



**Interface for HM Revenue &
Customs E-Filing Submissions
(for Evolution Payroll)**

Year End 2013

IMPORTANT DOCUMENT

**PLEASE READ CAREFULLY BEFORE USING ANY NEW SOFTWARE OR ATTEMPTING TO RUN YOUR E-FILING
SUBMISSION**

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1. YEAR END E-FILING

Interface for HM Revenue & Customs E-Filing Submissions

The 2013 Integrity E-Filing Interface Software version 2.30 will take the data exported from your Evolution Payroll and submit the End of Year (EOY) Returns to HM Revenue & Customs using the Revenue On-line Electronic Filing System.

This is the last year that an EOY needs to be submitted to HM Revenue & Customs. From 2013-2014 tax year RTI submissions should be done after each payroll is run. RTI submissions will not use Integrity E-Filing.

Integrity E-Filing will still be used to submit CIS monthly returns electronically throughout the year.

This Payroll P14/P35 export file should have already been generated in Evolution before you attempt the submission to HM Revenue & Customs.

You must have registered for online PAYE with HM Revenue & Customs in order for them to process and accept your E-Filing Submission(s).

Checklist

Before attempting the E-Filing submission you should ensure the following has been done:

- Copied your data to the play system after all the final week/month procedures have been done
- **Made a backup of the system**
 - This will be required if HM Revenue & Customs reject the E-Filing Submission and you need to produce a new export file
- Printed the Employee P60 forms using Evolution Payroll
- Produced the E-Filing export file in Evolution Payroll
 - This will be located in C:\Evolution\E-Filing
 - See separate Evolution Booklet 'Evolution 2013 Year End E-Filing' document for details
- Installation of the Integrity E-Filing Interface Software version 2.30
- Run the EOY Submission
- If any problems are identified by HM Revenue & Customs - correct these in Evolution and produce a new export file and send a new EOY Submission

Types of Submission

During the E-Filing procedures in Evolution you will have been asked to choose one of the following Submission Types:

- 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 HM Revenue & Customs as described in this fact-sheet, and only when all P14 Part Submissions have been completed should you go back to Evolution to produce the P35 Part Submission Export File that will then also need to be submitted using the same procedures.

This option will produce one export file for each company P14 Part Submission processed, each to be submitted separately, and each one prefixed with the company number.

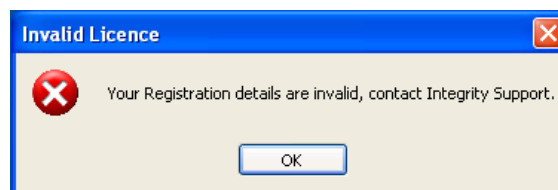
The option will then additionally produce an export file for the P35 Part Submission, prefixed with the company number of the company being used when the file is produced.

2. INSTALLATION

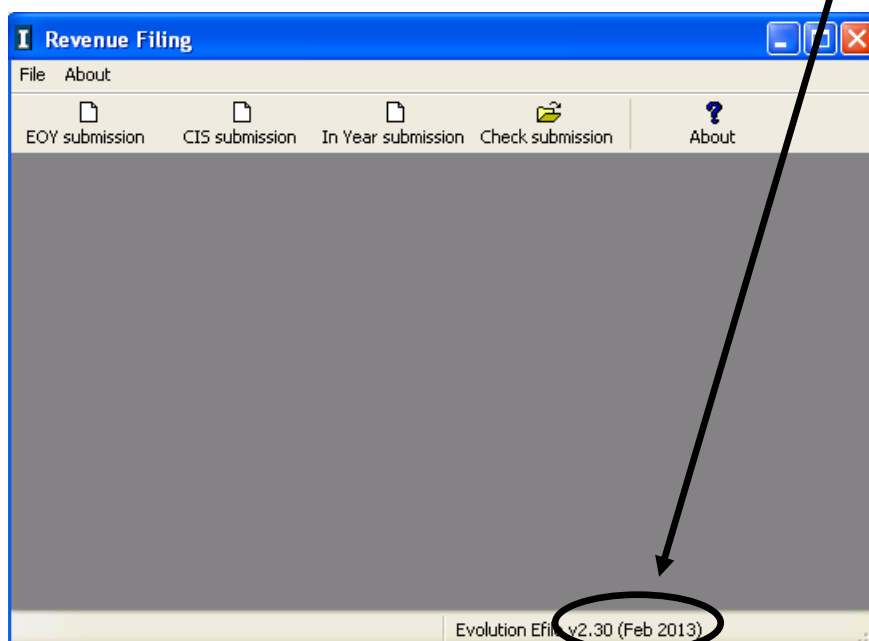
1. If you haven't already done so, download and install E-File version 2.30 from [this link](#)
2. Once the installation procedure is complete, the screen will close and return you to your Windows desktop screen. To open the E-File program, double-click on the following icon:



If you have not previously used Integrity E-File on this PC or the registration details have expired the following screen will appear and you will need to contact Integrity Customer Services Department on 01522 887200 in order to obtain your Licence Activation Key.



