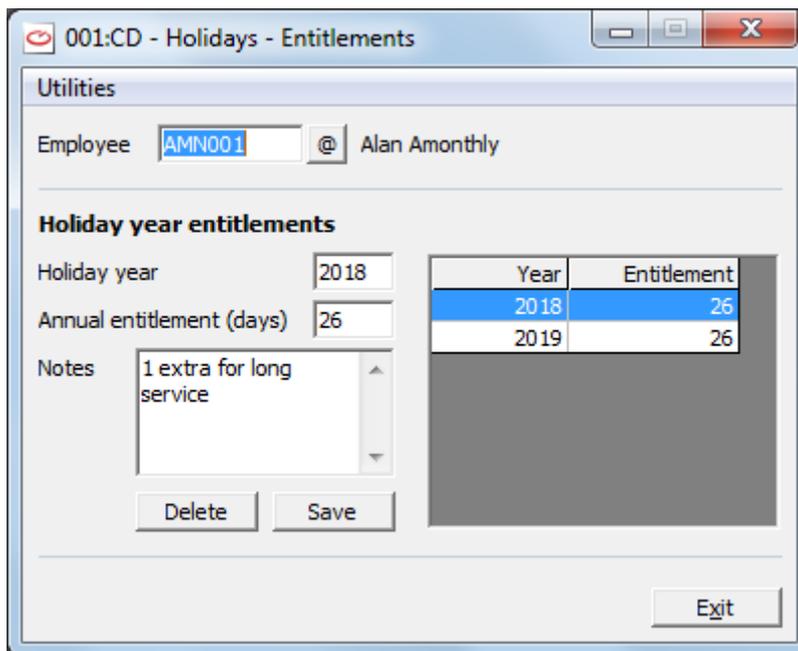
Ensure the field **From holiday year** displays the year for which the entitlements have been input for this employee. In the field **To holiday year** ensure it says the year to which you want those entitlements copied.

Then select **Copy**.

7. You will see :-



8. Select **OK**. The Entitlements screen for this employee will now show the entitlements that have been copied to the chosen year in this case for 2019 :-

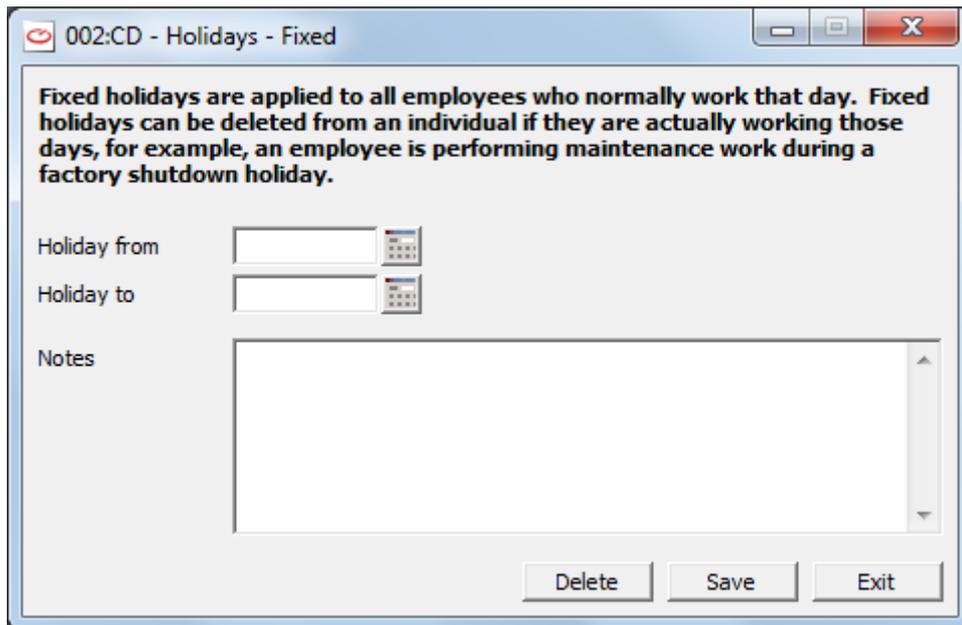


9. Select **Exit** to bring you back to the main Holidays screen

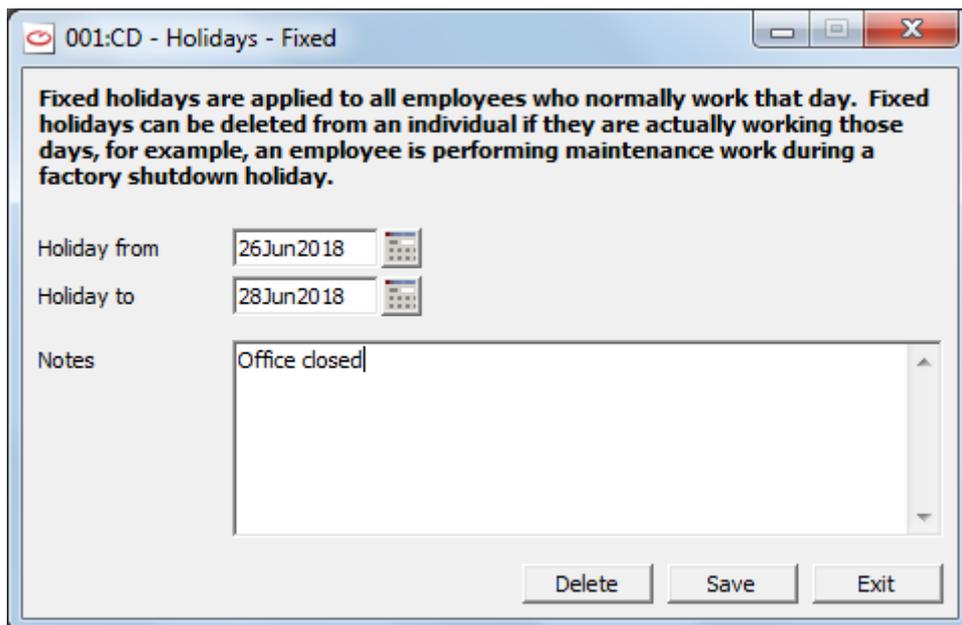
ENTERING FIXED HOLIDAYS

Some days of each year will be fixed holidays e.g. days that each employee **MUST** take out of his holiday entitlement (for example perhaps because the office is closed for the week after Christmas).

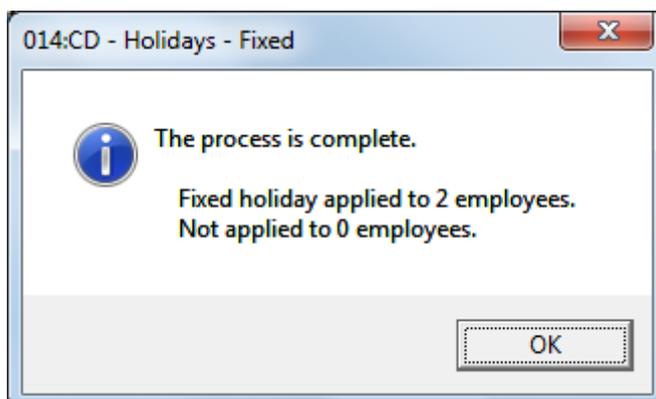
1. From the **WinPay** menu, select **Maintenance**.
2. Select **Holidays**
3. The screen headed **Holidays** will now be displayed
4. Select the button **Fixed holidays** on the bottom toolbar. The following screen will be displayed :-



5. At the field **Holiday from** enter the first day of the fixed holiday. At the field **Holiday to** enter the last day of the fixed holiday. You may enter notes about this fixed holiday. Then select **Save**.
6. For example, for the entry :-



When you say **Save** you will see a message such as :-



telling the result of inputting this fixed holiday closure.

In this example this will result in the grid looking like this :-

Dept	Name	Employee	Name	EN	HO	UN	FX	RE	Mon 18Jun	Tue 19Jun	Wed 20Jun	Thu 21Jun	Fri 22Jun	Sat 23Jun	Sun 24Jun	Mon 25Jun	Tue 26Jun	Wed 27Jun	Thu 28Jun	Fri 29Jun	Sat 30Jun	Sun 01Jul	Mon 02Jul	Tue 03Jul	Wed 04Jul	Thu 05Jul	Fri 06Jul	Sat 07Jul	Sun 08Jul	Mon 09Jul	Tue 10Jul
		AMN001	Alan Amonthly	26	0	0	3	23																							
		WEDTOSUN	Alan Wedtosun	21	0	0	2	19																							

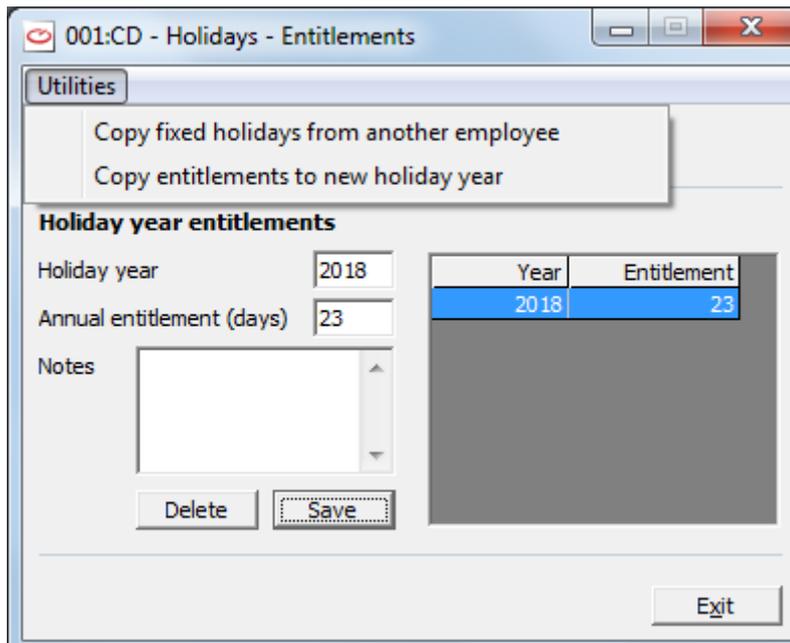
which shows the fixed holiday in blue. Employees who were not due to work anyway on the days selected for fixed holidays will remain the same.

COPYING FIXED HOLIDAYS FROM ONE EMPLOYEE TO ANOTHER

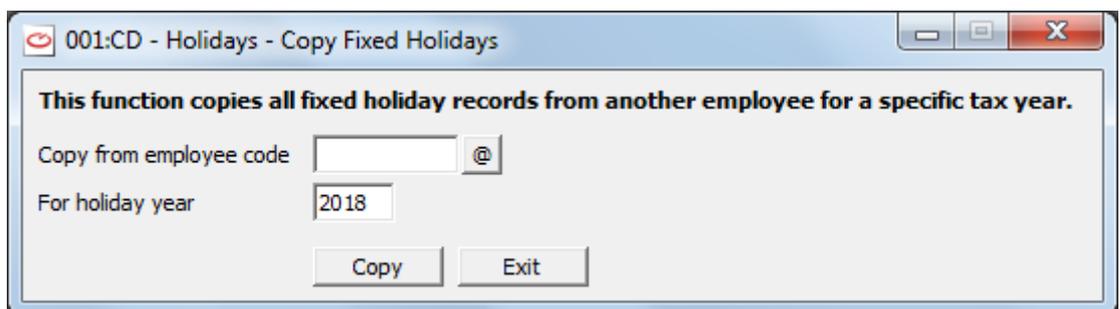
When you have entered fixed holidays for one employee you can copy those fixed holidays to another employee.

To do so, obey the following :-

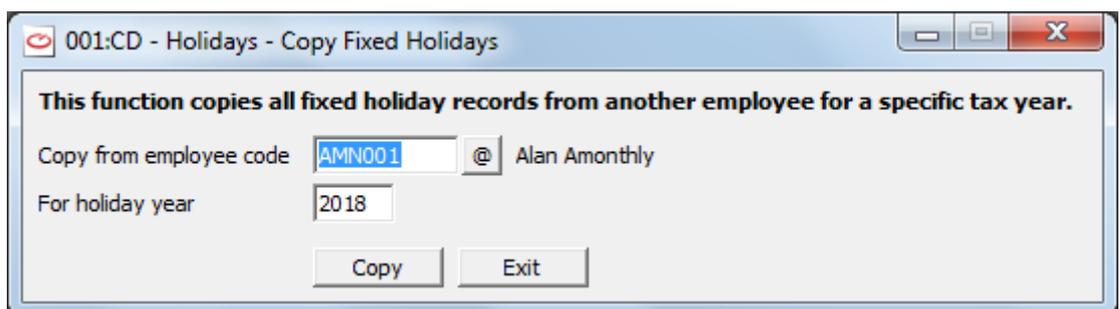
1. From the **WinPay** menu, select **Maintenance**.
2. Select **Holidays**
3. The screen headed **Holidays** will now be displayed.
4. Select the button **Entitlements** on the bottom toolbar. Select the code of the employee whose fixed holidays you wish to put onto the system. The following screen will be displayed :-



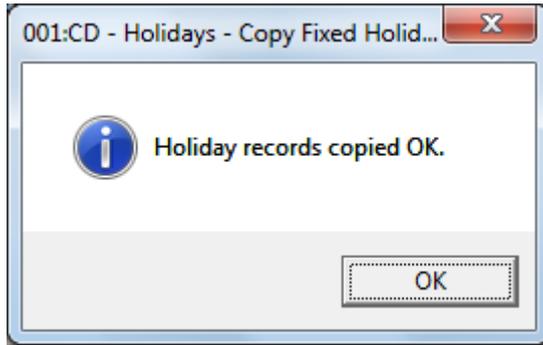
5. Select **Copy fixed holidays from another employee**. The screen will now show :-



6. At the field **Copy from employee code** select the code of the employee who already has fixed holidays on the system and whose fixed holidays you wish to copy to the employee who has not got fixed holidays yet on the system.
7. For example AMN001 already has fixed holidays defined on the system so :-



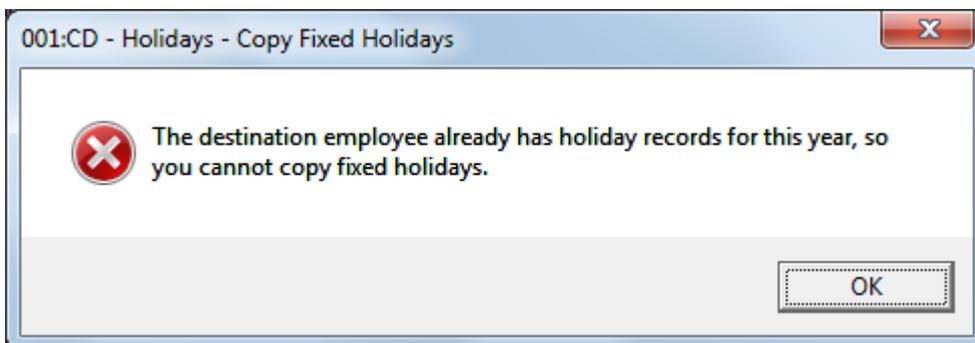
8. Select **Copy**. You are told :-



9. Select **OK** which takes you back to the **Holidays – Copy Fixed Holidays** screen.
10. Select **Exit** which takes you back to the **Holidays – Entitlements** screen.
11. Select **Exit** and you are taken back to the main Holidays grid and you can see the Fixed holidays have been copied from AMN001 to DRA001.

Dept	Name	Employee	Name	EN	HO	UN	FX	RE	Fri 22Jun	Sat 23Jun	Sun 24Jun	Mon 25Jun	Tue 26Jun	Wed 27Jun	Thu 28Jun	Fri 29Jun	Sat 30Jun	Sun 01Jul	Mon 02Jul	Tue 03Jul	Wed 04Jul	Thu 05Jul	Fri 06Jul	Sat 07Jul	Sun 08Jul	Mon 09Jul	Tue 10Jul	Wed 11Jul	Thu 12Jul	Fri 13Jul	Sat 14Jul
		AMN001	Alan Amonthly	26	2	2	3	21																							
		BAR001	Angela M-SMP	23	0	0	3	20																							
		BRI001	Awdry W-SMP	23	0	0	0	23																							
		DRA001	Anthony W-STUDENT	23	0	0	3	20																							
		WEDTOSUN	Alan Wedtosun	25	0	0	2	23																							

N.B. Once an employee has had his entitlements added and has had a holiday put onto the system, then you cannot use **Copy Fixed Holidays from another employee** for that employee. You will see the message



And now to get the fixed holidays attached to this employee (who already has a holiday allotted to him) you will need to go to **Fixed holidays** and ask to apply all the fixed holidays that are necessary for this employee – see [ENTERING FIXED HOLIDAYS](#) on page 126.

ENTERING HOLIDAYS FOR EACH EMPLOYEE

When an employee applies for a holiday it is essential that his holiday entitlements have been entered into the holiday system – see [TO ADD ENTITLEMENTS TO HOLIDAYS](#) on page 122.

It is also advisable that the Fixed holidays for the company have been added to the record for this employee BEFORE you add his own holidays – see [ENTERING FIXED HOLIDAYS](#) on page 126 and [COPYING FIXED HOLIDAYS FROM ONE EMPLOYEE TO ANOTHER](#) on page 128.

If you have entered holidays for an employee before you have entered any fixed holidays for him and now you wish to put in the fixed holidays for this employee, then delete the entered holidays for this employee, then go to **Entitlements, Utilities, Copy fixed holidays from another employee** (see [COPYING FIXED HOLIDAYS FROM ONE EMPLOYEE TO ANOTHER](#) on page 128) to enter the fixed holidays and then re-enter this employee's holidays.

Then to record a new application for a holiday onto the holiday system obey the following :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Holidays**
3. The screen headed **Holidays** will now be displayed
4. Select the button **Holiday bookings** on the bottom toolbar. The following screen will be displayed :-

The screenshot shows a software window titled "002:CD - Holidays - Bookings". It features several input fields and a table. The "Employee" field has a dropdown menu with an "@" symbol. The "Holiday year" field is set to "2018" with left and right navigation arrows. Below this is a table labeled "Existing bookings" with columns "From", "To", "Ent", "Fxd", and "Notes". The "Holiday from" and "Holiday to" fields include date pickers and radio buttons for "All day", "am only", and "pm only". The "Date requested" field also has a date picker. There is a checked checkbox for "Entitlement used" and a "Notes" text area. At the bottom, there are five buttons: "Amend", "Delete", "New", "Save", and "Exit".

5. At the field **Employee**, by using the @, select the employee whose application for holidays you wish to record on the system.
6. At the field **Holiday year** select the year in which the holiday is to be.
7. Select **New**.

In the field **Holiday from** select the day that the holiday is to begin and then select whether on this day the holiday is to be all day (select **All day**), only the morning (select **am only**) or only the afternoon (select **pm only**). The **Holiday from** date must be a working day for this employee.

In the field **Holiday to** select the last day of the holiday and then select whether on this day the holiday is to be all day (select **All day**), only the morning (select **am only**) or only the afternoon (select **pm only**). The **Holiday to** date must be a working day for this employee.

The **Date requested** will display today's date but may be changed.

If this holiday is to be taken from his holiday entitlement then tick **Entitlement used**.

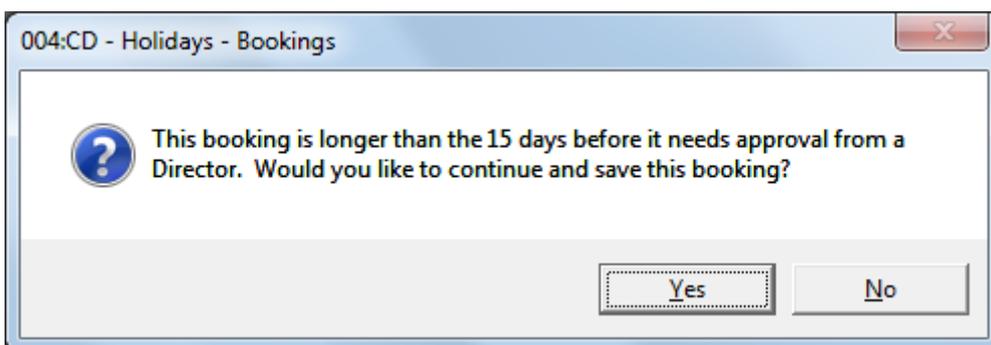
For other holidays e.g. Unpaid leave then do not have the tick in **Entitlement used**. These holidays will need approval. Also holidays for more than 15 working days need approval. These holidays will be shown in orange on the holiday grid.

8. Select **Save**.
9. If you have asked for a holiday of a greater number of days than now remain from this employee's entitlement (as shown in the field RE in the main Holidays grid) you will see a message such as :-



Click on **OK** and then decide whether the employee will have to use unpaid days for this holiday by deselecting the field **Entitlement**.

10. In another case if the duration of the holiday request is more than 15 days then you will see a message :-



Reply **Yes** or **No** as required.

11. The details you have entered are still shown on the screen. You may highlight any line at the top showing a holiday application and select **Delete** if you wish to delete this holiday application. Or you may select a line at the top showing a holiday application and select **Amend**. You would then amend the details and select **Save** to save the new details.
12. For example an application for AMN001 for holiday 19th June 2018 to 20th June 2018 would be recorded :-

001:CD - Holidays - Bookings

Employee: AMN001 @ Alan Amonthly

Holiday year: 2018

Existing bookings

From	To	Ent	Fxd	Notes
26Jun2018	28Jun2018	Y	Y	Office closed

Holiday from: 19Jun2018

Holiday to: 20Jun2018

Date requested: 22Jun2018

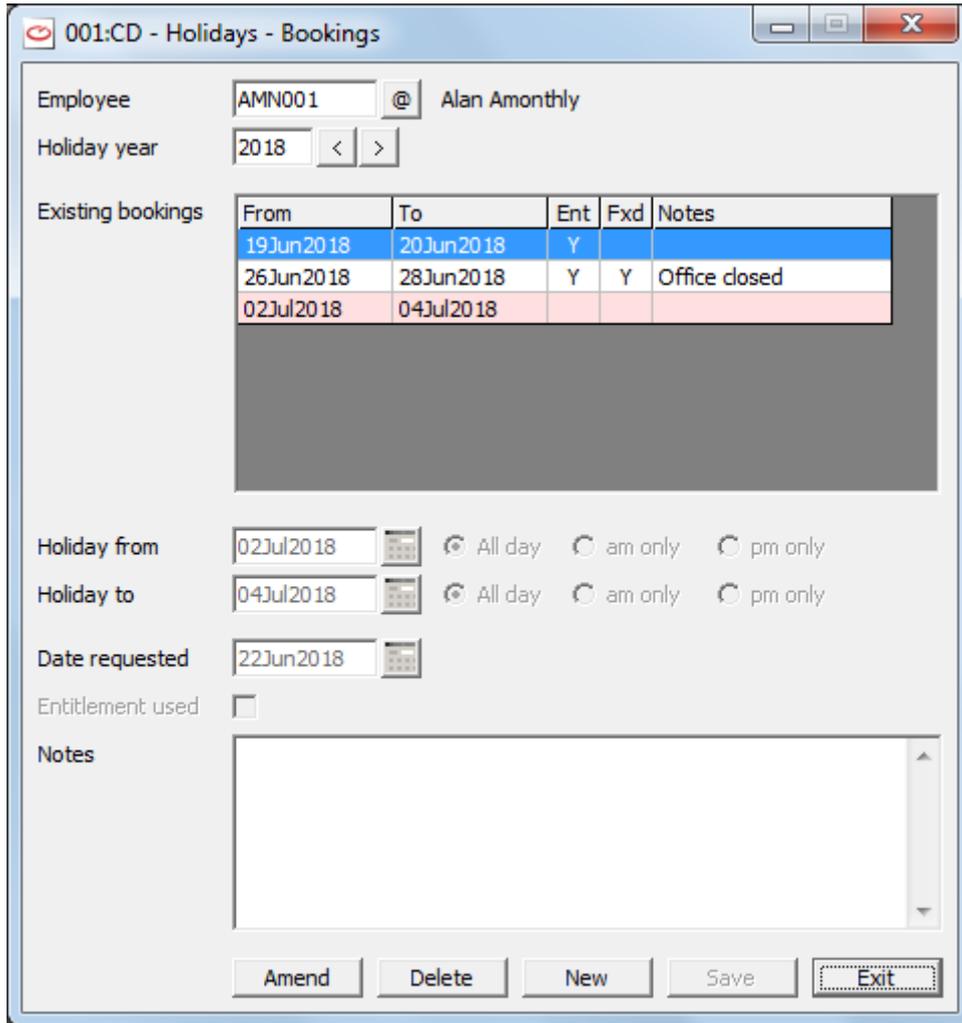
Entitlement used:

Notes:

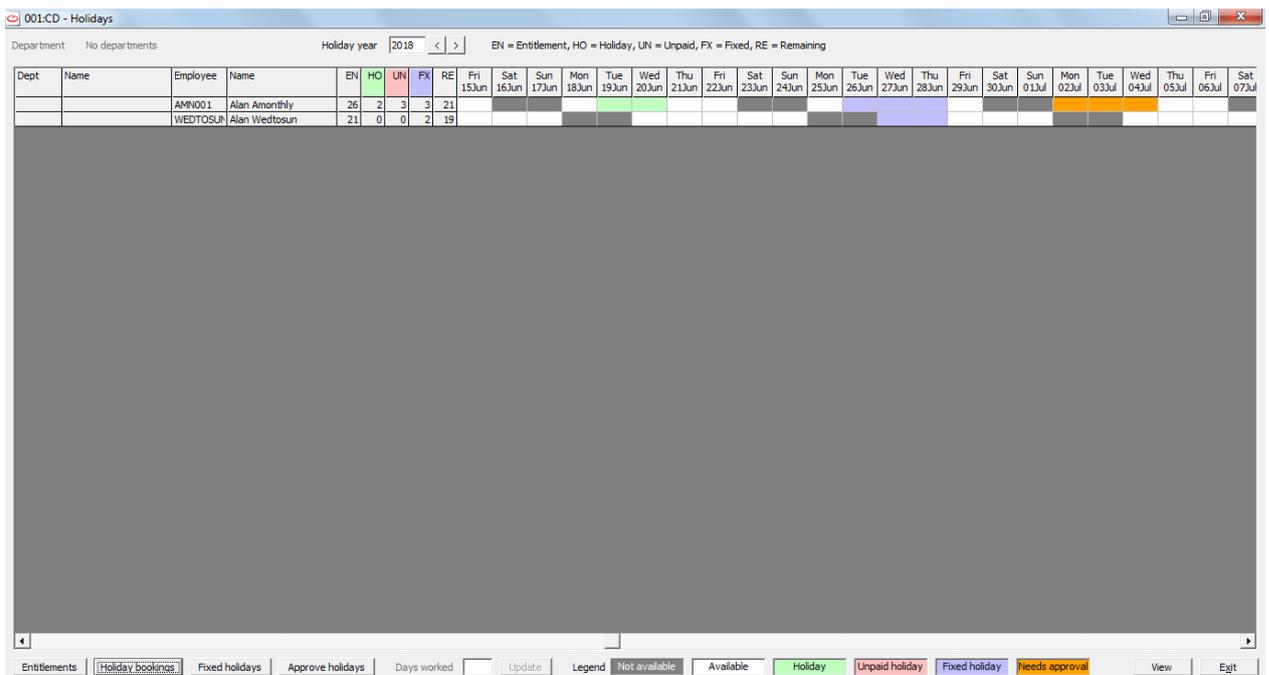
Amend Delete New Save Exit

This holiday came out of the employee's entitlement so does not need approving. It will show on the holiday grid in green.

- Now enter a holiday for AMN001 from 2nd July to 4th July which does not come out of the employee's entitlement. This will show on this screen as pink i.e. Unpaid holiday and on the main holiday grid in orange as it needs approving.



14. And when you click on **Exit** the holiday grid now shows :-



With the holiday recorded in green against the employee AMN001 for the dates 19th and 20th June and in orange (to show it needs approving) for 2nd to 4th July. The UN column has had those days

needing approval added. When those holidays have been approved then those holidays will show in pink on the holiday grid. (See [APPROVING HOLIDAYS FOR EACH EMPLOYEE](#) on page 135.)

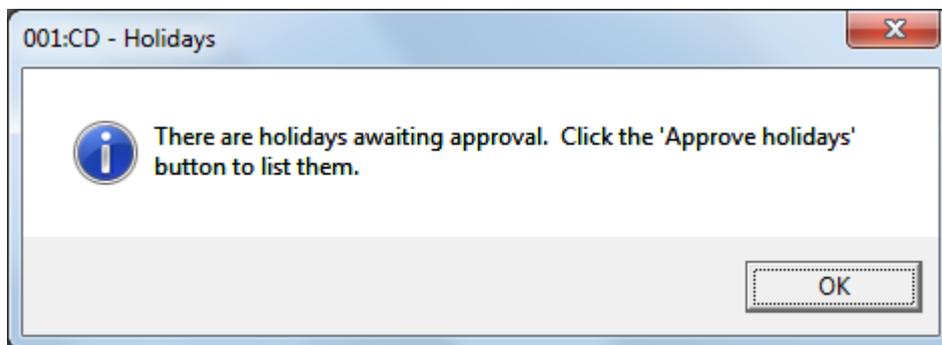
If in the main Holidays grid you select a date for an employee and you double click that date , then the **Holidays – Bookings** screen will be displayed and the details about the date you have selected will be highlighted. You could then just select **Exit** to return to the main Holidays grid. Or you could select **Save** and then select one of the other options on the **Holidays – Bookings** screen such as **Amend, Delete** or **New** before selecting **Exit**.

APPROVING HOLIDAYS FOR EACH EMPLOYEE

When an employee applies for leave as not out of his holiday entitlement and that holiday has been recorded on the system you will need to approve that holiday. You must have been to **Security Options** and selected **WinPay options, Holiday options** and then **User can approve holidays** and given yourself permission for this company to approve holidays. – see [SECURITY OPTIONS](#) in **CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS**.

Holidays that need approval are those that do not use the employee’s entitlement (i.e. unpaid leave) and those that last more than 15 working days. No other holidays need approval.

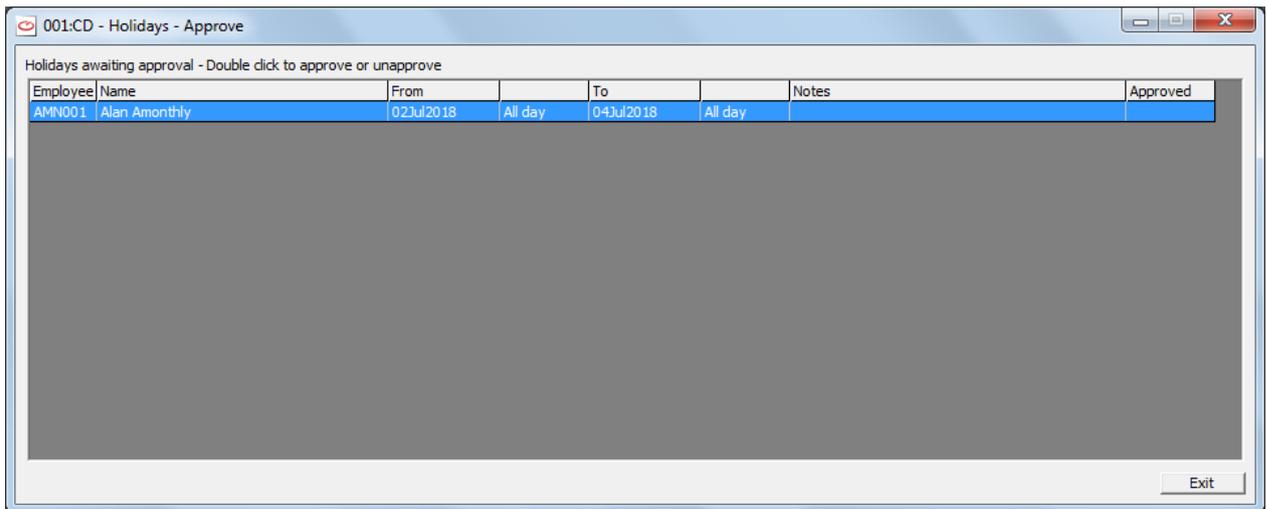
When you enter the holiday system if there are holidays that need approving and you have permission to approve holidays then you will see the message :-



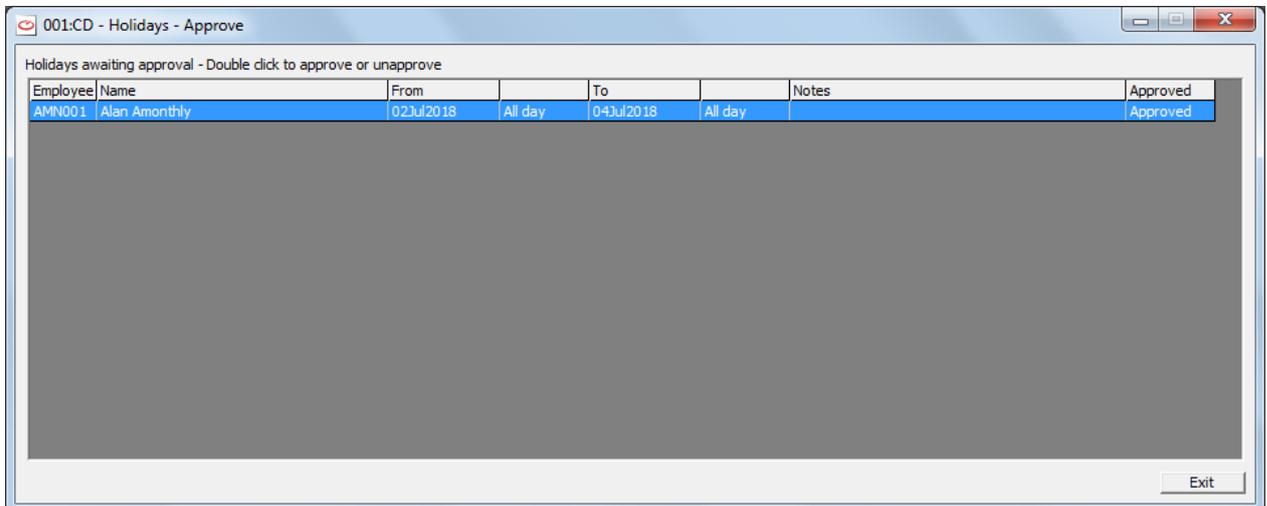
So you would click on **OK** and then go to the **Approve holidays** button if you wanted to approve those holidays now.

To approve holidays that have been entered on the holiday system obey the following :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Holidays**. The holiday grid will be displayed on which holidays waiting to be approved are shown in orange.
3. Select the button **Approve holidays** on the bottom toolbar.
4. If there are no holidays waiting to be approved you will be told that.
5. Now you will see a list of all the holidays that need approving :-



6. Double click on the line of the holiday you wish to approve and then the word **Approved** will appear in the column **Approved**.



7. Do this for all the holidays you wish to approve and then select **Exit**.
8. When you return to the grid of holidays then any holidays that were orange that you have now approved will have changed to pink – to show that they have been approved and they are Unpaid holidays.

001:CD - Holidays

Department: No departments Holiday year: 2018 EN = Entitlement, HO = Holiday, UN = Unpaid, FX = Fixed, RE = Remaining

Dept	Name	Employee	Name	EN	HO	UN	FX	RE	Fri 15Jun	Sat 16Jun	Sun 17Jun	Mon 18Jun	Tue 19Jun	Wed 20Jun	Thu 21Jun	Fri 22Jun	Sat 23Jun	Sun 24Jun	Mon 25Jun	Tue 26Jun	Wed 27Jun	Thu 28Jun	Fri 29Jun	Sat 30Jun	Sun 01Jul	Mon 02Jul	Tue 03Jul	Wed 04Jul	Thu 05Jul	Fri 06Jul	Sat 07Jul
		AMN001	Alan Amonthly	26	2	3	3	21																							
		WEDTOSUN	Alan Westosun	21	0	0	2	19																							

Entitlements Holiday bookings Fixed holidays **Approve holidays** Days worked Update Legend Not available Available **Holiday** Unpaid holiday Fixed holiday Needs approval View Exit

UPDATING AN EMPLOYEE'S WORK PATTERN FOR A DAY IN THE HOLIDAYS GRID

If you wish to change the work pattern for an employee for a day, obey the following:-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Holidays** and the holiday grid will be displayed.
3. Select in the top row of the grid the date that for which you wish to change an employee's work pattern. Then select the row of that employee.
4. Now at the bottom in the field **Days worked** you may select either 0 to say he did not work that day, or 1 to say he worked all day or 0.5 to say he worked half a day. Then select **Update**.
5. The grid will be updated accordingly.

CHAPTER 5 : PAYROLL CYCLE

OVERVIEW OF PAYROLL CYCLE

The Payroll cycle shows you which programs are usually required for each pay period and thus provide a clear checklist to assist you in processing your payroll.

Once you have made sure that your employee details are correct, including if relevant details of sick pay and/or maternity pay, paternity pay, shared paternity pay and adoption pay, the normal payroll cycle, whether weekly, 2-weekly, 4-weekly or monthly, consists of the following stages :-

1. You may be able to auto-generate timesheets for some employees who always have the same pay elements with the same values for each period,
2. Timesheets are prepared for each employee,
3. A pre-list, which is an abstract of the proposed payroll, may be optionally produced,
4. A list of the pay elements used in this payroll run and their totals may be optionally produced,
5. Payslips must be produced,
6. You may wish to print the Pay Details report
7. The payments are processed,
8. The payroll information may be linked to your accounting system,
9. You will advance the pay period by one.

PROGRAMS IN THE PAYROLL CYCLE

The programs in the Payroll cycle are listed on the **WinPay** menu, when you select Payroll cycle, in their normal sequence :-

Leavers & new emps

Employee maintenance

To add new employees,

To amend existing employee's records e.g. tax codes, holiday entitlement.

To record leaving dates for employees.

see [LEAVERS AND NEW EMPLOYEES](#) on page 141

P45 control

To produce a P45,

see [P45 CONTROL](#) on page 142.

New starter form

To produce a form for a new employee to fill in with their details and then to hand back to you for you to enter the details on WinPay

see [NEW STARTER FORM](#) on page 144.

Statutory payments

SSP	To enter Statutory Sick Pay details, if any. see SICK PAY - SSP on page 145.
SMP	To enter Statutory Maternity Pay details, if any. see MATERNITY PAY - SMP on page 149.
SAP	To enter Statutory Adoption Pay, if any. see ADOPTION PAY - SAP on page 153
SPP(Birth)	To enter Statutory Paternity Pay(Birth) details, if any. see PATERNITY PAY (BIRTH) - SPP(b) on page 156
SPP(Adoption)	To enter Statutory Paternity Pay (Adoption) details, if any. see PATERNITY PAY (ADOPT) - SPP(a) on page 159
ShPP(Birth)	To enter Shared Parental Pay (Birth) details, if any see SHARED PARENTAL PAY (BIRTH) - SHPP(B) on page 162
ShPP(Adoption)	To enter Shared Parental Pay (Adoption) details, if any see SHARED PARENTAL PAY (ADOPTION) - SHPP(A) on page 165

Auto-generate Timesheets

To generate timesheets for those employees who are set (in [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) for allowing auto-generation of their timesheets i.e. useful for those employees who usually have exactly the same pay elements with the same values every period.

see [AUTO-GENERATE TIMESHEETS](#) on page 173 .

Timesheet entry To enter the variable content of Employee Timesheets.
see [TIMESHEET ENTRY](#) on page 176.

Pre-list To see a draft version of the payroll before continuing.
(This is not an essential part of the payroll cycle, but it is often useful.)
see [PRE-LIST PRODUCTION](#) on page 187.

Pay Element Summary To see a list of the pay elements used in this payroll cycle and their total values for this cycle.
(This is not an essential part of the payroll cycle, but it is often useful.)
see [PAY ELEMENT SUMMARY](#) on page 188.

Payslips To print Payslips.
see [PAYSLIPS](#) on page 188.

Pay Details report

This allows you to print the pay details report which shows the details of the brought forward accumulators and the payments which will be made by this payroll cycle.

(This is not an essential part of the Payroll cycle at this stage but should be produced at some stage during the Payroll Cycle either here or as part of the Advance Period.)

see [PAY DETAILS REPORT](#) on page 191

Process payments

To process BACS,

To print Cheques, Giros, Cash report etc.

see [PROCESSING PAYMENTS](#) on page 191

Link to accounts

To post Journal transfers to record payroll information in Accounts system.

see [LINK TO ACCOUNTS](#) on page 195.

Advance period

To close the completed period and advance to the next period.

see [ADVANCE PERIOD](#) on page 197.

(Set next pay date)

If you need to set the next pay date

see [\(SET NEXT PAY DATE\)](#) on page 202

However, it is not necessary to run the programs in this sequence. Indeed, in some weeks, you will not need to run some of the programs (e.g. Statutory Payment calculations).

LEAVERS AND NEW EMPLOYEES

The Leavers & new emps menu allows access to two facilities :-

Employee maintenance

To add a new employee, amend an existing employee's details (e.g. tax codes, holiday entitlement etc.), record leaving dates for employees.

see [EMPLOYEE MAINTENANCE \(ON LEAVERS AND NEW EMPLOYEES MENU\)](#) on page 141

P45 control

To produce the P45 form for employees who are leaving.

see [P45 CONTROL](#) on page 142.

EMPLOYEE MAINTENANCE (ON LEAVERS AND NEW EMPLOYEES MENU)

This program is used to enter amendments (e.g. New Tax Code, Don't Process flag for employees on holiday) for existing employees, add the data for new employees and set the leaving date for employees leaving.

Do not forget that you can use the **Like** facility to make the details for a new employee like those of an existing employee. This can be useful when employees have, for example, the same pay elements or the same accumulators.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Leavers & new emps** and then select **Employee maintenance**.
3. The **Employee Maintenance** screen is now displayed on which you choose whether the employee concerned is paid Weekly, 2-Weekly, 4-Weekly or Monthly. When you have made this choice and chosen Ok, the screen headed **Employee Details** is displayed.

These screens are exactly the same as those obtained when you choose **Employees** from the **WinPay** menu. The use of these screens is described in full in [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

P45 CONTROL

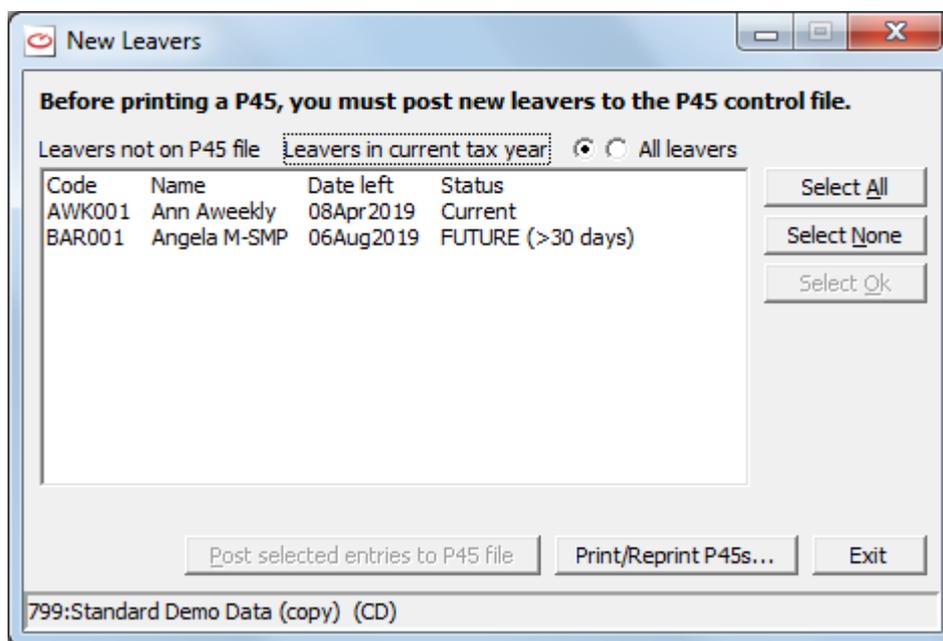
This program is used to produce P45 forms for leaving employees and to submit P45 information to HMRC online. A leaver is any employee whose records show a date in the field **Date Left**, see [PERSONNEL DATA](#) in [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

To access the P45 control program :-

1. Either from the **WinPay** menu, select **Payroll cycle**. Then select **Leavers & new emps** followed by **P45 control**,

Or from the **WinPay** menu select **Reports**. On the Reports menu, select **P45 control**.

2. The screen headed **New Leavers** will be displayed as follows :-



This lists all the employees who have a date entered in the field **Date Left** on their records but who are not yet on the P45 file i.e. the record of them leaving has yet to be posted. The column **Date left** shows the leaving date entered on the employee's record.

You may select for the list to display the **Leavers in the current tax year** or **All leavers**.

The column **Status** will show Ok if the leaving date entered is before the current period. It will show Current if the leaving date is in the current period and it will show the value FUTURE if the leaving date entered is after the last date of the current period end. P45s cannot be printed for employees with a FUTURE leaving date - if necessary change the leaving date using [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

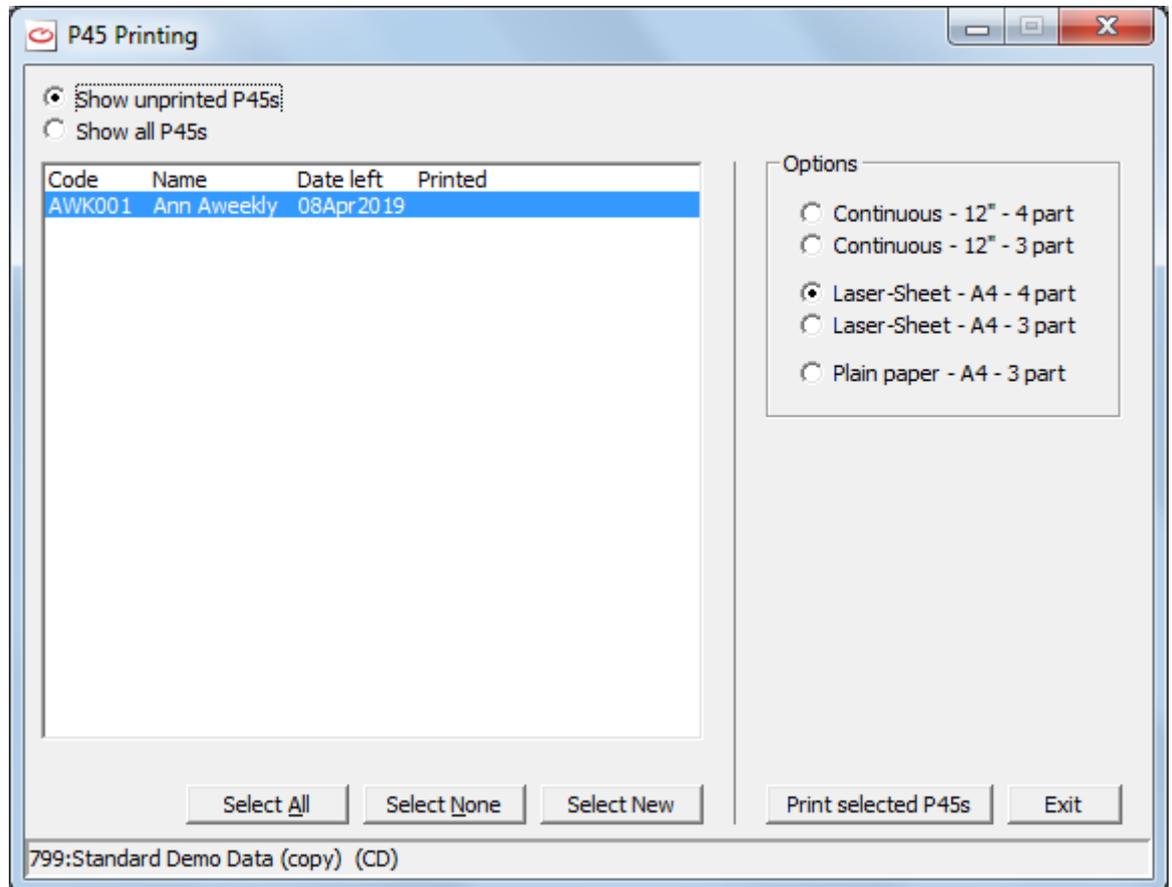
3. If you wish to print or reprint P45s that have already been posted to the P45 file, then just choose the button **Print/Reprint P45s**. This will take you to the screen headed **P45 Printing**, see point 5 below.
If there are no leavers since the last time the P45 control program was run, you may only select the button **Print/Reprint P45s**.
4. Before printing or filing a P45 you must post new leavers to the P45 control file. To post the details about one or more of the employees who are not yet on the P45 file, then click on the line for the required employee. To select a further employee, hold down the Ctrl key as you click on the next employee.

Alternatively you may choose the button **Select Ok** to select all the employees whose Status is Ok. Or you may choose the button **Select All** to select all the employees whose Status is Ok or Current. You are not allowed to print P45s for employees with status FUTURE.

To deselect all the employees selected, choose **Select None**.

Now choose the button **Post selected entries to P45 file**. (Alternatively choose **Cancel** to return to the previous menu).

- The screen headed **P45 Printing** is now displayed as follows :-



This lists the employees whose details you have selected to post to the P45 file and whose P45s have not yet been printed.

If you wish to see a list of all the employees whose details have been posted to the P45 file (i.e. including those whose P45s have been printed) choose Show all P45s.

- Now select the employees whose P45s are to be printed. This is done by clicking on an employee whose P45 is to be printed. Then to select a further employee, hold down the Ctrl key as you click on the next employee.

Alternatively choose the button **Select All** (which will select all the employees on the screen). To deselect all the employees selected, choose Select None.

When you have chosen to display all the P45s (i.e. including the employees whose P45s have been printed) then choose the button **Select New** will select only the employees on the screen whose P45s have not yet been printed.

- On the right of the screen under the heading **Options** you may choose one of the following options :-

Continuous 12" - 4 part

Continuous 12" - 3 part

Laser-Sheet - A4 - 4 part

Laser-Sheet - A4 - 3 part

Plain-paper - A4 - 3 part

Then select the button **Print & file selected P45s**. The selected reports will be displayed for you to print them.

8. After April 2013 when Real time information was introduced by HMRC. leaver's details will be included in the FPS. If you do not process an employee for 9 weeks then they are automatically classed as a leaver unless the user has ticked the field **Irregular Employment** for this employee in Employee Maintenance - see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE..**
9. Finally select **Exit** and **Exit** again to return to the **WinPay** menu.

NEW STARTER FORM

When a new employee starts at your company you will need to enter the details of that employee in Maintenance, Employee Maintenance - see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**. These details include the name and address, the bank account details, details of next of kin and terms of employment

This facility will produce a new starter form for you to give to the new employee so that they may fill in all their details and then hand the form back to you so that you can enter their details on the **WinPay** system in Employee Maintenance.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Leavers and new emps**. And then select **New starter form**.
3. The **New Starter Form** will be displayed and you can print it and give it to your new employee to fill in.
4. Exit from the form.

STATUTORY PAYMENTS

The statutory payments cover the payments for :-

Sick Pay - SSP

see [SICK PAY - SSP](#) on page 145

Maternity Pay - SMP

see [MATERNITY PAY - SMP](#) on page 149

Adoption Pay - SAP

see [ADOPTION PAY - SAP](#) on page 153

Paternity Pay (Birth) - SPP(Birth)

see [PATERNITY PAY \(BIRTH\) - SPP\(b\)](#) on page 156

Paternity Pay (Adoption) - SPP(a)

see [PATERNITY PAY \(ADOPT\) - SPP\(a\)](#) on page 159

Shared Paternal Pay (Birth) - ShPP(Birth)

see [SHARED PARENTAL PAY \(BIRTH\) - SHPP\(B\)](#) on page 162

Shared Paternal Pay (Adoption) - ShPP(a)

see [SHARED PARENTAL PAY \(ADOPTION\) - SHPP\(A\)](#) on page 165

SICK PAY - SSP

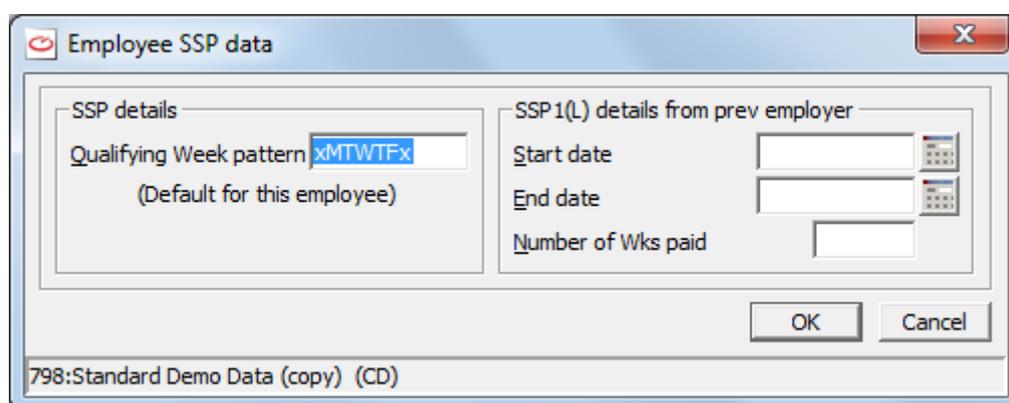
This program is used to calculate and enter statutory sick pay (SSP) onto the employee's timesheet.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Statutory payments** and then select **SSP**.
3. The screen headed **Statutory Sick Pay (SSP) Details** will be displayed.

At the field **Code** use the Code Lookup facility @ to select the code of the employee whose SSP details you wish to view or update.

4. For each new employee, before you enter any PIW (Period of Incapacity for Work) you must tell **WinPay** which days of the week that this employee works for you and any details you have of any sick periods for which he was paid in any previous employment as recorded on the form SSP1(L). To do this select **Employee Data**. The following screen will be displayed :-



Enter the details of the Agreed Week (using the first letter of each day) and the details from the SSP1(L) from the previous employer. Then select **OK**.

You may view this data at any later time by selecting the button **Employee Data** and you can amend the entries.

If the company does not allow **Variable Qualifying Week Patterns per employee for SSP** (see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**) then this pattern of work days for this employee will always be the pattern for which the SSP routine calculates the SSP.

If the company does allow Variable Qualifying Week Patterns but this employee has the fact that he will work the **Same patterns each week**, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**, then this pattern of work days for this employee will be the pattern for which the SSP routine calculates the SSP. (If you alter the week pattern then **WinPay** will ask you to confirm which settings for these fields you now want).

If the company does allow Variable Qualifying Week Patterns and this employee has the fact that the work **Pattern may change each week**, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**, then this pattern of work days for this employee will be the default pattern for which the SSP routine calculates the SSP and you may alter this pattern each week.

If you are entering a Period of Incapacity for work (PIW) which spans more than one week for an employee for whom you have defined that he has **Pattern may change each week** in Employee Maintenance you will be advised to enter the PIW in separate portions of Sunday to the following Saturday and to define the work pattern for that week.

5. If you wish to enter the details of historic information for periods of sickness already paid to an employee while in your employment you may select the button **Enter History**. You must record such history in chronological order starting with the earliest period of incapacity to work.

Enter the **Start date** of the period of sickness and the **End date** of the period of sickness.

If you have not entered, in Employee Maintenance, details of this employee's date of birth or the date he joined the company a screen will be displayed which asks you for this information. This is not essential for the entering of the SSP details.

If this is the first historic data or if this historic PIW is not linked to the previous historic PIW then a screen headed **Average Pay Calculations** will be displayed. For example for a monthly-paid employee:-

Period	Amount
06Mar - 05Apr	1500.00
06Feb - 05Mar	£1,733.00

Average calculated using latest 2 months from above

P11 average £373.0385 per week

For historic data this screen will show the last 2 months/8 weeks of NIable pay prior to the start of the historic PIW (Period of Incapacity for Work) as zero. Enter the correct data. The field **No of months/weeks for average** will display the period over which the average pay has been calculated. Please note that any changes you make to the fields here will not be transferred back to the P11 records.

Select **OK** to record the changes. Now you will be returned to the screen of historic data and the SSP payment will have been calculated. Below this it will record that this SSP payment is **Don't Pay** - since this is only a historic record of SSP.

Select **OK**. The historic details will now be displayed on the screen under the heading **History**. This history will be recorded as **Don't Pay**.

To delete any history details, display the history details that you wish to delete (if necessary click on the < or > to display the correct history details), and then choose the **Delete History** button. You will be asked to confirm that you wish to delete these details.

6. To enter the details about the latest period of sickness for an employee, choose the button **New Details**.

The following screen will be displayed :-

Only Periods of Incapacity for Work of 4 days or more should be entered. When a Period of Incapacity for Work is less than 4 days keep the sick note and if you get another period of sickness contiguous with this one enter them both as one spell of sickness.

Enter the **Start date** of the period of sickness and the **End date** of the period of sickness.

If you have not entered, in Employee Maintenance, details of this employee's date of birth or the date he joined the company a screen will be displayed which asks you for this information. This is not essential for the entering of the SSP details.

If this period of sickness is linked to one or more previous periods of sickness then **WinPay** will use the NIable pay for the 2 months/8weeks prior to the first PIW to calculate the SSP due. If this period of sickness is not linked to a prior period of sickness or this is the first period of sickness recorded for this employee then a screen will be displayed showing the last 2 months/8 weeks of NIable pay prior to the start of the PIW that you are entering as taken from the P11 records. If necessary you can make changes to the pay displayed.

If the records for the pay over the past 2 months/8 weeks do not as yet exist in the P11 records then this screen will display data for less than 2 months or 8 weeks. To ensure that **WinPay** uses the NIable pay for this employee over the whole 2 months/8weeks select the button **Modify**.

The screen will now display fields in which you can enter amounts for the pay for the employee in the 2 months/8 weeks prior to the start of the period of sickness. For instance for a weekly-paid employee :-.

Average Earnings Calculation

Pay received in the 8 weeks upto & including 04Apr2019

29Mar - 04Apr	320.00	01Mar - 07Mar	£370.00
22Mar - 28Mar	£360.00	22Feb - 28Feb	£320.00
15Mar - 21Mar	£370.00	15Feb - 21Feb	£360.00
08Mar - 14Mar	£360.00	08Feb - 14Feb	£370.00

Average calculated using latest weeks from above

P11 average per week

798:Standard Demo Data (copy) (CD)

If any field shows zero or if you wish to change the values enter the correct data. Please note that any changes you make to the fields here will not be transferred back to the P11 records. If you make any changes after the initial entry of the pay data for this employee you have to select **Recalculate Average**. (For the initial entry of data for this employee just tab and the corrected average will be calculated). The next time you enter SSP or if you select the field **Average Weekly Earnings** on the **Statutory Sick Pay Details (SSP)** screen then the values will revert to the values as obtained from the P11.

Select **OK** to record the changes. Now you will be returned to the screen of SSP Details. Enter the withheld days and the excluded days. If you enter withheld or excluded days the following screen will be displayed :-

SSP Notes & P-I-W Data

Notes (New Details)

These notes enable you to record details with each period of sickness. (exclusion reason, self certified etc..)

Reasons for exclusion (see SSP Manual for employers)

P-I-W Data

Data covering the complete Period of Incapacity to Work (P-I-W) to date.

P-I-W Number	<input type="text" value="1"/>
Agreed Week	<input type="text" value="xMTWTFx"/>
Average Weekly Pay	<input type="text" value="£353.75"/>
SSP Rate	<input type="text" value="Band 1"/>
Weeks Equivalent	<input type="text" value="1.4000"/>
Total Payment	<input type="text" value="£131.95"/>

798:Standard Demo Data (copy) (CD)

You can type in details about why there are withheld or excluded days (or you can select the reason from the dropdown list below and select **Add**). Then select **OK**.

You may choose the **More** button to enter notes about each Period of Incapacity for Work and to view the data covering the complete Period of Incapacity to Work (P-I-W) to date. Then choose **OK** to return to the Statutory Sick Pay (SSP) Details screen

Select **OK** and the SSP details you have just entered will be displayed on the screen under the heading History and this sick pay will appear in the list of pay element when you go to Timesheet Entry for this employee for the next pay period as long as it was marked **Next Pay** by **WinPay**.

