

# DIAMOND DISCOVERY

2010/11 Year End Guide  
Please read through this guide carefully

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Welcome to the Diamond Discovery 2010/11 Year End Guide – along with this guide you will have received a CD – please keep the CD and this guide for future use and reference.

## **Important Information and What's New:**

The DDPAY1112 Install file contains the installation for the DDPAY1112 Payroll Software, as well as the SQL Server Express database components, which the DDPAY database uses.

### **What's New?**

You can now print forms such as P45's and P60's from DDPAY without using the pre printed stationery. These options have been added into the Reports section of DDPAY. If you want to print a P45 on plain paper then you can find this option in 'Reports' > 'Employee' > 'P45 Plain Paper' and to print a P60 on plain paper you can find it under 'Reports' > 'Year End' > 'Electronic P60'.

### **Support:**

If you need to contact the Payroll Support team:

Support Number: 01179 474747 – Email: [support@qtac.co.uk](mailto:support@qtac.co.uk)

### **Important End of Year Checklist:**

- Check all employees are paid and closed for the year.
- Check End of Year totals in DDPAY1011.
- File your EOY Return to the HMRC Online
- Install 1112 and then migrate data from 1011 to 1112 - **Please note that you can install DDPAY1112 at any time.**


## Preparing DDPAY1011 for Filing Online:

To file online to the HMRC you will need to have four things: A **Username** and **Password** (These are obtained by registering your details on the HMRC website [www.hmrc.gov.uk](http://www.hmrc.gov.uk)), the companies **Tax District** and **Reference Number**.

In DDPAY, click on the **'File by Internet'** option, located along the top of the main screen and then click the **'Setup'** option. On the setup screen you must enter your **User ID** and **Password** and a valid **Email Address**. If you are acting as an agent then you will need to tick the **'Agent required'** checkbox and enter your Agent ID and Contact details.

The screenshot shows a window titled "File By Internet" with a close button in the top right. The window is divided into several sections:

- Agent Required:** A checkbox that is checked.
- Agent Contact:** A section with two columns of input fields. The left column includes Agent ID, Company, Address Line, Postcode, and Country. The right column includes Title (a dropdown menu), Forename, Surname, Email, Telephone, Extension, Fax, and another Extension field. There are also checkboxes for "Work" and "Preferred" next to the Email, Telephone, and Fax fields.
- General:** A section with two input fields: "Default Currency" (set to "GBP") and "Email" (set to "support@qtac.co.uk").
- ID Authentication:** A section with three input fields: "User ID", "Password", and "Sender" (set to "Employer").

At the bottom right of the window are three buttons: "Close", "Undo", and "Save".

Input the Username and Password into the ID Authentication section in the bottom right hand corner. You can input an Email address in the bottom left hand corner.

After inputting the necessary detail, click the **'Save'** button and then **'Close'**.

Go to the **'Company'** button and then **'Company Maintenance'** and select the **'Tax, Ni & Pension'** tab. Input the Tax District Number by clicking on the **'Add New'** button and add in the new Tax District, then fill out the reference number to the right.

You should now be setup to file your information online to the HMRC.

## **Sending a Full and Complete End of Year Submission:**

Before attempting to submit your end of year returns, please ensure you have setup the payroll software to do so, as described on page 4.

Go into **'File by Internet' > 'Submit to HMRC'**

The FBI Submission screen will be displayed, confirm your authentication (Username and Password) details, select **'Full and Complete'**, then click **'OK'**

The software will check that all required information has been completed. If the company passes validation then the **P35 Declaration** screen will be displayed. If not, you will be directed to the problem area and advised as to why the company did not pass the validation.

