



**ROS P2C Export
&
Micropay Professional P2C Import**

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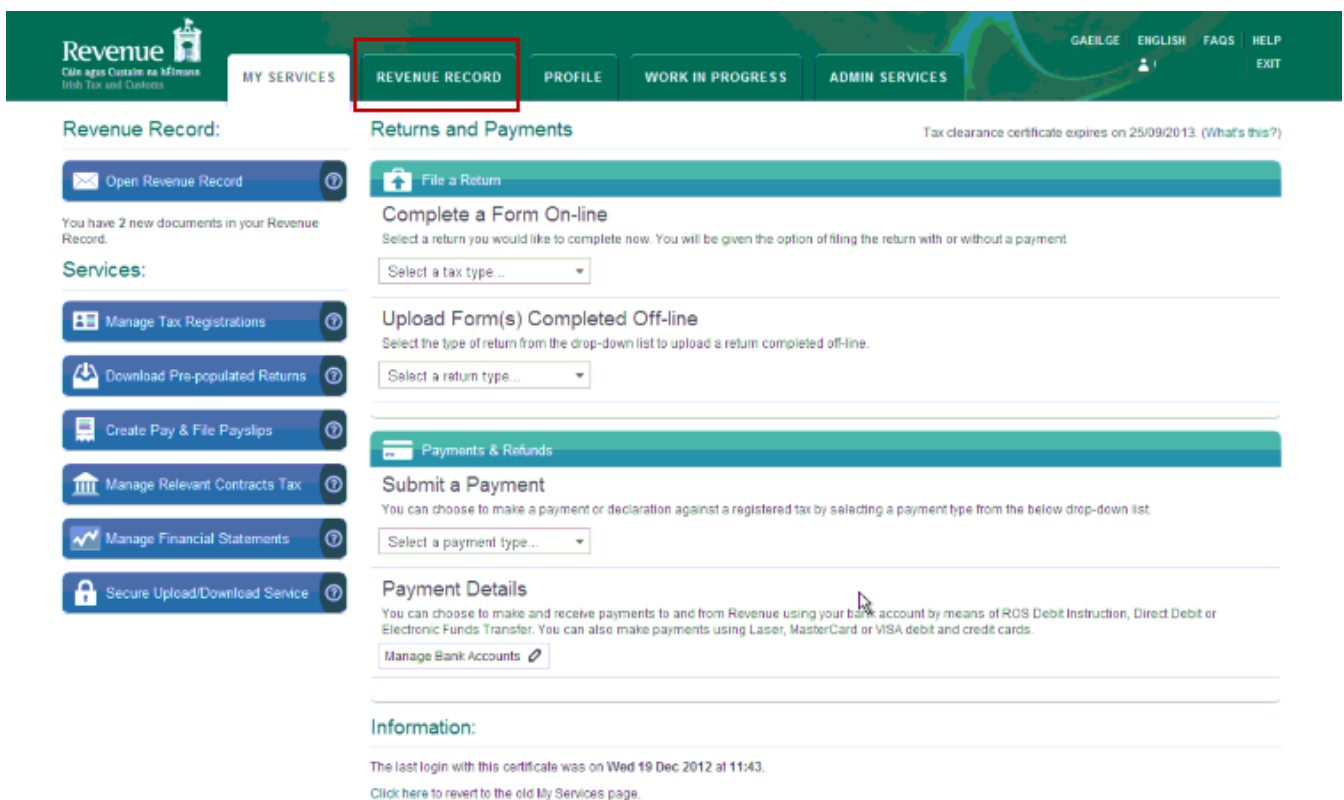
Business Partner

ROS P2C Export & Micropay P2C Import

1. Log into ROS



2. Click on Revenue Record



ROS P2C Export & Micropay P2C Import

3. Click on PAYE and USC P2C Details

The screenshot shows the 'Revenue Record' section of the software. On the left, there is a navigation menu with 'PAYE and USC P2C Details' highlighted. The main area displays a table of messages with columns: Notice No., Customer Name, Regs/Trader No./Doc ID, Tax Type/Duty, Document Type, Period Begin, Issued Date, and Archived By. The first row is highlighted, showing details for a P1ms customer with registration number 1234567T.

