

# Payroll

## Guide to P11D Processing

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## Overview

The P11D Administration module is a comprehensive system that allows you to record, analyse, calculate, and report on all employer-provided taxable benefits to your employees and provides a complete database for all of your P11D statutory reporting requirements.

The module is fully integrated with the Infinium HR database with processing links with both payroll deduction history and Benefits Administration in Infinium HR.

The following P11D reportable benefit types are supported:

## Benefit Types

- Company cars and vans
  - Private medical, dental, or other health insurance
  - Relocation expenses, both qualifying and non-qualifying
  - Loans
  - Payments made on behalf of employee
  - Home telephone calls and telephone rental
  - Travel and subsistence
  - Vouchers, credit cards
  - Subscriptions and fees
  - House, flat, or accommodation
  - Entertainment expenses
  - General expense allowance
  - Goods or services provided
  - Assets at disposal of employee
  - Mileage allowance
  - Tax on notional payment
  - Assets transferred to employee
  - Participation in share scheme
-

- Other taxable benefits

## Benefit Codes

For each type of benefit used in your company, you can set up an unlimited number of benefit codes. For example, your company may offer private medical insurance to employees as a type of benefit with many different medical benefit plans available such as single employee or full family coverage. You set these plans up as benefit codes. You can define the actual code values you want to use and give each a description. The code values can be up to five characters long, so you can code them PPP01, PPP02, and so on. When you set up a benefit code, you specify the type of benefit it is. This tells the system how the benefit should be treated for P11D purposes and which screens and fields apply.

It is these benefit codes that you work with in the P11D module. You can set up just those benefit codes that are relevant to your company. In this way, you can tailor the system to match your company's benefits.

## Taxable Value

You can define the taxable value of a benefit at the benefit-code level. This taxable value then flows down automatically to the employee benefit record when you assign a benefit code to an employee. Defining the taxable value in one place eliminates the need to key the taxable values for all employees with fixed value benefits, such as private medical insurance. When the taxable benefit value changes, you can use the mass update facility to update the amount on each participating employee's benefit record. For benefits with variable taxable values such as excess relocation expenses, you key the taxable value onto the employee benefit record.

## Employee Benefits

You create an employee benefit record by attaching a benefit code to an employee. Employees can have an unlimited number of benefits entered. You can also create multiple records for the same benefit code for an employee. This feature allows multiple periods of use of the same benefit to be tracked during the tax year, for example where an employee has been allocated different company cars.

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The data that you can enter on an employee benefit record is dependent on its benefit type, so for example on a company car benefit record you enter the registration number and whether private fuel is provided. Other types of benefits require only the value of the benefit to be entered. All benefit records have a *from* and *to* date.

## Employee Benefit Transactions

For each employee benefit record, the system allows you to record a history of individual transactions relating to that benefit. The data that you can enter on these transactions depends on the benefit type. In the case of a company car benefit, you use the transactions to record details of business mileage, private use payments, and any capital contributions. In the case of a beneficial loan, you can use the transactions to keep track of repayments or amounts written off or waived. For other benefit types you can use the transactions to record employee contributions.

You can enter an unlimited number of transactions against an employee benefit record, so for example you could record details of weekly business mileages driven.

## Extract Deductions from Payroll

If you are using payroll deductions to collect employee contributions to benefits, for example for private use contributions toward company cars or loan repayments, these can be extracted from payroll deduction history and loaded in as benefit transaction records. You can use the *Extract from payroll* batch function to do this for all employees.

## Company Car Details

For the system to keep track of the details of specific company cars to support the car benefit calculations, you maintain a master file of your company cars. Company cars are identified to the system by their registration number. This file holds the following details:

---

<b>Employer</b>	SAY	Say it with Flowers Plc
<b>Current Holder</b>	Adamson, Wendy	
<b>Vehicle Registration Number</b>	LM896TH	
<b>Car/Van?</b>	<input checked="" type="radio"/> Car <input type="radio"/> Van	
<b>Manufacturer</b>	Vauxhall	
<b>Model</b>	Carlton (260)	
<b>Car Grade Code</b>	<input type="text"/>	
<b>Colour</b>	Red	
<b>Fuel Type</b>	L	<b>CO2 Emissions (grams)</b> <input type="text" value="260"/>
<b>Engine Capacity CC</b>	<input type="text" value="2000"/>	<b>Non-Standard Engine</b> <input type="checkbox"/> Check for Yes
<b>Original Registration Date</b>	<input type="text" value="1012002"/>	
<b>List Price</b>	<input type="text" value="18000"/>	
<b>Accessory Value</b>	<input type="text"/>	
<b>Purchase Price</b>	<input type="text" value="18000"/>	
<b>Monthly Lease Cost</b>	<input type="text"/>	
<b>Acquired Date</b>	<input type="text" value="1012002"/>	
<b>Return/Disposal Date</b>	<input type="text"/>	
<b>Supplied By</b>	<input type="text"/>	
<b>Comment</b>	<input type="text"/>	

Figure 1: Change Vehicle Details screen

## Display Car Holders

From the display of company cars you can search for or select a particular car and display a list of all employees who have been allocated that car.

## Car Tax Tables

You maintain details of the car benefit scale charges, bandings, and thresholds in company car tax tables. The tax table records are date effective, similar to the PAYE and NI tables. All of the current car benefit calculation factors are built into the table as variable parameters, for example the car age needed for benefit reduction and the percentage allowed.

## P11D Benefit Calculations

The system can perform all of the necessary calculations to establish the taxable values of employee benefits. In the case of company car benefit, the system calculates the benefit value for each car driven by an employee



during the tax year, taking into account the price, age, and CO2 emissions of the car, prorated for period of use and any private use or capital contributions made. These calculations are performed when you run the *P11D Substitute* report function (see below).

## Proration of Benefit Value

Where an employee has not had a benefit for the full tax year, for example new employees and leavers, the system can automatically prorate the value of the benefit based on the *from* and *to* dates on the employee's benefit record. You can control whether or not this proration should occur by setting the 'prorate' flag on the higher level benefit code record.

## Benefit Calculations and Reporting

The system performs the calculation of employee benefit values when you run the *P11D Substitute report* function. This report lists out the values of the various benefits calculated for each employee. The report is patterned after the manual P11D form. You can run the report for all employees or for a single employee.

## Export to PC Spreadsheet

One of the options available when you run the P11D Substitute report is to request the results also to be output to physical files on the System i. You can then use these files to export the benefit data into a PC spreadsheet program via Client Access or other similar data transfer utility. This enables you to reformat the data within your spreadsheet package and produce your own reports.

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## Setting Up Your P11D Controls

### Company Car Tax Tables

Use the *Update Company Car Tax Tables* function to define the various scale charges, bandings, and thresholds to be used by the system when calculating the value of employee company car benefit.

Opt	Tax Year End Date
<input type="checkbox"/>	5/04/1998
<input type="checkbox"/>	5/04/1999
<input type="checkbox"/>	5/04/2000
<input type="checkbox"/>	5/04/2001
<input type="checkbox"/>	5/04/2002
<input type="checkbox"/>	5/04/2003
<input type="checkbox"/>	5/04/2004
<input type="checkbox"/>	5/04/2005
<input type="checkbox"/>	5/04/2006
<input type="checkbox"/>	5/04/2007
<input type="checkbox"/>	5/04/2008
<input type="checkbox"/>	5/04/2009
<input type="checkbox"/>	5/04/2010

[F3]=Exit  
[F6]=Create  
[F12]=Cancel  
Enter

Close Reset

Figure 2: Update Company Car Tax Tables screen

The car tax table records are keyed by tax year ending dates. The system displays a list of existing records. These records are installed by the annual tax releases.

