



End of 2023-24

ABC Payroll Start of 2024-25

The new Payroll 2024-25 can be downloaded from our website:

www.abc6.co.uk
>Products & Services >Payroll
 A PIN is required, supplied by ABC Software after purchase of the Payroll 2024-25.

Instructions

1. Run the 2024-25 Install at any time. (You only need do this once, even if you have several payrolls in ABC).
2. After installing you should now see two separate ABC Payroll icons on your Windows desktop, old Payroll 23-24, and new 24-25.

End of Year 5th April

The 2023-24 PAYE year ends on 5th April 2024.

- **Week 53.**
Monthly paid staff **never** have a week 53. Weekly paid staff only have Week 53 if the normal pay day falls on 4 or 5 April. Otherwise no Week 53.
- **Final FPS of the year.**
You must tell HMRC when you have finished the last PayRun of the year by ticking the "Final FPS" box before sending the FPS. Also send a final EPS (between 20th March and 19th April.)

Starting the 2024-25 PAYE year

The new PAYE year starts on 6th April 2024. Before you can use the ABC 2024-25 payroll for the first time you must use the YEAR START function.

Payroll Menu > UTILITIES > YEAR START

Normally you would tick the box to import (copy) the employee details from last year's payroll.

(If you have several companies, you need to do the Year Start separately for each company).

Now is a good time to check and edit Employee Records if necessary, eg. Tax Codes, Holidays.

- ABC retains last year's payroll for 12 months. This allows you to start using the new Payroll from 6th April, while still being able to print paperwork for last year by going into the old Payroll

PAYE in 2024-25

- National Insurance Contributions changed as announced in the March Budget, Standard Rate N.I. reduced to 8%.
- There are no general Tax Code uplifts this year. Emergency Tax Code: 1257L
- Statutory payments have all increased -- to 184.03 per week.
- Student Loan thresholds and percentages remain the same.
- Scottish Student Loans are entered as type 4.
- Scottish tax bands have changed.
- Freeport Employees - ABC does not handle these (yet), but ask if you need it.
- The Payroll Manual 2021 is still valid for user instruction
- Most banks allow you to send them a list of BACS payments to employees using the Bank Link format. ABC now offers this as the default.
- Workplace Pensions. ABC can calculate and record pension contributions for employee and employer. You can create a summary pension file to email to you pension provider.

- **Directors**

On a director's employee record card we recommend you tick the box to say treat them as a normal employee for NI. This is approved by HMRC and it evens out the director's NIC through the year. In January ABC will automatically ignore this tick box, and recalculate their NI as a director (ie. for the whole year).

- ABC stores all payslips throughout the year so you can review and reprint past weeks.

- **Sending RTI.**

After completing a PayRun you should immediately send the FPS to HMRC website. However if this is not possible you can send FPS later -- as soon as you can. There is a box for LATE SUBMIT REASON.

The G-Reasonable Excuse might include internet or computer problems.

ABC will check your RTI data and not allow you to send it until it passes HMRC checks. However ABC cannot detect errors like names misspelt or wrong date of birth.

ABC stores all RTI submissions and replies so you can review these if required.

- **Employment Allowance**

Employment Allowance remains at £5000 this year. This must be claimed again each year.
in ABC go to:

Utilities > RTI Utilities.

- Click the CHANGE button and then tick box to claim the Employment Allowance for this year. Then send the EPS. (This option could also be used to Cancel the claim if you need to).

If you (optionally) post Payroll totals to ABC6 Accounts and have the Employment Allowance, you can select which Heading in ABC Accounts to post the Allowance to (eg create a Heading of 4195).

- **AUTO UPDATES**

There are usually changes required during the year so it is important to keep updated. Each time you start ABC Payroll it will try to connect to our website and download any new payroll software. (updates are free) .

You can also manually install the latest payroll update from our website as before.

www.abc6.co.uk

> Products & Services
> Payroll

Previous Year payroll

- **Mistakes/Corrections**

To correct any previous year mistake, use the Previous Year Payroll and send an FPS showing the correct figures.

- **P60 End of year forms.**

You must give each employee who was employed at 5th April 2024 a P60 form before 31 May 2024. This can be either on paper or by email, Do not give a P60 to anyone who left during the year.

- **P11, P35 and P14 forms.**

None of these are now required by HMRC (but can still be printed in ABC as they show useful summaries of the year).

- If your over keen security software (eg Windows Defender) silently removes part of ABC and the Payroll stops working, open the Security software and go to its quarantined items; tell it to restore any ABC items. You can also tell it to leave the ABC6 folder untouched in future.
(Search the internet for instructions).
Alternatively you can go to our website and manually update or install the Payroll again; but ensure you have a backup or Snapshot first -- or just make a copy of the ABC6 folder.

We will continue to work on the software during the year so if there is any feature you think could be improved, email us.

Technical

When you install the 2024-25 Payroll, the installation program will delete your two year old payroll (2022-23). The old programs and data files are deleted. The one year old payroll is retained. The program and data files have names that include the PAYE year they work with; eg. PayData-23-24. Everything is stored in the folder C:\ABC6. Data is in company subfolders, eg C:\ABC6\A_DATA for company A.

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