

YEAR-END E-FILING INTERFACE FOR HMRC E-FILING SUBMISSIONS

The logo for Checkbook, featuring the word "Checkbook" in white text on an orange rectangular background. To the right of the text is a white graphic element consisting of a vertical line and a horizontal line forming a partial frame.

This document should be referred to when have already produced a successful E-filing Export file using the “Year End E-Filing Export” document.

Integrity E-File is a separate stand alone system which will take the data exported to a file from your Checkbook 2000 Payroll System, and complete the end of year submission to HM Revenue & Customs (HMRC).

You must have registered for E-Filing with HMRC and have an active Internet connection in order for them to accept your E-Filing submission.

Checklist

Before attempting the E-Filing submission ensure that you have done ALL the following:

- **Made a backup of the system**
 - This will be essential if HMRC reject the E-Filing Submission and you have to reproduce a new export file
- Read carefully the following Integrity Software Systems documentation:
 - Payroll Year End Supplement April 2013 booklet
 - Year End E-Filing Export booklet
 - AND this booklet regarding E-Filing Submission
- Produced the Employee P60 forms using Checkbook Payroll
- Produced the E-Filing Export Files using Checkbook Payroll
 - This will be located in your data directory, normally C:\Quest
 - See separate booklet “Year End E-Filing Export”
- Installation of Integrity E-File 2.30

If any problems are identified by HM Revenue & Customs - correct these in Checkbook and produce a new export file and send a new EOY Submission

Installation of the E-Filing Interface Software version 2.30

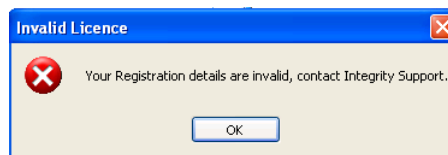
Download and install E-File version 2.30 via the email you have been sent and also at the following link:

[Click here to visit the download page.](#)

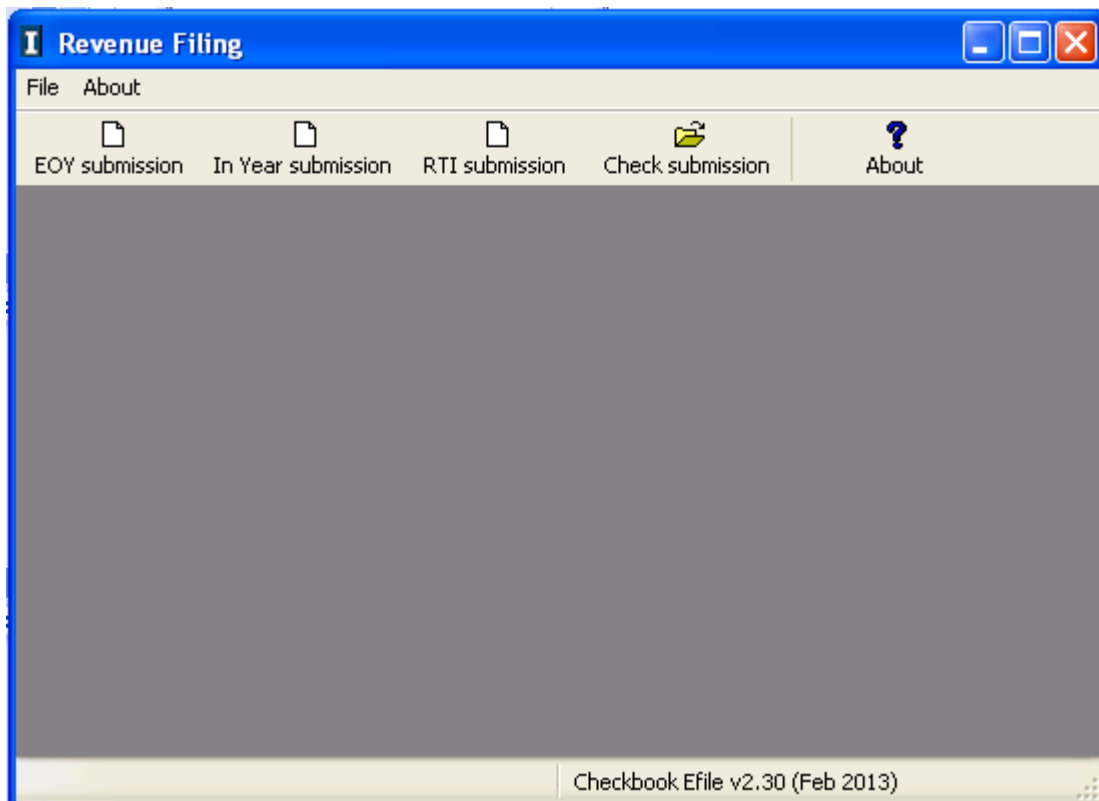
Once the installation procedure is complete, the screen will close and return you to your Windows screen. To open the E-File program, double-click on the following icon:



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.



