



# **Sumetica Payroll**

## **Payroll Setup Guide**

April 2020

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### Introduction

This document shows how to setup a client payroll in Sumetica. Clients may have one or more payrolls allocated to them, for example a weekly and a monthly or a staff and directors payroll. Typically, we see most clients having a single payroll.

The setup instructions here cover the automation features that are a key to Sumetica. Automation. Sumetica Payroll is very different to most products on the market, being biased towards automation of tasks. For static payrolls and the back-end processes within variable payrolls (RTI, Pensions, Costing Journals) etc. Sumetica frees significant payroll operator time; the price to pay for this is that more attention is required during the setup phase.

In Sumetica and within this guide we describe payrolls as being Static or Variable, a Static payroll is one such as Director only, which runs at a fixed payment (usually around the PAYE/National Insurance Threshold monthly). A Variable payroll is one where there are more often than not changes such as hours to be entered. You may have a number of payrolls that fall between these categories, in that the payroll is typically Static but sometimes changes occur (Sickness, Bonuses etc) – these can be easily accommodated, you will need to decide how close to each of Static or Variable the payroll is. A good guide here is to ask yourself “is there a regular (each period) submission of data to be entered?” if the answer is no, then you can treat the payroll as being Static, if the answer is yes, then it’s a Variable payroll.

Static Payrolls are the easiest – once configured, they will just run on the relevant days and all of the activities (Payroll Calculation, Payslip Production, Reporting, RTI, Pension Member/Contribution output, Costing Journals) will be taken care of; the payroll will even move itself into the next period and wait for the process to start-over. You are in control of the offset dates from Pay Date that the activities occur.

Variable Payrolls have one difference, you are expecting to do “something”. Exactly what that “something” is depends on the type of payroll, service you provide etc. Typically, you will be entering hours or other changes into the payroll. Depending on the timeliness of your clients (or Employers as we describe them) you may be able to automate the process or you may be running and checking the payroll yourself, confirming then that the back-end processes can be run.

Anywhere in Sumetica, you see the  button, click on this to get help on the section of the system you are in.

So with the above in-mind, you should now have your username and password ready and navigate to <https://payroll.sumetica.net> and get started.

## Adding a Payroll

By default, you will be taken to the Sumetica Dashboard page (shown below):

**Sumetica** Enternity Emeralds Jewelers

Home Clients Payroll People Reports

**Status Dashboard**

**PAYROLL SUMMARY**

- 0/12 Monthly Payrolls (Complete/Outstanding)
- 0/0 Weekly Payrolls (Complete/Outstanding)
- £0.00 Monthly Payroll Revenue Completed to date
- £0.00 Weekly Payroll Revenue Completed to date

**PAYROLL TASKS**  
Task requiring action / upcoming in the next 7 days.

Copy CSV Search:

Stage	Client name	Payroll name	Period	Due date	Status
No Future Period	Enternity Emeralds Jewelers	Enternity Emeralds Jewelers		13/04/2020	Warning
No Future Period	Fine Finishers Polishing	Fine Finishers Polishing		13/04/2020	Warning

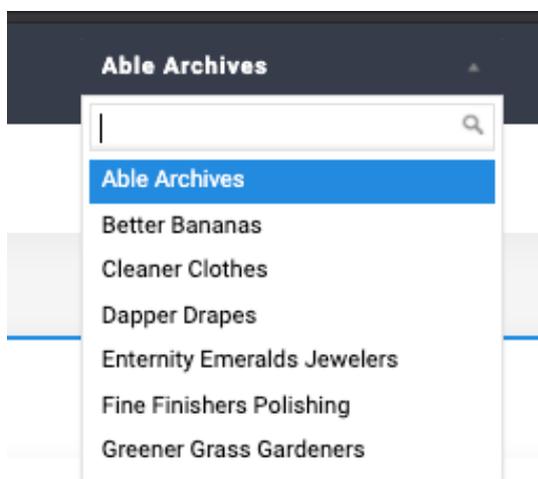
Showing 1 to 2 of 2 entries

Previous 1 Next

The Dashboard will show data for a number of clients, there will however be a selected client shown in the top right section of the page. For example:



You can switch clients by using the clients page or by selecting from this area. Click on the client name to see a drop down of clients.

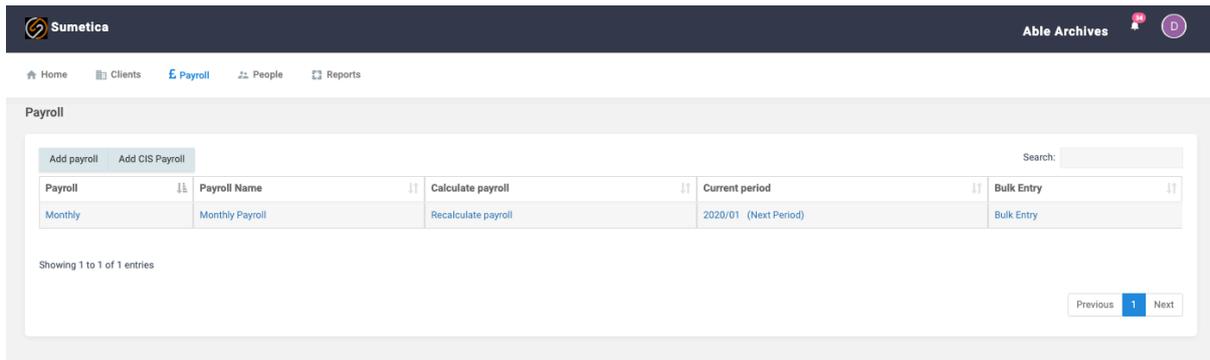


Select the client from the list (scroll or type part of the client name to filter).

Move to the payroll page, selecting the “**Payroll**” option from the menu bar:

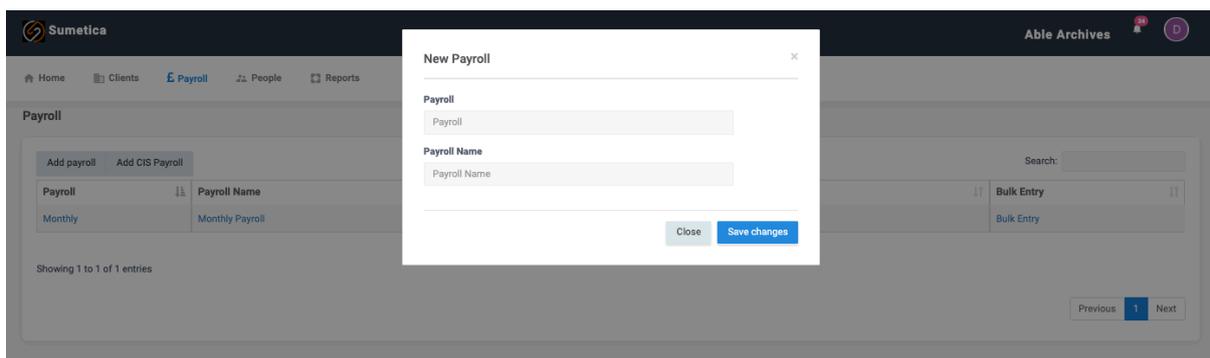


This will show you a list of all payrolls for the selected client.



