



# Quad

Quad Cloud | Software | Hardware | Support

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## YEAR END TASKS IN OPERA –MAIN PAYROLL 2526

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:( )<br>Payroll Group:( )<br>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 (2526): 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: ( / / : : )<br>System, Utilities, Backup<br>Additional files not required – each company must be backed up separately<br>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:<br>Consolidate P32: P32 processing, Action, Consolidate<br>NOTE: you should do the main payroll company last   |             |
| 9.  | Check and Print* P32 again – Summary if monthly, detail if not monthly<br>Only need this step if P32 consolidation has been done  |             |
| 10. | Check P32 payments#: P32 Processing, Action, Payment<br>Enter any payments not already entered: Click New Record Button<br>Print* P32 Payments: Click Print Button<br>(#Please note that the P32 payments screen is not mandatory, but that we highly recommend it) |             |
| 11. | Check you have the correct stationery for 2025/2026<br>IR stationery no longer available – use Plain Paper (Colour/Monochrome).<br>Pegasus Mailer + Pressure Sealer for year 2025-26  |             |

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|     |  |  |
|-----|--|--|
| 12. | <p>Print P60's: EOY/Special Reports - End of Year Returns<br/> <b>Note: you should print just one or two P60s to check the alignment is correct</b><br/> Select correct layout for your P60's:<br/> Plain Paper (Colour/Monochrome)<br/> Peg Laser P60 Mailer (and file copy) - also for Pressure Sealer Stationery<br/> 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)<br/> RTI Submissions – Employer Payment Summary<br/> <b>Select EPS Type: "Final EPS of the year" (which should be selected by default).</b><br/> On page 2 – check figures<br/> Save report and receipt as required</p>  |  |
| 16. | <p>Print* Payments and Deductions lists: (Preferably send to PDF)<br/> Opera 3: EOY/Special Reports, Advanced Pay/Ded List, choosing all payments and all deductions.</p>  |  |
| 17. | <p>Take a backup enter date/time: ( / / : : )<br/> 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<br/> Utilities, Pay Periods: Last Period: Blank, This Calculation Period: 1</p>   |  |
| 20. | <p>[Optional] Take a backup enter date/time: ( / / : : )<br/> Additional files not required</p>  |  |
| 21. | <p>Run EOY Command: EOY/Special Reports, End of Year Cleardown<br/> 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<br/> ONLY select items that coincide with the payroll year<br/> eg. Holiday Pay may be Jan-Dec so do not clear this down</p> |  |
| 22. | <p>Check the calendar and correct, if necessary: Utilities, Calendar<br/> NB: "Usual Pay Date" should be the date which money enters the employees' accounts.</p>  |  |
| 23. | <p>Check the Tax Year (2526): Utilities, Set Options.<br/> Review P32 Frequency and review "P32 by Income Tax Month". Page 1 of Set Options<br/> Review Small Employer Relief: Page 2 of Set Options (tick/untick as applicable to you)</p>  |  |
| 24. | <p>Take a backup enter date/time: ( / / : : )<br/> Additional files OPTIONAL – each company backed up separately</p>   |  |
| 25. | <p>Check the Tax Tables: Utilities, PAYE/NI/Stat. Payments<br/> Table 1 should be 06/Apr/2025, Table 2 should be 06/Apr/2026<br/> <b>***CHECK THE ER NI RATE***</b><br/> Table 2 NI ER's columns should contain 15.00<br/> IF NOT Try running copy tax tables:<br/> Utilities → Copy Statutory Rates → Set to System Default<br/> IF THIS DOES NOT CHANGE THE NI RATES <b>PLEASE CALL QUAD</b></p>                 |  |
| 26. | There are <b>NO</b> Tax Code changes this year   |  |
| 27. | Change Tax Codes as required from P6/P9s   |  |
| 28. | You are now ready to process Period 1 payroll  |  |

Please note that in 2026/2027 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 once per company.**  
**REMEMBER to enter the correct values for Apprenticeship Levy.**