

# ABC6 Payroll

April 2021



WEEKLY TIME SHEET

	Mon	Tue	Wed	Thu
TIME IN	6/10	6/11	6/12	6/13
TIME OUT	8.00	8.00	8.00	8.00
R. HOURS	18.00	16.00	16.00	16.00
O/T HOURS	7	7	7	7
TOTAL	2	-	-	-
	10			

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Any program errors reported to ABC Support will be corrected as soon as possible and program updates are available from your local supplier, ABC Software, and from the website [www.abc6.co.uk](http://www.abc6.co.uk)

**Credits**

This Payroll program was originally designed and written by Chris Hicks in 1980. Regularly updated every few months. Manual produced using Adobe InDesign.

This version Printed in England March 2021.

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# 1

## Introduction

### Payroll overview

When you employ people you are faced with several problems when it is time to pay their wages. Firstly you need to calculate how much they have earned; perhaps multiplying hours worked by hourly rate. You may also add bonus, overtime, maternity pay or holiday payments.

The next task is to work out how much to deduct in PAYE Tax and National Insurance; possibly adding some amounts for SSP, SMP, SPP or SAP. As an employer you also have to calculate Employer's National Insurance contribution, and if necessary deduct Student Loan repayment or Pension contributions. ABC allows for Scottish and Welsh employees with different tax bands.

Before or at each PayRun, the payment details must be sent online to HMRC in a process known as Real Time Information (RTI). If you have got a Pension Provider for Workplace Pensions, you may need to send them a summary of pension payments.

A great deal of data is associated with payroll, and you must ensure that details are kept in a form acceptable to the government.

ABC PAYROLL can take care of all these tasks.

#### Coronavirus 2020 - .....

There are various government schemes and subsidies available to support employers during these difficult times. Mostly these are handled outside of the PAYE system. Furlough pay is put through the Payroll and treated as normal pay for tax and NI purposes. ABC Payroll does let you record "furlough" pay and print a report later to help you reclaim from HMRC.

## How it works

ABC Payroll keeps a Record Card for each employee. Their name, address, taxcode, year-to-date pay and tax, etc, are stored on the card. Before starting to use ABC Payroll for the first time you need to enter details of all your employees. When a new employee arrives, ADD a new Record Card.

To pay employees you select PayRun. The computer will display a list of employees due to be paid. View the most recent Payslip for each employee and change the basic pay or overtime details -- the payslip will instantly recalculate the tax and NI deductions. You can finish this PayRun now, or exit and return tomorrow to continue. Until you "Finalise" this PayRun, you can review or amend any details.

Because you only need to enter any changes to the previous Payslip, running the payroll is very fast and simple. There are also many built-in shortcuts and automatic calculations to help with editing a Payslip. It can take just a few seconds to pay each employee.

Normally you would wait until you have finished entering all the wages before printing Payslips as one batch. However, it is possible to print a Payslip immediately after entering wages for an employee, (for example, if that employee was about to go on holiday).

After Finalising this PayRun you must send the RTI data to HMRC, print payslips and summary reports, and create BACS payment and Pension Provider export files if required. Optional reports are Cash Analysis, List of Cheques, etc.

When you have done everything you need, mark the PayRun as completed. This then allows you to start a new PayRun when required.

To see the amount of PAYE tax and N.I. that you (the employer) must pay to the government, you can print a P30 report.

If you also have the ABC6 Accounts software on your computer, you can click a button to post a summary of this PayRun into the ABC6 Accounts. (The Payroll does not do this automatically).

The program can produce all the paperwork such as P45s, Employer History, and P60 forms. You need keep no other records, and you can print out these pay records on paper at any time.

In this brief introduction we have only mentioned the basic operation of the system. However there are many more features; including..... Calculation of SSP, SMP/SPP/ShPP/SAP/SPBP (and reclaim where possible); Holiday Pay,

Student Loan repayments; global changes of Tax Codes; several pre-tax and after-tax adjustment options; Pension; analyse wages by department or job; keep note of holidays due; print list of employees.

## Security

You can use the password system to prevent casual access to the Payroll files. [see page 39](#)



A determined computer literate person could find their way around this password system so if this is a problem in your office we suggest you take additional precautions.

ABC Payroll does not store personal details or notes about your employees, and therefore you may not need to register under the Data Protection Act. However, you can check this by contacting:

The Information Commissioner's Office,  
Wycliffe House, Water Lane,  
Wilmslow SK9 5AF.  
Tel: 0303 123 1113.  
website: [www.ico.gov.uk](http://www.ico.gov.uk)

## After Sales Support

During the year we do release additional updates for the ABC Payroll. These small updates and telephone support are included in the price of the Payroll.

Support is also available by email or on the free ABC User Forum.

### Program Updates:

ABC Payroll will try to check the ABC website when you start up, and if a new version of the payroll is available will download it (but not install it without your permission). We strongly recommend you always install updates to keep your software up to date.

You can also manually update from the ABC website [www.abc6.co.uk](http://www.abc6.co.uk) at any time

### On screen HELP

ABC includes an on-screen Help System that you can view at any time: press the F1 key, or click a Help button, or select Help from a menu.

Help Pages contain links to other Help Pages: click on the underlined words to follow the link (and then click BACK if you want to get back to the previous page).

## SnapShots and Backups

Main Menu > Backup > select Snapshot or Backup

At any time you can make a “Snapshot” of your payroll files. This is a complete spare copy of your data files at this instant. These are stored on your hard drive. Regard these as temporary. If something goes wrong with the computer or it is stolen, you lose all the Snapshots too.

A more permanent copy is to “Backup” onto a USB memory stick or external hard drive. It takes only seconds to make a backup, and we recommend you do it after each PayRun. And also store the backups in a different location to the computer.

Both Backups and Snapshots can be Restored if required.



## How to use this Manual

This book is mainly a Guide briefly explaining how to perform day-to-day tasks, for example -- how to print a payslip. You can optionally customise the appearance of parts of ABC and Windows. This means that your screen may look slightly different to the pictures in this Manual.

General operation of the program is hidden away towards the back of the book; and you'll find pointers to suitable page numbers if you need more explanation ..... eg. [see page 9](#)

## Find your way around

Use the Contents to lookup the subject you are interested in.

