

# Accentra Primo Umbrella

## November 2019 Release Notes v1.0.6888

Release date 5<sup>th</sup> November 2019



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## I ENHANCEMENTS

### I.1 HOLIDAY PAY – CALCULATE AND ACCRUE

There's now the option to select Calculate and Accrue as a Holiday Pay method. Primo Umbrella will calculate holiday pay and save the accrued amount in a 'holiday pot' for each contractor. Please note this is only available to PAYE Plus companies.

**Contractors -> Employee ID -> Umbrella -> Payment Rules -> Holiday Pay Method**

Payment Rules

Primary Agency Select	Salary Payment Term Proportional to Cash Receipt	Holiday Pay Method Calculate & Accrue	Margin Method Fixed Fee
Margin Deduction 5.50	Expense Claim Rule Allow	<div> <div>Calculate &amp; Pay</div> <div>Calculate &amp; Retain</div> <div>No Holiday Pay</div> <div>Calculate &amp; Accrue</div> </div>	Customer Service Staff Select
Agency Consultant Select			<div>Save</div> <div>Cancel</div>

### I.2 TIMESHEET START DATE CALCULATION

Primo Umbrella will automatically calculate the timesheet start date based on the end date you enter in either the Timesheet Import screen or in the Timesheet Import template. This will work for all pay frequencies.

### I.3 PAYMENT RATES – AGENCY ONLY

We've added the option to add payment rates to be used in agency invoices only.

**Settings -> Payment Rates -> + Add -> To Be Used In**

<b>TO BE USED IN</b> <div> <div>All Invoices</div> <div>Invoices with Timesheets</div> <div>Direct Invoices</div> <div>Expense Bills</div> <div>All Invoices</div> <div>Out of Pocket Expenses</div> <div>Agency Invoice Only</div> </div>	<b>DEFAULT NOMINAL ACCOUNT</b> <div>Income from Sales &amp; Services - 1001</div>
	<b>HOLIDAY PAY RATE</b> <div>0.00</div>

## I.4 BULK IMPORT – HOLIDAY PAY

You're now able to import Holiday Pay rates in the Payments and Deductions bulk import template.

## I.5 FIXED PAYMENT AND DEDUCTION RULES

You can now assign rules to fixed payments and deductions to dictate whether they're applied each timesheet or each tax period.

*Note: As there have been few design changes on the portal, please press (Ctrl + Shift + R) to update your cache to the latest version when you login to the portal if you're experiencing continuous loading/freezing issues. #*

## SUPPORT

We welcome any suggestions for improvements to the software. Please send an email to the below mentioned email address if you have any feedback or suggestions.

If you are experiencing any issues with the software please email the support team at [support@accentra.co.uk](mailto:support@accentra.co.uk) before you call. This will generate a support ticket and allow our team to respond promptly. Please include your Payroll company ID and contact details in the email.

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