

BDO P11D Enterprise version 23.1



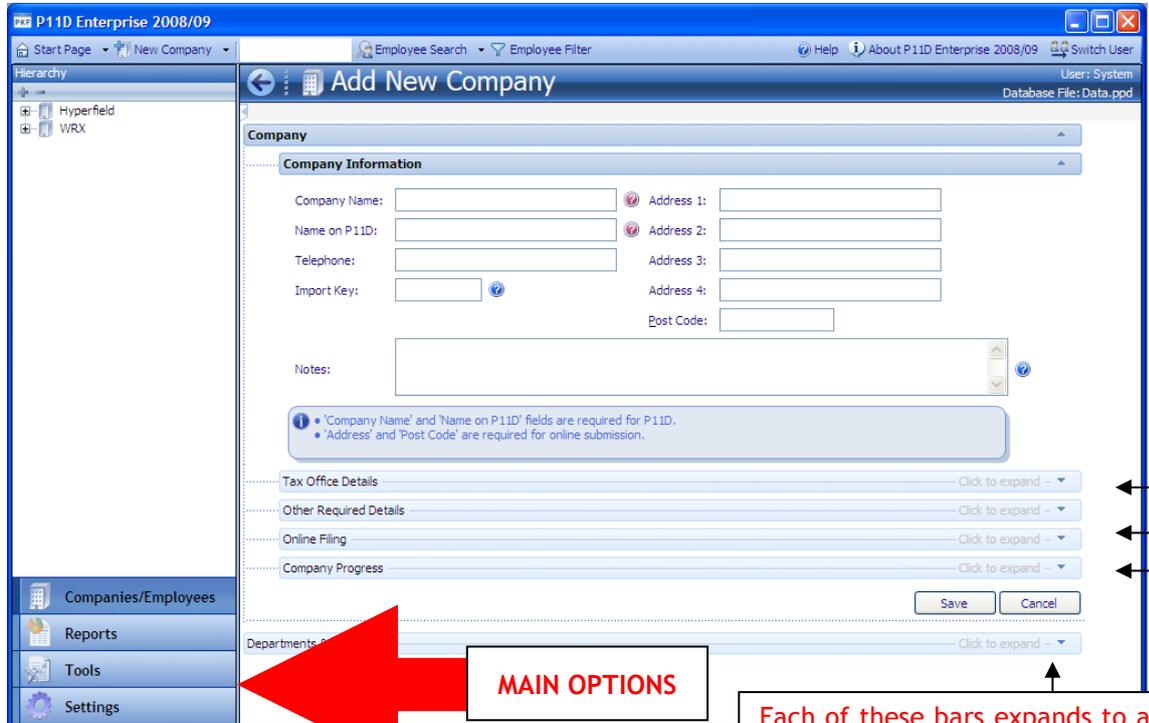
Introduction:

- Installation instructions for Version 23.1 are provided in this guide; see “Installing P11D Enterprise 2016-17” on page 3. Please read the instructions carefully. This version uses Microsoft SQL server which may be installed onto a single computer (software included free of charge) or an existing SQL server.
- The installation contains a full manual in PDF format which can be viewed or printed from the installation CD. A copy of this should also be accessible from your Start/Programs menu. The contents of the manual are also available via the Help within the system.
- The CD contains a self-playing demonstration which provides a simple introduction to the basic functions.
- Additionally the CD contains a PDF copy of the official HM Revenue and Customs 480 (2017) expenses and benefits tax guide
- Should you have any queries or require support please contact us on Freephone 0808 100 7113 or email p11d@bdo.co.uk.

Quick overview:

P11D Enterprise is designed around simple principles, which once understood can help you navigate easily and quickly to where you want to be.

In common with many modern applications, the main options can be selected from the four buttons in the bottom left corner of the screen.



Main Options

Companies / Employees

This provides access to the company list. From this you can display departments, employees, employee benefits and expenses

Reports

Lists the standard reports which can be produced. These reports can be printed, saved as PDF files, or emailed.

Tools

Lists various useful options, including:

- the vehicle and mileage registers
- change the expenses and benefits available
- allocate benefits to multiple staff
- roll forward data from previous version
- import and export options
- software update facility which allows you to get the latest updates to P11D Enterprise via the Internet.

Settings

Provides a number of options to customise how you use the software, and to set up links to your email system and the Internet.