## Operating ABC

You can use the keyboard and the mouse to operate ABC. In most cases either can be used, and there are often several ways to do something – use whichever you prefer.

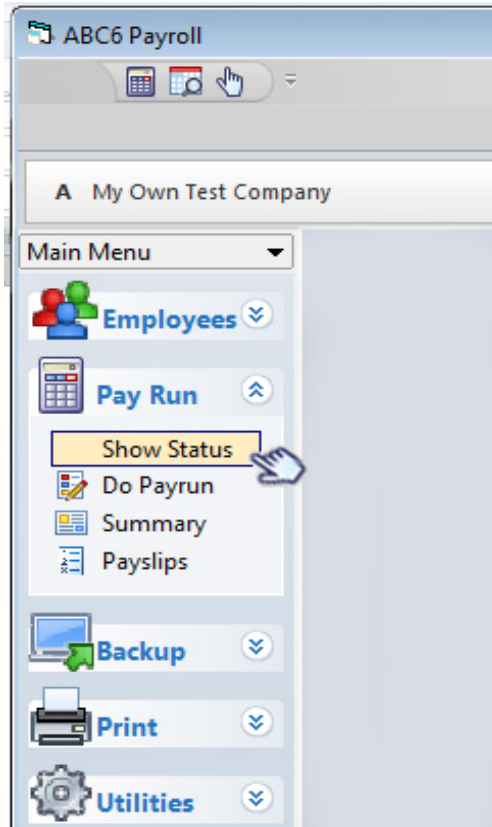
Don't worry about accidentally selecting the wrong thing. ABC will protect you. You always have to confirm things like Delete. If in doubt, select CANCEL or EXIT, or press ESC (the ESCAPE key).

## Close a window (exit)

The standard way to close a window (ie. finish with this operation) is to click the “X” at the top right of the tab. However, if you are in the middle of entering or editing something, you need to choose Save or Cancel before you can exit.

## The Main Menu

Just about everything in ABC can be reached from the Main Menu (pictured below).



## Quick Access toolbar

At the top of the screen are some small icons on the Quick Access toolbar. These are functions you may use often, eg Log-Off. You can customise what appears on this toolbar.

The bottom left of the screen shows the current PAYE Week and year details.

# Starting up ABC Payroll

From Windows desktop double-click on the ABC Payroll icon. If you used ABC6 Payroll last year, there should be two Payroll icons on your desktop -- one for this year and one for previous year. Choose whichever you want to use.

If the Password system is turned off, the Main screen will appear. Otherwise you need to Log-On by entering your Password.

## Log On to Payroll

(If you have more than one Company set up in ABC, then first select which company Payroll you wish to open). Enter your own password.



To set up or edit Passwords [see page 34](#)

ABC may ask for your Registration Key [see page 12](#)

## Log Off from Payroll

For security, if you are leaving the computer for a few minutes you should Log-Off. You can Log-Off from the Quick Access toolbar

## Change to different Company

If you have more than one payroll set up in ABC, Log-Off, and then Log-On. You can choose a different company as you Log-On.

## Work on the previous Year files

Start up ABC using the previous year ABC Payroll icon on your Windows desktop. You are able to review or print all the data, and edit employee records, but not allowed to do PayRuns or use the Start new Year function.

## Personalise your ABC

Many parts of ABC can be changed to suit your own preferences, including passwords, report content and logo. Most of these are optional and can be changed at any time. However, some items (like your company name) need to be set before you start using ABC Payroll. [See page 33](#)

## Registration Key

When you purchase ABC Payroll you are supplied with a Registration Key. You must enter this into ABC to unlock the program fully. From the Tools Menu (top right of screen) select > Register

If you don't have a Registration Key, contact ABC Software. The Payroll will work fully for a few weeks without the Key (to allow people to try it out) -- after that entering the Key will restore full operation.

## Version Number

To see the version number and date of this Payroll program, from the Tools Menu (top right of screen) select > Show Version.

## What's New

A note of recent changes to the software can be seen by selecting Tools Menu > Show What's New.

### Comparison with manual Tax Tables

This program calculates PAYE and NI using the Exact Percentage method, and has passed the strict HMRC testing.

The results may be a few pence different to the manual Tax Tables (which are only approximate). Any small differences are normal and are expected by the government. Differences of more than a few pence need investigation.

But does anyone still use manual tax tables these days??

The HMRC formulae we have to use are greatly complicated by the need to get the figures to agree with the old Tax Tables.

# 2

## Getting Started

### 1. Install the Payroll onto your computer

Place the CD into your drive. From Windows > My Computer, browse to the CD drive and run the installation program (usually called SetUp.exe or something like Inst\_ABC\_Pay2122.exe)

### 2. Enter your Company Details

Select Edit Company Parameters from the Utilities Menu. ([page 38](#))

Edit your company name/address, business bank account, your PAYE Reference, etc. You can leave some fields blank if you do not know the information (you can edit these details at any time).

It is important to enter your email address if you wish to email payslips or P60s to employees.

Tick a box to specify if you are classed as a “Small Employer” or not. (as defined by current Government regulations)

### 3. Clear the Payroll Files.

Select Clear the Files from the Utilities Menu ([page 38](#))

This clears all the Payroll files, ready for you to start. You have the option to clear all the data, or just set the figures to zero, and retain the Employee Names/Addresses.

#### 4. Enter details of your Employees:([see page 15](#))

- a) If you are starting at the beginning of the Pay Year (ie. 6th April) then enter just the Name/Address/Taxcode details, and leave the Pay/Tax figures blank or zero.
- b) If you are starting part-way through a year, enter the Name/Address/Taxcode, and also details of their Tax/NI/Pay for the year-to-date (in the Previous Employment fields).

You are now ready to start using the Payroll in your business.

### Start a New PAYE Year

Follow the instructions supplied with a Payroll update (can also be found on the website [www.abc6.co.uk/Support/Documentation](http://www.abc6.co.uk/Support/Documentation)), basically to

1. Install the update for the new Tax Year (April 6th)
2. Run the START YEAR function ([page 38](#))

This has the option to import all employee data from previous year.

There is no Year End function because at the start of the next year you simply move over to the new payroll and retain the previous payroll for a year in case you need to reprint or review anything.