4. Click on Search

The screenshot shows the 'PAYE and USC P2C Details' search page. It includes a search form with fields for 'Registration No.' (set to 1234567T), 'Tax Year' (set to 2013), 'PPSN', 'Surname', and 'Works Number'. A red box highlights the 'Search' button. A callout box with a red border and text says 'Click Search for all Employees' with an arrow pointing to the search button. Below the search form, there is a note: '*denotes a required field.' and 'Please Note: When changing search criteria, click 'Search' to refresh.'

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5. Click **Export Amendments Only**

Revenue
Cáil agus Cúiteas na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

LANGUAGE: ENGLISH FAQS HELP EXIT

- PAYE and USC P2C Details

PAYE and Universal Social Charge P2C Details

Registration No.: 1234567 Tax Year: 2013

PPSN: Surname: Works Number: Search

*denotes a required field.
Please Note: When changing search criteria, click 'Search' to refresh.

Below are the details of the P2Cs that match the search criteria entered

- Total number of P2Cs for this search is 7
- Results are listed in order of PPSN
- Where a full list was requested only 20 records are displayed at a time
- Export: The P2C Export for this period will produce a Comma Separated Value (CSV) file. You can open this in any Spreadsheet application. This file can also be imported into some Payroll software. Specifications for this file (version 1.0) are available in the Downloads Page

Export Complete List **Export Amendments Only** Export By Date

Yes to Export	PPSN	Surname	Forename	Works Number	Address	Date Of Cert	Cert Begins	Cert Ends	WIM1	Total Pay T
Y	17791163	Houss	Hickey	0001	Diary Land	10/2/12	01/01/13	00/00/00	0	0.00
Y	29502120	Sear	Yoni	0003	Yellowstone Park	10/2/12	01/01/13	00/00/00	0	0.00
Y	26301518	Houss	Hinnie	0005	Diary Land	10/2/12	01/01/13	00/00/00	0	0.00
Y	36909198	The Doc	Floto	0009	Diary Land	10/2/12	01/01/13	00/00/00	0	0.00
Y	35815200	Black Sheep	Rah Rah	0004	The Field	10/2/12	01/01/13	00/00/00	0	0.00
Y	70010267	Derville	Crullie	0014	The Country House	10/2/12	01/01/13	00/00/00	0	0.00
Y	85122060	Little	Chucken	0015	The Field	10/2/12	01/01/13	00/00/00	0	0.00

6. Proceeding any further will mark all P2Cs as exported. Click **OK** to continue.

Message from webpage

***** IMPORTANT NOTICE *****

PROCEEDING ANY FURTHER WILL MARK ALL P2Cs AS EXPORTED.

Are you sure you want to continue?

Click on Cancel to return to the P2C Results Page.
Click on OK to proceed with your Export request (Please Note: all P2Cs will be marked as exported).

OK Cancel

7. Click **Save** to continue

File Download

Do you want to open or save this file?

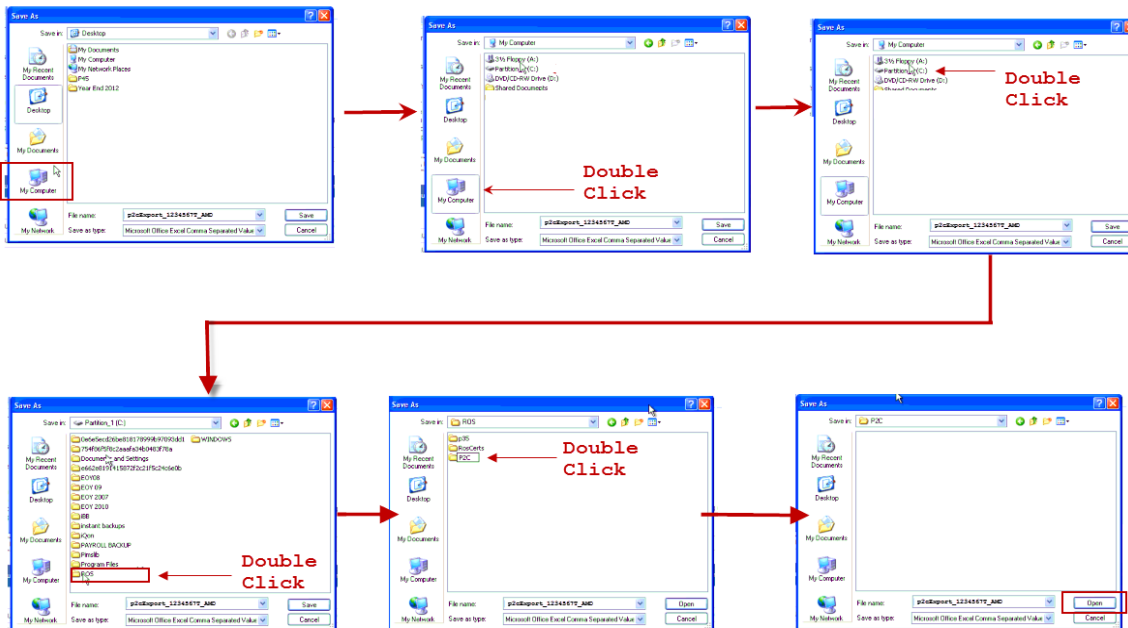
Name: p2cExport_1234567_AMD.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: www.ros.ie

