



Sumetica Payroll

CIS Processing Guide

April 2020

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Introduction

This document takes a brief tour of the CIS payroll process using Sumetica payroll, working through examples of entering payments.

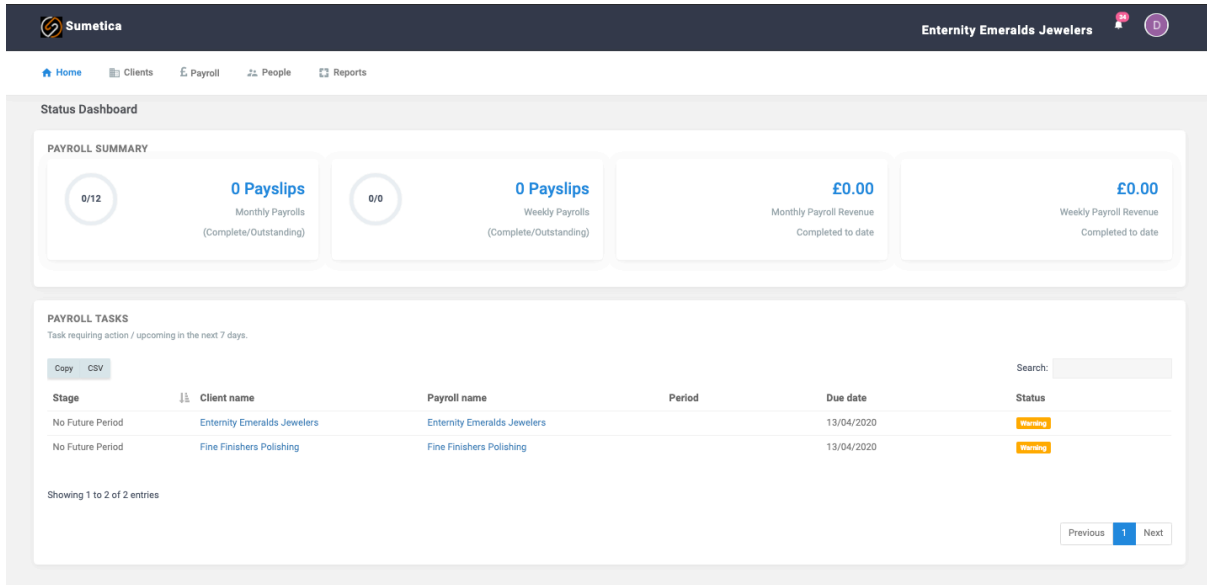
The Sumetica CIS payroll allows a sub-contractor record to be entered and maintained with details of payments for wages and materials to be recorded.

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.

Pre-payroll

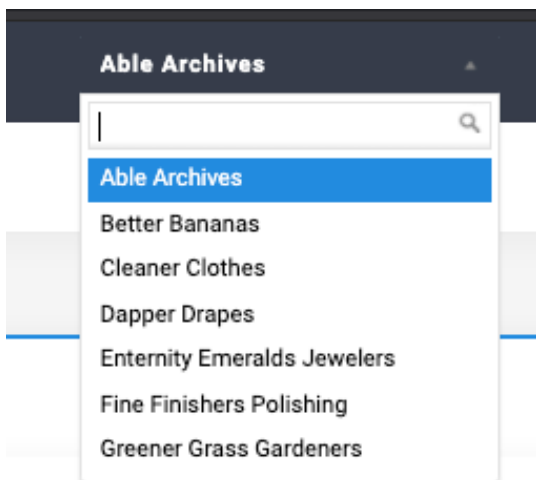
By default, you will be taken to the Sumetica Dashboard page (shown below):



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.



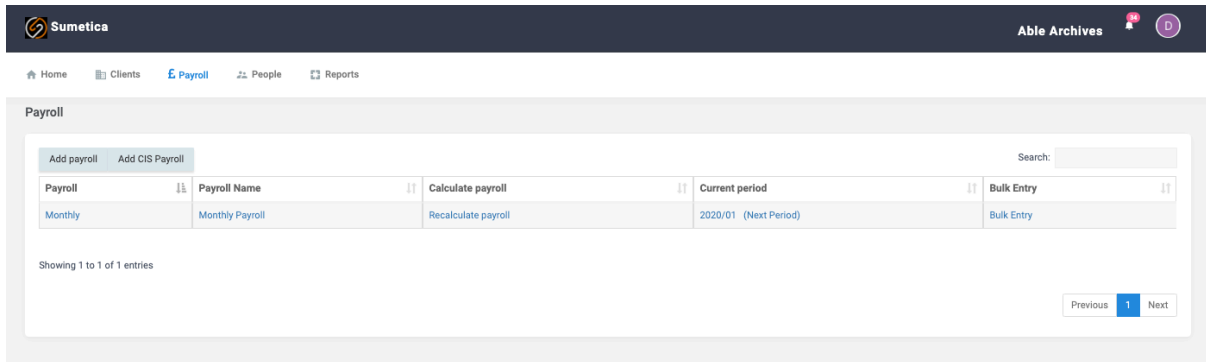
Select the client from the list (scroll or type part of the client name to filter).