### **P35 Declaration:**

Work your way through the **Declarations, Checklist (1)** and **Checklist (2)** section tabs, selecting any options that apply to your company. The **Tax & NI, Statutory and Totals** tabs will show any information entered on the EOY Totals screen (**'Company' > 'EOY Totals'**). If required, your figures can be input or adjusted using these screens:

The screenshot shows the 'Migration 2' screen in the HMRC software. The window title is 'File By Internet P35 Declarations and Checklist'. The left-hand pane shows a list of companies, with 'Migration 2' selected. The main content area is titled 'Migration 2' and has several tabs: 'Declarations', 'Checklist (1)', 'Checklist (2)', 'Tax and NI', 'Statutory', and 'Totals'. The 'Declarations' tab is active. The screen displays the 'Tax Year 2011-2012' and three declaration sections: 'P14 Declaration', 'P38A Declaration', and 'P11 Declaration'. Each section has radio buttons for 'Are all enclosed' and 'Have been sent separately in one or more parts'. The P11 Declaration section has radio buttons for 'Are Due' and 'Are not due'. At the bottom, there are buttons for 'Test in Live', 'VSIPS', 'Schedule this Submission', 'Print', 'Save', 'Build XML', 'Transmit Live', and 'Close'.

Once completed, you can print a copy of the P35 by clicking **'Print'**. To submit the End of Year return to HMRC you can either:

- Send immediately by clicking **'Transmit Live'**
- Click **'Build XML'** this will make the selected company available for scheduling. Please see **'Scheduling Submissions'** for more information.

### **Transmit Live:**

After clicking '**Transmit Live**' the Government Gateway Client screen will be displayed.

Click '**Submit**' and the software will connect to the Government Gateway. Please be patient during this process as it could take several minutes to connect and send the information due to the large volume of submissions being made at the end of the tax year.

When the submissions have been sent, you should receive a message saying '**Message Successfully Sent**', which requires no further action. You may receive a message stating 'Submission received and awaiting processing' – this means that the Government Gateway is very busy with receiving submissions. In the case of the latter please see the '**Querying Submission Status**' below.

**If you receive a 1046 Authentication Failure message then please see page 15.**

### **Querying the Submission Status in DDPAY:**

Due to the volume of submissions it is possible that your submission will be sent but not validated by the Government Gateway. In this situation the payroll software will mark the submission as pending. These instructions show you how to query the HMRC system to check the submission status for a number of different submissions.

You can check the status of pending submissions at any time by selecting the '**Query Submission Status**' option from the '**File by Internet**' menu

When the '**FBI Query Status**' screen is displayed, check your authentication details and select the type of submission to query, and then click '**OK**'. The payroll software will work through all pending submissions updating the statuses. When this has completed you will need to run the '**Status Report**'.

## **Status Report:**

To see the status of each company select '**Status Report**' > '**EOY Status**' from the '**File by Internet**' menu to display the '**Selection Criteria for EOY Status**' screen.

This screen allows you to select the companies to report on. To select multiple companies press and hold the '**Ctrl**' key on the keyboard and click the left mouse button over the required companies. It is easy to see which companies have not yet been submitted, by selecting '**all companies**' and '**not sent**'. This will give you a report with all companies that have not yet been submitted.

Once selected, click either '**Print**' or '**Print Preview**' to create the report.

## **Printing Plain Paper P60's:**

You can now print P60's from DDPAY without using the pre printed stationery from the HMRC. This option has been added into the '**Reports**' section of DDPAY. If you want to print a P60 on plain paper, then you can find it under '**Reports**' > '**Year End**' > '**Electronic P60**'.

HMRC allow for this report to be exported to a .PDF format and emailed to the employee as an attachment.



## **Printing Plain Paper P45's:**

You can now print P45's from DDPAY without using the pre printed stationery from the HMRC. This option has been added into the '**Reports**' section of DDPAY. If you want to print a P45 on plain paper, then you can find it under '**Reports**' > '**Employee**' > '**P45 Plain Paper**'.

## Installing DDPAY1112:

This part of the booklet will take you through the install of DDPAY1112. Choose '**Standalone Install**' if you are installing the software on a standalone home/office PC that is not required to share payroll information with any other PC's. If you are installing the software on several Networked PC's, then please choose '**Network**'.