7. The details of the previous Period of Incapacity for Work for this chosen employee will be displayed on the screen. Click on the < below the heading History to display the details for the Period of Incapacity for Work prior to the one being displayed. Click on > to display the details for the Period of Incapacity for Work after the one being displayed.
8. To view the SSP1 details for this employee, select the button **SSP1 Details**. Select **Cancel** to return to the previous screen.
9. To print the SSP records for this employee select the button **Print SSP record**. This employee's code will already be in the fields **From Employee** and **To Employee**. You need only enter the earliest date from which you wish to print the SSP Details in the field **From Date** and enter the latest date to which you wish to print the SSP details in the field **To Date**. Then select **Print** and the SSP details will be printed.

For more details about printing SSP records see [SSP RECORDS](#) in **CHAPTER 6 : REPORTS**.

10. When you have finished entering the SSP details necessary for all the employees, then choose **Exit**. You will be returned to the **Payroll cycle** menu.

For more details about SSP see the HMRC booklet E14 Employer Helpbook for Statutory Sick Pay.

NOTE : You must only enter the details of Sick Pay that fall within the current pay period. Timesheet Entry will process **ALL** the SSP entries that exist on the system for each employee which are marked as Not Paid. Therefore if you receive a Sick note for an employee which covers future pay periods only enter onto the system the details for sickness for this pay period. Retain the sick note and enter future periods of sickness when the relevant pay period arrives.

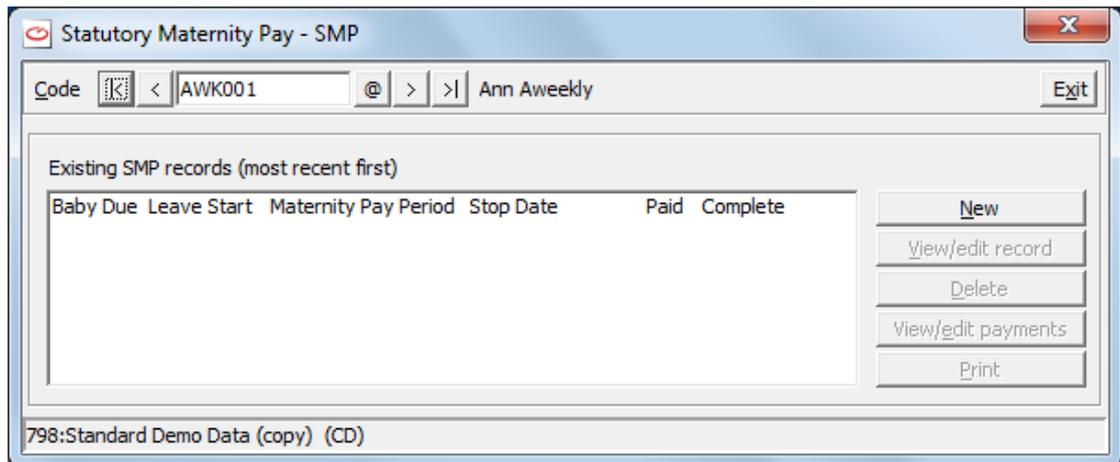
NOTE : **WinPay** requires you to enter details of days worked within the routines Statutory Payments - Maternity Pay, Adoption Pay, Paternity Pay (Birth), Paternity Pay (Adoption) and Shared Parental Pay (Birth) and Shared Parental Pay (Adoption). But entering the days in these routines does not put these dates into Statutory Payments - Sick Pay. Nor does entering days in Statutory payments Sick Pay put these days into the Days Worked in Statutory Payments Maternity Pay, Adoption Oay, Paternity Pay (Birth), Paternity Pay (Adoption) or Shared Parental Pay (Birth) or Shared Parental Pay (Adoption).

MATERNITY PAY - SMP

This program is used to enter details about Maternity Leave for an employee so that **WinPay** can calculate the correct SMP payments.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Statutory payments** and then select **SMP**.
3. The screen headed **Statutory Maternity Pay (SMP)** will be displayed :-



At the field **Code** use the Code Lookup facility @ to select the code of the employee whose SMP details you wish to view or update. SMP can only be paid for an employee registered on this system as female.

If you have selected a male employee you will be informed that access is denied (eg Not on file, Locked out, Wrong sex). You must select another employee at the field Code or choose **Exit** to return to the **Payroll cycle** menu.

4. To enter details of a new Maternity Leave choose the button **New**.

(If details of a previous Maternity Leave are displayed and you wish to change them select those details and choose **View/Edit record**. To delete existing details about Maternity Leave, select the details and choose **Delete**. To view the payments of an existing Maternity Leave select the details and choose **View/Edit Payments**. To print the details choose **Print**.)

5. The screen headed **Statutory Maternity Pay**- data will be displayed. At the first field enter whether you have received a valid certificate of confinement (the form Mat B1) and at the field **Baby Due date** enter the date the baby is due. Press **Tab**.

At this point the other fields on the screen will be enabled and the screen will look as follows :-

Statutory Maternity Pay - Ann Aweekly - Data

You should read the HMRC Help Books E15 (and supplement) for a detailed understanding of the SMP procedures.

Have you received a valid certificate of confinement - form Mat B1? Yes

Baby Due date 08May2019

Notified Leave Start - day after last day of work (normally 17Feb2019 - 09May2019)

Did you have 28 days notice?

Baby Born date

Baby stillborn?

Has employment been continuous .from 04Aug2018 to 20Jan2019?

Average weekly earnings in 8 wks up to ..24Jan2019... is £0.0000 Amend

Does your NI liability for 2017-18 qualify you for Small Employer's Relief?

MA paid to employee shown on letter from Benefits Agency £0.00

Pregnancy Related Illness (first day of PRI absence on or after 07Apr2019)

Statutory Maternity Pay entitlement stops on

Days worked (+ KIT) during the Maternity Pay Period (0 + 0 days) Amend
(also use this when employee returns to work early)

Notes (eg. reason for amendments or non entitlement) Amend

'Use Split Weeks' is set. You can change this (as BOSS) in Settings.../System Wide

Qualifying week commences on Sunday 20Jan2019

SMP Complete?

OK Cancel

798:Standard Demo Data (copy) (CD)

On this screen enter the **Leave Start** day and this will define the **Maternity Pay Period** which is printed at the bottom of the screen.

Now enter other details on the screen such as whether you had the required notice and whether employment has been continuous since the given date.

You only need to enter the **Baby Born** date if the baby is born early in which case you must also tell **WinPay** in the following field whether the baby was stillborn or not.

To enter details about the employee's average earnings select the button **Amend**, see [AVERAGE EARNINGS CALCULATION](#) on page 168.

On this screen you may specify that your company qualifies for Small Employer's Relief. This enables the system to recover the full amount of the SMP and claim NIC compensation for a percentage of it. The employer's qualifying tax year is the last complete tax year that ends before the start of the Qualifying Week. You may only change this Small Employer's Relief status at year-end.

If the employee opts to stop SMP and to change to

then enter the date the SMP entitlement ends in the field **Statutory Maternity Pay entitlement stops on**. Use this field also to record the date an employee is taken into custody or the date plus 1 week that the employee dies.

The employee may take up to 10 KIT days when she may work and not lose any of her statutory payment. To record the KIT days click on the Amend button at the field **Days worked (+KIT) during the Maternity Pay Period** and on the displayed calendar click on the days of the KIT days until they show as blue. Then select **OK**.

If an employee works days which are not KIT days then you must mark these days on the calendar as Worked Days (they display as pink on the calendar) and she will not get paid for the weeks in which these days have been worked.

If the employee returns to work permanently she may not receive any more Maternity Pay. You must go to the calendar at the field **Days worked (+KIT) during the Maternity Pay Period** and mark the days that she will work. To mark a range of days as Worked days select the first day that she returns to work. Then hold down the Shift key as you scroll through the calendar until you find the last day which she is entitled to take as maternity leave (this will be green on the calendar). Now with the shift key held down click on that last day. Now all the days she is working change to be Worked days (displayed in pink).

The date for the first payment of SMP has been calculated by **WinPay** using the HMRC booklet E15 Employer Helpbook for Statutory Maternity Pay. When the first payment is made obeys the following rules :-

- a) The entitlement to SxP is always in whole weeks but now when you have **Use Split Weeks** set to the default of **Yes** then one payment can be split over two pay periods. This means that if an employee's statutory payment should begin on (e.g) a Tuesday and the next pay date is the Friday then he will receive 4 days worth of the first week's statutory payment on the Friday. NB As this will result in part of the payment being paid in advance, in some circumstances (ie woman resigns with little notice) you may need to deal with an overpayment of SMP (and subsequent over-recovery).

It is assumed that most employers will want to take advantage of the Use Split Weeks method of payment.

- b) If you have chosen to set Use Split Weeks = No (by logging in as BOSS, selecting **Settings, System wide WinPay settings (WinPay.ini), [Statutory Payments]**) then occasionally this means that the first payment of SMP is not in the adjacent period to the last pay received by the employee. In this case you may use the field **No of weeks by which to bring forward the start of payment** (by upto 5 weeks) to ensure she will not have a period with no pay at all. Alternatively you may enter a negative amount to delay the payment
6. When you have filled in the details concerning the Maternity Leave, at the bottom of the screen will be displayed the date that the Qualifying Week commences, the dates of the Maternity Pay Period and when the payment will start.

Also shown in this panel is the basic entitlement. It should be stressed that these figures could change if the rate of SxP changes or if the employees circumstances vary (e.g. has backdated pay rise, dies, etc).

7. Select **OK**. You are told that **HMRC request that you keep the form MatB1**. You will be returned to the Statutory Maternity Pay - SMP screen with the entered details now displayed as follows :-

The screenshot shows a software window titled "Statutory Maternity Pay - SMP". At the top, there is a navigation bar with "Code" (AWK001), navigation arrows, "@", ">", ">|", "Ann Aweekly", and an "Exit" button. Below this is a table of "Existing SMP records (most recent first)".

Baby Due	Leave Start	Maternity Pay Period	Stop Date	Paid	Complete
08May2019	01May2019	01May2019 - 28Jan2020		£0.00	

To the right of the table are several buttons: "New", "View/edit record", "Delete", "View/edit payments", and "Print". At the bottom of the window, it says "798:Standard Demo Data (copy) (CD)".

Select **Exit** to return to the **WinPay** menu.

- Now you have entered these Maternity Details, when you create a timesheet for this employee (either using Auto-generate or Timesheet Entry) then any Maternity payments due during the pay period will be automatically generated.
- If the employee and the user agree it is possible for the SMP to be taken in one lump sum in the first period of the SMP payments, see [TIMESHEET ENTRY - LUMP SUM SMP](#) on page 185.

NOTE 1 : If the employee dies when SMP is in payment the SMP will be payable until the end of the week in which death occurs. Enter this date in the field **Statutory Maternity Pay stop on**.

NOTE 2 : If the employee leaves your employment see [EMPLOYEE WITH STATUTORY PAYMENT LEAVES](#) on page 139.

For further advice about Maternity Pay consult the HMRC booklet E15 Employer Helpbook for Statutory Maternity Pay.

ADOPTION PAY - SAP

This program is used to enter details about Adoption Leave for an employee so that **WinPay** can calculate the correct SAP payments.

To access this program :-

- From the **WinPay** menu, select **Payroll cycle**.
- Select **Statutory payments** and then select **SAP**.
- The screen headed **Statutory Adoption Pay (SAP)** details will be displayed :-

Baby Due	Leave Start	Adoption Pay Period	Stop Date	Paid	Complete
----------	-------------	---------------------	-----------	------	----------

At the field **Code** use the Code Lookup facility @ to select the code of the employee whose SAP details you wish to view or update.

- To enter details of a new Adoption Leave choose the button **New**.
(If details of a previous Adoption Leave are displayed and you wish to change them select those details and choose **View/Edit record**. To delete existing details about Adoption Leave, select the details and choose **Delete**. To view the payments of an existing Adoption Leave select the details and choose **View/Edit Payments**. To print the details choose **Print**.)
- The screen headed **Statutory Adoption Pay - data** will be displayed. At the first field enter whether you have received a valid matching certificate and at the field **Date the adopter is notified as being matched (from the certificate)** enter that. At the field **Child Expected Date** enter the date the child is expected. Press **Tab**.

The screen will look as follows :-

Statutory Adoption Pay - Alan Amonthly - Data

You should read the HMRC Help Books E16 (and supplement) for a detailed understanding of the SAP procedures.

Have you received a valid matching certificate? Yes

Date the adopter is notified as being matched (from the certificate) 01May2019

Child Expected date 26May2019

Notified Leave Start - day after last day of work (normally 12May2019 - 27May2019)

Did you have 28 days notice?

Child Placed date

Has employment been continuous .from 10Nov2018 to 28Apr2019?

Average weekly earnings in 8 wks up to ..05Apr2019... is £0.0000 Amend

Does your NI liability for 2018-19 qualify you for Small Employer's Relief?

Statutory Adoption Pay entitlement stops on

Days worked (+ KIT) during the Adoption Pay Period (0 + 0 days) Amend
(also use this when employee returns to work early)

Calendar of days employee was sick during the Adoption Pay Period (0 days) Amend

Notes (eg. reason for amendments or non entitlement) Amend

'Use Split Weeks' is set. You can change this (as BOSS) in Settings.../System Wide

Matching week commences on Sunday 28Apr2019

SAP Complete?

OK Cancel

798:Standard Demo Data (copy) (CD)

On this screen enter the **Leave Start** day and this will define the **Adoption Pay Period** which is then printed at the bottom of the screen.

Now enter other details on the screen such as whether you had the required notice and whether employment has been continuous since the given date.

To enter details about the employee's average earnings select the button **Amend**, see [AVERAGE EARNINGS CALCULATION](#) on page 168

On this screen you may specify that your company qualifies for Small Employer's Relief. This enables the system to recover the full amount of the SAP and claim NIC compensation for a percentage of it. The employer's qualifying tax year is the last complete tax year that ends before the start of the Qualifying Week. You may only change this Small Employer's Relief status at year-end.

KIT days are Keep in Touch days and the employee may take upto 10 KIT days when she/he may work and not lose any of their statutory payment. To record the KIT days click on the Amend button and on the displayed calendar click on the days of the KIT days until they show as blue. Then select **OK**.

[NOTE : If you have already set up KIT days with a Child Expected date on or after 1Apr07 and then change the date to a pre 1Apr07 date, it will convert the KIT days back to work days. If the date was changed by mistake, the user must either cancel the SAP changes (and thereby lose any other changes made that session) or manually go back in to the calendar to re-input the KIT days.]

To enter the Days worked during the Adoption Pay Period select **Amend** at the field **Days worked (+KIT) during the Adoption Pay Period** and on the calendar that is then displayed click a date to show that that day was worked by the employee and whether it was a KIT day. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

If an employee works days which are not KIT days then you must mark these days on the calendar as Worked Days and she will not get paid for the weeks in which these days have been worked.

If the employee returns to work permanently he may not receive any more Adoption Pay so enter the days he works in the calendar at the field **Days worked (+KIT) during the Adoption Pay Period**.

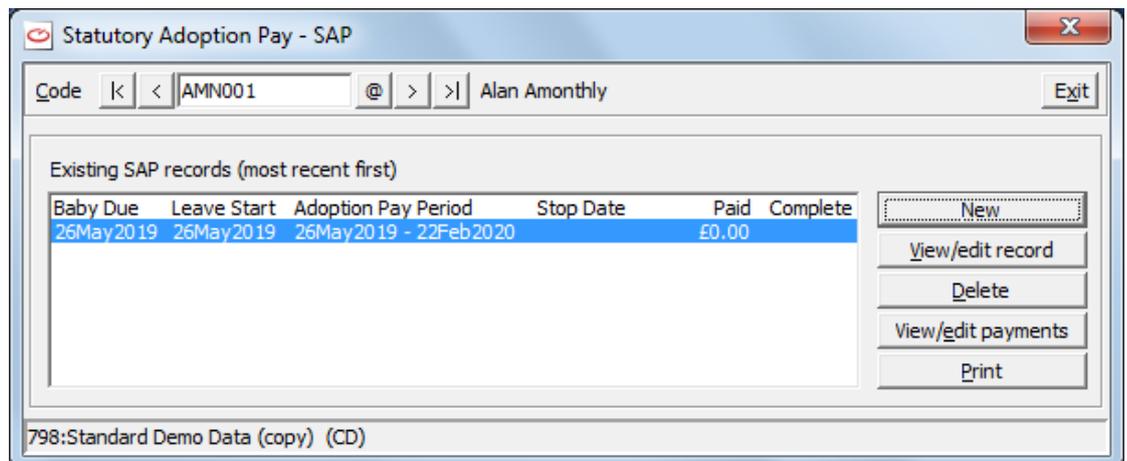
Since an employee may not receive Adoption Pay in any week for which he will receive Sick Pay you need to tell **WinPay** the days for which he has been sick. At the field **Calendar of days employee paid sick pay during APP** select **Amend** and on the calendar that is then displayed click a date to show that that day the employee was off sick. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

The date for the first payment of SAP has been calculated by **WinPay** using the HMRC booklet E16 Employer Helpbook for Statutory Adoption Pay. But occasionally this means that the first payment of SAP is not in the adjacent period to the last pay received by the employee. In this case you may use the field **No of weeks by which to bring forward the start of payment** to ensure she will not have a period with no pay at all. This field will only be present for employees when BOSS has selected that **Use Split Weeks = NO** in WinPay.ini. The default is **Use Split Weeks = YES**. You may enter a positive number upto 5 to bring forward the payment or a negative amount to delay the payment.

- When you have filled in the details concerning the Adoption Leave, at the bottom of the screen will be displayed the date that the Matching Week commences, the dates of the Adoption Pay Period and when the payment will start.

Also shown in this panel is the basic entitlement. It should be stressed that these figures could change if the rate of SxP changes or if the employees circumstances vary (e.g. has backdated pay rise, dies, etc).

- Select **OK**. You are told that **HMRC request that you keep the matching certificate**. You will be returned to the Statutory Adoption Pay - SAP screen with the entered details now displayed as follows :-



Select **Exit** to return to the **WinPay** menu.

- Now you have entered these Adoption Details, when you create a timesheet for this employee (either using Auto-generate or Timesheet Entry) then any Adoption payments due during the pay period will be automatically generated.

NOTE 1 : If the employee dies when SAP is in payment the SAP will be payable until the end of the week in which death occurs. Enter this date in the field **Statutory Adoption Pay stop on**.

NOTE 2 : If the employee leaves your employment see [EMPLOYEE WITH STATUTORY PAYMENT LEAVES](#) on page 139.

NOTE 3 : If the child stops living with the adopter during the SAP pay period the pay period and leave will end eight weeks after the end of the week in which the child stopped living with them if it was not due to end earlier. Enter this stop date in the field **Statutory Adoption Pay entitlement stops on**.

For further advice about Statutory Adoption Pay consult the HMRC booklet E16 Employer Helpbook for Statutory Adoption Pay..

PATERNITY PAY (BIRTH) - SPP(B)

This program is used to enter details about Paternity Leave for an employee whose partner has given birth so that **WinPay** can calculate the correct SPP(Birth) payments.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Statutory payments** and then select **SPP(Birth)**
3. The screen headed **Statutory Paternity Pay (birth) - SPP(b)** will be displayed :-

Baby Due	Leave Start	Paternity Pay Period	Stop Date	Paid	Complete
----------	-------------	----------------------	-----------	------	----------

At the field **Code** use the Code Lookup facility @ to select the code of the employee whose SPP(Birth) details you wish to view or update.

4. To enter details of a new Paternity Leave (Birth) choose the button **New**.
(If details of a previous Paternity Leave (Birth) are displayed and you wish to change them select those details and choose **View/Edit record**. To delete existing details about Paternity Leave (Birth) , select the details and choose **Delete**. To view the payments of an existing Paternity Leave (Birth) select the details and choose **View/Edit Payments**. To print the details choose **Print**.)
5. The screen headed **Statutory Paternity Pay (birth) - Data** will be displayed. At the first field enter whether you have received a self-certificate from the employee and at the field **Baby Due date** enter the date the baby was due to be born and press **Tab**.

At this point the other fields on the screen will be enabled and the screen will look as follows :-

Statutory Paternity Pay (birth) - Larry Kertinshaw - Data

You should read the HMRC Help Books E19 for a detailed understanding of the SPP procedures.

Have you received a self certificate from the employee? Yes

Baby Due date 12May2019

Notified Leave Start - day after last day of work (normally 12May2019 - 30Jun2019)

Did you have 28 days notice?

Baby Born date

Baby stillborn?

Has employment been continuous .from 11Aug2018 to 12May2019?

Average weekly earnings in 8 wks up to ..05Jan2019... is £0.0000 Amend

Does your NI liability for 2017-18 qualify you for Small Employer's Relief?

Statutory Paternity Pay (birth) entitlement stops on

Days worked during the Paternity Pay Period (0 days) Amend

Calendar of days employee was sick during the Paternity Pay Period (0 days) Amend

Notes (eg. reason for amendments or non entitlement) Amend

'Use Split Weeks' is set. You can change this (as BOSS) in Settings.../System Wide

Qualifying week commences on Sunday 27Jan2019

SPP(b) Complete?

OK Cancel

798:Standard Demo Data (copy) (CD)

On this screen enter the **Leave Start** day and this will define the **Paternity Period** which is printed at the bottom of the screen.

Now enter other details on the screen such as whether you had the required notice, whether employment has been continuous since the given date, the date the baby was born and whether it was stillborn or not.

To enter details about the employee's average earnings select the button **Amend**, see [AVERAGE EARNINGS CALCULATION](#) on page 168

On this screen you may specify that your company qualifies for Small Employer's Relief. This enables the system to recover the full amount of the SPP(Birth) and claim NIC compensation for a percentage of it. The employer's qualifying tax year is the last complete tax year that ends before the start of the Qualifying Week. You may only change this Small Employer's Relief status at year-end.

Since an employee may not receive Paternity Pay in any week for which he will receive pay for work done, you need to tell **WinPay** the days that he works during the Paternity Pay Period. To enter the Days worked during the Paternity Pay Period select **Amend** at the field **Days worked during the Paternity Pay Period** and on the calendar that is then displayed click a date to show that that day was worked by the employee. (Click again if you make a mistake and need to return to the day

being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

If the employee returns to work permanently he may not receive any more Paternity Pay so enter the days he works in the calendar at the field **Days worked during the Paternity Pay Period**.

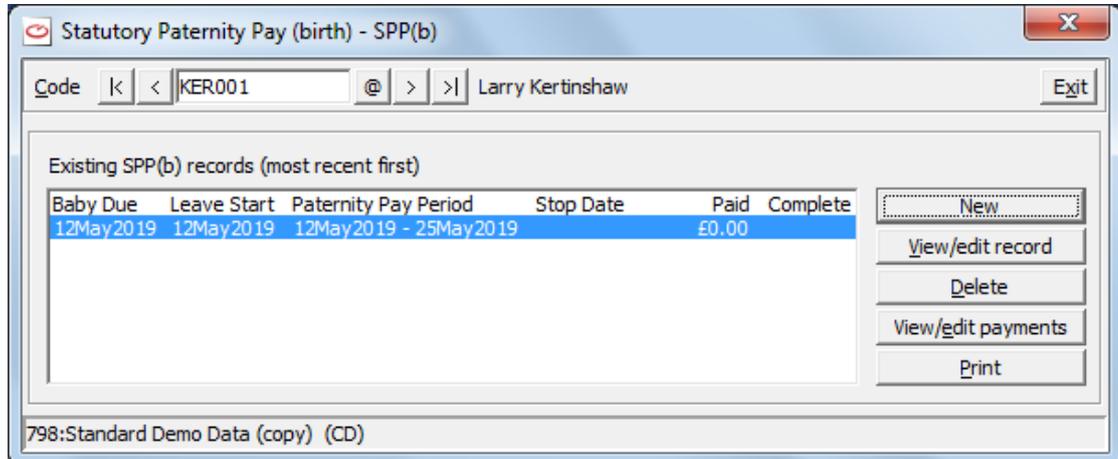
Since an employee may not receive Paternity Pay in any week for which he will receive Sick Pay you need to tell WinPay the days for which he has been sick. At the field **Calendar of days employee was sick during the Paternity Pay Period** select **Amend** and on the calendar that is then displayed click a date to show that that day the employee was off sick. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

The date for the first payment of SPP has been calculated by **WinPay** using the HMRC booklet E19 Employer Helpbook for Ordinary and Additional Statutory Paternity Pay. But occasionally this means that the first payment of SPP is not in the adjacent period to the last pay received by the employee. In this case you may use the field **No of weeks by which to bring forward the start of payment** to ensure he will not have a period with no pay at all. This field will only be present for employees when BOSS has selected that **Use Split Weeks = NO** in WinPay.ini. The default is **Use Split Weeks = YES**. You may enter a positive number upto 5 to bring forward the payment or a negative amount to delay the payment.

- When you have filled in the details concerning the Paternity Pay Leave (Birth), at the bottom of the screen will be displayed the date that the Qualifying Week commences, the dates of the Paternity Pay Period and when the payment will start.

Also shown in this panel is the basic entitlement. It should be stressed that these figures could change if the rate of SxP changes or if the employees circumstances vary (e.g. has backdated pay rise, dies, etc).

- Select **OK**. You are told that **HMRC request that you keep the self-certificate**. You will be returned to the Statutory Paternity Pay (birth) - SPP(b) screen with the entered details now displayed as follows :-



Select **Exit** to return to the **WinPay** menu.

- Now you have entered these Paternity Pay Details, when you create a timesheet for this employee (either using Auto-generate or Timesheet Entry) then any Paternity payments SPP(Birth) due during the pay period will be automatically generated.

NOTE 1 : Paternity Pay (Birth) must be taken in two consecutive weeks.

NOTE 2 : If the employee dies when SPP(Birth) is in payment the SPP(Birth) will be payable until the end of the week in which death occurs. Enter this date in the field **Statutory Paternity Pay (birth) stop on**.

NOTE 3 : If the baby is born early and the employee wishes to start the period of Paternity Leave earlier than the date originally given in Notified Leave Start then, if the employer agrees, change the Notified Leave Start date.

NOTE 4 : If the employee leaves your employment see [EMPLOYEE WITH STATUTORY PAYMENT LEAVES](#) on page 139.

For further advice about Paternity Pay for birth consult the HMRC booklet E19 Employer Helpbook for Ordinary and Additional Statutory Paternity Pay..

PATERNITY PAY (ADOPT) - SPP(A)

This program is used to enter details about Paternity Leave for an employee whose partner adopted a child so that **WinPay** can calculate the correct SPP(Adoption) payments.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Statutory payments** and then select **SPP(Adoption)**
3. The screen headed **Statutory Paternity Pay (adoption) - SPP(a)** will be displayed :-

Baby Due	Leave Start	Paternity Pay Period	Stop Date	Paid	Complete
----------	-------------	----------------------	-----------	------	----------

At the field **Code** use the Code Lookup facility @ to select the code of the employee whose SPP(Adoption) details you wish to view or update.

4. To enter details of a new Paternity Pay (Adoption) Leave choose the button **New**.
(If details of a previous Paternity Leave (Adoption) are displayed and you wish to change them select those details and choose **View/Edit record**. To delete existing details about Paternity Leave, (Adoption) select the details and choose **Delete**. To view the payments of an existing Paternity Leave (Adoption) select the details and choose **View/Edit Payments**. To print the details choose **Print**.)
5. The screen headed **Statutory Paternity Pay (adoption) - Data** will be displayed. At the first field enter whether you have received a self-certificate from the employee and at the field **Date the adopter is notified as being matched (from the certificate)** enter that date. At the field **Child Expected date** enter the date that the child was expected. Press **Tab**.

At this point the other fields on the screen will be enabled and the screen will look as follows :-

Statutory Paternity Pay (adoption) - Kathy Matthew - Data

You should read the HMRC Help Books E19 for a detailed understanding of the SPP procedures.

Have you received a self certificate from the employee? Yes

Date the adopter is notified as being matched (from the certificate) 28Jun2019

Child Expected date 29Jun2019

Notified Leave Start - day after last day of work (normally 29Jun2019 - 17Aug2019)

Did you have 28 days notice?

Child Placed date

Has employment been continuous .from 05Jan2019 to 29Jun2019?

Average weekly earnings in 8 wks up to ..05Jun2019... is £0.0000 Amend

Does your NI liability for 2018-19 qualify you for Small Employer's Relief?

Statutory Paternity Pay (adoption) entitlement stops on

Days worked during the Paternity Pay Period (0 days) Amend

Calendar of days employee was sick during the Paternity Pay Period (0 days) Amend

Notes (eg. reason for amendments or non entitlement) Amend

'Use Split Weeks' is set. You can change this (as BOSS) in Settings.../System Wide

Matching week commences on Sunday 23Jun2019

SPP(a) Complete?

OK Cancel

798:Standard Demo Data (copy) (CD)

On this screen enter the **Leave Start** day and this will define the **Paternity Pay Period (Adoption)** which is then printed at the bottom of the screen.

Now enter other details on the screen such as whether you had the required notice and whether employment has been continuous since the given date.

To enter details about the employee's average earnings select the button **Amend**, see [AVERAGE EARNINGS CALCULATION](#) on page 168

On this screen you may specify that your company qualifies for Small Employer's Relief. This enables the system to recover the full amount of the SPP(Adoption) and claim NIC compensation for a percentage of it. The employer's qualifying tax year is the last complete tax year that ends before the start of the Qualifying Week. You may only change this Small Employer's Relief status at year-end.

Since an employee may not receive Paternity Pay (Adoption) in any week for which he will receive pay for work done, you need to tell **WinPay** the days that he works during the Paternity Pay Period. To enter the Days worked during the Paternity Pay Period select **Amend** at the field **Days worked during the Paternity Pay Period** and on the calendar that is then displayed click a date to show that that day was worked by the employee. (Click again if you make a mistake and need to return to the

day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

If the employee returns to work permanently he may not receive any more Paternity Pay so enter the days he works in the calendar at the field **Days worked during the Paternity Pay Period**.

Since an employee may not receive Paternity Pay in any week for which he will receive Sick Pay you need to tell WinPay the days for which he has been sick. At the field **Calendar of days employee was sick during the Paternity Pay** select **Amend** and on the calendar that is then displayed click a date to show that that day the employee was off sick. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

The date for the first payment of SPP has been calculated by **WinPay** using the HMRC booklet E19 Employer Helpbook for Statutory Paternity Pay. But occasionally this means that the first payment of SPP is not in the adjacent period to the last pay received by the employee. In this case you may use the field **No of weeks by which to bring forward the start of payment** to ensure he will not have a period with no pay at all. This field will only be present for employees when BOSS has selected that **Use Split Weeks = NO** in WinPay.ini. The default is **Use Split Weeks = YES**. You may enter a positive number upto 5 to bring forward the payment or a negative amount to delay the payment.

NOTE : If the child stops living with the adopter during the SPP(Adoption) pay period payment should continue as normal.

- When you have filled in the details concerning the Paternity Leave, at the bottom of the screen will be displayed the date that the Matching Week commences, the dates of the Paternity Pay Period and when the payment will start.

Also shown in this panel is the basic entitlement. It should be stressed that these figures could change if the rate of SxP changes or if the employees circumstances vary (e.g. has backdated pay rise, dies, etc).

- Select **OK**. You are told that **HMRC request that the self certificate be kept**. You will be returned to the Statutory Paternity Pay (adoption) - SPP(a) screen with the entered details now displayed as follows :-

Baby Due	Leave Start	Paternity Pay Period	Stop Date	Paid	Complete
29Jun2019	29Jun2019	29Jun2019 - 12Jul2019		£0.00	

Select **Exit** to return to the **WinPay** menu.

- Now you have entered these Paternity Details, when you create a timesheet for this employee (either using Auto-generate or Timesheet Entry) then any Paternity payments SPP(Adoption) due during the pay period will be automatically generated.

NOTE 1 : Paternity Pay must be taken in two consecutive weeks.

NOTE 2 : If the employee dies when SPP(Adoption) is in payment the SPP(Adoption) will be payable until the end of the week in which death occurs. Enter this date in the field **Statutory Paternity Pay (adoption) stop on**.

NOTE 3 : If the employee leaves your employment see [EMPLOYEE WITH STATUTORY PAYMENT LEAVES](#) on page 139.

For further advice about Paternity Pay for adoption consult the HMRC Employer's booklet E19 Employer Helpbook for Ordinary and Additional Statutory Paternity Pay.

SHARED PARENTAL PAY (BIRTH) - SHPP(B)

This program is used to enter details about Parental Leave for an employee whose partner has given birth so that **WinPay** can calculate the correct ShPP(Birth) payments.

If this employee is to receive Shared Parental Payments, you must enter the **Partner's details for statutory payments (ShPP)** on the Personnel screen of Employee Maintenance, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Statutory payments** and then select **ShPP(Birth)**
3. The screen headed **Statutory Parental Pay (birth) - ShPP(b)** will be displayed :-

Baby Due	Leave Start	Shared Parental Pay Period	Stop Date	Paid	Complete
----------	-------------	----------------------------	-----------	------	----------

At the field **Code** use the Code Lookup facility @ to select the code of the employee whose ShPP(Birth) details you wish to view or update.

4. To enter details of a new Shared Parental Birth Leave choose the button **New**.
(If details of a previous Shared Parental Leave are displayed and you wish to change them select those details and choose **View/Edit record**. To delete existing details about Shared Parental Leave, select the details and choose **Delete**. To view the payments of an existing Shared Paternal Leave select the details and choose **View/Edit Payments**. To print the details choose **Print**.)
5. The screen headed **Shared Parental Pay (birth) - data** will be displayed. At the first field enter whether you have received a self-certificate from the employee and at the field **Baby Due date** enter the date the baby was due to be born and press **Tab**.

At this point the other fields on the screen will be enabled and the screen will look as follows :-

Shared Parental Pay (birth) - Neil Saygo - Data

You should read the HMRC Help Books E19 for a detailed understanding of the ShPP procedures.

Have you received a self certificate from the employee? Yes

Baby Due date 08Jul2019

Notified Leave Start - day after last day of work (normally 22Jul2019 - 05Jul2020)

Did you have 28 days notice?

Baby Born date

Has employment been continuous .from 06Oct2018 to 08Jul2019?

Average weekly earnings in 8 wks up to ..05Mar2019 .. is £0.0000 Amend

Does your NI liability for 2017-18 qualify you for Small Employer's Relief?

Shared Parental Pay (birth) entitlement stops on

Days worked (+ SPLIT) during the Shared Parental Pay Period (0 + 0 days) Amend
(also use this when employee returns to work early)

Calendar of days employee was sick during the Shared Parental Pay Period (0 days) Amend

Notes (eg. reason for amendments or non entitlement) Amend

'Use Split Weeks' is set. You can change this (as BOSS) in Settings.../System Wide

Shared parental pay - Number of weeks to pay

Qualifying week commences on Sunday 24Mar2019

ShPP(b) Complete?

OK Cancel

798:Standard Demo Data (copy) (CD)

On this screen enter the **Notified Leave Start** day and this will define the **Shared Parental Pay Period** which is printed at the bottom of the screen.

Now enter other details on the screen such as whether you had the required notice, whether employment has been continuous since the given date, the date the baby was born.

To enter details about the employee's average earnings select the button **Amend**, see [AVERAGE EARNINGS CALCULATION](#) on page 168

On this screen you may specify that your company qualifies for Small Employer's Relief. This enables the system to recover the full amount of the ShPP(Birth) and claim NIC compensation for a percentage of it. The employer's qualifying tax year is the last complete tax year that ends before the start of the Qualifying Week. You may only change this Small Employer's Relief status at year-end.

The employee may return to work for 20 SPLIT (Shared Parental Leave in Touch) days in order to keep in touch and he will still receive his ShPP(Birth) pay for the weeks in which he has worked SPLIT days. But after these 20 SPLIT days are taken then the employee may not receive Shared Parental Pay (Birth) in any week for which he will receive pay for work done. You need to tell **WinPay** the days that he works during the Shared Parental Pay Period. To enter the Days worked during the Shared Parental Pay Period select **Amend** at the field **Days worked (+SPLIT) during the Shared Parental Pay Period** and on the calendar that is then displayed click a date to show that

that day was worked by the employee and whether it was a SPLIT day. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

If the employee returns to work permanently he may not receive any more Shared Parental Pay so enter the days he works in the calendar at the field **Days worked (+SPLIT) during the Shared Parental Pay Period**.

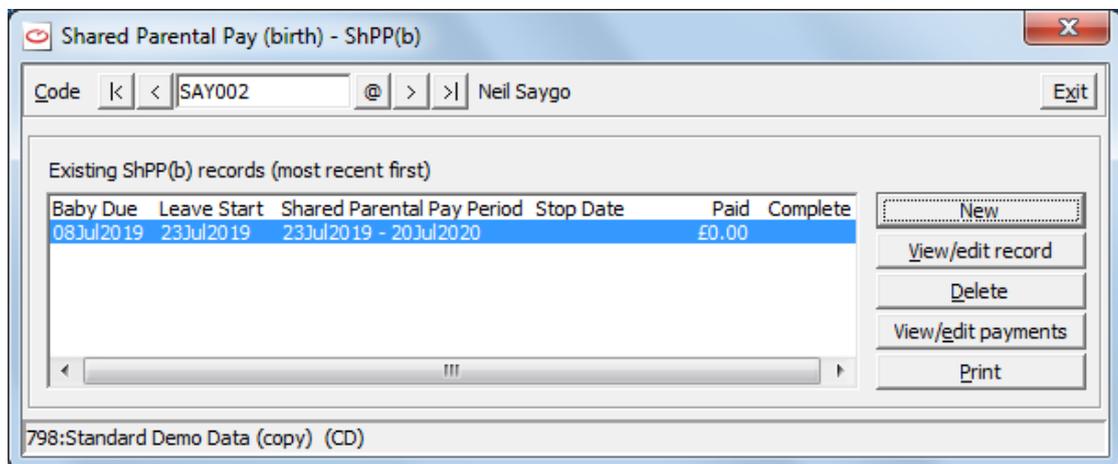
Since an employee may not receive Shared Parental Pay in any week for which he will receive Sick Pay you need to tell WinPay the days for which he has been sick. At the field **Calendar of days employee was sick during Shared Parental Pay Period** select **Amend** and on the calendar that is then displayed click a date to show that that day the employee was off sick. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

The date for the first payment of ShPP has been calculated by **WinPay**. But occasionally this means that the first payment of ShPP is not in the adjacent period to the last pay received by the employee. In this case you may use the field **No of weeks by which to bring forward the start of payment** to ensure he will not have a period with no pay at all. This field will only be present for employees when BOSS has selected that **Use Split Weeks = NO** in WinPay.ini. The default is **Use Split Weeks = YES**. You may enter a positive number upto 5 to bring forward the payment or a negative amount to delay the payment..

- When you have filled in the details concerning the Shared Parental Leave, at the bottom of the screen will be displayed the date that the Qualifying Week commences, the dates of the Shared Parental Pay Period and when the payment will start.

Also shown in this panel is the basic entitlement. It should be stressed that these figures could change if the rate of SxP changes or if the employees circumstances vary (e.g. has backdated pay rise, dies, etc).

- Select **OK**. You are told that **HMRC request that you keep the self-certificate**. You will be returned to the Shared Parental Pay (birth) - ShPP(b) screen with the entered details now displayed as follows :-



Select **Exit** to return to the **WinPay** menu.

- Now you have entered these Shared Parental Details, when you create a timesheet for this employee (either using Auto-generate or Timesheet Entry) then any Shared Parental payments - ShPP(Birth) due during the pay period will be automatically generated.

NOTE 1 : Shared Parental Pay must be taken in consecutive weeks.

NOTE 2 : If the employee dies when ShPP(Birth) is in payment the ShPP(Birth) will be payable until the end of the week in which death occurs. Enter this date in the field **Shared Parental Pay (birth) entitlement stops on**.

NOTE 3 : If the baby is born early and the employee wishes to start the period of Shared Parental Leave earlier than the date originally given in Notified Leave Start then, if the employer agrees, change the Notified Leave Start date.

NOTE 4 : If the employee leaves your employment see [EMPLOYEE WITH STATUTORY PAYMENT LEAVES](#) on page 139.

For further advice about Shared Parental Pay for birth consult HMRC.

SHARED PARENTAL PAY (ADOPTION) - SHPP(A)

This program is used to enter details about Parental Leave for an employee whose partner has adopted a child so that **WinPay** can calculate the correct ShPP(Adoption) payments.

If this employee is to receive Shared Parental Payments, you must enter the **Partner's details for statutory payments (ShPP)** on the Personnel screen of Employee Maintenance, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Statutory payments** and then select **ShPP(Adoption)**
3. The screen headed **Statutory Parental Pay (adoption) - ShPP(a)** will be displayed :-

Baby Due	Leave Start	Shared Parental Pay Period	Stop Date	Paid	Complete
----------	-------------	----------------------------	-----------	------	----------

At the field **Code** use the Code Lookup facility @ to select the code of the employee whose ShPP(adoption) details you wish to view or update.

4. To enter details of a new Shared Parental Adoption Leave choose the button **New**.
(If details of a previous Shared Parental Leave are displayed and you wish to change them select those details and choose **View/Edit record**. To delete existing details about Shared Parental Leave, select the details and choose **Delete**. To view the payments of an existing Shared Paternal Leave select the details and choose **View/Edit Payments**. To print the details choose **Print**.)
5. The screen headed **Shared Parental Pay (adoption) - Data** will be displayed. At the first field enter whether you have received a self-certificate from the employee. Then enter the date the adopter is notified of being matched (from the certificate). At the field **Child Expected date** enter the date the baby was due to be adopted and press **Tab**.

At this point the other fields on the screen will be enabled and the screen will look as follows :-

Shared Parental Pay (adoption) - Paul Tathess - Data

You should read the HMRC Help Books E19 for a detailed understanding of the ShPP procedures.

Have you received a self certificate from the employee? Yes

Date the adopter is notified as being matched (from the certificate) 10Apr2019

Child Expected date 26May2019

Notified Leave Start - day after last day of work (normally 09Jun2019 - 23May2020)

Did you have 28 days notice?

Child Placed date

Has employment been continuous .from 20Oct2018 to 26May2019?

Average weekly earnings in 8 wks up to ..11Apr2019... is £0.0000 Amend

Does your NI liability for 2018-19 qualify you for Small Employer's Relief?

Shared Parental Pay (adoption) entitlement stops on

Days worked (+ SPLIT) during the Shared Parental Pay Period (0 + 0 days) Amend
(also use this when employee returns to work early)

Calendar of days employee was sick during the Shared Parental Pay Period (0 days) Amend

Notes (eg. reason for amendments or non entitlement) Amend

'Use Split Weeks' is set. You can change this (as BOSS) in Settings.../System Wide

Shared parental pay - Number of weeks to pay

Matching week commences on Sunday 07Apr2019

ShPP(a) Complete?

OK Cancel

798:Standard Demo Data (copy) (CD)

On this screen enter the **Notified Leave Start** day and this will define the **Shared Parental Pay Period** which is printed at the bottom of the screen.

Now enter other details on the screen such as whether you had the required notice, whether employment has been continuous since the given date, the date the baby was placed.

To enter details about the employee's average earnings select the button **Amend**, see [AVERAGE EARNINGS CALCULATION](#) on page 168

On this screen you may specify that your company qualifies for Small Employer's Relief. This enables the system to recover the full amount of the ShPP(adoption) and claim NIC compensation for a percentage of it. The employer's qualifying tax year is the last complete tax year that ends before the start of the Qualifying Week. You may only change this Small Employer's Relief status at year-end.

Parental Pay (adoption) allows the employee to go back to work for 20 SPLIT (Shared Parental Leave in Touch) days and he will get paid his ShPP(Adoption) for those weeks in which he does SPLIT days.. After those 20 SPLIT days are worked then for any further weeks in which the employee works a day or more then he will not receive his ShPP(Adoption) pay. You need to tell **WinPay** the days that he works during the Shared Parental Pay Period. To enter the Days worked during the Shared Paternal; Pay Period select **Amend** at the field **Days worked during the Shared**

Parental Pay Period and on the calendar that is then displayed click a date to show that that day was worked by the employee and whether it was a SPLIT day. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

If the employee returns to work permanently he may not receive any more Shared Parental Pay so enter the days he works in the calendar at the field **Days worked during the Shared Parental Pay Period**.

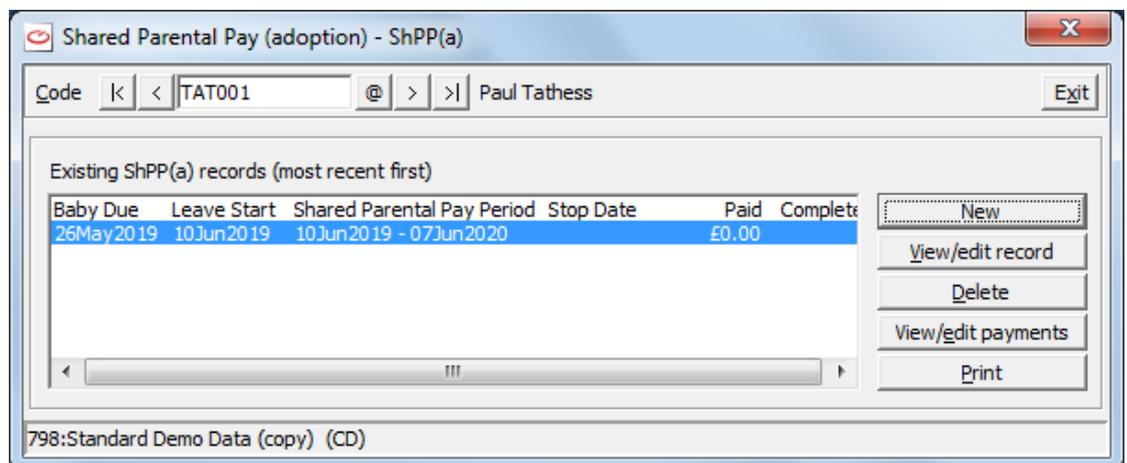
Since an employee may not receive Shared Parental Pay in any week for which he will receive Sick Pay you need to tell WinPay the days for which he has been sick. At the field **Calendar of days employee was sick during Shared Parental Pay Period** select **Amend** and on the calendar that is then displayed click a date to show that that day the employee was off sick. (Click again if you make a mistake and need to return to the day being a Leave taken date). To toggle a range of dates click the first date, then Shift and Click the last date.

The date for the first payment of ShPP has been calculated by **WinPay**. But occasionally this means that the first payment of ShPP is not in the adjacent period to the last pay received by the employee. In this case you may use the field **No of weeks by which to bring forward the start of payment** to ensure he will not have a period with no pay at all. This field will only be present for employees when BOSS has selected that **Use Split Weeks = NO** in WinPay.ini. The default is **Use Split Weeks = YES**. You may enter a positive number upto 5 to bring forward the payment or a negative amount to delay the payment..

- When you have filled in the details concerning the Shared Parental Leave, at the bottom of the screen will be displayed the date that the Qualifying Week commences, the dates of the Shared Parental Pay Period and when the payment will start.

Also shown in this panel is the basic entitlement. It should be stressed that these figures could change if the rate of SxP changes or if the employees circumstances vary (e.g. has backdated pay rise, dies, etc).

- Select **OK**. You are told that **HMRC request that you keep the self-certificate**. You will be returned to the Shared Parental Pay (adoption) - ShPP(a) screen with the entered details now displayed as follows :-



Select **Exit** to return to the **WinPay** menu.

- Now you have entered these Shared - Parental Details, when you create a timesheet for this employee (either using Auto-generate or Timesheet Entry) then any Shared Parental payments - ShPP(Adoption) due during the pay period will be automatically generated.

NOTE 1 : If the employee dies when ShPP(Adoption) is in payment the ShPP(Adoption) will be payable until the end of the week in which death occurs. Enter this date in the field **Shared Parental Pay (adoption) entitlement stops on**.

NOTE 2 : If the employee leaves your employment see [EMPLOYEE WITH STATUTORY PAYMENT LEAVES](#) on page 139.

For further advice about Shared Parental Pay for adoption consult HMRC

AVERAGE EARNINGS CALCULATION

All the Statutory payments programs[for SSP, SMP, SAP, SPP(Birth), SPP(Adoption), and ShPP(Birth) and ShPP(Adoption)] need to know the average earnings of an employee over a period of 8 weeks/2 months to ascertain if the earnings have been sufficient for the payments.

AVERAGE EARNINGS FOR SMP, SAP, SPP(B),SPP(A), SHPP(B), SHPP(a)

When you select the relevant program for SMP, SAP, SPP(Birth), SPP(Adoption), and ShPP(Birth) and ShPP(Adoption) and ask to enter the details about a **New** period which requires a statutory payment the screen for the entry of the details about that payment will be displayed (headed e.g. **Statutory Maternity Pay - employee name - data**).

On that screen will be a line saying (e.g.)

Average Weekly earnings in 8 wks upto ..04Apr2019... is £0.0000

(where the date depends on the dates just entered on the Statutory Payments screen) followed on the same line by a button saying **Amend**.

This means that the program needs to know the average earnings upto the given date (in this example 2Feb2018).

Select the button **Amend**. The following screen will be displayed :-

Pay received in the 8 weeks upto & including 24Jan2019			
18Jan - 24Jan	360.00	21Dec - 27Dec	£340.00
11Jan - 17Jan	£370.00	14Dec - 20Dec	£360.00
04Jan - 10Jan	£350.00	07Dec - 13Dec	£340.00
28Dec - 03Jan	£370.00	30Nov - 06Dec	£360.00

Average calculated using latest 8 weeks from above

P11 average £356.2500 per week

OK
Cancel

798:Standard Demo Data (copy) (CD)

The values of the earnings have been taken from P11 data.

If the pay in any field is zero this means that **WinPay** has no record of pay for that period. For instance, in the case of sick pay, this employee might have joined the company only 3 weeks ago so there would only be entries for the pay for the most recent three weeks. In this case you would select that the average would be calculated over three weeks by entering the number of weeks (e.g. 3) in the field **Average calculated using the latest n weeks from above**.

If you need to change the values of the earnings here change the values and tab. Then the field at the bottom of the screen will say the **Amended average**.

Pay received in the 8 weeks upto & including 24Jan2019			
18Jan - 24Jan	400	21Dec - 27Dec	£340.00
11Jan - 17Jan	£370.00	14Dec - 20Dec	£360.00
04Jan - 10Jan	£350.00	07Dec - 13Dec	£340.00
28Dec - 03Jan	£370.00	30Nov - 06Dec	£360.00

Average calculated using latest 8 weeks from above

Amended average £361.2500 per week

798:Standard Demo Data (copy) (CD)

Please note that changing the values of the earnings on this screen does not change the values of the earnings in the P11.

If this employee receives Childcare Vouchers you will need to change the values given in this table (which are the NTable amounts he received) to include the 'notional' salary rather than the reduced salary, see [Childcare Vouchers](#) in **CHAPTER 4 : MAINTENANCE**.

Select **OK** and you are returned to the Statutory Payment screen on which to enter further essential information. The line on this screen about the average earnings now says :-

Average Weekly earnings in 8 wks upto ...01Feb2018... is £361.2500.

If you need to recalculate the average earnings again select **Amend** again.

Now the screen is as follows :-

Pay received in the 8 weeks upto & including 01Feb2018			
26Jan - 01Feb	360.00	29Dec - 04Jan	£360.00
19Jan - 25Jan	£360.00	22Dec - 28Dec	£360.00
12Jan - 18Jan	£360.00	15Dec - 21Dec	£360.00
05Jan - 11Jan	£360.00	08Dec - 14Dec	£360.00

Average calculated using latest 8 weeks from above

Recalculate Average

Amended average £415.0000 per week

198:Standard Demo Data (CD)

The values showing for the pay for each period are still taken from the P11 although the **Amended average** shows the value that you last amended the average to.

Now you can make any changes you wish and you must select the button **Recalculate Average**. This will insert the new **Amended average** in the field at the bottom of this screen and when you select **OK** that new amended value will be displayed in the line e.g.

Average Weekly earnings in 8 wks upto 01Feb2018

The example above shows the screens that would be displayed for a weekly employee.

For a monthly (or 4 weekly) employee the screen would look like :-

For a 2 weekly employee the screen would look like this :-

AVERAGE EARNINGS FOR SSP

When you select the program in Statutory Payment for SSP and select **New Details** you will start to enter the dates of the sick period and **WinPay** will need to know the average pay over a certain period. The window headed **Average Earnings Calculation** will be displayed (as in [AVERAGE EARNINGS FOR SMP, SAP, SPP\(B\), SPP\(A\), SHPP\(B\), SHPP\(a\)](#) on page 168.) Enter the required earnings and **WinPay** will automatically calculate the average. On return to the screen on which you are entering the details of the sick period, this average will be displayed at the bottom of the screen in the field **Average Weekly Earnings**, as follows :-

To change the average pay select the button to the right of the field **Average Weekly Earnings** (which shows the average earnings so far calculated). The window with the earnings will be displayed and you may Recalculate the Average Earnings (as in [AVERAGE EARNINGS FOR SMP, SAP, SPP\(B\),SPP\(A\), SHPP\(B\), SHPP\(a\)](#) on page 168.) .

EMPLOYEE WITH STATUTORY PAYMENT LEAVES

When you have entered that an employee is to have a statutory payment,[SMP, SAP, SPP(Birth), SPP(Adoption), ShPP(Birth) or ShPP(Adoption)] and then the employee tells you he is going to leave your employment (for good - not just for the period of the leave for the Statutory Payment period), care needs to be taken as to whether you are obliged to pay him/her. These rules are laid out in the booklets issued by HMRC - E15 and E16 and E19.

When you attempt to enter the date that the employee is leaving your employment in **Employee Maintenance** in the field **Date Left** on the **Employment** tab, **WinPay** will tell you if a statutory payment exists for his employee.

You must consider the following rules for each type of Statutory Payment.

EMPLOYEE WITH SMP LEAVES

If an employee leaves after the start of the 15th week before Expected Week of Confinement (EWC) then the employer should continue to pay SMP unless notified that employee is now in employment elsewhere (or is otherwise ineligible to receive SMP, e.g. in prison).

Follow the guidelines as detailed in [WHAT TO DO FOR EMPLOYEES WHO HAVE SxP AND ARE LEAVING](#) on page 173.

For other employees with SMP if you have chosen to bring forward the SMP payments by entering a number in the field **No of weeks by which to bring forward the start of payment** and you are going to process another payslip for this leaving employee then enter the leaving date in the field **Statutory Maternity Pay entitlement stops on**. **WinPay** will then adjust the final payslip to take into account that she has been receiving the SMP payments in advance.

EMPLOYEE WITH SAP LEAVES

If the employee intends to leave the job after the adoption agency has told the adopter that they have been matched with a child then it doesn't matter why they left or that they are not coming back - they are entitled to SAP as long as they do not start work for another employer (or is otherwise ineligible to receive SAP, e.g. in prison).

Follow the guidelines as detailed in [WHAT TO DO FOR EMPLOYEES WHO HAVE SxP AND ARE LEAVING](#) on page 173.

For other employees with SAP if you have chosen to bring forward the SAP payments by entering a number in the field **No of weeks by which to being forward the start of payment** and you are going to process another payslip for this leaving employee then enter the leaving date in the field **Statutory Adoption Pay entitlement stops on**. **WinPay** will then adjust the final payslip to take into account that he/she has been receiving the SAP payments in advance.

EMPLOYEE WITH SPP(A) LEAVES

If your employee stops work after the child is placed with the adopter it doesn't matter why they left or that they are not coming back - they are entitled to SPP(Adoption) as long as they do not start working for another employee (or are otherwise ineligible to receive SPP, e.g. in prison).

Follow the guidelines as detailed in [WHAT TO DO FOR EMPLOYEES WHO HAVE SxP AND ARE LEAVING](#) on page 173.

For other employees with SPP(Adoption) if you have chosen to bring forward the SPP(Adoption) payments by entering a number in the field **No of weeks by which to being forward the start of payment** and you are going to process another payslip for this leaving employee then enter the leaving date in the field **Statutory Paternity Pay entitlement stops on**. **WinPay** will then adjust the final payslip to take into account that he/she has been receiving the SPP(Adoption) payments in advance.

EMPLOYEE WITH SPP(B) LEAVES

If the father stops work after the date of birth it doesn't matter why he left or that he is not coming back - he is entitled to SPP as long as he doesn't start work for a new employer during the SPP period (or is otherwise ineligible to receive SPP, e.g. in prison).

Follow the guidelines as detailed in [WHAT TO DO FOR EMPLOYEES WHO HAVE SxP AND ARE LEAVING](#) on page 173.

For other employees with SPP(Birth) if you have chosen to bring forward the SPP(Birth) payments by entering a number in the field **No of weeks by which to being forward the start of payment** and you are going to process another payslip for this leaving employee then enter the leaving date in the field **Statutory Paternity Pay entitlement stops on**. **WinPay** will then adjust the final payslip to take into account that he/she has been receiving the SPP(Birth) payments in advance.

EMPLOYEE WITH SHPP(B) LEAVES

If the employee stops work after the date of birth it doesn't matter why he left or that he is not coming back - he is entitled to ShPP as long as he doesn't start work for a new employer during the ShPP period (or is otherwise ineligible to receive ShPP e.g. in prison).

Follow the guidelines as detailed in [WHAT TO DO FOR EMPLOYEES WHO HAVE SxP AND ARE LEAVING](#) on page 173.

For other employees with ShPP(Birth) if you have chosen to bring forward the ShPP(Birth) payments by entering a number in the field **No of weeks by which to being forward the start of payment** and you are going to process another payslip for this leaving employee then enter the leaving date in the field **Shared Parental Pay (birth) entitlement stops on**. **WinPay** will then adjust the final payslip to take into account that he/she has been receiving the ShPP(Birth) payments in advance.

EMPLOYEE WITH SHPP(A) LEAVES

If the employee stops work after the child is placed with the adopter it doesn't matter why he left or that he is not coming back - he is entitled to ShPP as long as he doesn't start work for a new employer during the ShPP period (or is otherwise ineligible to receive ShPP, e.g. in prison).

Follow the guidelines as detailed in [WHAT TO DO FOR EMPLOYEES WHO HAVE SxP AND ARE LEAVING](#) on page 173.

For other employees with ShPP(Adoption) if you have chosen to bring forward the ShPP(Adoption) payments by entering a number in the field **No of weeks by which to being forward the start of payment** and you are going to process another payslip for this leaving employee then enter the leaving date in the field **Shared Parental Pay (adoption) entitlement stops on**. WinPay will then adjust the final payslip to take into account that he/she has been receiving the ShPP(Adoption) payments in advance.

WHAT TO DO FOR EMPLOYEES WHO HAVE SxP AND ARE LEAVING

As WinPay will not pay anyone after they have left, you have two options as to how to deal with employees who have statutory payments and who tell you they are going to leave your employment and who are entitled to have those payments after they have left your employment. In the following notes SxP means either SMP, SAP, SPP(Birth) or SPP(Adoption), ShPP(Birth) or ShPP(Adoption).

Option A) If the employee insists on having his/her P45 immediately (which he/she will need to do if he/she is going off to further employment elsewhere) then :-

1. Go to **Maintenance.../Employees** for that employee and enter **Date Left** on the **Employment** tab, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.
2. Produce the P45 (which will show the actual date he/she left your employment), see [P45 CONTROL](#) on page 142.
3. In **Employee Maintenance** use the @ next to the **Code** field to select this employee and then clear the **Date Left**
4. In **Employee Maintenance** on the **PAYE** tab, set the **Tax Code** to **BR** and tick the **Week1** indicator. **Save** the employee data.
5. When the SxP payments are complete, enter the end date of the last period in which he/she received SxP into **Date Left** in Employee Maintenance.

