Fenero

myFeneroPSC PLATFORM

QUICK START GUIDE

WELCOME TO myFeneroPSC

This Quick Start Guide provides a brief introduction to the Fenero PSC Platform, helping you to get started once you have received your log-in details.

We hope that our platform is intuitive and easy to navigate. However, if at any stage you need help, please feel free to contact one of our PSC team by emailing plcsupport@fenero.ie.

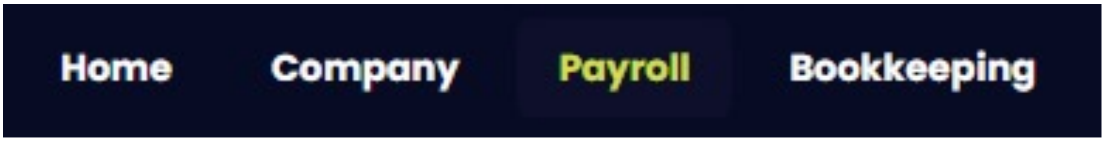
This first version of the platform allows you to:

- ✓ Create and submit payroll requests
- ✓ Upload, manage and submit your expenses and other bookkeeping records
- ✓ Track progress and status of your submissions to us
- ✓ View your payslips and payroll summaries
- ✓ Access your historical payroll, expenses and other bookkeeping records
- ✓ View your current company details
- ✓ Submit support requests to us

psc.myfenero.ie

GETTING AROUND

Navigating myFenero PSC is simple. Once you login, you will find the main menu across the top of the screen.



Company

Within the Company section, you will be able to:

- View your company information (including shareholders, directors and employees)
- Submit requests to make changes to your company information

Payroll

Within the Payroll section, you will be able to:

- Submit new payroll requests
- Track and sort your payroll submissions
- View your historical payroll information, including payslips and payroll reports

Bookkeeping

Within the Bookkeeping section, you will be able to:

- Upload and store expenses and bookkeeping records as you go along for safe keeping
- Submit your complete bookkeeping records to us each month
- Track and sort your bookkeeping submissions
- View your historical bookkeeping submissions.

MAKING CHANGES TO YOUR COMPANY INFORMATION

1. To review and request an update to your company information, select “Company” from the main menu.

2. Clicking through the four tabs on the right-hand side, you will see the information that is on file for your company, including the Directors, Shareholders and Employees.

3. If you wish to update any of the details in this section, simply use the **“Request”** button to let us know of the changes you wish to make.

MANAGING YOUR PASSWORD

To change your password at any stage, click on your name on the top right of the screen to open your user profile. Select “Change Password” and follow the steps.

CREATING A PAYROLL REQUEST

1. To submit a payroll request to us, go to “Payroll” and click on “Create Submission”.

2. After you select the relevant time period, you will move to the Payroll details section, where you will see your list of employees and can enter their pay details for the month you have specified.

3. Select the payroll date.

4. Enter the gross salary for each employee, along with any PRSA pension contributions made by the employee or the company. If they are receiving no pay for that month, simply tick the “Nil Pay” box.

5. When you have all the details entered, click on “Save & Submit”.

6. Alternatively, where you have a started a Payroll submission, but closed out before submitting it, the status will appear as “My Draft”. You can click on this draft to complete and then submit. Alternatively, you can delete it if it is no longer required.

Tracking progress on your Payroll Request

To view and track the status of your payroll request, select “Payroll” from the main menu. Here you will be able to view the full list of all your requests and their current status.

When we have started processing your submission, the status will move from “Submitted” to “Being Processed”. When we are finished, the status will change to “Processed”.

CREATING A PAYROLL REQUEST

TOP TIP!

Only pensions that are required to be processed in the payroll should be included in your payroll request. This mainly relates to Employer or Employee contributions to PRSA pension schemes.

If your pension is an employer contribution to an Executive Pension – (which is one of the most tax efficient pension planning options available to contractors operating through their own company) - you do not need to enter the details of any contributions in the Payroll request.

If you need advice on tax efficient pension planning through your limited company, let us know!

YOUR HISTORIC PAYROLL

All historical payroll records, including employee payslips and overall summaries, are available to view at any time.

1. To access your historical payroll information, click on “Payroll”.

2. Select the payroll month you wish to view. To view the overall payroll summary report for that month, click on “Download Payroll Report” button.

3. The individual employee payslips can be viewed and downloaded by clicking on the “Payslip” icon beside each employee’s name.

SUBMITTING YOUR BOOKKEEPING

1. To submit bookkeeping records to us, go to “Bookkeeping” and click on “Create Submission”.

2. After you select the relevant time period, you will move to the Bookkeeping folders page where you can upload documents and records.

3. Simply click on the folders to open them. Documents can be added by “drag & drop” or “browsing” your own computer. Your documents are automatically saved when you add them. Multiple documents can be uploaded for each folder.

