

## YEAR END E-FILING EXPORT

This document should be referred to when you are at step two in the April 2013 Payroll Year End Supplement and before updating your payroll into the new tax year.

The logo for Checkbook, featuring the word "Checkbook" in white text on an orange rectangular background. To the right of the text is a small orange square with a white horizontal line.

Checkbook will export all the necessary information to a file.

You must have purchased the Integrity E-filing software that will then complete the E-Filing process using this file and submit the information to HMRC.

This process is the same as in previous year.

### Checklist

Before attempting to run E-Filing export routine, you should ensure that you have the following:

- Downloaded Checkbook 2000 version 5.000
- Downloaded E-File, version 2.30
  - This is not part of Checkbook and must be purchased separately
- Payroll Year End Supplement April 2013 Booklet
- Interface for HMRC E-Filing Submissions Booklet
- Checkbook Registration details if you did not use E-filing last year

### Steps to be taken

Before attempting to run the E-Filing export routine you should ensure that each of the following steps have been completed:

- Registered for online filing with HMRC
- Received a User ID and Password from HMRC
- Completed all payroll entry for wages/salaries (including week 53 if necessary)
- Registered Checkbook for E-filing if you did not use E-filing last year
- **Made a backup of the system**
  - This will be essential if HMRC reject the E-Filing submission and you have to produce a new export file
- Read carefully the Payroll Year End Supplement April 2013 AND this booklet before beginning the year end

Note:

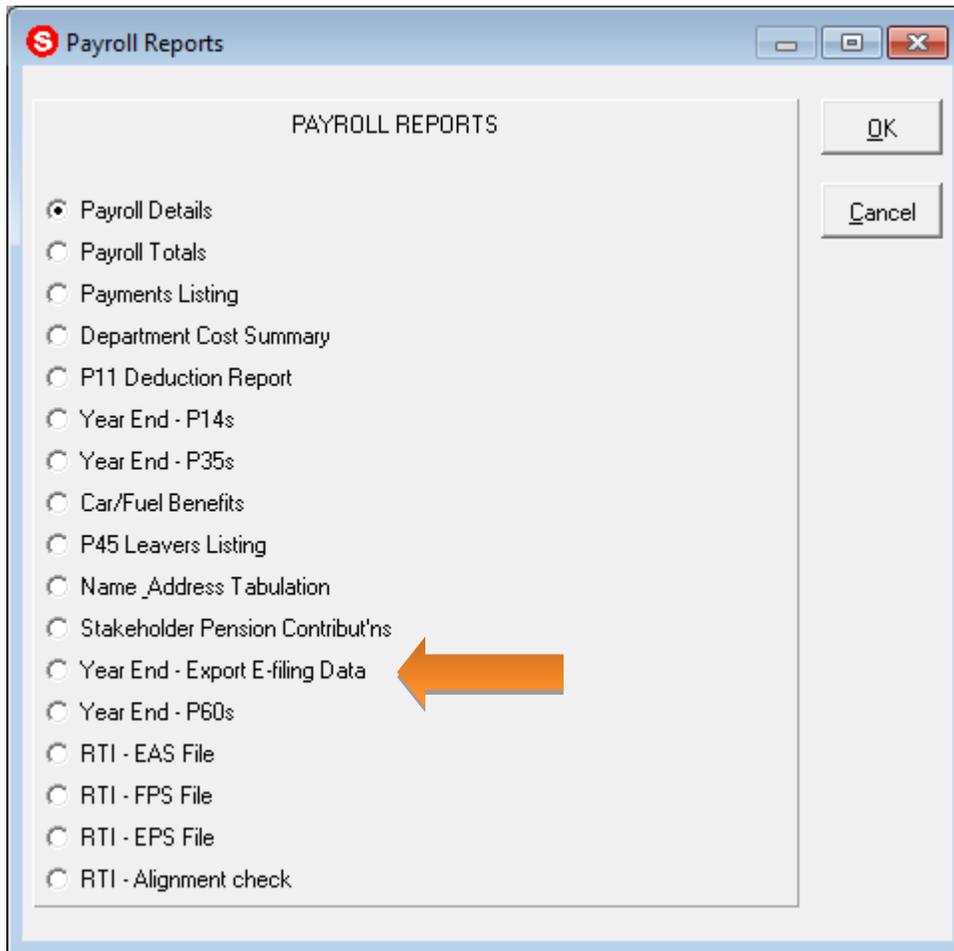
The rest of this booklet will provide details only for the E-Filing Export procedures. The submission of the E-File export is described in the "Year-end E-filing. Interface for HMRC E-Filing submissions" booklet. All other year end procedures are fully documented in Payroll Year End Supplement April 2013 Booklet, which should be used in conjunction with this booklet, in order to complete the Checkbook payroll year-end.