Use F6 to create a new record. The following screen is displayed:

**CHANGE COMPANY CAR TAX TABLE**

IHCM Payroll Release 12.0.2

Tax Year End Date: 5042010

CO2 Emissions		Percentage	Diesel Supplement%	
Start	135	15	3	
End	240	35	Van Benefit Charge: 3000.00	
QUALEC	120	10		

Fuel Type	Discount
B	2
H	3
E	6
G	2

**Cars with no approved CO2 emission data**

From(cc)	To(cc)	1998+	Pre 1998
	1400	15	15
1401	2000	25	22
2001	9999	35	32

Private Fuel Charge: Standard Base Amount (Car): 16900

Van Fuel Charge: 500.00

[F3]=Exit  
[F12]=Cancel  
Enter  
Close Reset

Figure 3: Change Company Car Tax Table screen

## Setting Up Your P11D Benefit Types

P11D benefit types identify the different kinds of taxable benefits that are provided by your company. These benefit types are used by the system to control the processing of your employee benefits. For example, an employee car benefit is processed differently than a loan benefit.

You must set up your P11D benefit types as employer code values under code type **P11** by using the *Update Employer Codes* function.

The P11D type codes are also used to determine the box in which the benefit value prints on the P11D form.

The following table shows the P11D type codes that you must set up and the P11D box where they appear.

## P11D Form Boxes and Corresponding P11D Type Codes

The P11D type codes must be set up as employer codes of code type P11.

P11D Box	Description on Form	P11D Type Code
A	Assets transferred	ASSET
B1	Payments on behalf	PAYMT
B2	Tax on notional payment	TAXNT
C	Vouchers or credit cards	VOUCH
D	Living Accommodation	HOUSE
E	Mileage Allowance	CARAL
F	Cars	CAR
G	Vans	VAN
H	Loans	LOANI
I	Private medical	HEALT
J	Qualifying relocation	RELOC
K	Services	SRVCS
L	Assets at disposal	ASSFD
M - 1	Other items including subscriptions and professional fees (Class 1A)	SUBS
M - 2	Other	OTHER
M - 2	Other subscriptions and fees (non-Class 1A)	SUBSX
N - 1	Travel and subsistence	TRAV
N - 2	Entertainment	ENT
N - 3	General expense allowance	GEN
N - 4	Payments for home telephone	TELHR
N - 5	Non-qualifying relocation expense	RELNQ
N - 6	Other expenses	OTHEX

You must set up only the benefit types from the above list that are appropriate to your company. You can also give these benefit types your own descriptions.

An example of how you set up a benefit type within the *Update Employer Codes* function is shown below:

Employer	SAY	or Employer Group
Code Type	P11	P11D form types
Code Value	HEALT	
<a href="#">Enter code description.</a>		
Code Description	<input type="text" value="Private Medical Insurance"/>	
Active?	<input checked="" type="checkbox"/> Check for Yes	

Figure 4: Update Code Values screen

## Setting Up Benefit Codes

Having set up your P11D benefit types to define the kinds of taxable benefits you operate, you now must set up the actual benefit codes you will use. The benefit codes define the benefits more precisely. For example, you will probably have set up a benefit type of HEALT to signify private health insurance. Now you must set up benefit codes for each of the available health insurance plans, such as employee only coverage, employee and spouse, or full family coverage. You may need to set up many benefit codes to cover the different permutations and levels of these medical benefit plans. The reason for this is that the benefit code is where you input the taxable amount of a benefit, so with multiple plans you need multiple benefit codes.

For company car benefit, because the system calculates the taxable amount of the benefit separately, you only need to set up one benefit code. However, if you operate a car grade structure you may want to set up a car benefit code for each car grade.

Use the *Update Benefit Codes* function to create and update these records.

Opt	Code	Type	Benefit Description
<input type="checkbox"/>	CAR	CAR	Car
<input type="checkbox"/>	CARAL	CARAL	car allowance
<input type="checkbox"/>	EXPOT	EXPOT	Expenses
<input type="checkbox"/>	HEAL1	HEALT	Health care 2008
<input type="checkbox"/>	LOAN	LOANI	Loan
<input type="checkbox"/>	OTHER	OTHER	Other benefits
<input type="checkbox"/>	OTHEX	OTHEX	Other Expenses
<input type="checkbox"/>	PAYMT	PAYMT	payments
<input type="checkbox"/>	RELNQ	RELNQ	Relocation
<input type="checkbox"/>	RELOC	RELOC	Relocation
<input type="checkbox"/>	SUBS	SUBS	subscriptions
<input type="checkbox"/>	SUBSX	SUBSX	Subs no NI
<input type="checkbox"/>	TRAVL	TRAV	Travel expenses

Figure 5: Update Benefit Codes Screen

The system first displays the list of existing benefit codes. Use F6 to set up a new benefit code. The following screen is displayed:

<b>Employer</b>	SAY	Say it with Flowers Plc
<b>Benefit Code</b>	HEAL1	
<b>Taxable Benefit Type</b>	HEALT	
<b>Description</b>	Private Medical	
<b>Taxable Amount</b>	1025.00	
<b>Prorate Part Year?</b>	<input checked="" type="checkbox"/>	
<b>Update Employee Benefits?</b>	<input type="checkbox"/>	
<b>From Date</b>	25042008	
<b>To Date . (if needed)</b>		
<b>Create Dated Employee Records?</b>	<input type="checkbox"/>	

Figure 6: Create Benefit Code screen

### *Benefit Code*

Enter the five-character code that you want to use to identify the benefit. This is where you define the code value. You do not have to define it first as an employer code. Note that to activate an automatic interface with Benefits Administration in Infinium HR, you must use common benefit codes. See the “Link with Benefits Administration in Infinium HR” section.

### *Taxable Benefit Type*

This is where you must specify the P11D benefit type appropriate to this benefit code. This field must be a valid employer code of type P11, or you can use F4 to select from a list of allowed values.

### *Description*

Enter a full description of this benefit. This description text is displayed whenever you work with benefit codes.

### *Taxable Amount*

If this benefit has a fixed taxable value that applies to all employees with the benefit, such as a private medical plan or mobile phone, enter the taxable value of the benefit in this field. The amount you enter here automatically flows down onto the employee's benefit record when the employee is assigned to the benefit code. For benefits where the taxable value varies by employee, such as company cars or relocation expenses, you should leave this field blank.

### *Prorate Part Year?*

Use this field to indicate whether the taxable amount is allowed to be prorated if the employee had the benefit for only part of the tax year. For example, private medical insurance taxable value can be prorated for part year but relocation expenses cannot.

### *Update Employee Benefits?*

This field is shown if you are updating an existing benefit code via Option 2=Change. Its purpose is to enable changes to the taxable amounts on fixed value benefit code amounts to be mass updated onto all employees with that benefit. For example, if your medical insurance plan premiums increase, you can enter the revised taxable amount and request the system via this field to mass update the new value onto all affected employees. The update is performed interactively.

### *From Date*

You can mass create dated taxable benefit records for employees on the Change Taxable Benefit Code screen. You can generate a dated record for each employee who is affected by a benefit code change, that is, employees who already have that benefit.

Specify the *from* date for the employee benefit records.

### *To Date*

Specify the *to* date, if required, for the employee benefit records.

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### Create Dated Employee Records?

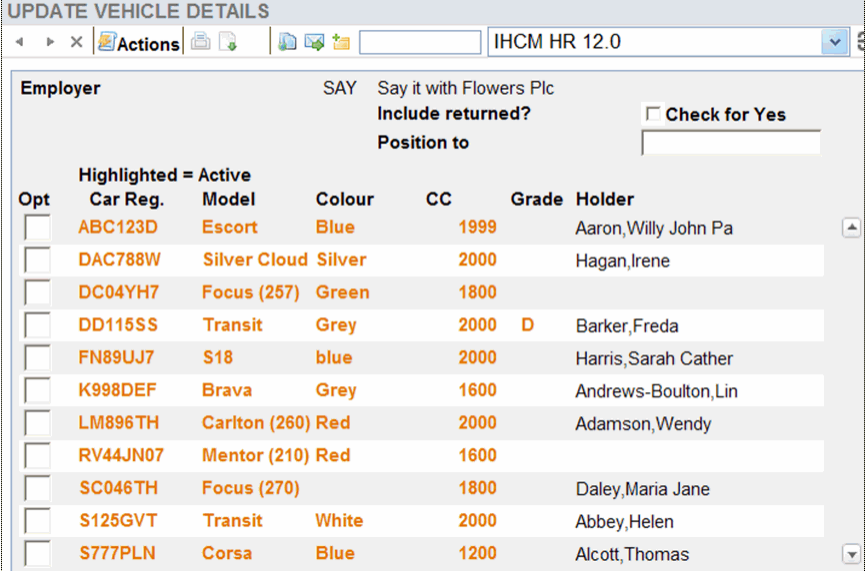
Use this field to specify whether to create dated records that include the new benefit code, the new taxable amounts, and the description in the employee benefits file for those employees who have the specified benefit code. When you use this feature, if the previous benefit record for the employees does not include a *to date*, the system updates the previous records with a *to date* that is one day prior to the new benefit record *from date*.

