



Quantum Payroll Instruction Guide For Tax Year 2009/2010

Web Version

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Section 1

Introduction

Thank You

Quantum Software would like to thank all its payroll clients for their ongoing support and encouragement over the last year. This has indeed been a very difficult year for all businesses given the scale and nature of the current recession.

For payroll software developers it has been a very trying year given the significant additional workload experienced due to the multiple budgetary changes plus the addition of a second budget during the year. In addition we have also had to cater for the Public Service Pension Related Deduction and CSO requirements relating to Quarterly EHECS report and implement an additional report called the NES (National Employment Survey). The NES Report will be available by end of Jan. 2010 and will operate on 2009 data if required

Purpose of this End of Year Booklet

The End of Year Procedures set out in this booklet are intended to give you step by step instructions for the mandatory tasks you are required to perform in closing down tax year 2009 and opening up tax year 2010. We sincerely hope that it makes the transition a simple and trouble-free process for you.

Income Levy Refunds Tax Year 2009

We would specifically like to draw your attention to the area of Income Levy Refunds, as Revenue have stated that it is the Employer's responsibility to generate refunds where they are due for employees in continuous employment from the start of the year. If you wish to implement the automated income levy procedure in your 2009 payroll you must run the End of Year update, before you process the last pay period in 2009. Please ensure you read the appendix headed Income Levy Refund, in this guide and carry out the instructions within.

A Flexible End of Year Routine

Quantum Payroll offers you a flexible End of Year process. For example, in the middle of December you have a weekly and a monthly payroll to process. Period twelve of the monthly payroll has not been run yet. The weekly payroll however, is completely finished for 2009 and you have new Tax credits for weekly paid employees that you would like to enter, which are applicable to period 1 of tax year 2010.

Even though the monthly payroll is not yet finished for 2009, you may run the program update for 2010, process the end of year for 2009 on the weekly payroll, open up Period 1 of Tax Year 2010 for the weekly payroll and proceed to enter the employee Tax Credits.

Therefore, upon downloading your 2010 update you should install the update immediately, regardless of whether all your payrolls are finished or not for 2009. You can then decide which companies you want to start working on for 2010 by following our guidelines on opening your new tax year in section 5 of this document.

Section 1

Introduction

Statutory Obligations for the Employer

As an employer you have a number of statutory obligations to perform at the end of the tax year. Principal amongst these is the preparation and return to Revenue of a P35 file, on or before the 15th February 2010, and the distribution to each valid employee of a P60 certificate plus an Income Levy Certificate. (Note valid employees are those employees who were in your employment on 31st December 2009.)

Stationery Requirements

Our payroll has incorporated the P60 template plus the Income Levy Certificate template provided by Revenue which enables you to print both forms on to (A4) plain paper. Note, however, if you are using a dot matrix printer you must source your continuous paper from either Revenue or from Quantum. Laser P60 forms are also available from Revenue. Laser P60 forms print the original and copy P60 on a single page.

Help System

Please note that this instruction booklet contains a summary of the information to be found in the on-line "Help System" within the payroll. If you require further explanations or a more detailed description of any process, we recommend you reference the relevant area in the Help System, within the payroll.

For those users not familiar with these systems, the Help System is accessed by clicking on Help in the menu bar at the top of the screen. Alternatively, by pressing the F1 key within the payroll you will also invoke the Help system.

In addition to the standard Help System on the payroll, there is also a "Task Help" option which sets out instructions and procedures for a number of commonly used payroll applications. The Task Help system is an option under the Process Menu on the main screen (Has a Red Cross symbol).

Disclaimer

Although Quantum Software has tested and checked both the software and documentation for errors / omissions, we make no warranty as to its fitness for use. Under no circumstances will Quantum Software accept liability for any loss sustained by the user under any heading whether by neglect or otherwise.

Section 1

Introduction

End of Year at a glance

Downloading your Update from Quantum Website.

Before downloading the update from the Quantum Website we recommend that you create a folder on your desktop called **Quantum EOY 2009**, as you will use this to “save” the update during the download process. In addition to the EOY Update there is also an EOY Instruction Guide which you should also download.

See Appendix "Create Quantum EOY 2009 Folder" for details, if you are unsure of how to create a new folder.

Log in to the Quantum Website by entering www.qss.ie in your explorer toolbar. Now go to the area headed Support Login and enter your Account Code followed by your password (these were sent to you by email). If for any reason you have not received these codes or have mislaid them, please contact our support helpdesk at 01 5237504 or email support@qss.ie and we will be happy to provide the details for you.

See Appendix "Web Login and Download Screens" if you are unsure of the procedures in logging in and saving the update to your computer.

On entering a correct account code and password the system displays a screen which shows the files available for download. You need to download the file called Quantum EOY 2009 and also the End of Year Instruction Guide (you must do these one at a time) and **SAVE** them into the Quantum EOY 2009 folder on your computer. We strongly recommend that you download the instruction guide first and read through the procedures before installing the update on your computer.

Installing the update on your computer.

Before running the update, you must ensure that **there are no payrolls open** and that **all users have exited completely** from the payroll system, as otherwise, the system will not be able to complete the update procedure.

To run the update you now browse to the location on your computer in which you saved the download from Quantum (Quantum EOY 2009 Folder). Click on the Update icon and the system will now take you through the necessary steps to complete the payroll update. When the update has finished and you log into the payroll, you should check to ensure that you are now using **Quantum Payroll 2010 Ver. 10**

Section 1

Introduction

Sequence of Events

After you have downloaded both the EOY Update and the instruction guide from the Quantum Website you should follow the steps listed below. Please note these steps are listed as a summary guide only, detailed instructions follow immediately after.

Update your Payroll with 2010 program files.	<ul style="list-style-type: none">- Must be done before running 2009 end of year reports
For Each Company, Complete processing for tax year 2009 Optionally, Run EOY Reports now, or leave until later	<ul style="list-style-type: none">- If required, set Indicator in Company Details / Global tab, to allow Income Levy Refunds to be handled automatically in last pay period of 2009- Process and Close Last Pay Period for 2009- Check Tax & PRSI Figures on Payroll Summary match with CC124 Totals- Check all employees have minimum requirements for reporting on P35- Print P60s- Print Income Levy Certificates- Create P35 file for ROS (Revenue Online), consolidating Weekly & Monthly payrolls, where applicable.
For Each Company, From within 2009 Tax Year create 2010 database	<ul style="list-style-type: none">- Create 2010 Database (Company Setup/New Tax Year)- Exit payroll and log in again making sure you select tax year 2010
For Each Company, Open Tax Year 2010 and carry out housekeeping checks	<ul style="list-style-type: none">- Run Setup Pay Dates for 2010- Enter / Update BIK Employee Information- Enter employee Tax Credit details when available- Clear Payment & Deduction History, if necessary- Clear, Check & Amend Absence details if necessary- Check & Mark Payments which are levy exempt- Run Period 1.

Section 2 Updating Your Payroll System

New Programs for 2010

Please note, you should run the program update for 2010 as soon as you either download it from the web, or receive your update CD, even if you are still processing payrolls for 2009, as the update contains program changes relevant to end of year reporting for 2009. In particular the Income Levy Refund facility is part of the new update and will not be available until you run the update (unless you downloaded ver.2009.34 previously).

Program Update Procedure - Stand Alone PC

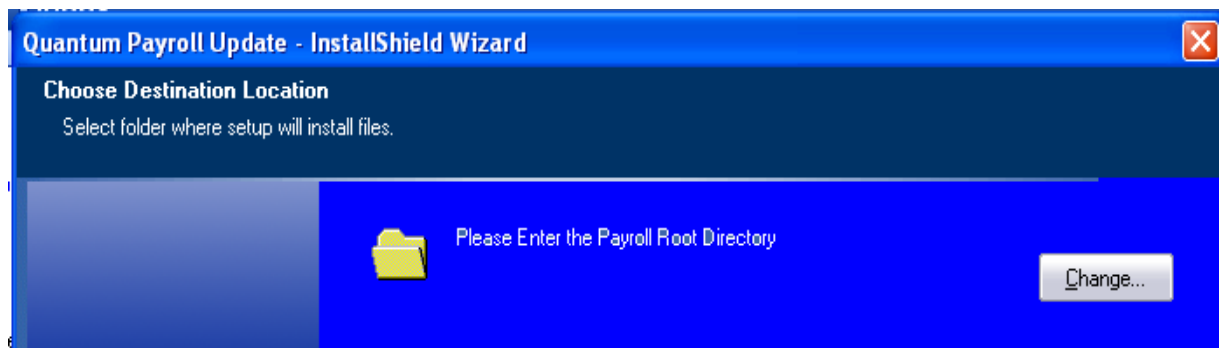
Note, if you operate your payroll on a **network / Multi-user environment**, you should **skip to Section 2, page 8** and follow the instructions for multi-user update

Before commencing the 2010 update process, please carry out the following;

- Take a Back-up of the payroll system
- Exit the payroll completely (no login screen showing)
- It is advisable to close down any other programs which may be open at this time

To commence the program update, browse to the location on your computer in which you have stored the update (i.e. Quantum EOY 2009 Folder). The update is called Budget Update 2010 Ver. 10 and click on the Update option.

- The Install Shield Wizard will now load and guide you through the update process
- During the update procedure you will be requested to enter the location of the Payroll. If the location automatically displayed is not correct, you may amend it, by pressing the **Change** button to locate your Payroll.



- Upon completion of this process you may now skip to **Section 3**.

Section 2 Updating Your Payroll System

Program Update Procedure - Multi User System

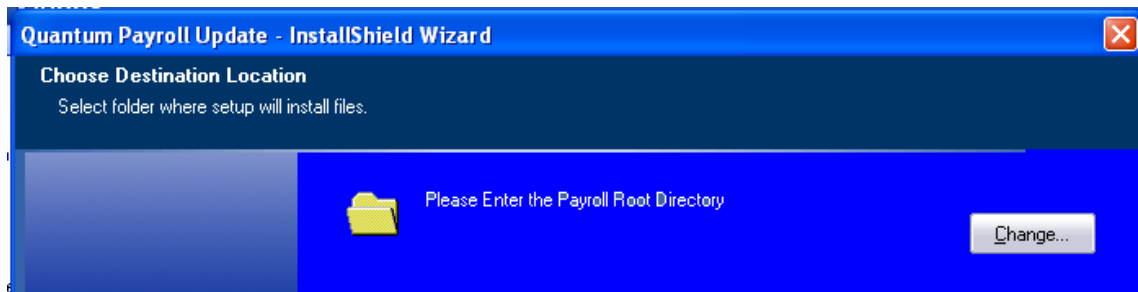
Users operating a multi user version of the payroll across a network need to run a program update on **just one machine**. It does not matter which machine you run the update from, as long as the machine in question has Quantum Payroll installed on it.

