



Quickpay
Payroll Year End 2008
User Guide

This guide is designed to help you to complete the Sage Quickpay Payroll Year End 2008 process.

If you find that you're having trouble following the guide onscreen, we recommend that you print out the relevant pages.

Payroll Year End 2008 Checklist

Print out this checklist and use it to work through the Payroll Year End process.

Stage 1: Running the Payroll Year End 2008 Update	Done?
Step 1: Register with ROS (Revenue Online Service) on page 5	<input type="checkbox"/>
Step 2: Take a Full System Backup on page 6	<input type="checkbox"/>
Step 3: Install the PYE Update on page 7	<input type="checkbox"/>
Step 4: Validate your Data on page 9	<input type="checkbox"/>

Stage 2: Completing 2008 Processing	Done?
Step 1: Process the final pay period on page 11	<input type="checkbox"/>
Step 2: Check Company Details screen on page 12	<input type="checkbox"/>
Step 3: Check Employee Records on page 13	<input type="checkbox"/>
Step 4: Compare Control Summary and P30/CC124 on page 14	<input type="checkbox"/>

Stage 3: Payroll Year End Procedures	Done?
Step 1: Validate Your Data on page 18	<input type="checkbox"/>
Step 2: Back Up Company Payroll Data on page 19	<input type="checkbox"/>
* Step 3: Ensure that pensions are set up correctly on page 20	<input type="checkbox"/>
* Step 4: Print P35 Plain Report on page 21	<input type="checkbox"/>
* Step 5: Generate the P35 to ROS File on page 23	<input type="checkbox"/>
* Step 6: Print the PRC1 Report on page 25	<input type="checkbox"/>
* Step 7: Print P60s on page 26	<input type="checkbox"/>

Stage 4: Start of Tax Year 2009	Done?
Step 1: Create Tax Year 2009 on page 28	<input type="checkbox"/>
Step 2: Opening Tax Year 2009 on page 29	<input type="checkbox"/>
* Step 3: Tax Credit Import on page 30	<input type="checkbox"/>
Step 4: Budget 2009 Update on page 32	<input type="checkbox"/>
Step 5: Enabling CSO Reporting on page 33	<input type="checkbox"/>

Stage 5: Accounting/Financial Year End	Done?
Step 1: Voluntary Deductions Cleardown on page 34 (Optional, depending on when your Financial or Deduction Year ends.)	<input type="checkbox"/>

* Steps marked with an asterisk can be completed at a later stage. But you must produce and submit all returns before the Revenue Commissioners' submission deadline of Feb 15th 2009.

Quickpay Stage 1: Running the Payroll Year End 2008 Update

Carry out Stage 1 of the Payroll Year End 2008 process **IMMEDIATELY**. Updating the application for Payroll Year End does not affect your payroll data.

Stage 1 of Payroll Year End 2008 involves the following steps:

- **Step 1:** [Registering with the Revenue Online Service \(ROS\)](#)
- **Step 2:** [Taking a Full System Backup](#)
- **Step 3:** [Installing the PYE Update](#)
- **Step 4:** [Validating Your Data](#)

Step 1: Register with ROS (Revenue Online Service)

If you have not already done so, register with the Revenue Online Service (ROS) at

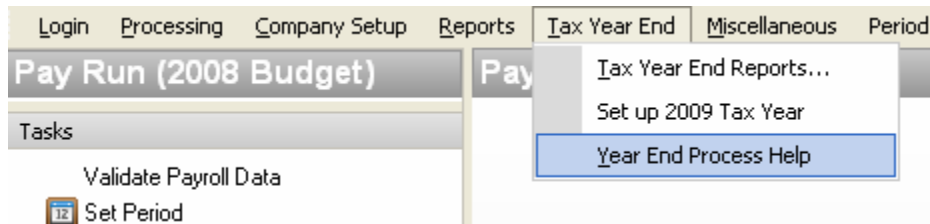
<http://www.ros.ie>

To carry out [Stage 3, Step 5: Generate the P35 to ROS File](#), you must be a ROS customer.

It can take up to a few weeks to complete the registration process, so you should register with the Revenue Online Service well before you intend to generate the P35 ROS file.

For more information about registering with ROS, please refer to the Quickpay help system.

To do this, select the **Tax Year End - Year End Process Help** menu option.



Then open the 'How do I generate a P35 to ROS Submission?' help topic.

Step 2: Take a Full System Backup

Before you install the PYE 2008 Update, it's extremely important to back up your Sage Quickpay program and the data for all payroll companies.

This will minimise the risk of having to manually recreate your payroll information. In addition, the Revenue Commissioners require that employers keep records for **six full tax years**.

1. Launch Quickpay and log into a payroll company.
2. Select the **Miscellaneous - Backup** menu option.
3. Select the **Full System Backup** option.



4. Specify a reliable backup storage location, such as a network drive or a memory stick. It's a good idea to create a separate, suitably named folder for each backup. The easiest way to do this is to click the **Browse** button, navigate to the relevant location, and then click the **New Folder** icon:



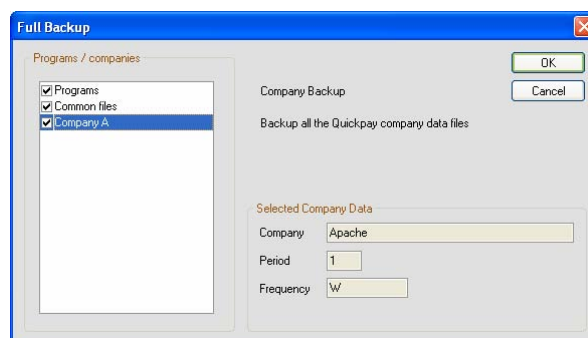
Name the new folder *Full Sys Backup 2008*.