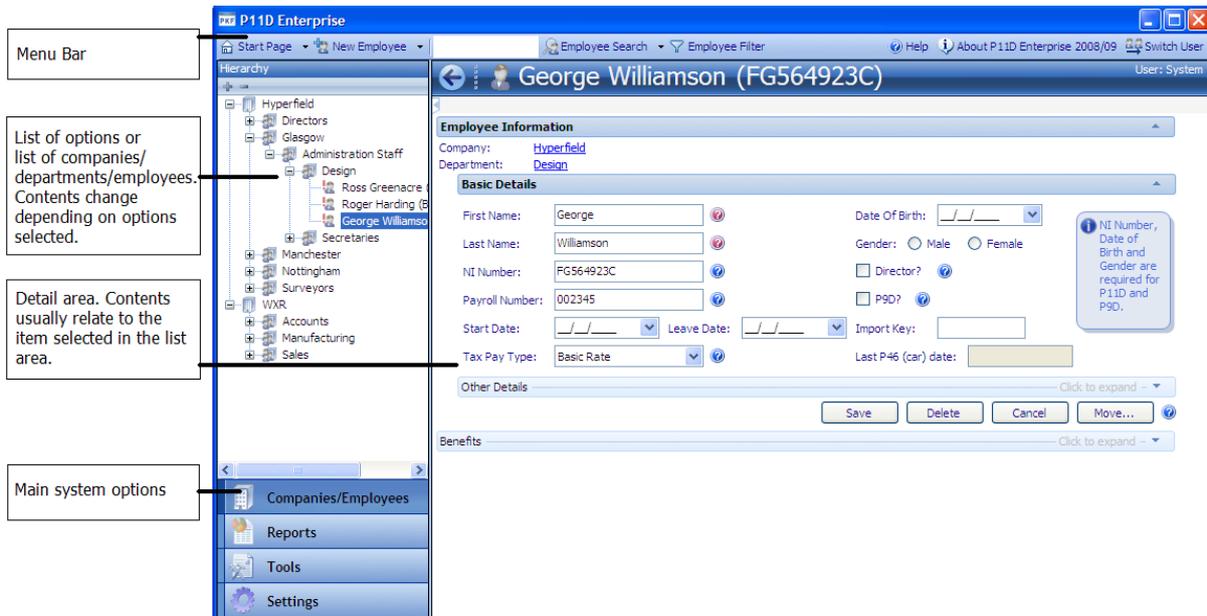
Each of these bars expands to allow input to that section. As you complete each section, click on the next bar to move on. You can also move between each section expanding or minimising as you add more details.

Navigating the System

The navigation buttons on the bottom left of the screen are duplicated in the top of the screen for whichever option you are accustomed to.

Once the company details have been inputted, the option of further information is offered in the form of a blue bar, enabling you to expand or minimise the area you wish to work on.

The main screen is split into four distinct areas as shown below:



Where to Start

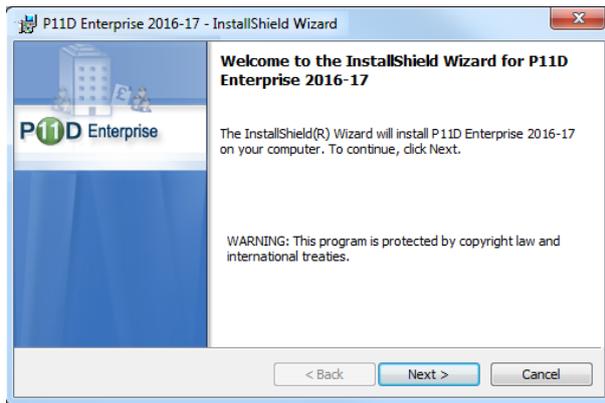
1. Select the system area you require using one of the four Main System Options in the bottom left corner.
2. Select the option you require from the list on the left side of the screen. If using the Companies/Employees option, use the 'New ...' button at the top left corner of the screen to add a new company, department or employee. When you click on the arrow next to this button it displays the New Company, New Department and New Employee options.
3. Use the Detail area to enter data, make selections, or view results.
4. Many screens in the detail area contain sections denoted by blue bars. To make input easier and reduce the need to scroll, only one section is open at a time. To open or close sections click on the blue bar.