Sumetica Payroll Period Processing

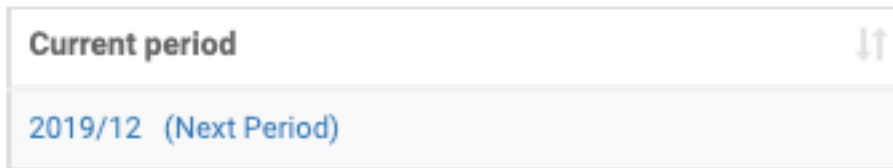
Move to the payroll page, selecting the “**Payroll**” option from the menu bar:



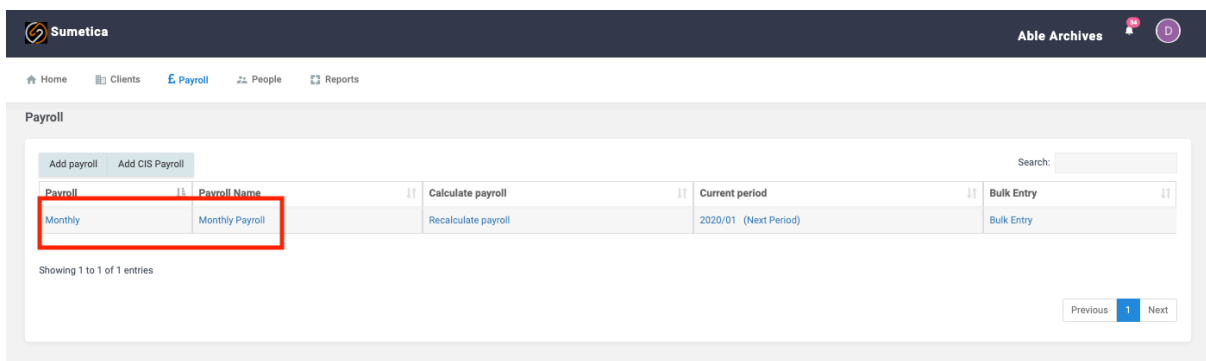
This will show you a list of all payrolls for the selected client.



The current period is shown on the list.



If this is the correct period, then you are ready to continue, if not you can advance to the correct period (press the “Next Period” link or open the payroll. Open the payroll setup by clicking on the links for “**Payroll**” or “**Payroll Name**” as shown below.



Sumetica Payroll Period Processing

Navigate to the Payroll Details page and you can select the pay period.

The screenshot shows the Sumetica interface for Contractor Weekly. The top navigation bar includes Home, Clients, Payroll, People, and Reports. The main content area is titled 'Contractor Weekly' and has tabs for Employer, Payroll, and Accounts. The Payroll tab is active, showing a 'Details' view for 'CIS300'. The 'Pay Period*' field is set to '2020/01'. The 'Frequency*' dropdown menu is open, showing '2020/01' as the selected option. There are checkboxes for 'Auto-run Payroll' and 'Auto-run Post-payroll', both of which are currently unchecked.

Select the period you require and press the “Save” button.

Press the “Close” button to return to the list where the correct selected period will be shown.

The screenshot shows the Sumetica interface for Able Archives. The top navigation bar includes Home, Clients, Payroll, People, and Reports. The main content area is titled 'Payroll' and has tabs for 'Add payroll' and 'Add CIS Payroll'. Below the tabs is a search bar and a table with the following columns: Payroll, Payroll Name, Calculate payroll, Current period, and Bulk Entry. The table contains one entry: 'Monthly' under Payroll, 'Monthly Payroll' under Payroll Name, 'Recalculate payroll' under Calculate payroll, '2020/01 (Next Period)' under Current period, and 'Bulk Entry' under Bulk Entry. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

Payroll	Payroll Name	Calculate payroll	Current period	Bulk Entry
Monthly	Monthly Payroll	Recalculate payroll	2020/01 (Next Period)	Bulk Entry

Sub-contractors

Move to the see a list of sub-contractors, selecting the “**People**” option from the menu bar:



You will then see a list of all people for the payroll (employees, leavers and in the case of CIS sub-contractors too). Sub-contractors added to Sumetica by convention should start the Staff Number with an S.

