



Payroll Professional

Release Notes 2023 Update 2

August 2023

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Program Changes

HMRC Notifications (aka DPS)

We have made changes to the HMRC notification process to enable us in a future release to remove the use of Microsoft WSE 2.0 SP3 and replace with newer technology.

In this release, we have split the download and matching process. Whilst working on these changes the following improvements have been made:

- Auto check facility which was a count of new notices available to download has been changed to Auto download which will automatically download any new notices and automatically match to employees where possible. If you have payrolls already set up to automatically check the count of new notices available, they will now automatically download the notices.
- New tables added so that when you download notices multiple times duplicate notice details are not saved.
- NINO notices have been added to the HMRC DPS Notices Apply Wizard.
- New facility has been added to view and match employee notices.

Data Migration

When you open each data file in this release a data file upgrade is performed which is adding new table and fields required for these DPS changes, including migrating the existing downloaded notice records where the download was completed successfully to new tables.

Existing Tables	New tables	Comments
IF_Notify_SL IF_Notify_PGSL	IF_Notify_SL_2023	Individual notice records, if the same notice has been downloaded multiple times will only be saved once in this table.
	IF_Notify_Notifications_SL	High level download notice information linking to notice details under the table IF_Notify_SL_2023.
IF_Notify_P6P9	IF_Notify_P6P9_2023	Individual notice records, if the same notice has been downloaded multiple times will only be saved once in this table.
	IF_Notify_Notifications_P6P9	High level notice information linking to notice details under the table IF_Notify_P6P9_2023.
IF_Notify_RTI_NINO	IF_Notify_RTI_NINO_2023	Individual notice records, if the same notice has been downloaded multiple times will only be saved once in this table.
	IF_Notify_Notifications_RTI_NINO	High level notice information linking to notice details under the table IF_Notify_RTI_NINO_2023.

Auto Download

The areas of the program that previously performed the automatic count of new notices checks have been updated to automatically download new notices issued since the previous download.

Employer Details

Under **Data\Employer** select the **Tax** tab:

The screenshot shows the 'Employer Details (Edit)' window. The left-hand navigation pane has the 'Tax' tab selected. The main content area is divided into several sections:

- Tax References:** Includes fields for 'Tax district', 'Code' (123), and 'Er Reference' (1739465).
- Details Required for BACS Payments:** Includes fields for 'Account', 'Branch', and 'Collectors ref'.
- Sub Contractors:** Includes fields for 'Contractors ref' and 'Contractors UTR'.
- UTR:** Includes a dropdown for 'Self Assessment UTR'.
- HMRC Notifications:** Includes a checkbox for 'Auto download HMRC notifications', which is checked.

You will see under the section **HMRC Notifications** this has been changed to **Auto download HMRC notifications**.

When you tick the box **Auto download HMRC notifications**, if this payroll data file has not had any notices downloaded before you will see the following message:

The message box contains the following text:

No notifications have been downloaded for this payroll.
Selecting this option will download all notifications available from HMRC regardless of the tax year.
It is advisable to manually download the notifications from a specific date via Utilities\View Previous Downloads using the Add button.
Do you wish to continue?

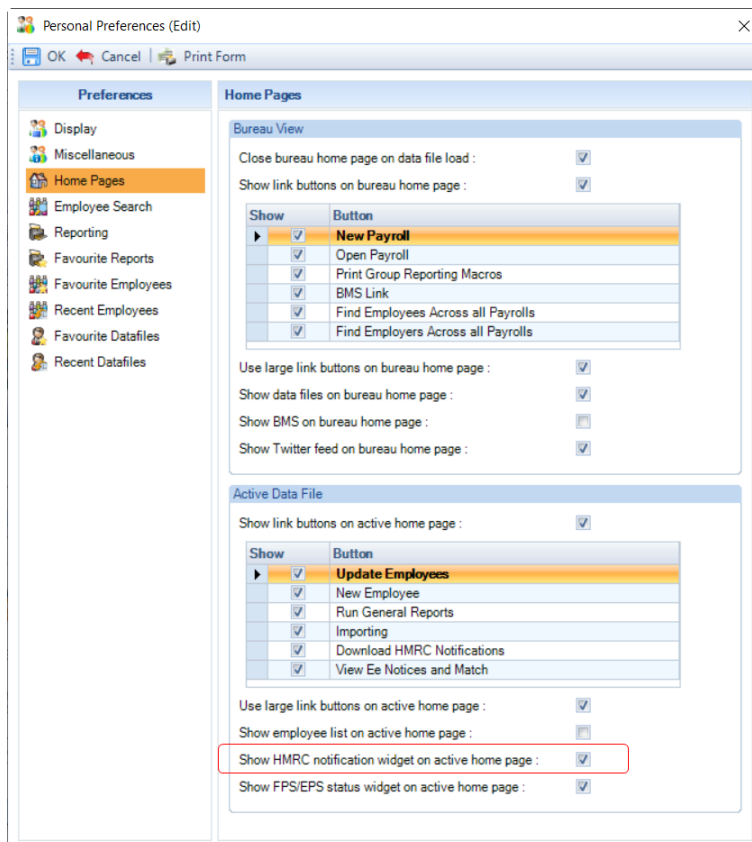
The reason for this message is that as there are no records of previous downloads, which means that if you select Yes when the download is performed all notices available from HMRC will be downloaded, this could be several years.

Therefore, unless this is a new company, we recommend that you select **No** to this message, and perform the first download via **Utilities\HMRC Notifications\View Previous Downloads** then select **Add**, click on **Next** until you are on the **Download Options** page then choose to **Retrieve Notices from given Date** enter the date to download them from and complete the download wizard.

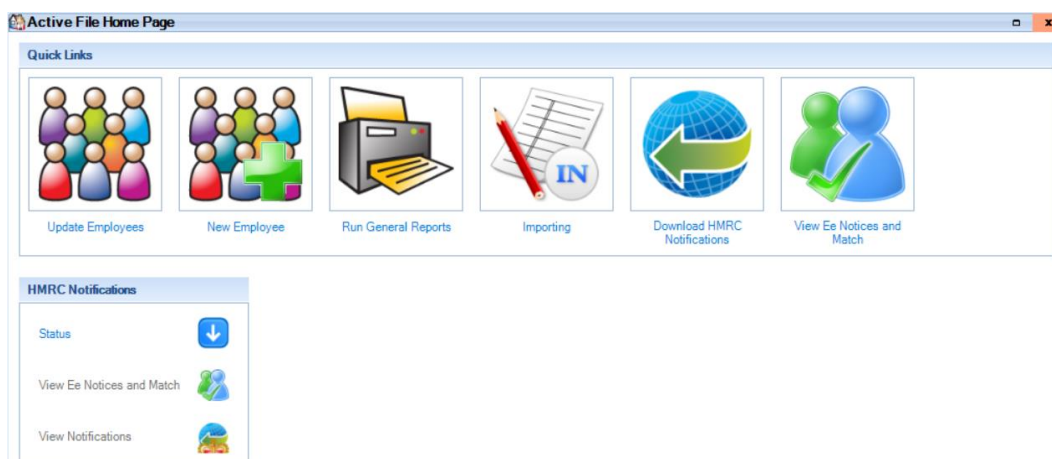
Once you have completed the first download successfully, then go back to **Data\Employer\Tax** tab tick the box **Auto download HMRC notifications** to automatically download new notifications issued since the previous download.

Active File Home Page – HMRC notification widget

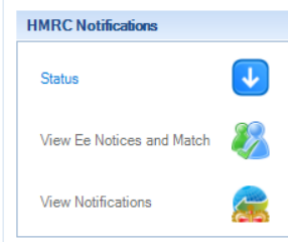
In addition to enabling **Auto download HMRC notifications** under **Employer\Tax** tab, to automatically download notices you must also have selected **Show HMRC notification widget on active home page** under **Personal Preferences\Home Page**:



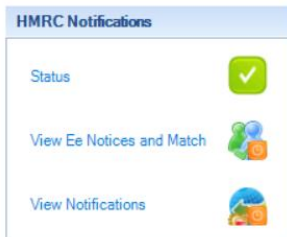
The widget will be displayed on the **Active File Home Page** screen which is displayed when you open a payroll data file:






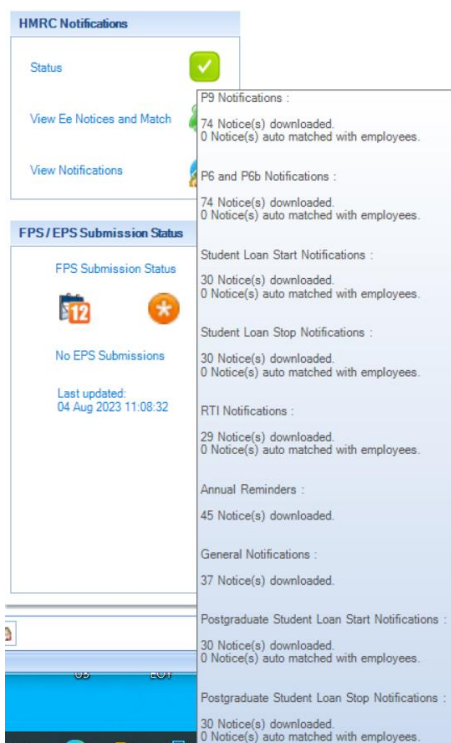
You will see the widget called **HMRC Notifications**:



The **Status** icon will show as  whilst downloading the notices.

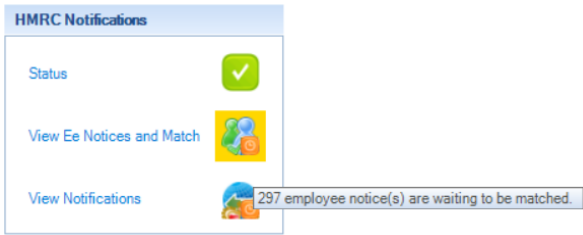



When the download has finished, the icon will change to  when all types of downloads are successful,  when one or more types fail, and  when all types fail (these errors are usually caused by privileges, authentication, or connection issues).

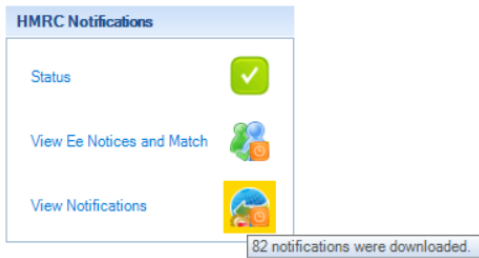



Place your cursor over the **Status** icon to see a list of downloaded notices by type, including errors, with a breakdown for the employee notices:

- Number of notices downloaded.
- Number of notices auto matched.



Once the download is complete, **View Ee Notices and Match** icon will be overlaid with  when there are new employee notices downloaded which require manual matching. Place your cursor over the icon to see the number of notices waiting to be manually matched. You can click on the icon to open the **View Ee and Match Notices** screen.

