

# **Free Cloud Based Middleware for HMRC's Basic PAYE Tool User**

## **User Guidelines**



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## About this Guidance

This guidance document will provide you with the detailed procedures regarding employee migration from HMRC Basic PAYE Tool (BPT) to aeExchange. This document details how you can carry out all the AE related tasks you will encounter using our service, such as creating pension scheme, download contribution file, printing AE Comm. Letters, Declaration of Compliance etc. This document will provide you with a step by step guide on how to complete each process.

## Getting Started with aeExchange for HMRC BPT Users

aeExchange is the best choice for any HMRC Basic PAYE Tools (BPT) user to fulfil their auto enrolment duties. You can easily migrate your employees from HMRC BPT to aeExchange. You need to simply upload the DB Data file (sqlite3.db), and our system will automatically extract the employee data from the file.

**IMPORTANT:** Login to aeExchange with the machine that you use for HMRC BPT.

### 1. Create aeExchange Account

Firstly, you need to have an account with aeExchange to carry out your auto enrolment duties. If you do not have one, please sign up and create an account.

#### 1.1 Sign Up

Please follow the below procedure to sign up to aeExchange.

**Action 1 :** Visit [www.aeExchange.com](http://www.aeExchange.com) and click '**Sign Up**'.

**Action 2 :** Enter company details and click '**Continue**'.

Once you have submitted your company details, we will send you an activation email containing a User ID and an activation link. You cannot change your user ID.

#### 1.2 Activate Account

To activate your account, click the activation link within the e-mail. Follow the below procedure.

**Action 1 :** Click '**Activation Link**'.

**Action 2 :** Check "I agree to ..." checkbox to accept the aeExchange Terms and Conditions of Service, click '**Continue**'.

**Action 3 :** Enter Sign In details, click '**Continue**'.

**Action 4 :** Once onto the next page enter your details, then click '**Continue**'.

**Action 5 :** Create sign in security details (password, pattern word etc.), click '**Continue**' .

**Action 6 :** Enter in all the sign in credentials, click '**Confirm**'.

**Remember** , never disclose your credentials to any one, as some one may misuse it. So keep it safe for your future reference.

### 1.3 Sign In

Sign In to aeExchange account using your sign in credentials. Please follow the procedure below.

**Action 1 :** Visit [www.aeExchange.com](http://www.aeExchange.com) and click 'Sign In' link in the home page.

**Action 2 :** Enter Sign In ID and click 'Continue'.

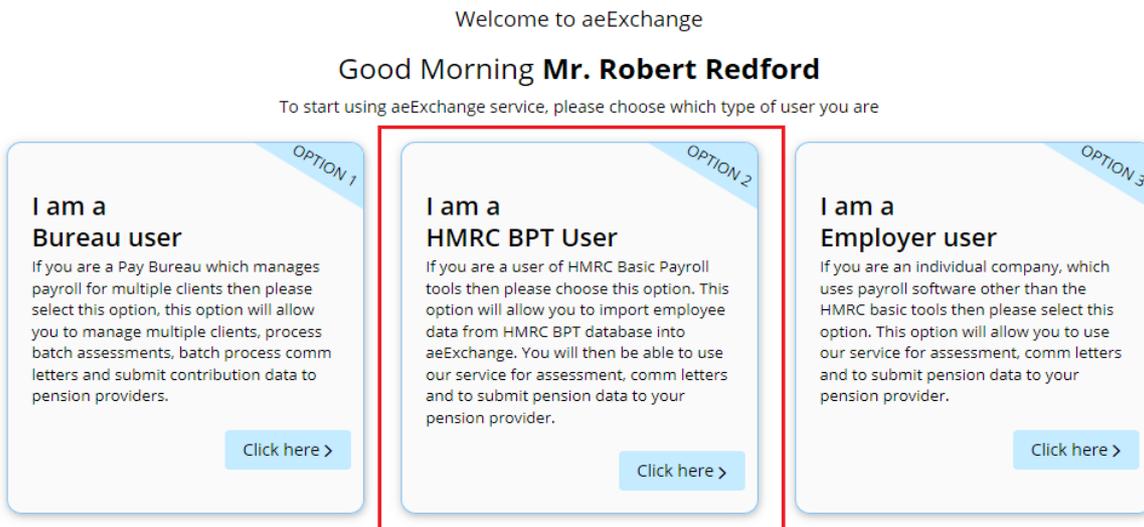
**Action 3 :** Enter User Sign In Details, click 'Sign In' .

Now, please follow the step by step guide below to carry out your auto enrolment duties.

## 2. Setup Pension Scheme

You need to first setup a pension scheme before you migrate the employee data from HMRC BPT. The below procedure will show you how to setup an auto enrolment pension scheme in aeExchange.

**Action 1 :** Click **OPTION-2 “I am a HMRC BPT User”**.



**Action 2 :** Next click 'Continue'.

**Action 3 :** Select the pension provider.

**Action 4 :** On the next page , enter the Auto Enrolment Pension scheme details. Fill in all the mandatory fields and click 'Save & Continue'.

New Auto Enrolment Pension Provider Setup ? Back Save & Continue

Auto Enrolment Details (\* ) = required fields

Auto Enrolment Pension Staging Date \*  ?

Deferral Date (Optional)  ?

Employer's PAYE Ref. \* 067 V30456 ?

Employer's UTR Type < Select > ?

AE Letter Signatory Details

Authorised Signatory Surname Smith  
(Company Pension Manager)

Figure 2.2

**IMPORTANT :** You need to setup the pension provider credentials on the following page, if the pension provider you have chosen is any of NEST, Smart Pension or Super Trust. This allows you to directly eSubmit the AE pension data to the pension provider.

**Action 5 :** Now enter your aeExchange password to give us the consent for data migration from HMRC BPT. Then click 'Confirm'.

Consent for Data Migration ? Back Confirm

To proceed you must consent us to extract the data from the HMRC Basic Payee Tool (BPT). Ensure that you have logged-in using the machine where you have you BPT tool installed. If not you will have to log out and log in again using the system where the BPT tool is installed.

I here by authorised aeExchange with out reservation to extract from by BPT tool to aeExchange server.

Enter User Password to confirm \* \*\*\*\*\*

Back Confirm

Figure 2.3

### 3. Migrate Employee Data to aeExchange

Once you have given consent for migration, the following screen will allow you to upload the DB Data file (sqlite3.db) which holds your employee data.

The next steps will show you how to migrate employee data to aeExchange.

**Please Note :** Before proceeding to Action 1, login to HMRC Basic PAYE Tools (BPT) and click 'Settings'. Go to 'Database location', select the location, right click the selection and then click 'Copy'.

