



# GP Accounts

Release Notes

Version: 16.0

IRIS. Look forward

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## Capita Layout

In light of the decision to decommission Open Exeter from June 2021 and replace it with a new GP Payments and Pension system, accessed via PCSE Online, we have removed Open Exeter from GP Accounts and replaced it with a new Capita layout. Following this change, GP statements are now imported into the system using a Capita format.

**Note:** Although we have removed Open Exeter from the system, this does not affect your ability to view imported statements.

**Note:** These changes currently only apply to practices in England.

### To Add a new Linked/Unlinked NHS payment for <Date>

Selecting **Add an NHS Entry**, **Add unlinked NHS Entry** or **Add linked NHS Entry** opens the **To Add a new Linked/Unlinked NHS Payment for <Date>** screen. Here we have renamed the **Open Exeter Import** button to **GP Statement Import**. Selecting this button displays a new **Open a GP Statement Import File** screen.

We have also renamed the **View Open Exeter** button to **View Import File**.

**Note:** **View Import File** only enables after importing a file.

### To view an Imported GP Statement

Selecting the **View Import File** button opens a **To view an imported GP Statement** screen. Choose the **Print the Statement** button to create and print the report.

### Open a GP Statement Import File

Selecting **GP Statement Import** displays an **Open a GP Statement Import File** screen. On this screen, you can view the GP Statement downloaded from PCSE Online.

### Details of Imported GP Statement File

Once you have selected an import file to open on **Open a GP Statement Import File**, the **Details of imported GP Statement file** screen displays, showing a summary of the data imported. You can print the GP statement from here, if required.

### Print the GP Statement

On **Details of imported GP Statement file**, selecting the **Print the GP Statement** button creates a PDF document of the report ready for printing. You will also see an option to save the report on this screen.

## Success Screen

A success message appears from the **Details of GP Statement File** screen if the file imports successfully.

## Setup Doctors

From the **Details of the imported GP Statement File**, if the system is unable to assign an entry for a doctor in the import file to an existing doctor in GP Accounts, a **Setup Doctors** screen opens. Here you can select a doctor listed by the NHS statement not assigned to any doctor listed in GP Accounts.

If you type a doctor's name into the drop-down, which the software does not recognise, a message appears asking if you want to add the name to the list of doctors. If you select **Yes**, a **Screen to add a new Doctor/Partner** opens.

## Setup Imported NHS Codes

We have renamed the **NHS Import Helper - Setup Imported NHS Codes** screen to **Setup Imported NHS Codes**. This screen opens from the **Details of imported GP Statement file** or **Setup Doctors** screens and displays if the system detects that some imported items have not automatically mapped to an existing NHS Ledger Code.

## Add New NHS Ledger Code Screen

From **Setup Imported NHS Codes**, selecting **Add a New NHS Ledger Code** opens an **NHS Income Code or NHS Debit Code?** message with two radio buttons, **NHS Income Code** and **NHS Debit Code**. Selecting either of these radio buttons opens the **Screen to add a new NHS Ledger Code**. Selecting **OK** on this screen returns you to **Setup Imported NHS codes**.

## NHS Ledger Codes/Journal Codes

We have added NHS Ledger Codes and their Journal Codes to the following screens:

- **To alter NHS Ledger Codes**
- **Change an Existing NHS Ledger Code**
- **Add a new NHS Ledger Code**

## Setup

On **Setup**, we have renamed the **To alter Open Exeter mappings** menu item to **To alter GP Statements import mappings**. Selecting this menu item now opens a **To setup GP Statement import settings and code mappings** screen.

## Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

## Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5555	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0344 815 5555	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0344 815 5555	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS GP Payroll	0344 815 5555	<a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a>
IRIS GP Accounts	0344 815 5555	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0344 815 5555	<a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a>
IRIS Payroll Professional (formerly Star)	0344 815 5555	<a href="mailto:payroll-support@iris.co.uk">payroll-support@iris.co.uk</a>