



## **Sage Payroll**

# **Guide to Payroll Year End 2021**

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## Payroll Year End 2021 Check List

Use this checklist to work through the Payroll Year End.

**IT IS PREFERRED THAT STAGE 1 IS COMPLETE PRIOR TO PROCESSING THE FINAL PAY PERIOD FOR ALL THE 2021 PAYROLLS**

See our Full Year End Resource Page at: <https://pimbrook.ie/knowledge-base/pye/>

### Stage 1: Running the Payroll Year End 2021 Update

Completed?

Step 1: Locate where your payroll is installed	Pg 4	
Step 2: Take a Full System Backup	Pg 5	
Things to Note Before Running the Payroll Year End Update	Pg 8	
Step 3: Run the Payroll Year End 2021 Update	Pg 8	

**Note:** Each of the items in Stage 1 only need to be done once per PC (Not once per payroll.)

### Stage 2: Completing 2021 Processing

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing Final Pay in 2021	Pg 12					
Step 1: Process the Final Pay Period(s) of 2021	Pg 14					
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Step 3: View/Save Other Reports	Pg 17					
Step 4: Housekeeping Tasks (Validate Payroll)	Pg 22					

**Note:** Each of the items in Stage 2 typically need to be done once per payroll in 2021 System.

### Stage 3: Starting the Tax Year 2022

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing First Pay Period(s) in 2022	Pg 23					
Step 1: Creating Tax Year 2022	Pg 24					
Step 2: Opening Tax Year 2022	Pg 25					
Step 3: Setting up a New Payroll Calendar	Pg 28					
Step 4: Set up Additional Superannuation Contribution [ASC] (If Applicable)	Pg 30					

**Note:** Each of the items in Stage 3 typically need to be done once per payroll in 2022 System.

### Stage 4: Accounting/Financial Year End

Completed?

	Company	1	2	3	4	5
*Step 1: Clear Cost Analysis	Pg 31					
*Step 2: Clear Payments	Pg 32					
*Step 3: Clear Deductions	Pg 33					

**Note:** Each of the items in Stage 4 typically need to be done once per payroll in 2022 System.

### Stage 5: Set the First Period and Roll Forward the Holiday & Absence Year

Completed?

	Company	1	2	3	4	5
Step 1: Set the First Period	Pg 34					
Step 2: Roll Forward Holiday & Absence Year	Pg 35					
Step 3: Retrieve 2022 RPNs	Pg 36					

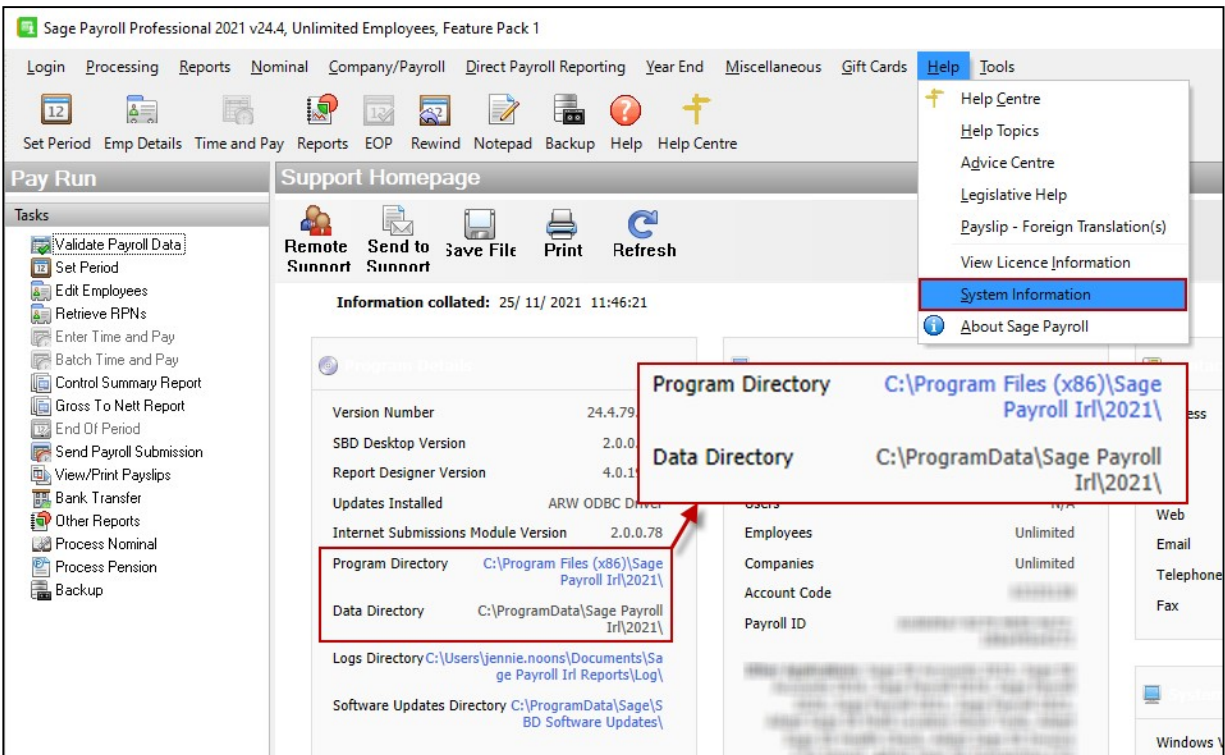
**Note:** Each of the items in Stage 5 typically need to be done once per payroll in 2022 System.

**\*Items marked with an asterisk are optional, depending on when your Financial or Deduction Year ends.**

## Stage 1: Running the Payroll Year End 2021 Update

### Step 1: Locate where your payroll is Installed

1. To locate this log into your payroll, select **Help** and then click **System Information**:



2. Before running any updates, please **fill in** the following information for your own reference later in the process:

**Program Directory**

**Data Directory**

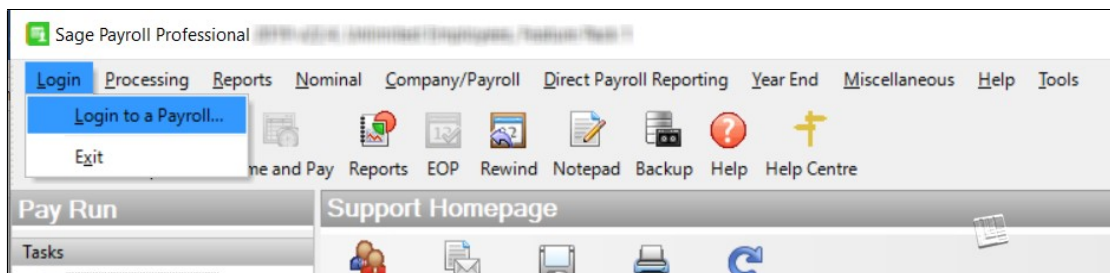
## Step 2: Take a Full System Backup

Before installing the Payroll Year End 2021 Update, you must take a backup of the system files (program files) and payroll data.

**Note:** Pimbrook recommend taking this backup after all 2021 pay periods have been processed.

This should be kept safe for the future as this helps you to minimise the possibility of ever having to re-create information manually. The Revenue Commissioners require that you retain details of the payroll for at least six full tax years.

### 1. Select **Login** and **Login to a Payroll**.

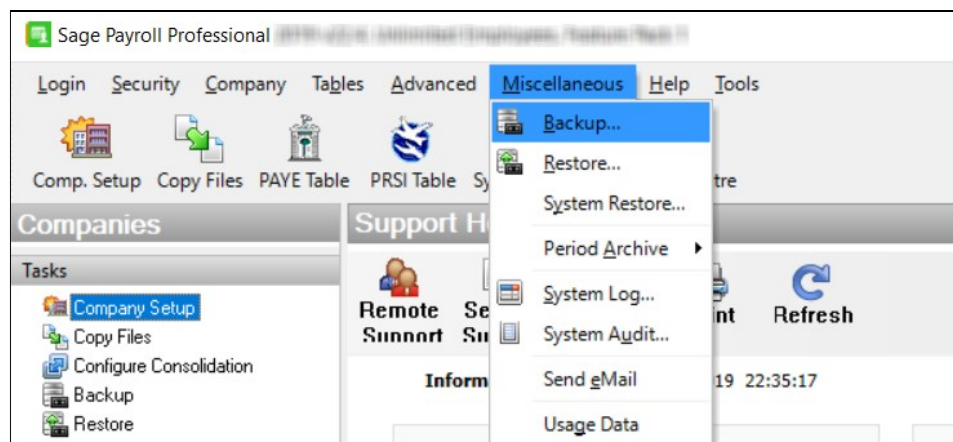


### 2. Login as the system administrator (with the username **ADMIN**).

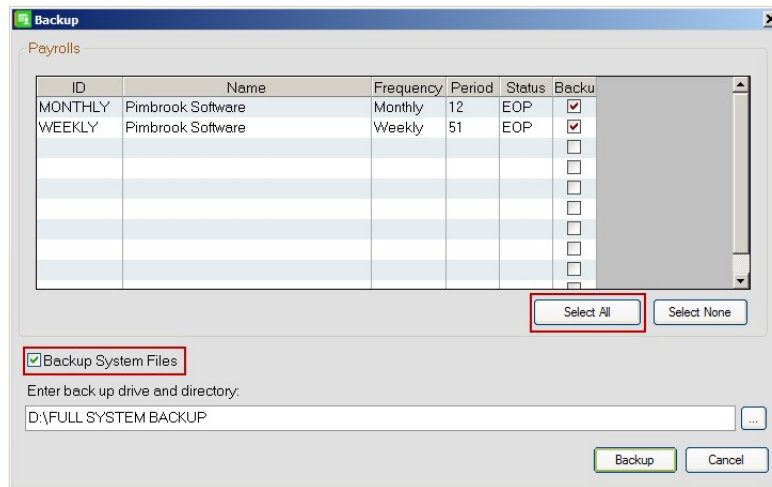
The default password for ADMIN is **PASS**, but this may be different on your system. Click **OK** to proceed.



### 3. Select the **Miscellaneous - Backup** menu option at the top of the screen.

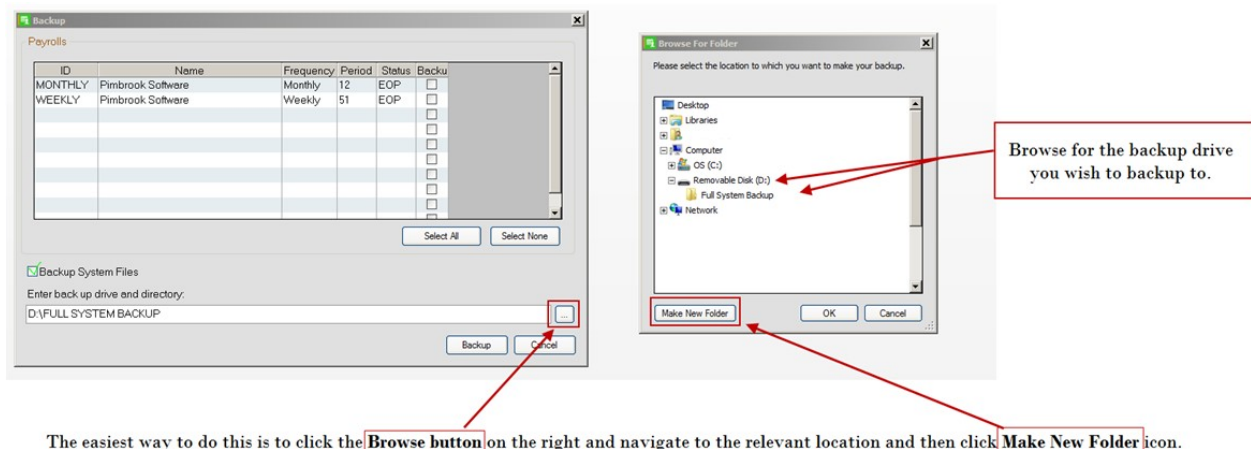


4. Click the **Select All** button or individually tick the relevant companies and select the 'Backup System Files' checkbox.



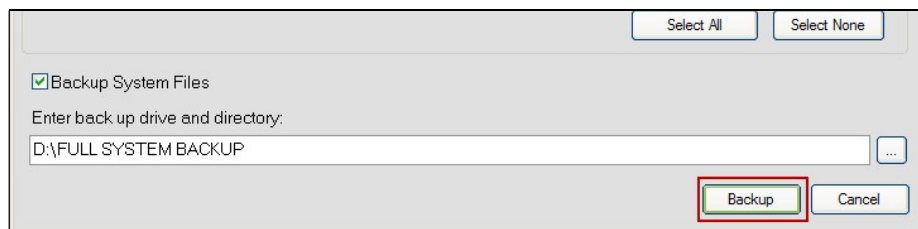
5. Ensure that the 'Enter back up drive and directory' field specifies the correct storage location for your backup.

- It's a good idea to create a folder especially for your year-end backup.
- Name the new folder 'FULL SYSTEM BACKUP' or similar. Add the year if desired.
- You should use a reliable storage medium, such as a network drive or a memory stick.
- **Note:** Payroll sizes vary, but the system backup may require up to 100MB of space.

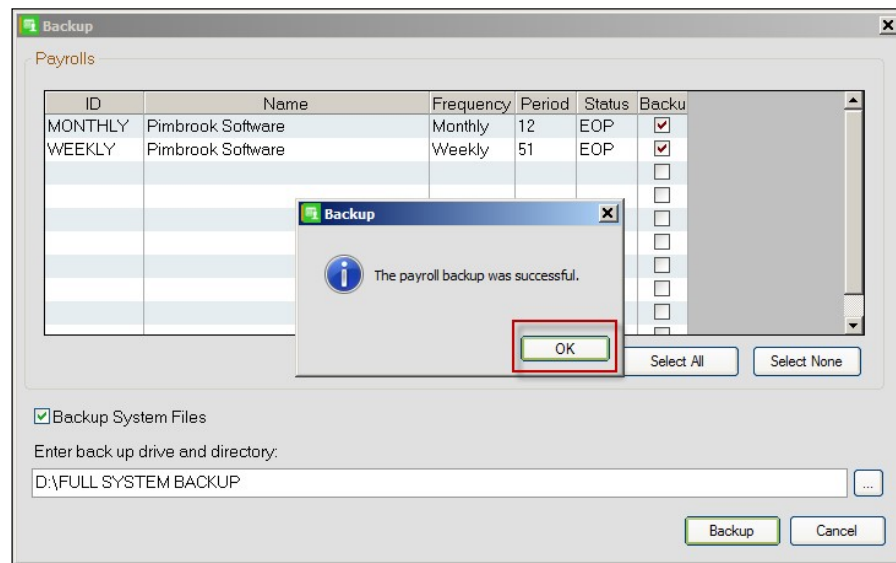


The easiest way to do this is to click the **Browse** button on the right and navigate to the relevant location and then click **Make New Folder** icon.

