Switching from Sage Instant Payroll

Sage One Payroll

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Introduction

This document explains how you switch from Sage Instant Payroll to Sage One Payroll by re-processing pay in Sage One Payroll from April.

This has three stages:

- To prepare for the switch
- To set up Sage One Payroll
- To run P11s in Sage One Payroll

To prepare for the switch

Before you begin the switching process, you need to print reports in Sage Instant Payroll.

Payslips

1. Pay Employees > Print payroll reports.
2. Historical Payslips > in the Date from box enter 06/04/2014 > in the date to box enter 05/04/2015.
3. Select all employees > View Historical Payslips > Print Payslip.
4. Confirm your printer is correct > OK > Close Reports.

Employee details report

To print employee details for your current employees:

1. Employee > Maintain existing employees > Print details.
2. Yes > Print Report > confirm your printer is correct.
3. OK > Close Reports.

To view leaver details:

- Employee > View leaver details.

P32

If you've completed a P32 period, you must run your P32 in Sage Instant Payroll so you can compare it to the P32 in Sage One Payroll once you've reprocessed.

The P32 must only be run for one month at a time.

1. Employer > Print employer reports > P32 – Employer's Payment Record.
2. Enter From the required month to, the required month > Preview Report > if necessary, select the Update the Payments of Tax/NICs table.
3. OK > Print Report > confirm your printer is correct.
4. OK > Close Reports.

Repeat the steps above for all completed P32 payment periods.

P11s

Although P11s are not essential to the switching process, we recommend you print the them for comparison with the P11s generated in Sage One Payroll.

Generate both the Deductions Working Sheet P11 (PAYE) and the Deductions Working Sheet P11 (NIC).

Employee and employer National Insurance (NI) are calculated slightly differently in Sage One Payroll.

This is because Sage One Payroll uses a different NI calculation method to Sage Instant Payroll. However, both calculation methods are accepted by HMRC.

When you re-submit your RTI submissions, your HMRC account will update. If your liability to HMRC changes as a result, you may need to pay or reclaim a balancing amount.

To print the Deductions Working Sheet P11 (PAYE)

1. Year End > End of year reports > Deductions Working Sheet P11 (PAYE).
2. Print Report > confirm your printer is correct > OK.
3. Close Reports.

To print the Deductions Working Sheet P11 (NIC)

1. Year End > End of year reports > Deductions Working Sheet P11 (NIC).
2. Print Report > confirm your printer is correct > OK.
3. Close Reports.

Other information you need

Sage One item	Where to find it in Sage Instant Payroll
PAYE Ref	Employer > Maintain employer details > HMRC Details.
Accounts Office Ref	Employer > Maintain employer details > HMRC Details.
HMRC Reporting Frequency	Not available in Sage One.
HMRC Payment Method	Not available in Sage One.

To set up Sage One Payroll

Once you've printed all the Sage Instant Payroll reports you need, and gathered the other necessary information, you can begin to set up Sage One Payroll.

Enter your business settings

Fields marked with an asterisk * are mandatory.

1. Settings > Business Settings > enter your:

- Website
- Mobile
- Registered number
- Registered country
- Street 1
- Street 2
- City
- County
- Postcode

2. Save.

Enter your payroll settings

1. Settings > Payroll 5 Settings, Payroll 10 Settings or Payroll 15 Settings, as appropriate > Payroll Settings.

2. Enter the following information:

- PAYE Ref
- Accounts Office Ref
- HMRC Reporting Frequency
- HMRC Payment Method

3. Save.

Now you're ready to set up your pay days and employees.

Set up your pay days

This step involves specifying when pay days occur in Sage One Payroll, including specifying which is the first pay day.

If you have any employees who have received statutory payments in the previous tax year which carry over into the new tax year, you must process the final pay period of the previous tax year in Sage One Payroll.

This ensures that your statutory payments calculate correctly.

Weekly Pay Calendar

1. Summary > Blank Company > Pay Days.
2. Weekly Pay Days > Set up Weekly calendar > select the Pay Day.
3. Enter the date of the first pay run > if required, clear the Avoid Public Holidays and Weekends check box > Save.

