



Quickpay  
Payroll Year End 2011  
User Guide

**This guide covers the Payroll Year End 2011 process.**

**You can read it onscreen or print it out.**

**For additional PYE information, select the 'Tax Year End - FAQs' menu option.**

## News Feeds

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

To enable news feeds:

1. Click the **Read News Feeds** button on your Quickpay desktop.
2. The News Feeds page opens. Click the **Configure Feed** button.
3. The Feed Configuration window opens. Select the **Enabled** checkbox.
4. Click **OK** to save your settings.

## Video Tutorials

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

To access these tutorials, go to:

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

## Payroll Year End 2011 Checklist

(This checklist is also available as a separate printable document. Select the **Tax Year End – View Checklist** menu option.)

<b>Part 1: Running the Payroll Year End 2011 Update</b>	<b>Done?</b>
<a href="#">Step 1: Register with ROS (the Revenue Online Service)</a> on page 6	<input type="checkbox"/>
<a href="#">Step 2: Back up your Payroll System</a> on page 7	<input type="checkbox"/>
<a href="#">Step 3: Download and Install the PYE Update</a> on page 8 Do this as soon as the update is available.	<input type="checkbox"/>
<a href="#">Step 4: Validate your Data</a> on page 10	<input type="checkbox"/>
<b>Part 2: Completing 2011 Processing</b>	<b>Done?</b>
<a href="#">Step 1: Process the final pay period(s)</a> on page 12	<input type="checkbox"/>
<a href="#">Step 2: Check the Company Details</a> on page 13	<input type="checkbox"/>
<a href="#">Step 3: Check Employee Records</a> on page 14	<input type="checkbox"/>
<a href="#">Step 4: Compare the Control Summary and the P30/CC124</a> on page 15	<input type="checkbox"/>
<a href="#">Step 5: Print Tax Deduction Cards</a> on page 17	<input type="checkbox"/>
<b>Part 3: Payroll Year End Procedures</b>	<b>Done?</b>
<a href="#">Step 1: Validate Your Data</a> on page 19	<input type="checkbox"/>
<a href="#">Step 2: Back Up Payroll Data</a> on page 20	<input type="checkbox"/>
* <a href="#">Step 3: Generate the P35 to ROS File</a> on page 21	<input type="checkbox"/>
* <a href="#">Step 4: Print the PRC1 Report</a> on page 24	<input type="checkbox"/>
* <a href="#">Step 5: Print P60s and Other Employee PYE Reports</a> on page 25	<input type="checkbox"/>
<b>Part 4: Start of Tax Year 2012</b>	<b>Done?</b>
<a href="#">Step 1: Create Tax Year 2012</a> on page 27	<input type="checkbox"/>
<a href="#">Step 2: Open Tax Year 2012</a> on page 28	<input type="checkbox"/>
<a href="#">Step 3: Install the Budget 2012 Update</a> on page 29	<input type="checkbox"/>
<a href="#">Step 4: Setting Period 1 of 2012</a>	<input type="checkbox"/>
<a href="#">Step 5: Tax Credit Import (P2C File)</a> on page 30	<input type="checkbox"/>
<a href="#">Step 6: Enable CSO Reporting</a> on page 33	<input type="checkbox"/>
<b>Part 5: Accounting/Financial Year End</b>	<b>Done?</b>
<a href="#">Step 1: Clear Down Voluntary Deductions</a> on page 34 (Optional, depending on when your Financial or Deduction Year ends.)	<input type="checkbox"/>

**\* Steps marked with an asterisk can be deferred, but are subject to the Commissioners' submission deadline of Feb 15th 2012.**

## PYE Part 1: Installing the Payroll Year End 2011 Update

Carry out these steps **IMMEDIATELY**:

- **Step 1:** [Register with the Revenue Online Service \(ROS\)](#)
- **Step 2:** [Take a Full System Backup](#)
- **Step 3:** [Download and Install the PYE Update](#)  
(Do this as soon as the update is available. **You don't need to wait until** the final pay period.)
- **Step 4:** [Validate Your Data](#)

## Step 1: Register with ROS (Revenue Online Service)

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

<http://www.ros.ie>

Later, you'll need to [generate the P35 to ROS file](#). You won't be able to do this unless you are already a ROS customer.

It can take up to a few weeks to complete the registration process, so you should register with ROS as soon as possible.

For more information about registering with ROS, open the help system by selecting the **Tax Year End – FAQs** menu option.

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

## Step 2: Back up your Payroll System

It's very important to back up your payroll system at this stage.

Having a backup means you can recover lost information in the event of a system failure.

Another reason to take backups is that the Revenue Commissioners require employers to retain payroll records for **six full tax years**.

