

# online filing manager

Release Guide (2.50)



Online Filing Manager (2.50)  
Release Guide

Copyright © Pegasus Software Limited, 2007

Manual published by:

Pegasus Software Limited  
Orion House  
Orion Way  
Kettering  
Northamptonshire  
NN15 6PE

[www.pegasus.co.uk](http://www.pegasus.co.uk)

All rights reserved. No part of this manual or any accompanying programs may be copied, sold, loaned or in any way disposed of by way of trade or for any kind of profit or incentive without the express permission of Pegasus Software Limited in writing, or as specified in the licence agreement which accompanies this manual and associated programs.

Whilst Pegasus Software Limited takes reasonable steps to ensure that the contents of this manual are up to date, and correctly describe the functioning of the programs, neither Pegasus Software Limited nor any of its Partners give any warranty that the manual is error free, nor that the programs will perform all functions stated in the manual. Pegasus Software Limited has a policy of continual improvement of its software and accordingly this manual may describe features which are no longer available in the current release of the software available to customers, or which are proposed for a future release of the software. Under no circumstances will Pegasus Software Limited or any of its Partners have any liability to any customer arising out of any error, omission or inaccuracy in this manual.

All trademarks are acknowledged.

Pegasus Opera, Pegasus Opera II, Pegasus CIS, Pegasus Capital Gold Payroll, Online Filing Manager, XRL, and Pegasus Instant Messenger are trademarks.

# Release Guide

## Contents

Introduction .....	4
About Online Filing Manager .....	4
About this Guide .....	4
What's New in This Release.....	5
Changes to support Opera II (4.20 & 5.10), and Capital Gold Payroll (3.70).....	5
Changes to support Pegasus CIS (2.03).....	5
Release History .....	6
Online Filing Manager (2.00).....	6
Online Filing Manager (1.00).....	6

### About Online Filing Manager

Pegasus Online Filing Manager submits PAYE and Construction Industry Scheme (CIS) returns to HM Revenue and Customs (HMRC) using information from Pegasus Capital Gold Payroll, Pegasus Opera II, and Pegasus CIS. It provides an efficient and convenient way to submit both in-year and end of year returns using the Internet and the Government Gateway. Pegasus Online Filing Manager complies with the HMRC Quality Standard - a mandatory standard for online filing which checks the validity of your data prior to submission over the Internet.

For more information about Online Filing Manager and the Government Gateway, refer to the Online Filing Manager Help.

### About this Guide

This Release Guide identifies the functional changes that are included in Online Filing Manager (2.50). Refer to the [What's New in This Release](#) section in this document for brief details of the functional changes.

Detailed information about the changes to support the 2006-2007 Income Tax year end in Online Filing Manager (2.50) is included in the Payroll Release and Upgrade Guide for the 2007-2008 Income Tax Year. This is a Portable Document Format (PDF) document called PAYINFO.PDF. You will find it on the Capital Gold Payroll and Opera II CD and in the following locations once the products are installed:

- If you use Capital Gold Payroll, the document is in the `Helpfiles` folder in the Capital Gold Payroll programs folder.
- If you use Opera II (5.00 or later), the document is in the `User Documents` folder in the Opera II Client folder.
- If you use Opera II (4.20 or earlier), the document is in the `User Documents` folder in the Opera II programs folder.

If you do not already have Adobe Reader on your computer, you can install it from the `Acrobat` folder on the Capital Gold Payroll or Opera II CD, or download it from [Adobe's web site](#).

If you are new to Online Filing Manager, we recommend you read the Getting Started section of the Online Filing Manager Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

# Release Guide

## What's New in This Release

### **Changes to support Opera II (4.20 & 5.10), and Capital Gold Payroll (3.70)**

Detailed information about the changes to PAYE end of year returns is included in the Capital Gold Payroll and Opera II Payroll Release and Upgrade Guide for the 2007-2008 Income Tax year.

In summary, changes for the 2007-2008 Income Tax year end included are:

- Changes have been made in the Processing >> Send to Government Gateway >> PAYE End of Year. These include:
  - Changes to the format of the P35 Employer's Annual Return
  - Removal of all references to Working Tax Credits from the P14 return
  - All remaining references to "Inland Revenue" have been replaced with "HMRC".
- The programs that read and store the *.NET* files that are created by Opera II and Capital Gold Payroll have changed to accommodate changes for PAYE EOY online returns in those products.
- Further checks and validations have been added to comply with the HMRC Quality Standard.

### **Changes to support Pegasus CIS (2.03)**

It is now possible to submit Construction Industry Monthly Tax Returns (CIS300) and verify the status of sub contractors via the Government Gateway using Online Filing Manager (2.50) and Pegasus CIS (2.03).

The software changes in Online Filing Manager to support Pegasus CIS are not visible so you will not see any changes to the menus or forms in Online Filing Manager. The CIS300 and verification files are created and submitted to the Government Gateway directly in Pegasus CIS (2.03) using the enhanced functionality in Online Filing Manager.

For more information, see the Pegasus CIS (2.03) Release Guide, which is on the product's CD in the `Documents` folder.

#### Online Filing Manager (2.00)

The following list summarises the changes that have been introduced with Online Filing Manager (2.00). For more information on these functions, including instructions on using the wizards, see the Online Filing Manager Help.

- New submission wizards are available for 'live' filing to HMRC for the following in-year reports: P45 (Part 1), P45 (Part 3), and P46.

**Note:** Test submissions cannot be made for in-year reports. Only 'live' submissions are currently possible.

- A new option, Online Service, has been added to the Check Submission Status form, to specify which type of report is to have its status checked at the Government Gateway. Available options are PAYE End of Year, PAYE P45 Part 1, and PAYE P45 Part 3 & P46.
- Several new options have been included in Opera II (5.00), corresponding to the additional in-year reports in this release of Online Filing Manager, described above. For more information on these options, see the Opera II Release Guide.

#### Online Filing Manager (1.00)

This was the first release of Pegasus Online Filing Manager, which replaced the eSubmission Utility.

If you are upgrading from the eSubmission Utility to Online Filing Manager, the installation of Online Filing Manager should take place before uninstalling the eSubmission Utility. This allows for User and Agent details, Audit history, and previous years' submissions, to be copied from the eSubmission Utility to Online Filing Manager during installation. For details on installation, see the Online Filing Manager Installation Guide.

Changes made between the eSubmission Utility and Online Filing Manager (1.00) to reflect changes to the layout of End-of-Year Returns (EOYRS) and allow for claiming the tax-free incentive payment for online submissions by small employers are:

- During Step 3 of the submission wizard:
  - a new field has been added for Tax-Free incentive payment received during the year. Values entered in this field are validated to ensure they are whole numbers, within the range £0.00 to £250.00.

**Note:** If the incentive payment was repaid by a cheque from the HMRC, this field should be set to £0.00.

- various box numbers have changed.
- During Step 4 of the submission wizard:
  - The NIC Holidays claimed field has been removed as NIC holiday payments are no longer applicable to payroll.
  - A new Tax-Free incentive payment received during the year field has been added. The value in this field is taken from the value entered in the corresponding field on Step 3 of the wizard.
  - The value displayed in the Now Payable field is now calculated taking account of the tax-free incentive amount.
  - various box numbers have changed.
- Validation routines have been strengthened and updated to reflect changes to the HMRC rules for EOYRS.
- For payroll bureaus and agents, it is now possible to create multiple agent records, each with its own Agent ID. When creating a second or subsequent agent record, it is possible to copy company address details from the first agent to avoid retyping any common information. During submission by agents, Step 7 of the submission wizard allows for the selection of an Agent ID from a drop down list of all current agents.