Open **Save** Cancel

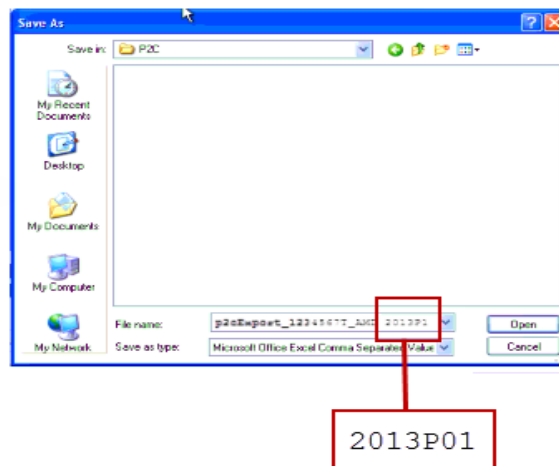
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

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8. We recommend you save this file to C:\ROS\P2C

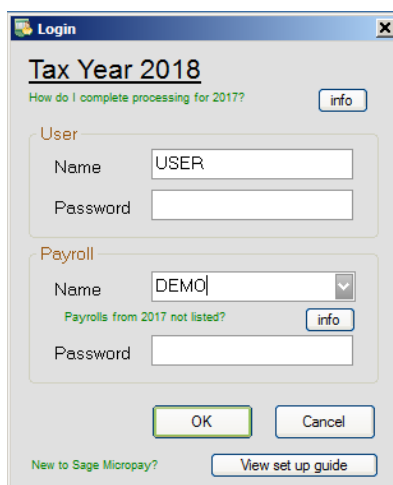


N.B. if you keep the file name the same, every download will overwrite the previous downloaded file. If you don't want this to happen, we suggest entering in a year and week number in the File name box.

