Opera 3 (2.30)
Opera II (7.50)
Online Filing Manager (3.60)

Checklists Guide

2015-16 Year End
& 2016-17 Tax Year

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2015-16 year end
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Version 1.0

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Guide published by:

Pegasus Software
Orion House
Orion Way
Kettering
Northamptonshire
NN15 6PE

www.pegasus.co.uk

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Introduction

This guide will help you understand the steps to upgrade your Opera and Online Filing Manager installations, complete the year-end including filing final Real Time Information (RTI) submissions and start the 2016-17 tax year. Make sure that you follow the instructions carefully.

The guide is designed to be read on-screen or printed.

Opera 3 and Opera II are also referred to as 'Opera' in this guide. The images used are Opera 3 branded but they are also relevant for Opera II.

Audience

This guide is provided for both Pegasus Partners and customers who will be upgrading the software installations, completing the year-end and starting the new tax year.

Legislation and Product Changes guide

The Legislation and Product Changes guide is available to help you understand the changes in Opera and Online Filing Manager for this year's payroll upgrade.

Installation guides

If you are unfamiliar with the installations you may need to refer to the installation guides which are available for Opera and Online Filing Manager. Both guides are available with the installation media for Opera, for example the Opera CD or downloaded installation files.

- The Opera installation guide is in the 'Documents' folder.
- The Online Filing Manager installation guide is in the 'Online Filing Manager\Documents' folder.

System Requirements guide

This guide details the hardware and software specifications required to use Opera and Opera SQL. The system requirements to run Online Filing Manager are the same as the workstation requirements for Opera.

This guide is available with the installation media for Opera, for example the Opera CD or downloaded installation files, in the 'Documents' folder.

Readme

Refer to the Readme for a summary of the payroll changes, details of other non-payroll changes and for late-breaking news.

F1 Help

The F1 Help in Opera and Online Filing Manager has also been updated. Please refer to the relevant sections in the F1 Help for further assistance with the software changes for this upgrade.

STEP 1: Upgrading Opera

This section includes the steps required to upgrade to either Opera 3 (2.30) or Opera II (7.50) before completing the year-end tasks in the Payroll application.

IMPORTANT: YOU MUST UPGRADE YOUR SOFTWARE BEFORE PROCESSING THE FINAL PAY PERIOD OF THE TAX YEAR.

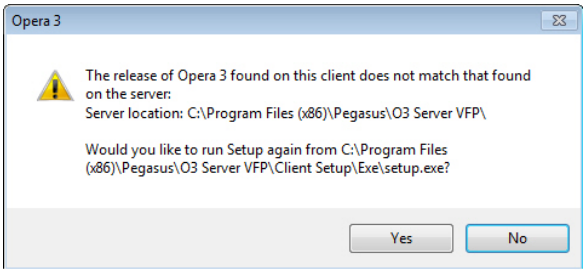
Before upgrading the software

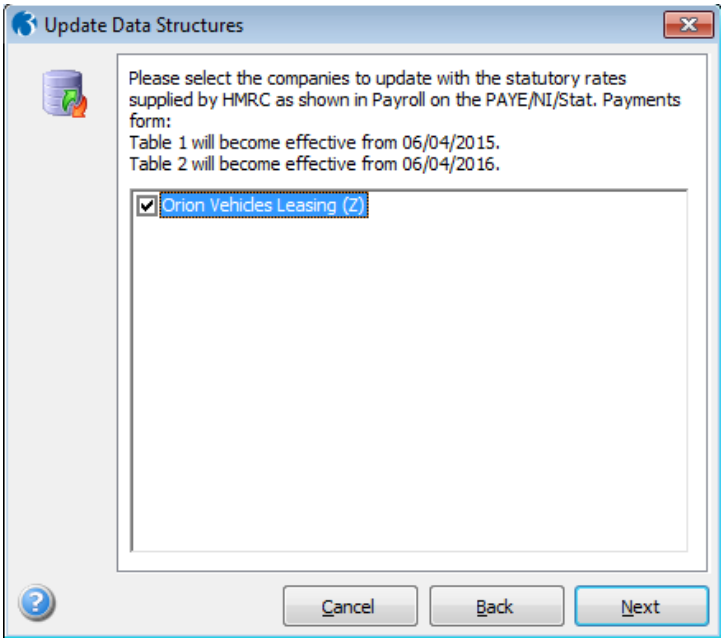
		✔
1.	Run the **System - Utilities - Backup** command to back up each company's data files.	☐
2.	Close Opera and make sure that no one is logged in to the system.	☐

