

ACCOUNTANT PAYROLL VERSION 4.2.1

WHAT THIS RELEASE DOCUMENT CONTAINS

This document contains the relevant information for upgrading and running Accountant version 4.2.1 for the 2011-2012 tax year.

It contains the following information:

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Please note that all tables shown are advisory and that a copy of this information may be obtained from your HMRC or Benefits Office.

The Employers CD-ROM, issued by HM Revenue & Customs contains a concise guide to the end of year and the year to come.

You should have received one disk/CD. Load it directly AFTER your last pay run of 2010-11 and BEFORE you wish to print end of year documents and re-organise the file for the New Year. This disk contains both the End of Year layouts for 2010-2011 AND new programs for 2011-2012. The Parameter Update program will be included.

If you wish to produce end of year prints in one payroll while others are still operating in the old year, the End of Tax Year Procedures programs can be installed separately. Please call for instructions.

**** TAKE A FULL BACKUP BEFORE PRINTING END OF YEAR STATIONERY ****
**** RETAIN THIS DATA UNTIL YOUR DOCUMENTS HAVE BEEN ACCEPTED ****

**** MAKE SURE YOU UPDATE AND ACCEPT THE TAX AND N.I. RATES ****
**** FOR 2011-2012 BEFORE THE FIRST PAY RUN OF THE NEW TAX YEAR ****

UPGRADING TO ACCOUNTANT PAYROLL VERSION 4.2.1

Before installing the Accountant version 4.2.1 over existing programs, we **strongly** recommend that a **full** backup is taken of all working directories. The new programs can then be copied. The contents of the disks may be copied in any order, unless the delivery note advises otherwise.

Once the new programs have been copied over, **REINDEX** all data files and create or re-create the search indexes.

Most users will be able to upgrade the Accountant by using the <F5 UPDATE> option of the Accountant Date screen.

To get to the date, choose <F1 DATE> from the Accountant Master Menu. If you do not have an <F5 UPDATE>, then details of how you can still upgrade are included later in the document.

```
+-----+
              01 ACCOUNTANT MASTER MENU                      06 APR 2011
+-----+

The system date & time are :-

Wednesday 6th April 2011 at 14:56:36

Do you wish to ACCEPT these, or ENTER new ones?

<F1 HELP ><F2 ACCEPT ><F3 ENTER ><F4 AUTO-Q ><F5 UPDATE ><          ><F7 FINISH >
+-----+
```

Choose option <F5 UPDATE> to upgrade your Accountant.

```
+-----+
              01 ACCOUNTANT PROGRAM UPDATE                    06 APR 2011
+-----+

Load Update CD in drive D:

Use COPY-1 to update programs on a standard or standalone setup,

COPY-2 to update Networked programs if the ATTRIB program has been used to
determine program access settings,

or COPY-3 to update Networked programs if the FLAG program has been used to
fix the program settings.

If you press <F4 DRIVE> or <F5CD DRIVE>:

Enter new DISK/CD drive letter

<F1 COPY-1 ><F2 COPY-2 ><F3 COPY-3 ><F4 DRIVE ><F5 CDDRIVE><F6 OTHERS ><F7 FINISH >
+-----+
```

Take option <F1 COPY-1> to copy on any upgrade disk you have. If you are on a network, it may be that your Accountant programs are secured either using ATTRIB or FLAG. If this is so, options <F2 COPY-2> for 'ATTRIBed' or <F3 COPY-3> for 'FLAGed' programs may be used instead. See your network supervisor for more details.

Option <F4 DRIVE> allows for the drive letter for programs to be updated from to be changed.

Option <F5CD DRIVE> allows you to specify the drive letter for upgrades sent out on CD.

All programs sent out on CD will be found in a directory called \ACCOUNTS. <F5CD DRIVE> will prompt you for the letter of your CD drive and automatically copy programs from the \ACCOUNTS directory.

```
+-----+
                                01 ACCOUNTANT PROGRAM UPDATE                                06 APR 2011
A:PAYTRAN.EXE
A:PAYTYE.EXE
A:PAYTYE2.EXE
A:PAYWFTC.EXE
A:UFOPAY.EXE
A:PAYEXT2.EXE
A:PAYEXT1.EXE
A:PAYCALCR.EXE
A:PAYCALCM.EXE
A:PAYCALCP.EXE
A:PAYCALCQ.EXE
A:PAYCAR2.EXE
A:PAYCOPY.EXE
A:PAYCQ.EXE
A:PAYDBE.EXE
A:PAYEMP.EXE
A:PAYENQ.EXE
A:PAYGLOB.EXE
    ?? file(s) copied

Update complete - check error messages & copy on the NEXT disk or FINISH.

<F1 NEXT ><          ><          ><          ><          ><          ><F7 FINISH >
+-----+
```

If you have more than one update disk to load press <F1 NEXT> to return to the Update menu.
If you have finished updating, press <F7 FINISH> to return to the Accountant Master Menu.

