

12 Pay – Import from CSV into BrightPay

1. To export a CSV file with employee and cumulative information from 12 Pay to BrightPay the first step is to select the Company name, and then select “Export” at the bottom

Fig. 1

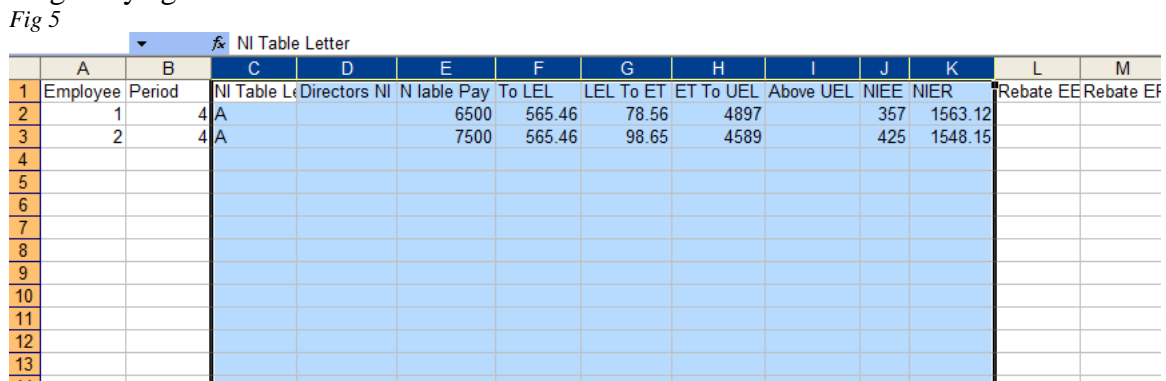
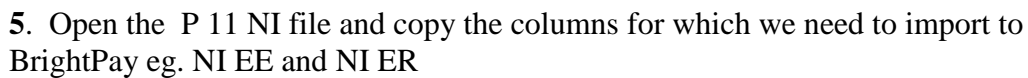
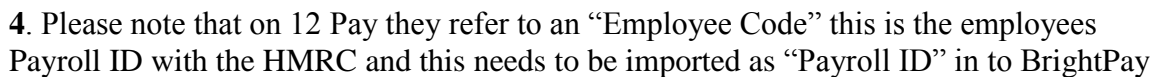
The screenshot shows the 'Test Company - 12Pay 1.15.5' window. On the left is a tree view with 'Test Company' selected, containing sub-items like 'Payments/Deductions', 'Create new payroll...', 'Monthly Payroll (Month 2, 31/05/14)', 'Add new employee...', 'Kelly Mary (Mrs) (2)', and 'Smith Jack (Mr) (1)'. The main area has tabs for 'Employer', 'Payments', 'Advanced', 'Accounts', 'Tax', 'NI', 'Absences', 'CIS', and 'RTI'. The 'Employer' tab is active, showing fields for 'Employer' (Test Company), 'Address' (123 High Street, High Road, London), 'Postcode' (WC2R45), 'Report PAYE Year' (2014 / 2015), 'Tax Reference', 'ECON', 'SCON', 'Small Employer' (checked), 'Recast', 'Registration Key' (kwYHfDhWUP2fPN3), 'Logo on Reports', 'Mail...', 'Premium: 97858', 'Claim Employer NI Allowance', 'HMRC Internet Submissions' (User ID, Password, Accounts Office Reference, RTI Status: Live, Contact, Email Address, Telephone Number, Sender: Employer, Self Assessment UTR, Corporation Tax UTR). At the bottom, there are buttons for 'Reports', 'Internet P35 & P44s', 'Export' (circled), and 'HMRC Data'.

