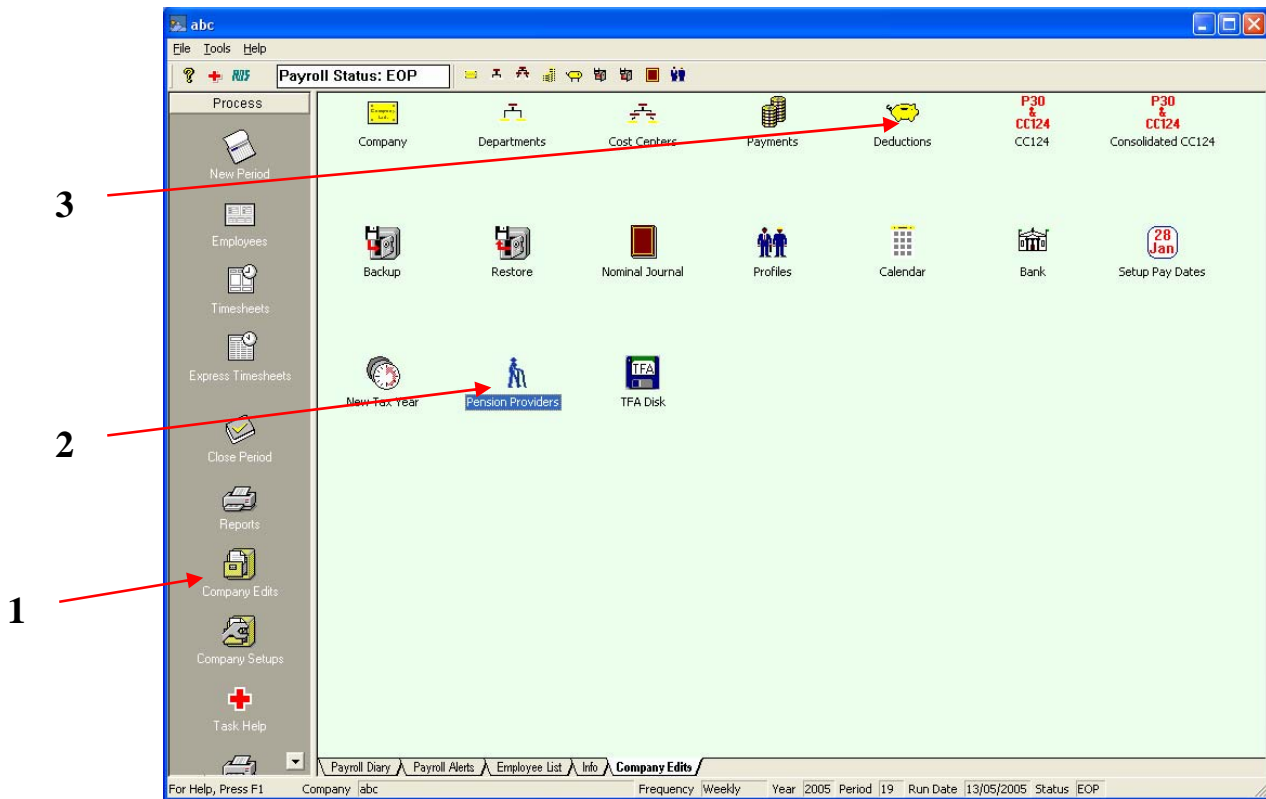


# Setup and creation of the Pension Export File

The purpose of this document is to instruct the user to set up Pension schemes within the payroll that require an electronic file to be transmitted to Pension provider. It also shows the user how to create and transmit this file.

## Setup.

We must access a number of areas in the following order:



## 1. Company Edits

You must select this icon to enable you access the setup item for Pension Providers and the set up item for deduction elements.

## 2. Pension Providers

Here you enter the Providers details

The 'Deduction Provider Details' dialog box contains the following fields and values:

Provider Code	IRLI	Save	Abandon	Cancel
Provider Name	Name	Reference	abababab	
Address 1	Address 1	Contact Name	Joe Bloggs	
Address 2	Address 2	Telephone	01 88888888	
Address 3	Address 3	Fax	01 88888887	
Address 4	Address 4	Email	jbloggs@coname.ie	
Bank Sort Code	90-00-33			
Bank Account Code	12345678			
Bank Account Name	company pension acc			
Deduction type	Retirement Annuity Scheme	Standard PRSA	<input type="checkbox"/>	
Output file	c:\irishlife\pension2			
	Summary...			