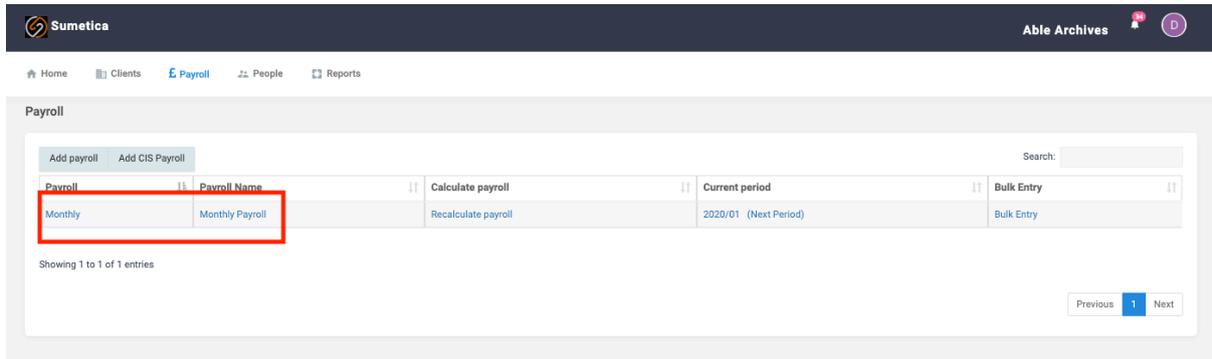
At the top of the list, you will have the option to add a payroll the “**Add payroll**” button and if you have purchased the optional CIS (Construction Industry Scheme) functionality a button “**Add CIS Payroll**” to add a payroll to process Contractors and Subcontractors (which is described in our CIS Payroll Setup document).

Pressing the “**Add payroll**” button will show a popup allowing you to enter an identifier and name for the payroll. In a single payroll setup these values after often the same “**Monthly**” and “**Monthly Payroll**” for example. The payroll identifier is used in employees to show which payroll they are processed on and in reports to select which payroll you are reporting against.



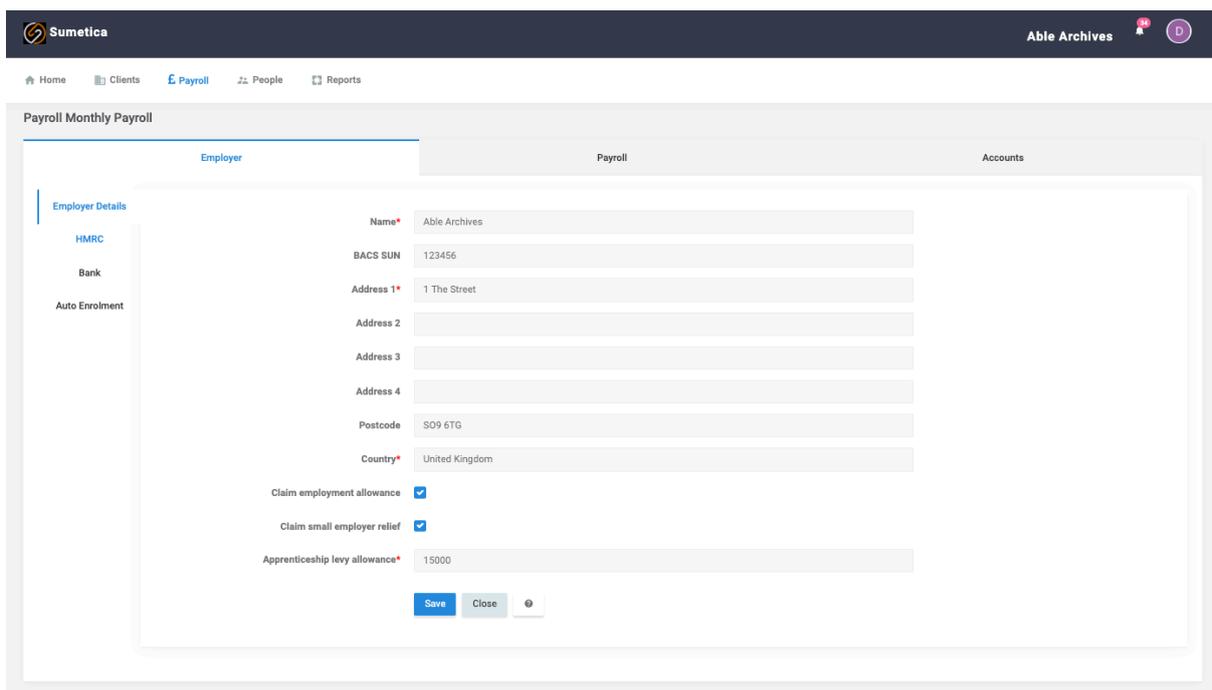
Enter the items and press the “**Save changes**” button to create the payroll.

Once the payroll has been created, it will show in the list. Open the payroll setup by clicking on the links for “**Payroll**” or “**Payroll Name**” as shown below.



## Employer Details

Must be completed.



The first page within the payroll is the Employer Details, here the **name** and **address** of the employer need to be specified. The **Name**, **first line of the address** and the **country** of the employer are mandatory fields. Also required is the “**Apprenticeship Levey Allowance**” – this will default to the full £15,000 amount, however you should check if this allowance is shared with other payrolls being run for the client (either with your organisation or elsewhere).

The employment allowance can be claimed subject to specific criteria, one being that the total Class 1 National Insurance bill for 2019/20 was below £100,000. This is not automatically

checked by Sumetica and you are responsible for selecting the right status. Full eligibility criteria are listed at <https://www.gov.uk/guidance/changes-to-employment-allowance>.

From 6 April 2020 EA will operate as de minimis state aid. This means it will contribute to the total aid you are allowed to get under the relevant de minimis state aid cap in the relevant 3-year period. As a result HMRC now require employers to report the sector (or sectors) they operate when claiming the employment allowance, this is done via the EPS submission.