Before commencing the 2010 update process, please carry out the following;

- Ensure all payroll users are logged out of the system (no login screen showing)
- Take a Back-up of the payroll system
- Exit the payroll on your own computer (no login screen showing)
- It is advisable to close down any other programs which may be open at this time

To commence the program update, browse to the location on your system in which you have stored the update (i.e. Quantum EOY 2009 Folder). The update is called Budget Update 2010 Ver. 10 and click on the Update option.

- The Install Shield Wizard will now load and guide you through the update process
- During the update procedure you will be requested to enter the location of the Payroll. If the location automatically displayed is not correct, you may amend it, by pressing the **Change** button to locate your Payroll.



- Upon completion of this process you are now ready to move on to **Section 3**.

Section 3

Close Tax Year 2009

Quantum Payroll End of Tax Year 2009

Listed below are the principal steps required to process the End of Tax Year 2009 for each company you operate within Quantum Payroll.

Step 1 Complete processing for the last pay period in tax year 2009. Ensure that you **Close the Period** and print out all your normal payroll reports. If you have not already done so, you should print a copy of the Payroll Summary Report and the CC124 Report.

Step 2 Check that the cumulative totals on the Payroll Summary report agrees with the summary totals on the CC124 report. If there are any differences **you must investigate them** and make any necessary adjustments **before moving on**.

Step 3 Minimise potential problems when you go to run the end of year reports by examining the Employee Master Records. You should ensure that you have a PPS Number present for all employees. If you are missing an employee's PPS Number then you must have a minimum of the first line of the employee's address plus their date of birth. Without these, the End of Year reporting system will not allow you to continue, as it will be flagged as having Errors.

A quick method of checking whether or not all employees have the minimum relevant details is to click on the **Employee List** tab on the bottom of your payroll screen. This screen displays all employees (by Dept. if required) and shows Employee Name, Address 1, PPS Number and Birth Date.

Note, clicking on any of the column headings on this screen will sort the data based on that heading.

Step 4 Ensure you have all Company Details up to date, and in particular ensure your company Tax Registration Number is entered, as this is a mandatory item and the system will not allow you to process end of year without it

- Select **Company Edits** on the Process bar
 - Select the **Company** icon
 - Select the **General** tab
 - Check that the **Company Name, Address, Telephone Number, and Tax Registration Number** are present and correct.
 - Optionally, you may add the Company Contact Details for Revenue

Step 5 You may now print End of Year Reports if you wish. Note, however, that it is not obligatory to print the end of year reports at this time. You may, if you prefer, leave this procedure until later. From a legal viewpoint, you have until 15th February 2010 to complete and return your P35 ROS file to Revenue, and to provide employees with their P60 and Income Levy certificate. The information on your payroll for 2009 remains available on-line for 7 years.

Go to the next Section if you wish to process End of Year Reports now

Alternatively, if you wish to set up your payroll for tax year 2010 and come back to the End of Year Reports at a later stage go to Section 5.

Section 4

End of Year Reports

Producing the End of Year Reports

As an employer, you are required (by law) to give a completed P60 certificate and an Income Levy Certificate to each employee who was in your employment on the 31st December 2009. Employees who left your employment **prior to 31st December 2009** do not receive a P60 or an end of year Income Levy Certificate from you.

In addition to giving your employees' their P60 and Income Levy certificates, you also have a statutory obligation to submit a P35 file via ROS, to the Revenue Commissioners, on or before 15th February 2010. Failure to do so may result in severe penalties being imposed on you and / or your company.

System Validation Procedures

You will note that as you select and try to print either the P60 option and / or the P35 Plain Listing option that a dialogue screen is displayed headed **Revenue Validator**.

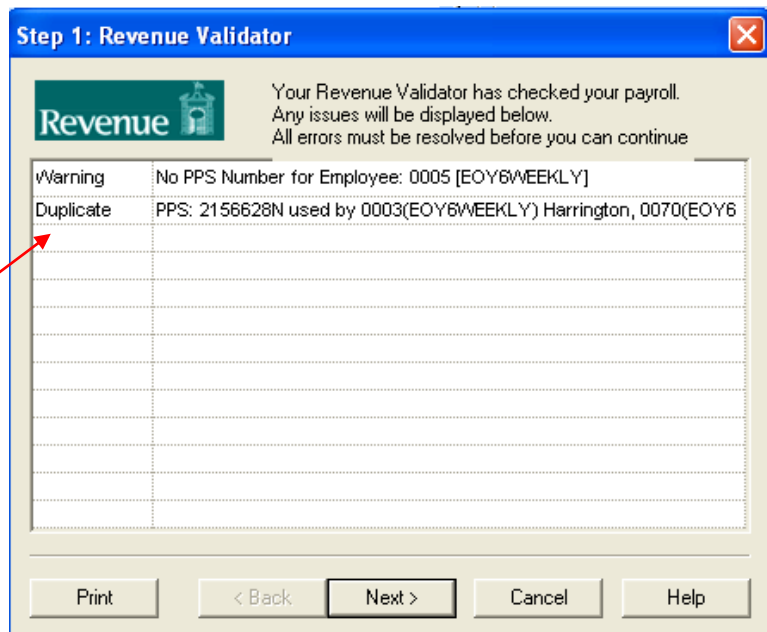
This utility automatically checks all employee master records to ensure that all the requisite information is present. Should there be any details missing, you will receive a message on screen. The messages may come in the form of a **Warning message**, in which case you do not have to take any corrective action, alternatively it may be classified as an **Error message**, which necessitates taking corrective action.

Where you receive warnings / errors we suggest that you print out the report and make the necessary changes (if any) to the relevant employee records before proceeding.

For the Tax year return 2009, if you have more than one employee record with the same PPS number, the payroll will consolidate both records for the P35 Return.

The Revenue Validator routine automatically displays details of the employee records to be consolidated. In our example, employee 0003 and employee 0070 have the same PPS number and will therefore be consolidated.

It is important to confirm this information is correct. If incorrect, hit Cancel and make the necessary amendments.



On proceeding to the next stage you are asked if there was an extra pay period in this tax year. If you processed an extra pay period (for example a week 53) you should click on the box provided, to indicate Yes, otherwise click on **Next** to proceed.

Section 4

End of Year Reports

Period 53, How do you know?

If you look at your information bar at the bottom of the payroll screen you will see the current period displayed. As this represents your last pay period you can tell immediately if you had an extra pay period in this tax year. These occur every couple of years and the system will automatically generate it if you used the "Generate" option when running the Setup Pay Dates at the beginning of the tax year.

"Extra Pay Period" will only apply to Weekly, Fortnightly and 4 Weekly payrolls. As a result, employees are entitled to a Period Tax Credit on a week one basis for this extra period. Employees are also entitled to an allowance for the extra insurable week(s) for this pay period. (Note however, that the maximum insurable weeks credited to an employee in any one year are 52.) The system will now print out your selected report.

NB *Important Note

If you have a 53rd week or 27th Fortnight and use the Absence/holiday function in the payroll make sure that in Company Edits, Company and Absence that your *Holiday Yr End* is set accordingly.

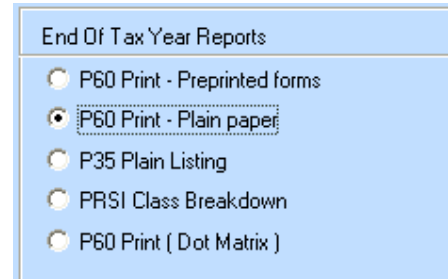
Section 4

End of Year Reports

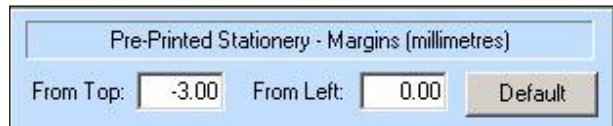
Printing P60s

The system provides options to print P60s on either pre-printed laser forms, plain paper (uses Revenue template) or Dot Matrix Forms.

1. Select the Reports icon from the Process Bar
2. Select the End of Year Reports tab
3. Select the relevant P60 Print option for you



We suggest you use the Selection feature (in the Report Options section at the bottom of the screen) to print out the first employee. This enables you to check the stationery is correctly aligned. If the line-up requires adjustment, you may use the "Pre-printed Stationery - Margins" option (to the right of the selection option) to fine tune the layout, this allows for adjustments to both the top of form and the left to right positioning.



You may print the first P60 as often as required to get everything correct. When you are happy with the content and positioning, remove the selection details and click on Print. The system will now print a P60 for all valid employees.

Note: you may reprint P60s at any time by simply calling up this menu option and selecting the relevant employee for whom you wish to reprint a P60.

As an alternative to printing P60s from the payroll system, if you have submitted your P35 to Revenue, you may download your P60's from ROS and print on to blank perforated P60 forms. (The blank perforated P60 forms are issued by Revenue upon request).

Income Levy Certificates.

This year you must give each employee who receives a P60 an Income Levy Certificate. Income Levy Certificates print on plain A4 paper and are produced as per the Revenue supplied template.

1. Select the Reports icon from the Process Bar
2. Select the End of Year Reports tab
3. Select the Income Levy Certificate option

As with the advice above for printing P60s, we recommend that you print the first employee and check that everything is correct before going on to print all employees.

See further details on the Income Levy and sample income levy certificate for tax year 2009 on page 36

Section 4

End of Year Reports

P35 Plain Listing

On selecting this option you will be able to print out a plain paper copy of the P35 report for your own information.

We suggest that you initially take a printout of the P35 on plain paper and check the relevant totals. When you are happy that the totals are correct you should then select the option to create the P35 file for ROS.

For the Tax year return 2009, if you have more than one employee record with the same PPS number the payroll will consolidate both records for the P35 Return.