## Checkbook Registration for Year End E-filing

If you used the Checkbook E-Filing last year or you have previously been registered for the E-Filing module then, please ignore this section.

Before the “Year End – Export E-Filing” routine can be use, you need to register Checkbook so that these options become available for selection on the Checkbook menu. Please contact Integrity Customer Services Department on 01522 887200 in order to obtain your new registration details.

Once the registration is complete, a new option “Year End – Export E-filing Data” will appear at the bottom of the payroll reports menu:



The “Year End – Export E-filing Data”, exports the P14 and P35 information into an output file. This output file will then be used by the separate Integrity E-filing software to submit the end of year details to HMRC. Checkbook itself does not submit any information directly to HMRC.

## Types of Submission

The types of submission available in Checkbook are:

- Complete Submission
- P14 Part Submission
- P35 Part Submission

### Complete Submission for a Single Company

For a single company, the option should always be a 'Complete Submission'.

This option will provide the facility to submit all the company P14 records, and the P35 information as one complete submission.

This option will produce one export file to be submitted, prefixed with the company number.

### Complete Submissions for Multiple Companies

For a multi-company system, you must check the Tax Reference being used in each of the companies where a submission is to be completed.

Where the Tax Reference is DIFFERENT in each company, you must then opt for a 'Complete Submission' for each company.

This option will provide the facility to submit all the company P14 records, and the P35 information as one complete submission, for each company.

This option will produce one export file for each company processed, each to be submitted separately, and each one prefixed with the company number.

### Part Submissions for Multi-Company Systems

For a multi-company system, where the Tax Reference is THE SAME in each company, you must complete all the following:

- A P14 Part Submission for the first company
- A P14 Part Submission for any other company with the same Tax Reference

Followed by (*if* all the P14 Part Submissions have been successful):

- A P35 Part Submission which will provide the sum totals for ALL included companies

Each P14 Part Submission should be completed and submitted to HMRC, and only when all P14 Part Submissions have been completed should you go back to Checkbook to produce the P35 Part Submission Export File, which will also need to be submitted using the same procedures.

**If you do not have the same tax reference in more than one company then please follow the rest of this guide to submit a "complete submission" for each company.**

**If you do have the same tax reference in more than one company and are required to make separate P14 and P35 submissions, please telephone Support and log a call and they will talk your through rest of the submission process.**

## Year End – Export E-filing Data

Before attempting to run the “Year End - Export E-Filing Data” option, make sure that a backup has been taken and you have completely read all the documentation supplied by Integrity Software Systems.

This routine will export information for both those employees setup in wages and salaries. For this reason it is vital that you have completed the final pay period for both wages (including week 53 if necessary) and salaries but NOT period updated into period 1 of the new year.

If you have a multi-company system with separate tax references, then the whole of this procedure should be repeated for all other companies that are to use Payroll E-Filing.

If you have completed the steps above then you are now ready to Export your year end details.

To run this routine, select “Year End – Export E-filing Data” from the Payroll Reports menu. The routine will include all employees regardless of whether they are setup in wages or salaries. Because of this, the option can be selected from either the Wages Payroll Reports screen or the Salary Payroll Reports screen and should not be run separately for each.

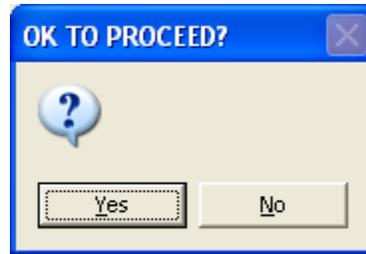
When this option is selected from the menu you will be presented with the following screen:

The information on this screen must be entered correctly. The only fields that may be left blank is the ECON number and the Cessation Date if they are not required.

- The Revenue User ID is the ID provided when you registered with HMRC
- The Revenue Password is the password chosen when you registered with HMRC
- Contact information should be for the person designated as the HMRC contact
- If you are unsure of your Sender Type, please contact HMRC
- Employers ECON Number is the Employer’s Contracted Out Number and should only be completed where NI category D, E, or L has been used. It must be entered in the correct format, or, it may be left blank if these NI categories have not been used.
- Type of submission would normally be Complete. Other options are P14 Part and P35 Part which are only required for part submissions. **If you are required to make separate P14 and P35 submissions then please telephone Support and log a call before you go any further.**

- The Cessation Date is only required if the company has ceased trading during the 2012/13 Tax Year

Once all the fields have been entered you will be presented with the following screen:



If a mistake was made entering the details then answer "No" which will allow you to change the details. If these details were entered correctly then select "Yes" to proceed to the Year End Declaration.