## Setting Up Company Car Details

To allow the system to keep track of certain key information relating to the cars themselves, you must set up and maintain a master file of all your company cars. You can also use it for any company vans.

The system uses the registration number of the car as the unique identifier.

Use the *Update Vehicle Details* function to create and update these records. The system first displays a list of all existing records.



The screenshot shows a software window titled "UPDATE VEHICLE DETAILS" with a menu bar containing "Actions" and a window title bar with "IHCM HR 12.0". Below the menu bar, there are fields for "Employer" (SAY Say it with Flowers Plc), "Include returned?" (with a checkbox), and "Position to" (with a text input field). A table of vehicle records is displayed below, with a note "Highlighted = Active". The table has columns: Opt, Car Reg., Model, Colour, CC, Grade, and Holder. The records are as follows:

Opt	Car Reg.	Model	Colour	CC	Grade	Holder
<input type="checkbox"/>	ABC123D	Escort	Blue	1999		Aaron, Willy John Pa
<input type="checkbox"/>	DAC788W	Silver Cloud	Silver	2000		Hagan, Irene
<input type="checkbox"/>	DC04YH7	Focus (257)	Green	1800		
<input type="checkbox"/>	DD115SS	Transit	Grey	2000	D	Barker, Freda
<input type="checkbox"/>	FN89UJ7	S18	blue	2000		Harris, Sarah Cather
<input type="checkbox"/>	K998DEF	Brava	Grey	1600		Andrews-Boulton, Lin
<input type="checkbox"/>	LM896TH	Carlton (260)	Red	2000		Adamson, Wendy
<input type="checkbox"/>	RV44JN07	Mentor (210)	Red	1600		
<input type="checkbox"/>	SC046TH	Focus (270)		1800		Daley, Maria Jane
<input type="checkbox"/>	S125GVT	Transit	White	2000		Abbey, Helen
<input type="checkbox"/>	S777PLN	Corsa	Blue	1200		Alcott, Thomas

Figure 7: Update Vehicle Details screen

To update an existing car record, enter the car registration number in the *Position to* field and press Enter. The system locates the record and positions the cursor to the line. Enter 2 in the Opt column to select that record for update.

Use F6 from this first screen to create a new record. The following screen is displayed:



Figure 8: Create Vehicle Details screen

This record is designed to hold basic, static information about the car. This is not where you enter the employee who is allocated the car. You do this in the *Update Employee Benefits* function. However, if you are updating an existing car record, the screen shows the current holder of the car, if known.

Enter all the appropriate data.

#### *Car Grade Code*

Car grade is an employer code of type **CGC**. The car grade is for information only and is not used in car benefit calculations.

#### *Accessories Value*

The system adds the amounts in the *List Price* field and the *Accessories Value* field during P11D calculations to obtain the total value of the car for taxable benefit purposes. Do not include the accessories value in the list price amount if you have these separate amounts. If you do not know the split and have only an overall price, you can leave the accessories value blank.

#### *Purchase Price*

This field is for information only and is not used in P11D car benefit calculations.

## Recording Employee Taxable Benefits

You carry out your day-to-day employee taxable benefits recordkeeping by using the *Update Employee Benefits* function. This function allows you to track and maintain employee benefit details for all of your benefit codes. After you enter the employer and employee number, the following screen is displayed:

Opt	Code	Description	From Date	To Date	Car Reg
<input type="checkbox"/>	CAR	Car	1/01/2008	15/01/2008	V124125T
<input type="checkbox"/>	EXPOT	telephone rental	2/02/2004		
<input type="checkbox"/>	LOAN	season ticket loan	1/06/1998	7/07/1999	
<input type="checkbox"/>	LOAN	car loan	6/09/1998	5/09/2001	
<input type="checkbox"/>	OTHER	Private Education	1/02/2004		
<input type="checkbox"/>	OTHEX	Other	1/01/2004		
<input type="checkbox"/>	PAYMT	Domestic Bills	1/01/2004		
<input type="checkbox"/>	RELNQ	Relocation	1/02/2004		
<input type="checkbox"/>	RELOC	Relocation	1/01/2004		
<input type="checkbox"/>	SUBSX	Subs no NI	12/02/2004		
<input type="checkbox"/>	VAN	Company Van	1/08/2007		S125GVT

Figure 9: Update Employee Taxable Benefits screen

The system displays a list of all the existing benefits defined for the employee.

Use F6 to create an employee benefit record.

For existing employee benefit records:

- Use Option 2 to change.
- Use Option 7 to enter Benefit Transactions. See the “Employee Benefit Transactions” section.
- Use Option 8 to display details of the master benefit code.
- Use Option 9 for car details if applicable.

## Creating an Employee Benefit Record

When you use F6 to create an employee benefit record, the following screen is displayed:

Figure 10: Create Employee Taxable Benefit screen

Use this standard benefit screen to enter the basic information about the benefit. This is where you assign a benefit code to an employee. This screen is all that is required for all benefits except cars, vans and loans, which have an additional screen; see below. For example, this screen is where you enter private medical insurance benefit.

### *Benefit Code*

Enter a valid benefit code or use F4 to select from the list of benefit codes.

### *From Date*

Enter the date from which the employee received the benefit. This is a required field.

### *To Date*

Enter the date up to which the employee received or will receive the benefit. This is an optional field. If the benefit is permanent or is likely to go across more than one tax year, such as a private medical plan, you should leave this date blank. The process that calculates the taxable amount for the benefit uses the tax year end date if it finds no *to* date on the record.

For one-off benefits such as relocation expenses, you should enter a *to* date.

### *Benefit Description*

If you press Enter prior to entering a description, the system automatically enters a default description that you entered when you set up the benefit code. You can then change the description, if required, for this employee.

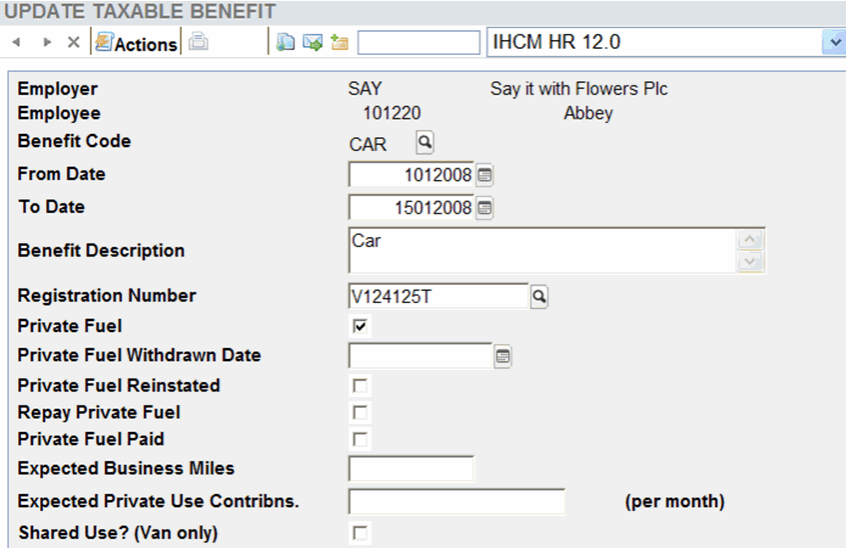
### *Taxable Amount*

If you press Enter prior to entering a taxable amount, the system automatically enters a default taxable amount that you defined for the benefit code. You can then change the taxable amount, if required, for this employee.