Monthly Pay Calendar

1. Summary > Blank Company > Pay Days.
2. Monthly Pay Days > Set up Monthly Calendar > select the appropriate option from the Pay on drop-down list
3. Select the day of the month you want to pay on > select the tax year > select the month > if required, clear the Avoid Public Holidays and Weekends check box > Save.

2-Weekly Pay Calendar

1. Summary > Blank Company > Pay Days.
2. 2-Weekly Pay Days > Set up 2-Weekly calendar > select the Pay Day.
3. Enter the date of the first pay run > if required, clear the Avoid Public Holidays and Weekends check box > Save.

4-Weekly Pay Calendar

1. Summary > Blank Company > Pay Days.
2. 4-Weekly Pay Days > Set up 4-Weekly calendar > select the Pay Day.
3. Enter the date of the first pay run > if required, clear the Avoid Public Holidays and Weekends check box > Save.

If you have more than one pay frequency, repeat the steps above until you have created all required pay calendars.

Create your employees

Once you've completed setting up your pay days, click the Summary tab.

From here, you can create your employees.

1. Summary > Blank Company > Employees
2. Create Employee > enter your employee's details from the Employee Details report or, the Leavers > Personal Details screen.

When you are entering employee details, ensure that the RTI Payroll ID is entered exactly as it appears in Sage Instant Payroll.

This ensures that there is no duplication of records with HMRC when you complete your RTI submissions.

Most of the details you require to set up an employee appear on the Employee Details report. However, the following details do not:

Sage One item	Where to find it in Sage Instant Payroll
Contracted Weekly Hours	Employee > Maintain existing employees > relevant employee > Payment Details > This employee works.
Works number	Not available in Sage Instant Payroll. If there is no known works number, you can assign your own.
Leave Date	Employee > View leaver details > relevant employee > Employment Details.
Directorship Started (if applicable)	Employee > Maintain year to date information > relevant employee > Director's Previous NIC > Director Start Date.

Director calculation methods are named differently in Sage Instant Payroll and Sage One Payroll, as shown here:

Sage Instant Payroll	Sage One Payroll
Director	Calculate NI Cumulatively
Director (Table Method)	Calculate NI Per Pay Run

Begin Processing Pay

Once you’ve created all the employee records, you’re ready to process your first pay run. Use the information from your payslips to recreate the pay run.

To process a pay run:

1. Summary > Process Pay Run.
2. A pay run has four stages. Click the links to get more information about each stage.
    i. Get Started
    ii. Record Absences
    iii. Edit Pay
    iv. Confirm Pay

After you have confirmed pay, the pay run is complete. The system moves on to the next pay run automatically.

> Your work is auto-saved, so you don’t need to record all pay details in a single visit.

To run P11s in Sage One Payroll

1. Year End > ensure 2014/2015 appears in the Tax year to report on drop-down list > Review Employee Pay P11.

2. View P11 for all employees > print or save report, as appropriate.

If you notice any differences on the P11 to the P11s from Sage Instant Payroll, they could be caused by one or more of the following issues:

Issue	Resolution
Missing periods	There should be no missing periods in Sage One Payroll. If there is a missing period on your P11, please contact the Sage One support team on 0845 111 6611.
Small difference in NI calculations	Employee and employer National Insurance (NI) are calculated slightly differently in Sage One Payroll. This is because Sage One Payroll uses a different NI calculation method to Sage Instant Payroll. However, both calculation methods are accepted by HMRC. When you re-submit your RTI submissions, your HMRC account will update. If your liability to HMRC changes as a result, you may need to pay or reclaim a balancing amount.
Difference in directors' NI calculation.	Ensure the director was set up on the same calculation method in Sage One Payroll as in Sage Instant Payroll.
Statutory payment calculations	Sage One Payroll calculates and pays statutory payments in full weeks, whereas Sage Instant Payroll pays in days. This means the employee can be paid an amount you weren't expecting. By the end of the statutory payment period, the employee will have received the correct amount of money.
Tax calculating differently	Ensure that the employee's tax code is correct and hasn't changed since the start of the tax year. This information is available from the employee's P11 A B/F value appearing at the top of the P11. A B/F value indicates a mid-year set up was completed for the employee. When processing from the start of the year, this should not be the case. If a B/F figures appears on your P11s, please contact the Sage One support team on 0845 111 6611.

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