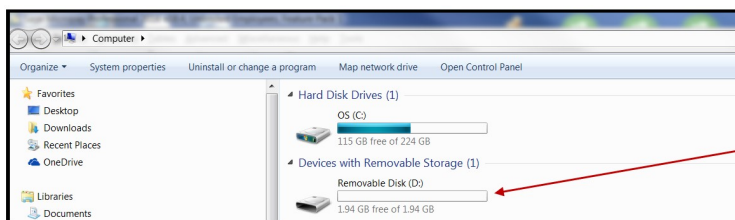
6. Click **Backup** to proceed.



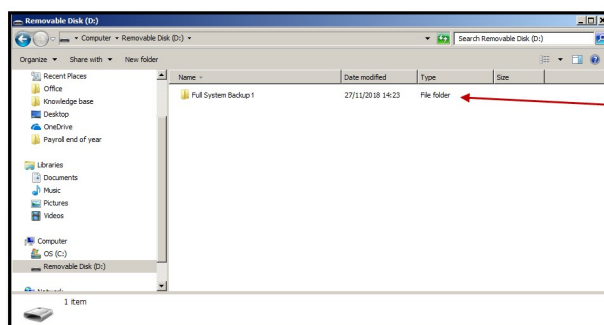
The backup is created at the specified location. Click **OK** in the confirmation message box. The backup process is now complete.



**Note: Backup Already Exists:** If a backup already exists in your selected folder, you will be alerted by a message on screen. Click **'Backup to this Folder'** to overwrite the existing backup. Otherwise, click **'Choose another folder'** and specify a different location. You can do this by going into **My Computer** and creating a **New Folder** to back-up to. See step 5 above.



Double click the drive you wish to backup to



Create a New Folder and Re-name it 'Full System Backup 1'



## Things to Note Before Running the Payroll Year End Update

### Administrative Rights:

- Depending on your operating system it may be necessary to have **administrator rights** on your computer.
- If you are unsure about this, contact your IT Company or inhouse IT Person.

### Sage Payroll Version:

- To install the Payroll Year End 2021 Update, you must at least be using Sage Payroll 2021 V24.0 or higher.

### Payroll Status:

- Your Payroll must have a status of End Of Period (EOP) or Start Of Period (SOP).

### Close Other Applications:

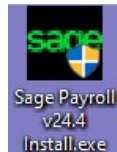
- Before proceeding, close all applications which are open on your PC, including Sage Payroll and any other Sage products.

### Downloading the Update:

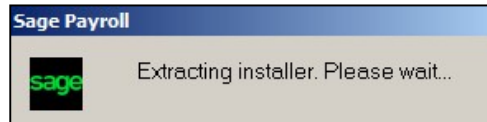
- If your automatic news feed is enabled, you may receive an automatic notification to download the PYE Update.
- If you don't get a notification, try clicking '**Help\Check For Updates**' at the top of the screen.
- Alternatively, you can download the Payroll year end update from our PYE 2021 Knowledgebase Article Here: <https://pimbrook.ie/knowledge-base/pye/>

## Step 3: Run the Payroll Year End 2021/2022 Update

- Double click on the update file to run the update:



- The system will start extracting the installer:



- Read the Licence Agreement.

- Click the box 'I accept the terms of the licence agreement' and then click **Next**.



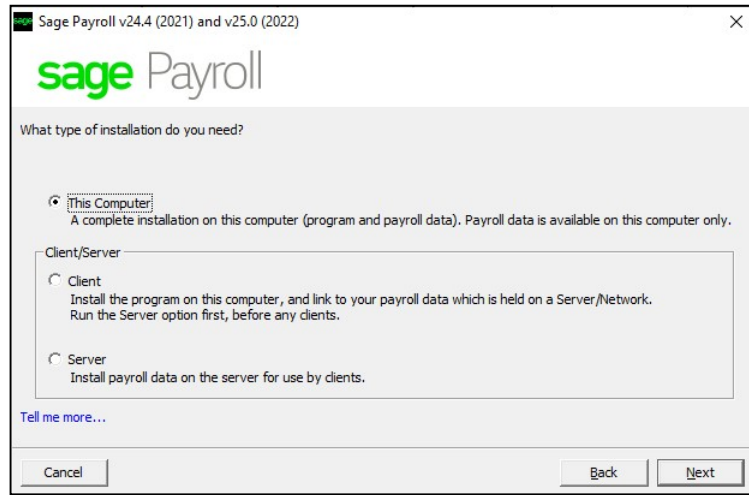


## 4. Decide whether you need to carry out a 'This Computer' or a 'Client/Server' installation:

*[Please read all the text in this section, before proceeding.]*

If your *Program Directory* and *Data Directory* are in the same location (see Stage 1, Step 1) then you need the '**This Computer**' installation. Please follow the 'This Computer Installation' instructions below.

If your *Program Directory* and *Data Directory* are in different locations (see Stage 1, Step 1) then you need to carry out the '**Client/Server**' installation process. Please follow the 'Client/Server Installation' instructions below.

**'This Computer' Installation:**

The 'This Computer' installation process only requires that you run the update installer once. Simply choose the 'This Computer' option and click **Next**. (You can skip to Part 5 of this section).

**'Client/Server' Installation:**

The Client/Server installation process requires that you run the update installer twice:

- The first time choosing the 'Server' option.
- The second time choosing the 'Client' option.

You only need to run the Server option once in total. But the client option needs to be run at each PC using Sage Payroll, including the first one where you ran the Server installation. *Please read Client/Server Note below for further explanation.*

Once you have chosen the appropriate option, Click **Next** to continue.

**Client/Server Note:**

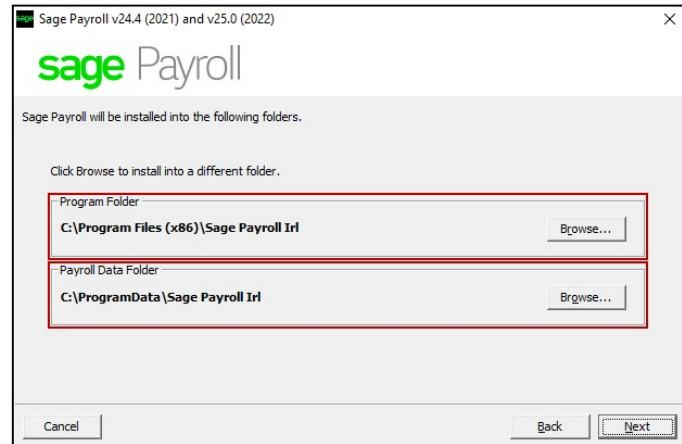
- By 'different locations' we mean 'on two different PCs'. **Eg:** The Program Directory might be on the c: drive of the client PC you are sitting at, and the Data Directory is on a different PC/Server in your Network. If this is the case for you, you must run the 'Server' option **FIRST**.
- You only need to run the Server Option **ONCE** in total. **Eg:** if you have 3 client PCs with Sage Payroll on them and the payroll data is on a server/PC in your network: Run the Server option **FIRST** from the first client PC. After that, run the client option on the first PC, then run the client option on the second PC and then run the client option on the third PC.

## 5. 'Typical' or 'Custom':

On the next screen you will be asked to choose 'Typical' or 'Custom' installation. Choose 'Custom' here and then click **Next**.

## 6. Check Locations:

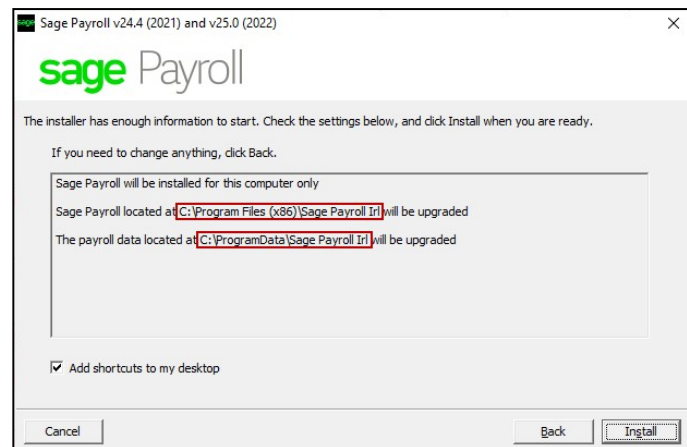
- Once you choose 'Custom' and click Next, the installer will display a new screen showing the locations it intends to use:
- The locations shown in the screen should be equal to the locations you identified in Stage1, Step 1.
- If either of the locations shown in the screen displayed don't match their respective locations which you identified in Stage1, Step1 then click on the relevant '**Browse**' button to correct it. [The browse buttons are only available if you chose a 'Custom' install in part 5.]



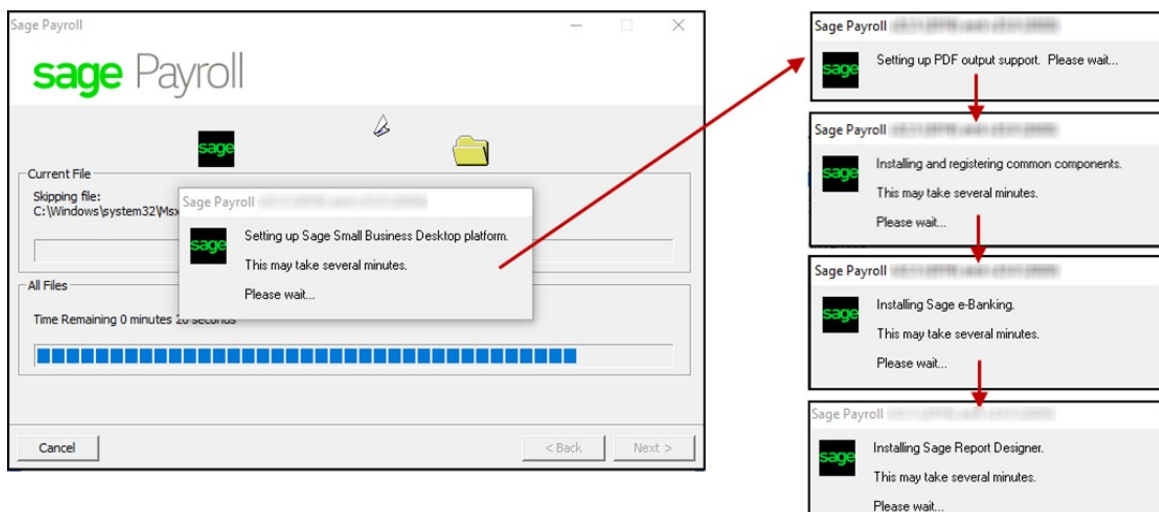
Once you are happy that the locations are correct, click Next to continue.

## 7. Install:

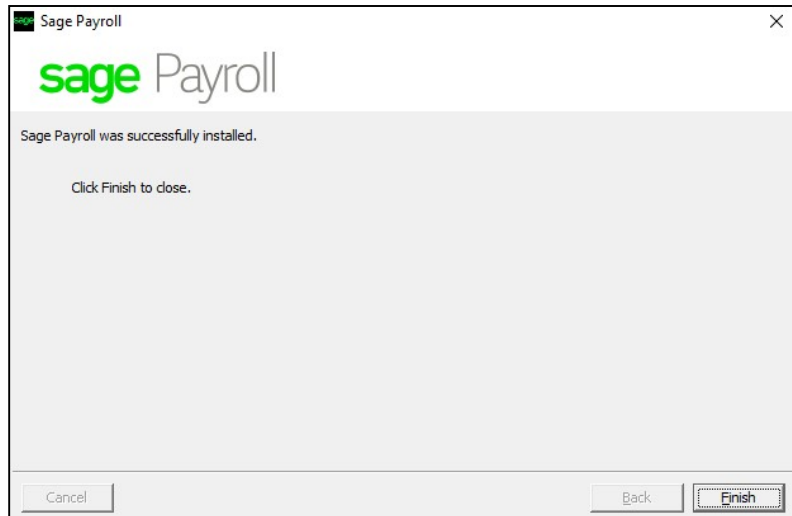
- A screen prompting you to install will appear. This is the final screen before you commit to installing the update.
- It once again displays the locations, giving you one last chance to check if they are ok.
- If you are still happy that the locations match those that you identified in Stage1, Step 1 then click Install.



Once installation starts, it will take a few minutes to complete.



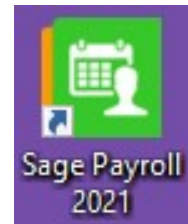
When the install process is complete, click **Finish**.



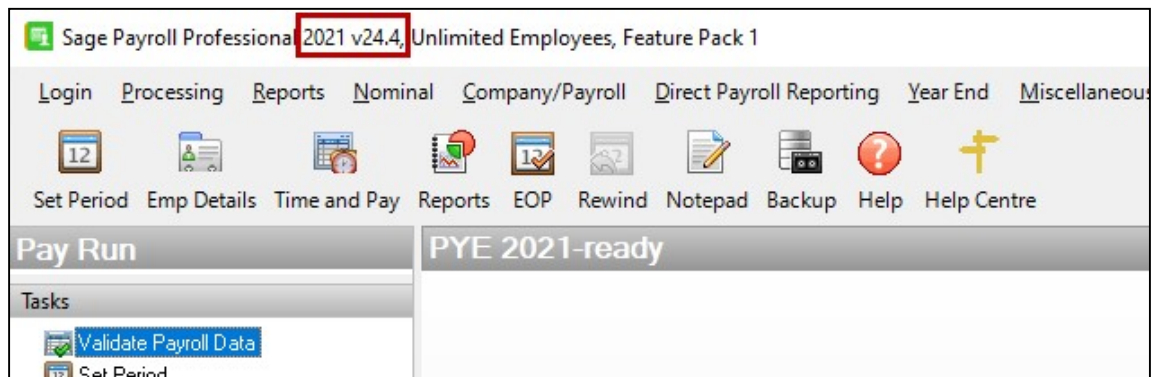
**NOTE: For Client/Server Installations:** If you've just carried out the 'Server' part of a Client/Server installation (see part 4 of this section), you now need to carry out the 'Client' part of the installation. To do this, start this section over again – this time choosing 'Client' at part 4. Be sure to then run the 'Client' option on all client PC's using Sage Payroll. See 'Client/Server Note' in part 4, further up in this section, for more info.

