

## **WinPay Upgrade Notes - Version 6.35**

### **Changes to WinPay in V6.35 - February 2010**

#### **Advance period**

- No longer take the end of year copy of company data when the last payroll is advanced to the year end. This backup now takes place at the beginning of the end of year routine. This allows you to make any final changes to your payroll, before processing the end of year.
- Create permanent indices on a number to tables to make the advance period function faster.

#### **All tables**

- Updated all tables with new values for 2010/11 tax year.

#### **Attachment orders**

- New support for Scottish Earnings Arrestments from April 2010.
- Removed Locale filtering for attachment orders.

#### **Employee maintenance**

- Expanded the text on the order types to make it clearer from which locale the orders originate.

#### **End of year**

- Updated the print direct system for P14s and P60s. Updated all the 2010 and 2011 tax year P14 and P60 V-Rex reports.
- New system to take the end of year backup at the beginning of this process.

#### **Enquiry**

- Validate that all of the "to" values are not less than the "from" values.
- When exporting the displayed data to a TSV file, strip the £ sign and other formatting characters, so that the value can be read correctly by spreadsheet programs.

#### **In year movements (P45, P60)**

- Addressed an issue where a possible trailing space from an NI number was stripped before sending to HMRC.

#### **P11 maintenance**

- Reduce the "values cannot be zero" error to a warning where the user can choose what to do.

#### **Tax code uplifts (P9X)**

- Update the text describing the tax code uplifts between 2010 and 2011. Which is that there are no changes.

### **Changes to WinPay in V6.34 SP13 - 9 December 2009**

#### Employee maintenance

- When entering multiple attachment orders they were sometimes not ordered correctly. Added a more sophisticated algorithm for sorting orders after entry.

### **Changes to WinPay in V6.34 SP12 - 23 November 2009**

#### Advance

- Added handling code around taking the Pre-advance autobackup and give the user information about the task being attempted should it fail.

#### Attachment orders

- The attachment orders report produced during advance, now only shows attachment orders for the relevant frequency (i.e. when advancing monthly, it only shows monthly attachment orders). Applies to wherever the attachment orders report is produced.

#### Employee maintenance

- Corrected a very minor issue when entering a date of leaving in the short format (e.g. 170909, instead of 17Sep09). The program displayed an SSP message which was not relevant.
- Addressed an issue with the date of leaving not being validated once it had already been entered.

#### Link to accounts

- When creating the link file, if there is a cost heading but no contract, use the default from the company information. If that is also blank, stop the processing of the link to accounts.

#### P32 maintenance

- The values accrued in "Total deductions" did not match the printed P32.

#### P9X (tax code uplifts)

- In preparation for the end of the 2010 tax year, when scanning through the employee database making changes, it no longer updates employees marked as leavers.
- Added some notes to describe when you would normally expect this function to be used.

#### Statutory payments

- Made it clearer where to enter the details of someone permanently returning from SMP early

### **Changes to WinPay in V6.34 SP11 - 9 Sept 2009**

#### Company details

- A new system has been created so that users can customise the link to accounts text. Although this MUST NOT be used if accounts data is consolidated with other companies.

#### Employee maintenance

- Added stronger validation when filing a new starter online. The NI number, if not blank, must be validated against the latest set of NI prefixes. The total pay to date and total tax to date are now validated to be greater than or equal to zero.

#### End of year

- The P35 checklists and declarations are now validated to be non-negative values and you must now use the OK or cancel buttons, you can no longer simply close the window. This is to fix a problem with P35 Q1 and P14 "are due" / "are not due" transmission to HMRC.

#### Link to accounts

- Use the new custom string for the transaction description entered in Company details.

#### P11 maintenance

- Does a lot more validation on the entry of the NIable values (1a-1c 2009, 1a-1d 2010). Extra validation now includes: No value can be outside of the range of £0.00 to £999,999.99, only the last value in the sequence can have pence values (or decimal places), you cannot have a zero value above a non-zero value.

#### Process payments

- Added support for Danske Bank electronic banking.

#### Statutory tables

- Added new National Minimum Wage values for 01 Oct 2009.

### **Changes to WinPay in V6.34 SP10 - 28 July 2009**

#### Company details

- Made it so that a pay frequency cannot be unticked if there any employee records or P11 records using that pay frequency.

#### SSP records

- Display a strong warning if you attempt to enter an SSP record that contains less than 4 qualifying days. This is in line with the WinPay manual concerning SSP records.