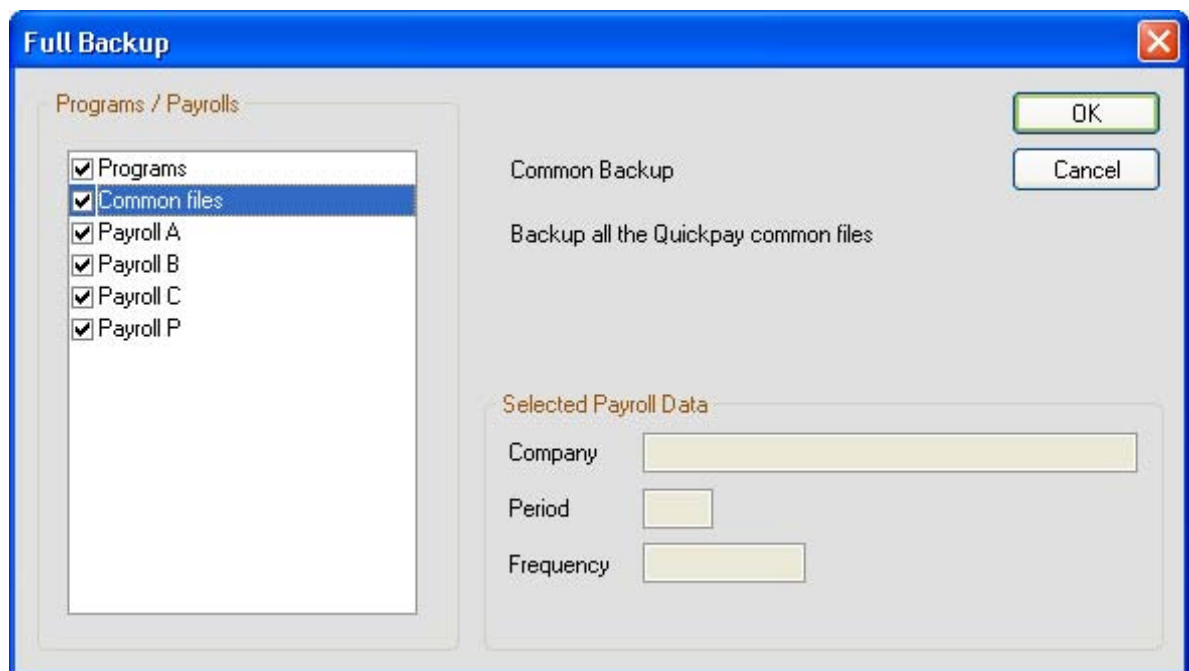
1. Launch Quickpay and log into a payroll.
2. Select the **Miscellaneous - Backup** menu option.
3. Select the **Full System Backup** option.
4. Specify a reliable backup storage location.

The best choice is usually a **network drive or a memory stick**.

Create a separate folder for each backup. Give the folder an informative name, such as **Full Sys Backup 2011**. Avoid overwriting previous backups.

The backup may need 50MB of memory or more.

5. Click **OK**.
6. In the Full Backup window, select the **Program** and **Common Files** checkboxes.
7. Select all valid and active payrolls.



8. Click **OK**.
9. A confirmation message displays. Click **OK** to close this message.
10. Open the backup location, and confirm that three files called **payback** were created. These are your new backup files.

**Note:** The backup files open only within Quickpay. You can't open a backup from the folder in which it is saved.

## Step 3: Download and Install the Payroll Year End Update

**THE 2011 PYE UPDATE IS AVAILABLE AS A DOWNLOAD ONLY.**

**DOWNLOAD AND INSTALL IT AS SOON AS IT IS AVAILABLE. DON'T WAIT UNTIL THE FINAL PAY PERIOD OF 2011.**

**YOU CAN USE:**

- **AUTO-UPDATES (recommended)**

Make sure you have enabled the [Auto Updates feature](#). This ensures that when you log in, you will receive an automatic notification if the Budget Update file is available for installation.

(You can also set this feature so that updates are downloaded and installed automatically.)

- **THE SAGE WEBSITE**

If you want to check for the update manually, go to the web page below and follow the instructions provided there:

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

### Enabling Auto-Updates

First, make sure that the Automatic Software Updates feature is enabled so that **you'll be able to** download and install the PYE 2011 Update as soon as it is available.

1. Select the **Tools – Internet Options** menu option.
2. In the **Software Updates** tab, select one of the **Automatic** checkboxes.
3. Click **OK**.

You have activated the Automatic Software Updates feature.

Install the Budget 2012 Update as soon as it is available.

### Downloading and Installing the PYE Update

**Note 1:** Installing the update does **not** affect your payroll data.

**Note 2:** Installing the update does **not** install Budget 2012 changes. That requires a separate step ([Part 4, Step 4: Budget 2012 Update](#)).

1. Check the version in the top left-hand corner of the window.  
Your current version of Quickpay should be v11.4.  
If you have an earlier version, contact your support provider for instructions on how to upgrade.
2. You may need administrator rights on your computer to install the update.  
If you are unsure about this, contact your IT person.