Upgrading the software on the server

The upgrade process involves updating both the Server software and Client software.

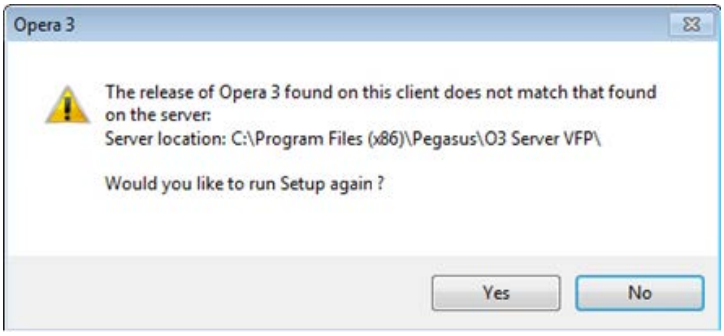
IMPORTANT - OPERA 3 ONLY: YOU MUST INSTALL EITHER MICROSOFT .NET FRAMEWORK 4 EXTENDED PROFILE OR 4.5 IF NOT ALREADY INSTALLED ON THE OPERA 3 SERVER. THE INSTALLATION OF THE SERVER SOFTWARE WILL OTHERWISE BE PREVENTED. MICROSOFT .NET FRAMEWORK 4.5 IS AVAILABLE FOR DOWNLOAD FROM THE MICROSOFT WEB SITE AT WWW.MICROSOFT.COM/EN-US/DOWNLOAD/DETAILS.ASPX?ID=42642.

3.	Upgrade the Opera Server software to Opera 3 (2.30) or Opera II (7.50) using the supplied Opera CD. The **Installation Setup** menu is displayed when the CD is inserted into the computer or when *Menu.exe* is run from the main folder. Click either **Opera 3** or **Opera II** as relevant for the installation and then click the **Install ...** option. Follow the instructions on the screen until the upgrade is finished. If you need assistance with the upgrade, follow the instructions in the relevant section in the product's Installation Guide. You can open the guide from the **Setup** menu shown above. Use the 'Upgrading from earlier versions' bookmark on the left of the installation guide to find the relevant section.	☐
4.	Upgrade the Opera client software on the server by running Opera on the Opera Server as normal and then clicking the **Yes** button on this form to upgrade the software.  You will enter a new activation key when you log on. This is provided with the software. Follow the instructions in the relevant section in the Opera Installation Guide if you need assistance with the upgrade. Use the 'Upgrading from earlier versions' bookmark on the left of the installation guide to find the relevant section.	☐

		✔
5.	Run the **System - Utilities - Update Data Structures** command on each company to update the installation to the new data structures and update the PAYE, NI and statutory payments rates and thresholds for the new tax year. This may take some time if there are many companies or if there are companies with large data sets to update. **IMPORTANT:** IF ADDITIONAL SYSTEMS ARE USED THE PROCESS MUST BE COMPLETED FOR EACH SYSTEM. ADDITIONAL SYSTEMS ALLOWS MORE THAN 36 OPERA COMPANIES TO BE CREATED.  	☐

Upgrading the software on the client computers

The upgrade process also involves updating the Client software on client computers.

6.	Upgrade the client software by running Opera on each client computer. This message is displayed if the Server software has already been upgraded on the Opera file server.  Click the **Yes** button to upgrade the software.	☐

STEP 2: Upgrading Online Filing Manager

This section includes the steps required to upgrade to Online Filing Manager (3.60) so that Real Time Information submissions can be sent to HMRC.