## Year End Declaration

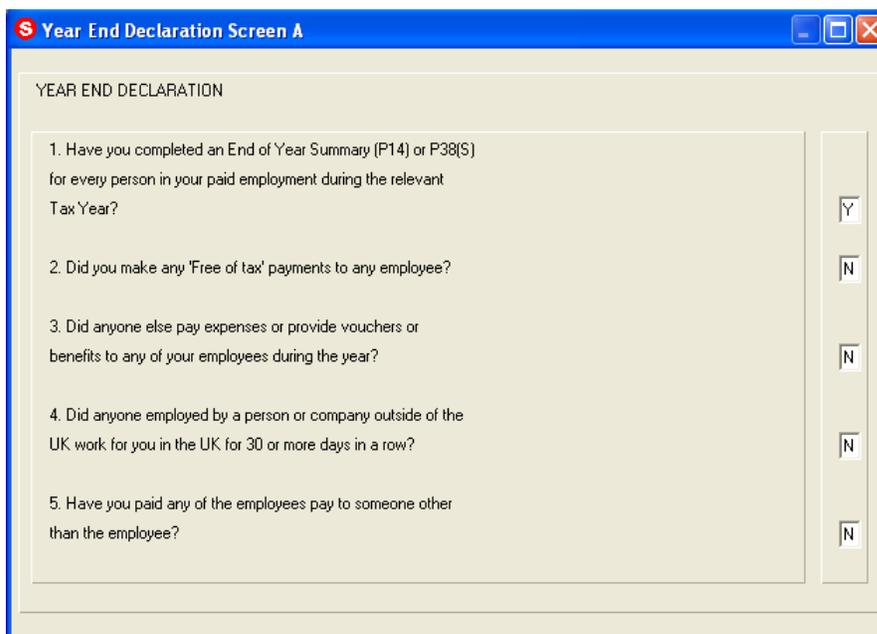
At this stage you will be asked a series of questions.

The answers to these questions will be copied to the Checkbook Export File for submission to HMRC.

You should therefore ensure that you know the answer to each of these questions BEFORE running the "Year End - Export E-Filing Data".

*See appendix 1 on page 10 where a list of your answers should be noted*

The first five questions are shown below:

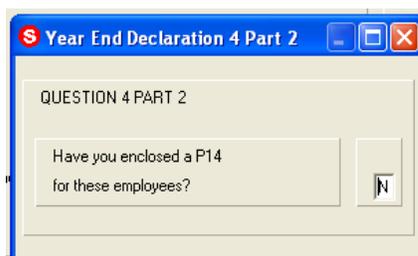


The screenshot shows a window titled "Year End Declaration Screen A". The main content area is titled "YEAR END DECLARATION" and contains five numbered questions. To the right of each question is a button for the answer: "Y" for "Yes" and "N" for "No".

1. Have you completed an End of Year Summary (P14) or P38(S) for every person in your paid employment during the relevant Tax Year?
2. Did you make any 'Free of tax' payments to any employee?
3. Did anyone else pay expenses or provide vouchers or benefits to any of your employees during the year?
4. Did anyone employed by a person or company outside of the UK work for you in the UK for 30 or more days in a row?
5. Have you paid any of the employees pay to someone other than the employee?

The questions should be answered with either "Y" or "N"

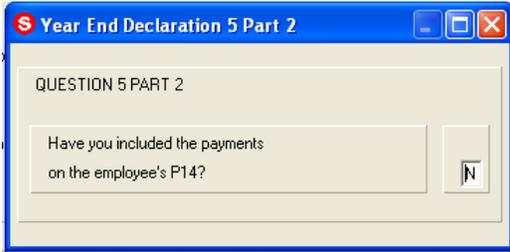
If you answer "Y" to question 4 then the following screen will appear which also needs answering:



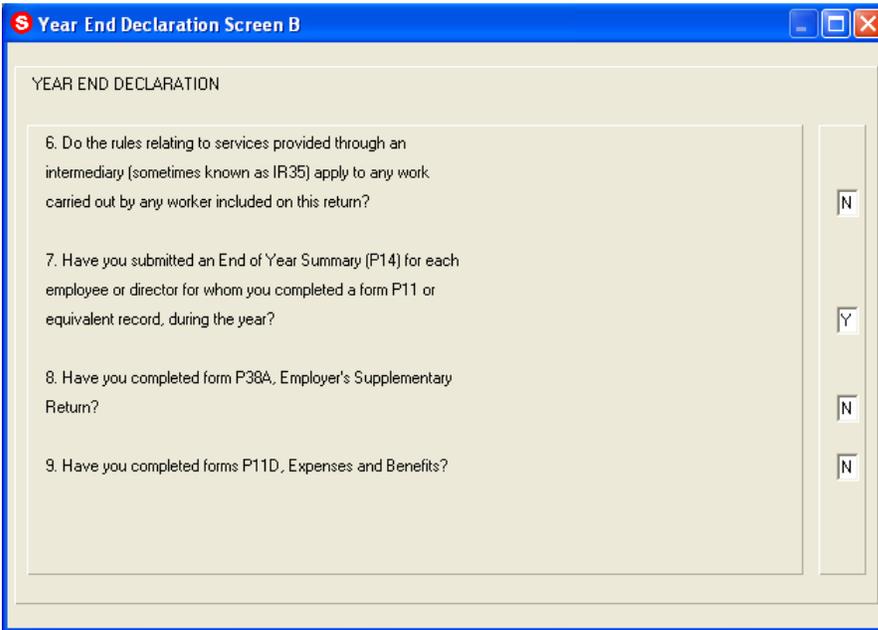
The screenshot shows a window titled "Year End Declaration 4 Part 2". The main content area is titled "QUESTION 4 PART 2" and contains a single question with a response button.

Have you enclosed a P14 for these employees?

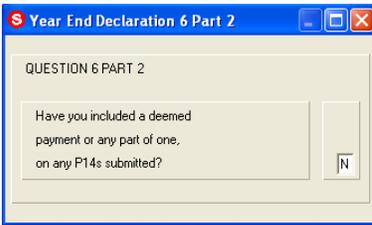
If you answer “Y” to question 5 then the following screen will appear which also needs answering:



Once all questions have been answered corrected then press <F2> which will take you to the final four questions which again need to be answered “Y” or “N”



If you answer “Y” to question 6 then the following screen will appear which also needs answering:



Once all questions have been answered correctly, press <F2> which will take you to the Year End P35 Figures screen.

## Year End P35 Figures

Once the Year End Declaration has been completed, you will be presented with the following screen:

Item	Value
Funding received from IR to pay SSP/SMP/SPP/SAP	0.00
Advance received from IR to refund Tax	0.00
Deductions made from Subcontractors	0.00
Funding received from IR to pay Tax Credits	0.00
NIC/Tax already paid	0.00
Incentive payment received	0.00
CIS deductions suffered	0.00

These are the remaining figures that are required for the E-filing submission but which are not held within the Checkbook Payroll itself.

Once any required figures have been entered correctly then press <F2> to start the file validation.

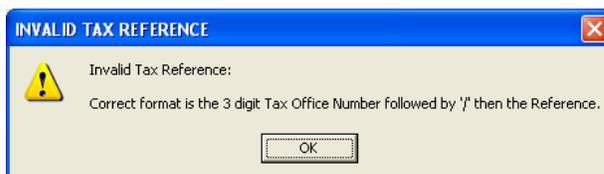
*See appendix 2 on page 10 where a list of your answers should be noted*

## File Validation

Once the P35 figures have been accepted, Checkbook will start to validate the payroll details and if the validation is successful it will produce E-filing output file.

If the file is invalid then it will display the first error that it finds. Accepting the error will return you back to the Payroll Reports menu. The problem found will need to be corrected and then you will need to select "Year End - Export E-Filing Data" and repeat the above steps.

Example of a validation error:



In the above example the Tax Reference has not been setup correctly. To correct this error, the reference found in *File Maintenance, PAYE/NI, PAYE details* needs entered in the correct format.

*See Appendix 3 on page 11 for a list of other possible validation errors*

Once all errors have been corrected and the file passes through the validation checks then a screen similar to the one below will be displayed:



At this stage the E-filing Export file has been successfully been produced by Checkbook and saved into your data directory. This is normally c:\Quest. If you are using Checkbook on a network, then the file will be in your data directory on your server.

If you have a multi-company system, you will need to repeat the above process for each company.

The file name is pre-fixed with the company number so that for multi-company systems, a separate file will be produced for each company.

Please make a note of the file name (i.e. 002\_irfile.asc) for all companies that you have used this Export option for.

This file will be used by the E-Filing software, in order to complete your year-end submission. The software used to complete this submission is a completely separate system and not part of Checkbook.

**You should now refer to the booklet titled “Year-End E-filing, Interface for HMRC E-Filing Submissions” in order to complete your year-end submission.**

It is highly recommended that you take a backup at this stage, in case of submission problems.