2. Insure that “All” Pay frequencies are selected and tick to export “Employees”, “P11 tax” and “P11 NI” This will create 3 different CSV files which will need to be merged before imported in to BrightPay.m When ready click “Export to CSV”

Fig.2

The screenshot shows the 'Pick Data to Export' dialog box. It has three sections: 'Frequency' with radio buttons for 'All' (selected), 'Month', 'Week', 'Fortnight', and 'Four Weekly'; 'Which Period?' with 'Year' and 'Period' (0) fields and 'Leave Blank for All Years/Periods' instructions; and 'What?' with checkboxes for 'Employee' (checked), 'P11 Tax' (checked), 'P11 NI' (checked), 'Regular Payments', 'Payslips', 'Absences', and 'Basic Data Only' (checked). At the bottom are buttons for 'Export to CSV' (highlighted), 'Export to Excel', and 'Cancel'.

Fig. 3



6. Paste the copied Columns in to your Employee CSV File. Paste them in after the last column of information.

Fig 6.

U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
Gender	Leaving Date	Payment Method	Taxable Pay	Tax	SSP	SMP	SAP	SPP	Complete	Frequency	NI Table L	Directors' NI	Table Pay To LEL	LEL To ET	ET To UEL	Above UEL	NI EE	NI ER	
M	#####	Cheque	8956.16	356.25	78.58					weekly	A		6500	565.46	78.56	4562.23		263.56	1456.25
F	#####	Cheque	6832.25	253.6		890.56				weekly	A		7500	565.46	98.45	5621.36		248.36	1256.36

7. Repeat the process by copying the Tax details from the p11 Tax file

Fig. 7

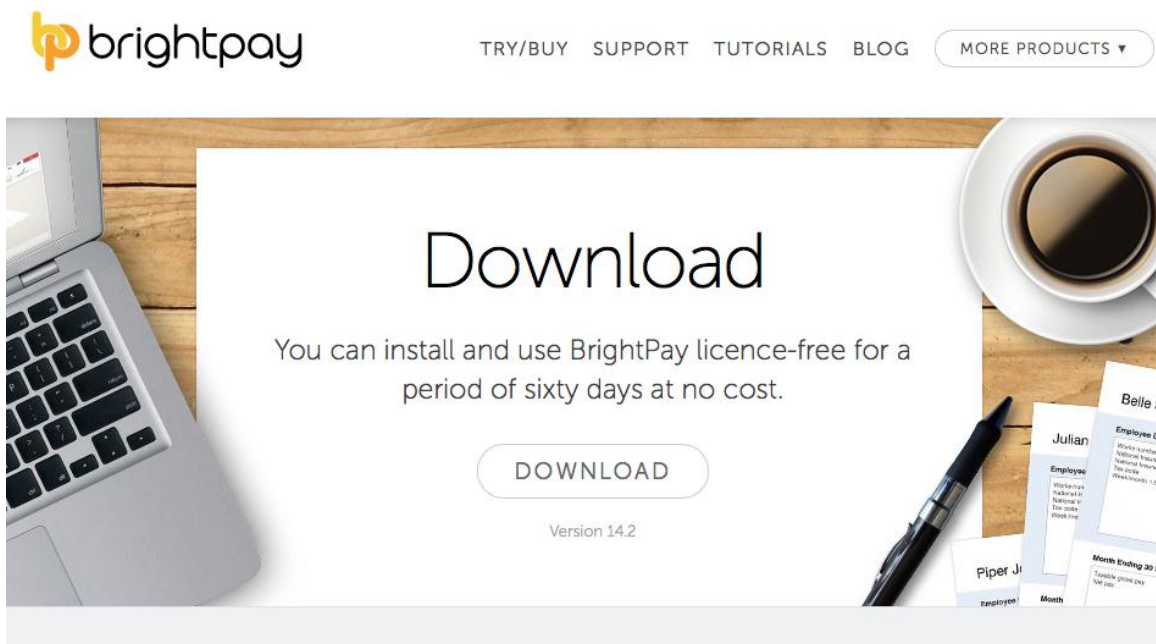
A	B	C	D	E	F	G	H	I	J	K	L	M	N
Employee	Period	Tax Code	Tax Basis	Scottish	Taxable Pay	Tax	SSP	SMP	SAP	SPP	Complete	Frequency	Pay Date
1		1000L			8956.16	356.25	78.58					weekly	A
2		1000L			6832.25	253.6		890.56				weekly	A