8. Launch the 2021 Software:

- Launch Sage Payroll 2021 tax year for the first time since the PYE update, by double-clicking the **Sage Payroll 2021** desktop shortcut icon:



- Log in as you normally do. When the software opens, check the version number displayed for Sage Payroll 2021. The version number should now read **V24.4**. This can be seen in the title bar at the top of the screen:



## Stage 2: Completing 2021 Processing

### Things to Note Before Processing Final Pay in 2021

#### Revenue Returns:

- By now we are all aware that the process for completing the tax year changed in 2019 due to PAYE modernisation. The process for completing the tax year is much easier under PAYE modernisation. There's no longer any need to submit a year end return or run the P35 or P60 reports, and those reports are no longer available in the system.

#### Employee 'End of Year Statement' – (Formerly P60's)

- As part of PAYE modernisation, employees are required to log into their Revenue 'MyAccount' to retrieve their own 'End of Year Statement' for the tax year.
- As the year end approaches, it might be a good idea to remind your employees of this process.

#### Pay Dates & The Pay Date Rule:

- The pay date rule means that if the planned pay date for a period is a 2021 date, then the period belongs in the 2021 payroll system and if the pay date is a 2022 date, then the period belongs in the 2022 payroll system.
- To check your planned 2021 pay dates in your payroll's calendar, click 'Company/Payroll', then click 'Calendar'.
- All scenarios are governed by the pay date rule.

#### Check If You Have an Extra Pay Period:

- Because the number of days in the tax year doesn't divide into a 'whole' number of tax weeks, the remaining days can sometimes warrant an extra pay period.
- For weekly payrolls this would be a 53<sup>rd</sup> period, for fortnightly payrolls this would be a 27<sup>th</sup> period, and for 4-weekly payrolls this would be a 13<sup>th</sup> period.

- This tax year (2021), you could have an extra pay period if the following applies:

- For Weekly Payrolls:** Your normal Pay Date is a Friday with your Period 52 Pay Date being 24/12/2021. See Image →
- For Fortnightly Payrolls:** Your normal Pay Date is a Friday with your Period 26 Pay Date being 17/12/2021.
- For 4-Weekly Payrolls:** Your normal Pay Date is a Friday with your Period 13 Pay Date being 03/12/2021.
- For Monthly Payrolls:** Monthly Payrolls cannot have an extra pay period.

Calendar

Calendar Details New Calendar

Planned Pay Dates - This example is from a weekly 2021 payroll, with Friday Pay Day.

Period	Ins Wks	Cost Month	Period Date	Cheq Date	Giro Date	Bank Date	Pay Date	Noml Period
43	1		22/10/2021	22/10/2021	22/10/2021	22/10/2021	22/10/2021	10
44	1		29/10/2021	29/10/2021	29/10/2021	29/10/2021	29/10/2021	10
45	1		05/11/2021	05/11/2021	05/11/2021	05/11/2021	05/11/2021	11
46	1		12/11/2021	12/11/2021	12/11/2021	12/11/2021	12/11/2021	11
47	1		19/11/2021	19/11/2021	19/11/2021	19/11/2021	19/11/2021	11
48	1		26/11/2021	26/11/2021	26/11/2021	26/11/2021	26/11/2021	11
49	1		03/12/2021	03/12/2021	03/12/2021	03/12/2021	03/12/2021	12
50	1		10/12/2021	10/12/2021	10/12/2021	10/12/2021	10/12/2021	12
51	1		17/12/2021	17/12/2021	17/12/2021	17/12/2021	17/12/2021	12
52	1		24/12/2021	24/12/2021	24/12/2021	24/12/2021	24/12/2021	12
53	1		31/12/2021	31/12/2021	31/12/2021	31/12/2021	31/12/2021	12

Financial Year Details

☐ Financial Year is the same as Tax Year (January - December) Tell me more

Financial Year will end after period 01/1 Tell me more

Save Cancel

- Remember that Revenue wants employers to pay on the same day of the week, all year round. This includes over year end. We strongly advise to plan out your dates over year end /new year ahead of time, so that you are clear which periods belong in the 2021 system and which periods belong in the 2022 system.

### Other Things To Consider:

- For non-monthly frequency payrolls (eg: weekly, fortnightly, 4-weekly etc..), payments to employees should be on the same day every week – including over year end.
- Holiday pay for days taken in 2021 need to be paid in the 2021 payroll.
- Holiday pay for days taken in 2022 need to be paid in the 2022 payroll.
- If you have a weekly payroll and are planning to run the final periods together [eg: Period 51, 52 and possibly 53, if you have a 53<sup>rd</sup> period] – the pay date rule still applies to each period. Examine the pay date for the latter period (period 53 in this example), before processing anything:
  - Scenario 1:** If the planned pay date of the latter period, falls in **2021**, then it should be included in the **2021** system. If the periods are processed together, then this would require only one payment through the bank. [Alternatively, they can be run one by one, in which case there would be a bank payment for each period. The pay date rule still applies.]
  - Scenario 2:** If the planned pay date of the latter period, falls in **2022**, then it should be included in the **2022** system. This scenario would then require two separate bank payments, one for payment of the 2021 final period(s) and one for payment of the 2022 1<sup>st</sup> period.

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[In Scenario 2 above, you can set the bank file execution date to be the same date if required, but you should contact your bank before doing so, as some banks may interpret two files with the same date as a mistake. Alternatively, you can set different execution dates for the two bank files.]

- All the above is *irrespective of when the work was carried out*.

### See below Examples of Year End 2021/Year Start 2022 Dates:

There are **52 Mondays** in 2021, **52 Tuesdays** in 2021, **52 Wednesdays** in 2021, **52 Thursdays** in 2021, but **53 Fridays** in 2021. Most popular pay dates would generally be Wed, Thurs & Friday. See examples of pay dates for those days in the image below. Your payroll may differ of course, but try to stick to the date rules, and plan correctly for Period 1 in 2022.

Example 1: For Wednesday Paydates				Example 2: For Thursday Paydates				Example 3: For Friday Paydates (If Period 1 was 01/01/2021)			
Period	Day	Pay Date	Belongs in Payroll Year	Period	Day	Pay Date	Belongs in Payroll Year	Period	Day	Pay Date	Belongs in Payroll Year
50	Wed	15/12/2021	2021	50	Thursday	16/12/2021	2021	51	Friday	17/12/2021	2021
51	Wed	22/12/2021	2021	51	Thursday	23/12/2021	2021	52	Friday	24/12/2021	2021
52	Wed	29/12/2021	2021	52	Thursday	30/12/2021	2021	53	Friday	31/12/2021	2021
1	Wed	05/01/2022	2022	1	Thursday	06/01/2022	2022	1	Friday	07/01/2022	2022
2	Wed	12/01/2022	2022	2	Thursday	13/01/2022	2022	2	Friday	14/01/2022	2022



**About Pay Dates being a Bank Holiday:**

Under Payroll Modernisation Real Time Reporting, you make a payroll submission on or before the date you pay your employees (on any normal period). The only exception to this rule is where the normal pay day falls on a bank holiday date, where you can submit on the Bank Holiday date – but transfer funds the day before.

**Example:**

Your normal pay day falls on a **Bank Holiday**, however as the banks are closed that day and you can't transfer funds on that date. You instead can make the electronic transfer on the previous banking day but you should always report the pay date (in Sage Payroll) as **the Bank Holiday Date**. This applies all year round, however if it happens over the Christmas period – you must still apply the pay date rule: if the bank holiday is in the current year (2021) then the period belongs in the 2021 payroll system, and if the bank holiday is in the new year (2022) then the period belongs in the 2022 payroll system.

**Step1: Process the Final Pay Period(s) of 2021**

Process the last pay period(s) of 2021 for your company payroll in the usual way.

- Normally, the last pay period is Week 52, Month 12 or Fortnight 26, but in some years [for non-monthly payrolls], you might have an extra pay period.
- If you are running a weekly payroll, it's ok to finish on week 51 if all employees are paid for a double week. (2 Tax Credits, 2 Insurable Weeks, 2 Weeks Worked etc...)
- In all scenarios, be sure to adhere to the 'Pay Date Rule'.

**Important Note:** When you set your final period, if your Period Date happens to be equal to the final day of your Holiday Year, the system will prompt you to 'Roll Forward Holiday & Absence Year'. Do not roll forward Holiday & Absence Year, as this is not the correct time to do this. If your holiday year ends at the end of Dec annually, then Period 1 of 2022 is the correct time to do this. (See Stage5, Step 2).

The screenshot shows two overlapping dialog boxes from Sage Payroll. The 'Set Period' dialog on the left has 'New Period to process' set to 52. Under 'Ins. Weeks', 'Nominal Period' is 12. The 'Period Date' is set to 31/12/2021, and the 'Pay Date' is also 31/12/2021. The 'Roll Forward Holiday And Absence Year' dialog on the right contains an information icon and text stating: 'The holiday year for this company runs from 01/01/2021 to 31/12/2021. The new Period Date falls on 31/12/2021, which is the last day of the holiday year. Do you wish to roll forward the company's holiday and absence year?'. It offers two radio button options: 'Roll forward the Payroll's holiday and absence year' (which includes a 'Clear down settings' section with three checked options) and 'Do not roll forward the Payroll's holiday and absence year' (which is selected and highlighted with a red box). At the bottom, there are 'Continue Set Period' and 'Cancel Set Period' buttons, with 'Continue Set Period' also highlighted with a red box. A red arrow points from the 'Period Date' field in the 'Set Period' dialog to the information icon in the 'Roll Forward' dialog.

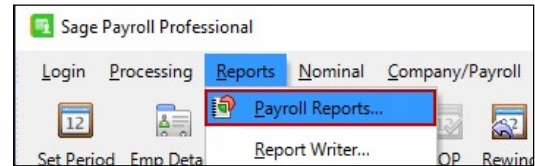
When your final payroll is complete, run end of period in the usual way and do your submission as normal.

## Step 2: Compare the Control Summary and Employer Monthly Liability Reports

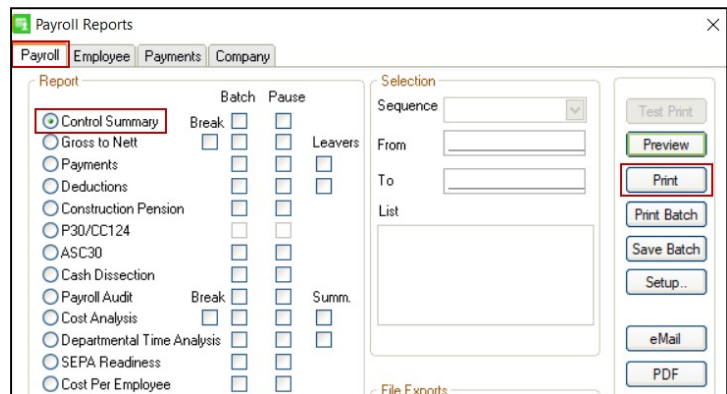
\*Before continuing, make sure that the payroll status is **End of Period**, so that all figures reported are up to date.

### 1. Print the Control Summary:

- Select the **'Reports\Payroll Reports'** from the menu at the top of the screen. (Alternatively select the 'Reports' button from the main screen).

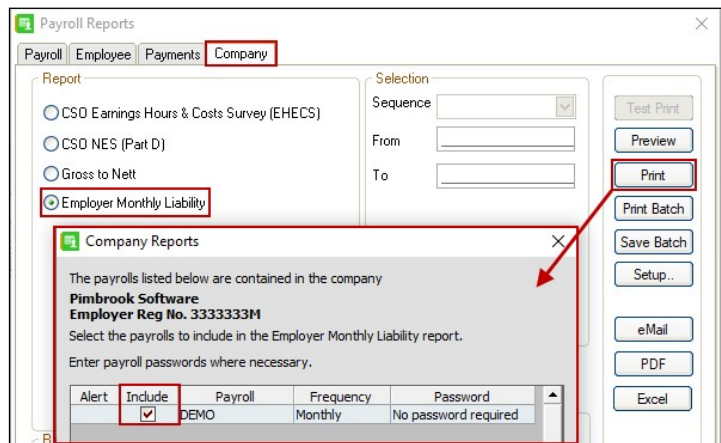


- When the Payroll Reports window is presented, select **Control Summary**, and then click **Print**:
- If you want to print a consolidated Control Summary Report, you will need to log into your Consolidated company to do this.
- If you do not yet have a consolidated company, you can create one by following the guide at the end of this booklet.



### 2. Print the Monthly Liability Report:

- In the Payroll Reports window, choose the **'Company'** tab at the top.
- Select the **'Employer Monthly Liability'** report option and click the **'Print'** button.
- A new screen is presented offering you a list of all your payrolls. Tick **'Include'** to select the payroll you're logged into and click **'Continue'** at the bottom of the screen.
- If you want to print a consolidated Liability Report, choose the relevant payrolls and click **'Continue'** at the bottom of the screen.
- When prompted to **'Show Quarterly Subtotals'**, click **'No'**.



### 3. Compare the information on the two reports as follows:

- Make sure that the Control Summary data (specified in the table below - left column), matches the Employer Monthly Liability Report data (specified in the table below – right column). See example in image:

<b>Control Summary (Cumulative Control Totals)</b>	<b>Employer Monthly Liability Report</b>
Tax This Employment - C/Forward	Income Tax (Total at the Bottom)
USC This Employment - C/Forward	USC (Total at the Bottom)
PRSI Employee + PRSI Employer - C/Forward	PRSI (Total at the Bottom)
*The LPT Value in the Monthly Liability Report will need to be compared to the Deduction report. See note below.	