### **Stopping a claim for Employment Allowance**

If you are no longer eligible, set the untick the box and file an EPS in the tax month. Do not change the untick to false if you have reached the allowance limit or you are no longer employing anyone as this will result in your allowance for the tax year being removed and you will become liable for the Class 1 National Insurance.

### **Making a late claim for Employment Allowance**

In the event you need to make a late claim for Employment Allowance and you have already processed a number of pay-runs in the tax year you will need rewind and replay the pay-runs. Details of processing and rewinding and replaying pay-runs are available in our guide Running a Payroll.

### **BACS Bureaus Only**

If you are making BACS payments on behalf of the employer, then the BACS SUN (Service User Number) must be completed.

## HMRC Details

Must be completed.

The screenshot shows the Sumetica Payroll Setup interface. The top navigation bar includes the Sumetica logo, user name 'Able Archives', and a profile icon. Below the navigation bar are tabs for Home, Clients, Payroll, People, and Reports. The main content area is titled 'Payroll Monthly Payroll' and has three sub-tabs: Employer, Payroll, and Accounts. The 'Employer' tab is active, showing a form for 'Employer Details'. The form includes the following fields:

- Tax Office Number: 451
- Tax Office Reference: A451
- Accounting Office Ref: 123PA1234567X
- SA UTR: (empty)
- Corp. Tax Ref.: (empty)
- Sender: Company (dropdown menu)
- Sender ID: ISV451
- Password: (masked with dots)
- Contact First Name: John
- Contact Last Name: Smith
- Contact Email: john.smith@optevio.com
- Contact Telephone: (empty)
- Contact Fax: (empty)
- Paying HMRC Quarterly:

At the bottom of the form are three buttons: Save, Close, and a help icon.

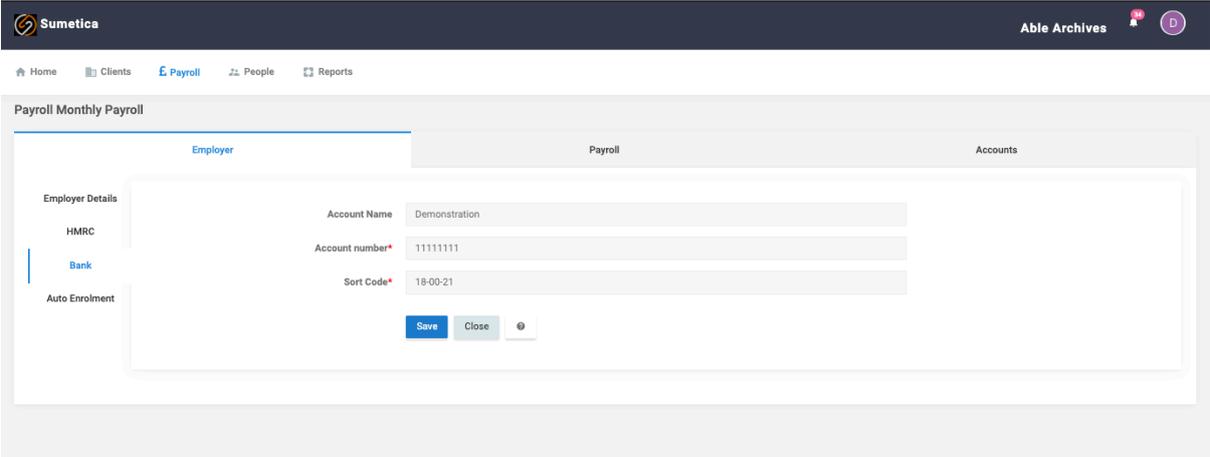
The HMRC page contains the PAYE reference information and RTI/Gateway login details to be used to exchange data with HMRC electronically.

The **Tax Office Number**, **Tax Office Reference** and **Accounting Office Reference** fields should be completed for all payrolls.

The Sender type will need to be set appropriately, if you act as an Agent for the company in question then the type should be set to Agent and your HMRC login details entered.

If the payroll does a quarterly payment for National Insurance and PAYE rather than monthly, then the **“Paying HMRC Quarterly”** box should be ticked.

# Employer Bank Account Details



The Employer Bank Details page needs only be completed if you are making BACS payments on behalf of the employer.

If you are completing this page, then the **Account Name**, **Account Number** and **Sort Code** should be completed. The **Account Number** and **Sort Code** are mandatory fields.

## Employer Auto-Enrolment Details

Must be completed.

The screenshot shows the Sumetica Payroll Setup interface. The top navigation bar includes the Sumetica logo, 'Able Archives', and user profile icons. Below the navigation bar, there are tabs for 'Home', 'Clients', 'Payroll', 'People', and 'Reports'. The main content area is titled 'Payroll Monthly Payroll' and has three sub-tabs: 'Employer', 'Payroll', and 'Accounts'. The 'Employer' tab is active, showing a form for 'Employer Details' with the following fields:

- Staging date\*: 01/01/2018
- Postponement date: dd/mm/yyyy
- Re-enrolment day offset: 0
- Re-enrolment month offset: 0
- Postpone Assessment Months\*: 0
- Primary first name
- Primary last name
- Primary email
- Primary telephone
- Primary job\_title
- Secondary first name
- Secondary last name
- Secondary email
- Secondary telephone
- Secondary job\_title
- Letter code

At the bottom of the form, there are 'Save', 'Close', and a refresh icon.

The auto-enrolment information must be completed for the employer. The staging date is important to have entered correctly as it will be used to comply with the re-enrolment duties (employees who have opted out of a workplace pension must be re-enrolled 3 years later).

Postponement dates can be entered. Also the number of months that a joiner or employee who reaches 22 years of age are postponed must be entered. This is defaulted to zero.

The first pension entered with the “AE Compatible” box ticked (see the Pensions section below) will be used as the “default” scheme for auto-enrolment. It is likely that the organisation has only one pension scheme active.

The following note describes the Staging Date in more detail.

## Staging Date Notes

A staging date is the date that the Government and The Pensions Regulator say that your company must have a compliant pension set up by.

Your staging date will vary depending upon the size of the company, how many people the company employs and when the company first started paying its team through the PAYE system.

Companies with 30 employees and less have staging dates for Auto Enrolment ranging from June 2015 to October 2017, with the majority staging in 2017.

To find out your company's staging date you will need the PAYE reference of the employer (from the Employer Details page). The PAYE reference number can be found on any correspondence to do with your payroll from HMRC. For example, any P60 (end of year payment summary from HMRC) will have your company's PAYE reference on it. It appears in the bottom right hand corner and normally looks something like this 123/AB456

To find the PAYE reference check any correspondence from HMRC regarding payroll. If you still cannot find it, you can call HMRC directly on 0300 200 3200.