### **Changes to WinPay in V6.34 SP9** - 24 July 2009

#### SSP records

- Corrected the issue when attempting to view historical SSP record notes.

### **Changes to WinPay in V6.34 SP8** - 20 July 2009

#### **WinPay**

##### Advance

- Show overall progress through the advance procedure.
- Corrected an issue when the payroll archive file was not updated if the company data failed either the P11-P32 integrity check or the HMRC validation.
- The exception list now shows those employees who are past pensionable age who use any other NI code except C.

##### Employee maintenance

- Corrected a problem when creating or amending an employee record and changing the taxation type from PAYE to Subcontractor.
- Added a help label to the P45 Part 3 submission form. Pay and tax in previous employment must be entered 'before' filing the new starter online.

### **Changes to WinPay in V6.34 SP7** - 1 June 2009

#### CIS records

- Fixed the subcontractor browse buttons.

#### Employee count

- When checking all of the WinPay companies for the employee count, now only include those that have been upgraded to the current version of WinPay.

#### Employee maintenance

- When entering the date of leaving, the date is now compared against the next to last P11 record. If the date left is less than this date, you will see a warning, but you are allowed to continue.
- Corrected an issue filing P46 online. The Week 1 / Month 1 flag was not being picked up correctly.
- Date of birth is not mandatory for EOY filing from 2010. Changed the message when saving the employee to just "you should" rather than "you must".
- When copying employee details to a new employee, clear the leaver fields, joined date and new starter online filing information.
- Corrected an issue when collecting the P11 records for pay in previous employment when wanting to file P45 Part 3 online.

#### End of Year

- Date of birth is not mandatory for EOY filing from 2010. Reduced the HMRC validation message to a warning.
- Increased the maximum allowed value of the P35 Tax-Free incentive payment to £825.
- 2010 online filing. There has been a published schema change for early 2010 EOY online filings. Updated this program to accept these new changes.
- Changed the P35 declaration options in line with HMRC business rules.

#### Minimum pension contribution calculation

- Addressed an issue with the calculation of the minimum employee and employer contribution for employees with a Contracted Out Money Purchase Scheme pension. NI letters FGS.

#### P11 maintenance

- Corrected an issue when changing the Nlable earnings. Caused by the addition of the Upper Accrual Point, the system thought there was a gross NIC change.

#### P32/Archive month number calculation

- The month number is calculated from the pay date as per HMRC specifications.

#### Tax table maintenance

- Corrected an issue when validating tax code and pay date on the test PAYE function.

#### System reports

- Pay detail reports (paydetal.vrx & paydetle.vrx). Now exclude leavers.

### **Changes to WinPay in V6.34 SP6 - 30 April 2009**

#### Employee count

- Changed the method by which the total number of employees is calculated. It now excludes leavers from a previous tax year.

#### Employee maintenance

- New function to file P45 Part 3 and P46 online.
- Force recalculation of the P11 data when starting the online filing system.
- Once filed online successfully, the user, date and time of the filing is stored to stop duplicate filings.
- When accumulating P11 records for Directors, before showing the message that the P11 records might be out of alignment IF the Director took week 1 as a holiday, check to see if there is a valid P11 record in the previous tax year marked as a Director.
- Date of leaving can no longer be earlier than the last pay date for that employee.

#### HMRC general validation

- Changed the HMRC general validation code so that it excludes leavers who left in a previous tax year.
- Corrected an issue in End of Year, when in an EOY copy company. Validation took place on the live company data.

#### P45 control

- When listing leavers, it now only shows those that have left in the current tax year. But you can choose to list all leavers as an option.

#### Pay elements

- Corrected a problem when a pay element was linked to a WinAccs nominal account. If you use this feature, it may be

worthwhile checking your pay element nominal destinations to ensure they are correct.

#### System reports

- Corrected the paper size for continuous versions of P14 and P60 reports.

### **Changes to WinPay in V6.34 SP5** - April 2009

#### **Advance Period**

Corrected an issue when creating the EoY copy company left an 'Advance' lock in place.  
If the EoY copy cannot be taken, give the user a chance to correct the problem and then try to take the copy again.

#### **End of Year**

Increased the validation value on the Tax free incentive payment received to £750.

#### **P45 Control**

Added the ability to file P45 Part 1 online. This includes a pre-flight check, similar to HMRC general validation, which ensures that the employee record conforms to HMRC rules.