8. Paste the required columns once again to the end of the Employee.CSV file.

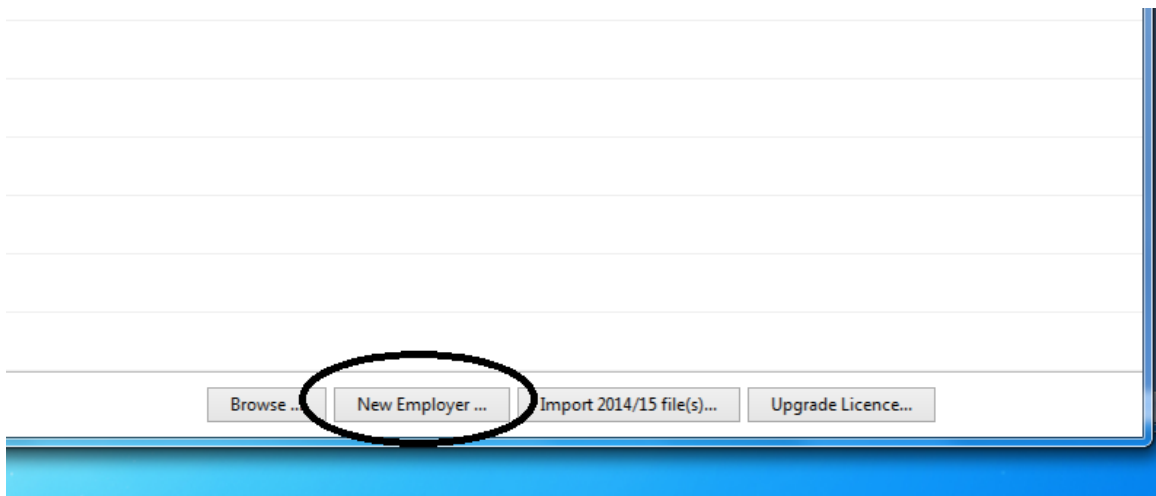
Fig 8.

T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
Student	Leaving Date	Gender	Payment Method	Taxable Pay	Tax	SSP	SMP	SAP	SPP	Complete	Frequency
FALSE	M	#####	Cheque	8956.16	356.25	78.58					weekly
FALSE	F	#####	Cheque	6832.25	253.6		890.56				weekly

9. Next you will need to Download and Install **BrightPay** from our website
www.brightpay.co.uk




10. Once downloaded **BrightPay** will open, select **New Employer** to create your company.



11. Select **Continue Part Way** in the 15/16 tax year


Set Up New Employer

How would you like to use BrightPay?




Start at Beginning of the 2015/16 Tax Year

Select this option if you are starting payroll at the beginning of the 2015/16 tax year.



Start Partway in the 2015/16 Tax Year

Select this option if you are starting payroll partway in the 2015/16 tax year, with no previous payroll records in the 2015/16 tax year.



Continue Partway in the 2015/16 Tax Year

Select this option if you already have payroll records for the 2015/16 tax year up to this point, and wish to continue where you have left off. Selecting this option will allow you to enter the 2015/16 year to date figures for each employee.

• • • • •

< Previous Next >

12. Add in your Company information, such as **Name** and **address** and click **Next**

Set Up New Employer

Employer Name

Name

Address

Address

Country

• • • • •

< Previous Next >

13. Enter your **PAYE** number and **Accounts Office Reference** click **Next** when ready.

The screenshot shows a window titled "Set Up New Employer" with a sub-header "Employer Registration". It contains the following fields:

- HMRC office name**: An empty text box.
- Employer PAYE Reference**: A text box containing "864" followed by a slash and another text box containing "3GNU2J0302".
- Accounts Office Reference**: A text box with the placeholder text "Optional for set up. Will be required when sending RTI submissions."

Below these fields is a section titled "Additional" with the following options:

- Small Employers' Relief**: A checkbox that is checked, followed by the text "Employer qualifies for Small Employers' Relief".
- Employer Contracting-Out Number (ECON)**: A text box with the placeholder text "If applicable".