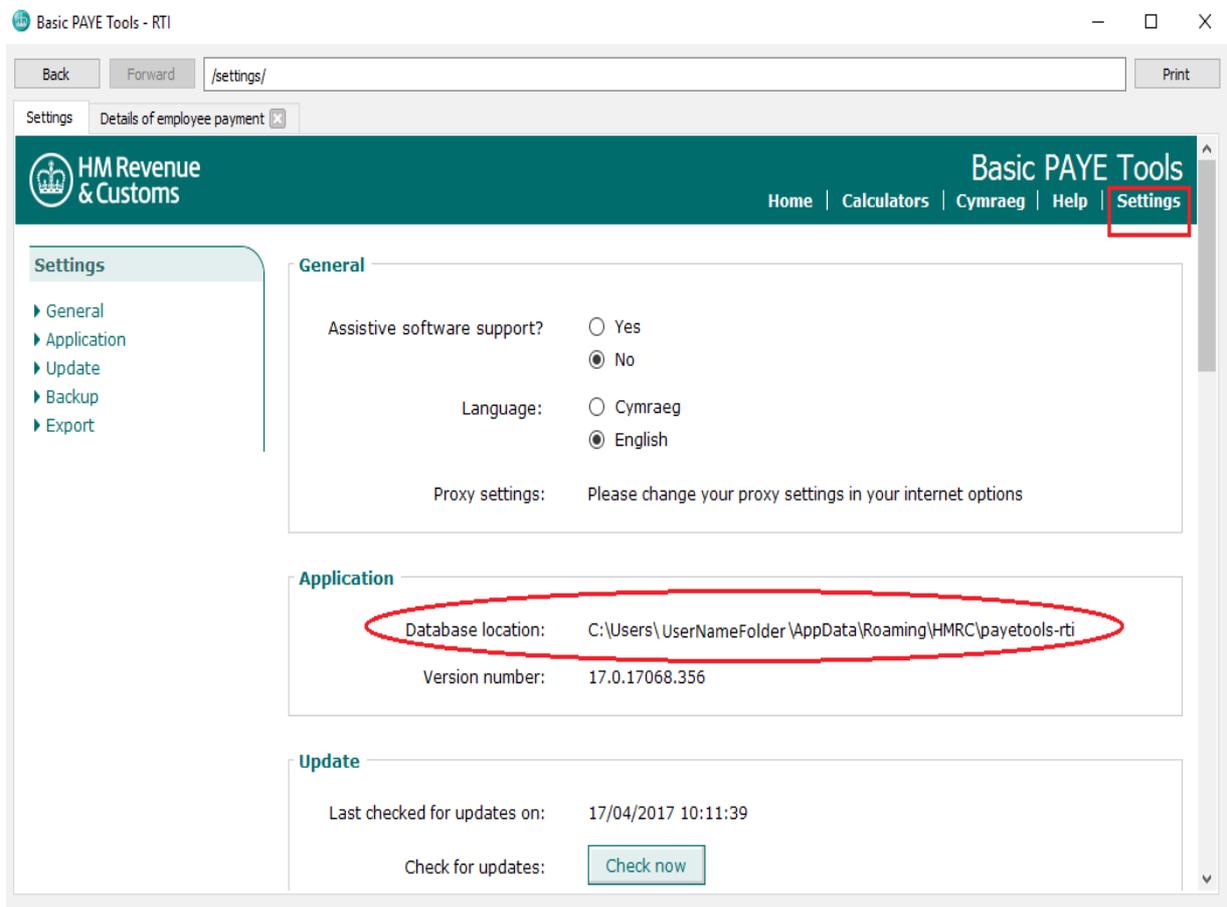


Figure 3.1

**Action 1 :** Now return back to aeExchange, click 'Browse'.

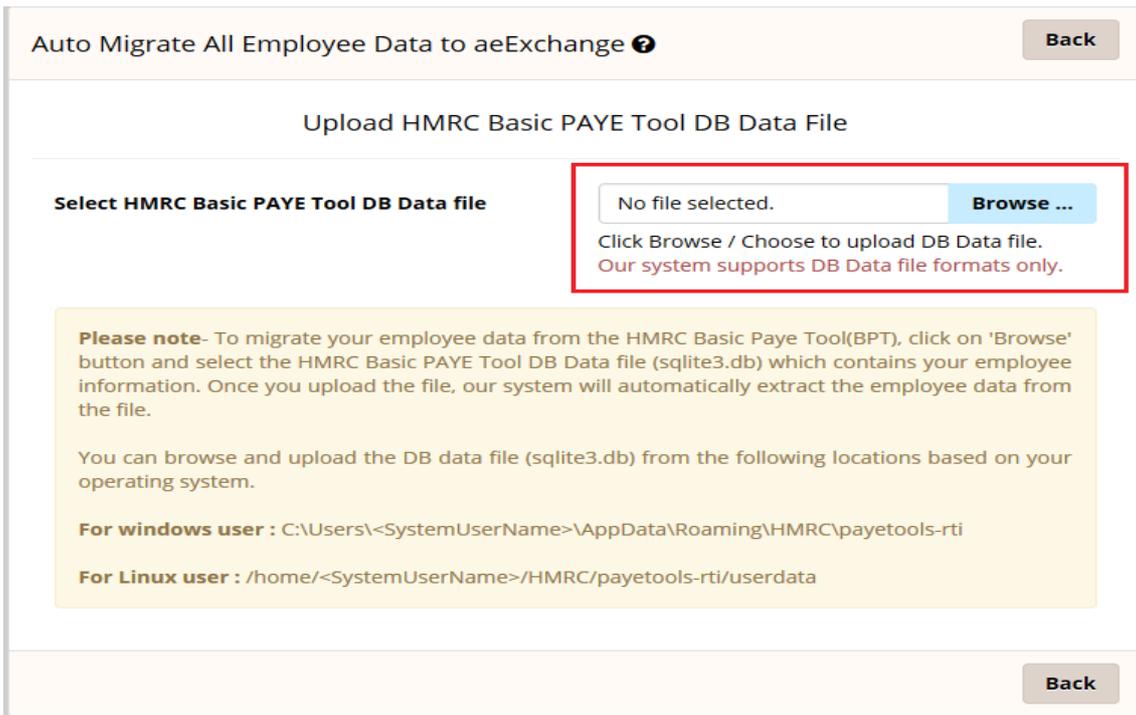


Figure 3.2

**Action 2 : Paste the Database Location** and press 'Enter'. Then select sqlite3.db file from the screen, then click 'Open'.

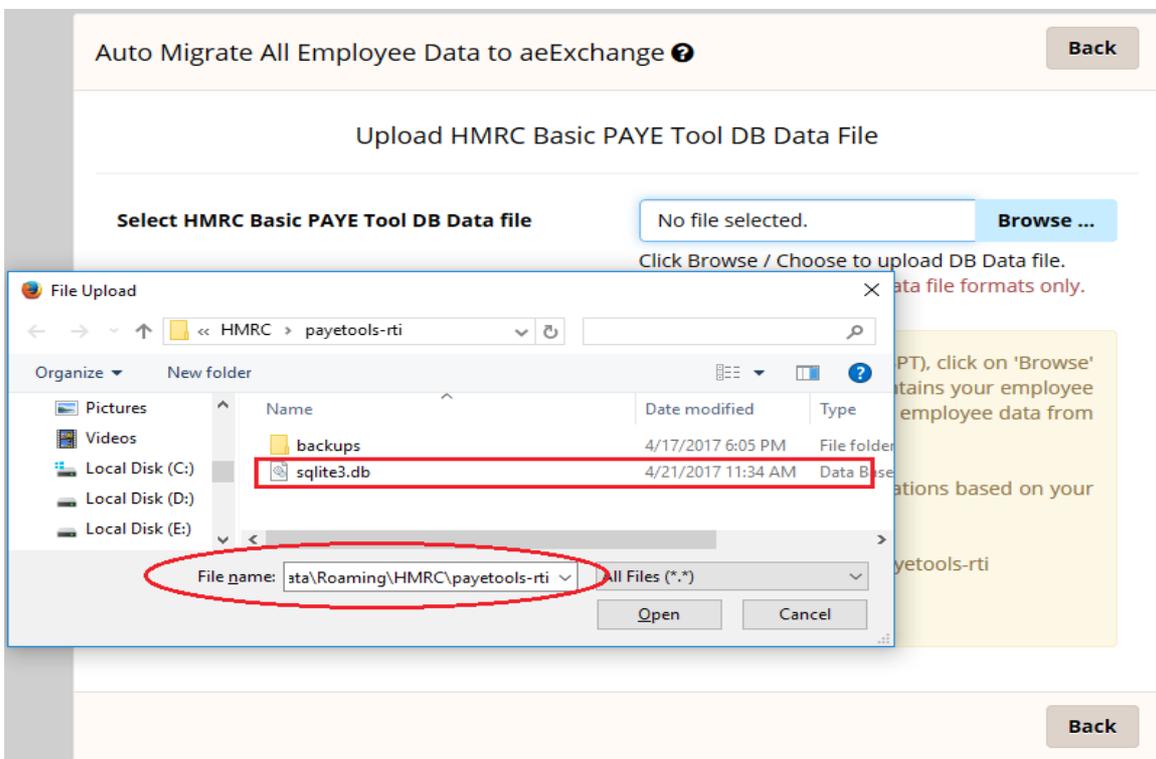


Figure 3.3

**Action 3 :** Then click '**Migrate Employee**'.

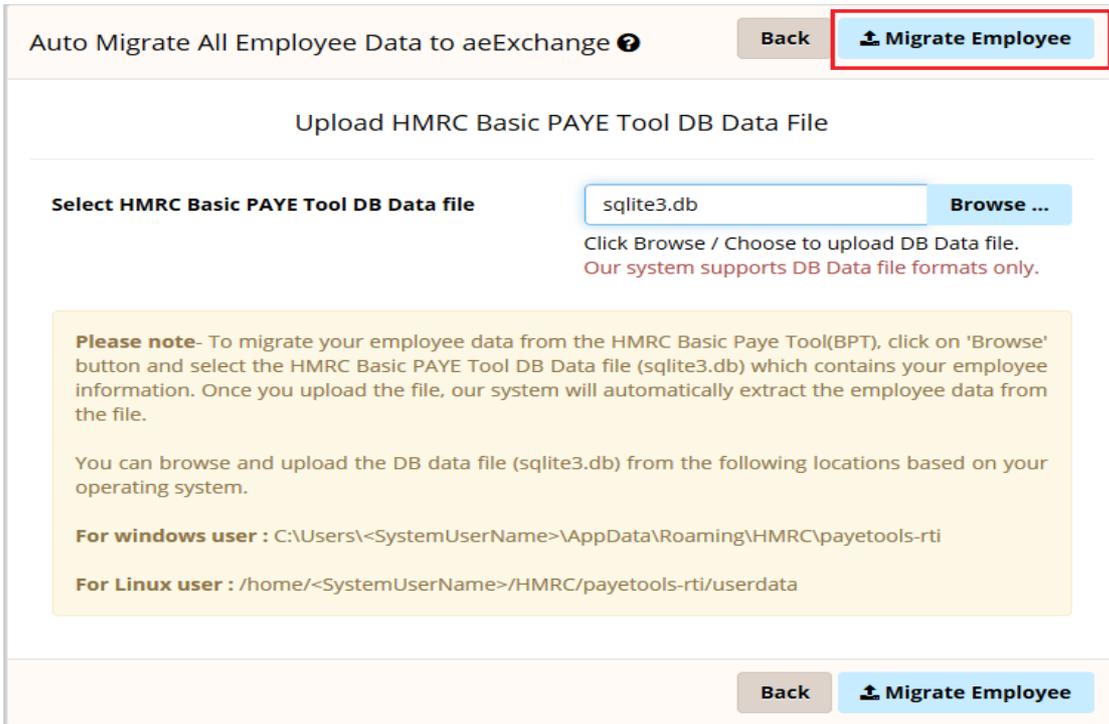


Figure 3.4

**Please Note :** If the HMRC Basic PAYE Tool (BPT) DB File contains more than one employer, a pop up will appear with the list of employers. You need to select the employer you want and click 'OK'.

