

IBS END OF YEAR ELECTRONIC DATA TRANSFER SYSTEM

Useful Numbers and Contacts

| | | |
|--|--|---|
| Inland Revenue Employers Help line | | 08456 070 143 (under 3 years) 08457 143 143 (over 3 years) |
| Electronic Payment Information Help lines | Cumbernauld ShIPLEY | 01236 783631 01274 539321 |
| Electronic Business Helpline | | 08456 055999 |
| IR Website | www.hmrc.gov.uk/howtopay/paye.htm | |
| Email | aoc.directpayments@ir.gsi.gov.uk | |
| Accountant Software Help Line | | 01384 562106 |
| Email | ibs@accountantsoftware.co.uk | |
| (For queries on how to use the IBS system) | | |

Installation

The 2010-11 Electronic Year End Transfer programs need to be installed before you can run the transfer. This year, for existing users, Microsoft's SQL server does NOT NEED TO BE REMOVED. The IBSUPGRADE batch file can be used to simply copy the latest version of the software into the standard program folder. The registration key is not required for such an upgrade.

For new customer installations, the SQL server will be loaded as part of the setup.

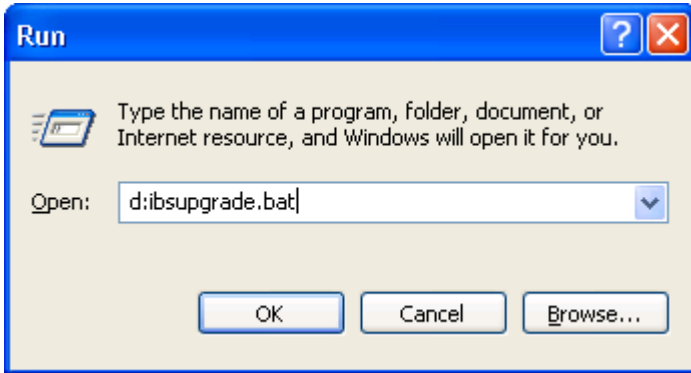
You will need a registration key to initialise this software. This key is based on your company name. If you are upgrading and we have your name on file, check that we have emailed you this code BEFORE you start the Installation. If you don't have this year's code, call Accountant Software and we will email it to you as soon as possible.

NEW CUSTOMERS: Please email the EXACT spelling you are going to use to reg@accountantsoftware.co.uk. Your personal registration key to allow entry to the system will then be emailed back to you.

You CANNOT make new installations of this software without this 20 digit registration key – please send us your company details in advance of any attempted installation.

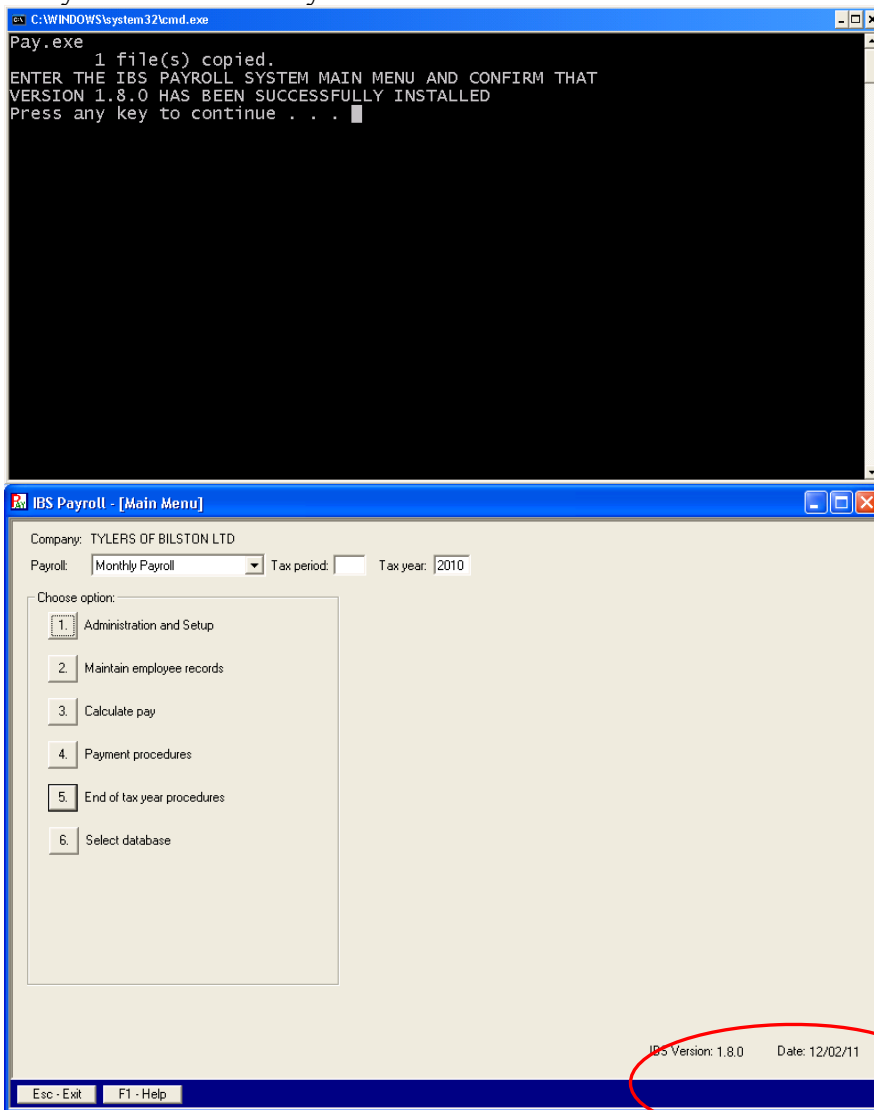
Basic Step-by-Step Guide Upgrading EOY Transfer Program

For users you ran the IBS system last year, there is a simple update routine, provided the standard installation was used. Put the CD into the drive. It may start to load automatically, in this case, cancel the installation. You need to run IBSUPGRADE.BAT from the CD drive.