If the above screen 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 continue.

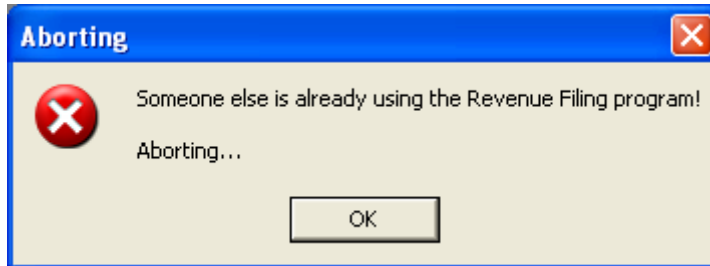


E-Filing - File Validation

Once you have successfully registered your E-Filing System, if necessary, click on the “Integrity E-Filing” icon on the desktop.

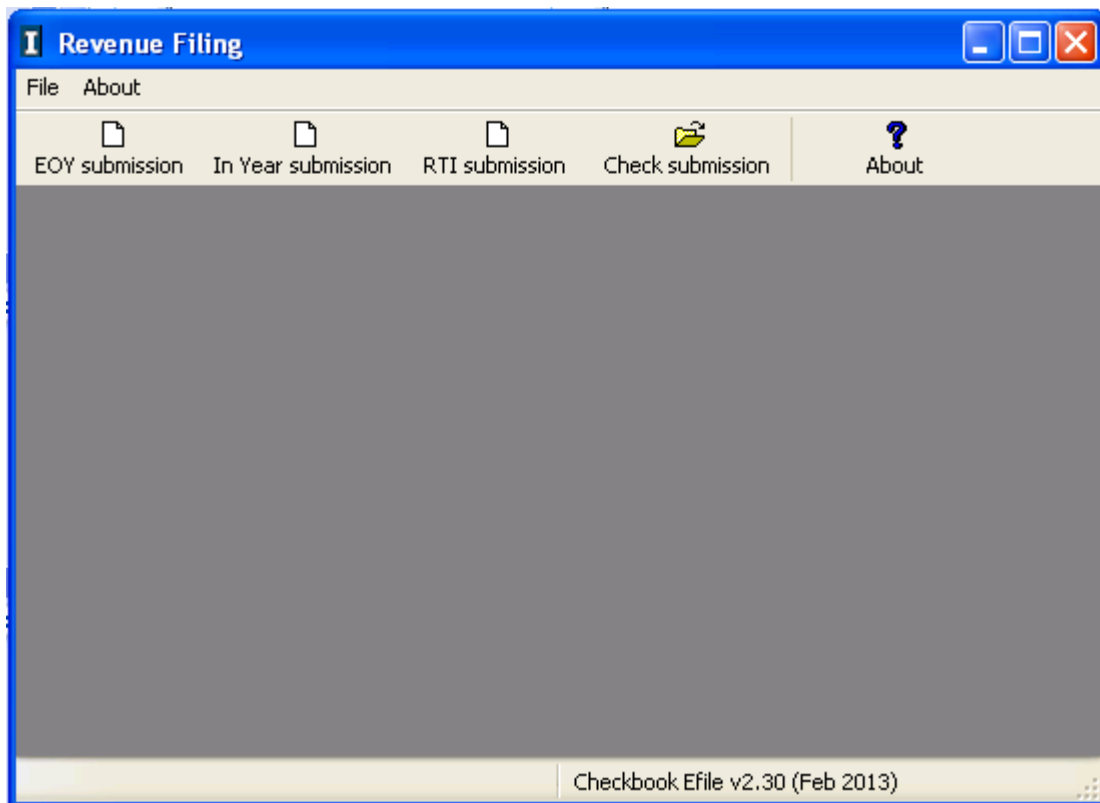
Note:

- 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:

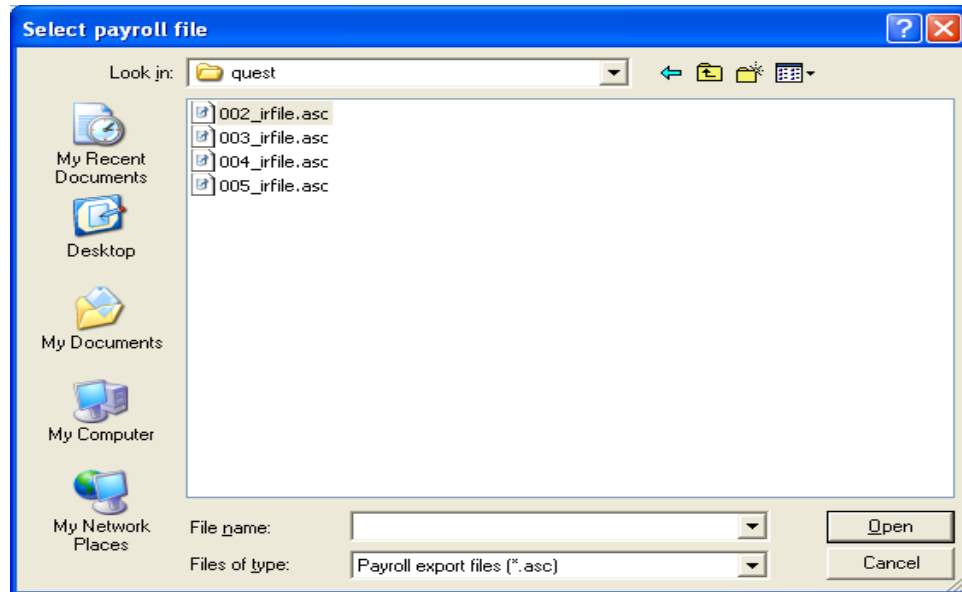


Run the End Of Year Submission

Click on the “EOY submission” Icon.

Navigate to the folder containing the Export File. The Export File will be located into your Checkbook data directory. This is normally C:\Quest which is the example as shown below. If you are using Checkbook on a network then the Export File will be in the data directory on your server.

Having navigated to the folder containing the Export File e.g. C:\Quest



Select the file exported from Checkbook for your relevant company.

Note:

- The file is pre-fixed with the company number
- For multi-company systems there should be a separate file for each company
- The full file name including the company number will have been displayed when the export file from Checkbook was created
- For multi-company systems each separate company must fully complete all submission steps before the next company is processed

Once the file is opened, it will be validated...

If the file is invalid

You will need to correct any problem(s) identified.

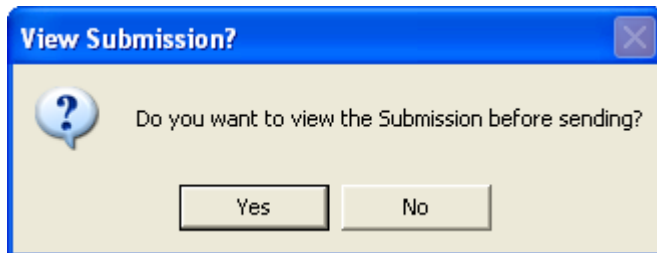
You should re-process the Checkbook “Year End – Export E-filing Data” option following the steps previously taken (see the “Year End E-Filing Export” booklet), ensuring that the cause of the “invalid” message is corrected.

This will reproduce a new export file.

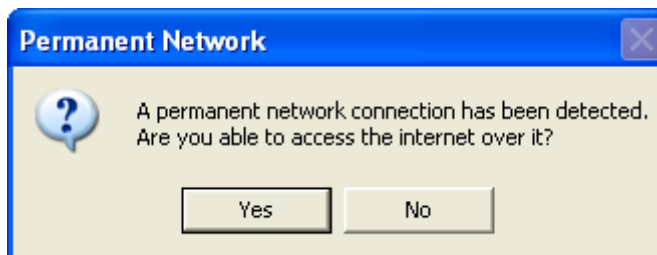
You will then need to re-select “EOY submission” with the new file produced by Checkbook, in order to ensure that there is nothing else that is invalid.

