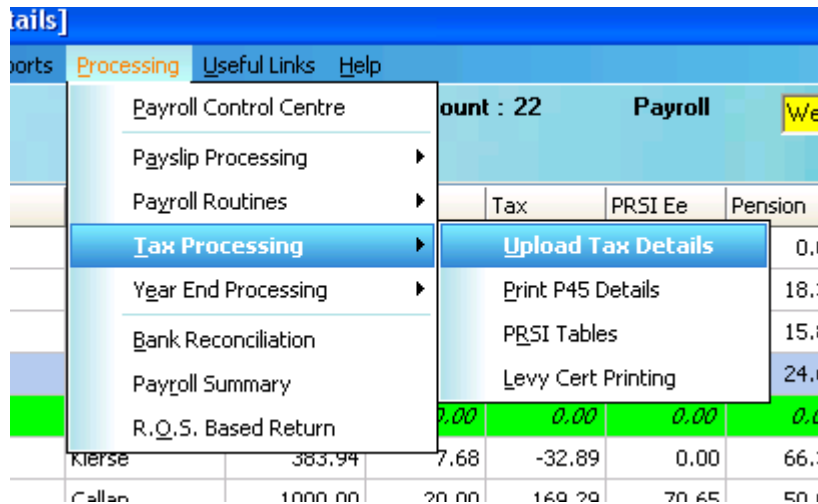




How to Upload Tax Details

WizPay has a utility as standard to upload tax cut off and credit details easily. Assuming that you are registered with ROS you can download the file from their web site and use it to update the details of employees on your payroll. This routine is accessible from the menu item...



This routine is done using a step by step wizard that will guide you through selecting the file downloaded from ROS, reading the details within it and applying these details to your employees. The whole routine should only take a few minutes and that includes the ROS file download.

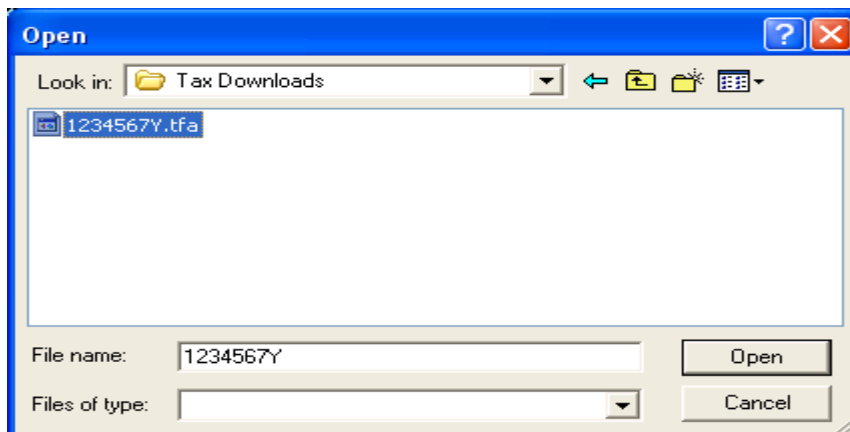
Once you have downloaded the file put it somewhere that you can remember as you will need to then tell WizPay where the file is. Let's assume you put the file, called 1234567Y.tfa, on to your PC in the C Drive in a folder called Tax Downloads.

Select the option from the menu as above.



Click on the next button to continue.

Navigate to the c:\Tax Downloads folder...

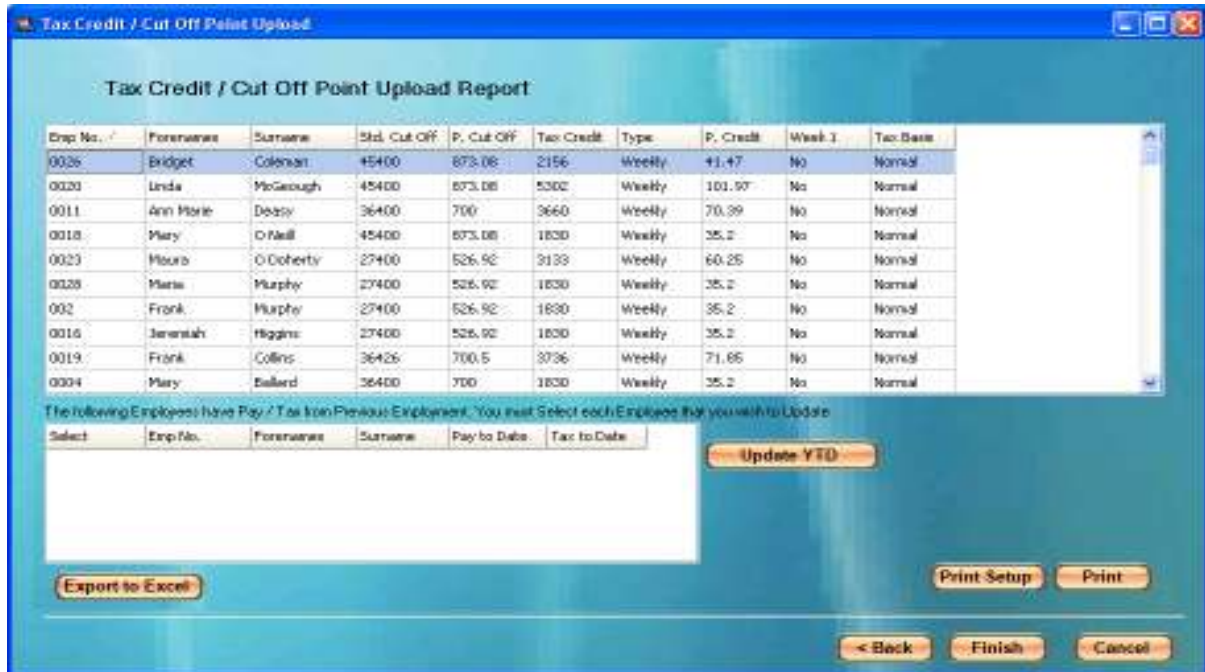


Select the file 1234567Y.tfa and click Open. An Update progress bar is displayed.





Once complete an update report will be displayed allowing the user to view the updates just completed. There is also the option to print off the update and / or save to an excel file.



The second grid would contain if applicable employees now registered with this company who have P45 details from another company. It is at the user's discretion as to whether or not the YTD details are accepted into WizPay. Ticking any that may appear in this grid and clicking the "Update YTD" button will update the YTD figures for the relevant employee.

Finally the pay is recalculated for each employee.



If there are changes to the pay calculation based on the tax data just uploaded then these will be displayed at the end on the recalculation run as in the following example...





Unit 14, Airport East Technology Park, Farmers
Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

Important Information

It should be noted that this routine may only be run prior to the payroll being committed. Also it must be run separately for each payroll within the company.