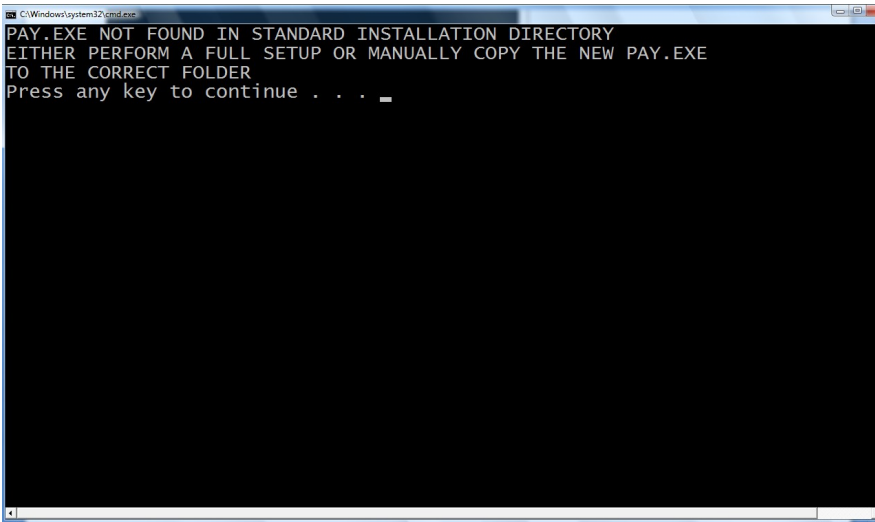


This example shows the CD drive as D: - this may vary from computer to computer.

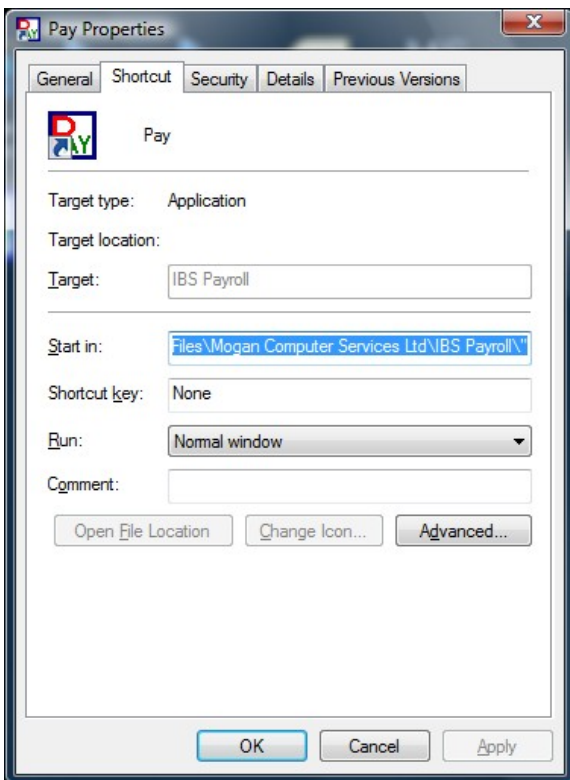
A successful update will confirm that Pay.Exe has been copied to your machine. It is recommended that you enter the IBS system and confirm that version 1.8.0 is now loaded and ready for use.



An unsuccessful installation will produce a message warning that the update needs to be performed manually.



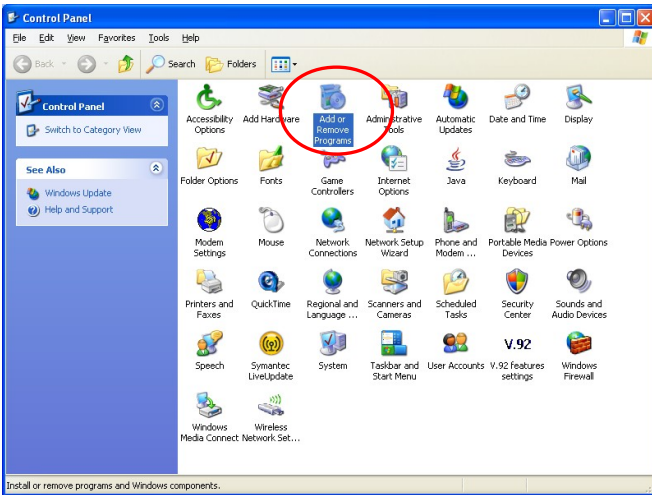
To attempt a manual installation, check the properties of your existing PAY icon for details of the folder the current installation uses. You then need to copy the PAY.EXE program from the CD to the existing Start in folder, overwriting last year's program.



Once again, when this is complete, we recommend you check that version 1.7.0 (or greater) is shown on the IBS Payroll Main Menu.

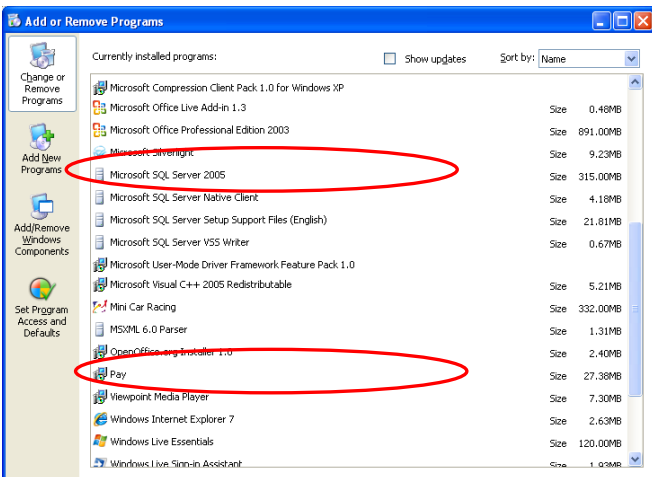
Deleting Old Programs and Removing your old SQL Server (IF REQUIRED)

The Removal of the Pay module and the old SQL Server are achieved using Windows ‘Add or Remove’ option from the Control Panel. For most PCs using XP, this is found from pressing the START>Settings>Control Panel options from the desktop. This will vary slightly under Vista.