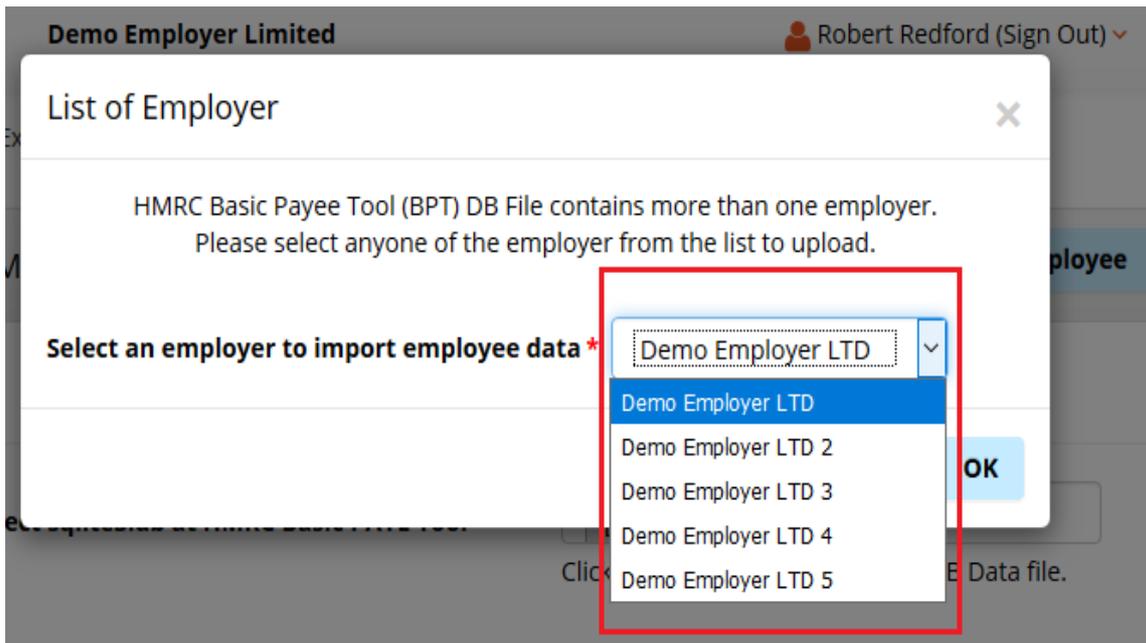


Figure 3.5

**Action 4 :** Once you have uploaded the DB File successfully, you can then view the AE assessment status page. Here you can enter the Employee AE Statuses , AE Status Assessed Dates and Deferral Dates(This is an optional process). Entering the AE assessment details here will cater for the reassessment requirement in aeExchange. Finally click '**Commit Data**' .

Confirming AE Assessment Status ?

Commit Data

Row No.	Employee Works No.	Employee NINO No.	Employee Name	Employee Join Date	Employee AE Status	AE Status Assessed Date <span style="font-size: 18px;">?</span>	Deferral Date
1	E012	AB122332A	Gary, Morrison	01/04/2012	< Select >	<input type="text"/>	<input type="text"/>
2	E010	AC112233B	Christina, Boyle	01/05/2012	< Select >	<input type="text"/>	<input type="text"/>
3	E007	AD223344A	Caroline, Dyke	01/06/2013	< Select >	<input type="text"/>	<input type="text"/>
4	E004	AE334455B	Harrison, Ford	01/03/2013	< Select >	<input type="text"/>	<input type="text"/>
5	E011	BA667788A	Calla, Black	01/03/2013	< Select >	<input type="text"/>	<input type="text"/>

Figure 3.6

**Please Note :** If you wish to enter the AE details later or edit the entered details, please follow the road map below.

*Others → Amend Migration AE Assessment Data → Continue → Amend*

**Action 5 :** After successful migration, the screen below will be displayed.

### AE Migration Status

✓ Your Migration is completed Successfully

**What to do Next:**

- To start assessing your employees, you can click on **Key In Data** and follow the instructions to start assessing you employees.

Figure 3.7

## 4. Enter Pensionable Earnings Data

Once you migrate all your employee details, the next step is to enter their AE pension Data into our application. This process is called 'Key In Data'. Based on the AE pension data entered here, our application will assess your employees. Please follow the procedure below.

**Action 1 :** Go to 'Key In Data' menu in the task bar.

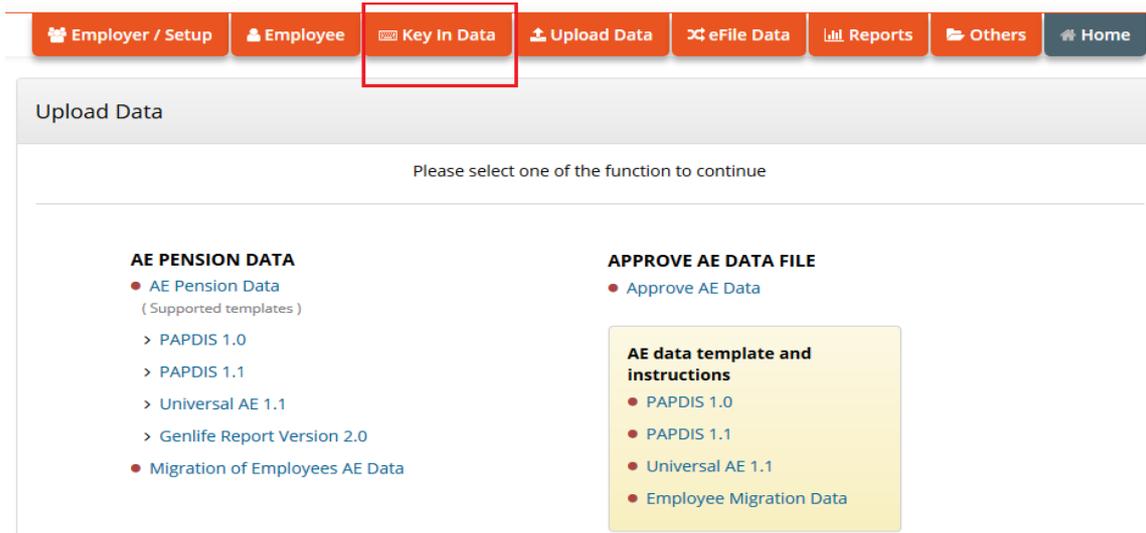


Figure 4.1

**Action 2 :** Click 'Enter Pensionable Earnings ' and select the pay frequency

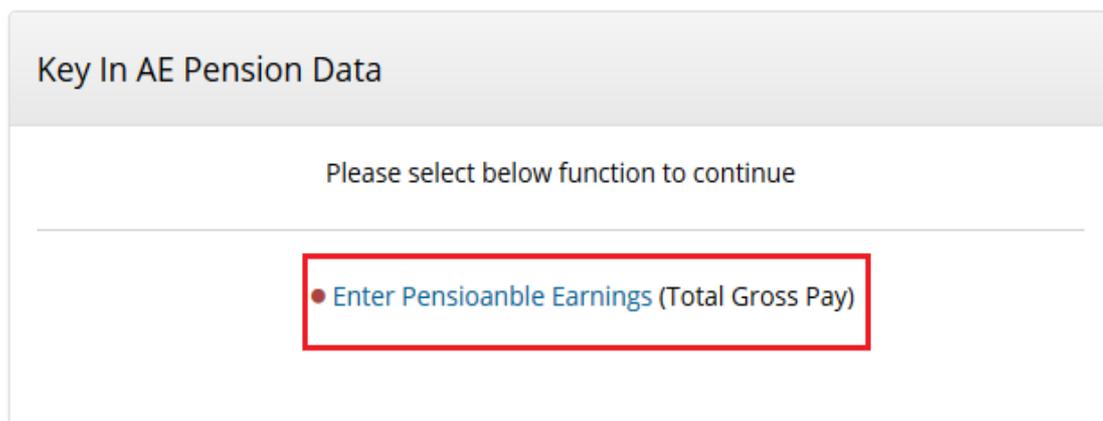


Figure 4.2

**Action 3 :** Here you can enter the AE pension data of your employees. Click **Save & Assess**. All the employees will be assessed based on the AE Pension data entered here.

Works No.	Employee Name	Pensionable Earnings	Qualifying Earnings (Optional)	Employee AVC	Select Payee
1	Gary, Morrison	920.00	920.00	100.00	<input type="checkbox"/>
2	Christina, Boyle	1200.00	1200.00	200.00	<input type="checkbox"/>
3	Caroline, Dyke	891.00	891.00	0.00	<input type="checkbox"/>

Figure 4.3

**Action 4 :** Here you can download Draft Payroll Deduction File to verify the AE pension data for all the employees. Once verified, click 'Approve'.

Works No.	Employee Name	Qualifying earnings (Gross Pay)	Pensionable earnings	Employer contribution	Employee contribution	Employee AVC	Employee Contribution Rate	Employer Contribution Rate	Total AE Pension contribution	Total AE Pension contribution (Previous Period)	AE Assessed Status
E012	Gary, Morrison	2986.22	2986.22	29.86	29.86	29.86	1.00%	1.00%	59.72	59.72	Auto Enrolled
E010	Christina,	2147.12	2147.12	21.47	21.47	0.00	1.00%	1.00%	43.94	43.94	Opted In

Figure 4.4

**Action 5 :** Enter your user sign in password and click '**Confirm**' to authorise the AE pension data.

Approve AE Pension Data ?

Back Confirm

Submission Period 10 Submission Frequency Monthly

**Enter User Sign In Password \***

aeExchange Signin Password

**NOTE:** Before you proceed, please Authorise by entering your password and click on the "Confirm" button to proceed.

Back Confirm

Figure 4.5

**Action 6 :** The screen below will be displayed after you approve the AE Data successfully.

AE Pension Data Approved Successfully Done

✓ You have successfully approved AE Pension Data for

Tax Year: 2016 - 17 Period: Month 1 (06/04/2016 - 05/05/2016)

**What to do Next:**

- You can click on [eFile Data](#) to eFile your contribution Data to Pension Provider or
- You can manually download the contribution csv file from [Reports](#) and upload to your pension provider portal. or
- You can click on [Reports](#) to Print / e-Mail the Communication Letters.

Done

Figure 4.6

## 5. Download Payroll Deduction File

The payroll deduction file will provide you the AE pension data such as Pensionable earnings, Employer contribution, Employee contribution etc. You can enter these pension contribution details in HMRC BPT when you add payment for the employee.