See Appendix 2 for a list of possible validation errors

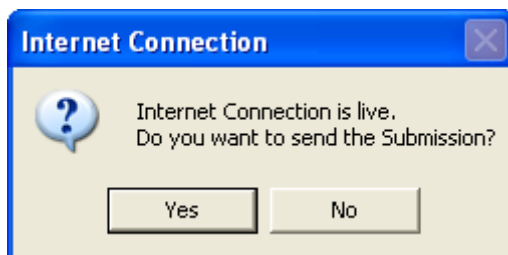
If the file is valid them you should follow the screens below:



[No]



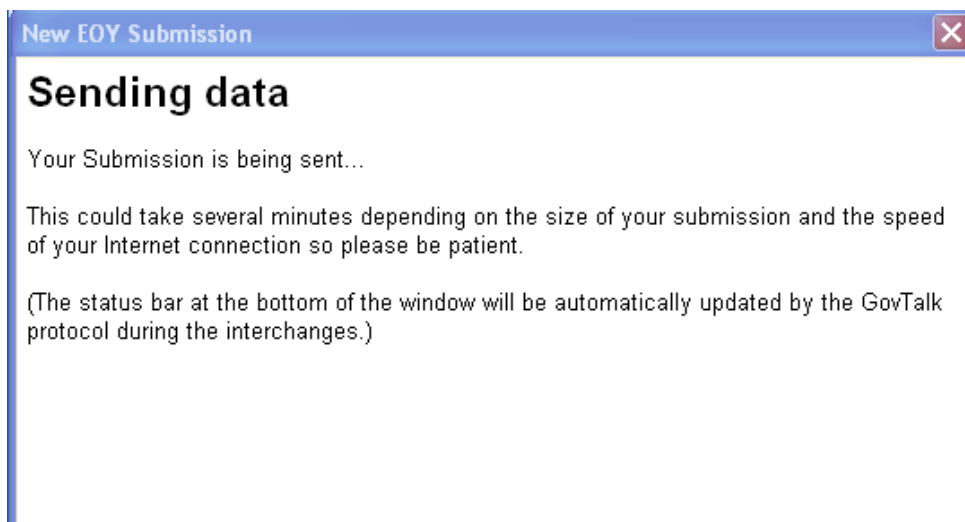
[Yes]



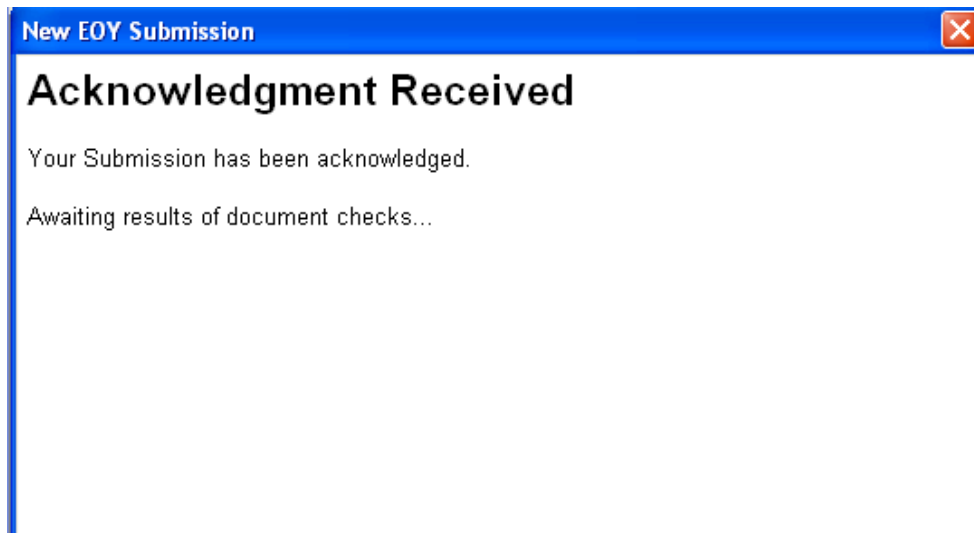
[Yes]