### Standalone Install:




- Ensure that no programs are running, especially any DDPAY software.
  - Run the DDPAY1112 install file you have downloaded.
  - After a short wait the install screen will appear.
  - Click the  button.
  - Select the  option to begin the install.
  - Please be patient while it installs the SQL Server Database Components.
  - It will then bring up the DDPAY1112 installation Wizard – click 'Next'.
  - You will be asked to select a destination folder, the default location is: C:\Program Files\DDPAY1112\ or C:\Program Files (x86)\DDPAY1112\ (for x64 bit computers). You can change this install location, but for a standalone install it is best advised to accept the default.
  - SQL Server Connection: for a standalone install simply leave these details as shown below and click '**Next**':
- 
- The install will carry on and a message will appear saying the installation is complete. Click on '**Finish**'. DDPAY1112 has now been installed.

## Network Install:




**!** *When installing DDPAY1112, the server install **MUST** be installed on a server or computer from which the data can be shared with other computers on your network*

Select **'Server'** if you wish to install DDPAY1112 on several networked PC's to share your payroll data. If you have an existing SQL Server instance you would like to use, please tick the box that says **'Use an existing SQL Instance'**

## Server Install:

- Ensure that no programs are running, especially any DDPAY software
- Run the DDPAY1112 install file you have downloaded on the server
- After a short wait the install screen will appear.
- Click the  button.
- Select the  and then 
- Please be patient while it installs the SQL Server Database Components, (if you ticked the **'Use an existing SQL Instance'** box, then it will bypass this).
- It will then bring up the DDPAY1112 installation Wizard – click **'Next'**
- You will be asked to select a destination folder, the default location is: C:\Program Files\DDPAY1112\ or C:\Program Files (x86)\DDPAY1112\ for x64 bit computers). If you wish to change the server location click **'Browse'**
- SQL Server Connection – by default the SQL server name should be set to *'YourComputerName'*\DDPAY, click **'Next'** to continue, or click **'Browse'** to change this to an existing SQL Instance.
- The install will carry on and a message will appear saying the installation is complete. Click on **'Finish'**. DDPAY1112 has now been installed on the server.

## Client Install:

- Ensure that no programs are running, especially any DDPAY software
- Run the DDPAY1112 install file you have downloaded on client machine
- After a short wait the install screen will appear.
- Click the  button
- Select  and then 
- You will be asked to select a destination folder, this will be the shared location on your server. Click '**Browse**' and navigate to the DDPAY1112 folder on the network as set up during the Server install, click '**Next**' to continue
- The install will carry on and a message will appear saying the installation is complete. Click on '**Finish**'. DDPAY1112 has now been installed on the client machine. Repeat this process on any other client machines.

## **Migrating Data from DDPAY1011 to DDPAY1112:**

Migrating refers to transferring all your companies and employees from the old tax year to the new tax year software. The following instructions will assist you in transferring the data from 2010/11 to 2011/12.

Please ensure that you have installed the 2011/12 software from the disc accompanying this guide before migrating the data. The migration will not work if this has not been done.

**!** ***IMPORTANT NOTE: You must ensure that you have paid all employees up to their final pay period in the DDPAY1011 software. Normally being Month 12 or Week 52 and remember to take a backup of your data before continuing.***

Ensure DDPAY1011 is closed. **Open DDPAY1112**, then go into **'Admin' > 'Data Conversion' > 'Convert 10/11 to 11/12'**.

The migration utility will be displayed with a message warning you to take an archive of the 2010-11 data, if you have not already done so, we strongly advise you take a Backup/Archive before continuing! Click **'Continue'** to proceed.

### **Select the Folder where the 2010/11 Data is held:**

If you have installed the software in the default location, click **'Continue'** to go to the next screen. If you are running a standalone system and did not change any of the default settings during the installation, you do not need to alter this path.