# 3 Employee Records

## Overview

The Employee File contains a Record Card for each employee, containing details of their Name, Address, Taxcode, Pay and Tax to date, etc. The bottom half of the screen shows a history of payments made this year. There is a button that will send an RTI request to HMRC to check (or obtain) a National Insurance Number for the employee.

You can view or edit this Record Card at any time, and you can also examine their latest Payslip, or their Pay History (P11).

It is important that these employee details are checked and entered correctly, particularly National Insurance Number, Date of Birth, full name and address. This is has become more strict with RTI.

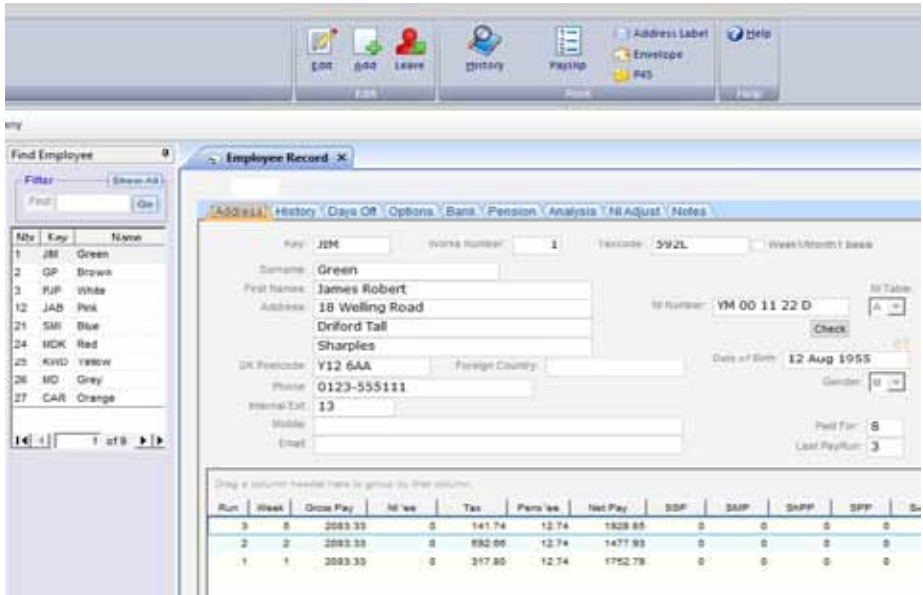
Address | History | Days Off | Options | Bank | Pension | Analysis | NI Adjust | Notes

Key:	<input type="text" value="JIM"/>	Works Number:	<input type="text" value="1"/>	Taxcode:	<input type="text" value="592L"/>	<input type="checkbox"/> Week1/Month1 basis
Surname:	<input type="text" value="Green"/>					
First Names:	<input type="text" value="James Robert"/>					
Address:	<input type="text" value="18 Welling Road"/>					NI Number: <input type="text" value="YM 00 11 22 D"/> <input type="button" value="Check"/>
	<input type="text" value="Driford Tall"/>					61
	<input type="text" value="Sharples"/>					
UK Postcode:	<input type="text" value="Y12 6AA"/>	Foreign Country:	<input type="text"/>			
Phone:	<input type="text" value="0123-555111"/>					Date of Birth: <input type="text" value="12 Aug 1955"/>
Internal Ext:	<input type="text" value="13"/>				Gender: <input type="text" value="M"/>	
Mobile:	<input type="text"/>					Paid For: <input type="text" value="8"/>
Email:	<input type="text"/>					Last PayRun: <input type="text" value="3"/>

Drag a column header here to group by that column.

Run	Week	Gross Pay	NI 'ee	Tax	Pens 'ee	Net Pay	SSP	SMP	ShPP	SPP	SAP
3	5	2083.33	0	141.74	12.74	1928.85	0	0	0	0	0
2	2	2083.33	0	592.66	12.74	1477.93	0	0	0	0	0
1	1	2083.33	0	317.80	12.74	1752.79	0	0	0	0	0

Select Employees > Employee Records from the Main Menu. The screen will appear similar to the picture below.



You can choose an employee from the list at the left (or type their name or number or nickname into the Find box).

The RibbonBar at the top includes options to Edit, Print, Add a new employee or mark an employee as LEFT.

## EDIT

Allows you to change the information in most of the boxes (fields) on the screen (some fields are updated only by ABC). The following pages explain what should be put into each box.

## ADD -- a new employee

The New Employee Declaration is shown first, for you to enter the details given to you by the new employee. This includes details of any other jobs or pensions they may have, and any Student Loan repayments they need to make.

A new Record card will then be displayed on the screen and you can enter the rest of their details (see following pages).

ABC allocates a unique Works Number.



If they have presented you with a P45 Form from their old job, you should enter the figures in the Previous Employment fields.

You do not need to send any details to HMRC as the RTI submission does this.

## **LEAVE -- when an employee leaves**

1. Pay them for the last time.
2. Finalise the PayRun.
3. Go to their employee Record Card and click LEAVE (this marks them as having left)
4. Send the RTI. Give the employee a P45.

ABC will put today's date into the Employee Record as the Date of Leaving -- you can edit this if necessary.

You must give the employee a P45, either on paper or (if the employee agrees) you can email the P45 to them.

If you accidentally mark an employee as having left, you can EDIT the Record Card to untick the Employee Has Left box, and clear the Leave Date.



If an employee leaves, but then rejoins the company later in the year, or an employee is made a director, do not use their old record. You must treat them as a new employee and create a new Record Card. At the end of the year they will have two P60s.

The Record Cards and pay history of all leavers remains in the Payroll Files until the end of this PAYE year. ABC also retains the previous year Payroll Files for 12 months.

**PRINT** -- you can choose various reports relating to this employee, including History, Payslip, Address label, envelope.

You can print a payslip for an employee while in the middle of a PayRun but take care: ABC will warn you that the PayRun has not been finalised and the payslip could be edited and changed.

## Employee Details

The Record Card contains the following Fields, divided into tab pages.