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

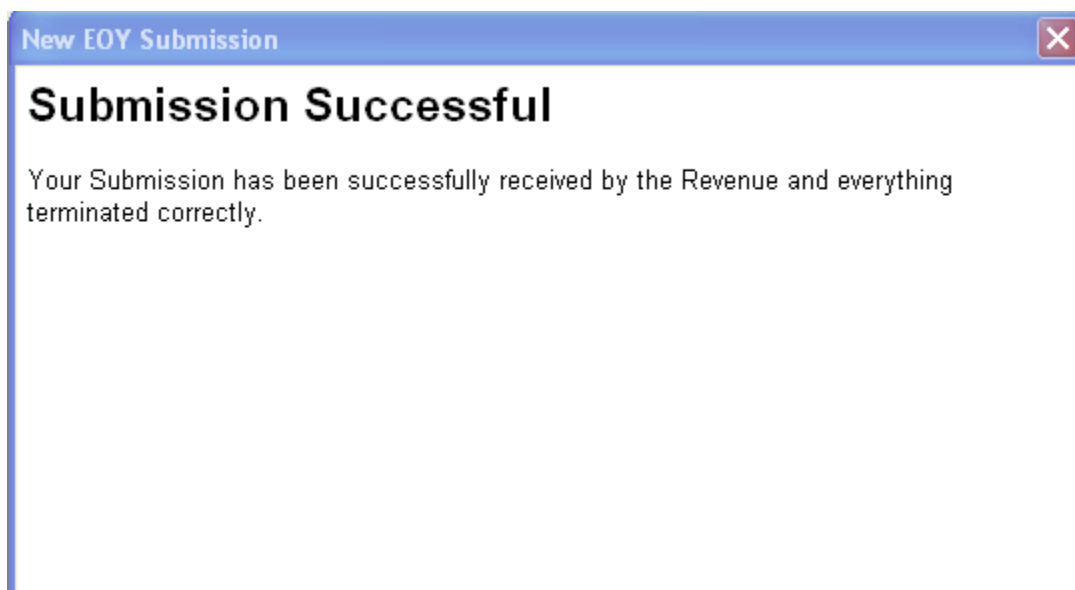
The first message received should show similar to that below (this may only shown for a brief period so may not be noticed):



If you have entered the correct HMRC ID and Password then should receive the message below. If you entered the incorrect details then your submission will not be acknowledged and you'll received 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:



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 Checkbook. This new export file should then be put through the EOY Submission stage again.

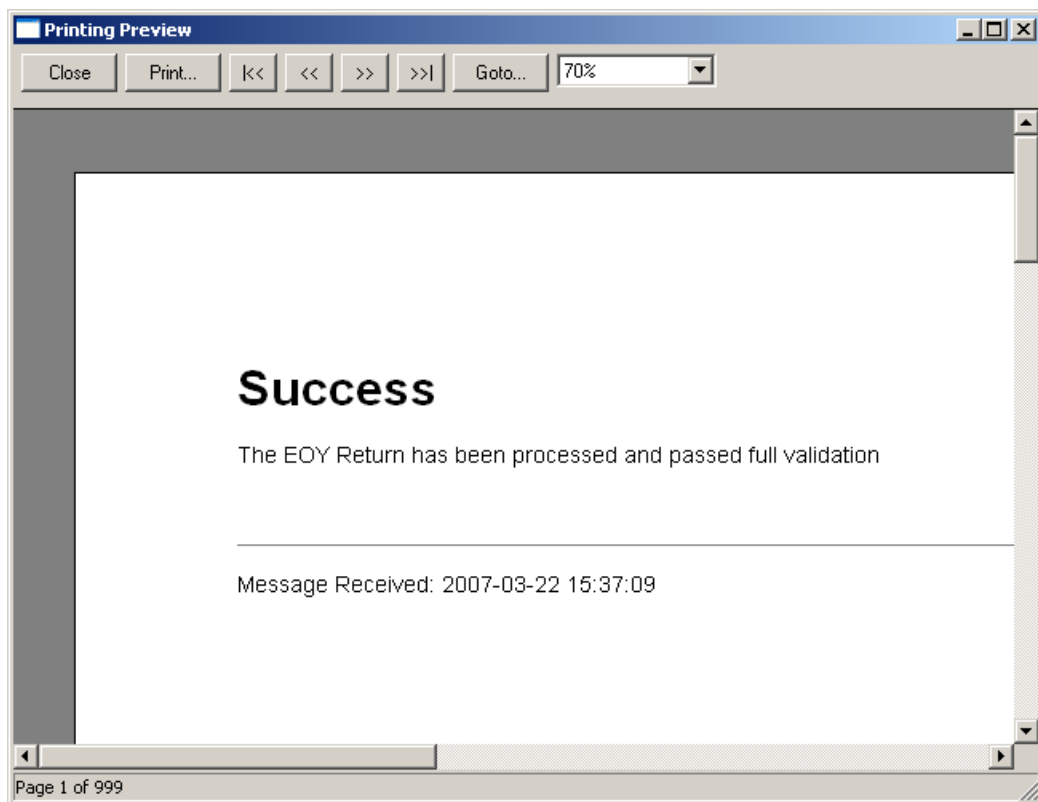
If you receive a "Timed – Out" message (example shown in Appendix 1) then the HMRC Gateway is probably busy and not been able to process your submission. We would advise use the Check Submission routine to re-send the submission later on in the day, (please see page 8 for Check Submission)