3. If the screen above doesn't appear then your registration details are still valid and the E-File program will open as normal. Please check that the version number in the bottom right corner reads v2.30 (Feb 2013) before you attempt to submit your end of year return for April 2013:



All of the documentation regarding the Payroll Year End process and submissions can be found at [this link](#)

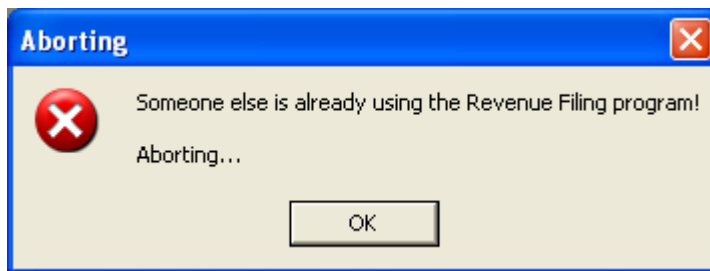
3. SUBMISSION TO HM REVENUE & CUSTOMS

Submitting your EOY Payroll return to HMRC

Once you have successfully registered your E-Filing System, click on the desktop Icon - 'Integrity E-Filing' on the desktop.

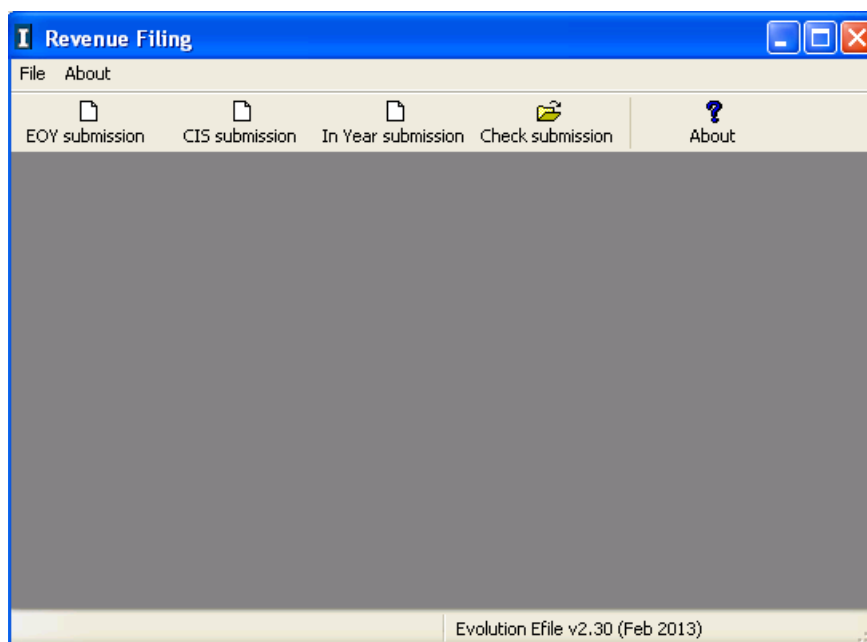
Note:

- You may only run one session of E-Filing at any one time
- If you attempt to run a second session the following will be displayed:



- Click on 'OK' to exit this second attempted session

After clicking on the 'Integrity E-Filing' Icon on the desktop, the following screen will be displayed:

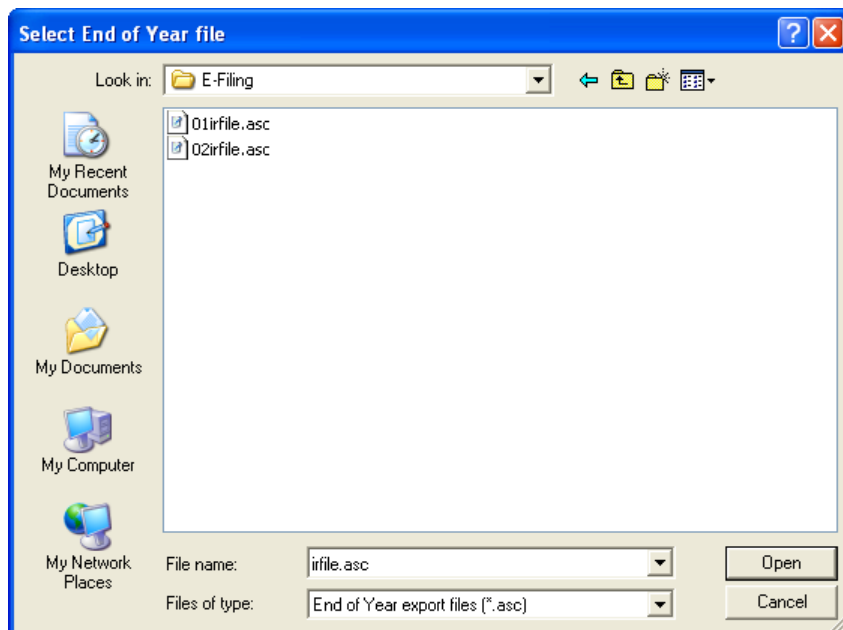


Ensure that the Version Information here shows 'Evolution Efile v2.30 (Feb 2013)'.

Click on the 'EOY Submission' Icon.