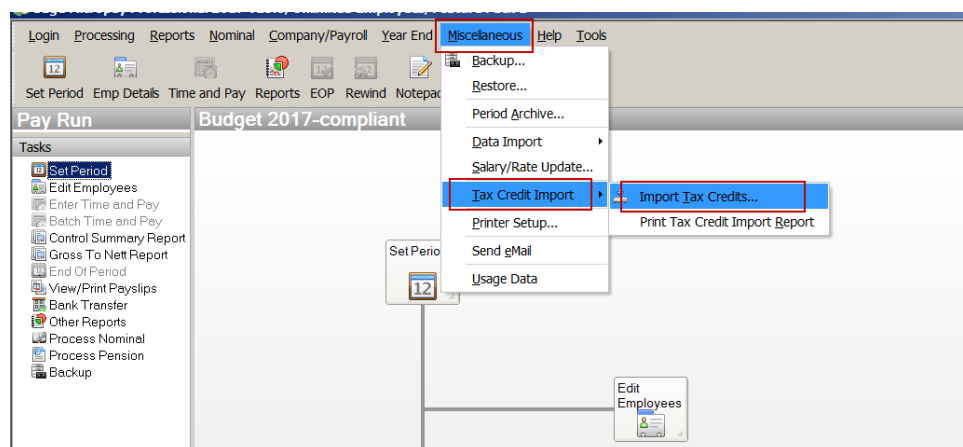


ROS P2C Export & Micropay P2C Import

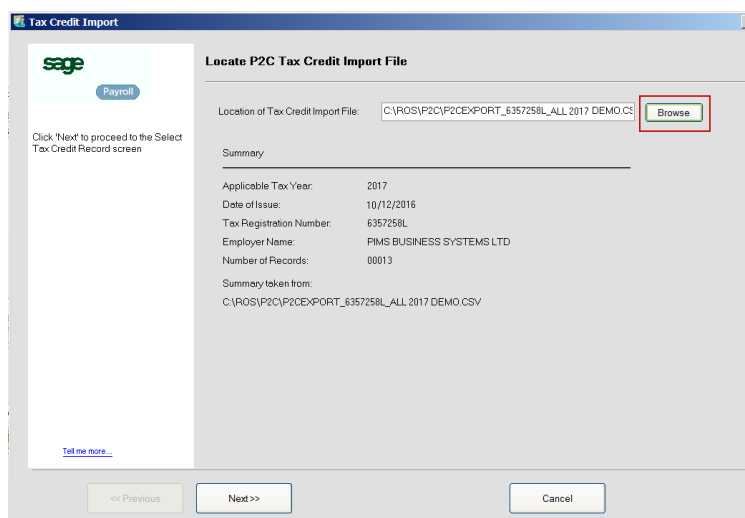
9. Your export is complete. Log in to your payroll to import.



