



**Quad Computer Services Ltd**  
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## YEAR END TASKS IN OPERA II

Please print these instructions for each payroll – if you have multiple payroll groups, please also print for each group.

NOTE: please perform update on main company last if consolidation of P32 is required.

\*Print to paper or send to PDF

		Please Tick
	Payroll Company Letter:( ) Payroll Group:( ) Payroll Company Name:( )	
1.	Perform normal end of period reports	
2.	Run Nominal Analysis if required	
3.	Check Tax year correct (0910): Utilities, Set Options	
4.	Print* P11 for all employees: Summary Reports, P11 – preferably PDF	
5.	Check and Print* P32 processing to see it is correct	
6.	Please take a backup enter date/time: ( / /2010 : : ) System, Utilities, Backup Additional files not required – each company backed up separately	
7.	If more than one payroll company with the same Tax reference and this is the main company: Consolidate P32: P32 processing, Action, Consolidate NOTE: do main payroll company last	
8.	Check and Print* P32 again – Summary if monthly, detail if not monthly Only need this step if P32 consolidation has been done	
9.	Check P32 payments: P32 Processing, Action, Payment Enter any payments not already entered: Click New Record Button Print* P32 Payments: Click Print Button	
10.	Check you have the correct stationery for 2009/2010 IR stationery must be Blue copy with (2009-10) at the bottom Pegasus Mailer + Pressure Sealer for year 2009-10	
11.	Print P60's: EOY/Special Reports - End of Year Returns Select correct layout for your P60's: HMRC Laser Portrait (IR forms) Peg Laser P60 Mailer (also for Pressure Sealer Stationery)	
12.	Repeat 11 for Office/Accountant Copy if required	
13.	Repeat 11 and Print to PDF	
14.	Prepare P14's: EOY/Special Reports – End of Year Returns Select option: Internet Service for PAYE	
15.	Print* P35 Substitute: EOY/Special Reports, Print P35 Substitute Select option: P35(CS) Substitute Laser - Plain Paper	
16.	Prepare internet P35: EOY/Special Reports – Prepare Internet P35 Note: do this only in the main payroll for payrolls with more than one company with the same PAYE reference, i.e. the consolidation company	



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17.	<b>Send your Test Submission from Online Filing Manager</b> <b>Check details match P32/P35</b> Full submission can be delayed until later	
18.	<b>Print* Payments and Deductions lists:</b> EOY/Special Reports, Payments/Deductions List REPEAT FOR EACH PAYMENT/DEDUCTION AS REQUIRED – Preferably send to PDF	
19.	<b>Please take a backup enter date/time: (    /    /2010    :    :    )</b> Additional files not required – each company backed up separately	
20.	<b>Run Update command:</b> Utilities, Update	
21.	<b>Check that you have moved to period 1</b> <b>Utilities, Pay Periods:</b> Last Period: Blank, This Calculation Period: 1	
22.	<b>Please take a backup enter date/time: (    /    /2010    :    :    )</b> Additional files not required	
23.	<b>Run EOY Command:</b> EOY/Special Reports, End of Year Cleardown Make sure you select all payment and deductions required to clear down, deductions are on a separate tab, however if you miss this option, it can be run again from: EOY/Special Reports, Zeroise Balances DO NOT select items if they do not run from the payroll year eg. Holiday Pay may be Jan-Dec	
24.	<b>Check the calendar and correct:</b> Utilities, Calendar	
25.	<b>Check the Tax Year (1011):</b> Utilities, Set Options. Check/Set P32 Frequency Check/Set Small Employer Relief: Page 2 of Set Options Check Emergency Tax Code: 647L on page 3 of Set Options	
26.	<b>Please take a backup enter date/time: (    /    /2010    :    :    )</b> Additional files OPTIONAL – each company backed up separately	
27.	<b>Check the Tax Tables:</b> Utilities, PAYE/NI/Stat. Payments Table 1 should be 06/04/2009, Table 2 should be 06/04/2010 <b>IF NOT PLEASE CONTACT QUAD</b>	
28.	<b>There are no Global Tax Changes to be done this Year</b>	XXXX
29.	<b>Change Tax Codes as required from P6/P9's</b>	
30.	<b>You are now ready to process Period 1 payroll</b>	