#### **Tax code changes (P9X)**

Changed the phrasing of the button 'Apply' to 'Set the Adjust By values' to make it clear that you still have to click OK to perform the changes

### **Changes to WinPay in V6.34 SP4** - March 2009

#### **Employee Maintenance**

Corrected an issue when attempting to add multiple student loans.  
A new field, activated when an employee is marked as a leaver. You can now tell WinPay if this employee has died. This is required for the new P45 forms.

#### **End of Year**

Reduced the validation on the P35 tax free incentive payment from £750 to £75 for 2009 and £0 in 2010.

#### **P32**

On the P32 and in the archive data, for weekly records the month number was calculated using the payment date instead of the week number (e.g. 3rd September 08 was week 22 and should have been month 6 but was calculated as month 5, as the payment date was before the 6th on the month). Weekly records now use a new routine for getting the month number.

#### **P45 Control**

Updated to allow the selection of the 5 different types of P45 stationery now available. Also includes the logic for the online filing, but does not include the function itself. This will be released in SP5 shortly.

#### **SSP Recovery**

When advancing a company, you now have an option to reduce SSP recovery to zero if the company data is to be consolidated with a larger group. This setting is remembered for each advance.

#### **System Reports**

New 2009/10 P45 V-Rex reports for continuous, laser-sheet and plain paper A4. Also includes the new 'Died' flag for Part 1.  
Changed PSLPSC85.VRX to make it fit dot matrix printers

### **Changes to WinPay in V6.34 SP3** - March 2009

None

### **Changes to WinPay in V6.34 SP2** - March 2009

#### **2010 Tax Year**

Added new system table records for NI, PAYE, AMAPs, Attachment Orders & SxP. Added reports for new tax year.  
EoY console was not getting the correct NI data for 2010 tax year. It also now forces an error during HMRC validation rather than a warning, if any employees do NOT have a date of birth.

### **Employee Maintenance**

Strengthened the warning that date of birth will be mandatory from 2010 onwards and that you will not be able to file online without all employees having a valid date of birth.

### **P11 reports (for 2009 and 2010)**

Made parts 1 and 2 have exactly the same number of rows. Removed deleted employees from the report.

### **Pay Detail report**

The date field was being cropped when using a 4 digit year.

### **Changes to WinPay in V6.34 SP1 - March 2009**

#### **System reports**

User can choose to exclude leavers in the report birthday.vrx.

### **Changes to WinPay in 6.34 - January 2009**

#### **Company Details**

Change field name of PAYE reference on HMRC tab.  
First 3 digits of PAYE reference may not be "000".  
Check all pay frequencies set up with Current Pay dates in the same tax year.  
WinPay can deal with Bankline, the Internet banking system used by Royal Bank of Scotland and Natwest. On the E.B. tab you can select the payment type as Bankline (RBS) (Payment); or you may select Bankline (RBS) (Bulk list payment) and later when you have selected (in Employee Maintenance) which employees are to be paid using Electronic Payments you can create the Bankline (RBS) (Bulk list payment) beneficiary import file.

#### **Create Company**

New option when creating a company to copy the pay elements from New Company Template.

#### **Employee maintenance**

Add warning if DoB is missing  
Add warning if NINO is missing.

#### **Advance**

Runs P11 - P32 integrity check and prints the results.  
Runs HMRC validation before Advance and prints the results.

#### **Enquiry**

New field "Include Don't Pay Elements" which has the default of not being set. If you "Include Don't Pay Elements" the totals may be meaningless.  
New option to output the contents of the display grid to a TSV file (Tab Separated Variable) which is ready to be opened in Microsoft Excel or other spreadsheet.

#### **End of Year**

Purge P32 with same aging as P11.  
When removing ECON from the EOY copy it now also removes it from the live company.

#### **Employer Period Totals**

There is a new report PERTOT.VRX which shows the Employer Period Totals and includes Pay Dates, Gross pay, Nlable pay and Take home pay. To access the report go to Reports, Reports Index, System reports and select PERTOT.VRX. Enter the year end (e.g. 2009) and select OK.

