



Micropay Professional  
Payroll Year End 2009  
User Guide

**This guide is designed to help you to complete the Sage Micropay Professional Payroll Year End 2009 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 2009 Checklist

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

Stage 1: Running the Payroll Year End 2009 Update	Done?
Step 1: <a href="#">Register with ROS (Revenue Online Service)</a> on page 5	<input type="checkbox"/>
Step 2: <a href="#">Take a Full System Backup</a> on page 6	<input type="checkbox"/>
Step 3: <a href="#">Run the Payroll Year End 2009 Update</a> on page 8	<input type="checkbox"/>
Stage 2: Completing 2009 Processing	
Step 1: <a href="#">Process the final pay period(s) of 2009</a> on page 11	<input type="checkbox"/>
Step 2: <a href="#">Update Employee Records</a> on page 12	<input type="checkbox"/>
Step 3: <a href="#">Check the Company Details Window</a> on page 13	<input type="checkbox"/>
Step 4: <a href="#">Compare Control Summary and P30/CC124</a> on page 14	<input type="checkbox"/>
Step 5: <a href="#">Generate Earnings, Tax &amp; PRSI report for each employee</a> on page 16	<input type="checkbox"/>
Stage 3: Payroll Year End Procedures	
*Step 1: <a href="#">Ensure that pensions are set up correctly</a> on page 18	<input type="checkbox"/>
*Step 2: <a href="#">Print P35 Plain Report</a> on page 18	<input type="checkbox"/>
*Step 3: <a href="#">Generate the P35 to ROS File</a> on page 21	<input type="checkbox"/>
*Step 4: <a href="#">Print the PRC1 Report</a> on page 23	<input type="checkbox"/>
*Step 5: <a href="#">Print P60s and Other Year End Certs</a> on page 24	<input type="checkbox"/>
Stage 4: Start of Tax Year 2010	
Step 1: <a href="#">Create Tax Year 2010</a> on page 26	<input type="checkbox"/>
Step 2: <a href="#">Open Tax Year 2010</a> on page 26	<input type="checkbox"/>
Step 3: <a href="#">Set up a New Payroll Calendar</a> on page 27	<input type="checkbox"/>
*Step 4: <a href="#">Tax Credit Import</a> on page 28	<input type="checkbox"/>
Step 5: <a href="#">Budget Updates</a> on page 28	<input type="checkbox"/>
Step 6: <a href="#">Enabling CSO Reporting</a> on page 29	<input type="checkbox"/>
Step 7: <a href="#">Construction Workers Pensions</a> on page 29	<input type="checkbox"/>
Stage 5: Accounting/Financial Year End (Optional, depending on when your Financial or Deduction Year ends.)	
Step 1: <a href="#">Clear Cost Analysis</a> on page 31	<input type="checkbox"/>
Step 2: <a href="#">Clear Payments</a> on page 31	<input type="checkbox"/>
Step 3: <a href="#">Clear Deductions</a> on page 31	<input type="checkbox"/>
Step 4: <a href="#">Roll Forward Holiday and Absence Year</a> on page 31	<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 2010.**

## Stage 1: Updating for Payroll Year End

**Carry out the steps in Stage 1 of the Payroll Year End 2009 process IMMEDIATELY.**

Stage 1 involves the following steps:

- [Step 1: Register with ROS \(Revenue Online Service\)](#)
- [Step 2: Take a Full System Backup](#)
- [Step 3: Install the Payroll Year End 2009 Update](#)

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

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

<http://www.ros.ie>

This enables you to carry out the [Submit P35 to ROS](#) step, which occurs later in the Year End process.

Because it can take up to a few weeks to complete the ROS registration process, you should register well in advance of generating statutory Payroll Year End reports.

The ROS Technical Helpdesk phone number is 1890 201106.

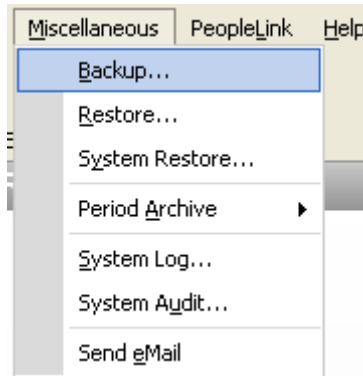
For more information, open the Micropay Professional help file by selecting the **Year End - Tax - FAQs** menu option.

Then, in the help window, open the 'How do I prepare a P35 to ROS submission?' help topic.