Bear in mind that:

- the system backup may require 50MB of memory or more
- floppy disks are not considered to be a reliable way of storing data

You should use a reliable storage medium, such as a network drive or a memory stick.

5. Click **OK**.
6. Select the **Program** and **Common Files** checkboxes, and then the checkboxes of all valid/active companies in the list. Click **OK**.



7. When you are prompted that the backup has been successfully created, click **OK**. Then open the backup location and confirm that three files called *payback* were created.

Step 3: Install the Payroll Year End 2008 Update

This Payroll Year End 2008 Update includes new Quickpay features and enhancements for PYE 2008.

Pre-Install Checking

1. To install the update, your current version of Quickpay must be Version 8.0 or higher. If you have an earlier version, go to the Sage website (<http://www.sage.ie/pye>) to download Version 8.1. Version 8.1 can also be found on the PYE 2008 CD.
2. 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 person.

Installing the Update

1. Close Quickpay, and put the CD into the CD-ROM Drive. The CD should run automatically. The Product Select screen opens.

If your CD doesn't run automatically:

- (i) Double-click the **My Computer** icon on your Windows desktop.
- (ii) In the My Computer window, double-click the CD drive icon.
- (iii) Double-click the **IrePYE_2008.exe** icon.



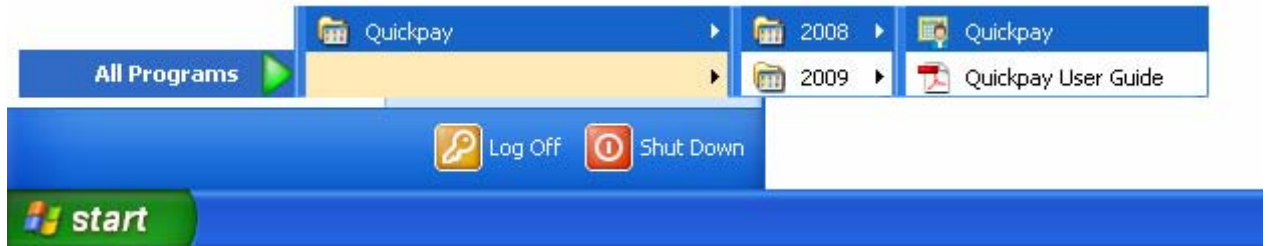
2. Select **Quickpay**.
3. The Quickpay Options screen is displayed. Select **Install PYE 2008 Update**.
4. Click **Next** on the Welcome screen.
5. The default update path is usually *C:\Program Files\Quickpay*, because this is the default location for a new installation.

However, if you originally installed Quickpay in a different location, the default location of the update is wherever Quickpay was installed.

Older installations have the default location *C:\QPWIN*.

If you want to specify a different location, click **Browse** and provide the location. Then click **Next**.
6. If your Quickpay is a shared / networked copy, select the **Client Installation** option when prompted. Otherwise, select the **Full Installation** option.
7. Click **Yes** to create shortcut icons on your desktop.
8. When the update is complete, click **Finish**.
9. You may be prompted to install the latest Adobe Acrobat Reader (if it is not already installed).

10. Launch Quickpay's Tax Year 2008 by clicking the Windows **Start** button and selecting **Programs - Quickpay - 2008 - Quickpay**, or by double-clicking the **Quickpay 2008** desktop shortcut icon.



11. Log into your Quickpay company. The Update Files window opens. To ensure that your existing Quickpay information is updated to work with the new program version, do the following:
 - a. If you did not carry out *Stage 1, Step 2: Taking a Full System Backup*, click **Backup Now** to back up your payroll data. Otherwise, click **I already have a backup**.
 - b. Click **Update** to convert your payroll data so that it is compatible with the new Sage Quickpay version.
 - c. Click **Confirm** to make your converted data active.

IMPORTANT: If you process payroll for more than one payroll company/frequency, you must perform Step 11 for each one individually.

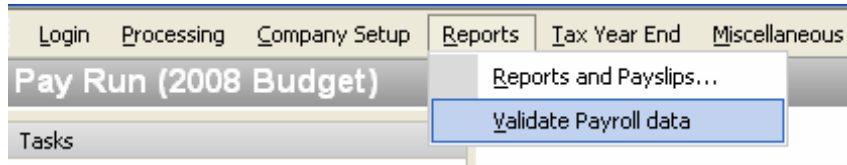
12. The version number displayed for Quickpay 2008 should now be Version 8.2. Check the top left-hand corner of the program window to confirm this.

Step 4: Validate your Data

Quickpay's Data Checker helps you to ensure that your data is correct and complete. At this stage, you should use the Data Checker to validate your data.

Run this validation step for every payroll company that you use.

1. Select the **Reports - Validate Payroll Data** menu option.



2. The data checker scans the payroll data of the current company. When the scan is complete, a report displays detailed information about any detected errors, and provides guidance on how to fix the errors.
3. Follow the suggested resolutions to correct any outstanding errors, and run the data checker again. When the data checker detects no errors, you are ready to move on to the next step.

