

STAFF System Guidelines

End of Year processing - On-line Filing, 2006/07

1. Overview

This document describes the details of how to set up and then how to run the End of Year on-line filing and how it fits in with the full Year End processing scheme. There are three stages: firstly the preparation of the P14 file; then the creation of the upload file (either P35 plus P14s or P14s only) both of which are carried out in the STAFF System; and finally this file is then uploaded to the HMR&C's system and this stage can be run on a different computer from the first stage. You should read this in conjunction with our standard "End of Tax Year 2007" document.

All programs and documents are available from our web site: www.olympic.co.uk, follow the 'user area' link and then the 'End of Year 2007' link.

We believe that all of our users who are filing on-line this year have already filed on-line and so we have moved all of the installation details to the end of the document..

2. Preliminaries

You should still have your Government Gateway ID and password that you used last year. If you cannot find it you will have to contact the Inland Revenue and ask them to send you a new ID and password.

Note that there is an update for the STAFF System for the Year End and a new version of the IR desktopChecker (see later and our web site)

You use the STAFF System to create the P14 file exactly as if you were preparing paper P14/60s; then there is a new option 'Prepare for on-line Filing' which creates the file to be uploaded. This file is a simple XML file and can be copied elsewhere to actually run the upload.

The upload software that we are using again this year is a free package supplied by HMR&C specifically for this purpose. The upload software is entirely separate from the STAFF System, it uses the Internet and so it must be installed on a computer that has access to the Internet and this need not be a machine that has access to the STAFF System.

3. Pre-Year End Validations

We have introduced some new validations that are particularly relevant to the On-line filing situation because in this case any errors are reported immediately and must be corrected and re-submitted before 19th. May.

You should run these validations and make all of your corrections before you begin any Year End processing. See our March Newsletter for details, if you have any questions, please call Support.

4. Creating the upload file from the STAFF P14 file

This function is available in the STAFF Super program, from the main menu select option 2 - Payroll and then option 9 - Prepare for on-line filing.

NOTE If your STAFF branches hold data for more than one company with different PAYE references you must ensure that only branches with the same PAYE reference are included in any one upload file, and so you would need to create more upload files to handle branches with other PAYE references if necessary.

The program will display various screens and lead you through a set of choices.

```

STAFF
TEMP for 2003/04          --*** THE STAFF SYSTEM ***--          30/ 4/07

          PREPARE YEAR-END FILE FOR UPLOAD TO IR

Enter Tax Year required (e.g. 2005 for 2004/05)          [2007]

Do you require:-
    Complete Year End return (P35 + P14) [Y]
OR
    Part Year End return (P14s only)      [N]
    (Unique ID for this submission for P14 Part only
     [          ])

Output filename [EOY2006          ]

S2P14FIL/B15

```

enter

Complete Year End return (P35 + P14) Y

OR

Part Year End return (P14s only) N

This question relates to whether you require a complete (P35 plus P14) or P14-only upload file. For most users the complete P35/P14 would be required but if you also run a part of your payroll outside of the STAFF System you must select the P14 only option and you must then submit the other P14s and the P35 separately, call support for further details.

enter

Output filename EOY2007 or your choice of filename

this is the name for the upload file, there are no restrictions to the name, other than you only use alphanumeric character and the extension .XML will be added to whatever name you enter.

Press RETURN to complete this screen and the program will then invite you to enter the name for the report file

```

STAFF
TEMP for 2003/04          --*** THE STAFF SYSTEM ***--          30/ 4/07

          PREPARE YEAR-END FILE FOR UPLOAD TO IR

Enter Tax Year required (e.g. 2005 for 2004/05)          [2007]

Do you require:-
    Complete Year End return (P35 + P14) [Y]
OR
    Part Year End return (P14s only)      [N]
    (Unique ID for this submission for P14 Part only
     [          ])

Output filename [EOY2007          ]

Select output for REPORT file
SELECT OUTPUT TO PRINTER/SCREEN/FILE OR EXIT P/S/F/X [E]
S2P14FIL/B15

```

The report file will hold the summary data from the run for your information and should be filed with your Year End, it reflects the contents of a paper P35. We suggest that you send the report to a file at this stage by entering F (as above) and then entering a filename when invited, the file can be printed using the STAFF System's Print Report fro File.