For all benefits other than company cars, vans and loans, the above fields complete the employee benefit record, and you can now use F3 to exit and create the record.

### Company Car Benefit Record

For company car, van, and loan benefits, press Enter. The following additional screens are displayed.



UPDATE TAXABLE BENEFIT	
Employer	SAY Say it with Flowers Plc
Employee	101220 Abbey
Benefit Code	CAR
From Date	1012008
To Date	15012008
Benefit Description	Car
Registration Number	V124125T
Private Fuel	<input checked="" type="checkbox"/>
Private Fuel Withdrawn Date	
Private Fuel Reinstated	<input type="checkbox"/>
Repay Private Fuel	<input type="checkbox"/>
Private Fuel Paid	<input type="checkbox"/>
Expected Business Miles	
Expected Private Use Contribns.	(per month)
Shared Use? (Van only)	<input type="checkbox"/>

Figure 11: Create P11D Car/Van Benefit screen

Enter the registration number of the allocated company car, or use F4 to select from the list of company cars.

### *Private Fuel*

Select this field if the company refunds or pays the cost of employee private-use fuel. If this field is selected, the private fuel benefit scale charge is calculated unless the *Repay Private Fuel* and *Private Fuel Paid* fields are also selected.

### *Repay Private Fuel*

Select this field if the employee is required to repay the cost of company funded private-use fuel.

### *Private Fuel Paid*

Select this field to confirm that the employee has repaid the cost of all company funded private-use fuel during the tax year.

### *Expected Business Miles*

If you enter values in these fields they appear in the relevant box on the P46 form. They are optional fields.

### *Shared Use? (Van only)*

Select this field if the employee has had shared use of this van during the tax year. If you select this field, for the P11D substitute report benefit calculations, the system apportions the taxable value of the van among all employees who have been entered with shared van benefit for this particular registration number.

## Employee Loan Benefit Record

UPDATE TAXABLE LOAN BENEFIT		
Employer	SAY	Say it with Flowers Plc
Employee	101220	Abbey
Benefit Code	LOAN	
From Date	100609	
To Date	140710	
Benefit Description	season ticket loan	
Loan Purpose	<input type="radio"/> eligible <input type="radio"/> main residence <input type="radio"/> ineligible <input checked="" type="radio"/> unknown	
Original Amount of Loan	4000.00	
Original Date of Loan	100609	
Opening Balance This Year	100.00	
Closing Balance		
Total Interest Paid		
Amount Written Off		
Currency Code		
MIRAS?	0	
Sort Code		
Account Number		

Figure 12: Update Taxable Load Benefit screen

### *Loan Purpose Code*

Enter a purpose code for the loan. Valid values are:

- |          |  |
|----------|--|
| <b>H</b> | Purchase of man residence or home improvement. |
| <b>E</b> | Loan is eligible for interest relief.          |
| <b>I</b> | Loan is ineligible for interest relief.        |
| <b>X</b> | Unknown purpose for loan.                      |

### *Original Amount of Loan*

Enter the original amount of the loan, even if this is in a prior tax year. This field is informational only.

### *Original Date of Loan*

Enter the original date of the loan. This field is informational only.

### *Opening Balance This Year*

Enter the opening balance at the start of this tax year, that is, the amount then owed by the employee. This amount is printed on the P11D substitute form.

### *Closing Balance*

The value in the *Closing Balance* field is calculated by the system from the opening balance and the loan transactions. This amount is printed on the P11D substitute form.

### *Total Interest Paid*

Enter the total amount of interest paid on the loan this year if applicable. This amount is printed on the P11D substitute form.

### *Amount Written Off*

The value in the *Amount Written Off* field is calculated by the system from the corresponding field on the loan transactions. This amount is printed on the P11D substitute form.

### *Currency Code*

Enter the currency of the loan amount.

---

### MIRAS and Sort Code and Account Number

These fields are for use by bank customers in tracking their employee house loans.

### Updating Employee Benefits from Update Benefit Codes

Another way to access the Update Employee Benefits screen is to select option 8 against the list of existing benefit codes. This displays a list of employees with that benefit.

Opt	Employee	Name	From Date	To Date
<input type="checkbox"/>	100146	Andrews-Boulton, Lindsay Christopher	1/01/2002	
<input type="checkbox"/>	100421	Boult, Robert William	1/01/2002	31/08/2003
<input type="checkbox"/>	100421	Boult, Robert William	1/09/2003	31/10/2003
<input type="checkbox"/>	100421	Boult, Robert William	1/12/2003	31/12/2003
<input type="checkbox"/>	100456	Connolly, Elizabeth	6/04/1999	5/04/2000
<input type="checkbox"/>	100775	Bennett, Harry	1/01/2003	30/05/2003
<input type="checkbox"/>	100793	Hagan, Irene	1/01/2000	
<input type="checkbox"/>	100858	Appleton, Joyce	6/04/2003	
<input type="checkbox"/>	100938	Harris, Sarah Catherine	1/09/2001	31/12/2002
<input type="checkbox"/>	100938	Harris, Sarah Catherine	1/01/2003	
<input type="checkbox"/>	100953	Alcott, Thomas	1/06/1999	
<input type="checkbox"/>	100954	Baptise, Enid	1/01/2001	

Figure 13: Update Benefit Employees screen

From this screen you can update the employee benefit or update its transaction records.

## Employee Benefit Transactions

### What Are Employee Benefit Transactions?

You use Employee Benefit transactions to keep track of additional details or history relating to each employee benefit.

The main types of transactions are:

- Business mileages claimed
- Private use contributions for company cars
- Capital contributions for company cars
- Loan repayments
- Amounts written off or waived from loans
- Contributions towards other benefits ('amounts made good')

### How to Enter/Update Benefit Transactions

You access employee benefit transactions by selecting Option 7 =**Mileages/Payments/Write-offs** against an existing employee benefit record.

The system displays a list of all existing transactions for that benefit.

The format of the list is dependent on the type of benefit you select.

### Car Benefit Transactions

If you select Option 7 against a company car benefit record, the Update Mileages and Payments screen is displayed:

From Date	To Date	Tax Mileage	Business Mileage	Paid Date	Private Use Payments	Capital Contribution
10/01/2008	10/01/2008	0	0		.00	1575.00
15/01/2008	15/01/2008	0	0		415.00	.00

Figure 14: Update Mileages and Payments screen



This screen lists all of the existing benefit transactions for this employee's company car benefit.

To update an existing record, use Option 2.

To display the description of the transactions, press F21.

The list shows the three types of company car benefit transactions:

- Private use payments
- Capital contributions
- Business mileages

To create a new benefit transaction, use F6. The following screen is displayed:

UPDATE MILEAGES AND PAYMENTS ADD MILEAGES/CONTRIBUTIONS	
Employer	SAY Say it with Flowers Plc
Employee	101220 Abbey
Benefit Code	CAR Car
Registration Number	V124125T
From Date	<input type="text"/>
To Date	<input type="text"/>
Tax Business Mileage	<input type="text"/>
Business Miles Reimbursed	<input type="text"/>
Private Mileage	<input type="text"/>
Expense Claim Date	<input type="text"/>
Paid Date	<input type="text"/>
Capital Contributions	<input type="text"/>
Private Use Payments	<input type="text"/>
Transaction Description	<input type="text"/>

Figure 15: Update Mileages and Payments Add Mileages/Contributions screen

#### *From Date and To Date*

These dates are required. How you enter the dates depends on the type of transaction you are entering. For example, in the case of a capital contribution, you should enter the tax year beginning and ending dates.

If you are using expense claims as the input document for business mileages, you may want to use the expense claim period as the *from* and *to* dates. In this way, you can keep track of business mileage expenses on separate transaction records. Similarly, you can record private use contributions on separate records for each month, or you could consolidate into one annual contribution record. See the Extract Payroll Contributions" section.

### *Tax Business Mileage*

Enter the number of business miles driven.

### *Business Miles Reimbursed*

You can use this field to record the number of business miles claimed by the employee. This may be different to the tax business miles allowable. This field is informational only.

### *Private Mileage*

Use this field to record any private mileage. This is an optional field and is not used in any calculation.