Also refer to section **3. INSTALLATION & IMPLEMENTATION** in the Accountant **Systems Implementation Manual**.

The 2010-2011 end of year prints and file re-organisation **MUST** be run with the version 4.2.1 programs loaded.

Accountant Payroll Parameter Update.

Everyone gets the Payroll Parameter Update Program. It will be on your 4.2.1 Upgrade disk.

This Payroll feature allows automatic update of the Payroll Parameters, ready for the start of the new tax year.

The program will update the Payroll Control Questionnaires in compliance with any new Tax, National Insurance, Car N.I (Class 1A), SSP, SMP, SAP, SPP and Student Loan Rates and the Employers Payment Rates.

To make use of this feature, take option U for Payroll utilities from the main Payroll menu followed by option 4 to Update Tax & N.I Rates.

You can just update the Payroll you are in (i.e. if you have Weekly & Monthly payrolls in a company, each one will need to be run separately) or you can update ALL Payroll Parameters, for ALL companies, at the same time.

```
+-----+
01 ACCOUNTANT PAYROLL QUESTIONNAIRE UPDATE                                06 APR 2011

Security Number: PY999911

UPDATE Monthly Tax & N.I. details for Tax Year 2011-2012

(to be used in the first pay calculation run on, or after, 06 APR 2011)

WARNING: TAKE A FULL BACKUP OF ALL PAYROLLS BEFORE USING THIS FEATURE.

PLEASE NOTE: ONLY QUESTIONNAIRE FILES ARE UPDATED HERE.

                ANY TAX CODE CHANGES MUST BE MADE SEPARATELY.
                PLEASE REFER TO THE RELEASE NOTES.

The STANDARD rates for SSP SMP SPP and SAP reimbursement, compensation
and recovery will be used, where applicable.

<F1 UPDATE ><                ><F3 UPD ALL><                ><F5 SML BUS><                ><F7 FINISH >
+-----+
```

The program warns you to make sure that a Full Backup of your data has been taken before the option is used.

Press <F1 UPDATE> to continue and update the Control Questionnaire for the current Payroll in the new tax year.

<F3 UPD ALL> gives the option to update the Questionnaires of all Payrolls present in the current installation.

<F5 SML BUS> allows for the small business rates for SSP etc to be used instead of the standard rates.

```
+-----+
01 ACCOUNTANT PAYROLL QUESTIONNAIRE UPDATE                                06 APR 2011

Security Number: PY999911

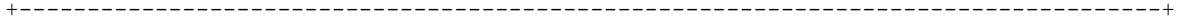
Questionnaire update for tax year 2011-2012 complete.

<                ><                ><                ><                ><                ><F6CONTINUE><                >
+-----+
```

Accountant sends a diagnostic summary of any changes to a special audit spool file, allowing checks to be made on the updated file structure. When prompted, press <F6 CONTINUE> at this point.

Once the Parameter update has finished, it is suggested that the Payroll Control Questionnaire(s) are checked against the figures issued by the Inland Revenue.

This Payroll's parameters are now ready for the new tax year.



Checking Tax Bandwidths :

From the Payroll Control Questionnaire menu select: Income Tax, 3.

```

+-----+
          ACCOUNTANT : PAYROLL CONTROL QUESTIONNAIRE                      06 APR 2011
Income tax : CHANGE ON 6TH APRIL 2011

      Rate      Bandwidth      Total
1 . 20.00% .... 35000.00    35000.00
2 . 40.00% .... 115000.00   150000.00
3 . 50.00% ....      0.00
4 .  0.00% ....      0.00
5 .  0.00% ....      0.00
6 .  0.00% ....      0.00
7 .  0.00% ....      0.00
8 .  0.00% ....      0.00
9 .  0.00% ....      0.00
10 . 0.00% ....      0.00

      Basic rate of tax .... 01

      Regulatory limit .. 50.00%
      (K code only)

<F1 FORWARD><F2 BACK ><          ><          ><          ><          ><F7 FINISH >
+-----+
  