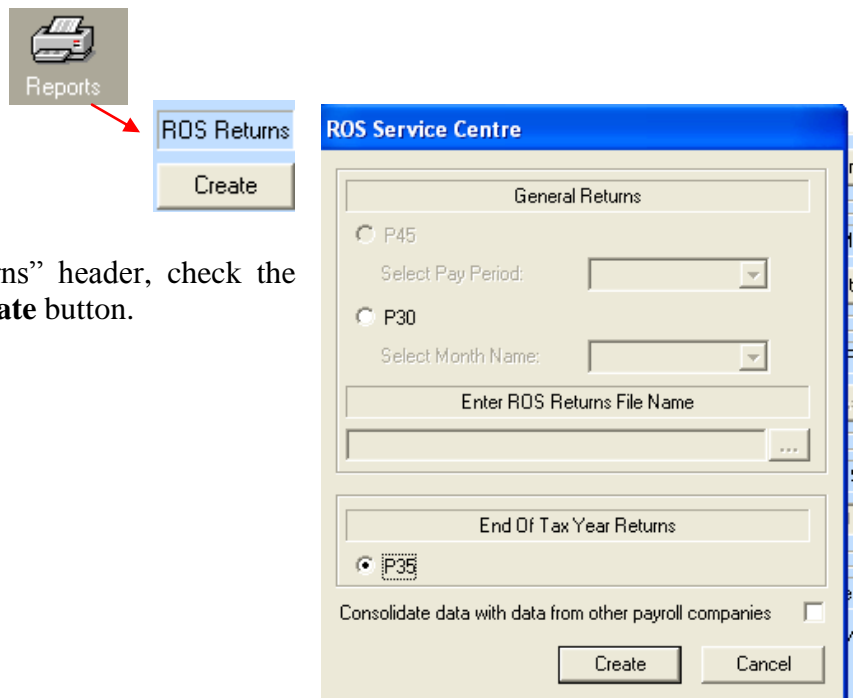
For a plain paper copy of P35

- From the Report Options Select Print
- The Revenue Validator will be displayed
- Errors that are outstanding should be resolved before proceeding to the next step. Click the **Next** button to continue
- If an extra period has been processed in the tax year, click the toggle on the Extra Pay Period and then click Finish
- We suggest that you check the values against your final Payroll Summary Report to ensure they are correct

P35 Output to ROS

For the Tax Year 2009 you are required to make your P35 return using the ROS on-line service.

From the Payroll Reports screen, click on the **Create** button for ROS Returns (You will find it on the right hand side of the screen under ROS Returns.)



Under the “End of Tax Year Returns” header, check the option marked P35 and Press the **Create** button.

Section 4

End of Year Reports

The Revenue Validator routine will check to ensure there are no errors (follow the procedures as detailed previously for checking any warnings / errors in the validator). Once the validator has completed the checking process you will see the following screen displayed

Step 2: Revenue Validator

Revenue Complete the details below to prepare the Revenue details.

Extra Pay Period

Was there an extra pay period this tax year (i.e. Week 53) ?

Enter the File Name

C:\Documents and Settings\My Documents\1234567T.p35 ...

Declaration Type

If you have already made a return, is this an amended version?

Print < Back Finish Cancel Help

Select the location in which you wish to save the file, (defaults to C:\Documents and Settings) we suggest nominating the folder where you have your ROS system located, for example C:\ROS\1234567T.p35

Don't forget to click on the Extra Pay period box if you had an extra pay period in the 2009 year. Once you have completed this form, click on Finish to end the process.

You should now Log into the ROS site, select UPLOAD, select P35, and use the browse function to locate the file you have created.

For the Tax year return 2009, if you have more than one employee record with the same PPS number the payroll will consolidate both records for the P35 ROS Return.

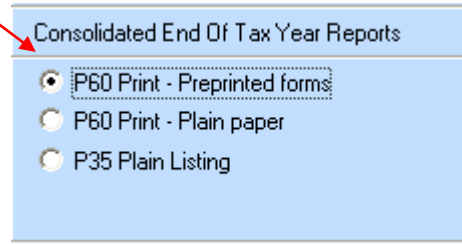
If you have already made a P35 return to the Revenue and you want to return an amended version, complete all of the above steps and click the **amended version** box.

Section 4

End of Year Reports

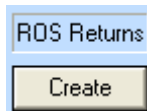
Consolidated End of Tax Year Report

If you have two or more companies with the **same Tax Registration Number** (a weekly and a monthly payroll for example) you could use the consolidated End of Tax Year Reports section to generate your P60s and your P35 reports. However we recommend that you print the P60s directly from each company as there is currently not a consolidated option to print the Income Levy Certs. By selecting the reports from the section headed **Consolidated End of Tax Year Reports**, you will be able to produce a single P35 Listing / file for ROS with the consolidated details.



P35 ROS Consolidation

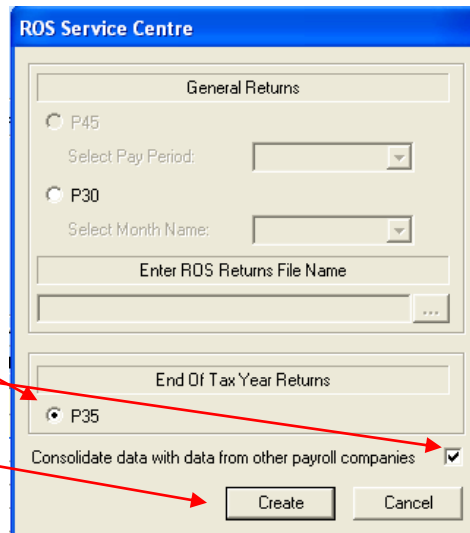
From the Reports screen select the **Create** button for ROS Returns (You will find it on the right hand side of the screen under ROS Returns.)



Under the "End of Tax Year Returns" header check the option marked P35

Now select the P35 Consolidate data option.

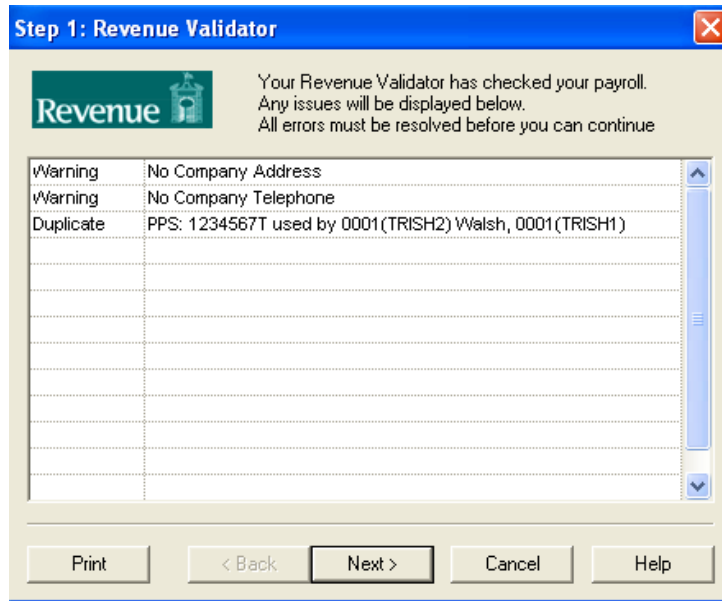
Click the Create button.



Section 4

End of Year Reports

NB When the Consolidation Control Screen is displayed; check that all companies you wish to consolidate are listed.



For the Tax year return 2009, if you have more than one employee record with the same PPS number the payroll will consolidate both records for the P35 Return. If you have employees with the same PPS numbers in different companies, these employees will also be consolidated into one employee record for the P35 Return.

The Revenue Validator routine displays employee records to be consolidated (if any).

It is important to confirm that this information is correct, if incorrect, hit Cancel and make the necessary amendments.

Complete the process for validating the P35 data as described previously. When completed and checked, select the location in which you wish to save the file. The system will default to the C:\Documents and setting folder. See Section 4, page 15 above for detailed instructions on completing this process.

Once completed you should now log into the ROS site, select UPLOAD, select P35, and use the browse function to locate the file you have created.

If you have already made a P35 return to the Revenue and you want to return an amended version, complete all of the above steps and click the **amended version** box within ROS.

Section 5

Open Tax Year 2010

Quantum Payroll Start of Tax Year for 2010

Before you can process any data for Tax Year 2010, you must first create a Company Database file for each company. Follow the steps listed below to create your 2010 database.

Creating 2010 Company Database

Please follow the steps outlined below to create your 2010 tax year database. This procedure must be completed for all payrolls you wish to continue using for 2010.

Step 1 From the login screen, enter your user name, password and **tax year 2009**. Select the required company and click on Login.

Step 2 Click on Company Setups and select **the New Tax Year icon**.



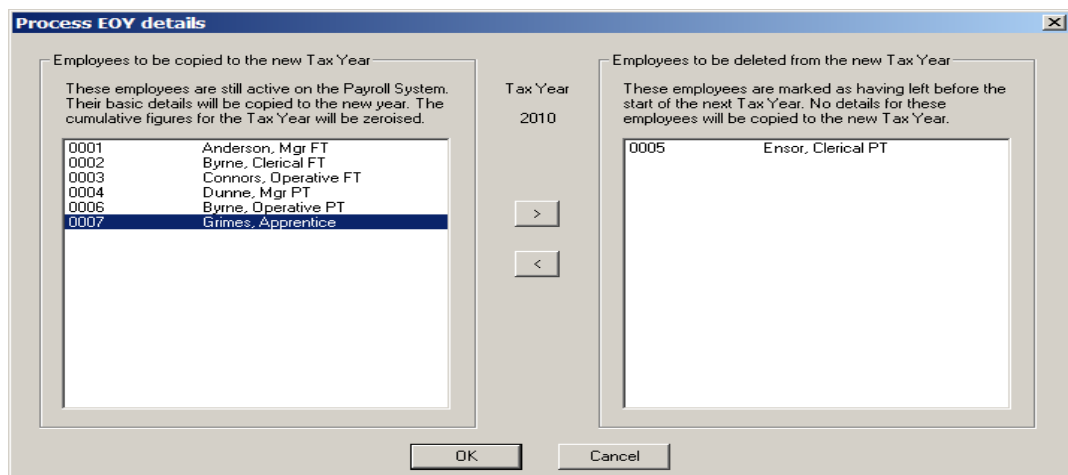
The system informs you that it will copy data from the existing company and create a new database for Tax Year 2010. Select **OK** to Continue or **Cancel** to abandon.



Step 3

The screen displays two employee lists, the left hand pane shows the list of employees who will go forward into tax year 2010. The right hand pane shows the employees who have left your employment during the current tax year (You may retain employees who have left, by clicking on their details and clicking on the **left** arrow to move them across to the 2010 file). Click **OK** to proceed or **Cancel** to abandon.

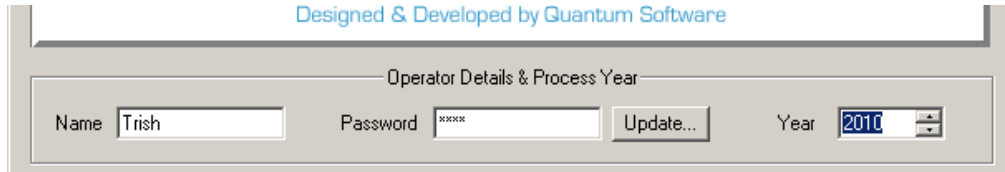
Once you click **OK**, the 2010 tax year database for this company is created. All employees displayed in the left hand pane automatically go forward into the 2010 tax year



Section 5

Open Tax Year 2010

Step 4 To access the tax year 2010 file, **you must now exit the payroll** and log in again. **This time ensure that you select tax year 2010 on the login screen.**

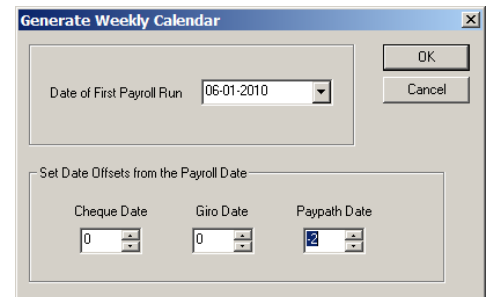


Step 5 At the Login Screen enter your Name and Password and select the year **2010** from the dropdown box on the Year. Each company progressed from 2009 into 2010 will now be listed. Select the required company and click on **Login**.