10. Select the **Miscellaneous - Tax Credit Import - Import Tax Credits** menu option.

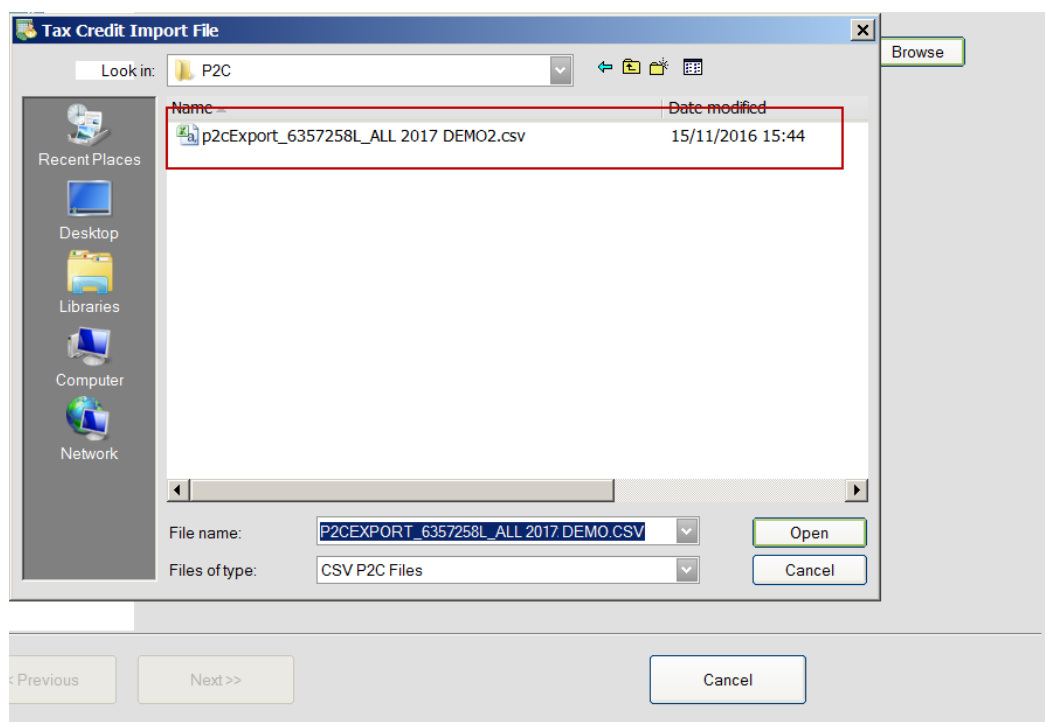


11. The Locate P2C Tax Credit Import File window displays. Click **Browse** to locate your import file.



ROS P2C Export & Micropay P2C Import

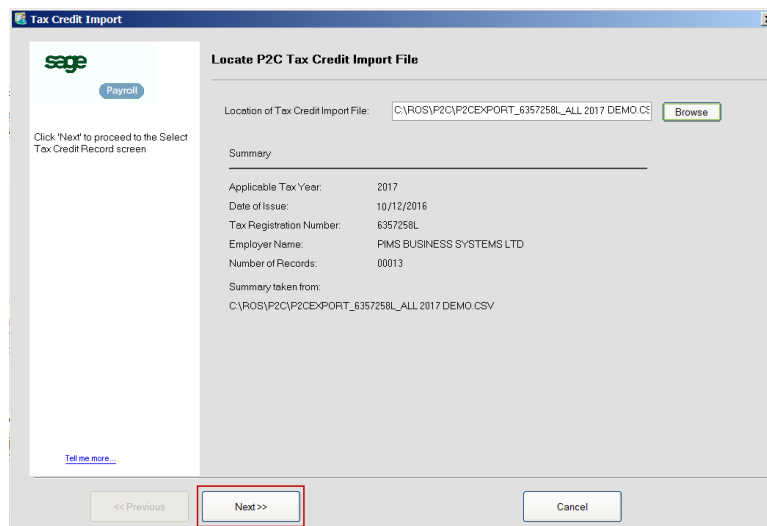
12. Here you specify the location of the Tax Credit Import file you have downloaded from the Revenue Commissioners. The default location is the last used location, but you can browse to a different location if necessary.



- The employer no. on the file should match the Employer Registration Number entered in the payroll. If the Company/Payroll Details record lacks an Employer Registration Number, you can specify one on this screen.
- The files Tax Year **MUST** match that of the payroll. i.e. you can only import 2017 Tax Credit File into the 2017 Payroll.

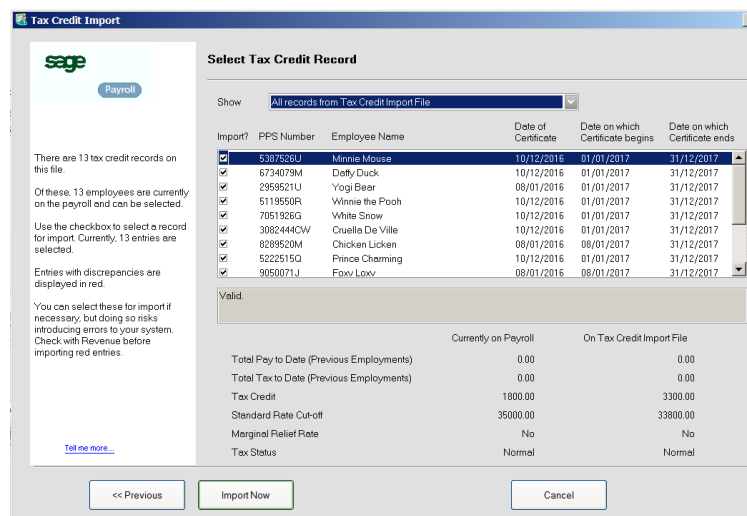
13. Click **Next** to proceed.

ROS P2C Export & Micropay P2C Import



14. The Select Tax Credit Record window displays.

This window lists all the Tax Credit Records in the Tax Credit Import File. Micropay Professional checks each record for discrepancies with your existing payroll information, and displays records with apparent discrepancies in red. Other records are displayed in black, and are selected for import by default.



Possible types of discrepancy include:

- Records for employees who have left your payroll.
- Records for employees in other payrolls.

You can import records that have discrepancies, but doing so risks introducing errors to your payroll system. You should investigate the cause of each discrepancy, and consult with Revenue to clarify any relevant issues.

15. When you have selected all the records you want to import, click **Import Now**.

ROS P2C Export & Micropay P2C Import

Tax Credit Import

Select Tax Credit Record

Show: All records from Tax Credit Import File

Import?	FPS Number	Employee Name	Date of Certificate	Date on which Certificate begins	Date on which Certificate ends
<input checked="" type="checkbox"/>	5387558J	Minnie Mouse	10/12/2016	01/01/2017	31/12/2017
<input checked="" type="checkbox"/>	6734079M	Daffy Duck	10/12/2016	01/01/2017	31/12/2017
<input checked="" type="checkbox"/>	2959521U	Yogi Bear	08/01/2016	01/01/2017	31/12/2017
<input checked="" type="checkbox"/>	5119550R	Winnie the Pooh	10/12/2016	01/01/2017	31/12/2017
<input checked="" type="checkbox"/>	7051926G	White Snow	10/12/2016	01/01/2017	31/12/2017
<input checked="" type="checkbox"/>	3582448CV	Cruella De Ville	10/12/2016	01/01/2017	31/12/2017
<input checked="" type="checkbox"/>	8289520M	Chicken Licken	08/01/2016	08/01/2017	31/12/2017
<input checked="" type="checkbox"/>	5222515O	Prince Charming	10/12/2016	01/01/2017	31/12/2017
<input checked="" type="checkbox"/>	8050071J	Foxy Loxy	08/01/2016	08/01/2017	31/12/2017