**Action 1 :** Go to 'Reports' menu in the task bar.

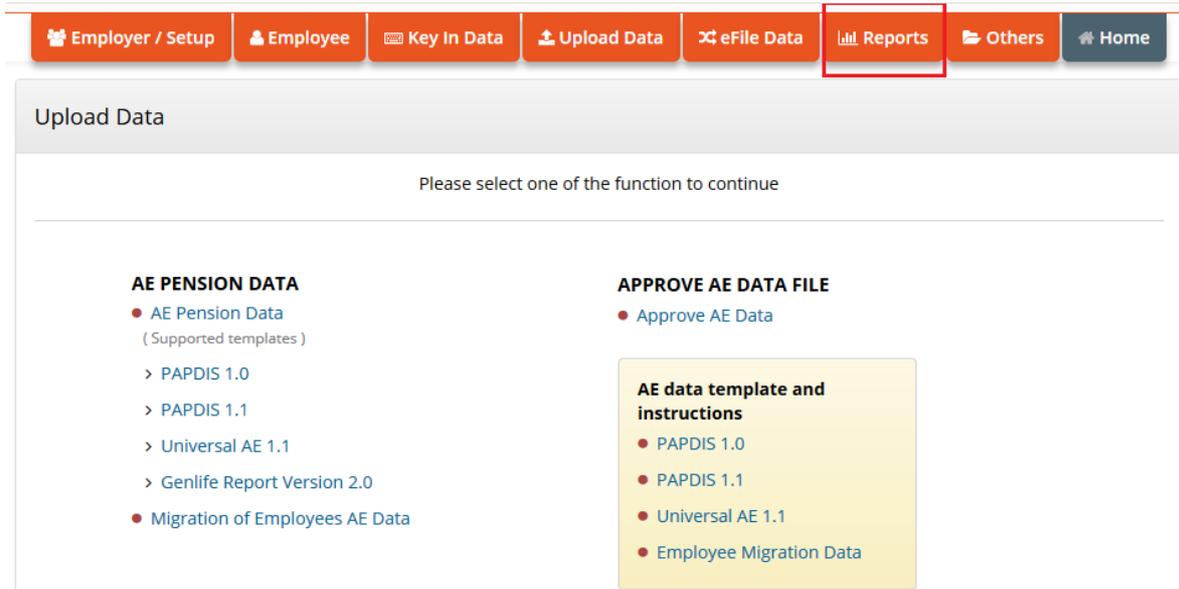


Figure 5.1

**Action 2 :** Click 'Approved AE Payroll Deduction Data' link.

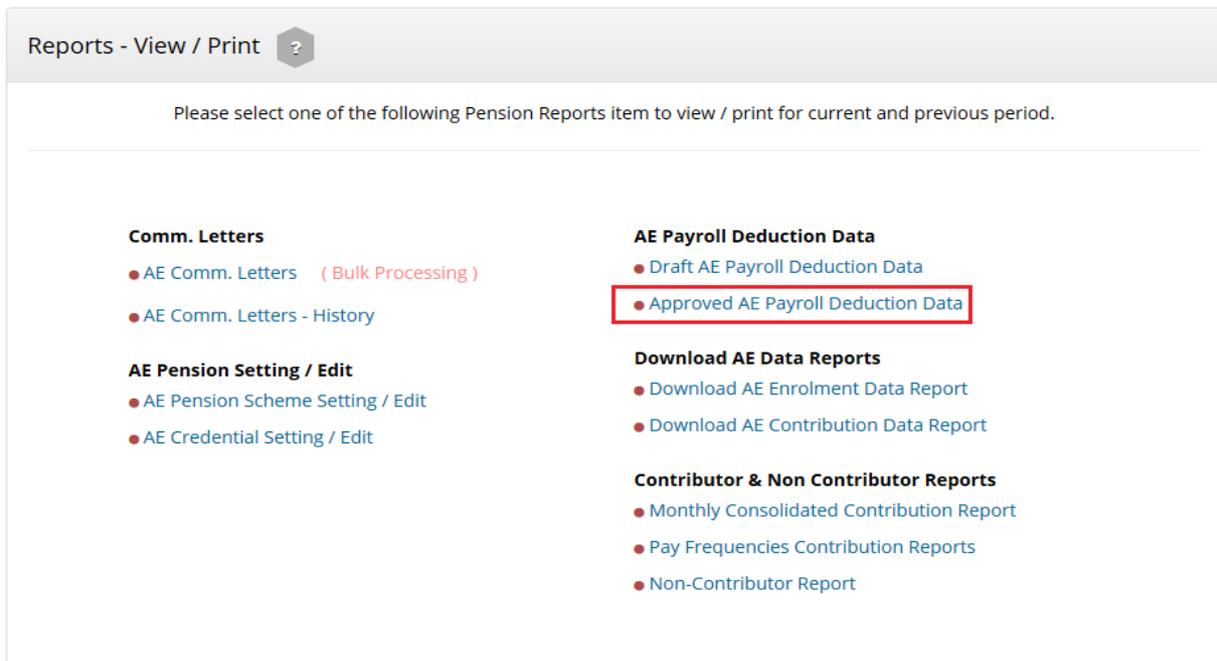


Figure 5.2

**Action 3 :** Select the pay frequency. Then click the **'View/Print'** corresponding to the client.

Figure 5.3

**Action 4 :** Here you can view the monthly consolidated approved AE payroll deduction Data. click **'Download PAPDIS1.1 CSV'** to download the file.

Works No.	Employee Name	Pay Frequency	NINo	Enrolment Date	Leaving Date	Pensionable earnings	Employer contribution	Employee contribution	AVC contribution
E012	Gary, Morrison	Monthly	NR728522A	02/01/2016		2986.22	29.86	29.86	10.00
E010	Christina, Boyle	Monthly	JA521893B	23/05/2015	01/01/2015	2147.12	21.47	21.47	10.00
E007	Caroline, Dyke	Monthly	SC212167D	16/11/2016		1627.23	16.27	16.27	10.00
E004	Harrison, Ford	Monthly	AB342165A	01/03/2016		1340.33	13.40	13.40	10.00
E011	Calla,	Monthly	SC342166B	06/06/2015		1941.49	19.41	19.41	10.00

Figure 5.4

**Action 5 :** You can enter these pension contribution details in HMRC BPT when you add payment for the employee.

The screenshot shows a form with several sections. The 'Statutory payments' section includes five rows for SSP, SMP, SPP, ShPP, and SAP. The 'Payrolled benefits in kind' section includes two rows for PAYE tax and Class 1 NICs. The 'Employee pension contributions' section is highlighted with a red box and contains two rows for pension contributions. The 'Other details' section is partially visible at the bottom.

<b>▼ Statutory payments</b>	
Total SSP paid in this period:	£ <input type="text"/> ⓘ
Total SMP paid in this period:	£ <input type="text"/> ⓘ
Total SPP paid in this period:	£ <input type="text"/> ⓘ
Total ShPP paid in this period:	£ <input type="text"/> ⓘ
Total SAP paid in this period:	£ <input type="text"/> ⓘ
<b>▼ Payrolled benefits in kind</b>	
Payrolled benefits in kind subject to PAYE tax:	£ <input type="text"/> ⓘ
Benefits in kind subject to Class 1 NICs:	£ <input type="text"/> ⓘ
<b>▼ Employee pension contributions</b>	
Value of employee's pension contributions paid under 'net pay arrangement':	£ <input type="text"/> ⓘ
Value of employee's pension contributions paid, but not under 'net pay arrangement':	£ <input type="text"/> ⓘ
<b>▶ Other details</b>	

Figure 5.5

## 6. Download AE Contribution Data

We will provide you with both contribution and enrolment reports. You can e-file the contribution report directly to the pension provider (Currently this facility available only for NEST, Smart Pension and Super Trust Pensions). For other pension providers, you can download the contribution file and upload the file to the respective pension provider portal.

**Action 1 :** Go to the 'Reports' section in the task bar.

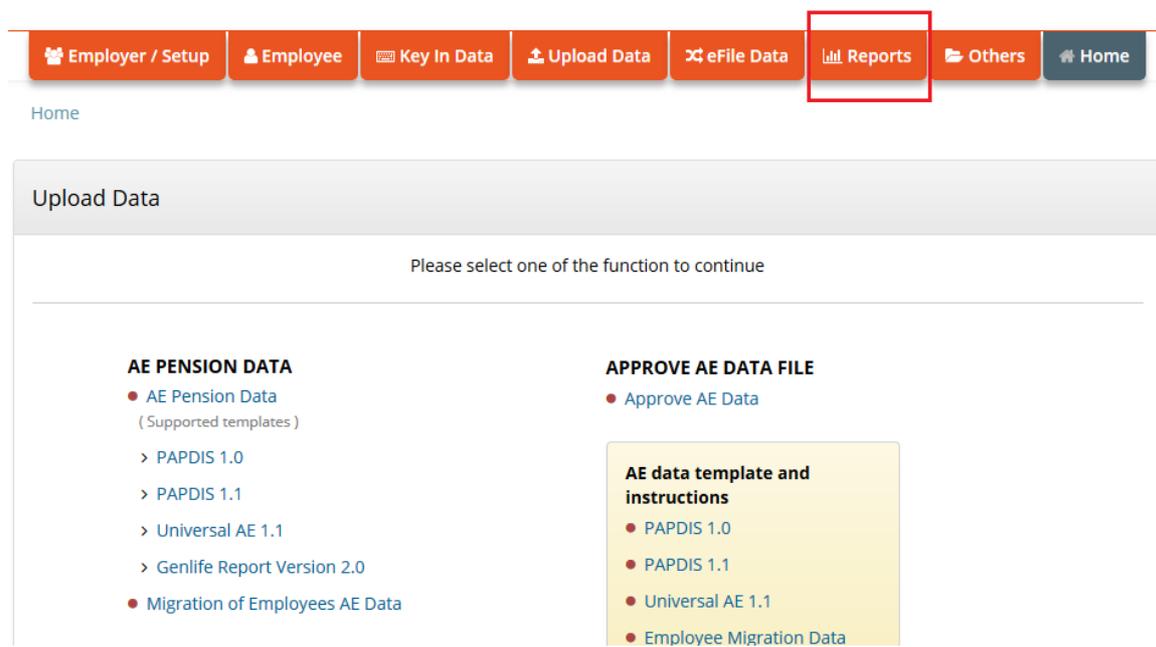


Figure 6.1

**Action 2 :** Here you can download either AE enrolment Data Report / AE Contribution Report as per your requirement. Those who cannot e-file directly, can take this downloaded data and upload to the respective pension providers. click '**Download AE Contribution Data Report**'.