Note: The Data Checker will alert you if it detects any gross deduction not associated with a pension link. However, if the deduction is valid and unrelated to pensions, the data checker will allow you to proceed without altering the deduction.

Quickpay Stage 2: Completing 2008 Payroll Processing

For each payroll company, you should complete 2008 payroll processing in the following manner:

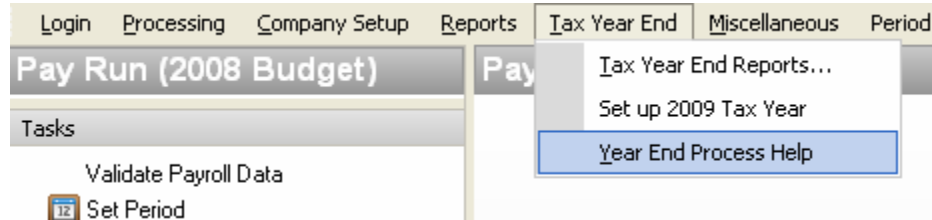
- Step 1:** [Processing the final pay period\(s\)](#)
- Step 2:** [Checking the Company Details screen](#)
- Step 3:** [Checking the employee records](#)
- Step 4:** [Comparing the Control Summary and the P30/CC124](#)
- Step 5:** [Printing the Tax Deduction Cards](#)

Step 1: Process the final pay period(s)

Process the final pay period(s) of the tax year for your company in the usual way.

Normally, the last pay period is Week 52, Month 12 or Fortnight 26, for example, but in some years there may be an extra pay period.

For more information about extra pay periods, select the **Tax Year End - Year End Process Help** menu option.



Then open the 'Extra Pay Period' help topic.

Step 2: Check Company Details screen

You need to ensure that your Company Details information - such as the Tax Registration Number and Contact Details - is correct.

1. Select the **Company Setup - Company Details** menu option.
 Alternatively, you can select **Company Details** in the left-hand pane's Company view.
2. Check that the information in the Company Details window is correct and complete. Important details include:
 - Tax Registration Number
 - Contact Details
 - Tax Year

Company Details

General Current Period Bank BIK CSO

Company Name Apache New...

Address 1

Address 2

Address 3

Address 4

Email Address

Contact Name Bill Carr

Phone No.

Fax No.

Registration 1234567T

GCD Code

PAYE Unit No.

Use Security Slips

Tax Year 2008

Use Pre 2001 Slips

Enable Period Archiving

Save

Cancel

[Tell me more about Company Details - General](#)

Step 3: Check Employee Records

1. Select the **Processing - Employee Details** to open the Employee Details window.

The screenshot shows the 'Employee Details' window with the following data:

Employee Information		Pay Terms		Pay Rates	
Emp No.	1	Pay Method	Cheque	Basic Hourly	
Forename	Bill	Pay Type	Hourly	Std Hrs per period	
Surname	Carr	Nett Pay	Min	Max	Round to
Cost Code					
Address: 10 King Road		Tax Year to date		BIK Tax Year to date	
Home Tel.		PRSI Employee	108.92	Total	
Period Tax Figures		PRSI Employer	204.25	Employee Medical Insurance	
Std. Cut-off		Non-Tax Deds	100.00	Additional Med. Ins. Contribution	
Tax Credit		Gross Taxable Pay	1900.00	Total Medical Insurance	
Tax Status	Normal	Nett Pay YTD	1012.08		
Marginal Relief Rate					
Emergency Start					
PPS Number	1234567T				

2. Check each employee's details, adding any missing data as necessary.
 - Ensure that all leavers have a Finish Period and a Finish Date.
 - Ensure that information for employees who started during 2008 is complete.
 - Every employee record should have a valid PPS Number.

In the absence of the PPS Number, the Date of Birth **and** Address must be specified. This is critical, because later in the PYE process, when you are creating the P35 ROS file, the system will attempt to merge duplicate employee records, and needs to be able to match these correctly.

Step 4: Compare Control Summary and P30/CC124

1. Select the **Reports - Reports and Payslips** menu option.
2. Select **Control Summary**, and then click **Print Report**.
3. Select **P30/CC124**, and then click **Print Report**.
4. Compare the information on these reports as follows:

Make sure that the Control Summary values in the left-hand column below match the P30/CC124 values in the right-hand column below.

Control Summary (Audit Balances)	P30/CC124
C/Fwd Tax This Employment	PAYE (Year)
C/Fwd Total PRSI EE + Total PRSI ER	PRSI (Year)

(See the example on the next page.)