Example:

<b>Control Summary</b>					Cumulative Control Totals			
	B/Forward	New Starters	This Period	C/Forward				
Gross Pay YTD	934037.55		84750.40	1018787.95				
Tax Paid YTD	218898.83		20005.63	238904.46				
Gross Prev. Emp.								
Tax Prev. Emp.								
Gross This Emp.	934037.55		84750.40	1018787.95				
Tax This Emp.	218898.83		20005.63	238904.46				
Gross Income YTD	952987.09		86439.19	1039426.28				
USC Paid YTD	39334.23		3575.88	42910.11				
Gross Income Prev. Emp.								
USC Prev. Emp.								
Gross Income This Emp.	952987.09		86439.19	1039426.28				
USC This Emp.	39334.23		3575.88	42910.11				
PRSI Employee	35526.81		3221.87	38748.68				
PRSI Employer	94720.25		8589.47	103309.72				
*Note: Please check that the B/Forward Values are equal to the C/Forward values from the previous pay period								

<b>Monthly Liability Report</b>					
Pimbrook Software (3333333M)					
Employer Monthly Liability					
Note: Payroll(s) included here are listed at the end of this report.					
Month	Income Tax	PRSI	USC	LPT	Total Liability
January	18,947.42	12,133.66	3,575.88		34,656.96
February	20,005.63	11,811.34	3,575.76	26.25	35,418.98
March	19,979.41	11,811.34	3,575.88	26.25	35,392.88
April	20,005.65	11,811.34	3,575.90	26.25	35,419.14
May	20,005.61	11,811.34	3,575.75	26.25	35,418.95
June	19,979.40	11,811.34	3,575.88	26.25	35,392.87
July	20,005.65	11,811.34	3,575.88	26.25	35,419.12
August	19,979.39	11,811.34	3,575.76	26.25	35,392.74
September	20,005.62	11,811.34	3,575.88	26.25	35,419.09
October	20,005.66	11,811.34	3,575.79	26.25	35,419.04
November	19,979.39	11,811.34	3,575.87	26.25	35,392.85
December	20,005.63	11,811.34	3,575.88	26.25	35,419.10
<b>YTD Totals</b>	<b>238,904.46</b>	<b>142,058.40</b>	<b>42,910.11</b>	<b>288.75</b>	<b>424,161.72</b>

You will need to run the Deduction Report to find the LPT Value if required.

**Note:** When printing Deduction reports ensure you tick the include leavers option, to ensure all values are included:

Payroll Reports

Payroll | Employee | Payments | Company

Report

Batch

Pause

Selection

Sequence

Employee Code

From

To

List

hsc

owps gr

owps

bike to wK

Advance

phi

LPT

Test Print

Preview

Print

Print Batch

Save Batch

Setup

eMail

### Step 3: View/Save Other Reports

While printing/saving some of the reports suggested below is optional, we think its good practice to finalise your payroll year by doing so. Saving them to PDF (or Excel) is a good idea as they can easily be passed on to your Auditors/Accountants. We recommend to print/save the following reports, but if you have a preference for other reports you can add to the list below:

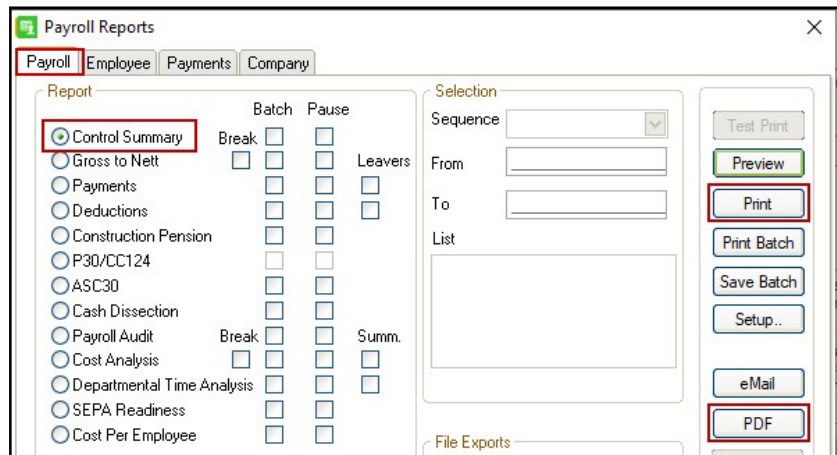
1. Control Summary Report
2. Employment Detail Summary Report
3. Earnings Tax & PRSI
4. ASC Reports (If Applicable to Your Payroll)

#### 1. Print/Save Control Summary Report:

- Select the **'Reports\Payroll Reports'** from the menu at the top of the screen. (Alternatively select the 'Reports' button from the main screen).

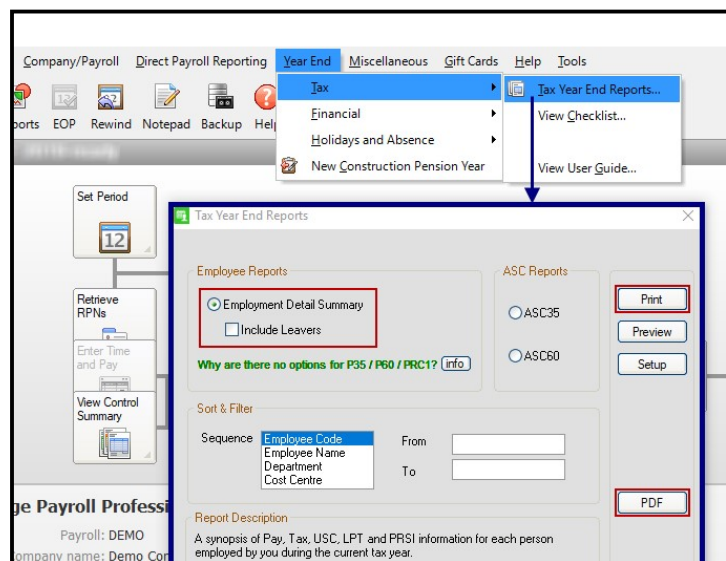


- When the Payroll Reports window is presented, select **'Control Summary'**
- To print, click the **'Print'** button or if you prefer to save it as a PDF file, click the **'PDF'** button:



#### 2. Print/Save Employment Detail Summary Report:

- Your Sage Payroll software includes an Employment Detail Summary report.
- It shows Pay, Tax, USC, LPT and PRSI Information for every person employed by you during the current tax year.
- This report is for reference only and is not an official Revenue document.
- You are not required to hand this out to employees, but you can print or PDF it for your own reference if you so wish.
- If an employee asks you for a summary of their employment, this will be the report to give them.



- To access this report, click on the 'Year End' menu item at the top of the screen, then choose 'Tax\Tax Year End Reports':
- From the window that is presented, choose 'Employment Detail Summary'. Choose to include leavers using the 'Include Leavers' tick box.
- To print click the 'Print' button or if you prefer to save it as a PDF file, click the 'PDF' button:
- You can select a single employee or a range of employees by choosing **Employee Code** in the Sequence list box, and entering the relevant employee(s) in the **From** and **To** fields.
- The Employee Detail Summary Report looks like this: →

### Employment Detail Summary

Please note, this document is for reference purposes only. You should obtain your official Employment Detail Summary report and End of Year Statement from your 'MyAccount' section of the Revenue website.

Company Name: Pimbrook Software	Tax Year: 2019
Employer Registration Number: 3333333M	Date of Issue: 27/11/2019

#### Employee Details

Employee Name:	Bob Flood
Employee Address:	9 The Street Ballyhoo Dublin
Employee PPSN:	1111111L
Employment ID:	1
Start Date:	
Finish Date:	

#### Pay, Tax, USC, LPT and PRSI Details

Gross Pay (All payments applicable to taxes):	37,626.72
Pay for Income Tax:	37,064.05
Income Tax (PAYE) Paid:	5,715.63
Taxable Benefits (Including BIK's):	132.00
Pay for Universal Social Charge:	37,626.72
Universal Social Charge (USC) Paid:	1,043.72
Local Property Tax (LPT) Paid:	288.75
Employee PRSI Paid:	0.00
Employer PRSI Paid:	0.00
PRSI Base Class:	NA
Total Number of Insurance Weeks:	4

### 3. Print/Save Earnings Tax & PRSI Report:

- Select the 'Reports\Payroll Reports' from the menu at the top of the screen. (Alternatively select the 'Reports' button from the main screen).



- When the Payroll Reports window is presented select the **'Employee'** tab at the top of the screen:
- Select **'Earnings Tax & PRSI'** report on the left:
- To print, click the **'Print'** button or if you prefer to save it as a PDF file, click the **'PDF'** button:
- You can select a single employee or a range of employees by choosing **Employee Code** in the Sequence listbox, and entering the relevant employee(s) in the **From** and **To** fields.
- The Earnings Tax & PRSI Report shows one page per employee, and lists each periods earnings, tax, PRSI, USC etc for that employee.
- Browse your report and confirm that it is correct & complete.

The screenshot shows the 'Payroll Reports' window with the 'Employee' tab active. In the 'Report' section on the left, 'Earnings Tax & PRSI' is selected. The 'Selection' section on the right shows 'Employee Code' as the sequence, with 'From' and 'To' fields for date selection. The 'Print' button is highlighted in the right-hand panel.

- There is also an option to print/save a summary of the Earnings Tax & PRSI report.
- In addition to the steps above, just tick the **'Summ'** tick box before clicking **'Print'/'PDF'**:
- The summary report shows one line per employee.

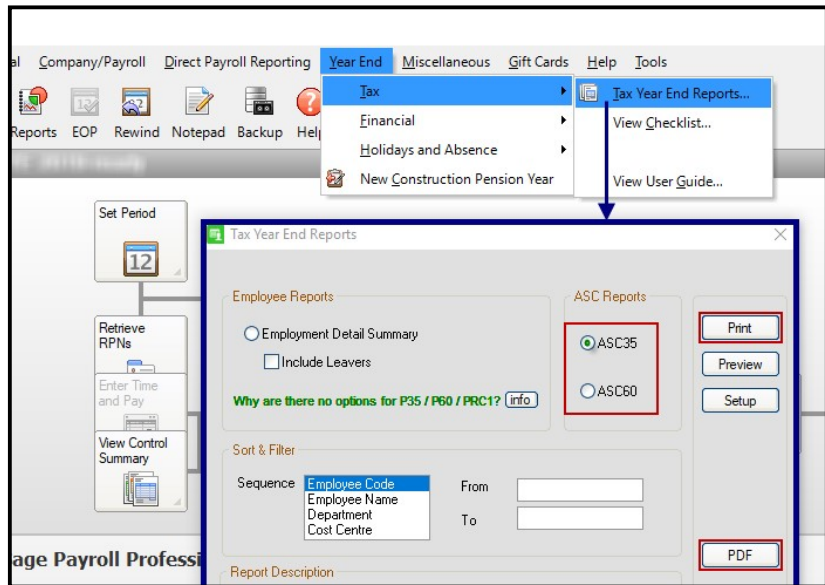
This screenshot is similar to the previous one, but the 'Summ' (Summary) checkbox next to the 'Earnings Tax & PRSI' report is now checked. The 'Print' button remains highlighted.

#### 4. Print/Save ASC35 and ASC60 Reports (If Applicable to your Payroll)

- If ASC (Additional Superannuation Contributions) are applicable to your payroll in 2021 then you will need to print the ASC35 and the ASC60 reports.
- The ASC35 pertains to the whole payroll and is a summary of all the ASC processed throughout the year.
- The ASC60 pertains to the individuals from whom it was deducted.



- To access these reports, click on the 'Year End' menu item at the top of the screen, then choose 'Tax\Tax Year End Reports':
- From the window that is presented, choose 'ASC35' or 'ASC60' as desired.
- To print click the 'Print' button or if you prefer to save it as a PDF file, click the 'PDF' button:
- You can select a single employee or a range of employees by choosing **Employee Code** in the Sequence list box, and entering the relevant employee(s) in the **From** and **To** fields.



- If your payroll is a weekly payroll, you will be asked if there was an extra pay period.
- Choose Yes or No as appropriate to your payroll.

Your ASC35 will look like this:

ASC35					
Additional Superannuation Contribution (ASC) Annual Report					
2020		31/12/2020		Week 53 N	
EMPLOYER					
EMPLOYER REG NO	EMPLOYER	ADDRESS	CONTACT NAME		PHONE
3333333M	Pimbrook Software	1 central park Lepordstown Dublin 18	Tony Caligula		00353145172
EMPLOYEES					
PPSN	WORKS NO	GROSS INCOME	ASC	START DATE	END DATE
1111111L	0001	€37626.72	€562.67	21/07/2020	
0001524P	0003	€88380.00	€5779.90	01/02/2020	
6982924L	0004	€39360.00	€1061.00	01/02/2020	
0101935UW	0006	€35832.00	€383.20	08/05/2020	
4239144R	0027	€37920.00	€592.00	06/08/2020	
0000016O	0035	€92268.00	€4123.56	04/06/2020	
TOTAL		€331386.72	€12502.33		

Your ASC60's will look like this:

[illegible]

**Employer:** *This certificate is to be given to the employee.*

**Employee:** This is a certificate of the Additional Superannuation Contribution made in previous employments and in this employment in this current year to the end of the year. Please retain carefully.

## Step 4: Housekeeping Tasks (Validate Payroll Data)

Most of the following housekeeping tasks can be done at any time throughout the tax year, but the end of a tax year is a good time to make sure everything in your payroll data is correct, before you move that data into the new year.

Housekeeping tasks that you can carry out are:

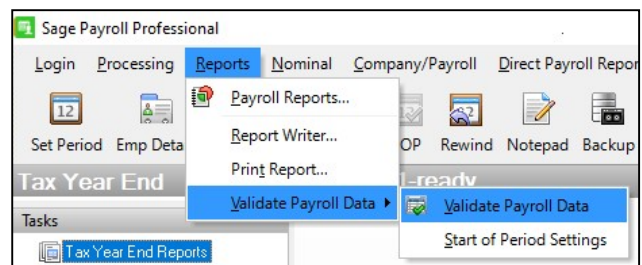
1. Validate Your Payroll Data (Every Pay Period)
2. Check Your 'Company' Information is correct
3. Check your Employee Details are correct
4. Check Directors Setting (If Applicable)
5. Check Starter Dates (If Applicable)
6. Check Leaver Dates (If Applicable)
7. Check PAYE Exclusion Orders (If Applicable)
8. Check Shadow Payroll Information (If Applicable)
9. Check Your Pensions are Setup Correctly (If Applicable)

For your reference, a 'Housekeeping Guide' which further details tasks 2-9, can be found at the end of this booklet.