Navigate to the folder containing the Export File - C:\Evolution\E-Filing

Having navigated to the folder containing the Export File - C:\Evolution\E-Filing:



Select the required file that was exported from Evolution e.g. - 01irfile.asc

Notes:

- The file is pre-fixed with the company number
- For multi-company systems there may be a separate file for each company
- For multi-company systems each separate company must fully complete all submission steps before the next company is processed
- For multi-company systems where the Tax Reference is the same in each company, a P14 Part Submission must be submitted and accepted for each company, and only then should the P35 Part Submission be made

See the notes on Complete and Part Submission above and later in section 4.

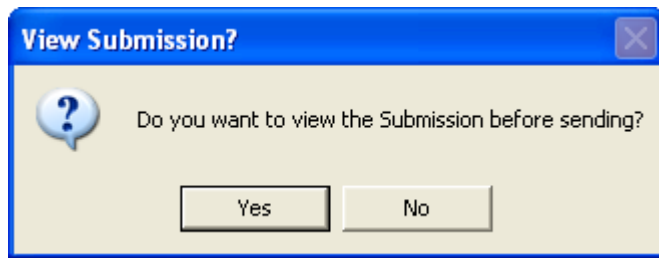
Having navigated to the 'E-Filing' folder, and selected the file generated by Evolution, the file selected will be opened and validated by the E-Filing routine.

If the file is invalid for whatever reason this will be highlighted and you will need to correct this as part of the Evolution payroll year end routine before the submission is tried again.

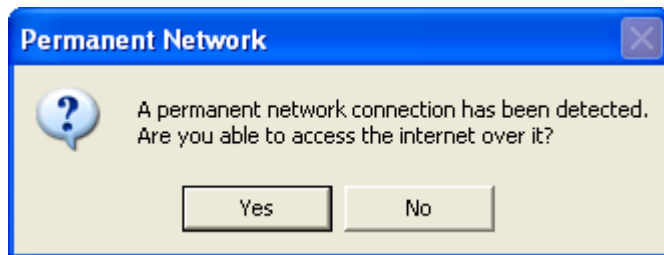
See Appendix 2 for a list of possible validation errors

The P60 forms need only be re-printed for those employees that have been corrected (i.e. changed). However, all P60 forms may be selected and re-printed if you want to re-check details.

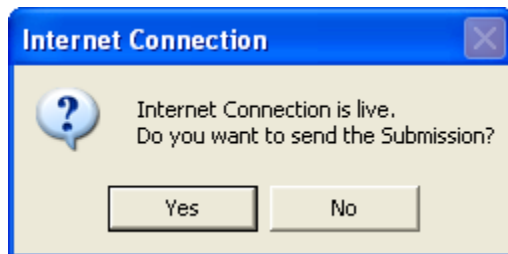
The following screens will appear which should be answered accordingly:



[No]



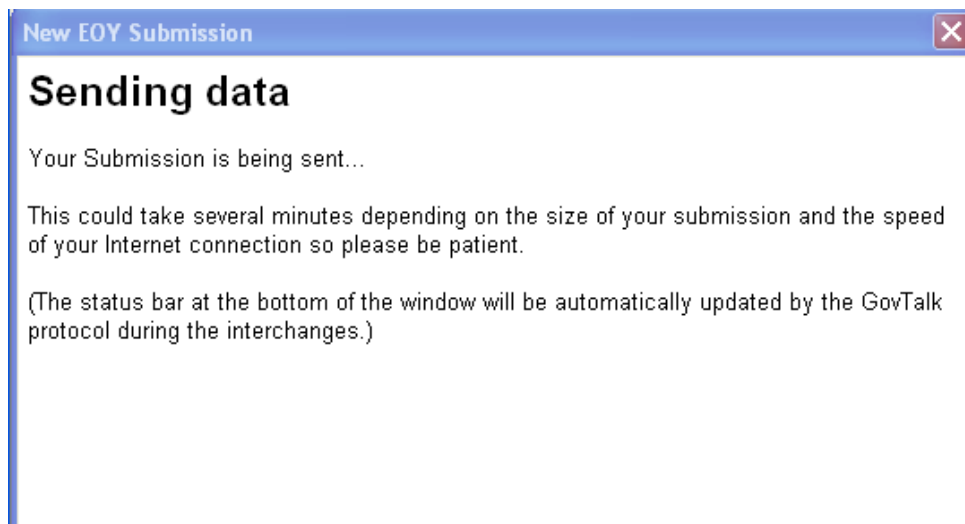
[Yes]



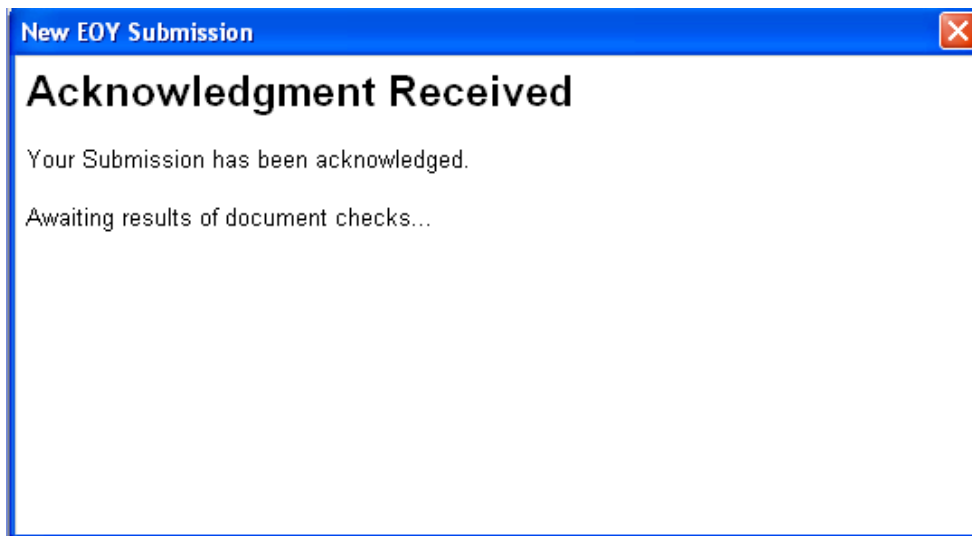
[Yes]