Note – if the company was set up after 2012, you need to also add the date that you first started paying your team through the PAYE system. Companies set up after 2012 have later staging dates and the exact date is determined by when you made your first payment via the PAYE system.

Here is a table showing staging dates for companies set up after 2012.

<b>First paid PAYE for an employee</b>	<b>Staging date</b>
1st April 2012 to 31st March 2013	1 <sup>st</sup> May 2017
1st April 2013 to 31st March 2014	1 <sup>st</sup> July 2017
1st April 2014 to 31st March 2015	1 <sup>st</sup> August 2017
1st April 2015 to 31st December 2015	1 <sup>st</sup> October 2017
1st January 2016 to 30th September 2016	1 <sup>st</sup> November 2017
1st October 2016 to 30th June 2017	1 <sup>st</sup> January 2018
1st July to 30th September 2017	1 <sup>st</sup> February 2018

If your company does not operate a PAYE scheme, if it's a Limited Liability Partnership (LLP) for example, then the staging date is automatically April 2017.

If you have more than one PAYE reference, you will need to use the earlier or earliest staging date that you have.

## Payroll Details

Must be completed.

The screenshot shows the Sumetica Payroll Monthly Payroll setup page. The page is divided into three tabs: Employer, Payroll, and Accounts. The Payroll tab is active. The form contains various fields for configuring payroll details, including Pay Period (2020/01), Frequency (Monthly), Auto-run Payroll (unchecked), Auto-run Post-payroll (unchecked), Auto-apply DPS (checked), Pay day (1st (next)), Payslip day (Pay Date less one day (-1)), Bacs day (Pay Date less one day (-1)), Reporting day (Pay Date less one day (-1)), Auto-run day (Pay Date less one day (-1)), Submission day (Pay Date less one day (-1)), First period starts (01/04/2019), Adjustments (Prior working day), Territory (United Kingdom), and Region (England). There are also checkboxes for Requires approval and Confirmed/Approved, and a link to Override to approved. At the bottom, there are Save, Close, and Help buttons.

The payroll details page is central to the operation of the payroll week-to-week or month-to-month. Sumetica’s automation capabilities are centred around the information entered here. See our Payroll Automation Guide for further details.

The payroll will default to being in the first period of the current tax year (e.g. 2020/01). You can change this via the “**Pay Period**” drop-down.

The frequency of the payroll should be set. Typically, this will be **Monthly** or **Weekly**. Two-weekly and Four-weekly are also supported. Select this from the “**Frequency**” drop-down.

The next three tick-boxes control the automation of the payroll. For a fully automated payroll (what we’d refer to as a “Static Payroll”, the “Auto run Payroll” box should be selected. This will run the payroll each period and complete the relevant activities.

If you are running the payroll and after either client-approval or marking the payroll as approved yourself, then the “**Auto run Post-payroll**” box should be ticked instead. This will not automatically process, but will do the RTI, Pensions, Accounts activities once the payroll has been approved.

The HMRC Data Provisioning Service provides an electronic “mailbox” functionality for employers, certain documents such as Tax Code notifications can be accessed electronically and automatically imported into Sumetica. These messages are collected daily and are visible in the “DPS” are of the payroll record.

Ticking the “**Auto-apply DPS**” option means that these are automatically applied to the employee records. The audit trail will list the change as being made by Data Provisioning Service instead of a user. It is recommended that this option is always ticked, certainly for automated payrolls, to avoid not changing tax codes etc as instructed.

The next six fields determine the key dates within a payroll processing cycle. Starting with “**Pay Day**”, this controls when the pay day should be in any given period. The system will calculate the appropriate date(s) from the description selected. Options are:

<b>1<sup>st</sup> to 28<sup>th</sup></b>	(individual days can be selected, e.g. pay on the 25th of each month)
<b>First working day</b>	(the first working day in the period)
<b>Last working day</b>	(the last working day in the period)
<b>Last working day minus one day</b>	(penultimate working day)
<b>Last working day minus two days</b>	(antepenultimate working day)
<b>Last working day minus three days</b>	(preantepenultimate working day)
<b>1st (next)</b>	(first day of the next period, for weekly = Monday, for monthly = 1st of the following month)
<b>2nd (next)</b>	(second day of the next period, for weekly = Tuesday, for monthly = 2nd of the following month)
<b>3rd (next)</b>	(third day of the next period, for weekly = Wednesday, for monthly = 3rd of the following month)
<b>4th (next)</b>	(fourth day of the next period, for weekly = Thursday, for monthly = 4th of the following month)
<b>5th (next)</b>	(fifth day of the next period, for weekly = Friday, for monthly = 5th of the following month)
<b>Last Monday in period</b>	(the last Monday in the period)
<b>Last Tuesday in period</b>	(the last Tuesday in the period)
<b>Last Wednesday in period</b>	(the last Wednesday in the period)
<b>Last Thursday in period</b>	(the last Thursday in the period)
<b>Last Friday in period</b>	(the last Friday in the period)

Select the option that will create the regular payment date, Weekends and Bank Holidays are automatically accounted for.

*Note, by default RTI Full Payment Submissions are performed on Auto Run Day, unless the payroll requires approval – when it is done on approval.*

**“Payslip day”** this is the offset from pay day that the payslips will be made available to employees when using an integrated Payslip Portal (whether in Sumetica or an integrated solution such as PayDashboard).

**“BACS day”** this is the offset from pay day that the payments file for BACS will be created. Using the BACS 3-day-cycle, this should be at least 2 days before pay day. (Pay day -2 = BACS submission, Pay day – 1 = BACS processing day, Pay Day – 0 = BACS delivery day). This can be set to the same as either **“Reporting day”** or **“Payslip day”** in all other eventualities.

**“Reporting day”** this is the offset from pay day that the reports will be generated (and if the payroll is automatic and marked to send emails (see the Emails section later in this document), then this is the day this will occur. Journal entries are created and if marked to automatically post (see the General Ledger Setup section later in this document) posted to accounts on this day. Typically this is the same as the auto-run day.

**“Auto-run day”** this is the offset from pay day that the payroll will automatically calculate. The payroll calculations will be performed. Typically, this is the same time-period as the **“Reporting Day”**.

**“Submission day”** this is the offset from pay day that you would expect to receive any information about changes in a **“Variable”** payroll. This is used to show the expected receipt of information in the Dashboard Task List.