### *Expense Claim Date and Paid Date*

These are optional fields used for information only.

### *Capital Contributions*

Enter the amount of any capital contributions the employee makes towards the cost of the company car. Any amount you enter here is used to reduce the taxable value of the car.

### *Private Use Payments*

Enter the amount of any private use contributions the employee makes towards the cost of the company car. Any amount you enter here is used to reduce the benefit value of the car.

**Note:** If you are using Infinium PY to deduct employees private use contributions, then instead of keying these records, you can request the system to extract and load the private use contributions in as benefit transactions. Refer to the “Extract Payroll Contributions” section for more information.

## Loan Benefit Transactions

If you select Option 7 against a loan benefit record, the following screen is displayed:

---

Opt	From Date	To Date	Amount Waived	Amount Repaid
<input type="checkbox"/>	6/04/1999	5/04/2000	.00	1000.00
<input type="checkbox"/>	10/01/2001	10/01/2001	.00	1575.00

Figure 16: Update Employee Contributions screen

This screen displays all existing loan transactions for this employee's loan benefit.

Use Option 2 to update an existing record.

Use F6 to create a new record. The following screen is displayed:

**Employer** SAY Say it with Flowers Plc  
**Employee** 101220 Abbey  
**Benefit Code** LOAN car loan  
**From Date**   
**To Date**   
**Amount Waived/Written Off**   
**Amount Repaid**   
**Transaction Description**

Figure 17: Enter Employee Contributions screen

#### *From Date and To Date*

Enter the *from* and *to* dates as appropriate.

#### *Amount Waived/Written Off*

Enter any loan amount or portion of the loan amount that is waived or written off by the company. The total of this field on all transactions for this loan is used to update the corresponding field on the employee loan benefit record.

**Note:** It is the total amount waived field on the employee main loan benefit record that is used to report on the P11D.

### *Amount Repaid*

Use this field to record any loan repayment amounts by the employee. The total of this field on all transactions for this loan is used by the system to calculate the closing balance field on the employee loan record.

**Note:** If you are using Infinium PY to deduct the employee's loan repayments, instead of keying these transaction records, you can request the system to extract and load the repayments in as benefit transactions. Refer to the "Extract Payroll Contributions" section for more information.

---

# Extract Payroll Contributions

If you are using Infinium PY to collect employee contributions to benefits, for example for private use contributions towards company cars, or loan repayments, you can use the function *Extract Payroll Contributions* to extract these amounts from payroll deduction history and loaded them in as benefit transaction records.

This is a batch function which displays the following selection screen.

The screenshot shows a software window titled "EXTRACT PAYROLL CONTRIBUTIONS" from the "IHCM Payroll Release 12.0.2" application. The window contains a form with the instruction "Type selections, press Enter." Below this, there are five input fields: "Employer" (containing "SAY" with a search icon), "Benefit Code", "Deduction Code", "From Date", and "To Date". To the right of the "Employer" field, the text "Say it with Flowers Plc" is displayed. The "From Date" and "To Date" fields have calendar icons next to them.

Figure 18: Extract Payroll Contributions screen

## *Benefit Code*

Enter the benefit code for which the benefit transaction records should be created.

## *Deduction Code*

Enter the deduction code in Infinium PY that is used to collect the employee contributions. The system checks if the deduction code entered matches the deduction code set up for that benefit code with Benefits Administration in Infinium HR. If not, a warning message is shown. You can override the warning message.

## *From Date and To Date*

Enter the period for which you want to extract the deduction amounts. This can be for the period covered by the tax year but does not have to be. For example, you can choose to run this extract function each month.

The function summarises all contributions found during the selected period into one transaction record per employee. So for example, if the employee has 12 monthly deductions of £50 and during the selected tax year period, then a transaction with £600 contribution is created.

If the benefit selected is a company car benefit, the transactions are created as private use contributions. If the selected benefit is a loan benefit, loan repayment transactions are created. Other benefits, for example deduction contributions to private medical insurance, are created as standard contribution transaction records.

This function produces a report listing the transactions and amounts created.

If an employee has more than one benefit record with the same code, the transactions are linked to the first benefit record.

**Important:** If you re-run this function by using the same benefit code and *from* and *to* dates, the system updates the amounts on the benefit transaction records. It does not create new transaction records. This safeguards against the function being run again accidentally. However, this also means that if you re-run the function with the same benefit code and *from* and *to* dates but with a different deduction code, the existing transaction values are overwritten with the amounts from this new deduction code.

If you do need to extract history records from more than one deduction code to create transactions into the same benefit code, for example if you have two separate deduction codes in payroll for private use contributions, each used to collect a different component, then to do this you must change either the *from* date or the *to* date when you run the function for the second deduction. In other words, the benefit code *from* date and *to* date are used as the key to the record. For example, by making the *to* date one day earlier, you can create the additional transactions and still be able to include the required payroll dates.

---

# Benefit Calculations and Reporting

The system performs the calculation of employee benefit values when you run the *P11D Substitute report* function.

This is a batch function that produces a report listing out the values of the various benefits calculated for each employee and, optionally, can create a file on the System i that contains this data.

The following screen is displayed:

The screenshot shows a window titled "PRINT P11D SUBSTITUTE REPORT" from "IHCM Payroll Release 12.0.2". The window contains a form with the following fields and values:

Employer	SAY	Say it with Flowers Plc
Employee	101220	
Director	<input type="checkbox"/> Check for Yes	
Previous Tax Year End Date	05042009	
Current Tax Year End Date	5042010	
Official Rate of Interest	5.5	(nn.nn)
Update P11D Reporting Files?	<input checked="" type="checkbox"/>	
Create Loan History?	<input type="checkbox"/>	

Figure 19: Print P11D Substitute Report screen

Enter an employer and employee number to produce the report for a specific employee, or leave the employee number blank to include all employees.

The report prints only employees with at least one taxable benefit value.

### *Director*

Specify yes if the entered employee number is a director. This appears on the P11D report.

### *Previous Tax Year End Date and Current Tax Year End Date*

Ensure that you enter the year-end dates such as 05/04/xx and not beginning dates.

### *Update P11D Reporting Files?*

Select this field if you also want the system to output the benefit details and calculated benefit values as records to a physical file on the System i. You can then use this file to export the benefit data into a PC spreadsheet

program via PC Support/Client Access or other similar data transfer utility. This enables you to reformat the data within your spreadsheet package and produce your own reports. Refer to the “Exporting to a PC Spreadsheet Package” section for details.

**Note:** One standard report, The P11D Car Benefits Report, is provided over this physical file. This means that to be able to use this report you must first have run this function with this field set to ‘1’.

#### *Create Loan History?*

If you select this field, the system updates the employee’s loan records so that the *to* date is set to the tax year ending date, and the closing balance and amount repaid are recalculated from the corresponding amounts on the loan transactions. The system then creates new loan benefit records for those employees with the *from* date set to the beginning date of the new tax year and with the opening balance of the loan set to the closing balance from the previous record.

### The P11D Substitute Report

The report simulates the manual P11D form. The report produces two pages per employee. If the employee has use of more than two cars, additional pages are printed.

### Car Benefit Calculations

For each employee company car benefit record, the system totals the list price and the accessories cost for the car and applies the prevailing percentage from the company car tax table to obtain the gross benefit value. If an employee has more than one car during the tax year, these are each calculated and reported for the employee separately.

If the *from* and *to* dates of the benefit are less than the full tax year, then the benefit value is prorated on a per-day-of-use basis.

The system includes on the P11D form only the required information for company car benefit.

The detailed step-by-step breakdown of the car benefit calculations is printed on a separate report. This report is designed to be given to employees to show how the taxable value is calculated.

---



## Van Benefit Calculation

If an employee has sole use of a company van, the system uses the taxable benefit amount on the van benefit and prorates this value if the use is for less than a full year.

If an employee has shared use of a company van, this must be indicated on the employee's van benefit record by selecting the *Shared Use? (Van only)* field.

In cases of shared use of the same van, the system counts the number of employees recorded with shared use and apportions the taxable amount entered on the van benefit record among each employee.