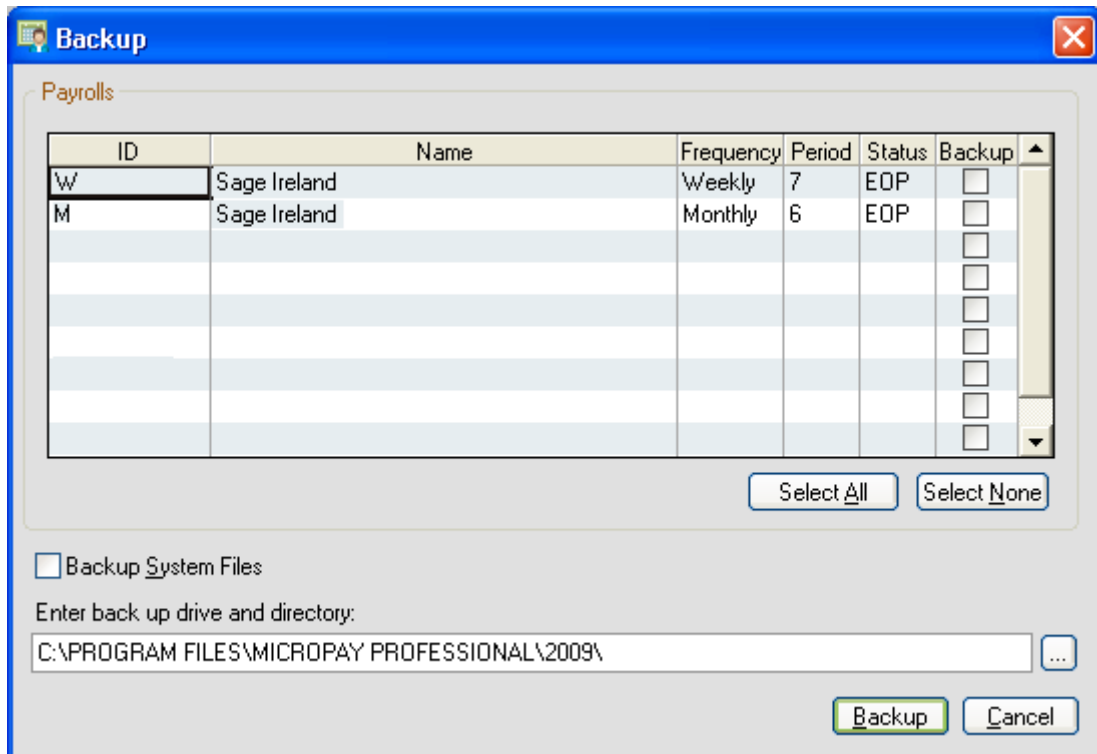
## Step 2: Take a Full System Backup

Before installing the Payroll Year End 2009 Update, you must take a backup of the system files and payroll data. This helps you to minimise the possibility of ever having to re-create information manually. **The Revenue Commissioners require that you retain the system backup for six full tax years.**

1. Launch Micropay Professional, logging in as the system administrator (with the user name ADMIN).  
The default password for ADMIN is PASS, but this may be different on your system.
2. Select the **Miscellaneous - Backup** menu option.



3. Click the **Select All** button, and select the **Backup System Files** checkbox.



4. Ensure that the 'Enter backup drive...' field specifies the correct storage location for the backup file. It's a good idea to create a folder especially for backups. The easiest way to do this is to create a new folder for the backup. Sage recommends that you name this folder *FULL SYS BACKUP 2009*.

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 **Backup** to proceed.
6. If there is an existing backup at the location you have specified, you will be alerted that this will be overwritten with the new backup.  
  
Click **Back up to this folder** to overwrite the existing backup. Otherwise, click **Choose another folder** to go back and specify a different location.
7. The backup is created at the specified location. Click **OK** in the confirmation dialogue box. The backup process is now complete.

### Step 3: Install the Payroll Year End 2009 Update

**IMPORTANT: CARRY OUT THIS STEP  
BEFORE PROCESSING THE LAST PAY PERIOD OF 2009**

To install the Payroll Year End 2009 Update, you should be using Micropay Professional 2009 v9.5 or later. If you are using an earlier version, you should contact your support provider as soon as possible. To check your version, select the **Help – About Micropay Professional** menu option.

Please note that the update will not be available through the **Help – Check for Updates** menu option. You can install it using the Payroll Year End 2009 CD. If you have not received your CD, please call **1890 88 20 60**.

Alternatively, download it from <http://www.sage.ie/pye>. (You'll need your customer account login credentials.)

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.

1. Close Micropay Professional and any other Sage products, and insert the Payroll Year End 2009 CD into the CD-ROM Drive. The Product Select screen should display automatically.

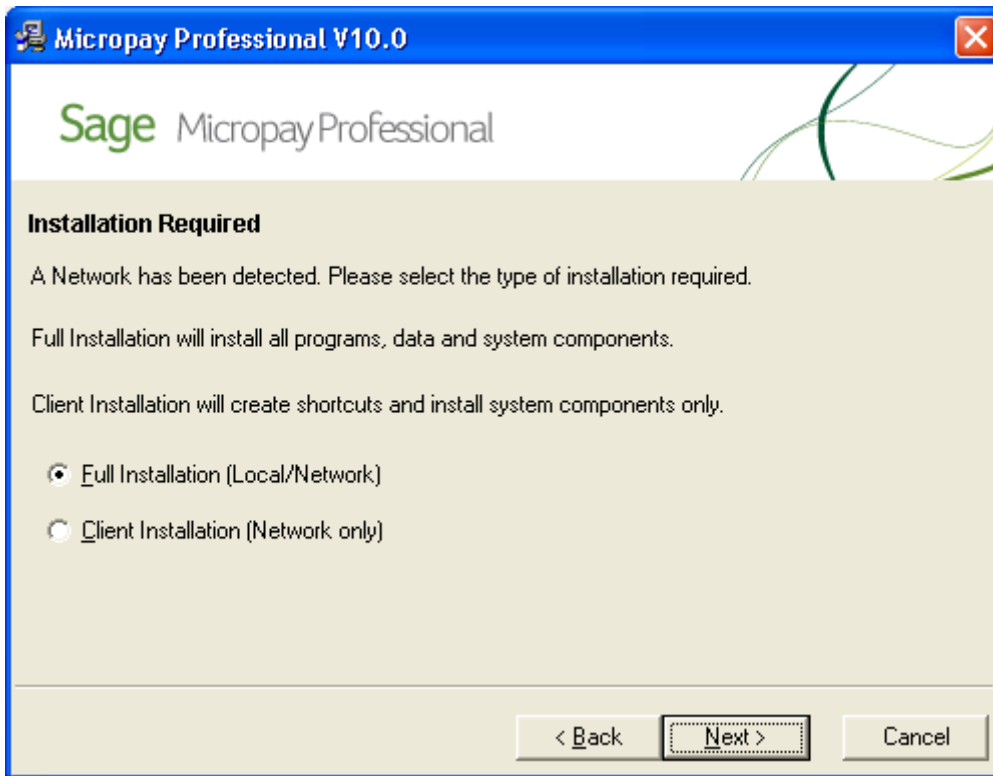
If the screen does not display automatically:

- (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\_2009.exe** icon.