- P45** Fix error displaying last year's figures if employee had not worked at all in the year of the leaving date (i.e. casual employee).
- NI Tables** New layout of the NI tables giving Employee's rates and Employer's rates for the different bands.
- Process Payments** WinPay can deal with Bankline, the Internet banking system used by Royal Bank of Scotland and Natwest. See Company Details above. A check has been added to ensure that the bank credit date is no less than and no more than 14 days ahead of the bank processing date.
- Pension Reports** The pension report PENTRANS.VRX now excludes any employees who are not part of a pension scheme.
- Assign User Rights** The administrator can now decide which users can view and/or delete the Central spool files and Other users' spool files.
- Report changes** For standardisation reports including the word "personnel" in the name or text have been changed to say "employee". Reports changed are person1.vrx which becomes employees1.vrx, personm.vrx which becomes empmain.vrx, personnel.vrx becomes employees.vrx, personpy.vrx becomes emppay.vrx, persplus.vrx becomes empplus.vrx. Using these reports you can now select to 'Exclude leavers'. Using empaccum.vrx, emptax.vrx and emppayel.vrx you can also select to 'Exclude Leavers'.
- Banks** As part of the upgrade process XBANK is copied into each company folder and renamed banka.dat in the WinAccs companies and bankp.dat in the WinPay companies. In Maintenance, Parameters, Bank (Sort Codes) there is now an option to copy the bank records to different companies.
- Reports Index** In the list of reports you may now on the right of the screen enter a string of characters (e.g. emp) and then select **Search**. Then the list of reports will be limited to the reports within the selected folder that have those characters in their description.
- Autobackups**
- You can choose at any time to select Utilities, Security, Perform an Autobackup (or use File, Perform an Autobackup) and that will create a file in the root directory in the folder Autobackup in the file P\xxx\2009\User-Selected\20090127-0944.zip where the company is xxx, the end of year is 2009, the date is 27th January 2009 and the time 09.44..
  - Before updating data it takes an autobackup of the company and puts it in the root directory in the folder Autobackup in the file P\xxx\2009\Pre-Upgrade\20090126-1454-From\_6\_33\_to\_6\_34\_.zip where the company is xxx, the end of year is 2009, the date is 26th January 2009 and the time 14.54 and WinAccs is upgrading the company from version 6.33 to 6.34. Pre upgrade autobackups are kept forever (unless deleted by the user). User selected backups are deleted after a week.

### **Changes to WinPay in 6.33 SP7** - 19th August 2008

|                       |   |
|-----------------------|---|
| <b>Tax tables</b>     | New tax tables from 7Sep2008  |
| <b>NMW</b>            | New NMW tables for 1Oct 2008  |
| <b>Pension report</b> | The pension report by employee has had the figures and totals corrected.                |
| <b>End of Year</b>    | In the P35 the maximum tax-free incentive payment received during the year is now £750. |

### **Changes to WinPay in 6.33 SP6** - 29th May 2008

#### **Employee Maintenance**

Downgrade error re NI category C and pension age to a warning.

**End of Year** Fix error when automatically clearing redundant ECON.

**V-Rex** Do not automatically 'Spool' printed reports, except for audit trails.  
Redisplay duplex options after changing printer properties.  
Fix "Invalid character <-> in NUMBER" when more than 9 joins were defined.  
Creates temporary files in Compact Temp folder.

#### **History/Analysis reports**

The History/Analysis reports have the column headings as defined in Maintenance, Parameters, Analysis Columns.

### **Changes to WinPay in 6.33 SP5** - 29th April 2008

|                        |  |
|------------------------|--|
| <b>End of Year</b>     | Fix problem caused by finding CIS payments in the year beyond the one currently being processed.<br>Tighten checks on consolidated WinAccs companies (esp. EoY copy).<br>Add warning when processing 'EoY copy' about duplicating tasks run on 'live' data..<br>Prevent 'Error 17' when 'Exit'ing after a Gateway error.<br>Prevent previous SCON showing against non COMPS NI categories on P14s.                                 |
| <b>Payslips</b>        | Fix rare error that could occur after changing employee to a director and not saving the NI tab data.<br>For orders, do not reduce attachable earnings by higher priority orders except for CTAEs.   |
| <b>Timesheet Entry</b> | Fix rare error that could occur after changing employee to a director and not saving the NI tab data.<br>Add warning and suggestion if can't deduct Stakeholder pension in full.   |
| <b>V-Rex</b>           | Printer Paper Size can now be set to 'Letter' so that standard reports print correctly on Dot Matrix printers.<br>New Runtime variable type 'Boolean'.<br>Allow cancellation of reports with errors.<br>Correct conversion of BRG reports with a BFILTER on a Date with IGNORECASE.<br>Remove "Invalid character ':' in WORD" message when converting some BRG files.<br>Remove "Unknown DEVICEMODE command <DriverExtra>" message |

when converting some BRG files.

