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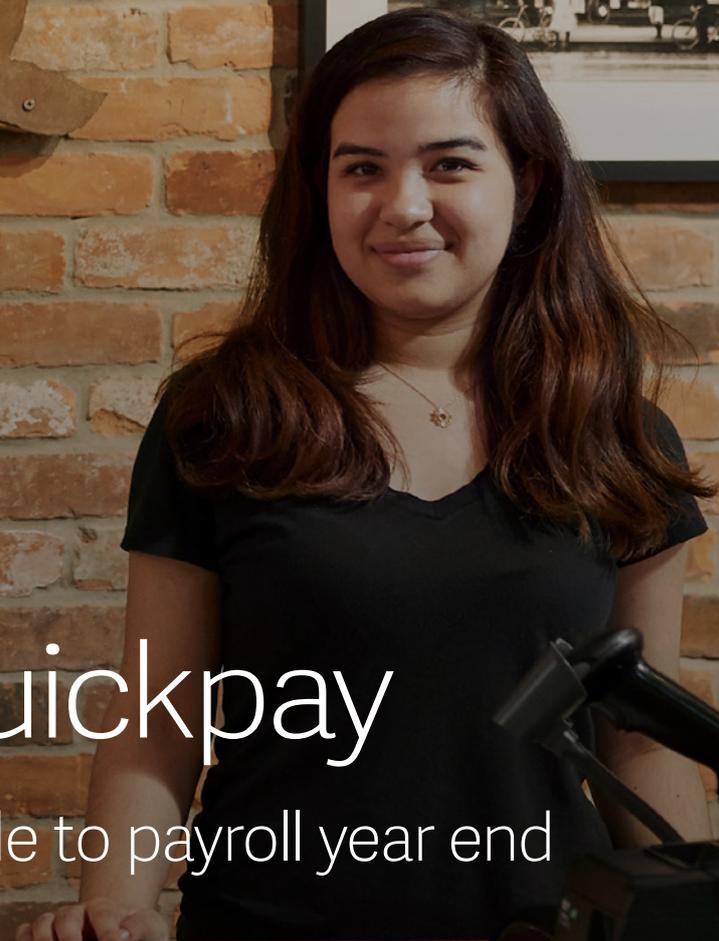


Duke's



Sage Quickpay

Your step-by-step guide to payroll year end





Payroll software for small to medium sized businesses who need complete control and confidence in their payroll process.

Note: You should install the year end update immediately. You don't need to complete your payroll for the 2017 tax year first. For help with installing this update, please read this guide or visit www.sage.ie/pye

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Welcome to your guide to payroll year end

This guide takes you through the payroll year end process in four easy to follow parts:

1. Install your year end software update.
2. Prepare for your year end.
3. Process your year end.
4. Get ready for the new tax year.

Your year end software update

As part of your Sage Cover support contract, you receive the year end update. This update ensures you're ready for the 2017 year end tasks and also contains any budget 2018 changes.

Important note for Windows Vista users

You can't install the 2017 year end update of Sage Quickpay on Windows Vista.

If you're still using Sage Quickpay on a Windows Vista computer, you must install your Sage software on a computer with a newer operating system, for example, Windows 10.