3. When the Auto-Updates feature notifies you that the PYE 2011 Update is available for download and install, make sure all Sage products are closed, and then click **Yes**.
4. The Welcome screen opens. Click **Next**.
5. Accept the licence agreement by selecting **I Agree**. Then click **Next**.
6. Select the type of installation you require, paying close attention to the onscreen information about these options:
  - **Full**
  - **Client**
7. Click **Next**.
8. Verify the installation location and click **Next**.
9. Click **Next** to confirm that you want to go ahead with the installation.
10. Click **Yes** to add shortcuts to your desktop.
11. When the update process is complete, click **Finish**.

**Note:** You may also be prompted to install the latest Adobe Acrobat Reader (if it is not already installed).
12. Click the Windows **Start** button.
13. Launch Quickpay and log into a payroll.
14. **Quickpay 2011 should now be at Version 11.5.** Check the top left-hand corner of the program window to confirm this.

**Note:** You'll also have a new shortcut to Quickpay 2012, which is version 12.0.
15. The Update Files window opens:
  - a. If you did not 'Back up your Payroll System' before installing the Update, 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 payroll data active.

Repeat steps 13, 14 and 15 above for each of your payrolls.

## Step 4: Validate your Data

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The Data Validator utility helps you to ensure that your data is correct and complete.

You can use the utility at any time during the tax year to check your payroll data for errors.

**It's particularly useful when you are preparing for PYE tasks.**

Carry out the following steps in every payroll you use:

1. Select the **Reports - Validate Payroll Data** menu option.
2. The Data Validator scans the payroll data of the current payroll.

When the scan is complete, a report shows 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.
4. Run the Data Validator again.

When the Data Validator detects no errors, you are ready to move on to the next step.

### Gross Deductions without Pension Links

Any deduction related to a pension or similar scheme must have an appropriate 'Pension Link' attached to it. This is to ensure that your P35 to ROS submission contains the correct pension information.

(For more information, select the **Tax Year End - FAQs** menu option, and open the 'Pensions at Payroll Year End' topics.)

The Data Validator will list any gross deduction that is not associated with a pension link.

If any of these is a pension deduction, contact Support for further advice.

Otherwise, you can ignore the message.

## PYE Part 2: Completing 2011 Payroll Processing

For each payroll, you need to complete 2011 payroll processing. To do this, carry out the following steps:

- Step 1:** [Process the final pay period\(s\)](#)
- Step 2:** [Check the Company/Payroll Details screen](#)
- Step 3:** [Check the employee records](#)
- Step 4:** [Compare the Control Summary and the P30/CC124](#)
- Step 5:** [Print the Tax Deduction Cards](#)

## Step 1: Process the final pay period(s)

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Process the final pay period(s) of 2011 as normal.

### Extra Pay Periods

Normally the last pay period of the year is Week 52, Fortnight 26, etc. But in some years there may be an extra pay period. This depends on the date of the first pay period.

This year there will be an extra pay period for Weekly and Fortnightly payrolls if the company's first pay date was January 1 2011 (a Saturday).

For more information about extra pay periods, select the **Tax Year End – FAQs** menu option. Then open **the 'What is an extra pay period?' help topic.**

### Automatic Recalculation of USC and PRD Amounts

If an employee has been in continuous employment in the 2011 tax year, when the employee reaches 52 insurable weeks, the system automatically recalculates the **employee's** 2011 values for:

- Universal Social Charge (USC)
- Pension-Related Deduction (PRD), if applicable

### If the employee took unpaid leave during 2011...

**Unpaid leave does not affect the employee's continuous employment status.**

So an employee due a recalculation may not reach 52 insurable weeks during the year.

In this case you have to manually mark the employee for a recalculation in the final pay period of the year.

### Refunds Arising from USC and PRD Recalculations

If the employee is entitled to a refund arising from any of these recalculations, it is added to the **employee's final payslip along with** an explanatory note.

For more information, select the **Tax Year End – FAQs** menu option, and then open the **'Levy Recalculations' help topic.**

## Step 2: Check the Company Details

You need to ensure that your Company Details information is correct.

1. Select the **Company/Payroll Setup – Company/Payroll Details** menu option.
2. The Company/Payroll Details window opens. Check that all the information is correct and complete. Important details include:
  - Tax Registration Number
  - Contact Details
  - Tax Year

The screenshot shows a dialog box titled "Company/Payroll Details" with a close button in the top right corner. The dialog has five tabs: "General", "Current Period", "Bank", "BIK", and "CSO". The "General" tab is selected. On the right side of the dialog, there are "Save" and "Cancel" buttons. The form fields are as follows:

- Company Name: Sage (dropdown menu with a "New..." button)
- Address 1: 10 King Road
- Address 2: (empty)
- Address 3: (empty)
- Address 4: (empty)
- Email Address: (empty)
- Contact Name: Tony Hayers
- Job Title: (empty)
- Phone No.: (empty)
- Fax No.: (empty)
- Registration: 1234567T
- GCD Code: (empty)
- PAYE Unit No.: (empty)
- Use Security Slips:
- Tax Year: 2011
- Use Pre 2001 Slips:
- Enable Period Archiving:

At the bottom of the dialog, there is a link: [Tell me more about Company Details - General](#)

### Step 3: Check Employee Records

Now you need to check the records of all employees in each of the payrolls you run.