```

SSP, SMP, SPP and SAP rates and earnings brackets from 6 April 2011

From the Payroll Control Questionnaire menu select: SSP, SMP, SPP and SAP rates, 4

```

+-----+
          01 ACCOUNTANT : PAYROLL CONTROL QUESTIONNAIRE                      06 APR 2011

Statutory sick pay :      Statutory maternity pay:      Ordinary paternity pay:

      Rate  Bandwidth      Standard rate .. 128.73      Standard rate .. 128.73
1.  81.60 .... 102.00      Higher rate .... 90.00%      Weeks liability .... 02
2.   0.00 ....   0.00
3.   0.00 ....   0.00      Total liability .... 39      Addition paternity pay:
4.   0.00 ....   0.00      Higher rate (weeks). 06      Standard rate .. 128.73
5.   0.00 ....   0.00      Weeks liability .... 19
6.   0.00 ....   0.00

      Weeks liability . 28

Statutory adoption pay:

      Standard rate .. 128.73
      Weeks liability .... 39

<F1 ACCEPT ><F2 AMEND ><F3 UNDO ><          ><          ><          ><F7 FINISH >
+-----+
  
```

SSP Reimbursement, SMP, SPP and SAP Compensation/Recovery Rates

These rates are NOT in the Control Questionnaire, but are reached from the Payroll Master Menu - Payment Procedures <4>, then choosing Employer's Payment Summary <7>.

On pressing F5 <PARMTERS>, new rates of S.A.P/S.P.P recovery and compensation can be entered. These are currently set to the same figures as S.M.P. Some small businesses can have differing rates, (shown here below the standard rates). Consult your Inland Revenue office if you are not sure if you qualify for the "Small Business" rates. These figures have not changed since last year.

```

+-----+
|          01 ACCOUNTANT PAYROLL PAYMENTS          |          06 APR 2011          |
+-----+-----+
| Payments      Employer's payment summary          | Company      01          |
|               Warning - The Update option should be run | Document     |
|               once every tax month.                  | date 06/04/2011      |
+-----+-----+
| Miscellaneous parameters                               |
|
| SSP reimbursement percentage . 13.00%
|
| SMP compensation percentage .. 0.00%
| SMP recovery percentage ..... 92.00%
|
| SPP compensation percentage .. 0.00%
| SPP recovery percentage ..... 92.00%
|
| SAP compensation percentage .. 0.00%
| SAP recovery percentage ..... 92.00%
|
| <F1 ACCEPT ><F2 AMEND ><F3 UNDO <<          >>          >>          >>          >>          >
+-----+-----+

```

(Small Business Rates – If applicable)

```

+-----+
|          01 ACCOUNTANT PAYROLL PAYMENTS          |          06 APR 2011          |
+-----+-----+
| Payments      Employer's payment summary          | Company      01          |
|               Warning - The Update option should be run | Document     |
|               once every tax month.                  | date 06/04/2011      |
+-----+-----+
| Miscellaneous parameters                               |
|
| SSP reimbursement percentage . 13.00%
|
| SMP compensation percentage .. 3.00%
| SMP recovery percentage ..... 100.00%
|
| SPP compensation percentage .. 3.00%
| SPP recovery percentage ..... 100.00%
|
| SAP compensation percentage .. 3.00%
| SAP recovery percentage ..... 100.00%
|
| <F1 ACCEPT ><F2 AMEND ><F3 UNDO <<          >>          >>          >>          >>          >
+-----+-----+

```

Student Loan Deductions:

```

+-----+
|          01 ACCOUNTANT PAYROLL MAINTENANCE          |          06 APR 2011          |
+-----+-----+
| Maintenance      Student Loan Repayment Details File | Company      01          |
+-----+-----+
| Student Loan Repayment parameters                               |
|
| Annual Threshold ..... 15000
|
| Rate of Student Loan recovery .. 9.00%
|
+-----+-----+

```

<F1 ACCEPT ><F2 AMEND ><F3 UNDO >< >< >< ><F7 FINISH >
+-----+

Class 1A Fuel Scale charges for National Insurance Contributions (Class 1A NICs) 2011/2012

NOTE: These tables only need entering for employers wishing to still use the Payroll to help calculate Employers Class 1A National Insurance Contributions for Company Cars.