The submission will then start and the message on screen will change based on the responses received from the HMRC Gateway.

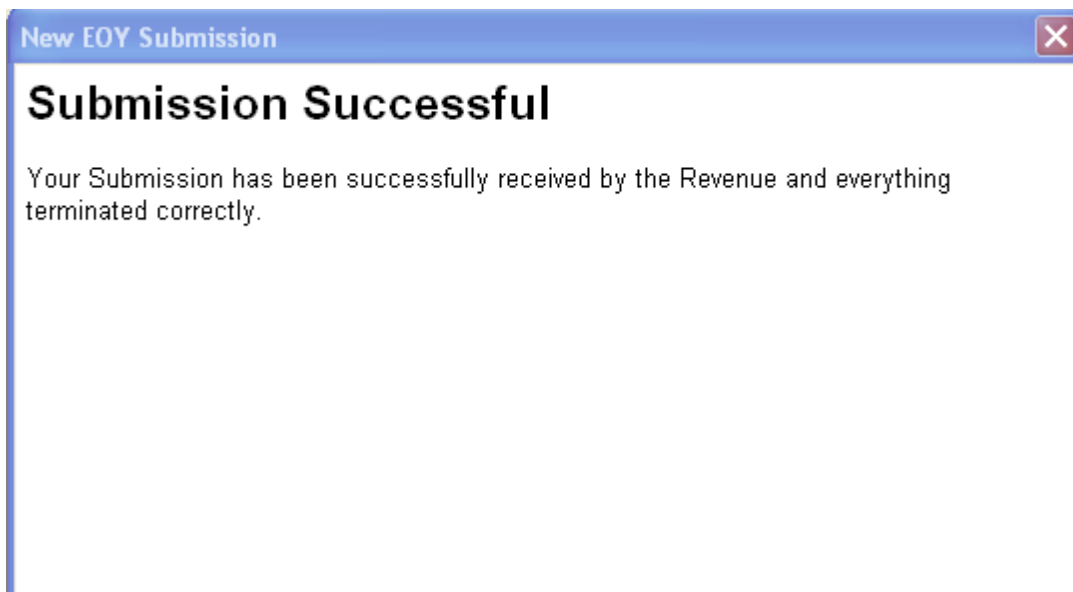
The first message received should show similar to that below (this may only shown for a brief period so may not be noticed):



If you have entered the correct HMRC ID and Password then you should receive the message below. If you entered the incorrect details then your submission won't be acknowledged and you'll receive an "Authentication Failure" message, similar to the one shown in Appendix 3:



The submission will then be validated and if all checks are passed then you will receive a successful message similar to that below (if you are submitting a Part submission then the wording on the successful message may be slightly different):



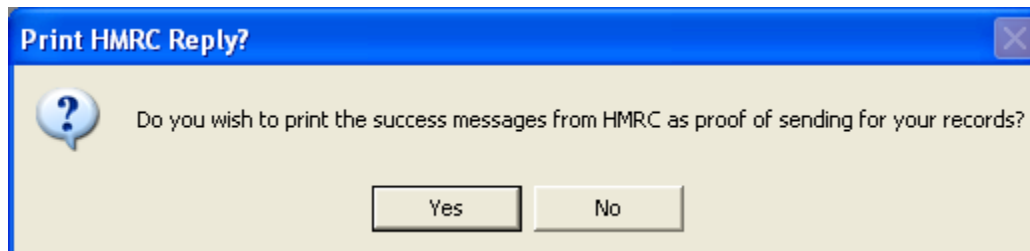
However, if for any reason the submission does fail, you must then correct the problem that HM Revenue & Customs identify, and produce a new E-Filing export file from Evolution. This new export file should then be put through the EOY Submission stage again.

