



# **Year-end Guide**

## **IRIS Payroll Basics**

April 2019



## Dear Customer

Welcome to your guide to completing payroll year-end procedures for 2019/2020.

The guide contains:

- **Year-end preparation** – what you need to do before starting year-end procedures
- **Year-end help** - step by step instructions for completing and submitting your final **Full Payment Submission/Employer Payment Summary** for the Tax Year and moving your company into the new tax year

If you have any questions about this guide or about the IRIS Payroll Basics software, there are several sources of information:

- FAQ section on our website contains answers to many common questions, and is updated often so check it regularly. Click **here** and look for the relevant topic
- online Help contains comprehensive information about the software – to open the Help window you can either click Help at the top of the screen then select IRIS Payroll Basics Help or you can press the F1 key on your keyboard

HMRC's Gateway is ready now for your submissions - you do not need to wait until the 6 April to file your Final FPS/EPS.

**Remember to install version 1.32.43 of IRIS Payroll Basics first.**

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## Year-end preparation

Before you start your year-end procedures, there are some important checks to make:

### Order Year-end forms

Have you got enough year-end forms? You need to print P60s for all your current employees; you do not need forms for employees who have left.

IRIS has produced a variety of forms specifically designed for your software. Please contact us for details on 0344 815 5766 or go to [www.iris.co.uk/stationery](http://www.iris.co.uk/stationery) to order your stationery online. You can also email us at [stationery@iris.co.uk](mailto:stationery@iris.co.uk).

For IRIS stationery:

- Go to **Reports | Print Year-end Forms**, then select **P60 IRIS Laser Single Sheet**

Alternatively, print the P60s onto plain A4 paper using the **Plain Paper Laser P60** report:

- Go to **Reports | Print Year-end Forms** and select **Plain Paper Laser P60**

You can also order P60 forms from HMRC - order **P60 Single Sheet forms for 2018/2019**. For HMRC stationery:

- Go to **Reports | Print Year-end Forms** and select **P60 HMRC Laser Single Sheet**

Forms must be **PORTRAIT LASER** style. Remember to order well in advance

### Download and install the year-end update

The version number in the title bar along the top of the screen should read **1.32.43**