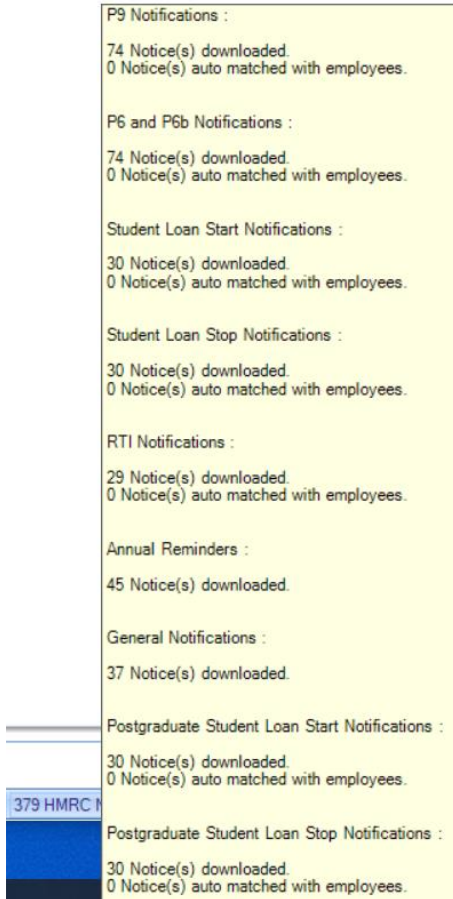


Once the download is complete, **View Notifications** icon will be overlaid with  when new employer notices have been downloaded. Place your cursor over the icon to see the number of new notices downloaded. Click on the icon to open the **View Notifications** screen.

Status Bar



After you open the payroll data file and the program has finished automatically downloading new notifications the status bar will show the number of notices downloaded.



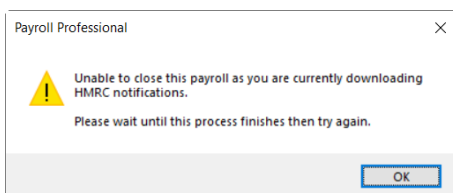
Place your cursor over **HMRC Notifications** to see a list of downloaded notices by type, including errors, with a breakdown for the employee notices:

- Number of notices downloaded.
- Number of notices auto matched.

You can double click on **HMRC Notifications** in the Status bar to open the **View Ee and Match Notices** screen.

Closing the data file

When you close a payroll using any method (e.g. File\Close) and the automatic download of notices is still in progress, you will see the following message:



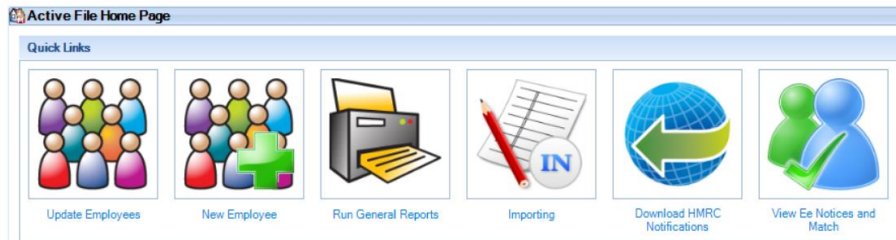
Wait for the download to finish then close the payroll.

Manual Download

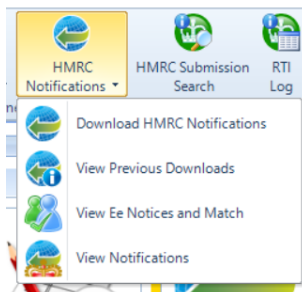
Manually Download All Notices

There are several ways to download all notifications, you only need to use one:

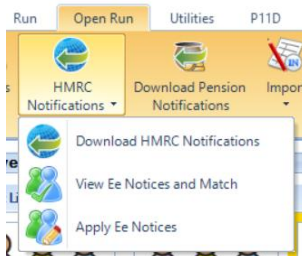
- If under **Personal Preferences\Home Pages** you have got **Download HMRC Notifications** button ticked then under **Active File Home Page**:



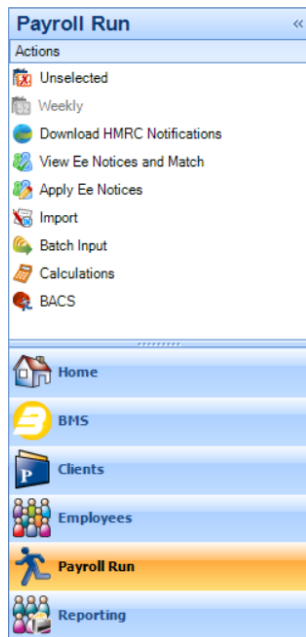
- **Utilities\HMRC Notifications\Download HMRC Notifications:**



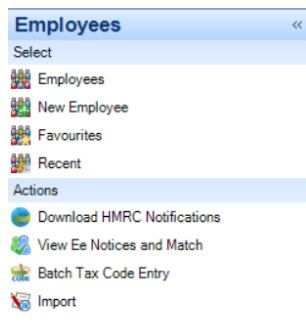
- **Open run tab then HMRC Notifications\Download HMRC Notifications** (New - changed to a drop down):



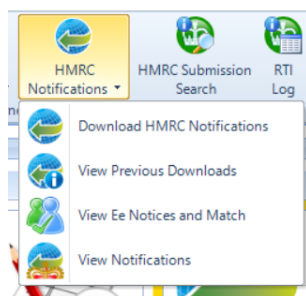
- Outlook bar under **Payroll Run** then **Download HMRC Notifications (New)**:



- Outlook bar under **Employees** then **Download HMRC Notifications**:



- **Utilities\HMRC Notifications\View Previous Downloads**, select **Add** and under the **Notification Type** select **All**:



The same screen opens whichever one you choose.

Download Wizard

HMRC DPS Notification Request Creation Wizard - (Test)


Downloading Notifications
Payroll Professional is downloading the appropriate notifications

Download Details

Type : All Available Notifications
Options : Retrieve New Notices

Download Type	Status	Details
▶ PS Notifications	✓	0 Notice(s) downloaded.
P6 and P6b Notifications	✓	0 Notice(s) downloaded.
Student Loan Start Notifications	✓	36 Notice(s) downloaded.
Student Loan Stop Notifications	↓	
RTI Notifications	⌚	
Annual Reminders	⌚	
General Notifications	⌚	
Postgraduate Student Loan Start No.	⌚	
Postgraduate Student Loan Stop Not.	⌚	

< Back Next > Cancel

When all the notifications have been downloaded the Status icon will change to  , click **Next**.

HMRC DPS Notification Download Wizard - (Test)



Downloading Notifications
Payroll Professional is downloading the appropriate notifications

Download Details

Type : All Available Notifications
Options : Retrieve New Notices

Download Type	Status	Details
▶ PS Notifications	✓	74 Notice(s) downloaded.
P6 and P6b Notifications	✓	74 Notice(s) downloaded.
Student Loan Start Notifications	✓	30 Notice(s) downloaded.
Student Loan Stop Notifications	✓	30 Notice(s) downloaded.
RTI Notifications	✓	29 Notice(s) downloaded.
Annual Reminders	✓	45 Notice(s) downloaded.
General Notifications	✓	37 Notice(s) downloaded.
Postgraduate Student Loan Start No.	✓	30 Notice(s) downloaded.
Postgraduate Student Loan Stop Not.	✓	30 Notice(s) downloaded.

< Back Next > Cancel

If you see  , it means there are errors. Place your cursor over  to see the details of the error, these can be due to privileges, connection issues or authentication errors.

Click **Next**, you will then be shown any notifications which are not specifically for an employee - RTI Notifications, Generic Notifications, Annual Reminders, and CIS Notifications. These can be viewed after completing the download under **Utilities\View Notifications**:

HMRC DPS Notification Download Wizard - (Test)

Notifications
Displays a list of downloaded notifications not explicitly set against an employee.

Download Type	Details			Issue Date	Tax Year	Due Date	
Annual Reminders	45 Annual Reminders						
HMRC ID	Form Type	Liability 1	Liability 2	Liability 3	Issue Date	Tax Year	Due Date
30.000	AR2mn	Income Tax PAYE.			10 Nov 2011	2,010	19 M
30.001	AR2mn				10 Nov 2011	2,011	
30.002	AR2mn				10 Nov 2011	2,011	
30.003	AR2mn	Income Tax PAYE.			10 Nov 2011	2,011	19 M
30.004	AR2mn	Income Tax PAYE.			10 Nov 2011	2,011	19 M
30.005	AR2mn				10 Nov 2011	2,011	
30.006	AR2mn				10 Nov 2011	2,011	
30.007	AR2mn	Income Tax PAYE.			10 Nov 2011	2,011	19 M
30.008	AR2mn	123456789			10 Nov 2011	2,011	19 M
30.009	AR1mn	Income Tax PAYE.			10 Nov 2011	2,010	19 M
30.010	AR1mn				10 Nov 2011	2,011	
30.011	AR1mn				10 Nov 2011	2,011	
30.012	AR1mn	Income Tax PAYE.			10 Nov 2011	2,011	19 M
30.013	AR1mn	Income Tax PAYE.			10 Nov 2011	2,011	19 M
30.014	AR1mn				10 Nov 2011	2,011	
30.015	AR1mn				10 Nov 2011	2,011	
30.016	AR1mn	Income Tax PAYE.			10 Nov 2011	2,011	19 M
30.017	AR1mn	123456789			10 Nov 2011	2,011	19 M
30.018	AR1n	Income Tax PAYE.			10 Apr 2011	2,010	19 M
30.019	AR1n				10 Apr 2011	2,010	
30.020	AR1n				10 Apr 2011	2,010	
30.021	AR1n	Income Tax PAYE.			10 Apr 2011	2,010	
30.022	AR1n	Income Tax PAYE.			10 Apr 2011	2,010	19 M
30.023	AR1n				10 Apr 2011	2,010	
30.024	AR1n				10 Apr 2011	2,010	
30.025	AR1n	Income Tax PAYE.			10 Apr 2011	2,010	19 M
30.026	AR1n	123456789			10 Apr 2011	2,010	19 M
30.027	AR2n	Income Tax PAYE.			10 Apr 2011	2,010	19 M

< Back Next > Cancel

Once you have reviewed these notifications, click **Next**.

HMRC DPS Notification Download Wizard - (Test)

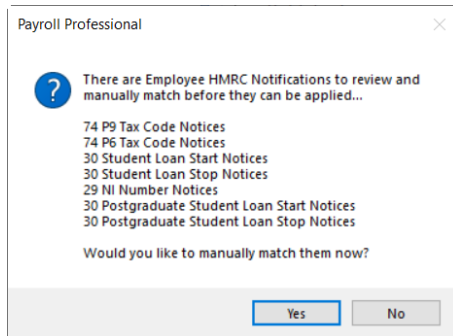
Completing the HMRC DPS Notification Download Wizard - (Test)

You have successfully completed the wizard.

To close this wizard click Finish.

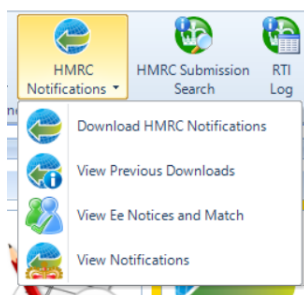
< Back Finish Cancel

In the final screen select **Finish**, if there are any employee notices that need to be manually matched you will see the following message:



Click **Yes** to go to the **View Ee Notices and Match** screen, or **No** to close the download wizard.