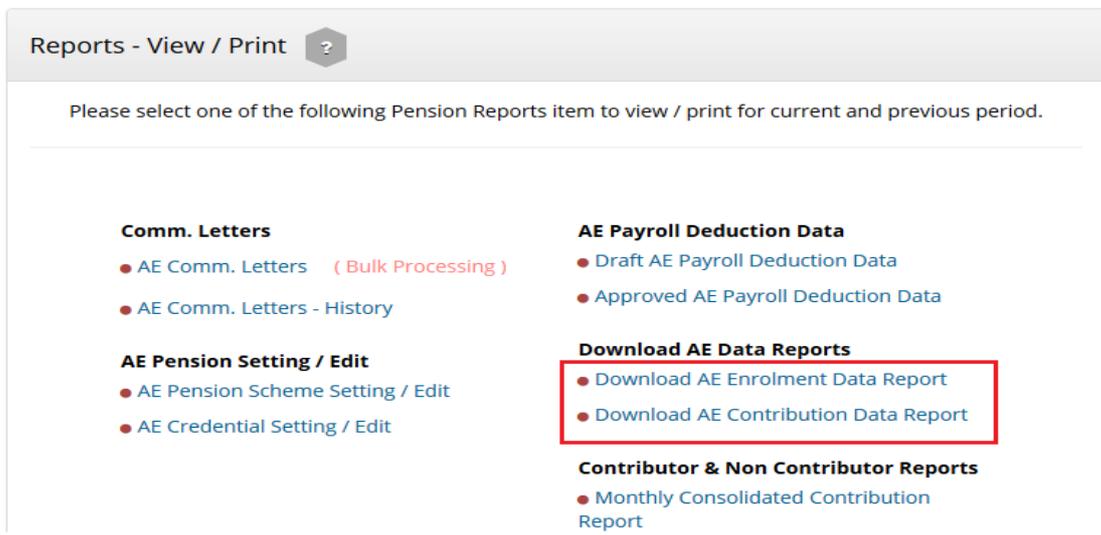


Figure 6.2

**Action 3 :** Click '**Download CSV**'.

Row No.	Client Name	User own File Ref.	Upload Timestamp	Tax Year	Tax Period	Total No. of Employees	Total Payment	Validation Status	Uploaded Files	Action
1	-	AEM0815c	2015-11-28T16:35	2016-17	Month 08	-	-	IN PROGRESS	-	-
2	-	AEM0815b	2015-11-28T15:40	2016-17	Month 08	-	-	FAILED	View Details	NA
3	Demo Client Ltd. 1	AEM0815b	2015-11-28T15:40	2016-17	Month 08	7	£355.00	SUCCESSFUL	View Details	Download CSV

Figure 6.3

## 7. E-file AE Contribution Data

You can e-file the contribution report directly to the pension provider (Currently this facility available only for NEST, Smart Pension and Super Trust Pensions). With the following procedure below.

**Action 1:** Go to 'eFile Data' menu in the task bar.

**Task Bar:** Employer / Setup | Employee | Key In Data | Upload Data | **eFile Data** | Reports | Others | Home

**Upload Data**

Please select one of the function to continue

**AE PENSION DATA**

- AE Pension Data (Supported templates)
  - > PAPDIS 1.0
  - > PAPDIS 1.1
  - > Universal AE 1.1
  - > Genlife Report Version 2.0
- Migration of Employees AE Data

**APPROVE AE DATA FILE**

- Approve AE Data

**AE data template and instructions**

- PAPDIS 1.0
- PAPDIS 1.1
- Universal AE 1.1
- Employee Migration Data

Figure 7.1

**Action 2:** click 'Continue'.

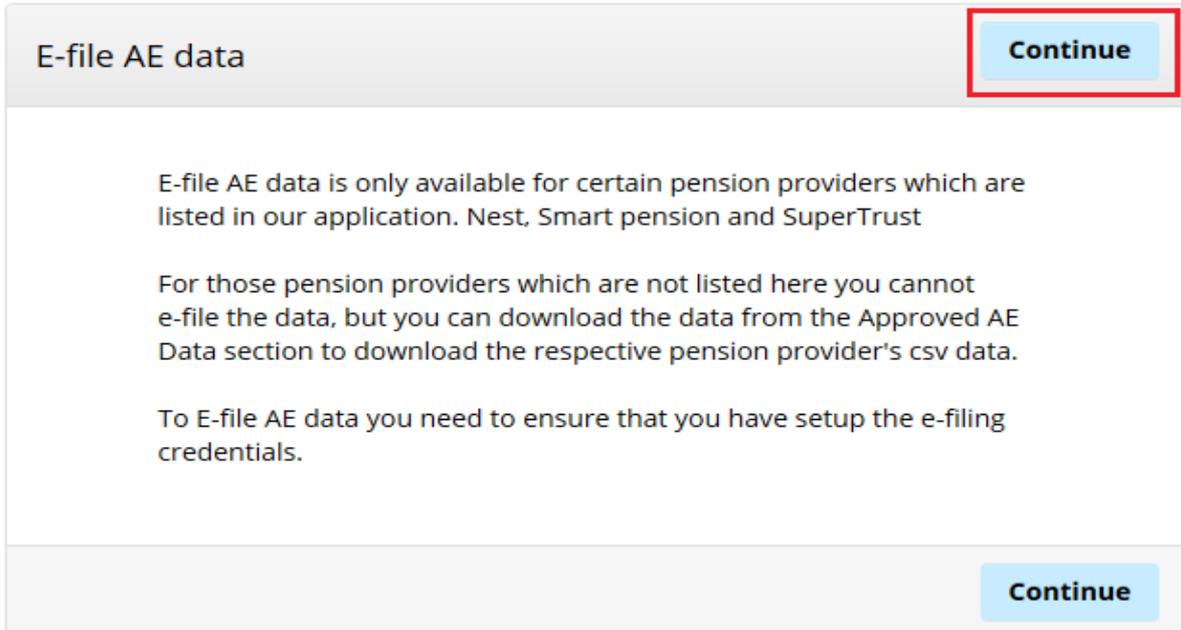


Figure 7.2

**Action 3:** Click 'eFile AE Contribution data'.

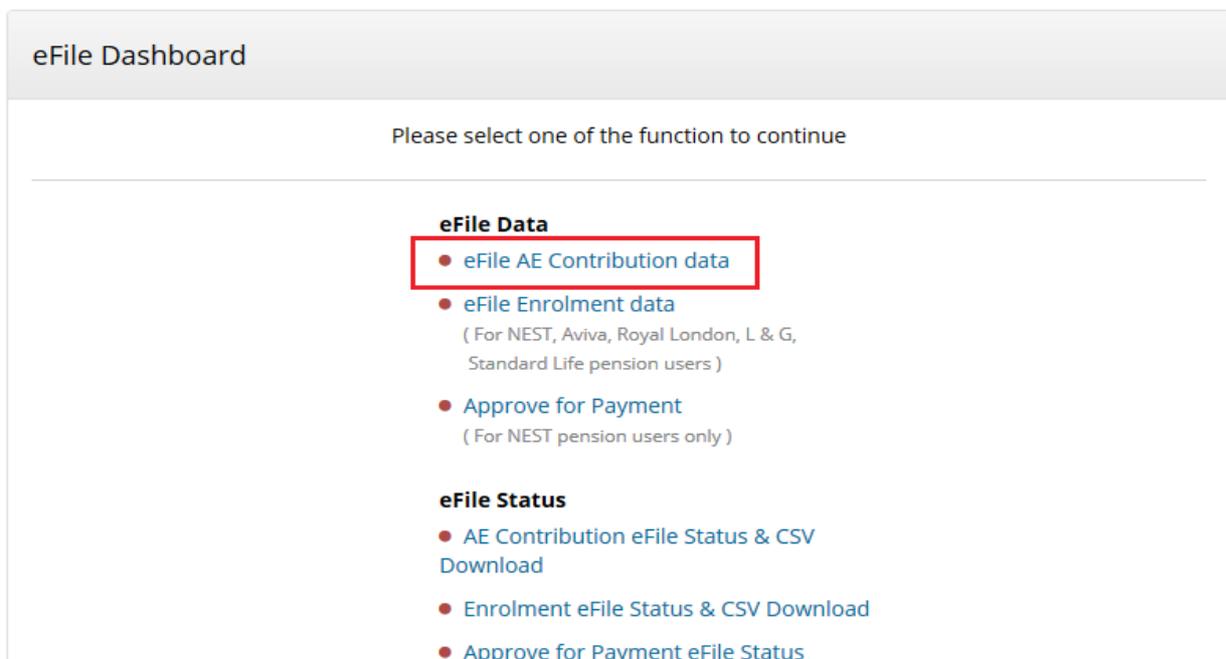


Figure 7.3

**Action 3:** Select the checkbox under '**Select to eFile**' and click '**eFile**'.

Row No.	Client Name	User own File Ref.	Upload Timestamp	Tax Year	Tax Period	Total No. of Employees	Total Payment	Validation Status	Uploaded Files	Select to eFile	
1	-	AEM0815c	2015-11-28T16:35	2016-17	Month 08	-	-	IN PROGRESS	-	-	<input checked="" type="checkbox"/>
2	-	AEM0815b	2015-11-28T15:40	2016-17	Month 08	-	-	FAILED	View Details Remove	-	<input type="checkbox"/>
3	Demo Client Ltd. 1	AEM0815b	2015-11-28T15:40	2016-17	Month 08	7	£355.00	SUCCESSFUL	View Details Remove	<input checked="" type="checkbox"/>	

Figure 7.4

**Action 4:** Enter User Sign In Password and click '**Confirm**'.

**NEST Authorisation**

**Employer's Authorisation**  
Please Authorise NEST Consolidated Amount to Pay.

Submission Period **10**      Submission Frequency **Monthly**      No. of Payees **9**

**NEST Consolidated Amount to Pay**      £ 2732.91

**Payment Due Date**      05/02/2017

**Enter User Sign In Password \***

**NOTE:** Before you proceed, please Authorise NEST Consolidated Amount to Pay by entering your password and click on the "Confirm" button to proceed.