Field Name	Description and Notes
Works Number	Generated by ABC to ensure each employee has a unique number. You cannot edit this.
Key	A shortcut or nickname for the employee that you can use to quickly locate their Record.
Name Address and Postcode	The employee's name and address details. Telephone numbers can be filled in (including their office telephone extension if applicable).
Email	Employee's email address. Check this carefully as you might use it to email their payslip or P60.
Tax Code	If you don't know the employee Tax Code; leave it blank and ABC will fill in the "emergency" code.
Scottish or Welsh codes begin with S or C	If employee Tax Codes ends with X, W1 or M1, it means use Week 1/Month 1 basis. Leave out the X, M1 or W1 suffix, and tick the Week1 box.
Week1 basis	Tick this box if Week1/Month1 basis applies.
NI Table	Fill in the NI Table Letter for this employee. The default is Table "A". NIC Table Letter "X" means both the employee and the employer do not pay any NIC. Do not use this unless you are sure it is correct.
Gender	Specify Male or Female.
NI Number	You will not be able to submit RTI without NI Nbr.
Date of Birth	Optional but the government wants you to fill it in.
Last Week Last Payrun	When this employee was last paid. ABC will keeps this field up to date.
Previous Employment	If this employee has just joined and given you a P45 then fill in the Tax and Pay figures from that P45.
This Employment	ABC will fill in these figures automatically.
Start Date	When the employee joined the company (ignore the RTI box; that is for ABC use)

Field Name	Description and Notes
First Pay Wk, Starter Decl	The declaration the employee made when they joined the company, and first pay week.
Leave Date	The date the employee left. (ignore the RTI box)
Holidays	Number of days holiday allowed for this employee.
SSP and SMP	ABC will automatically update these fields.
ShPP details	Employee's partner details for ShPP.
Pay Freq.	Specify employee is to be paid Weekly or Monthly. .
Temporary Hold	Tick the box if this employee remains with you but is on hold and not being paid at present.
Irregular pay	This tells HMRC not to worry if employee does not get paid every pay day.
Furlough	Indicates employee is on Furlough (coronavirus)
Send RTI even not paid	Tick box if you want this employee to be included in the RTI submission even if not paid that time.
Director	Specify that employee is a Director of the company.  We also recommend ticking the box " <i>Treat director as normal employee until January</i> ". This evens out their NI payments through the year.
Director Start Week	If a Director joins the Company partway through this PAYE year then enter the START WEEK number. Otherwise leave this Field blank.  If an existing employee becomes a Director partway through the year CREATE A NEW RECORD CARD for them and fill in the START WEEK on this new Card.
Student Loan PostGrad Loan	Tick this box if you have received notification that this employee must repay their Student Loan and/or PostGrad Loan. Also specify Type 1, 2, or 4.
Temporary Stop	Tells ABC not to deduct any Loan Repayments but the employee is still shown as due to repay the Loan.
Bank Details	Employee bank details for payment by BACS. Can be blank if they are paid by cheque or cash.

Field Name	Description and Notes
Analysis	<p>The payment to this employee can be analysed by splitting it between (up to) three different Analysis Headings. Put the Heading Code and then the percentage for that Heading. (Percentages must add up to 100%).</p> <p>If you also have the ABC Accounts system; these Heading Code can refer to the Nominal Ledger Accounts.</p> <p>The normal Heading Codes to use are in the range 4001 to 4998</p>
Pension  for Workplace Pensions HMRC sets the minimum percentages and ABC enforces this.	<p>Fill in whatever details are required for this employee's pension scheme.</p> <p>Enter the Employers and Employees percentage contributions. With some pension types you will need to tick one or more of the options. Consult your Pension Provider on this.</p> <p>Normally you should NOT edit the Pension Year-to-Date and Total Fields; the computer will adjust these automatically. However; you can edit if necessary.</p> <p>Fill in the Estimated Yearly Pay which is used only to give the Pension Provider a rough guide.</p>
NI Adjustment	<p>This feature is to allow you to correct a mistake in N.I. contributions paid earlier in the year. Take care when entering a N.I. correction (adjustment) that you specify a future PayRun Number for the PayRun when this adjustment is to be applied. We recommend that you enter an N.I.correction just before you do a PayRun and that you specify the next PayRun; this will ensure the correction is applied immediately.</p> <p>N.I.Adjustments will be shown on Payslips; Payroll Summary; and Audit Trail reports. You can have up to three separate adjustments for each employee in a year. You normally will not need to adjust N.I..</p>

# 4 PayRun

Each payday you will use this Payroll program to calculate wages, tax, and NI for your employees. (If you only have monthly paid staff, then you may only need to use the Payroll once per month). This process is called a PayRun. Each PayRun is given a number by ABC, and this may not be the same as the Week number.

The screenshot shows a software interface for managing PayRuns. At the top, there is a dark grey header with the text "Pay Run" in white. Below the header is a yellow button labeled "Show Status". The main area contains a vertical list of six steps, each with a numbered box on the left and a text box on the right. Step 1, "Setup", is highlighted in pink and has a green checkmark to its right. Step 2, "Edit payslips", is highlighted in light green. Step 3, "Finalise", is highlighted in light green. Step 4, "Send RTI", is highlighted in light grey. Step 5, "Print/Export", is highlighted in light grey. Step 6, "All done", is highlighted in light grey. At the bottom left of the interface is a red button labeled "Undo".

Step	Action	Status
1.	Setup	Completed ✓
2.	Edit payslips	In Progress
3.	Finalise	In Progress
4.	Send RTI	Pending
5.	Print/Export	Pending
6.	All done	Pending

## PayRun sequence

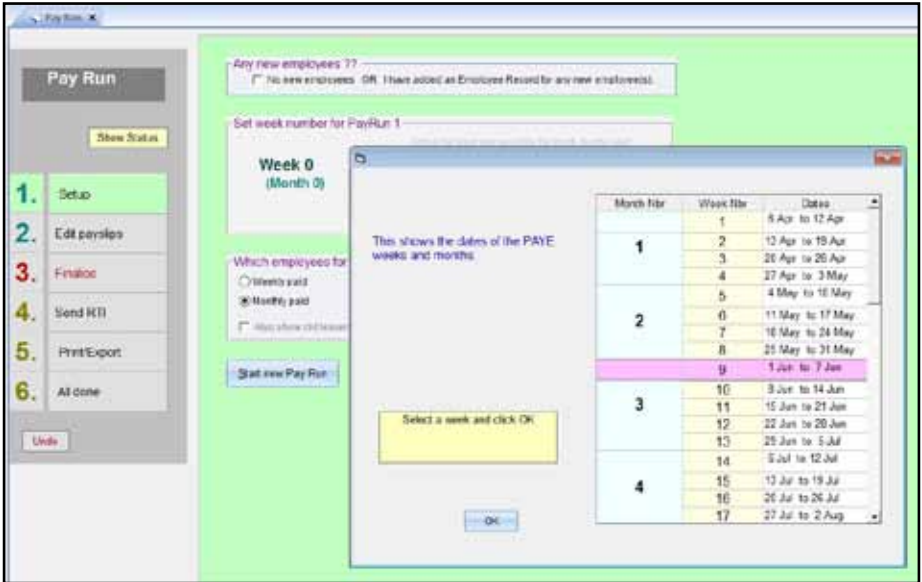
The SHOW STATUS button will display details of the previous and current PayRuns.