There are two informative messages that follow ("Loaded MSXML3" and "Loaded XML document") that require you to press RETURN when invited; these just trace progress and would report if there were any installation errors .

Branches

From the first screen you will be asked to select the branches to process (you will not see this option if your STAFF System is not configured for multiple branches)

Live/Test submissions and Ids

The next screen simply asks

enter

IS THIS A LIVE SUBMISSION ? (Y/N)

Y

You reply Y to this and press RETURN, the next screen asks for further details

```
STAFF
TEMP for 2003/04          --*** THE STAFF SYSTEM ***--          30/ 4/07

IS THIS A LIVE SUBMISSION ? (Y/N) [Y]

Please enter your ID and password, these will be stored in the upload file
  ID : [ _----- ]
  PASSWORD : [          ]

If you want to include a contact name and telephone please enter them below
FORE NAME [          ]
SUR NAME  [          ]
TELEPHONE [          ]

S2P14FIL/B15
```

It is here that you enter your HMR&C ID and password.

You can enter a contact name if you wish, although most users do not.

Then press RETURN

Processing

The program then runs through the P14 file and displays the reference numbers of the Temps being processed.

At the end the program provides a summary screen.

```
STAFF
TEMP for 2003/04          --*** THE STAFF SYSTEM ***--          30/ 4/07

P14 processing completed, totals are as follows, these should agree
with previously calculated totals from the P35 report

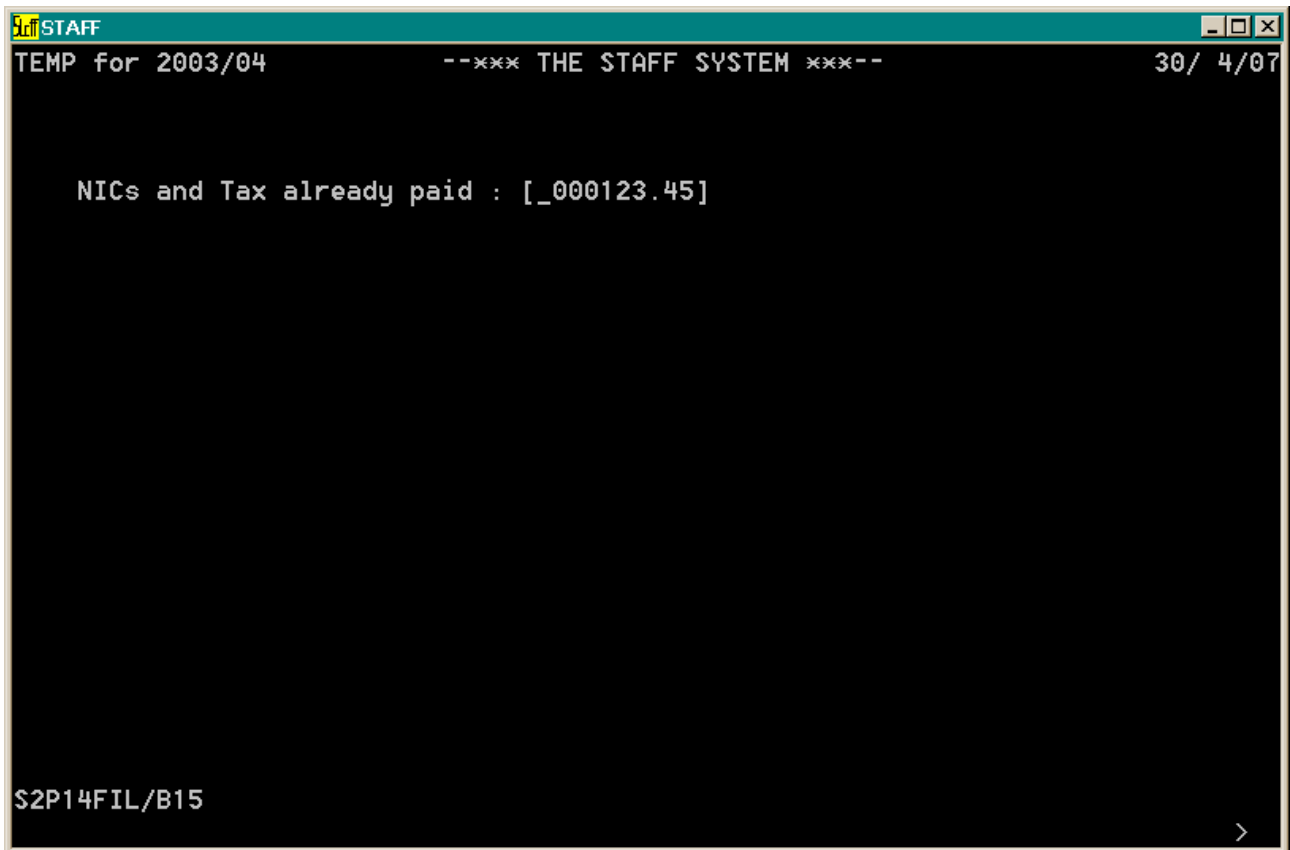
Total gross pay :          406.25
Total NI :                27.43
Total PAYE :              5.50
Number of P14s :          1

Do you want to continue (Y/N) :[Y]

S2P14FIL/B15
```