Example

Control Summary (Audit Balances section):

AUDIT BALANCES					
< TITLE >	<GROSS PAY>	< TAX>	<PRSI 'EE>	<PRSI 'ER>	
BROUGHT FORWARD	34100.00	9471.00	1803.56	3665.75	
NEW STARTERS					
THIS PERIOD	3200.00	902.00	169.96	344.00	
C/FWD PREV EMPLOYMENT					
C/FWD THIS EMPLOYMENT	37300.00	10373.00	1973.52	4009.75	
C/FWD TOTAL	37300.00	10373.00	1973.52	4009.75	

Report printed at 14:32 on 29/10/2008 (B)

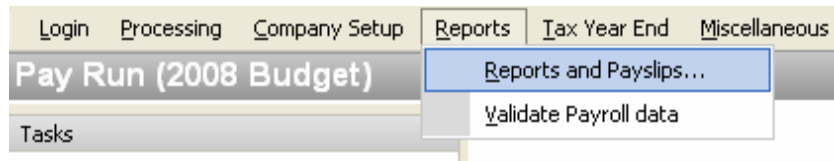
P30/CC124:

Month	PAYE	PRSI	TOTAL
January	1230.00	480.46	1710.46
February	1230.00	480.46	1710.46
March	1230.00	480.46	1710.46
Total	3690.00	1441.38	5131.38
April	-369.00	497.21	128.21
May	820.00	480.46	1300.46
June	1025.00	564.21	1589.21
Total	1476.00	1541.88	3017.88
July	820.00	480.46	1300.46
August	861.00	497.21	1358.21
September	820.00	480.46	1300.46
Total	2501.00	1458.13	3959.13
October	902.00	513.96	1415.96
November	902.00	513.96	1415.96
December	902.00	513.96	1415.96
Total	2706.00	1541.88	4247.88
Year	10373.00	5983.27	16356.27

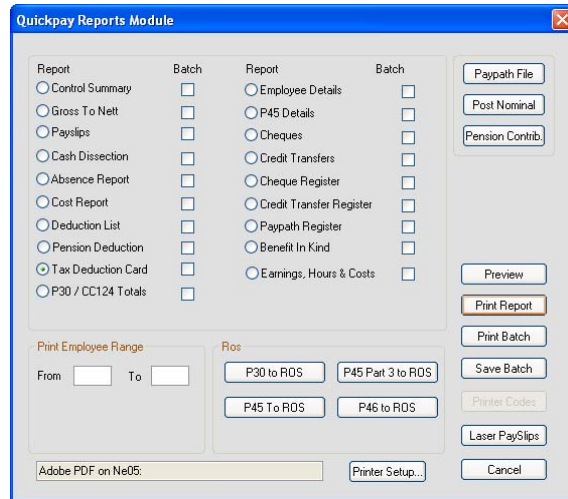
Step 5: Print Tax Deduction Cards

You need to print tax deduction cards for all employees.

1. Select the **Reports - Reports and Payslips** menu option.



2. Select **Tax Deduction Card** and click **Print Report**.



3. Check each Tax Deduction Card, and confirm that it is complete and correct. If the Tax Deduction Card is incomplete or incorrect, you should correct it before you print P60s or create your P35. For more information, please contact Technical Support

Report printed at 15:03 on 20/10/2008 Quickpay Ver : 8.20

Apache TAX DEDUCTION CARD Page : 01

EMPLOYEE : 01 Bill Carr

PERIOD	GROSS PER PERIOD	GROSS CUMULATIVE	TAX CREDIT CUMULATIVE	TAX CODE	PRSI WKS	INS	EMPLOYEE PRSI	TOTAL PRSI
01-1310	1900.00	1900.00	779.00	A1	01		108.92	313.17

4. Keep the Tax Deduction Cards in your records.

Quickpay Stage 3: Payroll Year End Procedures

This stage of the PYE process deals with printing 2008 statutory reports for the Revenue Commissioners.

You can review your 2008 Payroll Year End information at any time during the 2009 tax year by logging into **Quickpay 2008**.

The following steps must be carried out for each of your payroll companies.

However, if you do not intend to generate your PYE reports until a later date, you can complete Steps 1-3 now, and then skip ahead to *Quickpay Stage 4*.

Steps 4 through 7 of Stage 3 must be completed before the Revenue Commissioners' submission deadline of Feb 15th 2009.

Stage 3 involves the following steps:

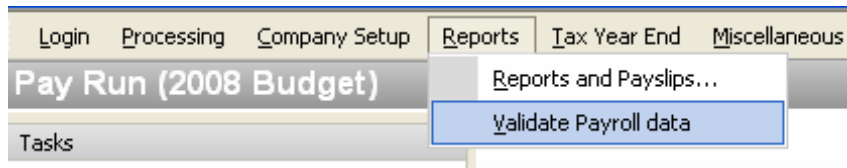
- **Step 1:** [Validating your data](#)
- **Step 2:** [Backing up company payroll data](#)
- **Step 3:** [Ensuring that pensions are set up correctly](#)
- **Step 4:** [*Printing the P35 plain report](#)
- **Step 5:** [*Generating the P35 to ROS report](#)
- **Step 6:** [*Printing the PRC1 report](#)
- **Step 7:** [*Printing P60s](#)

*These steps can be completed later, if necessary. The deadline is Feb 15th 2009.

Step 1: Validate Your Data

Run this validation step for every payroll company you use.

1. Select the **Reports - Validate Payroll Data** menu option.



2. The data checker scans the payroll data of the current company.
3. When the scan is complete, a report opens. This provides detailed information about any errors it detects, and provides detailed information about how to fix the errors.
4. Follow the suggested resolutions to correct any outstanding errors, and run the data checker again.

When the data checker detects no errors, you are ready to move on to the next step.

Note: The data checker will alert you to any gross deduction not associated with a pension link. You can still proceed if this is a valid gross deduction unrelated to pensions.