IMPORTANT: YOU MUST UPGRADE YOUR SOFTWARE BEFORE SUBMITTING FINAL RTI SUBMISSIONS FOR THE 2015-16 TAX YEAR TO HMRC.

Before upgrading the software

		✔
1.	Upgrade Online Filing Manager after upgrading Opera. Make sure Online Filing Manager is closed before upgrading the software.	☐

Upgrading the software

2.	Upgrade to Online Filing Manager (3.60) using the Opera CD. The **Setup** menu is displayed when the CD is inserted into the computer or when *Menu.exe* is run from the main folder. Click **Pegasus Online Filing Manager** and click **Install Online Filing Manager**. Then follow the instructions on the screen until the upgrade is finished. If you need assistance with the upgrade, follow the instructions in the relevant section in the Online Filing Manager Installation Guide. You can open the guide from the **Setup** menu shown above. Use the 'Upgrading from earlier versions of Online Filing Manager' bookmark from the left pane to find the relevant section.	☐

STEP 3: Completing the tax year-end

Note: This checklist details the recommended steps to complete the tax year-end.

These are the year-end tasks for the 2015-16 tax year after upgrading Opera and Online Filing Manager (3.60). Follow these steps for each company and payroll group after calculating the pay for the final pay period using the **Calculation** command.

IMPORTANT:

- YOU MUST CREATE THE FULL PAYMENT SUBMISSION FILE (FPS) FOR THE FINAL 2015-16 PAY PERIOD BEFORE THE **UPDATE** COMMAND IS RUN TO CLOSE THE PERIOD.

- YOU MUST SUBMIT A FINAL EMPLOYER PAYMENT SUMMARY (EPS), EVEN IF RECOVERABLE AMOUNTS OR CIS DEDUCTIONS DON'T APPLY.

OUR RECOMMENDATION IS TO CREATE THE FINAL EPS FILE FOR THE 2015-16 TAX YEAR IMMEDIATELY AFTER THE FINAL FPS IS SUBMITTED TO HMRC. HOWEVER, THE FINAL 2015-16 EPS FILE CAN BE CREATED IN THE 2016-17 TAX YEAR IF NECESSARY.

- YOU MUST SEND FINAL RTI SUBMISSIONS TO HMRC USING ONLINE FILING MANAGER (3.60).

- IF ADDITIONAL SYSTEMS ARE USED, THIS PROCESS MUST BE COMPLETED IN EACH SYSTEM.

Before completing the year-end

		✔
1.	Run the **System - Utilities - Backup** command for each company if it has not already been done.	☐
2.	Check that the **Current Tax Year** box on the **Payroll - Utilities - Set Options** form is set to *1516* for the 2015-16 tax year.	☐

Completing the year-end

PLEASE COMPLETE THESE STEPS IN ADDITION TO NORMAL PAY PERIOD PROCESSES.

3.	Print any reports needed for the final pay period, for example the To-Date Summary report and the Payments & Deductions list.	☐
4.	Open the **Payroll - P32 Processing** form and make sure funding and payments are up to date. **Note:** If other companies in Opera are marked to be consolidated into a P32 consolidation 'parent' company, use the **Consolidate P32** command on the **Action** menu in that company to combine the P32 values. Then add values if necessary to update funding and payments using the respective command on the **Action** menu.	☐
5.	Open the **Payroll - EOY/Special Reports - P60 End of Year Returns** form and generate the P60 (End of Year Certificates) for all employees. For guidance on the different options, please see the F1 Help topic for this form.	☐
6.	Open the **Payroll - RTI Submissions - Full Payment Submission** form to create the FPS file for the final pay period. Then send the FPS file to HMRC using Online Filing Manager (3.60). **IMPORTANT:** IF YOUR EMPLOYEES ARE PAID BY BACS, CREATE THE BACS PAYMENT FILE BEFORE CREATING THE FPS FILE.	☐