The **“First period starts”** field is a date which must be entered. This controls when the first payroll period starts and is used as an **“anchor”** for the date calculations. This will typically be the 1<sup>st</sup> April (monthly payrolls) or the first Monday in April for weekly payrolls. If a payroll is paid one week in arrears (for example hours worked 6<sup>th</sup> April 2020 to 12<sup>th</sup> April 2020 are paid on Friday 17<sup>th</sup> April) then this would be set to having the first period commence earlier – the period start for the 2020/01 week would be 30<sup>th</sup> March 2020, to allow payment on Friday 10<sup>th</sup> April 2020.

**“Adjustments”** covers how to adjust when the dates calculated fall on non-working days (weekends or (public) Bank Holidays). The options are **None** – no adjustment made, **Prior working day** (move the date earlier in the calendar) and **Next working day** (move the date later in the calendar). The typical option here is **Prior working day**. As an example, Friday 10<sup>th</sup> April 2020 was a Bank Holiday. A payroll due to be paid 10<sup>th</sup> April 2020 with a Payslip day of **“Pay day minus one day”** would be automatically adjusted to pay on the 9<sup>th</sup> April 2020 and publish payslips on 8<sup>th</sup> April 2020 when using the **Prior working day** option.

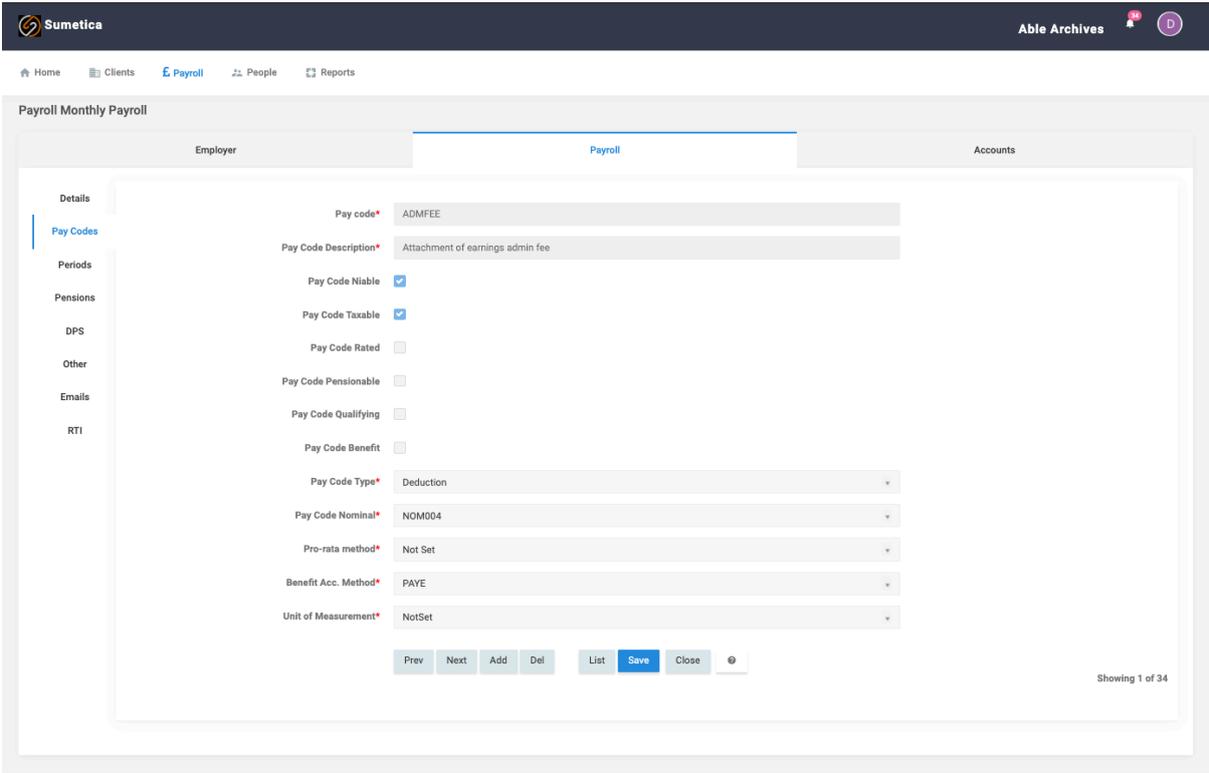
The **“Territory”** and **“Region”** fields are used to control specific regional calculations. If the employer is registered in Scotland or Wales then the region may need to be set.

The final three fields control payroll approvals. When a payroll runs, it is possible to send an email requesting approval from the employer (for more details on this see the Payroll Approval Workflow guide).

If a payroll requires approval, then the “**Requires approval**” tick-box should be ticked. This will not progress post-calculation items such as reporting, RTI etc. until the approval is granted.

The “**Confirmed/Approved**” tick-box shows if the current payroll period has been approved or not. This is read-only. To override to the approved state, click on the link “**Override to approved**” and the bottom of the page.

# Pay Codes



The Pay Codes page, shows the pay-codes that are configured for this payroll. Standard pay codes for Basic Pay, Pensions, Furloughed workers and all Statutory payments and deductions are automatically created. You are able to add further codes to suit your requirements.

It is worth noting that like many screens in Sumetica, this is a list. You can view the items one by one by using the “Prev”ious and “Next” buttons, “Add” and “Del” etc items and also view as a list by clicking on the “List” button. Which changes the view – click on the row to view the details.

Detail Search:

Pay code	Pay Code Description	Pay Code Niable	Pay Code Taxable	Pay Code Rated	Pay Code Pensionable	Pr
ADMFEE	Attachment of earnings admin fee	Yes	Yes	No	No	Nr
AOE	Attachment of earnings	Yes	Yes	No	No	Nr
BASIC	Basic Pay	Yes	Yes	No	Yes	Nr
BENEFIT	PAYE Benefit	Yes	Yes	No	No	Nr
CAR	Company Car (BIK)	Yes	Yes	No	No	Nr
HOLIDAY	Holiday leave payments	Yes	Yes	No	No	Nr
HOLOFFSET	Offset holiday leave payments	Yes	Yes	No	No	Nr
LOAN	Loan	Yes	Yes	No	No	Nr
MISCDEDUC	Miscellaneous Deduction	Yes	Yes	No	No	Nr
NI	National Insurance	Yes	Yes	No	No	Nr

Showing 1 to 10 of 34 entries

Previous **1** 2 3 4 Next

You can add a new Pay Code by pressing the “Add” button or you can edit characteristics of Pay Codes that are not in the standard set.

The fields are described below.