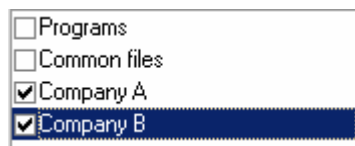
Step 2: Back Up Company Payroll Data

In *Stage 1, Step 2: Taking a Full System Backup*, before you finished processing 2008 data, you backed up your entire payroll system.

After you have validated your data for the current payroll company, and ensured that all errors have been corrected, you must back up your payroll company data.

This is so that you can restore a validated data set in the event of a system failure or error.

1. Select the **Miscellaneous - Backup** menu option.
2. In the Backup window, the **Company Data Only** option is selected by default. If you are backing up just one company, leave this selected. If you want to back up multiple companies, select **Full System Backup**.
3. If you selected **Full System Backup**, now select the companies you want to back up, and click **OK**.



4. Specify a backup storage location. You should use a reliable storage medium for your backup, such as a network location or a memory stick.
5. Click **OK**.
6. If a backup already exists at the specified location, the Backup window will warn you that your backup will overwrite existing backup data.

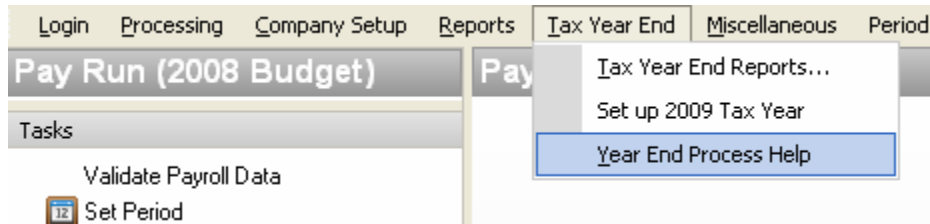
You should never overwrite a backup unless it is absolutely necessary. Instead, specify a different storage location for the new backup. Click **OK** to create the backup or **Cancel** to abandon the backup procedure.

Step 3: Ensure that pensions are set up correctly

The P35 file (to be returned to ROS on or before 15th February 2009) must include details of any pension contributions made, either by employees themselves, or by a company on behalf of its employees.

You need to ensure that pensions are set up correctly on your system.

For more information, select Sage Quickpay's **Tax Year End - Year End Process Help** menu option.



Then refer to the 'Pensions at Payroll Year End' help topics.

Step 4: Print P35 Plain Report

The P35 plain report displays your P35 information on plain paper. This enables you to verify your P35 information before committing it to a P35 ROS (Revenue Online Service) submission.

However, it's important to be aware that the P35 plain report and your P35 ROS submission are not identical; the Revenue Commissioners require that the P35 ROS submission does not contain multiple records for the same employee. The P35 plain report, on the other hand, lists all employee records, even if they are duplicates.

For this reason, the P35 ROS submission (see *Stage 3, Step 5: Generate the P35 to ROS File*) will merge duplicate employee records where possible.

1. Select the **Tax Year End - Tax Year End Reports** menu option.
2. Select **P35 Plain Report**, and then click **Print Report**.
3. The system will inform you at this stage if there are company data discrepancies. In addition, if you have more than one company with the same Tax Registration Number, you will be given the option of merging these companies for the P35 plain report. Select the companies you want to include in the P35 plain report.
4. Make any pension amount adjustments that are necessary.
5. When you have made all necessary adjustments, click **Proceed** to print the report.

For more information about pensions, select Sage Quickpay's **Tax Year End - Year End Process Help** menu option, and open the 'Pensions at Year End' help topic.

6. Specify whether there is an extra pay period in the 2008 tax year. (You get this prompt only in weekly, fortnightly and four-weekly companies.)

For more information about extra pay periods, select Sage Quickpay's **Tax Year End - Year End Process Help** menu option, and then refer to the topics in the 'Extra Pay Period' section.

7. Ensure that all employees (including leavers) are included on the P35 plain report.
8. Check the overall totals in the P35 plain report against the corresponding Control Summary totals, and ensure that the values match.

If you have merged companies for the P35 report (see point 3 above), you will need to compare each P35 total to the sum of the merged companies' corresponding Control Summary totals.

Ensure that the values in each row of this table match. (There is an example on the next page.)

Control Summary (Audit Balances)	P35 Value
C/Fwd Gross Pay (This Employment)	Total Gross Pay*
C/Fwd Tax Paid (This Employment)	Total Tax
C/Fwd PRSI E'e and C/Fwd PRSI E'r	Total PRSI

Note: *The Total Gross Pay on the P35 is the sum of the individual employee values, which are rounded down to the nearest Euro.

For more information, select Sage Quickpay's **Tax Year End - Year End Process Help** menu option.

Then open the 'How do I compare the P35 to the Control Summary?' and 'How do I generate a P35 Plain Report?' help topics.

Example

Control Summary (Audit Balances section):

AUDIT BALANCES					
< TITLE >	<GROSS PAY>	< TAX>	<PRSI 'EE>	<PRSI 'ER>	
BROUGHT FORWARD	34100.00	9471.00	1803.56	3665.75	
NEW STARTERS					
THIS PERIOD	3200.00	902.00	169.96	344.00	
C/FWD PREV EMPLOYMENT					
C/FWD THIS EMPLOYMENT	37300.00	10373.00	1973.52	4009.75	
C/FWD TOTAL	37300.00	10373.00	1973.52	4009.75	

Report printed at 14:32 on 29/10/2008 (B)

P35 Plain Report (Trailer Record section):

TRAILER RECORD

Note: Total Gross Pay (Rounded) is the sum of the employees' Gross Pay from the Detail records. This value will be returned to Revenue.

