



# Quad

Quad Cloud | Software | Hardware | Support

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## YEAR END TASKS IN OPERA – SINGLE PAYROLL

Please read through the instructions before starting.

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

		Please Tick
	Payroll Company Letter:( ) 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.	Not Applicable	
8.	Not Applicable	
9.	Not Applicable	
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.	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)	
13.	Repeat P60 step for Office/Accountant Copy if required	
14.	Repeat P60 step and Print to PDF	
15.	Create and Send Final EPS of the year 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	
16.	Print* Payments and Deductions lists: EOY/Special Reports, Payments/Deductions List REPEAT FOR EACH PAYMENT/DEDUCTION AS REQUIRED – Preferably send to PDF	
17.	Please take a backup enter date/time: ( / / : : ) Additional files not required – each company backed up separately	
18.	Run Update command: Utilities, Update	
19.	Check that you have moved to period 1 Utilities, Pay Periods: Last Period: Blank, This Calculation Period: 1	

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20.	[Optional] Please take a backup enter date/time: ( / / : : ) Additional files not required	
21.	<b>Run EOY Command:</b> 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.	
22.	Check the calendar and correct, if necessary: Utilities, Calendar NB: "Usual Pay Date" should be the date which money enters the employees' accounts.	
23.	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	
24.	Please take a backup enter date/time: ( / / : : ) Additional files OPTIONAL – each company backed up separately	
25.	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>	
26.	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* Check the report which is produced <b>Only press OK once!</b>	
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.