Step 6 The system will prompt you to **Set up Pay Dates**.
Select **Yes**, if you wish to set up the dates immediately
Select **No**, if you wish to set up the Dates later

To Set up Pay Dates Later:

- Select **Company Setups, Set up Pay Dates**
- There is an option to manually enter all the dates, however, we recommend that you select **Generate** to allow the system to generate the dates
- When you select **Generate**, you are presented with the **Generate Calendar** Screen
- The system refers to the frequency and asks for:
- The **Date of the First Payroll Run**. For **Monthly** payroll you must also enter the method of calculating the monthly pay dates
- **Input** this data as prompted, using the date dropdown to see a calendar
- Then **Input** the offset dates for Cheques, Giro or Paypath (Generally -2 for Paypath.)
- Select **OK**
- The Calendar will now be created.



It is important to **review these dates**, particularly the **Cost Year** and **Cost Periods**

- If you use the Nominal Journal, or if you rely on the Costing reports, **you must review the Cost Year and Cost Periods**. They default to monthly periods for the year

NB If the financial year is not the same as the calendar year, the payroll cost period dates will not correspond to your financial period dates. Change these by overwriting the Cost Year and the Cost Period to reflect the correct periods. When you are happy with the dates, select OK to save them.

Section 5

Open Tax Year 2010

Please note at the Start of any Pay Period, you have the ability to adjust the dates displayed from the calendar.


Step 7

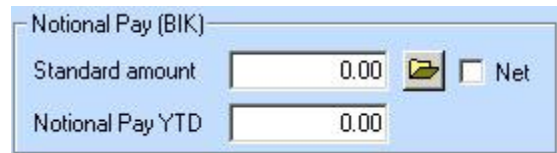
Employees in your company may currently have Benefit in Kind items set up. If so, when you run the New Tax Year option it will transfer the following information to the New Tax Year:

- **Standard Amounts** as entered on the Employee Record
- All the headers and information for the **Autocalc** options
- Whether the amounts are Gross or Net (Net is unusual)

If you record your BIK / Notional pay amounts using only the **Standard amounts** field on the employee record, these standard amounts will remain as defaults.

If you use the **Autocalc** option, whereby you enter the BIK parameters and allow the system to calculate the Notional Pay amounts, you should:

- Select the **Employees** option
- **Select** an Employee with a Benefit in Kind
- Click on the **Cumulatives** Tab
- On the **Notional Pay** section
- Select the  **Open Folder** icon
- Select the relevant BIK item line and click on the **Autocalc** button
- **Review** the benefit parameters and **Amend** as necessary
- Click on **Allocate**
- Click on **OK** if you are happy with the Allocation



Repeat this procedure for each Benefit Item on each employee record

If the option is set to enter each amount in each period on the Employee's Benefit in Kind Breakdown Screen, the headers will be retained, but you should then enter the individual amounts in the correct periods. We recommend that you use the Autocalc option as much as possible.

Note:

Calculation of Benefit in Kind in relation to company cars for the Tax Year 2010 is discussed in the Appendices at the end of this guide.

Section 5


Open Tax Year 2010

Step 8 Import Tax Credits information

When processing the **New Tax Year**, the Employee Tax Credits and Cut Offs are automatically brought forward from tax year 2009. These amounts remain in place until you have an updated file available.

Employers registered with ROS will receive their P2C file (i.e. the tax credits file) on-line from ROS. As and when you receive notification that your file is available you should then save this file to your computer.

To process your P2C Tax Credit File:

- Download your Tax Credits file from ROS to a location where you can access the file, for example C:\myrosfolder
- Under **Company Setups**, select the **TFA Disk / P2C File Import** Icon 
- Use the browse function to locate the TFA / ROS file you downloaded from ROS. When you locate the file double click on it to bring it into the payroll and then click on **Load**
- Provided the file you load is correct, the system displays a control screen detailing the employees who have received updated Tax Credits / Cut Off values. The right hand pane details employees (if any) who are on the import file where the system cannot find a matching record on the employee master file. This may happen where Revenue has sent you details of both Weekly and Monthly employees on the one file or you may receive details for an employee who is no longer employed by you. Where the information relates to employees on a different frequency you must repeat the TFA Import using the same file for the other frequency.

Code	Name	Tax Credit	Tax Cut Off	Tax Status	Grs Prev	Tax Prev	PPS No
0001	Anna Quinn	60.00	600.00	Normal			1234567
0002	Joe Doyle			Emergenc			1234567

Once the system recognises that the file to be imported is correct, the **Update** button becomes available. Click on the **Update** button to import the new Tax details for the employees detailed in the left hand pane.

Click on the **Report** button if you wish to see a copy of the changes on-screen. You should click on the print icon if you wish to retain a hard copy of the changes.

Section 5

Open Tax Year 2010

Step 9 Preparing Your Payroll for Pay Period 01

Before processing Pay Period 01 there are a number of **housekeeping routines** to be carried out. Decide on whether or not you wish to clear down cost analysis details, annual holiday / absence details and payment and / or deduction balances. Please follow the steps detailed below:

A - Absence

If you do not use the Holidays / Absence details in the payroll you may skip to B - Clearing Payment and Deduction Balances

If you operate the Absence system in the payroll and your holiday year end is the same as the Tax year end, it will be necessary to clear down or carry forward balances for holidays going forward to 2010.

When you run the **New Period** option for pay period 01, the suggested **Holiday Year Start** and **Holiday Year End** periods are displayed automatically, provided you had setup your absence calendar in tax year 2009. The system now allows you to amend these periods if required. The system also allows you to inhibit balances being brought forward into 2010 for holidays and the two optional absence categories available to you in Company Details / Absence.



Example where holiday year end 2009 was set to week 52

The following screen is displayed if the **Holiday Year End** field has been set to end in Period 52 of tax year 2009 and no further processing takes place (i.e. you do not process a week 53).

Example where holiday year end 2009 was set to week 52 but you process a week 53

If the **Holiday Year End** field has been set to end in period 52 for tax year 2009 and you process period 53 in tax year 2009, the option to setup, clear or carry forward balances will be displayed within the **Set Period** option at **Period 53** of the **2009** tax year. You may amend the suggested start and end periods here if you wish.

IMPORTANT NOTE

BEFORE YOU PROCESS PERIOD ONE OF 2010, MAKE SURE THAT ALL THE DETAILS IN THE "ABSENCE" SECTION OF EACH EMPLOYEE RECORD ARE CORRECT.

Note:

If your Holiday Year End **does not correspond** with the Tax Year End, the option to setup, clear and carry forward balances can be selected from **Company Edits/ Clear Balances**. This option can be processed at any time during the year.



Section 5

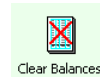
Open Tax Year 2010

B - Clearing Payment and Deduction Balances

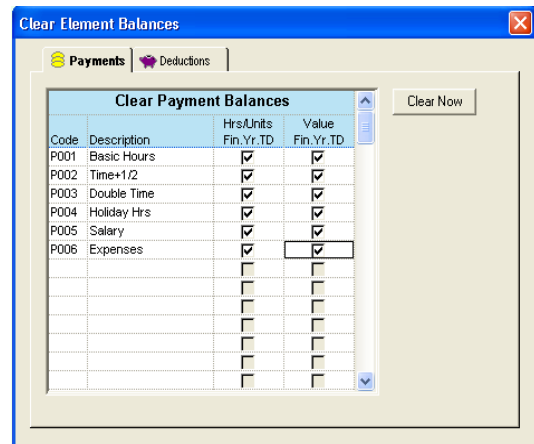
The Payroll system provides an option to clear Payment and Deduction balances. These balances are normally cleared at your **Financial Year End**. If your Financial Year End corresponds to the Tax Year, you should clear these balances now.

To Clear Payment Balances

- **Select Company Edits**, click on **Clear Balances**



- The Clear Payments Tab is displayed. Putting a tick against any column will result in that balance being cleared down. Click in the boxes of the balances you wish to clear. Click the **Clear Now** option. All requested balances (any one with a tick) will be cleared.



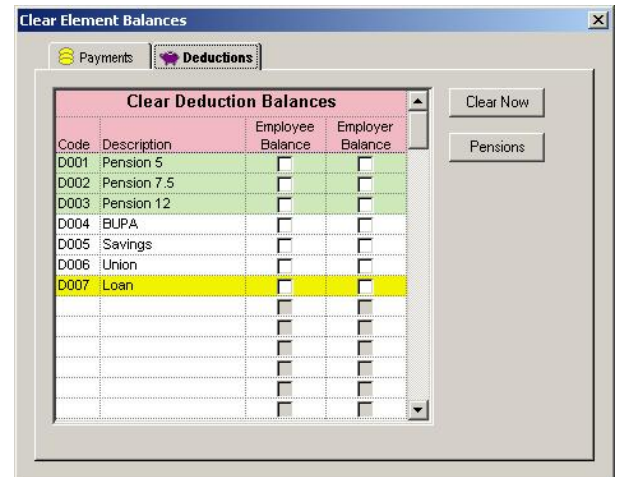
To Clear Deduction Balance

- **Select Company Edits**, click on **Clear Balances**

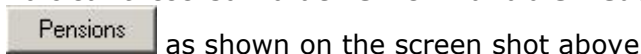


- The Clear Deductions Tab is displayed. Repeat the process as detailed above for Clear payments.

- On the **Employee** records, **Cumulative** Tab, under **Cumulative Non Taxable Deductions**, there may be financial year balances on your Non taxable deductions. These balances are generally related to pensions, but if there are other non-taxable deductions such as approved Union Dues, these figures will include these balances also.



- To clear these **Cumulative Non Taxable Deductions**, select the Pensions button



A screen is displayed with a message informing you that you may now clear the Financial Year column in the cumulative non tax grid from the employee record. Click Yes to continue or No to cancel.

Section 5

Open Tax Year 2010

Step 10

Before entering timesheets for Period 01, it is advisable to check the Company Payments screen to ensure that any payment which is **not** subject to the Income Levy is ticked. Select Company Edits and the Payment option. **Tick only** the payments that are to be **exempt** from the levy such as Expenses.