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 view the user will be returned to the E-Filing Interface Screen from where the Interface options may be exited [File – Exit].

E-Filing – Check Submission

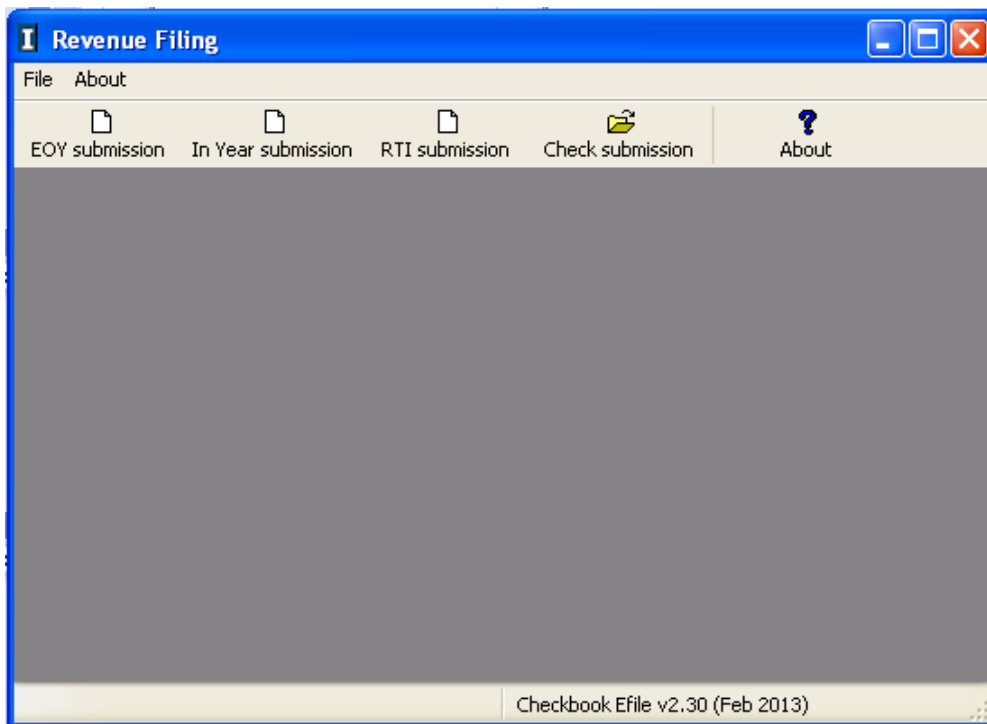
This option exists in E-Filing to allow you to check the status of a submission, in the event of unforeseen circumstances during the submission stage.

Some examples of problems that you may encounter include:

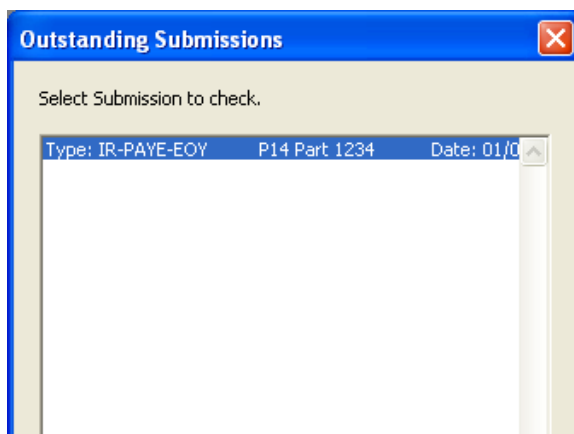
- Loss of internet connection during submission
- Timeout problems during submission
- Power failure

In the event of such a problem during submission, then 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'.