The screen provides a summary of the processing, giving the number of P14s and the total gross pay and NI and PAYE; these figures should be equal to those totals from the P35 Report already printed as part of the standard Year End processing. If there is any discrepancy you could exit now; otherwise just enter Y to continue and press RETURN

The program then invites you to enter the total amount you have already paid to the IR.



This screen invites you to enter the amount of money you have already paid to the Inland Revenue in respect of tax year 2006/07. The Year End Return, which in this case is the upload file, contains the totals of all the deductions etc. made from the Temps and then using the figure you enter on this screen the program calculates the amount still owing to the Inland Revenue. Obviously at this time you will have normally made all of the twelve monthly payments to the IR so the figure that you enter would be the total for the twelve months.

The program then will ask you the standard P35 questions.

```
STAFF
TEMP for 2003/04          --*** THE STAFF SYSTEM ***--          30/ 4/07

Please answer the following questions from the P35
See the P35 form - Part 3 for full details

Q1 - Have you sent a P14 and P38(S) ... for every person in your
      paid employment ? (Y/N)                                [ _ ]
Q2 - Did you make any 'free of tax' payments ... ?(Y/N)     [ ]
Q3 - ...did anyone else pay expenses ... during the year ?(Y/N) [ ]
Q4 - Did anyone employed by a person/company outside the UK work for you
      more than 30 days in a row ?(Y/N)                     [ ]
Q5 - Have you paid any of an employee's pay to someone other than
      the employee ? (Y/N)                                   [ ]
Q6 - Do the rules relating to services ... (IR35) apply to any
      work ... on this return ?(Y/N)                         [ ]
```

These questions are from the paper P35; for most users the first answer is a Y and the rest are N, but you must check if you are uncertain.

The next screen is the P35 declarations.

```
STAFF
TEMP for 2003/04          --*** THE STAFF SYSTEM ***--          30/ 4/07

Please complete the following declarations from the P35
See the P35 form - Part 5 for full details

I declare and certify that
- forms P14 End of Year Summary for each employee ...
  are all enclosed (Y/blank) Y
  OR  have been sent separately in one or more part (Y/blank)

- completed form 38A
  is due (Y/blank)
  OR
  is not due (Y/blank)Y
- completed forms P11 and P11(d)
  are due (Y/blank) Y
  OR
  are not due (Y/blank)
```

These questions on the declarations are in pairs so you would typically make the entries as shown above: the first pair mean that you are enclosing (in the upload file) all required P14s and none are to follow. These questions are from the paper P35.; the second that there is no P38A to send; and the third that you do have P11 or P11(d) to follow, although this will not be true for all of our users.