Option B) If the employee does not require a P45 yet he/she will get taxed less if you use this method :-

1. Continue the payments as normal
2. When the SxP payments are complete, enter the end date of the last period in which he/she received SxP into **Date Left** in Employee Maintenance.
3. Produce the P45 as normal (showing the end of the statutory pay period as the date he/she left).

AUTO-GENERATE TIMESHEETS

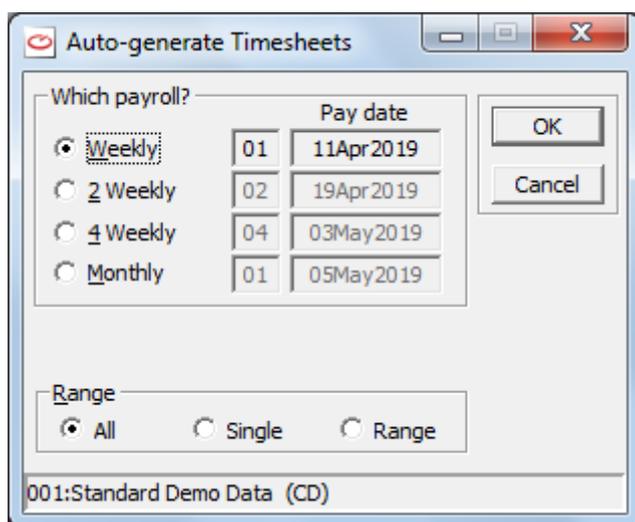
For some employees the pay elements on their timesheet and the values for these pay elements will not vary from one period to another. When you are in Maintenance, Employee Maintenance for such an employee you will be able to see that the pay elements that you have chosen for this employee are not going to vary from period to period. Consequently you can select the Employment tab (see [EMPLOYMENT DATA](#) in [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) and on that screen select Auto-generate timesheets with the value Allow. Now WinPay can auto-generate these timesheets, even before you select Timesheet Entry and this will make the timesheet entry easier when you come to that process.

The Auto-generate process is optional. It will only process those employees marked as **Allow** in the field **Auto-generate timesheets** on the Employment tab in Employee Maintenance (see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**). Any timesheet generated by the Auto-Generate process is still available for amendment in Timesheet Entry, see [TIMESHEET ENTRY](#) on page 176.

It is essential that before you auto-generate a timesheet for an employee all the details are entered for any Statutory Payment (such as Sick Pay, Maternity Pay, Adoption Pay, Paternity Pay, Shared Parental Pay (to which he is entitled, see [STATUTORY PAYMENTS](#) on page 144. If, when you have auto-generated a timesheet for an employee, you then find that he is entitled to a Statutory Payment that you had not already entered then you must enter the Statutory Payment. Then in Timesheet Entry you must select the employee's code at the field **Code Lookup@**, select **Reset**, and **Clear ALL timesheet data for this employee**. This will blank out all the details in the bottom half of the screen. You must now start generating his timesheet again afresh.

To auto-generate the timesheets for the employees for whom you have selected (in Employee Maintenance) that their timesheets can be auto-generated, obey the following procedure :-

1. From the **WinPay** menu, select **Payroll Cycle**.
2. Then select **Auto-generate Timesheets**.
3. The next screen is headed **Auto-generate Timesheets** :-



Select the frequency of the employees whose timesheets you wish to auto-generate. You may select to auto-generate the time sheets for All such employees or one or a range of such employees within that frequency. Select **OK**.

If you wish to amend the Paydate this must be done on the Accounts screen of Company Details, see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

4. If you have chosen in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**) an AutoEnrolment Option that requires parameters which you have not yet entered, then you will be reminded to do so. For details about the options see [OPTIONS FOR AUTOENROLMENT PENSION SCHEMES](#) in **CHAPTER 4 : MAINTENANCE**.
5. Next the Auto-generate Timesheets screen will show, under two columns Hourly and Salaried, for this chosen frequency, the numbers of :-

Employees
 Employees without timesheets
 Timesheets entered
 Payslips processed
 Payments made
 Linked to accounts
 To process

On the line Employees will be the number of employees of this frequency for which the field Auto-generate timesheets has been set to Allow in Employee Maintenance (see [EMPLOYMENT DATA](#) in [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**). The line Employees without timesheets shows how many of these employees do not already have a timesheet.

6. Select **OK**.
7. The timesheets for these chosen employees will be auto-generated.
8. If this company has been registered for Autoenrolment of pensions for Standard Life, Friends Life, NEST, BlueSky, NOW or Workers Pension Trust pensions and if at least one employee has been automatically enrolled into the default pension scheme during this auto-generation of the timesheets or has had his autoenrolment pension removed then a log file will be produced and can be viewed. This file will also be stored in the AutoEnrol folder under this company's folder.
9. If **WinPay** cannot find sufficient information to create a complete timesheet for an employee it will display the employee in an exception list at the end of the process, together with the reason for exclusion. For example :-

Pay Element <xx> requires Job or Dept - Failed

The pay element is either marked as Cost Direct or Cost Pro-rata, in which case the timesheet is not complete until some costing information is entered.

Employees with Cost Pro-rata pay elements *will* be generated if there is an Apportionment type pay element included for that employee and the Job Rations have been defined on the employee record.

Includes Statutory Payments - OK

You are warned that the timesheet for this named employee includes a SSP, SMP, SAP, SPP or ShPP payment so that if necessary you can alter his normal payments in Timesheet Entry. (For example an employee receiving SMP should not receive his usual salary as well as the SMP payment)

Circular dependencies - Failed

The processing sequence of the pay elements on this employee cannot be resolved due to a loop in the dependency chain. (i.e. pay element x depends on pay element y which depends on pay element x).

Zero value - Failed

The gross value of the timesheet would be zero.

Leaver - Failed

If an employee's leaving date is after the start of the current period then the user is asked if a timesheet should be generated for that employee. If the user replies No, then no timesheet is generated and this message appears in the list of exceptions.

Gap in Taxable payments

If there has been a gap in the taxable payments (e.g. if an employee was not paid for the past period) then Auto-generate cannot be used for this next period.

10. If one or more employees have just been automatically enrolled onto the default AutoEnrolment pension scheme then a tsv (tab separated variable) file will be displayed which shows details of these employees. The timesheet of these employees may have been updated to include the new deductions. However if you entered postponement days the deductions may not appear until a future pay
11. You may now need to auto-generate the timesheets for other employees in this frequency for whom you have not yet auto-generated the timesheet (if you wish) or for the employees with other frequencies until you have auto-generated the timesheets for any employees for whom you can auto-generate the timesheets.

After this you will probably need to go to the process [TIMESHEET ENTRY](#) on page 176 to generate the timesheets for those employees whose pay elements for this period need some input from you e.g. employees who are on holiday; or employees whose hours per week are not defined in Employee Maintenance and for whom you need to specify how many hours work they have done this period; or employees whose hours per period are specified in Employee Maintenance but who for this period did not work the hours that they usually work.

Note: If, after you have auto-generated the timesheet for an employee, you need to make any changes to his timesheet for this period, go to **Timesheet Entry** and use the **Code Lookup @** facility to select the employee. Make any necessary changes to the Details section in the bottom half of the screen and then save the new timesheet. BUT if the changes are to Statutory Payments (for instance Sick Pay) then after you have made the necessary changes in Statutory Payments (see [STATUTORY PAYMENTS](#) on page 144) you MUST in Timesheet Entry select **Reset, Clear ALL timesheet data for this employee** and re-enter the timesheet afresh.

If, after you have auto-generated the timesheet for an employee, you need to make permanent changes to pay elements for this employee, go to **Employee Maintenance**. Make the changes and save them. Then go to **Timesheet Entry**. Use the **Code Lookup @** facility to select this employee. Select **Reset, Clear ALL timesheet data for this employee**. Then go to **Auto-generate Timesheets** on the **Payroll Cycle** menu to auto-generate the timesheet for this employee for this period using the new details that are now in Employee Maintenance.

TIMESHEET ENTRY

OVERVIEW OF TIMESHEET ENTRY

Timesheet entry is easy and fast in use, but when the procedure is described on paper it looks more complicated than it is.

Most of the work is only done once when creating a new employee and assigning regular (default) pay elements and values (e.g. Pay & Overtime rates, Normal working hours, Pension contributions). If this is done properly, then **Timesheet entry** will intelligently process the regular data and you will only have to enter the variable data (e.g. Overtime hours) and any irregular (or 'one off') pay elements. Pay elements added in timesheet entry are not added to the employee's permanent data.

Only if an employee's pay elements and their values differ from period to period will new entries have to be set up in the timesheet. If an employee's pay elements need no amending each period then in **EMPLOYEE MAINTENANCE**, (see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) you can select the Employment tab and in the field Auto-generate timesheets : you can select Allow. Then in each period your first process in the payroll cycle can be to auto-generate the timesheets of all these employees who have worked their set hours this period. For this use the process **AUTO-GENERATE TIMESHEETS** (see [AUTO-GENERATE TIMESHEETS](#) on page 173). But if any of these employees need their pay elements changed this period do not auto-generate their timesheet this period but instead used Timesheet Entry to enter their timesheet.

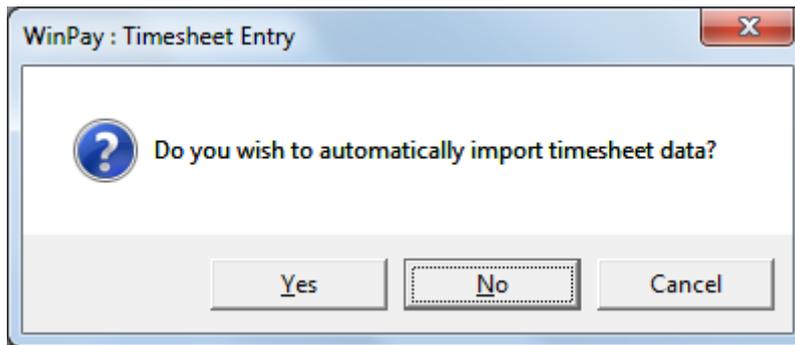
It is essential that before you generate the timesheet for an employee all the details are entered for any Statutory Payment (such as Sick Pay, Maternity Pay, Adoption Pay, Paternity Pay, Shared Parental Pay) to which he is entitled, see [STATUTORY PAYMENTS](#) on page 144. If, when you have generated a timesheet for an employee, you then find that he is entitled to a Statutory Payment that you had not already entered then you must enter the Statutory Payment. Then you must select the employee's code at the field **Code Lookup@**, select **Reset**, and **Clear ALL timesheet data for this employee**. This will blank out all the details in the bottom half of the screen. You must now start generating his timesheet again afresh.

The program will start a new timesheet if none has been started since the Advance Period. However, if one (or more) is already started then the most recent is selected. The selected pay period is shown in the panel to the right of the field Emp Code.

SELECTING CATEGORIES OF EMPLOYEES FOR TIMESHEET ENTRY

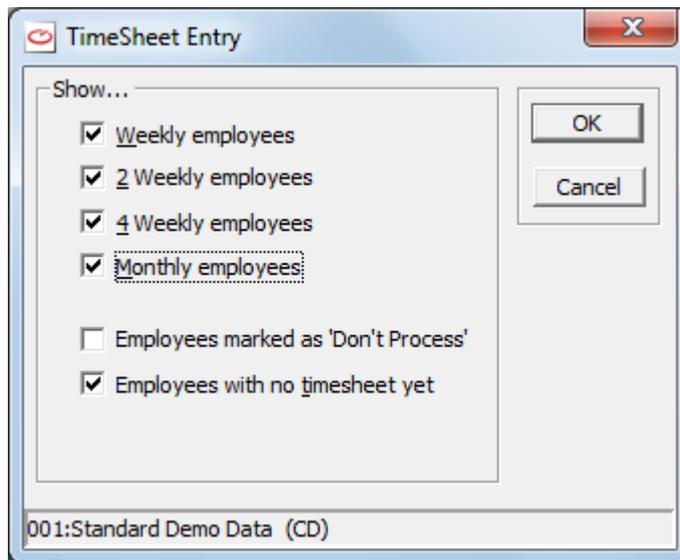
To carry out the process of Timesheet entry, obey the following procedure :-

1. Select **Payroll cycle** on the **WinPay** menu.
2. Next select **Timesheet entry** (and if no company has been selected choose the company on the Companies window).
3. If in WinPay.ini you have set the **Import Options** to y then you will see the window



Select **Yes** or **No** as appropriate – for more details see [IMPORT DEFINITION](#) in **CHAPTER 7 : UTILITIES**. When any import if requested has taken place then WinPay continues as follows.

- The **TimeSheet Entry** window will be displayed.



- If you have chosen in WinPay.ini (see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**) an AutoEnrolment Option that requires parameters which you have not yet entered, then you will be reminded to do so. For details about the options see [OPTIONS FOR AUTOENROLMENT PENSION SCHEMES](#) in **CHAPTER 4 : MAINTENANCE**.
- Check the checkbox for each of the categories of the employees for which you wish to enter timesheets. The Employee selection VCR controls (Next/Previous employer) on the main Timesheet entry screens will ignore other categories. This will not stop you selecting any employee by entering his code or using the Code Lookup facility @.
You must ensure that 2-weekly paid employees are only processed on weeks 2, 4, 6, 8 etc. and 4-weekly paid employees on weeks 4, 8, 12, 16 etc.
- Usually in Timesheet Entry you will not see the employees for whom you have selected the Process Status of Don't Process or Don't process until further notice. You will only see the employees who have the Process Status set to Normal, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**). If you wish to see also the employees who are paid by the period selected and for whom you have selected the Process Status of Don't Process or Don't process until further notice then check the checkbox Employees marked as 'Don't Process'.
- Check the checkbox No timesheet yet if you wish to see just the employees who are paid by the period selected and who have not yet had a timesheet produced for them in the current period.
- If the company is defined with 4 character departments (see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**), then at the bottom of this window will be the field Department. Select either All Departments or use the drop-down list to select the particular department for which you wish to enter timesheets.

10. Choose Ok to continue (or choose Cancel to return to the Payroll cycle menu). The Timesheet entry screen will be displayed as follows :-

Code	Description	Amount
AC	Basic Hours	35 Hours at £10.00
AF	O/T 1.5	0 Hours at £15.00
AG	O/T 2	0 Hours at £20.00
P4	Pension P3 'ee	5% of Pensionable
P5	Pension P3 'er	£10.00

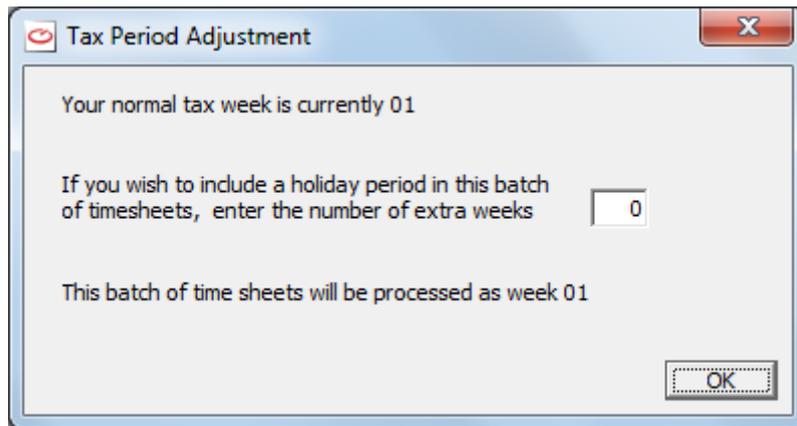
This is headed **2 Weekly/4 Weekly/Weekly/Monthly Timesheet Entry** as appropriate to the employee chosen in the field **Emp Code**. The first timesheet being displayed is for the first employee for the frequency which you have just chosen and for whom the timesheet has not been auto-generated.

11. From April 2015 new NI codes have been introduced for employees who are under 21. If the employee you have just selected has an incorrect NI code for the age he will be at the Pay date then you will see a message telling you to update his NI code before you continue to enter a timesheet for this employee.
12. If employees are paid on an 'ad hoc' basis (i.e. they do not work every week) if Timesheet Entry detects a gap in the payments it will ask if the pay is for the current period only or for the whole time since the last payment.

TAX PERIOD ADJUSTMENT

If you wish to process a batch of **weekly** employees who are all going to take a holiday (from 1 to 3 weeks) rather than deal with each employee separately and using the **Holiday** button for each you may wish to specify that in this run of timesheet entry you wish to adjust the processing to be as at a number of weeks in the future. This would be useful if the company has a weekly payroll and has a company holiday.

So when you have chosen the frequency of the employees to process as Weekly another window headed **Tax Period Adjustment** will appear as follows :-



The first sentence tells you the normal tax week.

If this batch of employees are all going to have a two week holiday (for example) then enter 2 as the number of extra weeks to be processed.

At this point the last sentence on the window will tell you the week number that this batch of timesheets will now be processed at, now you have adjusted it.

Then select **OK**.

Using Timesheet Entry now enter the timesheets for only the employees who are having this length of holiday. To enter the timesheets for other employees who are not having this holiday (or not having this same length of holiday) start the timesheet entry again later and make a different choice on the above window.

For details about entering timesheets for employees who are having holidays or for any extra periods see [TIMESHEET ENTRY - HOLIDAYS](#) on page 183.

EMPLOYEE SELECTION IN TIMESHEET ENTRY

On the **Timesheet Entry** screen the first field is **Emp Code**. At this field enter the employee code or use the Code Lookup facility @ to select the required employee code, see [USING THE CONTROL BAR](#) in **CHAPTER 2 : BASIC SKILLS**.

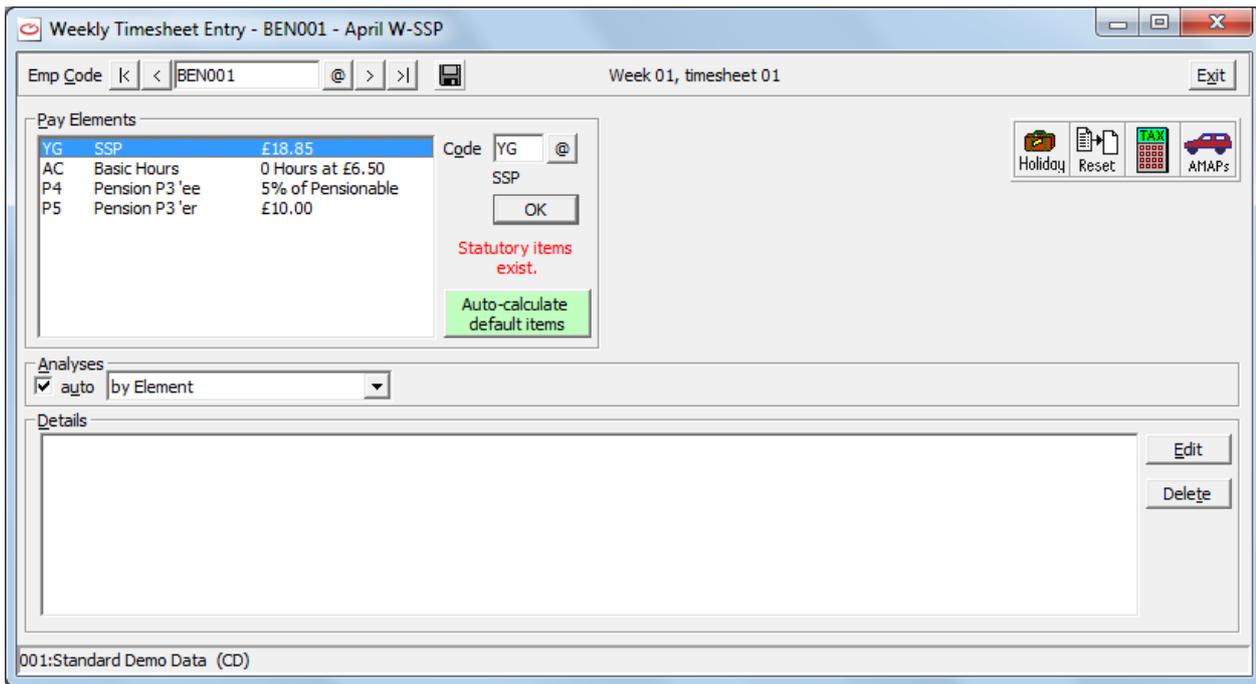
If on the previous window you had selected a particular department for this Timesheet Entry then the screen now being displayed is for entering the timesheet for the first employee in this department. When you select the navigational buttons (e.g. < or >) you will only be shown the screens appertaining to the employees in this chosen department. You can however still enter a code or choose from the full list of employees with the Code Lookup facility @.

If you have already entered (in Employee Maintenance, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) the **Date Left** for an employee as a date in a past pay period then in the list of employees this employee will have an asterisk next to his name. If you now need to enter a timesheet for him, for pay due to him after he has left, then you must first go to Employee Maintenance, Select this employee and change his tax code to OT week1/month 1. Then in Timesheet entry you can use the @ next to the employee code and select this employee and enter a timesheet for him. The payment will be marked as a **Payment after leaving** on the FPS (Full payment submission) when it is sent to HMRC.

If you have already entered (in Employee Maintenance) the **Date Left** for an employee as a date in this pay period or in the future the timesheet entry screen will automatically be displayed for this employee and you will be informed that the employee is going to leave. You may enter a timesheet for him.

SELECTING PAY ELEMENTS FOR A TIMESHEET

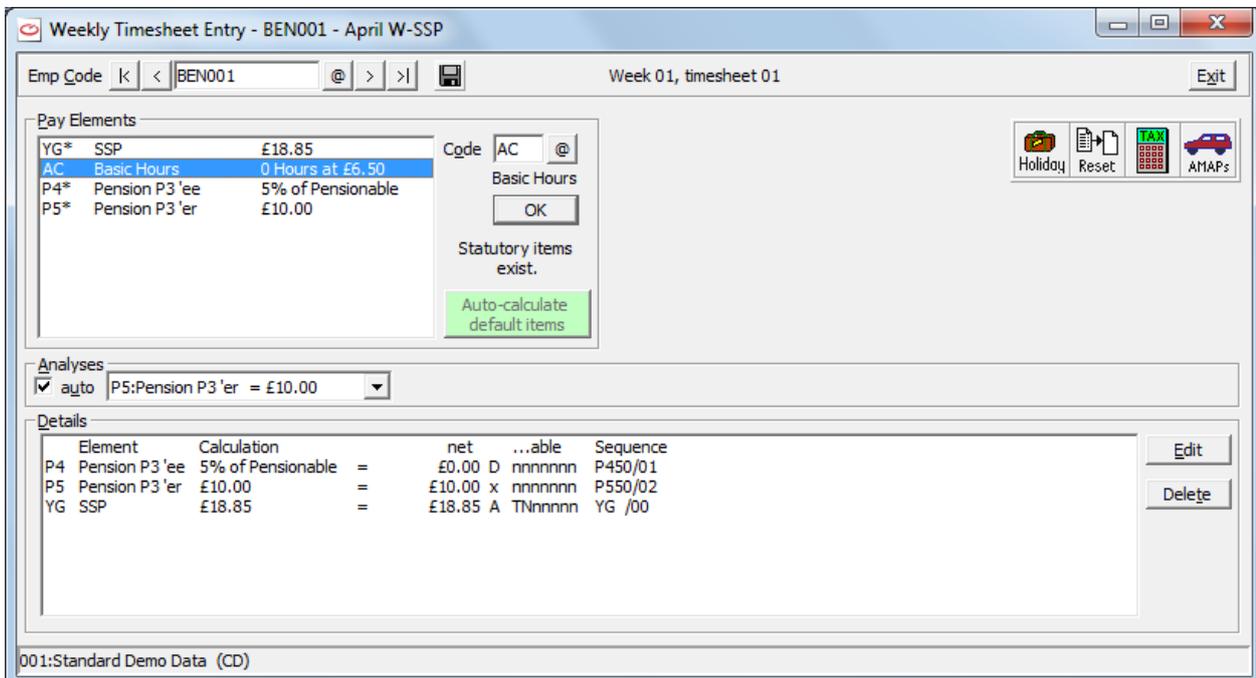
On the Timesheet Entry screen, when you have selected the employee, the list of default pay elements and values set up on this employee's personnel record is displayed in the Pay Elements display panel. For example :-



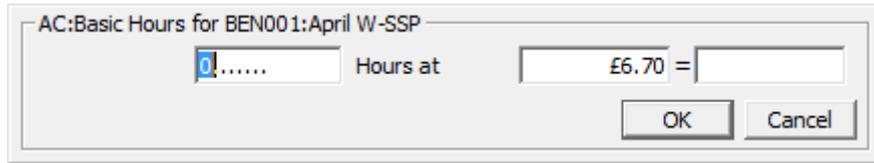
A warning in red shows if any Statutory Payments - SSP, SMP, SAP, SPP, ShPP exist in the list of pay elements for this employee.

Firstly select the button Auto-calculate default items. Then all pay elements that do not require any operator entry are calculated and shown in the timesheet Details display panel and their entries in the Pay Elements display panel are marked by a *. The highlighted pay element in the Pay Elements display panel is the next one requiring operator entry.

The screen now looks like this :-



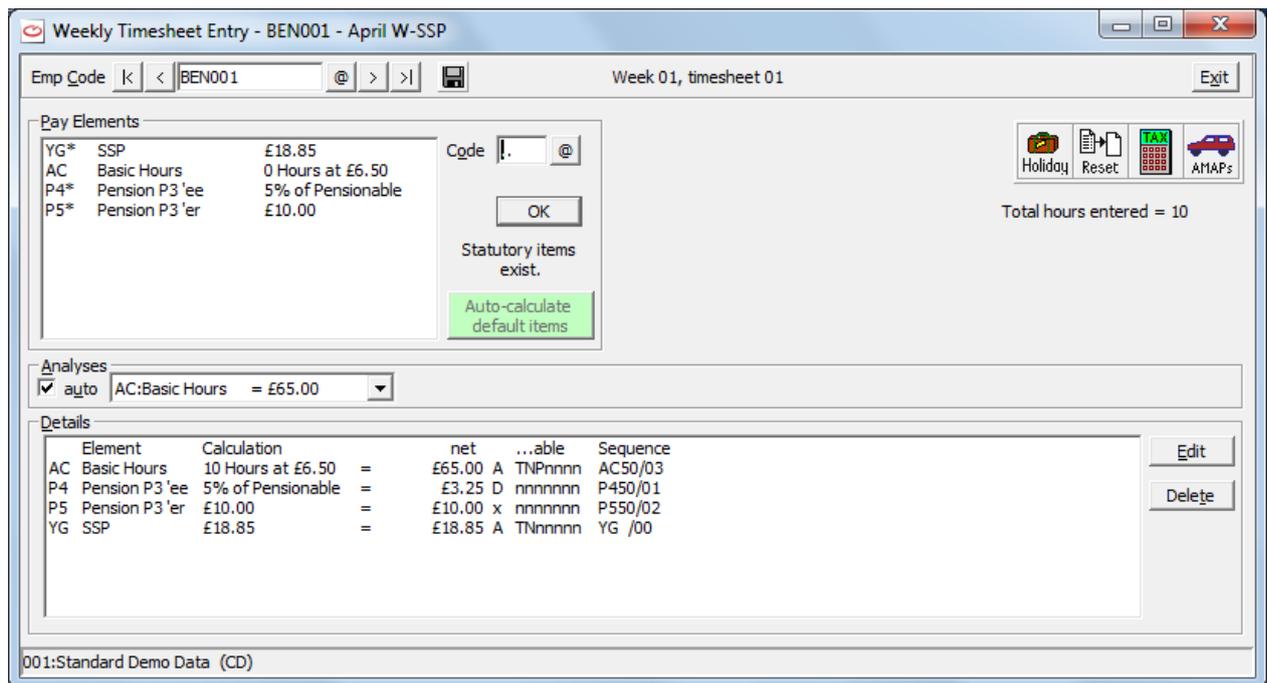
The **Return** key (or **Ok** button) will select the highlighted entry and display the calculation dialog box in which you will enter the details for the chosen pay element, see [ENTERING PAY ELEMENT DETAILS IN A TIMESHEET](#) on page 182. For example :-



Alternatively enter a new pay element in the field **Code** or use the @ button to select a code from the list displayed. The calculation dialog box for entering the details for the chosen pay element will be displayed.

If you have chosen any pay elements which are based on Hours for an employee, then as you proceed through that employee's timesheet there will be a line under the row of icons (at the right hand side of the screen) which will total the number of hours entered. For example when you have entered that the employee has worked for 23 hours Basic rate and 6 hours Overtime, then the line will say Total Hours entered = 29.

The screen now looks like this :-



If this timesheet now shows in the Detail half of the screen all the pay elements concerning this employee's pay for this period click on the Save button to save the timesheet.

If this employee has just been automatically enrolled onto the default AutoEnrolment pension scheme then you will be told. The timesheet may have been updated to include the new deductions. However if you entered postponement days the deductions may not appear until a future pay date.

Then click on the > next to the field Code to go to the screen for the entry of the next employee of this chosen frequency.

When you exit from timesheet entry then if any of the employees for this frequency whose timesheets you have just entered have been newly enrolled on to the autoenrolment pension for Standard Life, Friends Life or NEST then a csv (comma separated) file will be displayed showing their pension details. This is stored in the AutoEnrol folder of the company data folder.

AutoEnrolment Pension Pay elements

When you use the Pension AutoEnrolment Wizard (see [AUTOMATIC ENROLMENT PENSIONS](#) in [CHAPTER 4 : MAINTENANCE](#)) and you have NOT selected **Report only**, then this will result in any employee who has been autoenrolled having the pension pay elements added to their Employee Details on the Pensions tab (see [EMPLOYEE MAINTENANCE](#) in [CHAPTER 4 : MAINTENANCE](#)). Hence when you come to Timesheet entry those pension pay elements are present in the Pay Elements top half of the screen and will be transferred to the Details half of the screen when you select Auto-calculate default items.

However if when you used the Pension AutoEnrolment Wizard you had selected **Report only**, then the pension pay elements are not immediately added to the Employee Details and when you come to Timesheet entry they do not

appear in the list of Pay Elements. BUT when you select **Save** for this employee's timesheet then you will be told that the pension pay elements have been added to the timesheet (provided that the postponement days do not exclude them). At this point the pension pay elements will be added to the Employee Details

ENTERING PAY ELEMENT DETAILS IN A TIMESHEET

On the **Timesheet Entry** screen, when you have selected an employee, you then select the pay element which you want to be displayed on the employee's timesheet. Choose **Ok**. Next you must enter the details for this pay element and this is done on the calculation dialog box.

The calculation dialog box is headed with the pay element type and includes all the necessary fields for the details for that pay element (such as the number of hours to be paid, or the number of miles to be paid). The appropriate calculation rules are displayed and any default values for the employee or pay element are used. Enter the required information. *NOTE* : you can enter hours and minutes separated by a colon or decimal point (e.g. 5:45 = 5.75 hrs).

If you have selected that you want Department entry on the timesheet (this is chosen on the Accounts tab of Company Details, see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**) then you must enter the department (and possibly section if you are using the 4x4 department codes) to which this pay element applies for this employee. For instance usually an employee's Basic Pay would apply to the department (and section) to which this employee had been allotted in Employee Maintenance. But for this Pay Period he might have done some number of hours for one department and the rest for another department. By having two entries for the pay element Basic Pay on this period's timesheet and selecting the appropriate department for each entry you can indicate the amount of work he did for each department.

If you have selected job costing in Company Details, then the Trade, Job and Contract Analysis Code fields are shown. If the pay element is costed pro-rata then the job entry is disabled, and if the pay element is not costed then they are all disabled.

If this element is job costed, you must enter or amend the Trade, Job and Contract Analysis Code. Choose the **Ok** button or hit the Return key to add this entry to the Timesheet Details display panel on the Timesheet Entry screen.

If the value for the pay that you enter for this employee lies outside the limits you have defined for his pay at the fields in Range Check on the Payment tab in Employee Details (see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) you will be warned.

ANALYSIS DISPLAY FOR TIMESHEET

On the **Timesheet Entry** screen, below the list of Pay Elements is the **Analysis** display panel. This shows the totals for the whole of the current timesheet by pay element (e.g. aggregating Overtime from all jobs), by Trade and by Job. To see the details click the drop-down button.

If the **AutoAnalyse** box is checked the Analyses will be updated whenever a detail entry is added or edited. If not, the analyses are only updated when you tab to or select one of the analyses (this will speed up timesheet entry).

NOTE : If you don't have job costing then you will only have the Pay Element analysis displayed. If you do have job costing then you will have three analyses - by Pay Element, by Trade and by Job.

TIMESHEET DETAILS DISPLAY

On the **Timesheet Entry** screen the details of all entries for the timesheet are displayed, as they are completed, in the display panel at the foot of the screen headed **Detail**.

If the Details display panel is full, then a scroll bar will allow you to scroll up and down the list. The number of visible entries in the list is controlled by the size of the window, so maximise the window if necessary.

The columns are as follows :-

Element	The pay element on the timesheet.
Calculation	This shows the details for the element.
net	The net amount. The A, D, or x following the value in the net column shows whether this element is an Addition, Deduction or Don't Pay.
Trade	The trade code used.

Job	The appropriate job.
C.A.C.	The cost analysis code for this job.
Dept	The department code (and the section code if you have selected the 4x4 departments in Company Details).
...able	The ...able column shows whether this element is Taxable, NIable, etc.
Sequence	This column shows the 4 character calculation sequence code, a / and a numeric indicator showing the order in which the entries were added to this list.

You may click on a pay element in the Details display panel to highlight it and then choose **Edit** to correct a completed entry. The details will be displayed in the calculation dialog box for you to edit them. Choose **Ok** when they are correct.

Alternatively when you have selected a pay element in the Details display panel you may choose **Delete** to delete the pay element from the timesheet.

TIMESHEET ENTRY - HOLIDAYS

NOTE : Before using the Holiday button ensure that you have no current details on the timesheet.

When a person is on holiday their pay will cover a number of pay periods. If the holiday spans a year end you would probably choose to process a timesheet for each period separately in order to get the year end totals correct.

You will not be able to set up holiday processing for an employee if timesheet data already exists for that employee for the current pay period.

1. On the screen headed **Timesheet Entry**, choose the **Holiday** wizard button :-

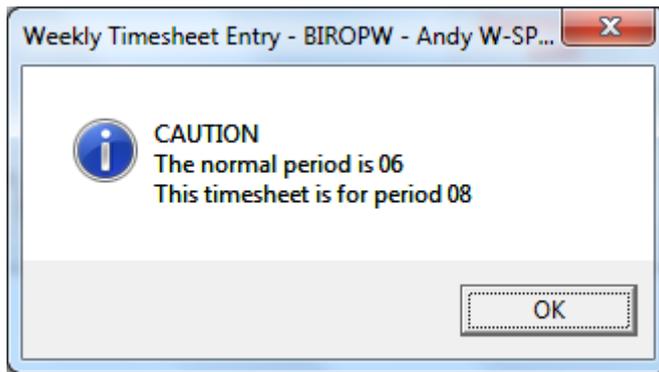


2. A screen similar to the following will be displayed :-

In the field **Current tax** is displayed the current tax week (in this case week 2).

It asks you to enter in the field **Calculate tax/NI as at** the week number for which the tax/NI will be calculated. If the holiday is for one week then enter the number which is one more than the current tax week (in this case 7). For a 2 week holiday you would enter the number which is two more than the current week (in this case 8).

3. When you have selected **OK** then you will see a message such as :-



When you click on **OK** then you will see at the top of the Timesheet Entry screen that it tells you that the timesheet is for Week 02, timesheet 01 for this employee.

- To enter the details of the pay required for this timesheet first select the button **Auto-calculate default items**. Any pay elements that are of type Amount will need to be scaled up by the number of periods that you are now entering this timesheet for. Pay elements of type Amount (or Annual Amount) behave differently in the holiday situation depending on the Multiply Up status of the Pay element (see [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) as follows :-

Multiply Up	Behaviour
yes	Multiplies the amount by the number of periods covered by the timesheet.
no	Leaves the amount unchanged regardless of the number of periods covered by the timesheet.
ask	Asks the user during Timesheet Entry if they wish the amount of this pay element to be multiplied up. This is the default setting.

For instance if one of the pay elements is for a pension contribution of £20 per period, this would have type Amount and in a timesheet for a double period the value of this pay element would be £40.

Next, as usual for Timesheet Entry, select each of the pay elements which have not been auto-calculated and enter the details of the pay for the TWO weeks. Save the details.

- If, in the above example, the employee was going to have 2 weeks holiday you would have left the Current tax week as 2, but entered Calculate tax/NI as at week 4. This would result in WinPay auto-calculating the pay elements of type Amount or Annual amount for a payslip covering week 2 to 4 i.e. it would have auto-calculated the pay elements over 3 weeks and you need to enter details of the THREE weeks pay for the other pay elements which have not been auto-calculated
- Choose **Ok** to record the changes made (else choose **Cancel**).

N.B. If you have a batch of Weekly employees who are all going to be on holiday see [TAX PERIOD ADJUSTMENT](#) on page 178.

N.B. If ALL of your employees are on holiday for a period you must advance the period for which they are all on holiday before you enter the next period's payroll.

WinPay obeys the HMRC guidelines that say that future (holiday) payslips must be processed in the relevant tax week. If you wish to process future payslips in the week that they are paid you will need to change WinPay.ini. For further advice contact Compact Support and see [OVERVIEW OF .INI FILES IN WINPAY](#) in **APPENDIX 1 : .INI FILES**.

TIMESHEET ENTRY - AMAPs

When on the **Timesheet Entry** screen you may, at any time, choose the **AMAPs** wizard button :-



If the Pay Elements for Approved Mileage Allowance Payments have not been set up yet for this company you will be told to set them up using Maintenance, Parameters, Company Details and then the HMRC tab, see [HMRC SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

If the employee has employment with associated companies then, in order to comply with HMRC requirements of aggregation, you should either pay all the mileage through the one company or enter the mileage paid by the other company onto this employee's AMAPs record via the AMAPs tab in Employee Maintenance (or alternatively enter the mileage paid for this company onto this employee's AMAPs record via the AMAPs tab in Employee Maintenance in the other company). This will then provide correct P11D information.

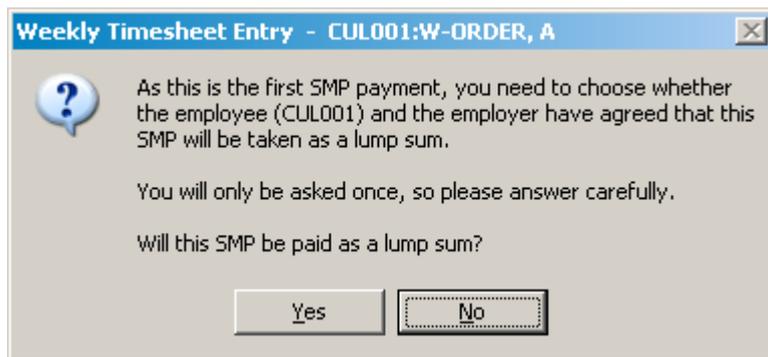
A further window will be displayed on which you must enter the details of the journey such as the mode of transport, the mileage and the number of passengers

Enter the details of the first mileage claim and then select Next. The details of how much will be paid against the pay element chosen for this category of mileage payment will be displayed. Select **Ok** to accept the amount. (Alternatively select Cancel and enter the details again).

You are returned to the Timesheet Entry screen and you may select the AMAPs button again to add details of further AMAPs. The mileage totals will be accumulated for this timesheet in the bottom half of the window. If you wish to clear the totals select the button **Clear Mileage Entries for this Timesheet**.

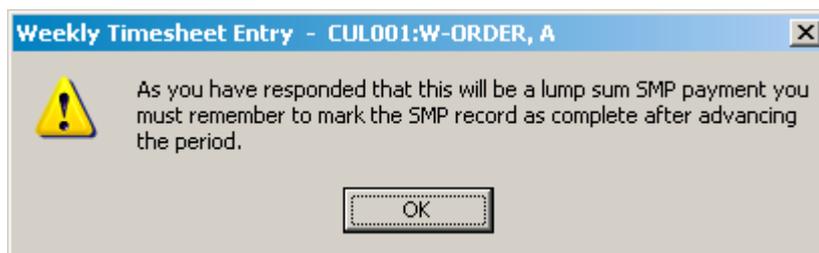
TIMESHEET ENTRY - LUMP SUM SMP

When you have entered Statutory Payments for SMP for an employee, then the first time within the SMP payment period that you attempt to enter a timesheet for her you will see the screen as follows :-



You may select **Yes** to get all the SMP paid in one lump sum within this first timesheet. (Otherwise select **No** for the usual SMP payments to be spread over the SMP payment period.)

If you replied **Yes** then you will be told :-



Please heed this warning.

Now you will see in the first timesheet for this employee all the SMP payments are paid in a lump sum. No further SMP payments will be paid after this period.

For further details about lump sum payment of SMP see the HMRC booklet E15 Employer Helpbook for Statutory Maternity Pay.

CALCULATING TAX & NI WHILE ENTERING A TIMESHEET

When on the **Timesheet Entry** screen you may, at any time, choose the **Tax calculator** button :-



to see the Total pay, the Taxable pay, PAYE and NI due on this payment. This is for reference only and will be re-calculated when the payslip is printed.

NOTE : The Take Home figure cannot at this early stage include any Order that may be in force for the employee. To see the correct Take Home figure look at the Pre-list figures, see [PRE-LIST PRODUCTION](#) on page 187. These figures include the Orders in force for the employee (including the Student Loan repayment) and are therefore correct.

You may choose the button **Net to Gross**. On the next screen you may enter a value for the Take Home Pay and choose **Ok**. The program will calculate the new value of Gross Pay necessary to achieve this Take Home pay. At least one pay element on this employee's record must be of the calculation type Amount. If there are more than one, choose which is to be changed to achieve the required take home pay.

You may then choose **Cancel** to not change the timesheet or choose **Update** to return to the Timesheet where it will have updated the values on the timesheet in order to achieve the entered Take Home Pay.

RESET TIMESHEET

When on the **Timesheet Entry** screen you may choose to reset the timesheet details just entered or completely remove the current timesheet or all timesheets since the last Advance Period.

1. To carry out one of these options choose the **Reset** button :-



2. On the next screen click on the option required from the choice :-

Reset data entered this session

resets the data entered this session for this employee,

Remove entire timesheet

removes the entire timesheet for this employee. You are asked to confirm your decision,

Clear ALL timesheet data for this employee

clears all timesheet data for this employee. You are asked to confirm your decision.

3. Choose **Ok** to carry out the option (else choose Cancel to not carry out the option). You will be returned to the **Timesheet Entry** screen.

Caution : AFTER resetting a timesheet for an employee with an SMP/SAP/SPP/ShPP schedule in the current tax year AND if this employee has changed pay frequencies this tax year, then you must check the schedule and amend if necessary BEFORE entering the new timesheet. Under certain circumstances, incorrect entries could be cleared for repayment during the reset timesheet process.

LEAVING TIMESHEET ENTRY AND AUTOENROLMENT PENSIONS

When you leave timesheet entry, if this company has been registered for Autoenrolment of pensions for Standard Life, Friends Life, NEST, BlueSky, NOW or Workers Pension Trust pensions and if at least one employee has been automatically enrolled into the default pension scheme during this session of timesheet entry or has had his autoenrolment pension removed then a log file will be produced and can be viewed. This file will also be stored in the AutoEnrol folder under this company's folder.

PRE-LIST PRODUCTION

The Pre-list program produces an abstract of the proposed timesheet in the form of two reports - a summary sheet and a more detailed report. This is not an essential part of the payroll cycle. Use it if you want to provide a paper record before the payments are processed.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Pre-List**.
3. The **Pre-List** screen is now displayed on which you choose which payroll you wish to view, by selecting the pay frequency.

If you wish to amend the Paydate this must be done on the Accounts screen of Company Details, see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

Choose **Ok** to continue (else choose Cancel).

4. The Pre-List screen will be displayed showing, under the two columns Hourly and Salaried, for this chosen frequency, the numbers of :-

Employees

Employees without timesheets

Timesheets entered

Payslips processed

Payments made

Linked to accounts

To process

On the line Timesheets entered will be the number of employees for whom you have entered timesheets. If you have 70 employees for whom you have entered a current timesheet and one employee who is on holiday for the next week and for whom you have used the Holiday button and entered a timesheet for him (for the next period) covering the pay for this period and for the next period, this line will show 70 + 1. This shows that timesheets exist for 70 employees for this period and for 1 employee for a future period.

5. Finally choose **Ok**.

If you have employees for whom timesheets for advance periods have been entered (i.e. for holiday pay) you will be warned that an advance timesheet exists for the first such employee. Select **Yes**. Next you will be asked if you want to process the payslips for all employees with advance payslips. If you do not want to be warned of each such case separately select **Yes**. Select **OK** to continue.

You will be warned that it is about to send two pre-list reports (Detail and Summary) to the print spooler and to check the stationery. Do so and choose **OK**.

6. The pre-lists will be produced. The detail pre-list shows, for each department (and for each section if you have selected the 4x4 departments in Company Details), each employee with details of the period, tax code, taxable pay, tax paid, NIC and Take Home pay. The summary pre-list shows the totals for these categories.

NOTE : This Take Home pay includes any Orders in force for the employees and is therefore the final correct Take Home Pay (and may differ from the Take Home pay as printed using the Tax button on the Timesheet Entry screen which cannot at that earlier stage include the Orders in force for employees).

7. You are informed if Attachment Orders have been prepared and asked if you wish to print them. Choose **Ok**. Then you are warned that it is about to send the Attachment orders to the print spooler and to check the stationery. Do so and choose **Ok**. You are returned to the **Payroll cycle** menu.
8. [Do remember the facility to select **Settings** (see [SETTINGS \(ON THE TOOL BAR\)](#) in **CHAPTER 3 : GETTING STARTED**) on the tool bar at the top of the screen and then to select **Display Only**.

This may be useful if you are just checking one employee's pay in the Pre-list. Then you can see a display of the figures and can choose whether to print the list or not.]

PAY ELEMENT SUMMARY

The Pay Element Summary program produces a list of the pay elements that have been used in this payroll cycle for all the employees, for a chosen pay frequency, for which a timesheet has been entered and gives the total of the amounts for each pay element.

This is not an essential part of the payroll cycle. Use it if you wish to analyse the totals for each pay element.

To access this program :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Select **Pay Element Summary**.
3. The **Pay Element Summary** screen is now displayed on which you choose which payroll you wish to view, by selecting the pay frequency.

If you wish to amend the Paydate this must be done on the Accounts screen of Company Details, see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

4. Choose **Ok** to continue (else choose Cancel).
5. You must have run the PreList before you can get the Pay Element Summary. If you have not yet run the PreList WinPay asks if you would like to run it now. If you say No then you are returned to the Payroll Cycle menu. If you say Yes then WinPay will automatically set off the running of the PreList procedure.
6. On the next screen select which of the following criteria you wish to have in the summary :-
 - Department and Section within period - this will only be available if in Company Details you have select the use of Departments, see [COMPANY DETAILS](#) in **CHAPTER 3 ; GETTING STARTED**
 - Department within period - this will only be available if in Company Details you have select the use of Departments.
 - Grand total only

Select **Ok**.

7. The pay element summary will be displayed and may be printed.
8. Select **Exit** to return to the **Payroll Cycle menu**.

PAYSLIPS

Before attempting to produce payslips you must consider the necessary payroll cycle required before you reach this point, see [OVERVIEW OF PAYROLL CYCLE](#) on page 139.

To produce payslips, obey the following procedure :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Next select **Payslips**.
3. First you are asked to select which payslips to process i.e. which payroll.

Select the appropriate pay frequency (Weekly, Monthly etc.).

If you wish to amend the Paydate this must be done on the Accounts screen of Company Details, see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

4. On the field **Sort By** you may choose to sort the payslips by Employee code, Department or Surname. Then you may select the range to print. Choose **All** if you require all valid payslips to be printed.

If you require a single payslip, select the option **Single**. A field will appear in which you may use the Code Lookup facility @ to select the required Employee code/Department/Surname.

If you require a range of payslips, select the option **Range**. Two fields will appear, one labelled **From** in which you select the first Employee code/Department/Surname in the range, and the other labelled **To** in which you select the last Employee code/Department/Surname in the range.

5. The Payslip Processing screen is now displayed. This shows the number of employees (in the selected Sort By range) that you have at each stage of the payroll cycle for both Hourly and Salaried categories. If there are entries for future periods these will be shown alongside (e.g. 14+2 means 14 for the current period and 2 for future periods).

The screen displays, for the chosen frequency, under the two columns Hourly and Salaried, the number of :-

Employees
Employees without timesheets
Timesheets entered
Payslips processed
Payments made
Linked to accounts
To process

The first two lines refer to the number of employees. The remainder of the lines refer to timesheets being processed.

You can decide whether you wish to only print those payslips that you have not yet printed or only reprints or both. To do this, in the Payslips dialog box, select one of the three choices :-

Reprocess those already processed

to overwrite the processing already performed for this pay period. This should only be done under unusual circumstances - normally you will not want to process employees more than once,

Process new ones only

this is set as the default and is the option you will normally choose,

Process both processed and new

this should only be used in exceptional cases.

You may select to print the payslips in the order of the employee code number, in the order of the surnames of the employees or in the order of the departments of the employees (if departments are defined for this company). At the field Sort by select the required order from the drop down list.

Check the checkbox **Save settings** if you wish to save the state of the checkboxes above for next time you process payslips.

6. Choose **Ok** to start processing payslips (else choose **Cancel** to not process the payslips and to return to the **Payroll cycle** menu).

During the payslip processing the bottom lines will show your progress by a thermometer showing the percentage done and the code of the current employee. If any range limits (see [EMPLOYEE MAINTENANCE](#) and [ACCUMULATOR MAINTENANCE](#) both in [CHAPTER 4 : MAINTENANCE](#)) are breached, you will get a warning message telling you which employee has been detected as breaching the limits.

7. You will be warned by the program that it is going to send the payslips to the print spooler so that you can load the correct stationery and then choose **Ok** to continue.

8. The payslips will be produced. They may be printed, spooled, or made into a pdf. They may also be emailed. You may email a whole batch of payslips and each will go to the email address that you have defined for each employee in **Maintenance, Employees** on the **Personnel** tab. Alternatively you may email single payslips to one employee whether or not they already have their email address defined in Employee Maintenance. For further details about emailing payslips see [V-REX eDOC MANAGEMENT](#) in **CHAPTER 6 : REPORTS**.
9. You are informed if Attachment Orders have been prepared and asked if you wish to print them. Choose **Ok**. Then you are warned that it is about to send the Attachment orders to the print spooler and to check the stationery. Do so and choose **Ok**. You are returned to the **Payroll cycle** menu.

The payslip data is stored on the system and it is possible to reprint one or more payslips. This may be useful if an employee has lost his payslip. For more information see [REPRINT PAYSLETS](#) in **CHAPTER 6 : REPORTS**.

Printed on the payslip will be the Rate of all the pay elements used by the payslip if the field **Show Rate on payslip** has been checked for all the pay elements involved. If you do not wish this Rate to be printed uncheck this field for each pay element using [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

PAYSLETS - INCOMPLETE INFORMATION

If during the processing of payslips (see [PAYSLETS](#) on page 188) any incomplete information is detected, such as contract analysis codes not entered on Pay elements / Trades, then you will be asked to supply the required details.

For further information see [PAY ELEMENT MAINTENANCE](#) and [TRADE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

PAYSLETS - UNABLE TO AUTOPROCESS

If you selected the AutoProcess option during the processing of payslips (see [PAYSLETS](#) on page 188), and there were employees for whom the information stored did not allow the timesheet to be AutoProcessed, then you will be given a list of the employees and the reasons for rejection. Enter ordinary timesheets for these employees.

HIGH SPEED DRAFT PRINTING OF PAYSLETS

WinPay defaults to printing payslips via the Report Generator and the Windows drivers.

If you use a dot matrix printer and wish to print the security payslips (PSLPSEC.BRG or PSLPSC80.BRG) to LPT1 (or other user selected printer which is directly connected) bypassing the Windows printer drivers and therefore achieving high-speed draft printing of the payslips, you must obey the following procedure to set up the conditions :-

1. Login to **WinPay** as BOSS and select **Settings**, then **System wide Winpay settings**. A warning will appear advising you not to change the WinPay.ini file. Select **OK**.
2. On the left of the screen displayed select [**Payslips**] and on the right select **Properties**.
3. Highlight **Direct=NONE** and in the field below, labelled **Value**, select the required port of the directly connected printer from the drop-down list. This will usually be LPT1.
4. Select **Apply**, then **Save**, then **Exit**.

For further information see [OVERVIEW OF .INI FILES IN WINPAY](#) in **APPENDIX 1 : .INI FILES**.

Now you have told the system that you want to bypass the Windows printer drivers and to output the payslips in hard-coded column positions to the selected port but the following conditions must be noted :-

- This only applies for dot matrix printing.
- You must have installed one of the two security payslips PSLPSEC.BRG or PSLPSC80.BRG as the payslip layout, see [INSTALL REPORTS](#) in **CHAPTER 6 : REPORTS**. If you have not installed one of these reports then whatever report you have selected will be printed using the Report Generator and the Windows drivers.
- Outputting direct to the printer does not actually use the selected BRG report so any changes you have made to that BRG report will have no effect on the output. It does, however, use the name of the installed BRG report to decide whether it needs to output to the 80 column form or the original wider form.

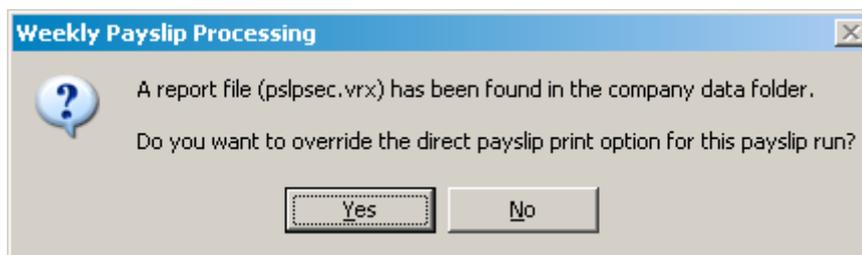
- To revert to the default of printing payslips using the Report Generator and Windows drivers you must login as BOSS again and reset the [Payslips] entry in WinPay.ini to the value NONE.

When all the conditions above are obeyed then you just select **Payslips** in the **Payroll Cycle** as usual to print the payslips.

Overriding the direct print setting for one print run

If you have selected the “Direct mode” to print security payslips (see [HIGH SPEED DRAFT PRINTING OF PAYSLEIPS](#) on page 190) this affects all companies. But you might be a payroll bureau and one of your customers wants to print single page payslips (PSLP1ED.VRX). To do this you would need to obey the following :-

1. Go to **Reports, Report Tools, V-REX**
2. Select **File, Open Report Layout** and select C:\Compact\P\sysrpt\pslp1ed.vrx and then save it in THE COMPANY folder (e.g. to C:\Compact\P\004 if it is company 004) and rename it as either PSLPSEC.VRX or PSLPSC80.VRX (depending on which report you have selected to use for the payslips from **Install Reports**).
3. Now when you ask to print the payslips in this company you will see the message :-



4. Reply **Yes**.
5. The payslips will be printed using the report you have saved in the company folder.

PAY DETAILS REPORT

The Pay Details report shows the details of the brought forward accumulators and the payments which will be made by this payroll cycle.

Some users like to print the Pay Details Report after they have produced the Payslips and to check it before continuing the Payroll Cycle. This is not strictly necessary at this stage but it is recommended that you produce the Pay Details Report either here or in the Advance Period.

To produce the Pay Details Report at this stage :-

1. From the **WinPay Menu** select **Payroll Cycle**, and then select **Pay Details Report**.
2. The window headed **Pay Details report** will then be displayed. On this select the frequency of the payroll and the period.
3. Then select **Print**. The report will be printed.

When you have checked through the Pay Details Report and you find that nothing has to be altered, you will continue with the rest of the Payroll Cycle. The Advance Period, by default, produces the Pay Details report also. So if you do not want a second copy then in Advance Period (see [ADVANCE PERIOD](#) on page 197) deselect the field Print Pay Details Report.

PROCESSING PAYMENTS

The Processing Payments program is used to process payments by Cheques, BACS, Bank Giros, Autopay etc..

Before attempting to process payments you must consider the necessary payroll cycle required before you reach this point, see [OVERVIEW OF PAYROLL CYCLE](#) on page 139.

To process payments, obey the following procedure :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Next select **Processing Payments**.
3. First you are asked to select which employees to process.

Select the appropriate pay frequency (Weekly, Monthly etc.).

If you wish to amend the Paydate this must be done on the Accounts screen of Company Details, see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED** .

Select the range to print. Select All if you require all employees to be processed.

If you require a single employee processed, select the option Single. A field labelled From will appear in which you may use the Code Lookup facility @ to select the required employee.

If you require a range of employees processed, select the option Range. Two fields will appear, one labelled From in which you select the first employee in the range, and the other labelled To in which you select the last employee in the range.

4. The **Payment Processing** screen is now displayed. This shows the number of employees that you have at each stage of the payroll cycle for both Hourly and Salaried categories. If there are entries for future periods these will be shown alongside (e.g. 14+2 means 14 for the current period and 2 for future periods).

The screen displays, for the chosen frequency, under the two columns **Hourly** and **Salaried**, the number of :-

Employees
Employees without timesheets
Timesheets entered
Payslips processed
Payments made
Linked to accounts
To process

The first two lines refer to the number of employees. The remainder of the lines refer to timesheets being processed.

You can decide whether you wish to only process those payments that have not yet been processed or only re-process those already processed or all payments. *NOTE* : If you choose to re-process payments, take care not to pay people twice (e.g. BACS submissions, cheques etc.). To do this, in the Payments dialog box, select one of the three choices :-

Reprocess those already processed

- to overwrite the processing already performed for this pay period.
This should only be done under unusual circumstances - normally you will not want to process employees more than once,

Process new ones only

- this is set as the default and is the option you will normally choose,

Process both processed and new

- this should only be used in exceptional cases.

Check the checkbox **Save settings** if you wish to save the state of the checkboxes above for next time you process payments.

5. Choose **Ok** to start the processing (else choose **Cancel** to not process the payment and to return to the **Payroll cycle** menu).

During the payment processing the bottom lines will show your progress by a thermometer showing the percentage done and the code of the current employee.

Depending on the method of payment you may be asked for further information, see [PAYMENTS - ELECTRONIC BANKING](#) on page 194 for example.

6. You will be warned by the program whenever it is going to send information to the print spooler (e.g. Electronic Banking Report, cheques, cheque summary, BOBS, Cash Analysis), so that you can load the correct stationery and then choose **Ok** to continue.
7. The payments will be processed and you will be returned to the **Payroll cycle** menu.

PAYMENTS - CHEQUE

You are first asked to enter the date to appear on the cheques. Enter that and click on **OK**.

Then you are asked if you wish to sort the cheques and the cheque summary by Employee code, by Employee name or by Department.

The cheques are produced.

Next you are asked to assign the cheque numbers actually used to each record. This is useful if when you did the cheque printing anything went wrong with one or more cheques. Here you can tell WinPay the cheque number used for each payment.

Ledger	Account code	Account name	Payee name	Date	Amount	Cheque No
E	BIOPW		Andy W-SPP-B Only	11Apr 2019	457.44	
E	BRI001		Awdry W-SMP Only	11Apr 2019	216.48	
E	DOPOPW		Arnold W-SPP-A Only	11Apr 2019	397.92	
E	DRA001		Anthony W-STUDENT Only	11Apr 2019	382.12	
E	MUL001		Henry Peter Mullholland Only	11Apr 2019	451.32	
E	WAR001		James Warringtons Only	11Apr 2019	290.52	
E	WIL001		Graham Wilmshurst Only	11Apr 2019	312.20	

In the field **Cheque No** enter the cheque number for the selected line and the click on **Apply**. You may do this repeatedly for each line displayed.

Alternatively you may enter the cheque number of the first selected line, tick **Propagate downwards** and click on **Apply**. The first line will have the cheque number you entered, the next will have the next sequential cheque number.

Finally select **Save**.