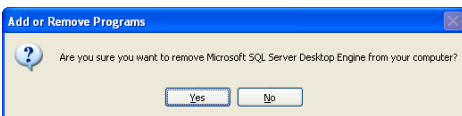


Activate by clicking the ‘Add or Remove Programs’ icon. All items that may be removed will appear. (This may take a few seconds to populate). Scan down this list until you first find the *Pay* option and then the *Microsoft SQL Server Desktop Engine*. The actual name may vary slightly according to the SQL version you have.

Ensure you remove the *Pay* module first!



Click to highlight this option and press the ‘Remove Tab’



Click Yes,

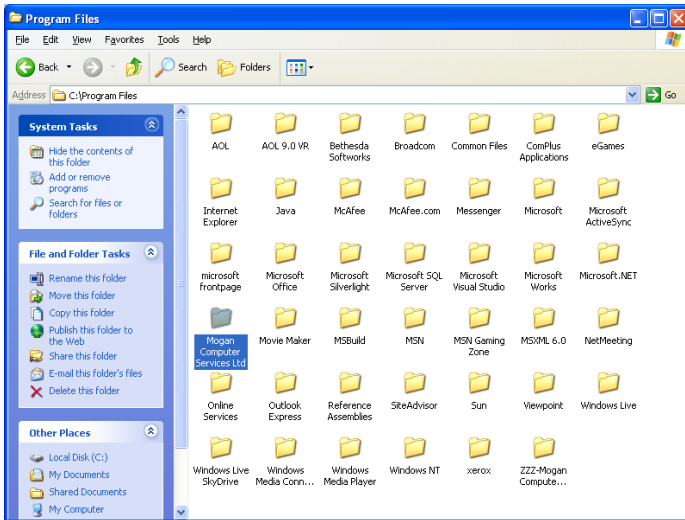
Windows will now remove the SQL Server; this may take a short time. You can now install the latest CD. This will install the new SQL server, as well as the latest payroll EOY programs.

IMPORTANT

There are two stages to deleting old programs before you install the latest version of the IBS payroll.

After performing the above software uninstall, you still need to delete (or rename) the “Mogan Computer Services Ltd” and “IBS” folders from within the program files on your computer.

(The easiest way to find this is to click on “My Computer on your desktop then – Local disk – Program files – This will bring you to a screen similar to the example below)



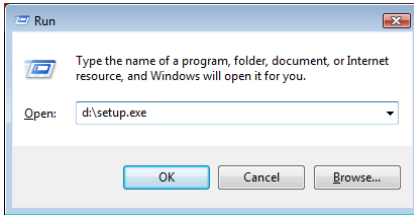
Highlight the Mogan directory and press delete. (or F2 and rename it)

Remove the IBS directory in the same way.

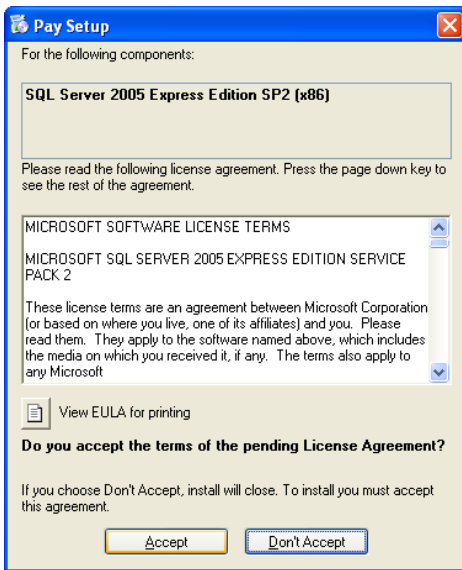
Any Program or SQL Re-installation happens as part of the installation of the software from the new CD provided.

Basic Step-by-Step Guide Installing EOY Transfer Program

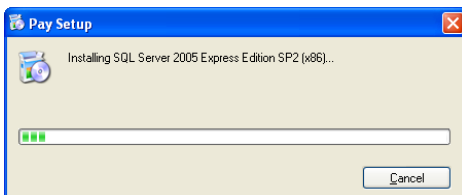
After removing any existing SQL server (see previous page). Put the CD into the drive. It may load automatically, if it doesn't you will need to run setup.exe from the CD drive.



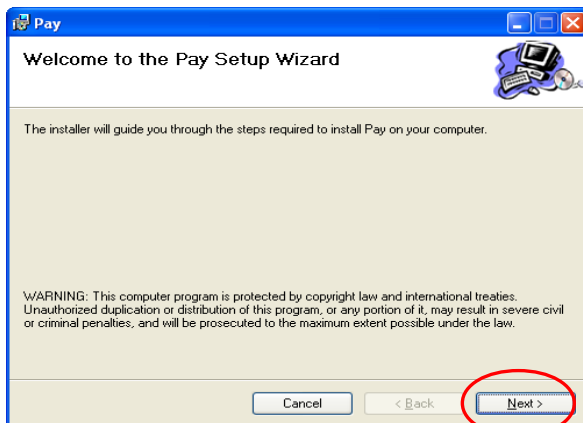
This example shows the CD drive at D: - this may vary from computer to computer.