Installing P11D Enterprise 2016-17 Version 23.1

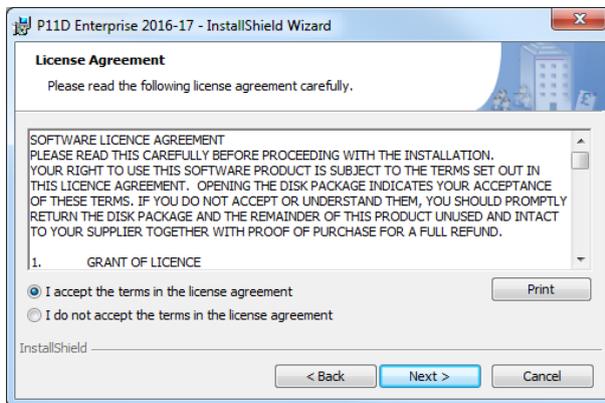
The following sections describe how to install P11D Enterprise software.

First you need to install the software onto your PC's. Then when you start the program for the first time, if you have used a previous version of P11D Enterprise you can connect to an existing database, otherwise you can decide where to install the database (see page 10).

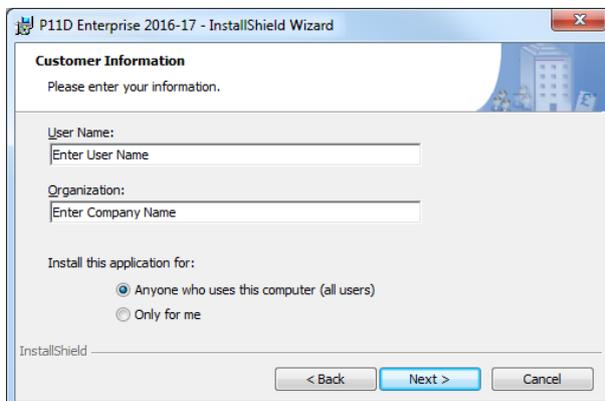
To install P11D Enterprise make sure you are logged into the PC as a user who has administrator privileges, then insert the installation CD. If the setup facility does not run automatically browse to the CD with Windows Explorer and double click on Setup.exe.



The following screens guide you through the installation process

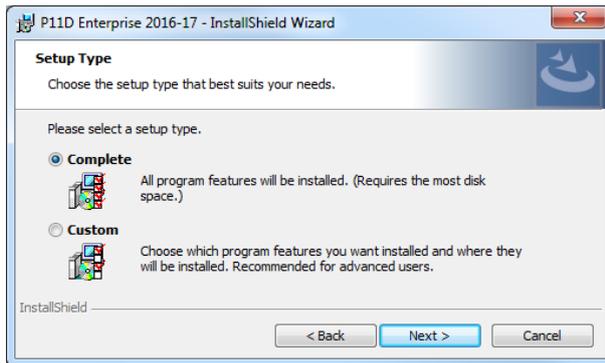


Confirm agreement to the software licence. Please note that P11D Enterprise is licensed for use within specific terms. BDO retains all rights and ownership to the product.



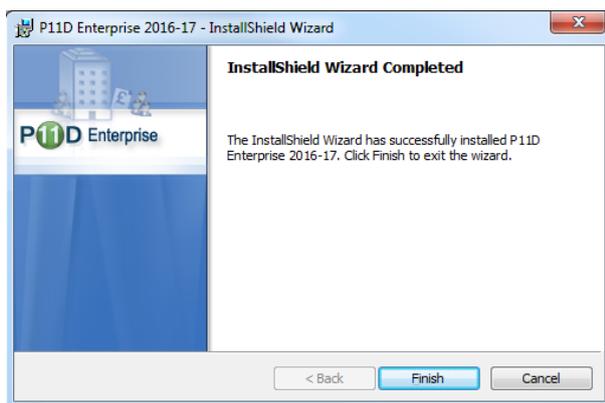
Complete the customer information and click Next.

Please note that these screens will also display if you download and install the software from our website www.p11dsoftware.co.uk



Click Next to confirm the default installation location of “C:\Program Files (x86)\BDO\P11D Enterprise 2016-17”.

Select Custom to amend the default installation path.