**WinPay reports** Allow space for 5 characters in the Tax code.  
Ensure in required P14 and P60 V-Rex reports the NI fields 1a, 1b and 1c are displayed as whole £s only.

#### **Changes to WinPay in V6.33 SP4** - 8th April 2008

**CIS Returns** Fix occasional 902 error when printing/filing monthly return. Check that all consolidated companies' data is upgraded to current version.

**End of Year** Now checks version of consolidated data before proceeding.  
Fix problem for non-construction companies where it prohibited the final backup (because CIS purge not run).  
Fix problem not allowing P32 to be run on EoY data.  
Fix problems with P14s and Purge on consolidated companies.

**Payslips** Pslpl2a.vrx was printing too high and Account code and employee's forename were in the wrong position. Now corrected.

**WinSafe** Improve error message text when system files are in use.

**Menu** Don't check for reminders when loading Winpay.

**Reports** Improve display of employee name in pre-lists, P35 and P60s.  
Change P9x report to also display the employee's name.

#### **Changes to WinPay in V6.33 SP3** - 3rd April 2008

**Autobackup** Make sure the form showing the progress of the Autobackup stays on top.

**Autopay report** Ensure that the display of autopay.vrx is not at the extreme left of the screen.

**CIS records** Minor cosmetic change.

**End of year** Make use of purge only on live data easier.  
Improve selection of next task  
Improve marking and reasons for No Entry tasks  
Mark irrelevant tasks as 'skip' when doing 'PurgeOnly'.  
On re-entry after doing a purge show correct year.  
Fix problem printing multiple validation reports.  
Fix problem of employee with mix of NI letters A and X.

**Menu** In Copy Company deal correctly with old EoY copies. Improve message after illegal data restore.

**Payslips** In PSLIP1WN.vrx allow more space for the rates of pay in the right hand column.

#### **Changes to WinPay in V6.33 SP2** - 27th March 2008

**Employee Maintenance** Fix problem not always displaying 'deleted' employees when requested.

**End of Year** Add warnings to Validation report if either DoB or NINO is missing.

**Menu** Make sure menu unloads itself when installing a Service Patch (effective from SP3).

**P11 printing** Make sure it doesn't include empty P11s for employees who left before or started after the selected year.

#### **Changes to WinPay in V6.33 SP1** - 19th March 2008

**Budget** New tax table thresholds from 18th May 2008.

**Pre-List** Fix error sometimes not showing the totals part of the Pre-list.

**Reports** Fix errors on some personnel file based reports.

#### **Changes to WinPay in V6.33** - 19th March 2008

**Tables** New tables for Tax, AMAPs, NI, SSP, SxP, Attachment Orders for 2008 - 20009.

**P11 Maintenance** Improved display of employees who have changed pay frequency during the year.

#### **Statutory Payments**

When you have entered the statutory payments for an employee then the default entitlement for that statutory payment for that employee will be displayed at the bottom left of the Statutory Payments screen. The calculations for the 90% Earnings rate now rounds fractions of a penny up (previously it only rounded up if the fractions was >.5). In the field **No. of weeks by which to bring forward the start of payment** you can enter a negative number (-5 to -1) to delay the start of payment.

#### **Childcare Vouchers**

Pay elements, accumulators and payslip boxes have been defined so that you can use Childcare Vouchers for employees.

**Company Details** On the HMRC tab of Company Details there is a new field in which you may enter the date that this company ceased trading (if it ceases trading in the year). You are then asked if you wish to set the Leaving Date for all current employees to this Ceased Trading date.

#### **Electronic Banking**

In Company Details. on the EB tab, the E.B.type now has the RBS Bankline split into two - namely Bankline (RBS) Payment and Bankline (RBS) (Bulk List Payment). The difference is that Bulk List only has one debit for all the credits, whereas the other creates a credit for each debit thus creating many entries on the company bank statement.

**SSP** A rounding error in SSP calculations which caused Journal imbalance during Link to WinAccs has been cured.

**Reset period** If you use reset Period to reset to a period before an employee has started the details of that employee will be removed from Employee Maintenance.