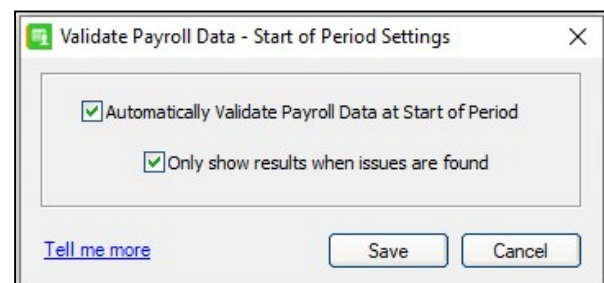
### Validate Your Payroll Data (Every Pay Period)

- The Validate Payroll option is now set to run automatically as part of the Set Period process. This can be switched off if you prefer to do it manually each period yourself.
- We recommend that you Validate your Payroll Data during every pay period, as part of your regular payroll process as it will check your payroll data for any issues that may cause your Revenue submissions to fail.
- If you do not run the Validate Payroll Data option every pay period (either automatically or manually), you may find yourself in a situation where an issue has gone undetected, and you may be forced to re-run and re-submit previous payrolls to correct the problem.

To Validate Your Payroll Data manually, select **'Reports'** from the menu at the top of the screen, then click **'Validate Payroll Data\Validate Payroll Data'**.



To turn off or on the Auto Validation at Set Period time, select **'Reports'** from the menu at the top of the screen, then click **'Validate Payroll Data\Start Of Period Settings'**.



When the Validate Payroll Data procedure runs, the results will be displayed in a window broken down by: Company Issues, Employee Issues and GDPR Issues – if you have any. You can click on the blue issue link to see a list of issues found, and for suggestions on how to resolve the issues. You should apply the solution suggested, but if you are in any doubt contact our support team.



Validate Payroll Data

Summary | Company (1) | Employee (34) | GDPR (0)

Payroll: DEMO Tax Year: 2021  
Date: 24/11/2021 Time: 14:13

Company: [1 Issue found](#)

Employee: [34 Issues found](#)

GDPR: [0 Issues found](#)

For guidance on keeping your data in good health, view our [guide](#)

[Tell me more...](#) [Edit Validate Payroll Data Settings](#) [PDF](#) [Close](#)

You can create & print a PDF of all the issues by clicking the PDF button at the bottom of the screen.

## **Stage 3: Starting the Tax Year 2022**

### **Things to Note Before Processing First Pay in 2022.**

#### ***Clear RPN Submission Logs:***

- As part of the 'Set up Tax Year 2022' the RPN logs are not migrated across to the new tax year system.
- When a user moves their payroll from current tax year (e.g. 2021) to new tax year (e.g. 2022) both the RPN & Payroll submission logs will not come across. This is so they are easier to manage and reconcile.

#### ***RPN Numbers in your 2022 System:***

- When you create your 2022 Payroll, the RPN number in employee detail records will be cleared, as per Revenue guidelines.
- The RPN number will start again at 1 for the new tax year for each employee.

#### ***RPNs are Current:***

- Last year end (2020), employers only had until 31/12/2020 to Download 2020 RPNs or to Upload 2020 Payroll Submissions. We have not been notified of any change here – so we can assume that this is still the same for 2021/2022. For more information, please contact Revenue.

#### ***Clear PAYE Exclusion Order flag in 2022 System (Where Appropriate):***

- To ensure the employee has the correct exclusion order settings for 2022, the Sage Payroll software will examine the exclusion order 'Has effect until' date when transferring a payroll into the 2022 System.

- If an employee in Sage Payroll 2021 has the 'Apply PAYE Exclusion Order' checkbox selected, Sage Payroll will check the 'Has effect until' date while running the 'Set Up 2022 Tax Year' routine.
- Depending on what this date is, the employee's PAYE Exclusion Order may need to be cleared. The setup routine will clear it if appropriate.

#### **ROS Cert File Extensions:**

- When selecting a ROS Certificate, The Sage Payroll 2022 system will allow you to select a file of any extension.
- The software includes an 'All Files' option in the drop-down list when browsing for a certificate file.
- This is to future proof the software against possible cert extension changes.

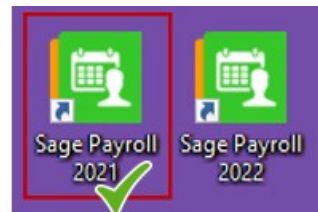
#### **CWPS Calendar – CWPS Year:**

- If you are using CWPS you may remember that the CWPS year changed back in 2019.
- The CWPS Year now runs from Oct to Sept.
- Since the start of the CWPS year is mid-year, there is now no need to setup the CWPS calendar at the Start of a new tax year (Jan).
- Due to the change, you also do not need to clear down the CWPS Balances. This should be done mid-year after the last payroll in Sept.

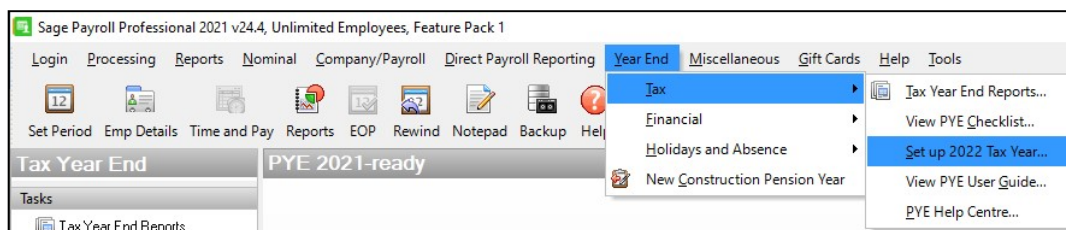
## **Step 1: Creating Tax Year 2022**

You will need to carry out this procedure for **each** one of your payrolls.

1. Ensure you are logged into Sage Payroll **2021**:

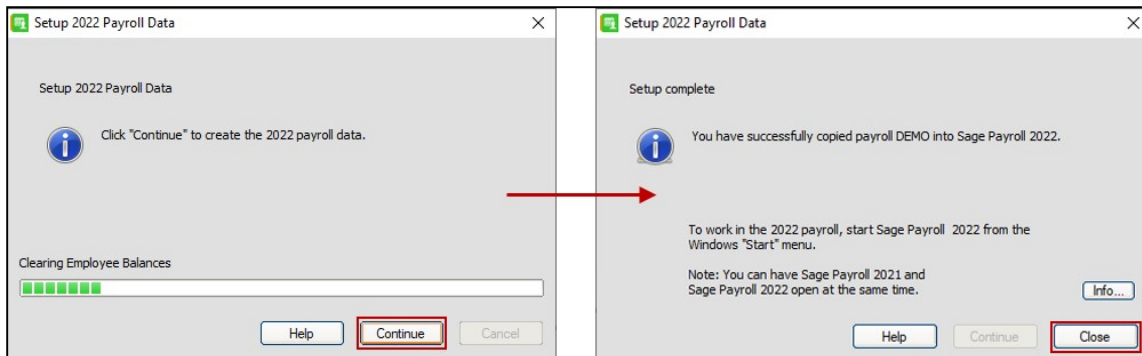


2. Select the 'Year End - Tax - Set up 2022 Tax Year' menu option:



3. You will be presented with the payroll setup screen, click '**Continue**' to start the process.

- During the process of creating the payroll for the 2022 Tax Year, employee cumulative tax year values coming forward from 2021 are cleared, and all leavers are removed.
- Payroll data for 2022 is stored in a separate directory from the 2021 data.



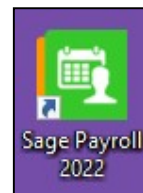
- When the setup is complete, click '**Close**'. You have successfully copied your payroll into the 2022 system. Tax Year 2022 is now initialised for the relevant payroll.

**Note:** You are still in Sage Payroll 2021, but you can now log into the company's new tax year in Sage Payroll 2022. The new icon will be available on your desktop.

## Step 2: Opening Tax Year 2022

**Note** that Sage Payroll 2022 is Version 25.0

1. To open Sage Payroll for the new tax year double-click the **Sage Payroll 2022** shortcut icon on your desktop:



2. Login to the payroll in your usual way.

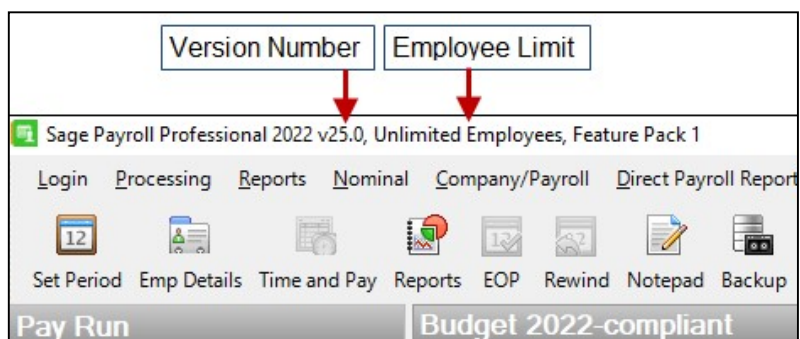
- You can now work in the 2022 Payroll.



**Note:** Your payroll status and period will be blank until you set the period for the first time.

<b>Sage Payroll Professional - Tax Year 2022</b>	
Payroll: DEMO_WK	Frequency: Monthly
Company name: Pimbrook Software	Period:
	Period date: / /
	Status:

- When you login to your 2022 payroll, ensure that your Sage Payroll version number is 25.0.
- You can check this in the title bar of the software.
- Also, please check your limit of employees. This is shown in the title bar as well:



## Changes to the payroll legislation announced in Budget 2022

The following are details of the Budget Statement October 2021, as made by the Minister for Finance and Public Expenditure and Reform:

### BUDGET SUMMARY 2022

These are the key tax measures in the Budget Statement of 12 October 2021, as made by the Minister for Finance.

#### Income Tax

##### Tax Credits

Changes are in **bold**.

Tax Credit	2021 €	2022 €
Single Person	1,650	<b>1,700</b>
Married or in a Civil Partnership	3,300	<b>3,400</b>
Employee Tax Credit	1,650	<b>1,700</b>
Earned Income Tax Credit (max)	1,650	<b>1,700</b>
Widowed Person or Surviving Civil Partner (without qualifying child)	2,190	<b>2,240</b>
Single Person Child Carer Tax Credit	1,650	1,650
Incapacitated Child Credit (max)	3,300	3,300
<b>Blind Tax Credit</b>		
Single person	1,650	1,650
Married or in a civil partnership:		
• one spouse or civil partner blind	1,650	1,650
• both spouses or civil partners blind	3,300	3,300
<b>Widowed Parent</b>		
• Bereaved in 2021	-	3,600
• Bereaved in 2020	3,600	3,150
• Bereaved in 2019	3,150	2,700
• Bereaved in 2018	2,700	2,250
• Bereaved in 2017	2,250	-
• Bereaved in 2016		
<b>Age Tax Credit</b>		
• Single or widowed or surviving civil partner	245	245
• Married or in a civil partnership	490	490
Dependent Relative	245	245
Home Carer Tax Credit	1,600	1,600

##### Sea-going Naval Personnel Tax Credit

The Sea-going Naval Personnel Tax Credit of €1,500 has been extended to 31 December 2022.

##### Tax Rates and Tax Bands

Changes are in **bold**.

Personal Circumstances	2021 €	2022 €
Single or widowed or surviving civil partner, without qualifying child	35,300 @ 20% Balance @ 40%	<b>36,800 @ 20%</b> Balance @ 40%
Single or widowed or surviving civil partner, qualifying for single person child carer credit	39,300 @ 20% Balance @ 40%	<b>40,800 @ 20%</b> Balance @ 40%

Married or in a civil partnership, one spouse or civil partner with income	44,300 @ 20% Balance @ 40%	<b>45,800 @ 20%</b> Balance @ 40%
Married or in a civil partnership, both spouses or civil partners with income	44,300 @ 20% with increase of 26,300 max. Balance @ 40%	<b>45,800 @ 20% with increase of 27,800 max.</b> Balance @ 40%

##### Exemption limits

The exemption limits for persons aged 65 years and over remain unchanged.

Personal Circumstances	2020 €	2021 €
Single or widowed or surviving civil partner, 65 years of age and over	18,000	18,000
Married or in a civil partnership, 65 years of age and over	36,000	36,000

These exemption limits increase by €575 for each of the first two dependent children and by €830 for the third and subsequent children.

##### Deduction in respect of certain expenses of remote working

The current tax arrangements for working from home will be enhanced and formalised from 2022 onwards. An Income Tax deduction amounting to 30% of the cost of vouched expenses for electricity, heating and internet services for those days spent working from home can be claimed by remote workers. Revenue's online system will enable individuals to claim tax relief in real time throughout the year.

##### Taxation of international flight crew

Currently, all individuals who are employed aboard an aircraft which operates in international traffic are subject to Income Tax under Schedule E where the aircraft is operated by an enterprise which is managed in the State. The Finance Act will amend this position to exclude non-resident flight crew, subject to certain conditions.

##### Certain income from micro-generated electricity

Micro-generation of electricity is the small-scale production of electricity by consumers who generate electricity at their own homes for their own consumption and sell the excess electricity produced.

An exemption of up to €200 is available to individuals who earn income from the micro-generation of electricity using renewable, sustainable or alternative sources at their home.