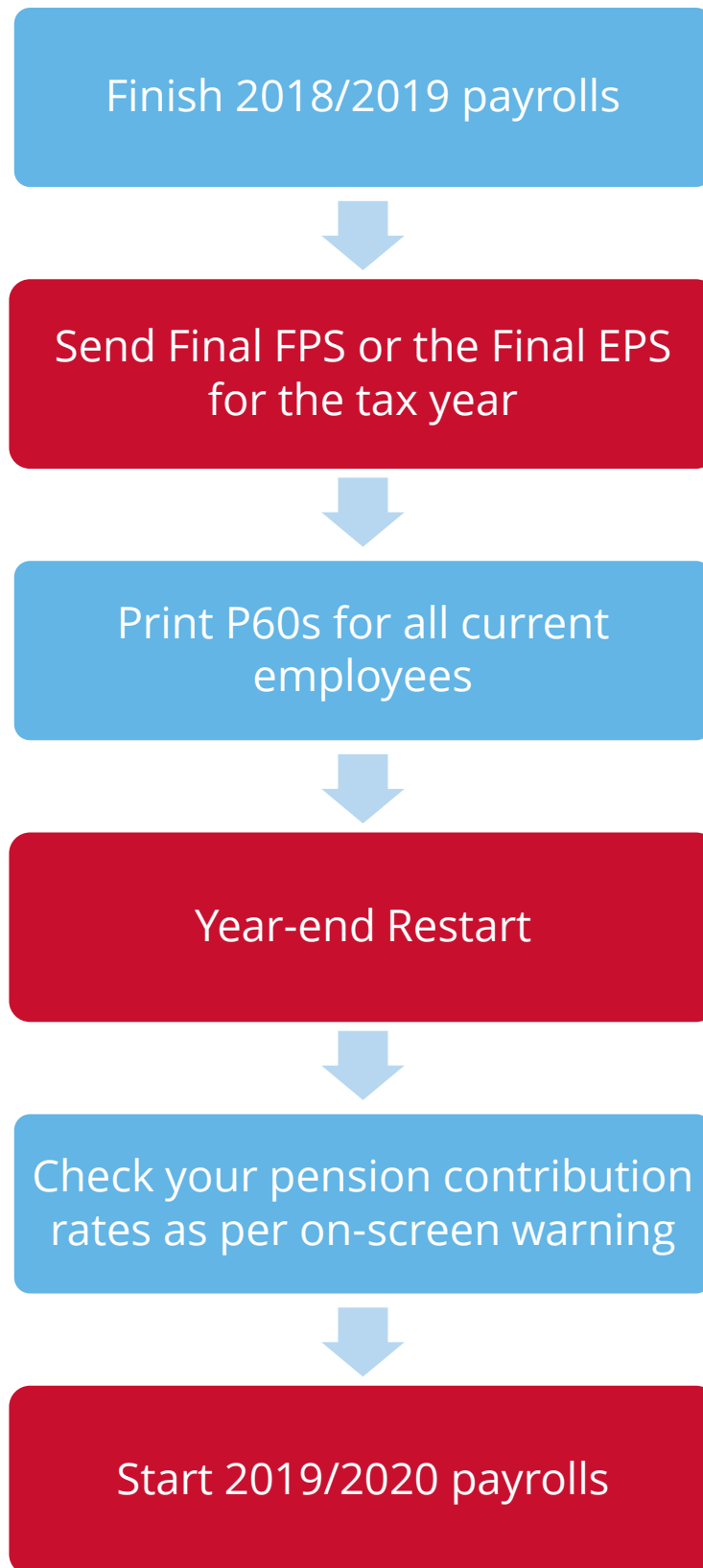
### Read the Year-end Guide

Familiarise yourself with the year-end process before you start.

### Be ready to back up your data

Make sure you know your back up procedure.

## Year-end overview



## Checklist – Complete year end and start 2019/2020 tax year

Use this checklist if you plan to send your final RTI submissions before you start running payrolls in the 2019/2020 tax year.

<b>Company name:</b>	
<b>Company number:</b>	
<b>Completed by:</b>	
<b>Date:</b>	

Before you start, make sure you download and install version 1.32.43 of IRIS Payroll Basics

- Step 1** Do payrolls up to the end of 2018/2019
- Step 2** Issue any outstanding P45s for 2018/2019
- Step 3** Check year-to-date NI for Directors if you started using IRIS Payroll Basics part way through the tax year
- Step 4** Back up your 2018/2019 data. Use the space below to keep a record of where you saved it and when you did this: 
  - Back up details**
  - Location/filename \_\_\_\_\_
  - Date/Time \_\_\_\_\_
- Step 5** Submit your **Full Payment Submission** 
  - If an **Employer Payment Summary** is NOT required for March, tick **Final Submission for Year**
- Step 6** Submit your **Final Employer Payment Summary for Year**, if required, to HMRC
- Step 7** Print **P60** forms and give to your employees by 31 May 2019
- Step 8** From the **Year-end** menu run the **Year-end Restart** 
  - Check your pension contribution rates as per on-screen warning**
- Step 9** If your company newly qualifies as a small employer, tick the **Small Employer Relief** box

Make sure you know about changes to the software and payroll legislation – click on **Help** and select **Update Notes**.

## Final Submission of the tax year

Before you start, make sure you install version **1.32.43** of IRIS Payroll Basics

### Step 1

Complete payroll runs up to the end of the 2018/2019 tax year.

### Step 2

#### Do I need to run a week 53/54/56?

- Weekly payroll with a pay date of 5<sup>th</sup> April should be week 53
- 2-weekly payroll with a pay date of 5<sup>th</sup> April should be week 54
- 4-weekly payroll with a pay date of 5<sup>th</sup> April should be week 56

For week 53, 54 and 56 payrolls IRIS Payroll Basics will automatically apply the week 1 tax basis as outlined by HMRC. You do **NOT** have to make any changes.

Issue any P45s for employees you do not intend to pay in the 2019/2020 tax year.

### Step 3

If you started using IRIS Payroll Basics part way through the 2018/2019 tax year AND imported your data from another payroll system, check year-to-date NI calculations for any Directors.

Follow the procedures in HMRC leaflet **CA44 National Insurance for company directors** or use the Director's National Insurance contributions calculator listed on their website [here](#).

### Step 4

Back up 2018/2019 data. From the **File** menu select **Backup & Restore** or follow your standard back up routine.

