



33-35 Manor Road, Colchester, Essex CO3 3LX.

# 2007

## 2007/0301

### **PAYROLL UPGRADE 2007**

All postal upgrades have now been distributed, and should by now have been received. If you have a postal payroll contract and not yet received your upgrade please contact the Support Department urgently to advise them of the situation.

Similarly, all payroll customers, who have a contract where we carry out the upgrade, have now been visited or contacted to agree a suitable date for the work to be carried out. If you are covered by such a contract and not yet made arrangements, please contact the Support Department.

### **PEGASUS ON-LINE FILING MANAGER AND OPERA II V5.10 ONWARDS**

These software packages will not run on Windows 98 machines, and in future Opera II systems will only be released as version 5. Accordingly you may wish to carry out a timely review of your future PC requirements. For advice and guidance please contact your Account Manager on 01206 711 451.

Please note that at present Opera is not Vista compliant; this release is expected to be available shortly.

### **IMPORTANT INFORMATION: GOOD FRIDAY 6 APRIL 2007**

Given the time of year, it is worth repeating HMRC guidance regarding employee payments due on Good Friday, 6 April 2007.

They originally stated that where such payments were to be paid early due to the Good Friday Bank Holiday, PAYE & NIC should be applied in tax year 2006-07; furthermore HMRC also stated that the payment should have been treated as PAYE tax week 53 of 2006-07, making Friday 13 April (PAYE tax week 2) the first weekly payment of 2007-08.

This guidance raised a number of practical difficulties for some employers and could have lead to inconsistent PAYE deductions for employees at the beginning of the tax year. Therefore HMRC issued revised guidance regarding Good Friday 6 April 2007 to employers.

It is important that you read the revised guidance which can be found at: <http://www.hmrc.gov.uk/employers/good-fri-07.htm>

### **LEGAL REQUIREMENTS FOR E-MAIL**

If you are a private or public limited company or a limited liability partnership then under the Companies Act 1985 the law was changed from 1st January 2007 to make it a legal requirement to include certain company details on all business e-mails.

The items required are your company registration number, place of registration and registered address. If these are not present your company could be fined.

To enable you to automatically handle this we have a low cost solution that adds these details and other standard disclaimers at the time the server sends the e-mail. If you would like further information on this product please contact the Sales Department on 01206 711451 or speak to someone in Support.

Computerwise Limited is now part of a much larger group with offices in Bromley, Colchester, Portsmouth, and Wimbledon.

This structure provides you with the stability and expertise that a large company can offer whilst coupling it with the care and responsiveness exercised by a smaller concern.

## **Support Department**

 01206 711 452

 01206 764 749

 [support@cwise.co.uk](mailto:support@cwise.co.uk)

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## IRIS ENTERPRISE V5.71

IRIS Enterprise has released v5.71 and we are in the process of checking its stability.

This release contains a number of enhancements, key amongst which are:

- User definable key performance indicators that can be displayed on the user's MS Outlook screen with full drill-down to the original transaction records.
- General Ledger views and drill-down without exposing sensitive financial data.

We will look to upgrade users to this version once it has passed our quality checks.

## 2006-07 EMPLOYER ANNUAL RETURN: P35 AND P35N NOTIFICATIONS

HMRC are sending P35N notifications online from 7 March 2007 to tell you that your 2006-07 Employer Annual Return is due by 19 May 2007. You can send your 2006-07 Return as soon as it is ready.

If you have 50 or more employees you will get a P35N provided you are registered for online services. If you have fewer than 50 employees you will get an online P35N provided you are registered for their online services, **and** you sent your 2005-06 Return using the Internet.

Your agent will also be able to view your P35N if HMRC have your authority (where you have completed an online agent authorisation or sent them an FBI2). Agents will be able to see the employer's name and reference number on the P35N.

P35Ns will be available to view through your PAYE Online service page, even if you chose not to get code numbers or notifications from HMRC online when you registered for online services. We recommend that you or your authorised agent subscribe to HMRC email alerts service, which tells you when you have code notices, notifications or reminders to view.

HMRC will send you a paper Employer Annual Return (P35) if:

- you have not registered and activated our online services, or
- you have not authorised an agent to get online messages for you.

P35s have been going out since the end of January and will continue until March. You will also get a reminder to send your Return (an AR1) later. You can still choose to send your Return online even if HMRC send you a paper P35.

HMRC will not send you a paper P35 if you have to file online for 2006-07 (50 or more employees at 30 October 2005). You must still send a Return if one is due even if you do not get either a P35 or P35N, and you must send it online.

## CIS ~ 6 APRIL 2007 ~ ARE YOU READY?

If you are affected by the new Construction Industry Scheme regulations for sub-contractors, that will come into effect at the beginning of next month, you only have a matter of days to ensure that you are ready. If you have any queries, or would like assistance please call your Account Manager on 01206 711 451.

## STOP IT!

We hope that you find our e-mailed information sheets of direct help to you and your business. However, if you wish to remove your name from the mailing list or make changes regarding recipients, please contact John Stannard, in the Support Department.

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## Support Department

☎ 01206 711 452

☎ 01206 764 749

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