From the Payroll Utilities Main Menu (U) select: Car NI Contributions (1) followed by: General Parameters (5)

```

+-----+
|                01 ACCOUNTANT : CAR N.I. CONTRIBUTIONS                |
|                                                                                   |
|                               06 APR 2011                               |
|-----+-----+
| Miscellaneous parameters |
|-----+-----+
| Tax Year start date ..... 06/04/10 |
| NIC percentage ..... 12.80% |
|-----+-----+
| Diesel supplement 1 ..... 3.00% |
| Diesel 1 start CO2 % ..... 15.00% |
| Diesel supplement 2 ..... 0.00% |
| Diesel 2 start CO2 % ..... 0.00% |
| Diesel supplement 3 ..... 0.00% |
| Diesel 3 start CO2 % ..... 0.00% |
|-----+-----+
| Electric/Battery reduction . 6.00% Fuel Type E. |
| Hybrid/electric reduction .. 3.00% Fuel Type H. |
| Hybrid below minimum % ..... 0.00% Fuel Type H. |
|-----+-----+
| Bi-fuel LPG/petrol reduct'n. 2.00% Fuel Type B. |
| Bi-fuel below minimum % ..... 2.00% Fuel Type B. |
|-----+-----+
| Bi-fuel LPG/petrol reduct'n. 0.00% Fuel Type C. |
|-----+-----+
| <F1 NEXT ><          ><          ><          ><          ><          ><F7 FINISH > |
+-----+

```

```

+-----+
|                01 ACCOUNTANT : CAR N.I. CONTRIBUTIONS                |
|                                                                                   |
|                               06 APR 2011                               |
|-----+-----+
| Cars with no approved CO2 emissions |
|-----+-----+
| Engine Size (cc)   Pre 1998  1998 or later |
|-----+-----+
| upto      1400     15.00%   15.00% |
|-----+-----+
| 1401 to   2000     22.00%   25.00% |
|-----+-----+
| over      2000     32.00%   35.00% |
|-----+-----+
| FUEL Scale charges |
|-----+-----+
| Cylinder capacity  Fuel  Diesel |
|-----+-----+
| upto      1400     14400  14400 |
|-----+-----+
| 1401 to   2000     14400  14400 |
|-----+-----+
| over      2000     14400  14400 |
|-----+-----+
| <F1 CO2 ><F2 FUEL ><F3PREVIOUS><          ><          ><          ><F7 FINISH > |
+-----+

```

End of year options for 2010-2011

As with previous years, Accountant Software Limited will file online and print end of year forms for you. Please call for details.

As online filing is now compulsory, only P60's need be printed. P14's and P35's can be printed if required, but these are no longer required by HMRC. Once you are happy with the results and have a secure data backup, reorganise the file for the New Year. *There are standard formats of P14/60 stationery which have to be used for the end of tax year 2010-2011 ONLY.*

The year end menu gives the following options:

ACCOUNTANT PAYROLL END TO TAX YEAR		31 MAR 2011	
Year end		Company	01
	Select required option	Tax year	10 - 11
	Print new style P14/P60 (2010-2011 only)		1
	Print Employee Information Report		2
	Print P35 schedule (Continuous Form 18)		3
	Print P35 schedule (Laser Sheet Form 19)		4
	Print plain stationery P35 schedule		5
	Produce Generic Flat File (Internet)		6
	Re-organise file for next tax year		7
ENTER SELECTION			
<F1 HELP ><	><	><	><
		><	><F7 FINISH >

Option 1 allows for the new style P14/P60 and Continuous P60 forms to be printed. The menu shown below will be displayed.

Option 2 will print a P60 information listing, showing the breakdown of P60 data with totals. (Condensed, landscape print.) A cut down version of this report, showing only certain fields, is available by pressing the <F4 CUTDOWN> option. These reports are for your information only and are not required by HMRC.