If you receive a "Timed – Out" message (example shown in Appendix 1) then the HMRC Gateway is probably busy and not been able to process your submission. We would advise use the Check Submission routine to re-send the submission later on in the day. (Please see page 11 for Check Submission)

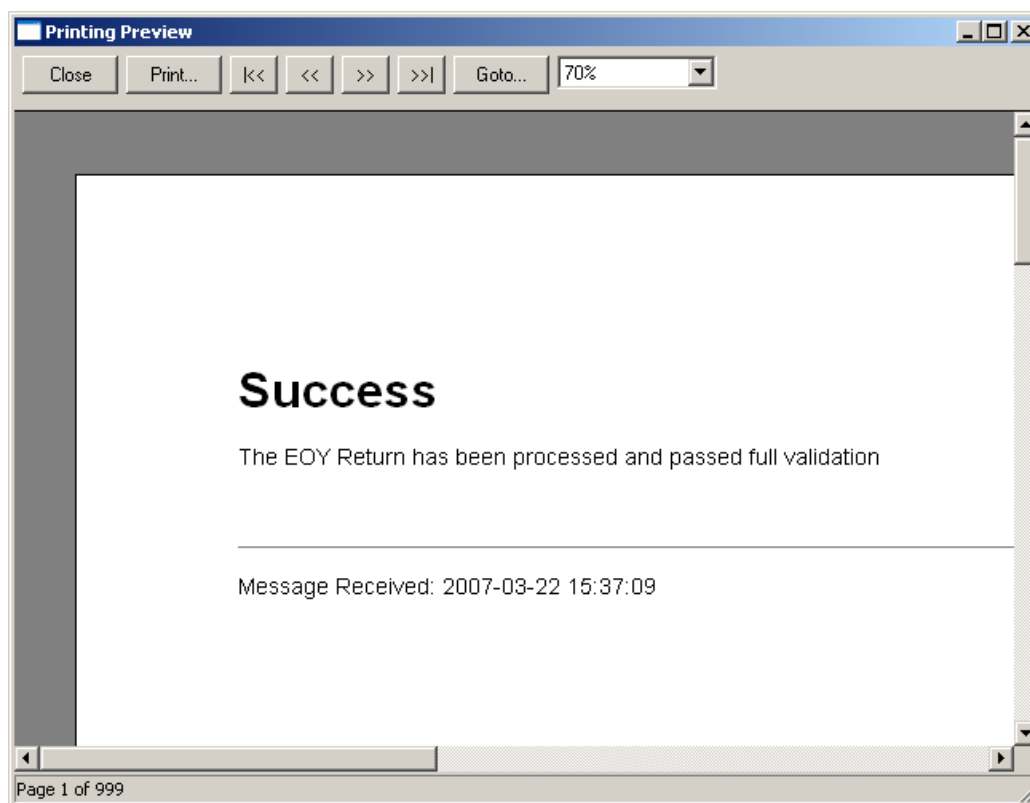
For multi-company systems, only when one company has passed submissions should another company submission be attempted, be it another Complete Submission, or a Part Submission – See section 4 'Multi-Company Submissions'.

Year-End E-Filing – Printing the Successful Submission Report

The following option will be displayed, allowing the printing of a report to confirm the successful submission:



You should select the 'Yes' option in order to print a copy of the successful submission report for the company records. This will be displayed on screen as follows:



The 'Print' option should be selected here in order to print the report.

Upon exiting the report you will be returned to the E-Filing Interface Screen from where the Interface options may be exited [File – Exit].

E-Filing – Check Submission

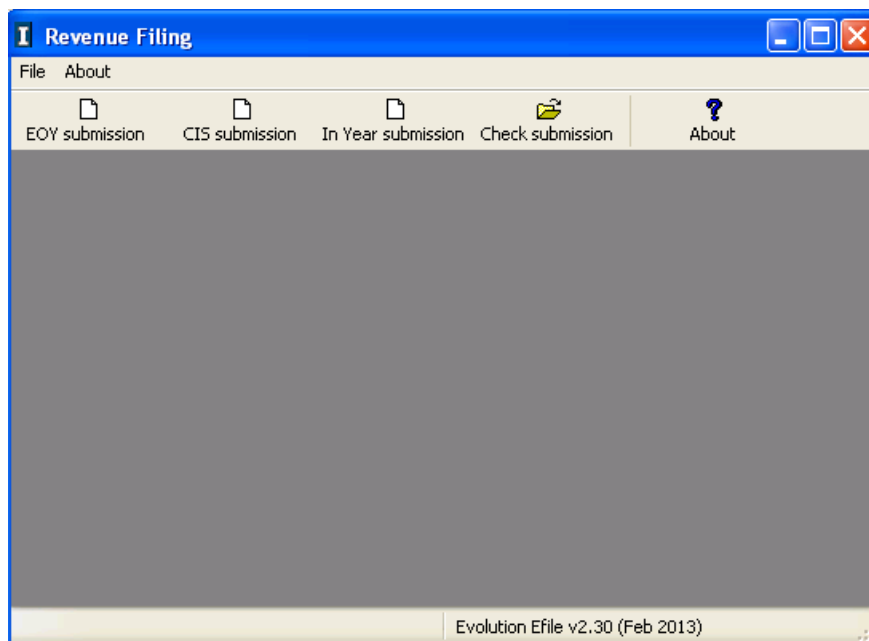
This option exists in E-Filing to allow you to check the status of a submission, in the event of unforeseen circumstances during the submission stage.