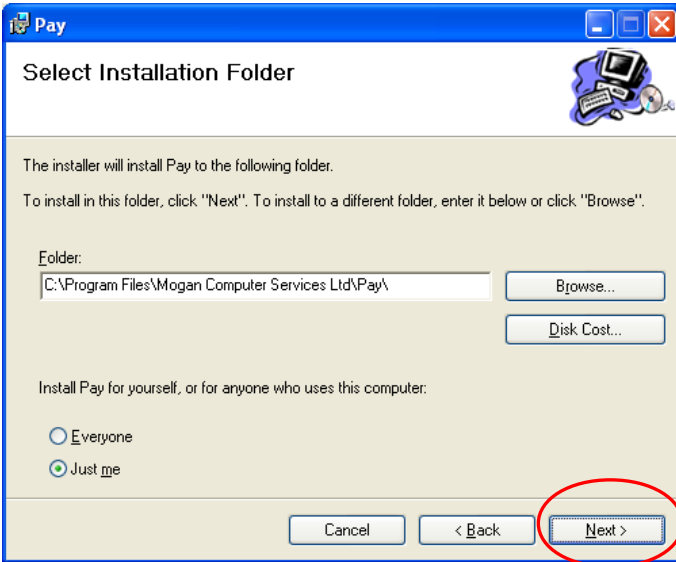
You will be asked to accept Microsoft's licence agreement for SQL.



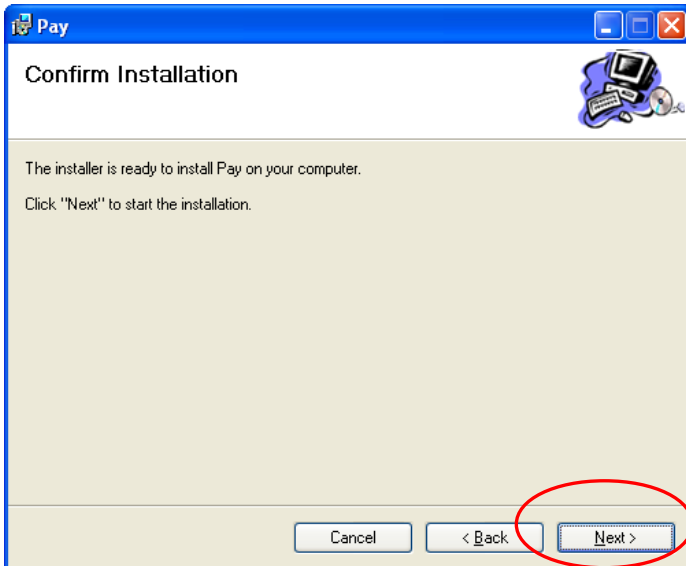
The Installation Wizard will guide you through installation. **Some** of the more important screens are shown below.



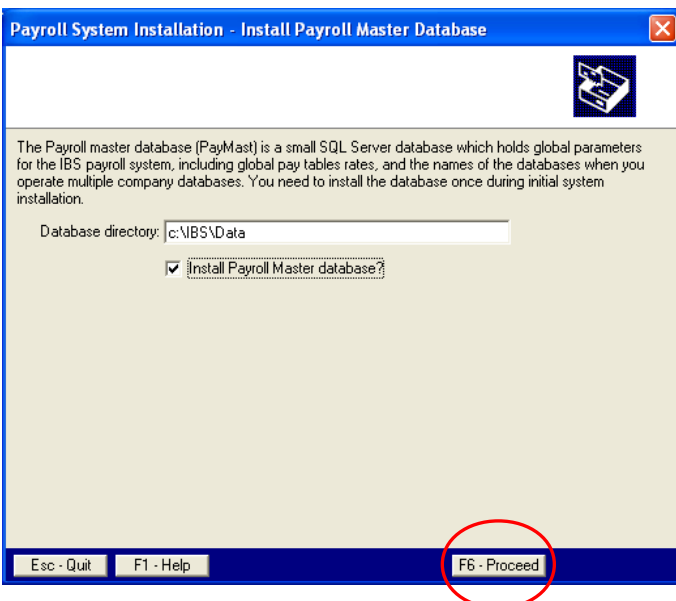
Click Next to continue.



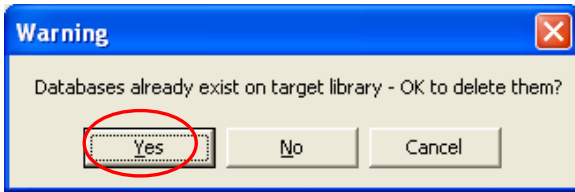
Click Next to install the programs.



Once again, press Next.

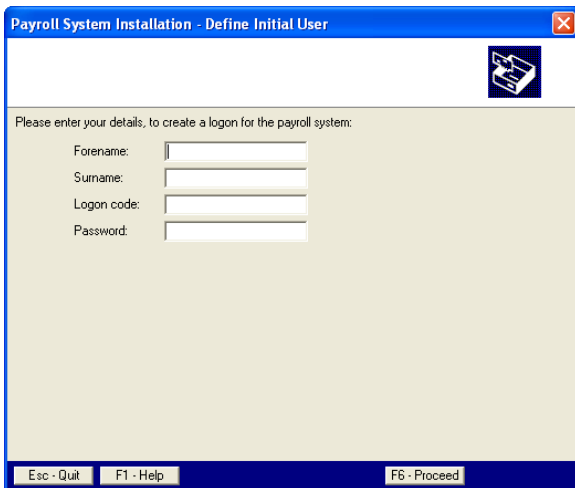


Change the directory if required and then click Proceed.