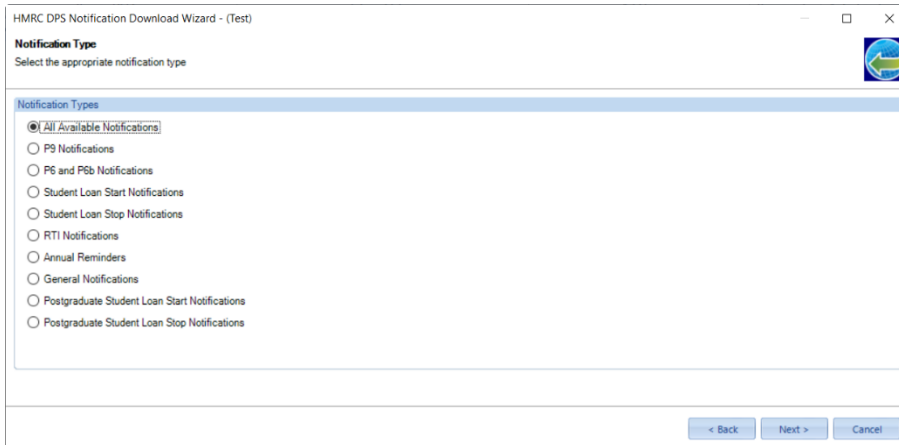
Manually Download Notices by Type



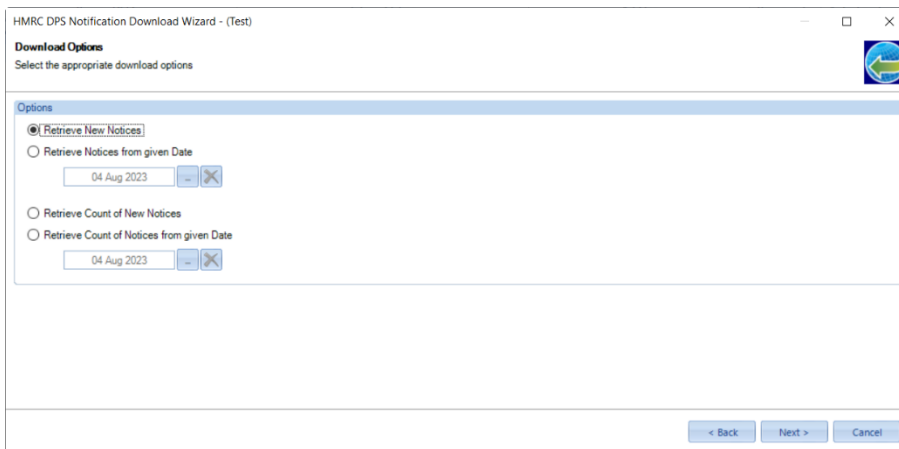
To download each type of notice individually, or from a specific date, under the **Utilities** tab select **HMRC Notifications\View Previous Downloads**.

Download Type	Download Option	Downloaded	Download By	Status	Notices
All Available Notifications	New Notices	04 Aug 2023 13:47:14	IAS/Maria.Newson	Successful	379
All Available Notifications	New Notices	04 Aug 2023 13:30:25	IAS/Maria.Newson	Successful	379
All Available Notifications	New Notices	04 Aug 2023 11:08:33	IAS/Maria.Newson	Successful	379
All Available Notifications	New Notices	03 Aug 2023 16:35:00	IAS/Maria.Newson	Successful	379
All Available Notifications	New Notices	03 Aug 2023 16:34:46	IAS/Maria.Newson	Successful	379
All Available Notifications	New Notices	03 Aug 2023 16:31:42	IAS/Maria.Newson	Successful	379
All Available Notifications	New Notices	03 Aug 2023 15:39:25	IAS/Maria.Newson	Successful	130
All Available Notifications	New Notices	03 Aug 2023 15:39:18	IAS/Maria.Newson	Successful	50
All Available Notifications	New Notices	31 Jul 2023 15:39:33	IAS/Maria.Newson	Submitted	0
All Available Notifications	New Notices	31 Jul 2023 15:38:21	IAS/Maria.Newson	Successful	0
All Available Notifications	New Notices	31 Jul 2023 15:37:34	IAS/Maria.Newson	Successful	2
All Available Notifications	New Notices	31 Jul 2023 15:34:51	IAS/Maria.Newson	Successful	23
All Available Notifications	New Notices	31 Jul 2023 15:05:21	IAS/Maria.Newson	Successful	170
All Available Notifications	New Notices	31 Jul 2023 15:05:10	IAS/Maria.Newson	Successful	60
All Available Notifications	New Notices	31 Jul 2023 15:04:50	IAS/Maria.Newson	Successful	20
All Available Notifications	New Notices	31 Jul 2023 14:46:35	IAS/Maria.Newson	Successful	10
All Available Notifications	New Notices	31 Jul 2023 14:46:06	IAS/Maria.Newson	Successful	60
All Available Notifications	New Notices	31 Jul 2023 14:43:37	IAS/Maria.Newson	Successful	0
All Available Notifications	New Notices	31 Jul 2023 14:40:39	IAS/Maria.Newson	Successful	10
All Available Notifications	New Notices	31 Jul 2023 13:41:25	IAS/Maria.Newson	Successful	60
All Available Notifications	New Notices	31 Jul 2023 11:39:52	IAS/Maria.Newson	Successful	75
All Available Notifications	New Notices	27 Jun 2023 10:02:45	IAS/Maria.Newson	Successful	305
All Available Notifications	New Notices	13 Jun 2023 11:25:19	IAS/Maria.Newson	Successful	266
All Available Notifications	New Notices	13 Nov 2020 10:40:40	IAS/Maria.Newson	Submitted	695

Now select the **Add** button, and **Next** to the **Welcome** screen.



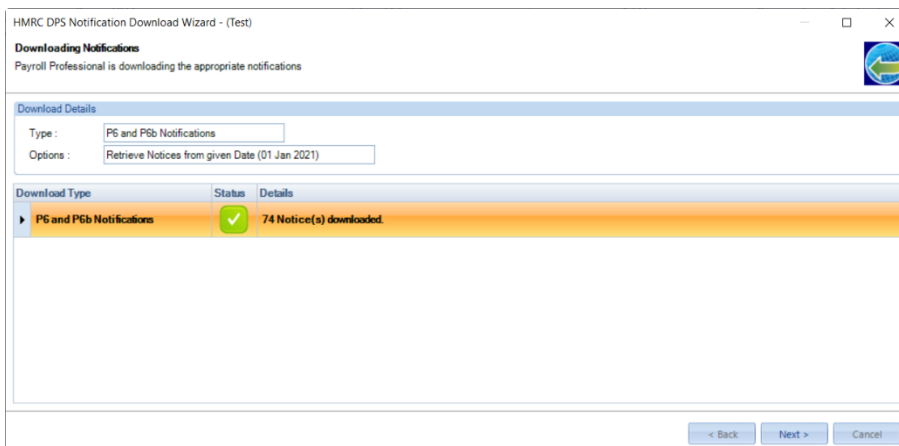
Under the Notification Type screen either choose All or an individual notification type, select **Next**.



Now choose one of the options to retrieve:

- new notifications or
- notifications from a specific date or
- a count of the new notifications (how many notifications are waiting to be dealt with) or
- a count from a specific date (how many notifications made since that date)


Once you have made your selection click **Next** to continue.

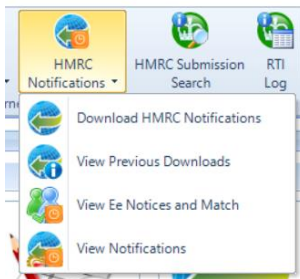


You will see the type of notification you chose to download, and the option selected, select **Next**.

The rest of the wizard is the same as downloading all.

New Notices – RTI, Generic, CIS and Annual Reminders


After downloading notices either automatically or manually, if there are new RTI, Generic, CIS notices or Annual reminders under **Utilities** tab the **HMRC Notifications** and **View Notifications** icon will be overlaid with  :



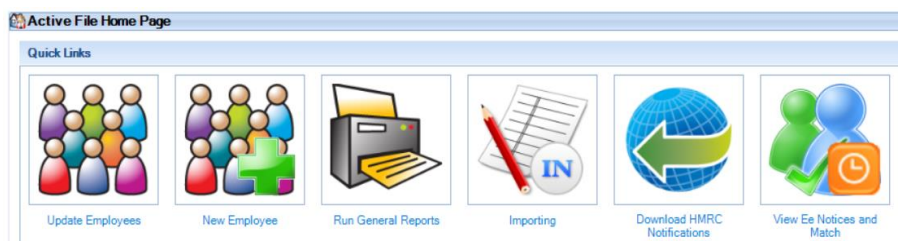
Unmatched Employee Notices

During the download process, automatic or manual download, employee notices are automatically matched to an employee record using the following information:

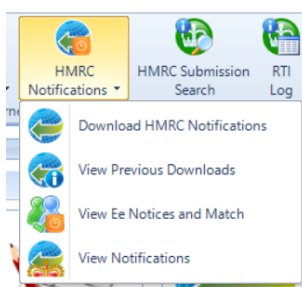
- Tax Code notices – Employee Reference and NI Number.
- Student and postgraduate loan notices – Employee Reference and NI Number.
- NINO notices – Forename, Surname, NI Number, and Employee Reference if included in HMRC notice.

If there are any new employee notices that require manual matching the **View Ee Notices and Match** icon will be overlaid with  in the following locations:

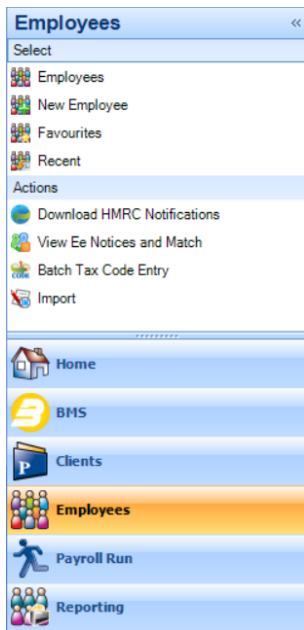
- If under **Personal Preferences\Home Pages** you have got **View Ee Notices and Match** button ticked then under **Active File Home Page**:



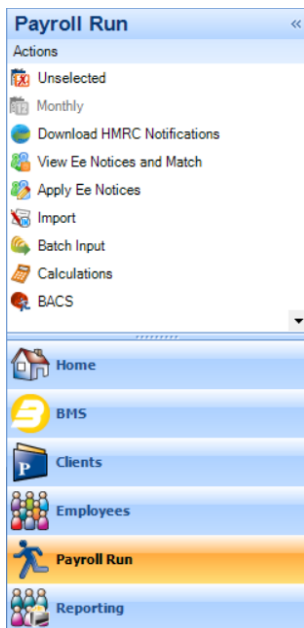
- Under **Utilities** tab **HMRC Notifications** and **View Ee Notices and Match**



- Outlook bar under **Employees** then **View Ee Notices and Match**:



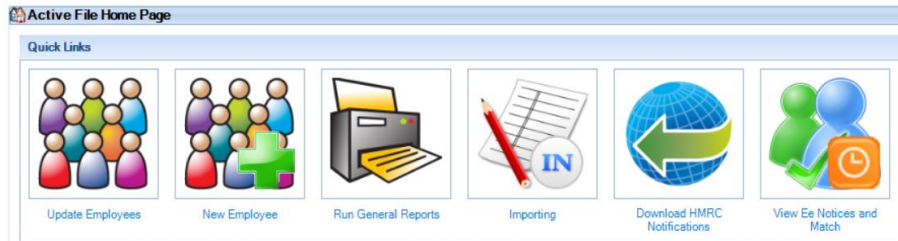
- Outlook bar under **Payroll Run** then **View Ee Notices and Match**:



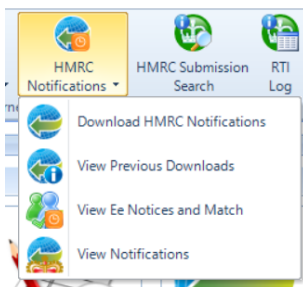
View Employee Notices and Match

There are several ways to open the **View Ee Notices and Match** facility:

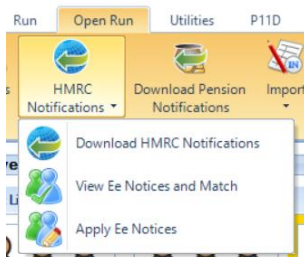
- If under **Personal Preferences\Home Pages** you have got **View Ee Notices and Match** button ticked then under **Active File Home Page**:



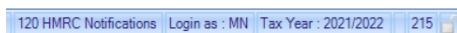
- **Utilities** tab then **HMRC Notifications\View Ee Notices and Match**:



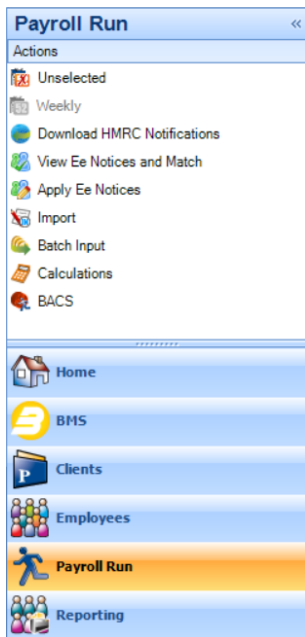
- **Open run** tab then **HMRC Notifications\View Ee Notices and Match**:



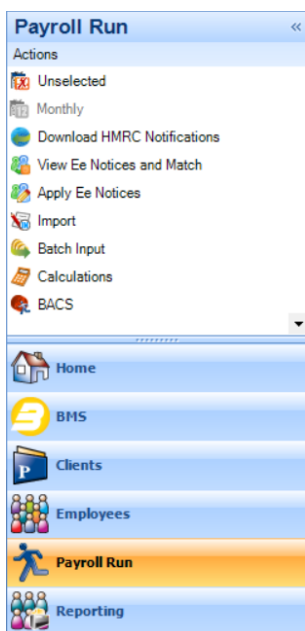
- If you have got **Auto check for HMRC notifications** under **Employer** and **Show HMRC notifications widget on active home page** enabled, then double click on the **HMRC Notifications** in the **Status Bar**:



- Outlook bar under **Payroll Run** then **View Ee Notices and Match**:



- Outlook bar under **Employees** then **View Ee Notices and Match**:



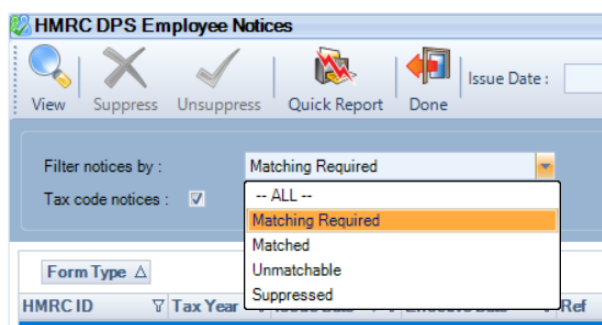
The same screen opens whichever one you choose.

View Ee Notices and Match

Go to **Utilities\HMRC Notifications\View Ee Notices and Match** to open the following screen, which groups the notices by Form type:

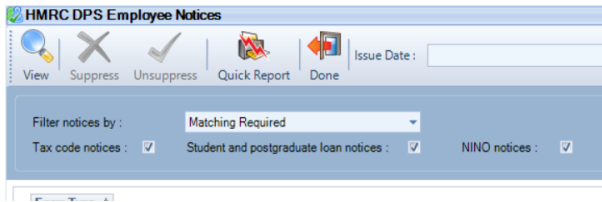
HMRC ID	Tax Year	Issue Date	Effective Date	Ref	Title	Surname	Forename
Form Type : P6 and P6b Notification (24 items)							
574	2023	25 Apr 2023	25 Apr 2023	730-N8S-24	MR	EeBals PrevEmpVal NonCum	Six P
573	2023	25 Apr 2023	25 Apr 2023	6774HE-23	MR	EeBals PrevEmpVal NonCum	Six P
572	2023	25 Apr 2023	25 Apr 2023	665-AT9-22	Mr	EeBals PrevEmpVal NonCum	Six P
571	2023	25 Apr 2023	25 Apr 2023	65GD8D-21	MRS	EeBals PrevEmpVal NonCum	Six P
570	2023	25 Apr 2023	25 Apr 2023	6473FD-20	Mr	EeBals PrevEmpVal NonCum	Six P
569	2023	25 Apr 2023	25 Apr 2023	567-001-19	MISS	EeBals PrevEmpVal NonCum	Six P
568	2023	25 Apr 2023	25 Apr 2023	558-NSH-18	PROF	EeBals PrevEmpVal NonCum	Six P
567	2023	25 Apr 2023	25 Apr 2023	547&3HS-17	MS	EeBals PrevEmpVal NonCum	Six P
566	2023	25 Apr 2023	25 Apr 2023	543I21T-16	MRS	EeBals PrevEmpVal Cum	Six P
565	2023	25 Apr 2023	25 Apr 2023	53759J-15	MRS	EeBals PrevEmpVal Cum	Six P
564	2023	25 Apr 2023	25 Apr 2023	472-NDI-14	MRS	EeBals PrevEmpVal Cum	Six P
563	2023	25 Apr 2023	25 Apr 2023	465-AT9-13	MR	EeBals PrevEmpVal Cum	Six P
562	2023	25 Apr 2023	25 Apr 2023	445-IYU-12	MRS	EeBals PrevEmpVal Cum	Six P
561	2023	25 Apr 2023	25 Apr 2023	401-4GO-11	LORD	EeBals PrevEmpVal Cum	Six P
560	2023	25 Apr 2023	25 Apr 2023	333P49-10	Mr	EeBals PrevEmpVal Cum	Six P
559	2023	25 Apr 2023	25 Apr 2023	19G-87H-9	PROF	EeBals PrevEmpVal Cum	Six P
558	2023	25 Apr 2023	25 Apr 2023	185JFP-8	MISS	EeBals PrevEmpZero NonCum	Six P
557	2023	25 Apr 2023	25 Apr 2023	163-MZP-7	MISS	EeBals PrevEmpZero NonCum	Six P
556	2023	25 Apr 2023	25 Apr 2023	156-UYT-6	MS	EeBals PrevEmpZero NonCum	Six P
555	2023	25 Apr 2023	25 Apr 2023	143 A8A-5	MR	EeBals PrevEmpZero NonCum	Six P
554	2023	25 Apr 2023	25 Apr 2023	130-FNT-4	MISS	EeBals PrevEmpZero Cum	Six P
553	2023	25 Apr 2023	25 Apr 2023	12N-H57-3	LADY	EeBals PrevEmpZero Cum	Six P
552	2023	25 Apr 2023	25 Apr 2023	11M FDJ-2	MRS	EeBals PrevEmpZero Cum	Six P
551	2023	25 Apr 2023	25 Apr 2023	101-ASP-1	Mr	EeBals PrevEmpZero Cum	Six P

By default, **Filter notices by** is set as **Matching Required** and all notices selected:



Using the drop down for **Filter notices by** you can also choose:

- **All** – shows all employee notices that have been downloaded.
- **Matched** – will show employee notices that have been matched automatically or manually.
- **Unmatchable** – shows notices that cannot be matched, for example tax codes for a previous tax year as they can no longer be applied.
- **Suppressed** – shows notices that a user has marked as Suppressed, and unmatched notices migrated from the old DPS tables to the new DPS tables have been marked as Suppressed.



If required, you can choose the notice types that you want to see by selecting and de-selecting:

- Tax code notices
- Student and postgraduate loan notices
- NINO notices

HMRC ID	Tax Year	Issue Date	Effective Date	Ref	Title	Surname	Forename
Form Type: P6 and P6b Notification (24 items)							
574	2023	25 Apr 2023	25 Apr 2023	730-N8S-24	MR	EeBals PrevEmpVal NonCum	Six P
573	2023	25 Apr 2023	25 Apr 2023	6774HE-23	MR	EeBals PrevEmpVal NonCum	Six P
572	2023	25 Apr 2023	25 Apr 2023	665-AT9-22	Mr	EeBals PrevEmpVal NonCum	Six P
571	2023	25 Apr 2023	25 Apr 2023	65GD8D-21	MRS	EeBals PrevEmpVal NonCum	Six P
570	2023	25 Apr 2023	25 Apr 2023	6473FD-20	Mr	EeBals PrevEmpVal NonCum	Six P
569	2023	25 Apr 2023	25 Apr 2023	567-001-19	MISS	EeBals PrevEmpVal NonCum	Six P
568	2023	25 Apr 2023	25 Apr 2023	558-NSH-18	PROF	EeBals PrevEmpVal NonCum	Six P
567	2023	25 Apr 2023	25 Apr 2023	547&3HS-17	MS	EeBals PrevEmpVal NonCum	Six P
566	2023	25 Apr 2023	25 Apr 2023	543/21T-16	MRS	EeBals PrevEmpVal Cum	Six P
565	2023	25 Apr 2023	25 Apr 2023	53759J-15	MRS	EeBals PrevEmpVal Cum	Six P
564	2023	25 Apr 2023	25 Apr 2023	472-NDI-14	MRS	EeBals PrevEmpVal Cum	Six P
563	2023	25 Apr 2023	25 Apr 2023	465-AT9-13	MR	EeBals PrevEmpVal Cum	Six P
562	2023	25 Apr 2023	25 Apr 2023	445-IYU-12	MRS	EeBals PrevEmpVal Cum	Six P
561	2023	25 Apr 2023	25 Apr 2023	401-4GO-11	LORD	EeBals PrevEmpVal Cum	Six P
560	2023	25 Apr 2023	25 Apr 2023	333P49-10	Mr	EeBals PrevEmpVal Cum	Six P
559	2023	25 Apr 2023	25 Apr 2023	19G-87H-9	PROF	EeBals PrevEmpVal Cum	Six P
558	2023	25 Apr 2023	25 Apr 2023	185JFP-8	MISS	EeBals PrevEmpZero NonCum	Six P
557	2023	25 Apr 2023	25 Apr 2023	163-MZP-7	MISS	EeBals PrevEmpZero NonCum	Six P
556	2023	25 Apr 2023	25 Apr 2023	156-UYT-6	MS	EeBals PrevEmpZero NonCum	Six P
555	2023	25 Apr 2023	25 Apr 2023	143 A8A-5	MR	EeBals PrevEmpZero NonCum	Six P
554	2023	25 Apr 2023	25 Apr 2023	130-FNT-4	MISS	EeBals PrevEmpZero Cum	Six P
553	2023	25 Apr 2023	25 Apr 2023	12N-H5J-3	LADY	EeBals PrevEmpZero Cum	Six P
552	2023	25 Apr 2023	25 Apr 2023	11M FDJ-2	MRS	EeBals PrevEmpZero Cum	Six P
551	2023	25 Apr 2023	25 Apr 2023	101-ASP-1	Mr	EeBals PrevEmpZero Cum	Six P