Some examples of problems that may be encountered include:

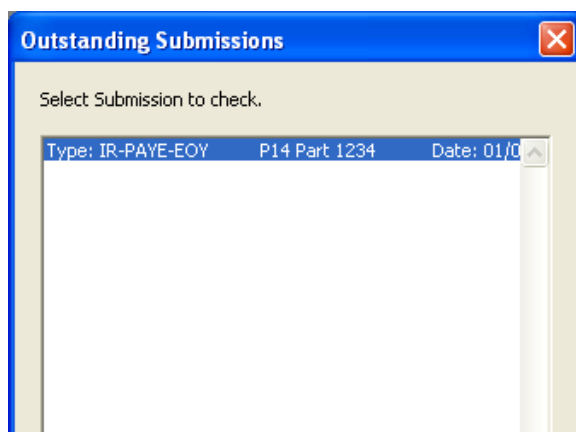
- Loss of internet connection during submission
- Timeout problems during submission
- Power failure

In the event of such a problem during submission, once the problem is resolved, you should check the submission.

Launch Integrity E-Filing:



Click on 'Check submission' and the following window will be displayed indicating any submissions that have not been correctly completed, and which therefore need to be checked:

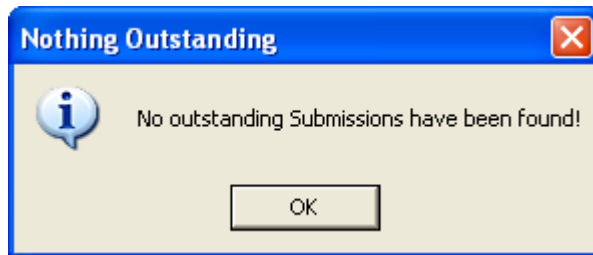


Please note: If you have more than one file listed, the files will be re-checked in the order listed.

With the failed submission entry highlighted, click on 'OK'.

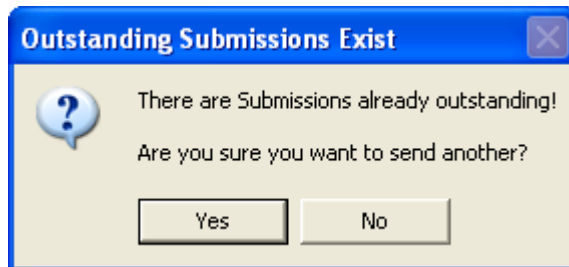
A further submission will automatically be attempted for this file.

If there are no outstanding submissions to be checked, you will be informed of this when you click on 'Check submission' as shown below:



Here our previous submission was successful with none of the issues noted above and thus, the 'Check submission' advises us accordingly.

If you attempt an EOY Submission and there are outstanding submissions, which have not been checked/completed, you will also be advised of this, when clicking on 'EOY Submission' as shown below:



You may either:

- Select the 'No' option and check the outstanding submission before attempting the new one
- Or, select the 'Yes' option to submit a new EOY Submission, ignoring the previous failed attempt

4. E-FILING – MULTI-COMPANY SUBMISSIONS

MULIPLE COMPANIES EACH WITH A DIFFERENT TAX REFERENCE

For Multiple Companies where each company has a different Tax Reference, you should complete one Evolution Payroll Year-End E-Filing Complete Submission for each company, in order to produce the Export files '01irfile.asc', '02irfile.asc', '03irfiles.asc', etc.

'nnirfile.asc' - nn denotes the Company Number

Each Export File should be submitted separately to HM Revenue & Customs, as detailed above.

Only when one company has submitted successfully should the next company be attempted.

MULIPLE COMPANIES EACH WITH THE SAME TAX REFERENCE

For Multiple Companies where each company has the same Tax Reference, you should submit your End of Year Returns using the Part Submission Facility.

This will entail completing one Evolution Payroll Year-End E-Filing P14 Part Submission for each company, followed by a P35 Part Submission which will include totals for ALL companies that share the same Tax Reference.

Again the Export files will be named '01irfile.asc', '02irfile.asc', '03irfiles.asc', etc.

'nnirfile.asc' - nn denotes the Company Number

Each P14 Export File must be submitted separately to HM Revenue & Customs, as detailed above.

Only when all P14 Part Submissions for all companies with the same Tax Reference have been submitted successfully should the P35 Part Submission then be attempted.

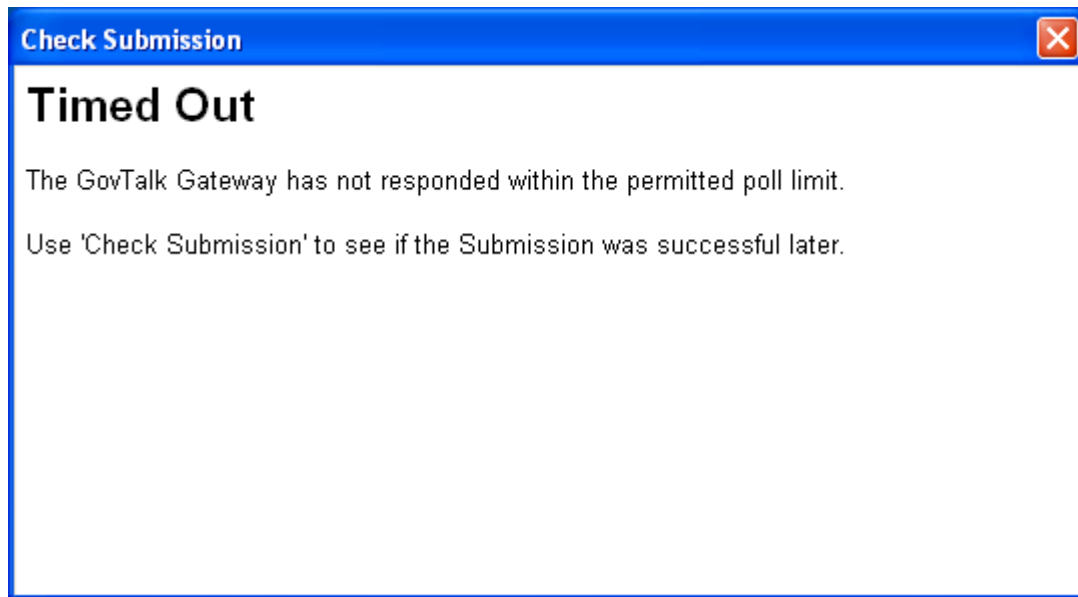
5. E-FILING – SINGLE COMPANY SUBMISSIONS