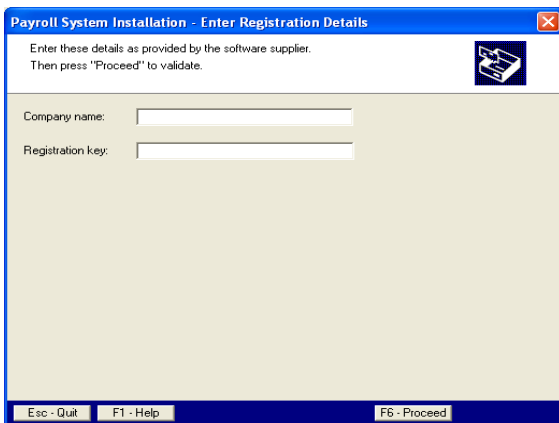


If you have last year's databases still present you must press Yes to remove them.

You will then get to the Registration Details screen.

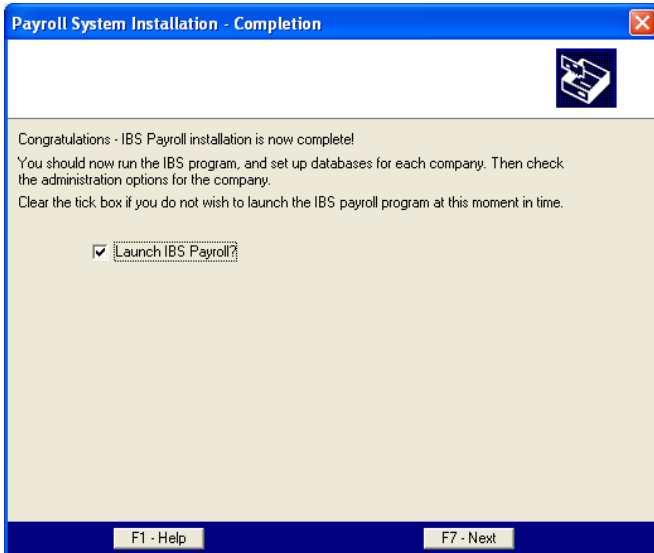


This is where you enter your Name, Logon Code and Password. These details are important and must be recorded somewhere safe. You could note them down here:

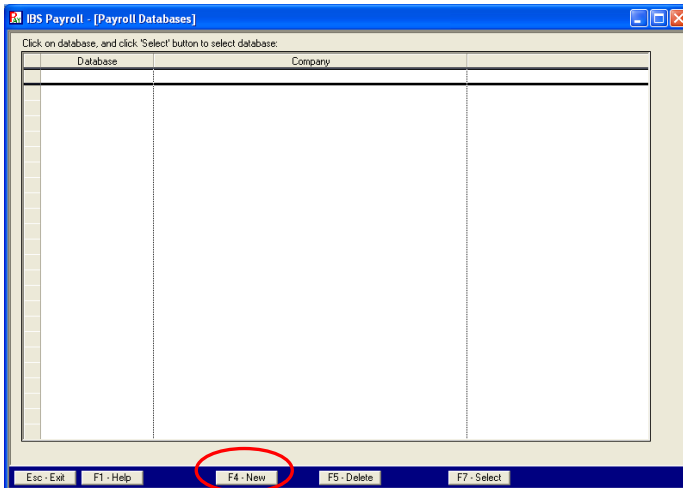


You will need a registration key to initialise this software. This key code changes every year. Anybody who sent us his or her company name last year will receive an email from us with this year's code automatically. (Copying & pasting it from our email is the easiest way of ensuring correct entry). **If you are upgrading and haven't received this code, call Accountant Software and we will provide one as soon as possible.**

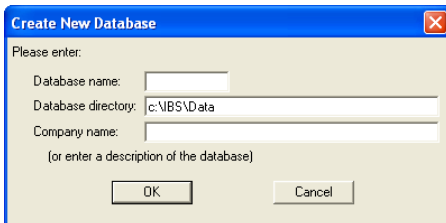
New customers: If you haven't emailed us with your company name, to obtain your registration code, email us on reg@accountantsoftware.co.uk. Your personal entry key will then be emailed back to you as soon as possible.



On Launching the EOY system

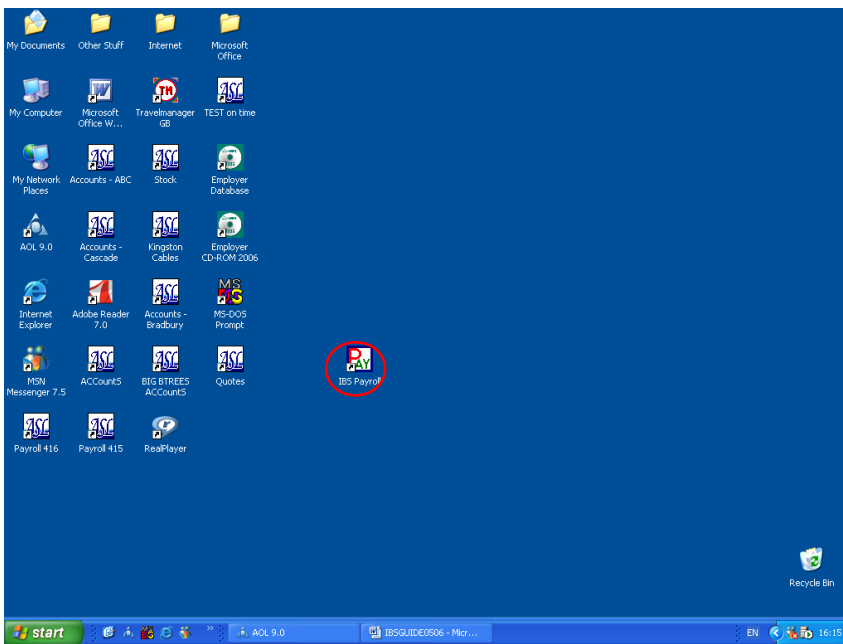


The **FIRST TIME** (only) you enter the EOY system you will need to set up your Company Name on the menu. Press F4 and enter the required details. The exact database name is not that important; we suggest you use the first 6 characters of your company name.