**Pay code Pay Code** (this should be a short descriptive code, no spaces and by convention is upper case e.g. BASIC)

**Pay Code Description** Description of the pay code (shown on the payslip).

**Pay Code Niable** Indicates that the item should be subject to National Insurance.

**Pay Code Taxable** Indicates that the item should be subject to PAYE.

**Pay Code Rated** Indicates if the code can be used in rated payments (e.g. 1 hour at)

**Pay Code Pensionable** Indicates if the code is pensionable. When ticked/unticked the list in Pensions in maintained if only one pension scheme exists. If there are multiple schemes you must select for each scheme also.

**Pay Code Qualifying** Indicates if the code counts towards qualifying pensionable earnings (typically the same as pensionable). When ticked/unticked the list in Pensions in maintained if only one pension scheme exists. If there are multiple schemes you must select for each scheme also.

**Pay Code Benefit** Indicates that this is a benefit being payrolled (taxed but not paid).

**Pay Code Type** If this is a Payment (addition) or Deduction code.

**Pay Code Nominal** Choose a nominal ledger code (or None).

**Pro-rata method** Choose how pro-rata amounts (starter/leaver) are calculated.

**Benefit Acc. Method** Choose if PAYE or P11d accounting is used for benefits (typically PAYE for payrolled benefits).

**Unit of Measurement** Choose what the code represents if rated e.g. Days or Hours

## Pay Periods

The screenshot shows the 'Payroll Monthly Payroll' page in the Sumetica system. The 'Payroll' tab is selected, and the 'Periods' section is active. The following table represents the data shown in the interface:

Field	Value	Action
Pay Period*	2019/01	
Pay Period Start Date*	06/04/2019	[Edit]
Pay Period End Date*	05/05/2019	[Edit]
Pay Period Pay Date*	01/05/2019	[Edit]
Pay Period Payslip Date*	30/04/2019	[Edit]
Pay Period BACS Date*	30/04/2019	[Edit]
Pay Period Reporting Date*	30/04/2019	[Edit]
Pay Period Auto-run Date*	30/04/2019	[Edit]
Pay Period Submission Date*	30/04/2019	[Edit]
Parallel period	<input type="checkbox"/>	
Prevent date calc.	<input type="checkbox"/>	

Navigation buttons: Prev, Next, Add, Del, List, Save, Close. Showing 1 of 13.

As described previously, the first period for the current tax year will be automatically created when a payroll is added (e.g. 2020/01). The dates of the pay period, pay date etc will all be calculated from the settings entered into the Payroll Details page.

You can review pay period dates here.

You can also mark a period as **“Parallel period”** ticking this box will flag the period as being used to balance to another system and not for live use.

You can override any of the dates, for example the payroll may be run earlier than usual at Christmas, rather than changing the Payroll Details settings, then changing them back again after the event, enter the required dates and tick the **“Prevent date calc.”** box, this will stop the software from calculating the dates.

As with Pay Codes this is a list and can be navigated using the **“Prev”**, **“Next”** and **“List”** buttons.

You can add and delete pay periods. The software will automatically create the next period when required.

## Pensions

Sumetica Able Archives

Home Clients Payroll People Reports

Payroll Monthly Payroll

Employer Payroll Accounts

Details

Pay Codes

Periods

Pensions

DPS

Other

Emails

RTI

Pension code\* Default

Scheme name\* Default Scheme

Provider name\* NEST

Provider ref.\* 1234

Group

Sub group

Employee cont cash

Employer cont cash

Employee cont %\* 0.8000

Employer cont %\* 1.0000

AVC cash

AVC %

Lower threshold

Upper threshold

Taxation method\* Relief At Source x v

Contribution day

Salary sacrifice

Pro rata method\* Not Set x v

AE compatible

Use AE thresholds

Pensionable pay codes BASIC,FURLOUGH,FURLOUGHTOPUP --

Qualifying pay codes BASIC,FURLOUGH,FURLOUGHTOPUP --

Provider select option v

ID number

[Link to pension provider](#)

Prev Next Add Del List Save Close

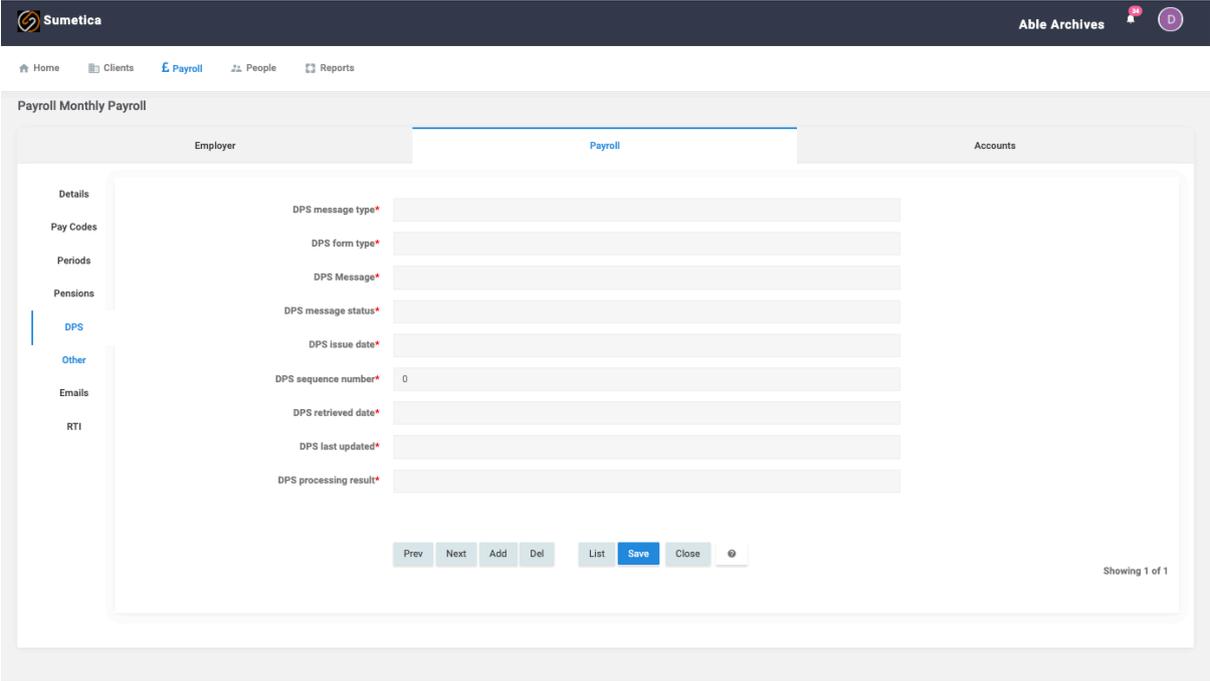
Showing 1 of 1

Any number of pension schemes can be added into Sumetica and used. The first pension entered that has the **“AE compatible”** tick-box ticked will be used as the one to auto-enrol employees into as and when required.