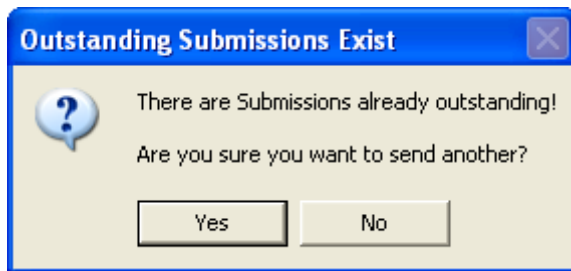
A further submission will automatically be attempted for this file.

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.

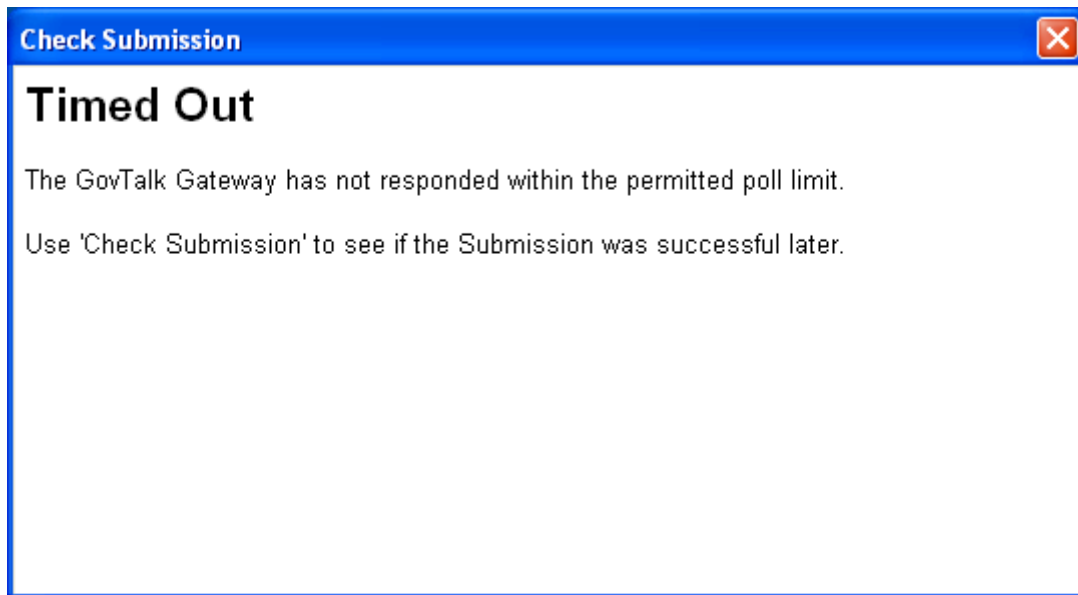
If you attempt a EOY Submission and there are outstanding submissions, which have not been checked/completed, you will also be advised of this, as shown below:



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

Appendix 1 – Timed Out messages from HMRC



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.

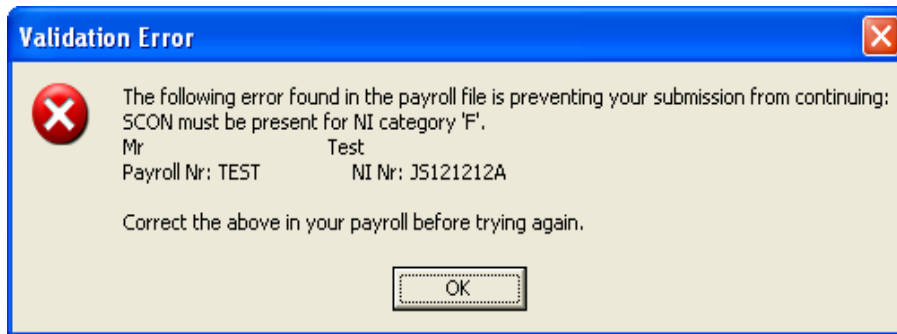
See the previous section – 'E-Filing – Check Submission'.

Appendix 2 – List of possible file validation errors

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

Note: This list is not exhaustive.

Example of invalid file...