1. Select the **Processing - Employee Details** menu option.

2. The Employee Details window opens. Check each employee details record, adding any missing information.
  - Ensure that all leavers have a Finish Period **and** a Finish Date.
  - Ensure that information is complete for employees who started during 2011, including name, address and start date.
  - Every employee should have a valid PPS Number.

If the PPS Number is not available, the Date of Birth **and** Address must be specified because when you are creating the P35 ROS file the system needs to be able to match duplicate employee records correctly.

Also, the P35 ROS file will be rejected by the Revenue Commissioners if all employee records do not contain either a PPS Number or a Date of Birth and Address.

## Step 4: Compare Control Summary and P30/CC124

Now you need to compare totals in the Control Summary and P30/CC124 reports.

1. Select the **Reports - Reports and Payslips** menu option.
2. Select **Control Summary**.
3. Click **Print Report**.

The Control Summary prints.

4. Select **P30/CC124**.
5. Click **Print Report**.

The P30/CC124 prints.

6. Compare the information on these reports as follows:

Make sure that the Control Summary values listed below match the corresponding P30/CC124 values.

Control Summary (AUDIT BALANCES)	P30/CC124
C/Fwd Tax This Employment	PAYE (Year)
C/Fwd Total PRSI EE + Total PRSI ER	PRSI (Year)
C/Fwd Total UNIVERSAL SOCIAL CHARGE	USC (Year)

(See the example on the next page.)

**Example**

**Control Summary (Audit Balances section):**

AUDIT BALANCES					
< TITLE >	<TAXABLE PAY>	< TAX>	<PRSI 'EE>	<PRSI 'ER>	
BROUGHT FORWARD	127856.14	52421.02	4871.82	13744.52	
NEW STARTERS					
THIS PERIOD	10009.48	4103.88	378.34	1076.02	
C/FWD PREV EMPLOYMENT					
C/FWD THIS EMPLOYMENT	137865.62	56524.90	5250.16	14820.54	
C/FWD TOTAL	137865.62	56524.90	5250.16	14820.54	

Report printed at 14:55 on 13/10/2011 (C)

Ver : 11.40 Sage Page : 02  
 Date: 01/12/11 CONTROL SUMMARY REPORT Period No: M-12

AUDIT BALANCES			
< TITLE >	<GROSS INCOME>	<UNIVERSAL SOCIAL CHARGE>	
BROUGHT FORWARD	127856.14	8325.25	
NEW STARTERS			
THIS PERIOD	10009.48	643.87	
C/FWD TOTAL	137865.62	8969.12	

**P30/CC124:**

Month	PAYE	USC	Parking Levy	Total PAYE	PRSI	Total PAYE + PRSI
Jan	4333.29	683.04		5016.33	1536.89	6553.22
Feb	4528.85	716.43		5245.28	1607.24	6852.52
Mar	5279.67	844.62		6124.29	1877.35	8001.64
Total	14141.81	2244.09		16385.90	5021.48	21407.38
Apr	5333.55	853.82		6187.37	1896.74	8084.11
May	4508.96	713.03		5221.99	1600.09	6822.08
June	4861.43	773.21		5634.64	1726.89	7361.53
Total	14703.94	2340.06		17044.00	5223.72	22267.72
July	5717.62	919.39		6637.01	2034.91	8671.92
Aug	4808.17	764.12		5572.29	1707.73	7280.02
Sept	3987.69	624.04		4611.73	1412.55	6024.28
Total	14513.48	2307.55		16821.03	5155.19	21976.22
Oct	5384.13	862.45		6246.58	1914.93	8161.51
Nov	3677.66	571.10		4248.76	1301.02	5549.78
Dec	4103.88	643.87		4747.75	1454.36	6202.11
Total	13165.67	2077.42		15243.09	4670.31	19913.40
Year	56524.90	8969.12		65494.02	20070.70	85564.72



## Step 5: Print Tax Deduction Cards

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You need to print tax deduction cards for all employees.

1. Select the **Reports - Reports and Payslips** menu option.
2. Select the **Tax Deduction Card** radio button.
3. Click **Print Report**.
4. The tax deduction cards print out. Confirm that each tax deduction card is complete and correct.

Bear in mind that there may be valid reasons why an entry is missing, such as an employee being on holiday, or an employee not being paid in a particular pay period.

If the Tax Deduction Card is incomplete or incorrect, resolve any outstanding issues before you print P60s or create your P35.

If you need more information about this, contact your support provider.

