



# Quad

Quad Cloud | Software | Hardware | Support

Quad Computer Services Ltd  
 29 Orgreave Drive  
 Handsworth  
 Sheffield  
 S13 9NR  
 TEL: 0114 201 3950  
 FAX: 0114 201 3999  
 www.quad.co.uk

## YEAR END TASKS IN OPERA – SINGLE PAYROLL 2223

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 (2223): 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.	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 2022/2023 IR stationery no longer available - use Plain Paper (Colour/Monochrome) Pegasus Mailer + Pressure Sealer for year 2022-23	
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: Plain Paper (Colour/Monochrome) 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: (Preferably send to PDF) Opera 3: EOY/Special Reports, Advanced Pay/Ded List, choosing all payments and all deductions.	
17.	Take a backup enter date/time: ( / / : : ) Additional files not required – each company backed up separately	
18.	Run Update command: Utilities, Update	

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Directors: Gordon Crawford, Ian Corker, Adam Glossop, Carl Leadbeater  
 VAT: GB 737 5068 16 Company Registration: 03799485

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, <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	
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 (2324): 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 22/Nov/2022, Table 2 should be 06/Apr/2023 <b>IF NOT, CONTACT QUAD</b>	
26.	Run Tax Code Changes Global Changes, Tax Code Changes Enter TBA for Suffix Code L Enter TBA for Suffix Code M Enter TBA for Suffix Code N Print* and Check the report which is produced <b>Only press OK once!</b>	X
27.	Change Tax Codes as required from P6/P9s	
28.	You are now ready to process Period 1 payroll	

Please note that in 2023/2024 tax year, there is the National Insurance Employment Allowance, which can be entered in the P32 Processing Screen, if you are entitled  
The allowance can be found in PAYE/NI/Stat Payments → Table 2 → NI ER's

**NOTE that this is only available if your 2022/2023 ER's contributions are less than £100K.  
REMEMBER to enter the correct values for Apprenticeship Levy.**