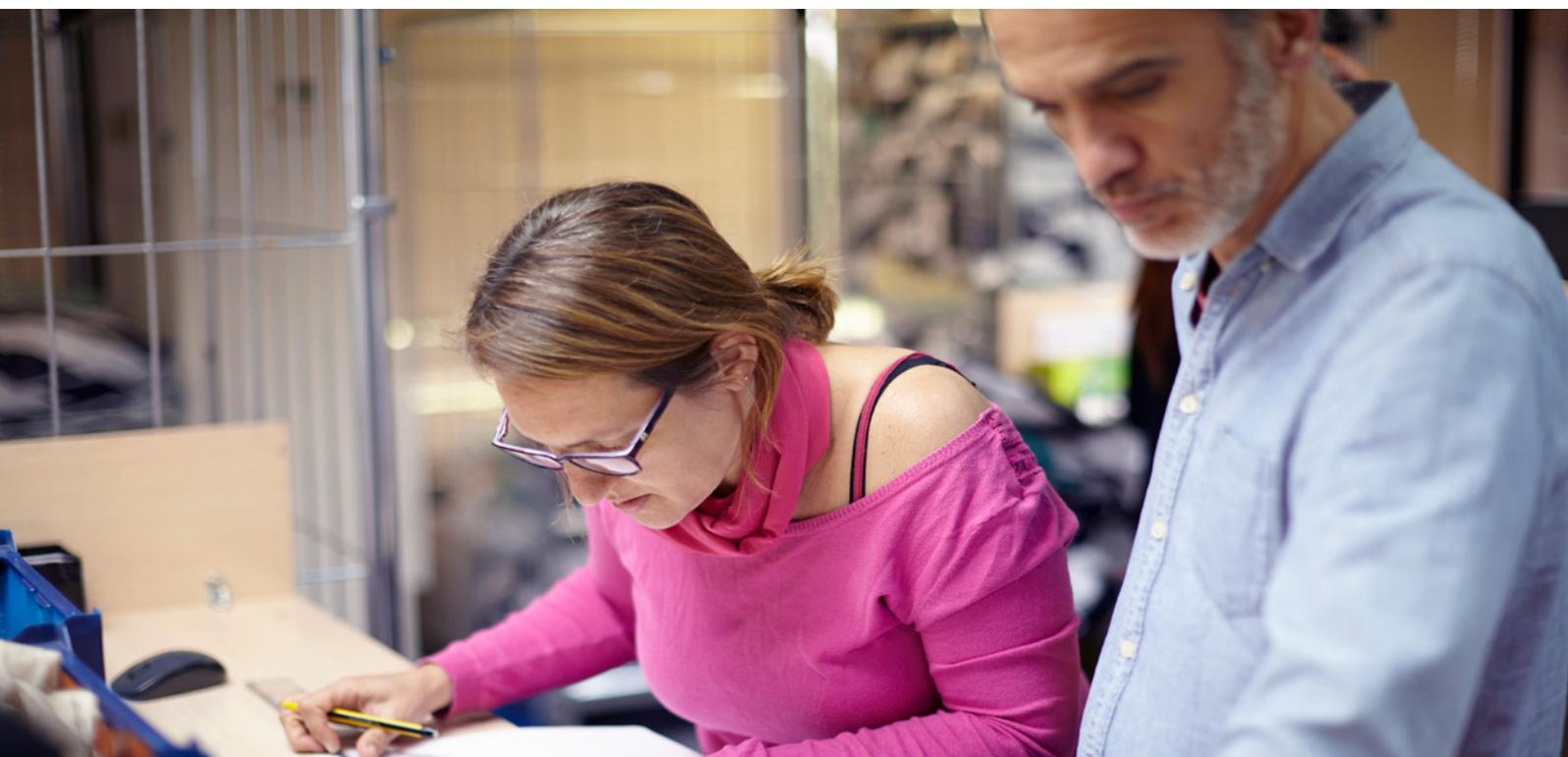
For more information, visit sage.ie/ask and search for article [36460](#).

Get more information this year end

Did you know you can access your online guide to payroll year end at www.sage.ie/pye

From here, simply click [Sage Quickpay](#) and follow the easy steps to prepare for and process your year end. On this site, you'll find the following:

- Interactive checklists to help ensure you don't miss a thing.
- Answers to the most popular year end questions.
- Information about legislation changes in the new tax year.
- Our telephone support opening hours.



Payroll year end checklist

Part 1: Install the year end software update

Completed? Yes / No

Take a full system backup of your payroll data.

Download and install the year end update.