ACCOUNTANT PAYROLL P14/P60 PRINT		31 MAR 2011	
Year end		Company	01
	Select print option	Tax year	10 - 11
	P14/60 (Continuous-Portrait 3-part)		1
	P14/60 (Continuous-Landscape 3-part)		UNAVAILABLE
	P14/60 (Laser Sheet-Landscape parts 1,2 and 3)		3
	P14/60 (Laser Sheet-Portrait parts 1,2 and 3)		4
	P60 (Continuous-Portrait single part)		5
	P60 (Single Sheet-Portrait)		6
	P60 (Continuous-Portrait Security 3-part)		7
ENTER SELECTION			
<F1 HELP ><	><	><	><
		><	><F7 FINISH >

Option <1> should be used if your continuous stationery has 'Portrait' printed at the bottom of each sheet. This stationery can be used on narrow (80 column) or wide carriage impact printers.

Option <2> **is now unavailable**: This used to be for printing forms available for wide carriage printers. This stationery had 'Landscape' printed at the bottom of each form and has now been discontinued.

Option <3> will print on the standard A4 LANDSCAPE laser sheets.

Option <4> will print on the standard A4 PORTRAIT laser sheets.

Options <5>, <6> and <7> will print on PORTRAIT P60 documents – 3 different styles are available

If you are uncertain please contact your dealer **BEFORE** attempting to print. A backup copy of ALL Payroll data files should be made **BEFORE** the end of year prints and re-organisation are made. Don't forget to reorganise before starting the new financial year. This backup should be retained until end of year filings have been formally accepted by the Inland Revenue.

Electronic Filing for 2010-2011

Accountant has the option to produce a Generic Flat File (.GFF).
See <http://www.hmrc.gov.uk/employers/onlineindex.htm> for more details.

This file will allow the payroll P14's to be sent to the Inland Revenue electronically. The 'rules' for what the contents of various fields are more stringent when filing online. The following must be in place to avoid any electronic payment being rejected by the Inland Revenue.

- 1) The employees FIRST NAME or INITIAL and ADDRESS must be present on an employee record
- 2) NOTHING but the surname can be in the SURNAME field. Any other information held there, such as first name, can be removed either within Accountant, or by amending the record after it has been imported into the IBS system but BEFORE electronic transfer
- 3) Temporary NI Numbers are not valid. (E.g. TNddmmyX). You must obtain an NI number for all employees before doing the transfer. The Inland Revenue helpline can assist with this task.

An 'Add on' piece of software is then required to import this .GFF file and electronically send it to the Inland Revenue.

From Choosing 'Produce Generic Flat File (Internet) (Option 5)'

```
+-----+
ACCOUNTANT PAYROLL PRODUCE GENERIC FLAT FILE                                31 MAR 2011
+-----+
Year end                                                                    Company      01
                                                                              Tax year   10 - 11
+-----+
Creating P14/P60 details GENERIC flat file for Tax Year 2010-2011

The file will be called - P141.GFF

And created on drive - C

<F1 ACCEPT ><F2 UNDO ><F3 DRIVE ><F4FILENAME><          <<          >><F7 FINISH >
+-----+
```

Change the <FILE NAME> or <DRIVE> if required, then <ACCEPT>. The system will SPOOL or PRINT the accompanying error report, if errors are found, and provide a company totals print.

```
+-----+
ACCOUNTANT PAYROLL PRODUCE GENERIC FLAT FILE                                31 MAR 2011
+-----+
Now Processing                                                                Company      01
Dept 001/0678                                                                Tax year   10 - 11
+-----+

The file is called : 01P141.GFF

A total of 143 employee's have been processed.

ERRORS have been detected - please check the error report (if errors are found)

<          ><          ><          ><          ><          ><          ><F6CONTINUE><F7 FINISH >
+-----+
```

The file name is in the format ccP14x.GFF where cc is the Company Number and x is 1,2,3,4 or M for the type of payroll.

Errors detected will **need to be corrected** and the export routine **RE-RUN**. An acceptable file (no errors) **MUST** be created before the rest of the Year End procedure can be carried out. Every time you create a file, it automatically overwrites any previous attempt made from within that payroll.

The error detection is as required by the Inland Revenue Payroll Standard, and has been updated for 2010-11

Once the file has been produced successfully, it can be read into either our recommended transfer software, or to your own choice of transfer software.

Remember: a P60 will still need to be printed. This is your employees' copy. It can be printed by using the Print P14/60 options as described beforehand. P14/60's can be used, discarding the top two sheets. (Leaving the P60), a P60 is also available in three different formats.