For a Single Company System you should complete one Evolution Payroll Year-End E-Filing Complete Submission to produce the Export file '01irfile.asc', or similar.

This should then be submitted as a EOY Submission as detailed above.

APPENDIX 1

Timed Out messages from HM Revenue & Customs



The message may be received if HM Revenue & Customs could not, for whatever reason, complete the checks on the file you have submitted.

This does not necessarily mean that the file has failed submission, and 'Check Submission' should be used at a later time to continue the submission of this file.

See the previous section – 'E-Filing – Check Submission'.

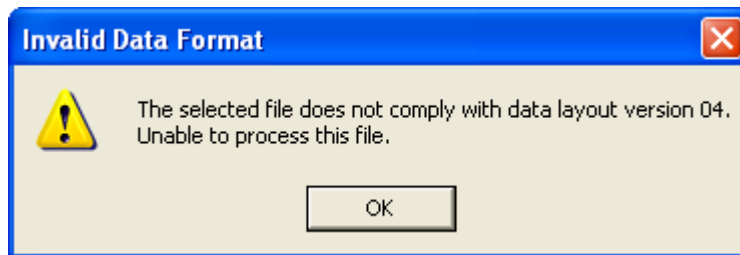
APPENDIX 2

List of possible file validation errors

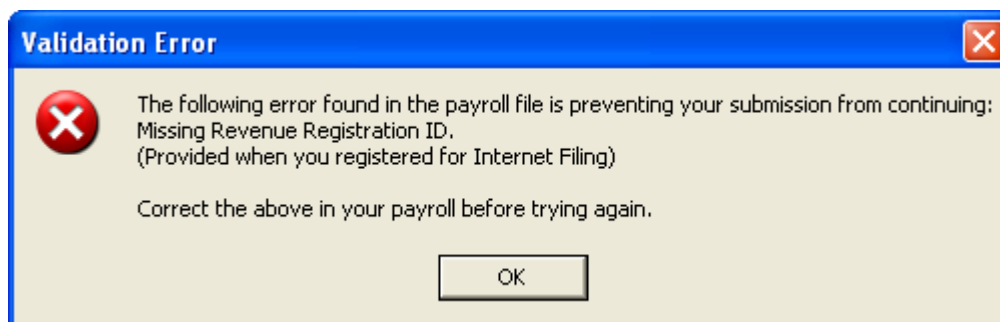
This is a list of some of the possible errors that may be returned by the software, indicating that the submission file is invalid...

Note: This list is not exhaustive.

Example from an invalid file:



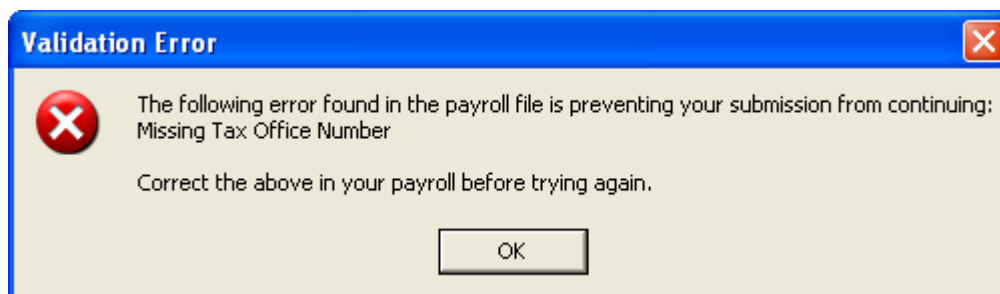
For the above message, please ensure that you have loaded Evolution version 7.1.1 before you have created the E-Filing export file.



For this particular message, the file would have failed the validation because the ID number supplied by HM Revenue & Customs was not entered for the E-Filing export file was generated from Evolution.