5. Keep the Tax Deduction Cards in your records.

## PYE Part 3: Payroll Year End Procedures

This part of the PYE process deals with printing 2011 statutory reports for the Revenue Commissioners.

Part 3 involves the following steps, which you carry out in **Quickpay 2011**:

- **Step 1:** [Validate your Data](#)
- **Step 2:** [Back up payroll data](#)
- **Step 3:** \*[Generate the P35 to ROS report](#)
- **Step 4:** \*[Print the PRC1 report](#)
- **Step 5:** \*[Print P60s and other Employee PYE Reports](#)

\* The steps marked with an asterisk can be deferred for now, but must be completed before the Revenue Commissioners' submission deadline of **Feb 15th 2012**.

## Step 1: Validate your Data

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Now is a good time to validate the data in all your payrolls again.

1. Select the **Reports - Validate Payroll Data** menu option.
2. The Data Validator scans the data in the current payroll.
3. When the scan is complete, a report shows detailed information about any errors the Data Validator detected. It also provides information about how to fix the errors.
4. Follow the suggested resolutions to correct the errors.
5. Run the Data Validator again.

When the Data Validator detects no errors, you are ready to move on to the next step.

### Gross Deductions without Pension Links

Any deduction related to a pension or **similar scheme must have an appropriate 'Pension Link'** attached to it. This is to ensure that your P35 to ROS submission contains the correct pension information.

(For more information, select the **Tax Year End - FAQs** menu option, and open the **'Pensions at Payroll Year End'** topics.)

The Data Validator will list any gross deduction that is not associated with a pension link.

If any of these is a pension deduction, contact Support for further advice.

Otherwise, you can ignore the message.

## Step 2: Back Up Payroll Data

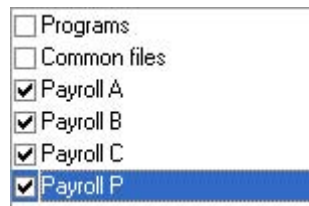
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In [Part 1, Step 2: Taking a Full System Backup](#), you backed up your entire payroll system.

Now you must take another backup.

This protects you against system failure or error, because it means that you can recover your payroll data by restoring a version whose data has been validated and is ready for PYE reports to be printed.

1. Select the **Miscellaneous - Backup** menu option.
2. In the Backup window, the **Payroll Data Only** option is selected by default.  
If you are backing up just one payroll, leave this selected.  
If you want to back up multiple payrolls, select **Full System Backup**.  
(There's no need to back up 'Programs' or 'Common Files' at this stage.)
3. Specify a backup storage location. Use a reliable storage medium for your backup, such as a network location or a memory stick. Create a separate folder for each backup. Give the folder an informative name.
4. Select the payrolls you want to back up.



<input type="checkbox"/>	Programs
<input type="checkbox"/>	Common files
<input checked="" type="checkbox"/>	Payroll A
<input checked="" type="checkbox"/>	Payroll B
<input checked="" type="checkbox"/>	Payroll C
<input checked="" type="checkbox"/>	Payroll P

5. Click **OK**.  
**Note:** If a backup already exists at the specified location, a warning is displayed.
6. Click **OK**.  
You have created the backup.

**Note:** The backup files open only within Quickpay. You can't open a backup from the folder in which it is saved.

### Step 3: Generate the P35 to ROS File

Now that you have used the P35 Plain Report to make sure your payroll data is in order, you are ready to put together the official online P35 return. (There's no need to carry out this step if an accountant is preparing the P35 for the company.)

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

The full set of official Revenue Commissioners P35 documentation is at this location:

<http://www.revenue.ie/en/business/payee/p35-end-year-returns.html>

1. Select the **Tax Year End - Tax Year End Reports** menu option.
2. Select the **via ROS** radio button.
3. Click **Create**.
4. The system will inform you at this stage if there are payroll data discrepancies. **You'll need to deal with these before proceeding.**
5. The Include/Exclude Payrolls window opens.

If you have more than one payroll with the same Tax Registration Number, these are listed. By default, all are included in the report. However, you can deselect any payroll you want to exclude.

For example, if one of your payrolls contains dummy data, you should exclude it.
6. Click **OK**.
7. The Merge Duplicate Employees window opens if the system detects **any 'duplicate' employee records**. The window lists the duplicate records.

For more detailed information about duplicate employee records, open the help system by selecting **Tax Year End - FAQs**. Then read the **'P35 FAQs' topics** in the Payroll Year End Reports section.

Where possible, the system will automatically merge the duplicates when it generates the P35 Return. Select the acknowledgement checkbox, and then click **Merge and Continue**.

(There may be cases in which the **system can't** automatically merge the details. These cases will be highlighted.)
6. The P35 Return Type screen opens. Select one of the following:
  - **Original:** If you have not already submitted your 2011 P35 return.
  - **Amended:** If you have already submitted your 2011 P35 return, but some employee details have subsequently changed.
  - **Supplementary:** If you want to submit an addition to your P35 return, having omitted employee data on the original.
7. If some employees are not required on the P35 return, click **Select Employees** and manually specify the employees to be excluded.
8. If there is an extra pay period in this tax year, select the **Extra Pay Period** checkbox.