The provider details marked with \*s are mandatory along with the **“employee %”** and **“employer %”** fields and the **“taxation method”**. Then pensionable and qualifying pay codes can be managed through the selector (press the **“...”** button to see a list of pay codes) – if only one pension scheme exists these fields are automatically updated from changes to the Pay Codes page.

**NEST** and **SMART** Pensions can be linked to shortly, and the functionality at the bottom of the page is reserved for this.

# DPS (Data Provisioning Service)



This page does not require any entry and is included in this guide for reference only.

DPS messages received from HRMC are shown here. If the “Auto-apply DPS” option has not been ticked, then you will need to review this list and apply the changes (a link to apply changes will show for each message).

## Other

This page shows various configuration fields (described below). Usually not used beyond the initial implementation of a payroll, from this page you can manually publish payslips (e.g. to PayDashboard) and get Pension Contribution Files for manual upload).

“**Other employer id**” this is an Internal ID used by Sumetica support.

“**Automatically publish**” - Indicates if payslips should be published automatically (e.g. to PayDashboard). Tick this box to allow payslips to upload on completion of a payroll calculation (they are not revealed to employees until the payslip date in the pay period).

“**Publish payslips**” click this link to publish the current period payslips manually.

“**Apply uplift in parallel**” Indicates if tax code uplifts should be applied when parallel running (leave unchecked if you are matching month 1/week 1 payslips). Note in 2020/21 there is no automatic tax code uplift for suffix codes.

“**Running**” Indicates if a process for this payroll is running already, unticking this may be suggested by Sumetica support in certain situations, typically should be left unchanged as running the same payroll in parallel can give rise to issues.

“**Payroll id**” shows a unique Payroll ID that will be static through the lifetime of this payroll - this can be shared with other systems (e.g. PayDashboard).

“**Suppress zero payslips**” Tick this box if zero payslips should be excluded from reports.

**“Round down values”** Tick this box if calculations should round down (by default rounding up is used).

**“Pension no leading zeros”** Tick this box if any leading zeros should be removed from pension extracts (e.g. 0001 becomes 1)

**“Report sort by name”** Tick this box if the reports should be sorted by name not number (only applies to reports that sort by number by default).

**“Update all”** Used by Sumetica Support only.

**“Pension extract type”** the type (format) of extract file to generate.

**“Get current pension extract”** click this link to get extract for the current period.

**“Exclude warnings”** Tick this box to exclude the payroll from the Home Page / Dashboard warnings. You would use this if a payroll is no longer processed.

## Emails

Data can be shared with a client via email. When sending data via email caution should be given to sensitive or Personally Identifying information. At minimum where personal details are included (e.g. Payslips or Sub-contractor statements) a password should be used (Passwords can be set for a client, see the Client Setup Guide for details).

On this page, for a payroll you can configure who will receive emails (“**Email address**” should be a comma or semi-colon separated list of email addresses) and the content of the attachments.

You can choose to attach any of the following:

**Payslips** – one PDF file with all payslips for the period.

**P32** – one Excel file with the P32 details for the period.

**P45s** – one PDF with any P45s for the period, if no P45s then no file is attached.

**P60s** – one PDF with any P60s for the period, if no P60s then no file is attached.

**RTI Cert** – a copy of the receipt for FPS from HMRC (the IRMark).

If a report pack has been specified in the client record (see the Client Setup Guide for details) then this will automatically be attached.

You can select to have the email sent automatically (tick the “**Send automatically**” box) which will send the email after calculation (the “**Reporting day**” on Payroll Details/Periods).

To send the message manually – click the “**Send email**” link. This will create the reports and complete an email within Sumetica with the Subject and Message text based on that setup in the Settings area (see the Settings Guide for details).

***The message can differ based on payroll status when approval is required for more details on this see the Payroll Approval Workflow guide).***

## RTI (Real Time Information)

The RTI page keeps track of **RTI FPS** and **EPS** submissions. Each payroll period is added to the list and can be navigated to with the “**Prev**” and “**Next**” buttons. Click on the links to submit an FPS (on or before pay date) and an EPS (as required).

If for the period the FPS or EPS has been filed, then you will not be able to re-send. The exception to this is when a payroll is run. This will reset the status and allow a revised FPS to be sent.

When the payroll is automated (“**Auto-run payroll**” or “**Auto-run post-payroll**” on Payroll Details), then the FPS will be generated automatically upon the calculation / reporting.

Any due/overdue or failed FPS submissions will be shown on the Dashboard.

## Accounts – General Ledger Setup

The screenshot shows the Sumetica Payroll Monthly Payroll Accounts page. The form is titled "GL Setup" and includes the following fields and options:

- Accounts package:** ClearBooks (dropdown menu)
- API key:** demo (text input)
- Link to accounts package:** (blue link)
- GL project:** (dropdown menu)
- GL entity:** (dropdown menu)
- Send current period to accounts:** (blue link)
- Automatically send journal:**
- Buttons:** Save, Close, and a help icon.

The General Ledger setup page controls the links for journal postings. Sumetica can automatically post journals to popular accounting packages. Select the package from the list (see below).

The screenshot shows the Sumetica Payroll Monthly Payroll Accounts page with the "Accounts package" dropdown menu open. The menu lists the following options:

- ClearBooks (highlighted)
- FreeAgent
- Quick Books Online (QBO)
- Xero

The form also shows the "API key" field, "GL project" and "GL entity" dropdowns, the "Send current period to accounts" link, and the "Automatically send journal" checkbox.

Once you have selected your accounts package (this is for this specific payroll, so you may use both Clearbooks and Xero for different clients and this is catered for) press the "Save" button – then follow the specific package details below.

When appropriate you can select to have the journals automatically post by ticking the box "Automatically send journal".

## Linking to Xero

Enter the XERO NETWORK KEY found under the Organisation Settings menu in Xero.

Organisation settings >  
**Xero to Xero**

If your suppliers or customers use Xero, connect with them directly.

---

You can then receive their invoices directly into your Sales and Purchases. Handy stuff!

---

Connecting is simple, just [send a Xero Network invite](#)

Send Xero Network Invite

Your Xero Network key: **FKGQHLQNC34IGZY8LQBIFYWWSVXXIM**

Copy this key and paste into the **API Key** box in Sumetica.

Then press the “**link to accounts package**” link on the Sumetica page. You will be directed to a Xero page that will ask you to confirm details about what will be shared with Sumetica and what Sumetica will be allowed to do. Accept these and you will receive confirmation of the link.