Filly the program reports its progress with the remainder of the processing and indicates when it has completed the upload file.

All of the details are contained in the Report file and it is probably a good idea to print this out to confirm that all of the questions are completed correctly etc.

As a final comment please note that you can re-run the Prepare for on-line Filing as often as you like, and so you can prepare the file, run the desktopChecker and fix and problems (see below), and then prepare the file again, check again, etc. as many times as is necessary to correct all of the errors.

5 Validating your Year End return

HMR&C have made available a program, the Desktop Checker, that can run on your local computer and will perform exactly the same validations, and error reporting, that are run when you submit the upload file; consequently you can identify any errors in the upload file without the trouble of connecting to the HMR&C web site.

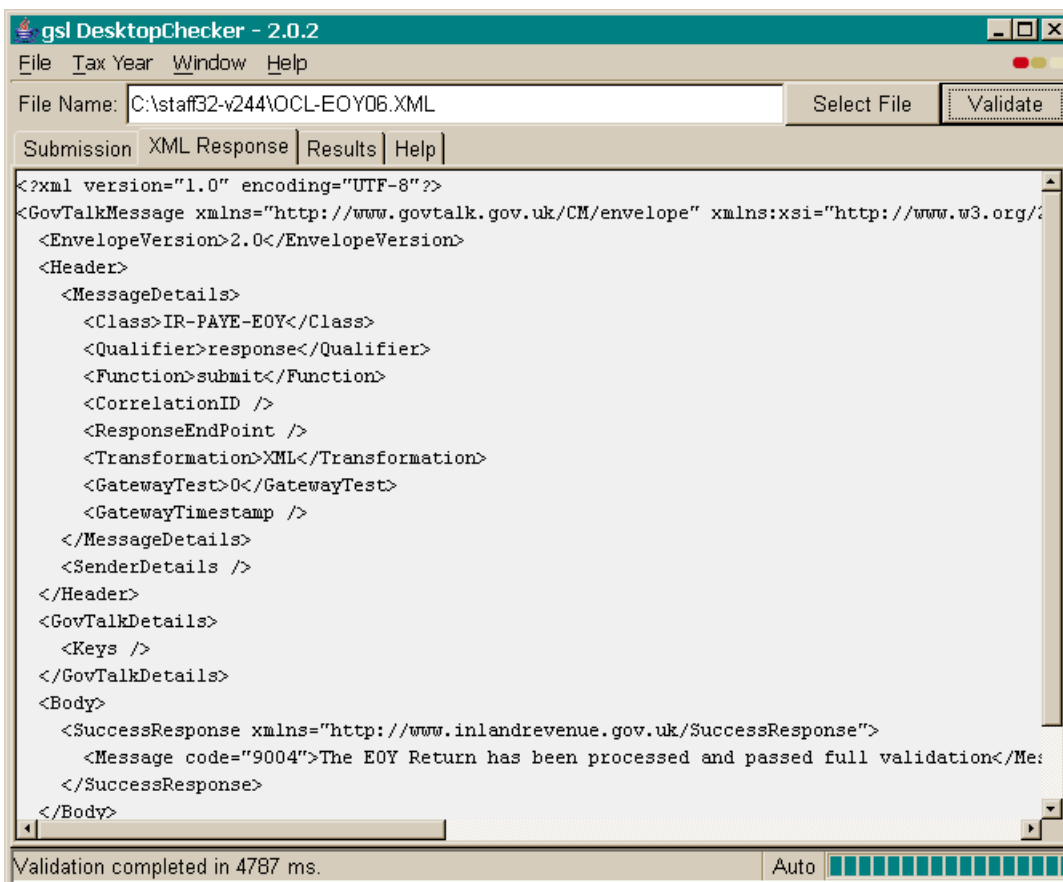
Note that there is a new version of this tool that you must use this year, you can download the tool from the link given on our web site. This is a Java application and does require that you have the JRE v 1.4.2 installed (see our web page for links). This new version is supplied as a .ZIP file that must be extracted

(using WINZIP or some other utility). We suggest that you download the .ZIP file into your STAFF23 directory and extract it there but note that it usually extracts into a subdirectory named 'dist'. After you have extracted the .ZIP you will also find Installation and User Guide PDFs.