The Cheque summary will next be displayed.

Format of Payee

If you have selected payments to be by cheque you may choose the text for the line of the Payee. The default is to print the payee's name followed by the word Only. This is the procedure recommended by banks. Other options

available are to have the payee's name followed instead by 5 equal signs (=====) or 5 asterisks (*****). or by nothing.

This choice can be made as follows :-

1. Log in as **BOSS** and select **Settings** and then **System wide Winpay settings (WinPay.ini)**.
2. You are advised not to change these settings without advice from Software Support. Click on **OK**.
3. On the next screen, select [**Payments**] and then **Properties**.
4. Select the line starting **PayeeONLY=**.
5. In the field **Value** at the bottom of the screen select **Yes** to have the cheque payee being the payee's name followed by Only. Select **No** to have the cheque payee being the payee's name followed by nothing. Select **Line ('=====')** to have the cheque payee being the payee's name followed by =====. Select **Star ('*****')** to have the cheque payee being the payee's name followed by *****.
6. Click on **Save** and **Exit**.

For further information see [OVERVIEW OF .INI FILES IN WINPAY](#) in **APPENDIX 1 : .INI FILES**.

PAYMENTS - CASH

If you have selected cash payments for one or more of your employees when you process the payments a cash analysis report will be printed. This shows for each employee what amount of his pay is to be paid in the different denominations.

The default denominations are £50, £20, £10, £5, £1, 50p, 20p, 10p, 5p, and 1p.

If you do not wish to pay one or more of these denominations you may choose a different selection.

You may also choose a minimum for each denomination that must be included in every pay packet.

During the Process Payments routine a report will be printed showing the breakdown of the coins/notes to be included in each employee's pay packet. You may select to have this report sorted by departments and sections.

For more information see [COIN ANALYSIS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

PAYMENTS - ELECTRONIC BANKING

1. During any Payment Processing which involves electronic banking (BACS), you will first be asked if you wish to sort the Electronic payments by Employee Code, by Employee name, by Department or by Bank Sort Code.
2. You will then be told that it is about to send the Electronic Banking Report to the print spooler. Make sure the correct stationery is loaded and then choose **Ok**.
3. Next you will be asked for information about the electronic banking e.g. details of the originating bank, the bank processing date and any narrative (for statements). The information on this screen comes from the Electronic Banking tab of Company Details. You may change the Date of Posting and the Narrative.

Enter the information and choose **Ok** to continue to prepare electronic data (else choose **Cancel** to reject the process).
4. Then a window is displayed in which you can select which folder and file name is to be used to save the payroll BACS file for this company. The default will be the folder and file in which you saved the last payroll BACS file for this company. Whatever you select will be remembered by WinPay as the default file for this company's payroll BACS file.
5. Select **Save**.
6. You are told where your BACS file has been created and asked if you want to run your BACS import process now. You may select **No** to run the process later, or you may select **Yes** for **WinPay** to find the file now for you to run the BACS import process now.
7. When the payment processing is completed you will be returned to the **Payroll cycle** menu.

The format of the payee name for BACS can be chosen by logging in as **BOSS** and in **Security Options** selecting WinPay options and under **Miscellaneous** selecting **BACS payee production**.

For information about BANKLINE (RBS/NatWest) payments see [RBS/NATWEST BANKLINE](#) in **CHAPTER 3 : GETTING STARTED**.

PAYMENTS - BOBS

1. During any Payment Processing which involves BOBS (Branch Originated BACS Service) a further window will be displayed in which you must supply the BOBS submission date e.g. customer number, application number, due date, first batch number and whether a floppy disk will be required and on which drive.
Enter the information and choose **Ok** to continue to prepare the data.
2. You will be warned to insert a formatted disk in the chosen floppy drive. Do so and choose **Ok**. The payment information will be sent to the floppy.
3. You will be warned that it is about to send BOBS to the print spooler and to check the stationery. Do so and choose **OK**. The BOBS will be printed.
4. You will be warned that it is about to send the Electronic Banking Report to the print spooler and to check the stationery. Do so and choose **Ok**. The report will be printed showing for each payee the code, name, BACS user reference and the amount of the payment..
5. Now the **Company Bank Data** window will be displayed, showing the originating bank, the bank processing date and any narrative for the statement. These may be amended. In particular you may wish to change the Bank Processing date.
6. Payments will be processed and you will be returned to the **Payroll cycle** menu.

LINK TO ACCOUNTS

After you have produced the payments, the next stage of the payroll cycle is to post the information to your accounts system. If you are using **WinAccs** accounting software, you can do this directly from **WinPay**. The payroll you have produced will be sent to the appropriate accounts in the nominal ledger, and both **WinPay** and **WinAccs** will print the relevant reports. .

Follow this same process whether you are linking to WinAccs, a third party accounts system or just producing a link report, see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

To link payroll information to the accounts system, obey the following procedure :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Next select **Link to accounts**.
3. First you are asked to select which employees to process.

Select the appropriate pay frequency (Weekly, Monthly etc.).

If you wish to amend the Journal date this must be done by changing the Pay date on the Accounts screen of Company Details, see [ACCOUNTS SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.

Select the range to print. Select **All** if you require all valid payslips to be printed.

If you require a single employee, select the option **Single**. A field labelled **From** will appear in which you may use the Code Lookup facility @ to select the required employee.

If you require a range of employees, select the option **Range**. Two fields will appear, one labelled **From** in which you select the first employee in the range, and the other labelled **To** in which you select the last employee in the range.

4. The **Accounts Link** screen is now displayed. This shows the number of employees that you have at each stage of the payroll cycle for both Hourly and Salaried categories. If there are entries for future

periods these will be shown alongside (e.g. 14+2 means 14 for the current period and 2 for future periods).

5. The screen displays, for the chosen frequency, under the two columns **Hourly** and **Salaried**, the number of :-

Employees

Employees without timesheets

Timesheets entered

Payslips processed

Payments made

Linked to accounts

To process

The first two lines refer to the number of employees. The remainder of the lines refer to timesheets being processed.

You can decide whether you wish to only process those employees that have not yet been linked or only re-link those already linked or all employees. The only time that you might want to re-link employees is to catch up after you have restored your accounts data. To do this, in the **Accounts Link** dialog box, select one of the three choices :-

Reprocess those already processed

to overwrite the processing already performed for this pay period. This should only be done under unusual circumstances - normally you will not want to process employees more than once,

Process new ones only

this is set as the default and is the option you will normally choose,

Process both processed and new

this should only be used in exceptional cases.

Check the checkbox **Save settings** if you wish to save the state of the checkboxes above for next time you link.

6. Choose **Ok** to start the accounts link (else choose **Cancel** to not continue with the link and to return to the **Payroll cycle** menu).

If you have employees for whom advance payments have been found (i.e. for holiday pay) you will be warned of this and asked if you want that payment linked. Select **Yes**. Next you will be asked if you want to link the advance payments for all employees with advance payments. If you do not want to be warned of each such case separately select **Yes**.

During the link processing the bottom lines will show your progress by a thermometer showing the percentage done and the code of the current employee.

When the program Link to Accounts is attempting to link an employee to the account system, if a nominal account is not found on your accounts system, you will be informed of this and then be invited to select another nominal account, see [PAY ELEMENTS - NOMINALS](#) in **CHAPTER 4 : MAINTENANCE**. Either type in the correct nominal code or select one from the drop-down menu. Choose **Ok** to continue.

You will be told the name and location of any files produced for third party accounts.

7. You are warned that the program is about to send the Accounts Link Report to the print spooler and to check the stationery. Do so and choose **Ok**. The report will be produced. This shows details of the amounts that have been sent to each nominal code with WinAcs - such as the relevant Job Code, the Contract Analysis Code, the Department, Section, employee code and pay element.
8. Next you are warned that the program is about to send the Job Cost Report to the print spooler and to check the stationery. Do so and choose **Ok**. The report will be produced. This shows details for each

Job Code, and each Contract Analysis Code, and for each Department and Section, and for each employee and for each Pay element, the amount sent to each nominal code in WinAccs.

9. If in Company Details (see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**) on the Accounts tab you have selected Link to P2000, a window will be displayed in which you can select where the P2000 Journal file for this company is to be stored. Select **OK**. This file will then be stored as the default for this company.
10. Finally you are returned to the **Payroll cycle** menu.

If you log in as BOSS there is an option in the System wide **WinPay** settings, Contract options to allow the link to **WinAccs** to skip any costed pro-rata elements where there are no jobs to allocate against and the total value of the cost would go to “unallocated costs”. The value is still posted to the Nominal account, but not to the default contract.

The Link to Accounts will include cost centres if you have defined cost centres for the departments allotted to the employees being paid.

ADVANCE PERIOD

The Advance period program is used to advance from one pay period to the next. A file copy of the Payment details will be printed. This must be kept for you and your PAYE & NIC inspectors to check later.

Once the period has been advanced you will no longer be able to make any entries for the period that has ended. You should therefore only advance the period when you are sure that you have completed all the processing for the current period.

To run the program Advance Period, obey the following procedure :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Next select **Advance period**.
3. You are asked to select the pay frequency to advance.
Select the appropriate pay frequency (Weekly, Monthly etc.).
4. If you are advancing from period 52, you will be asked to confirm your next paydate so that **WinPay** can determine whether this paydate is in the current Tax Year (i.e. 53, 54 or 56).
5. The **Advance Period screen** is now displayed as follows :-

Category	Count
Employees	16
Emps w/o timesheets	0
Timesheets entered	16
Payslips processed	16
Payments made	16
Linked to accounts	16
Already advanced	0
To process	16

Not processed at all = 0
 Part processed = 0
 Fully processed = 16
 WIL001 : Graham Wilmshurst

Print analysis report Print pension report
 Print history report by scheme
 Print pay detail report by employee

001:Standard Demo Data (CD)

6. At the top of this screen will be displayed, for the chosen frequency, the numbers of :-

- Employees
- Employees without timesheets
- Timesheets entered
- Payslips processed
- Payments made
- Linked to accounts
- Already advanced
- To process

The first two lines refer to the number of employees. The remainder of the lines refer to timesheets being processed.

7. Also on the screen it is showing the employees in each of three categories (**Not processed at all, Part processed, Fully processed**). If there are any employees in the Part processed category you will not be allowed to advance the period. If there are no part processed employees you will be allowed to advance the period. You may click on the drop-down list under each category to see which employees are in the category.
8. The default on the screen is to print a copy of the Pay Details Report but if you have already printed this earlier in the Payroll Cycle (see [PAY DETAILS REPORT](#) on page 191) and nothing has been changed you may wish to NOT print it again now. In this case deselect the field Print Pay Details Report.

9. The default on the screen is to print a copy of the Pensions Report(s) (if you have defined pension schemes for this company). You may not wish to print the pensions report now. In this case deselect the field Print Pensions Report

If you have selected to use the V-Rex Report Generator then you may select to print the Pensions report by Employee (i.e. for each employee it will list what pension schemes he belongs to and the contributions made to the schemes) and/or by Scheme (i.e. for each Pensions Scheme it will list the employees on this scheme and the contributions made to the scheme).

10. Within Advance Period WinPay takes a backup of the whole company immediately before it does the Advance Period for any frequency. This backup is stored in

C:\%Compact%\Auto Backup\P\xxx\YYYY\Pre Advance\abcdefg.zip

where %Compact% is the data route for Compact

xxx is the company number

YYYY is the year of the Company Year End date.

And abcdefg.zip indicates that the backup of the whole company was taken before the Advance period for this frequency and period for instance :-

2 weekly52.zip holds the backup of the whole company just before the Advance period for the 2-weekly frequency, for the 2-weekly period ending week 52

4 weekly52.zip holds the backup of the whole company just before the Advance period for the 4-weekly frequency, for the 4-weekly period ending week 52

weekly52.zip holds the backup of the whole company just before the Advance period for the Weekly frequency, for the weekly period ending week 52

Monthly12.zip holds the backup of the whole company just before the Advance period for the Monthly frequency, for the monthly period ending month 12.

WinPay will keep the :-

- 3 latest zips for the monthly frequency
- 13 latest zips for the weekly frequency
- 7 latest zips for the 2-weekly frequency
- 4 latest zips for the 4-weekly frequency
- and the last zip of the year

(for information about restoring this auto backup in times of trouble see [RESTORING AN 'AUTO BACKUP'](#) in **CHAPTER 7 : UTILITIES**.)

Please note this auto backup made by WinPay MUST NOT replace your usual regular backups which you should stored away from the computer, in a fire-proof container.

11. The advance period routine carries out the following :-

- Prints the P11 - P32 Integrity Check, see [DATA VALIDATION](#) in **CHAPTER 6 : REPORTS**
- Prints the General Validation Report, see [DATA VALIDATION](#) in **CHAPTER 6 : REPORTS**
- Does a Pre-Advance backup which it stores in C:\Compact\Autobackup\P under the company number. The latest three autobackups are kept and also the last one of the previous year.
- If new pension deductions have been withheld while the employees are in the Opt out period then you will be told so and a report of the Withheld pension contributions will be displayed.
- If in WinPay.ini under AutoEnrolment Options you have selected certain choices for the pension scheme (see [WINPAY.INI](#) in **APPENDIX 1 : .INI FILES**) then you may be asked to enter the options for this choice, see [OPTIONS FOR AUTOENROLMENT PENSION SCHEMES](#) in **CHAPTER 4 : MAINTENANCE** .
- If this company is enrolled for the NEST autoenrolment pension scheme then you are asked to provide the **Earnings period end date** and the **Payment due date** see [EXPORTING PENSION CONTRIBUTIONS](#) in **CHAPTER 4 : MAINTENANCE** .

- If this company is enrolled for an autoenrolment pension scheme then a csv file is displayed showing pension contributions and that file is stored in the AutoEnrol folder under the company's data folder
 - Prints the Pensions Report(s), see [PENSIONS REPORT](#) in **CHAPTER 6 : REPORTS**.
 - Prints the Payment Details Report, see [PAY DETAILS REPORT](#) on page 191
 - Prints the Exception Report, if there are any exceptions.
 - Prints the Attachment Orders Report, if any orders are defined for any employee.
 - Prints the General Validation Report.
 - Updates and optionally prints the History file.
 - Updates YTD (Year-to-date) figures on employee file.
 - Updates P11 and P32 records.
 - Updates SC11 and C704 records.
 - Stores a complete archive of the payroll transactions for later enquiries/reporting.
 - Removes all timesheets for the current period.
 - Deletes any parameters (pay elements, payslip boxes etc.) which are marked as **Delete at Purge** which are no longer referenced elsewhere in the system.
12. If you have defined History and Analysis columns then two check boxes will be displayed allowing you to start up the History and Analysis reports, see [HISTORY AND ANALYSIS REPORTS](#) in **CHAPTER 6 : REPORTS**. Check one or both of the checkboxes to produce the reports required.
13. Choose **Ok** to advance the period (else choose **Cancel** to not advance the period).

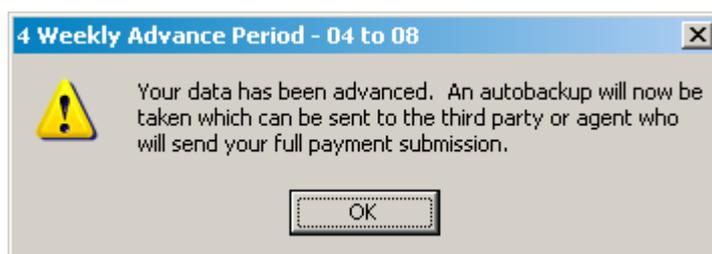
If you have not chosen to NOT Print Pay Details Report, then the details of the payments for each employee will be sent to the spooler.

An exception report will be printed if either :-

- a) The accumulator values for an employee reach the defined limits - see [ACCUMULATOR MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.
- b) An employee will reach the retirement age or reach the age of 16, 21 or 25 during the NEXT period. There will be a warning and you must check their National Insurance Code.
- c) At the next Pay date an employee will have reached the age at which there is a change in the National Minimum Wage (NMW)..

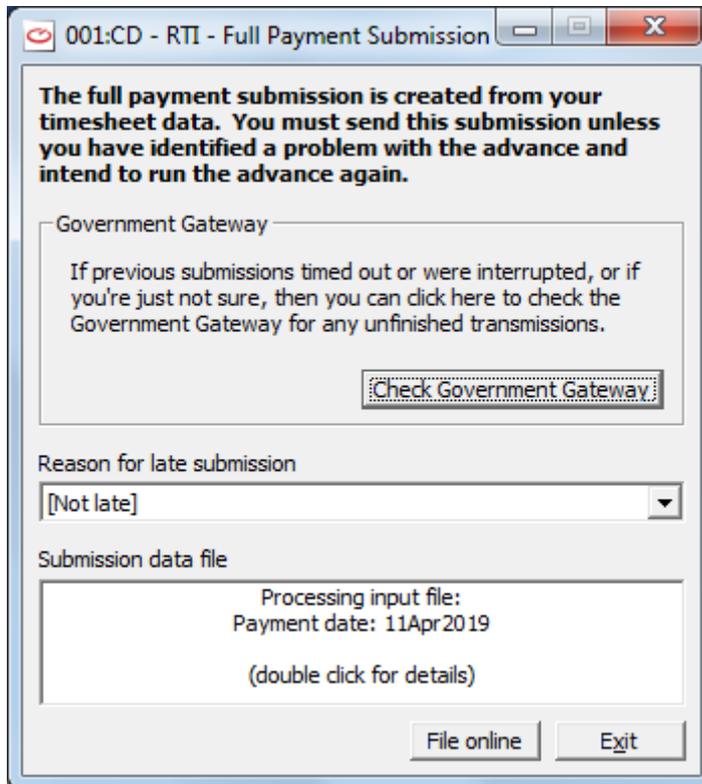
The History and Analysis reports will be produced if requested.

14. From 6th April 2013 HMRC has introduced **Real Time Information** (see [OVERVIEW OF REAL TIME INFORMATION](#) in **CHAPTER 10 : REAL TIME INFORMATION**).
15. If you are using an agent to make your submissions (defined by setting the field **RTI submissions will be paid by a third party** on the RTI/CMEC tab of Company Details - see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**) then you will see a screen similar to the following :-



and when you click on **OK** you will then be shown a screen headed **Post Advance** showing where that autobackup is. You should send this autobackup to your agent. When you exit from that screen the advance period is now complete.

16. If you are not using an agent but are doing your own company submissions then at the end of the advancing process for a period you will see the following screen :-

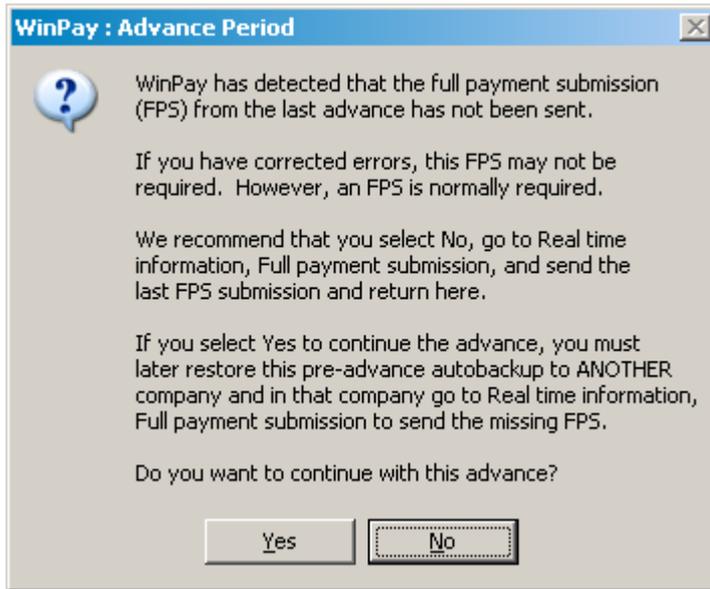


Select **File online**. If this is not the end of the year the Full Payment Submission will be started..

If this IS the end of year when you select **File online** you will be asked if you wish to make your end of year declaration. See [FULL PAYMENT SUBMISSION](#) in **CHAPTER 10 : REAL TIME INFORMATION**.

If you are told that the submission has not been successful then you must investigate the problem and then do the submission again using **Real Time Information** from the **WinPay** menu followed by **Full Payment Submission**.

BUT if **WinPay** has detected that you have not submitted the FPS from the last advance then instead of the screen above you will see the following screen :-



You are advised to select **No** and to go to **Real time information** from the **WinPay** menu and select **Full payment submission** to send the previous FPS submission. When that is done you may return to advance the period of this frequency.

If you select **Yes** to continue the advance at this point then you must later restore this pre-advance autobackup to ANOTHER company and in that company go to **Real time information, Full payment submission** to send the missing FPS.

17. You will be returned to the **Payroll cycle** menu.

After advancing the period you will not be able to enter any further timesheets for that period.

(SET NEXT PAY DATE)

When you have advanced the period, the next pay date may be on an inconvenient date (e.g. on a weekend) and you may prefer to change the next pay date from (e.g.) the Saturday to the day before (e.g.) the Friday.

To run the program (Set next pay date), obey the following procedure :-

1. From the **WinPay** menu, select **Payroll cycle**.
2. Next select (**Set next pay date**).
3. The **Pay periods** tab of Company Details will be displayed. Make the change you require to the field **Current pay date**. For any further details about Company details see [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**.
4. Save and exit.

CHAPTER 6 : REPORTS

OVERVIEW OF REPORTS

This chapter describes the production of reports by the **WinPay** system.

To use these facilities, obey the following procedure :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select the required option. The options include :-

Reports Index

This lists all the reports available on the system so that you can choose one to print, display or edit it,

see [REPORTS INDEX](#) on page 204.

Report Tools

V-Rex

This allows you to use the new V-Rex Report Generator,

see [V-REX](#) on page 205 .

V-Rex Spooler

This allows you access to reports that have been produced by V-Rex in **WinPay** for printing, reprinting, deleting, keeping reports.

see [V-REX SPOOLER](#) on page 206.

Install Reports

This allows you to specify alternative report layouts,

see [INSTALL REPORTS](#) on page 206

History/analysis

To print details about the pay, NI, Tax etc for all or selected employees for current transactions or for a year in the past. This program is also used for purging selected data,

see [HISTORY AND ANALYSIS REPORTS](#) on page 207

P45 control

This allows you to print P45 forms for employees who leave,

see [P45 CONTROL REPORTS](#) on page 208.

Reprint payslips

This allows you to reprint one or more payslips for one or more employees

see [REPRINT PAYSLIPS](#) on page 209

P11s	This allows you to print P11s for one or more employees see P11S on page 209
P32	This allows you to print the P32 see P32 on page 210.
Data validation	This allows you to validate your data for HMRC. A report showing how the P11 entries match up to the P32 entries will be produced and also a report showing any errors or warnings about the General Validation for Company details and Employee details see DATA VALIDATION on page 211.
SSP records	This allows you to print SSP records for one or more employees see SSP RECORDS on page 212.
Pensions Report	This allows you to print a report showing, for all the pension schemes defined for this company, the employee and employer contributions for each employee that belongs to the scheme for this period and the Year to Date contributions. You may also select to print the Pension report by employee (i.e. for each employee it will list what pension scheme he belongs to and the contributions made to the scheme). see PENSIONS REPORT on page 213
More	
CIS reports	This allows you to produce tax recording and reporting for subcontractors see CIS REPORTS on page 214
CSA payments	To print a report showing the CSA payments for the month upto a specified date see CSA PAYMENTS on page 214.

REPORTS INDEX

When you first take delivery of your **WinPay** system you will find all the reports in a folder called **System Reports**. As you use V-Rex to modify existing reports or to create new ones, you can add these to one of the other folders (i.e. Current Company, All Users, etc.). You will not be allowed to save any report in the System Reports folder. If you modify any of the reports, save your new version into one of the directories described below. **WinPay** will create the required directory structure if it does not exist.

Current Company -999

Reports that have been saved in current company directory. (e.g. ...\\P\999). Reports saved here will only be available on this company.

Own User - AAAA

Reports that have been saved in your own user directory, under your own SIGN ON initials. (e.g. ...\\P\SYSRPT\AAAA). Reports saved here will be available to this user.

All Users

Reports that have been saved in the reports directory for use by all companies. (i.e. ...\\P\SYSRPT\ALL).

System Reports

Reports that have been saved in the system reports directory as supplied by Compact. (i.e. ...\\P\SYSRPT)

Other User - ZZZZ

Reports saved in the reports directory of another user, under their SIGN ON initials. (e.g. ...\\P\SYSRPT\ZZZZ)

When **WinPay** is automatically printing a system report (e.g. Payslips), **WinPay** will search through the folders in the above sequence (excluding Other Users) until it finds a report with the correct name. Clearly, the System Reports folder will always contain the relevant report, however if you save a report with the same name in the Company, User or All users folder this will be used instead.

To produce a report from the Reports Index :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **Reports Index**.
3. Check the checkbox **Include the uninstalled reports** to also view the uninstalled reports.
Check the checkbox **Include reports which can only be edited here** to also view reports which can only be edited here.
4. Click on a folder, under the column headed **Folder** to select a folder.
5. Click on a category, under the column **Category** to select a category within the chosen folder.
6. If you wish to search for a report then you may enter in the field on the right of the screen, immediately above the button **Search**, some characters that are in the description of the report (e.g. emp) and select the button **Search**. This then narrows down the list of reports to only show those reports, in the chosen folder, which contain those characters in their description.
7. Next select the required report within that selected folder, under the column headed **Reports**. [If you wish to delete a report you would select the report and then choose the Remove button. You may not delete System reports.]
8. Now in the field at the top right of the screen, you can select whether to print the report for All employees or to limit the report to Weekly (2-weekly, 4-weekly) or Monthly employees.
9. To print the selected report, choose the **Print** button. To display the selected report, choose the **Display** button. You will be returned to the Reports Menu.
10. To edit the structure of the selected report, choose the **Browse/Edit** button. The details of the report will be displayed.
11. To return to the Reports menu choose the **Cancel** button.

V-REX

V-Rex is the new Report Generator for the **WinAccs** suite of programs and it provides some new and useful facilities. It is used by default by WinPay.

For more details about **V-Rex** see the **REPORTS IN WINACCS USING V-REX** manual or when in **WinPay** select **Help** from the top tool bar, then **V-Rex Help**.

V-REX SPOOLER

When V-Rex is the selected report generator (and this is now the default in **WinPay**) then the reports used will be the V-Rex reports which have the file extension .vrx and they will be used in preference to the old reports.

One major improvement in using V-Rex is that you when a report is produced by a process within **WinPay** then that report will be spooled. This means that you do not have to print it immediately (useful for instance if your printer is not working or if you wish to change the stationery on the printer). You may select **V-Rex Spooler** from the **Reports, Reports Tools** menu and you are then given the chance to print the report. When you have printed the report it can remain on the system and you may reprint the report if you wish.

On the tab **Unprinted** will be a list of the reports you have not yet printed. You may select any one or more and then choose **Print** for the report(s) to be printed. The name of the printed reports will then disappear from the tab **Unprinted** but will be available on the tab **Printed**. You could, if you wished, select one or more reports from the list on the tab **Printed** and print it/them again.

Alternatively you can select reports and select the button **Display** to display them, or you could select the button **Delete** to delete them. Or you could select a report and select the button **Keep** to keep the report. The tab **All** shows a list of all the reports (printed or unprinted) but not those which you have chosen to **Keep**.

For more details about V-Rex see the [REPORTS IN WINACCS USING V-REX](#) manual or when in **WinPay** select **Help** from the top tool bar, then **V-Rex Help**.

VIEWING/DELETING SPOOLED FILES

Any user may view and/or delete any report he has asked to be spooled while he was logged on as the user. For a user to be allowed to view/delete spooled files created by another user or to be allowed to view/delete central spool files the Administrator must log onto the system and select **Assign User Rights** to give this user those permissions, see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

Examples of centrally spooled files in **WinAccs** are audit trails, VAT reports, remittance advice.

To view the list of spooled files select **Reports, Reports Tools, V-REX spooler** and select the icon **Folder** on the top tool bar. On the left of the screen will be displayed the tree of spooled reports. Under each user's initials are listed the reports that that user has spooled in year order and within each year in month order. Also displayed in the tree under the folder name **Central** are the reports that have been files centrally.

Using this facility you can (if you have the correct permissions) reprint reports.

INSTALL REPORTS

Compact supplies alternatives to a number of the system reports. Use the routine Install Reports to select the appropriate versions for your stationery and printer or preference. For each Mandatory Report select your preferred substitute and choose the Install button (or double click the substitute). For example, you will find half a dozen different Payslip layouts. Some are designed for laser printers and some for Epson compatible dot matrix printers. You can install one of these, try it and then install another and try that until you find the one that best suits your configuration. The Windows printer driver that you are using will significantly effect the speed and presentation of the report.

There are two ways to access the program Install Reports. Either :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **Report Tools** and then select **Install Reports**.

or

1. From the **WinPay** menu, select **Utilities**.
2. Select **Setup** and then **Install Reports**.

The screen headed **WinPay Reports Installation** will be displayed, which lists in the top half all the mandatory reports on the system. On the left is the kind of report and to the right is the name of the report that has been installed to be produced.

1. Click on a mandatory report to highlight it.
2. Now in the bottom half of the screen will be listed the reports that can be substituted for the installed report. You may click on one to highlight it and then choose the **Install** button. The chosen substitute will now be recorded in the list of mandatory reports.
3. If you check the checkbox **Install Laser defaults** the choice of alternative report layout is automatically made.

If you check the checkbox **Install Dot matrix defaults** a window is displayed which gives advice on how to get faster output from your dot matrix printer.
4. Finally choose **Exit** to return to the previous menu (either the Reports menu or the Setup menu depending on the chosen route taken to enter the Install Reports program)

HISTORY AND ANALYSIS REPORTS

To print details about the pay, NI, Tax etc, for all or selected employees for current transactions or for a year in the past use the History / Analysis reports program. This program is also used for purging selected history data.

SETTING UP THE CRITERIA FOR THE HISTORY AND ANALYSIS REPORT

Before you use this report you will need to set up the columns for the report and choose which pay elements will have their values or quantities added to which columns in the report. You can select up to 16 columns for the report and can assign to any column any pay elements or combination of pay elements. For details about choosing which pay elements will be added or subtracted to which column see [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE** and for details about selecting the titles for columns see [ANALYSIS COLUMN MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

For instance you could choose that the first column would report on the Basic Pay of the employee and column 15 would report on the Basic Hours worked. In this case in Analysis Column Maintenance you could define column 01 to have the description Basic Pay and column 15 to have the description Basic Hours. Then in Pay Element Maintenance for the pay element BA which is Basic Pay, at the tab History you could select 01 at the field Value and 15 at the field Quantity.

CONDUCTING THE HISTORY AND ANALYSIS REPORT

To access the History / Analysis program :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **History / Analysis**.
3. The screen headed **History / Analysis Reporting** will be displayed.

At the top of the screen you may select whether to print the report for All employees or to limit the report to Weekly, 2 Weekly, 4 Weekly or Monthly employees. If the report is limited to a specific pay frequency, then you can also select, in the dialog box headed **Frequency**, a range of periods to be reported (e.g. Monthly employees from Months 1 to 6).
4. Next in the dialog box headed **Scope**, select the scope of the report by choosing either **Current Transactions** or **History**.
5. On this screen you may also select to purge the weekly/monthly history data upto a certain date. In the field at the top of the screen, you will have chosen whether you wish to purge weekly or monthly. Now enter a year. The data will be purged up to 5th April in that year. Choose the button **Purge Now**. You will be asked to confirm that you wish to purge the selected data. Choose **Yes** if

you do (else choose **No**). Again you are informed that the purge is about to be carried out. Choose **Ok** to continue the purge (else choose **Cancel**). You are returned to the History / Analysis screen.

This option will not be available if there is no data on file for tax years prior to the current one.

6. If you have chosen the details for a report, then choose **Print**. The report will be sent to the print spooler. If you do not wish to print a report choose **Cancel**. You will be returned to the Report menu.

The Current transactions option will report analyses of the data since the last advance period. The range (from and to) will default to the current processing period. The History option will report analyses of the data prior to the last advance period. The range (from and to) will default to the year up to the last period advanced.

Both reports will print either for all employees or for the employees in a chosen pay frequency and in a chosen period the following data. They will print for each department and for each section and for each employee and for each period.

The contents of the reports are user defined, see [SETTING UP THE CRITERIA FOR THE HISTORY AND ANALYSIS REPORT](#) on page 207.

The details for each employee are followed by the employee totals. The details for each section are followed by the section totals. The details for each department are followed by the department totals. At the end of the history are printed the final totals.

PURGING HISTORY/ANALYSIS RECORDS

If you wish to purge old data from the History/Analysis file then:-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **History / Analysis**.
3. The screen headed **History / Analysis Reporting** will be displayed.
4. On this screen you may select to purge the weekly/monthly history data upto a certain date.
In the field at the top of the screen, choose whether you wish to purge weekly or monthly etc. Do not choose ALL employees.
If the Purging options box is greyed out then you have no data that can be purged.
5. Now in the box headed **Purging options** enter a year. The data will be purged up to 5th April in that year.
This purging program can be run at any time during the year but you can only select to purge to the end of a financial year.
You may not purge the history data for the year in which your last pay date fell (i.e. when you have just done the advance from period 12 in year 2011 to period 01 in year 2012 you will be unable to purge the history data of the financial year 2011 until you have advanced to month 02.)
6. Choose the button **Purge Now**.
7. You will be asked to confirm that you wish to purge the selected data. Choose **Yes** if you do (else choose **No**).
8. Again you are informed that the purge is about to be carried out. Choose **Ok** to continue the purge (else choose **Cancel**). You are returned to the **History / Analysis** screen. Select **Cancel** to return to the **WinPay** menu.

P45 CONTROL REPORTS

Use this feature to monitor and print P45s for leavers. A leaver is any employee whose records show a date in the field Date Left, see [PERSONNEL DATA](#) in [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

For more detail, see [P45 CONTROL](#) in [LEAVERS AND NEW EMPLOYEES](#) in **CHAPTER 5 : PAYROLL CYCLE**.

REPRINT PAYSLEIPS

You may be asked to reproduce a payslip from a past period for an employee (for instance if the payslip has been lost). This facility allows you to reprint payslips for one or more employees, for a chosen frequency and for a chosen period. Only payslips produced after version 6.24 can be reprinted.

[The default in the system is to make this facility available after version 6.24. If you do not want this facility your supervisor may log in as supervisor and change the Winpay.ini settings such that under the section **[Payslips]** there is a parameter saying **Archive=n**

To reinstate this facility the supervisor would have to change this parameter to **Archive=y**.

At Year End, in Full Reports and Purge, on the window headed Year End process there is an extra field **Clear Copy payslips older than 6 April** and you may select the year before which the payslips are no longer stored.

For more information on WinPay.ini see [OVERVIEW OF .INI FILES IN WINPAY](#) in [APPENDIX 1 : .INI FILES.](#)]

To reprint payslips :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **Reprint payslips**.
3. The window headed **Reprint payslips** will now be displayed as follows :-

The screenshot shows a dialog box titled "Reprint Payslips". It has a standard Windows window appearance with a title bar and a close button. The dialog contains the following elements:

- Two text input fields: "From employee" and "To employee". Each field has a small box containing "@" and a larger box containing "{beginning}" and "{end}" respectively.
- A section titled "Frequencies and periods" containing four checked checkboxes: "Weekly", "2 Weekly", "4 Weekly", and "Monthly".
- To the right of the frequency checkboxes, there are two sets of "From week*" and "To" fields. The first set has "1" and "56" in the boxes. The second set has "1" and "12" in the boxes.
- A "Tax year (to 5th April)" field with the value "2020".
- Two buttons: "Print" and "Cancel".
- A note at the bottom: "* this is the period in which the original payslip was printed, not necessarily the tax period."
- A status bar at the very bottom: "001:Standard Demo Data (CD)".

Ensure that the correct Tax Year end is displayed in the field Tax Year (to 5th April).

4. You may select a range of employees whose payslips you wish to reprint. You may select the frequency of the employees whose payslips you wish to reprint and you may narrow the range further by selecting the period number within this frequency for the employees whose payslips you wish to reprint.
5. Select **Print** and the payslips will be reprinted.

If you are printing one payslips for one employee you may email that payslip - see [V-REX EDOC MANAGEMENT](#) on page 214.

P11S

This facility allows you to print the P11s for a range of employees, or for a chosen frequency, over a chosen period and to choose whether to print PART A of the P11 (which concerns the NI payments) and/or PART B of the P11 (which concerns Tax).

To access the Print P11s report :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **P11s**.
3. The window headed **P11 printing** will now be displayed as follows :-

The screenshot shows a dialog box titled "P11 Printing". It contains the following elements:

- Select employees:** Four checked checkboxes for "Weekly", "2 Weekly", "4 Weekly", and "Monthly". Below are "From employee" and "To employee" fields, each with a dropdown arrow and a placeholder text "{beginning}" and "{end}" respectively.
- Select content:** Two input fields: "Weeks" (0 to 56) and "Months" (0 to 12).
- Tax year (to 5th April):** A text box containing "2020".
- Print options:** Two checked checkboxes: "Print part A - NI" and "Print part B - Tax".
- Buttons:** "Print" and "Cancel" buttons.
- Status bar:** "001:Standard Demo Data (CD)" at the bottom left.

Ensure that the correct Tax Year end is displayed in the field Tax Year (to 5th April).

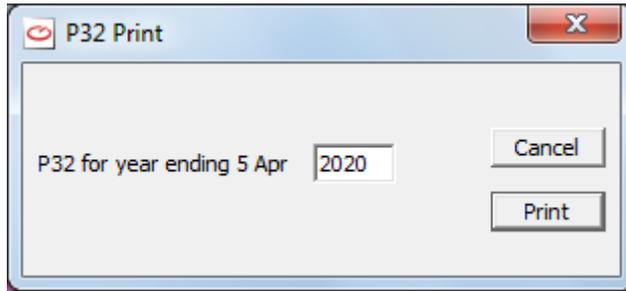
4. You may select a range of employees whose P11s you wish to print. You may select the frequency of the employees whose P11s you wish to print and you may narrow the range further by selecting the period number within this frequency for the employees whose P11s you wish to print.
5. You may select to just print PART A of the P11 (which concerns the NI payments) or to just print the PART B of the P11 (which concerns the Tax payments) or you may select to print both.
6. Select **Print** and the P11s will be printed.
7. When you have produced the P11 and P32 reports, you must check them to ensure the deductions or refunds in the reports agree with what was actually deducted or refunded or sent to HMRC see [CHECKING P11 AND P32 REPORTS](#) on page 211.

P32

This facility allows you to print the P32 record.

To do this obey the following instructions :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **P32**.
3. The window headed **P32 Print** will now be displayed as follows :-



4. Ensure the correct year is displayed and then select **Print**. The P32 report will be printed.

CHECKING P11 AND P32 REPORTS

When you have produced the P11 and P32 reports, you must check them to ensure the deductions or refunds in the reports agree with what was actually deducted or refunded or sent to HMRC.

If the values do not agree you must select **Maintenance** from the **WinPay** Menu, then select either **P11 maintenance** (or for P32 discrepancies select **P32 maintenance**) and amend the data for the employee/period concerned.

There are certain circumstances when you may have a discrepancy on the **WinPay** system between the data that is recorded for the P32 data and the P11 data. This would occur in the following cases :-

- You have converted from P2000 which did not keep P32 records. In this case the P11 records in **WinPay** are present but there are no P32 records.
- You have started the payroll mid-year and you have not entered all the P32 data.
- You have manually altered some P11 data but not have altered the relevant P32 data or vice versa.

It is essential that the P32 data and the P11 data are compatible. If you do know the data that should be in the P32 data then update them using P32 Maintenance.

As a very last resort there is the possibility of using a routine to Rebuild P32 and this will ensure that the data for the P32 reflects exactly what is in your P11 data. But this must be run under the guidance of Compact Support.

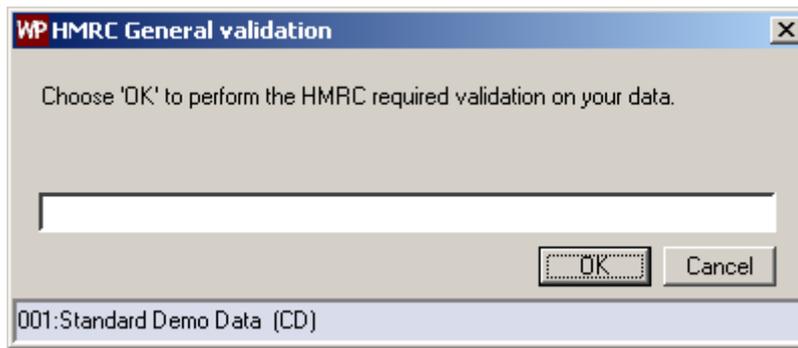
DATA VALIDATION

This allows you to validate your data for HMRC. A report showing how the P11 entries match up to the P32 entries will be produced and also a report showing any errors or warnings about the General Validation for Company details and Employee details.

Within the Payroll cycle, Advance period automatically runs this routine so that you can be informed of any discrepancies in your data as soon as possible and you should investigate the findings and correct the errors and warnings.

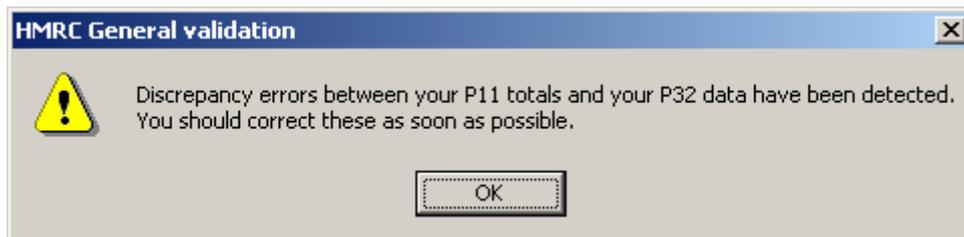
To use this facility obey the following :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **Data Validation**.
3. The window headed **HMRC General Validation** will be displayed as follows :-

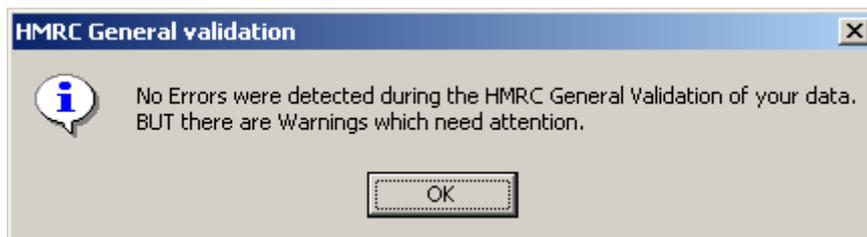


Select **OK**.

4. First a report headed **P11 –P32 Integrity check** will be printed and this will either say that no discrepancies have been found between your P11s and P32, or it will document the differences. It is advisable for you to immediately investigate any discrepancies. You will not be able to perform the End of Year submission to HMRC if there are any discrepancies and the earlier you investigate them the easier it will be for you to solve the problems.
5. Next will be printed the General Validation report for this company. This will list any errors or warnings that it has found in your company details and your employee details. It is advisable to correct these warnings and errors as soon as possible.
6. Finally you will see a window summing up the General Validation - examples as follows :-



or



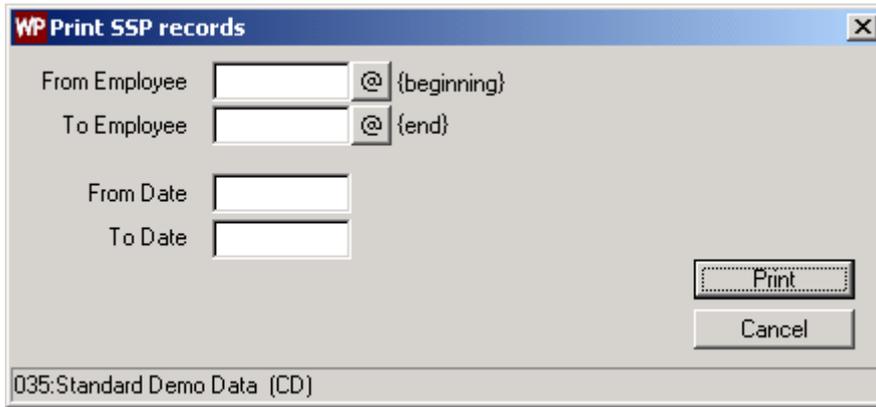
7. Select **OK** to return to the Reports menu.

SSP RECORDS

This facility allows you to print the records about the Statutory Sickness Payments (SSP) for a range of employees and/or for a range of dates. .

To access the Print SSP records report :-

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **SSP records**.
3. The window headed **Print SSP records** will now be displayed as follows :-



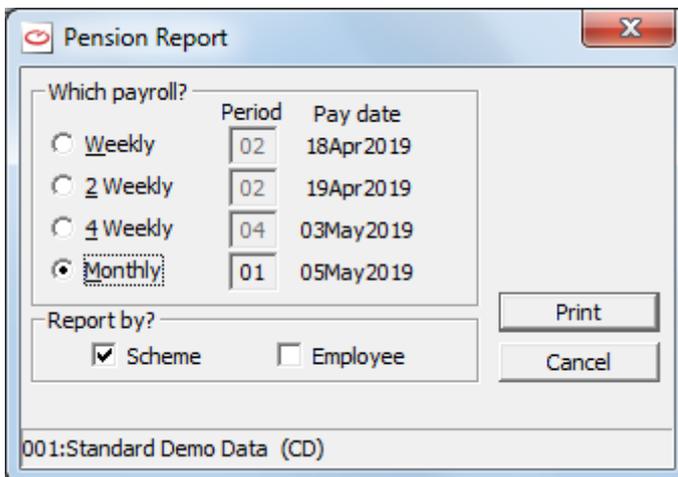
4. You may select a range of employees whose SSP records you wish to print.
5. You may select the dates between which you wish to print the SSP records.
6. Finally select **Print** and the chosen SSP records will be printed.

PENSIONS REPORT

This facility allows you to print a report showing, for all the pension schemes defined for this company, the employee and employer contributions for each employee that belongs to the scheme for this period and the Year to Date contributions.

You may also select to print the Pension report by employee (i.e. for each employee it will list what pension scheme he belongs to and the contributions made to the scheme).

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **Pensions Report**.
3. The window headed **Pension Report** will be displayed as follows :-



and you can choose to print the Pensions report either by Scheme (to see details of each pension scheme and the amounts that each employee and the employer have contributed to the scheme this payroll cycle and over the year) and/or by Employee (i.e. for each employee it will list what pension scheme he belongs to and the contributions made to the scheme over the year)

4. Select **Print** and the report will be printed. If you have registered for Automatic Enrolment Pensions then this will show the Withheld pension contributions.

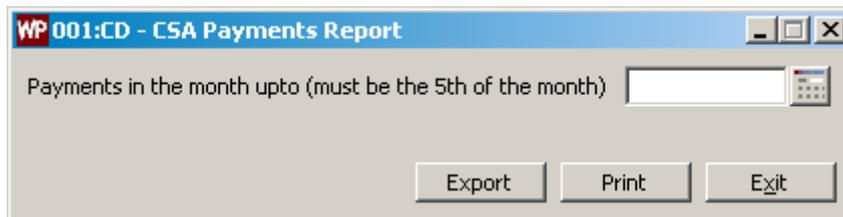
CIS REPORTS

For details about producing reports for subcontractors see [TAX STATEMENTS AND REPORTS](#) in **CHAPTER 8 : SUBCONTRACTORS**.

CSA PAYMENTS

This facility allows you to print a report showing the CSA payments for the month upto a specified date

1. From the **WinPay** menu, select **Reports**.
2. The Reports menu will be displayed. Select **More** followed by **CSA payments**.
3. The window headed **CSA Payments Report** will be displayed as follows :-



4. Enter the date - the 5th of a month. This selects that you wish the payments for the month upto that date to be printed.
5. Either select **Print** to print that report or select **Export** to export that report.
6. Finally select **Exit**.

V-REX EDOC MANAGEMENT

In **WinPay** you may send payslips to each employee by email using the **V-REX eDOC Management** module. To send V-Rex reports by email you must :-

1. Register for V-Rex eDoc Management - see [Registration \(in the FIRST LOGGING ON\)](#) in [CHAPTER 3 : GETTING STARTED](#).
2. Then for each employee to whom you wish to send their payslips by email ensure that that employee has an email address defined, using **Maintenance, Employees** on the **Personnel** tab, see [EMPLOYEE MAINTENANCE](#) in [CHAPTER 4 : MAINTENANCE](#)
3. Select the payslip to be used for emailing using V-REX eDOC Management - see [SELECTING THE PAYSリップ REPORT FOR EMAILING](#) on page 214
4. Then when you are in Payroll cycle, Payslips and the payslips are displayed you may select to email each payslip for an employee to that employee's defined email address - see [SENDING PAYSリップS BY EMAIL](#) on page 215

SELECTING THE PAYSリップ REPORT FOR EMAILING

To select the payslip for use with V-REX eDOC Management obey the following :-

1. Go to **Reports, Report Tools, Install Reports**.
2. In the section headed **Mandatory Reports** select **Payslip**. In the list of possible payslip formats displayed in the section below (headed **Substitutes**) select
Payslips - 1 per page Email (pslip1ed).
3. Click on the button **Install** and then select **Exit**.

SENDING PAYSLIPS BY EMAIL

When you have registered to use V-REX eDoc Documents you may email payslips to employees. When you are in **Payroll cycle, Payslips** and the payslips are being displayed, obey the following :-

1. Click on the email sign in the tool bar at the top



2. The following screen will be displayed :-

Email Documents
✕

Document Range

All
 Documents From To
 Current Document

From

Server: Email Server Settings
 Email:
 Name: Reset Save as your default for this Report

To

Email: Priority:
 Subject:
 Message:
 Attachment: Reset Save as defaults for this Report

Status

Email To	Docs	Pages	Status
mnth@freeserve.co.uk	1	1	
bar@gmail.com	1	1	
birapm@gmail.com	1	1	

Email Documents
Print Documents
Exit

3. In the section headed **Document Range** select if you wish to email :-
 - a) **All** the payslips (i.e. the payslips for all of the employees who have an email address defined. In the above example there are 8 payslips ready to be sent but only the four listed in the section headed **Email to** have email addresses defined for them so only their payslips will be emailed to them. To print the payslips for the other 4 employees you would return to the list of payslips still being displayed on the screen and ask to print them in the usual manner),

- b) a range of documents (in which case specify **From** which document **To** which document to email),
- c) the **Current Document**. This assumes that in the payslips being displayed previously you had selected the one you wanted to be emailed
4. (If you had initially clicked on the arrow to the right of the email sign you could have selected either **Email and Print All Documents** or **Email Current Document** - then the choice in this first section would have already been selected but may be changed.)
 5. In the section headed **From** the details have been taken from your Email Server Settings (but can be changed). In the field **Server** select whether to use the Global, Company or User email server for your default email server.
 6. In the section headed **To** the details have been taken from the details set up for this payslip in the report's Properties. You may overwrite these default settings. . If you make a mistake you may click on the **Reset** button which will redisplay the default settings. Then, if you wish, you may save these new texts as the defaults for this report.
 7. At the field **Priority** you may set the priority for this email.
 8. In the section **Email To** will be displayed where this email will be sent, how many documents, how many pages and the status.
 9. Select **Email Documents** and the documents will be sent by email.
 10. Finally click on **Exit**.

Incorrect email addresses should be notified back to the sender by the Mail Delivery System. (This can take a while sometimes.) You can then send the one document to the correct email address as follows :-

- Select **Reports, Reprint payslips**.
- Select the required employee and the required payslip.
- When that is displayed select the email icon and choose **Current Document**.
- Enter the correct email address in the **Email** field in the section headed **To**.
- Then select the button **Email documents**.

Even documents that do not have an email address setup at all can be sent this way (i.e. a single document).

It would be advisable to amend the incorrect email address as in **Maintenance, Employees** on the **Personnel** tab for that employee for future sending of payslips by email to this employee.

CHAPTER 7 : UTILITIES

OVERVIEW OF UTILITIES

The Utilities menu groups together various differing utilities required from time to time by users of **WinPay**. These include :-

Setup

Create DDF Files

To create data dictionary files. These define the data structure of files and data in the database, so that third party software can access **WinPay** and **WinAccs** using Open Data Base Connectivity (ODBC), provided you have the correct ODBC drivers installed.

see [CREATE DDF FILES](#) on page 218,

Import definition

To define the format of users' external time records which can be imported for use by **WinPay**,

see [IMPORT DEFINITION](#) on page 219,

Security

Backup or Restore

To take a backup copy of the **WinPay** data,

see [BACKING UP THE DATABASE](#) on page 223,

To test a backup,

see [TESTING A BACKUP](#) on page 224,

To restore the data into **WinPay** from a backup,

see [RESTORING A BACKUP](#) on page 224.

Perform an Auto Backup

To perform an Auto backup

see [PERFORMING AN AUTO BACKUP](#) on page 226

Restore an Auto Backup

To restore the data into **WinPay** from an auto backup,

see [RESTORING AN AUTO BACKUP](#) on page 226

Options

Set Currency Colours

To set the background and foreground colourings to be used for the display of positive and negative currencies,

see [CURRENCY COLOURS](#) on page 228.

Other Options	To choose the options for a company, such as :- Selecting to be warned when such items as Pay Elements, Timesheets etc have changed, see Confirm Changes on page 229, The maximum number of detail lines on a payslip, see Detail Lines on Payslips on page 230.
Reset Period	This routine should only be used if the data is set up for the wrong period or for any reason you wish to delete chunks of data, see RESET PERIOD on page 230.
Export (WinPersonnel)	Use to export personnel data for WinPersonnel, see EXPORT (WINPERSONNEL) on page 230
Recalculate NICs	To make retrospective changes to the NI letter for an employee and recalculate the NI adjustments that this change will make. Those adjustments will usually be included in the next timesheet for this employee. This routine is not for employees who are subcontractors or directors. see RECALCULATE NICS on page 231.
Database utilities	This groups together various database utilities which do not warrant their own program, see DATABASE UTILITIES on page 236
View HMRC submissions	To view the submissions you have made to HMRC see VIEW HMRC SUBMISSIONS on page 241
Load Non-menu program	To load a program not on the system menu - this option will only be needed under the direction of Compact support, see LOAD NON-MENU PROGRAM on page 242

SETUP

CREATE DDF FILES

So that third party software can access **WinPay** and **WinAccs** it needs the facility Open Data Base Connectivity (ODBC) and to use ODBC that third party software needs to know the structure of files and data in the database. The DDF (Data Definition Files) are the files that define the data structure. To use ODBC you must have the correct ODBC drivers installed

To create data dictionary files, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities** and then select **Setup**.
2. Select **Create Data Dictionary files**.
3. The screen headed **Data Dictionary to DDF Conversion** is displayed. For more details contact Compact Support.

IMPORT DEFINITION

The facility Import Definition allows users to input into **WinPay** external time recording systems such as timesheets or clock cards.

Telling WinPay that you may wish to Import Data

To import data into **WinPay** you need to change the **WinPay.ini** settings to tell Timesheet Entry that you may be importing timesheet data. To do this :-

1. Log in as BOSS and choose **Settings**.
2. Select **System wide WinPay settings [WinPay.ini]**. You are advised to contact Compact Support before changing the settings.
3. Select **TimeSheet Entry**, and then **Properties**.
4. Set **Import Option** to **y**. Optionally also set **Import File** to the path and name of the file to be imported.

If **Import Option** is set to **y**, then Timesheet Entry will start by asking if the user wishes to import timesheet data before proceeding to the normal timesheet entry routines.

For further information see [OVERVIEW OF .INI FILES IN WINPAY](#) in **APPENDIX 1 : .INI FILES**.

Telling WinPay the format of the data to be imported

To define the time recording system to **WinPay**, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities**, and then select **Setup**.
2. Select **Import Definition**.
3. The screen headed **WinPay Import Control Panel** will be displayed, as follows :-

WinPay Import Control Panel

File type: Separated Variable (CSV) Separator: ,

Ignore (first) Title Line:

Allow zeroes for: Quantity Rate Amount

CAC priority: Equal

Identifiers	Field No	Max Len		
Line types	0	0	Header	Detail
Holiday	0	0	Holiday	Not
Clear previous timesheets	0	0	Clear	Leave

Item	Import	Look up	Detail	Field No	Max Len	Repeat	Offset	Multiplier
Employee code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	3			
Period No	<input checked="" type="checkbox"/>			2	2			
Timesheet No	<input checked="" type="checkbox"/>			3	2			
Pay element	<input type="checkbox"/>							
Qty	<input checked="" type="checkbox"/>			18	8	0	1	1.00
Rate	<input type="checkbox"/>							
Amount	<input type="checkbox"/>							
Trade	<input type="checkbox"/>							
Job code	<input type="checkbox"/>							
Contract analysis code	<input type="checkbox"/>							
Department	<input type="checkbox"/>							

Edit Look-Up Tables... Select your import file type

- On this screen you define the type of import file (e.g. Comma Separated Variable or Fixed length ASCII) and the attributes of that file. These attributes include such things as the field numbers and field lengths for employee code, period number, pay element; the values used to identify header records and detail records; and whether to allow zeroes for quantity, rate and amount; and what priority to use for the Contract Analysis Code.

Text to help you is displayed at the bottom right of the screen.

- Choose the button **Edit Look-Up Tables** to define look-up tables for the items Employees, Pay Elements, Trades, Job Codes, Contract Analysis Codes. This would be used, for instance, if the pay elements on the system you are importing from do not have the same codes as the pay elements in **WinPay**. (For example if the pay element basic pay had code BP in the system you are importing from and BA in WinPay).

The **Look-up Table** screen will be displayed.

At the first field choose the item for which you wish to define the look-up table (in the example above - Pay Element). At this point the table already defined for this item will be displayed.

To add an entry to the look-up table, enter (in the editing fields at the bottom of the screen) the code that will be imported for the item and which you wish to look up (in the example above - BP). Then

in the field to the right of the equal sign, select the **WinPay** code that will apply for this item (in the example above - BP). Then choose **Add** and that look-up will appear in the table above.

To delete an entry in the look-up table above, click on that entry to select it and then choose **Delete**. You will be asked to confirm that you want the look-up entry deleted. Choose **Yes** to confirm (else choose **No**).

To edit an entry in the look-up table above, click on that entry to select it and then choose **Edit**. The details of the look-up will be copied into the editing fields at the bottom of the screen. Make the required changes and then choose **Update**. The amended look-up will be displayed in the look-up table above.

Choose **Exit** to return to the **WinPay** Import Control Panel.

6. If Pay Element is not defined as a field on the import file, then the button **Pay Element Breakdown** will appear at the very bottom left of the screen. You may choose this button to see details of the import file.

At the field **Occurrence** enter the occurrence number for the pay element whose position in the employee record (in the import file) you are about to define. (This occurrence must not be greater than the value entered under **Repeat** on the **WinPay Import Control Panel**).

Next at the field **Pay Element** select the pay element. Choose **Add** and your definition of the occurrence of this pay element will be displayed in the table below.

(Example : If the basic pay is the first field within the record for each employee (in the import file) then select 1 at the field Occurrence and Basis Pay at the field Pay Element)

To delete an entry in the Pay Element Breakdown table below, click on that entry to select it and then choose **Delete**. You will be asked to confirm that you want the entry deleted. Choose **Yes** to confirm (else choose **No**).

To edit an entry in the Pay Element Breakdown table below, click on that entry to select it and then choose **Edit**. The details of the occurrence will be copied into the editing fields above. Make the required changes and then choose **Update**. The amended occurrence will be displayed in the Pay Element Breakdown table below.

Choose **Exit** to return to the **WinPay** Import Control Panel.

7. Finally choose **Exit**. You will be asked if you wish to save the import definition. Choose **Yes** to do so (else choose **No**). You will be returned to the Set Up menu.