1. **SETUP:** Specify the Week/Month Number, which employees (weekly or monthly paid; and optionally to also pay someone who has already left). Then click **START NEW PAYRUN**.
2. **EDIT PAYSLEIPS.** Enter each employee's hours or salary, SSP, SMP, bonus, etc on their payslip.
3. **FINALISE.** Mark the Payrun as finalised.
4. **SEND RTI.**
5. **PRINT/EXPORT.** Print payslips, Summary Report. If you have ABC6 Accounts you can click **Post To Accounts**. Export data for BACS and/or Pension.
6. **ALL DONE.** And confirm this PayRun is Completed.

# Start a PayRun

From the Main Menu select PayRun > Enter PayRun (ie. start or continue).

For a new PayRun you need to specify the Week or Month number, and which employees to pay (weekly paid or monthly paid). The PAYE Calendar offers a guide as to how dates relate to week numbers (see below).



If there are any new employees, you must first go to Employee Records ([page 16](#)) and ADD a Record Card for them.

When you have set the details as required, click START NEW PAYRUN.

## The PayRun stages

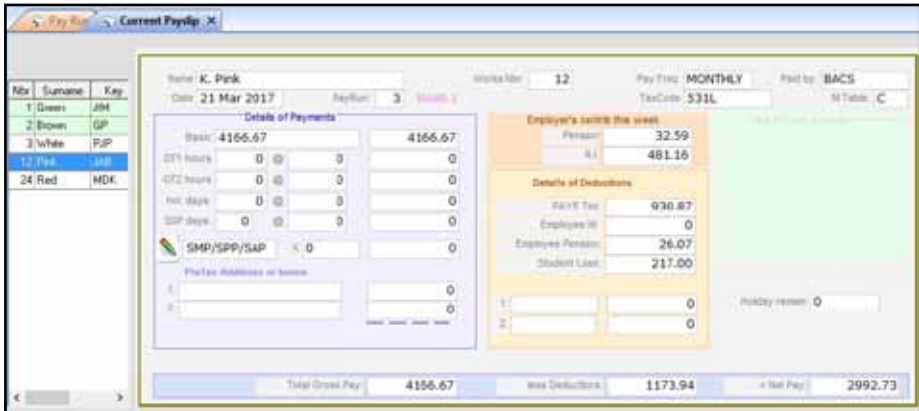
There are 6 stages in the PayRun, actioned by the 6 buttons. Only the buttons coloured green can be used. As you progress through the stages different buttons will become available.

As you complete each item, the button may show a tick to indicate it has been used (this is just a visual reminder for you).

On the RTI and Print pages there is a check box you must tick to say you have completed everything you need on that page. Only when you have done this will button 6 (ALL DONE) be enabled so you can go to mark the PayRun as Completed. (And only when this PayRun is completed can you start the next PayRun).

# Enter wages, edit payslips

Click Edit Payslips (2) on the PayRun Menu. A list of employees will be shown at the left, and a payslip on the right. Click an employee name to see their payslip. Double-click employee name (or click EDIT) to begin entering pay details. Click SAVE (or CANCEL) when finished.



*Employees already paid are shown in green. (if you are making an EXTRA Payment to employees in the same month, they will be shown in red).*

Enter details of their basic pay, overtime, holiday pay, etc, ABC will recalculate their tax and NI deductions. You should check that tax, NI and pension amounts look correct before you come to Finalise the PayRun. You can exit from entering wages and come back later to continue the PayRun. (eg. if the pension calculations are wrong you may need to edit the employee record and change the percentages.)

## Holiday Pay

There is a special function that you can use when paying a **weekly paid employee** some holiday pay in advance. It is not for use if you are paying money in lieu of holidays (enter as Pre-Tax Adjustment not holiday pay). Holiday Pay only works for complete weeks, so if they have 2 days holiday pay, it is just treated as normal pay.

The Holiday Pay field can also be used to record how much holiday a person has taken (and this function works for Monthly paid staff also). Just set the holiday Daily rate to zero; ABC will give them zero amount of holiday pay, but will reduce their Holiday allowance by the number of days you enter.

## Payslip Fields

Many of the payslip fields can be left blank unless you need them. Some fields are filled in by ABC and you cannot edit these. Details such as Employee Name, Taxcode, Payment method, are read from the Employee record Card (edit the Employee Record if you need to change something).

Field Name	Description and Notes
Basic pay and Overtime	You can enter a description or a calculation (ABC will put the result into the AMOUNT Field). Some examples of calculations are shown in box below
Holiday Pay	Special function -- ( <a href="#">see box on page 23</a> ).
SSP	Enter the number of days of Statutory Sick Pay (SSP) due to this employee this pay day. ABC can then calculate the SSP amount ( <a href="#">page 28</a> ).
SMP, SPP, ShPP, SAP SPBP	Statutory payment payable to an employee. Click the “pencil” button to open the SxP calculator. ABC shows its estimate of their “Average” pay but you can change this if necessary.
Pre-Tax Adjustments	Two lines for pre-tax adjustments are available and you can enter some text (ie. to describe what the adjustment is for) and the amount. Useful for commission on sales; bonus; or pay in lieu of holiday.
Pension	ABC can automatically calculate the Pension deductions and show them on the payslip. You need to have filled in details of an employee’s Pension on their record card ( <a href="#">page 19</a> ).
After-Tax Adjustments	Two lines are available. Typical use might be repayment of a loan, or attachment to earnings.