### Step 5

If no EPS needs to be sent for March - send final FPS for the tax year

If you need to send an EPS for March to indicate adjustments due to Statutory Payments reclaimed/recovered, no employees have been paid, or App Levy has been paid in the year, go to **Step 6**

1. Go to **Online Services | Send Full Payment Submission**, tick **Final Submission for Year** from the FPS Selection screen and click **Next**
2. Check the figures on the **Full Payment Submission – Final Confirmation** screen. Click **Print Summary** and/or **Print Details** to print a copy for your records
3. Click **Send** to submit the **Full Payment Submission**. Go to **Step 7**

## Step 6

### Send FPS followed by a final EPS for the tax year

Follow this step if you need to send a **Final Employer Payment Summary for year** to indicate adjustments to Statutory Payments reclaimed/recovered in the final pay period, or no employees have been paid this month, or if **Apprenticeship Levy** is or has ever been due during the tax year:

1. Following your usual procedures, send an FPS for your final pay period without ticking **Final Submission for year**
2. Go to **Online Services | Send Employer Payment Summary**, tick **Final Employer Payment Summary for year** then click **Next**
3. Check the figures on the **Employer Payment Summary Values** screen and amend them if necessary.
  - For example, you may pay some employees via IRIS Payroll Basics and some via another payroll system, and the company has the same PAYE tax reference in each, in which case the EPS values must be combined before submitting
4. Click **Next**
5. Check the values on the **Employer Payment Summary – Year to Date Values** section and click **Print** if you require an **EPS Confirmation** report
6. Click **Send** to submit to HMRC

## Step 7

### Print P60 year-end forms

Make sure your printer is loaded with forms designed for the **current tax year**, and then from the **Year-end** menu select **Print Year-end Forms**.

P60s are given to each employee who was working for you on the last day of the tax year (5 April). Employees should receive them before 31 May 2018

If you experience difficulties aligning your forms, try using the HP LaserJet 2100 printer driver with your printer. You can install it from your Windows CD. You could also adjust the report margins using the **Margins** button on the **Print Report** screen. Remember to set these back to their original values when you have finished printing the P60s.



### If you need to start running payrolls before printing P60s:

- If you need to start running payrolls in the new tax year, before printing P60s, perform the **Year-end Restart** and then run payrolls in the new tax year as normal
- When you perform the **Year-end Restart** the company is copied automatically

### When you are ready to print your P60s:

- From the **Year-end** menu, select **Use Last Year's Company Data**. This restores the data to what it was before the **Year-end Restart**

A confirmation message is displayed. When the previous year's data is in use, the tax year is displayed in the title bar after the company name. Print P60s as described in the **Final Submission of the tax year** section of this guide

- Once finished, return to your current data by again selecting **Use Last Year's Company Data** from the **Year-end** menu. **Do not** perform a second **Year-end Restart** when you are using last year's data
- The Last Year copy is **NOT** a suitable substitute for your end of year back up. When IRIS Payroll Basics makes the automatic copy during the **Year-end Restart**, data already stored in the **Last Year** folder for the current company is overwritten. This happens every time a **Year-end Restart** is done for that company; consequently, only the previous tax year's copy will ever be available

## Step 8

### Year-end Restart

1. Go to **Year-end | Year-end Restart**. The **Year-end Restart** clears all to-date information for the 2018/2019 tax year
2. Select **Yes** to start
3. Check your pension contribution rates as per on-screen warning
4. Click **OK** on the next screen to confirm the new tax year is 2019/2020. Employee tax codes will also be updated automatically

5. If the company qualified for **Small Employer's Relief** in 2018/2019, you are asked if you need to un-tick the **Small Employer's Relief** box for the new tax year. If you respond **Yes**, IRIS Payroll Basics will automatically remove the tick for you
6. Click **OK** to complete the process

## Step 9

If your company NEWLY qualifies as a small employer for the 2019/2020 tax year, you need to click on the **Company** menu, click **Company Details** select the **Tax** tab and tick the **Small Employer Relief** box.

The definition of a small employer for tax year 2019/2020 is one who paid, or was liable to pay, total gross employees' plus employer's Class 1 National Insurance contributions of £45,000 or less during the 2018/2019 tax year. Companies who qualify for small employer relief can claim extra compensation for SMP, SPP, ShPP and SAP payments.

## Step 10

Make sure you are aware of changes to the software by reading **Help | Update Notes**

## Software and services available:

### IRIS Payroll Business

IRIS Payroll Business is the ideal payroll software if you require more than 10 employees or are looking for additional features and payroll support to make running your payroll quicker and easier.

### KashFlow Payroll

If you need to access your payroll on the go from different devices, KashFlow Payroll is the ideal solution. It is straightforward online payroll software, created specifically for small businesses.

### KashFlow Bookkeeping

KashFlow bookkeeping makes managing your business accounts easy with invoice templates, credit control features and Automatic Bank Feeds to directly import your bank transactions.

### IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero.

### IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

## Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

## Contact Sales (including stationery)

Telephone	Email
0344 815 5700	<a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a>