Quad Cloud | **Software** | **Hardware** | **Support**

YEAR END TASKS IN OPERA 2526

Please read through the instructions before starting.

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

	Payroll Company Letter:( ) 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 (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.	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 2025/2026 IR stationery no longer available - use Plain Paper (Colour/Monochrome) Pegasus Mailer + Pressure Sealer for year 2025-26	

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:
	     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 **Select EPS Type: "Final EPS of the year" (should be set by default).** 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	

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 (2526): 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/2025, Table 2 should be 06/Apr/2026 *****CHECK THE ER NI RATE***** Table 2 NI ER's columns etc should contain 15.00 IF NOT Try running copy tax tables: Utilities ➔ Copy Statutory Rates ➔ Set to System Default IF THIS DOES NOT CHANGE THE NI RATES **PLEASE CALL QUAD**	
26.	There are **NO** Tax Code Changes this year	X
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.