Code	Description	Order	Type	Premium	Rate	Taxable	PRSI Exempt	Pensionable	Holidayable	Averageable	Levy Exempt	Payment Mac
P001	Basic Hrs	0010	Hourly	1.00	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P002	Time + 1/2	0020	Hourly	1.50	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P003	Double Time	0030	Hourly	2.00	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P004	Holiday Hrs	0040	Hourly		01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P005	Salary	0050	Fixed			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P006	Expenses	0060	Variable			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P007	Commission	0070	Variable			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P008	Bank Hol Hrs	0080	Hourly		01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P009	Savings Refu	0090	Variable			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P010	CallOut Allow	0100	Units		02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P011	Sick Hours	0110	Hourly		01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P012	Shift Hours	0120	Units	0.15	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P013	Anul Bonus	0130	Variable			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P014	Qtrly Bonus	0140	Variable			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Payments such as Expenses, which are tax free, should be ticked as exempt from the levy, likewise statutory redundancy should be ticked as exempt from the levy.

Section 5

Open Tax Year 2010

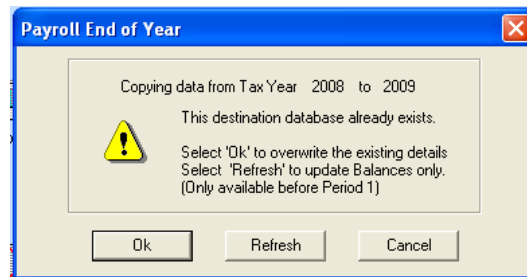
C Refresh data

Note, this item is not generally used and only applies to users who have created their 2010 company database file, prior, to closing off their 2009 tax year for that company. If this option does not apply to you, skip this page and move to Step 11 on the next page.

The payroll system allows you to create the company data file for 2010 while still operating on the same company in 2009. It may be used to facilitate the entry of tax credits and new pay rates for example, ahead of closing off the current tax year. When you finally close off 2009 you may then generate the 2010 data file again, but as it already exists, the system will offer you the option of only copying over the Deductions, Payments, Costing and Holiday Balances

Stipulation: The **New Period** option has **not** been processed for Period 1 in 2010.

- Select **Company Set Ups**
- Select **New Tax Year**
- The system displays the Payroll End of Year information screen :



- Select **Refresh** to update the balances only, in tax year 2010
- **Warning:** If you select **OK** at this stage, **you will overwrite** all changes you made to your 2010 data prior to this. For example, if you had imported your TFA disk and or set up new employees, these changes would be lost and it would be necessary to repeat them.

The **Refresh** option updates employee balances relating to

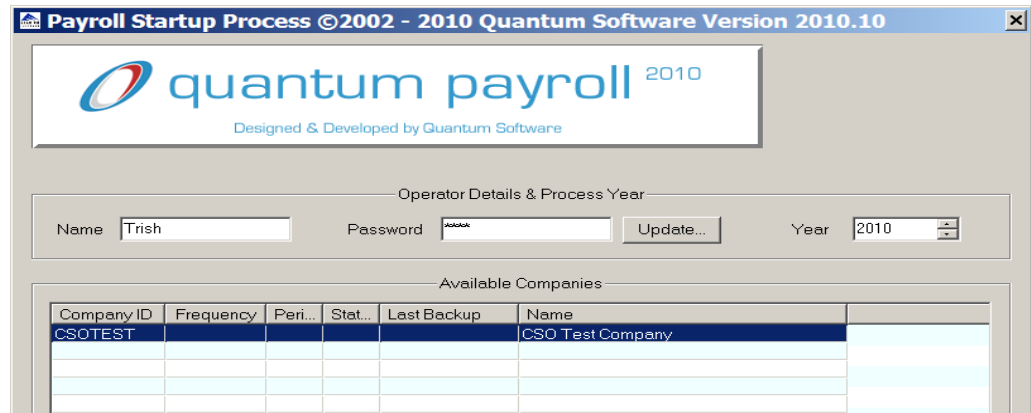
1. Deduction all time balances
2. Costing balances
3. Payment balances
4. Holiday balances forward

Section 5

Open Tax Year 2010

Step 11 Commence Period 1 in 2010

- At the Login Screen, enter your name and Password and select the year **2010** from the dropdown on the Year. Note, the tax year on the login screen automatically shows the current calendar year. Once your system date changes to 1st January 2010 the tax year on the login screen will automatically change to 2010.



- Choose **New Period**, and select **Pay Period 01**
- The system displays a message to notify you that if you proceed, that you can **no longer** update balances from 2009. This simply means that if you click yes you are moving forward into 2010 and no longer wish to take any information from 2009.
- If you have **not run the Close Period** option on your last payroll run in 2009 then you should click on No and finish off 2009 before proceeding with the New Period for 2010.
- To continue with pay period 01 click Yes and this message will no longer appear.



Congratulations, you have reached the end of the instructions and have hopefully downloaded 2010.Version 10, updated your system, processed your year end and commenced the new tax year. Do however continue to read the remainder of this guide as there are some more interesting notes in the next section on New Features / Statutory Changes.

Appendix 1

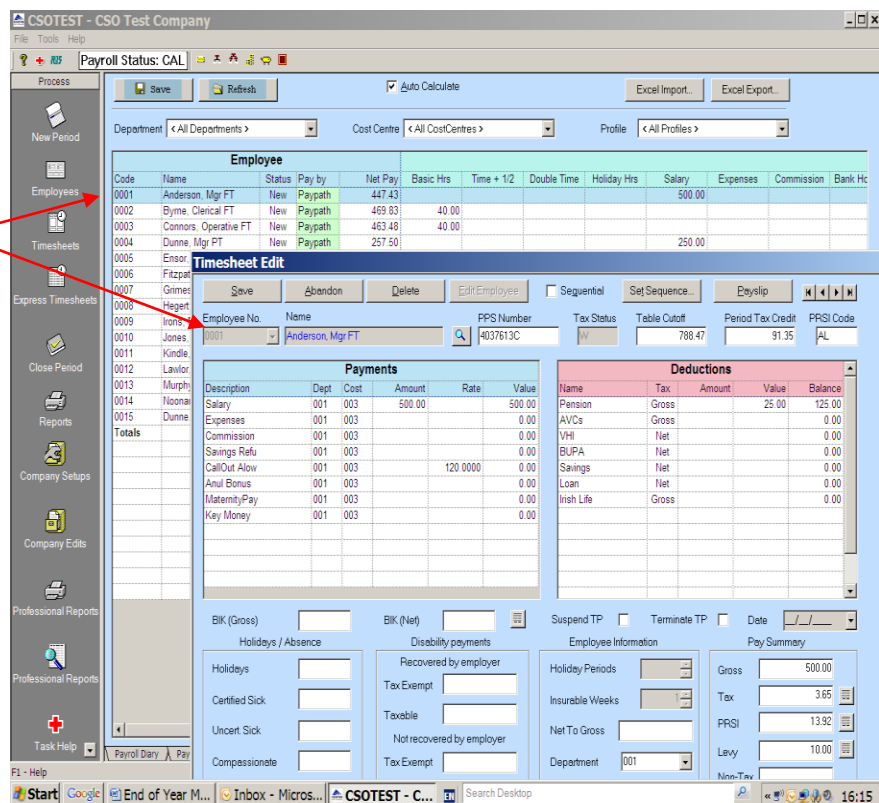
New Features / Statutory Changes

Edit a Single Timesheet from within Express Timesheets.

We have added a new facility to the Express Timesheet option which enables you to view any individual employee's timesheet. This provides a useful tool if you want to view the timesheet details for a specific employee. It also enables you to key in items like holidays, certified sick leave, uncertified sick leave etc. etc.

To call up a timesheet for an employee you simply position your mouse to the employee's name and right click. From the list of options select Edit Payslip and you will now see the individual timesheet for the selected employee. You may now make any amendments, add new items etc. to this timesheet and on clicking Save, the screen reverts to the Express Timesheet option. Any changes you made to the single timesheet will now be reflected in the express timesheet.

The example opposite shows employee no. 0001. From the Express Timesheet, Click on the employee name and from the drop down box select the Edit Payslip option. The screen then displays the single timesheet format for the selected employee



Appendix 1

New Features / Statutory Changes

Income Levy Application & Rates

From the 1st of January 2010 the Income Levy will continue to operate on the same basis as is currently applicable in 2009. The rates and the thresholds remain unchanged for 2010

The rates and thresholds applicable for 2010 income levy are as follows.

Income Thresholds	Income Levy
Income up to €75,036 p.a.	2%
Income between €75,037 and €174,980 p.a.	4%
Income in excess of €174,980 p.a.	6%

Employees are liable to pay the income levy if their gross income exceeds the threshold of €15,028 p.a. The threshold for persons 65 years of age and over, is set at € 20,000. However, for 2010 Revenue have said where the combined income of a qualifying couple (i.e. at least one spouse 65 or over) is under €40,000 the person aged 65 or over should be exempt up to an income of €40,000.

The €15,028 exemption limit does not apply where the income exceeds €15,028.

Examples A

Gross Earnings this week €289.00 No Levy is payable

Gross Earnings this week €290.00 Levy is payable at @ 2% on full amount = € 5.80 levy

Examples B

Gross Earning this week €1443.00 Levy is payable @ 2% = €28.86

Gross Earnings this week €2043.00 Levy is payable

€1443.00 @ 2% = €28.86 levy

€ 600.00 @ 4% = €24.00levy

€52.86 total levy

Examples C

Gross Earnings this week €4000.00 Levy is Payable

€1443.00 @ 2% = € 19.25

€1922.00 @ 4% = € 76.88

€ 635.00 @ 6% = € 20.10

€ 116.23 total levy

Appendix 1

New Features / Statutory Changes

Please note the following

Employees who have a medical card are exempt from the Income Levy. This exemption applies to the full year, regardless of what time of the year the employee receives their medical card.

Example D Employee Receives a Medical Card in Week 48

This employee has paid their income levy from week 01 to week 47 and the total paid to date is €350.

In week 49 the employer should mark their record as Exempt/Medical Card and refund them the €350 income levy paid to up to week 47.

The screenshot shows the 'CSOTEST - CSO Test Company' payroll system interface. The 'Payroll Status' is 'SOP'. The employee details are: Employee Code 0002, Surname Byrne, ForeName Clerical FT, Profile 02, PPS Number 5839173F, Department 001, Cost Centre 003. The 'Income Levy' dropdown menu is open, showing options: Exempt/Medical Card, Normal, Exempt/Medical Card, Age Allowance, and Couple Age Allowance. A red arrow points to the 'Exempt/Medical Card' option. Another red arrow points to the 'Couple Age Allowance' option.