2. Select **Micropay Prof.**
3. The Micropay Professional Options screen is displayed. Select **Install PYE 2009 Update**.
4. Click **Next** on the Welcome screen.
5. Accept the licence agreement.
6. Specify whether you want to carry out a full installation or a client installation. If your Micropay Professional installation operates in a client/server arrangement, select **Full Installation** on the server and **Client Installation** on each client computer.
  - A **full installation** adds all Micropay Professional programs, data and system components to your computer, so that it can run completely independently on it.
  - A **client installation** installs system components and shortcuts on your computer. This occupies less memory on your computer, but it also means that running Micropay Professional your computer requires a network connection to a computer with a full Micropay Professional installation.





7. Change the default update installation location if necessary. This location is typically C:\Program Files\Micropay Professional, but if you previously installed the application to a different location, the installer defaults to that location. To change the destination path, click **Browse**, and then click **Next** when you have entered the correct path details.

For information about network installations and setting up users, see the topics in the 'Getting Micropay Professional Up and Running' chapter of the main Micropay Professional User Guide.

8. Specify whether you want desktop shortcut icons to be created on your computer. It is strongly recommended that you select **Yes**.
9. Click **Next**.
10. When the update process is complete, click **Finish**.
11. You are prompted to install the latest Adobe Acrobat Reader (if it is not already installed).
12. Launch Micropay Professional's 2009 tax year by either:
  - double-clicking the **Micropay Professional 2009** desktop shortcut icon
  - clicking the Windows **Start** button and selecting **Programs - Micropay Professional - 2009 - Micropay Professional**
13. Log into each of your payrolls in turn. Your payroll data will automatically be converted so that it works in the new version of the application.
14. The version number displayed for Micropay Professional 2009 should now be Version v9.9. Check the top left-hand corner of the program window to confirm this.

If you are a Windows Vista or Windows 7 user, you need to ensure that your new desktop shortcuts have the right settings. For details, see [Appendix 1](#).

**Click the 'Read News Feeds' button  
in the task bar to sign up for live update alerts  
and other important information.**



## Stage 2: Completing 2009 Processing

Now you need to finish processing payroll in the 2009 tax year and carry out a number of related tasks:

- [Step 1: Process the final pay period\(s\)](#)
- [Step 2: Update Employee Records](#)
- [Step 3: Check the Company Details Window](#)
- [Step 4: Compare Control Summary and P30/CC124](#)
- [Step 5: Generate Earnings, Tax & PRSI report for each employee](#)

### **Important**

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Later in the Payroll Year End 2009 process, you'll install the [Budget 2010 Update](#).

In the meantime, make sure that [Auto Updates](#) is switched on so that you will receive any interim updates of this software that may be released.

## Step 1: Process the final pay period(s) of 2009

Process the last pay period(s) of 2009 for your company payrolls in the usual way.

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

For more information about extra pay periods, select the **Year End - Tax - FAQs** menu option. Then open to the 'Extra Pay Period' help topic.

### **Automatic Verification of Health Levy, Income Levy and PRD amounts**

When an employee reaches 52 insurable weeks in the 2009 tax year, the system automatically recalculates the employee's Health Levy, Income Levy and Pension-Related Deduction (commonly known as the 'Pension Levy') amounts for the year.

If the employee is entitled to a refund arising from any of these recalculations, the refund amount will be incorporated into the employee's final payslip, and an explanatory note will be included in the payslip.

For more detailed information about the recalculations, select the **Year End - Tax - FAQs** menu option, and then open the 'Why have the Health Levy, Income Levy and PRD been recalculated?' help topic.

## Step 2: Update Employee Records

Ensure that information for employees who started during 2009 is complete.

1. Select the **Processing - Employee Details** menu option.
2. Check the tabs in each employee details record.

### PPS Number

Every employee record should have a valid PPS Number. In the absence of this, 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.

Also, the P35 ROS file will not be considered valid by the Revenue Commissioners unless employee records contain either a PPS Number or a Date of Birth and Address.

### Finish Period/Date

Every leaver should have a Finish Period **and** a Finish Date.

### Step 3: Check the Company Details Window

1. Select the **Company/Payroll – Company/Payroll Details** menu option.
2. Ensure that the company details, such as the Tax Registration Number and the Contact Details, are up to date and correct. (Contact details must be included on ROS returns.) Make any necessary changes.

**Company Details - Tax Year 2009**

General | Paypath | Misc. | Split / User Defined | BIK | Email | Employee | Holidays | CSO

Company Name: Sage Ireland

Address: Lake Drive  
City West  
Dublin 24

Narrative:

Payroll Frequency: Monthly | GCD Code:

Tax Reg. No.: 1234567T | PAYE Unit No.:

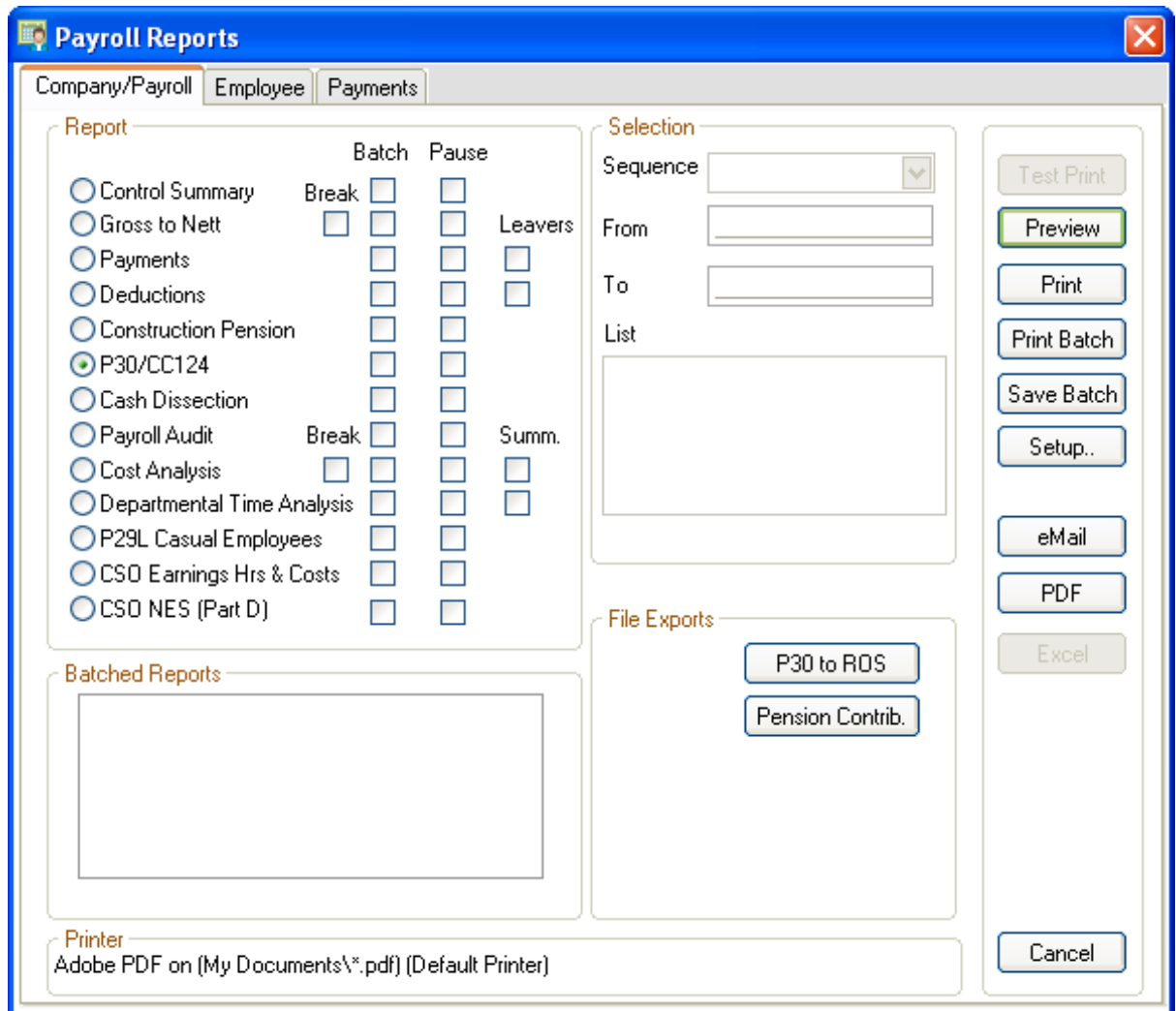
**Contact Details**

Contact Name: Tony Hayers  
Position/Job Title:  
Telephone: 1234567 | Fax: 1234568  
Email:

Tell me more about Company Details | info | Licence... | OK | Cancel

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

1. Select the **Reports - Payroll Reports** menu option.
2. The Payroll Reports window opens. Select **Control Summary**, and click **Print**.



3. Select **P30/CC124**, and click **Print**.
4. Compare the information on these reports as follows:

Make sure that each left-hand column value below, associated with the Control Summary data, matches the P30/CC124 value in the right-hand column.

Control Summary (Cumulative Control Totals)	P30/CC124 Value
Tax This Employment C/Forward	PAYE Total
PRSI E'e (C/Fwd) + PRSI E'r (C/Fwd)	PRSI Total
Income Levy	INCOME LEVY

(See the example on the next page.)

## Control Summary

	Cumulative Control Totals			C/Forward
	B/Forward	New Starters	This Period	
Gross Income	32329.00		3455.00	35784.00
Gross Pay YTD	32329.00		3455.00	35784.00
Tax Paid YTD	6465.80		691.00	7156.80
Gross Prev. (P45)				
Tax Prev. (P45)				
Gross This Employment	32329.00		3455.00	35784.00
Tax This Employment	6465.80		691.00	7156.80
Income Levy	524.17		69.10	593.27
PRSI Employee	2121.10		254.36	2375.46
PRSI Employer	3475.37		371.41	3846.78

\*Note: Please check that the B/Forward Values are equal to the C/Forward values from the previous pay period

## P30/CC124

Sage Ireland

Date: 27/10/2009 Time: 11:42

P30/CC124 Run Date: Pay Period: 12 Frequency: M

Month	PAYE	INCOME		TOTAL		PRSI	Total	Paid	Receipt	Date
		LEVY	P30 PAYE							
Jan	600.00	30.00	630.00	480.46	1110.46	/ /	/ /	/ /	/ /	
Feb	600.00	30.00	630.00	480.46	1110.46	/ /	/ /	/ /	/ /	
Mar	600.00	30.00	630.00	480.46	1110.46	/ /	/ /	/ /	/ /	
Total	1800.00	90.00	1890.00	1441.38	3331.38					
Apr	648.20	32.41	680.61	520.83	1201.44	/ /	/ /	/ /	/ /	
May	648.20	64.82	713.02	585.65	1298.67	/ /	/ /	/ /	/ /	
Jun	648.20	64.82	713.02	585.65	1298.67	/ /	/ /	/ /	/ /	
Total	1944.60	162.05	2106.65	1692.13	3798.78					
Jul	648.20	64.82	713.02	585.65	1298.67	/ /	/ /	/ /	/ /	
Aug	691.00	69.10	760.10	625.77	1385.87	/ /	/ /	/ /	/ /	
Sep	691.00	69.10	760.10	625.77	1385.87	/ /	/ /	/ /	/ /	
Total	2030.20	203.02	2233.22	1837.19	4070.41					
Oct	691.00	69.10	760.10	625.77	1385.87	/ /	/ /	/ /	/ /	
Nov						/ /	/ /	/ /	/ /	
Dec	691.00	69.10	760.10	625.77	1385.87	/ /	/ /	/ /	/ /	
Total	1382.00	138.20	1520.20	1251.54	2771.74					
Year	7156.80	593.27	7750.07	6222.24	13972.31					