Entry in BASIC PAY Field	Result in AMOUNT Field
25 hours @ 9.00	-----> 225.00
Salary 20000/12	-----> 1666.67
<i>Examples of calculations in Basic Pay or Overtime Field</i>	



Before clicking SAVE on the Payslip, check the amounts look correct. In most cases, the Payslip details do not change very much from week to week.

Normally you should wait until you have finalised the PayRun and then print all payslips as one report, but you could Print a payslip immediately by going to employee's record card and click Print on the RibbonBar.

At any time you can exit from the PayRun. Later you can return to the PayRun to carry on entering/reviewing these payslips. This allows you to spread entry of pay details over a couple of days, or pause in the middle of a PayRun if you find you don't have all the necessary information.

## Finalise PayRun

Until you Finalise this PayRun, you can still review and change any of the Payslips. When you are satisfied that all calculations are correct, select FINALISE. You should normally put the Payment Date as today or a few days in advance. (HMRC will fine you if do not send RTI on the payment date or in advance; but if circumstances force you to have a Payment Date some time before you send the RTI, it is IMPORTANT to click LATE PAYMENT and choose an excuse when sending the RTI).

## Send RTI

Click the SEND FPS button on the RTI tab page to update HMRC with these payment details.

If an additional EPS needs to be sent (eg. if you've paid SMP) then the SEND EPS button will also appear. Click this after sending the FPS.

## Print and Export

After sending RTI you normally would print all the necessary reports, starting with PAYSLEIPS and the PAY SUMMARY.

## Paying money to employees

To help you prepare payments to your employees, you can print any of the following reports that you find useful:

- BACS (a printout to take to your bank)
- LIST OF CHEQUES (shows all cheques you need to write)
- CASH ANALYSIS (shows list of banknotes and coins required)

## Export BACS or Pension data

You can export a CSV file of BACS payments to email to your bank. And produce a CSV file of pension deductions to email to your Pension Provider. (Note: we have included templates to produce CSV files -- also called Excel files -- for a few popular Pension Providers. If your Provider is not on the list contact us and we can easily add it).

## UNDO functions -- correct errors

Sometimes you spot something after you have finished the PayRun. ABC provides several functions to go back and correct things. Select UNDO (bottom of PayRun menu) and then the option you need.

If you have already sent the RTI and you go back and correct a mistake, just send the RTI again -- the later RTI will replace the earlier one at HMRC.

## Post totals to an Accounts program

If you also have the ABC6 Accounts program on this computer you could choose to post the PayRun totals to the accounts. If the Accounts Month is different to the calendar month, then you can choose which Accounts month to post the figures into. Set this up using:

Main Menu > Utilities > Edit Company Parameters.

The analysis at the end of the Pay Summary report shows the total figures from the PayRun so you could manually type them into any accounts system if you wish.

## Manual adjustments to National Insurance

On rare occasions it may be necessary to make a correction to the amount of National Insurance paid by the employee and/or the employer in a previous PayRun.

The adjustment/correction must be entered on the Employees Record card along with the PayRun Number in which you want the correction to be actioned. You can only specify a PayRun in the future. We suggest entering a correction just before starting the PayRun. [page 22](#)

Any N.I. adjustments will appear on Payroll reports. The Payslip does not show the amounts separately, but will display a note that the NI amounts include manual correction.

Once you have entered an N.I. correction and it has been actioned, ABC will not allow you to edit or remove it later.

## PAYE Week and Month numbers

The government specifies the PAYE Year as starting on 6th April each year, finishing on 5th April the following year. This pay year is divided into 52 weeks and 12 months -- as shown on the various PAYE forms. Apparently it is for historical reasons the PAYE months do not agree with Calendar months and we all have to work with it.

The PAYE Week number is used for the calculation of tax and must be set correctly before you start a PayRun. This Week Number does not have to agree with today's date, but can be set as required (eg. to next week).

## Week 53 in some years

A week 53 occurs when the normal pay day for weekly paid employees falls on 4th or 5th April. Monthly paid staff **never** have a Week 53.

## Weekly/Monthly pay periods

The government assumes you will pay your employees either Weekly or Monthly, and the Payroll allows you to set the Pay Frequency of each employee to Weekly paid or Monthly paid.

Monthly paid staff can be paid at any time during the month, and the computer will caution you about paying them again that month (You could pay some monthly staff during week 1, and the rest during week 3 if you wish, but an individual normally is only paid once in the month.

The Payroll does allow you to pay people more than once in the same week or month. To allow this unusual situation, tick the Extra Payment box to tell ABC you need to do this.

Some calendar PAYE months contain 4 weeks and some contain 5 weeks. The government (and ABC) treat all Months as containing 4.333 weeks (that is 52 divided by 12) for the purposes of calculations. This means that all months are treated equally, and a monthly paid person's tax or NI will stay the same whether the month contains 4 or 5 weeks.

*(To be strictly accurate, it is possible to pay staff at irregular intervals: eg. every 3 weeks; HMRC does have a procedure for this. However this facility was removed from ABC Payroll many years ago and nobody has yet asked about it. So let's just say staff are paid Weekly or Monthly.)*

## SSP (Statutory Sick Pay)

If you need to pay SSP to an employee, enter the number of days onto their Payslip and ABC will calculate the amount (you can edit this if necessary). SSP payments are then shown separately on printed reports.

You are responsible for deciding whether it is valid to pay SSP to this employee. The HMRC website has a calculator for this purpose, and you can record days of absence of your employees.

A few years ago any SSP that you paid could be reclaimed from HMRC but that has changed. Now the employer has to pay the sick pay and cannot reclaim. The figures ABC (and HMRC) show for SSP are the minimum amount. An employer may choose to pay more than this if they wish.

## SMP, SPP, ShPP, SAP, SPBP (Statutory Pay)

When an employee has temporary leave of absence, SMP, SPP, ShPP, SAP or SPBP (bereavement pay) may be payable to them. The first six weeks of SMP or SPP are payable at a higher rate. ShPP, and SAP are at the fixed rate.

At each PayRun you must decide whether SMP, SPP, ShPP, SAP, or SPBP is payable to the employee this time. The HMRC website has a calculator to help. If a statutory payment is due then enter the number of days on the Payslip; ABC can work out the amount.