Mark the Income Levy indicator as Exempt/Medical Card

Note the additional option headed "Couple Age Allowance"

Appendix 1

New Features / Statutory Changes

Age Allowance / Couple Age Allowance

Employees 65 and over are exempt from the income levy where their gross income does not exceed €20,000.00. You should ensure any qualifying employee has their Income Levy indicator set to **Age Allowance** (see employee record screen on previous page). Note that any levy paid during the year in which they celebrate their 65th birthday should be refunded.

Example E An employee has their 65th birthday on 1st July. Their annual salary is €19,500. Therefore, as their income exceeds the threshold of €15,028 per annum they have paid their income levy up to the end of June. On becoming 65 years of age they are now exempt (assuming their salary does not go over the €20,000 for the year) from the income levy and should receive a refund of the amount paid to date

Couple Age Allowance, From 2010 Revenue has said that where a couple (one of who is 65 or over) have a joint income of €40,000 or less the income levy will not apply. Thus, any qualifying employee may apply to have their earnings exempt provided they do not exceed €40,000 p.a.

In this case the employer should mark the Income Levy field on their employee record as **Couple Age Allowance** (see employee record screen on previous page)

Levy Refunds.

When processing the last pay period in the tax year the payroll will calculate the levy due for each employee based on the various percentages and thresholds applicable. Where it ascertains that an overpayment has occurred, it will issue an automatic refund (Where the user has switched on the option to allow levy refunds in the company details file).

Revenue Rules governing the application of the Couple Age Allowance

From 1 January 2010, individuals, who qualify for the €40,000 exemption under the above criteria, can apply to have income paid to them throughout the year without deduction of income levy. To qualify for this treatment, an individual must complete a declaration form and return it to their employer/pension provider. By means of this form Revenue authorise an employer / pension provider to pay the income without deduction of the income levy. The form can be downloaded from the Revenue website at: www.revenue.ie/en/tax/it/forms/income-levy-exemption-form.pdf. A paper version of the form is available from:

Revenue's Forms & Leaflets Service,
Telephone (24-Hour service) 1890 30 67 06, Email: custform@revenue.ie

When an individual gives this completed form to their employer/pension provider, the employer/pension provider should stop deducting the income levy and refund any amount of income levy already deducted from 1 January 2010.

Appendix 1

New Features / Statutory Changes

Parking Levy

A parking levy of €200.00 per annum will be charged to employees where parking spaces are provided directly or indirectly by the employer to the employee in the following cities, Dublin, Cork, Limerick, Galway and Waterford. Urban areas within the individual cities will be determined after consultation between the Department of Finance and the various councils. The parking levy will be deducted through the payroll by the employer. The parking levy will be paid to the Collector General via the p30 return each month. The payroll has been amended to cater for this requirement, but should not be implemented until the Ministerial Order has been agreed.

Car Parking Levy Implementation On Payroll

In order to implement the Car Parking Levy you must setup and complete the following steps.

Step 1 Set up a new voluntary deduction

From the Process Bar select Company Edits / Deductions. Go to the first available free line and setup a new deduction called Car Parking (as below) and Press OK to save it.



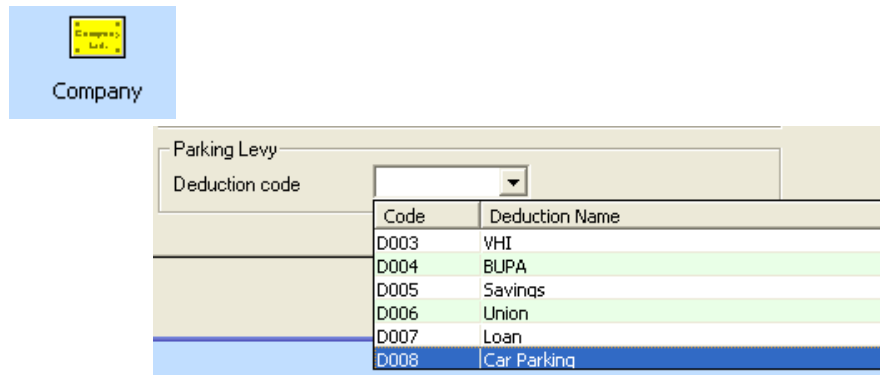
Define Voluntary Deductions					
Code	Description	Sequence	Type	Balance	Holidayable
D001	Pension	0010	Pension	Accumulating	<input checked="" type="checkbox"/>
D002	AVCs	0020	AVC	Accumulating	<input checked="" type="checkbox"/>
D003	VHI	0030	Normal	Accumulating	<input checked="" type="checkbox"/>
D004	BUPA	0040	Normal	Accumulating	<input checked="" type="checkbox"/>
D005	Savings	0050	Normal	Accumulating	<input type="checkbox"/>
D006	Union	0060	Normal	Accumulating	<input checked="" type="checkbox"/>
D007	Loan	0070	Normal	Reducing	<input checked="" type="checkbox"/>
D008	Car Parking	0080	Normal	Accumulating	<input checked="" type="checkbox"/>

Appendix 1

New Features / Statutory Changes

Step 2 Define the Voluntary Deduction which was used, in the Company option.

Within Company Edits select the Company option and then the **Comp. Fields** tab



The screenshot shows a software interface with a blue 'Company' button. Below it is a 'Parking Levy' section with a 'Deduction code' dropdown menu. The dropdown is open, showing a list of deduction codes and names:

Code	Deduction Name
D003	VHI
D004	BUFA
D005	Savings
D006	Union
D007	Loan
D008	Car Parking

From the drop down box select the deduction you nominated for Car Parking and click on Save to complete the process.

Step 3 Go to the Employees option and set up the car parking amount for each relevant employee.

You now go to Employee Details and enter the relevant period value to be deducted from each employee (please note, this requirement has not yet been enforced and should only be entered as and when the ministerial order has been agreed for the implementation of it).

The car parking levy will be displayed, on the Payroll Summary Report, and will also be available on the deduction reports.

Appendix 1

New Features / Statutory Changes

Benefit in Kind for Company Cars

For all current company cars, the current BIK/Car calculation system will be maintained. However at a future date to be determined by the Minister, all new cars will be charged BIK in accordance with their CO2 emissions.

The classes currently used for VRT, will be used for the BIK. The lower 3 classes (A/B/C) will be left at the current charge, with the remaining 4 classes (D/F/G/H) being charged higher rates.

Band A 120 g/km	Band B 121 to 140 g/km	Band C 141 to 155 g/km	Band D 156 to 170 g/km
Band E 171 to 190 g/km	Band F 191 to 225 g/km	Band G 225+g/km	

Kilometres	Vehicle Category		
Range	A/B/C	D/E	F/G
0-24000	30%	35%	40%
24-32000	24%	28%	32%
32-40000	18%	31%	24%
40-48000	12%	14%	16%
48000+	6%	7%	8%

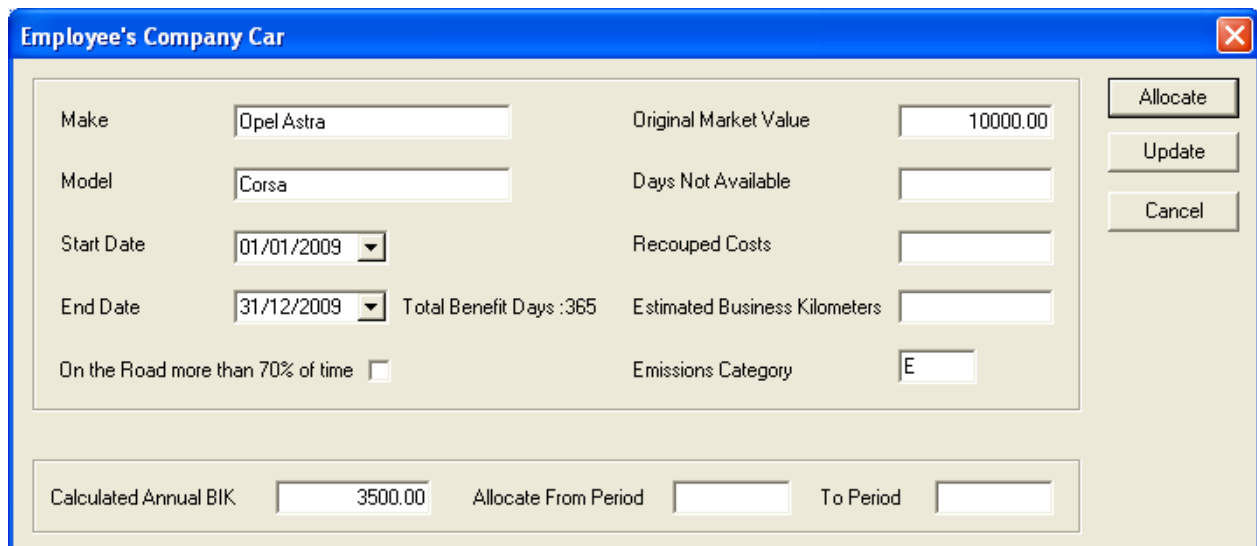
Appendix 1

New Features / Statutory Changes

Benefit in Kind for Company Cars

The Benefit in Kind calculator had been amended to cater for the changes detailed above.

Please note that the calculator uses Kilometres, therefore, please ensure when making an entry in this box that you enter Kilometers and not miles.



The screenshot shows a software window titled "Employee's Company Car" with a close button in the top right corner. The window contains several input fields and buttons. On the right side, there are three buttons: "Allocate", "Update", and "Cancel". The main area is divided into two columns of input fields. The left column includes: "Make" (text box with "Opel Astra"), "Model" (text box with "Corsa"), "Start Date" (dropdown menu with "01/01/2009"), "End Date" (dropdown menu with "31/12/2009"), and a checkbox labeled "On the Road more than 70% of time" which is unchecked. The right column includes: "Original Market Value" (text box with "10000.00"), "Days Not Available" (text box), "Recouped Costs" (text box), "Estimated Business Kilometers" (text box), and "Emissions Category" (text box with "E"). Below these fields, there is a summary row with "Calculated Annual BIK" (text box with "3500.00"), "Allocate From Period" (text box), and "To Period" (text box).

Travel is calculated in Kilometers, and a new Emissions Category has been added.

Example

The value of the car is 10,000.00 in Emissions Category E, BIK is calculated at 35% = €3,500 BIK

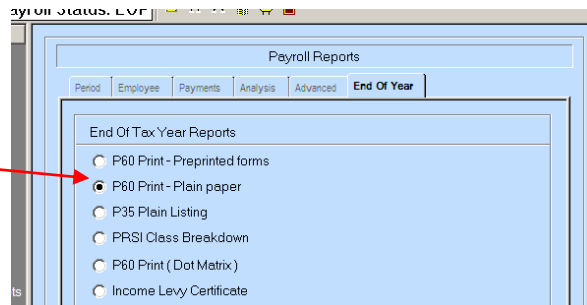
Appendix 1

New Features / Statutory Changes

P60s Plain Paper

Quantum payroll system provides the option to print your P60s on plain paper.