Part 2: Prepare for year end

Completed? Yes / No

Register with Revenue Online Service (ROS).

Process the final pay periods of 2017.

Check your employee details are correct.

Check your company information.

Compare the Control Summary and P30/CC124 reports.

Generate the Tax Deduction Card report for each of your employees.

Ensure that all your pensions are set up correctly.

Validate your data

Part 3: Process your year end

Completed? Yes / No

Generate the P35 file for upload to ROS.

Generate your employee P60s and other year end reports.

Part 4: Get ready for the new tax year

Completed? Yes / No

Create and open the 2018 tax year.

Set period one of 2018.

Update your employee tax allowances for the new tax year.

Enable Central Statistics Office (CSO) reporting, if applicable.

Clear down your financial year end balances, if applicable.

Validate your data in 2018.

Part 1: Install your year end software update

To ensure your software is up to date for the new tax year, if you haven't already done so, you must install your update. Before you install the year end update, it's important that you take a full system backup of your payroll data.

1.1 Take a full system backup of your payroll data

1. Open Sage Quickpay and log in to a payroll as normal.
2. On the menu bar, click **Miscellaneous** then click **Backup**.
3. Under Backup Type, select **Full System Backup**.
4. Click **Browse**, browse to where you want to save the backup, then click **OK**.
5. Under **Programs / Payrolls**, for each payroll you want to back up, select the relevant check box.
6. To back up all system files, select the **Programs** and **Common Files** check boxes.
7. Click **OK**, then click **OK** again.

1.2 Download and install your year end update

To make the installation of your year end update as easy as possible, you're automatically prompted to download and install this update when it's ready for you. As it contains legislation for both 2017 and 2018, you can install it straight away.

For more information about how to configure your software for automatic updates, visit sage.ie/ask and search for article [33925](#).

Check where your Sage Quickpay data is held

To guarantee that your year end update installs to the correct location, you must know where your existing Sage Quickpay software and data is held.

1. On the menu bar, click **Help** then click **System Information**.
2. Make a note of the Program Directory and Data Directory links.

Note: If the data directory link shows a local drive, for example, C:\Program Data, then your payroll data is held on this computer. If the data directory link shows a mapped network drive or path, then your payroll data is held on a network.

Check your access rights

Before you install the year end software update, you must log on to your computer as an administrator. This is only necessary for the installation of the software; you don't need administrator permissions when using Sage Quickpay. You may need to contact your IT Support to make any necessary arrangements.

To download and install the year end update

1. On the menu bar, click **Help** then click **Check For Updates**.
2. When you receive the prompt, click **Download Now**.
3. Once the download is complete, click **Install Now**.
4. To accept the terms of the licence agreement, select **I Agree** and click **Next**.
5. Select **Full Installation**, then click **Next**.

Note: If you store your payroll data files on a server computer, the next time you open Sage Quickpay you receive a prompt to run the client install. You must run this install on all computers that have Sage Quickpay installed.

6. To accept the default destination folder location, click **Next** when prompted.

Alternatively, if you want to change the destination folder location, click **Browse**. Then to enter the folder details, follow the on-screen instructions.

7. When you're prompted to add Quickpay shortcut icons to your desktop, click **Yes**.
8. When prompted, click **Finish**.

You've now completed the installation process and options appear on your desktop for both the 2017 and 2018 tax year.

1.3 Upgrade your data

After you install the year end update, the next time you open your Sage Quickpay 2017 software, your data automatically upgrades. How long this takes depends on the size of your data files.

Once your data upgrades, check your version number is 17.2 or higher. You can find this in the top left-hand corner of your software. You're also prompted that your software is ready for the 2017 year end.

Part 2: Prepare for year end

To successfully prepare for payroll year end, you must complete your final payroll as normal and check your 2017 information is correct.