## Step 5: Generate the Earnings, Tax & PRSI report for each employee

1. Select the **Reports - Payroll Reports** menu option.
2. Open the **Employee** tab, and specify the relevant employees, if necessary. The default setting prints the reports of all employees.
3. Select **Earnings Tax & PRSI** and click **Print**. Alternatively, you can save the report in Excel or PDF format.

The screenshot shows the 'Payroll Reports' dialog box with the following details:

- Report Section:**
  - Payslips
  - Record Cards
  - Earnings Tax & PRSI
  - Employee Audit
  - P45 Details / P46
  - Cessation Certificates
  - Labels
  - Absence Report
  - Holidays
  - Timesheet Forms
  - Timesheet Audit
  - Employee Details
- Selection Section:**
  - Sequence: Employee Code
  - From: [ ]
  - To: [ ]
  - List: [ ]
- File Exports Section:**
  - P45 to ROS
  - P45 (Part 3) to ROS
  - P46 to ROS
- Printer Section:**
  - Printer: Generic / Text Only on (FILE:)
- Buttons (Right Side):**
  - Test Print
  - Preview
  - Print
  - Print Batch
  - Save Batch
  - Setup..
  - eMail
  - PDF
  - Excel
  - Cancel

4. Check each Earnings, Tax & PRSI report, and confirm that it is complete and correct.
5. Keep the Earnings, Tax & PRSI reports in your records.



## Stage 3: Payroll Year End Procedures

This stage involves printing 2009 statutory reports for the Revenue Commissioners. The following steps must be carried out for each of your company payrolls:

- [Step 1: Ensure that pensions are set up correctly](#)
- [Step 2: Print P35 Plain Report](#)
- [Step 3: Generate the P35 to ROS File](#)
- [Step 4: Print the PRC1 Report](#)
- [Step 5: Print P60s and Other Year End Certs](#)

You must carry out Step 1 now.

After you have completed Step 1, you have the option of moving onto [Stage 4](#) of the Payroll Year End process, and carrying out Steps 2 to 5 of Stage 3 later.

However, all the statutory reports dealt with in Steps 2 to 5 must be generated and submitted before the Revenue Commissioners' deadline of February 15<sup>th</sup>, 2010.

For more information, select the **Year End - Tax - FAQs** menu option, and then open the *Revenue Commissioners' Payroll Year End Requirements* help topic.

## Step 1: Ensure that pensions are set up correctly

The P35 file (to be returned on or before 15th February 2010) must include details of any pension contributions made either by employees themselves, or by a company on behalf of its employees.

Ensure that pensions are set up correctly on your system. Deductions relating to pensions, PRSAs, RACs and CWPS schemes must be set up with an appropriate 'Pension Link'.

For more information, select the **Year End - Tax - FAQs** menu option. Then open the 'Pensions at Payroll Year End' help topic.

## Step 2: 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 submission.

**Note 1:** It's important to be aware that the P35 Plain Report and your P35 ROS submission are not identical: The P35 ROS submission (see [Step 3: Generate the P35 to ROS File](#)) must contain a single entry for each employee, so it merges duplicate employee records where possible. The P35 Plain Report, on the other hand, lists all employee records, even if they are duplicates.

**Note 2:** If you have more than one payroll with the same Tax Registration Number, you must consolidate these payrolls into a consolidation company to generate the P35 Plain Report. For more information, select the **Year End - Tax - FAQs** menu option, and then open the 'Why would I consolidate payrolls?' help topic.

1. Select the **Year End - Tax - Tax Year End Reports** menu option.
2. Select the P35 Returns **Plain Paper** radio button, and then click **Preview** or **Print**.

3. Your data is checked by the system. Any discrepancies it detects are displayed in a report.
4. Make any pension amount adjustments that are necessary. When you have made all necessary adjustments, click **Proceed** to print the report.

For more information, select the **Year End - Tax - FAQs** menu option, and then open the 'Pensions at Year End' help topic.

5. Check the P35 Plain Report to ensure that all employees (including leavers) are included.
6. Check the overall totals against your last Control Summary.

<b>Control Summary (Cumulative Control Totals)</b>	<b>P35 Value (Trailer Record section)</b>
Gross This Employment C/Forward	Total Gross Pay (Round per E'e)
Tax This Employment	Total Tax
PRSI E'e (C/Fwd) + PRSI E'r (C/Fwd)	Total PRSI
Income Levy C/Forward	Total Income Levy

(See the example on the next page.)

If you find any errors or omissions in the P35 Plain Report, make the necessary changes in the Employee Details screen, and then run the P35 Plain Report again.