Note: Total BIK is rounded down to the nearest euro as required for Revenue returns.

Reg. No.	:	1234567T
No.of Empls	:	1
Total Gross Pay (Rounded)	:	37300
Total Gross Pay (Not Rounded)	:	37300.00
Total Tax	:	10373.00
Total PRSI	:	5983.27
Tot.PRSI ee	:	1973.52
Total BIK	:	0

Step 5: Generate the P35 to ROS File

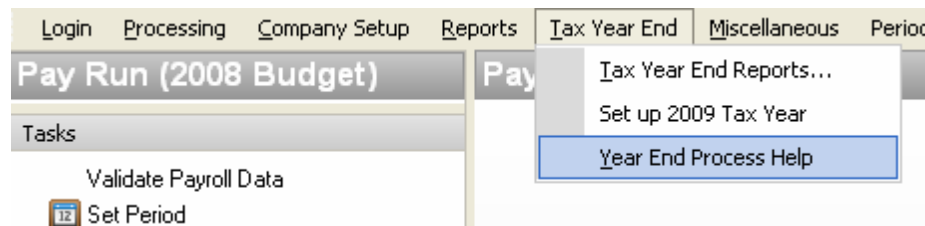
This option enables you to produce an online P35 return. You send the return to the Revenue Commissioners by submitting it on the ROS web site. (The P35 Disk is no longer accepted by the Revenue Commissioners.)

Remember: You must be a registered ROS customer to make the submission.

1. Select the **Tax Year End - Tax Year End Reports** menu option.
2. Select **P35 to ROS** and then click **Create**.
3. The system will inform you at this stage if there are company data discrepancies or multiple companies with the same Tax Registration Number. Select the companies you want to include in the P35 return.
4. If the system detects more than one employee record with the same PPS number in the payroll companies included in the P35 to ROS return, the Merge Duplicate Employees window displays a list of these duplicate records.

Where possible, the system will merge the details of employee records it identifies as *duplicates* (for P35 ROS reporting purposes). However, there may be cases in which the information in the duplicate records makes it impossible to automatically merge the details. These cases will be highlighted.

For more information about duplicate employee records, select Quickpay's **Tax Year End - Year End Process Help** menu option.



Then open the 'How do I generate a P35 to ROS submission?' topic.

5. The P35 Return Type screen appears. Select one of the following:
 - **Original:** If you have not already submitted your 2008 P35.
 - **Amended:** If you have already submitted your 2008 P35, but some employee details have subsequently changed.
 - **Supplementary:** If you want to submit an addition to a P35 return, having omitted employee data on the original P35 return.
6. If some employees are not required on the P35 return, you can click **Select Employees** and manually select the employees to be excluded.
7. Specify whether there is an extra pay period in the year (if you are running a weekly, fortnightly or four-weekly pay frequency).
8. Click **Proceed**.
9. The ROS P35 Data Evaluation Report is displayed if any errors are detected. You must resolve any errors listed, and re-create the P35 return.
10. The P35 ROS should include company totals for Retirement Benefit Schemes (pensions), PRSAs and RACs. You can adjust the displayed amounts for each of these to take non-payroll amounts into account. Click **Proceed** to continue.

For more information about pension adjustments, select Quickpay's **Tax Year End - Year End Process Help** menu option, and then open the 'Why might I need to adjust Retirement Benefit Scheme, PRSA and RAC values?' help topic.

11. Next, the ROS P35 Save As screen is displayed. Decide where you want to save the P35 file. The default location is the ROS folder in your Quickpay folder.

Specify a different location if you wish. For example, saving it onto your computer's desktop means you have easy access to it at any time.

12. Click **Save**.
13. A report now lists all the employees in the P35 return. Print this report for future reference.
14. Follow the instructions at <http://www.ros.ie> to submit your P35 to ROS file to the Revenue Commissioners.

Note: The file you must submit has the extension **.P35**. Another file with the same name and a **.MON** extension is also created. Do not submit this file.

For more information about the P35 to ROS submission, select Sage Quickpay's **Tax Year End - Year End Process Help** menu option. Then open the 'How do I generate a P35 to ROS submission?' help topic.

Step 6: Print the PRC1 Report

You must submit the PRC1 Report at year end when an employee has had three or more PRSI classes in this employment during the tax year.

1. Select the **Tax Year End - Tax Year End Reports** menu option.
2. Select the **PRC1 Report** option, and click **Print Report**.
3. Post the printed report to the following address:

PO Box 354
Sarsfield House
Francis Street
Limerick

(At present, the Revenue Commissioners do not provide the option of submitting the PRC1 online.)

For more information, select Quickpay's **Tax Year End - Year End Process Help** menu option.

Then open the 'PRC1 Report' help topic.

Step 7: Print P60s

A P60 must be produced for every employee who is in your employment at the end of 2008. You must print the P60s after you have uploaded the P35.

Special stationery is no longer required for P60s. Sage Quickpay enables you to print valid P60s on plain printer paper.

You can now produce P60s in either English or Irish.