2.1 Register with Revenue Online Service (ROS)

To make your P35 year end submission online to Revenue, you must register with ROS. If you haven't already done so, please contact the ROS technical help desk:

- By phone - 1890 201 106. If you're calling from outside Ireland, +353 1 702 3021.
- By email - roshelp@revenue.ie

Note: Registering with ROS may take you a few weeks, so allow plenty of time for this.

2.2 Process the final pay periods of 2017

Before you can create your year end returns, you must process the remaining pay periods of 2017 as usual.

Check if you have an extra pay period

If you're paying your weekly, fortnightly or four weekly paid employees on Sunday 31 December, you have an extra pay period. You should process your payroll as normal on this date. For more information, visit sage.ie/ask and search for article [33924](#).

Note: Monthly paid employees never have an extra pay period.

Process any holiday pay due over year end

If you have employees on holiday before the end of 2017 who aren't returning to work until 2018, you must process their holiday pay over year end in advance. For more information, visit sage.ie/ask and search for article [34022](#).

2.3 Check your employee details are correct

As part of the year end routine, you must check your payroll information, such as your employee details are correct and up to date. Missing or incorrect details can cause problems when you upload returns to ROS.

Every employee record should have a valid PPS Number. If you don't have their PPS number, you must enter their date of birth and home address.

For more information, visit sage.ie/ask and search for article [37953](#).

Process leavers

If anyone has left your employment, you must process them as a leaver before you submit your year end information to ROS. For more information, visit sage.ie/ask and search for article [33633](#).

Medical insurance eligible for tax relief

If you pay medical insurance premiums on behalf of an employee, you must include how much of this is eligible for tax relief on your P35 year end submission.

Your medical insurance provider tells you how much this is for each employee. You must enter this in their records before creating your P35 returns. For more information, visit sage.ie/ask and search for article [34495](#).

2.4 Check your company information

Your company information is included on your returns to Revenue.

1. On the menu bar, click **Company/Payroll Setup** then click **Company/Payroll Details**.
2. Within the **General** tab, check the details are up to date and correct.

Note: ROS may reject your submission if they find spaces or dashes on your phone and fax numbers, or special characters in your address, for example, () @ # %.

3. Click **OK**.

2.5 Compare the Control Summary and P30/CC124 reports

You must compare the end of year totals in the Control Summary and P30/CC124 reports. The totals for tax (PAYE), universal social charge (USC) and pay related social charge (PRSI) should match on both.

1. On the menu bar, click **Reports** then click **Reports and Payslips**.
2. Select **Control Summary**, then click **Print Report**.
3. Select **P30/CC124**, then click **Print Report**.

4. When asked if you want to show quarterly subtotals, click **No**.
5. Make sure the following corresponding values match on both reports:

Control Summary – Audit Balances P30/CC124

C/Fwd this Employment > Tax	PAYE Year
-----------------------------	-----------

C/Fwd this Employment > PRSI 'EE + PRSI ' ER	PRSI Year
--	-----------

C/Fwd this Employment > Universal Social Charge	USC Year
---	----------

2.6 Print the Tax Deduction Card report for each employee

We recommend that you print the Tax Deduction Card (TDC) report for each of your employees to check their values are correct.

1. On the menu bar, click **Reports**, then click **Payroll Reports**.
2. Select **Tax Deduction Card**.
3. To check your printer settings are correct, click **Printer Setup**.
4. Under Orientation, click **Landscape** then click **OK**.
5. Click **Print Report**.
6. To close the Quickpay Reports Module window, click **Cancel**.
7. Confirm that each employee report is complete and correct.

If the TDC report is incomplete or incorrect, resolve any outstanding issues before you produce your employee P60s or generate your P35 return.

2.7 Ensure that your pensions are set up correctly

Your P35 ROS file includes details of any pension contributions made by your employees and your company on their behalf. You must ensure that pensions are set up correctly in your software.

Note: If you have any pension, personal retirement savings account (PRSA), additional voluntary contribution (AVC), retirement annuity contract (RAC) or construction workers pension (CWPS) deductions on your payroll, check they have a pension link assigned to them.