Figure 7.5

**Please Note :** To check the e-filed status, follow the road map below.

*eFile Data -> AE Contribution eFile Status & CSV Download*

## 8. Print / E-Mail AE Comm. Letter

You can print / e-mail the AE Communication letters to the respective employees after the first assessment and subsequent assessment if there is a change in previous assessed status. The content of the comm. letter is based on TPR provided templates. Please follow the below procedure to print/ e-mail the AE Comm. Letter.

**Action 1 :** Go to 'Reports' menu in the task bar.

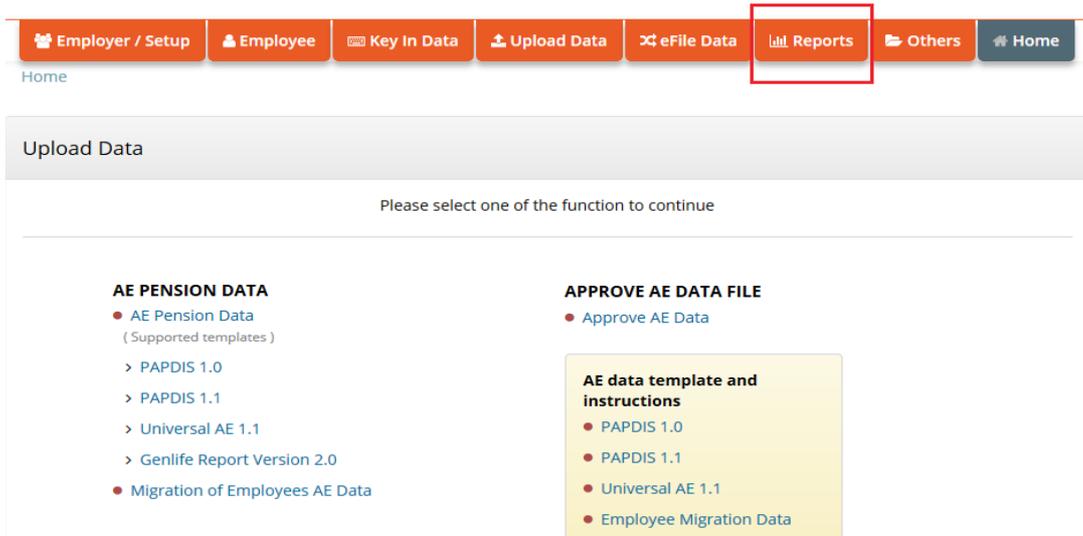


Figure 8.1

**Action 2 :** Click 'AE Comm. Letters'.

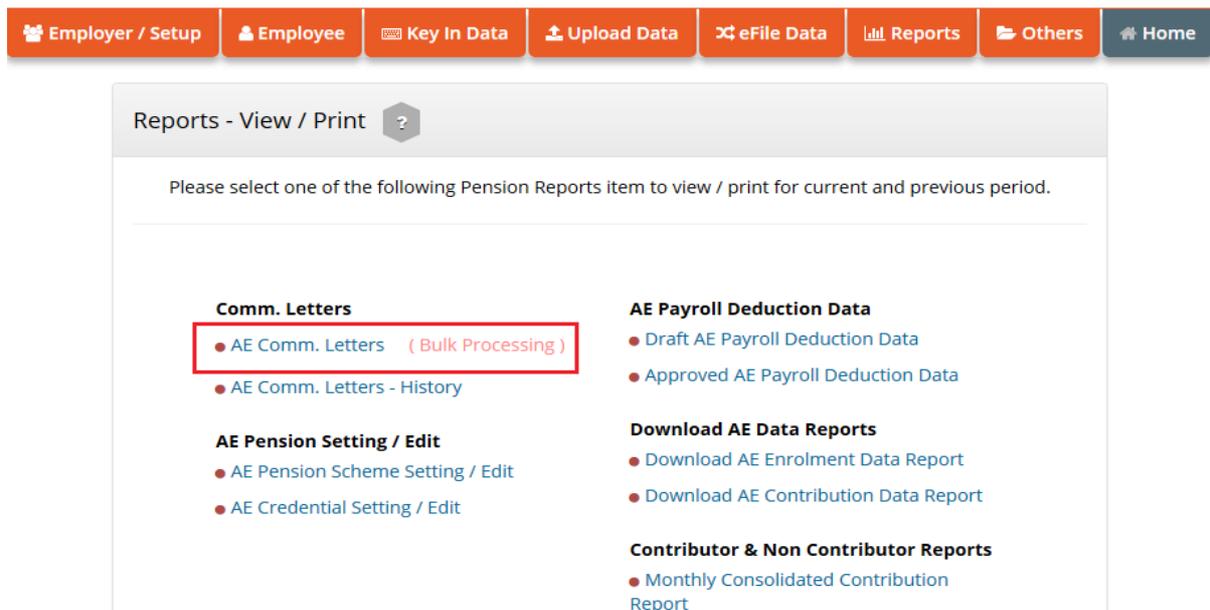


Figure 8.2

**Action 3 :** Select the submission frequency. On the next screen, select the checkbox under 'Select to Print'. Then click 'Print Selected' or 'E-Mail Selected' to print or e-mail comm. Letters respectively.

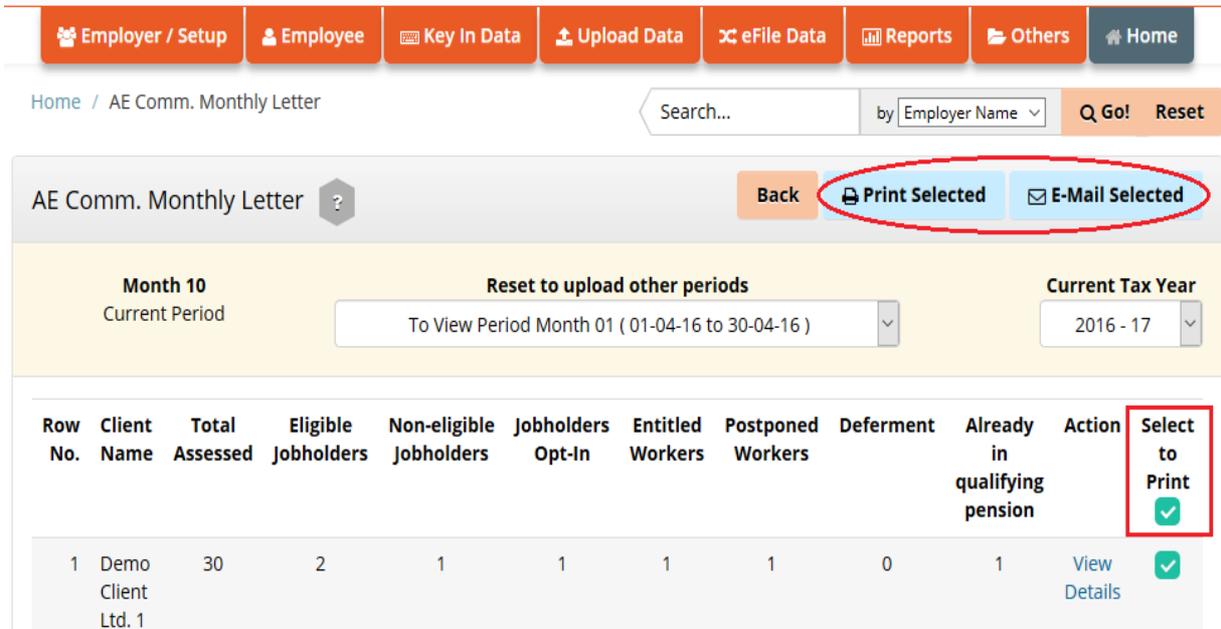


Figure 8.3

## 9. Declaration of Compliance

Our system will remind you to e-file the Declaration of Compliance to The Pensions Regulator within 90 days of assessment or re-assessment. You are provided with the ready to upload Declaration of Compliance data in CSV file format. Follow the procedure below to download Declaration of Compliance data in CSV file format.