EXAMPLE :-

If you had entered the following data format on the Import Definition screen :-

WinPay Import Control Panel

File type: Separated Variable (CSV) Separator: ,

Ignore (first) Title Line:

Allow zeroes for: Quantity Rate Amount

CAC priority: Equal

Identifiers	Field No	Max Len	Header	Detail
Line types	0	0		
Holiday	0	0		Not
Clear previous timesheets	0	0	Clear	Leave

Item	Import	Look up	Detail	Field No	Max Len	Repeat	Offset	Multiplier
Employee code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	7			
Period No	<input checked="" type="checkbox"/>			2	2			
Timesheet No	<input checked="" type="checkbox"/>			3	2			
Pay element	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4	2			
Qty	<input checked="" type="checkbox"/>			5	8			1.00
Rate	<input checked="" type="checkbox"/>			6	8			1.00
Amount	<input checked="" type="checkbox"/>			7	8			1.00
Trade	<input type="checkbox"/>							
Job code	<input type="checkbox"/>							
Contract analysis code	<input type="checkbox"/>							
Department	<input checked="" type="checkbox"/>			8	8			

Edit Look-UpTables... Check this box if Contract analysis code is to be found on the import file.

An example set of data to be imported from the .CSV file might be :-

Payroll for 25th Jun2018

JONESA,43,01,BP,37,10,0,D001/D1S1

SMITH,43,01,AD,0,0,400,D002/D2S1

... etc.

This data would show that the first line is to be ignored.

The second line shows that an employee with code JONESA in period 43, for timesheet 01, is to be paid Basic Pay (pay element code in the system that created the data was BP but in WinPay is BA) for 37 hours at a rate of £10 per hour and this pay element is to be set against the department D001 and the section D1S1.

The third line shows that an employee with code SMITH in period 43, for timesheet 01, is to be paid an Advance (pay element in WinPay is AD) an amount of £400 and this pay is to be set against the department D002 and the section D2S1.

This is an example for a company which uses 4-character departments and 4 character sections. If the company used 2-character departments then you would set the length in the WinPay Import Control Panel for Department for field 8 to be 2.

Importing the data

Once you have told WinPay that you wish to import data automatically,, see [Telling WinPay that you may wish to Import Data](#) on page 219 and you have defined the format of the file to be imported (which must have extension .tsx), see [Telling WinPay the format of the data to be imported](#) on page 219 - then select **Payroll Cycle**, followed by **Timesheet Entry** as usual. You will be asked if you wish to automatically import timesheet data. If you do not, then select **No** and Timesheet Entry will continue as usual.

If you select **Yes**, the next screen will ask you to select the location of the file which holds the timesheet data. Select the file. Select **Open** and the data will automatically be imported, using the structure of the data you have defined in [Telling WinPay the format of the data to be imported](#) on page 219..

SECURITY

WHY BACKUP DATA?

A regular and systematic procedure for backing up your company's data is essential to protect your files against loss or damage. Backing up should normally be performed on at least a daily basis. Your company will have procedures for the storage of backup copies of your data, and for the creation of archives.

There are a number of reasons for producing backups. A fault may develop in your computer system, necessitating the use of another machine while the old one is being repaired. Damage may occur to the data held on your hard disk e.g. it may accidentally be overwritten. You may also have made some severe errors in your accounting, and it may be necessary to go back to a previous version.

If you have selected the option Backup on Exit [see [OPTIONS \(ON THE TOOL BAR\)](#) in **CHAPTER 3 : GETTING STARTED**] for the company that you are presently using in **WinPay**, then, whenever you select Exit or Open Company from the File menu, you will be asked if you wish to back up the already selected company.

For security with backups you may wish WinPay to encrypt the data. For this you provide an encryption code and no-one can restore the backup without that encryption code. Please note that YOU must remember the encryption code - this is not something that Compact can find for you if you forget it.

BACKING UP THE DATABASE

It is essential that the System Supervisor carries out regular backups of the whole system. He should be able to get the system back to the state it was in at all of the following times :-

- at the end of any day in the previous week,
- at the end of any week in the previous month,
- at the end of any month in the previous year.

To do this he must create a security cycle of backups, thus keeping all the backups for the previous week, the backups for all the Fridays in the previous month and the month end backups for a year.

These backups must be kept in a secure place, in a fireproof container and in a separate building from the computer.

The facility also exists in **Security options**, under **Bespoke options**, **Exclude subfolders from backups** for BOSS to specify that for a specified company any backups taken will not include subfolders such as Spool, TSV, XML. This can speed up the backup but you risk having an incomplete backup if a restore is ever needed.

If further advice is needed on security, please contact Compact Support.

To create a backup of the system data, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities**.
2. Next select **Security** followed by **Backup or restore..**
3. The screen headed **Backup & Restore** is displayed. On this screen, select the option **Back up your Data**.

This option will back up your **WinAccs** (and **WinStock**) or **WinPay** data for safekeeping.

4. Choose **Next**.
5. On the next screen, headed **Backup**, select the drive (fixed or removable) where the backup is to go to and which system and company to back up. If you are using a memory stick (i.e. on which you can have separate directories) you should be careful to enter the name of a directory on that stick which can be overwritten or to specify a new directory. If the directory does not exist it will be created.
Leave **Include System files...** checked.
6. If you wish the backup to be encrypted then select the box **Encrypt the backup**. Then the field **Encryption key** becomes available. Type in here a key (minimum 7 characters, maximum 65 characters). It is essential that you remember this key as only this key will allow you to restore the backup. Even Compact Support cannot help you if you forget the key.
7. Choose the button **Proceed with Backup** to initiate the backup. Alternatively choose **Cancel** to not do the backup.
8. You are warned if the destination chosen is a **FIXED** drive. Select **Yes** to proceed (else select **No**).
9. You are warned that all files (including **READ** only) **AND** folders from the drive/path will be removed. To continue choose **Yes** to proceed (else choose **No**).
You will see recorded in the bottom of the screen, which data the system is backing up.
10. When the backup is complete, you are told so and asked if you wish to test the backup. This is recommended, in case something is unreadable on the backup. Choose **Yes**. You will be taken to the **Test** screen, see point 4 of [TESTING A BACKUP](#) on page 224.

TESTING A BACKUP

Whenever you do a backup, it is advisable to check that the backing-up procedure went correctly and that the data is correctly compressed and readable. It will not overwrite any data on your hard disk.

To do the testing, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities**.
2. Next select **Security** followed by **Backup or restore**.
3. The screen headed **Backup & Restore** is displayed. On this screen, select the option **Test a Backup**.
Enter the drive on which the backup is and choose **Next**.
4. The **Test** screen is displayed. This shows what category of data is on the selected drive, i.e. whether the backup is on **WinAccs**, **WinPay**, for which company and when the backup was taken.
Choose the button **Proceed with Test** to initiate the validity of the backup. (Alternatively choose **Cancel** to not initiate the test).
5. If the backup had been to a set of backup diskettes then it will first ask you to load the last disk in the set of backup disks. Do so, and press any key when ready.
The list of data being testing is shown on the screen.
6. Next you should be informed that your backup has been tested and no errors are reported. If you receive a message to say the backup was not readable, try doing the backup again and re-testing the backup obtained. If further problems occur, contact Compact Support.
Please note that this test does not compare the backup with the data on your hard disk. It checks that the backup is readable.
7. You are returned to the **WinPay Utilities menu**.

RESTORING A BACKUP

From time to time, emergencies may occur on your system, such as a power failure or data corruption. It will be necessary to restore your **WinPay** system to the situation at a known point of time. For this you will take the last backup taken before the emergency and you can restore the system from this backup.

Restoring from a backup created using the WinAccs system

In **WinPay** there exists the facility to create a backup of any company, see [BACKING UP THE DATABASE](#) on page 223. If you have created the backup using any other method see [Restoring from a backup created NOT using the WinAccs system](#) on page 226 for information about restoring the backup.

Restoring a backup will restore data from the backup made with **WinSafe** Backup. All data in the path to which you are restoring the backup will be overwritten. Run the Test option to test the backup before trying to restore.

To do this, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities**.
2. Next select **Security** followed by **Backup & restore**.
3. The screen headed **Backup & Restore** is displayed. On this screen, choose the option **Restore from a Backup**.

Enter the drive on which the backup is (or the location of the folder on the fixed drive to which the back up was taken) and choose **Next**.

4. The **Restore** window will be displayed, showing the company for whom the backup was taken, when the backup was taken, and on what drive the backup is.

Also showing is the directory where the backup will be put i.e. overwriting the files already in this directory. If you need to change the destination path, choose the button **Change the Destination Path** and enter the name of a different path. Then choose **OK**.

Now choose the button **Proceed with Restore** to initiate restoring the backup. (Alternatively choose **Cancel** to not initiate restoring the backup).

5. You are warned that **WinSafe** will remove ALL files (including READ-ONLY) and folders from the fixed drive or path. Choose **Yes** to continue (else choose **No**).
6. If you chose to encrypt the backup then you will see the following screen :-



Please ignore the contents of this screen and just click on **OK**.

Then you will see :-



Enter the decryption key i.e. the same as the encryption key that you chose when backing up the data and select **OK**.

7. If the back up was taken to a set of diskettes then it will first ask you to load the last disk in the set of backup disks. Do so, and press any key when ready.
8. The list of data being restored is shown on the screen.
9. Next you should be informed that your data has been restored and no errors are reported. If you receive a message to say an error has occurred, try doing the restore again. If further problems occur, contact Compact Support.

If system files and user defined reports were backed up you will be given various choices for their restoring. Contact Compact Support for assistance.

10. You are returned to the **WinPay Utilities menu**.

Restoring from a backup created NOT using the WinAccs system

The usual system of creating a backup of your **WinPay** data would be to use the facility **Security** on the **Utilities** menu, see [BACKING UP THE DATABASE](#) on page 223.

If, however, you have secured a backup by any other means (e.g. a tape backup etc.) then a **WinAccs** or **WinPay** company folder must be treated as a single entity. This means that if any files are being restored then ALL files (including System, Hidden and Read-only) in that folder must be restored, Further, it is essential that if a restore is being done, then the target folder must be emptied of ALL (see above) files before the restore takes place.

If a complete tape restore is being undertaken the safest thing is to delete the root folder for all Compact data (i.e. the level above the A and P folders, usually called Compact on newer installations or FCG or Pstripe on older ones) before starting the restore.

PERFORMING AN AUTO BACKUP

You may wish to create an extra autobackup at any time. To do this obey the following :-

1. From the **WinPay** menu select **Utilities**, then **Security**.
2. Next select **Perform an Auto Backup**.
3. The Autobackup will be created. Its name will be of the format 20171206-1144.zip (i.e. this autobackup was taken on 6th December 2017 at 11.44) and its type is User Selected. It will be in the folder C:\Autobackup\P\xxx\YYYY\user-selected where YYYY is the year of the Company Year End date and xxx is the company number.

RESTORING AN AUTO BACKUP

For safety WinPay automatically backs up the WinPay data for a company at certain important times. This is so that if something goes wrong later there is always the WinPay auto backup available for you to restore and start re-processing your data from the time that the auto backup was taken.

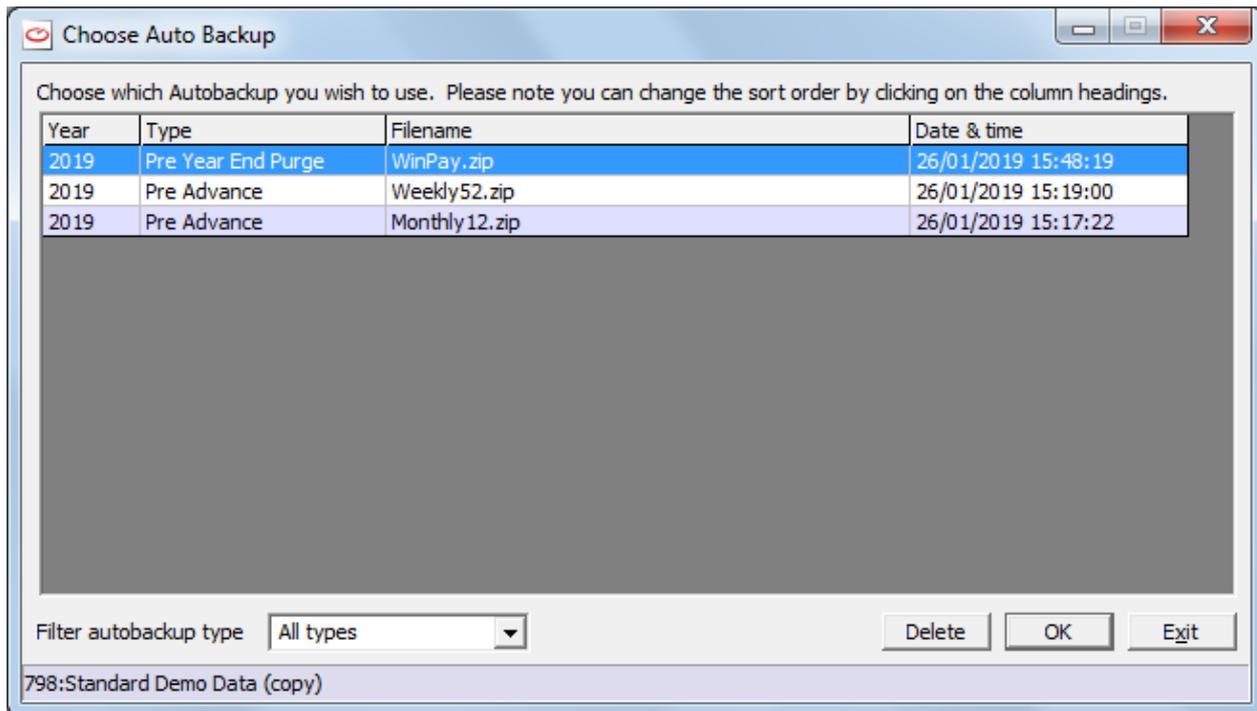
N.B. it is very important NOT to rely on these auto backups to be your only backup of your system. **You MUST still execute your usual regular backups** of the system and store these regular backups (carefully labelled) in a safe place away from the computer in a fire-proof container. This is because the auto backup is stored on the computer and if the computer is stolen, is in a fire or has a major fault then you will lose all the data on the computer - including the auto backups.

An example of when WinPay does its auto backups are :-

- At the start of the Advance Period for each frequency, see [ADVANCE PERIOD](#) in **CHAPTER 5 : PAYROLL PROCESSING**.

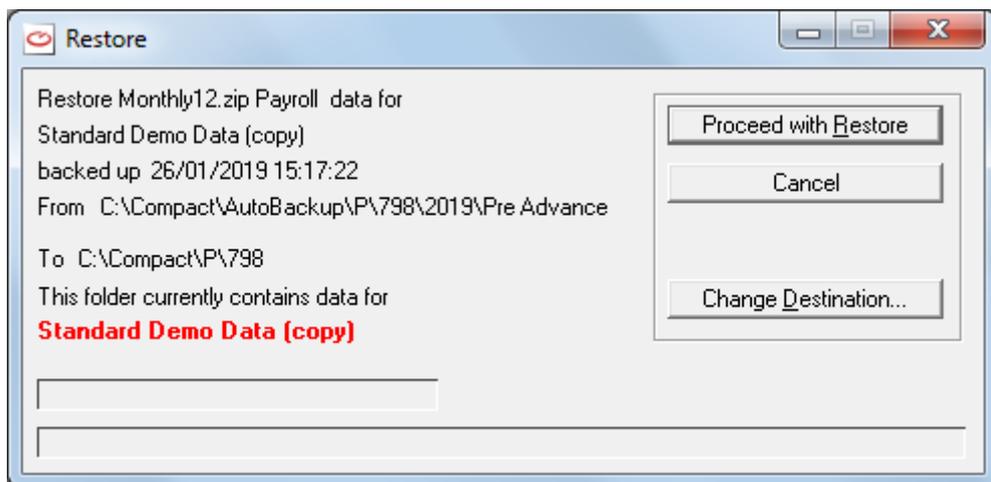
To restore an auto backup obey the following procedure :-

1. From the **WinPay** menu select **Utilities**, followed by **Security** and then **Restore an 'Auto Backup'**.
2. A screen similar to the following will be displayed :-



This lists the autobackups that have been taken of this company. You have to decide how far back you wish to restore the data. Select that line and click on **OK**.

3. The **Restore** screen will be displayed similar to the following :-



This shows

- what company it is restoring,
 - the date and time when the auto backup was taken,
 - from where it is going to restore the data (i.e. the auto backup that you have chosen) and
 - to where it is going to restore it (i.e. the present company)
4. You may select the button **Change Destination** if you wish to restore this auto backup to a different location.
 5. Select the button **Proceed with Restore**.
 6. You are warned that this restoring will remove ALL files from this chosen location. Click on YES to confirm that that is acceptable.
 7. The data will be restored and you will be told when it has completed the restore.

8. Now you are ready to process the company as from the date and time when the auto backup was taken.

OPTIONS

In the facility Options, you may alter your choice of various options offered on the **WinPay** system for the selected company. These options include :-

- Choosing the foreground and background colourings for the display of positive and negative currencies, see [CURRENCY COLOURS](#) on page 228,
- Choosing whether you are warned when changes are made to each of Accumulators, Bank Details, Pay Elements, Payslip Boxes, Timesheets, Trades, Departments, Subcontractor Tax, Analysis Columns, see [Confirm Changes](#) on page 229,
- Choosing whether, when you have made changes to one employee's personnel records and you attempt to access the records of another employee or to exit from Employee Maintenance, you will be asked whether you wish to save the changes made, see [Personnel Records](#) on page 229 ,
- Setting the maximum number of detail lines on a payslip, see [Detail Lines on Payslips](#) on page 230.

CURRENCY COLOURS

WinPay will use your Windows colour settings and international currency symbol (as set up in Control Panel). In addition you can select the colours used to display the currency values, possibly highlighting negative values with a different colour combination.

To choose the foreground and background colourings for the display of positive and negative currencies for the current company, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities** and then select **Options**.
2. Select **Set Currency Colours**.
3. The screen headed **Currency Colours** will be displayed. In the box under the word **Positive** will be displayed a positive number in the same colour and against the same colour background as it will appear throughout **WinPay**. Similarly negative numbers are displayed as in the box under the word **Negative**.
4. To change the display of a positive number, choose the button **Positive**. Alternatively to change the display of a negative number choose the button **Negative**.
5. To change the foreground colour of the number, choose the button **Foreground**. Alternatively to change the background colour of the number, choose the button **Background**.
6. Now click on the small box, in the palette of colours at the bottom of the screen, which shows the colour you want for this foreground or background. The display of the positive or negative number will reflect the choice of colour you have made.
7. To revert to the Windows default colouring for all numbers, choose the button **Default**.
8. Finally choose **Ok** to return to the Options menu.

OTHER OPTIONS

Select **Other Options** from the **Options** menu of the **Utilities** menu to do the following :-

- To select to be warned when you have made changes, see [Confirm Changes](#) on page 229
- To select to be warned when you have made changes to employees' records, see [Personnel Records](#) on page 229
- To define the maximum number of lines for payslips, see [Detail Lines on Payslips](#) on page 230.

Confirm Changes

To access the facility to be warned when you have made changes to one or more of each of Accumulators, Bank Details, Pay Elements, Payslip Boxes, Timesheets, Trades, Departments, Subcontractor Tax, Analysis Columns, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities** and then select **Options**.
2. Next select **Other Options**.
3. The screen, headed **Options** will be displayed. In the dialog box headed **Confirm Changes** to check the checkbox to the right of any set of items if you wish to be warned when a member of that set has its value changed. Having this set of items checked means that changes cannot be made to any member of that set unintentionally.

It is recommended that you ask for all confirmation messages until you are completely aware of when records are updated.

The sets of items are :-

- Accumulators,
- Bank Details,
- Pay Elements,
- Payslip Boxes,
- Timesheets,
- Trades,
- Departments,
- Subcontractor Tax,
- Analysis Columns.

For Example : Consider the case when you have checked the checkbox to the right of the choice Trades. Now if you make a change to a Trade, when you exit from the routine that made the change, you will be warned that you made the change. You are asked to confirm whether that new value should be saved.

If the choice Trade is not checked, then, when you make a change to a Trade and you exit the routine that made the change, the change is recorded on the system automatically.

4. Choose **Ok** to record the changes you have made on this screen (or choose **Cancel** to exit without saving the changes). In both cases you will be returned to the Options menu.

For further information see [OVERVIEW OF .INI FILES IN WINPAY](#) in **APPENDIX 1 : .INI FILES**.

Personnel Records

You can choose whether, when you have made changes to one employee's personnel records and you attempt to access the records of another employee or to exit from Employee Maintenance, you will be asked whether you wish to save the changes made.

To make this choice obey the following procedure :-

1. From the **WinPay** menu, select **Utilities** and select **Options**.
2. Next select **Other Options**.
3. The screen, headed **Options** will be displayed. In the dialog box headed **Confirm Changes** to check the checkbox to the right of the text **Personnel Records**.
4. Choose **Ok** to record the change (or choose **Cancel** to not record the change you have made). You will be returned to the Options menu.

If this option is checked then, whenever you have made changes to one employee's personnel records (see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**), and you attempt to access the records of

another employee or to exit from Employee Maintenance, you will be asked whether you wish to save the changes made.

Detail Lines on Payslips

To define the maximum number of detail lines for all payslips for this company, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities** and then select **Options**.
2. Next select **Other Options**.
3. The screen, headed **Options** will be displayed. In the dialog box headed **Payslips** enter the maximum number of detail lines to be allowed on a payslip. All standard payslip layouts from Compact have room for 12 lines.
4. Choose **Ok** to record the changes you have made on this screen (or choose **Cancel** to exit without saving the changes). In both cases you will be returned to the Options menu.

RESET PERIOD

This routine is only intended to be used if the data is set up for the wrong period or, for some other reason, you wish to delete chunks of it. This can happen if, for example, you decide to replicate a particular week as a test of the parameters that you have entered, and then when you wish to go live it is a number of weeks later and you do not wish to enter all the intervening payments.

To reset period, obey the following procedure :-

1. From the **WinPay** menu, select **Utilities** and then select **Reset Period**.
2. The screen headed **Reset Period** will be displayed. Select the pay frequency, and for that pay frequency enter the period number and paydate. Choose **Ok** to proceed (else choose **Cancel** to return to the Utilities menu). The system will check that the paydate is in the stated period.
3. The screen headed **Weekly/Monthly RESET to END of Period X** is displayed.
Read the message carefully before selecting the **Ok** button, as you may not wish to lose all the data. It is also possible to reset timesheets for an individual employee, see [RESET TIMESHEET](#) in **CHAPTER 5 : PAYROLL CYCLE**. If in doubt choose the **Cancel** button.
4. You will be returned to the Utilities menu.

EXPORT (WINPERSONNEL)

This option is used to export personnel data for WinPersonnel.

To use this facility obey the following procedure :-

1. From the **WinPay** menu, select **Utilities**, and then select **Export (WinPersonnel)**.
2. The window headed **Options** will be displayed, on which you must specify the number of the WinPersonnel company to which this company will be linked. You may also enter the folder name where the .csv (comma separated variables) file of details will be sent, and you may enter a command to be carried out when the export is complete.
3. A further window, headed **Personnel Export**, is displayed which confirms your choices. To continue select **Export** (else select Cancel). If you wish to change the options select the button **Options** and make the changes.
4. The .csv file will be created and, if you specified a command to be obeyed after the creation of the .csv file, then this command will be obeyed.

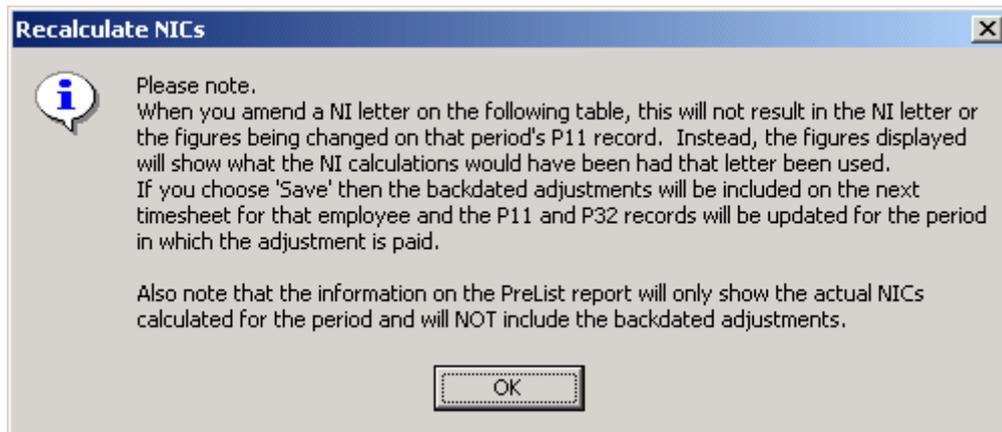
RECALCULATE NICS

This routine allows you to make retrospective changes to the NI letter for an employee and **WinPay** will recalculate the NI adjustments that this change will cause. Those adjustments will usually be included in the next timesheet for this employee. This routine is not for employees who are subcontractors or directors.

The employee whose NI you wish to Recalculate must have the date he started this employment entered in the field Date Joined, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

To use this Recalculate NICS facility obey the following procedure :-

1. From the **WinPay** menu, select **Utilities**, and then select **Recalculate NICS**
2. The following window will be displayed :-



Click on **OK**.

3. At the next screen headed **Recalculate NI Contributions**, at the field **Employee** select the code of the employee whose NI letter you wish to change retrospectively.

The screen will now look like this :-

WP Recalculate NI Contributions

Employee: @ Black, B

Period	P11 NI Letter	New NI Letter	P11 Total	P11 Emp'ee	New Total	New Emp'ee
M01	A	A	376.04	173.8	376.04	173.8
M02	A	A	376.04	173.8	376.04	173.8
M03	A	A	376.04	173.8	376.04	173.8
M04	A	A	376.04	173.8	376.04	173.8

	<u>Pre-existing amendments</u>	<u>Results of above changes</u>	<u>Net adjustments to post</u>
1a	0.00	0.00	0.00
1b	0.00	0.00	0.00
1c	0.00	0.00	0.00
1d	0.00	0.00	0.00
1e	0.00	0.00	0.00

023:Smith and Jones (CD)

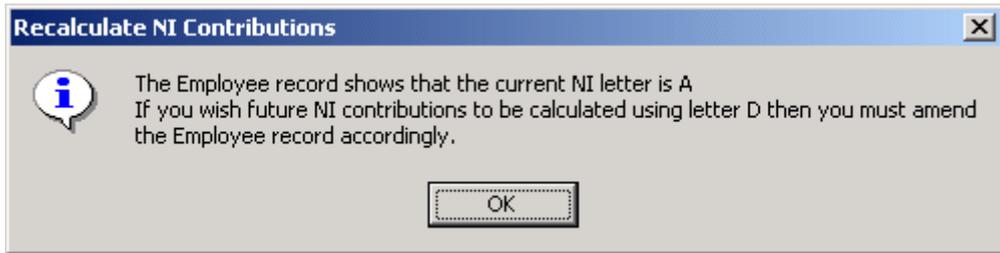
- For the period for which the NI letter is first to be changed click on the NI letter displayed in the column **New NI letter**. Either type in the new NI letter or use the drop down list to select the new letter and then press the Tab key.
- You will be asked if you wish to change the NI letter for the following periods in the displayed P11 table.

Recalculate NI Contributions

 Do you wish to recalculate using NI letter D for all the later periods in the displayed P11 table?

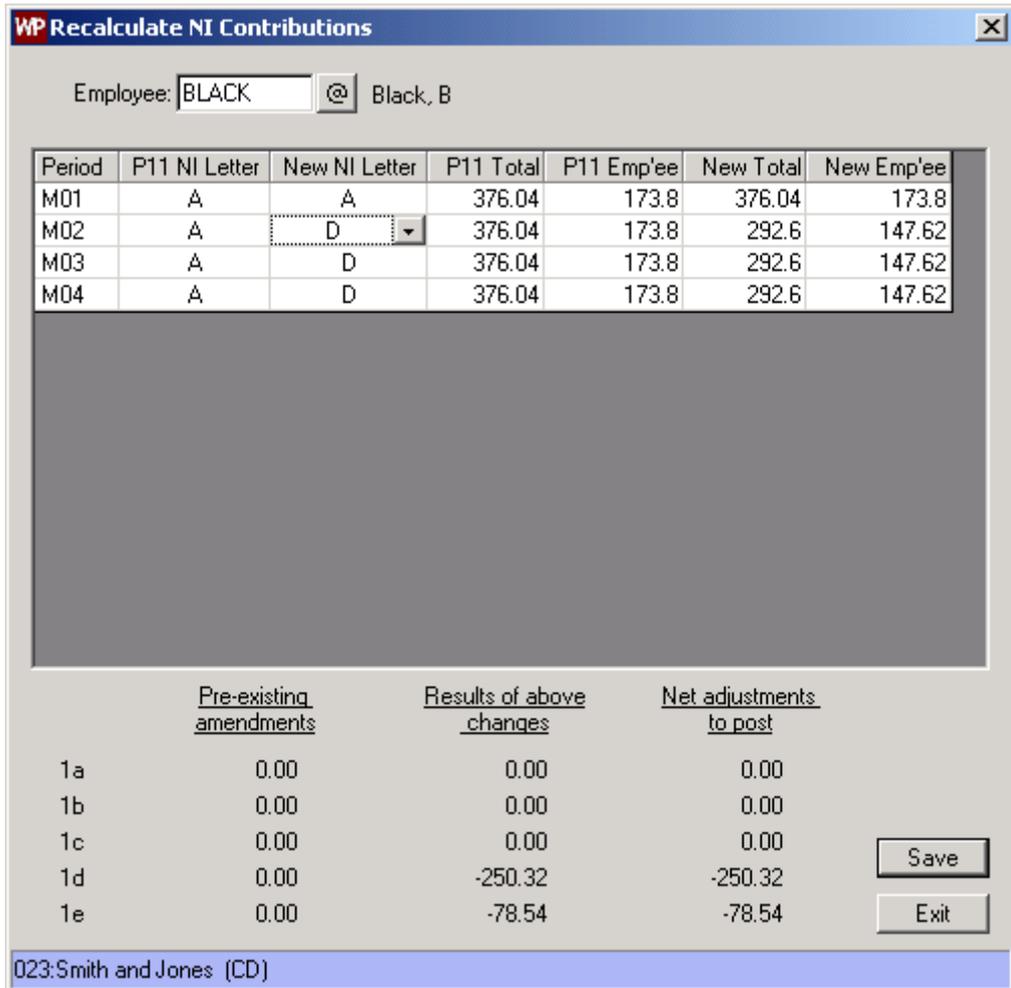
If the change was just for the one period select **No**, but if the new NI letter is to apply to the later periods select **Yes**.

- You are warned that changing the NI letter here has not altered the employee's NI letter in Employee Maintenance and to go to Employee Maintenance when you have finished this routine and alter the NI letter there.



Click on **OK**.

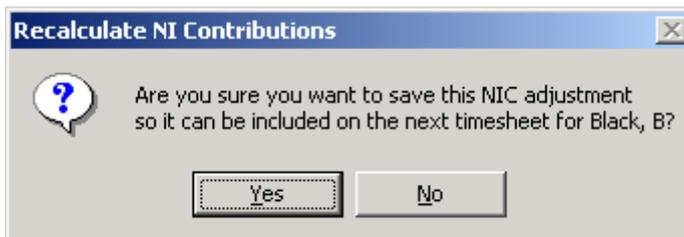
7. The screen now shows



At the bottom of the screen are displayed the changes that **WinPay** will make to this employee's records.

Select **Save**.

8. The following message will be displayed :-

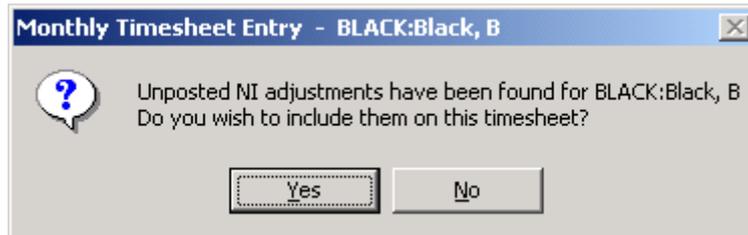


If you want to cancel the changes you have made select **No**. But you will probably want to continue so click on **Yes**. Then click on **Exit**.

If you have already made adjustments to this employee's NI since the last timesheet you will be warned and asked if you want to overwrite them. Select either **Yes** to overwrite the earlier adjustment or **No** to not continue with this adjustment.

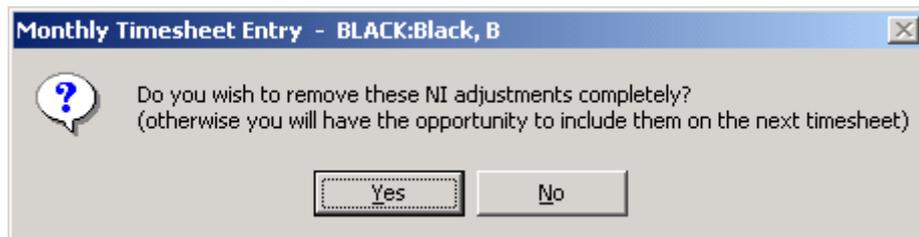
The present screen showing the adjustments you have made will be printed. Keep this print out in your records.

9. If you wish to change the NI letter for this employee from now on, then remember to change the NI letter for this employee in Employee Maintenance before you process this employee for this next period.
10. Now when you go to Timesheet Entry (or Auto-generate timesheets) for this employee you will immediately see the message :-



If you select **Yes** (this is recommended) then in the top half of the screen will be the pay elements ZG Empee NIC Adj and ZF Emper NIC Adj with the value of the necessary adjustment for the retrospective changes you have made to the NI letter for this employee. Select **Auto-calculate default items**. Now the NI for this employee will be correctly calculated and you will see in P11 Maintenance extra items for this month to cover the NI letter change.

Alternatively if you select **No**, then you will be asked :-



You may either select **Yes** to remove the NI adjustments completely or if you select **No** then you will be asked in the next period's Timesheet entry if you wish to include the adjustments then.

RECALCULATING NICS AGAIN

If you have already recalculated the NICs for an employee but then need to make another change you need to do the following :-

1. From the **WinPay** menu, select **Utilities**, and then select **Recalculate NICs**
2. The window as in point 2 above (i.e. in [RECALCULATE NICS](#) on page 231) will be displayed. Click on **OK**. On the next screen at the field **Employee** select the code of the employee whose NIC you are recalculating **AGAIN** and the screen will be displayed as follows :-

WP Recalculate NI Contributions [X]

Employee: @ Black, B

Period	P11 NI Letter	New NI Letter	P11 Total	P11 Emp'ee	New Total	New Emp'ee
M01	A	A	376.04	173.8	376.04	173.8
M02	A	A	376.04	173.8	376.04	173.8
M03	A	A	376.04	173.8	376.04	173.8
M04	A	A	376.04	173.8	376.04	173.8
M05	D	D	292.6	147.62	292.6	147.62

	<u>Pre-existing amendments</u>	<u>Results of above changes</u>	<u>Net adjustments to post</u>
1a	0.00	0.00	0.00
1b	0.00	0.00	0.00
1c	0.00	0.00	0.00
1d	-250.32	0.00	250.32
1e	-78.54	0.00	78.54

023:Smith and Jones (CD)

Please note that this shows figures as taken from the P11 and does not show the changes that you made last time you did a **Recalculate NICs** for this employee. So we need to get this screen to reflect the changes you have already made. For this you may find the print out that was produced last time you did **Recalculate NICs** useful as it shows the changes you made then.

- Last time we did **Recalculate NICs** for this employee we changed the NI letter in M03, M04, and M05 to the letter D. So the first thing we must do now is to select M03 and change the letter to D. We are asked if we wish to recalculate the NICS using letter D for all the following periods. In this case this is what we did so we can reply **Yes**.
- The screen now shows :-

WP Recalculate NI Contributions

Employee: @ Black, B

Period	P11 NI Letter	New NI Letter	P11 Total	P11 Emp'ee	New Total	New Emp'ee
M01	A	A	376.04	173.8	376.04	173.8
M02	A	D	376.04	173.8	292.6	147.62
M03	A	D	376.04	173.8	292.6	147.62
M04	A	D	376.04	173.8	292.6	147.62
M05	D	D	292.6	147.62	292.6	147.62

	<u>Pre-existing amendments</u>	<u>Results of above changes</u>	<u>Net adjustments to post</u>
1a	0.00	0.00	0.00
1b	0.00	0.00	0.00
1c	0.00	0.00	0.00
1d	-250.32	-250.32	0.00
1e	-78.54	-78.54	0.00

023:Smith and Jones (CD)

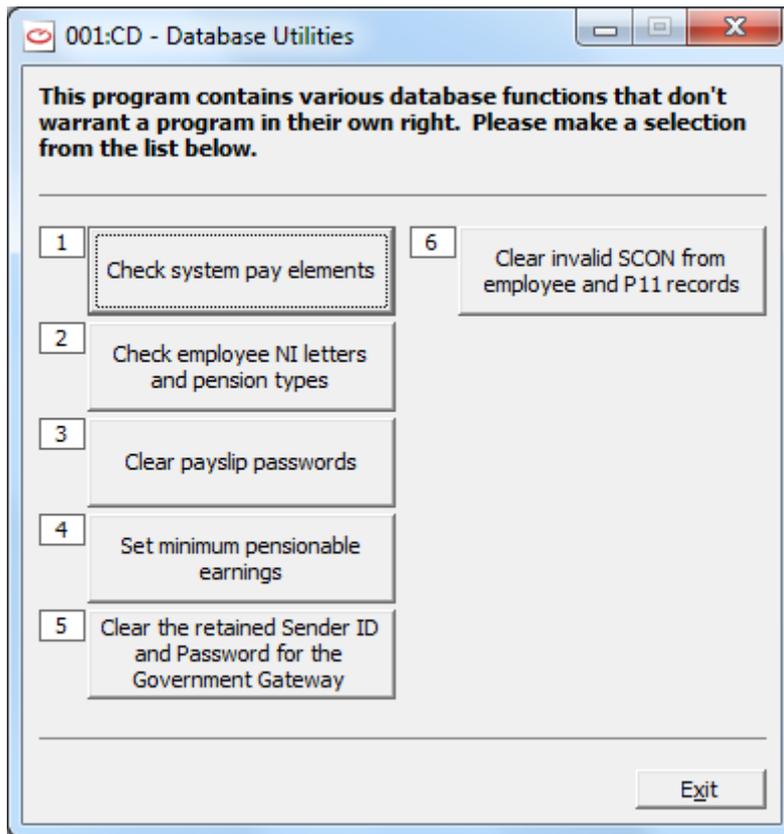
Save
Exit

Now you will see that the figures in the column **Net adjustments to post** are all zero. This means we have successfully reinstated the situation at present.

- [If you had made more than one set of changes before this you must reapply the changes you made previously (using the print outs of the changes which **WinPay** produced) starting with the first and eventually the column **Net adjustments to post** will be zero ready for you to make the changes to the NI that you wish to make now.]
- Now you can make any changes that you NOW wish to make to this employee's NIC and those changes will be reflected in the next **Timesheet entry** or **Auto-generate**.

DATABASE UTILITIES

On the **Utilities** menu is the option **Database Utilities** which allows **WinPay** to conduct various database utilities that do not warrant a separate program. The following screen will be displayed :-



Select the required utility. For details about :-

Checking system pay elements

see [CHECK SYSTEM PAY ELEMENTS](#) on page 237.

Checking employee NI letters and pension types

see [CHECK EMPLOYEE NI LETTERS AND PENSION TYPES](#) on page 238.

Clear payslip passwords

see [CLEAR PAYSLIP PASSWORDS](#) on page 239

Set minimum pensionable earnings

see [SET MINIMUM PENSIONABLE EARNINGS](#) on page 239

Clear the retained Sender ID and Password for the Government Gateway

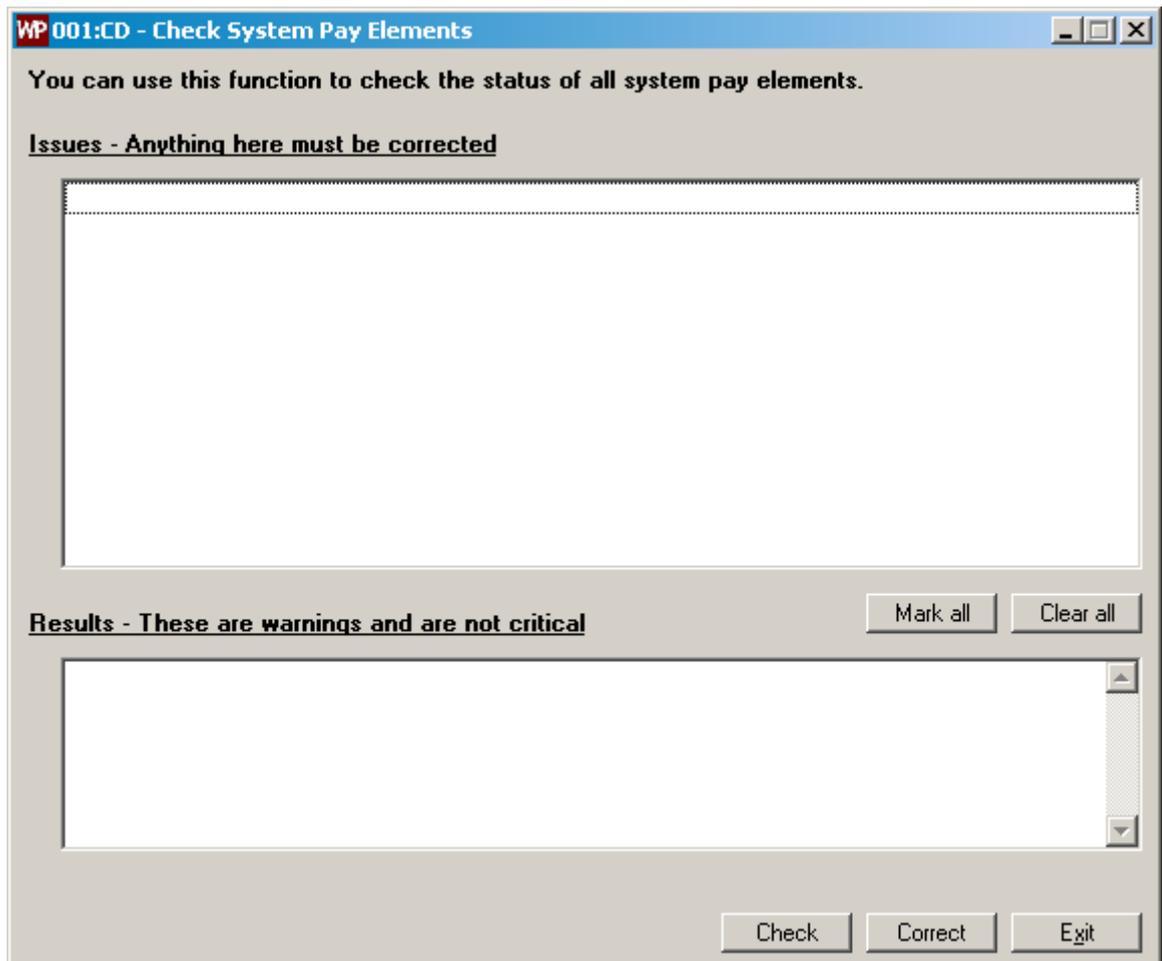
see [CLEAR THE RETAINED SENDER ID AND PASSWORD FOR THE GOVERNMENT GATEWAY](#) on page 240

Clear invalid SCON from employee and P11 records

see [CLEAR INVALID SCONS FROM EMPLOYEE AND P11 RECORDS](#) on page 241

CHECK SYSTEM PAY ELEMENTS

1. When you have selected **Utilities, Database Utilities** and have chosen the button **Check system pay elements** then the following screen will be displayed :-



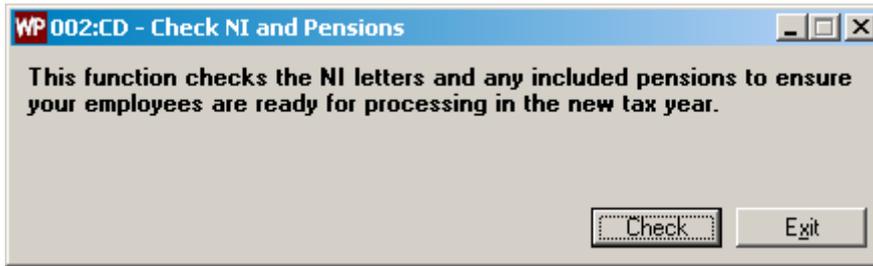
2. Select the button **Check**.
3. In the bottom half of the screen may be listed warnings which are not critical.
4. But in the top half of the screen will be listed pay elements which must be corrected. Select the button **Mark all** to select all the listed pay elements and then select **Correct**. (or select **Clear all** to clear all the listed pay elements if they are no longer needed.)
5. Finally select the button **Exit**.

CHECK EMPLOYEE NI LETTERS AND PENSION TYPES

From 6th April 2012 HMRC no longer allows any employee to have an NI letter F, G, S i.e. the NI letters which used to indicate a Contracted Out Money Pension Scheme. So **WinPay** now on entry to Autogenerate or Timesheet entry checks that no employee has such an NI letter. It prints a report telling the user which employees had such a NI letter and in Employee Maintenance it blanks out the NI letter for that employee. In Employee Maintenance the user must enter a valid NI letter. Also the user may have defined Contracted Out Money Pension schemes. These are no longer valid so the user must in Employee Maintenance delete that COMPS pension from each employee who had one of these schemes defined on the Pension tab (and possibly add another scheme if relevant).

When you have sorted out Employee Maintenance to get rid of the COMPS NI letters and pensions you may wish to go to **Utilities, Database Utilities** to run this check again to ensure you have got rid of all mention of the COMPS letters.

1. When you have selected **Utilities, Database Utilities** and have chosen the button **Check employee NI letters and pension types** then the following screen will be displayed :-



2. Select the button **Check** and a report will be displayed showing any employee who has an invalid NI letter and/or an invalid pension type.
3. Finally select **Exit**.
4. You will need to go to **Employee Maintenance** for each of the employees listed and on the NI tab ensure they now have a valid NI letter and on the Pension tab they have no mention of a COMPS pension scheme.

CLEAR PAYSLIP PASSWORDS

A payslip password is automatically generated on updating your data to v7.01 SP5 and may be entered for employees who join after that. This is for use when payslips are emailed to employees using V-Rex eDoc. Their payslip will be an attachment to the email and if the employee has a payslip password defined in Employee Maintenance (see [EMPLOYEE MAINTENANCE](#) in [CHAPTER 4 : MAINTENANCE](#)) then he will be unable to access the attachment until he has entered his payslip password.

This password may be changed or even deleted if payslips are not to be password protected.

If you do not use this facility you may delete all these automatically generated passwords and any data you have entered in this field by using the Data utility Clear payslip passwords.

To do this :-

1. Select **Utilities** from the **WinPay menu**, followed by **Database Utilities**. Then select **Clear payslip passwords**.
2. The following screen will be displayed :-



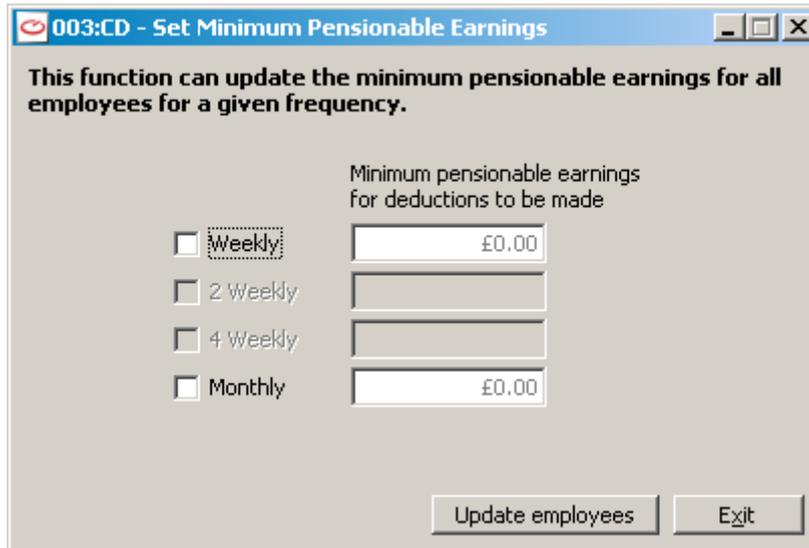
3. Click on **Remove passwords** and the contents of the field **Payslip password** on the Employment tab of every employee in Employee Maintenance will be cleared.

SET MINIMUM PENSIONABLE EARNINGS

In order that employees who do not have much pensionable earnings do not have the pension deducted when their salary is too low, on the Pension tab of each employee (see [EMPLOYEE MAINTENANCE](#) in [CHAPTER 4 : MAINTENANCE](#)) you can specify in the field **Minimum pensionable earnings for the deduction to be made** an amount which if the pensionable earnings are less than this amount then the pension will not be deducted. Zero in that field means that the deductions will always be taken made (unless you have selected that Pensionable Earnings must be above LEL in WinPay.ini see [WINPAY.INI](#) in [APPENDIX 1 : INI FILES](#))

To be able to set this field for all employees of a certain frequency obey the following :-

1. From the **WinPay** menu, select **Utilities**, followed by **Database utilities**. Then select the utility **Set minimum pensionable earnings**. The following screen will be displayed:-



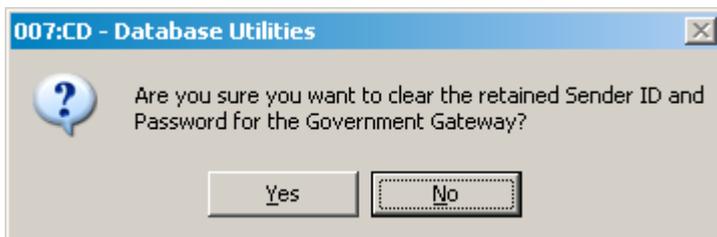
2. Select the frequency for which you wish to change the minimum pensionable earnings for deductions and enter that minimum. You may do this for more than one frequency.
3. Select **Update employees**.
4. You will be shown a list of all the employees for whom the minimum pensionable earnings for deductions to be made has been changed with the old value of that parameter and the new value.
5. Finally select **Exit**.

CLEAR THE RETAINED SENDER ID AND PASSWORD FOR THE GOVERNMENT GATEWAY

Whenever you are filing online to send information to HMRC via the Government Gateway on the **Online Filing - Connection** screen your **Sender ID** and **Password** must be entered. Instead of you having to type these in every time you do Online filing you may save the parameters so that they will automatically be displayed in these fields on future Online submissions - see [SAVING SENDER ID AND PASSWORD](#) in **CHAPTER 10 : REAL TIME INFORMATION**.

If you later decide you do NOT want **WinPay** to save these parameters then you may select from the **WinPay** menu **Utilities, Database Utilities** and select option 5 **Clear the retained Sender ID and Password for the Government Gateway**.

The following screen will be displayed :-



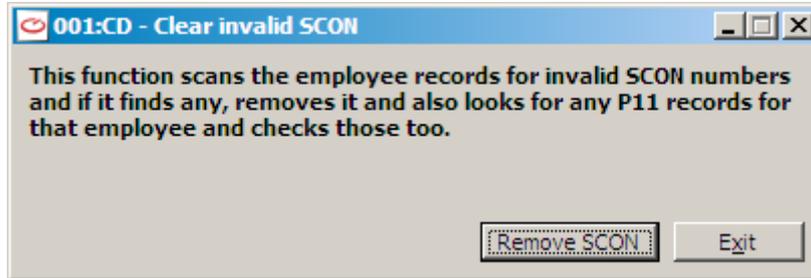
Select **Yes** and you will be told that the saved parameters have been cleared.

If, when you were first offered the chance for **WinPay** to save the Sender ID and Password you answered **No**, then you would not have been asked the question again. You need to run this Utility. When you have run this utility then the next time you ask to **File online** you will be asked if you want **WinPay** to save the Sender ID and Password and then you can answer **Yes** for them to be saved.

CLEAR INVALID SCONS FROM EMPLOYEE AND P11 RECORDS

To clear invalid SCONS from employees and P11 records, obey the following :-

1. From the **WinPay** menu, select **Utilities**, followed by **Database utilities**. Then select the utility **Clear invalid SCON from employee and P11 records**.
2. The following screen will be displayed:-

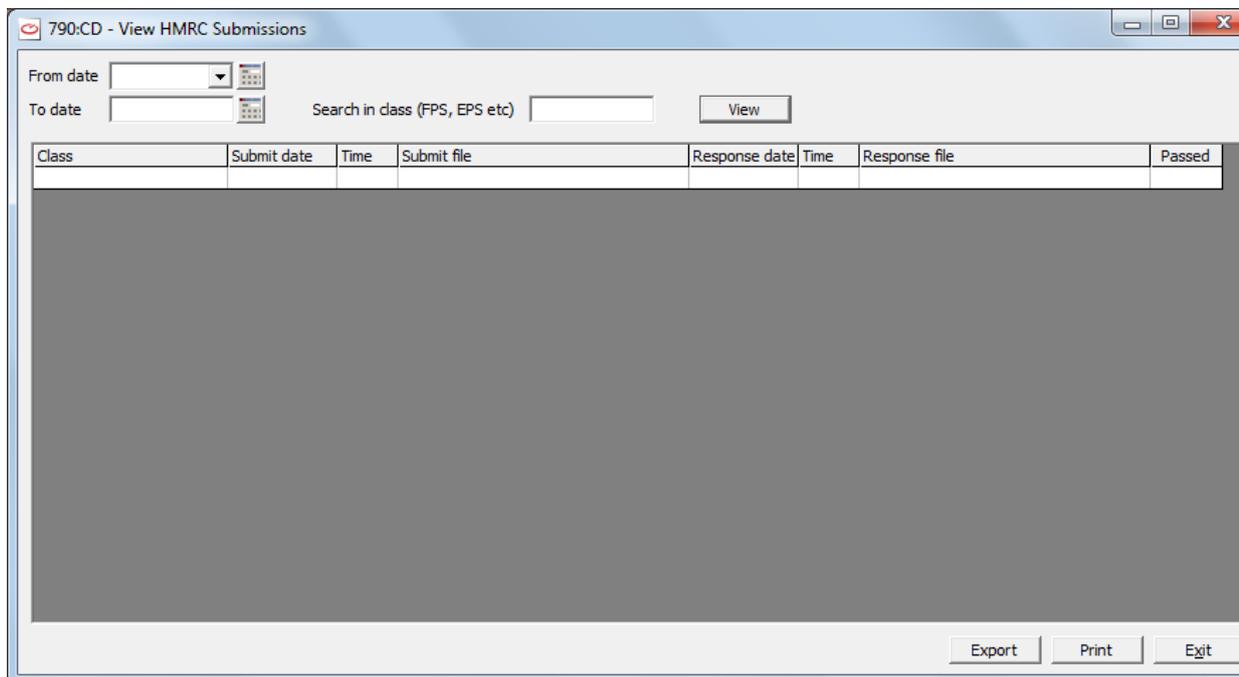


3. Select **Remove SCON** and any invalid SCON found will be removed from the employee's record and from any P11 records.

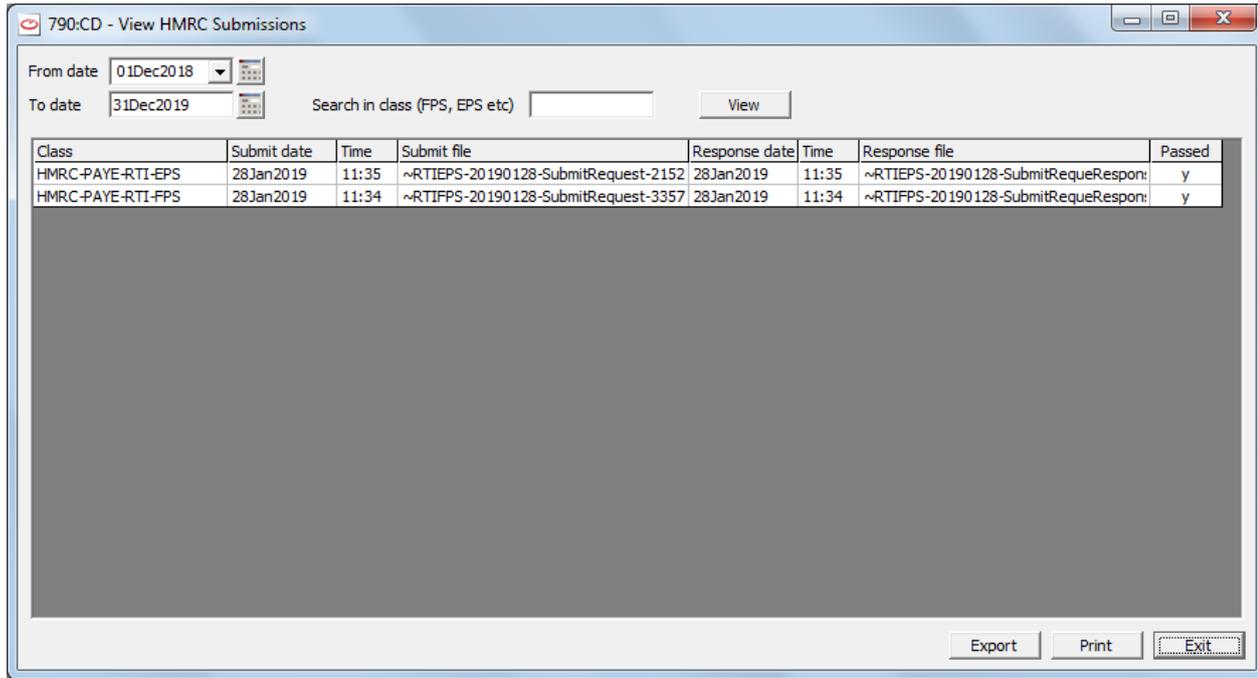
VIEW HMRC SUBMISSIONS

To view the submissions you have made to HMRC obey the following :-

1. From the **WinPay** menu, select **Utilities**, followed by **View HMRC submissions**.
2. The following screen will be displayed :-



3. To view all the submissions just select **View** and they will all be displayed. You may limit the list by select the **From date** and **To date**. and/or you may enter in the field **Search in class (FPS, EPS etc)** the class of the submissions you wish to view. Then select **View**.
4. The screen will now display the submissions, for example :-



5. You may choose to **Print** or **Export** the results of the report.
6. Finally select **Exit**.

LOAD NON-MENU PROGRAM

This facility will only be used under the direction of Compact Support to run special programs e.g. rebuilding the P32 or performing a diagnostic test. It will run a program not on the standard system menu. For further details contact Compact Support.

Choose **Cancel** to return to the Utilities menu.

CHAPTER 8 : SUBCONTRACTORS

OVERVIEW OF SUBCONTRACTORS

Strict rules are set by HMRC for anyone who works in the construction industry. These rules changed from 6th April 2007 and **you must consult the HMRC booklet "Construction Industry Scheme" - CIS 340 for full details.**

The Scheme sets out the rules for how payments to subcontractors for construction work must be handled by contractors in the construction industry and certain other businesses. Under the Scheme, all payments made from contractors to subcontractors must take account of the subcontractor's tax status as determined by HM Revenue & Customs. This may require the contractor to make a deduction, which they then pay to HMRC, from that part of the payment that does not represent the cost of materials incurred by the subcontractor.

The Scheme covers all construction work carried out in the United Kingdom (UK), including jobs such as

- site preparation
- alterations
- dismantling
- construction
- repairs
- decorating
- demolition.

The UK includes United Kingdom territorial waters up to the 12-mile limit.

The Scheme covers all types of businesses and other concerns that work in the construction industry, including

- companies
- partnerships
- self-employed individuals.

These businesses can be

- contractors
- subcontractors
- contractors **and** subcontractors.

Under the Scheme, the terms 'contractor' and 'subcontractor' have special meanings that are much wider than they normally have.

Contractor

A contractor is a business or other concern that pays subcontractors for construction work.