You use the Desktop Checker to validate the upload file, so it can only be run when you have run the Year End and prepared the upload file. We would not anticipate that there will be many errors detected by the Checker, if any at all. These errors can be corrected by amending the P14 file and then preparing the upload file again, and validating again as a final check. When there are no errors the upload file can then be submitted to the HMR&C web site.

Note that it is best to prepare and validate the upload file before printing the P60s because if you do have to make corrections then you would have to re-print those P60s that have been corrected.

To run the tool you must run desktopChecker.jar, or in some cases desktopChecker.bat, depending on your configuration (if you wish you can create a shortcut to this program). This will display a form and you can either type in the file name or use the Select File button and press Validate.



The Submission tab contains the text of the file being checked (although if the file is too large it will not be displayed); XML Response contains the raw response; Results give a more understandable explanation of the response; the Help tab gives a brief set of instructions.

The XML Response and Results can be saved to a text file by using the usual methods - select the text (ctrl A) followed by COPY (ctrl C); open a text or Word document and PASTE (ctrl V) into a blank file. If necessary you can email the file to Support and we can advise you of the corrections that you must make.

8. Correcting errors

Any errors that have been identified can be corrected by amending the P14 file. When you have the corrections to make you must use the S2FIXP14 program, type RP at a menu, program name is S2FIXP14 and press return for program switch. The program offers a variety of options, you will need the Temp

Reference, the tax year (2006) and the employment number to identify the P14 to be corrected. The corrected values can then be entered. When you have completed the corrections you must prepare the upload file again, and validate (using the desktop checker) again as a final check. When there are no errors the upload file can then be submitted to the HMR&C web site.

9. Submitting the Year End return

After you have created the upload file you must upload the file to the HMR&C website. If there are any errors you will be notified in the response from the website and you must use the STAFF System to amend the P14 file and then re-extract the upload file and re-submit.

Run the upload program, VBIinjector_DOM.exe, this will display a simple screen. You only have to set:

'Document to submit', either enter the name or use the browse button (...) on the right,

the Gateway Submission Server URL., set this to

<https://secure.gateway.gov.uk/submission> for **LIVE UPLOAD**

and then press the Submit button. You will see that you are switched into the Protocol tab and messages should begin to be displayed on the protocol tab and in the status bar. They should follow the outline

submit_acknowledge

submit_poll

submit_response

You may also see submit_error.

If you receive a large number of polls it suggests that the IR web site is busy, or occasionally, unavailable.

You will see that the 'SourceXML' Tab will contain the file being submitted, 'Protocol Events' will show a set of entries as the file is submitted and responses are received, the message received will be in the 'Response' tab. There will also be a set of messages in the status bar as the connection is made, the file is submitted and the server is polled to get the response.

The contents of the Response Tab contain the message from the Gateway which holds the validation report. The text is not presented with any line feeds etc. so is not easy to read. In order to make it readable please carry out the following

- select the text in the Response Tab
- Copy the text (right mouse button and Copy, or CTRL/C)
- Open NotePad with a empty document
- Paste the text into the NotePad and save as RESPONSE.XML

You can then view RESPONSE.XML by double clicking on the file and view it with Internet Explorer. This file contains responses detailing any errors that the validation procedures have found. Usually scrolling through the file is sufficient to locate the messages. If there are any queries we suggest that you email the whole RESPONSE.XML file to us.

If the file was fully validated (using the Desktop Checker) you should find that you have a successful submission first time around. If you do have errors you can then correct them in the P14 file (using the FIXP14 program - see section 8) and then rerun 'Prepare for on-line filing' to recreate the upload file and re-submit.

But **NOTE** that all submissions must be made successfully by the 19th. May 2006.

Appendix

A. Installation

There are three separate Installation packages:

1) The STAFF System upgrade - there are two self-extracting files that must be installed into your STAFF32 directory. They contain the Year End upload file preparation programs.