## Small Employers, SMP, SPP, ShPP, SAP, SPBP Reclaim

If you are a Small Employer, you can reclaim any SMP, SPP, ShPP, SAP or SPBP payments you have made to employees. You can also claim a small extra percentage as compensation).

ABC Payroll will take care of this reclaim automatically (deduct from the NI payment to HMRC), and show the figures on printed reports.

## Average daily pay

The ABC Payroll uses the last 52 weeks Pay History of an employee to calculate an average pay as required for Holiday Pay or any of the above. Normally this works well but there are circumstances where this average can be upset by temporary fluctuations. For example, if an employee was awarded a large bonus last week, or if this is the first week of a new Year. In each case where you let the computer calculate the employee's average pay, you have the opportunity to edit this figure if necessary.

If an employee's **normal** week includes commission payment, or overtime payment, the "average pay" must include those regular additions to basic pay. ABC takes this into account when producing the average pay figure.

# 5

## Print Reports

### Introduction

ABC Payroll can print out all paperwork required by government regulations and employees, as well as many useful reports and lists for your own use and your bookkeeping records.

All reports can be viewed on the screen, printed on paper, exported as PDF or RTF (Word format), or emailed.

Some reports can be accessed from several places. If you select Employee History or Payslips from the Ribbon Bar above an employee Record Card, the report will show just that one employee. However if you select the report from the Main Menu > Print, then the report will show all the employees.

You can add your own company logo (small picture) to the top of reports. Main Menu > Utilities > Edit Company Parameters.

### List Employees

Main Menu > Employees > Print List

Shows the Name, Address, Tax Code, NI Table, etc for all employees.

### Working Sheet (previously P11)

Select from the Main Menu > Print if you want to print for all employees. To print it for one employee, select from their employee Record.

### Employee History

Main Menu > Employees > History

A complete list of all payments made to Employees during the year. Select History from Employee Record if you just want that employee.

### Audit Report

This produces a full audit list for the year to date.

## Payslips

Payslips can be printed on plain paper or pre-printed forms. Payslips can be emailed to employees if you have filled in their email address on their Record Card.

From an Employee Record card you can print their most recent Payslip. But normally as part of the PayRun you would print (or email) all payslips at once.

## P45

From Employee Record > Print P45. This can only be printed after you have marked the employee as having left your employment. Print on plain paper, or email (if employee has agreed to this). [page 21](#).

## BACS list

PayRun > Step 5 > Print...

Bank Transfer is the popular method of paying employees. Set the Employee Record to paid by BACS, and then print this BACS Payments List after each PayRun and submit to your bank. (Or Export the details as a CSV file to email to the bank). We can customise the layout to suit your bank

## Cash Analysis report

PayRun > Step 5 > Print...

This shows the number of each denomination of notes and coins to make up the wage packet, and the total you need to get from the bank.

## List of Cheques

PayRun > Step 5 > Print...

Prints a list of cheques to be written.

## Export Pension CSV file.

PayRun > Step 5 > Export Pension CSV.

See page 26 for details.

## RTI History

Main Menu > Print > RTI History.

You can view what ABC has sent to HMRC.

You can also examine the actual files sent to or received from HMRC -- See Technical Section ([page 35](#))

## Month Summary (& P30B)

Main Menu > Print > P30B.

This shows a summary of any previous completed Month, with the details required for filling in the government P30B booklet. Note that a PAYE “Month” does not end until the 6th of the next calendar month, so ABC will not allow you to print the P30B for month 9 until after 6th of Month 10.

## Annual Summary (previously called P35)

Main Menu > Print > Annual Summary.

This shows a summary of all employees (including leavers) and their total pay, tax and NI for this year. You can print it any time to see the Year-to-Date figures. The P35 Form is no longer required at year end by HMRC but you might keep a copy for your records.

## P60 Report

ABC Payroll offers you the option to print P60s on plain paper (ABC will print the forms as well), or on preprinted forms.

The P60 report normally is only required at the PAYE Year End (but it can also be printed any time, when it will show only the Year to Date figures).

One of these forms is produced for each employee, and it shows their total pay, deductions, etc for the previous year. At the end of the PAYE Year this must be given to the employee on the P60 form. You can offer employees the choice of an emailed P60 instead of printing on paper.

If an employee has left during the year and then rejoined, or an employee has become a director partway through the year, then they will get two P60s.

## Show Parameters

Main Menu > Print > Show Parameters./

Lists all the Tax and NI parameters currently in use in this payroll. This is useful if the PAYE inspector or accountant asks for this information.

## Furlough pay

Main Menu > Employees > Furlough

Lists all payments made to employees while their status was set to Furloughed. Check the payment dates to decide which can be reclaimed from HMRC in a given period.

# Pay Summary

PayRun > Summary.

The Summary Report shows all the wage payments this PayRun, followed by a full analysis and summary in the form of a balance Sheet showing all contributions and deductions that build up the amounts payable to employees, government, and pension fund. It shows the full cost of the payroll for the employer.

My Own Test Company							
Pay Summary: PayRun 4 (week 9)							
22 Mar 2017 18:24 <span style="float: right;">Page 2</span>							
Employee Name (Nbr)	Gross Pay Emp/ee/Per	Employee NI Emp/ee/Per	Employer NI SMP	SSP	SPP ShPP	Tax SAP	Net Pay N.I.Adjust
My Own Test Company ----- Pay Summary, Week 9							
<b>Totals for this Week</b>							
	<b>Employer</b>	<b>Employees</b>	<b>Government</b>	<b>Pension</b>			
Basic Pay	- 8532.10	+ 8532.10					
Overtime 1	- 266.70	+ 266.70					
Overtime 2	- 0	+ 0					
Holiday Pay	- 0	+ 0					
SSP	- 389.18	+ 389.18					
SMP	- 0	+ 0					
SPP	- 0	+ 0					
ShPP	- 0	+ 0					
SAP	- 0	+ 0					
Pre-Tax Pay	- 0	+ 0					
<b>Total Gross Pay:</b>	<b>9187.98</b>						
Employees' PAYE Tax		- 1839.47	+ 1839.47				
Employees' N.I.		- 20.32	+ 20.32				
Manual correction to 'ee NI		- 0	+ 0				
Student Loan repayment		- 241.00	+ 241.00				
After Tax Deductions	+ 61.68	- 61.68					
Employees' Pension Contribution		- 51.35					+ 51.35
<b>Total Net Pay:</b>	<b>6974.16</b>						
Employer's Pension Contrib.	- 64.20						+ 64.20
Employer's N.I.	- 652.94		+ 652.94				
Manual correction to 'er N.I.	- 0		+ 0				
SMP reclaim (0 @ 100%)	+ 0		- 0				
SMP compensation (@ 3.00%)	+ 0		- 0				
SPP reclaim (0 @ 100%)	+ 0		- 0				
SPP compensation (@ 3.00%)	+ 0		- 0				
ShPP reclaim (0 @ 100%)	+ 0		- 0				
ShPP compensation (@ 3.00%)	+ 0		- 0				
SAP reclaim (0 @ 100%)	+ 0		- 0				
SAP compensation (@ 3.00%)	+ 0		- 0				
<b>Employment Allowance</b>	<b>+ 652.94</b>		<b>- 652.94</b>				
<b>TOTALS FOR THIS WEEK</b>	<b>- 9190.50</b>	<b>+ 6974.16</b>	<b>+ 2100.79</b>	<b>+ 115.55</b>			
<b>Heading Analysis</b>							
Hdg Code				Amount			
4621 One-Tel				796.36			
4811 CK Charges				2122.63			