1. On the menu bar, click **Company/Payroll Setup**, then click **Payments / Deductions**.
2. For each pension deduction, check the pension scheme link is correct in the **Type** box. If it's not, amend as required.
3. Click **OK**.

2.8 Validate your data

You can use the data validator utility at any time during the tax year to check your payroll data for errors. It's particularly useful when you're preparing for year end tasks.

1. On the menu bar, click **Reports** then click **Validate Payroll data**.
2. If any errors appear, you need to address these issues before proceeding with your year end tasks.
3. Repeat the above steps in each of your payrolls.

Part 3: Process your year end

Before you process your year end, you must have installed the year end update and followed the steps in the prepare section.

3.1 Generate the P35 file for upload to ROS

1. On the menu bar, click **Tax Year End** then click **Tax Year End Reports**.
2. Under P35 Returns, select **via ROS**.
3. Click **Create**.

Note: If you have more than one payroll with the same tax registration number, the Include/Exclude Payrolls window appears. By default, all payrolls are included. However, you can deselect any payrolls you want to exclude.

4. Click **OK**.
5. If any duplicate employee records are found, select the **I acknowledge** check box then click **Merge and Continue**.

Note: If duplicate employee appears in red, you can't merge their record automatically. You must merge the employee records manually before continuing. For more information, visit [Sage.ie/ask](https://www.sage.ie/ask) and search for article **33860**.

6. Select one of the following options:
 - **Original** - If you haven't already submitted a P35 for 2017, use this option.
 - **Amended** - If you've already submitted a P35 for 2017, but you've changed some important employee details since then, use this option.

- **Supplementary** - If you need to submit extra information not included in the original P35 return, use this option.
7. If there was an extra pay period, select the **Extra Pay Period this Year?** check box.
 8. Click **Proceed**.
 9. In the P35 Pension Adjustments window, add any pension contributions you didn't enter in Quickpay using the **+/- Adjustment** options.
 10. Click **Proceed**.
 11. The ROS P35 Save As window automatically appear. Browse to where you want to save the P35 file, then click **Save** and **OK**.

Note: Make sure the file extension is .P35, for example, 15-567T.p35.

12. To print the P35 Quickpay Report Preview, click the printer button . Ensure your printer details are correct, then click **Print**.
13. To close the Quickpay Report Preview, click the **X** button at the top right-hand side of the window.
14. To close the Tax Year End Reports window, click **Cancel**.

You've successfully produced the P35 return. You should now check the following details are correct:

P35 Report Preview – Summary section	Control Summary – Audit balances
Total Pay	C/Fwd This Employment > Taxable Pay
Total Tax	C/Fwd This Employment > Tax
Total PRSI	C/Fwd This Employment > PRSI 'EE + PRSI ' ER
Total USC	C/Fwd This Employment > Universal Social Charge

Once you've checked the values are correct, you must submit the P35 file to Revenue via their website. The deadline for filing your P35 return is 23 February if you file online using ROS. If you file using a paper return the deadline is 15 February.

Note: You should also compare the Total LPT value from the P35 Report Preview with the LPT Year total on the P30/CC124 report.

3.2 Print your employee P60s and other year end reports

You must produce a P60 for all employees still working with your company at the end of the year. You must provide this P60 by 15 February 2018.

To print your employee P60s

1. On the menu bar, click **Tax Year End** then click **Tax Year End Reports**.
2. Under P60 Plain Paper, select either **In English** or **As Gaeilge**.
3. Click **Print**.
4. If any of your employees pay pension related deduction (PRD), select the **Include applicable PRD60s** check box, then click **OK**.
5. To close the Tax Year End Reports window, click **Cancel**.

To print the PRD35 report

If one or more of your payrolls are subject to PRD, you must print the PRD35 report and submit it to the accounting office of your parent department.