Valid:

	Currently on Payroll	On Tax Credit Import File
Total Pay to Date (Previous Employments)	0.00	0.00
Total Tax to Date (Previous Employments)	0.00	0.00
Tax Credit	1800.00	3300.00
Standard Rate Cut-off	35000.00	33800.00
Marginal Relief Rate	No	No
Tax Status	Normal	Normal

Buttons: << Previous, **Import Now**, Cancel

16. The Import process is complete. You can generate a report on the import process by clicking the **Print Tax Credit Import Report** button.

Tax Credit Import

Import complete - Congratulations!

Click the 'Print Tax Credit Import Reports...' button to get a detailed view of what was imported.

This button will become enabled on completion of import.

This report can be printed at a later date by accessing the 'Print Tax Credit Import Report' option which is located under the 'Miscellaneous \ Tax Credit Import' menu.

Import progress

Final import summary

Number of records on Tax Credit Import File:	13
Number of records imported	13
Number of records not imported	0
Number of invalid records found	0
Number of Employees not on Tax Credit Import file:	0

Buttons: << Previous, Import Now, **Print Tax Credit Import Report...**, Done

ROS P2C Export & Micropay P2C Import


We recommend you print the Tax Credit Import Report as it provides an easy to read schedule of changes.

Close	First	Previous	Next	Last	Print
Pimbrook Software Tax Credit Import					
Date: 21/11/2017		Time: 14:47		Page: 1	
Run Date: / /		Pay Period: 00		Frequency: W Narrative:	
Tax Credit Import (Summary)					
Applicable Tax Year: 2018 Date of Issue: 16/11/2017 Tax Registration Number: 6357258L Employer Name: Pimbrook Software Number of records found: 00007 Number of records imported: 00004 Summary taken from C:\ROS\P2C\P2CEXPORT_6357258L_ALL - COPY.CSV					

Close	First	Previous	Next	Last	Print
Pimbrook Software Tax Credit Import					
Date: 21/11/2017		Time: 14:47		Page: 2	
Run Date: / /		Pay Period: 00		Frequency: W Narrative:	
Employees updated from Tax Credit Import file					
Employee Name	PFS Number	Cert. Date	Imported?		
Minnie Mouse	2959521U	07/12/2017	Yes		
Field Updated	Before	After			
Tax Credit:	3300.00	3300.00			
Std. Cut Off:	33800.00	33800.00			
Total Pay to Date:	0.00	0.00			
Total Tax to Date:	0.00	0.00			
Marginal Relief Rate:	No	No			
Tax Status:	Normal	Normal			
Yearly cut off 1:	12012.00	12012.00			
Yearly cut off 2:	18772.00	18772.00			
Yearly cut off 3:	70044.00	70044.00			
Gross Income to Date:	0.00	0.00			
USC to Date:	0.00	0.00			
USC Exempt:	No	No			
Total LPT:	0.00	0.00			
Cruella DeVille	5119550R	07/12/2016	Yes		
Field Updated	Before	After			
Tax Credit:	3300.00	3300.00			
Std. Cut Off:	42800.00	42800.00			
Total Pay to Date:	0.00	0.00			
Total Tax to Date:	0.00	0.00			
Marginal Relief Rate:	No	No			
Tax Status:	Normal	Normal			
Yearly cut off 1:	12012.00	12012.00			
Yearly cut off 2:	18772.00	18772.00			
Yearly cut off 3:	70044.00	70044.00			
Gross Income to Date:	0.00	0.00			
USC to Date:	0.00	0.00			
USC Exempt:	No	No			
Total LPT:	0.00	0.00			
Foxy Loxv	5222515Q	07/12/2016	Yes		

17. Click **Done** to close the tax credit import window.

Tax Credit Import
X



Click the 'Print Tax Credit Import Reports...' button to get a detailed view of what was imported.


This button will become enabled on completion of import.

