

Pension Industry Standard Payroll Download

CollSoft Payroll 2006 User Guide

Initial Company Pension Setup

The Pension Industry Standard Payroll Download feature in CollSoft Payroll requires some initial settings to be specified before the user can create a pension download file.

These settings can be specified as follows;

1. Start Payroll and open the relevant company.
2. From the *Company* menu select the *Edit Company*option. This will open the *Company Details* screen for the current company.
3. Click on the *Pension* tab to view the settings relevant to pensions;


The screenshot shows a software window titled "Company Details - ACME Limited". The window has a blue title bar and a menu bar with options: General, Bank, Payments, Additions, Deductions, BIK, Employer's Costs, Cost Centres, Pensions, and Misc. The "Pensions" tab is active, displaying "Pension Details". Under "Pension Scheme Details", the "Name Of Provider" is "Irish Life" and the "Pension Scheme Number" is "6000131K". Under "PRSA Scheme Details", the "Name Of Provider" is "Irish Life" and the "PRSA Scheme Number" is "6000132M". On the right side of the window, there are buttons for "Save", "Cancel", and "Close".

4. CollSoft Payroll caters for two pension schemes per company. These are described as *Pension* and *PRSA*, but they are interchangeable and can be used to represent any combination of both e.g. you could use both schemes as Pensions or PRSA's etc
5. Enter the relevant details for the pension schemes that apply to the company.
6. To commit your changes press the *Save* button.

Creating the Pension Download File

The process of creating a Pension Download file is as follows;

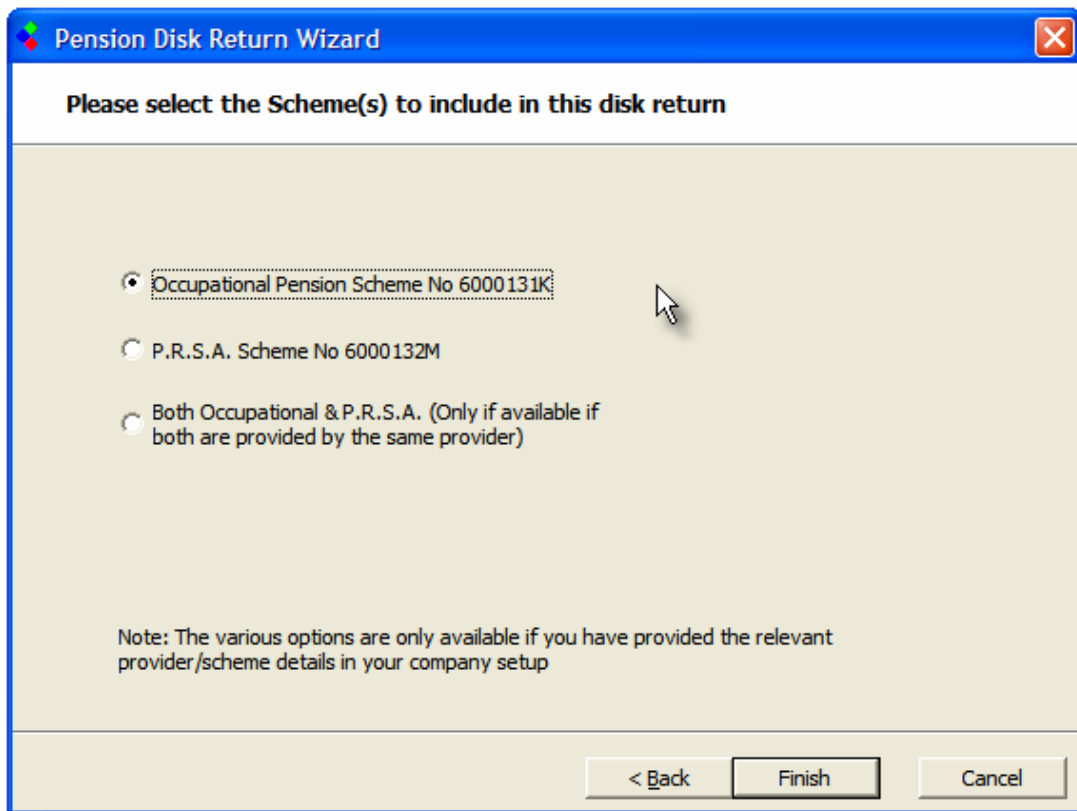
1. From the *Reports* menu open the *Pension Contributions* sub menu and select the *Make Disk Return* option. This will initiate the *Pension Disk Return Wizard*
2. The first step of the wizard allows you to specify the month that you wish to make the return for, and the name and location where the pension file will be created. Then press *Next*



The screenshot shows a Windows-style dialog box titled "Pension Disk Return Wizard". The window has a blue title bar with standard minimize, maximize, and close buttons. On the left side, there is a dark blue vertical bar containing a white gear icon. The main content area is white and contains the following text and controls:

- Welcome to the Pension Disk Return Wizard**
- This wizard helps you to generate a disk return to you Pension/PRSA provider
- Month to return: A dropdown menu showing "January 2006".
- Save As: A text input field containing "C:\Pension File Jan.pen" and a "Browse..." button to its right.
- Please select the Month that you want to prepare the return for, and the location where you would like the file to be saved then click Next to continue
- At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

3. The next step in the wizard allows you to select the particular Pension/PRSA scheme that will be included in the pension file. If both schemes are from the same pension provider you will be able to include both schemes in the same pension file. If you have different pension providers you will have to create two separate pension files. Select a scheme and press *Finish* to continue



The screenshot shows a Windows-style dialog box titled "Pension Disk Return Wizard". The main heading inside the dialog is "Please select the Scheme(s) to include in this disk return". There are three radio button options:

- Occupational Pension Scheme No 6000131K
- P.R.S.A. Scheme No 6000132M
- Both Occupational & P.R.S.A. (Only if available if both are provided by the same provider)

At the bottom of the dialog, there is a note: "Note: The various options are only available if you have provided the relevant provider/scheme details in your company setup". Below the note are three buttons: "< Back", "Finish", and "Cancel".

4. The pension file will then be created in the location specified earlier, and you will be asked you would like to view a report showing the contents of the pension file. We recommend that you review this report before you send the file to your pension provider.