Update e@syFile – notes from the Payroll Authors Group

Below is a summary of some of the more important changes expected in the e@syFile Employer release for the 2014/08 PAYE Recon season. This includes some information which is not necessarily new, but still results in frequent queries.

ETI Screen:

Balance Brought Forward field	For the period March 2014 this field should be populated if an employer / user submitted their 2014/02 recon on the same database.
	For the 2014/08 period, users will be able to edit this field (March 2014), so the previous balance brought forward can also be edited / typed in.
	For all other periods moving forward, this field (March 2014) will be locked as previous balances should be refunded / resolved by the time the employer / user submits a next recon.
ETI screen split into two 6 month periods	The ETI screen is split into two 6 month periods [March to August] and [September to February].
	• First HALF YEAR TOTAL is for March to August of that tax year.
	• ANNUAL TOTAL will only be for September to February of the same year (the last 6 months, not the full year).
	• ETI not utilised represents the refund due to the employer (see ETI screen).
	• Only two columns should be open for editing/capturing:
	- ETI CALCULATED and
	- ETI UTILISED.
	• All other fields should auto-populate or auto-calculate (it is therefore important to first capture the actual EMP501 screen to ensure that calculations are correct on the ETI page.

| | Should any fields be changed on the EMP501 liability page, you have to re-open the ETI page again to update previous auto-calculations. If you reduce the liability on the EMP501, and you open the ETI screen, ETI utilised fields will be reset to 0, if the EMP201/EMP501 PAYE amount is <u>less</u> than the ETI utilised value. This is because ETI values can never be more than PAYE liability (EMP201 amounts). Should a user forget to reopen the ETI screen, after amounts have been edited / amended on the PAYE liabilities on the EMP501 page, then clicking on SELF-ASSESS will result in 2 possible outcomes: If the PAYE liabilities are *more* than the ETI utilised amounts, e@syFile will simply recalculate and allow the user to proceed; If the PAYE liabilities are *less* than the ETI utilised, a pop-up message will display to indicate that there is a problem with the ETI values, and to revisit the ETI screen. One then has the option to select OK on the pop-up screen, which redirects one to the ETI screen. On the EMP501 screen, a field was added at the bottom to indicate ANNUAL ETI UTILISED. For bi-annual recons, this will be a 6 month total, for full year recons this will be a combined total of the two 6 month periods on the ETI screen, in other words a 12 month total. |