From the Reports Menu / End of Year select the P60 Print - Plain Paper option. You may request a selection or print all employees.



Sample of plain paper P60

P60 CERTIFICATE OF PAY, TAX AND PAY-RELATED SOCIAL INSURANCE YEAR ENDED 31st DEC. 2009

PAYE – PRSI SOCIAL WELFARE BENEFITS

Two copies to be given to each employee who was in your employment on 31st December whether or not tax was deducted.

Name of Employee: Mgr FT Anderson

Address: 123 Bellevue Park
Boosterstown
Co. Dublin

Personal Public Service No. (PPS No.): 4 0 3 7 6 1 3 C

Enter 'W' if week 1/month 1 applied

Tax Credit € 4,750 **Standard Rate Cut Off € Point** 41,000

'1' indicates that temporary basis applied } at 31st December.

'2' indicates that emergency basis applied

Enter 'X' if there were 53 pay days in the year.

Enter 'D' if employee was a director.

(A) PAY	€	(C) PRSI in this employment	€
1. Total pay (i.e. gross pay less any superannuation contributions allowable for income tax purposes) in above year including pay in respect of previous employment(s), if any.	8,645.00	1. EMPLOYEE'S PRSI.	415.32

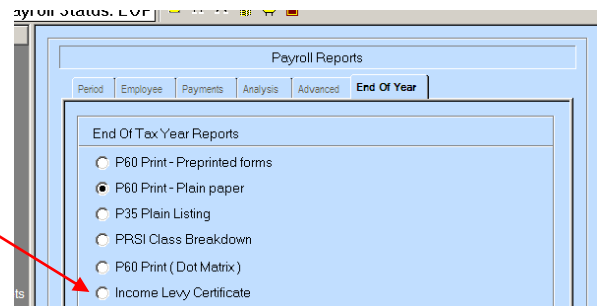
Appendix 1

New Features / Statutory Changes

End of Year 2009 - Income Levy Certificate

For the tax year 2009 Revenue require you to print an Income Levy Certificate for each employee in receipt of a P60. The certificates are printed on plain paper and should be given to your employees along with their P60. We suggest that you print these immediately after you have printed the P60s, as this means you have eliminated any checks / errors with your employee data.

To print the certificates, go to the Reports Menu / End of Year / Income Levy Certificates

A form titled 'End of Year - Income Levy Certificate 2009' with a harp icon. It is divided into three main sections: Employee Details, Income Levy Details, and Employer Details. The Income Levy Details section contains a table with two columns for the periods '1 January to 30 April 2009' and '1 May to 31 December 2009'. A red arrow points to the 'Amount of Income Levy Deducted' row in the second column.

	1 January to 30 April 2009	1 May to 31 December 2009
Gross Income for Income Levy	€ 6,600 <small>(Euro figures only)</small>	€ 2,500 <small>(Euro figures only)</small>
Amount of Income Levy Deducted	€ 66.00 <small>(including cent)</small>	€ 50.00 <small>(including cent)</small>

Please note that the certificate prints information relevant to January to April and May to December as the income levy percentages were different for these periods. Therefore this format will only be valid for the current tax year.

Appendix 1

New Features / Statutory Changes

CSO EHECS



The CSO EHECS report has been amended to allow for the consolidation of company data. This consolidation happens automatically where the system finds the same CBR number present in more than one company and you have ticked the "Merge CSO Data" indicator. Thus, where you have two payrolls, say a weekly and a monthly payroll, the system will now consolidate the data for you.

On generating the EHECS report you will now see a section headed Company Details on the last page. This section will give you details of the Company(s) included in the report along with the current period selected

EHECS Inquiry

Summary of the company statistics for the CSO EHECS Inquiry

Enter the Quarter: 03 [Refresh] [Clear] [From XML] [Print] [To XML] [Close]

Part 8: Employee Benefits				
Other Benefits to Employees		Managers	Clerical	Other
Full and Part Time	Private Use of Company Cars			
	Stock and Share Purchase Options			
	Voluntary Sickness Insurance			
	Staff Housing			
	Other Benefits			
Part 9: Other Costs				
Other Labour Costs		All Employees		
Training Costs				
Other Expenditure				
Part 10: Subsidies and Refunds				
Subsidies and Refunds Received		All Employees		
Training Subsidies				
Other Subsidies				
Refunds from DSEFA and DETE				
Company details				
Reporting Period		Year 2009, Months 07 - 09		
Company Name		Registration Number		
CSO Test Company (CSOTEST)		EN14188201		

The report may be sent to CSO either in paper format (using the official CSO Form) or electronically using the CSO XML format.

Before you can export the file in XML format it is necessary to assign a CSO Enterprise Number. To enter this number go to the Company Edits / Company option, enter your Enterprise Number and press OK to save.

Your unique CSO Enterprise Number is available from the CSO office.

Tick this box if you wish to merge companies with the same CBR number

Company Details

Company Name: CSO Test Company

Trading As: []

General | EMT Details | Global Settings | User Defined Fields | Absence | Comp. Fields

Company Address:

Unit 9 []

Stillorgan Industrial Par []

Dublin 18 []

[]

Revenue Details:

GCD Code []

PAYE Unit []

Tax Reg No. 1234567T []

Contact Name in Revenue []

Phone No. []

Narrative []

Company Contact Details:

Name Tom []

Phone 2223344 [] Fax 2345643 []

Email mike@qss.ie []

CSO Enterprise Number (CBR) EN14188201 [] Merge CSO Data

[OK] [Cancel]

Appendix 1

New Features / Statutory Changes

Creating an XML File for CSO

Before generating the xml file you need to firstly call up the information for the quarterly period in question. Once you enter the period number click on the refresh button. The screen now displays the information collected from the related company(s) and relevant pay periods making up the quarter selected. You may now type additional information into the form for items which are not held on the payroll such as Job Vacancies etc.

When you are happy that you have all the details required click on the "To XML" button. You are now given the option of creating the xml file in a folder of your choice. We recommend that you create a CSO Folder and use this to hold the xml files created each quarter.

You may now go to the CSO Secure Deposit Box and submit the XML file electronically to them. See the information below which was issued by CSO, detailing instructions on using their Secure Deposit Box feature.

INSTRUCTIONS ON THE USE OF CSO'S SECURE DEPOSIT BOX.

Note – This is for information purposes only. If you wish to use this facility, please contact the CSO Office in order to be set up with a username and password.

The Central Statistics Office (CSO) Secure Deposit Box is a mechanism for you to lodge statistical files or text to the appropriate CSO survey area via a secure link to the CSO website.

Example only:

Username

Below is the username that you should use for sending information to the CSO. Your password will be sent separately within the next day or two.

Username: BLOGGS JOE

Survey name

Below is the name(s) of the CSO survey(s) that you are providing information for:

Survey = Earnings, Hours and Employment Costs Survey

Accessing the secure link to the CSO website

To send information securely to the CSO via the Internet, you will need to go to the Internet address (URL) <https://lodgedata.cso.ie>

Appendix 1

New Features / Statutory Changes

Logging in

You will need to enter your username and password in the relevant spaces and click on the 'Login' button.

Note: The password is case sensitive. If you do not enter the username and password correctly you will receive a message advising you that you were unsuccessful in accessing the website. You have a limited number of attempts to login.

If you are unsuccessful in accessing the website, please contact the CSO staff member who arranged the electronic lodgement for you.

Welcome page

After logging in, you will reach the welcome page. This page has some background information on the Secure Deposit Box and allows you to navigate to the data lodgement page.

Note: Clicking on the 'Cancel and go to CSO Home Page' will take you to the CSO Home Page (www.cso.ie)

Data lodgement page

The data lodgement page provides the functionality for you to lodge data files and textual information to the CSO. There are three steps to take when submitting data:

Select the name of the survey you are providing data for by clicking on the drop down arrow next to 'CSO Survey Name'.

Attach your survey data either as a file using the 'Browse' button to locate the file (only one file can be attached per lodgement) or as text in the box 'Enter Textual Data'. You can also use the text box to add any comments you wish to send with the attached file or to give feedback on the Secure Deposit Box.

Press the 'Lodge Data' button to complete the data lodgement.

Thank you page

After lodging your data and/or text you will get a message to confirm that the data has been lodged.

Note: Clicking on the 'Click here to lodge another data file' will allow you to lodge another data file.

Exiting

To exit the system, close down the thank you page.

Further information

If you have a question about the CSO Secure Deposit Box you can:

- 1) Send an e-mail to ehcs@cso.ie; or
- 2) Phone 1890 313 414 (ROI) Ext. 5584.

Appendix 2

Create Quantum EOY 2009 Folder

How to Create a Folder on your Desktop.

Screen 1, Create New Folder

1. With your mouse, right click on any available space on your desktop.
2. Now click on NEW and then click on FOLDER
3. The system creates a folder called New Folder.



Screen 2, Rename Folder

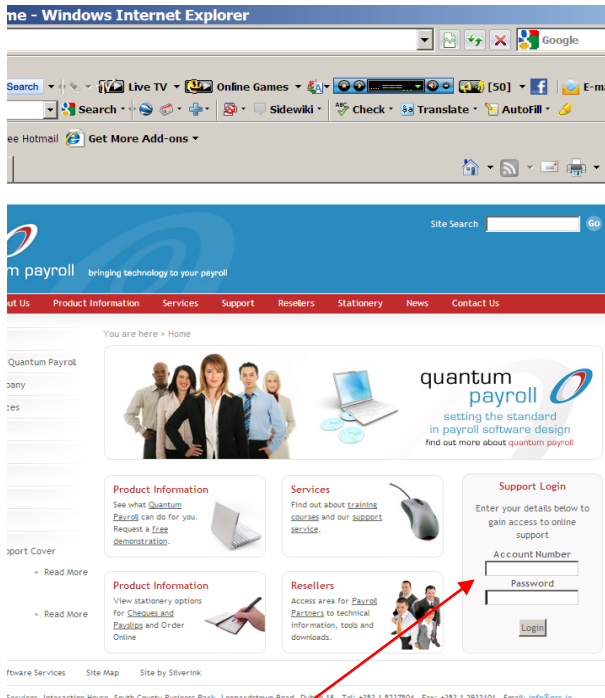


1. If you right click on the name New Folder you can then rename it to Quantum EOY 2009
2. This folder is now placed on your desktop.