The screenshot shows the Sumetica interface with the 'People' section active. At the top, there are navigation tabs for Home, Clients, Payroll, People, and Reports. Below the tabs, there are buttons for 'Add employee' and 'Add subcontractor', and a search box. The main area contains a table with two columns: 'Staff Number' and 'Reference'. The table lists six entries:

Staff Number	Reference
001	Curtis, J
002	Klume, J
003	Carter, I
004	O'Brien, K
005	Bridge, H
006	Smith, P

At the bottom of the table, it says 'Showing 1 to 6 of 6 entries'. There are also 'Previous', '1', and 'Next' navigation buttons.

You can find a sub-contractr by scrolling through the list or by using the **search** box to the top right of the list. Entering part of the name or number of the employee will filter the list to show only those with matches.

Client on the employee **Reference** (name) or **Staff Number** to open the employee.

To add a new employee, press the “**Add** subcontractor” button.

The details and address of a sub-contractor need to be completed. Bank details are only needed if making payments via BACS.

Aspects of the employee for Static and Variable Data Entry follow.

Static Data Changes

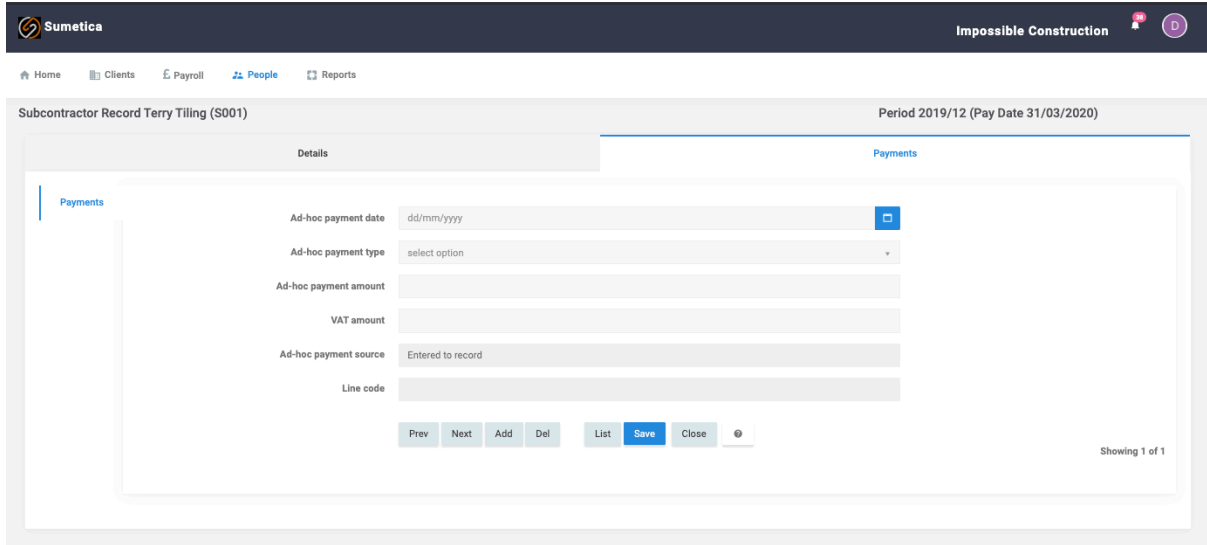
Sub-contractor details are entered (aside from address) on a single page.