**Copy Company** If Copy Company finds EoY copies or Auto Backups in the target company then these will be deleted.

**BACS** WinPay used to stop you processing a BACS payment for today if

the time was past 4.30 p.m. Now you can over-ride this time limit.

### **Attachment of Earnings**

If an employee has two attachment of earnings orders the deduction for the first attachment of earnings is now taken into account when WinPay calculates the second.

### **Deleted employees**

On upgrade of data to 633 the details about any employees deleted in the past will become available to WinPay. For instance the Enquiry program and P11 will pick up the correct name of deleted employees. These deleted leavers may be viewed in Employee Maintenance by selecting Leavers and Deleted (Archive).

### **Changes to WinPay since V6.32 SP2**

**CIS** Fixed error 401 when trying to file subcontractors on line.  
Fixed error 75 when verifying a subcontractor.

### **Changes to WinPay since V6.32 SP1**

**P32 (Internal)** Fixed error dealing with employees with blank NI numbers.

### **Changes to WinPay since V6.32**

**Payslips** Improved formatting of employee's names on the V-Rex payslip reports pslpl3, pslpsc80 and pslpsec.

**SSP** All calculations with odd working weeks now round the result properly.

### **Support Contact Details**

The support contact details have been changed to :-  
Telephone : 0844 880 4000  
Fax : 0844 880 4001

### **Encrypted Backups**

Any data backed up using Compact's backup may now be encrypted. You may tick the box to select encryption and then supply an encryption code (maximum 65 characters). It is essential that you remember this code. You will not be able to restore the backup without this code and Compact Support cannot help you if you forget the code.

### **Changes to WinPay since V6.31 SP8**

**Advance Period** At each Advance period a backup is taken and is put in the folder %Compact% \Auto Backup- where %Compact% is the data route for Compact.  
For instance when you do a period end for the WinPay company 001 for the Weekly frequency when the Last Pay Period No was 02 and the Year End date is 2008 then the backup is stored in  
%Compact% \Auto Backup\P\001\2008\Pre Advance\Weekly02.zip.  
Similarly for the monthly frequency for the Last Pay Period being 04 the backup would be found in  
%Compact% \Auto Backup\P\001\2008\Pre Advance\Monthly04.zip.  
Similarly for the 2 weekly frequency for the Last Pay Period being 04 the backup would be found in  
%Compact% \Auto Backup\P\001\2008\Pre Advance\2 weekly04.zip.  
Similarly for the 4 weekly frequency for the Last Pay Period being 08 the backup would be found in

%Compact% \Auto Backup\P\001\2008\Pre Advance\4 weekly08.zip.  
N.B. These backups DO NOT mean you could stop making your own regular security backups to store separately from the computer - remember these backups are still on the computer and would be lost if there was a system failure.

For each frequency it will keep the 3 latest zips and the last zip of the year.

### **End of Year**

All the processes necessary for the End of Year have been brought together into one sequential process which when you access it from Utilities, End of Year will talk you through each process right through to its completion.

When you advance the last frequency of the old year WinPay makes a copy of the data in the folder

%Compact%EOY\2008\P\603 (e.g. for WinPay company 603 with year end April 2008).

When you start the End of year process you select the year whose data you wish to process. You may select whether to process the data in your 'live' company or whether to process the data as from the 'EOY copy' of the data.

If you select to process the 'EOY copy' then, should you wish to continue processing the new year in your 'live' data, you may do so. But please note that if you make any changes to the 'EOY copy' you must ensure those changes are in the live data. And if you make any changes to the 'live' data which you wish to be reflected in the End of Year returns you must go back to the last period of the old year and do the last Advance again (with those changes already made) so that the changes are recorded in the 'EOY copy' from which your returns to the HMRC will be made.

Before WinPay purges the data after it has done the EoY returns it takes a backup which is stored in

C:\%Compact%\Auto Backup\P\xxx\2008\Pre Year End Purge\  
WinPay.zip where xxx is the company number and 2008 is the date of the EoY.

A log of the processes executed by WinPay is kept in the folder %Compact%\P\nnn\EoYyyyy.log where nnn is the number of the company you are taking through the EoY process and yyyy is the year for the End of Year process you are conducting.

### **Online HMRC submissions**

When starting Online submissions WinAccs does a 'list-request' first to check if there any outstanding submissions that haven't been processed yet. There is also a button at the bottom of the task to **just** do the list request (i.e. without starting the whole online submission process).

### **Copy Company**

Copy company now gives you the chance to copy the EoY copies and to copy the Auto Backup copies - see the last 2 points above.