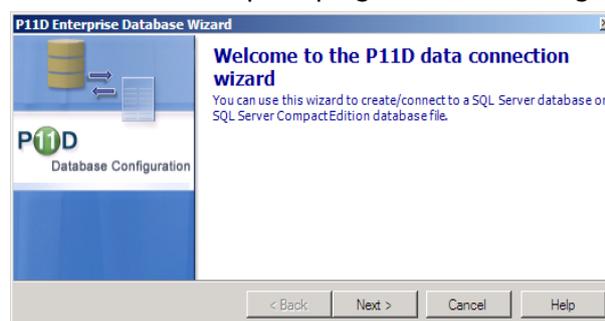
Once the installation is complete a confirmation screen will be displayed. Click Finish to exit.

Creating or connecting to a database

Although the programs are installed you still need to create or attach to a database. You have a number of different options which the wizard will help you through.

- 1) If you have used the previous version of P11D Enterprise, connect to last year’s P11D Enterprise 2015-16 database. (Please note that you will not be able to use this facility if you are using the SQL Compact edition, as v4.0 is not compatible with the previous version) You will have to use option 2 below to create a new ppd data file.
- 2) Create a single user Microsoft SQL v4.0 Compact Edition database. This is the most basic form of database and places no additional requirements or services on the computer.
- 3) Install Microsoft SQL 2012 Express and create a database. The software for this is included on the CD and provides a database capable of being accessed by multiple users.
- 4) Create a database on an existing Microsoft SQL server.

Run the P11D Enterprise program from All Programs on your Start Menu. If the software has never

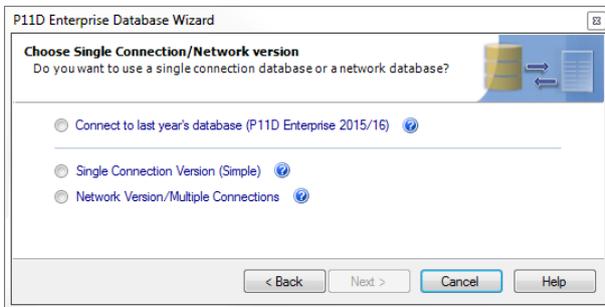


been run on the PC, then the system will default straight to the Data Connection Wizard, otherwise you will be presented with the login page where you can select Configure Database.

Click Next to proceed with the data connection wizard.

Three options are available on this screen as follows:

- 1) Connect to last year’s database. This will retrieve the settings for P11D Enterprise 2015-16 and use the same database. Note: This does not amend any data for previous years. (Please note that you will not be able to use this facility if you are using the SQL Compact edition, as v4.0 is not compatible with the previous version) You will have to use option 2 below to create a new ppd data file.
- 2) Single Connection Version. This option uses Microsoft SQL v4 Compact Edition. It extends the SQL Server Mobile technology by offering a low maintenance, compact embedded database for single-user client applications. This technology is file based and it doesn’t require any additional services or applications to be installed. This version only supports single user versions.
- 3) Multiple Connections Version. This option will allow you to install either Microsoft 2012 Express version and create a new database, or connect to an existing Microsoft SQL Server database. Depending on your licence there is no limit to the number of employees that can enter into the system.



Select the appropriate option from the screen and click Next.

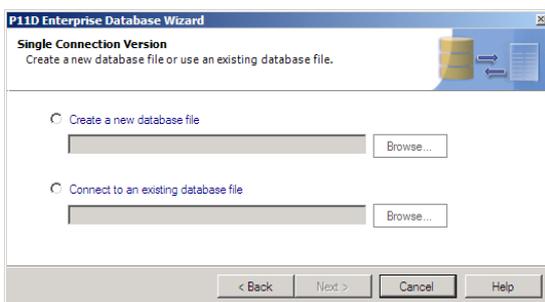
Connect to last year’s database (P11D Enterprise 2015-16)

This option will import the necessary connection settings from last year’s settings. Select this option and click Next, then click Finish to exit the wizard. You will then be presented with the login screen.

Single Connection Version

This option uses Microsoft SQL v4 Compact Edition which does not install any services onto the PC.

If you select Create a new database file, this will create a single stand-alone database file in the location of your choice. The default path is C:\Users\username\My Documents but ideally this should be amended and saved onto a network so it gets backed up. The only restriction with this version is that it only supports single users.