To manually match a notification, either highlight the row for the employee and select **View** or double click on the row. You will see the following screen which includes details of the notice:

The screenshot shows the 'HMRC DPS Employee Notice' window. It is divided into three main sections:

- General Details:**
 - HMRC ID: 574
 - Issue date: 25 Apr 2023
 - Tax year: 2023
 - Form type code: P6
 - Form type: P6 and P6b Notification
 - Employer ref: 123/BST2
 - Download date: 24 July 2023 17:30:30
 - Downloaded by: IAS/Maria.Newson
- Employee Match Details:**
 - Suppressed:
 - Matched:
 - Notice title: MR
 - Matched Ee title:
 - Notice forename: Six PrevEmpZero NonCum
 - Matched Ee forename:
 - Notice surname: EeBals PrevEmpVal NonCum
 - Matched Ee surname:
 - Notice NINO: JT000024A
 - Matched Ee NINO:
 - Notice works number: 730-NBS-24
 - Matched Ee ref:
 - Auto matched:
 - Matched Ee ID:
 - Manually matched date:
 - Manually matched by:
- P6 and P9 Details:**
 - Effective date: 25 Apr 2023
 - Has previous pay and tax:
 - Tax code: SD1
 - Total previous pay:
 - Week 1/ Month 1:
 - Total previous tax:

Click on **Match** to open the matching screen:

The screenshot shows the 'HMRC DPS Employee Notice (Match)' window. It includes the same 'Employee Match Details' section as the previous window, and a table of employees to match against.

Ref	Surname	Forename	Title	NI Number
101-ASP	EeBals PrevEmpZero Cum	Six PrevEmpMatch Cum	Mr	JT000001A
11M-FDJ	EeBals PrevEmpZero Cum	Six PrevEmpMore Cum	MRS	JT000002A
12N-H57	EeBals PrevEmpZero Cum	Six PrevEmpMatch NonCu...	LADY	JT000003A
130-FNT	EeBals PrevEmpZero Cum	Six PrevEmpMore NonCum	MISS	JT000004A
143-ABA	EeBals PrevEmpZero Non...	Six PrevEmpMatch Cum	MR	JT000005A
156-LYT	EeBals PrevEmpZero Non...	Six PrevEmpMore Cum	MS	JT000006A
163-MZP	EeBals PrevEmpZero Non...	Six PrevEmpMatch NonCu...	MISS	JT000007A
185JFP	EeBals PrevEmpZero Non...	Six PrevEmpMore NonCum	MISS	JT000008A
19G-87H	EeBals PrevEmpVal Cum	Six PrevEmpMatch Cum	PROF	JT000009A
333P49	EeBals PrevEmpVal Cum	Six PrevEmpMore Cum	Mr	JT000010A
401-4GO	EeBals PrevEmpVal Cum	Six PrevEmpLess Cum	LORD	JT000011A
445-IYU	EeBals PrevEmpVal Cum	Six PrevEmpZero Cum	MRS	JT000012A
465-AT9	EeBals PrevEmpVal Cum	Six PrevEmpMatch NonCu...	MR	JT000013A
472-NDI	EeBals PrevEmpVal Cum	Six PrevEmpMore NonCum	MRS	JT000014A
537-59J	EeBals PrevEmpVal Cum	Six PrevEmpLess NonCum	MRS	JT000015A
543I21T	EeBals PrevEmpVal Cum	Six PrevEmpZero NonCum	MRS	JT000016A
547&3HS	EeBals PrevEmpVal NonC...	Six PrevEmpMatch Cum	MS	JT000017A
558-NSH	EeBals PrevEmpVal NonC...	Six PrevEmpMore Cum	PROF	JT000018A
567-001	EeBals PrevEmpVal NonC...	Six PrevEmpLess Cum	MISS	JT000019A
6473FD	EeBals PrevEmpVal NonC...	Six PrevEmpZero Cum	Mr	JT000020A
65GD8D	EeBals PrevEmpVal NonC...	Six PrevEmpMatch NonCu...	MRS	JT000021A
665-AT9	EeBals PrevEmpVal NonC...	Six PrevEmpMore NonCum	Mr	JT000022A
6774HE	EeBals PrevEmpVal NonC...	Six PrevEmpLess NonCum	MR	JT000023A

Under **Employee Match Details** section, the left side shows the employee information from the Notice and the right side will show the Employee you select to match the notification to.

Select the Employee in the list you want to match the notification to by either double clicking on the Employee in the list or highlighting the Employee and click on **Match Employee**.

HMRC DPS Employee Notice (Match)

Ref: 730-N8S

OK Cancel Match Employee Delete Match Print Form

Employee Match Details

Notice title: MR Matched Ee title: MR
 Notice forename: Six PrevEmpZero NonCum Matched Ee forename: Six PrevEmpZero NonCum
 Notice surname: EeBals PrevEmpVal NonCum Matched Ee surname: EeBals PrevEmpVal NonCum
 Notice NINO: JT000024A Matched Ee NINO: JT000024A
 Notice works number: 730-N8S-24 Matched Ee ref: 730-N8S

Ref	Surname	Forename	Title	NI Number
12N-H57	EeBals PrevEmpZero Cum	Six PrevEmpMatch NonCu..	LADY	JT000003A
130-FNT	EeBals PrevEmpZero Cum	Six PrevEmpMore NonCum	MISS	JT000004A
143-ABA	EeBals PrevEmpZero Non..	Six PrevEmpMatch Cum	MR	JT000005A
156-JYT	EeBals PrevEmpZero Non..	Six PrevEmpMore Cum	MS	JT000006A
163-MZP	EeBals PrevEmpZero Non..	Six PrevEmpMatch NonCu..	MISS	JT000007A
185JFP	EeBals PrevEmpZero Non..	Six PrevEmpMore NonCum	MISS	JT000008A
19G-87H	EeBals PrevEmpVal Cum	Six PrevEmpMatch Cum	PROF	JT000009A
333P49	EeBals PrevEmpVal Cum	Six PrevEmpMore Cum	Mr	JT000010A
401-4GO	EeBals PrevEmpVal Cum	Six PrevEmpLess Cum	LORD	JT000011A
445-IYU	EeBals PrevEmpVal Cum	Six PrevEmpZero Cum	MRS	JT000012A
465-AT9	EeBals PrevEmpVal Cum	Six PrevEmpMatch NonCu..	MR	JT000013A
472-NDI	EeBals PrevEmpVal Cum	Six PrevEmpMore NonCum	MRS	JT000014A
53759J	EeBals PrevEmpVal Cum	Six PrevEmpLess NonCum	MRS	JT000015A
54321T	EeBals PrevEmpVal Cum	Six PrevEmpZero NonCum	MRS	JT000016A
547&3HS	EeBals PrevEmpVal NonC..	Six PrevEmpMatch Cum	MS	JT000017A
558-NSH	EeBals PrevEmpVal NonC..	Six PrevEmpMore Cum	PROF	JT000018A
567-001	EeBals PrevEmpVal NonC..	Six PrevEmpLess Cum	MISS	JT000019A
6473FD	EeBals PrevEmpVal NonC..	Six PrevEmpZero Cum	Mr	JT000020A
65GD8D	EeBals PrevEmpVal NonC..	Six PrevEmpMatch NonCu..	MRS	JT000021A
665-AT9	EeBals PrevEmpVal NonC..	Six PrevEmpMore NonCum	Mr	JT000022A
6774HE	EeBals PrevEmpVal NonC..	Six PrevEmpLess NonCum	MR	JT000023A
730-N8S	EeBals PrevEmpVal Non..	Six PrevEmpZero NonCum	MR	JT000024A

Click on **OK** to the **HMRC DPS Employee Notice (Match)** screen.

HMRC DPS Employee Notice

Prev Next Select OK Cancel Match Print Form

General Details

HMRC ID: 574 Form type: P6 and P6b Notification
 Issue date: 25 Apr 2023 Employer ref: 123/BST2
 Tax year: 2023 Download date: 24 July 2023 17:30:30
 Form type code: P6 Downloaded by: IAS/Maria.Newson

Employee Match Details

Suppressed: Matched:
 Notice title: MR Matched Ee title: MR
 Notice forename: Six PrevEmpZero NonCum Matched Ee forename: Six PrevEmpZero NonCum
 Notice surname: EeBals PrevEmpVal NonCum Matched Ee surname: EeBals PrevEmpVal NonCum
 Notice NINO: JT000024A Matched Ee NINO: JT000024A
 Notice works number: 730-N8S-24 Matched Ee ref: 730-N8S
 Auto matched: Matched Ee ID: 24
 Manually matched date: 04 August 2023 17:01:41 Manually matched by: IAS/Maria.Newson

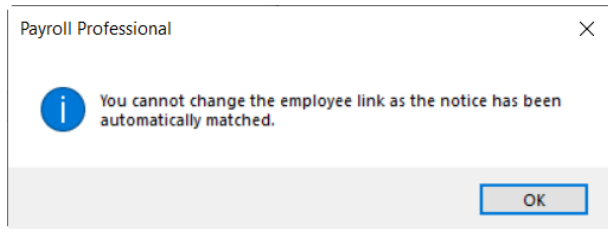
P6 and P9 Details

Effective date: 25 Apr 2023 Has previous pay and tax:
 Tax code: SD1 Total previous pay:
 Week 1/ Month 1: Total previous tax:

Important Note: Before you click on **OK** or select another employee by using **Next/Prev** or **Select**, ensure the record matches, once you leave this notice record the matching cannot be changed. If you need to change the matching before leaving the form, select **Match** and then **Delete Match** to re-select a different employee.

