



# Quad

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## YEAR END TASKS IN OPERA – MULTIPLE PAYROLLS

Print a copy for each payroll/group.  
 Please read through the instructions before starting.

NOTE: **please perform update on main company last if consolidation of P32 is required.**  
 The main group of the company should be done last  
 The main consolidation company should be done last

Where you see **Print\*** = print to paper or send to PDF

		Please Tick
	Payroll Company Letter:( ) Payroll Group:( ) Payroll Company Name:( )	
1.	Perform normal end of period reports (but not the EPS – this is later)	
2.	Run Nominal Analysis if required	
3.	Check Tax year correct (1516): Utilities, Set Options	
4.	Check Period: Utilities, Pay Periods	
5.	Print* P11 for all employees: Summary Reports, P11 – preferably PDF	
6.	Check and Print* P32 processing to see it is correct	
7.	Please take a backup enter date/time: ( / / : : ) System, Utilities, Backup Additional files not required – each company must be backed up separately Only required once for each payroll company	
8.	If more than one payroll company with the same Tax reference and this is the main company: Consolidate P32: P32 processing, Action, Consolidate NOTE: you should do the main payroll company last	
9.	Check and Print* P32 again – Summary if monthly, detail if not monthly Only need this step if P32 consolidation has been done	
10.	Check P32 payments#: P32 Processing, Action, Payment Enter any payments not already entered: Click New Record Button Print* P32 Payments: Click Print Button (#Please note that the P32 payments screen is not mandatory, but that we highly recommend it)	
11.	Check you have the correct stationery for 2015/2016 IR stationery must be the Orange 2015-16 copy. Pegasus Mailer + Pressure Sealer for year 2015-16	

12.	<p>Print P60's: EOY/Special Reports - End of Year Returns  <b>Note: you should print just one or two P60s to check the alignment is correct</b>  Select correct layout for your P60's:  HMRC Single Sheet (Laser Portrait) - for IR forms  Peg Laser P60 Mailer (and file copy) - also for Pressure Sealer Stationery  Choose Web/Email if appropriate (if using email P60s or Payroll Self Service)</p>	
13.	Repeat P60 step for Office/Accountant Copy if required	
14.	Repeat P60 step and Print to PDF	
15.	<p>Create and Send Final EPS of the year (only for the main group or company)  RTI Submissions – Employer Payment Summary  <b>Select EPS Type: "Final EPS of the year".</b>  On page 2 – check figures  Save report and receipt as required</p>	
16.	<p>Print* Payments and Deductions lists: EOY/Special Reports, Payments/Deductions List  REPEAT FOR EACH PAYMENT/DEDUCTION AS REQUIRED – Preferably send to PDF</p>	
17.	<p>Please take a backup enter date/time: ( / / : : )  Additional files not required – each company backed up separately</p>	
18.	Run Update command: Utilities, Update	
19.	<p>Check that you have moved to period 1  Utilities, Pay Periods: Last Period: Blank, This Calculation Period: 1</p>	
20.	<p>[Optional] Please take a backup enter date/time: ( / / : : )  Additional files not required</p>	
21.	<p>Run EOY Command: EOY/Special Reports, End of Year Cleardown  Make sure you select all payment and deductions required to clear down, <b>deductions are on a separate tab</b>, however if you miss this option, it can be run again from: Global Changes, Zero Pay/Ded Balances  ONLY select items that coincide with the payroll year  eg. Holiday Pay may be Jan-Dec so do not clear this down  An Audit report of NI Code changes will be produced if using 'D' or 'I' NI Codes save or print this for reference.</p>	
22.	<p>Check the calendar and correct, if necessary: Utilities, Calendar  NB: "Usual Pay Date" should be the date which money enters the employees' accounts.</p>	
23.	<p>Check the Tax Year (1617): Utilities, Set Options.  Review P32 Frequency and review "P32 by Income Tax Month". Page 1 of Set Options  Check/Set Small Employer Relief: Page 2 of Set Options</p>	
24.	<p>Please take a backup enter date/time: ( / / : : )  Additional files OPTIONAL – each company backed up separately</p>	
25.	<p>Check the Tax Tables: Utilities, PAYE/NI/Stat. Payments  Table 1 should be 06/Apr/2015, Table 2 should be 06/Apr/2016  <b>IF NOT, PLEASE CONTACT QUAD</b></p>	
26.	<p>Run Tax Code Changes Global Changes, Tax Code Changes  Enter 40 for Suffix Code L  Enter 44 for Suffix Code M  Enter 36 for Suffix Code N  Print* and Check the report which is produced  <b>Only press OK once!</b></p>	
27.	Change Tax Codes as required from P6/P9s	
28.	You are now ready to process Period 1 payroll	

Please note that in 2016/2017 tax year, there is the National Insurance Employment Allowance, which can be entered in the P32 Processing Screen, if you are entitled.