

## **Q3: We are having an Inland Revenue inspection.**

- a. The Inspector has asked to see our Parameters File.**
- b. The Inspector has asked us to send our payroll data to the Revenue before the Inspection.**
- c. Before we send this file, how can we check what will be sent?**
- d. I don't have Microsoft Office, and so can't view the file in Excel. What data is in the file?**

### **3.1 a. SUPERPAY has no Parameters File.**

Some payroll programs have a Parameters File which stores tax, NI, SSP and Parental Pay rates and bands. Users update this file when there are legislative changes. SUPERPAY does not work in this way. When there are legislation changes we provide an updated SUPERPAY program to cover the changes.

Since SUPERPAY has no Parameters File, the Inspector can't view the rates and bands used by SUPERPAY. Instead, the Inspector can check that you are using the correct rates and bands by looking at your SUPERPAY logo screen. This shows the date of the latest legislation change that has been applied to your program - e.g. the 18TH MAY 2006 version includes all legislation changes up to and including 18TH MAY 2006. If you have the latest version, all the rates and bands will be correct. The Inspector can confirm this by selecting various payslips or looking at a deduction card and checking SUPERPAY's calculations.

### **3.2 b. You can use sample report 927 to send a file in the required format to the Revenue.**

There is no legal requirement for you to comply with the Revenue's request. However, sending the file in advance will cut down on the time spent by the Inspector on your premises and minimise the disruption caused by site visits.

You produce the file as follows:

1. Go to UTILITIES, option 3, REPORT DESIGN.
2. Press F7 and tell SUPERPAY to copy layout 927 (IR pre-visit data export) which is listed at the end of your REPORT DESIGN screens. You can copy report 927 to any number below 700; we suggest 327.

3. Press SPACE to copy the layout.
4. When the prompt is re-displayed, EXIT back to the MAIN MENU.
5. Now go to USER REPORTS, enter 327 and enter the week/month numbers requested by the Revenue in the FROM and TO fields - e.g. if the Revenue wants to see all your data from 6/04/05 up to 31/12/06, in the FROM field you would enter:

**06w1** or **06t2** or **06f4** or **06m1**

i.e. you enter the first tax period in the 2005/2006 tax year. You would then enter in the TO field:

**07w39** or **07t40** or **07f40** or **07m9**

i.e. you enter the last tax period up to and including 31/12/06. If you have both weekly and monthly payrolls, you will need to send two files to the Revenue.

6. When the PRINT PROMPT is displayed at the bottom of the screen, press SHIFT-F10 to save the data to a disk file.
7. You are asked for a file name. Enter whatever is meaningful to you. The maximum number of characters is 8 which can be a mix of letters and numbers. The extension has to be .csv. e.g. enter **IRV1.CSV** for Inland Revenue Visit, file 1. If you are sending two files - e.g. weekly and monthly - the files must have different names.
8. When you press ENTER, SUPERPAY saves this file in the same directory as your SUPERPAY program. For most users, this is C:\SUPERPAY. The file is saved in a CSV format which the Inland Revenue's computers will recognise. (If you're not sure where your SUPERPAY program is stored, press ALT-F10 to display a window of SYSTEM INFORMATION. Look at the line which starts with Program. That is the name of the folder where you will find this file.)
9. You now EXIT SUPERPAY and use Windows to copy this file to a disk or CD for posting to the Revenue. If you do not know how to copy the file, you need to request support from your IT support personnel.
10. Remember: If you have both weekly and monthly paid employees you will need to send two files to the Revenue (similarly, if you have weekly and four weekly etc.).

### 3.3 c. You can view the data that you are about to send to the Revenue as an Excel spreadsheet.

The data in this csv file is not in an easy to view format. Each field is separated by !'s and the lines do not have paragraph markers. However, you can open the file in Excel and with a bit of tweaking you can view it as a spreadsheet. (You cannot print it, since the data for each employee is split over very many columns.)

1. Go into Excel (Microsoft Office)
2. Click on FILE/OPEN. Look in C:\SUPERPAY (or whatever folder holds your SUPERPAY program).
3. Drop down the FILES OF TYPE: menu and choose **Text files ...csv...**
4. Double click on the file.

#### Laser printer

5. If you use a laser printer, there are print codes at the beginning of this report which Excel doesn't recognise. So a pop-up message:

*This file is not in a recognisable format*

is displayed. Click OK. Now go to step 8. below.

#### Dot matrix

6. If you use a Dot matrix printer step 5. is bypassed; i.e. there aren't any print codes which Excel doesn't recognise.
7. Click on the letter A to highlight Column A. Click on DATA and choose TEXT TO COLUMNS.

#### Both types of printer

8. For either a dot matrix or laser printer, the TEXT IMPORT Wizard is then displayed. Select the DELIMITED option. Click on NEXT.
9. A Wizard Step 2 window is now displayed. In the DELIMITED box, select OTHER and enter ! (as the delimiter).
10. Immediately your data is separated into columns. Click on NEXT and then FINISH. You can now view the data as a spreadsheet. The data is similar to a deduction card with a separate line for each pay period for each employee.
11. When you have finished viewing the file, click on FILE and CLOSE the file without saving your changes; i.e. you don't want to send the Reve-

nue the changes you have just made to the file so that you could view it in Excel.

### **3.4 d. The data lists your e'ees' pay for the tax periods in the range requested.**

If you do not have Microsoft Office and/or do not know how to use Excel, you can still post the file to the Revenue but you would not be able to view it in an understandable format.

If you do not want to send the Revenue something you haven't checked, you don't have to send the file. However, as at February 2007, we have had no negative feedback from users who have sent the data as requested. The decision of whether to send the file or not is up to you.