Subcontractor

A subcontractor is a business that carries out construction work for a contractor.

Businesses that are contractors and subcontractors

Many businesses pay other businesses for construction work, but are themselves paid by other businesses too. When they are working as a contractor, they must follow the rules for contractors and when they are working as a subcontractor, they must follow the rules for subcontractors.

Payment

A payment is anything paid out by the contractor to the subcontractor under a contract for construction operations. This applies whether or not the payment is made directly to the subcontractor. Payments include cash, cheque and credit. An advance, a sub or a loan is a credit and must be treated as a payment.

Deduction

A deduction is the amount that a contractor has to withhold on account of tax and Class 4 NICs from a payment made to a subcontractor. There are two rates of deduction

- Standard rate - which must be applied to payments made to those subcontractors that are registered with us to be paid under deductions
- Higher rate - which must be applied to payments made to subcontractors where we are unable to identify the subcontractor.

The deduction does apply to any part of payment that is for subsistence or travelling expenses.

The deduction does NOT apply to any part of a payment that is for the cost of the following

- Materials
- Value Added Tax (VAT)
- An amount equal to the Construction Industry Training Board (CITB) levy.

Contract

A contract means any legally binding agreement or arrangement under which one individual or business does work or provides services for another individual or business. A contract includes an agreement made by word of mouth as well as a written document.

REGISTERING FOR CIS

All contractors must register with HMRC for the Construction Industry Scheme. Subcontractors who do not wish to have deductions made from their payments at the higher rate of deduction should also register with HMRC. HMRC will provide registration details that contractors and subcontractors will need to use when they deal with payments.

For further information on when and how to register, see the HMRC booklet CIS340.

Registration by Contractors

When a contractor is about to take on his first subcontractor, regardless of whether that subcontractor is likely to be paid gross or under deduction the contractor must register by contacting HMRC. (Contact HMRC. Phone: New Employer Helpline on **0845 60 70 143**)

HMRC will set up a Contractor Scheme (and a PAYE Scheme if you have asked HMRC to) and send the contractor all the necessary information.

Registration by Subcontractors

When a subcontractor, his firm, or his company is about to start work within the construction industry he must register by contacting HMRC. (HMRC. Phone: New CIS Helpline on **0845 366 7899**) Internet: If only registering for payment under deduction, please visit **www.hmrc.gov.uk/new-cis**

HMRC will write and confirm his registration and tell him what information he will need to give to his contractors before they pay him.

If he is not already known to HMRC, they may also ask him to satisfy an identity check.

VERIFYING SUBCONTRACTORS

Before a contractor can make a payment to a subcontractor for construction work, they may need to verify with HMRC that the subcontractor is registered. HMRC will check whether the subcontractor is registered with them and then tell the contractor the rate of deduction they must apply to the payment, or whether the payment can be made without any deductions.

For more information on the verification process in **WinPay**, see [CIS VERIFICATION](#) on page 249

For more information about the verification process see paragraphs 3.2 to 3.16 in CIS340.

MAKING DEDUCTIONS FROM PAYMENTS

Under the Scheme, all payments made from a contractor to a subcontractor, must take account of the subcontractor's tax status. This may require the contractor to make a deduction, which they then pay to HMRC from that part of the payment that does not represent the cost of materials incurred by the subcontractor.

If no deduction is required, the contractor can make the payment to the subcontractor in full.

If a deduction is required, the contractor must

- calculate the deduction
- make the deduction
- record details of the payment, materials and deduction
- make the net payment to the subcontractor
- complete and give the appropriate statement of deduction to the subcontractor.

For more information on making a payment in **WinPay**, see [OVERVIEW OF PAYROLL CYCLE](#) in **CHAPTER 5 : PAYROLL CYCLE** .

For more information about producing a statement to the subcontractor in **WinPay** see [TAX STATEMENTS AND REPORTS](#) on page 257.

For HMRC information see paragraphs 3.20 to 3.29 in CIS340.

SET-OFFS

A Set-Off is a deduction that is made BEFORE Tax and VAT calculations whereas Contras are deductions made AFTER Tax and VAT calculations.

Companies should set off CIS deductions that have been made from their income as subcontractors against the payment of PAYE/NICs and CIS deductions that they are due to pay over to HMRC for that same period.

- Any CIS deductions made in any month or quarter that cannot be fully set-off against payments due for that period are carried forward and used against later pay periods within the same tax year. **In this situation the company must submit a nil payslip to the accounts office so that HMRC know there is nothing to be paid over.**
- When the CIS deductions available for set-off in a pay period do not cover the whole of the company's payment for that period, the company must pay over the balance by the normal payment date (19th of the month).
- The company must keep a record of the amounts set off. You may use form CIS132 that has been produced for this purpose and that HMRC sent out to every company on their CIS database.
- When HMRC have received the company's P35 and CIS36 end of year returns, any CIS deductions that have not been set off during the tax year may be repaid - or HMRC may set them against any outstanding liabilities, depending on the amount involved. Some small changes have been made to the form P35 to cater for this.

- It is no longer possible for a company to set deductions against its future Corporation Tax bill. When the company has sent HMRC its form P35 and form CIS36, where one is due, any balance of deductions that have not been set off against the PAYE/NICs CIS liability will be repaid unless there are other known due and payable liabilities.

RETURNS

Each month, contractors must send HMRC a complete return of all the payments they have made within the Scheme or report that they have made no payments. The return, called CIS300, will include

- details of the subcontractors
- details of the payments made, and any deductions withheld
- a declaration that the employment status of all subcontractors has been considered
- a declaration that all subcontractors that need to be verified have been verified.

For more information on completing a return, see [TAX STATEMENTS AND REPORTS](#) on page 257 and paragraphs 4.2 to 4.29 in CIS340.

PAYMENTS TO HMRC

Each month, or quarter in some cases, contractors must send HMRC a payment for the deductions they have made from subcontractors.

For more information on payments to HMRC see paragraphs 4.30 to 4.36 in CIS340.

EMPLOYEES AND SELF-EMPLOYMENT

For a contract to be within the Scheme, it must not be ‘a contract of employment’. This means that the Scheme applies to workers who are self-employed under the terms of the contract, and who are not employees subject to Pay As You Earn (PAYE).

Employment status depends on general law and it is for the contractor to decide on the individual’s employment status when the subcontractor is first engaged. The fact that the subcontractor has worked in a self-employed capacity before is irrelevant in deciding on their employment status – **it is the terms of the particular engagement that matter.**

GROSS PAYMENT BY SUBCONTRACTORS

Subcontractors can apply to be paid gross – with no deductions taken from their payments. To do this, subcontractors will need to show HMRC that they meet certain qualifying conditions.

HOW SUBCONTRACTORS PAY TAX

Subcontractors have to make a return of their profits each year, and their tax liability is based on that return.

A subcontractor may already have paid tax by payments on account or as shown on the payment and deduction statements given to them by their contractors. If the amount already paid or deducted is greater than the amount due, we will repay the excess. If there is a shortfall, then the subcontractor must make a balancing payment.

Subcontractors that are limited companies can set off deductions they bear on their receipts against the following sums payable to HMRC.

- Pay As You Earn (PAYE) tax due from the company’s employees.
- Employers’ and employees’ National Insurance contributions (NICs) due.
- Student Loan repayments due from the company’s employees.
- Construction Industry Scheme (CIS) deductions made from the company’s subcontractors.

The company will need to reduce the amount of PAYE, NICs, Student Loan repayments and any CIS deductions that the company pays by the amount of CIS deductions made from the company’s income.

If, for any month or quarter, the company's own CIS deductions are greater than the PAYE, NICs, Student Loan repayments and CIS liabilities payable, the company should set off the excess against future payments **in the same tax year**.

At the end of the tax year, once HMRC have received the company's P35 annual return, any excess CIS deductions that cannot be set off may be refunded or set against Corporation Tax due. No repayments or set off against other liabilities can be made in-year.

Companies must keep a record of the amounts set off so they can complete their annual employer returns. Companies may keep their own records for this purpose or they may use form CIS132, 'Record of amounts set-off' that we will send to them each year.

SUBCONTRACTORS IN WINPAY

Subcontractors is an optional **WinPay** facility which provides the ability to make payments to subcontractors and to produce statements for subcontractors and the necessary CIS300 submissions for HMRC. Reports on the subcontractor transactions are also available.

It is preferable to use a separate **WinPay** payroll company for this as this makes reporting of subcontractors easier if a PAYE inspection should occur. If you are setting up WinPay not at the beginning of the financial year you will need to record on the system any payments you have already paid to each subcontractor up to this point in the year. For details of how to do this see [SETTING UP WINPAY WITH SUBCONTRACTORS MID-YEAR](#) on page 261.

Frequency : **WinPay** will only allow you to run Subcontractors on a weekly payroll and not on other frequencies.

Pay Elements : Existing pay elements can be used without modification as by designating a person as a Subcontractor will automatically disable the NI selection on pay element maintenance.

However it may be necessary to add pay elements for subcontractors as the method of payment is not normally Hours. For more details about setting up Pay Elements see [PAY ELEMENT MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

Suitable pay elements would be Price Work and Day Rate/Day Work

Links on pay elements to the nominal ledger can be set as required and the costing link would need to be set to cost direct.

Trade Codes : Trade codes will need to be set up in **WinPay** and Contract Analysis Codes will need to be set up in **WinAccs** for the costing links to work, It is worth spending some time discussing these links before starting to set up the payroll as it is best to do the Contract Analysis Code maintenance in **WinAccs** first as this will save some confusion when setting the trade codes in WinPay. For more details about setting up Trade Codes see [TRADE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

Retentions : Retentions can be accommodated in **WinPay**. In order to do this 2 pay elements need to be set up.

Retention deducted. This needs to be a Deduction element before tax and is NOT costed to contracts.

Retention Repaid. This needs to be an Addition element before tax and is also NOT costed to contracts.

These elements will also need payslip boxes set up on the Destination tab.

They will also require an Accumulator setting up to record the total amount of retention held against each subcontractor.

In destinations on pay element maintenance, retention deducted is a + to accumulator, and retention repaid is a – to accumulator.

P11 Maintenance : P11 Maintenance is not required for Subcontractors.

Brought Forward Entries : If brought forward entries are required for Subcontractors these must be entered through the Subcontractors tax module as payments showing Date of payment, Gross amount, & tax deducted. Statements against these payments may also be entered manually and matched against them.

VAT : If subcontractors are VAT registered then it is advisable to run these through **WinAccs** as this deals with the VAT records properly.

Employee Maintenance : For each subcontractor with which the company does business, information about this subcontractor must initially be entered into the **WinPay** system, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**. This information includes on the CIS tab details such as the sort of subcontractor he is (e.g. Sole-Trader, Partner, Trust or Company), and details of his Trading name or Name, Unique Taxpayer Reference (UTR), National Insurance Number (NINO).

WinPay provides the facilities to pay the subcontractor and to print reports on these subcontractors (such as the Monthly Subcontractor Payment Statements and the HMRC CIS 300 Returns).

For information on

Registering with HMRC for CIS

see [REGISTERING FOR CIS](#) on page 244.

Registering to use the subcontractor module in **WinPay**

see [Registration \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

Maintaining the subcontractor details

see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

Maintain the CIS Tax Tables

see [CIS TAX TABLES](#) on page 254.

Verifying Subcontractors

See [VERIFICATION PROCESS](#) on page 250.

Enquiry and display

see [CONDUCTING AN ENQUIRY](#) in **CHAPTER 9 : ENQUIRY**.

CIS Statements, Returns and Reports

see [TAX STATEMENTS AND REPORTS](#) on page 257

CIS REFORM

CIS Reform is the procedure that will process all your subcontractors and make the necessary preparations for the reformed Construction Industry Scheme which starts on 6th April 2007. This will populate the new CIS tab in Subcontractor Ledger Maintenance.

When you first upgrade your company from earlier versions of **WinPay** to version 6.31 of **WinPay** (or later versions) then the CIS Reform process will automatically be run to prepare any subcontractor data ready for the new CIS. You should at this point check the data on the CIS tab of each subcontractor and you should take note of the CIS Reform print out which will alert you to any missing/incorrect data it has encountered while reforming the subcontractors' data (e.g. missing or invalid NINO).

You may run CIS Reform as often as you like.

Only when you have completed all certificate/invoices/payments/vouchers and CIS36 under the old CIS rules should you then tick the field "Set the Reformed status so all future calculations will use the Reformed CIS rules" and run CIS Reform again. This should be run as close to 6th April 2007 as possible.

Once this is done then you are ready to use the new CIS. But you will need to Verify, either by online or by phone, any subcontractors you need to pay and for whom there is no Verification Number nor is the field Follow on ticked, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

(By selecting the field "Just clear the Reformed status and revert all CIS calculations to the old rules" you may revert to the old rules.)

CIS VERIFICATION

Verification is the process HMRC use to make sure that subcontractors have the correct rate of deduction applied under the scheme. There are three main steps to the process

- The contractor contacts HMRC with details of the subcontractor
- HMRC check that the subcontractor is registered with them
- HMRC tell the contractor what rate of deduction to apply, if any.

The information that HMRC needs to verify a subcontractor is

For the contractor :-

- Contractor's name
- Contractor's Unique Taxpayer Reference
- Contractor's Accounts Office reference
- Contractor's employer's reference

all of which are in Company Details

and for the subcontractor :-

Type of subcontractor	Information HMRC needs
Sole-trader	Name Unique Taxpayer Reference (UTR) National Insurance number (NINO) - if known
Partner in a firm	Firm's name Partner's name Firm's Unique Taxpayer Reference (UTR) If the partner is an individual Partner's Unique Taxpayer Reference (UTR) or partner's National Insurance number If the partner is a company Company's Unique Taxpayer Reference (UTR) or Company registration number (CRN)
Company	Name of company Company's Unique Taxpayer Reference (UTR) Company registration number (CRN)

All this information will come from Employee Maintenance, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

WHEN A CONTRACTOR NEEDS TO VERIFY A SUBCONTRACTOR

Before a contractor can make a payment for construction work to a subcontractor they must decide whether they need to verify the subcontractor. See CIS340 sections 3.3 and 3.4 for more details.

The general rule is that a contractor does not have to verify a subcontractor if they last included that subcontractor on a return in the current or two previous tax years. If either of the two previous tax years was before 6 April 2007, contractors should follow the advice in the next paragraph :-

If you are paying a subcontractor in the first tax year of the new Scheme, between 6 April 2007 and 5 April 2008, you do not have to verify them if

- You have already included them on any monthly return in that tax year or
- You have paid them since 6 April 2005 and when you last paid them you had seen one of the following :-
 - Registration Card CIS4(P),
 - Temporary Registration Card CIS4(T) - with an expiry date of 04/2007 or later, or
 - Tax Certificate CIS6 or CIS5 - with an expiry date of 04/2007 or later.

Otherwise you must verify the subcontractor.

If a contractor does not have to verify a subcontractor they must pay the subcontractor on the same basis as the last payment made to them.

VERIFICATION PROCESS

Once you have entered the details of the subcontractor on the **WinPay** system using [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**. (N.B. a subcontractor is Weekly and has Taxation type Subcontractor on the Employment tab in Employee Maintenance) and you wish to employ this subcontractor, then to obtain verification of this subcontractor obey the following :-

1. From the **WinAccs** menu, select **Maintenance**, and then **CIS Verification**.
2. Next the following screen will be displayed :-

Subcontractor verification - Online Filing - Connection

Before sending any new submissions WinPay will check the Government Gateway for any unfinished transmissions. Please click 'Connect'.

User credentials

Sender ID

Password

Select **Connect** for **WinPay** to check whether there are any unfinished transmissions on the Government Gateway (i.e. the connection to HMRC). For further details see [HMRC SUBMISSIONS](#) on page 262. .

3. When that previous submission is completed or ignored for now the following screen will be visible :-

Match	Verify	Type	Code	Account name	Last paid
<input type="checkbox"/>	<input type="checkbox"/>		JOHN	R.J. Johnson	
<input type="checkbox"/>	<input type="checkbox"/>		THOM	Thomson (Plumbers) Ltd	26/04/2006
<input type="checkbox"/>	<input type="checkbox"/>		WILL	Williams and Co	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		YOUNG	Youngs and Sons	

Display which subcontractors?

Need verifying
 Unmatched
 All

Please tick only those subcontractors you wish to match or verify. HMRC guidelines state that you should only check those subcontractors with which you are about to enter a contract; ie do not 'bulk' select all unmatched/unverified subcontractors. You may not select more than 100 at a time.

Process Cancel

4 subcontractors, 0 selected

096: Compact Software Ltd (CD)

This lists all the subcontractors on your system (i.e. those that are not of type Exempt) which have not yet been verified. It shows their CODE and Name and under the column Last Paid the date of your last payment to this subcontractor.

If you wish to view or edit any subcontractor on the list then right click the mouse on his name. The employee details for that subcontractor will be displayed. You may edit the details. Then click on Exit to return to the CIS Verification screen.

The column Type can contain two values :-

- M means that the subcontractor is Matched i.e. he is a bona fide CIS subcontractor matched to the HMRC list of subcontractors
- V means the subcontractor is verified or does not need verifying. N.B. You can only pay a subcontractor who is verified or does not need verifying.

Tick the Verify box next to a subcontractor if you are sure of the subcontractor details. The HMRC list of subcontractors will be checked and, if found, the subcontractor will be updated as 'matched' and his tax rate will also be set (net or gross) from the HMRC records.

If he is not found on the HMRC list of subcontractors then the subcontractor record will still be updated, but marked as unmatched and his tax rate will be set to the higher rate. The details of the unmatched subcontractor will be recorded by HMRC so that if they identify him later they can let you know the new tax rate to be used.

Tick the Match box next to the subcontractor to see if a subcontractor is on the HMRC list of subcontractors. If he is then the subcontractor record will be updated as 'matched' and his tax rate (net or gross) will also be set from the HMRC records.

If he is not found on the HMRC list of subcontractors then you will be told (in the displayed Verification Results list) and no change will be made to the subcontractor record. No record of the unmatched subcontractor will be retained by HMRC. You should then check your subcontractor details (adding other data (CRN, NINO, UTR, address etc if you can obtain them). Then try another match. Remember, if you cannot get a match then you must verify this subcontractor before you can pay them (at which point his tax rate will be set to the higher rate).

Do not bulk select all unmatched/unverified subcontractors. You may not select more than 100 subcontractors at a time.

In the screen below the subcontractors with codes JOHN and WILL have been selected for Verification.

Match	Verify	Type	Code	Account name	Last paid
<input type="checkbox"/>	<input checked="" type="checkbox"/>		JOHN	R.J. Johnson	
<input type="checkbox"/>	<input type="checkbox"/>		THOM	Thomson (Plumbers) Ltd	26/04/2006
<input type="checkbox"/>	<input checked="" type="checkbox"/>		WILL	Williams and Co	
<input type="checkbox"/>	<input type="checkbox"/>		YOUNG	Youngs and Sons	

Display which subcontractors?

Need verifying
 Unmatched
 All

Please tick only those subcontractors you wish to match or verify. HMRC guidelines state that you should only check those subcontractors with which you are about to enter a contract; ie do not 'bulk' select all unmatched/unverified subcontractors. You may not select more than 100 at a time.

Process

Cancel

4 subcontractors, 2 selected

096: Compact Software Ltd (CD)

Then select **Process**.

- You are asked to confirm the HMRC declaration that a tender is accepted/ contract agreed / order placed for all the subcontractors to be verified. If this is so, select Yes. If you select No then you are returned to the previous screen and you must take the tick out of the verification box for any subcontractor for whom this HMRC declaration is not true. Then select Process once more and accept the HMRC declaration.
- WinPay** now does some verification of the data before it sends the data to HMRC and if **WinPay** finds any errors you will get a screen displayed with a list of the errors it has found e.g.

Online Filing error list - Subcontractor verification

The following errors were detected while preparing for Online Filing. These errors would be rejected by HMRC so please correct them and try again.

- Co 096 Contractor Accounts Office reference invalid.
- Co 096 Code WILL : NINO invalid.

2 errors, 0 corrected

As you correct the data, use the handy checkboxes on the list above to mark which ones you have done.

Print the list

Cancel

You may print the list. Now go to **Maintenance, Employee Maintenance** (or **Maintenance, Parameters, Company Details**) and correct the errors listed before you can continue with the verification process.

When you select **Cancel** you will be told that



So click on **OK**. When you have corrected the errors, start the verification process again.

6. When there are no errors you will see a screen like the following :-



and **WinPay** will poll the HMRC server until it gets a reply.

7. If HMRC finds no errors you will see the window :-



Select **Yes** to print a copy of the receipt.

8. The screen :-



is next displayed so click on **Finish**.

9. Now a screen headed **Verification Results** will be displayed showing for each subcontractor chosen for verification the **Code**, **Name**, whether he is matched or unmatched, the tax rate for this subcontractor and the HMRC Verification Number. The **Matched** or **Unmatched** indicator, the **Tax**

Rate and the **Verification Number** will now have been inserted by **WinPay** into the **CIS** tab of **Employee Maintenance** for each of the chosen subcontractors. Click on **Exit**. The verification process is now complete for these chosen subcontractors.

A log of all HMRC submissions is maintained and can be viewed, see [LOG OF HMRC SUBMISSIONS](#) on page 264.

OUTCOME OF VERIFICATION

The HMRC reply to the submission for verification by the contractor via **WinPay** with information back via **WinPay** about how the contractor should pay the subcontractor in one of the following ways :-

- Gross - that is without any deductions taken from the payment
- Net of a deduction at the standard rate
- Net of a deduction at the higher rate because
 - a) HMRC have no record of that subcontractor's registration or
 - b) HMRC are unable to verify the details for any other reason.

When HMRC reply, they give the contractor a Verification Number which will be the same for each subcontractor that HMRC has verified at the same time. If it is not possible to verify a subcontractor HMRC will add one or two letters to the end of the number so that it is unique to that subcontractor.

This verification number is very important (for instance the VRN must be entered on the Monthly returns for this subcontractor if he is paying tax at a higher rate). **WinPay** will add the subcontractor's verification number to the subcontractor's record in Employee Maintenance on the CIS tab.

A screen headed **Verification Results** will be displayed showing for each subcontractor chosen for verification the Code, Name, whether he is matched or unmatched, the tax rate for this subcontractor and the HMRC Verification Number. The Matched or Unmatched indicator, the Tax Rate and the Verification Number will now have been inserted by **WinPay** into the CIS tab of Employee Maintenance for each of the chosen subcontractors.

If you had asked for a subcontractor to be Matched and HMRC found the match on their records then HMRC treat that subcontractor as Verified and Matched and a Verification Number is returned. If HMRC could not find that subcontractor then he comes back as Unmatched and no Verification Number is returned.

If you had asked for a subcontractor to be Verified and HMRC found the subcontractor on their records then that subcontractor comes back as Verified and Matched. If HMRC do not find that subcontractor on their records then they will investigate further.

CIS TAX TABLES

The Subcontractor Tax tables are kept upto date by Compact by including any changes to the rates in updates to the software - either by a new release of the software or by a service patch to the current version of the software. These updates will be available before the dates when you will require them. You must update your software as soon as you are sent a new version to ensure your tables are up-to-date. If you always update your software as Compact issues you updates then you probably will not need to do any table maintenance yourself.

If for any reason you wish to change the tax tables yourself you would have to obtain the changes from a CIS Tax Amendment Notice before any changes are required and you would have to enter all the fields as shown thereon. (As the applicable dates are on the notice, you do not have to wait until the tables actually change). If you enter your own figures, you will not be able to enter the correct check field value which ensures that you have made the correct entries.

To access the program, obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **Table Maintenance, Tax**.
3. The **Tax Amendment Notice** screen is now displayed.

Enter the effective dates of the changes. These details are taken from the CIS Tax Amendment notice you have received. Enter all the information from the CIS Tax Amendment notice that you have received. Also enter the check number for these amendments.

The values for the fields on the screen for other effective date ranges may be viewed by clicking on the < > on the heading for the Date Range dialog box.

4. Choose the **Apply** button to update the files with the changes.
5. When you click on **OK** to exit **WinPay** will display a list of all the companies on your system. If you wish the changes you have just made to this table to apply to the same table in another company (or companies) click in the box to the left of that company's name which puts a tick in the box and then select **OK**. Then that company(or those companies) will have the new version of the Tax Tables also.
6. This will take you back to the **WinPay** menu.

SUBCONTRACTOR CIS RECORDS

CIS RECORDS FOR SUBCONTRACTORS

Use the facility **CIS RECORDS** to do the following for subcontractors :-

- To enter or edit historic statements for a subcontractor (usually statement details are entered automatically by **WinPay** when the statements are printed using the Print Statements, Reports button), see [Entering or editing details of Statements for Subcontractors](#) on page 255,
- To enter or edit historic payments for a subcontractor (usually payment details are entered automatically by **WinPay** on Advance Period) see [Entering or editing Payments for Subcontractors](#) on page 256
- To view the CIS Details, see [CIS DETAILS](#) on page 256
- To purge the tax year, see [PURGE TAX YEAR](#) on page 256,
- To print statement and reports, see [TAX STATEMENTS AND REPORTS](#) on page 257.

To access these facilities :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **CIS Records**.
3. Identify the subcontractor code and the Tax Year Ending date.
4. The details of unmatched payments will be displayed. If you select the option **Show All entries**, then all the payments and statements will be shown.

Entering or editing details of Statements for Subcontractors

1. In the **Action** field choose **Statement**.
2. You may enter the Details (as from a statement received from the subcontractor) in the editing fields on the right.
3. You may alternatively edit an existing line from the box headed **Entries for Selected Tax Year** by double clicking on that line. The line is copied to the editing fields above.
4. Enter the Month to date, the Gross, Materials and amount deducted.
5. Select **Ok** to enter these details in the fields below in the box headed **Entries for Selected Tax Year**.
6. If the details entered do not match the totals of the payments for this period then the statement will be posted as unmatched.
7. If the details entered match the totals of payments for this period then the Statement will be posted as matched with the corresponding payments.

8. If you wish to delete one of the lines displayed in the box headed **Entries for Selected Tax Year**, highlight that line and select **Delete**. You will be asked to confirm that you want the line deleted.

Entering or editing Payments for Subcontractors

1. In the **Action** field choose **Payments** to enter a payment.
2. You may enter details of a payment in the editing fields on the right.
3. Alternatively you may double click on an existing line of type Payment in the box headed **Entries for the Selected Tax Year** in order to edit the entry. The line is copied to the editing fields above.
4. Enter the date of the payment and the gross amount of the payment.
5. When the entries are correct select **OK**.
6. If you wish to delete one of the lines displayed in the box headed **Entries for Selected Tax Year**, highlight that line and select **Delete**. You will be asked to confirm that you want the line deleted.

Matching entries for Subcontractors

1. If you wish to match a statement with a payment, highlight the statement and select the button **Match**.
2. If the statement matches a payment (or payments added together) the statement and the payment(s) will be matched (and so will disappear from the screen if the button **Show Unmatched only** is selected. If you select the button **Show All entries** you will see the statement and the payment(s) that have been matched will have the same Match Ref.)

Printing Reports for Subcontractors

1. Select the button **Print Statements, Reports** and the screen headed **CIS Records (Payroll) - Report options** will be displayed, see [TAX STATEMENTS AND REPORTS](#) on page 257.
2. Finally select **Exit** to return to the **WinPay** menu.

CIS DETAILS

If you have chosen the option **Maintenance** from the **WinPay** menu and then **CIS Records**, you may select the code of the required subcontractor and then select the button **CIS Details**.

The details for this chosen subcontractor will be displayed and may be amended. For further information see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

PURGE TAX YEAR

To delete all the CIS tax data for a year, obey the following :-

1. From the **WinPay** menu, select **Maintenance** . Then select **CIS Records**.
2. The screen **CIS Records (Payroll)** will be displayed. Enter the Year Ending date. Select the button **Purge Tax Year**.
3. On the following screen, headed **CIS Records (payroll) - Purge**, you will be informed of the date of the Tax year which is selected to be purged i.e. 05Apr of the current tax year in **WinPay**. You may alter this year. Also on the screen is the warning that this purge routine will delete all Subcontractor tax data for the selected year. You are advised to ensure that all data has been entered and all reports printed before purging tax data. Select **OK**. The routine does not purge unmatched items.
4. You are next asked to confirm that you wish to delete all the Construction Industry Scheme tax data for the selected year. Select **Yes**.
5. The purge will be completed. Select **OK**.

TAX STATEMENTS AND REPORTS

When you have chosen **Maintenance** and then **CIS Records** and you have entered the **Tax Year ending** date you can select the button **Print Statements, Reports**. A further screen will be displayed on which you can select the statement or report to print.

The statements or reports available for printing here are :-

- Monthly Subcontractor Payment Statements, see [Monthly Subcontractor Payment Statements](#) on page 257
- Monthly HMRC CIS300 Return - Online (and list), see [Monthly HMRC CIS 300 Return - Online \(and list\)](#) on page 257
- Monthly HMRC CIS300 Return - List only, see [Monthly HMRC CIS 300 Return - List only](#) on page 260,
- Subcontractor Details report, see [Subcontractors Details Report](#) on page 260,
- Subcontractor Summary Report, see [SubContractor Summary Report](#) on page 261,
- Weekly Tax Totals Report, see [Weekly Tax Totals Report](#) on page 261.

Monthly Subcontractor Payment Statements

When you have chosen **Maintenance** and then **CIS Records** and you have entered the **Tax Year ending** date you can select the button **Print Statements, Reports**. A further screen will be displayed on which you can select to print the Monthly Subcontractor Payment Statements.

Enter the Date upto which payments are to be included in the monthly statement.

Select **OK** and the statements will be sent to the spooler for printing. The statement will record the totals for all the unmatched payments within the month upto the date selected i.e. this statement will be matched against all these payments. . (If the system finds any payment from before the month upto the date selected you will be asked if you wish to include this payment in this statement. You may reply **Yes** or **No** as required.)

Select **Statement Reprints** to reprint the statement.

Monthly HMRC CIS 300 Return - Online (and list)

When you have chosen **Maintenance** and then **CIS Records** and you have entered the **Tax Year ending** date you can select the button **Print Statements, Reports**. A further screen will be displayed on which you can select **Monthly HMRC CIS300 Return - Online (and list)**.

1. Enter the Date upto which payments are to be included in the monthly CIS300 return.

Include Payments upto

Enter the date upto which the payments are to be included on the Monthly statement. This must be the 5th of a month.

2. Select **OK** and a screen similar to the following will be displayed :-

Subcontractor CIS300 Monthly Return - Online Filing - Connection

Before sending any new submissions WinAccs will check the Government Gateway for any unfinished transmissions. Please click 'Connect'.

User credentials

Sender ID: CIS170

Password: *****

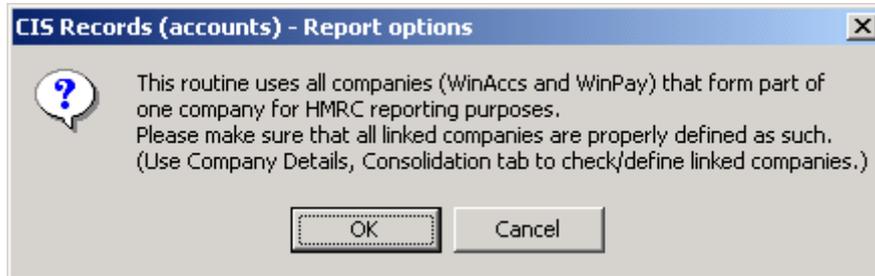
Buttons: Connect, Skip, Advanced >>

Whenever you are filing online to send information to HMRC via the Government Gateway on the **Online Filing - Connection** screen your **Sender ID** and **Password** must be entered. Instead of you having to type these in every time you do Online filing you may save the parameters so that they will

automatically be displayed in these fields on future Online submissions - see [SAVING SENDER ID AND PASSWORD](#) in **CHAPTER 10 : REAL TIME INFORMATION**.

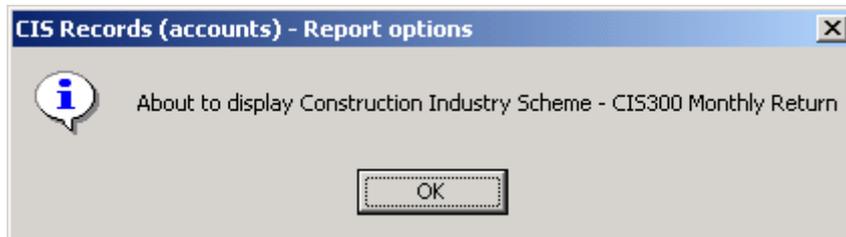
You should check for any unfinished transmissions on the Government Gateway by selecting **Connect**. For further details see [HMRC SUBMISSIONS](#) on page 262.

3. The following message displayed warns you that the CIS 300 Return Online uses all companies (**WinAccs** and **WinPay**) that form part of one company for HMRC reporting purposes.



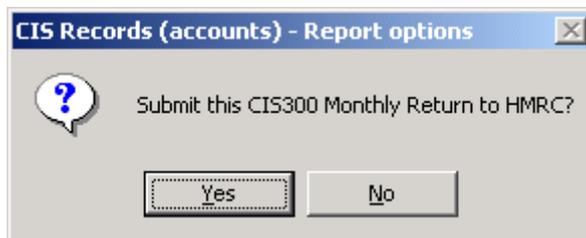
You are advised to ensure that all linked companies are properly defined, see the Consolidation tab of [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**. Then click on **OK**.

4. Next you are advised that the report is about to be printed :-



The CIS300 report is displayed (and you may choose then to print it).

5. Then it asks if you want to submit this C300 report to HMRC :-



Select **Yes**.

6. You are now asked to complete the following declaration :-

CIS300 Online Monthly Return Declaration

Please complete the following declaration:-

Can you confirm that the employment status of each individual included in this return has been considered and that the contract under which returned payments are made are not contracts of employment? No Yes

Can you confirm that every subcontractor included on this return has either been verified with HMRC subsequent to the awarding of a contract or been included in the company's monthly (or annual) return in the current tax year or the previous two tax years? No Yes

Can you confirm that the information given on this return is correct and complete to the best of your knowledge and belief? No Yes

Please indicate if you do not anticipate paying any subcontractors in the next six months.

OK Cancel

To continue you must select **YES** for each answer. Then select **OK**.

[NOTE : If there are no payments in the current month you are asked if want to (and you should) submit a nil return. If you say Yes to that then the top two options on the form CIS 300 Online Monthly Return Declaration are disabled and the tick box is enabled for the question :-

"Please indicate if you do not anticipate paying any subcontractors in the next six months."

Reply to this. Then select **OK**.]

- The CIS300 will be submitted to HMRC via the Government Gateway.

The next screen, such as the following, tells you that the submission has been successful :-

Subcontractor CIS300 Monthly Return - Online Filing - Connection

Government Gateway Response:-

The Inland Revenue has received the IR-CIS-CIS300MR document ref: 123 R.170 at 2007-03-13T16:48:16.216. The associated IRmark was: ANJETIN5Z6K7GD2RVCE5NLQK6CUJCY65 We advise you to keep this receipt in both electronic and hardcopy versions for your records. You may wish to use them to identify your submission in the future.

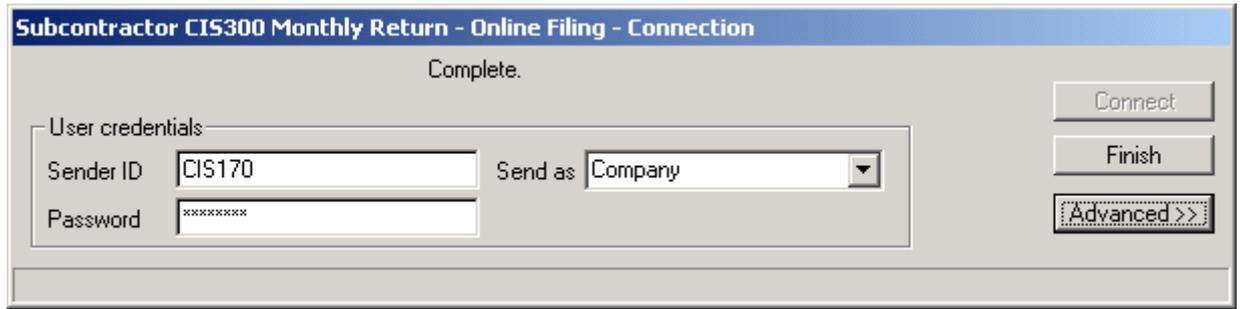
Your Online Filing session is complete.

Do you wish to print a copy of this receipt (recommended)?

Yes No

You are advised to print a copy of this receipt. So select **Yes**.

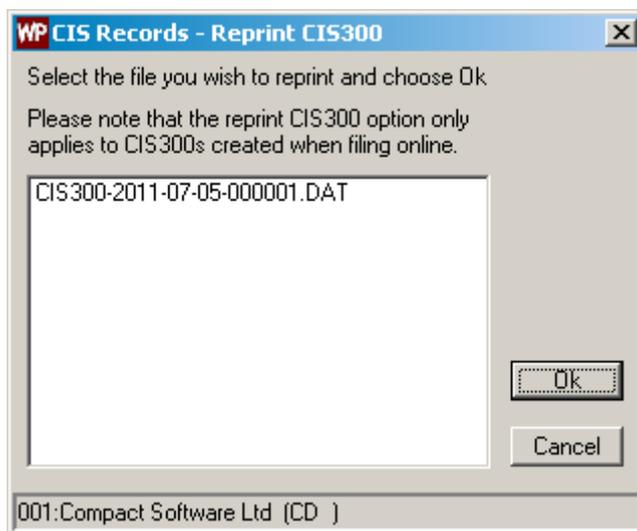
- The final screen shows you that the submission if finished. Click on **Finish**.



A log of all HMRC submissions is maintained and can be viewed, see [LOG OF HMRC SUBMISSIONS](#) on page 264.

9. If you wish to reprint the listing that occurred when you were doing the online submission select the **Print Statements, Records** button on the **CIS Records** screen. Then select the button **CIS300 Reprints**.

This will show you a list of the submissions you have made to HMRC.



Select the required submission and select **OK**. You will see that the above report is the CIS300 printed on the 5th July 2011. The report will be reprinted.

Monthly HMRC CIS 300 Return - List only

When you have chosen **Maintenance** and then **CIS Records** and you have entered the **Tax Year ending** date you can select the button **Print Statements, Reports**. A further screen will be displayed on which you can select **Monthly HMRC CIS300 Return - List only**.

Enter the Date upto which payments are to be included in the monthly CIS300 return.

Select **OK**

The report will be printed.

Subcontractors Details Report

When you have chosen **Maintenance** and then **CIS Records** and you have entered the **Tax Year ending** date you can select the button **Print Statements, Reports**. A further screen will be displayed on which you can select **Subcontractor Details Report**.

Enter the End of Year Date for the Subcontractors Detail Report.

Select **OK** and the report will be sent to the spooler for printing.

SubContractor Summary Report

When you have chosen **Maintenance** and then **CIS Records** and you have entered the **Tax Year ending** date you can select the button **Print Statements, Reports**. A further screen will be displayed on which you can select **Subcontractor Summary Report**.

Enter the End of Year Date for the Subcontractor Summary Report.

Select **OK** and the report will be sent to the spooler for printing.

Weekly Tax Totals Report

When you have chosen **Maintenance** and then **CIS Records** and you have entered the **Tax Year ending** date you can select the button **Print Statements, Reports**. A further screen will be displayed on which you can select **Weekly Tax Totals Report**.

Enter the End of Year Date for the Weekly Tax Totals Report.

Select **OK** and the report will be sent to the spooler for printing..

SETTING UP WINPAY WITH SUBCONTRACTORS MID-YEAR

If you are setting up WinPay not at the beginning of the financial year you will need to enter details about each subcontractor, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

If any subcontractor has already received payment from you this year you must also record this on the system. To do this obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **CIS Records**.
3. At the field **Code** use the Code Lookup facility @ to select the code of the subcontractor whose previous payment you wish to record on the system.
4. On the left of the screen at the field **Action** select **Payment**.
5. On the right of the screen, in the field **Date of Payment**, enter the date as the last 5th of the month prior to the date today (e.g. if the date today is 24 June 2011 enter the date 5Jun2011.)
6. In the field **Gross** enter the total payments made to this subcontractor by you this year upto the **Date of Payment** and in the field **Amount Deducted** enter the tax paid upto the **Date of Payment**.
7. Select **OK**. Details of the payment and tax will appear in the table in the lower half of the screen.

Now you must enter onto the system that you have already produced the statements for these past payments. To do this obey the following procedure :-

1. From the **WinPay** menu, select **Maintenance**.
2. Select **CIS Records**.
3. At the field **Code** use the Code Lookup facility @ to select the code of the subcontractor whose previous payment you wish to record on the system.
4. On the left of the screen at the field **Action** select **Statement**.
5. On the right of the screen, in the field **Month to**, enter the date as the last 5th of the month prior to the date today (e.g. if the date today is 24 June 2011 enter the date 5Jun2011.) This date will be the same as you entered in the process of entering the payments onto the system in the list of instructions above. (You will see the date showing in the bottom half of the screen for the corresponding entry under the type Payment.)
6. In the field **Gross** enter the total payments made to this subcontractor by you upto the Date of Payment and in the field **Amount Deducted** enter the tax paid upto the **Date of Payment**. These values will be the same as you entered in the process of entering the payments onto the system in the

list of instructions above. (You will see these values showing in the bottom half of the screen for the corresponding entry under the type Payment.)

7. Select **OK**. The payment you have already entered onto the system will now be matched by the statement.
8. Any payments made since the **Date of Payment** should be entered in the usual way - [Entering or editing Payments for Subcontractors](#) on page 256. A statement for any payment made after the **Date of Payment** will have to be processed for the next 5th of the month after the company is up and running on the **WinPay** system.

HMRC SUBMISSIONS

Whenever you attempt to make a submission to HMRC (for instance for Year End Online filing or for CIS Verification or for CIS300 Online) you will see a form similar to the the following :-

The screenshot shows a dialog box titled "Subcontractor verification - Online Filing - Connection". The main text reads: "Before sending any new submissions WinPay will check the Government Gateway for any unfinished transmissions. Please click 'Connect'". On the right side, there are three buttons: "Connect", "Skip", and "Advanced >>". On the left side, there is a "User credentials" section with two input fields: "Sender ID" containing "CIS170" and "Password" containing "*****".

Enter your User credentials (i.e. **Sender ID** and **Password**) which HMRC will have given you when you have registered with them for this particular function.

Whenever you are filing online to send information to HMRC via the Government Gateway on the **Online Filing - Connection** screen your **Sender ID** and **Password** must be entered. Instead of you having to type these in every time you do Online filing you may save the parameters so that they will automatically be displayed in these fields on future Online submissions - see [SAVING SENDER ID AND PASSWORD](#) in **CHAPTER 10 : REAL TIME INFORMATION**.

This form, as it says, will check to see if there are any previous submissions for which you have not yet had the results. This is not the actual submission of data you came here to do.

When you submit information to HMRC one of the following cases will happen :-

- The submission may go through successfully - in which you will be told that the submission has been successful. This successful job will be removed from the list of submissions awaiting processing by HMRC.
- HMRC may find errors in the submission in which case you are told that there are errors and you can select the Advanced tab and view the error messages. These errors should be corrected before you make another submission. This unsuccessful job will be removed from the list of submissions awaiting processing by HMRC.
- The Government Gateway may be polled numerous times (about 20 times) but HMRC may not be able to process the submission immediately. In this case the submission remains in a queue for HMRC to process.. The next time you go to the Government Gateway you should select **Connect** to see whether the previous submission has been processed yet. The job may have been processed by HMRC and you will need to see the results that HMRC are sending back to you.

Therefore when you are starting a submission you should always select **Connect** to check on the state of any previous outstanding submissions.

[You may wish to ignore the previous unfinished submissions for now - in which case just select the **Skip** button. This is not recommended.]

When you are about to send the current batch of data you see a form similar to the following :-

If you tick the **Test only** box the data will be transmitted online and go through all the validation but will **NOT** be processed to completion by HMRC.

Check your settings and then select **Connect**.

It is very important to realise that if you select **Test only** then live data will be submitted and validated but **NOT** processed by HMRC. HMRC sends an e-mail to you saying that the data has been processed (which means that HMRC have found no errors in the data) but HMRC will not have processed the submission through to completion.

During submission, your file of EoY data will be sent to the government gateway via the internet. The system will then wait a while (usually 10 seconds, but may be varied by the gateway) and then poll the gateway for a reply. If your data has not yet been fully processed the system will wait and then try again. This may happen many times, or just two or three.

If a conclusive response is not forthcoming from the HMRC server (usually after polling 20 times) then program will suggest you give up for a while. Your data has been sent and is queued up for processing. When you restart this program later, it will automatically check for the status of any previously incomplete submissions.

When your data has been fully processed you will hopefully see a message telling you the process is complete e.g. 'Online Filing is complete' and the program will exit. Either before choosing **Connect** or afterwards you can choose the **Advanced >>** button. This opens up the remainder of the form and allows you see in a little more detail what is going on. The status bar (at the bottom of the form) also keeps you informed.

If errors are found you will receive a reply screen such as :-



Select **OK**.

If any errors have occurred you will be clearly told on the Errors tab. Print the error report and correct the errors before resubmitting the online filing.

*In some instances the support team may ask for a copy of the file as sent to HMRC. To do this just choose the **Email submission XML file to Compact support for analysis** button, but please do **NOT** do this unless requested by a member of the support team.*

A log of all HMRC submissions is maintained and can be viewed, see [LOG OF HMRC SUBMISSIONS](#) on page 264.

LOG OF HMRC SUBMISSIONS

The report HMRCLOG.vrx can be run to view the log of HMRC submissions and responses.

To run this report obey the following procedure :-

1. From the **WinPay** menu select **Reports, Reports Index**.
2. Ensure the button **V-Rex reports** is selected.
3. In the column **Folders** select **System Reports**.
4. In the displayed list under **Reports** select **Online HMRC Filing Log (hmrclg.vrx)**.
5. You may print, display or export this report by selecting **Print, Display** or **Export** to the right of the report name.

To view HMRC submissions you can also use View HMRC submissions on the Utilities menu - see [VIEW HMRC SUBMISSIONS](#) in **CHAPTER 7 : UTILITIES**.

CHAPTER 9 : ENQUIRY

CONDUCTING AN ENQUIRY

To enquire on archive data, obey the following procedure :-

1. From the **WinPay** menu, select **Enquiry**.
2. The window headed **Archive Enquiry** will be displayed. On this you may select which frequencies of employee, which employees (current employees or deleted employees), departments, sections, periods, pay elements, trades, contracts, contract analysis codes are to be included in your enquiry.

If for any category (e.g. Dept) you do not specify a From value or a To value then the enquiry will be conducted for the employees fitting the other criteria chosen but for all (e.g.) departments.

3. Choose **Find timesheet** to conduct the enquiry. The results will be displayed on the screen. The list shows for each employee under each period the gross pay, the tax, the NI for the employee, the Take Home pay and the NI for the employer. For example :-

The screenshot shows the 'Archive Enquiry' window with the following search criteria:

- From: All frequencies
- To: (empty)
- Employee: (empty)
- Department: <Any>
- Section: <Any>
- Period: Month no
- Pay date: (empty)
- Pay Element: (empty)
- Include 'Don't pay' Pay Elements:
- Trade: (empty)
- Contract: (empty)
- Contract Analysis: (empty)

Buttons on the right side: Find timesheet, Find detail, Stop, New Search, Print timesheet, Print grid..., Export to TSV, Exit.

Employee	Month(PayDate)	Gross	Tax	NI Empee	Take Home
AMN001:Alan Amonthly	2019.09 (05Jan2019)	£1,733.00	£-237.80	£-123.72	£1,250.17
AMN001:Alan Amonthly	2019.10 (05Feb2019)	£1,733.00	£-237.80	£-123.72	£1,250.17
AMN001:Alan Amonthly	2019.11 (05Mar2019)	£1,733.00	£-237.80	£-123.72	£1,250.17
AMN001:Alan Amonthly	2019.12 (05Apr2019)	£1,733.00	£-237.60	£-123.72	£1,250.37
AWK001:Ann Aweekly	2019.01 (19Apr2018)	£227.50	£-7.40	£-7.86	£212.24
AWK001:Ann Aweekly	2019.01 (26Apr2018)	£227.50	£-7.40	£-7.86	£212.24
AWK001:Ann Aweekly	2019.01 (03May2018)	£227.50	£-7.40	£-7.86	£212.24
AWK001:Ann Aweekly	2019.02 (10May2018)	£227.50	£-7.40	£-7.86	£212.24

1273 entries found. Deselect all

4. If you select one or more lines you can then select **Print Timesheet** and the timesheets(s) will be printed. Alternatively you may select **Print Grid** and the whole grid will be printed. For this you can select whether you want the colour printed and whether you want the gridlines printed.
5. To see more detail about the pay for a particular employee, double click on that line. A further screen will be displayed, for example double clicking on the last entry for the employee Awkland (code AWK001) will display the following screen :-

The screenshot shows a window titled "Transaction Details" for employee "AMN001: Alan Amonthly" in 2019, Week 53, Month 12. The main table lists transactions with columns for Dept, Pay Element, Trade, Contract, C.A.C., Qty, Rate, and Amount. Below this is a "Costing" section with columns for Contract, C.A.C., Pay Element, and Amount.

Dept	Pay Element	Trade	Contract	C.A.C.	Qty	Rate	Amount
DEP3/ENG	AA:Salary	BD					£1,733.00
DEP3/ENG	P4:Pension P3 'ee	BD			7.000		-£121.31
DEP3/ENG	YA:Pay						£1,733.00
DEP3/ENG	YB:Pay Packet						£1,250.37
DEP3/ENG	YD:Tax	BD		/			-£237.60
DEP3/ENG	YE:NI Emper	BD		08/01			£142.28

Contract	C.A.C.	Pay Element	Amount
	08/01	YE:NI Emper	£142.28
	Total		£142.28 **

If the company uses Job Costing, the costings will be displayed in the bottom half of the screen.

To exit from this detail screen. Click on the **Exit** box in the top right hand corner of the screen.

6. To initiate a new enquiry choose the button **New Search** and enter new categories for the next enquiry.
7. If the enquiry you have initiated is taking too long (i.e. you may not have given detailed enough criteria) select **Stop**. The enquiry will be stopped and you may initiate another enquiry (possibly specifying more criteria so that the enquiry takes less time) by selecting **New Search**.
8. If you wish to export the results of the enquiry to TSV (Tab Separated Values) select the button **Export to TSV**. By default, the file it creates in the subfolder TSV of the company folder (e.g. C:\Compact\P\100\TSV\ArchiveEnquiry-20190128-114319.tsv for an enquiry conducted for company 100 on 28th January 2019 at 11:43:19) can be picked up by Notepad rather than Excel, but the user can either copy and paste into Excel or they can set up a permanent file format association of TSV to Excel – in which case the file if selected will load automatically into Excel.
9. To display more details about the transactions you may select the button **Find detail**. The result will be displayed as follows :-

Archive Enquiry

Search Criteria

From: All frequencies To:

Employee: @ ..

Department: <Any>

Section: <Any>

Period: Month no

Pay date:

Pay Element: @ ..

Include 'Don't pay' Pay Elements:

Trade: @ ..

Contract: @ ..

Contract Analysis: ../.. @ ..

Find timesheet

Find detail

Stop

New Search

Print timesheet

Print grid...

Export to TSV

Exit

Employee	Month(PayDate)	Dept	Pay Element	Trade	Contract	C.A.C.
AMN001:Alan Amonthly	2019.11 (05Mar2019)	DEP3/ENG	P4:Pension P3 'ee	BD		
AMN001:Alan Amonthly	2019.11 (05Mar2019)	DEP3/ENG	YD:Tax	BD		/
AMN001:Alan Amonthly	2019.11 (05Mar2019)	DEP3/ENG	YF:NI Empee	BD		/
AMN001:Alan Amonthly	2019.12 (05Apr2019)	DEP3/ENG	AA:Salary	BD		
AMN001:Alan Amonthly	2019.12 (05Apr2019)	DEP3/ENG	P4:Pension P3 'ee	BD		
AMN001:Alan Amonthly	2019.12 (05Apr2019)	DEP3/ENG	YD:Tax	BD		/
AMN001:Alan Amonthly	2019.12 (05Apr2019)	DEP3/ENG	YF:NI Empee	BD		/
AWK001:Ann Aweekly	2019.01 (19Apr2018)	DEP1/MAIN	AC:Basic Hours	CB		

3785 entries found.

For each employee, for each period, you can see the pay elements for this period and to which departments, trades, contracts, contract analysis codes they apply. For each category the amounts are totalled.

10. When you have a table of result of an enquiry showing on the screen after selecting **Find timesheet** or after selecting **Find details** you may :-
 - a) Double click on the line of headings (i.e. the line saying Employee, Week, Dept etc) and this will now show the sub-total level as follows :-
 - b) Right click on any column heading to hide that column from the print process. Then you may right click again to make the same column visible again.
 - c) Drag the heading of any column to another position The whole column will be moved to the new position.
11. If you wish to cancel a selection use the button **Deselect All** at the bottom right of the screen.
12. To exit from the Enquiry facility, click on **Exit** .

CHAPTER 10 : REAL TIME INFORMATION

OVERVIEW OF REAL TIME INFORMATION

HMRC introduced Real Time Information to start from April 2013 for payroll in the tax year 2013 - 2014 and onwards.

Every time you advance a period you should send a Full Payment Submission - FPS (see [FULL PAYMENT SUBMISSION](#) on page 269). You must submit an Employer Payment Submission - EPS (see [EMPLOYER PAYMENT SUMMARY](#) on page 278) at the end of every tax month.

For the tax year 2013 - 2014 and later years the End of Year processing will be producing the P60's, purging the data, doing the P9X tax code changes and any necessary employee changes and you will carry out the End of Year processing using Real time information, End of year, see [END OF YEAR](#) on page 286.

If you need to submit corrections for data sent to HMRC for earlier years between 2014 and 2018 once the final EPS (Employer payment summary) has been sent for the year then you must use the **Earlier Year Update** facility under **Real time information**, see [EARLIER YEAR UPDATE](#) on page 294. For corrections for years after 2018 see [FPS- NO PAYMENT](#) on page 298.

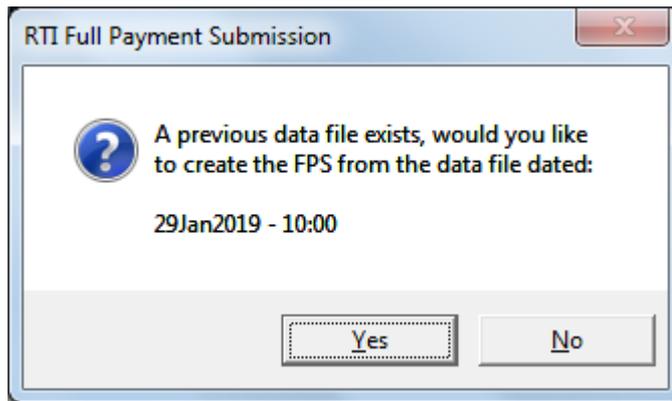
If you need to make an FPS submission to HMRC when the employee has had no pay then see [FPS- NO PAYMENT](#) on page 298.

FULL PAYMENT SUBMISSION

After 6th April 2013, when HMRC introduced Real Time Information, when you Advance a period for any frequency you must make a Full Payment Submission (FPS). But if you do not submit the FPS at the time of the Advance you may use the routine **Full Payment Submission** from the **Real time information** menu.

If you have already done an FPS after the one that you did not do, then you will need to restore the autoback taken by **WinPay** before the Advance period for which you did not do the FPS into another company and then select **Full Payment Submission** to do the FPS now.

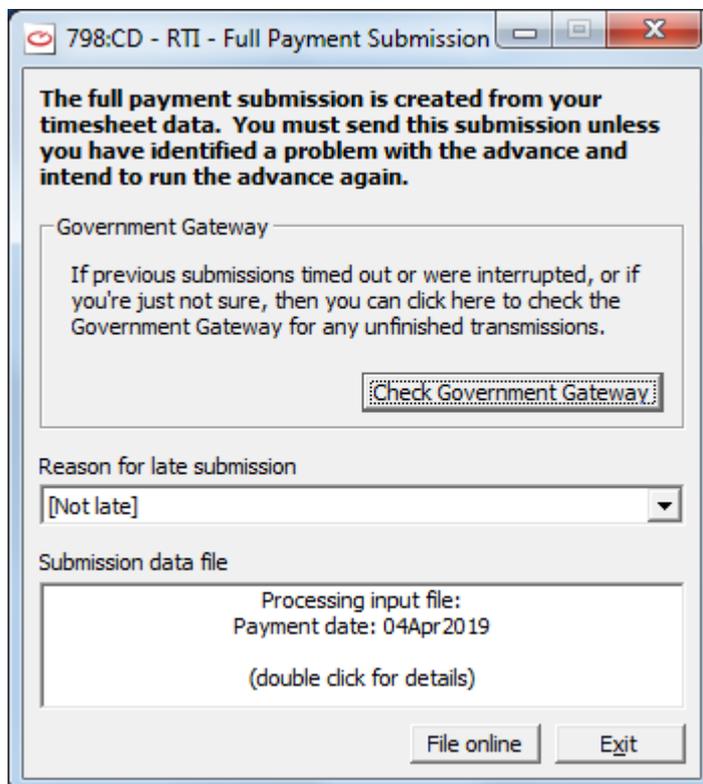
A screen similar to the following will be displayed :-



Select **Yes**.

The instructions for submitting a Full Payment Submission are as follows :-

1. When you Advance a period for any frequency the final screen for the advance process will be the following headed **Full Payment Submission**, also called FPS.



If this is a late submission then in the section **Reason for late submission** select the reason your submission is late.

Select **File online**.

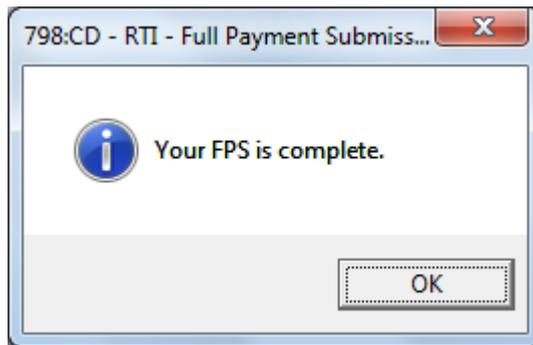
2. For details of submitting the FPS at the end of the year see [FPS at End of Year](#) on page 272
3. For details of submitting the FPS if you have marked your company as ceasing trading see [FPS for a company which has ceased trading](#) on page 276
4. You will now see the following screen.

5. You must enter your **Sender ID** and **Password** unless you have previously asked **WinPay** to save these details, in which case the information will already be in these fields, see [SAVING SENDER ID AND PASSWORD](#) on page 294.
6. Select **Connect**.
7. When the process is nearly finished you will see the following screen :-

It is recommended that you print a copy of the receipt.

8. Next the following screen will be displayed :-

9. Select **Finish** and you will see the following screen :-

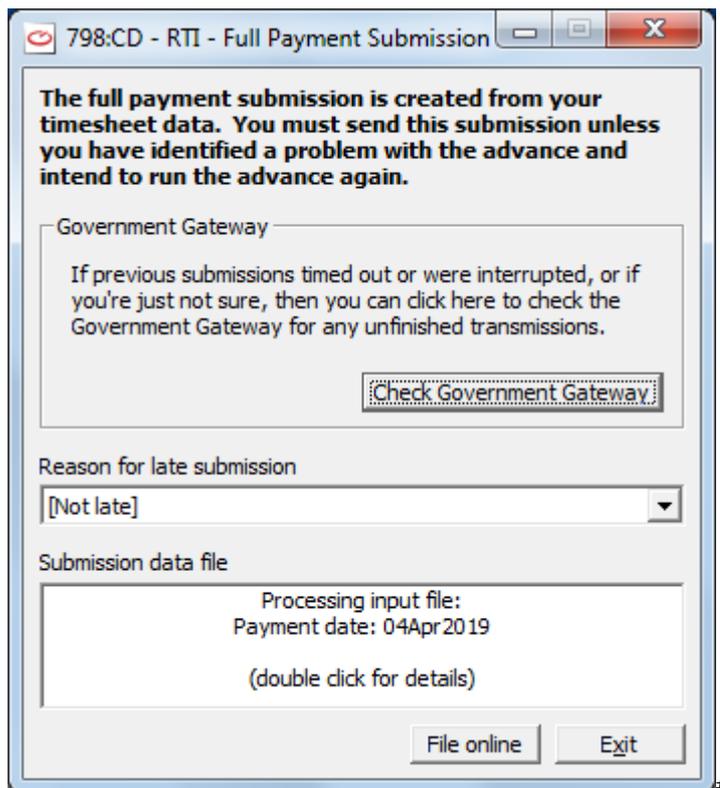


You must not advance any other period until this FPS has been successful. If you are told that the submission has not been successful then you must investigate the problem and then do the submission again using **Real Time Information** from the **WinPay** menu followed by **Full Payment Submission**.