### **Remove Company**

Remove company now gives you the chance to remove the EoY copies and the Auto Backup copies - see above.

### **Auto-Update**

It is recommended that you have an internet link and that you always have Auto-Update turned on so that you can receive all upgrades to the software immediately they are released and especially any important message both from Compact and messages issued by HMRC which are relayed to you via Compact. An internet connection will also enable you to do an increasing number of HMRC tasks online. If you turn off Auto-Update on Help menu on the top tool bar you will

be prompted every so often when you start WinPay to turn it on.

- Temp folder** By default WinPay will now store temporary files in the Temp folder off the Compact data folder. This can be changed if necessary by using the new settings in Compact.ini.
- V-Rex** V-Rex has been improved upon and new facilities added.
- Advance Period** The error whereby (4x4) departments were never deleted at Advance Period has been fixed.
- CSA Orders** It is now possible to enter more than one Child Support Agency order in Employee Maintenance. Only those orders that apply for this period will be acted upon. This means that if the agency gives you advance notice of a CSA you can enter it into WinPay as early as you like.
- Subcontractors** On the CIS tab of Employee Maintenance is the field **Date of last payment/monthly statement** which is updated by WinPay.

#### **Electronic Banking in Company Details**

The new Bankline Internet Banking uses a new file format for payments. Natwest and RBS customers upgrading from the old Bankline package will need to change the EB type in Company Details to **Bankline Internet Banking (RBS)**.

#### **Send logs to Support**

There is a new item on the Help menu - **Send logs to Support**. This is only to be used under the direction of Compact Support. It will ask you to provide your company name, a contact name, telephone number and an email address. Then it will automatically send an email to Compact Support with some essential files (e.g. Compact.ini, Compact.log) which will help Support to resolve any problem you are having. You can see the email sent in your **Sent Items** folder in your email program.

#### **Changes to WinPay in V6.31 SP8**

- File peep** Allow deletion of records.
- Menu** Make V-Rex the default report generator for WinPay.
- P45 Print** Improve checks and messages about when and whether the P45 can be printed, and fix error occasionally putting wrong period number on the P45.
- Pre-List/Payslips** Fix possible error if NI recalculated after change from letter A to C after Pre-List has been run.
- Timesheet Entry** Deal correctly with pro-rata costed employer pension contributions.
- VAT return** Extra traps and reporting for old corrupt VAT records.
- V-Rex** Ability to produce and email PDF documents.
- Company Details** Allow selection of 'Always advance Pay Date to End of month' if Current Pay Date is set to last day of month.

#### **Changes to WinPay in V6.31 SP7**

### **Subcontractor Maintenance**

Fix validation of Company Registration Numbers.

**CIS300 Online** Fix validation of Company Registration Numbers.  
Fix problem not picking up all payments when consolidation involves mixture of WinPay and WinAccs companies.

**P35 Internal** Add Taxable Pay to report (V-Rex only).

### **Changes to WinPay in V6.31 SP6**

#### **Employee Maintenance**

Stricter validation of Surnames.

**CIS300 Online** Fix error not showing account code of errant subcontractor for error message *Must have either Trading Name or Surname/Forename* .  
And make sure Exempt subcontractors not included.

**SSP** Fix rounding error on 6 day working week (SSP could be 1p different).

### **Changes to WinPay in V6.31 SP5**

**CIS Statements** Fix error sometimes printing more than one person's details on the page. (Was correct in V-Rex).

**CIS Reprints** Fix problem not finding statements if 'All' subcontractors option chosen.

### **Changes to WinPay in V6.31 SP4**

**P14** (affects Direct Print only). Make sure Start and End Dates only printed if in the current year.

**Pre-list/Payslips** Fix problem showing only 92% SMP recovery on Pay Element Summary and Accounts Link even if qualified for Small Employer Relief. N.B. P32 was always correct.

### **Changes to WinPay in V6.31 SP3**

**Advance** Fix possible NI calculation error if a director changes his NI letter part way though the year.

**Applications** Stop Btrieve error message if you enter an invalid subcontractor code.

**P14** (affects Direct Print only). Make sure Start and End Dates only printed if in the current year. And Pay and Tax Totals only printed if still employed at year end.