This checkbox is available only in weekly, fortnightly and four-weekly payrolls.

For more information about extra pay periods, open the help system by selecting **Tax Year End - FAQs** menu option, and then read the **'Extra Pay Period'** topic.
9. Click **Proceed**.
10. If the system detects any errors at this stage, the ROS P35 Data Evaluation Report opens.

You must resolve any listed errors before you can create the P35 return.
11. When you proceed, the P35 Pension Adjustments window opens.

Totals for company pensions and similar schemes are displayed in this window.

You can adjust the displayed amounts to include non-payroll pension amounts.

Generally, this involves pension and similar amounts paid outside normal payroll processing.

12. Click **Proceed** when you are ready to continue.

For more information about pension adjustments, open the help system by selecting **Tax Year End – FAQs**. The open 'Pensions at Payroll Year End'.

13. The Save As screen opens.

Decide where you want to save the P35 file. The default location is the **2011\ROS\P35** subfolder in your Quickpay installation folder. Specify a different location if you wish.

14. Click **Save**.

15. An acknowledgement window opens. Click **OK**.

16. The Report Preview window opens. This lists information about all the employees in the P35 return. Print this report and keep it in your records.

17. Use the table below to check the totals in the Report Preview against the corresponding Control Summary totals.

Control Summary (AUDIT BALANCES)	P35 Report Preview (Summary Section)
C/Fwd Gross Pay (This Employment)	Total Pay
C/Fwd Tax Paid (This Employment)	Total Tax
C/Fwd PRSI E'e and C/Fwd PRSI E'r	Total PRSI
C/Fwd Total UNIVERSAL SOCIAL CHARGE	Total USC

**Note:** The Control Summary covers the payroll you are logged into only. So if the P35 covers more than one payroll, compare each Report Preview total to the **sum** of the corresponding Control Summary totals.

18. Follow the instructions at <http://www.ros.ie> to submit your P35 to ROS file to the Revenue Commissioners.

**Note:** The file you need to submit has the extension **.P35**. Another file with a **.MON** extension is also created. Do not submit this file.

For more information about the P35 to ROS submission, open the help system by selecting **Tax Year End – FAQs** and read the 'P35 FAQs' topic in the Payroll Year End Reports section.

**Example**

**Control Summary (Audit Balances section):**

AUDIT BALANCES				
< TITLE >	<TAXABLE PAY>	< TAX>	<PRSI 'EE>	<PRSI 'ER>
BROUGHT FORWARD	127856.14	52421.02	4871.82	13744.52
NEW STARTERS				
THIS PERIOD	10009.48	4103.88	378.34	1076.02
C/FWD PREV EMPLOYMENT				
C/FWD THIS EMPLOYMENT	137865.62	56524.90	5250.16	14820.54
C/FWD TOTAL	137865.62	56524.90	5250.16	14820.54

Report printed at 15:19 on 13/10/2011 (C)

Ver : 11.40  
 Date: 01/12/11  
 Sage  
 CONTROL SUMMARY REPORT  
 Page : 02  
 Period No: M-12

AUDIT BALANCES		
< TITLE >	<GROSS INCOME>	<UNIVERSAL SOCIAL CHARGE>
BROUGHT FORWARD	127856.14	8325.25
NEW STARTERS		
THIS PERIOD	10009.48	643.87
C/FWD TOTAL	137865.62	8969.12

**P35 Report Preview (Summary section):**

SUMMARY

Total Pay	137865.62
Total Tax	56524.90
Total PRSI	20070.70
Total Employee PRSI	5250.16
Total USC	8969.12
Total Taxable Benefits	0.00
-----Pension Balances-----	
Tot Employee Pens. Amt.	0.00
Tot Employer Pens. Amt.	0.00
No. Employees Pens.	0
No. Employer Pens.	0
-----PRSA Balances-----	
Tot Employee PRSA Amt.	0.00
Tot Employer PRSA Amt.	0.00
No. Employees PRSA	0
No. Employer PRSA	0
-----RAC Balances-----	
Tot Employee RAC Amt.	0.00
No. Employees RAC	0
-----Parking Levy-----	
Total Parking Levy Employees	0
Total Parking Levy	0.00

## Step 4: Print the PRC1 Report

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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.
3. Click **Print**.

**Note:** If a message tells you there's no information to print in the PRC1 report, you can skip ahead to the next step in the Payroll Year End process.

4. Post the printed report to the following address:

PO Box 354  
Sarsfield House  
Francis Street  
Limerick

(At present, **you can't submit** the PRC1 online.)

For more information about the PRC1, open the help system by selecting **Tax Year End – FAQs**. Then read the 'PRC1 Report' help topic.