## Other Benefit Calculations

The other main calculation that occurs is the proration of employee benefit taxable amounts based on actual period of use where this is less than the full tax year, for example new employees or leavers.

The system performs this proration only if the *Prorate Part Year?* field on the benefit code record is selected.

---

## Link with Benefits Administration in Infinium HR

The P11D Administration module is designed to support taxable benefits and the reporting requirements for P11D returns. This means that you should enter only benefits in the P11D module that are tax reportable.

If you are using the Benefits Administration module within Infinium HR to keep track of all benefits, both taxable and non-taxable, the system automatically links its maintenance screens with the P11D Maintenance screens, if you use the same code values for the P11D benefit codes and the PE benefit plans.

For example, if you set up a private medical insurance plan in PE Benefits Admin with a benefit plan code of PPP01. If you also set up a P11D benefit code of PPP01, then immediately after you enter or update or delete an employee enrollment screen in Benefits Admin, you are presented with the create or update or delete employee benefit screen in P11D. It does not matter what benefit ID code you set up your PE benefit plan under. The Benefit ID does not have to correspond to the P11D type code.

You can also access the P11D employee benefits list via F15 from the list of employee enrollments.

---

## Exporting to a PC Spreadsheet Package

One of the selection options when you run the *P11D Substitute Report* function is to output the benefit details and calculated benefit values as records to a physical file on the System i.

You can then use this file to export the benefit data into a PC spreadsheet program via PC Support/Client Access or other similar data transfer utility. This enables you to reformat the data within your spreadsheet package and produce your own reports.

When you use this Update P11D Reporting Files? option, the system writes records to two separate files. One file is used for car benefit details only and the other file is for all other types of benefits. The system does not create new files each time you run the function, it just adds or updates records to the existing files.

### Car Benefit Details File - PYPP1

The Car Benefits details file is called PYPP1 and contains one record per car used per employee per period. The key to this file is tax year ending date, employer, employee and car registration number. This means if you rerun the function, the data in these records is updated.

Although this file is designed to be used for transfer to a PC, there is one standard report provided that uses this file, the *Print P11D Car Benefits Report*.

The employee's NI number and complete name and cheque name are added to the file for convenience.

The PYPP1 record layout is included at the end of this section.

### Other Benefit Details File - PYPP2

The Other Benefit Details file is called PYPP2 and contains one record per employee per period. The key to this file is tax year ending date, employer, and employee number. This means if you rerun the function, the data in these records is updated.

The employee's NI number and complete name and cheque name are added to the file for convenience.

---

The PYPP2 record layout is included at the end of this section.

## PYPP1 Car Benefits - Record Layout

Field Name	Starting position	Length	Digits	Decimals	Description
P1ER	1	3		0	EMPLOYER
P1EN	4	9		0	EMPLOYEE
P1REG	13	12		0	CAR REGISTRATION NO.
P1NI	25	11		0	NI NUMBER
P1CNM	36	39		0	COMPLETE NAME
P1CKNM	75	39		0	CHEQUE NAME
P1TAXH	114	6	6	0	TAX YEAR END- HYF
P1TAXE	120	10		0	TAX YEAR ENDING
P1FDTH	130	6	6	0	FROM DATE (HYF)
P1FDTE	136	10		0	FROM DATE
P1FDT8	146	5	8	0	FROM DATE
P1TDTH	151	6	6	0	TO DATE (HYF)
P1TDTE	157	10		0	TO DATE
P1TDT8	167	5	8	0	TO DATE
P1MAN1	172	20		0	MANUFACTURER
P1RD1H	192	6	6	0	REG. DATE (HYF)
P1RD1E	198	10		0	REG. DATE
P1RD18	208	5	8	0	REG. DATE
P1MIL1	213	4	6	0	BUSINESS MILEAGE
P1AMIL	217	4	6	0	ANNUALISED MILEAGE
P1AMN1	221	5	8	2	EMPLOYEE CONTRIBUTION
P1AMG1	226	5	9	2	CAR LIST PRICE
P1AVL1	231	5	9	2	ACCESSORIES VALUE
P1CC1	236	4	7	0	CAPITAL CONTRIBUTIONS
P1FPU1	240	1		0	PRIVATE FUEL?

Field Name	Starting position	Length	Digits	Decimals	Description
P1RMG1	241	1		0	REPAY PRIVATE?
P1RMC1	242	1		0	REPAID PRIVATE?
P1FTP1	243	1		0	FUEL TYPE
P1ENG1	244	4	4	0	ENGINE CAPACITY CC
P1CBN1	248	4	7	2	CAR BENEFIT AMOUNT
P1FBN1	252	4	7	2	FUEL BENEFIT
P1SEQ	256	2	2	0	SEQUENCE NUMBER
P1BENP	258	4	4	2	% OF VALUE
P1BEN1	261	4	9	2	1 <sup>ST</sup> BENEFIT AMOUNT
P1MILP	266	3	4	2	MILEAGE REDUCTION %
P1MILR	269	5	9	2	MILEAGE REDUCTION
P1BEN2	274	5	9	2	2 <sup>nd</sup> BENEFIT AMOUNT
P1AGEP	279	4	4	2	AGE REDUCTION %
P1AGER	282	5	9	2	AGE REDUCTION
P1BEN3	287	5	9	2	3 <sup>rd</sup> BENEFIT AMOUNT
P1DAYN	292	2	3	0	DAYS UNAVAILABLE
P1BEN4	294	6	9	2	4 <sup>th</sup> BENEFIT AMOUNT
P1FW1H	299	6		0	FUEL WITHDRAWN DATE (HYF)
P1FW1E	305	10			FUEL WITHDRAWN DATE
P1FW18	315	8		0	FUEL WITHDRAWN DATE
P1FLRE	320	1			FUEL REINSTATED
P1CO2	321	4		0	CO2 emissions

## PYPP2 General Benefits - Record Layout

Field Name	From	To	Length	Decimals	Description
P2TAXH	1	6	6	0	TAX YEAR END- HYF
P2TAXE	7	16	10		TAX YEAR ENDING

Field Name	From	To	Length	Decimals	Description
P2ER	17	19	3		EMPLOYER
P2EN	20	28	9		EMPLOYEE NUMBER
P2FDTH	29	34	6	0	FROM DATE (HYF)
P2FDTE	35	44	10		FROM DATE
P2FDT8	45	49	8	0	FROM DATE
P2TDTH	50	55	6	0	TO DATE (HYF)
P2TDTE	56	65	10		TO DATE
P2TDT8	66	70	8	0	TO DATE
P2LFT1	71	71	1		LOAN FOR TRADE?
P2LFT2	72	72	1		LOAN FOR TRADE?
P2LFT3	73	73	1		LOAN FOR TRADE?
P2LER1	74	74	1		ELIG. FOR RELIEF
P2LER2	75	75	1		ELIG. FOR RELIEF
P2LER3	76	76	1		ELIG. FOR RELIEF
P2NAB1	77	77	1		NOT A OR B
P2NAB2	78	78	1		NOT A OR B
P2NAB3	79	79	1		NOT A OR B
P2RLC1	80	80	1		RELOCATION?
P2RLC2	81	81	1		RELOCATION?
P2RLC3	82	82	1		RELOCATION?
P2MIR1	83	83	1		MIRAS?
P2MIR2	84	84	1		MIRAS?
P2MIR3	85	85	1		MIRAS?
P2AMS1	86	92	13	2	AMOUNT AT START
P2AMS2	93	99	13	2	AMOUNT AT START
P2AMS3	100	106	13	2	AMOUNT AT START
P2AME1	107	113	13	2	AMOUNT AT END
P2AME2	114	120	13	2	AMOUNT AT END
P2AME3	121	127	13	2	AMOUNT AT END