		✔
7.	After all FPS submissions have been sent to HMRC for the 2015-16 tax year you must send an EPS for the end of the tax year. Open the **Payroll - RTI Submissions - Employer Payment Summary** form to create the final EPS file for the tax year. On the first page: • From the **EPS Type** list, select '*Final EPS of the year*' • From the **Tax Year** list, select *'2015/16'* • Update the remaining boxes as normal. On the second page: • From the **Up to Tax Month** list, select '*Period 12*' • Verify the 2015-16 year to-date recoverable amounts and CIS Deductions. If these amounts are not relevant to you leave them as zero. Send the EPS file to HMRC using Online Filing Manager (3.60).	☐
8.	Run the **Payroll - Utilities - Update** command for the final pay period.	☐
9.	Run the **Payroll - EOY/Special Reports - End of Year Cleardown** command. This clears the to- date values such as income tax and NI contributions from the employee's records and makes the payroll ready for the next tax year. Click to select those balances that you want to clear or press **F5** to clear all payments and deductions. **Note**: Employees who use COSR NI category letters will be transferred to the relevant non-COSR letter. A report will be displayed.	☐

Your notes:

STEP 4: Starting the new tax year

Note: This checklist details the recommended steps to start the new tax year.

These are the tasks to carry out at the start of the 2016-17 tax year for each of the companies in Opera. To retain a copy of the data before processing in the new tax year, run the **System - Utilities - Backup** command to back up each company's data.

Checking and setting statutory rates & options ✔

1.	If the new rates and thresholds were not updated by the **System - Utilities - Update Data Structures** command after Opera was installed, they must be updated now. • Open the **Payroll - Utilities - PAYE/NI/Stat. Payments** form to check that the **Date Table Becomes Effective** box for **Table 2** tab is set to '06/04/2016'. If the date is different, to set the rates open the **Payroll - Utilities - Copy Statutory Rates** form, make sure that the **Set to System Default** option is selected and click **OK**. • Open the **Payroll - Utilities - Calendar** form to check the 2016-17 pay calendar is correct.	☐
2.	On the **Set Options** form: **Options Page 1** • Check that the **Current Tax Year** box is set to '1617'. • For weekly, two-weekly or four-weekly payrolls make sure that the **P32 by Income Tax Month** option is selected (so that all weeks are included in the correct tax month). **Options Page 2** • If the company qualifies as a small employer for the purposes of recovering statutory payments, make sure that the **Entitled to Small Employer's Relief** option is selected for the default payroll group. **Options Page 3** • Check that the **Tax Regulatory Limit %** is set to 50%.	☐

Reviewing employee records

Important: If new employees start work at the beginning of the new tax year, their records **must** be set up before running the calculation for the first payroll period.

3.	Employee details may need to be reviewed and amended. For example, changes to an individual's tax or NI status, or company director status will require changes to be made to the employee records. Open the **Payroll - Processing** form to check and update employee records: • Review any employee who should use NI code H for apprentices under 25. • On the **Additional Details** tab of the **Details & Bank** form: o Ensure that each individual's number of hours worked is entered correctly. The hours entered will be automatically allocated to the bands for the 2016-17 tax year. o Review the student loan plan 1 and 2 options for employees repaying student loans.	☐
4.	Update all employees with the new tax free allowances using the **Payroll - Global Changes - Tax Code Changes** form. - Enter the tax code uplift for L (+40), M (-44) and N (+44) codes. - If tax code notifications on form P6 have been received for individuals, apply the necessary changes. - Update employees who are Scottish income tax payers.	☐

Reviewing deduction profiles for COSR schemes ✔

5.	If COSR scheme pension contributions were previously deducted before income tax; check with the pension provider whether contributions should still be deducted before tax in the 2016-17 tax year. Open the **Payroll - Maintenance - Deduction Profile** form and ensure that the 'Deduct Before Tax' and 'Deduct Before NI' settings for pension deductions are correct.	☐

Your notes:

End of Guide