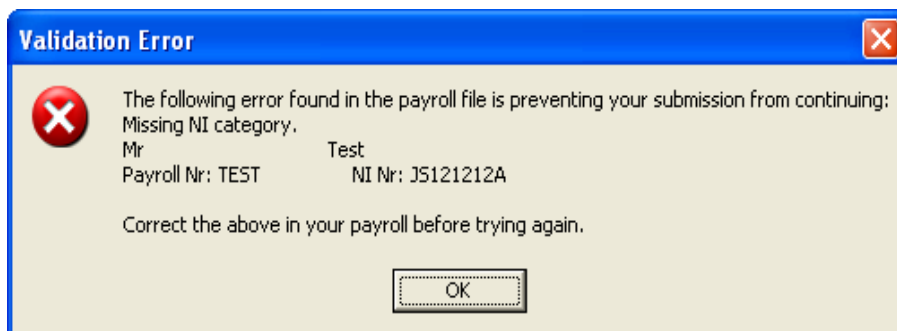


For this particular message, you have not entered the SCON number for the shown employee. A Pension Scheme Contracted Out Number (SCON) is required for NI Categories F, G, H, K, S or V.

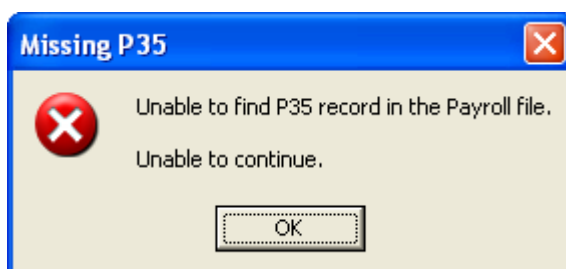
You should enter the correct SCON on the employee record card in file maintenance and then re-process the Checkbook “Year End – Export E-filing Data” option following the steps previously taken (see separate booklet).

When a new export file is then produced you should attempt a new test submission. The file will be validated as before.

Other examples include:



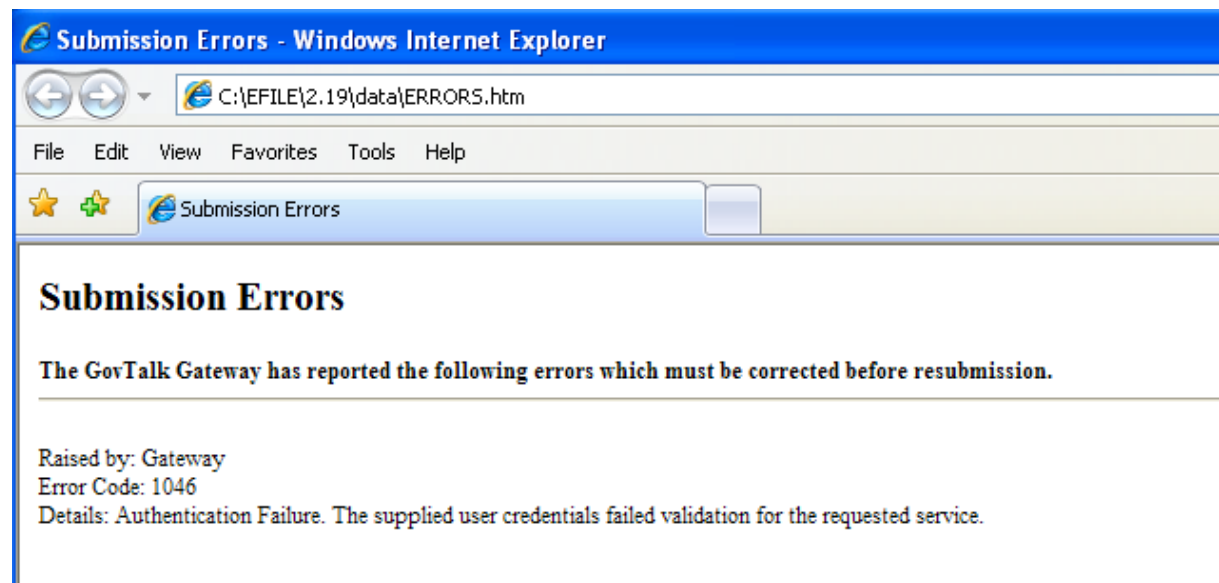
The above error indicates that the employee has not got an NI Category setup on the employee record card. In the unlikely event that this error occurs, please contact Support immediately.



This error could occur if the export from Checkbook didn't complete successfully. Please re-process the Checkbook “Year End – Export E-filing Data” option, making sure that you receive confirmation that the export has finished successfully.

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 Checkbook 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 Checkbook and the E-Filing 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 Checkbook “Year End – Export E-filing Data” 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*