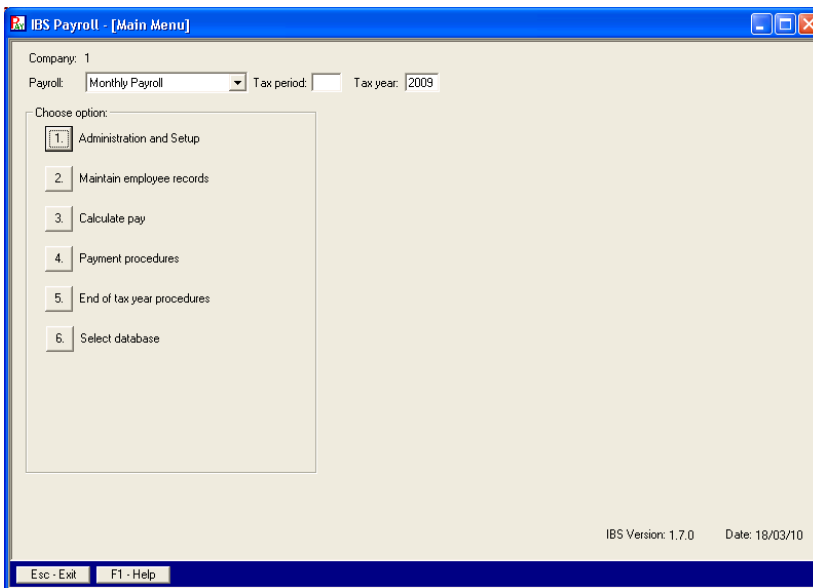


Once complete, you will need to leave the system and go back in. This finishes the installation process.

Basic Step-by-Step Guide to using the Electronic ‘End Of Year’ Transfer



Choose the IBS PAYROLL Icon. The icon will be placed on your desktop as part of the installation routine for the software.



This is the IBS Main Screen.

The two main functions of this year’s electronic ‘End of Year’ data transfer are described herein.

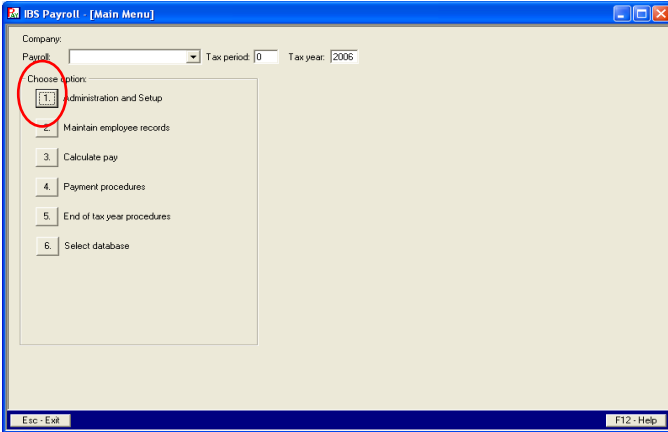
These functions are:

- 1) Importing your Accountant Data (using option 1)
- 2) Completing the P14 forms and Sending your Data (using option 5)

Other options are not described here, as they are not needed at this time.

Importing your Data

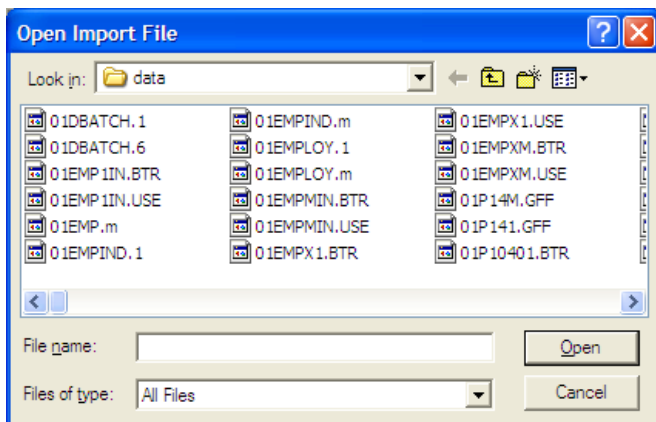
The data from Accountant needs to be imported into the IBS system. This is achieved by reading in the appropriate .GFF file from wherever you designated it to be while doing the extraction from within Accountant. Refer the Accountant release notes for more details how to create the .GFF file.



First, choose Admin and Set up – Option 1 on the main menu.



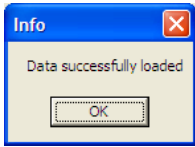
Choose option 10, to begin to import your data.



The IBS system will then ask you to identify where your .GFF file is. For a lot of people this will be your Accountant directory (e.g. c:\accounts, or c:\payroll) or a data directory off it (e.g. c:\accounts\data).

Once you have identified your data file, Press OPEN and the file will be imported.
(ccP14x.GFF, where cc is your company number and x is 1,2,3,4 or M)

A successful loading of the data is identified by the following message.



Pressing OK returns you to the IBS Main Menu.