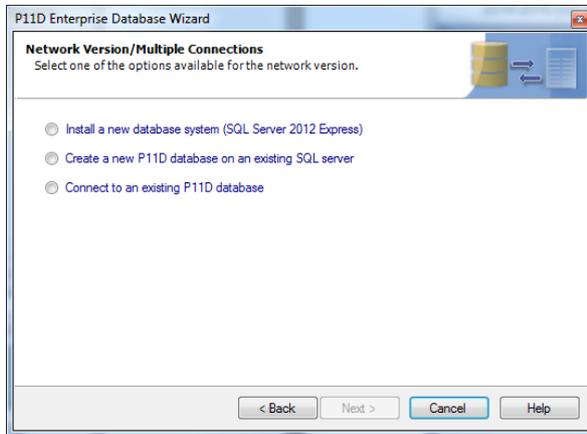
Select the option required and then click on the Browse button

If you selected Create a new database file, select the location and enter your database filename, and then click on Save. This will create a blank database.

If you selected to Connect to an existing database file, browse to the location and select the database, and then click on Open. Select Finish to exit the wizard.

Multiple Connection Version

You have 3 options here



1) Install SQL Server 2012 Express Edition and create a new P11D database

2) Create a new P11D database on an existing SQL Server

3) Connect to an existing P11D database

Install SQL Server 2012 Express Edition and create a new P11D database

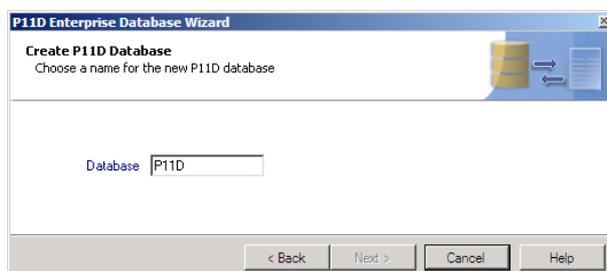
To use this option you need to be logged into the PC as a user with Administrator privileges.



You will be asked to set a SQL administrator password (remember this). Depending on your local PC settings some installations insist on having complex passwords, which need to be at least 8 characters long and include both upper and lower case letters and at least 1 number.

Unfortunately we are not able to test for this before the installation so if this is the case the installation will fail and you will have to redo this step again.

This will install SQL server 2012 express edition onto your PC. This process can take quite a while so please do not cancel it while it is running. When it has completed the install click Next.

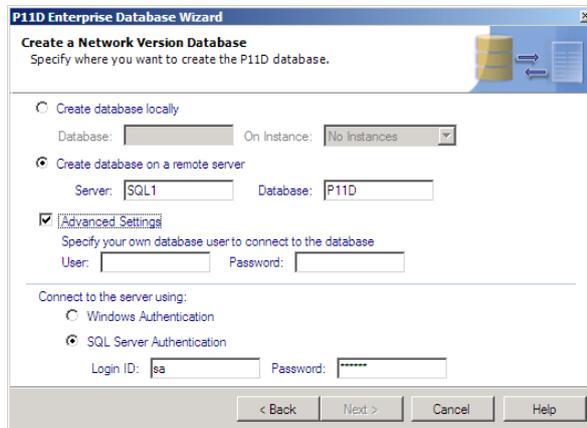


Enter the name of the P11D database you want to create, select Next. This will create the database, and then select Finish to exit the wizard and you will be able to login to the system

Create a new P11D database on an existing server.

NB: If you have previously used any P11D Enterprise software we recommend you do not create a new database but use the Connect to an existing database option below.

If the SQL Express server is installed on the same PC as the software then select Create database locally, otherwise if the SQL server is installed on a different PC or server select Create database on a remote server



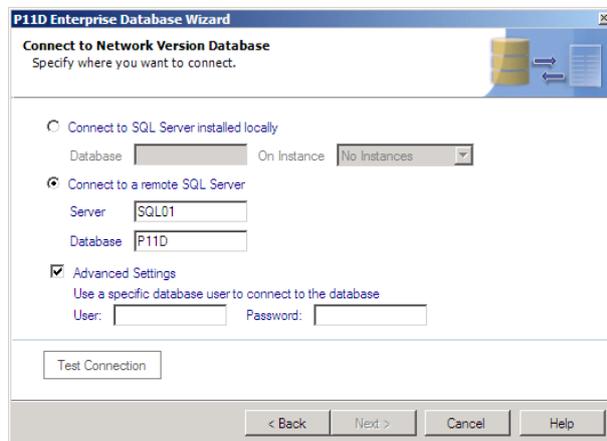
Enter the server and database name. Please make sure you do not overwrite an existing database as this will delete all existing data in that database

Select Advanced Settings and specify your own database SQL user and password. This user will be created during the install process and you will have to remember this username and password to connect other PC's in future. We recommend you do not select this and use the system defaults

For the database to be created, the system needs to use a SQL account that has sysadmin privileges on the SQL server. This is only used during the creation of the database.