1. Select the **Tax Year End - Tax Year End Reports** menu option.
2. Select the **P60** option, and specify the employees whose P60s should be printed.
3. Click **Print Report**.
4. Specify whether there is an extra pay period in the current tax year.

The relevant P60s are printed. Two copies are printed per employee. One should be kept in your records; the other should be given to the employee.

For more information, select the **Tax Year End - Year End Process Help** menu option.

Then open the 'How do I print P60s?' help topic.

Quickpay Stage 4: Tax Year 2009

Stage 4 of the Payroll Year End process involves getting Tax Year 2009 ready for payroll processing. It consists of the following steps:

- **Step 1:** [Creating Tax Year 2009](#)
- **Step 2:** [Opening Tax Year 2009](#)
- **Step 3:** [Tax Credit Import](#)
- **Step 4:** [Budget 2009 Update](#)
- **Step 5:** [Enabling CSO Reporting \(Optional\)](#)

Step 1: Create Tax Year 2009

When you are ready to begin the 2009 tax year, the system provides a menu option that enables you to set up 2009 payroll data.

You should carry out this step FOR ALL PAYROLL COMPANIES you intend to use in Tax Year 2009.

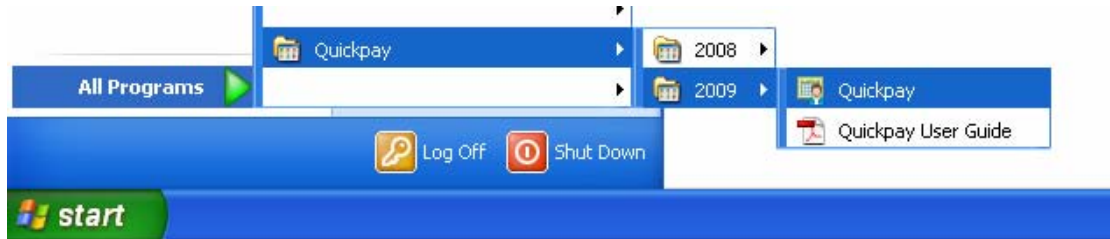
1. Click the Windows **Start** button.
2. Open Quickpay 2008 by selecting **Programs - Quickpay - 2008 - Quickpay**, or by double-clicking the **Quickpay 2008** desktop shortcut.
3. Log into your payroll company as normal.
4. To create Tax Year 2009, select the **Tax Year End - Set up 2009 Tax Year** menu option. This transfers the required employees into the new year.
5. Follow the instructions onscreen.
6. Tax Year 2009 is now initialised. You are still in the 2008 tax year. You can continue to work in 2008 if necessary.

All company data is copied to the 2009 system. When the data is set up for the 2009 tax year, employee cumulative values for tax year 2008 are cleared, and all leavers are removed.

Step 2: Opening Tax Year 2009

You can have Quickpay 2008 and Quickpay 2009 open at the same time. There's no need to shut down Quickpay 2008 before you open Quickpay 2009.

1. To open Quickpay 2009, select **Programs - Quickpay - 2009 - Quickpay** in your Windows **Start** menu, or double-click the **Quickpay 2009** desktop shortcut.



2. Log into the company in the normal way. You are now working in the 2009 tax year. The company's status is currently blank. As yet, you have not set Period 1 of 2009.

Note: Quickpay 2009 should have the software version number 9.0 at this stage.

Carry out the remaining Stage 4 steps in Quickpay 2009.

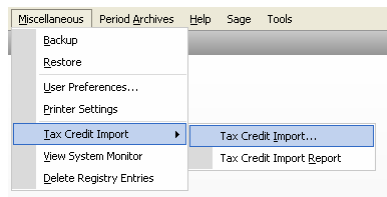
Step 3: Tax Credit Import

If you are a ROS (Revenue Online Service) customer, the Tax Credit File available to you at the Revenue Commissioners' web site - <http://www.ros.ie> - contains the 2009 tax credit details for your employees.

The file may not be available at the beginning of Tax Year 2009. You can continue to process payroll using the 2008 allowance information until the 2009 file is available.

The most appropriate time to update your employees' tax credit information is at the Start of Period with no timesheets saved.

1. Select the **Miscellaneous - Tax Credit Import - Tax Credit Import** menu option.



2. The Tax Credit Import window displays.

Here you specify the location of the Tax Credit Import file you have received from the Revenue Commissioners. The default location is the application folder, but you can browse to a different location if necessary.

- The file's name should match the company's Tax Registration Number. If the Company Details record lacks a Tax Registration Number, you can specify one on this screen.
- The file's tax year should match that of the company.

3. Click **Next** to proceed.
4. The Select Tax Credit Record window displays.

This window lists all the tax credit records in the Tax Credit Import file. Quickpay 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 by default.

Possible types of discrepancy include:

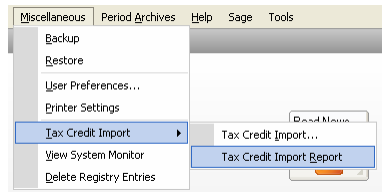
- Records for employees who have left your payroll.
- Records for employees who have not yet been added to your payroll.
- The employee's previous employment Gross Pay in Quickpay is greater than the corresponding value in the Tax Credit Import file.
- The employee's previous employment Tax Paid value in Quickpay is greater than the corresponding value in the Tax Credit Import file.