Trading name	<input type="text"/>
Unique Tax Reference	<input type="text"/>
Business type	<input type="text" value="select option"/>
VAT registered	<input type="checkbox"/>
VAT Reg. Number	<input type="text"/>
Payment method	<input type="text" value="select option"/>
Pay frequency	<input type="text" value="select option"/>
Taxation status	<input type="text" value="select option"/>
Verification Number	<input type="text"/>
Verification Date	<input type="text" value="dd/mm/yyyy"/> <input type="checkbox"/>
	Verify with HMRC
Title	<input type="text" value="select option"/>
First name	<input type="text"/>
Middle name	<input type="text"/>
Surname	<input type="text"/>
Initials	<input type="text"/>
NI Number	<input type="text"/>
Trading name	<input type="text"/>
Company reg. no.	<input type="text"/>
Trading name	<input type="text"/>
Partnership UTR	<input type="text"/>
Region	<input type="text" value="England"/> <input type="checkbox"/>
Territory	<input type="text" value="United Kingdom"/> <input type="checkbox"/>
Deactivated	<input type="checkbox"/>

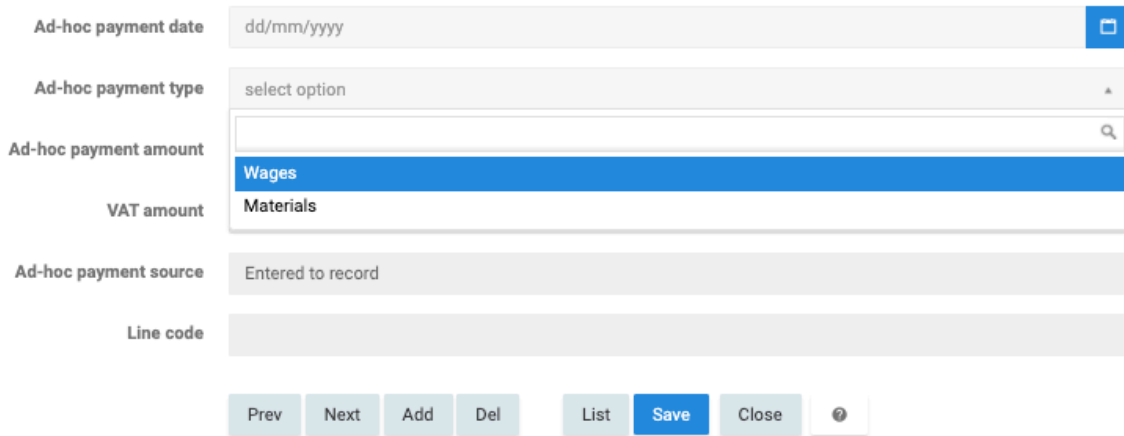
Enter the details you have. To verify details of a new sub-contractor press the “**Verify with HMRC**” link. You can enter previously obtained verification details.

Variable Data Entry

Each period you can enter the payments for the sub-contractor. Use the Sub-contractor->Payments-Payments page for this.



Sumetica’s CIS payroll supports only ad-hoc payments to sub-contractors (not recurring payments), so payments must be entered each period.



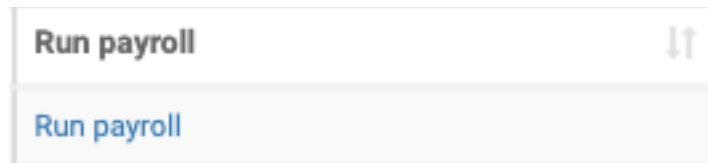
Enter the date, payment type (Wages or Materials) and the amount with then a separate amount for VAT.

Once all payments have been entered the calculation can be run.

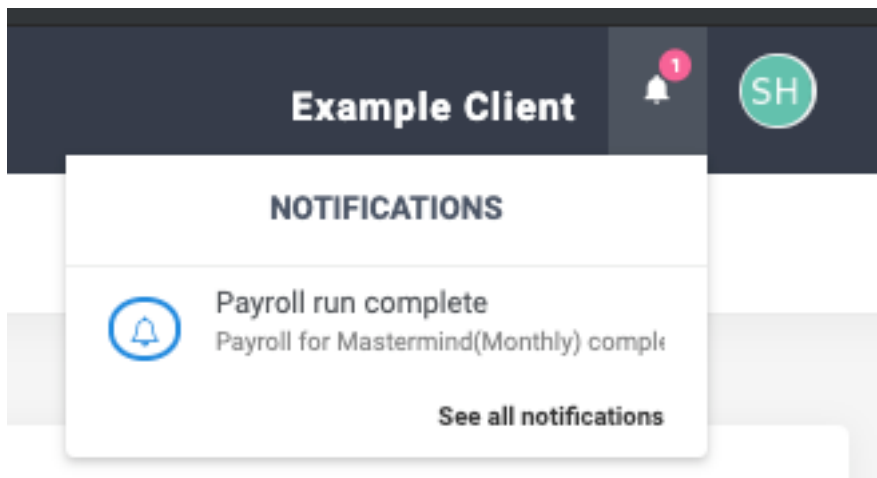
Calculating Payroll

Once all of the data has been entered, the payroll can be calculated.