## Step 5: Print P60s and Other Employee PYE Reports

You must print the following reports for each employee who is still in your employment at the end of 2011:

- P60
- PRD 60 (If employees in the payroll are subject to the Pension-Related Deduction.)

1. Select **Tax Year End - Tax Year End Reports**.
2. The Tax Year End Reports window opens. Select a report option in the Employee Certificates section.

You can produce P60s in either English or Irish.

If the application detects any errors in your payroll data, they will be listed onscreen when you try to create the P60. You must correct all errors before you can create the report.

For more information, open the help system by selecting **Tax Year End – FAQs**, and then read about P60s in the Tax Year End Reports section.

3. Click **Print**. (You can also **Preview** a report.)

The reports are printed. One copy is printed per employee.

### PRD35 Report

The Pension-Related Deduction (PRD), also known as the Pension Levy, is a gross deduction for certain public sector organisations.

You must generate a PRD35 report for the whole payroll, if employees in the payroll are subject to the Pension Levy.

1. Select **Tax Year End - Tax Year End Reports**.
2. The Tax Year End Reports window opens. Select **PRD 35**.
3. Click **Print**.

The PRD 35 report is generated for this payroll. Submit this to the Accounting Office of the parent Department.

**Note:** Quickpay will generate the PRD35 and PRD60 reports for you automatically, but if for any reason you need to obtain a blank copy of one of these forms, go to <http://www.finance.gov.ie/viewdoc.asp?DocID=6048>.

## PYE Part 4: Tax Year 2012

Part 4 of the Payroll Year End process involves getting Tax Year 2012 ready for payroll processing.

- o **Step 1:** [Create Tax Year 2012](#)
- o **Step 2:** [Open Tax Year 2012](#)
- o **Step 3:** [Budget 2012 Update](#)
- o **Step 4:** [Setting Period 1 of 2012](#)
- o **Step 5:** [Tax Credit Import](#)
- o **Step 6:** [Enable CSO Reporting \(Optional\)](#)

## Step 1: Creating Tax Year 2012

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**CARRY OUT THIS STEP FOR ALL YOUR PAYROLLS**

1. Open **Quickpay 2011**.
2. Log into a payroll as normal.
3. To create Tax Year 2012, select the **Tax Year End - Set up 2012 Tax Year** menu option.  
This transfers the required employees into the new year. (*Leavers from 2011 are not transferred.*)
4. Follow the onscreen instructions.
5. Tax Year 2012 is now initialised. Employee cumulative values for tax year 2011 are cleared.  
You are still in the 2011 tax year. You can continue to work in 2011 if necessary.

## Step 2: Opening Tax Year 2012

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1. Launch Quickpay 2012.

You can do this by double-clicking the **Quickpay 2012** desktop shortcut.

Or you can select **Programs - Quickpay - 2012 - Quickpay** in your Windows **Start** menu.

2. Log into a payroll in the normal way.

You are now working in the 2012 tax year.

However, as yet Budget 2012 updates are not included in your payroll system.

**You'll install the Budget 2012 Update later, when it becomes available for download.**

The **payroll's** status is currently blank. This is because you have not set Period 1 of 2012.

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**Note:** Quickpay 2012 should have the version number 12.0 in the top left-hand corner of the window.

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Carry out the remaining Part 4 steps in Quickpay 2012.

## Step 3:7 Budget 2012 Update

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**COMPLETE THIS STEP BEFORE YOU PROCESS ANY PAY IN 2012.**

Install the Budget 2012 Update as soon as it is available.

Your payroll system won't include Budget 2012 changes to statutory deductions until you do this.

You will receive a News Feed message in your payroll software as soon as the Budget 2012 Update is ready for download.

And make sure you have activated the [Auto-Update feature](#). This ensures that when you log in, you will receive an automatic notification if the Budget Update file is available for installation.

(You can also set this feature so that updates are downloaded and installed automatically.)

If you want to check for the update manually, go to the following web page and follow the instructions provided there:

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

A successful update will change the version to **Quickpay v12.1** in the top left-hand corner of the window.

## Step 4: Setting Period 1 of 2012

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**Remember:** Don't set Period 1 until the Budget 2012 update file has been installed.

1. Before you set the first period of 2012, make sure Auto Timesheets is switched off. (Open the Company/Payroll Details window's **Current Period** tab, and deselect the **Auto Calculation** checkbox.)
2. Click the **Set Period** button in the desktop process map to set Period 1 of 2012. The system will check whether you have installed the Budget 2012 update.
3. Check all payroll calculations in Period 1 of 2012 to ensure that the necessary updates have been installed correctly.

(You may have processed Period 1 of 2012 for some employees before they left in December for the Christmas break.)