**P32** Fix error that might occur while trying to produce a multi-company consolidated P32 report.

**P35** Fix error showing wrong year in the heading.

**SAP/SMP/SPP** Cosmetic change.

### **Subcontractor Maintenance**

Remove possible 'Needs verification' message from 'Exempt' subcontractors.

## **Changes to WinPay in V6.31 SP2**

### **Applications and Certificates**

Allow change of Contractor Tax Rate on sales certificates. Fix problem trying to validate old certificates when using new CIS rules. Printed Certificates and Applications now show UTR, CRN and NINO in place of old CIS cert details.

### **Company Details**

Allow setting of default Contractor Tax Rates for Sales Certificates.

### **Payslips & Advance**

If not all companies are upgraded to 6.31, and some include subcontractors, you may see a message about record sizes. This is now corrected.

### **Payslips & Timesheet Entry**

Fix problem with SMP etc calcs if Period end date for last period of the year is in the next tax year. (i.e. Pay Date = 05Apr07, Period End date = 06April07).

**P11** Fix error not selecting correct records for 2007-08 P11 reports.

**P14** Make sure P14 doesn't get created if no pay.

## **Changes to WinPay in V6.31 SP1**

**Tax Tables** New tables for effect from 18May2007.

### **Employee Maintenance**

Fix problem not displaying Tax totals correctly after completing month 12/week52 but before processing the Year End.

**P14/P60** Add new reports, improve selection and allow over-ride to force P60s to print for leavers.

**Order Tables** Add new table for Council Tax AEOs dated from 1Apr07.

**P45** Fix error not treating as 'current' someone who leaves between the pay date and the end of period date.

### **Applications and Certificates**

Fix error occasionally displaying incorrect nominal code in the nominal allocation list. Please note that the facility to include 'Set-offs' on a certificate will be available on a later release.

**VAT report** Fix problem occasionally missing out supplier name.

## **Changes to WinPay since V6.30**

**CIS** **If you have any employees taxed under the Construction Industry Scheme**

**Please note : HMRC will implement a new Construction Industry Scheme as from 6th April 2007. It is essential that all users who have subcontractors read HMRC CIS340 and must register with HMRC.**

**When you first open a company in 6.31 then WinPay will upgrade your data from 6.30 to 6.31 and you will see messages about WinPay preparing your data for implementing the new CIS - please read these messages carefully. But note that the new CIS does not start on your system until you select CIS Reform and set the Reformed status.**

For these changes WinPay has a new procedure on the Maintenance menu :-  
CIS Verification - to be used when your subcontractors need Verifying or Matching.

For the definition of the tax to be charged on payments to subcontractors see Maintenance, Table Maintenance, Tax.

On the Utilities menu is a new procedure CIS Reform. This has two main functions :-

- 1) It converts as much data as possible from the old CIS scheme to the new one. This will be run once automatically when you upgrade your data and may then be run as often as you wish afterwards e.g. if you add new subcontractors that still need processing under the old scheme, you can then run the Reform process again to make sure the old data is transferred to the new. N.B. Once data for the new scheme exists, it will not be overwritten by the Reform process.
- 2) When you have raised all your certificates/invoices/payments/vouchers and produced the CIS36 under the old CIS rules, then you should set the Reformed status so that all future calculations will use the Reformed CIS rules. This should be as close to 6th April 2007 as possible.

Once you have set the Reformed status, then in CIS Records for the year to 5th April 2008 you will find new statements and reports to be printed when you select the button Print Statements, Reports :-  
Monthly Subcontractor Payment Statements,  
Monthly HMRC CIS 300 Return (Online and list, or List only).

### **Company Details**

Previously on the HMRC tab there was a field Tax Reference - CIS. This has been replaced with the field Unique Taxpayer Reference (UTR). If you have the Subcontractors Tax Module registered then this field is mandatory. On Upgrade this will be extracted from the first 10 characters of the old Tax Reference - CIS.  
Also on the HMRC tab are the buttons for the subcontractor and sales tax rules, default nominals.

Companies in WinAccs and WinPay can be grouped together to form one company for tax reporting purposes. This is done on the Consolidation tab of Company Details.

**P45** A P45 is no longer produced for an employee with the tax code NI.

### **Employee Maintenance**

It is no longer permitted to have blank lines within the employee's address.

**Tables** The tables for NI, AMAPs, Statutory Payments and Attachment Orders 2007 - 2008 have been added.

**V-Rex** By selecting Help on the top tool bar followed by V-Rex - Help you can access help about the Beta V-Rex Report Generator.