It is also recommended that wherever possible, the end of year submission is completed before period updating into the new tax year.

## Appendix 1 – Year End Declaration

Question	Detail	Answer
1	Have you completed an End of Year Summary (P14) or P38(S) for every person in your paid employment during the relevant tax year?	
2	Did you make any 'Free of Tax' payments to any employee?	
3	Did anyone else pay expenses or provide vouchers or benefits to any of your employees during the year?	
4	Did anyone employed by a person or company outside of the UK work for you in the UK for 30 or more days in a row?	
4/part2	If Q4 answer is Yes: Have you enclosed a P14 for these employees?	
5	Have you paid any of the employees pay to someone other than the employee?	
5/part2	If Q5 answer is Yes: Have you included the payments on the employee's P14?	
6	Do the rules relating to services provided through an intermediary (sometimes known as IR35) apply to any work carried out by any worker included in this return?	
6/part2	If Q6 answer is Yes: Have you included a deemed payment or any part of one, on any P14s submitted?	
7	Have you submitted an End of Year Summary (P14) for each employee or director for whom you completed a form P11 or equivalent record during the year?	
8	Have you completed form P38A, Employee's Supplementary Return?	
9	Have you completed forms P11D, Expenses and Benefits?	

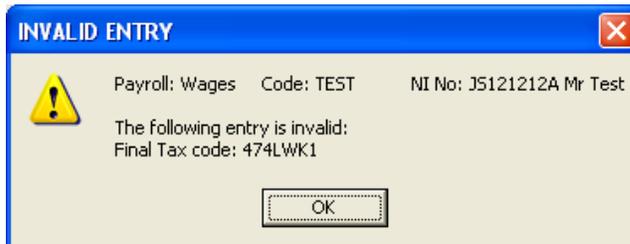
## Appendix 2 – Year End P35 Figure

Detail required	Value to be entered
SSP/SMP/SAP/SPP Funding	£
Tax Advance from Inland Revenue	£
Tax Credit Funding Received	£
Total already paid	£
Deductions made from Subcontractors	£
CIS Deductions Suffered.	£
Incentive Payment Received.	£

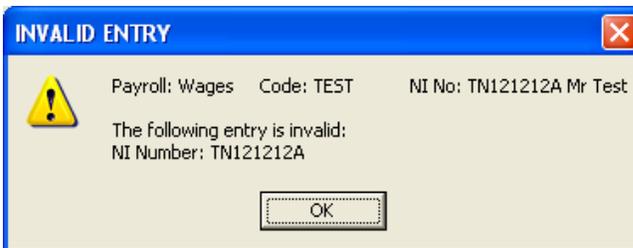
## Appendix 3 – List of possible file validation errors

This is a list of some of the possible errors that may be displayed when trying to export invalid payroll data into the E-file output file.

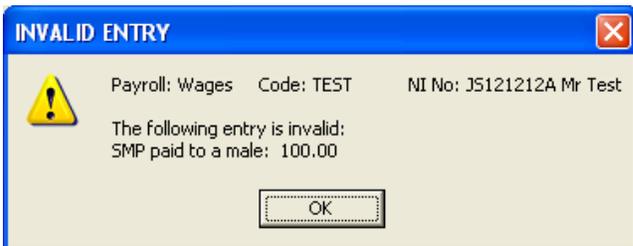
Note: This list is not exhaustive.



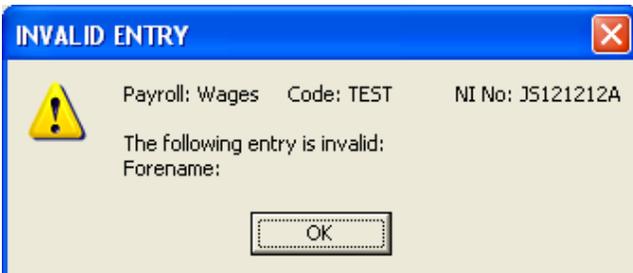
Every employee will need to have a valid tax code setup on the Employee Record in file maintenance. In this example, the tax code should be changed to 474LW1.



Temporary NI codes were not allowed for 2004/05 submissions and onwards and should be changed to a blank (spaces) on the Employee Record. The NI code will also need to have a valid prefix and a valid last character.



This message might appear if the gender on the Employee Record is wrong and can just be changed. If the employee is Male and has been paid SMP by mistake then please contact the Support Department.



Every Employee will require a Forename and Surname to be entered of the Employee Record making sure that there is not a space at the beginning of the name.



Employers ECON Number is the Employer's Contracted Out Number and is required if NI category D, E, or L has been used.