2) In addition the STAFF updates makes use of the Microsoft MSXML package, while this is usually available on recent versions of WINDOWS it may also be downloaded from <http://microsoft.com> and installed onto the machine that runs the STAFF system.

3) The upload programs. You will need to download the Government Gateway Sample Client (<https://secure.dev.gateway.gov.uk/help>) and install it and then download the latest version called VBInjector (from the Olympic Computers web site). These are third-party programs actually supplied by HMR&C and we are making use of them this year.

Installation Instructions

The files are either directly available from our web site or there are links to the files. Follow the 'user area' link from the main page (www.olympic.co.uk) and then the 'End of Year 2006' link.

1. STAFF System upgrade.

If you have not files on-line before there are two self-extracting files that you will need:

- | | |
|-----------------------|-----------------------------------------------------------|
| s2-4-03-eoy-utils.exe | - this contains a number of utility programs |
| s2-4-03-eoy.exe | - containing the preparation program and various upgrades |

These files should be downloaded and run (double-clicked) in order that the files they contain are installed, when the installation runs it will ask you where to install and you should specify your STAFF32 directory.

B MSXML

This is a Microsoft tool that is used by the year end processing programs.

We could not find a simple URL for this so we suggest that you go to <http://microsoft.com/downloads> and search for "sp5 MSXML" (use the search option on the left hand side on the screen). This will usually find a reference to MSXML3 Service Pack 5 in the first few results, you need to download MSXML3.msi, it is a WINDOWS installer file of about 1.9Mbytes. Install this file (by double-clicking) on the machine that is running the STAFF System.

The installation simply installs the contents into various WINDOWS directories.

NOTE if the installation detects that it is attempting to install an older version of a file that you already have installed then choose the option to "keep the latest version".

C. Year End upload software

You must first install the full Sample Client package followed by the latest VBInjector, these must be installed onto the computer that will upload the year end submission file.

The Olympic Computers web site gives a link to <https://secure.dev.gateway.gov.uk/help>, follow the link to the 'VB6 Sample Client Application' (link in left hand pane). Then select the download of the application. This will download a ZIP file to your computer. Next you must unzip this file (choose a suitable directory, which may be your default) and then run the resulting SETUP.EXE to complete the installation. SETUP will ask for the location and, again, the default location ("...ProgramFiles\Government Gateway..") is generally adequate.

Finally download the latest version of the VBInjector program (the "upload software", link on our End of Year page) and unZip onto the computer that will be running the upload. You can choose where to extract but the default directory is generally adequate (but make a note of the directory). This unpacks a Visual Basic application which is then ready to run, there is no separate installation phase. This contains the program you will run to perform the upload, VBInjector_DOM.exe, and you may want to make a shortcut to this program.

NOTE if the installation detects that it is attempting to install an older version of a file that you already have installed then choose the option to "keep the latest version".

D. Test Submissions

The Inland Revenue has set up a test area that can be used to prove that you can connect to the submissions system and to allow you to submit test files. We strongly advise you to first use the sample files that we have provided to check that the upload software is installed and works correctly and that you can connect to the IR web site. We suggest that you use

staff-complete-validsample.xml	a correct P35/P14 file
staff-complete-errors.xml	a P35/P14 file with errors

to see a successful and unsuccessful session.

There are also files for P14 only submissions (staff-P14Part-validsample.xml and staff-P14Part-errors.xml).

To carry out a test submission you must run the upload program, VBInjector_DOM.exe, this will display a simple screen. You only have to set:

'Document to submit', either enter the name or use the browse button (...) on the right,

the Gateway Submission Server URL., ensure that this is set to

<https://secure.dev.gateway.gov.uk/submission> for **TESTING**

and then press the Submit button. You will see that you are switched into the Protocol tab and messages should begin to be displayed on the protocol tab and in the status bar. They should follow the outline

submit_acknowledge

submit_poll

submit_response

You may see submit_error although with the sample files this should not happen.

If you receive a large number of polls it suggests that the IR web site is busy, or occasionally, unavailable.

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Olympic Computers Limited, March 2007.