At the bottom of the window, there are two buttons: "< Previous" and "Next >". A progress indicator shows five dots, with the third dot (corresponding to this step) being filled.

14. Enter your **Typical Employee Setting**, such as pay frequency, working days etc. Click **Next** when ready.

The screenshot shows a window titled "Set Up New Employer" with a sub-header "Your Typical Employee". It includes a note: "These settings will be used as the default when adding a new employee. They can of course be changed on an individual basis if required."

The settings are as follows:

- Typical pay frequency**: A dropdown menu set to "Monthly".
- Typical pay basis**: A dropdown menu set to "Based on a Monthly Rate / Annual Salary".
- Typical pay method**: A dropdown menu set to "Credit Transfer".
- Typical annual leave year starts**: A dropdown menu set to "6 April".
- Typical annual leave entitlement method**: A dropdown menu set to "Set number of holiday days".
- Typical annual leave days in year**: A text box containing "28.0".
- Typical annual leave carry-over**: A checkbox that is checked, followed by the text "Carry over annual leave days/hours from previous year".
- Typical working days**: A group of checkboxes for the days of the week:
 - ☒ Mondays
 - ☒ Tuesdays
 - ☒ Wednesdays
 - ☒ Thursdays
 - ☒ Fridays
 - ☐ Saturdays
 - ☐ Sundays

At the bottom, there are two buttons: "< Previous" and "Next >". A progress indicator shows five dots, with the second dot (corresponding to this step) being filled.

15. If Applicable enter your **Staging Date**, (*This would be sent to you by the pension regulator.*)

Automatic Enrolment Staging Date

UK employers must automatically enrol their staff into a workplace pension if they meet certain criteria.

Your staging date is when your automatic enrolment duties first come into force. If you don't know your staging date, consult the [What is my staging date?](#) article on The Pensions Regulator website.

Staging date

(You can skip this step and enter your staging date later if required.)

Progress indicator: 8 dots, 6th dot active.

< Previous Next >

16. If required enter a **password** and when ready click **Save and Finish**. Your company will now be added to the program.

Create Your BrightPay Employer Data File

To protect the information in your employer data file you may optionally set a password, which will be required to open the data file in future.

Use a password ☐ Protect your employer data file with a password

Enter password

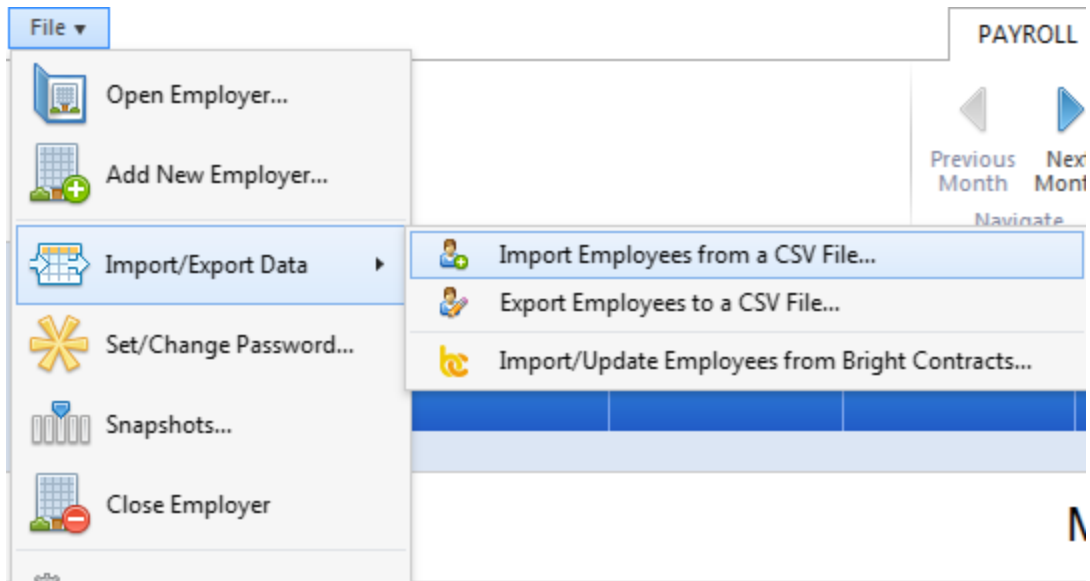
Confirm password

When you're ready, click *Save and Finish*.