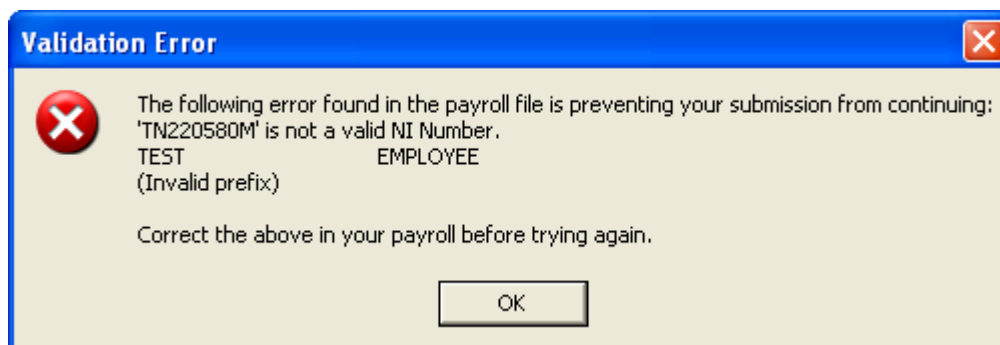
If this were the case then you would need to re-process the Evolution Year-End option following the steps previously taken, using the separate Evolution E-Filing booklet, and ensuring that this time the valid ID number was correctly entered. Then, when a new export file was produced you would need to attempt a new EOY Submission, and the new file would be validated as before.

Other examples include:



Appendix 2 – List of possible file validation errors – continued

Problems with employee details:



The Evolution Year-end P14 E-Filing option has many validation checks for NI details in order that the you do not experience problems during the submission stage. These checks include the format of the NINO, and validation of the end character, but, the NINO is not checked against the full list of valid NINO prefixes in Evolution as the list is extensive, and, may be changed on a yearly basis.

The NINO will however be checked in the Integrity E-Filing Interface software, and, an invalid NINO prefix will be highlighted and fail validation thus preventing the file being rejected by HM Revenue & Customs during submission stages.

Temporary NI Codes have not been allowed for 2004/2005 submissions onwards, and a valid NI number should have been provided by HM Revenue & Customs. If not, the NI number should be changed to a blank entry (spaces) in the Employee Record.

For further information about what NI codes are valid, please refer to HM Revenue & Customs documentation.

Notes:

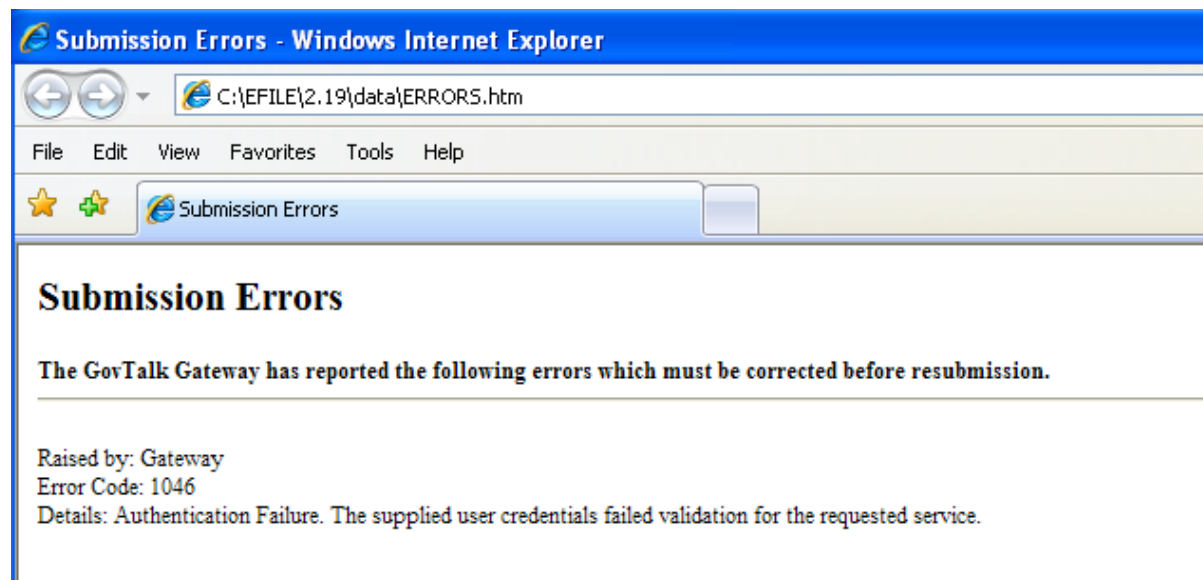
The Integrity E-Filing Interface performs many more validation checks which are not included here, and any potential problem will be highlighted with a 'Validation Error' in the format shown in these examples.

The message given in the 'Validation Error' should be self explanatory and in sufficient detail to allow you to correct the problem.

APPENDIX 3

Authentication Failure message.

The following screen shows an example of an “Authentication Failure” message:



This message is received if your details entered when creating the E-filing export don't match the details that HM Revenue & Customs have for yourselves.

The details checked at this stage are:

- HMRC ID
- HMRC Password
- Tax Office Number & Tax Office Reference
- If this company is registered to perform online PAYE submissions

Since neither Evolution nor the E-Filing Interface Software knows the ID or Password information supplied to the company by HM Revenue & Customs, the export file may have passed validation in both Evolution and the Interface Software, but be rejected by HM Revenue & Customs because they do not recognise the information you have supplied to identify your submission.

You should re-process the Evolution year end option following the steps previously taken, using the separate booklet, ensuring that this time all user credentials are checked and correctly entered.

When a new export file is then produced you should attempt a new EOY Submission, and the new file will be validated as before.

*If you require any assistance with any of these procedures after reading the document, please telephone our **Customer Services Hotline** on 01522-887200, or fax the details to us on 01522-887201 or email lincolncall@integrity-support.co.uk*