If during the installation you installed the application anywhere other than the default location, you need to browse and select the folder where the Payroll.ini is held, normally this is in a 'Datafiles' folder inside the DDPAY1011 application directory.

### **Select Companies to Transfer:**

A list of companies that can be migrated will be shown. To select all the companies, click the 'Select All' button. This will highlight all companies for migration. You can select a number of companies by pressing and holding down the 'Ctrl' key on the keyboard and then select / deselect multiple companies by clicking the left mouse button on the name of the company. Click 'Continue' to proceed.

**Note:** If you have any companies with exactly the same name then they will not appear in the migration list. You will need to temporarily rename the company in DDPAY1011 before running the migration utility.

### **Uplift of Employees Tax Codes:**

In his Pre-Budget Statement, the Chancellor of the Exchequer announced that the income tax personal allowance will be increased to £7475 for 2011-12.

All employees with an income tax code ending in L, for whom you do not receive a new code from the HMRC, should have their code increased by 100 to reflect this announcement. Employees with a tax code of 647L in 2010-11 should have their code changed to 747L for 2011-12.

**If you want to uplift everyone on an L suffix tax code by 100, then click 'Yes' – note that all Week 1/Month 1 settings will be reset – so all those employees on a week 1/month1 basis will be set to cumulative.**

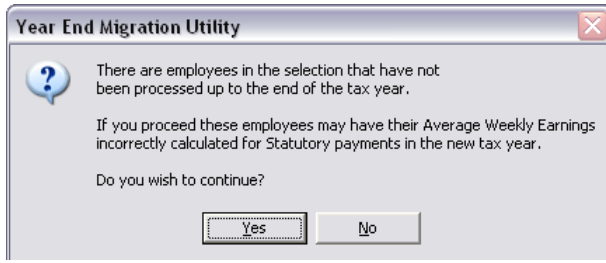
You have chosen to uplift employees tax codes automatically during the Year End migration

The P9X (2011) instructions will therefore be carried out as follows.

P9X (2011) Code	Uplift	
L	100	Note that all Week 1 / Month 1 settings will be reset
All other codes	(None)	

## Transferring the Data:

To begin the migration click '**Migrate**'. Please be patient while the process runs – note that the progress bar may not run all the way to the end, this is expected. You may get the message below, if so please cancel the migration and make sure that all active employees have been paid until the end of the tax year.



Once the migration has finished, a confirmation message will appear on your screen. If you have any leavers in DDPAY1011 then those employees will not have been migrated over to DDPAY1112. A report may be produced to show this. The report will also inform you of any other employees that were not migrated over and give you information about why that employee was rejected. Click '**Exit**'.

If you now open DDPAY1112 you will find all the companies you selected to migrate.

## Generating Calendar Dates:

Generating and accepting calendar dates is the first thing that must be done before you can run wages in the DDPAY1112 software.

In DDPAY1112, if you go into '**Company**' on the main menu, then into '**Company Maintenance**' – select the '**Calendar**' tab, you will need to set and specify the calendar dates for this company. If you set the dates for the weekly/2 weekly/4 weekly payslip date and pay period end dates for the first pay period and then click '**generate weeks**'. For monthly employees, specify the payslip date and pay period end date for the first month and then click '**generate months**'.

Finally you will need to tick the box '**Accept All Dates**', and then click '**Save**' and '**Close**'

# **Glossary:**

## **Key Terms:**

- Customer Number – The first six digits of your pin number.
  - DDPAY1011 – The DDPAY 2010-11 tax year software.
  - DDPAY 1112 – The DDPAY 2011-12 tax year software.
  - SQL Server – DDPAY uses this Microsoft Program as its database.
  - Video Tutorials – you can find these on the CD accompanying this guide.
  - Standalone – An individual install of DDPAY on one machine (see page 8).
  - Server – If you want to store and share data on a network (see page 9).
  - Client – you will point the client install to the shared location you installed the server installation (see page 10 for details).
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- EOY – End of Year.
  - Migration/Migrating – Transferring companies and employees from the previous tax year to the new tax year. (See Page 11 for Info on Migrating).
  - Online Submission/Filing Online – Sending info and figures electronically to the HMRC (See page 4 for filing online information).
  - Calendar Dates – Specify a payslip date and pay period end date for your companies (see page 13).
  - Query Submission Status – check the state of any electronic submissions through the Gov gateway (see page 6 for details).
  - Status Report – Shows you the state of any electronic submission. This will tell you if a submission has been done or is outstanding.
- 

