Infopay20/Infopay20Lite V 8.00 Update. Date 20/10/2020

<u>Please install this update, for compatibility purposes, even if you did NOT avail of the</u> <u>Temporary Wage Subsidy Scheme</u>

This update facilitates the Reconciliation of TWSS for the dates 26/03/2020 to 31/08/2020

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Temporary Wage Subsidy Scheme.

These release notes should be read in conjunction with the Revenue Guidelines available at

https://www.revenue.ie/en/employing-people/documents/twss/instructions-onuploading-subsidy-paid-data-via-csv.pdf

Press CTRL+Click to open the link or copy and paste in into your browser.

Please download and read these carefully as these guidelines contain detailed instructions on how to upload a Subsidy Paid CSV file.

How to create the CSV Reconciliation file

1. New Reports have been added to the Reports Menu

Gross	Wage Analysi	c		20		I a A a u u u	eurou	NON.	01033110	TAIOU
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Year E	nd Reports &	Files	,	Cost	Period	This Period	To Date			
				305.76	305.76	·	305.76			
PRSA	Reports		2	305.76	305.76		611.52		1	
Depar	tmental Wage	s Summary	Ş.	305.76	305.76		917.28			
Emplo	ovee Time Off			305.76	305.76		1,223.04			
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Post	ax Deduction	5		305.76	305.76		1,834.56	6		
CSO			>	305.76	305.76		2,140.32			-
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2. The J9 report forms the basis for the CSV file. It lists all the J9 payslips which had a value in the Covid 19 box. If no value is found, then the amount paid may have been entered under Non-Taxable Pay. If this is the case, please amend the payslip by moving the payment made to the COVID 19 box. Save the file, DO NOT UPLOAD TO REVENUE and rerun the J9 report

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3		SUBSIDY PAID	ENTERE	D IN COVID-19 BOX AT J9 PRSI	CLAS	SASAT 19/10/20	20				
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8	2020-Period-20200403	N1EE-1Per-14V1		Employee One	-	1234567T	1	03/04/2020		198.95	į.
9	2020-Period-20200410	N1EE-1Per-15V1		Employee One	-	1234567T	1	10/04/2020		198.95	t.
10	2020-Period-20200417	N1EE-1Per-16V1		Employee One		1234567T	1	17/04/2020		198.95	
11	2020-Period-20200424	N1EE-1Per-17V1		Employee One		1234567T	1	24/04/2020		198.95	
12	2020-Period-20200501	N1EE-1Per-18V120200430144109		Employee One		1234567T	1	01/05/2020		198.95	
13				925-15-2220		0.000794000					
14	Employee Total									994.75	
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16	2020-Period-20200403	N1EE-2Per-14V1		Employee Two		1234567T	1	03/04/2020		350.00	
17	2020-Period-20200410	N1EE-2Per-15V1		Employee Two		1234567T	1	10/04/2020		350.00	
18	2020-Period-20200417	N1EE-2Per-16V1		Employee Two		1234567T	1	17/04/2020		350.00	
19	2020-Period-20200424	N1EE-2Per-17V1		Employee Two		1234567T	1	24/04/2020		350.00	
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30	Employees Total								++	4 649 90	ł
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36	rotal subardy raid				-				++	4,004.00	

3. The Covid 19 Payments Report lists all the payslips with a value in the Covid 19 box irrespective of the PRSI Class used. If a PRSI Class other J9 was used and it should have been J9, then amend the payslip, putting in the J9, AMEND THE PAYSLIP ON Revenue, save the file and re-run the J9 report.

	SUBSIDY PAID E	NTERED IN COVID-19 BOX AT ALL PRSI	CLASSES AS AT 19/10/	1020			
Payroll Run Reference	Line Item ID	Employee Name	Employee PPSN	Employment ID	Pay Date	Subsidy Paid	PRSI Class
2020-Period-20200403	N1EE-1Per-14V1	Employee One	12345677	1	03/04/2020	198.95	29
2020-Period-20200410	N1EE-1Per-15V1	Employee One	12345677	1	10/04/2020	198.95	19
2020-Period-20200417	N1EE-1Per-16V1	Employee One	12345671	t :	17/04/2020	198.95	19
2020-Period-20200424	N1EE-1Per-17V1	Employee One	1234567T	1	24/04/2020	198.95	.19

4. Line Item ID's

If there are no Line Item ID's or Revenue rejects some of them when the CSV file is submitted, you will have to retrieve the correct line item for that payslip from ROS and amend the Infopay file. This can be amended as follows.

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	New			>		
_	Ameno	l Existing			_	_
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3/01	"EVEN INCOM		16.60		2.23	
0/01	1/2020 NOR	2	12.23	12	2.23	

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2. 📩 Infopay2	20- C:\Users\dengl\OneDrive\	Delphi 10.3.1 Rio\Co	ovid 19\Reconciliation\	TWSS –		×
3.	Employee: Empl	oyee One Pay	/date: 01/05/20	020		
	Existing Line Ite	em ID: N1EE-	1Per-18V12020	0430144	109	
	New Line Item	D				
	You will needt	o save your fil	le for this change	e to be per	manent	
	🗸 ок		X Cancel			

5. CSV File.

When you satisfied with the integrity of the data in the J9 report please create and save the CSV file using the Create CSV File button. Upload the file through ROS in accordance with revenue instructions, which can be found at

https://www.revenue.ie/en/employing-people/documents/twss/instructions-onuploading-subsidy-paid-data-via-csv.pdf

IF YOU ARE AN INFOPAY USER

Please download the latest version from <u>http://www.infopay.ie/2020/infopay20install.exe</u> or from the user support section of our website. Password : childsplay

IF YOU ARE AN INFOPAYLITE USER

Please download the latest version from <u>http://www.infopay.ie/2020/infopay20liteinstall.exe</u> or from the user support section of our website. Password : childsplay