**Action 1 :** Click 'Employer/ Setup' menu in the task bar.

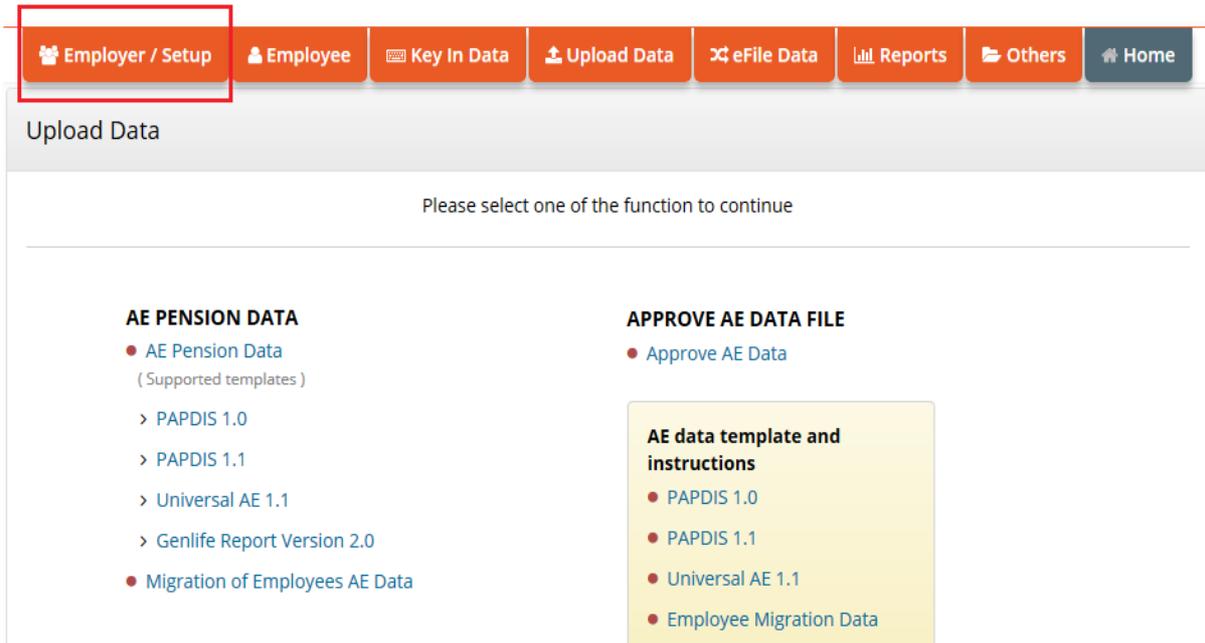


Figure 9.1

**Action 2 :** Click 'Declaration of Compliance'.

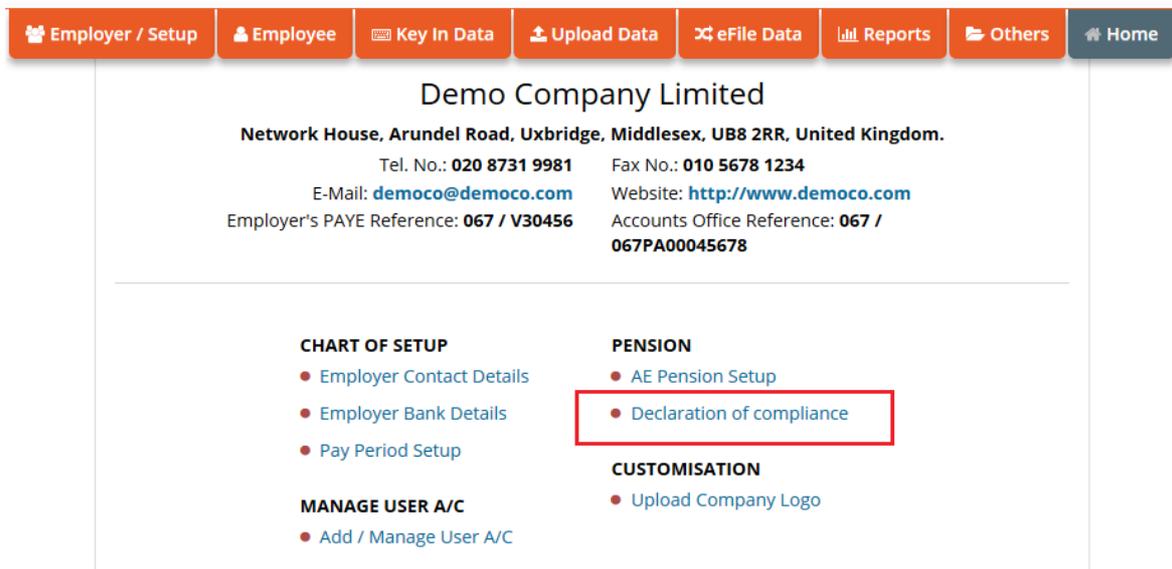


Figure 9.2

**Action 3 :** Click 'Continue'.

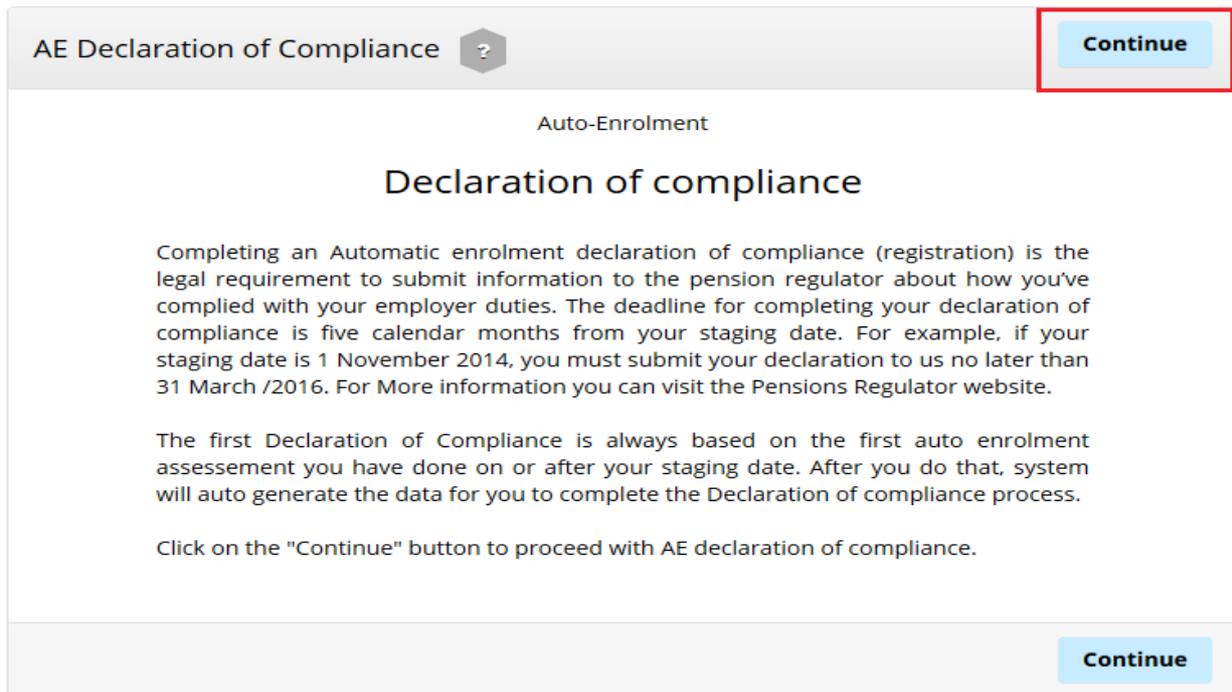


Figure 9.3

**Action 4 :** Enter the details and click '**Save & Continue**'.

Figure 9.4

**Action 5** : Then click '**Download CSV**' to download the declaration of compliance data in CSV format.

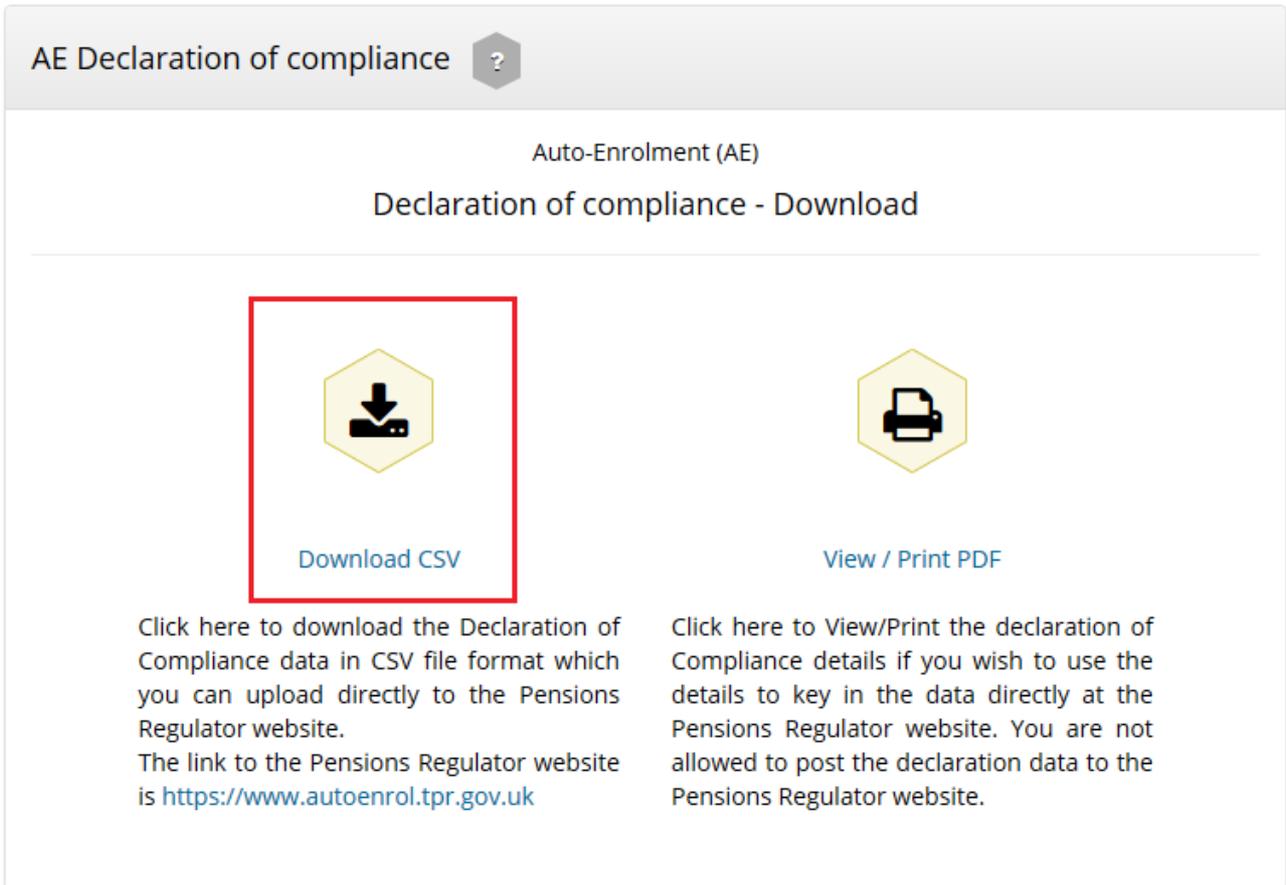


Figure 9.5

**Please Note** : You may click '**View / Print PDF**' to download the Declaration of Compliance in PDF format. You can use this to enter data directly to the Pensions Regulator website.