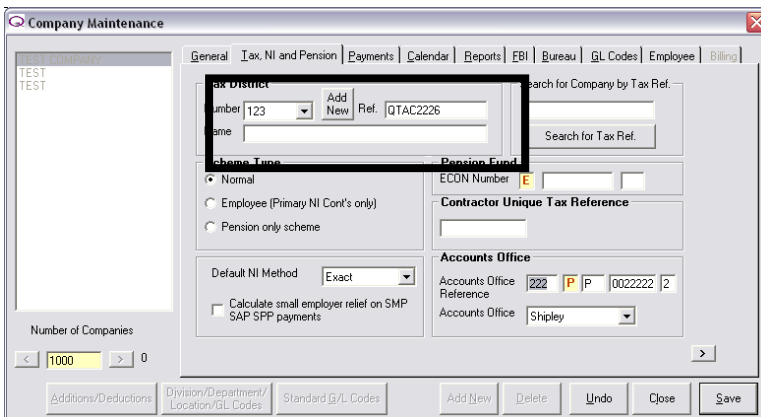
- P60 – End of Year report to produce to the employee.
- P14 – End of Year report detailing employee information, which is sent to the HMRC.
- P35 – Your End of Year report with the accumulated company totals for the year.
- P32 – This report shows you your monthly totals for Tax and Ni and works together with the 'Company' > 'EOY Totals' section.
- EOY Totals – After running the P32 report it generates figures into the EOY Totals section, it can be used to check your calculated figures to send to the HMRC.

## 1046 Authentication Error when Filing Online:

**!** The 1046 error message will be due to one of the following 4 things: **Online Filing Username, Online Filing Password, Tax District or the Company Reference number.**

The 1046 error is generated by the Government Gateway and means that your Online Filing Details do not match the details HMRC have on their system. Check the Username and Password by going to **'File by Internet'** and then **'Setup'** in the Payroll Software.

You will also need to check the Tax District and Reference number by going into **'Company'** and **'Company Maintenance'** then the **'Tax and Ni'** tab - Check the district and reference number are typed in correctly in here, and that the reference doesn't have a 'Z' instead of a '2' or a '0' in place of an 'O'



The screenshot shows the 'Company Maintenance' window with the 'Tax, NI and Pension' tab selected. A red box highlights the 'Tax District' section, which contains a 'Number' dropdown set to '123', an 'Add New' button, and a 'Ref.' field containing 'QTAC2226'. Below this, there are sections for 'Scheme Type' (with radio buttons for Normal, Employee, and Pension only), 'Pension Fund' (with an 'ECON Number' field), 'Contractor Unique Tax Reference' (with an empty field), and 'Accounts Office' (with fields for 'Accounts Office Reference' containing '222 P P 0022222 2' and 'Accounts Office' set to 'Shipley'). At the bottom, there are buttons for 'Additions/Deductions', 'Division/Department/Location/GL Codes', 'Standard G/L Codes', 'Add New', 'Delete', 'Undo', 'Close', and 'Save'.

You can also double check these details by logging on to the Government Gateway ([www.gateway.gov.uk](http://www.gateway.gov.uk)) and logging in with your username and password. Try copying and pasting the username and password from DDPAY into the website.

This message occurs a lot at this time of year and it is always to do with one of these fields. Please double check all these details and make any amendments necessary and then attempt the submission again.

**The HMRC Online PAYE helpdesk can be contacted on 0845 60 55 999.**