1. On the menu bar, click **Tax Year End** then click **Tax Year End Reports**.
2. Select **PRD35**, then click **Print**.
3. To close the Tax Year End Reports window, click **Cancel**.

Part 4: Get ready for the new year

Before you can start to process in the new tax year, there are a few things you need to do.

New legislation for 2018

For a full listing of all legislation changes that come in to effect from 1 January 2018, visit sage.ie/ask and search for article [37623](#).



Tip: Once you install the year end update, all legislation changes update automatically within your 2018 software.

4.1 Create and open the 2018 tax year

1. Open a payroll in your 2017 software.
2. On the menu bar, click **Tax Year End** then click **Set up 2018 Tax Year**.
3. Follow the on-screen instructions, and click **Close** when prompted.
4. To close Quickpay 2017, click **Login**, then click **Exit**.
5. From your desktop, double-click Quickpay 2018 and log in to the payroll as usual.



Tip: Before you start processing in the 2018 tax year, check your version number is 18.0 or higher.

6. Repeat the steps above for all payrolls you want to use in 2018.

4.2 Set period one of 2018

Before you can start to process pay for your employees, you must first set the pay period.

1. On the menu bar, click **Processing**, then click **Set Period**.
2. In the **Period Number** box, type **1**.
3. Check the insurance weeks and payroll date is correct for the current period. If not, amend as required.
4. Once all information is correct for the new period, click **Save**.

4.3 Update your employee tax allowances for the new tax year

At the start of each tax year, you must update your employees' tax allowances.

Note: If you're not registered with ROS, you must enter your employees' tax allowances manually.

If you use ROS, to save time you can download a P2C file from the ROS website. This contains your employees' allowances, which you can then import directly in to Quickpay using the Tax Credit Import option. For more information, visit sage.ie/ask and search for article [33862](#).

Note: The 2018 P2C tax credit file may not be available at the beginning of the tax year. You can process pay using the previous year's information until the new P2C tax credit file is available.

4.4 Enable Central Statistics Office (CSO) reporting

If the CSO has selected your company for surveying and you haven't done so already, you must enable the CSO reporting option. For more information about how to do this, visit sage.ie/ask and search for article [34195](#).

Note: If the CSO haven't selected you for surveying, proceed to the following section.

