



PAYE ONLINE FOR EMPLOYERS

EDI Recognition scheme

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1. INTRODUCTION

Software developers and EDI trading partners developing their own software (known as "vendors" throughout the rest of this document) can apply to HM Revenue & Customs (HMRC) to have their software "recognised" by HMRC.

The testing included in this recognition process will give the HMRC confidence that the vendor's software is capable of formatting files into a valid EDIFACT or GFF format.

When recognition testing is completed to the HMRC standard, the vendors' software will be included in the list of recognised software on the HMRC website.

2. TO GAIN EDI RECOGNITION

2.1 Credentials

In order to access the EDI recognition test service, EDI vendors must obtain a vendor id from the [Software Developers Support Team](#) (SDS Team). Software developers will be given a pseudo PAYE reference they can use to submit tests.

2.2 EDI Recognition and Payroll Accreditation

For further information on the Payroll Accreditation Scheme please visit http://www.hmrc.gov.uk/ebu/payroll_accred.htm

2.3 Communications Link

The recognition test service is accessed via the vendor's EDI existing link e.g. VAN or AS2 link. If you do not have an existing communication link, contact the [SDS team](#) and we can arrange email access to the test service for you.

Software developers who do not have a PAYE reference will be given a pseudo reference to enable them to submit their test files.

2.4 Test scenarios

To gain recognition, certain test scenarios must be submitted to HMRC. These scenarios can be found in the appropriate Internet technical pack http://www.hmrc.gov.uk/ebu/pay_e_techpack/index.htm These scenarios must be used to generate the test data.

Once you have generated the test files for the scenarios appropriate to your product, and they have been through the test service, you must send them by email to the [Software Developers Support Team](#) along with confirmation that the files have been accepted.

You will need to provide the SDS Team with an explanation for any scenarios or data that you do not submit.

The SDS Team will examine the files to ensure that the product is capable of sending the data via EDI to the HMRC.

2.5 Further testing

The data contained in the scenarios only demonstrates a small selection of data that can be submitted via EDI. It is strongly recommended that you carry out thorough product testing over and above the data provided in the scenario documents when developing your EDI enabled software product.

2.6 Use of the scenarios

The recognition data is to be used primarily to ensure that software packages can produce valid files in the correct format (GFF or EDIFACT) using the basic data provided. Successful submission of these recognition cases via EDI will result in HMRC EDI Recognition for your EDI submission product but does not constitute any form of HMRC approval of a Payroll Product itself.

When sending in your files for examination, you must advise the SDS Team of any additional data that you have included in your output, which was not provided or requested in the scenario documents.

Gaining EDI recognition is optional but recommended. However if you do not intend to gain recognition, the scenario data provided can still be used to assist with development of your product.

3. INSTRUCTIONS FOR USING THE RECOGNITION DATA

The recognition scenarios provided should be used to generate test data. Any problems experienced with the use of these scenarios should be reported to the Software Developers Support Team on 01274 539666 or email the [SDS Team](#).

If your product enforces or restricts the submission of certain details such as gender or date of birth please inform the SDS Team.

Vendors who are also testing the matching up procedure (consolidation) for P14 parts and the P35 part through TPVS (Third Party Validation Service), need to be aware that the Test Area is cleared out every night and any unmatched test files will be removed.

4. RECOGNITION LIGHT

4.1 EOY and P38A

If you do not already have EOY recognition for the previous tax year, you should include all the scenarios appropriate to your product and successfully submit the files in order to gain Recognition.

If you already have EOY internet recognition for the previous (2010-11) tax year (recognition "lite"), you need only send in scenarios 1 and 7 (plus scenario 8 if you support the 'CIS-only' P35 and did not gain recognition for this in 2010-11) to apply for recognition for 2011-12. These will be used to test the annual changes. If your product features newly supported functions, such as students, test-in-live, etc. for 2011-12, you should also send in the appropriate scenario to support this.

4.2 In-year movements

Where you have previously obtained 2009-10 recognition for MOV you can, should you wish, adopt recognition 'light' in order to streamline the process to incorporate the 2010-11 changes. Rather than submit all the scenarios relevant to your product you may provide a smaller snapshot of files which should enable you to demonstrate that any changes to the service from the previous year have been implemented successfully within your product. MOV is not a year specific service so once a vendor has recognition they need not re-apply until such a time as there are changes to the validation.

For recognition 'lite' please submit the following scenarios only:

P45(1) – Include scenario 11.2 only

P46 – Include scenario 2.3 only