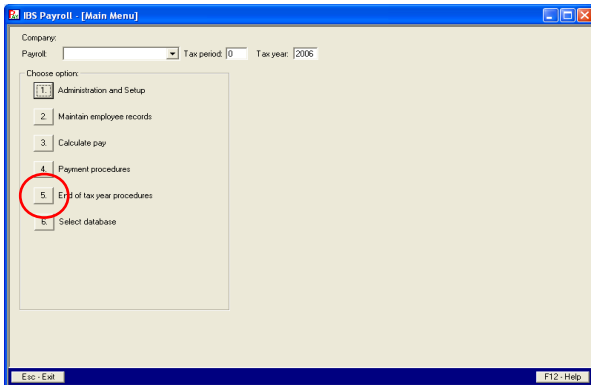
You can then use the IBS options 1 – Control Questionnaire and 2 – Maintain employee file to check your data has imported correctly. Currently the IBS system only imports the information needed for a successful electronic transfer, so there may be non-essential information that is missing. You may fill this in if you wish but it is not necessary at this point.

Options 1 and 2 are not described here in detail, if you need any extra information on how to use either option, contact the Accountant helpline.

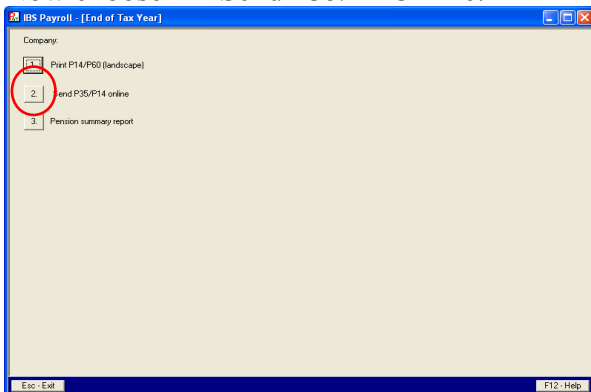
Internet P14/35 file transfer

Stating the obvious, make sure your Internet is connected, and you are online.

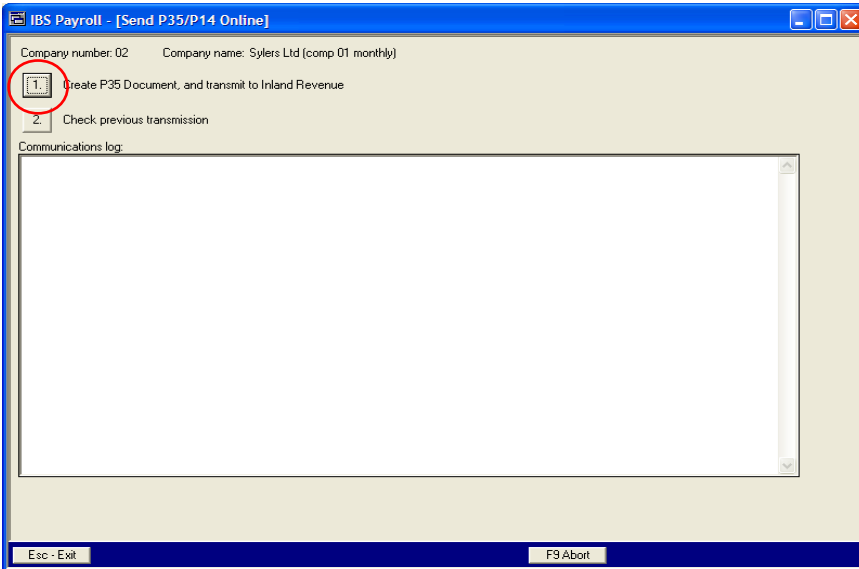
From the IBS Main Menu, Choose option 5 – End of Year Procedures.



Now choose 2 – Send P35/14 Online.

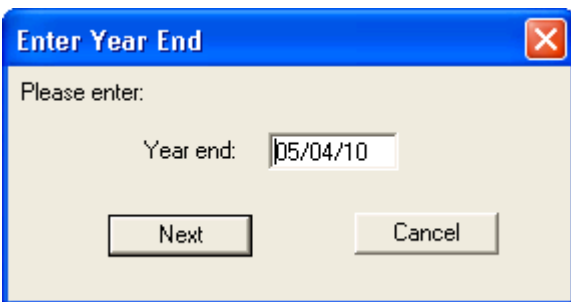


The transfer will now start to be initialised. Anyone who has done ‘paper’ end of year will recognise some of the questions asked by the system as it proceeds. If you are not sure how to answer any of the questions, please consult with your local Inland Revenue office or with our support line.

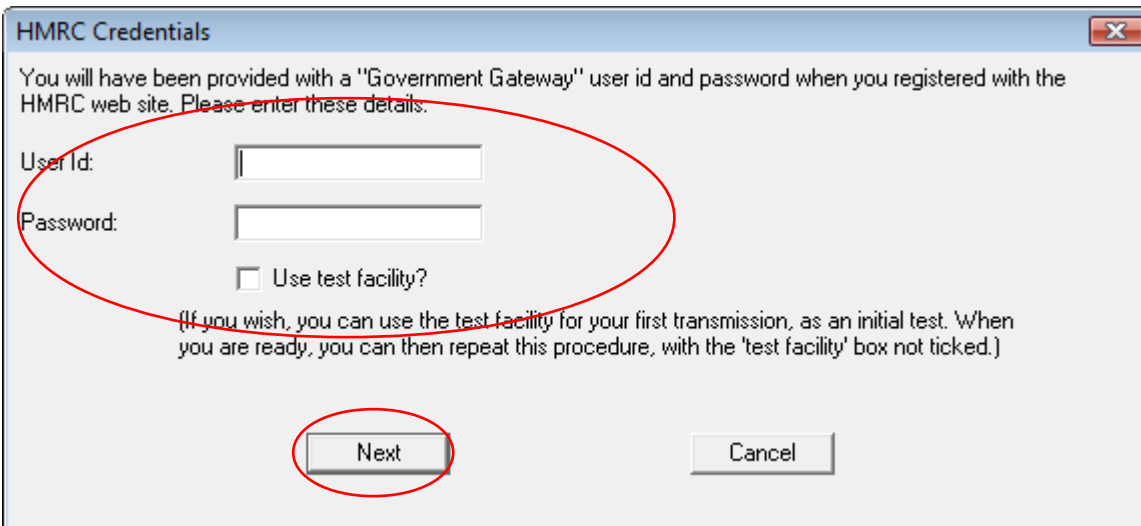


Choosing option 1 will begin the creation process.
It starts by confirming the end of year date – check this and alter if incorrect

The IBS System has a ‘Wizard’ that guides you through the rest of the transfer process.
First of all confirm the financial year end date, for almost all companies it is as shown below.