4.5 Clear your financial year end balances

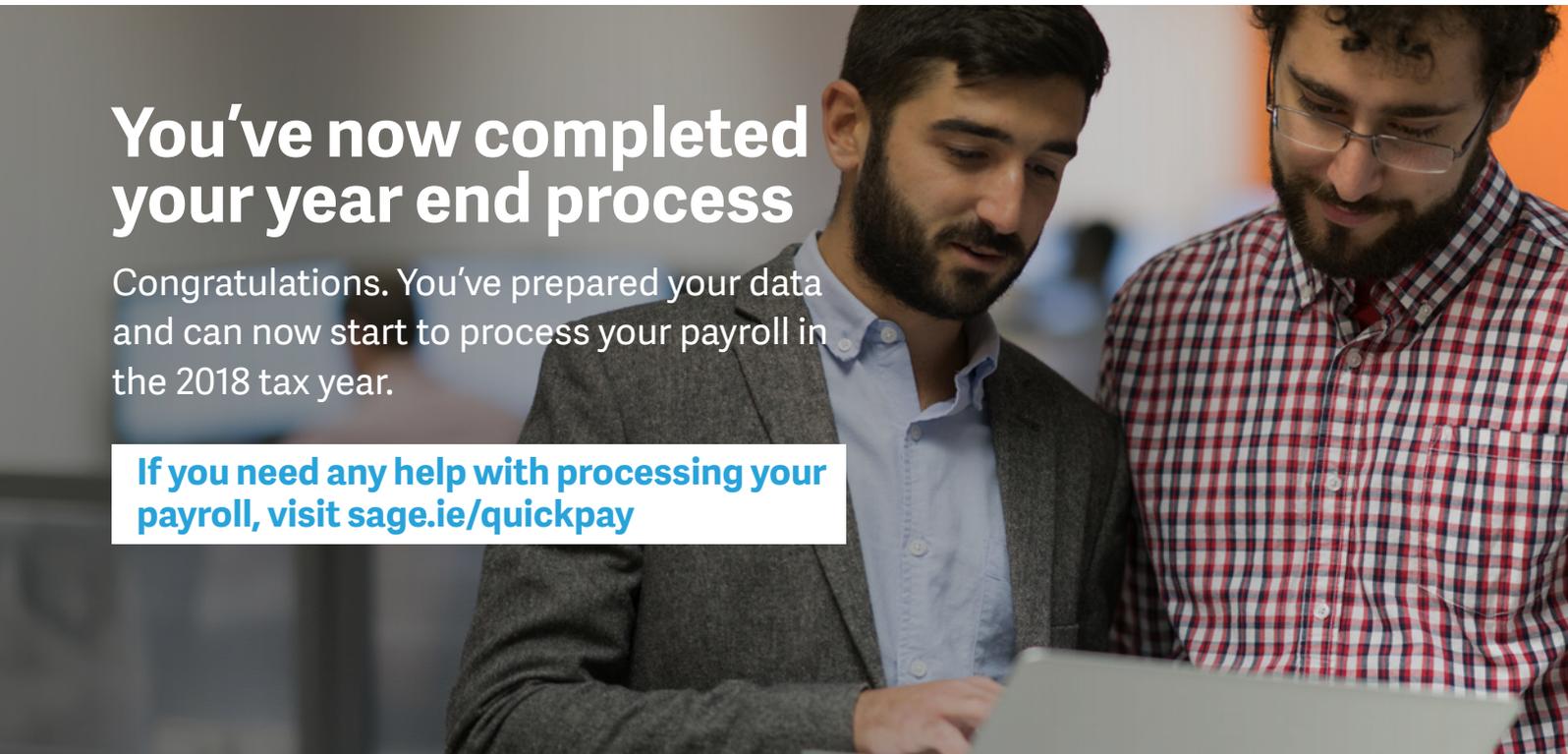
The tax year runs from 1 January to 31 December, however your company's financial year may not coincide with these dates, for example, 1 August to 31 July.

This optional year end task involves you clearing any deduction balances that you don't want in your new financial year. You can carry out this clear down whenever it's appropriate for your company payrolls.

1. On the menu bar, click **Company/Payroll Setup** then click **Payments / Deductions**.
2. Under Deductions, click **Clear Balances**.
3. For each deduction, click one or more of the following check boxes:
 - **Employee Std Amount** - To clear the standard amount deducted each period, select this option.
 - **Financial Year Employee Balance** - To clear the employee total of the deduction accumulated since the last clearance, select this option.
 - **Financial Year Employer Balance** - To clear the employer total of the deduction accumulated since the last clearance, select this option.
 - **Tax Year Employee** - To clear the tax year employee balance of the deduction, select this option.
 - **Tax Year Employer** - To clear the tax year employer balance of the deduction, select this option.
4. Click **OK**, then click **OK** again.

4.6 Validate your data in 2018

1. On the menu bar, click Reports then click **Validate Payroll data**.
2. If any errors or warnings appear, you need to address them before you begin processing pay details for your employees in 2018.
3. Repeat the previous steps in each of your payrolls.

A photograph of two men in an office setting. The man on the left has a beard and is wearing a grey blazer over a light blue shirt. The man on the right has glasses and a beard, wearing a red and white checkered shirt. They are both looking down at a laptop screen which is partially visible at the bottom of the frame.

You've now completed your year end process

Congratulations. You've prepared your data and can now start to process your payroll in the 2018 tax year.

If you need any help with processing your payroll, visit [sage.ie/quickpay](https://www.sage.ie/quickpay)