## Linking to QBO (Quick Books Online)

For QBO, simply press the “**link to accounts package**” link and follow the instructions on screen when the QBO page opens.

## Linking to FreeAgent

For **FreeAgent** click “**link to accounts package**” and a FreeAgent page will open asking you to login and confirm which client to provide access to. Once complete a code will be shown, this should be entered into the **API Key** box on the Sumetica page and saved.

## Linking to ClearBooks

Enter the **ClearBooks** API key (found under settings) into the **API Key** box on the Sumetica page. No other linking is required.

## Accounts – General Ledger Mapping

Entry	Department	Debit Account Code	Credit Account Code
Employees NI	select option	Employees' NICs	select option
Net salaries	select option	select option	Salaries
PAYE	select option	select option	PAYE
Employers NI	select option	Employers' NICs	select option

Once you have linked Sumetica to the accounts package for the payroll, it is possible to map elements from Sumetica to create journal entries.

Press the “Add” button to add a row, you can then select any of the Sumetica entries:

Entry	Department	Debit Account Code	Credit Account Code
Employees NI	select option	Employees' NICs	select option
Company pension payments	select option	select option	Salaries
Employees NI	select option	select option	PAYE
Employers allowance	select option	Employers' NICs	select option
Employers allowance relief			
Net salaries			
Other deductions			
PAYE			

Select the mapping required, firstly the Sumetica element and (optionally) a department can be selected (only required if the departments are mapped to different account codes e.g. direct and indirect labour).

The Sumetica costing entries are pre-summarised and listed below:

**Salaries/Wages** – total Gross Pay

**Net salaries** – total Net Pay

**Employees NI** – NI deducted from employees

**Employers NI** – Employer NI

**Employers allowance** – the employers allowance

**Employers allowance relief** – the employers allowance

**Other deductions** – any other deductions (e.g. court-orders)

**PAYE** – PAYE Tax deducted from employees

**Company pension payments** – pension payments from the employer

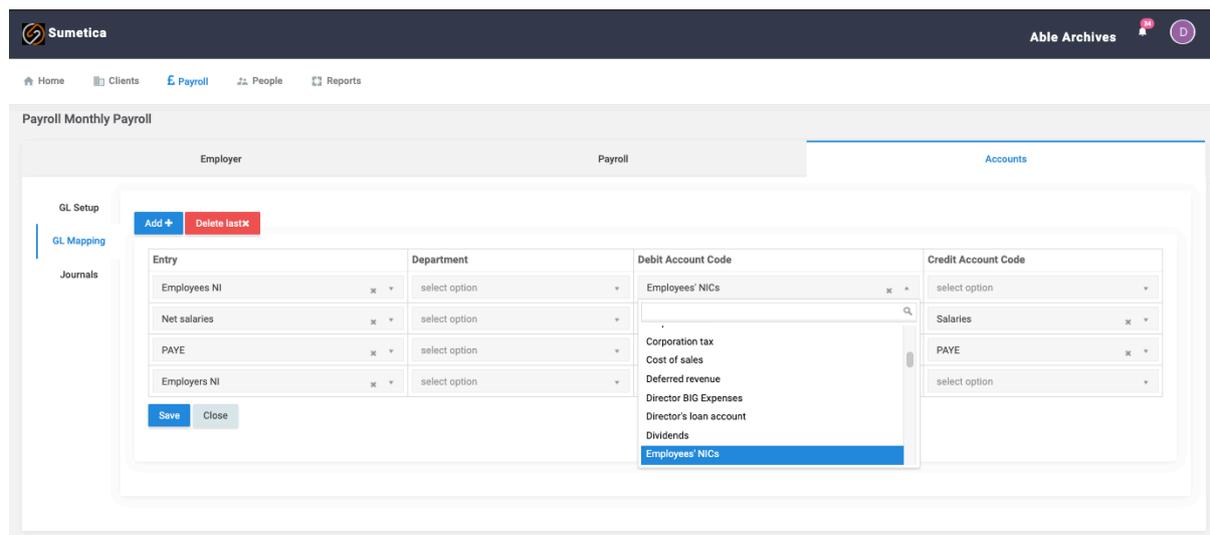
**Pension accrual** – pension deductions taken from the employees

**SMP/SSP recoverable** – any statutory payments that are recoverable

**SMP/SSP recoverable enhancement** – any enhancements to recoverable payments

**Student loans** – Student (and post-graduate) loans.

You can then choose the account to debit or credit with the amount. Do this by selecting the corresponding rows’ **“Debit Account Code”** or **“Credit Account Code”** option. In the drop-down you will have the complete chart-of-accounts for the organisation you linked to previously.



Once you have mapped the elements – press the **“Save”** button.

***This will create the map between Sumetica and the chart-of-accounts, however no actual information will be passed or generated at this time.***

## Accounts – Journals

The Journals page is used to view the costing journals created. Once a payroll run has been completed the journal can be created. Before automating a payroll you will generate these manually.

The screenshot shows the 'Accounts' tab in the 'Payroll Monthly Payroll' section. A period selector is set to '2019/01'. The table below shows the following data:

Account code	Debit amount	Credit amount	Posting amount
Salaries		4479.10	-4479.10
PAYE		247.60	-247.60
Total	0.00	4726.70	

Warning: Journal does not balance

[Create/refresh journal entries](#)  
[Rebuild costing from payroll results](#)  
[Download journal entries](#)  
[Send this period to accounts](#)

At the top of the page is a period drop-down, use this to select the relevant pay period.

You will see a warning “**Warning: Journal does not balance**” if there is not a balanced journal.

There are then four links that control the journals:

**Create/refresh journal entries** – clicking this link will build a journal using the results already summarised from a payroll run and will show the journal entries account-by-account on this page.

**Rebuild costing from payroll results** – click on this link if you have made changes to the employees departments after a payroll run, this will rebuild the summarised costing entries used to generate journals.

**Download journal entries** – click on this link to get the current journal entries in an Excel format.

**Send this period to accounts** – click on this link to post the journal.

## Summary

To create a payroll ready to add employees and calculate you must at minimum complete the following pages:

**Employer Details**

**HMRC Details**

**Auto Enrolment Details**

**Payroll Details**

You can manually run, report on and perform RTI, Pension Extracts and Journals or you can have these automated. The configuration of each has been described in this document. If you have selected none of the automatic options throughout then nothing will be displayed to the client (ahead of payslip publishing date for payslips).

You can automate:

**Running** of the payroll (calculation)

**Reporting** (sending an email to the client), RTI FPS, Pension Contributions and Journals

**Payroll Approval** (see the Payroll Approval Workflow Guide for more details).

When automating a payroll, after completing all activities the payroll will move into the next period.