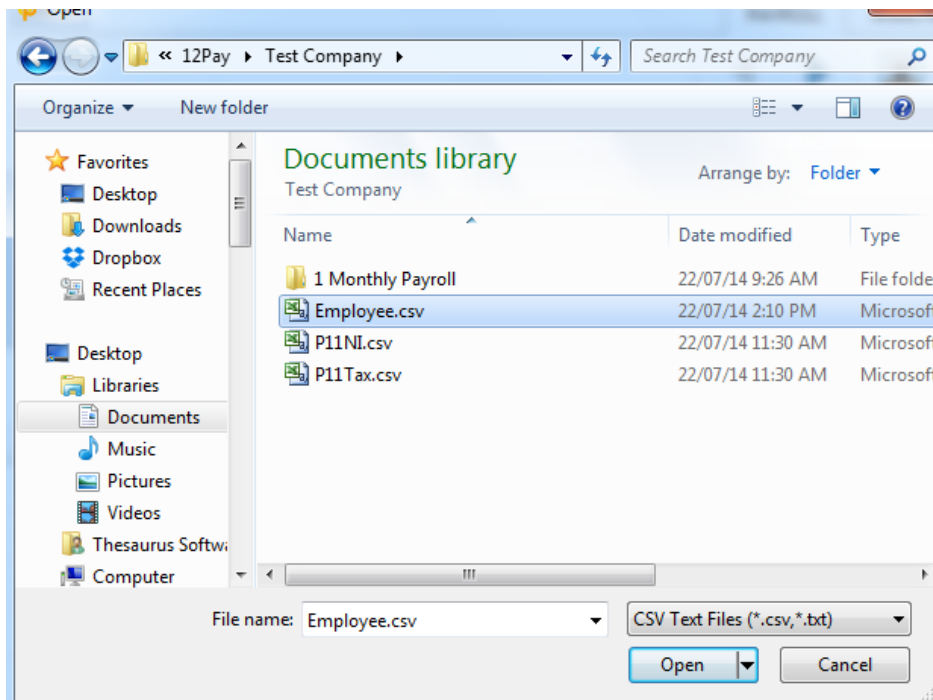
Progress indicator: 8 dots, 8th dot active.

< Previous **Save and Finish ...**

17. Open your company, to import your Employees go to **File > Import/ Export Data > Import from a CSV file**



18 Browse to the location of your Employee CSV file. Once selected press **Open**



19. Select from the dropdown select what information is in each column, move the scroll bar to the right to select address, date of birth, gender.gross to date etc.

n.b Don't forget to untick the first line of the import as these are headers which you should not import

Once all the necessary information has been select click **Import**

Works Number	Payroll ID (RTI)	<Ignore>	<Ignore>	Surname	Name	Title	
<input type="checkbox"/>	<input type="checkbox"/>	Employee ID	Employee Code	Payroll	Description	Surname	Forenames
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1	1	Smith Jack (Mr)	Smith	Jack
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	2	1	Kelly Mary (Mrs)	Kelly	Mary

20. You will now see all your employee personal information. To view go in to the **Employee** Tab. Your employees will be listed on the left hand side.

File ▼

Brenden Stewart

Dominique Wilkins

Emma Schneider

Jael Hoover

Jolene Mercado

Kay Stanley

Maya Stafford

Rhonda Lott

21. You can now start to run your payroll. To set up your payroll schedule go to **Payroll** and select your first pay date and week/ month ending date.

Set Up Monthly Schedule

My first monthly pay date will be ▼

for the month ending on the ▼ *of* ▼