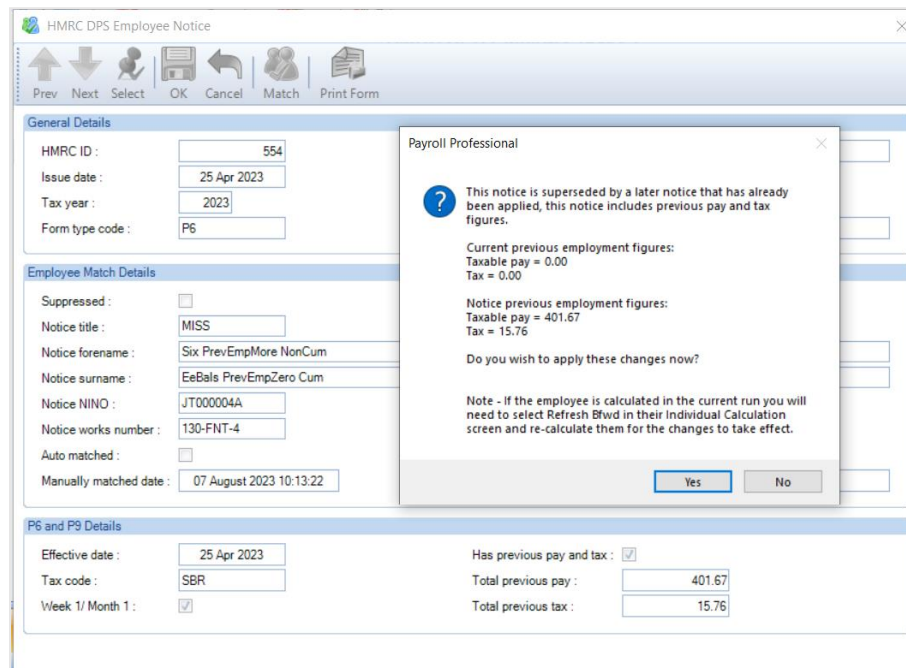
Once you have matched the notice to the correct employee, then choose another employee to match by clicking on **Select** or use **Next** and **Previous** to move to another employee. Select **OK** to save the changes.

If you try to Match a notice for an employee that has already been Matched, marked as Suppressed or is Unmatchable, you will see a similar message to the following:



Tax Code Notice - Previous Employment Pay and Tax

When you manually match an employee tax code notice that includes Previous Employment Pay and Tax values, where a later notice has already been applied, and the Previous Employment values in the Tax Code notices are different to those recorded under the Employee record, when saving the employee match by clicking on **OK** to the **HMRC DPS Employee Notice** or using **Prev/Next** or **Select** to move to another record, a similar message to the following will appear:

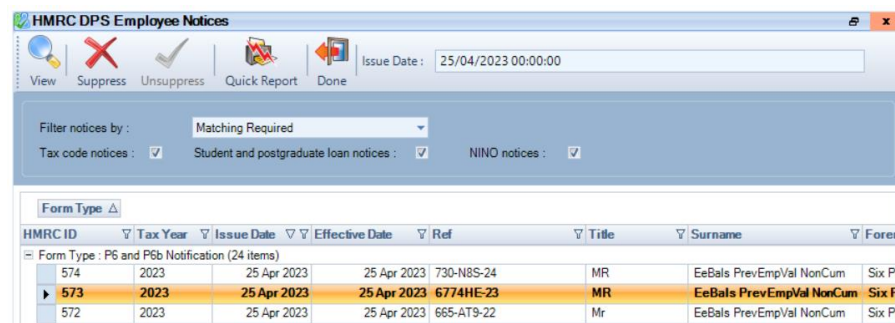


The message includes details of the Previous pay and tax from the Tax Code notice, and the employees current Previous pay and tax under their employee record, for you to decide whether to update their employment record.

Select **Yes** to update the employees record with the Previous pay and tax from the Tax code notice, or **No** to leave the Previous pay and tax as per their employee record.

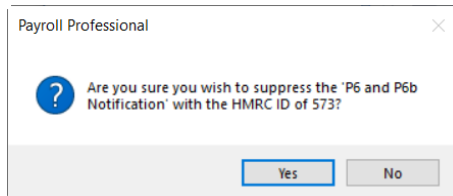
Suppress

We have given you an option to **Suppress** an employee notice that appears under **Matching Required**:

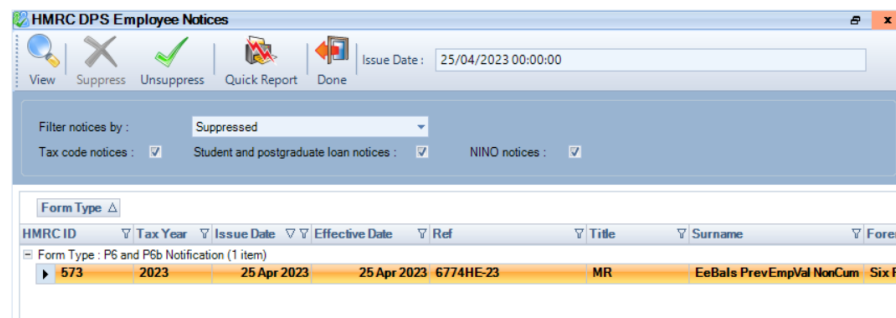


This allows you to remove employee notices that either aren't applicable to this payroll, for example where you have separate payroll data files for processing different frequencies for the same company, or the employee has left so the notice cannot be applied.

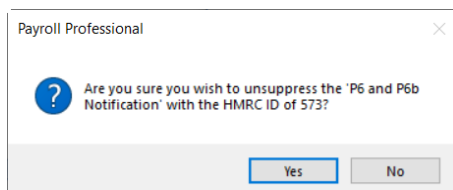
Highlight the row for the employee notice that you want to Suppress, then click on **Suppress**. The following message will appear:



If you want to proceed then click on **Yes**, this will then remove the employee notice from Filter notices by **Matching Required** list and will appear under **Suppressed**:

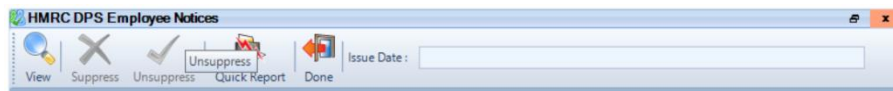


If you have marked the record as Suppress by mistake, then highlight the employee notice and select **Unsuppress**, the following message will appear:

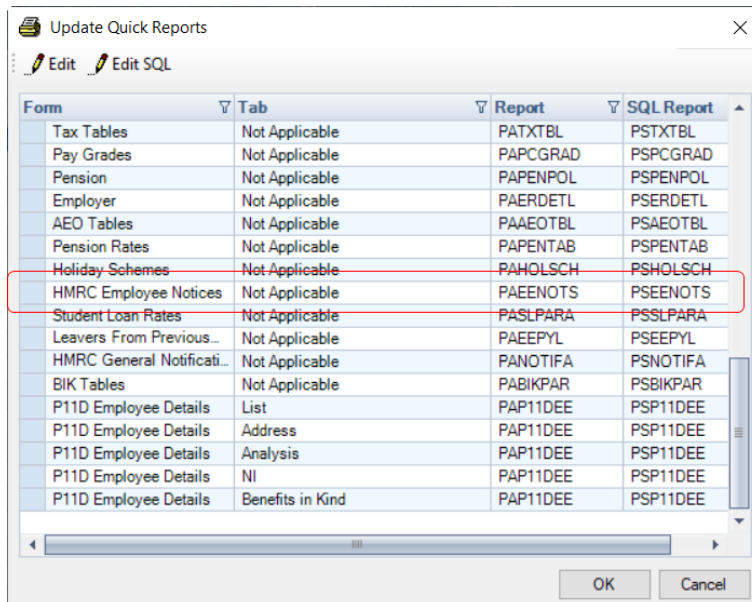


Click **Yes** if you want to proceed, the employee notice will then appear under Filter notices by Matching Required.

Quick Report



The **Quick Report** button will produce the report defined via **Reporting\Define Quick Reports** under the form **HMRC Employee Notices**:



The **Report** and **SQL Report** have been updated to a new report called **PAEENOTS\PSEENOTS** which is a list of employee notices downloaded grouped by notice type.

Apply Employee Notices

Tax Code, Student Loan, Postgraduate Loan and NINO Notifications are all applied when you are in a payroll run.

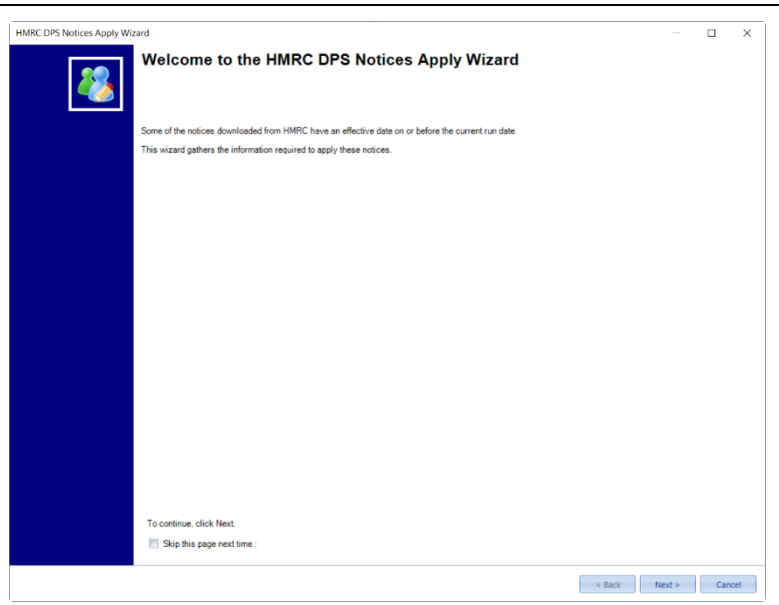
Tax Code notices are based on them being for the current tax year, with an effective date on or before the current periods pay date. If there is more than one notice for an employee, then the notice with the latest effective date and then issue date is applied. If the effective dates and issue dates are the same the latest HMRCID.

Student Loan start and stop notices are applied together based on the start date and stop date being on or before the end of the current tax year. If there is more than one notice for an employee, then latest issue date, if the issue dates are the same then by form type, if the issue date and the form types are the same then HMRCID order.

Postgraduate Loan start and stop notices are applied together based on the start date and stop date being on or before the end of the current tax year. If there is more than one notice for an employee, then latest issue date, if the issue dates are the same then by form type, if the issue date and the form types are the same then HMRCID order.

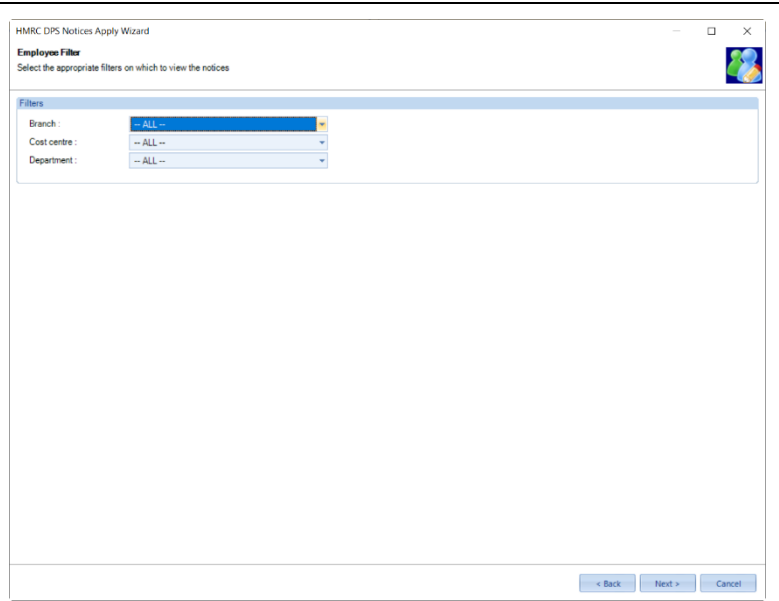
When you go into the Payroll Run and there are notifications waiting to be applied you will see the following welcome screen.

Click **Next** to continue.



You can choose to apply Tax Code, Student and Postgraduate Loan, NINO notifications for a specific Department, Branch or Cost Centre.