4. When you have finished uploading all your records for the time period, click on “Submit Bookkeeping”. Note that you will be unable to submit your monthly bookkeeping without having submitted your bank statements.

5. Where you have a started a bookkeeping submission, but not yet submitted it, the status will appear as “My Draft”. You can click on this draft to add further records or make changes, and then submit. Alternatively, you can delete it if it is no longer required.

Tracking progress on your Bookkeeping Submission

To view and track the progress on your submission, select “Bookkeeping” from the main menu. Here you will be able to view all your submissions and their current status.

When we have started processing your submission, the status will move to “Being Processed”. When we are finished, the status will change to “Processed”.

TOP TIP!

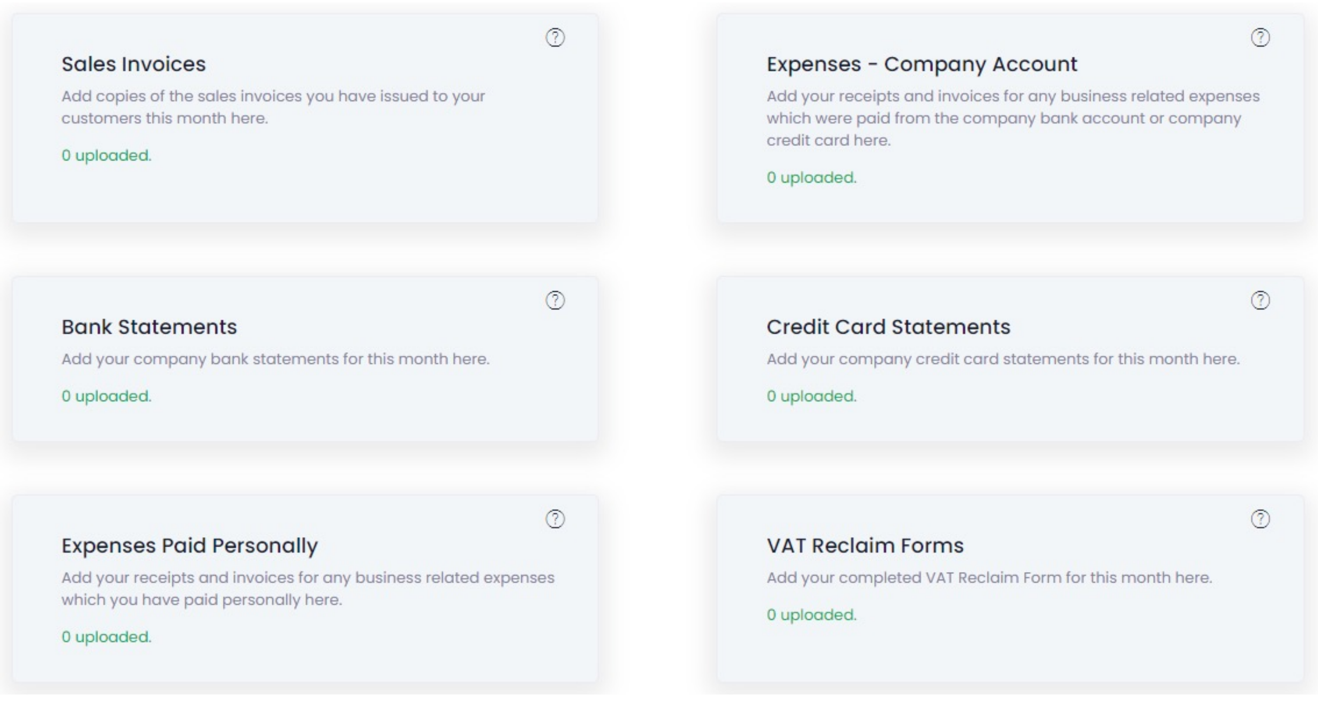
If you are not ready to submit your bookkeeping - such as when you are waiting on another document to include - you can simply exit out of the bookkeeping submission and all documents will be saved on the system. The status of the bookkeeping submission will remain at “My Draft” status.

This is useful if you like to add your bookkeeping records to the platform as you go along throughout each month.

YOUR HISTORIC BOOKKEEPING

1. All historical bookkeeping submissions, including the documents you have submitted, are available to view at any time.

2. To access these, click on the "Bookkeeping" from the main menu.



3. You will see a list of all previous monthly bookkeeping submissions. Choose the month you want to see, by clicking on the relevant period.

4. From here you can click on each of the six folders to look at what documents you have submitted in each.

NEED MORE HELP?

IF YOU NEED FURTHER SUPPORT
WITH ANY ASPECT OF THE
myFeneroPSC
PLATFORM PLEASE EMAIL US ON:

PLCSUPPORT@FENERO.IE

WE'LL BE STRAIGHT BACK TO ASSIST YOU!