



## How to manually input your benefit and expense information

P11D Manager will enable you to process one employee at a time and therefore you may prefer to have all the data rolled forward from the previous year which will then enable you to manually update each employee record with the new values.

The detailed roll forward feature will roll forward all of the standing data so that all you need to do is confirm dates and input the new values.

All of your employers will be listed on the EMPLOYER LIST.

- Double click the name or select 'View Employees' to access the employer record and to view the list of employees.
- Select the employee name to access that persons benefit and expense screen.
- If rolled forward, select the section that you wish to complete. Rolled forward items will appear for selection either as a pop-up window or within a drop down list.
- If you need to enter a new benefit or expense item then select the BENEFITS AND EXPENSES tab and check the box next to the one required. Select SAVE CHANGES. You will now be able to select this new section from the list on the left.
- Complete the benefit or expenses screen accordingly.
- Please remember to select SAVE.
- Each benefit or expense section has it's own BENEFIT TAB which will display the end of year values that will appear on the P11D Form.
- You can view an on screen P11D by selecting the BENEFIT AND EXPENSES tab and then selecting the SUMMARY sub-tab – this shows a quick glance of what will appear on the P11D.
- You can also view the available reports for the employee by selecting REPORTS and then choosing which reports you would like to print and preview. Select GENERATE.
- A link will appear – select this and the selected reports will appear in a new window. Please note that these are the reports for the employee that you are working on. This option is very useful if you only want to view a specific report for a particular employee.
- To view the P11Ds for multiple employees then return to the EMPLOYEE LIST and select the REPORTS tab.