This report can be printed at a later date by accessing the 'Print Tax Credit Import Report' option which is located under the 'Miscellaneous\Tax Credit Import' menu.

[Tell me more...](#)

Import complete - Congratulations!

Import progress

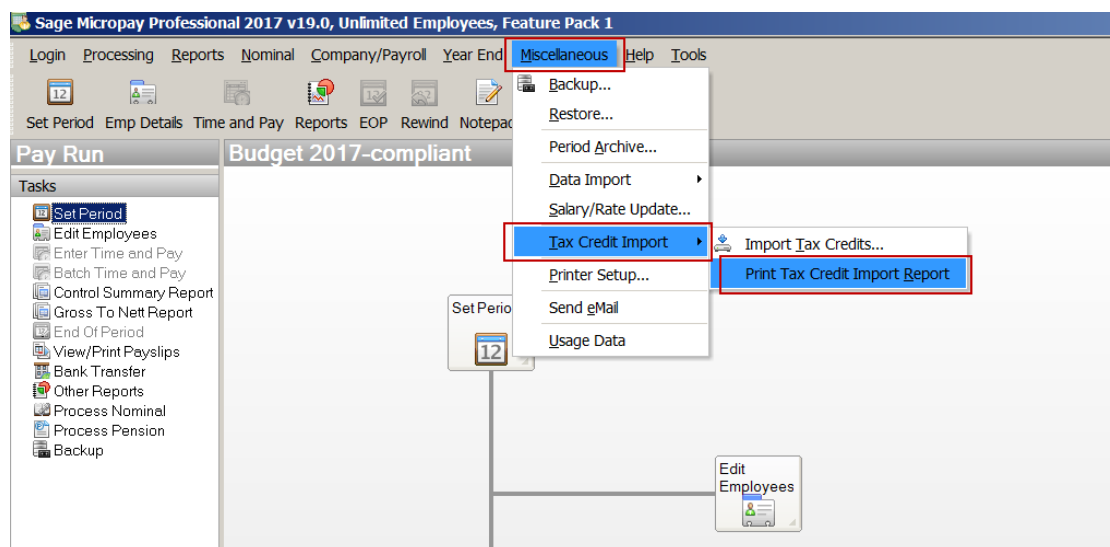


Final import summary

Number of records on Tax Credit Import File:	13
Number of records imported	13
Number of records not imported	0
Number of invalid records found	0
Number of Employees not on Tax Credit Import file:	0

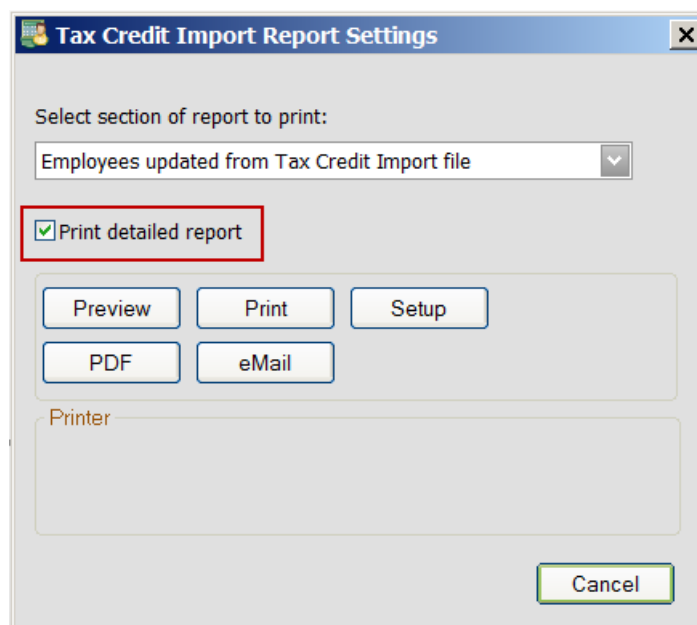
<< Previous
Import Now
Done

18. You can also generate this report later by selecting the **Miscellaneous - Tax Credit Import - Print Tax Credit Import Report** menu option.



You can specify which sections of the report you want to print, and whether you want to generate a detailed or a summary report.

N.B. The information on this report will be replaced when the next import is run.



10. Spot-check a few Employee Details records to confirm that the Tax Credit information has been updated correctly.

N.B. If you have more than one Payroll under the same Employer Number, you will have to repeat Step 4 for all other payrolls.