### **Changing the pay frequency**

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

## Step 5: Tax Credit Import (P2C File)

If you are registered with ROS, you can obtain your 2012 Tax Credit File (also known as the 'P2C file') at the Revenue Commissioners' web site:

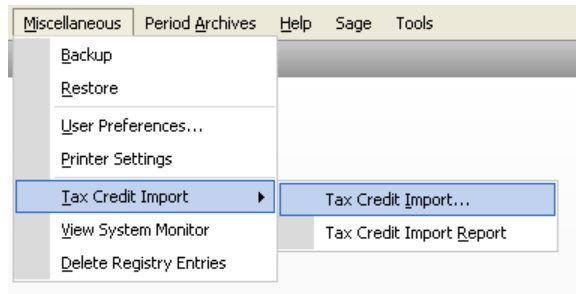
<http://www.ros.ie>

This contains the information you need for each of your employees about 2012 tax credits and the Standard Rate Cut-Off Point. **It also includes each employee's USC status and USC rate cut-offs.**

**It's best** to do the Tax Credit Import when Quickpay's status is **Start of Period**, with no timesheets saved.

If the file **isn't** available at the beginning of Tax Year 2012, **don't worry**. Simply continue to process payroll as normal until the 2012 file is available.

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



2. The Tax Credit Import window opens.

Specify the location on your PC where you saved the Tax Credit Import (P2C) file you downloaded from the Revenue Commissioners web site.

The default location is the Quickpay folder, but you can browse to a different location if necessary.

3. Make sure that you have located the correct file by checking the following:
  - The P2C file's name should match the company's Tax Registration Number.
  - The P2C file's tax year should match that of the payroll.
4. Make sure that the pay frequency of the payroll matches that of the P2C file.
5. Click **Next** to proceed.
6. The Select Tax Credit Record window opens. This lists all the tax credit records in the P2C file.

Records that seem to have discrepancies are displayed in red. Some of the more common discrepancies are as follows:

- The inclusion of employees who have left your payroll.
- The inclusion of employees who have not yet been added to your payroll.
- When the employee's Previous Employment Gross Pay amount exceeds the corresponding value in the Tax Credit Import file.

- When the employee's Previous Employment Tax Paid value exceeds 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.

So investigate the cause of each discrepancy, and consult with the Revenue Commissioners to clarify any relevant issues.

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

If you carry out this step before setting period 1 of 2012, you may see a window that gives you the option of cancelling the import.

You can ignore this warning and continue.

9. You can also generate a more detailed report by clicking the **Print Tax Credit Import Report** button.

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

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

### Manual Tax Credit Update

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.

1. Select the **Processing - Employee Details** menu option, and then open the relevant employee record.
2. Open the **Details 1** tab, and then enter the **period** Tax Credit value and **period** Std Cut-Off value (Standard Rate Cut-Off). If these fields are greyed out, a timesheet has been saved for the employee in this period. You can either:
  - Delete the timesheet, enter the new tax credit and standard rate cut-off details, and then re-save the timesheet.
  - Enter the new tax credit and standard rate cut-off details after the next period is set.
3. Ensure that the correct Tax/USC Status is specified for the employee. The Tax Status is specified by the Revenue Commissioners.
4. Click **Save** when you have updated the employee's information.



## Step 6: 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.

**CARRY OUT THIS STEP ONLY IF THE COMPANY HAS BEEN SELECTED BY THE CSO.**

### **EHECS Report**

The EHECS (Earnings, Hours and Employment Cost Survey) must be returned quarterly by 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 enterprises with 250 or more employees, and by a rotating sample of enterprises with 3 to 249 employees.

The following process must be carried out for each payroll in your company.

1. Select the **Company/Payroll Setup – Company/Payroll 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**.

### **Payments, allowances and employee data**

Make sure that all payments, allowances and employee data are set up correctly for CSO Reporting.

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

You can find additional information about this in the help system by selecting the **Help - Help Topics** menu option. Search for the 'CSO Reporting' help topic.

## PYE Part 5: Accounting/Financial Year End

This involves an **optional** Accounting/Financial Year End task. It can be carried out whenever is appropriate for your company's payrolls (Financial Year End or Deduction Year End).

### Step 1: Voluntary Deductions Cleardown

This step involves clearing down deductions with incrementing or reducing balances **in Quickpay 2012**.

If you carry out the step right now, it will clear down from the system (set to zero) the specified deduction balances before you process Period 1 of 2012, so that these balances are not carried forward into the new year.

So make sure this is the correct time of the year to do this in your company.

1. Select the **Company/Payroll Setup - Payments/Deductions** menu option.
2. Click **Clear Balances**.
3. The Clear Balances window opens. This contains a list of all the voluntary deductions that are set up in this payroll.

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"/>

4. Select the values you wish to clear for each deduction:
  - **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)
5. Click **OK**.

If you need more information about this step, see the 'Clearing Deduction Balances at Financial Year End' help topic.

**THIS COMPLETES THE  
2011 PAYROLL YEAR END PROCESS.**

**For further information, visit our web site:**

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