Click Next



Enter your User ID and Password. These are supplied to you by the Inland Revenue.

The IBS system allows for a 'test run'.

If you 'tick' the 'Use test facility' then you are NOT ACTUALLY submitting your data.

This may be a useful idea if you want verification from the Inland Revenue that your data is correct and will not be rejected on a 'live' run.

Verification may take some time, as the Inland Revenue will probably be inundated with both 'test' and 'live' data.

Press F7 Next to continue.

The system will prompt to enter your details if you are acting as an Agent or Bureau.

Press F7 Next if you are NOT an Agency/Bureau and enter your name, address and contact details on the following screen.

This screen allows you to add or alter any of the figures that are part of the End of Year returns.

The IBS system fills in as much information as it can but **THESE FIGURES NEED TO BE CHECKED**, added to, or altered by you before continuing.

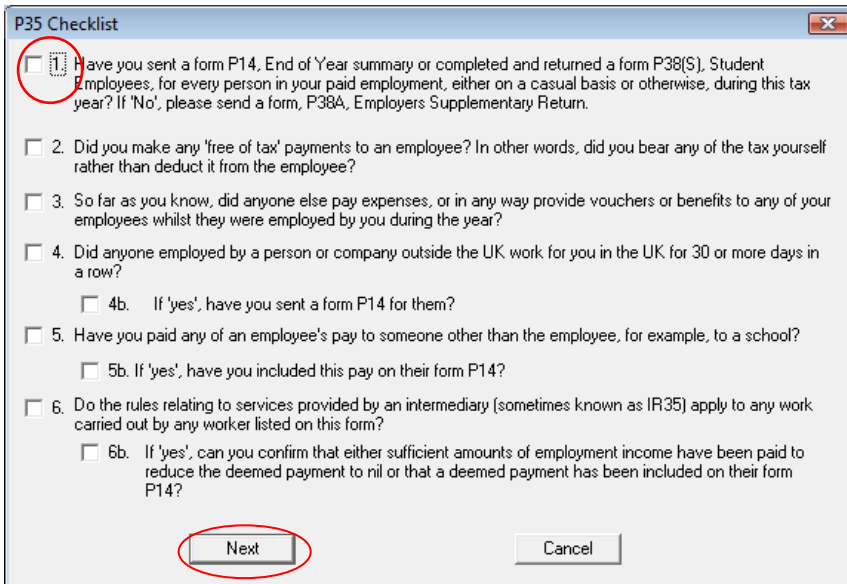
Fields 12-20 (circled in green) should be checked and altered if any recoveries etc have been made outside the Accountant payroll.

IMPORTANT

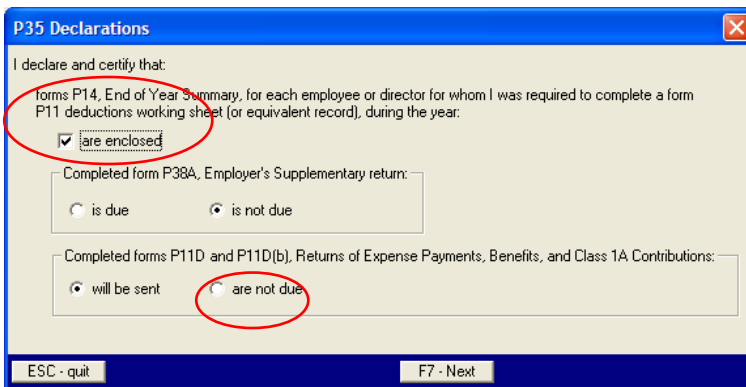
Field 25 (circled in blue) MUST be amended to contain the amount of NIC and Tax already paid to HMRC. If you are 'up to date' with your payments, this may equal the value in field 24. On entering this figure, field 29 will reduce, possibly to 0.00

F7 Next will take you onto the P35 checklist.

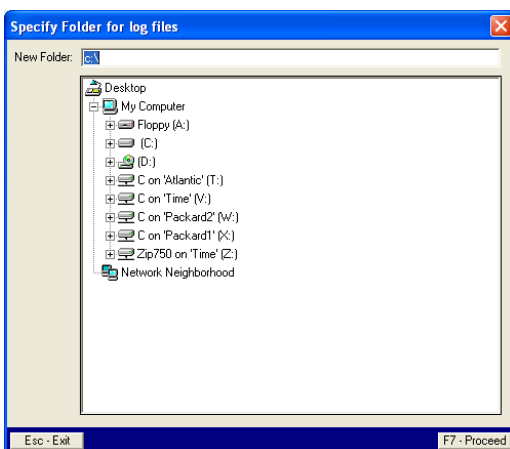




Only No.1 of the above questions has to be ticked. This screen is in the same format as the ‘paper’ checklist. If you have any queries about what other options you may need to tick, talk to your local Inland Revenue office. Click Next to continue onto the P35 declaration.



The settings shown for the P35 Declaration (above) are the ‘most common’. You need to check if it is true for you and make sure you ‘tick’ the correct options.



The system prompts for where to put the log of your data transfer. We suggest you create a folder on your main drive for this (usually on C:) or put it in your ‘My Documents’ folder.