### Control Summary

	Cumulative Control Totals			
	B/Forward	New Starters	This Period	C/Forward
Gross Income	32329.00		3455.00	35784.00
Gross Pay YTD	32329.00		3455.00	35784.00
Tax Paid YTD	6465.80		691.00	7156.80
Gross Prev. (P45)				
Tax Prev. (P45)				
Gross This Employment	32329.00		3455.00	35784.00
Tax This Employment	6465.80		691.00	7156.80
Income Levy	524.17		69.10	593.27
PRSI Employee	2121.10		254.36	2375.46
PRSI Employer	3475.37		371.41	3846.78

\*Note: Please check that the B/Forward Values are equal to the C/Forward values from the previous pay period

### P35 Plain Report

TRAILER RECORD  
=====

Tax Reg. No.	:	1234567T
No. of Empls	:	1
Total Gross Pay	:	35784.00
Total Tax	:	7156.80
Total PRSI	:	6222.24
Total PRSI EE	:	2375.46
Total Income Levy	:	593.27
Total BIK	:	

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

Micropay Professional enables you to produce P35 returns for the Revenue Online Service (ROS). You can submit the P35 file generated by Micropay Professional on the ROS website (<http://www.ros.ie>).

**Remember:**

- **You must be registered as a ROS customer.**
- **The submission deadline is Feb 15th, 2010.**
- **The P35 Disk is no longer accepted by the Revenue Commissioners.**

1. Select **Year End - Tax - Tax Year End Reports**.
2. Select the P35 Returns **via ROS** radio button, and then click **Create**.
3. Read the message onscreen about Tax Registered Companies. Generally speaking, if you process more than one payroll with the same Tax Registration Number, you should consolidate these payrolls and generate the P35 online submission in the resulting consolidation company.

If you are happy to proceed, click **Continue**.

If you are working in a payroll that is not part of a consolidation company, and the system detects any 'duplicate' employee records (typically, records with the same PPS Number and Gender), the system will try to merge these records for the purposes of P35 reporting. The duplicate records are listed in the Merge Duplicate Employees window. Click **Print Report** to obtain a printed report of these details. Click **Merge and Continue** to merge the relevant records and include them in the report as a single employee.

There may be cases where the system can't automatically merge the details. You must merge these records manually.

For more information about duplicate employees, select the **Year End - Tax - FAQs** menu option, and then open the 'How do I prepare a P35 to ROS submission?' help topic.

4. If you are generating the P35 to ROS submission in a consolidation company, the P35 ROS window displays a list of the payrolls that belong to the consolidated set. Click **Continue Processing P35s** to generate a P35 to ROS submission for the consolidation company.  
  
Any duplicate employee records (typically, records with the same PPS Number and Gender) in the consolidated details are displayed. Click **Print Report** to obtain a printed report of these details. Click **Merge and Continue** to merge the relevant records and include them in the report as a single employee.  
  
For more information about duplicate employees, select the **Year End - Tax - FAQs** menu option, and then open the 'How do I prepare a P35 to ROS submission?' help topic.
6. The P35 Return Type screen appears. There are three P35 Return options available:
  - **Original:** If you have not already submitted a P35 for 2009.
  - **Amended:** If you have already submitted a P35 for 2009, but some employee details have subsequently changed.
  - **Supplementary:** When you want to submit an addition to a P35 return, having omitted employee data from the original P35 return.
7. If some employees are not required on the P35 return, you can click **Select Employees** and manually select the employees to be excluded. Then click **Proceed**.
8. Any errors detected during validation are now listed. Resolve any problems, and re-create the P35.
9. A screen displays the pension amounts that were processed through Micropay Professional. Adjust these amounts **if necessary** in the +/-Adjustments column to take non-payroll contributions into account.

The Pension Totals below will be submitted on your P35. If you have made pension contributions that were not recorded in Micropay enter these as adjustments prior to submission of P35.

Click "Proceed" to finish P35 generation.

**Pension Balances**

		+/- Adjustment	Total
Total employee contribution:	500.00	0.00	500.00
Total employer contribution:	0.00	0.00	0.00
No of EEs who contributed:	2	0	2
No of EEs for whom you made contributions:	0	0	0

**PRSA Balances**

		+/- Adjustment	Total
Total employee contribution:	0.00	0.00	0.00
Total employer contribution:	0.00	0.00	0.00
No of EEs who contributed:	0	0	0
No of EEs for whom you made contributions:	0	0	0

**RAC Balances**

		+/- Adjustment	Total
Total employee contribution:	0.00	0.00	0.00
No of EEs who contributed:	0	0	0

For more information, select the **Year End - Tax - FAQs** menu option, and then open the 'Pensions at Year End' and 'How do I prepare a P35 to ROS submission?' help topics.

10. Click **Proceed** to continue.
11. The ROS P35 Save As screen is now displayed. Click **OK** to save the ROS P35 file to the P35 subfolder in the payroll's ROS folder. This is located at Micropay Professional's installation location. You can specify a different location if necessary.

For more information, select the **Year End - Tax - FAQs** menu option, and then open the 'How do I prepare a P35 to ROS submission?' help topic.

12. A report lists all the employees included in the P35 return. You should print this report for future reference.

You can now submit the ROS P35 file on the ROS website: <http://www.ros.ie>. The file you need to submit has the extension **.P35**. Another file with the same name and a **.MON** extension is also created. You should not submit this file.

## Step 4: Print the PRC1 Report

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

If the application detects any errors in your payroll data, they will be listed onscreen when you try to create your PRC1 report. You must correct all errors before you can create the report.

1. Select **Year End - Tax - Tax Year End Reports**.
2. Select **PRC1 Report**, and then click **Print**.
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 the **Year End - Tax - FAQs** menu option, and then open the 'How do I generate a PRC1 report?' help topic.