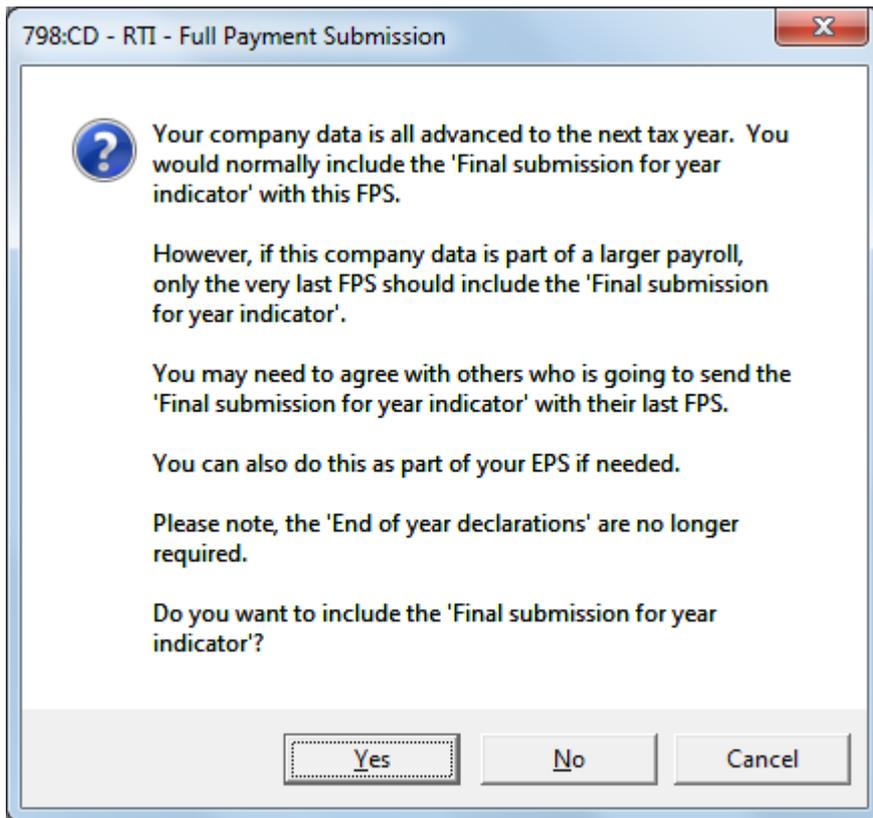
10. Now your company has completely finished the payroll cycle for this frequency and you may continue using **WinPay** perhaps to enter the timesheets for the next period or the timesheets for another frequency.

FPS at End of Year

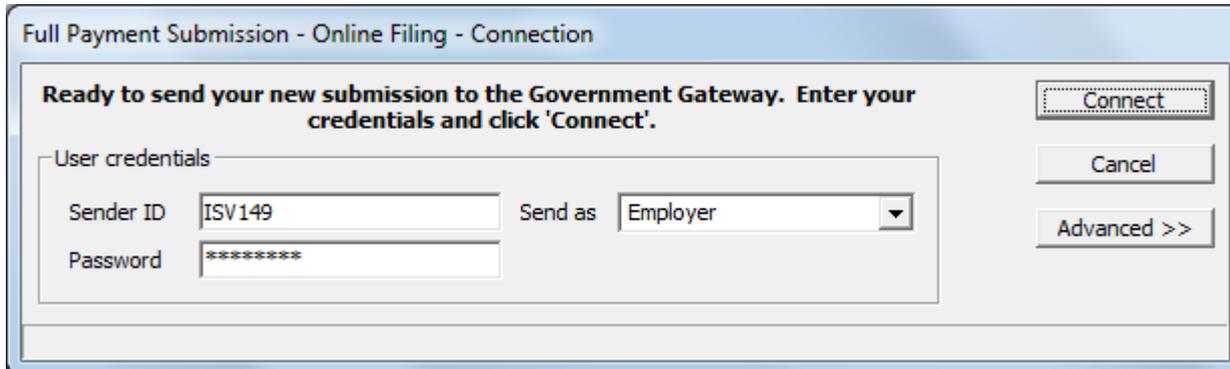
1. When you have selected **Full payment submission** from the **Real time information** menu and it is the end of the tax year (or as the last process of advancing the last period of the year for the last frequency you process in that year) then on the following screen :-



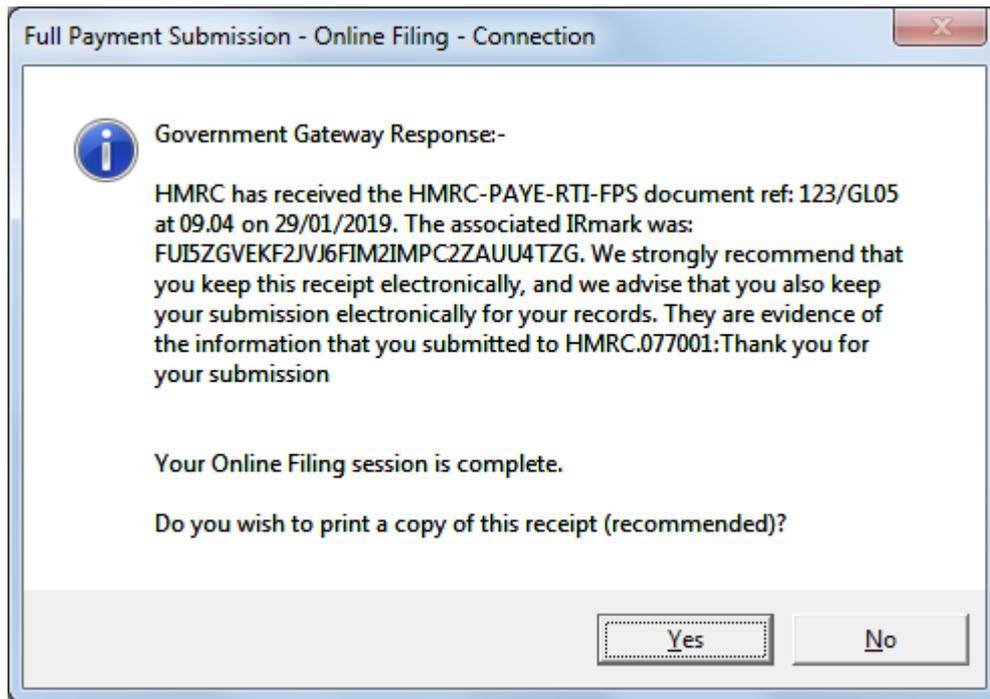
when you select **File online** then you will see the next screen :-



2. Select **Yes**. You will now see the **Full Payment Submission - Online Filing - Connection** screen :-

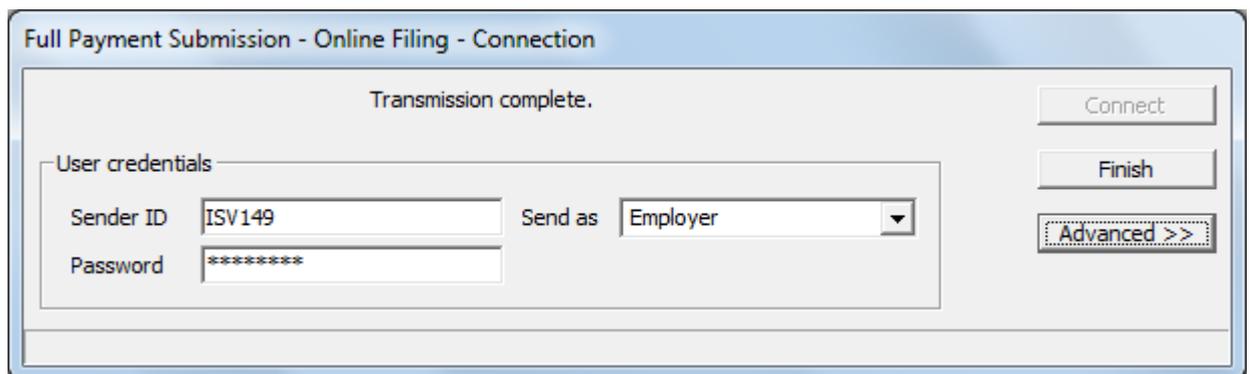


3. You must enter your **Sender ID** and **Password** unless you have previously asked **WinPay** to save these details, in which case the information will already be in these fields, see [SAVING SENDER ID AND PASSWORD](#) on page 294.
4. Select **Connect**.
5. For a successful submission you will see :-

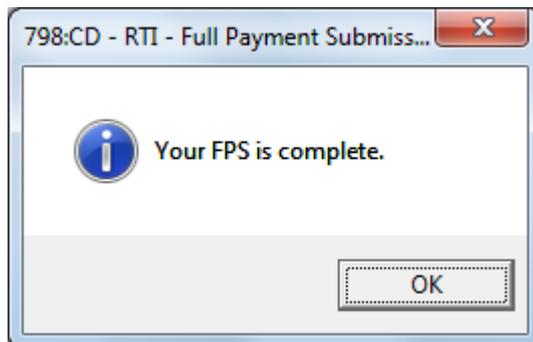


Select **Yes**. A copy of the receipt will be printed.

Next you will see :-

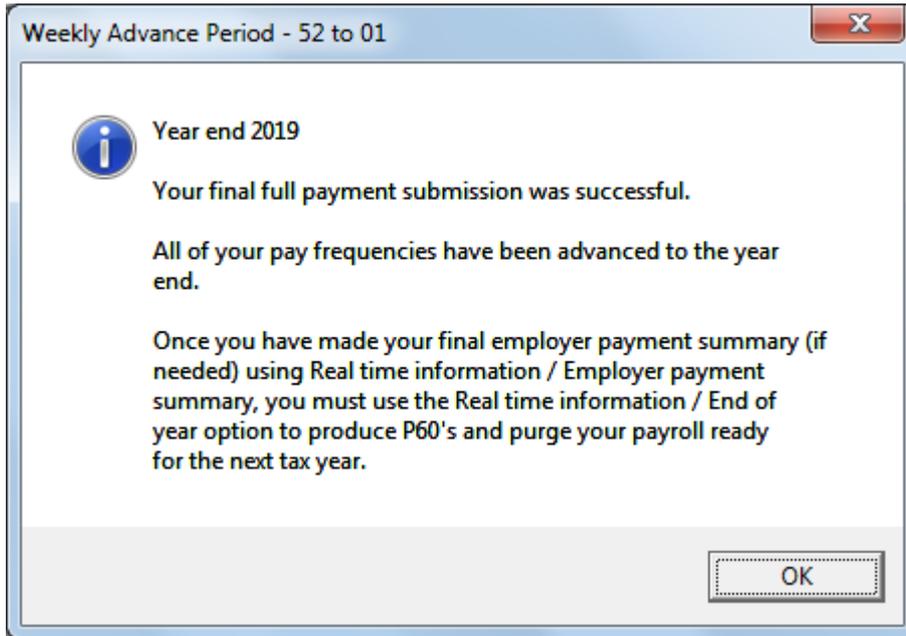


Select **Finish** and the following message will appear :-



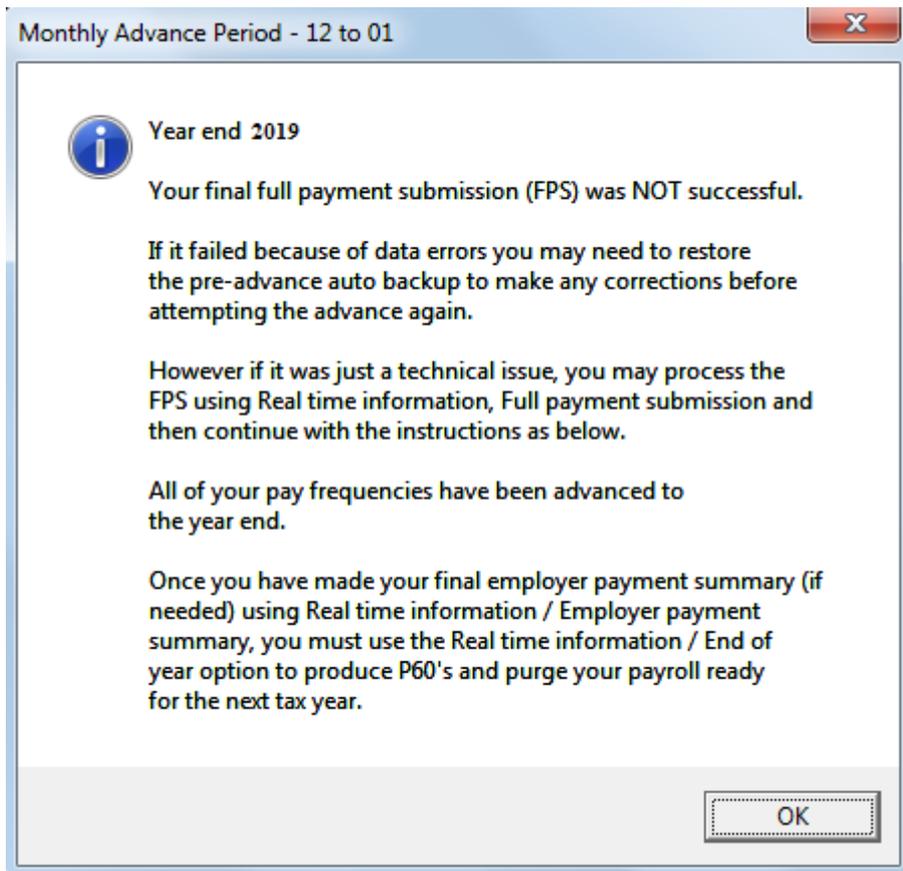
Select **OK**.

The next screen tells you that you have advanced all of your pay frequencies to the year end.



It tells you to make your final Employer Payment Summary using **Real time information** followed by **Employer payment summary**, see [EMPLOYER PAYMENT SUMMARY](#) on page 278, (if needed) and then to select **Real time information** followed by **End of year** to do the End of year processing (see [END OF YEAR](#) on page 286).

6. For an unsuccessful submission you will see the message :-



Select **OK** and if it was just a technical failure you can just select **Realtime information** followed by **Full payment submission** to start the submission again.

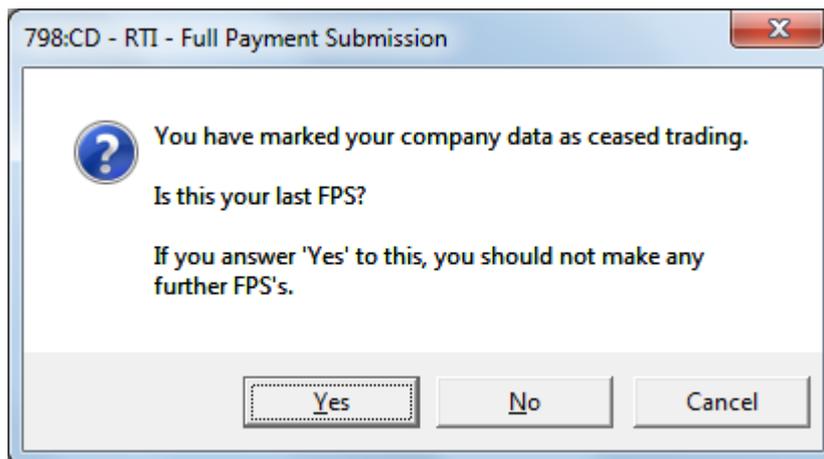
But if it was a data error you will need to restore the pre-advance autobackup, correct the errors and then do the Advance period again.

FPS for a company which has ceased trading

1. If you have marked your company as ceasing trading in the field **This company ceased trading on** on the HMRC tab of Company Details (see [HMRC SCREEN OF COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**) then when you select **Full Payment Submission** from the **Real time information** menu you will see the following screen :-



2. Select **Online filing** you will see the screen :-



Select **Yes** .

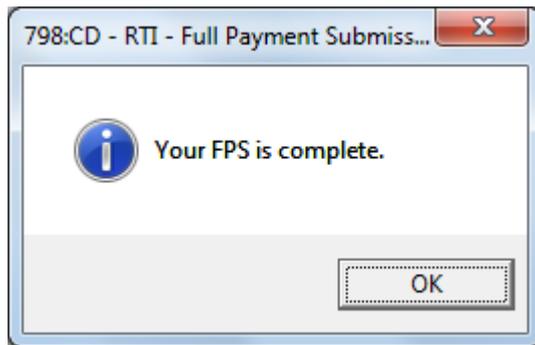
[Note : End of Year Declarations are no longer required by HMRC.]

3. You will now see the following screen.:-

4. You must enter your **Sender ID** and **Password** unless you have previously asked **WinPay** to save these details, in which case the information will already be in these fields, see [SAVING SENDER ID AND PASSWORD](#) on page 294.
5. Select **Connect**.
6. When the process is nearly finished and the submission was successful you will see the next screen :-

It is recommended that you print a copy of the receipt.

Select **Finish** and the following message will appear :-



Select **OK**.

7. If you are told that the submission has not been successful then you must investigate the problem and then do the submission again using **Real Time Information** from the **WinPay** menu followed by **Full Payment Submission**.

EMPLOYER PAYMENT SUMMARY

You can only make one Employer Payment Summary (EPS) per PAYE tax month and this has to be made after the tax month end and before the 19th of the new tax month. If you have multiple sites or parts of your payroll are processed by another company, you have to assemble all of the different P32 recoveries, CIS deductions suffered and NICS holidays into one submission.

The **WinPay** EPS screen allows you to assemble and consolidate data from WinPay in :-

- This company, the company that was open when the EPS program was started
- Other companies on this installation of **WinPay**
- Data from an EPS file created by **WinPay** from another site
- Manual EPS data from any other source.

Option 1 on the EPS screen also allows you to create an EPS data file which can be emailed to your head office and imported into the consolidated EPS using option 3 on the EPS screen.

Simple company data

If your **WinPay** company data is straightforward and all of your employees and directors are processed in the same **WinPay** company, then you can safely ignore all of the options on the EPS screen and just click **File online**.

For more details see [CREATING EPS AND FILING ONLINE](#) on page 279

Complicated company organisation

To take a more complicated example, your company runs a head office monthly payroll in **WinPay** company 001, a weekly payroll in **WinPay** company 002, has 4 sites that also operate their own weekly and monthly payrolls and finally your board members are paid by the finance director using a completely different payroll package. All of these payrolls are processed with the same PAYE reference.

The 4 sites would run an EPS for each company and use the optional **Create EPS data file** function. This file is stored in the company folder and can be emailed to head office. The name of the file could be Branch-1-Weekly, Branch-1-Monthly etc. When head office receives the files they can be stored anywhere, but we recommend they are stored in the company data folder so they are included in automatic backups.

The finance director would have to send the head office details of any P32 recoveries, CIS deductions suffered or NICS holiday entitlement. This could be by email or spreadsheet.

The head office would run the EPS program using (e.g.) company 001. This company's EPS data (001) will already be added to the grid headed **EPS data to be added** and the grid headed **List of data sources and accumulated EPS totals**. Head office would then create the data rows as follows :-

- Option 1 = This company's EPS data (001)
- Option 2 - Other company's EPS data (002) and select **Add**

- Option 3 - Data from an EPS file (Branch-1-Weekly) and select **Add**
- Option 3 - Data from an EPS file (Branch-1-Monthly) and select **Add**
- Option 3 - Data from an EPS file (Branch-2-Weekly) and select **Add**
- Option 3 - Data from an EPS file (Branch-2-Monthly) and select **Add**
- Option 3 - Data from an EPS file (Branch-3-Weekly) and select **Add**
- Option 3 - Data from an EPS file (Branch-3-Monthly) and select **Add**
- Option 3 - Data from an EPS file (Branch-4-Weekly) and select **Add**
- Option 3 - Data from an EPS file (Branch-4-Monthly) and select **Add**
- Option - Manual EPS data. This would be typed in from the email or spreadsheet and select **Add**

As you **Add** data rows to the EPS data source grid, the accumulated total is shown on the last row. All of the details are refreshed as you attempt to file online.

The files that are imported into the EPS are validated to ensure that they match the tax year and tax month and you will not be able to process the EPS until they are valid.

For more details see [CREATING EPS AND FILING ONLINE](#) on page 279

CREATING EPS AND FILING ONLINE

To create the employer payment summary (EPS) :-

1. From the **WinPay** menu, select **Real time information**, followed by **Employer payment summary**.
2. The following screen will be displayed :-

798:CD - RTI - Employer Payment Summary

Tax year: 2018/19 Tax month: 06Mar2019 to 05Apr2019

1 **This company's EPS data**
 Optional: You can create an EPS data file for sending to your head office

2 **Other company's EPS data**
 Company number:

3 **Data from an EPS data file**

4 **Manual EPS data**
 Description:

The employer payment summary records your P32 recoveries and reduces your liability to HMRC.

Government Gateway
 If previous submissions timed out or were interrupted, or if you're just not sure, then you can click here to check the Government Gateway for any unfinished transmissions.

No payment for period
 You must only select this option if you have made no payments in the tax month to any employees or directors.

Future period of inactivity
 From: To:
 If you know you will not be making any payments in future tax months, you can enter the relevant dates here.

EPS data to be added

Statutory Maternity Pay (SMP) recovered	NIC compensation on SMP	Statutory Paternity Pay (SPP) recovered	NIC compensation on SPP	ShPP recovered	NIC compensation on ShPP	Statutory Adoption Pay (SAP) recovered	NIC compensation on SAP	CIS deductions suffered	Apprenticeship levy paid
6	7	8	9	10	11	12	13		
£12,932.58	£388.04	£1,129.82	£25.89	£10,303.58	£309.14	£12,666.65	£206.09	£0.00	£0.00

List of data sources and accumulated EPS totals

Source	Output EPS file	Company No	Input EPS file	Description	6 SMP Rec	7 SMP Cmp	8 SPP
This company					£12,932.58	£388.04	£1,129.82

Buttons: Bank details for refund, File online, Refresh, Save, Exit

3. The top line displays the current Tax month and its dates. To the right of that is a question mark. If you click on that you will see helpful notes about EPS - which you may copy to your clipboard.

- The choice 1 is selected by default and the EPS data for this chosen company is displayed in the grid below headed **EPS data to be added** and those details are in the grid headed **List of data sources and accumulated EPS totals** below. Save the changes by selecting **Save**.
- If this is a simple company with all its employees and directors processed in this one company then all you need to do is to select **File online** and the data will be sent to HMRC. If the submission is successful then just exit this screen. In future this screen's data will be updated automatically on every Advance period and at the end of each tax month you just need to select **Real time information, Employer payment summary** and click on **File online**.
- If this is a more complicated company you then may need to select choice 2 and for each other company on this installation of **WinPay** you would select that company's number. The EPS data of that company will be displayed in the grid headed **EPS data to be added** and you would select **Add** to add that company's EPS data to the grid headed **List of data sources and accumulated EPS totals**. Save the changes by selecting **Save**.

798:CD - RTI - Employer Payment Summary

Tax year: 2018/19 Tax month: < 12 > 06Mar2019 to 05Apr2019

This company's EPS data
Optional: You can create an EPS data file for sending to your head office
Create EPS data file for email:

Other company's EPS data
Company number: 001 @ Other company

Data from an EPS data file
Select:

Manual EPS data
Description:

The employer payment summary records your P32 recoveries and reduces your liability to HMRC.

Government Gateway
If previous submissions timed out or were interrupted, or if you're just not sure, then you can click here to check the Government Gateway for any unfinished transmissions.
[Check Government Gateway](#)

No payment for period
You must only select this option if you have made no payments in the tax month to any employees or directors.

Future period of inactivity
From: To:
If you know you will not be making any payments in future tax months, you can enter the relevant dates here.

Statutory Maternity Pay (SMP) recovered	NIC compensation on SMP	Statutory Paternity Pay (SPP) recovered	NIC compensation on SPP	ShPP recovered	NIC compensation on ShPP	Statutory Adoption Pay (SAP) recovered	NIC compensation on SAP	CIS deductions suffered	Apprenticeship levy paid
6	7	8	9	10	11	12	13		
£13,753.94	£412.69	£1,129.82	£25.89	£10,760.36	£322.85	£12,666.65	£206.09	£0.00	£0.00

EPS data to be added

Source	Output EPS file	Company No	Input EPS file	Description	6 SMP Rec	7 SMP Cmp	8 SPP
This company					£12,932.58	£388.04	£1,12
Other company		001			£13,753.94	£412.69	£1,12
				EPS data to be submitted	£26,686.52	£800.73	£2,25

List of data sources and accumulated EPS totals

Bank details for refund File online Refresh Save Exit

- You may then have EPS data from other of your companies with the same PAYE reference who run **WinPay** on another site. Select the choice 3 and select the location of the EPS file that they would have produced on their site (by them using choice 1 and **Create EPS data file for email** and entering a name for that EPS data file) and have sent to you.

Select **Add** to add that company's EPS data to the grid headed **List of data sources and accumulated EPS totals**. Save the changes by selecting **Save**.

798.CD - RTI - Employer Payment Summary

Tax year: 2018/19 Tax month: 12 06Mar2019 to 05Apr2019

1 This company's EPS data
Optional: You can create an EPS data file for sending to your head office
Create EPS data file for email:

2 Other company's EPS data
Company number: @

3 Data from an EPS data file
Select: C:\Compact\P\002\ExtraCompany.rti

4 Manual EPS data
Description:

The employer payment summary records your P32 recoveries and reduces your liability to HMRC.

Government Gateway
If previous submissions timed out or were interrupted, or if you're just not sure, then you can click here to check the Government Gateway for any unfinished transmissions.
Check Government Gateway

No payment for period
You must only select this option if you have made no payments in the tax month to any employees or directors.

Future period of inactivity
From: To:
If you know you will not be making any payments in future tax months, you can enter the relevant dates here.

EPS data to be added

Statutory Maternity Pay (SMP) recovered	NIC compensation on SMP	Statutory Paternity Pay (SPP) recovered	NIC compensation on SPP	ShPP recovered	NIC compensation on ShPP	Statutory Adoption Pay (SAP) recovered	NIC compensation on SAP	CIS deductions suffered	Apprenticeship levy paid
6	7	8	9	10	11	12	13		
£13,753.94	£412.69	£1,129.82	£25.89	£10,760.36	£322.85	£12,666.65	£206.09	£0.00	£0.00

List of data sources and accumulated EPS totals

Source	Output EPS file	Company No	Input EPS file	Description	6 SMP Rec	7 SMP Cmp	8 SPP
This company					£12,932.58	£388.04	£1,12
Other company		001			£13,753.94	£412.69	£1,12
EPS data file			C:\Compact\P\002\ExtraCompany.rti		£13,753.94	£412.69	£1,12
				EPS data to be submitted	£40,440.46	£1,213.42	£3,38

Bank details for refund File online Refresh Save Exit

- You may have manual EPS data from some other source that does not use **WinPay**. Select choice 4 and optionally a description of that data. Then enter the values of the EPS data in the grid below headed **EPS data to be added** and select **Add** to add that company's EPS data to the grid headed **List of data sources and accumulated EPS totals**. Save the changes by selecting **Save**.
- If you need a refund from HMRC then select the button **Bank details for refund** and the following screen will be displayed. :

Bank Details For Refund

If your EPS indicates you are claiming a refund from HMRC, you must enter the bank account details to be used by HMRC for this refund.

Once the EPS has been submitted, the 'Add bank details...' flag will be cleared. If any subsequent EPS submissions need to indicate another refund from HMRC, you must set this flag for each EPS as required.

Add bank details for refund from HMRC to EPS submission:

Account holders name:

Sort code: - - @

Account number:

Building society ref (optional):

Save Exit

Select the field **Add bank details for refund from HMRC to EPS submission** and enter your bank details. Then select **Save** and **Exit**.

Please note that once the EPS has been submitted, the field **Add bank details for refund from HMRC to EPS submission** will be deselected . So if any subsequent EPS submissions need to indicate a refund from HMRC, then you must select this flag again each time you submit an EPS that requires a refund.

10. Now all your EPS for this tax month is complete select **File online** to submit the data to HMRC.
11. You must enter your **Sender ID** and **Password** unless you have previously asked **WinPay** to save these details, in which case the information will already be in these fields, see [SAVING SENDER ID AND PASSWORD](#) on page 294.
12. Select **Connect**.
13. If the submission is successful make sure that you have saved the changes to the grid **List of data sources and accumulated EPS totals** and then select **Exit**.
14. On subsequent entry to **Employer payment summary** the values in the grid headed **List of data sources and accumulated EPS totals** will be automatically updated so if that grid is still correct just select **File online**.
15. If there have been no payments for the Tax month then tick the box **No payment for period** and **File online**.
16. If you know you will not be making any payments in future tax months you can enter the relevant dates of the period of inactivity and select **File online**.

You must enter your **Sender ID** and **Password** unless you have previously asked **WinPay** to save these details, in which case the information will already be in these fields, see [SAVING SENDER ID AND PASSWORD](#) on page 294.

Select **Connect**.

NINO VERIFICATION REQUEST

When you employ a new employee it is essential to obtain from him his NINO and to check that that NINO is valid.

To validate the NINO's of employees obey the following :-

1. From the **WinPay** menu, select **Real time information**, followed by **NINO verification request**.
2. The following screen will be displayed :-

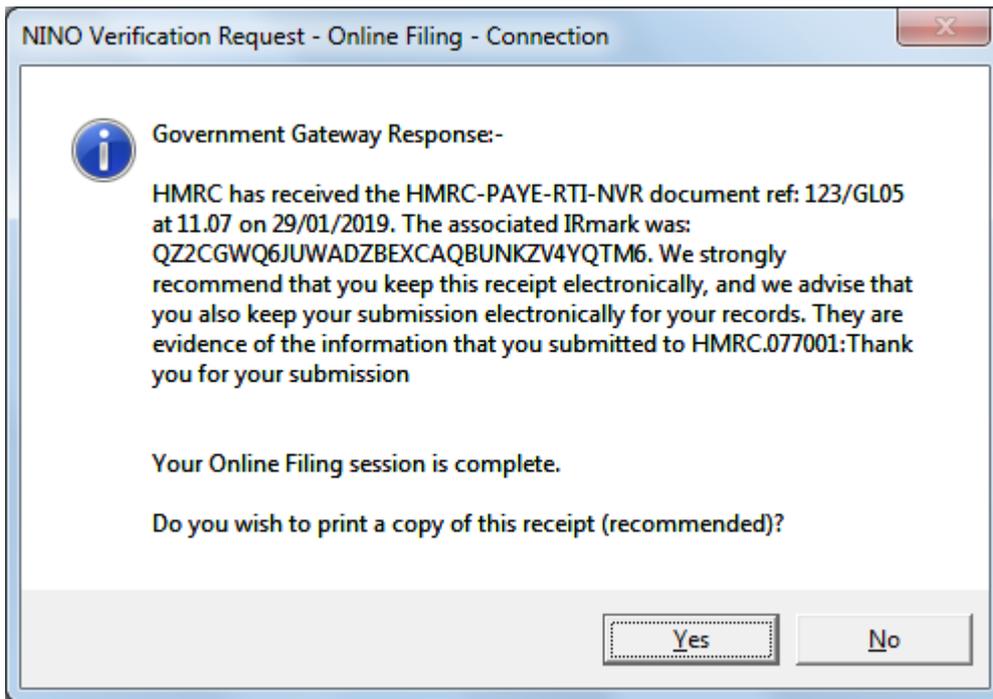
The screenshot shows a software window titled "798:CD - RTI - NINO Verification Request". The window contains a form with a date field "Date joined on or after" and an "Add employees" button. A large empty table grid is visible. On the right side, there is a text box with instructions: "You can use the NINO Verification Request to ask HMRC to verify your employees' National Insurance numbers. You can include up to 100 employees in any one submission. The results will be sent to you via the HMRC PAYE Desktop Viewer." Below this is a section titled "Government Gateway" with text: "If previous submissions timed out or were interrupted, or if you're just not sure, then you can click here to check the Government Gateway for any unfinished transmissions." and a "Check Government Gateway" button. At the bottom of the window, there are buttons for "Clear all", "Mark all", "File online", and "Exit".

3. If previous submissions timed out or were interrupted you can click on **Check Government Gateway** which will tell you what state your previous submissions are in.
4. At the field **Date joined on or after** enter (or select) a date. Then this will let you verify the NINO for employees who joined the company on this date or after this date (as defined in Employee Maintenance, see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**).

- Then click on **Add employees**. This will then list in the box below any employees who do not have a **Date joined** defined in Employee Maintenance and those employees whose **Date joined** is the date you have entered on this screen as **Date joined on or after** or a later date.

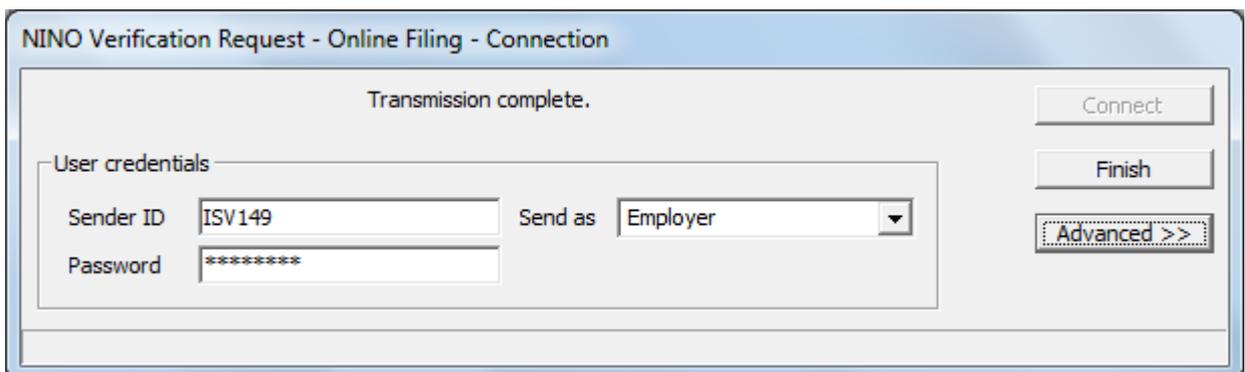
- If you do not enter a **Date joined on or after** date but just click on **Add employees** then all the employees in the company will be listed in the box below.
- You may use the button **Clear all** to clear the list or **Mark all** to mark all the employees listed in the box.
- Then select **File online**.

- You must enter your **Sender ID** and **Password** unless you have previously asked **WinPay** to save these details, in which case the information will already be in these fields, see [SAVING SENDER ID AND PASSWORD](#) on page 294.
- Click on **Connect**.



11. It is recommended that you print this receipt so select **Yes**.

12. The next screen is as follows :-



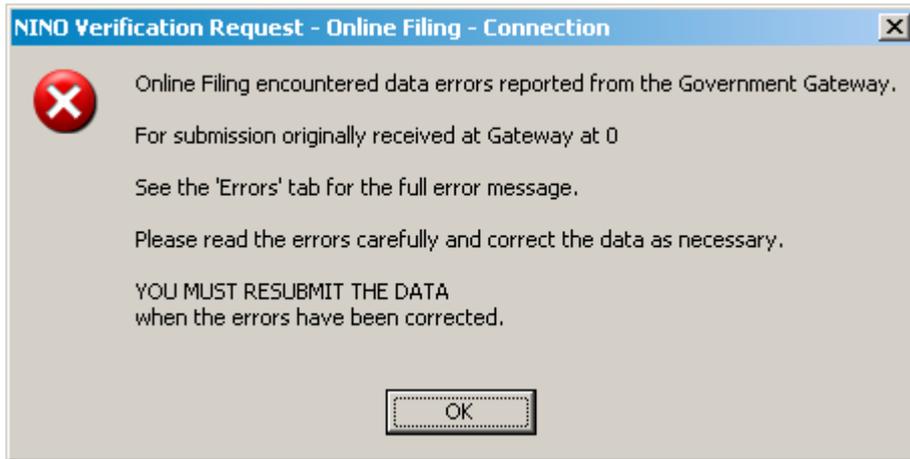
13. Click on **Finish**



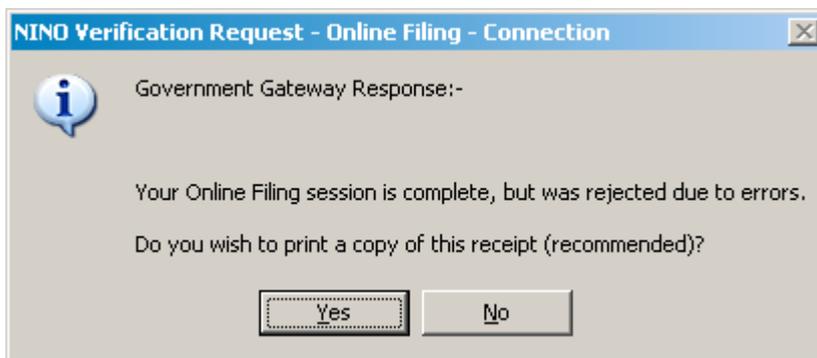
14. Click on **OK**. You are returned to the RTI - NINO Verification Request screen.

15. If you have finished then select **Exit**.

16. If errors were detected in the NINO you would see

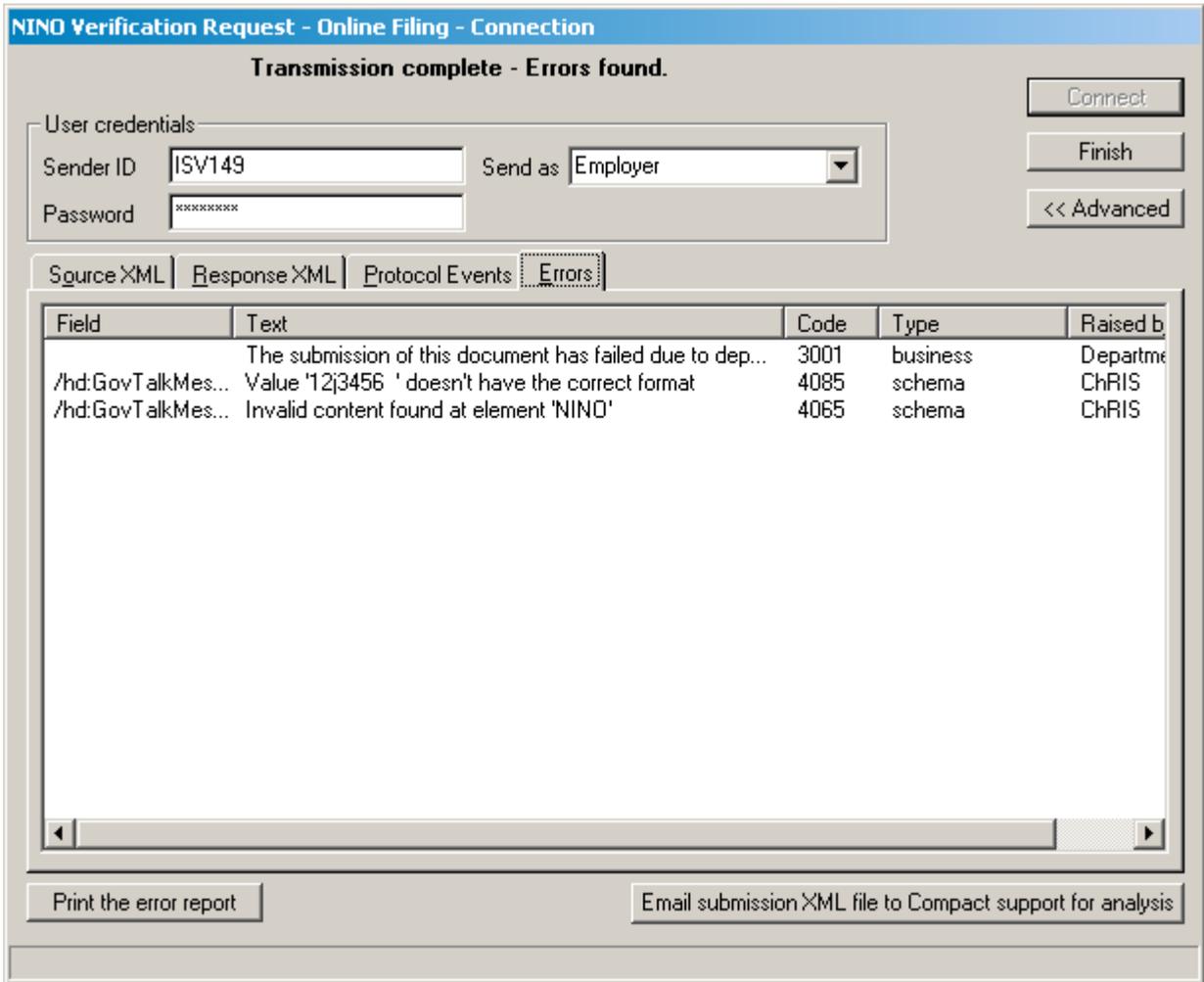


17. Click on **OK**



It is recommended that you print the receipt so select **Yes**.

18. Then look at the screen which is being displayed showing the errors similar to the following :-.



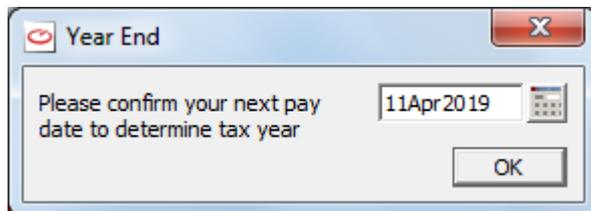
19. Correct the errors and start the process again. You may choose to **Print the error report** or if you need help you may select to **Email submission XML file to Compact support for analysis**.

END OF YEAR

The Real time information processing was introduced by HMRC to start for the tax year 2013 -2014.

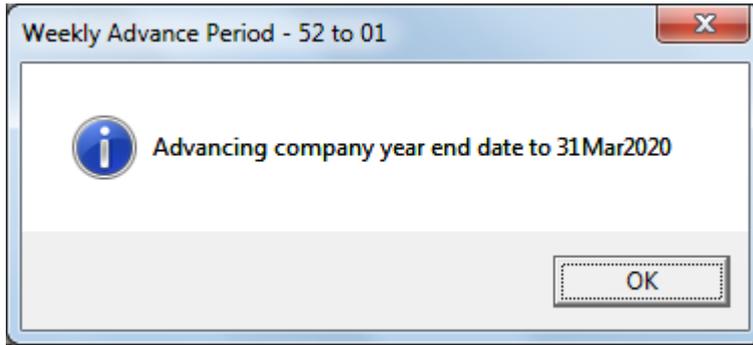
To process the end of year obey the following :-

1. For tax years 2013- 2014 and beyond when you ask to advance the final weekly payroll of the year you will see a screen such as the following :-



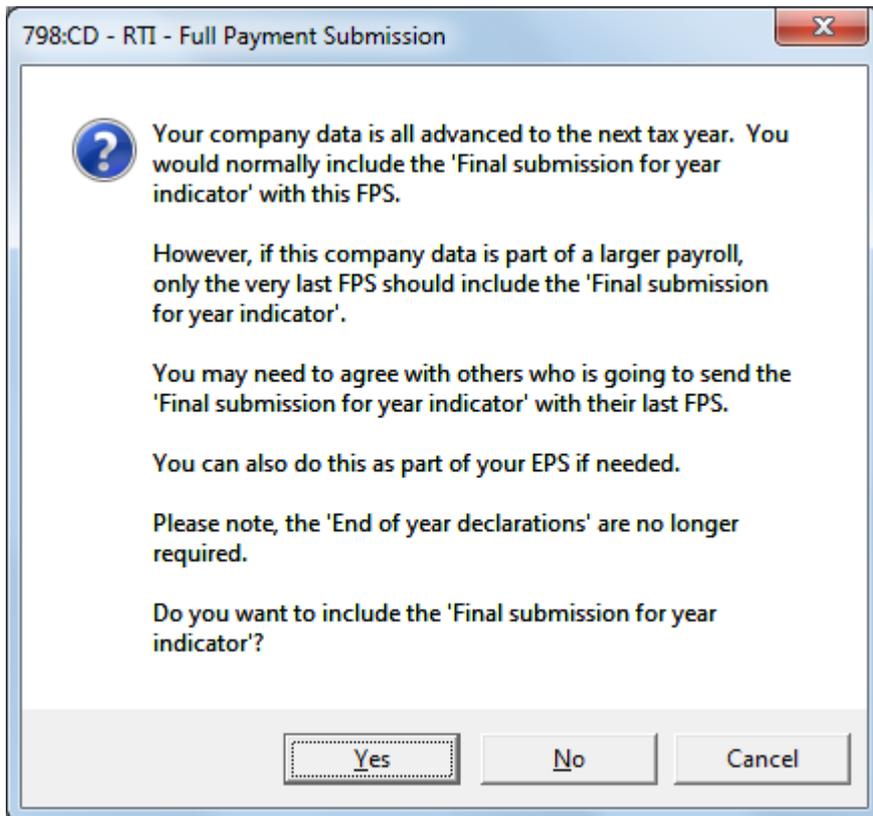
Select **OK**.

2. During the last advance for the year of the last frequency your company uses you will see the following screen :-



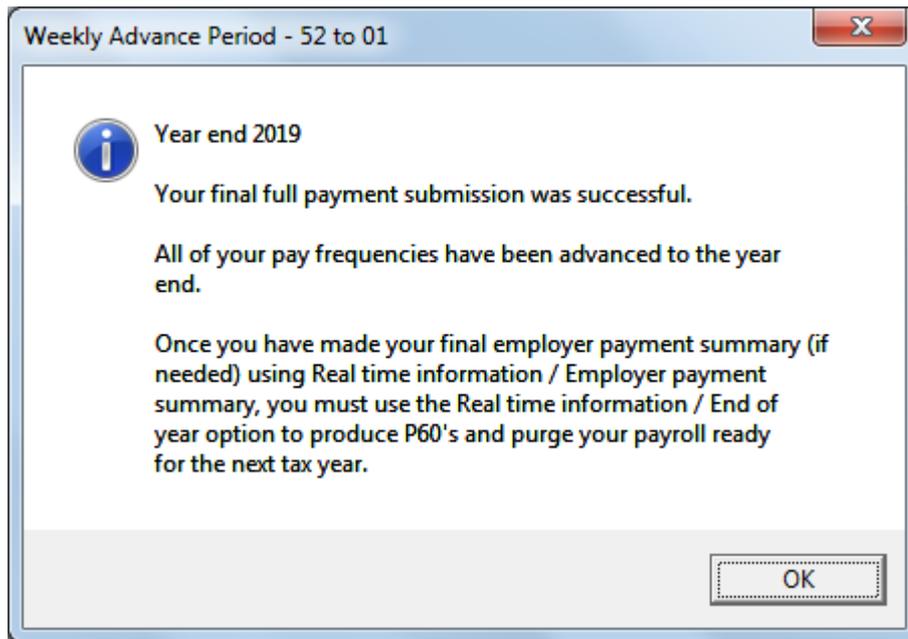
Select **OK**.

3. Then when the advance wants to submit the Full Payment Submission you will see the following :-



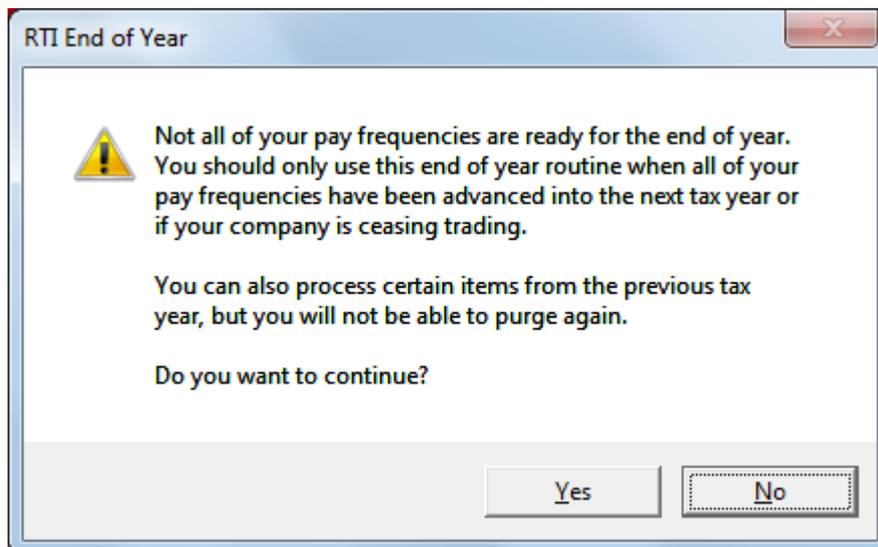
Select **Yes**. The Full Payment Submission will take place - see [FULL PAYMENT SUBMISSION](#) on page 269.

4. Now you will see the message :-



Select **OK**.

5. Now select **Real time information**, followed by **End of year**.
6. [If your company needs to perform the End of year processing before it has reached the end of the tax year - for instance if the company is ceasing to trade then when you select **Real time information**, **End of year** it will say :-



If you still wish to continue click on **Yes**.]

7. The following screen will be displayed :-

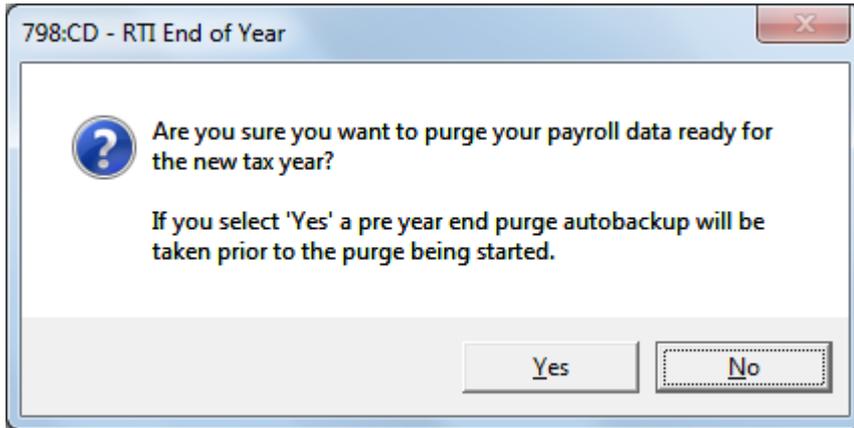
You are told at the top of this screen that as you finish each step then the step number will turn green.

8. In section 1, headed **Print P60s**, select which type of stationery you wish to use for the P60s and if you wish to include Leavers in the P60 set. For some choices of P60s you may select the port of the directly connected printer for the high speed draft printing of the P60s.

Select the button **Print**. The P60s will be printed. If you have selected P60(Substitute) .. Mailer, then you must load the Mailer stationery for the first report which is then displayed ready for printing. If you want a file copy, you must then load plain paper for the plain paper copy of this which will now be displayed ready for printing.

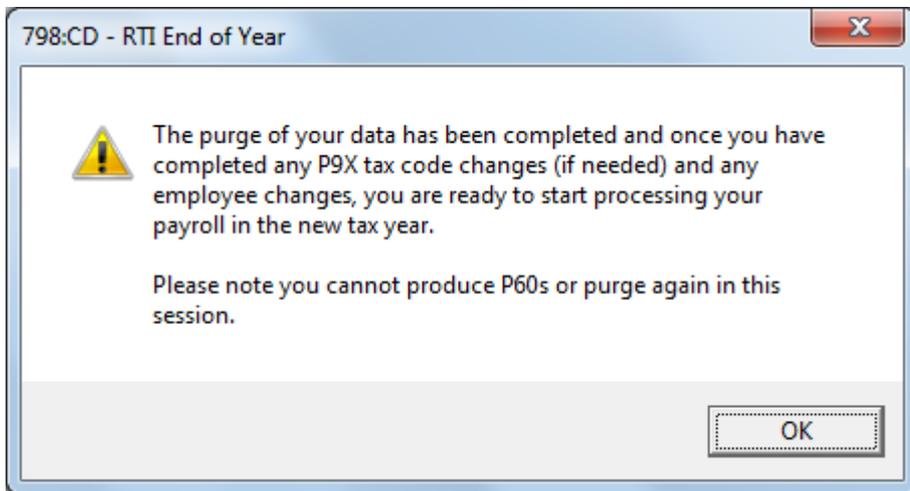
9. Next in section 2, headed **Purge payroll data**, ensure that for each category you agree with the number of years before which the data will be purged. Then click on **Purge**.

You will be asked :-



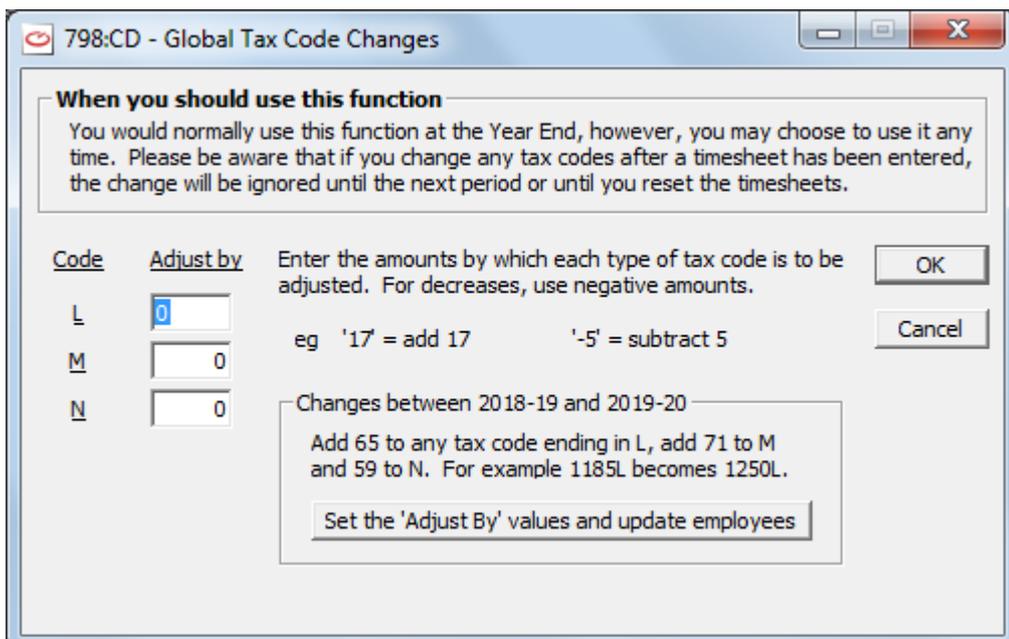
If you wish for the purge to continue select **Yes**. A pre year end purge autobackup will be taken. This would enable you to go back to the previous tax year if it was necessary.

When you have selected **Yes** then the purging of the data takes place and you will be told when that is complete and you will see the following message :-



10. Now select section 3, headed **P9X tax code changes**.

The following screen will be displayed :-



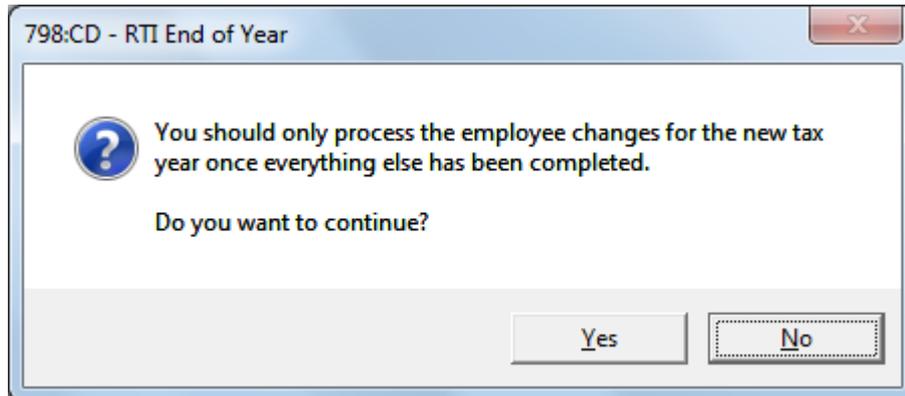
If there are to be tax code changes between the last year and this coming year then these will be stated on the screen and you should select the button **Set the 'Adjust By' values and update employees**. Then select **OK**.

You are asked if you are sure you want to start the process.

Select **Yes**.

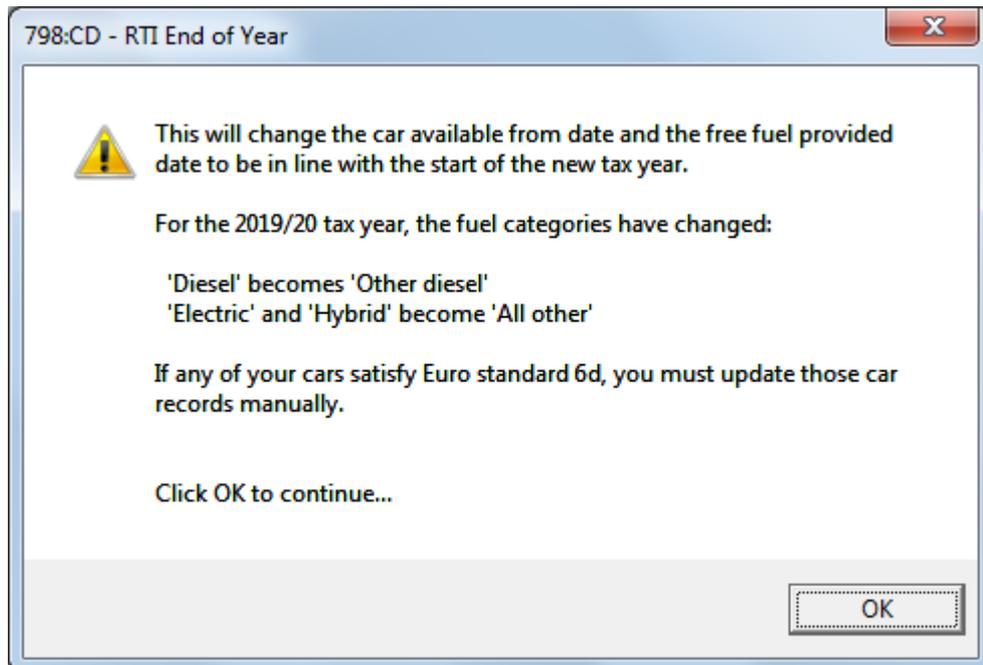
A report showing what changes have been made to the tax code for each employee will be displayed.

11. Now select section 4, headed **Employee changes for 2018/2019**, and click on the button **Employee changes**. You will see the following screen :-



If you wish to continue select **Yes**.