Once you have made your selection(s) click **Next** to continue.

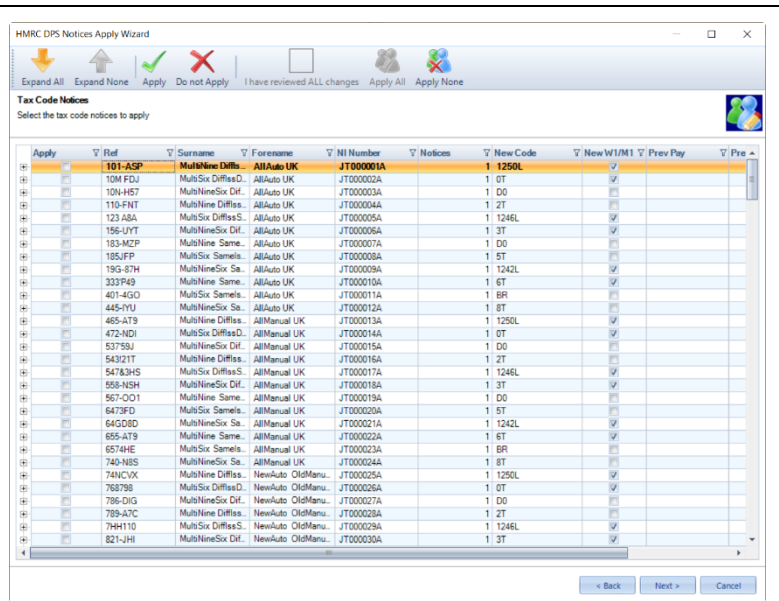


If there are any Tax Code changes the Employees names will be listed here, showing the number of notices and in the main row the notice details that would be applied. Click on **Expand All** to see all notice details.

If you want to only apply some of the employee Tax Code changes tick the **Apply** box for the relevant Employee(s).

If after viewing all the Employee Tax Code changes using the scroll bar, you want to apply all of them select the button **I have reviewed ALL changes** then select **Apply All**.

Click **Next** to continue.



Student and Postgraduate Loan Notifications will show in this screen, showing the number of notices and in the main row the notice details that would be applied. Click on **Expand All** to see all notice details.

If you want to only apply some of the Student and Postgraduate Loan Notifications tick the **Apply** box for the relevant Employee(s).

If after viewing all the Employee Student and Postgraduate Loan Notifications using the scroll bar, you want to apply all of them select the button **I have reviewed ALL changes** then select **Apply All**.

Click on **Next** to continue.

Apply	Ref	Surname	Forename	NI Number	Notices	Start Date	Stop Date	Plan Type
<input checked="" type="checkbox"/>	10M FDJ	MultiStart Sam.	AllAuto PlanOne	JT00002A	1	06 Apr 2023		Plan 1
<input type="checkbox"/>	110-FNT	MixStop Samel.	AllAuto PlanOne	JT00004A	1		18 May 2023	
<input type="checkbox"/>	123 ASA	MixStartStop Dif.	AllAuto PlanOne	JT00005A	1		06 Apr 2023	
<input type="checkbox"/>	183-MZP	MixStopStart Dif.	AllAuto PlanOne	JT00007A	1	07 May 2023		Plan 1
<input type="checkbox"/>	185JFP	MixStopStart Sa.	AllAuto PlanOne	JT00008A	1	27 Mar 2023		Plan 1
<input type="checkbox"/>	193-8TH	MultiStart Diffus	AllMan PlanOne	JT00009A	1	26 Apr 2023		Plan 1
<input type="checkbox"/>	333P49	MultiStart Same.	AllMan PlanOne	JT00010A	1	06 Apr 2023		Plan 1
<input type="checkbox"/>	445-YU	MultiStart Samel.	AllMan PlanOne	JT00012A	1		18 May 2023	
<input type="checkbox"/>	465-AT9	MixStartStop Dif.	AllMan PlanOne	JT00013A	1		06 Apr 2023	
<input type="checkbox"/>	53755J	MixStopStart Dif.	AllMan PlanOne	JT00015A	1	07 May 2023		Plan 1
<input type="checkbox"/>	543J21T	MixStopStart Sa.	AllMan PlanOne	JT00016A	1	27 Mar 2023		Plan 1
<input type="checkbox"/>	547&3HS	MultiStart Diffus	NewAuto OldMa.	JT00017A	1	26 Apr 2023		Plan 1
<input type="checkbox"/>	558-NSH	MultiStart Same.	NewAuto OldMa.	JT00018A	1	06 Apr 2023		Plan 1
<input type="checkbox"/>	6473FD	MultiStop Samel.	NewAuto OldMa.	JT00020A	1		18 May 2023	
<input type="checkbox"/>	64GD8D	MixStartStop Dif.	NewAuto OldMa.	JT00021A	1		06 Apr 2023	
<input type="checkbox"/>	6574HE	MixStopStart Dif.	NewAuto OldMa.	JT00023A	1	07 May 2023		Plan 1
<input type="checkbox"/>	740-N8S	MixStopStart Sa.	NewAuto OldMa.	JT00024A	1	27 Mar 2023		Plan 1
<input type="checkbox"/>	74NCVX	MultiStart Diffus	NewMan OldAut.	JT00025A	1	26 Apr 2023		Plan 1
<input type="checkbox"/>	768798	MultiStart Same.	NewMan OldAut.	JT00026A	1	06 Apr 2023		Plan 1
<input type="checkbox"/>	789-ATC	MultiStop Samel.	NewMan OldAut.	JT00028A	1		18 May 2023	
<input type="checkbox"/>	74H110	MixStartStop Dif.	NewMan OldAut.	JT00029A	1		06 Apr 2023	
<input type="checkbox"/>	821-OSI	MixStopStart Dif.	NewMan OldAut.	JT00031A	1	07 May 2023		Plan 1
<input type="checkbox"/>	827-9AA	MixStopStart Sa.	NewMan OldAut.	JT00032A	1	27 Mar 2023		Plan 1
<input type="checkbox"/>	833-HHH	MultiStart Diffus	AllAuto PlanTwo	JT00033A	1	26 Apr 2023		Plan 2
<input type="checkbox"/>	84H092	MultiStart Same.	AllAuto PlanTwo	JT00034A	1	06 Apr 2023		Plan 2
<input type="checkbox"/>	874-009	MixStop Start	AllAuto PlanTwo	JT00036A	1		18 May 2023	
<input type="checkbox"/>	876-JAX	MixStartStop Dif.	AllAuto PlanTwo	JT00037A	1		06 Apr 2023	

NINO Notifications will show in this screen, showing the number of notices and in the main row the notice details that would be applied. Click on **Expand All** to see all notice details.

If you want to only apply some of the NINO Notifications tick the **Apply** box for the relevant Employee(s).

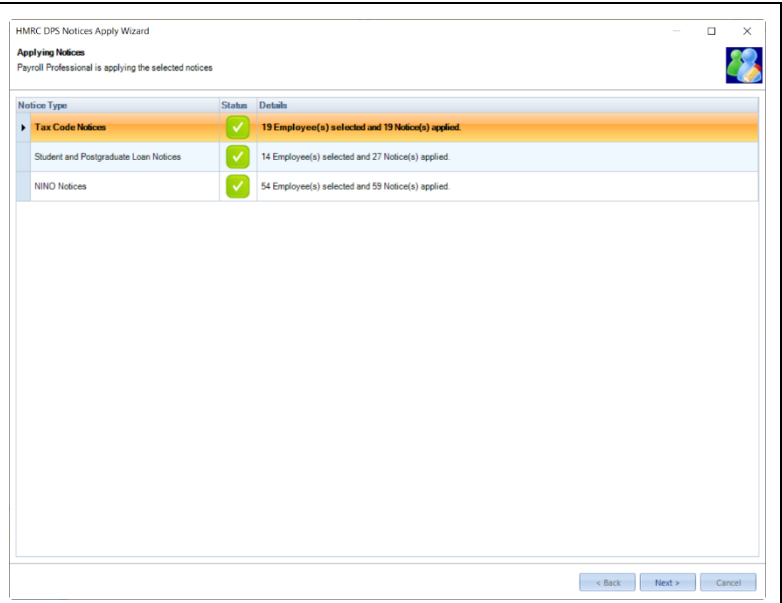
If after viewing all of the Employee NINO Notifications using the scroll bar, you want to apply all of them select the button **I have reviewed ALL changes** then select **Apply All**.

Click on **Next** to continue.

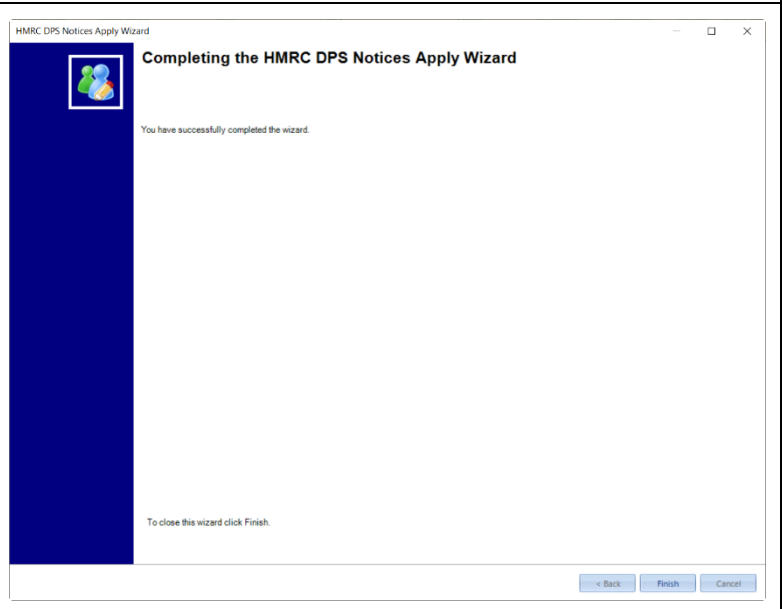
Apply	Ref	Surname	Forename	Current NI Number	Notices	NI Number to Use
<input checked="" type="checkbox"/>	101-ASP	OneNew Blank	ExistBlank		1	
<input type="checkbox"/>	10M FDJ	OneNew NoSuff.	ExistBlank		1	AA000002
<input type="checkbox"/>	10N-H87	OneNew Full	ExistBlank		1	CA000003A
<input type="checkbox"/>	110-FNT	OneNew Blank	ExistNoSuffix	JT000005	1	
<input type="checkbox"/>	123 ASA	OneNew NoSuff.	ExistNoSuffix	JT000006	1	EA000004
<input type="checkbox"/>	156-LYT	OneNew Full	ExistNoSuffix	JT000007	1	HA000005B
<input type="checkbox"/>	173-MZP	OneNew Blank	ExistFull	JT000008A	1	
<input type="checkbox"/>	185JFP	OneNew NoSuff.	ExistFull	JT000009B	1	JA000006
<input type="checkbox"/>	193-8TH	OneNew Full	ExistFull	JT00010C	1	LA000007C
<input type="checkbox"/>	333P49	OneNew Blank	Leaver ExistFull	JT00011D	1	
<input type="checkbox"/>	401-4GO	OneNew NoSuff.	Leaver ExistBlank	JT00013	1	MA000008
<input type="checkbox"/>	445-YU	OneNew Full	Leaver ExistNoSuffix	JT00017B	1	OA000009D
<input type="checkbox"/>	543J21T	OneNew Blank	PAL ExistFull	JT00017B	1	
<input type="checkbox"/>	547&3HS	OneNew NoSuff.	PAL ExistBlank	JT00019	1	SAG00012
<input type="checkbox"/>	558-NSH	OneNew Full	PAL ExistNoSuffix	JT00019	1	VA000013B
<input type="checkbox"/>	655-AT9	MultiNew Blank	ExistBlank		2	
<input type="checkbox"/>	6674HE	MultiNew Blank	ExistBlank		2	AB000025
<input type="checkbox"/>	740-N8S	MultiNew Blank	ExistBlank		2	CB000036D
<input type="checkbox"/>	750CVX	MultiNew Blank	ExistNoSuffix	JT000026	2	
<input type="checkbox"/>	768798	MultiNew Blank	ExistNoSuffix	JT000027	2	EB000031
<input type="checkbox"/>	786-DIG	MultiNew Blank	ExistNoSuffix	JT000028	2	HB000033A
<input type="checkbox"/>	789-ATC	MultiNew Blank	ExistFull	JT000029D	2	
<input type="checkbox"/>	74H110	MultiNew Blank	ExistFull	JT000030A	2	JB000037
<input type="checkbox"/>	821-JMI	MultiNew Blank	ExistFull	JT000031B	2	LB000039B
<input type="checkbox"/>	824-OSI	MultiNew Blank	Leaver ExistFull	JT000032C	2	
<input type="checkbox"/>	827-9AA	MultiNew Blank	Leaver ExistBlank	JT000034	2	MB000043
<input type="checkbox"/>	833-HHH	MultiNew Blank	Leaver ExistNoSuffix	JT000034	2	OB000045C
<input type="checkbox"/>	84H092	MultiNew Blank	PAL ExistFull	JT000035D	2	
<input type="checkbox"/>	865-OS1	MultiNew Blank	PAL ExistBlank	JT000037	2	PB000049
<input type="checkbox"/>	874-009	MultiNew Blank	PAL ExistNoSuffix	JT000037	2	RB000051D
<input type="checkbox"/>	876-JAX	MultiNew NoSuff.	ExistBlank		2	