There are options to merge payrolls from the same company, and also merge payrolls from different companies. If you are transferring and sending only one company at a time, these options can be ignored by pressing the <F7 FINISH> option.

If you do wish to merge more than one company, (they MUST have the same Tax District/Code) then this can be done by following the on screen instructions, or by calling the support line for more advice.

The IBS PAYROLL End of year Transfer Program

For Accountant users who want to file electronically for themselves using the .GFF file, Accountant Software Limited recommends the use of THE IBS PAYROLL end of year data transfer.

This end of year transfer program has been specially written to allow the import of your Accountant payroll data. The imported data can be checked and amended if needed. The data can then be transmitted to the Inland Revenue on your behalf. 'On Screen' audits for successful or unsuccessful transmissions can be viewed.

There will be a separate 'users guide' available, in word format, for anyone who wishes to use this software.

Requirements for the system are:

Windows XP, Vista or 7

Internet Explorer 6 or above

For more details contact your dealer, call Accountant Software Ltd on 01384 562106, or email us on support@accountant.uk.com.

For customers who have previously bought the IBS PAYROLL End of year Transfer Program, an upgrade to the latest version is available now.

Summary of new features in this Payroll for tax year 2011-2012, plus other recent changes.

Version 4.2.1. will run alongside version 4.1.2 or later of other modules, but we strongly advise that ALL software is upgraded to the latest release.

All End of Year filings must be made online. From April 2011 starter and leaver forms (P45 and P46) also need to be filed online.

Accountant Software Limited offer to perform these tasks for you. Please call or visit our web site for details

Version 4.2.1. records the National Insurance Upper Accruals Point, meaning there is an extra NI column for each employee which needs to be printed on new format P60's and included in online filings. This also allows for the 50% tax bandwidth and will handle NT and D0 tax codes on a week 1/month 1 basis when required.

There is a new A4 pre-printed payslip option (form F38), printing one to a page. An Example is available on request.

A new option within the standard payroll is the ability to enter large 'one-off' payments or bonuses in whole pounds, over and above the current maximum amount of £99999.99. Please note that the **total Gross** for the employee still cannot exceed £999,999.99 in any financial year.

Payments for 'Childcare' can be made in accordance with the HMRC guidelines. I.E. payments free of NI and Tax up to the permitted maximum. Any of the first five Temporary Pre Tax Addition fields can be set up as '**CHILDCARE**'. The amount entered will be retained for the next pay run. Please consult the necessary HMRC documentation before using this feature.

The 'Copy Payroll data files' option allows for archive copies of the data made. This means multiple copies of the data can be made to any disk drive. Drive B can now be automatically recognised to identify a folder to be used for making backup copies of data.

Also available are the following:

It is possible to perform Net to Gross calculations.

There is an option to print P60 information reports

Payroll Rollback now allows Individuals, departments or whole payrolls to be "undone"

The history option provides the ability to re-print any payslip. The history file, when present, is also used in S.M.P. calculations to create a more exact suggested figure for payment.

There is an automatic backup option for the main employee files prior to each calculation. A parameter option needs to be set.

A new feature allows for deductions from earnings to be recorded and automatically deducted from the net pay. An administration fee can be charged and a specified amount of net pay protected.

It is now possible to run Accountant using any printer, including those which are not DOS compatible. This feature is a chargeable extra to the standard system.

There are optional payment links to Royline and Hexagon.

Report Generator version 4.2.1.will read all Payroll fields.

Holiday Days taken can be retained, updated and printed on the payslip.

It is now possible to pay either Ordinary or Additional Statutory Paternity Pay.

Important Information about Maximum Weeks for SMP from 2007 onwards.

According to the HMRC document E12 (2007)

Women expecting a baby who satisfy the qualifying conditions are entitled to a **maximum of 39 weeks SMP.**

The Accountant Payroll Control Questionnaire sets the Maximum weeks to 39. However, any employee present on the payroll system before 1 April 2007 may have their maximum SMP weeks still set at the old rate of 26 weeks. The maximum weeks indicator for an individual employee should be checked and altered as necessary (employees record, third screen)

Emergency Tax Code:

At the time this document was produced, the emergency Tax code for 2011-2012 from 6 April 2011 is **747L** – We do, however, recommend you confirm this with your local HMRC office.

Support Department.

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Web: www.accountantsoftware.co.uk