

Accentra Primo Umbrella

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I ENHANCEMENTS

I.1 User Interface Updates

All Listing Screens

Updates following the previous release listing screen general changes have been done. The updates include Column Width and Alignment fixes etc.

Bulk Import Screens

The 'Message' import screen column size has been increased to clearly display the import failure errors.

I.2 Journal Posting - Expenses

The Expenses Claimed entries are now posted and displayed separately in Audit Trail (detailed), Account Activity and Salary Cost Journals. The Journals will now present Expenses claimed figures independently from 'Salary and Wages' entries.

I.3 Pension Submission Validation

We've added a validation to check if the previous period's pension file 'Get Status' has been done or not. When the user runs the payroll for the current period without performing the 'Get Status' of the previous period's pension file submission, the program will warn the user to perform the Get Status first. This will ensure the pension contribution submissions are synchronized with your pension provider.

Note that the user can still ignore this message and run the payroll, though this is not recommended as it may result in incorrect pension data submissions of the future periods.

I.4 Close Period – Pension Submission Date

In the Close Period screen, a new column to display the 'Pension Submission Date' has been added. This will display the pension file submission date range. The user should check if this date matches with the pension file date expected by the Pension Provider.

If the dates doesn't match, change the AE Submission End Date from the below location and then try closing the period.

Company → Settings → Payroll → PAYE Settings → Period Settings → AE Submission Date → Enter the pension file end date

Also, a note has been added to remind the users to do a 'Get Status' after closing the period in order to check if the pension provider has accepted the previous pension file submitted.

CLOSE PERIOD
Close Period
Close

Monthly
NEW TAX PERIOD NUMBER :9
PAYROLL TYPE All

NOTES:

If you're using PensionSync, you need to get the status of the pension file submitted to the pension provider after closing the period. Task Manager->Auto Enrolment->Data Submission Alerts->Get Status. If you receive an error message, you need to correct the data and re-submit the pension file by clicking the 'Re-submit' button.

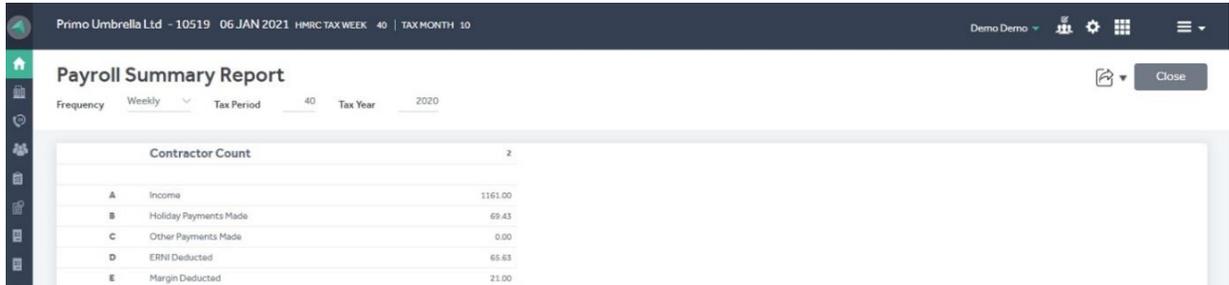
If you've enabled the AE Feature in the Settings, Primo will upload the pension contributions when you click the 'Close Period' button. It will use the below pension start & end date in the pension file. If required, you can change the date from the Settings->PAYE Settings>Period Settings->AE Submission Date.

Frequency	Current Period	Contractor Count	Processed?	Paid?	FPS Completed?	Net Pay	Paid	Due	Pension Submission Date
Monthly	8	1	Yes	Yes	N/A	1,193.66	1,193.66	0.00	01/12/2020 to 31/12/2020

2 CLEANUPS

2.1 Payroll Summary Report

We've fixed an issue causing the Payroll Summary Report to display no data.
Reconciliation Reports → *Payroll Summary Report*

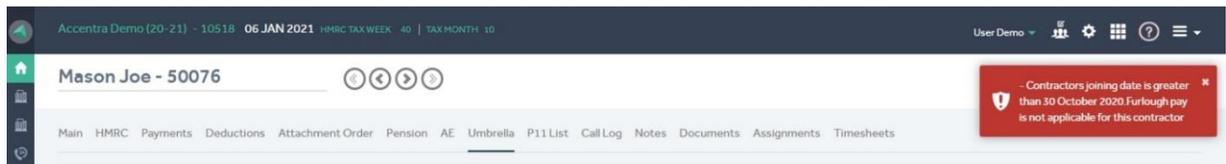


The screenshot shows the 'Payroll Summary Report' interface. At the top, it displays 'Primo Umbrella Ltd - 10519 06 JAN 2021 HMRC TAX WEEK 40 | TAX MONTH 10'. Below the title, there are filters for 'Frequency' (Weekly), 'Tax Period' (40), and 'Tax Year' (2020). The main content area contains a table with the following data:

Contractor Count		2
A	Income	1161.00
B	Holiday Payments Made	69.43
C	Other Payments Made	0.00
D	ERNI Deducted	65.63
E	Margin Deducted	21.00

2.2 Furlough Pay – Date of Joining Validation Update

The Date of Joining Validation has been updated to follow the current HMRC guidelines. Contractors who have joined after 30th October 2020 are not eligible to be furloughed and the system will not allow Furlough processing for them.



Note: As there have been few design changes on the portal, press (Ctrl + Shift + R) to update your cache to the latest version when you login to the portal to avoid any loading/freezing issues

3 SUPPORT

We welcome any suggestions for improvements to the software. Please send an email to the below mentioned email address if you have any feedback or suggestions.

If you are experiencing any issues with the software please email the support team at support@accentra.co.uk before you call. This will generate a support ticket and allow our team to respond promptly. Please include your Payroll Company ID and contact details in the email.

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