## Step 5: Print P60s and Other Year End Certificates

You must print the following reports for each employee who is still in your employment at the end of 2009:

- P60
  - Income Levy Certificate
  - PRD 60 (If employees in the payroll are subject to the Public Service 'Pension-Related Deduction', which is commonly known as the 'Pension Levy'.)
1. Select **Year End - Tax - Tax Year End Reports**.
  2. Select a **P60** option, **End of Year - Income Levy Certificate** or **PRD 60**, as appropriate, and then specify the employees whose P60s should be printed.

You can print a P60 using plain printer paper or using special P60 stationery.

You can also 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 relevant P60 report. You must correct all errors before you can create the report.

For more information, select the **Year End - Tax - FAQs** menu option. Then open the 'How do I print P60s?' help topic.

3. Click **Preview** (if you want to view the reports before printing them) or **Print**.

The relevant P60s, Income Levy Certs or PRD Certs are printed. Two copies are printed per employee. One should be kept in your records; the other should be given to the employee.

### PRD 35 Certificate

You must also generate a PRD35 report for the whole payroll if employees in the payroll are subject to the Public Service 'Pension-Related Deduction'.

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

The PRD 35 certificate is generated for this payroll.

**Note:** Micropay Professional will generate the PRD 35 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>.



## Stage 4: Start of Tax Year 2010

Stage 4 of the Payroll Year End process involves getting Tax Year 2010 ready for payroll processing. It involves the following steps:

- **Step 1:** [Create Tax Year 2010](#)
- **Step 2:** [Open Tax Year 2010](#)
- **Step 3:** [Set up a New Payroll Calendar](#)
- **Step 4:** [Tax Credit Import](#)
- **Step 5:** [Budget Updates](#)
- **Step 6:** [Enabling CSO Reporting](#)
- **Step 7:** [Construction Workers Pensions](#)

## Step 1: Create Tax Year 2010

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Your Tax Year 2009 data should now be in a state that enables you to set up Tax Year 2010. Carry out this procedure for all your payrolls.

1. To set up Tax Year 2010, begin by logging into the relevant payroll in **Micropay Professional 2009**.
2. Select the **Year End - Tax - Set up 2010 Tax Year** menu option, and follow the instructions onscreen.

All company data is copied to the 2010 system.

When the data is set up for the 2010 Tax Year, employee cumulative values for the tax year 2009 are cleared, and all leavers are removed.

Payroll data for the 2010 tax year is stored separately from the 2009 data.

3. Tax Year 2010 is now initialised for the relevant company payroll. You are still in **Micropay Professional 2009**, but you can now log into the company payroll's new tax year in **Micropay Professional 2010**.

## Step 2: Open Tax Year 2010

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You can have Micropay Professional 2009 and Micropay Professional 2010 open at the same time. (Micropay Professional 2010 is Version 10.0.)

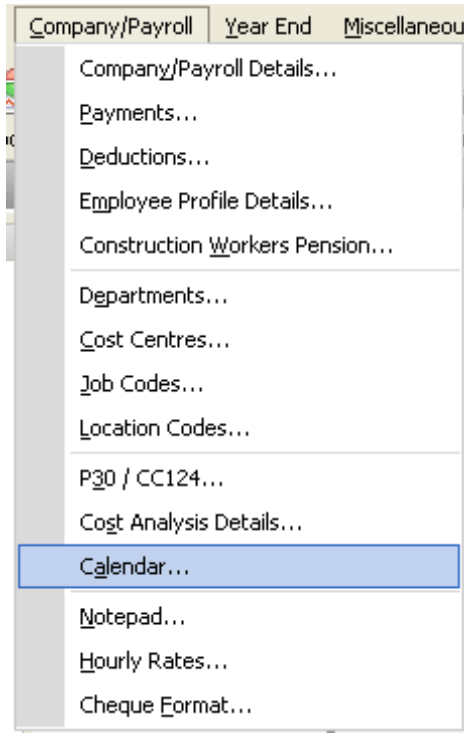
1. To open Micropay Professional 2010, double-click the **Micropay Professional 2010** shortcut icon on your desktop.
2. Log into the payroll in the normal way.

You can now work in the 2010 tax year.

The payroll's status is currently blank. As yet, you have not set Period 1 of 2010.

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

1. Log into the payroll in **Micropay Professional 2010**, and ensure that your Micropay Professional version number is 10.0 (by checking the title bar).
2. Select the **Company/Payroll - Calendar** menu option.



3. In the Calendar window, click the **New Calendar** tab.
4. Enter the calendar details for Period 1 of the new tax year, and click **Update**.  
**Note:** It's very important to enter the correct PAY DATE for Period 1 of the new tax year. This date determines the subsequent dates of all of 2010's pay periods.
5. Amend the calendar information as required, and then click **Save**.
6. Repeat this procedure for each payroll you intend to process in the 2010 tax year.

## Step 4: Tax Credit Import

If you are a ROS (Revenue Online Service) customer, there is a Tax Credit File available for you at the Revenue Commissioners' web site - <http://www.ros.ie>. This contains the 2010 tax credit details for your employees.

The file may not be available at the beginning of Tax Year 2010. You can continue to process payroll using the 2009 information until the 2010 file is available.

To transfer the tax credit information into Micropay Professional, Sage strongly recommends that you follow the instructions provided in the Micropay Professional help system:

To access these instructions, select the **Year End - Tax - FAQs** menu option, and open the 'How do I import tax credit data?' help topic. Carry out the steps described in this topic.

However, you can also update each employee's tax credit information manually. To do this, open each Employee Details record's **Tax/PRSI** tab, and enter the Period Tax Credit value and the Period Standard Rate Cut-Off. Click **Save** when you have updated the employee's information.