Connect to an existing database.

If you are connecting to a SQL Express database installed on the same PC as the software then select Connect to SQL Server installed locally, otherwise if the SQL server is installed on a different PC or server select Connect to a remote SQL Server.



Enter the Server and Database name or Instance as applicable.

If you have specified your own database user and password when the database was created then select Advanced Settings and enter you User and password.

You can click on the Test Connection button to do a test to make sure you can access the database.

For further help on connecting to other computers please see "Connecting to a server or other computers" on page 12 of the full manual.

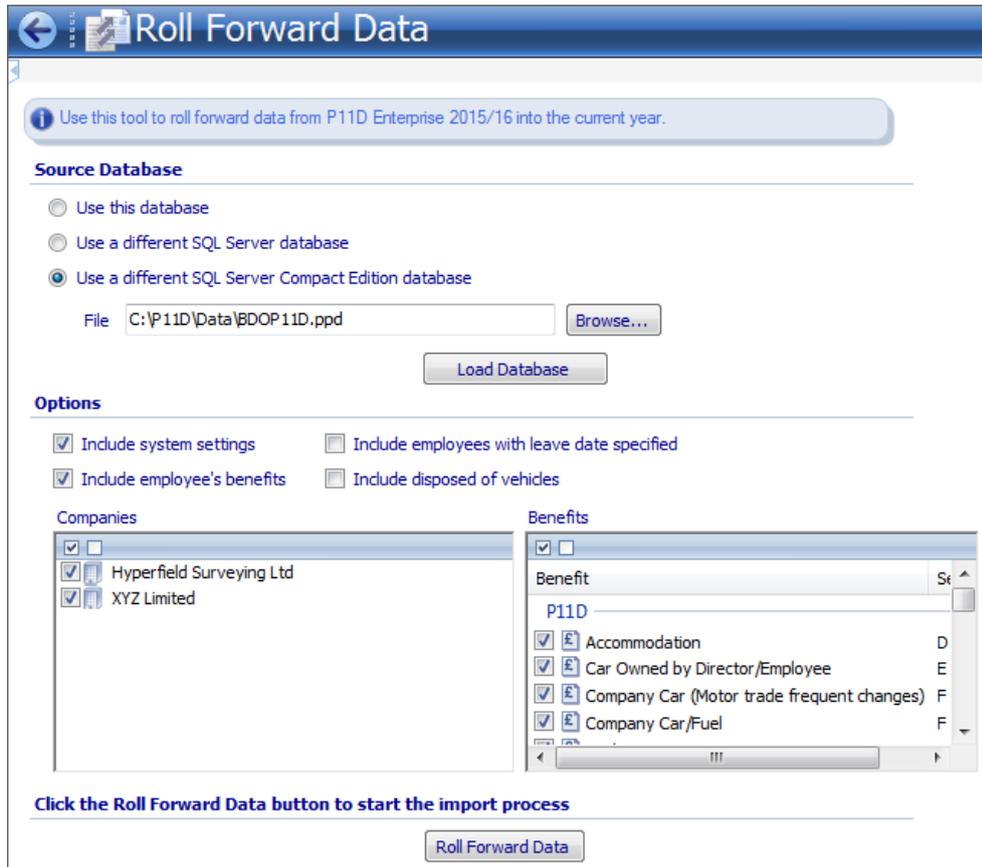
Problems connecting to a server or other computers

Please refer to page 13 of the full manual for more help.

Roll Forward Data from 2015-16

Roll Forward Data

To roll forward information from version 22 select Roll Forward Data from the Data Maintenance section of the Tools menu.



Select the Source Database. If you select a Different SQL Server Database you will have to specify the SQL server and database name. If you select a Different SQL Server Compact Edition Database you will have to select the name and location of this file. Click on the Load Database button to populate the Options section. Select as applicable and then click on the Roll Forward Data button.