Field Name	From	To	Length	Decimals	Description
P2AMO1	128	134	13	2	AMOUNT OUTSTANDING
P2AMO2	135	141	13	2	AMOUNT OUTSTANDING
P2AMO3	142	148	13	2	AMOUNT OUTSTANDING
P2INT1	149	155	13	2	INTEREST PAID
P2INT2	156	162	13	2	INTEREST PAID
P2INT3	163	169	13	2	INTEREST PAID
P2DD1H	170	176	6	0	DATE DISCHARGED (HYF)
P2DD1E	176	185	10		DATE DISCHARGED
P2DD18	186	190	8	0	DATE DISCHARGED
P2DD2H	191	196	6	0	DATE DISCHARGED (HYF)
P2DD2E	197	206	10		DATE DISCHARGED
P2DD28	207	211	8	0	DATE DISCHARGED
P2DD3H	212	217	6	0	DATE DISCHARGED (HYF)
P2DD3E	218	227	10	+	DATE DISCHARGED
P2DD38	228	232	8	0	DATE DISCHARGED
P2DM1H	233	238	6	0	DATE MADE (HYF)
P2DM1E	239	248	10		DATE MADE
P2DM18	249	253	8	0	DATE MADE
P2DM2H	254	259	6	0	DATE MADE (HYF)
P2DM2E	260	269	10		DATE MADE
P2DM28	270	274	8	0	DATE MADE
P2DM3H	275	280	6	0	DATE MADE (HYF)
P2DM3E	281	290	10		DATE MADE
P2DM38	291	295	8	0	DATE MADE
P2AMW1	296	302	13	2	AMOUNT WAIVED
P2AMW2	303	309	13	2	AMOUNT WAIVED
P2AMW3	310	316	13	2	AMOUNT WAIVED
P2RLC	317	323	13	2	RELOCATION PAYMENTS
P2OE05	324	330	13	2	PRIVATE MEDICAL

Field Name	From	To	Length	Decimals	Description
P2AG05	331	337	13	2	MADE GOOD
P2OE06	338	334	13	2	CAR ALLOWANCE
P2AG06	345	351	13	2	MADE GOOD
P2OE07	352	358	13	2	GENERAL EXPENSE
P2AG07	359	365	13	2	MADE GOOD
P2OE08	366	372	13	2	TRAVEL EXPENSE
P2AG08	373	379	13	2	MADE GOOD
P2OE09	380	386	13	2	OTHER EXPENSE 09
P2AG09	387	393	13	2	MADE GOOD 09
P2OE10	394	400	13	2	ENTERTAINMENT
P2AG10	401	407	13	2	MADE GOOD
P2OE11	408	414	13	2	TELEPHONE RENTAL
P2AG11	415	421	13	2	MADE GOOD
P2OE12	422	428	13	2	TELEPHONE CALLS
P2AG12	429	435	13	+	MADE GOOD
P2PFPU	436	436	1		PRIVATE CALLS
P2NAPP	437	438	2	0	NOT USED
P2OE13	439	445	13	2	SUBSCRIPTIONS – CLASS 1A
P2AG13	446	452	13	2	MADE GOOD
P2OE14	453	459	13	2	GOODS/SERVICES
P2AG14	460	466	13	2	MADE GOOD
P2OE15	467	473	13	2	VOUCHERS
P2AG15	474	480	13	2	MADE GOOD
P2OE16	481	487	13	2	ASSETS GIVEN
P2AG16	488	494	13	2	MADE GOOD
P2OE17	495	501	13	2	SUBSCRIPTIONS – NON CLASS 1A
P2AG17	502	508	13	2	MADE GOOD
P2OE18	509	515	13	2	EDUCATION
P2AG18	516	522	13	2	MADE GOOD



Field Name	From	To	Length	Decimals	Description
P2OE19	523	529	13	2	ACCOMMODATION
P2AG19	530	536	13	2	MADE GOOD
P2OE20	537	543	13	2	RELOCATION NQ
P2AG20	544	550	13	2	MADE GOOD
P2OE21	551	557	13	2	INCOME TAX PAID
P2AG21	558	564	13	2	MADE GOOD
P2OE22	565	571	13	2	CHAUFFEUR
P2AG22	572	578	13	2	MADE GOOD
P2OE23	579	585	13	2	TAX ON NOTIONAL
P2AG23	586	592	13	2	MADE GOOD
P2OE24	593	599	13	2	OTHER EXPENSE – NON CLASS 1A
P2AG24	600	606	13	2	MADE GOOD
P2OE25	607	613	13	2	OTHER EXPENSE – CLASS 1A NI
P2AG25	614	620	13	2	MADE GOOD
P2OE26	621	627	13	2	ASSETS AT DISPOSAL
P2AG26	638	634	13	2	MADE GOOD
P2OE27	635	641	13	2	PAYMENTS MADE ON BEHALF OF
P2AG27	642	648	13	2	MADE GOOD
P2OE28	649	655	13	2	NOT USED
P2AG28	656	662	13	2	NOT USED
P2OE29	663	669	13	2	SHARES
P2AG29	670	676	13	2	MADE GOOD
P2OE30	677	683	13	2	NURSING
P2AG30	684	690	13	2	MADE GOOD
P2OETT	691	697	13	2	OTHER EXPENSE TOTAL
P2AGTT	698	704	13	2	MADE GOOD TOTAL
P2TOTC	705	711	13	2	TOTAL CAR BENEFIT
P2TOTF	712	718	13	2	TOTAL FUEL BENEFIT
P2NI	719	729	11		NI NUMBER

Field Name	From	To	Length	Decimals	Description
P2CNM	730	768	39		NAME
P2CKNM	769	807	39	+	NAME
P2LNC1	808	814	13	2	LOAN BENEFIT CHARGE
P2LNC2	815	821	13	2	LOAN BENEFIT CHARGE
P2LNC3	822	828	13	2	LOAN BENEFIT CHARGE
P2OE16A	829	833	9	2	ASSETS GIVEN
P2OE16B	834	838	9	2	ASSETS GIVEN
P2OE16C	839	843	9	2	ASSETS GIVEN
P2OE16D	844	848	9	2	ASSETS GIVEN
P2OE16E	849	853	9	2	ASSETS GIVEN
P2AG16A	854	858	9	2	MADE GOOD
P2AG16B	859	863	9	2	MADE GOOD
P2AG16C	864	868	9	2	MADE GOOD
P2AG16D	869	873	9	2	MADE GOOD
P2AG16E	874	878	9	2	MADE GOOD
P2AD16A	879	908	30		ASSET DESCRIPTION
P2AD16B	909	938	30	+	ASSET DESCRIPTION
P2AD16C	939	968	30		ASSET DESCRIPTION
P2AD16D	969	998	30		ASSET DESCRIPTION
P2AD16E	999	1028	30		ASSET DESCRIPTION
P2OE27A	1029	1033	9	2	PAYMENT MADE ON BEHALF OF
P2OE27B	1034	1038	9	2	PAYMENT MADE ON BEHALF OF
P2OE27C	1039	1043	9	2	PAYMENT MADE ON BEHALF OF
P2OE27D	1044	1048	9	2	PAYMENT MADE ON BEHALF OF
P2OE27E	1049	1053	9	2	PAYMENT MADE ON BEHALF OF
P2OE27F	1054	1058	9	2	PAYMENT MADE ON BEHALF OF
P2OE27G	1059	1063	9	2	PAYMENT MADE ON BEHALF OF
P2OE27H	1064	1068	9	2	PAYMENT MADE ON BEHALF OF
P2PD27A	1069	1098	30		PAYMENT DESCRIPTION