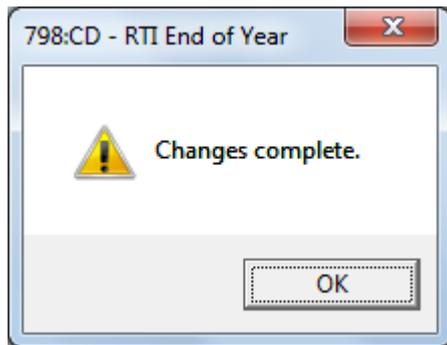
You will see the following screen of information :-



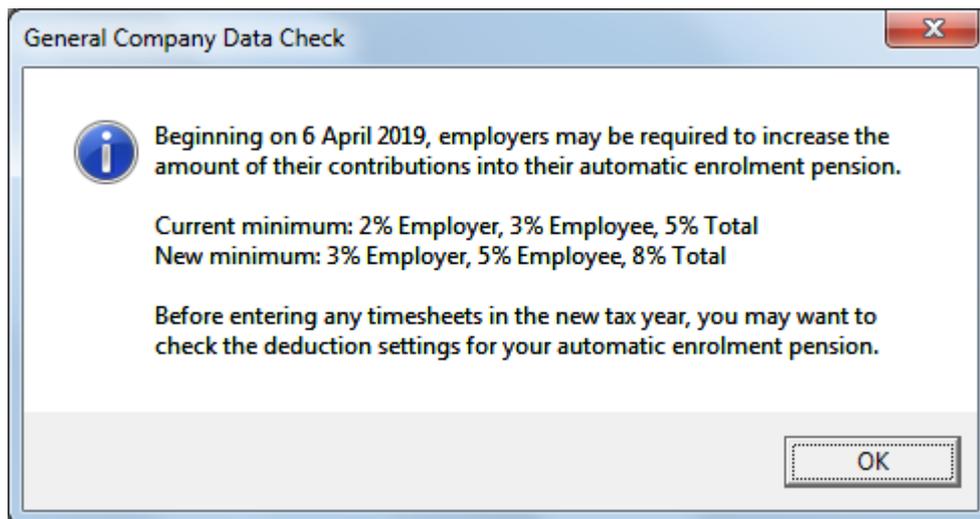
The Employee changes vary from year to year, The above changes are for the end of the year 2018-2019 so taking the company into 2019-2020..

Select **OK**.

12. You will be told when the changes are complete :-



13. Select **OK**. For the end of year 2018- 2019 you will see a message about checking the deduction settings for your automatic enrolment pension.



Click on **OK**. and then select **Exit**.

14. If for any reason you did not complete the RTI End of Year process in one go, then when you re-enter the process ensure the Tax Year printed at the top of the screen is correct - or select the button **Prev tax year** to get to the correct year and complete the whole process.
15. You are now ready to process the first period of the new tax year.

GETTING READY FOR RTI

Before you start submitting HMRC returns using Real Time Information you should check the details held for each employee (and the choices [Create RTI employee letters](#) and [Employee RTI data wizard](#) may help you).

Create RTI employee letters

see [CREATE RTI EMPLOYEE LETTERS](#) on page 292

Employee RTI date wizard

see [EMPLOYEE RTI DATA WIZARD](#) on page 293

CREATE RTI EMPLOYEE LETTERS

HMRC state that from April 2013 the personal details held by the employer on each employee must be fuller than previously held. Therefore the employer will need to check on the details he holds on each employee and to obtain further information from each employee.

To make this easier for the employer you may use the Create RTI Employee Letters facility.

To do this obey the following instructions :-

1. From the **WinPay menu**, select **Real time information**, followed by **Getting ready for RTI**.

2. Next select **Create employee letters**.
3. The letters will be created for all employees and will be displayed on the screen. Select **File, Print report** to print these letters ready to send to your employees.
4. On the return of these letters filled in by each employee then go to [EMPLOYEE MAINTENANCE](#) see **CHAPTER 4 : MAINTENANCE** and update their details or use [EMPLOYEE RTI DATA WIZARD](#) on the **Getting ready for RTI** menu.. When you update their details on either of these options then the details will be updated in the other too

EMPLOYEE RTI DATA WIZARD

HMRC state that from April 2013 the personal details held by the employer on each employee must be fuller than previously held. Therefore the employer will need to check on the details he holds on each employee and to obtain further information from each employee.

You may use the facility **Employee RTI data wizard** on the **Getting ready for RTI** menu to obtain that information from each of your employees.

When you have obtained the information from one or more of your employees then obey the following :-

1. From the **WinPay** menu, select **Real time information**, followed by **Getting ready for RTI**.
2. Next select **Employee RTI data wizard**.
3. The following screen will be displayed :-

4. Select the employee whose updated information you now have and select **Amend**.
5. Then update the details for this employee and select **Save**.
6. The details you now have for this employee will also be stored in his record in Employee Maintenance.
7. If you wish to change other details for this employee then select **Employee maintenance** (see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) and change his details there. Any changes you make using Employee maintenance to the fields which are visible in the RTI Employee data wizard will also be updated as if you had used the RTI Employee data wizard.
8. When you have completed your Employee Data Submission you may select **Check HMRC data validation** - see [DATA VALIDATION](#) in **CHAPTER 6 : REPORTS**.
9. Finally select **Exit**.

SAVING SENDER ID AND PASSWORD

Whenever you are filing online to send information to HMRC via the Government Gateway on the **Online Filing - Connection** screen your **Sender ID** and **Password** must be entered.

Instead of you having to type these in every time you do Online filing you may save the parameters so that they will automatically be displayed in these fields on future Online submissions.

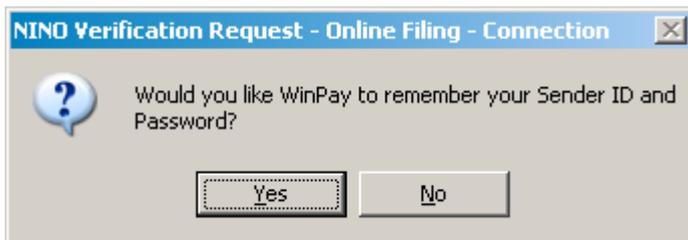
At the first Online filing screen (before you have chosen to save the parameters) when you select **File online** you will see the following :-



And you will have to enter your **Sender ID** and **Password** before you can successfully submit data to HMRC.

Enter the **Sender ID** and the **Password** and click on **Connect**.

You will see the following message :-



If you say **Yes** to this message then when in future you need to File online these parameters will be in the fields and you need not enter them every time.

However, the credentials are stored in the company folder, so **WinPay** credentials will not be stored in **WinAccs** data etc. So if doing CIS300 from **WinAccs**, the credentials will NOT appear. But once you have entered them again and responded yes to the question, they will be stored in the **WinAccs** data.

If you later decide you do NOT want **WinPay** to save these parameters then you may select **Utilities, Database Utilities** and select option 5 **Clear the retained Sender ID and Password for the Government Gateway** - see [CLEAR THE RETAINED SERVER ID AND PASSWORD FOR THE GOVERNMENT GATEWAY](#) in **CHAPTER 7 : UTILITIES**.

If you say **No** to this message then you will have to, in future, always enter your **Sender ID** and **Password**. You will not be asked the question again. You will need to run the Database Utility **Clear the Retained Server ID and Password for the Government Gateway** (as above). When you have run this utility then the next time you ask to **File online** you will be asked if you want **WinPay** to save the Sender ID and Password and then you can answer **Yes** for them to be saved.

EARLIER YEAR UPDATE

If you need to submit corrections for data sent to HMRC for earlier years between 2014 and 2018 once the final EPS (Employer payment summary) has been sent for the year then use the **Earlier Year Update** facility under **Real time information** as follows. For corrections to data for years 2019 and after see [FPS- NO PAYMENT](#) on page 298.

1. From the **WinPay** menu, select **Real time information**, followed by **Earlier year update**.
2. The following screen will be displayed :-

001:CD - Earlier Year Update

Employee @

Tax year 2017/18

Check Government Gateway for any unfinished transmissions

Include deleted employees

Tax | NI

	Year to date values	Amended values	To submit on EYU
Taxable pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits taxed via payroll	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee pension paid	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee pension not paid ..	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student loan recovered	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax	<input type="text"/>	<input type="text"/>	<input type="text"/>
SMP	<input type="text"/>	<input type="text"/>	<input type="text"/>
SAP	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPP	<input type="text"/>	<input type="text"/>	<input type="text"/>
ShPP	<input type="text"/>	<input type="text"/>	<input type="text"/>

For different years there may be differences in the fields displayed

- At the field **Tax year** ensure it says the tax year for the data you wish to update e.g. to update data for the year 2017-2018 you would enter 2018.
- Now at the field **Employee** select the employee whose details you need to update and then select the button **Get P11 data**. You may select the field **Include deleted employees** to process employees who have been deleted.
- The details for this employee taken from the P11 are shown.

798:CD - Earlier Year Update

Employee: @ Ann Aweekly
 Tax year:

Check Government Gateway for any unfinished transmissions
 Include deleted employees

	Year to date values	Amended values	To submit on EYU
Taxable pay	<input type="text" value="£19,070.00"/>	<input type="text" value="£19,070.00"/>	<input type="text" value="£0.00"/>
Benefits taxed via payroll	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>
Employee pension paid	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>
Employee pension not paid ..	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>
Student loan recovered	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>
Tax	<input type="text" value="£1,891.60"/>	<input type="text" value="£1,891.60"/>	<input type="text" value="£0.00"/>
SMP	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>
SAP	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>
SPP	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>
ShPP	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>

- Make any changes necessary to the column **Amended values**. When you change a value in the column **Amended values** then the difference between the **Year to date values** and the **Amended values** is shown in the column **To submit on EYU** (End of Year Update).

798:CD - Earlier Year Update

Employee @ Ann Aweekly
 Tax year 2017/18

Check Government Gateway for any unfinished transmissions
 Include deleted employees

Tax | **NI**

	Year to date values	Amended values	To submit on EYU
Taxable pay	£19,070.00	£19,070.00	£0.00
Benefits taxed via payroll	£0.00	£400.00	£400.00
Employee pension paid	£0.00	0.00	£0.00
Employee pension not paid ..	£0.00	£0.00	£0.00
Student loan recovered	£0.00	£0.00	£0.00
Tax	£1,891.60	£1,891.60	£0.00
SMP	£0.00	£0.00	£0.00
SAP	£0.00	£0.00	£0.00
SPP	£0.00	£0.00	£0.00
ShPP	£0.00	£0.00	£0.00

7. Similarly on the tab **NI** :

798:CD - Earlier Year Update

Employee: @ Ann Aweekly

Tax year:

Check Government Gateway for any unfinished transmissions

Include deleted employees

Tax | NI

	Year to date values	Amended values	To submit on EYU
NI letter	<input type="text" value="A"/>		
Gross earnings for NICs	<input type="text" value="£19,070.00"/>	<input type="text" value="£21,000.00"/>	<input type="text" value="£1,930.00"/>
1a: At LEL	<input type="text" value="£5,989.00"/>	<input type="text" value="5989.00"/>	<input type="text" value="£0.00"/>
1b: LEL to PT	<input type="text" value="£2,332.00"/>	<input type="text" value="£2,332.00"/>	<input type="text" value="£0.00"/>
1c: PT to UEL	<input type="text" value="£10,749.00"/>	<input type="text" value="£10,749.00"/>	<input type="text" value="£0.00"/>
1e: Total NICs	<input type="text" value="£2,773.03"/>	<input type="text" value="£2,773.03"/>	<input type="text" value="£0.00"/>
1f: Employee contributions	<input type="text" value="£1,289.88"/>	<input type="text" value="£1,289.88"/>	<input type="text" value="£0.00"/>
Employer contributions	<input type="text" value="£1,483.15"/>	<input type="text" value="£1,483.15"/>	<input type="text" value="£0.00"/>
NIC refund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Make any necessary changes in the column **Amended values**

- When you have entered all the necessary updates for this employee, then select **Submit EYU** and the submission will be made to HMRC. When that is successfully completed you will be told that your Earlier Year Update Submission is complete and you are returned to the **Earlier Year Update** screen.
- You may choose another employee to make a further Earlier Year Update. Else select **Exit**.

FPS- NO PAYMENT

Sometimes it is necessary to send an FPS to HMRC without paying the employee. This might occur when the employee is an irregularly paid worker and he has let you know that he is no longer available i.e. you need to make a leaver submission to HMRC.

i.e. If this employee has told you that he is leaving unexpectedly after you have paid him for the last time then you would need to go to Employee Maintenance (see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) and for this employee enter the **Date left**. And you will need to go to Payroll cycle, Leavers and new emps, P45 control (see [P45 CONTROL](#) in **CHAPTER 5 : PAYROLL CYCLE**) to produce a P45 for this leaving employee. And then you would submit an FPS- No payment to HMRC.

From April 2019 you must use FPS to correct errors in earlier years e.g. for year 2018 -2019 onwards.

To submit an FPS - No payment or to correct errors in earlier years obey the following :-

- From the **WinPay** menu, select **Real time information**, followed by **FPS - No payment**.
- The following screen will be displayed:-

001:CD - RTI - FPS - No Payment

This process allows you to send an FPS to HMRC without paying that employee. You may need to do this for a variety of reasons such as an irregularly paid worker letting you know they are no longer available, i.e. a leaver submission.

From April 2019, you can also use an FPS to correct errors in previous tax years. But you must make the corrections using P11 maintenance first.

Employee @

Correct previous tax year

Tax year 2018/19

3. At the field **Employee** select the code of the employee for whom you need to make an FPS- no payment submission to HMRC or for whom you wish to correct errors in earlier years.
4. If you only want to submit an FPS for No Payment then select **File online**. You will be asked to confirm that you wish to send a No pay FPS for this employee. Select **Yes**. The process for filing on line will take place and finally you will be told that your Full Payment Submission is complete. Select **Exit**.
5. If however you wish to correct errors in earlier years, then tick the box **Correct previous tax year**. The field **Tax year** will then become available. Enter the tax year you wish to correct. Before doing this you must have corrected this user's data in P11 Maintenance. (see [P11 MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) then select **File online**. You will be asked to confirm that you wish to send a No pay FPS for this employee. Select **Yes**. The process for filing on line will take place and finally you will be told that your Full Payment Submission is complete. Select **Exit**.

CHAPTER 11 : SYSTEM SUPERVISOR FUNCTIONS

OVERVIEW OF SYSTEM SUPERVISOR FUNCTIONS

This section describes the **WinAccs** facilities that are typically carried out by the System Supervisor. These facilities often require a high degree of authority to be performed. For example, adding new users to the system and assigning access rights to users are functions that are usually subject to managerial decisions. There is initially only one System Supervisor (BOSS) for a **WinAccs** system, and this person can perform the supervisor functions only by logging on with the supervisor password. But the System Supervisor may use **Add/Delete user**, to assign to any user the status of BOSS level user. Then this user can perform any function that the System Supervisor may perform.

As well as a System Supervisor, there is the facility to create a Super User password, which is a password that any user can employ to access any part of the accounts system. The Super User password, like all other user passwords, must be created by the System Supervisor.

Logging on as the System Supervisor is performed as follows :-

1. Choose Login / Out from the File menu.
2. Log in as BOSS.
3. Type in the Supervisor password. The initial password for BOSS is PASS.

For a User with BOSS level status he can log in with the user's usual username and password and he can then access the System Supervisor functions.

IMPORTANT

We recommend very strongly that you change this password as soon as possible. If you retain it, you will see a warning message advising you to change it every time you log on as BOSS / PASS. A large number of people retain the factory settings for their password systems, and by doing this they compromise the security of their installations. It may be tempting, when selecting a new password, to use some familiar name such as your own or that of your child. This is inadvisable. A good password should be as random as possible. The more your password reflects your personality, the more likely it is that people who know you will be able to guess it.

When you have logged in as the System Supervisor, you will see a new option on the tool bar - System Admin - at the top of the screen. This option is only available when you have logged in as the System Supervisor. This menu contains the features:

- **Registration**, see [REGISTRATION](#) on page 302
- **Add / Delete User**, see [ADD / DELETE USER](#) on page 302
- **Assign User Rights**, see [ASSIGN USER RIGHTS](#) on page 302
- **Disable Login**, see [DISABLE LOGIN](#) on page 303
- **Security Options**, see [SECURITY OPTIONS](#) on page 303
- **Edit Central.ctl**, see [EDIT CENTRAL.CTL](#) on page 304
- **Lock / Unlock Company**, see [LOCK / UNLOCK COMPANY](#) on page 304
- **Company Autobackup Control**, see [COMPANY AUTOBACKUP CONTROL](#) on page 305
- **Mark Archive Companies**, see [MARK ARCHIVE COMPANIES](#) on page 306

- **Database Utilities**, see [DATABASE UTILITIES FOR THE SYSTEM SUPERVISOR](#) on page 307
- **Show Users**, see [SHOW USERS](#) on page 308
- **Task Monitor**, see [TASK MONITOR](#) on page 308

IMPORTANT

It is essential that the System Supervisor takes regular backups of the system so that all the data on the system is secure in event of any disasters befalling the system - such as machine failure, vandalism, fire etc.

For details about backing up the database and restoring backups see [SECURITY](#) in **CHAPTER 7 : UTILITIES**.

If further advice is needed on security, please contact Compact Software Support.

REGISTRATION

Before you can use **WinAccs**, **WinPay**, **WinStock** or any other **WinAccs** module, the System Supervisor (having logged in as BOSS) must register with Compact. When he chooses **Registration** from the **System Admin** menu, the System Registration window appears. He will use this to register the copy of **WinAccs** or other modules in the **WinAccs** system with the Registration and Support Hotline at Compact.

For details, see [Registration \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

ADD / DELETE USER

In order to use the modules of the **WinAccs** system (**WinAccs**, **WinPay**, **WinStock**...), the System Supervisor must create at least one user other than the System Supervisor. To do this (having logged in as BOSS) he uses **Add/Delete User** on the **System Admin** menu.

The System Supervisor should create a separate user identity for every user who is to be allowed on to the system, see [THE FIRST LOGGING ON](#) in **CHAPTER 3 : GETTING STARTED**.

For information on how the System Supervisor can delete or edit a user, see [Adding a User \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**..

The System Supervisor also needs to create a SuperUser password - see [SuperUser Password \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**..

When the System Supervisor has created one or more users, he will need to Assign User Rights to them, see [ASSIGN USER RIGHTS](#) on page 302.

ASSIGN USER RIGHTS

When the System Supervisor (having logged in as BOSS) chooses **Assign User Rights** from the **System Admin** menu, he is prompted to choose a **WinAccs** or **WinPay** company for which he is to assign access rights.

A given user can have different access rights in different companies. The System Supervisor can change from one company to another by choosing the '**Company...**' button at the top of the screen.

When the System Supervisor has selected the company he requires, the User Rights screen appears. In the scrolling list box at the top, he must click on the name of the user whose rights he wants to edit.

The System Supervisor can then select any of the functions in the Access Rights list and, by checking or unchecking the 'Allow' check box, allow or deny the user access rights to that function. For more detail see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

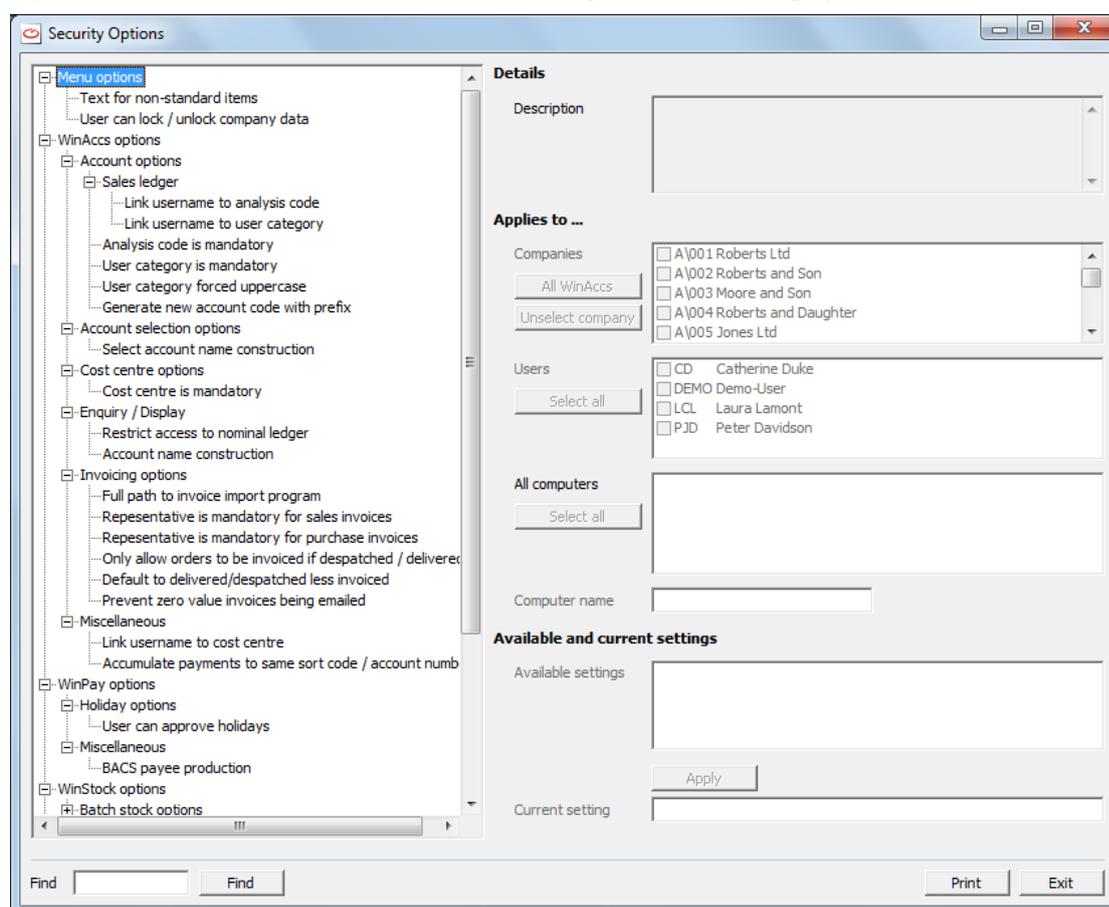
DISABLE LOGIN

When the System Supervisor (having logged in as BOSS) selects **Disable Login** from the **System Admin** menu, he prevents anyone other than the supervisor BOSS (and BOSS level users) having access to the system. He would use this to prevent users logging in while he amends the users' access rights and while he does backups.

Now when he views the System Admin menu a tick will be displayed to the left of the option **Disable Login**. To enable other users to login and use the system, the supervisor must select the option **Disable Login** again (this will remove the tick from being displayed on the menu and allow users to begin again).

SECURITY OPTIONS

To set security options within WinAccs the System Supervisor (having logged in as BOSS) will select **Security Options** from the **SystemAdmin** menu. The following screen will be displayed :-



In the left hand column, select the system for which you wish to set security options - **WinAccs**, **WinStock** or **WinPay** and then select the security option you wish to set.

In the box **Description** on the right of the screen will be the description of the chosen security setting.

Some security settings will apply just to one or more companies and you would select the companies to which you wish this setting to apply under the heading **Applies to...**

Similarly to limit the **Users** to whom this security settings applies select one or more users form the list of users on the right of the screen; or to limit the **Computers** to which this setting applies enter the computer to which this will apply.

In the section headed **Available settings** will be a list of the settings for the chosen security setting. Select which you wish to apply. Click on **Apply**.

If you wish to search for a security setting concerning some aspect of the **WinAccs** system then in the field **Find** enter text about this aspect and select **Find**. This will highlight the first use of that text within the **Security Options**. Press **Find** again and again until you find the option you require.

As a **BOSS** user you can select a company and then select **Security Options** from the **System Admin** menu on the top tool bar. Now select **Print** and a list of the options for that company will be printed.

Finally select **Exit**.

EDIT CENTRAL.CTL

When the System Supervisor (having logged in as **BOSS**) selects **Edit Central.ctl** from the **System Admin** menu **WinAccs** will display the **central.ctl** file which can be used to select the set of reports to be spooled automatically. Spooled reports can be viewed by going to **Reports, Report Tools, V-Rex Spooler**. see [V-REX SPOOLER](#) in **CHAPTER 6 : REPORTS**.

Entries can be as follows :-

Central=1 'This report is stored centrally (also assumes Spool=1)

Central=0 'This is a normal user report (default)

Spool=1 'Automatically spool this report

Spool=0 'Do not automatically spool this report (default)

Landscape=1 'Always produce this report in landscape orientation

Landscape=0 'Always produce this report in portrait orientation

Landscape=-1 'Automatically adjust report to either portrait or landscape orientation (default)

Use the generic target report name for the section name.

He should make the necessary changes. Then select **File, Save** followed by **File, Exit**.

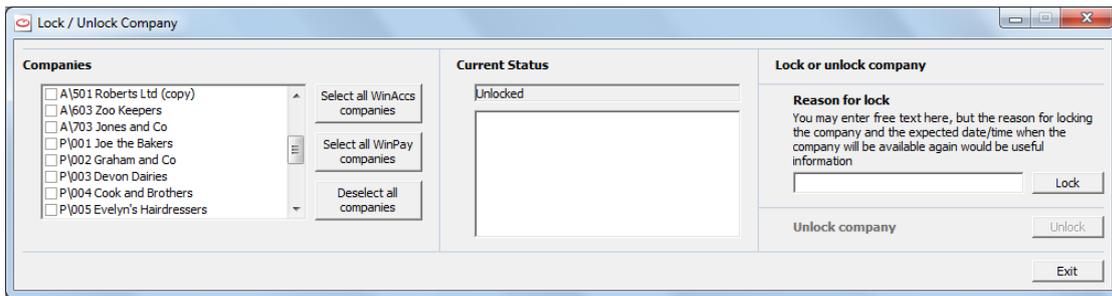
LOCK / UNLOCK COMPANY

When a user wishes to undertake a task on a company without anyone else going back into that company it would be advisable for the company to be locked. So the System Supervisor (having logged in as **BOSS**) or a **BOSS** level user has the facility to lock a company and after he or the user with **BOSS** level privileges has carried out the task which required the company to be locked he must then unlock the company to make it useable by others.

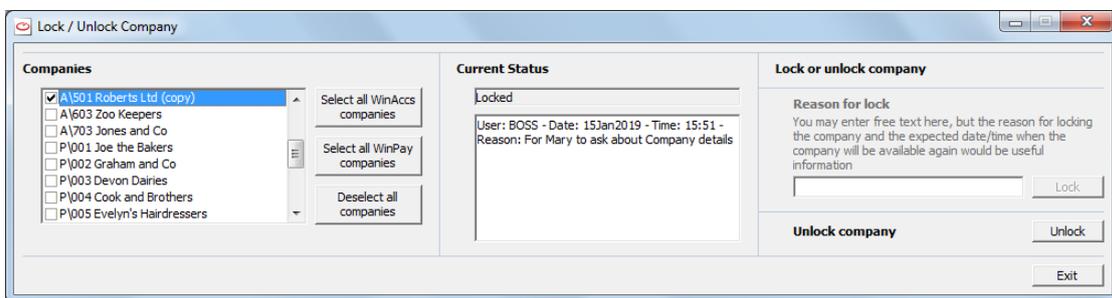
There is a facility in **Security options, Menu options, User can lock / unlock company data**. That user will then see the selection **Lock / Unlock |Company** on the **Settings** menu.

To lock / unlock a company obey the following procedure :-

1. Log into **WinAccs, WinPay** or **WinStock** using **BOSS** (or any login for a user who is defined in **Assign User Rights** as a **BOSS** level user) and select **System Admin** on the top tool bar and then **Lock / Unlock Company**. Alternatively if this user has been given permission to lock/ unlock companies then the user would select this option from the **Settings** menu.
2. The following screen headed **Lock / Unlock Company** will then be displayed :-



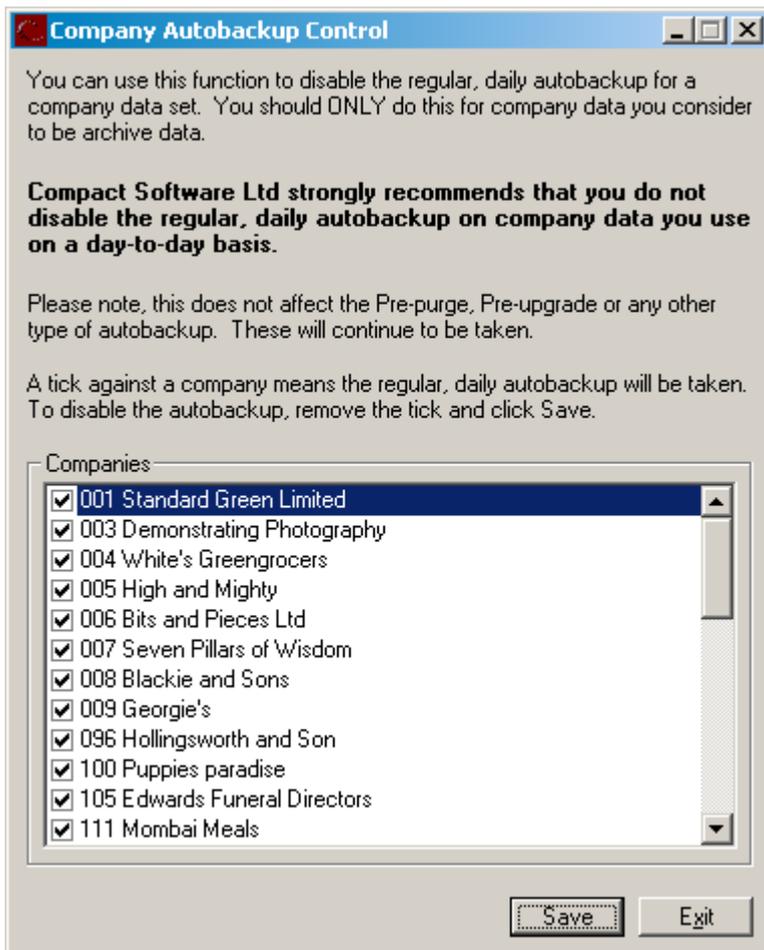
3. In the section **Companies**, select the company or companies required to be locked. Alternatively click on the button **Select all WinAccs companies** to select all the **WinAccs** companies, or on the button **Select all WinPay companies** to select all the **WinPay** companies. To negate the previous selection click on the button **Deselect all companies** to deselect all the companies.
4. In the section headed **Current Status** will be displayed the current status of the company selected in the section **Company** and which is highlighted, together with the reason entered for locking that company, for example :-



5. In the section **Lock or unlock a company**, once the company or companies to be locked have been selected then enter the reason for locking the company or companies. Then click on the button **Lock**. The company (or companies) will now be locked and be unavailable for any users (other than those with BOSS level) to access.
6. When the user has finished doing whatever task was required to have a locked company, then login again and select **Lock / Unlock company** and this time select the company in the column headed **Companies**. The status for that company will be displayed under **Current Status**. Now select the button **Unlock**. The company will be unlocked and will be available once again for all users to use.
7. Finally select **Exit**.

COMPANY AUTOBACKUP CONTROL

This facility is only for WinAccs/WinStock companies. When the System Supervisor chooses **Company Autobackup Control** from the **System Admin** menu, a screen showing all the companies on the WinAccs system will be displayed e.g :-



The System Supervisor can use this function to disable the regular autobackup for a company or companies. This should only be done for company data which is considered to be archive data.

Compact Software Ltd strongly recommends that you do not disable the regular, daily autobackup on company data that you use on a day-to-day basis.

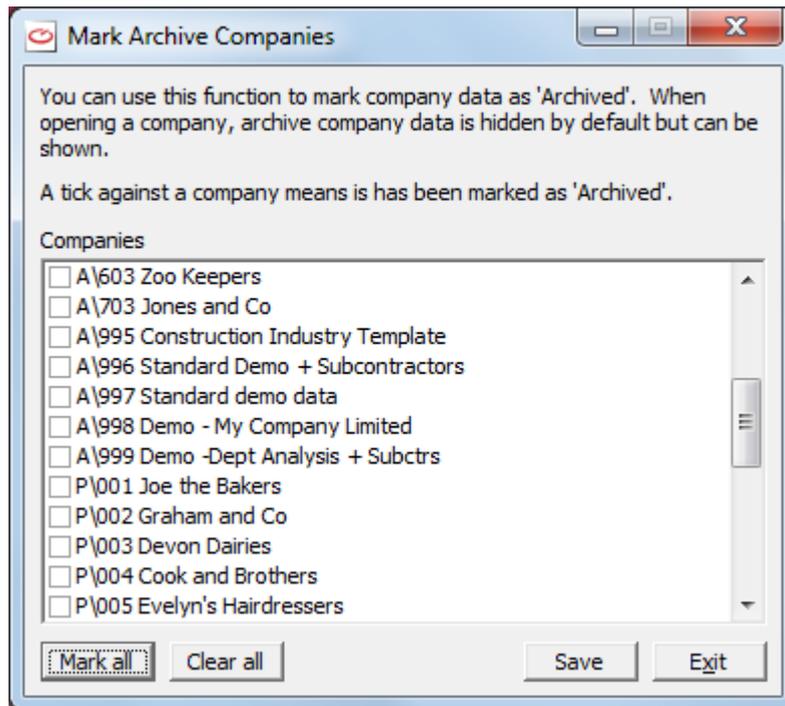
To disable the autobackup for a company remove the tick next to the company number and name. Then click **Save**. Finally click on **Exit**.

MARK ARCHIVE COMPANIES

You may have various companies on the system that you no longer need to access or view day by day and which you would like to archive. The companies which are marked as archived will no longer be displayed initially in the list of companies when you ask to **Open company** (but you may on that screen select **Show archived companies** to see all the companies whether archived or not)..

To mark a company as an archive, obey the following :-

1. Log into **WinAccs**, **WinPay** or **WinStock** using BOSS (or any login for a user who is defined in **Assign User Rights** as a BOSS level user) and select **System Admin** on the top tool bar and then **Mark Archive Companies**.
2. A screen similar to the following will be displayed showing all the companies that you have on the system :-

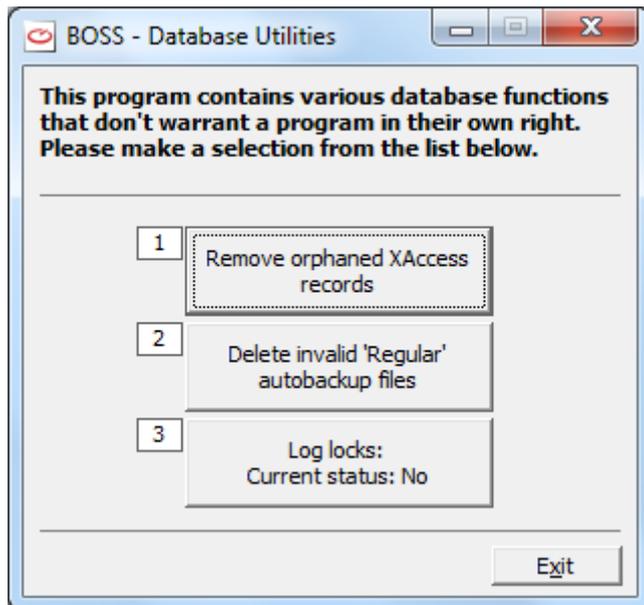


3. You may select one or more companies in this list which you wish to mark as archived and then select **Save**.
4. If you wish to mark many companies as archived it may be quicker to select the button **Mark all** to mark them all as archived and then to deselect the companies you do not wish to be marked as archived.
5. If you wish to clear the selection of companies that you had previously marked as archived select the button **Clear all**.
6. Finally select **Exit**.

DATABASE UTILITIES FOR THE SYSTEM SUPERVISOR

For the System Supervisor to access various database functions that do not warrant a program in their own right :-

1. Log into **WinAccs**, **WinPay** or **WinStock** using BOSS (or any login for a user who is defined in **Assign User Rights** as a BOSS level user) and select **System Admin** on the top tool bar and then **Database Utilities**.
2. The following screen headed **Database Utilities** will then be displayed :-



3. Select which utility is required.
4. For the **Remove orphaned XAccess records** a screen will be displayed showing any orphaned XAccess records that the system has found (if any). Click on **Delete** and these records will be deleted. Then click on **Exit**.
5. For the **Delete invalid 'Regular' autoback files** a screen will be displayed. Click on **Delete** and the invalid files found in the Autobackup'Regular' folder will be deleted and you will be told what has been deleted.
6. To log locks system wide select the third option and the text will toggle the Current status to either Yes or No. When this is set to Yes then a log of all the file locks will be kept in the file CompactLogLocks.tsv in the data route folder.
7. Click on **Exit**.

SHOW USERS

The System Supervisor (having logged in as BOSS) may choose **Show Users** from the **System Admin** menu and that will display a scrolling list box containing details of all users currently logged on. Their user initials, name, logon time and the module in which they are working are visible. The System Supervisor can disconnect any of these users. This list box does not refresh the data contained within it until the **Refresh** button is selected.

Any user may also select **Settings** and then **Show users** but only BOSS may disconnect a user.

TASK MONITOR

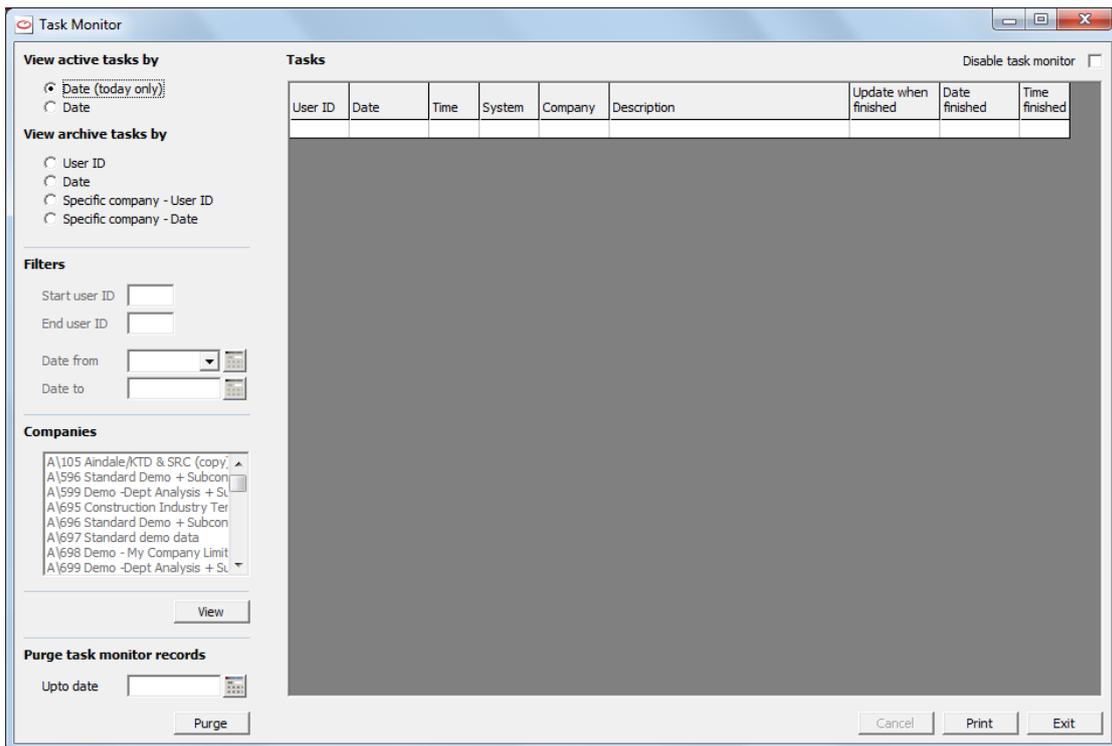
The facility exists for the System Supervisor (or a BOSS level user) to set that a user's tasks should be monitored and then to view the tasks using Task Monitor. To set that a user's tasks should be monitored see [Adding a User \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

In addition the System Supervisor (or a BOSS level user) may view the active tasks by any user on any company (even when that user had not been defined as having Task Monitor set).

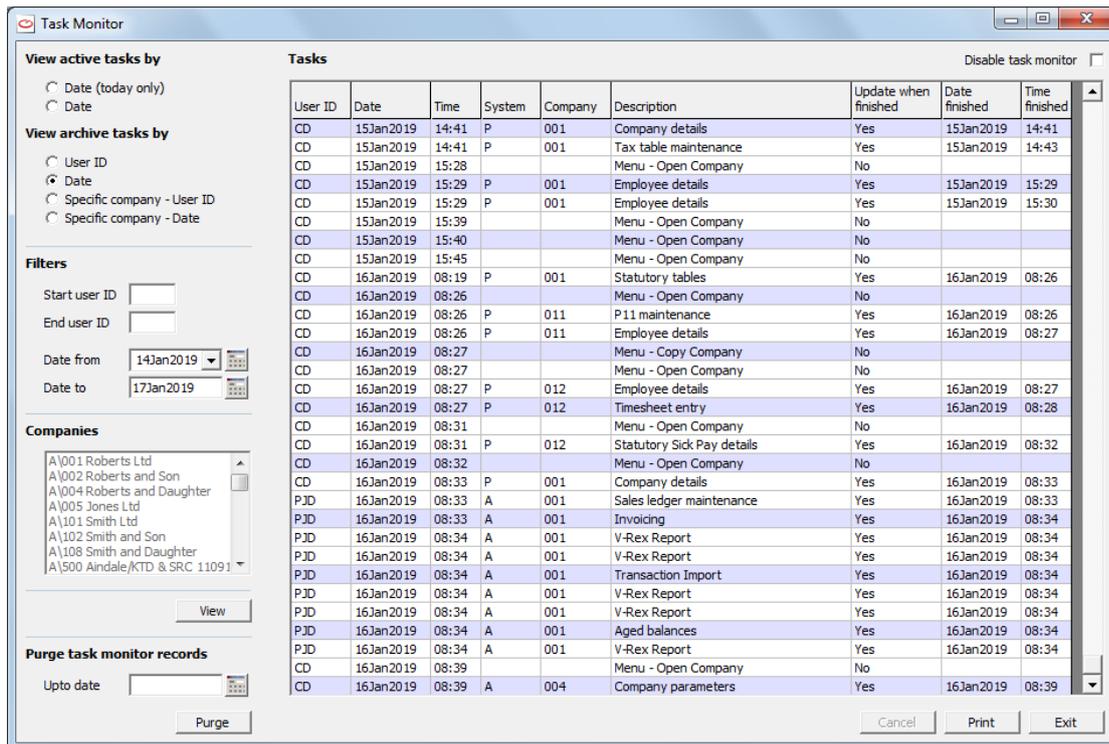
To monitor the tasks of users on the system obey the following :-

1. Log into **WinAccs**, **WinPay** or **WinStock** using BOSS (or the login for any user who is defined in Add / Delete User as a BOSS level user) and select **System Admin** on the top tool bar and then **Task Monitor**.

2. The following screen headed **Task Monitor** will be displayed :-



3. You may in the section **View active tasks by** select to view the active tasks (i.e. those being carried out now) just specifying today. Then click on the button **View** and you will see a list of the tasks being performed by ALL users (whether they have been set to have their tasks monitored or not) on your system.
4. Or in the section **View active tasks by** you may specify that you wish to view the active tasks by date and then enter into the date filter the **Date from** and **Date to**. Next click on **View** to see the results.
5. But you may wish to view archive tasks. These you may view in the order of User IDs, or by order of date, or by order of specific company in user ID order, or by specific company in date order. In the section **Filter** specify the **Start user ID**, the **End user ID**, the **Date from** and the **Date to**. If you have chosen above to view data for a specific company you will need to select that company in the section headed **Companies**. Click on the **View** button. A screen similar to the following will be displayed :-



6. It will be advisable from time to time to purge the task monitor records. To do this enter the date upto which you wish to purge the records in the section **Purge task monitor records** and click on the button **Purge**. You will be told that the records have been purged.
7. Finally select **Exit**.

APPENDIX 1 : .INI FILES

OVERVIEW OF .INI FILES IN WINPAY

There are some essential files in the **WinAccs** system which have the extension .ini. These files govern how the **WinAccs** system works. They are set up on installation of **WinAccs** and should never be altered unless you know what you are doing. Please contact Compact Support if you need any assistance with these files.

When you are logged on to **WinPay** as an ordinary user (not BOSS) you can select **Settings** on the top Tool bar and can view the contents of the two files which concern **WinPay**, namely :-

- This PC's .ini settings (Compact.ini)
- System wide WinPay settings (WinPay.ini)

You cannot change these files unless you are logged in as BOSS. Unless directed by Compact support you must NEVER edit these files directly.

Details of the files follow but it must be stressed that the files should not be changed unless you understand what you are doing. Otherwise the whole system may be impossible for you to access.

COMPACT.INI

Compact.ini resides in your Windows folder, usually C:\Windows or C:\WINNT.

Compact.ini holds details of where the programs, reports and data for the **WinAccs** suite of programs are stored and the location used for the last backup.

By default **WinPay** stores temporary files in the Temp folder off the Compact data folder. This can be changed if necessary by using the settings in Compact.ini.

WinPay also stores in compact.ini the choices you have made for such settings as :-

Remote Posting	This only applies to WinAccs , see OPTIONS (ON THE TOOL BAR) in CHAPTER 3 : GETTING STARTED .
Backup on Exit	to change the setting use Options on the tool bar, see OPTIONS (ON THE TOOL BAR) in CHAPTER 3 : GETTING STARTED .
Auto-Update	to change the setting use Help on the tool bar, see HELP (ON THE TOOL BAR) in CHAPTER 3 : GETTING STARTED .

Other parameters that can be changed (but with great care) include

[Security]	This is used in consultation with Compact support for advanced trouble shooting concerning the paths and serial numbers in the use of workstations .
[Reports]	Controls the date format for reports.

To make changes to these parameters, obey the following :-

1. Log in as **BOSS**.
2. Select **Settings** on the tool bar.

3. Next select **This PC's .ini settings (Compact.ini)**.
4. Select the section to be changed and select **Properties**.
5. Select the line to be changed.
6. In the field **Value** choose the required value.
7. Then select **Apply** and **Save** to record the changes. **Exit**.

For information about any other parameters contact Compact Support.

WINPAY.INI

WinPay.ini usually resides in C:\Compact\P.

WinPay.ini allows BOSS to customise the use of **WinPay**.

To make changes to any of the parameters in WinPay.ini, obey the following :-

1. Log in as **BOSS**.
2. Select **Settings** on the tool bar.
3. Next select **System wide WinPay settings (WinPay.ini)**.
4. Select the section to be changed and select **Properties**.
5. Select the line to be changed.
6. In the field **Value** choose the required value.
7. Then select **Apply** and **Save** to record the changes. **Exit**.

Do not attempt to edit this file directly without consulting Compact support.

The sections that can be changed (but with great care) are as follows :-

[AutoEnrolment Options]

Select the company for which the data for your pension contributions reports should be compatible e.g. Friends Life, Scottish Widows, NEST, The People's Pension, Standard Life, BlueSky, NOW, Workers Pension Trust. And select any necessary parameters e.g. the Basis for assessment earnings.

[Confirm Updates]

This controls the items for which the system asks "xxx has changed, save changes?". The default (**Yes**) is for the system to check whether you want any changes that you have made saved when you select another facility in WinPay (e.g. if you change from updating one employee's details to selecting the details for another employee). If this parameter is set to **No** the update takes place without asking.

You may individually set the parameter to **Yes** or **No** for the changes that apply to Accumulators, Analysis columns, Bank Records, Departments, Pay Elements, Payslip Boxes, Personnel Records, Timesheets, Trades, Personnel Notes, Subcontractor Tax.

See [Confirm Changes](#) in **CHAPTER 7 : UTILITIES**.

[Data]

[This is a bespoke option not generally available]

[DateRange]

This option controls the validation for future and past dates in the sense of whether the date is a reasonable date to be entered on the current date (e.g. in 2012 **WinPay** would not expect a date within the year 2010 to be entered).

Newest

Set to the maximum months in the future for a reasonable date or 0 (zero) to ignore the reasonableness check of future dates.

Oldest

Set to the maximum months in the past for a reasonable date or 0 (zero) to ignore the reasonableness check of past dates.

[External Functions]	Use this section if you wish to link the WinPay data to an accounts system other than WinAccs .
LinkProg	WinPay will create the temporary ascii link file in your 'temp' directory and then start the program named here (eg myprog.exe)with the name (including path) of the file on the command line. No further checking is done by WinPay to ensure that the file is processed correctly and it is the responsibility of myprog.exe to delete the file when it has finished with it. myprog.exe (or a shortcut) must be in the WinPay 'bin' directory(i.e. where all the other WinPay programs are). The layout of the file is as defined as 'Journal Format' in the document 'How WinAccs communicates with other Software'. Please call support if you require a copy. Not for P2000.
LinkType	Other file layouts can be supplied as bespoke options and are signalled by adding the LinkType= option ie LinkType=RICS. Not for P2000.
[General]	
Multiple Instance	This controls whether you can have multiple instances of the WinAccs programs.
[Payments]	
PayeeONLY	This controls for cheque payments what the line of the Payee should say (e.g. adding ONLY to the payee name) (see PAYMENTS - CHEQUE in CHAPTER 5 : PAYROLL CYCLE).
[Payslips]	This controls payslip layout properties, selecting high speed printing for security payslips and selecting archive options.
Max Detail Lines	Use this in conjunction with the report generator to define the maximum number of details the payslip program will output to the report file. Use 12 for the system layouts.
Archive	Set to the default of y to save the payslip files so that you can reprint payslips for any employee/period at a later date. See REPRINT PAYSLEPS in CHAPTER 6 : REPORTS . If you change this to n the payslip files will not be saved and therefore cannot be reprinted at a later date.
Direct	When using security payslips [PSLPSEC.BRG or PSLPSC80.BRG] setting this to the port of a directly connected printer will enable you to select high speed draft printing. This would normally be set to lpt1. Set to NONE if you want to use the security payslips via the Windows printer drivers. See HIGH SPEED DRAFT PRINTING OF PAYSLEPS in CHAPTER 5 : PAYROLL CYCLE .
Show Dept/Sect on Direct = n	When using the Direct print option of security payslips, this allows the display of the Department and Section (N.B. 4 character departments only) below the employee name.
[Pension Options]	
Pensionable earnings must be above LEL	The default is n - that is there will be no deduction for the pension if the pensionable earnings are less than or equal to the LEL (Lower Earnings Limit).

If you select y then the pension will only be deducted if the pensionable earnings are above the LEL.

If any employee has the field **Minimum pensionable earnings for deductions to be made** set in Employee Maintenance (see [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**) then the pension deduction would be dependent on that value too.

[Statutory Payments]

Use Split Weeks

The default is Yes. This means that **WinPay** will attempt to synchronise the SMP. SAP, SPP, ShPP payments with the normal pay.

The entitlement to SxP is always in whole weeks but now when you have **Use Split Weeks** set to Yes, one payment can be split over two pay periods. This means that if an employee's statutory payment should begin on (e.g) a Tuesday and the next pay date is the Friday then he will receive 4 days worth of the first week's statutory payment on the Friday.

NB As this will result in part of the payment being paid in advance, in some circumstances (ie woman resigns with little notice) you may need to deal with an overpayment of SMP (and subsequent over-recovery).

[Timesheet Entry]

This controls importing timesheet data from another source, see [IMPORT DEFINITION](#) in **CHAPTER 7 : UTILITIES**.

ImportOption

Set to y if you wish to import timesheet data from another source (i.e. clock card system..

ImportFile

Path and name of file to be used as import source. If not specified, the user will be asked for the file name at run-time.

[Trace]

This section allows various events to be logged to a trace file.

This should only be used under guidance from Compact support. If you are not helping Compact support to solve a problem then this feature should be turned off to improve performance.

[Wizard]

This controls whether the Wizard or Classic entry will be used for various functions (e.g. for Pay Element Maintenance).

Pay Element Maintenance

See [SELECTING HOW TO CREATE AND AMEND PAY ELEMENTS](#) in **CHAPTER 4 : MAINTENANCE**.

Glossary of Terms

Accounts

The software package used to control your financial and management accounts. The WinAccs accounts system is highly recommended.

Accumulator

Used to accumulate information for an employee over a period of time, for instance Gross Pay Year-to-date, Tax Year-to-date, Holiday Entitlement.

AMAP

Approved Mileage Allowance Payment. This allows payment to an employee for travel using cars and vans, motor cycles and bicycles. It also allows payment if passengers are transported.

Analysis Codes

A costed nominal ledger account may be linked to the contract (job) ledger for analysis purposes. It will have an associated contract account. This keeps a record of the transactions posted to the contract under major contract analysis codes and for each major analysis code there are minor analysis codes.

The major and minor analysis codes are the means of breaking down the analysis of the transactions for a contract into a structured pattern.

Archive copy

A copy of your company data taken at an important time and to be stored away from the premises. This copy should be preserved indefinitely. It is NOT part of your normal security cycle.

Backup

The process of making a copy of your company payroll data. This copy can be later used to restore the data if required.

BACS

Bankers Automated Clearing Services, used to process payments directly to individual bank accounts. WinPay supports modem links to BACS.

Bank Sort Codes

The reference number (e.g. 20-33-65) for a branch of a bank. The first 2 digits usually define the bank, and the last 4 the branch.

BOBS

Branch Originated BACS Service

Btrieve

The indexed file system used by WinPay.

Check Box

A square box within a dialog box or window which can be "checked" or "not checked" to make a selection. A checked box is indicated by a cross or tick in the box. An unchecked box is empty. To alter the state of a check box, position the cursor in the box and click the mouse.

Click

The term used to refer to pressing the left-hand button on the mouse ONCE to make a selection.

Code Lookup

A WinAccs facility which displays a list of codes for a field, and allows you to scroll through and select the required code. Code Lookup is shown as a command button with @ on it. You may click on the @ sign to display the complete list of codes in alphabetical order. Alternatively you may enter some characters in the code field and then click on the @. In this case the list of codes displayed will start from the code beginning with the characters entered.

Company

The set of data for one company's payroll. This may include employees with varying pay frequency (Weekly, 2-weekly, 4-weekly, Monthly).

Contract

The account in the Contract Job ledger to which costs are allocated. It is also referred to as the Job or Project.

Contract Analysis Code

The code used to analyse costs within a job. It is structured as a 2-digit major contract analysis code and a 2-digit contract analysis code.

Department

Each employee may be assigned to a Department, if the Department - old (2char) costing flag is set in Company Details. In this case the department code will be the variable part of a WinAccs nominal code.

Alternatively if the Department - new (4x4) flag is set in Company Details each employee may be assigned to a department. He may also be assigned to a section within that department (if sections have been defined for the department).

Dialog Box

A box which is used to display and enter information within an application, and to select actions to carry out.

Double Click

The term used to refer to pressing the left-hand button on the mouse rapidly TWICE to make a selection. This method of selection can often be used to select an item and perform an action, without the need to click on a command button.

Edit Box

A box in a dialog box or window into which you can enter information. An edit box is also referred to as a Text Box.

Function key

The keys on the top of the keyboard labelled F1, F2,F10 or F12. Each key performs a specific function within a software package e.g. throughout the WinAccs system pressing F1 accesses a help screen.

Help

Microsoft on-line context sensitive help screens accessed by pressing function key F1 or the Help button on the Menu.

Highlight

The method used to identify selected items from a list box. The mouse is used to click on one or more required items. These items are then highlighted which is to say that they appear in a different colour or in reverse video.

HMRC

Her Majesty's Revenue & Customs

Job

The account in the Contract Job ledger to which costs are allocated. It is also referred to as the Contract or Project.

Job Costing

The ability to allocate costs to jobs (contracts or projects).

List Box

A box within a dialog box or window which lists options or items. If all of the items cannot be displayed in the box, a scroll bar allows you to scroll vertically or horizontally through the remaining items.

Major Analysis Code

See Analysis Codes.

Maximise Box

The small box, which is displayed towards the right of the Title Bar and which contains a small square. Use the mouse to enlarge a window to its maximum size by clicking on this box (if the window is at its maximum size the Maximise Box is replaced by the Restore Box).

Menu

The program that controls access to the rest of the WinPay system.

Message Box

A dialog box which informs you of error messages or other important information.

Minimise Box

The small box, which is displayed towards the right of the Title Bar and which contains a small horizontal line. Use the mouse to reduce a window to a taskbar button by clicking on this box.

Minor Analysis Code

See Analysis Codes.

Module

Complementary software routines either supplied with your WinPay system or available from Compact. for example, WinAccs, WinStock and the Subcontractor Tax Module.

Multi-company

The ability to process data for up to 999 companies.

Multi-user

The ability to process data for a company at multiple terminals simultaneously.

NI Tables

The information required to calculate National Insurance Contributions due. These are entered and held as parameters to a formula.

Nlable

A Pay Element is Nlable if the value associated with the pay element is added (or deducted) from the Pay before NI is calculated.

Nominal

The account in the General (or Nominal) ledger of your accounts system used to analyse income and expenditure.

Notepad

Notes associated with an employee for the user to record extra information. These notes are input using the routine [EMPLOYEE MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE**.

Option Button

A small round button which is included in a dialog box or window. You use the mouse to select an option button to choose an option. If a group of option buttons are displayed, only one button can be selected at one time.

Pay Element

Pay elements are used by WinPay to build up the employee's timesheet and include such entries as Basic Pay, Holiday Pay, Overtime, Expenses, SMP etc.

Pay Frequency

The period between regular payments. WinPay supports frequencies of Weekly, Monthly, 2-weekly, 4-weekly.

Pay History

Details of the pay periods already processed.

Payroll Cycle

The cycle of programs used in a normal pay period.

Payslip

The details of pay presented to the employee each pay period.

Payslip Boxes

A payslip box contains quantities and values from one or more pay elements of an employee timesheet which can then be reported on payslips, if required.

Period

The length of a period is determined by the pay frequency. So the period may be a week, 2-weeks, 4-weeks or a month.

Project

The account in the Contract Job ledger to which costs are allocated. It is also referred to as the Job or Contract.

Purge

The process of removing transactions from WinPay. Only transactions which are no longer required within the system can be purged.

Quantities

Quantities are, optionally, used to calculate the value of a pay element, (e.g. hours, miles).

Registration

The process of logging your system with Compact.

Restore Box

The small box containing two small overlapping squares and which appears towards the top right hand corner of the window if it has been maximised. Click on this box to return the window to its original size.

SAP

Statutory Adoption Pay

Scroll Bar

The bars at the bottom and right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows. Clicking on the arrows moves up or down one line. Clicking above or below the box in the scroll bar moves up or down one page.

Section

Each employee may be assigned to a Department, if the Department - new (4x4) is set in Company Details. The employee may further be assigned to a section within that department (if sections have been defined for the department).

SHPP

Shared Parental Pay. This may be Shared Parental Pay (Birth) or Shared Parental Pay (Adoption)..

SLR

Student Loan Repayment

SMP

Statutory Maternity Pay.

SPP

Statutory Paternity Pay. This may be Statutory Paternity Pay (Birth) or Statutory Paternity Pay (Adoption)..

SSP

Statutory Sick Pay.

Subcontractor

A person who is taxed according to HMRC rules for Subcontractors in the Construction Industry.

Tax Tables

The information required to calculate PAYE tax due. These are entered and held as parameters to a formula.

Tax Year

The period defined by HMRC for which Annual Returns are made. This runs from 6th April one year to 5th April the following year.

Taxable

A pay element is taxable if the value associated with the pay element is added (or deducted) from the Gross Pay before Tax is calculated.

Tile

The method of displaying multiple windows on the screen so that no window overlaps.

Timesheet

The information required to calculate and allocate an employee's pay.

Title Bar

The horizontal bar across the top of a window which includes the name of the window, and optionally the Minimise, Maximise and Restore buttons, and the Control Menu icon.

Tool Bar

A tool bar may be included at the top of some windows (beneath the window title). This provides access to other application facilities, as well as to the standard Windows File, Edit and Help options. To gain access to the options which are available from a tool bar, you click the mouse on the tool bar to drop down the menu and select the appropriate option by clicking on the line containing that option.

Trade

Each employee is assigned to a trade, if you are using job costing.

User defined report

The format of a report defined by the user for use with the WinPay Report Generator.

WinAccs

The Windows Accounting system.

Window

A box on the screen which is used to display or enter information for the application. Generally windows can be resized and repositioned.

WinOrders

The Windows Sales and Purchase Order Control system, part of the WinAccs accounting system.

WinPay

The Windows Payroll system, part of the WinAccs accounting system.

WinStock

The Windows Stock Control system, part of the WinAccs accounting system.

Year End

The end of the Tax Year which runs from 6th April to 5th April each year.

Y-T-D

Year-to-Date values (e.g. Tax) are totals for the current Tax Year.

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