The first time you use this you have the option to roll forward the system settings from the previous year. You also have the option to roll forward individual Companies and Benefits.

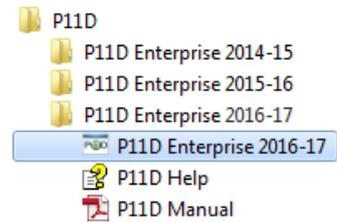
This option can be run more than once and the system will only allow you to roll forward Companies that do not exist in the current year.

Please note that if you are using the SQL Compact edition, the new version is not compatible with the previous versions). You will have to select the “Use a different SQL Server Compact Edition database” and select last year’s ppd data file.

Initial Configuration

Full Manual

The installation contains a full manual in PDF format which can be viewed or printed from the installation CD. A menu shortcut is also automatically created to the manual once the installation is complete.



First login and Software Licence



The default user name is “system” and password “p11d”. Before using P11D Enterprise software you will need to enter your company name and licence key. This can be found in the accompanying letter together with the CD. If these details are not completed, the software will be restricted as an evaluation version and limited to five employees. See “Software

Licence” on page 73 of the manual.

Upgrading/Roll forward from previous versions

See “Roll Forward Data from Previous Versions” on page 15 of the manual.

Vehicle Register

The software incorporates a vehicle register. This allows you to record details of each company owned vehicle once, so data can be reused each time the vehicle is allocated. It also allows reminders to be set for road tax, MOTs etc. Use of the Vehicle Register can be enforced so users cannot enter vehicle details directly into benefit screens. If this option is appropriate to your company, it needs to be set BEFORE ANY BENEFITS ARE ADDED. To choose the appropriate settings see “System Options” on page 72 of the manual. By default use of the Vehicle Register is not enforced unless this selection is made.

System Options and User Options

These tailor the way the system works to suit your own preferences. In particular you can choose what information is displayed each time you go into an item. This can save mouse clicks and time. These options can be set at any time.

Users

If several staff are to have access to the software, set up a separate login for each. This aids security, and you can also control what each user is allowed to do. See “Setting up new logins” on page 76 of the manual. If you are acting as an Agent or an Accountancy firm you may want to base the security on the Case Worker Office. See “User permissions for Agents and Accountancy Firms” on page 78 of the manual.

Changes and new facilities for 2016/2017

The manual provided on the website/CD contains further information on the following.

Password Protect (P11D/Employee Advice) PDF attachments sent via Email.

We have added the ability to password protect the P11D and/or Employee Advice PDF's sent via the email facility. You can either select a password of your choice, or use the employee's DOB or NI number. Please note to use the DOB or NI number as the password, you must make sure that these are entered, otherwise the PDF password will not be set.

Company Car / Fuel Benefit Changes

The software has been updated to reflect the changes announced in the latest budget in March 2016. These include:

- The CO₂ emissions bands have all changed for 2016/2017. There is a 7% band for 0g/km to 50g/km (Ultra low carbon cars band), 11% for 51 g/km to 75 g/km, 15% for 76g/km to 94g/km, and from 95g/km the rate is 16% and rises by 1 per cent for every 5g/km to the current maximum of 37% for emissions of 200g/km and above.
- There is still a 3% supplement for most diesel-powered cars. The current maximum of 37% for emissions of 185g/km and above.
- The fuel benefit charge multiplier to calculate the tax payable on the benefit of free fuel for company cars increased from £22,100 to £22,200.

Company Vans / Fuel Benefit Changes

The taxable benefit for company vans made available to an employee by reason of his or her employment that are available for the employee's private use will rise to £3,170. Zero emission vans will be charged at £634.

In addition the annual fuel benefit of £598 will apply where fuel is made available for private mileage.

P9D Abolished

From April 2016 the HMRC have abolished the £8,500 threshold, hence the Form P9D has been withdrawn

General Expenses Allowance for Business Travel Abolished

As from 2016/2017 the General Expenses Allowance have been removed from Section N of the P11D. This is as a result of the significant changes to the requirement of employees to report business expenses reimbursed by their employees, and the abolition of dispensations.

Support

Please remember that support is free! If you have any problems please phone 0808 100 7113, or email p11d@bdo.co.uk. Many of the changes incorporated into our software result from feedback from users. If you have any comments or suggestions, please do not hesitate to call or email us.