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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

	Payroll Company Letter:( ) Payroll Group:( ) Payroll Company Name:( )	Please Tick
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 (1819): Utilities, Set Options	
4.	Check you are in the final Period: Utilities, Pay Periods and Utilities, Calendar	
5.	Print* P11 for all employees: Summary Reports, P11 – preferably PDF	
6.	Check and Print* P32 processing to see it is correct	
7.	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 2018/2019 IR stationery must be the Orange 2018-19 copy. Pegasus Mailer + Pressure Sealer for year 2018-19	

12.	**Print P60's:** EOY/Special Reports - End of Year Returns
	Note: you should print just one or two P60s to check the alignment is correct
	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 (only for the main group or company)** RTI Submissions – Employer Payment Summary **Select EPS Type: "Final EPS of the year".** On page 2 – check figures Save report and receipt as required	
16.	**Print* Payments and Deductions lists:** (Preferably send to PDF) Opera 3: EOY/Special Reports, Advanced Pay/Ded List, choosing all payments and all deductions. Opera II: EOY/Special Reports, Payments/Deductions List - REPEAT FOR EACH PAYMENT/DEDUCTION AS REQUIRED. There will be no Year End available for Opera II in 18/19 so you are REQUIRED to upgrade to Opera 3	
17.	**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	
20.	[Optional] Take a backup enter date/time: (/ / : :) Additional files not required	
21.	**Run EOY Command:** 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: 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	
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 (1920):** Utilities, Set Options. Review P32 Frequency and review "P32 by Income Tax Month". Page 1 of Set Options Review Small Employer Relief: Page 2 of Set Options (tick/untick as applicable to you)	
24.	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/2018, Table 2 should be 06/Apr/2019 **IF NOT, CONTACT QUAD**	
26.	Run Tax Code Changes Global Changes, Tax Code Changes Enter 65 for Suffix Code L Enter 71 for Suffix Code M Enter 59 for Suffix Code N Print* and Check the report which is produced **Only press OK once!**	
27.	Change Tax Codes as required from P6/P9s	
28.	You are now ready to process Period 1 payroll	

Please note that in 2019/2020 tax year, there is the National Insurance Employment Allowance, which can be entered in the P32 Processing Screen, if you are entitled.

Also note that the MINIMUM Auto Enrolment contributions must be at least 8%. Normally split 5% for employee (4.0% before TAX) and 3% employer.