Please note that under the headings:

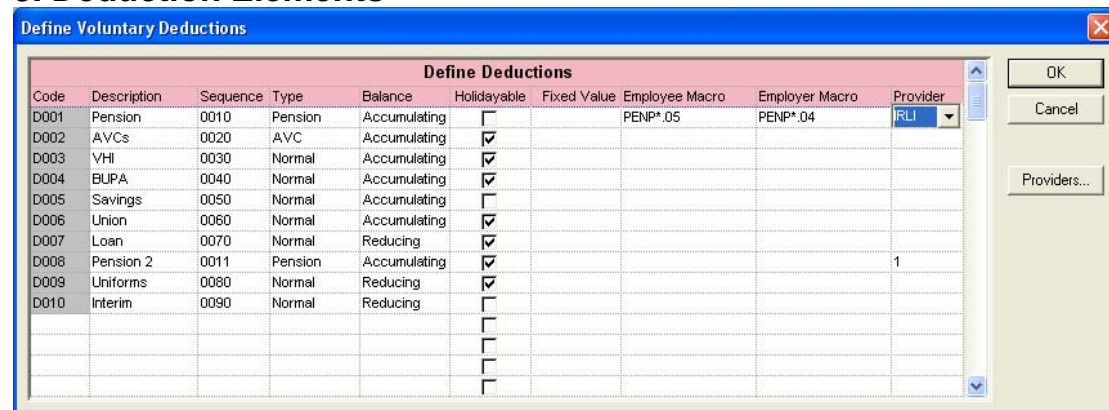
Deduction type you have a choice of the following:

- a) Retirement Annuity Scheme
- b) Retirement Benefit Scheme
- c) PRSA

### Output File:

Here you must enter in a location where the output file for the particular pension will be created. It is important that the location selected is easily located and isolated from perhaps other pension files that may be created. An example may be *C:\Irishlife\Pension1*

## 3. Deduction Elements



Code	Description	Sequence	Type	Balance	Holidayable	Fixed Value	Employee Macro	Employer Macro	Provider
D001	Pension	0010	Pension	Accumulating	<input type="checkbox"/>		PENP*.05	PENP*.04	RLI
D002	AVCs	0020	AVC	Accumulating	<input checked="" type="checkbox"/>				
D003	VHI	0030	Normal	Accumulating	<input checked="" type="checkbox"/>				
D004	BUPA	0040	Normal	Accumulating	<input checked="" type="checkbox"/>				
D005	Savings	0050	Normal	Accumulating	<input checked="" type="checkbox"/>				
D006	Union	0060	Normal	Accumulating	<input checked="" type="checkbox"/>				
D007	Loan	0070	Normal	Reducing	<input checked="" type="checkbox"/>				
D008	Pension 2	0011	Pension	Accumulating	<input checked="" type="checkbox"/>				1
D009	Uniforms	0080	Normal	Reducing	<input checked="" type="checkbox"/>				
D010	Interim	0090	Normal	Reducing	<input type="checkbox"/>				

Under the Provider column you select the appropriate **provider** from the drop down legend against the appropriate deduction element.

This completes the setup criterion. However we would respectfully suggest that you revisit all the items to recheck the detail, as errors cannot be retrospectively corrected.

**N.B. It is very important that the “Type” above is set correctly. For example, if the deduction is an AVC, it’s type must be set at “AVC”. Otherwise the Pension Provider may not accept the output file.**

### Creating the file

Please note that every scheme will have its own file, therefore this process must be completed for each item.

Go into the “Company Edits” area item 1, and enter the Pension Providers area item 2. Using the drop down “Provider Code” legend and select the required scheme. At the bottom of the screen press the icon called ‘**summary**’ and the screen shown on the next page will appear.

**Deduction Provider File Creation**

Provider Id: IRLI

Provider: Name Reference: abababab

Monthly returns					
Month	Output	Deduction count	Employee Value	Employer Value	
January	<input type="checkbox"/>	44	930.08	744.00	
February	<input type="checkbox"/>	44	930.08	744.00	
March	<input type="checkbox"/>	44	930.08	744.00	
April	<input type="checkbox"/>	55	1162.60	930.00	
May	<input type="checkbox"/>	22	465.04	372.00	
June	<input type="checkbox"/>				
July	<input type="checkbox"/>				
August	<input type="checkbox"/>				
September	<input type="checkbox"/>				
October	<input type="checkbox"/>				
November	<input type="checkbox"/>				
December	<input type="checkbox"/>				

Filename: c:\pension2

OK Close

Please note that irrespective of the payroll frequency used Quantum Payroll will automatically sum up the contributions for the month and present them in the above format.

For example the above file is taken from a weekly payroll, in which there are 11 people who contribute to this scheme. Hence the 44 means that there are 44 contributions, one for each week of the month. The 55 represent a 5-week month and the 22 means that only 2 weeks have been processed. In a monthly payroll it would just have been 11 contributions.

Within the standard “Payroll Reports” under the tab “Analysis” there is a report called “Pension Summary”, **This report is an ideal tool to compare figures with, this report give the user a ‘this period’, ‘month to date’ and ‘year to date’ values for each employee per Pension scheme.** Cross check the figures with the above and check that they compare.

For the output file put a tick in the output column for the monthly file that you wish to create and select OK, this will create the file at the address located in the filename window.

The final task would be to enter your email program and attach the created file to the email and send it to your scheme provider.