# 6

## Utilities

The Payroll Module includes some utility programs which you may use rarely, or once a year. From the Main Menu select Utilities > and choose one of the following:

### Snapshot or Backup

Snapshots are stored on your computer hard disk, while Backups are put onto removable devices such as USB Sticks (aka Flash Drives) which can be taken away and stored in a separate safe place.

### Edit Company Details

Enter your company name and address (and whether you are classified as a “Small Employer” or not), details of your business bank account, your PAYE Reference, email address etc. These will print on various reports. You can also specify a small picture or logo to print at the top of all reports. You can edit these details at any time.

### Tidy files (Compact the database)

This is a maintenance function that will tidy up the payroll files and rebuild all indexes. (ABC does this automatically once a month), but you can do it manually any time (normally not required).

### Clear the Files

This function will clear out all the information from your Employee and Payslip files, leaving you with empty files. Normally you will only use this when you first install the Payroll and are ready to begin using it.

You have the option to clear out all the data, or retain your employee names and addresses, and just clear the amounts.

## Global taxcode and Pension changes

After the Budget in March each year, the government usually announces global changes to all taxcodes; for example, all L suffix codes to be increased by 30. The ABC Global Change function will quickly make all the changes. (Or you can do it manually, one at a time).

Make a SnapShot before using this function.

Specify the number by which you need to increase those taxcodes. (or enter a negative number to decrease taxcodes).



### Individual Tax Code changes

An employee's taxcode may change during the year. After you receive an official notification of taxcode change from the government you should edit that employee's Record Card to set their taxcode.

The minimum Workplace Pension percentages are also sometimes changed in March. The Global Change function can be used to do this.

## Start Year (6th April)

At the start of a new PAYE year (6th April) you need to create a set of empty payroll files for the new year -- the Start Year function does this. ABC will create some new blank files, and offer to import your Employee Names/Addresses from last year's payroll (if it exists).



Your previous year's payroll files are left unchanged -- you can still go back to these to print reports or view/edit the previous year's data.

This means you can immediately start PayRuns for the new PAYE Year, while taking your time to use the previous year's payroll to print an Audit Trail, P60s, etc.

## Edit Passwords

To prevent casual users of the computer being able to access ABC Payroll, you can use passwords. Set up your own passwords, and turn ON the Password System. Thereafter you cannot Log-On to Payroll until you enter a correct password.

Be aware that a computer literate person could bypass this security, so if this is likely to be a problem in your office you should take other precautions.

The Password System can be turned off if not required. If you have several companies, these will have separate passwords.

## Other Companies

You can create up to 26 separate Payrolls. These are known by letters of the alphabet (if you just have one Payroll, it is company A). Functions are provided to create, view, copy, or delete any additional payroll(s) you may have created.

When you Log-On to ABC you can choose which company to use. To change company at any time, just Log-Off and then Log-On.

## RTI Utilities

(Main Menu > RTI Utilities)

The main function here is to allow you to send an EPS (RTI) at any time, for a variety of reasons. This is to notify HMRC of any unusual or new circumstance. For example if you stopped your PAYE activity or ceased trading; Or if there is no tax or NIC payment due this month; Or to claim or cancel the Employment Allowance.



Small companies.(which includes most people using ABC Payroll) can claim the Employment Allowance (£4000 in 2021) to reduce the amount of NI the company has to pay. You must claim for this each year, and do this with the EPS. Click the CHANGE button on the RTI Utilities EPS section,; tick the boxes; and then Send the EPS.

You can also test the ABC RTI program files, and view or print any previous RTI submissions for the current year.

# Technical Information

in case you need it.

## File Names in ABC6 Payroll

ABC6 programs and data files include the PAYE year as part of their name.

eg ABC6Payroll1920.exe (for 2019-20)

eg, ABC6CompanyPayData2122.mdb

Data files are stored in the folder for each company.

eg. for Company A: C:\ABC6\A\_DATA\FILES

## Old Files Deleted

When you install a new Payroll for 6th April, the installation program will delete your two year old payroll. Both old programs and data files are deleted. For example in April 2021 the old payroll 2019 is deleted.

## Backup/SnapShot locations

These are stored in folders whose name includes the PAYE Year. This so you can only Restore files from the same PAYE year into your Payroll.

## RTI History

Each time ABC sends RTI or receives a reply from HMRC, it stores the file that was sent or received in a folder on disk:

eg. for Company A: C:\ABC6\A\_DATA\PAY\_RTI\_21-22

In this folder, the filenames (eg. FPS\_R\_2021-03-11\_N17.xml) show the type of RTI message, Received/Sent, Date, PayRun number. This is a record of everything you've sent and received by RTI this year. An ABC report allows you to view these (see previous page). Or you can use Windows Notepad.

## Email system

ABC Software has set up our own email server that you can use to email payslips, P60s etc to employees. This has the advantage you do not need to set anything up on your computer; you simply click Send Email.

Anything you send is first created as a PDF on disk, attached to an email and sent, and then the PDF is deleted. This all happens in the background.

Leave an Employee's email address blank if they do NOT want payslips emailing.