Detailed information on the budget can be found:

<https://www.revenue.ie/en/corporate/press-office/budget-information/2022/budget-summary-2022.pdf>



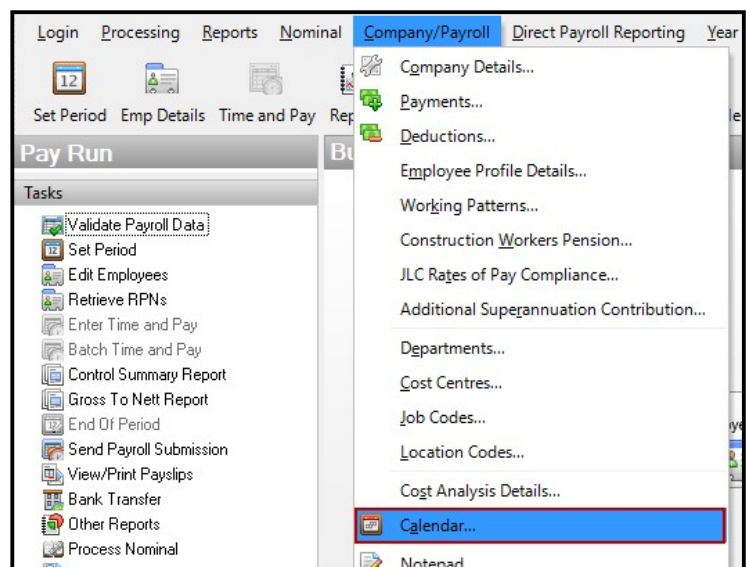
### Step 3: Setting up a New Payroll Calendar

#### Notes Regarding the Payroll Calendar:

- The Period Date & Pay Date fields are key fields in calendar process.
- The Period Date field has always been in the system and when setting a new calendar, it is driven by the Period Date field.
- Since the Period Date is the systems' driver when setting up a new Calendar, it's very important to enter an appropriate 'Period Date' for Period 1 of the new tax year, as this date determines all subsequent periods of the calendar.
- The Pay Date field was a new addition in 2019, to accommodate payroll modernisation & submissions.
- The Pay Date refers to 'the date the employees receive their net pay'. Revenue use this date to determine when you paid your employees. Revenue do not use the 'Period Date' to determine this, as is sometimes assumed. Revenue do not receive the Period Date in submissions, they only receive the Pay Date.
- With regard to the Pay Date: if you have a weekly payroll, your first Pay Date should fall between 1 - 7 January. For a fortnightly payroll, it should fall between 1 - 14 January.
- We recommend to keep your Period Date the same as your Pay Date, unless you have a specific reason not to. Make sure you have 52/53 planned periods in your new calendar, and that all the Pay Dates are dated inside the new year (ie: 2022).
- If you are unsure about this topic, please also refer back to the notes at the beginning of Stage 2 regarding dates.

#### To Setup The New Calendar:

1. Open the Calendar  
Select the '**Company/Payroll – Calendar**' menu option.



## 2. Setup The New Calendar

- In the Calendar window, click the 'New Calendar' tab.
- Enter the '1<sup>st</sup> Pay Period Dates' of the new tax year, and then click **Update**.
- We recommend to keep your Period Date the same as your Pay Date, unless you have a specific reason not to. The Pay Date refers to 'the date the employees receive their net pay' and this is the date that goes with the submissions to Revenue.

## 5. Amendments

- If your Company's Financial Year is the same as the Tax Year, you can tick the new 'Financial Year is the same as Tax Year (January - December)' tickbox.
- Amend any calendar information if required, and then click **Save**.
- Repeat this procedure for each payroll you set up in 2022 (if you have multiple payrolls with the same frequency and pay date, you can copy the calendar in the Admin section if you wish).

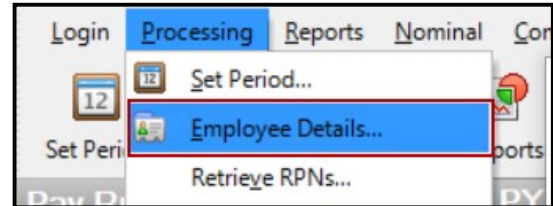
Period	Ins Wks	Cost Month	Period Date	Cheq Date	Giro Date	Bank Date	Pay Date	Noml. Period
1	1	<input checked="" type="checkbox"/>	07/01/2022	07/01/2022	07/01/2022	07/01/2022	07/01/2022	1
2	1	<input type="checkbox"/>	14/01/2022	14/01/2022	14/01/2022	14/01/2022	14/01/2022	1
3	1	<input type="checkbox"/>	21/01/2022	21/01/2022	21/01/2022	21/01/2022	21/01/2022	1
4	1	<input type="checkbox"/>	28/01/2022	28/01/2022	28/01/2022	28/01/2022	28/01/2022	1
5	1	<input checked="" type="checkbox"/>	04/02/2022	04/02/2022	04/02/2022	04/02/2022	04/02/2022	2
6	1	<input type="checkbox"/>	11/02/2022	11/02/2022	11/02/2022	11/02/2022	11/02/2022	2
7	1	<input type="checkbox"/>	18/02/2022	18/02/2022	18/02/2022	18/02/2022	18/02/2022	2
8	1	<input type="checkbox"/>	25/02/2022	25/02/2022	25/02/2022	25/02/2022	25/02/2022	2
9	1	<input checked="" type="checkbox"/>	04/03/2022	04/03/2022	04/03/2022	04/03/2022	04/03/2022	3
10	1	<input type="checkbox"/>	11/03/2022	11/03/2022	11/03/2022	11/03/2022	11/03/2022	3
11	1	<input type="checkbox"/>	18/03/2022	18/03/2022	18/03/2022	18/03/2022	18/03/2022	3



## Step 4: Set up ASC Additional Superannuation Contribution - (If Applicable)

- ASC (Additional Superannuation Contribution) calculations came into effect from 1<sup>st</sup> January 2019 and replaced the PRD (Pension Related Deduction).
- ASC is only relevant to public sector employees.
- If you have employees that are liable for ASC deductions in 2022, you must assign the appropriate ASC settings within their records.

- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).



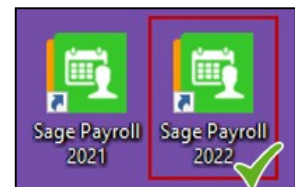
- Select the relevant employee and click on the '**Deductions**' tab.
- Assign the appropriate **ASC Settings**.
- If the employee is in subsidiary employment and their main employment is elsewhere, select the '**Subsidiary**' check box.
- Click '**Save**' to save any changes made.

Description	Std. E'e Amt	E'e Contrib	Balance E'e	Total E'e	Balance E'y	Total E'y	Tax Y'r E'e	Tax Y'r E'y	Refere
Advance			0.00	0.00	0.00	0.00	0.00	0.00	
CWPS AVC			0.00	0.00	0.00	0.00	0.00	0.00	
CWPS G			0.00	0.00	0.00	0.00	0.00	0.00	
CWPS N			0.00	0.00	0.00	0.00	0.00	0.00	
LPT			388.75	388.75					
Pension			0.00	0.00	0.00	0.00	0.00	0.00	

## Stage 4: Accounting/Financial Year End

**Note:** The clear downs below are done in the 2022 system, NOT the 2021 system! Please make sure you are in the correct system.

The steps that follow involve accounting/financial year end tasks, which can be carried out whenever is appropriate for your company. 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. If your financial year coincides with the tax year then it is appropriate to carry out the Financial Year Cleardown before running Period 1. Before doing this, ensure that you print the following reports:



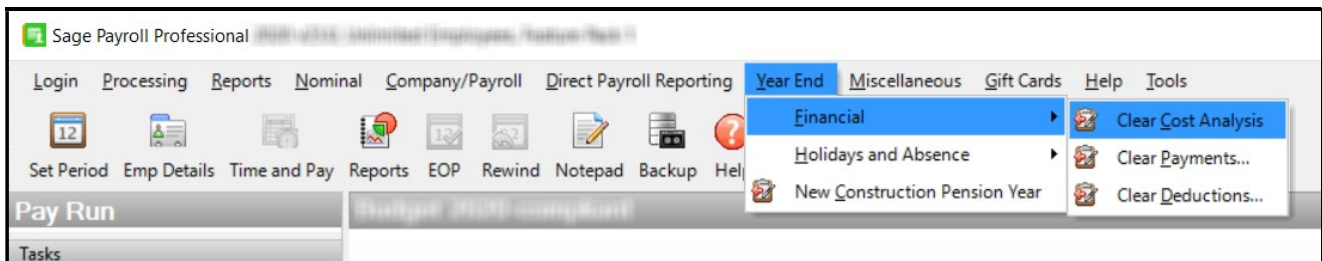
1. Cost Analysis Report
2. Payments Report (payment balances)
3. Deductions Report (deduction balances)

**Important Note:** If your financial year runs from 1 January to 31 December, and you don't clear down the balances before processing the first period of the new tax year, you won't be able to clear down the balances at a later stage during the year, as more period values will have appended on the values carried forward. At that point you would need to make manual corrections within Employee Details.

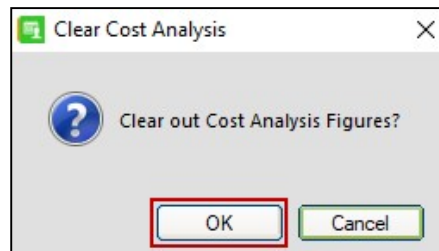
## Step 1: Clear Cost Analysis

1. Select **Year End - Financial - Clear Cost Analysis**.

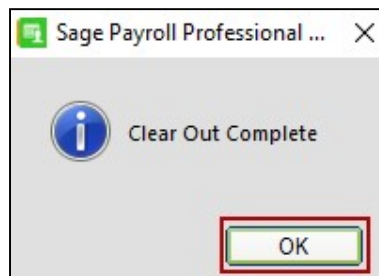
**Note: Do Not Clear Cost Analysis if you are using cumulative figures for Job Costing.**



2. A message alerts you that the cost analysis will be cleared. Click **OK** to carry out the cleardown.

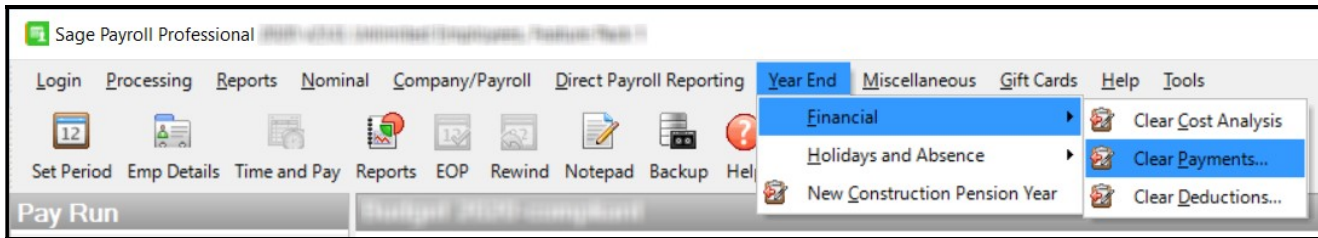


3. Clear out complete. Click **OK** to continue.



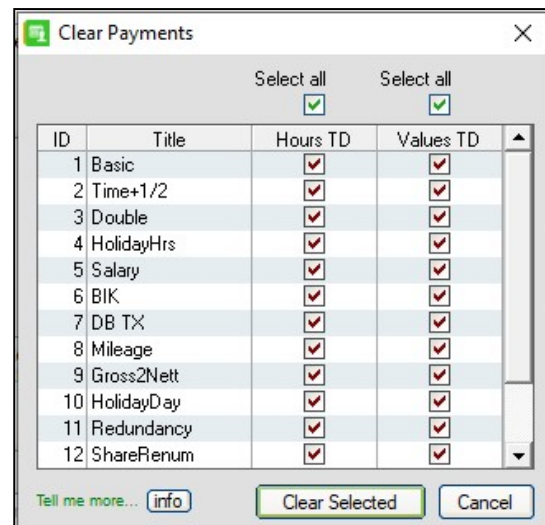
## Step 2: Clear Payments

1. Select **Year End - Financial - Clear Payments**.



2. A table displays all the payments that can be cleared. Select the relevant **Hours TD** and/or **Values TD** checkboxes, to clear the amounts for the selected payments. If you select nothing, nothing will be cleared.

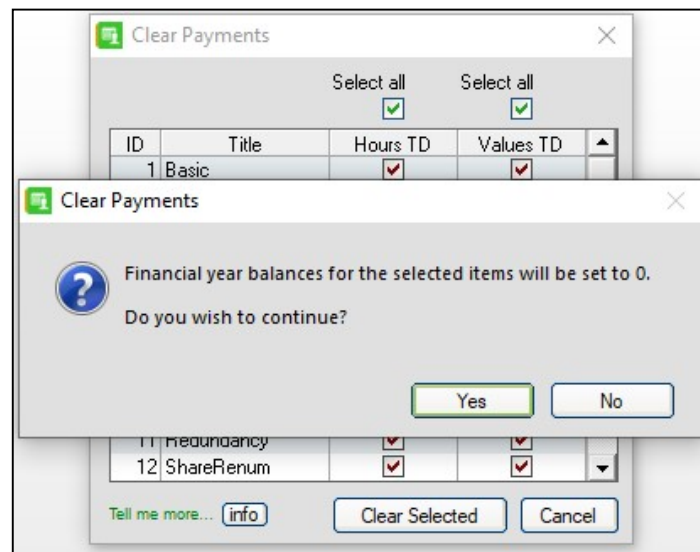
Different Payments can be cleared out at different Times of the Year if required.



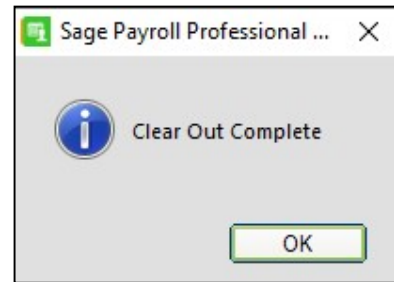
3. Click **Clear Selected** to proceed with the cleardown. →

4. When prompted to Continue, Click '**Yes**'.

- Financial year balances for the selected items will be set to 0.