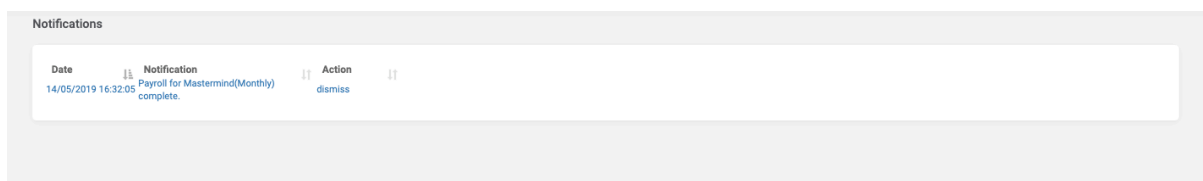
On the Payroll tab, choose the “Run payroll” link for the payroll.



This will cause your payroll to be submitted for execution within Sumetica. You will see small popup notification on the right hand side of the screen confirming this. When the payroll is complete, you will get a notification via the alerts icon (bell) at the top of the page next to the client name. Click on the bell icon to see a summary.



Clicking on a notification will show details or clicking on “See all notifications” will show a list of these.



You can click on the notification text to see more details (here you may see success confirmation or find a list of errors).

Checking Summary Totals

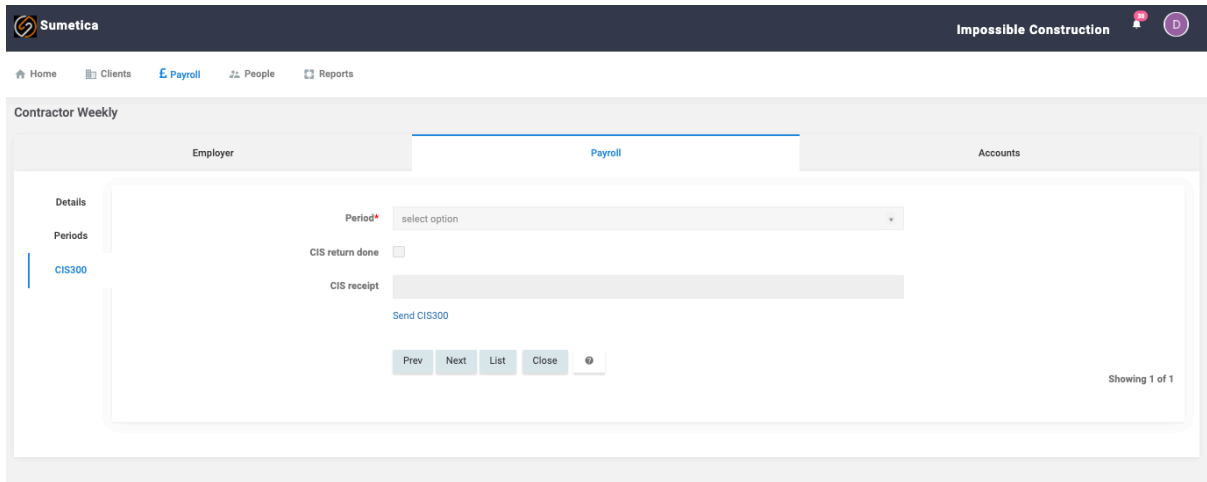
Following a payroll run, the quickest way to check is to review the “Period – CIS Subcontractor Payments” report. Under the Reports main heading:

Report	
Month - CIS Contractor Return (CIS300)	
Month - CIS Subcontractor Payments	
Month - CIS Subcontractor Statements	
Period - CIS Subcontractor Calculations	
Period - CIS Subcontractor Payments	

To get details of the calculations – the “Period – CIS Subcontractor Calculations” report will provide these.

At the end of the month, “Month - CIS Subcontractor Statements” produces a statement and the “Month CIS Contractor Return” provides a PDF version of what is included in the CIS300 return electronically.

CIS300 (Monthly Return)



The RTI page keeps track of **CIS300** 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 a CIS300 return as required.

If for the period the CIS300 has been filed, then you will not be able to re-send.

Any due/overdue or failed CIS300 submissions will be shown on the Dashboard.