## 10. Migrating New Employee Data From HMRC BPT

When a new employee joins after migration, you will need to migrate the new employee data from HMRC BPT to aeExchange. Please follow the below procedure to migrate new employee.

**Action 1 :** Go to 'Employee' menu in the task bar.

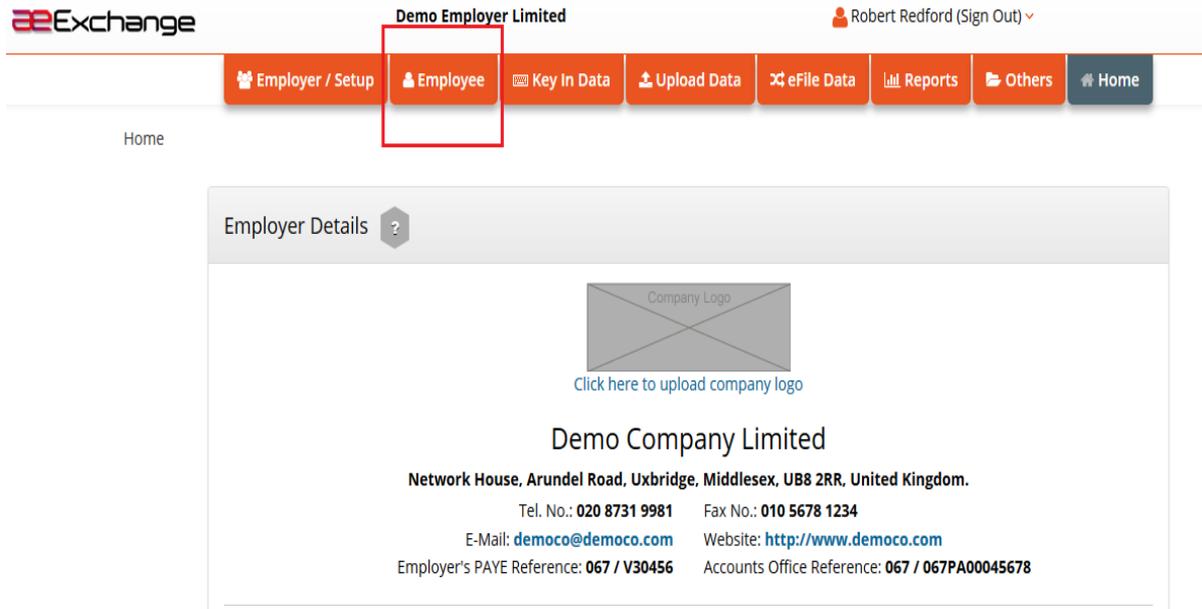


Figure 10.1

**Action 2 :** Click 'Add New Employee' .

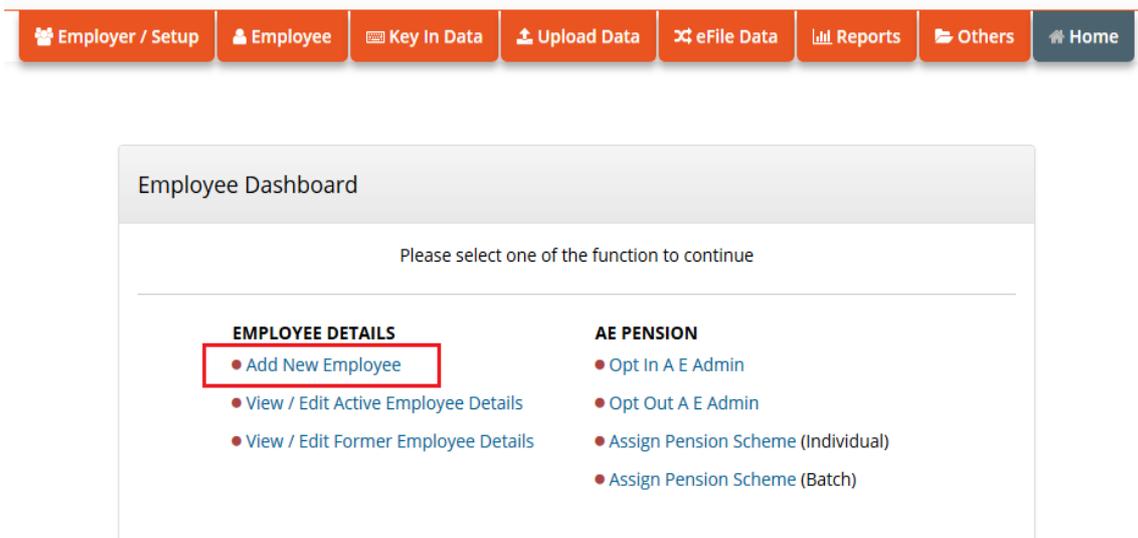


Figure 10.2

**Action 3 :** In this section you are given two options; you can manually create an employee or upload the HMRC BPT DB Data file (sqlite3.db). You can choose either of the options. To proceed with uploading the DB data file click '**Upload Employee**'.

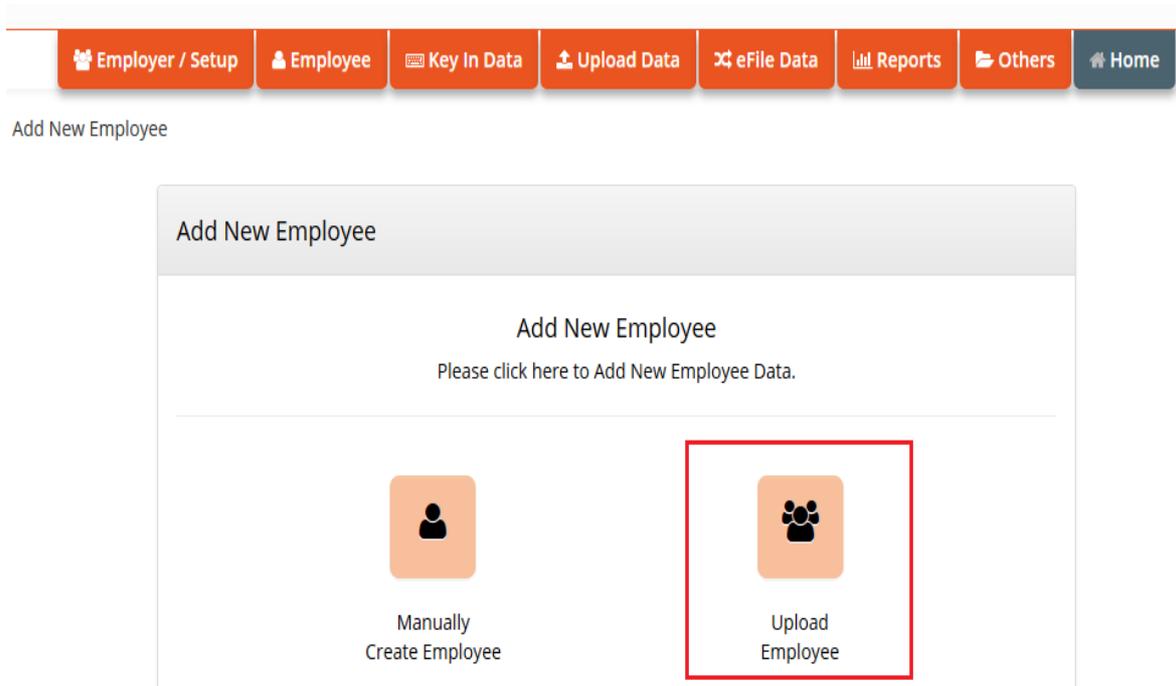


Figure 10.3

**Action 4 :** Then click '**OPTION 2 - BPT Upload employee (BPT DB File)**'.

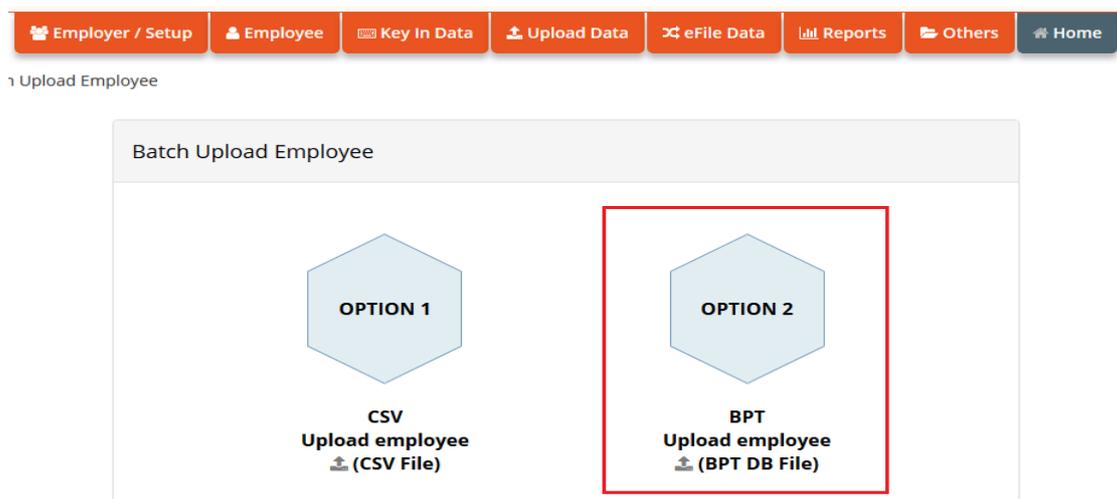


Figure 10.4

**Action 5 :** Now repeat the actions in the [Migrate Employee Data to aeExchange](#) section to browse and upload the HMRC Basic PAYE Tools DB Data file (sqlite3.db).