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.

5. When you have selected all the records you want to import, click **Import Now**.
6. The Import Progress window displays a summary of the import process.

You can generate a more detailed report on the import process by clicking the **Print Tax Credit Import Report** button.

You can also generate this report 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.

7. Click **Done** to close the window.
8. Spot-check a few Employee Details records to confirm that the tax credit information has been updated correctly.

Note: Sage strongly recommends that you follow the above procedure to update tax credits. However, you can also update employee tax credits manually, provided that you have received Revenue Commissioners confirmation of your employees' new tax credits. Select the **Processing - Employee Details** menu option, and then open the relevant employee record. Open the **Details 1** tab, and then enter the Period Tax Credit value and Period Std Cut-Off value (Standard Rate Cut-Off). Also ensure that the correct Tax Status is specified for the employee. The Tax Status is specified by the Revenue Commissioners. Click **Save** when you have updated the employee's information.

Step 4: Budget 2009 Update

IT IS EXTREMELY IMPORTANT TO COMPLETE THIS STEP NOW.

IF YOU DON'T INSTALL THE BUDGET 2009 UPDATE, YOUR PAYE AND PRSI RATES WILL NOT INCLUDE BUDGET 2009 CHANGES, AND THE NEW INCOME LEVY WILL NOT BE INCLUDED IN PAYROLL CALCULATIONS.

You must now install Budget 2009 updates. A successful update will change the version to v9.1.

Go to this web site and follow the instructions provided there:

<http://www.sage.ie/pye>

You also have the option of activating the [Auto-Update feature](#). When this feature is activated, you will receive an automatic notification at login when the Budget 2009 file is available for installation. Alternatively, you can set this feature so that updates are downloaded and installed automatically.

Setting Period 1 of 2009

Click the **Set Period** button in the desktop process map to set Period 1 of 2009. The system will check whether you have installed the Budget 2009 update. You should not set Period 1 until the Budget 2009 update file has been installed.

Because you are setting the first pay period of the year, you can change the payroll company's Pay Frequency in the Set Period screen. You can't do this at any other stage during the year.

Note: We strongly recommend that you check all payroll calculations in Period 2 of 2009 to ensure that the necessary updates have been installed correctly.

Step 5: Enabling CSO Reporting (Optional)

If your company has been selected for surveying by the Central Statistics Office (CSO), and you haven't already enabled the CSO Reporting feature, you'll need to do so now.

EHECS Report

The EHECS (Earnings, Hours and Employment Cost Survey) must be returned quarterly by all enterprises with 50 or more employees, and by a rotating sample of enterprises with 3 to 49 employees.

NES Report

The NES (National Employment Survey) must be completed annually by all enterprises with 250 or more employees, and by a rotating sample of enterprises with 3 to 249 employees.

If your company has not been contacted by the CSO about participation, you can skip this step.

1. Select the **Company Setup - Company Details** menu option.
2. Open the **CSO** tab.
3. Select the **Use CSO Reporting Feature** checkbox.
4. Enter the company's CBR number.
5. Click **Save**.

Before you begin processing payroll data in 2009, it's critical that you set up your payments, allowances and employee data correctly for CSO Reporting.

CSO categories must be specified for each employee, and hourly payments and allowances must be categorised.

You'll find comprehensive information about what to do by selecting Quickpay's **Help - Help Topics** menu option. In the 'Reports' chapter of the help file, open the 'CSO Reporting' topic.

Quickpay Stage 5: Accounting/Financial Year End

This stage involves clearing down voluntary deductions.

Step 1: Voluntary Deductions Cleardown

This is an **optional** accounting/financial year-end task. It can be carried out whenever is appropriate for your company (financial year end or deduction year end). If you carry out the task at this point, it will clear down from the system (set to zero) the specified Voluntary Deduction Balances before you process Period 1 of 2009.

1. Select the **Company Setup - Payments/Deductions** menu option, and then click **Clear Balances**.
2. The Clear Balances window displays a list of all voluntary deductions applicable to the company.

Deduction	Employee Std Amount	Financial Year Employee Balance	Financial Year Employer Balance	Tax Year Employee	Tax Year Employer
Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. You can choose to clear:
 - **Employee Std.Amt** (amount deducted each period)
 - **Financial Year Employee Balance** (the employee total of the deduction accumulated since the last clearance)
 - **Financial Year Employer Balance** (the employer total of the deduction accumulated since the last clearance)
 - **Tax Year Employee** (the tax year employee balance)
 - **Tax Year Employer** (the tax year employer balance)
4. Click **OK**.

THIS COMPLETES THE
2008 PAYROLL YEAR END PROCESS.
For further information, visit our web site:
<http://www.sage.ie/pye>

News Feeds

Use Quickpay's new 'News Feeds' feature to make sure you stay up to date.

To enable news feeds, select the **Help – View Quickpay News** menu option, or click the **Read News Feeds** button on your Quickpay desktop.

Automatic Software Updates

You can now set up Sage Quickpay to check for and install software updates automatically.

To configure your system for Auto Updates, select the **Tools – Internet Options** menu option. In the **Software Updates** tab, select one of the **Automatic** checkboxes.

Video Tutorials

The Sage web site provides a set of video tutorials that go through the steps involved in the Payroll Year End 2008 process.

To access these tutorials, go to:

<http://www.sage.ie/pye>