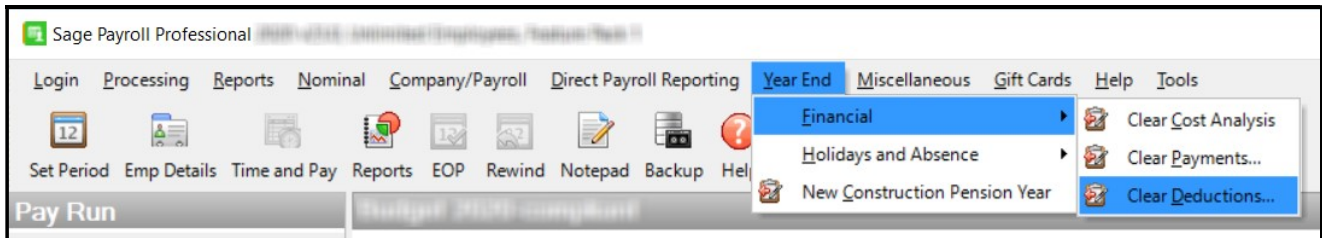


- When the Payments are cleared, Click **OK**:

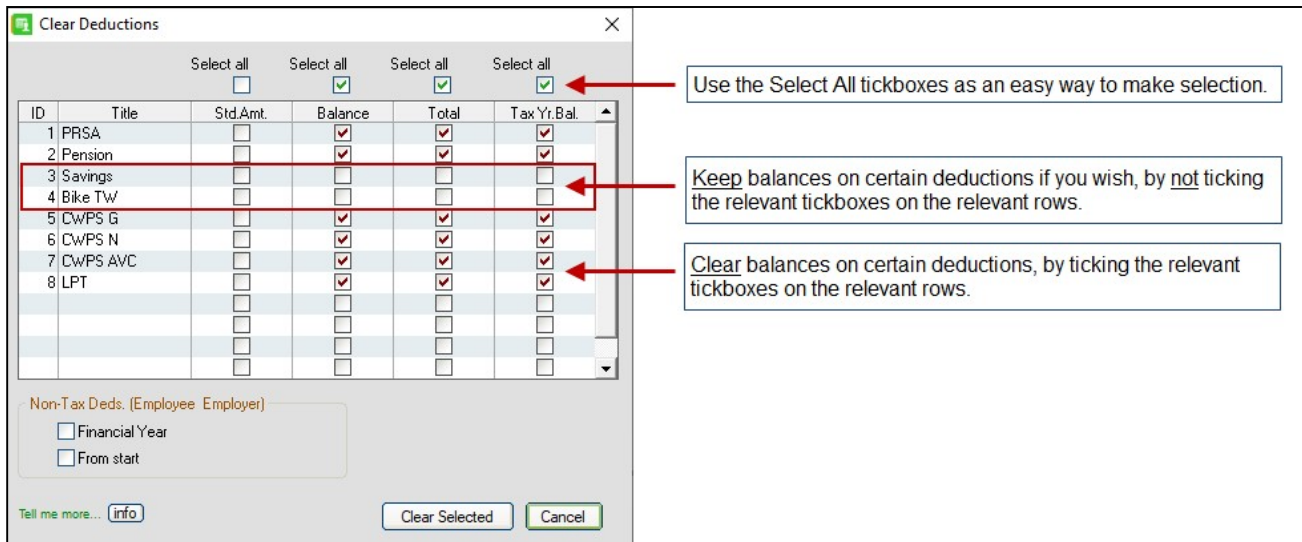


### Step 3: Clear Deductions

1. Select **Year End - Financial - Clear Deductions**.



2. Select the checkboxes corresponding to each deduction to be cleared.



Take particular care when clearing the balances on a Reducing Balance Deduction, EG: Loans or Bike To Work

You can choose to clear one or more of the following:

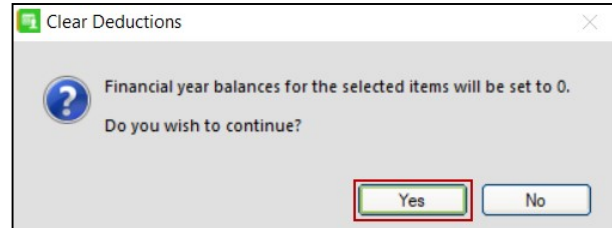
- **Std.Amt:** Amount deducted in each period
- **Balance:** Deduction total accumulated since the last clearance
- **Total:** A Running total of the deduction since the deduction was first introduced
- **Tax Yr. Bal.:** Tax Year Balance

**DO NOT CLEAR DOWN STD.AMT, UNLESS YOU ARE SURE YOU WANT TO CLEAR DOWN THE EMPLOYEE STD PERIOD VALUE FOR THAT DEDUCTION.**

You can also clear the employee and employer Non-Tax Deds. history by selecting the checkboxes in the Non-Tax Deds. (Employee Employer) section, as appropriate. If you select nothing, nothing will be cleared.

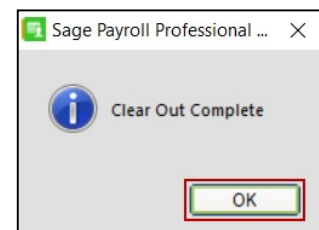
3. Once you have selected the Deductions you want to clear, click the **'Clear Selected'** button.

4. It will ask you to Clear Deductions "Financial year balances for the selected items will be set to 0. Do you wish to continue?" Click **Yes** to Continue.



5. When the Deductions are cleared Click **OK**.

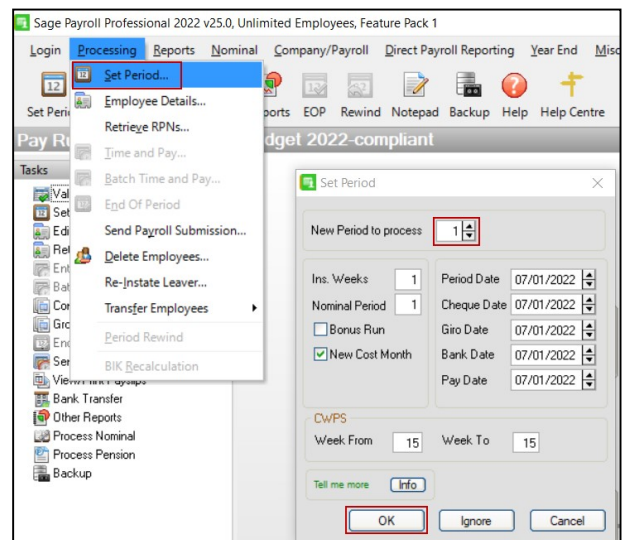
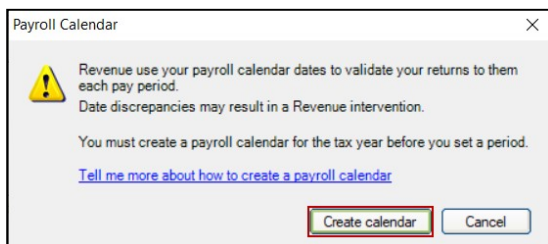
*\*You can confirm that the Cost Analysis, Payments & Deductions have been properly cleared by running the relevant reports.*



## Stage 5: Set the First Period & Roll Forward Holiday Year

### Step 1: Set The First Period

- To set the first Period, select **'Processing\Set Period'** from the menu bar at the top of the screen: (Alternatively select the 'Set Period' button from the main screen).
- If you have not yet setup your 2022 Calendar (Stage 3, Step 3), you will be prompted to do so at this point:



- In the Set Period screen that is presented, ensure that the New Period to process is set to 1 and check that the dates proposed are appropriate for the first period.
- Click **'OK'** to continue.



## Step 2: Roll Forward Holiday & Absence Year

- If your payrolls' Holiday Year Finish Date is 31/12/2021, the system will automatically prompt you to roll forward the holiday information when setting the First Period.
- When you click 'OK' on the Set Period screen (in Step 1 above), you will be prompted to roll forward your Holiday & Absence Year.

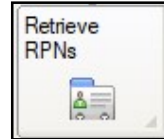
<b>Carry forward employee holidays due into next holiday year</b>	<p>Selecting this option specifies that the employee's holiday balance (positive or negative) at the end of the holiday year, should be added to the holiday balance at the beginning of the new holiday year.</p> <p>For the accrual methods <b>Calculate holidays as 8% of hours worked</b> and <b>Calculate holidays as 1/3 of a working week</b>, the Holidays Brought Forward value for the new holiday year is equal to the balance of Total Holidays Due at the end of the holiday year.</p> <p><b>Note:</b> For the accrual method <b>Standard Holiday Entitlement for the holiday year</b>, the Holidays Brought Forward is equal to the Holidays Due value up to the last processed period.</p>
<b>Set up the Payroll's next holiday year start and end dates</b>	By selecting this option, you instruct the system to automatically set up the start and end dates of the new calendar year on the basis of the dates of the calendar year currently ending.
<b>Set employee's holiday adjustment to zero</b>	This option resets the employee's Holiday Adjustment (+/-) value to zero.

- Select the options you want to apply and then click '**Continue Set Period**'.

**Note:** Even if you don't use the Holiday feature, we recommend to still select to roll forward the payrolls Holiday and Absence year, otherwise this screen will appear at each Set Period.

### Step 3: Retrieve 2022 RPNs

- To Retrieve Employee RPNs for 2022, click the 'Retrieve RPNs' button on the main screen:
- We are not clear exactly when RPNs for 2022 will be available for download. For information on when your RPNs are available please contact Revenue.
- Once you have completed steps 1, 2 & 3 in Stage 5, you can continue to process your payroll as normal. (Enter Time & Pay, Process Payslips, Send Submissions Etc...)



## Stage 6: Guides & Other Information

### Housekeeping Guide

This section is a reference section and supports the 'Housekeeping' list of tasks shown in Stage 2, Step 4. The items in the list are further detailed below.

#### Check Your 'Company' Information is Correct

- Your company's name, employer registration number, postal address and contact details are included on your online returns to Revenue. They may be used by Revenue to contact you if they have any queries about your submissions.
- To open the Company Details Window, choose **Company/Payroll** from the menu at the top of the screen, then click **Company Details**.
- Check that the details entered are correct. If any information is incorrect, edit as appropriate and click 'OK'.

No Hyphens or extra characters are allowed in this section by ROS (e.g. !"£\$%^&\*,.:>)

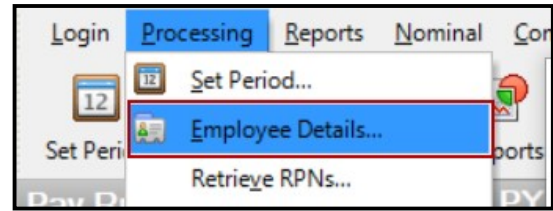
Also known as Employer Registration Number



### Check Directors Setting (If Applicable)

If an employee is a Director, you must record what type of Director he/she is within Employee Details, so that this flag can be included on your Revenue returns. To do this, complete the following steps:

- From the menu bar at the top of your window, click **'Processing'** then click **'Employee Details'**. (Alternatively select the **'Edit Employees'** button from the main screen).



- In the employee details window, select the relevant employee.
- On the Personnel tab, check the **'Director'** check box is selected. If not, select it.
- Click the **'Type'** arrow, then choose either **'Proprietary'** or **'Non-Proprietary'**.
- Click **'Save'** to save the changes.
- Repeat the process above for each employee who is a director.

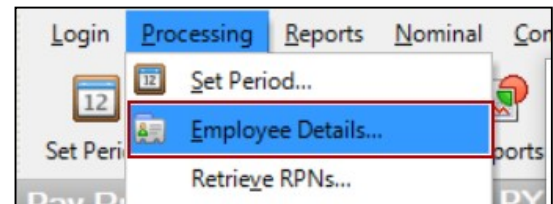
 A screenshot of the 'Employee Details' window in Sage Payroll. The 'Personnel' tab is active. The 'Director' checkbox is checked, and the 'Type' dropdown menu is open, showing 'Proprietary' selected. The 'Save' button is highlighted with a red rectangle. Other fields visible include Code, Surname, First Name, PPS Number, Employment ID, Address, Contact Details, and Bank Details.

**Note:** A proprietary Director is the company's beneficial owner (or Director) who can control directly or indirectly more than 15% of the company's ordinary share capital.

### Check Starter Dates (If Applicable)

- For new starters this year, check that a start date has been entered on their employee record.
- You can check/edit the date an employee started with your company by doing the following:

- From the menu bar at the top of the window, click **'Processing'** then click **'Employee Details'**. (Alternatively select the **'Edit Employees'** button from the main screen).

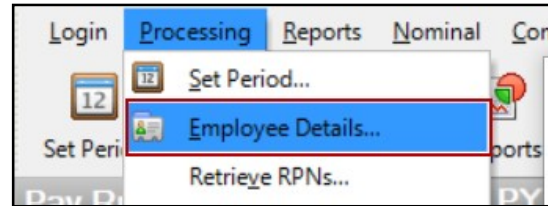


- In the employee details window, select the relevant employee.

- Within the Salary section of the Personnel tab, check the employee's 'Start Date' is specified and correct. If it's not, enter the correct date and click 'Save'. Alternatively, click **Cancel** to close the record.

### Check Leaver Dates (If Applicable)

- For leavers this year, check that both finish date and finish period have been entered on their employee record.
- You can check/edit the date an employee left your company by doing the following:
  - On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).

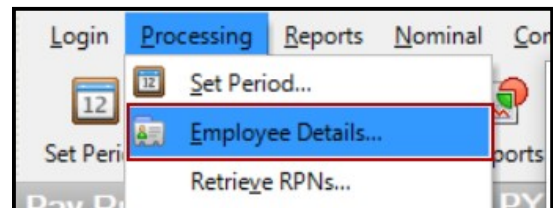


- In the employee details window, select the relevant employee.
- Click the 'Tax/PRSI/USC' tab. Check that the 'Finish Date' and 'Finish Period' are correct for the chosen employee.
- If they are correct, simply close the screen.
- If they are not correct, you need to remove the values and click save. Then change the Finish Date & Finish Period using the timesheet entry screen, during your next payroll run.

- To change the Finish Date & Finish Period using the timesheet entry screen:
  - Open the timesheet entry screen & choose the relevant employee.
  - Remove any pay values.
  - In the Leaving/Suspend section at the bottom of the screen, choose 'Leaving', then enter the *correct* leaving date. Tick the 'No Pay Due' tickbox and click Save.
  - A submission for that employee will be made during the next submission, updating their correct Finish Date to Revenue.

### Apply PAYE Exclusion Orders (If Applicable)

- A PAYE Exclusion Order is a certificate issued by Revenue that authorises you to not deduct income tax and/or Universal Social Charge (USC) from an employee's pay.
- If you receive a PAYE exclusion order, you should enter its details immediately on the relevant employee record.
- If a PAYE exclusion order is issued by Revenue this will be imported into Sage Payroll when you Retrieve RPNs.
- However, if you need to enter a PAYE exclusion order details manually, follow the steps below.
- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).



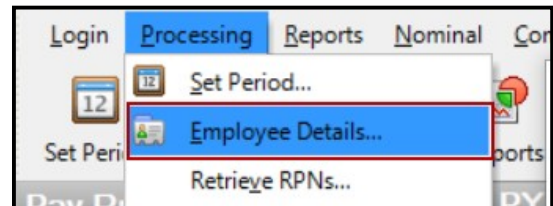
- In the employee details window, select the relevant employee.
- Click the 'Tax/PRSI/USC' tab. Under Exceptions & Exclusions, click the 'Apply PAYE Exclusion Order' check box.
- Enter the relevant dates in the 'with effect from' and 'has effect until' boxes.