Field Name	From	To	Length	Decimals	Description
P2PD27B	1099	1128	30		PAYMENT DESCRIPTION
P2PD27C	1129	1158	30		PAYMENT DESCRIPTION
P2PD27D	1159	1188	30	+	PAYMENT DESCRIPTION
P2PD27E	1189	1218	30		PAYMENT DESCRIPTION
P2PD27F	1219	1248	30		PAYMENT DESCRIPTION
P2PD27G	1249	1278	30		PAYMENT DESCRIPTION
P2PD27H	1279	1308	30		PAYMENT DESCRIPTION
P2OE26A	1309	1313	9	2	ASSETS AT DISPOSAL OF
P2OE26B	1314	1318	9	2	ASSETS AT DISPOSAL OF
P2OE26C	1319	1323	9	2	ASSETS AT DISPOSAL OF
P2OE26D	1324	1328	9	2	ASSETS AT DISPOSAL OF
P2OE26E	1329	1333	9	2	ASSETS AT DISPOSAL OF
P2OE26F	1334	1338	9	2	ASSETS AT DISPOSAL OF
P2OE26G	1339	1343	9	2	ASSETS AT DISPOSAL OF
P2AG26A	1344	1348	9	2	MADE GOOD
P2AG26B	1349	1353	9	2	MADE GOOD
P2AG26C	1354	1358	9	2	MADE GOOD
P2AG26D	1359	1363	9	+	MADE GOOD
P2AG26E	1364	1368	9	2	MADE GOOD
P2AG26F	1369	1373	9	2	MADE GOOD
P2AG26G	1374	1378	9	2	MADE GOOD
P2AD26A	1379	1408	30		ASSET DESCRIPTION
P2AD26B	1409	1438	30		ASSET DESCRIPTION
P2AD26C	1439	1468	30		ASSET DESCRIPTION
P2AD26D	1469	1498	30		ASSET DESCRIPTION
P2AD26E	1499	1528	30		ASSET DESCRIPTION
P2AD26F	1529	1558	30		ASSET DESCRIPTION
P2AD26G	1559	1588	30		ASSET DESCRIPTION
P2OE24A	1589	1593	9	2	OTHER – NON CLASS 1A NIC

Field Name	From	To	Length	Decimals	Description
P2OE24B	1594	1598	9	2	OTHER – NON CLASS 1A NIC
P2OE24C	1599	1603	9	2	OTHER – NON CLASS 1A NIC
P2OE24D	1604	1608	9	2	OTHER – NON CLASS 1A NIC
P2OE24E	1609	1613	9	2	OTHER – NON CLASS 1A NIC
P2OE24F	1614	1618	9	2	OTHER – NON CLASS 1A NIC
P2OE24G	1619	1623	9	2	OTHER – NON CLASS 1A NIC
P2OE24H	1624	1628	9	2	OTHER – NON CLASS 1A NIC
P2AG24A	1629	1633	9	2	MADE GOOD
P2AG24B	1634	1638	9	2	MADE GOOD
P2AG24C	1639	1643	9	2	MADE GOOD
P2AG24D	1644	1648	9	2	MADE GOOD
P2AG24E	1649	1653	9	2	MADE GOOD
P2AG24F	1654	1658	9	2	MADE GOOD
P2AG24G	1659	1663	9	2	MADE GOOD
P2AG24H	1664	1668	9	2	MADE GOOD
P2AD24A	1669	1702	34		DESCRIPTION OF OTHER
P2AD24B	1703	1736	34		DESCRIPTION OF OTHER
P2AD24C	1737	1770	34		DESCRIPTION OF OTHER
P2AD24D	1771	1804	34		DESCRIPTION OF OTHER
P2AD24E	1805	1838	34		DESCRIPTION OF OTHER
P2AD24F	1839	1872	34		DESCRIPTION OF OTHER
P2AD24G	1873	1906	34		DESCRIPTION OF OTHER
P2AD24H	1907	1940	34		DESCRIPTION OF OTHER
P2OE25A	1941	1945	9	2	OTHER – CLASS 1A NIC
P2OE25B	1946	1950	9	2	OTHER – CLASS 1A NIC
P2OE25C	1951	1955	9	2	OTHER – CLASS 1A NIC
P2OE25D	1956	1960	9	2	OTHER – CLASS 1A NIC
P2OE25E	1961	1965	9	2	OTHER – CLASS 1A NIC
P2OE25F	1966	1970	9	2	OTHER – CLASS 1A NIC

Field Name	From	To	Length	Decimals	Description
P2OE25G	1971	1975	9	2	OTHER – CLASS 1A NIC
P2AG25A	1976	1980	9	2	MADE GOOD
P2AG25B	1981	1985	9	2	MADE GOOD
P2AG25C	1986	1990	9	2	MADE GOOD
P2AG25D	1991	1995	9	2	MADE GOOD
P2AG25E	1996	2000	9	2	MADE GOOD
P2AG25F	2001	2005	9	2	MADE GOOD
P2AG25G	2006	2010	9	2	MADE GOOD
P2AD25A	2011	2044	34		DESCRIPTION OF OTHER
P2AD25B	2045	2078	34		DESCRIPTION OF OTHER
P2AD25C	2079	2112	34		DESCRIPTION OF OTHER
P2AD25D	2113	2146	34		DESCRIPTION OF OTHER
P2AD25E	2147	2180	34		DESCRIPTION OF OTHER
P2AD25F	2181	2214	34		DESCRIPTION OF OTHER
P2AD25G	2215	2248	34		DESCRIPTION OF OTHER
P2OE31	2249	2253	9	2	OTHER EXPENSES
P2AG31	2254	2258	9	2	MADE GOOD
P2AD31	2259	2288	30		OTHER EXPENSES DESCRIPTION

## Creating an EDI File for P11D

Use the *Create P11D Tape Extract File* function to create an EDI file of your P11D return.

Before you can use this function you must first create the P11D reporting files for the required tax year end date. These are the P11D reporting files that are created when you run the *P11D Substitute Report* function with the *Update P11D Reporting files?* option selected.

The screenshot shows a software window titled "CREATE P11D TAPE EXTRACT FILE" from "IHCM Payroll Release 12.0.2". The window contains a form with the following fields and options:

- Employer:** Text input field containing "SAY" with a search icon. To the right, the text "Say it with Flowers Plc" is displayed.
- Tax Year End Date:** Text input field containing "5042009" with a calendar icon.
- Tax Office Name:** Empty text input field.
- Submitter Reference Number:** Empty text input field.
- Create EDI P11D Return (GFF):** A checkbox with a legend "(0=No, 1=Yes)".
- Send EDI P11D Return:** A checkbox with a legend "(0=No, 1=Yes)".
- HMRC Test Submission:** A checkbox with a legend "(0=No, 1=Yes)".

Figure 20: Create P11D Tape Extract File screen

### *Tax Year End Date*

Specify the tax year ending date for the P11D file.

### *Tax Office Name*

Specify the name of the employer's HMRC tax office.

### *Submitter Reference Number*

Specify the P11D submitter reference number provided by HMRC for your employer.

### *Create EDI P11D Return (GFF)*

Specify yes to create an EDI file of the P11D return in Generic Flat File (GFF) format.

If you use EDI Connect, the file is created as file PYPP11D in your EDI library.

If you do not use EDI Connect, the EDI GFF records are output to the PYPED file.

*Send EDI P11D Return*

Specify yes to transmit the EDI P11D file to HMRC. You can use this option only if you have EDI Connect installed.

*HMRC Test Transmission*

Specify yes if this is a test transmission to HMRC.

Specify no if this is a live data transmission.

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## Other Reports

The system provides the following standard reports:

### Print Employee Benefits (by employee)

You can request a report of all benefits for a specific employee or leave the employee number blank and select all employees in a part of your organisation.

### Print Employee Benefits by Benefit

Use this report to list by benefit code, all employees with that benefit. You can select a specific benefit code or benefit type or leave blank to include codes or types.

### Print Employee Transactions by Benefit

Use this report to list employee benefit transactions, in benefit code order. You can select a specific benefit code or leave blank for all.

### Print Employee Transactions by Level

Use this report to list employee transactions within a selected part of your organizations or for a specific employee.

### Print Car Details

This report prints details of your company cars and vans. You can select to include details of employee use of each vehicle.

### Print Benefit Codes

This report prints details of all the benefit codes you set up. You can select a specific benefit code or P11D type or leave blank to include all.

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## P11D Car Benefit Details

This report lists all of the car benefit data that is calculated when you run the P11D Substitute report. You must have run this with the *Update P11D reporting files?* field selected.

## Class 1A NI Contributions

The report also calculates and prints the Class 1A NIC employer's contributions due on the employee car benefit amount.

You can run the report for a specific employee or leave blank and select to print all employees within part of your organization.

You must enter a tax year end date.

This report uses the PYPP2 car benefit file so you can use this report to preview the data prior to exporting to a PC spreadsheet.

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## Notes