## Step 5: Budget Updates

**IT IS EXTREMELY IMPORTANT TO COMPLETE THIS STEP BEFORE YOU PROCESS ANY PAY IN 2010.**

**IF YOU DON'T INSTALL THE BUDGET 2010 UPDATES, YOUR PAYE, PRSI, INCOME LEVY AND PRD RATES MAY BE INCORRECT IN 2010.**

You must install the Budget 2010 Updates file as soon as the update is available.

To ensure that you receive the update as soon as it is available, activate the [Auto-Update feature](#). When this feature is activated, you will receive an automatic notification at login when the Budget 2010 file is available for installation. Alternatively, you can 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>

**This step is complete when Micropay Professional 2010 updates to Version 10.1.**

## Step 6: Enabling CSO Reporting

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If your company has been selected as a respondent by the Central Statistics Office (CSO), you'll need to enable the CSO Reporting feature at the beginning of the tax year. If you haven't been contacted by the CSO about participating in the survey, you can skip this step.

1. Select the **Company/Payroll – 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, and click **OK**.

It's critical that you set up your payments and employee data correctly for CSO reporting before you begin processing payroll data in 2010.

You'll find comprehensive information about what to do by selecting the **Help - Help Topics** menu option. In the Payroll Reports chapter, open 'CSO Reporting'.

## Step 7: Construction Workers Pensions

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At this stage, if you are running a Construction Workers Pension Scheme (CWPS), you should clear the scheme's 2009 balances and history, and set up a CWPS calendar for the 2010 tax year.

1. Select the **Year End - New Construction Pension Year** menu option.
2. Confirm that you want to clear the balances and history by clicking **Yes**.
3. To set up a calendar, select the **Company/Payroll - Construction Workers Pension** menu option.
4. Open the **Calendar** tab.
5. Review the default calendar details. If you are satisfied that these meet your requirements, click **OK**.

Alternatively, to set up your own calendar details, click **Create New Calendar**. Follow the onscreen instructions, and then click **OK**.

For more information about CWPS schemes, select **Help – Help Topics**, and refer to the 'Construction Workers Pensions' section of the 'Company/Payroll Details' chapter.

## Stage 5: Accounting/Financial Year End

Stage 5 is optional, depending on when your Financial or Deduction Year ends.

It involves Accounting/Financial Year End tasks, which can be carried out whenever is appropriate for your company.

If your new financial year coincides with the new tax year, ensure that you print the following reports before beginning the Financial Year Cleardown:

- Cost Analysis
- Payments (payment balances)  
**Note:** Ensure that the **Leavers** checkbox is selected.
- Deductions (deduction balances)  
**Note:** Ensure that the **Leavers** checkbox is selected.

Stage 5 involves the following steps:

- [Clearing Cost Analysis](#)
- [Clearing Payments](#)
- [Clearing Deductions](#)
- [Roll Forward the Holiday and Absence Year](#)

## Step 1: Clear Cost Analysis

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1. Select **Year End - Financial - Clear Cost Analysis**.
2. A message alerts you that the cost analysis will be cleared. Click **OK** to carry out the cleardown, or click **Cancel** to quit.

## Step 2: Clear Payments

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1. Select **Year End - Financial - Clear Payments**.
2. A table displays all the payments that can be cleared. Select the relevant **Hours** or **Values** checkboxes, or both, to clear the amounts for the selected payments. If you select nothing, nothing will be cleared.
3. Click **OK** to complete the cleardown, or **Cancel** to quit.

## Step 3: Clear Deductions

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1. Select **Year End - Financial - Clear Deductions**.
2. Select the checkbox corresponding to each deduction to be cleared.
3. You can choose to clear one or more of the following:
  - **Std.Amt:** amount deducted in each period
  - **Balance:** deduction total accumulated since the last clearance
  - **All:** a running total of the deduction since the deduction was first introduced
  - **Tax Yr Bal:** tax year balance
4. You can also clear the employee pension history by selecting the checkboxes in the **Pensions - Employee File** section, as appropriate. If you select nothing, nothing will be cleared.
5. Click **OK** to carry out the cleardown, or **Cancel** to quit. Take particular care when considering clearing the balance on an employee loan repayment.

## Step 4: Roll Forward Holiday and Absence Year

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Normally, if your Company Holiday Year coincides with the Financial Year, the holiday and absence information is rolled forward at this point.

If the Holiday Year finish date is 31/12/2009, the system will automatically provide an option to roll forward the holiday information when you are setting the first period of 2010. To check the Holiday Year finish date, select the **Company/Payroll - Company/Payroll Details** menu option, and then open the **Holidays** tab.

See the 'Holiday Accrual and Processing' chapter of the help file for more information.

<p style="text-align: center;"><b>THIS COMPLETES THE</b></p> <p style="text-align: center;"><b>2009 PAYROLL YEAR END PROCESS.</b></p> <p style="text-align: center;"><b>For further information, visit our website:</b></p> <p style="text-align: center;"><a href="http://www.sage.ie/pye">http://www.sage.ie/pye</a></p>
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## News Feeds

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Use Micropay Professional's News Feeds feature to help make sure you stay up to date.

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

## Automatic Software Updates

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You can set up Sage Micropay Professional 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

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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 2009 process.

To access these tutorials, go to:

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



## Appendix 1: Ensuring Shortcut Properties are Correct

If you are a Windows Vista or Windows 7 user, you need to ensure that your desktop shortcut settings are correct. To do this, carry out the following steps:

1. Right-click the **Micropay Professional 2010** shortcut icon on your Windows desktop.
2. In the drop-down menu, select **Properties**.
3. Open the **Compatibility** tab.
4. Select the **Run this program in compatibility mode for** checkbox.
5. Select **XP Pro Service Pack 2** in the drop-down list.
6. Select the **Run this program as an administrator** checkbox.
7. Click **Apply**.
8. Click **OK**.

Your desktop shortcut should now function correctly.