- If you're unsure about what dates to enter here, please review the PAYE Exclusion Order you received from Revenue or contact them directly for assistance.
- If the PAYE exclusion order states that Universal Social Charge (USC) should not be deducted from the employee pay, then also select the '**USC Exempt**' check box.
- If you are happy that everything has been entered correctly, click '**Save**' to save any changes or alternatively, click **Cancel** to close the record without saving changes.
- Repeat the process above for any other employees you need to enter PAYE exclusion order details for.

**Note:** Expired exclusion orders are automatically cleared by the software when you process your year end. Active orders are carried over into the new tax year and so do not need to be re-entered when you roll over to the new year.

### Check Shadow Payroll Setting (If Applicable)

- Shadow payroll is a term used to report compensation data that is actually paid from another country.
- If you have an employee on assignment in a foreign country, their wages may need to be reported in both the home and host countries via a shadow payroll.
- If you do have any employees being paid via a shadow payroll, you must record this piece of information within their employee record as its required for PAYE submissions to Revenue.
- To check shadow payroll setting, follow the process below:
- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).

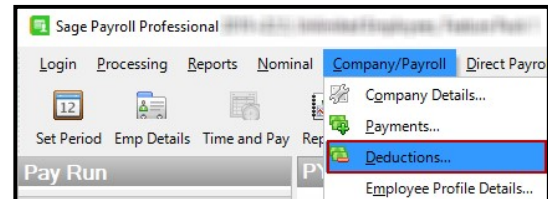


- In the employee details window, select the relevant employee.
- Click the '**Tax/PRSI/USC**' tab. Under Exceptions & Exclusions, select the '**Shadow Payroll**' tick box.
- Click '**Save**' to apply the change.
- Repeat the process above for all employees being paid via a shadow payroll.

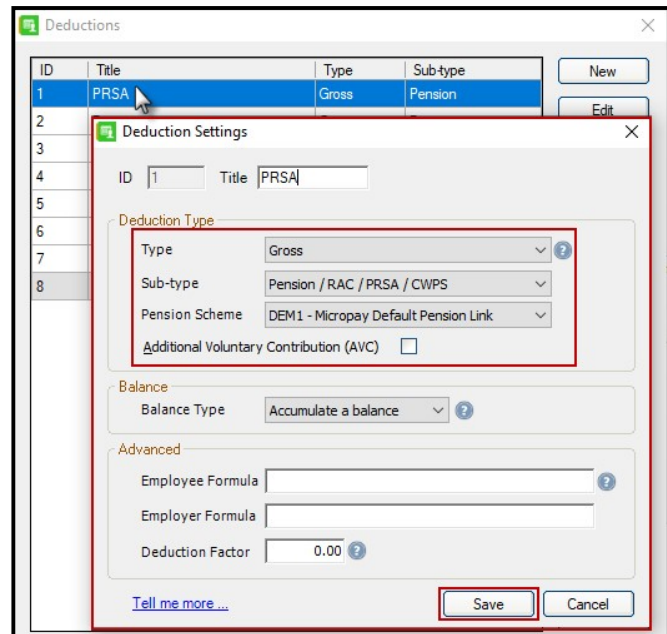
The screenshot shows the 'Employee Details' window for an employee named 'Bob'. The 'Tax / PRSI / USC' tab is selected. Under the 'Exceptions & Exclusions' section, the 'Shadow Payroll' checkbox is checked. Other visible details include: Code 0001, Surname Flood, First Name Bob, PPS Number 11111111L, Department, Cost Centre, Employment ID 1, Tax/USC Status Normal, Emergency Start Period 0, RPN No., Tax Credits (Yearly 2222.00, Period 185.17), Tax Rate 1 Cut-Off Point 35123.00 @ 20%, Pay in excess of Tax Rate 1 Cut-Off Point 2936.92 @ 40%, PRSI Code NA, PRSI Lock, Insurable Weeks 0, Mothers Maiden Name Behan, Date of Birth 23/10/1979, Deceased, Finish Date, Finish Period 0, USC Details (Yearly cut-off €12012.00 @ 0.5%, Yearly cut-off €18772.00 @ 2%, Yearly cut-off €70044.00 @ 4.5%, Pay in excess @ 8%), and PRSI Exempt Reason A1 Portable Doc.

### Check Your Pensions are Setup Correctly

- Your submissions to ROS include details of any pension contributions made by your employees and your company on their behalf.
- If you have any pension, Personal Retirement Savings Account (PRSA), Retirement Annuity Contract (RAC) or Additional Voluntary Contribution (AVC) deductions on your payroll, you must check they are set up correctly and that they have a pension link assigned to them.
- To check pension deduction settings, follow the process below.
- On the menu bar, click '**Company/Payroll**' then click '**Deductions**'.

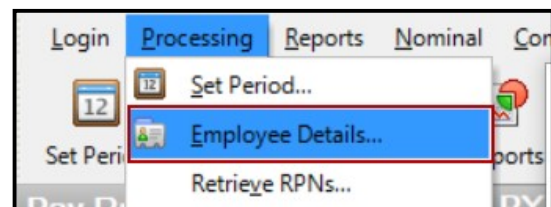


- In the Deductions screen double click on the pension deduction you want to check.
- When the deduction opens, check that the Type, Sub-Type, Pension Scheme (Pension Link) are correct for this pension.
- If the pension deduction is an AVC, select the AVC check box.
- When you are happy that the pension is setup correctly, click '**Save**'.



For employees who are members of an approved pension scheme or a PRSA, you must ensure that their pension tracing numbers are entered on their employee record. To do this follow the process below:

- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).





- In the employee details window, select the relevant employee.
- Click the 'Deductions' tab. In the 'Pension' section, enter the Pension Tracing Number in the Pension Tracing Number field.
- Click 'Save' to apply the change.

The screenshot shows the 'Employee Details' window with the 'Deductions' tab selected. The 'Pension' section is expanded, and the 'Pension Tracing Number' field is highlighted with a red box, containing the value '12345678'. The 'Save' button is also highlighted with a red box. Other fields like 'Code', 'Surname', 'First Name', 'PPS Number', and 'Employment ID' are visible at the top. The 'Deductions' table at the bottom shows various tax and pension entries.

Repeat the process above, for all employees who have a Pension Tracing Number.

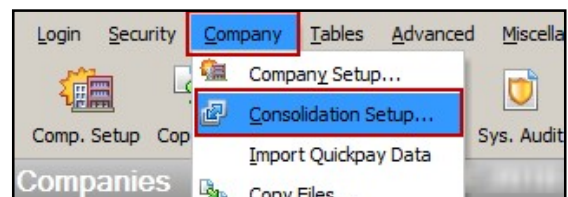
## How to Setup a Consolidated Company

Since there is now a feature to print consolidated 'Employer Monthly Liability' Report and 'Gross to Nett' Report from inside *any* payroll (See Reports\Company Tab), we are seeing less need for Consolidated Companies. However, the feature is still there and some will still use it. To setup a consolidated company for reporting purposes, follow the steps below:

1. Log in as Administrator (user name: **ADMIN**, default password **PASS**).

The screenshot shows the 'Login' window. The 'Tax Year 2022' is displayed at the top. Under the 'User' section, 'Name' is set to 'ADMIN' and 'Password' is masked with 'xxxxxx'. Under the 'Payroll' section, 'Name' is set to a dropdown menu and 'Password' is masked. The 'OK' button is highlighted.

2. Select **Company – Consolidation Setup**.



3. Enter a unique name for the consolidated company and select the relevant check boxes to specify the companies to be consolidated: **Note:** For convenience, we recommend to use the ID 'CONS' or 'CONSOL' for a consolidated company, to distinguish it from a regular payroll.

Type a new unique name for the consolidated company.

Enter Password if required

Tick the boxes for the companies to be consolidated.

One of the selected companies must be the default company:

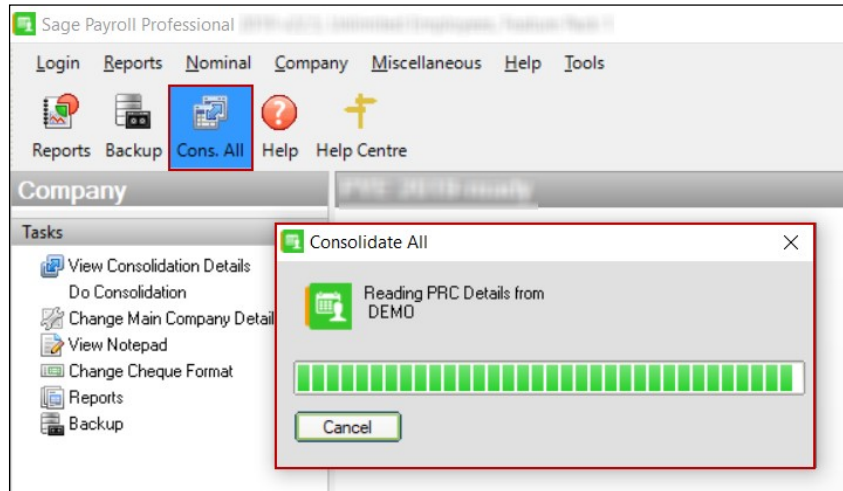
4. Select the name of this company in the **Default Payroll** drop-down list and then click **Create**.

- You will be prompted to create a new consolidation company. Click **Yes**.

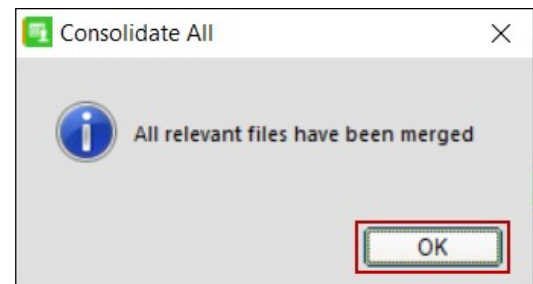
- This will take a moment to create:

- Once the consolidation setup process is complete, you can login to the consolidation company from the normal login screen.

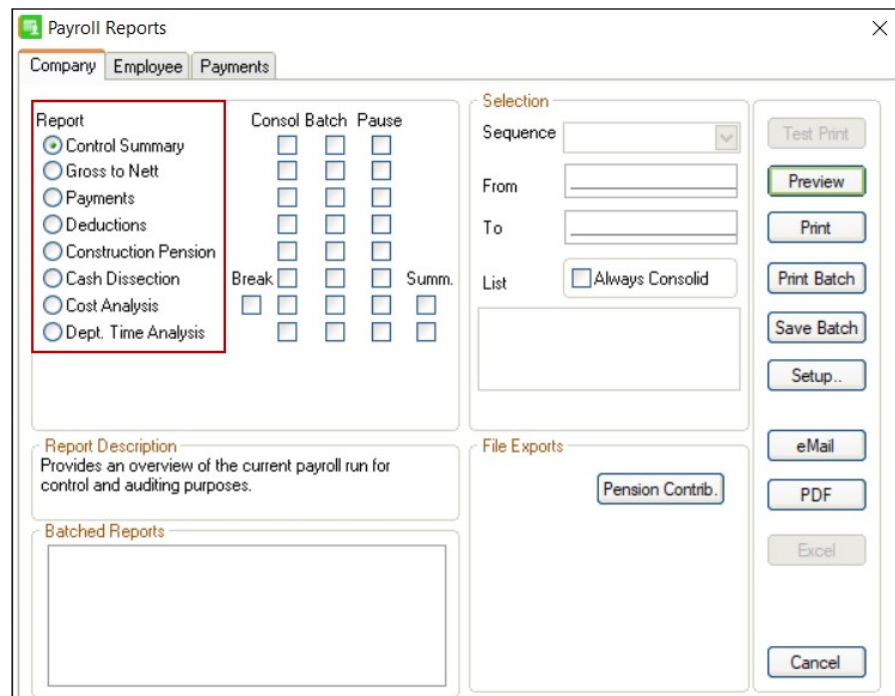
- When the consolidation company opens, click the **'Cons. All'** button.
- The data for your chosen companies will merge.



- When the data has been successfully consolidated you will receive this message:



- click **'OK'** to acknowledge.
- Once the data has been consolidated, you can run any report offered in the Reports screen.
- The figures shown in any of the chosen reports will be derived from the merged data.



## Additional Resources

Check out our Online Year End Resource at: <https://pimbrook.ie/knowledge-base/pye/>

Here You Can:

- Download the Year End Update Software
- Download this Booklet in PDF Format
- Download the Checklist in PDF Format
- Link to relevant Knowledgebase Articles

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## Other Products and Services from Pimbrook that may be of interest to you:

### **Sage 50 – Trusted by over 400,000 Businesses**

Sage 50 Accounting Software can help you keep track of your finances – managing your cash flow, profitability, preparing and submitting VAT returns and your year-end accounts. It can also fully integrate with your Sage Payroll!

### **Sage Software Support & Training**

Exceptional Sage Software Support is our #1 Goal. Pimbrook currently service over 1,500 clients and we are reporting 99% satisfaction (recorded from our on-going customer care calls). Our support service is provided by local, expert, friendly professionals, who offer more than just basic software assistance, by giving consultative advice on how to get the most from your software.

We are also extremely well placed to offer class-leading Training, as our background is in Sage 50 Accounts and Sage Payroll Software training. We firmly believe that no two clients are the same, so we provide bespoke training programmes that address their specific needs and challenges.

For more information, please contact us now:

**Tel:** 051 395900

**Email:** [info@pimbrook.ie](mailto:info@pimbrook.ie)

**Web:** [www.pimbrook.ie](http://www.pimbrook.ie)

# **Congratulations!**

## **This Completes The Payroll Year End Processing for 2021!**

Please check our website [www.pimbrook.ie](http://www.pimbrook.ie) for details of any further updates

If you require further clarification on any of the steps in the manual do not hesitate to contact us.

We do our utmost to ensure our year end guide and support is of the highest possible standard. Please feel free to contact us if we haven't reached this level or indeed if we have exceeded your expectations.

The impact of COVID-19 has made this period very challenging and the team here in Pimbrook have worked very hard to help all our clients through this difficult time. Many of you have acknowledged our efforts and we thank you for that. We would like to wish all our clients a safe and happy Christmas and we sincerely hope that 2022 will bring better times for us all.

Thank You.  
From all the team at Pimbrook Software