You will see the next screen showing the progress of implementing the Tax Code, Student and Postgraduate Loan, and NINO notices where the Apply box was selected.

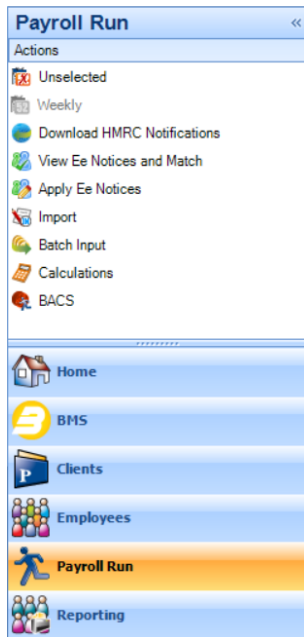
Once all notices have been applied, click **Next**.



Click **Finish** to complete the wizard.



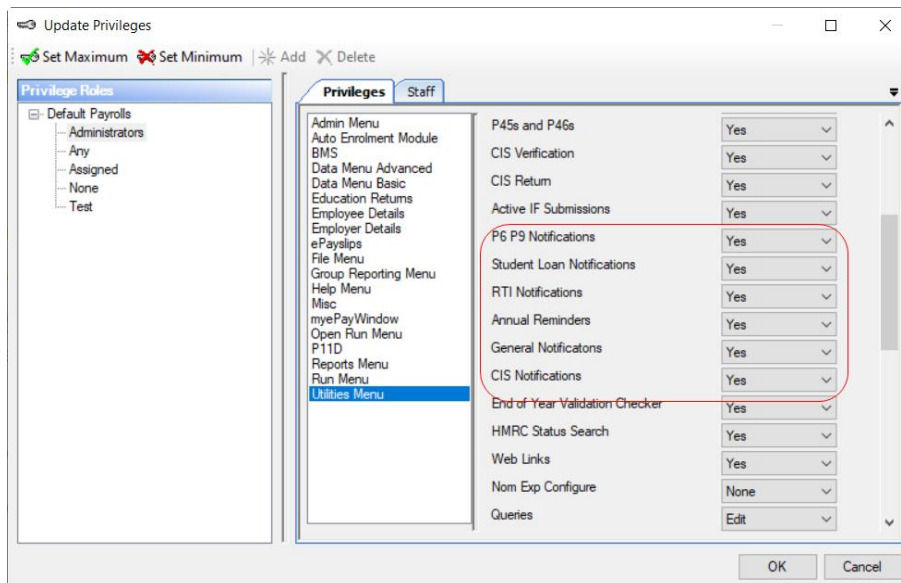
Outlook bar – Payroll Run



The **ePayslip** action which produced the HR Payslip export has been removed from this section.

Privileges

There are separate privileges for each type of notification, this means you can control which members of staff can download them.



New Standard Reports

Report	Status	Type	Description
PAEENINO\PSEENINO\ PXEENINO	New	Employee	List of employee NI number notices downloaded and matched to an employee, shows whether it has been applied, when, user, old and new NI number.

Report	Status	Type	Description
PARNNINO\PSRNNINO	New	Payroll Run	List of employee NI number notices applied in the current run.
PAEENOTS\PSEENOTS	New	Misc	Downloaded employee notices which includes Tax Codes, Student Loan Start and Stop Dates, Postgraduate Loan Start and Stop Dates, NI Numbers. Designed to be used as a Quick report under View Ee Notices and Match.

Standard Report Changes

Report	Status	Type	Description
PAEEP9P6\PSEEP9P6\ PXEEP9P6	Amended	Employee	Changed to landscape, added the following information: <ul style="list-style-type: none"> • <input type="checkbox"/> Form Type • <input type="checkbox"/> HMRCID • <input type="checkbox"/> Frequency Applied • <input type="checkbox"/> Pay Day Applied • <input type="checkbox"/> Has Previous Pay and Tax
PAEESL\PSEESL\ PXESL	Amended	Employee	Changed to landscape, added the following information: <ul style="list-style-type: none"> • <input type="checkbox"/> Form Type • <input type="checkbox"/> HMRCID • <input type="checkbox"/> Frequency Applied • <input type="checkbox"/> Pay Day Appliedy Applied • <input type="checkbox"/> Pay Day Applied
PANOTIFA\PSNOTIFA	Amended	Misc	Updated to use the new tables. Added Matched EeRef, removed notice Title.
PANOTIFS\PSNOTIFS	Amended	Misc	Updated to use the new tables. Added Matched EeRef, removed notice Title.
PARNP9P6\PSRNP9P6	Amended	Payroll Run	Changed to landscape, added the following information: <ul style="list-style-type: none"> • <input type="checkbox"/> Form Type • <input type="checkbox"/> HMRCID • <input type="checkbox"/> Issue Date • <input type="checkbox"/> Effective Date

Report	Status	Type	Description
			<ul style="list-style-type: none"> • <input type="checkbox"/> New W1/M1 • <input type="checkbox"/> New Prev Pay • <input type="checkbox"/> New Prev Tax • <input type="checkbox"/> Old W1/M1 • <input type="checkbox"/> Old Prev Pay • <input type="checkbox"/> Old Prev Tax
PARNSL\PSRNSL	Amended	Payroll Run	<p>Changed to landscape, added the following information:</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Form Type • <input type="checkbox"/> HMRCID • <input type="checkbox"/> Issue Date • <input type="checkbox"/> Old Start Date • <input type="checkbox"/> Old Stop Date

New Tables for Reporting

Database	Table	Description
Dempay.mdb	EeEffectiveNINO	Matched NI number notices, includes details of whether they have been applied.
Dempay.mdb	IF_Notify_P6P9_2023	Downloaded tax code notices and matching information
Dempay.mdb	IF_Notify_RTI_NINO_2023	Downloaded NI number notices and matching information
Dempay.mdb	IF_Notify_RTI_SL_2023	Downloaded Student and postgraduate notices and matching information
Dempay.mdb	IF_Notify_Notifications_P6P9	Download tax code records, high level information linking to the individual notice details under the table IF_Notify_P6P9_2023.
Dempay.mdb	IF_Notify_Notifications_SL	Download student and postgraduate loan records, high level information linking to the individual notice details under the table IF_Notify_SL_2023.
Dempay.mdb	IF_Notify_Notifications_RTI_NINO	Download NI number records, high level information linking to the individual notice details under the table IF_Notify_NINO_2023.

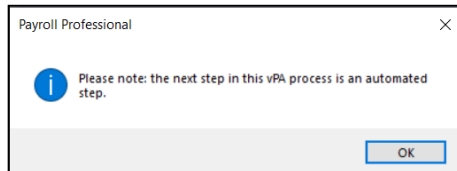
New Fields for Reporting

Database	Table	Field Name	Description
Dempay.mdb	EeEffectiveStudentLoan	PYear	Tax Year
		Applied_Week1Month1_Old	W1/M1 setting before notice applied
		Applied_TotalPreviousPay_Old	Previous Pay before notice applied
		Applied_TotalPreviousTax_Old	Previous Tax before notice applied
Dempay.mdb	EeEffectiveTaxCode	PYear	Tax Year
		Applied_StartDate_Old	Start date of plan before notice applied
		Applied_StopDate_Old	Stop date of plan before notice applied

Virtual Payroll Assistant (vPA) – Task List

For those clients using vPA, when signing off tasks in IPP the following changes have been made:

- Internal Approval – when setting as Approved the text box is no longer mandatory.
- Next task not assigned to the current user – a message will appear if the next task is not assigned to the user signing off the current task or when it is an automated step, example:



Fixes

Web ID	Area	Description of bug
2023006	Reports	PAPAM\PSPAM - under the column Estimated Weekly Rate the weeks 7 to 39 for tax year 2023/24 are currently showing 0.00 instead of the rate.
2023009	Miscellaneous	Pay Run Import - when a pay component is suspended either at pay component or employee level, and its rate is calculated using a pay component via basic or advanced linking which is included in the pay run import, and you are not ticking the option Ignore linked components, the calculated value for the suspended pay component is being populated. This does not effect the employees calculation or payslips, it is included where pay breakdown is shown such as reports, PRE and Nominal export for the current run, closed runs are correct.
2023007	Miscellaneous	NI Letter validation messages - additional messages are appearing when they are not relevant, under the Calculation screen for age 25 when the employee is not on NI letter H, and under the Employee Edit screen for employees turning state pension age during the tax year where the NI letter is valid. These additional messages do not stop you from using the correct NI letter to process the payroll.
	Internet Submissions	In IPP and vPA, when using BMS Offices to override the HMRC login details used for submissions, the Sender Type was picking up the default from the P2Admin instead of the one set under BMS Offices.
	Auto Enrolment Dashboard	We have increased the timeout for SQL payroll data files, to help mitigate issues some clients were experiencing with large data files when generating notices and feeds as their SQL server was timing out.

On-line Help File

Remember the on-line help contains all the latest information regarding the program.

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