Appendix 3

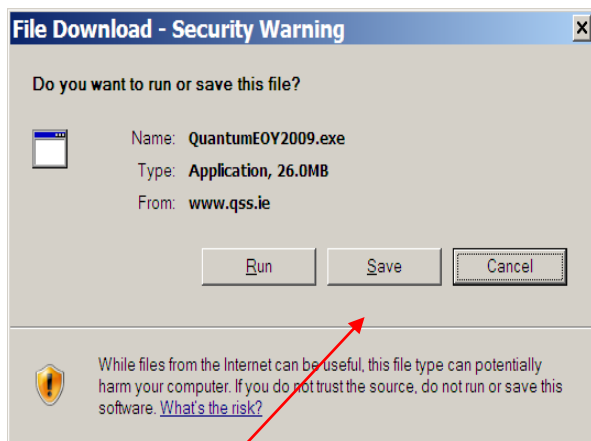
Web Login & Download Screenshots

Screen 1, QSS Home Screen



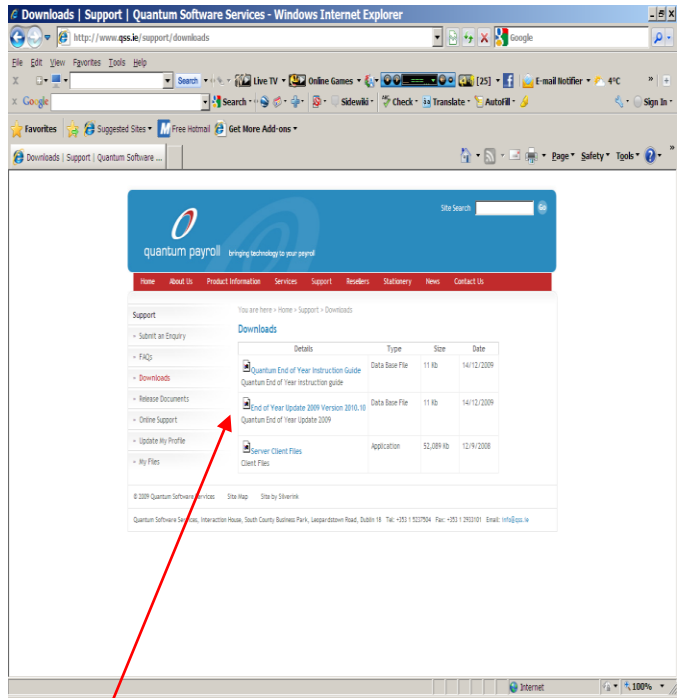
Enter your account number and password in the designated boxes

Screen 3, Run or Save



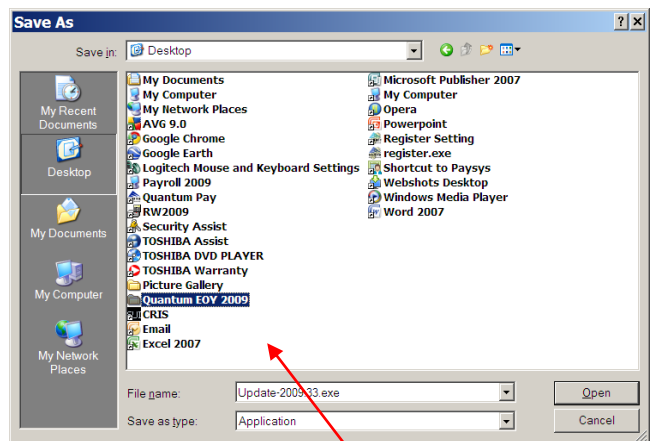
Click on **Save** button

Screen 2, QSS Downloads Screen



Click on the Quantum EOY 2009 Update

Screen 4, Select folder to Save in

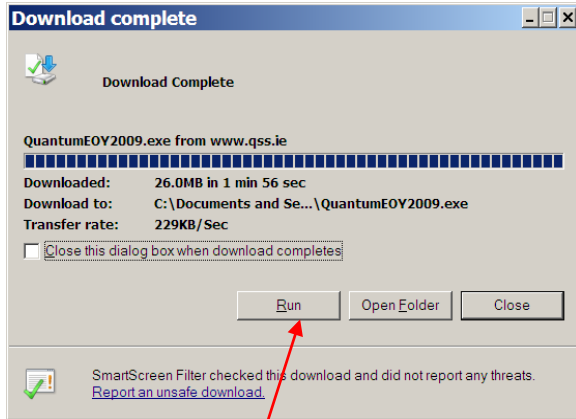


Click on the location in which you will save the file, example above shows **Desktop** and **Quantum EOY 2009** folder

Appendix 3

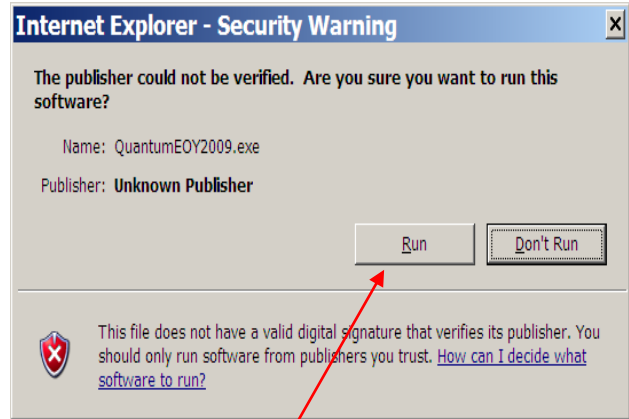
Web Login & Download Screenshots

Screen 5, Download, Run /Open



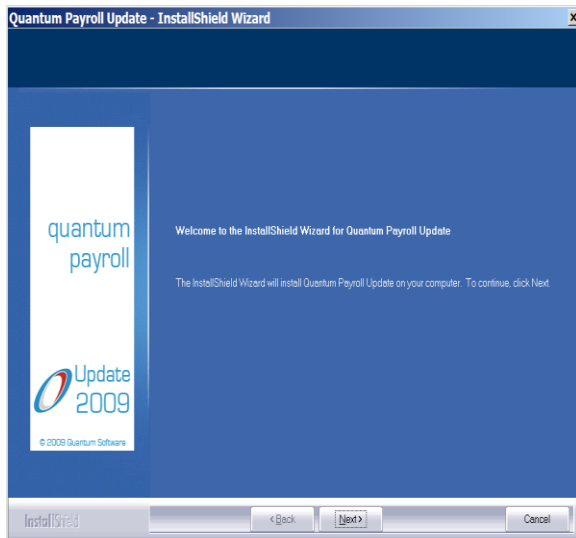
Click on the **Run Button** to launch the update procedure

Screen 6, Download Run option



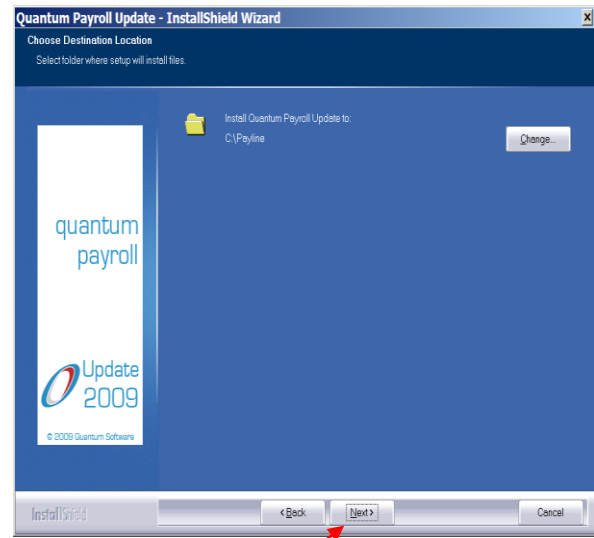
This screen appears next and you need to click on **Run** to continue

Screen 7, Install wizard screen



The install shield wizard automatically commences the installation of the update

Screen 8, Nominate Payroll Location



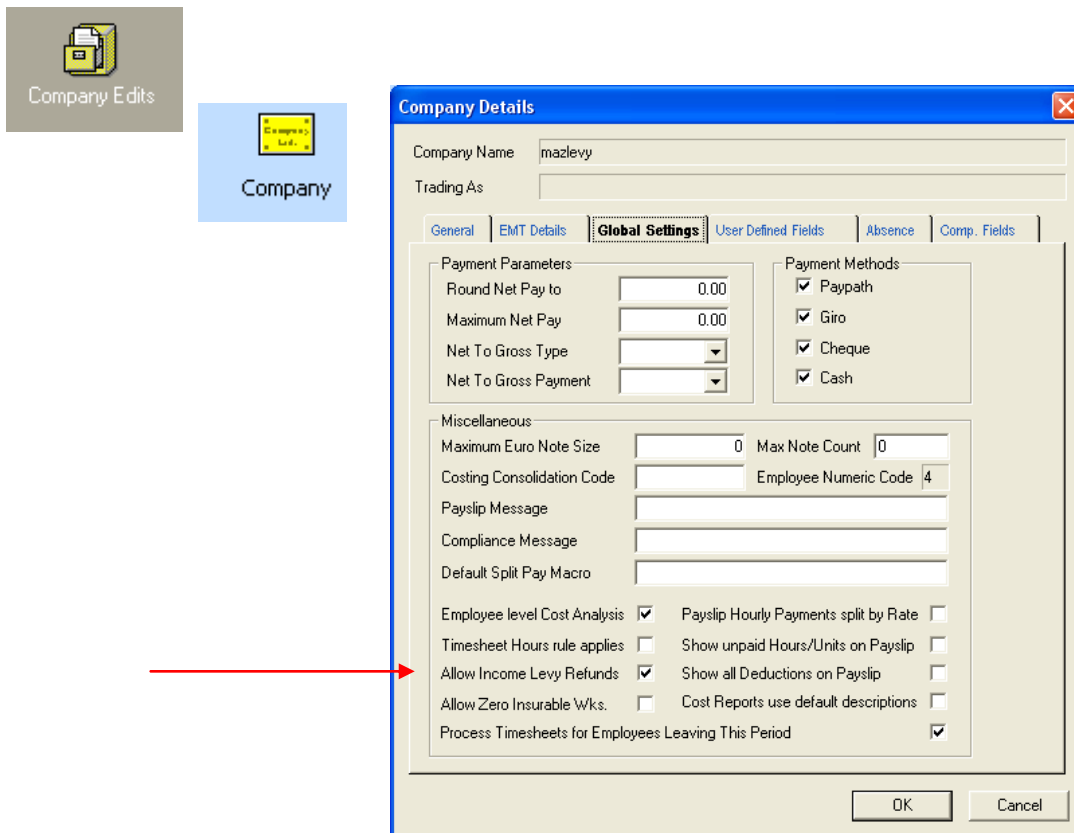
Having accepted the terms etc. the system now offers you the chance to amend the Default location of the payroll. Click Change if you need to amend it, otherwise click Next to continue. The installation will now update your software to 2010.10

Income Levy Refunds

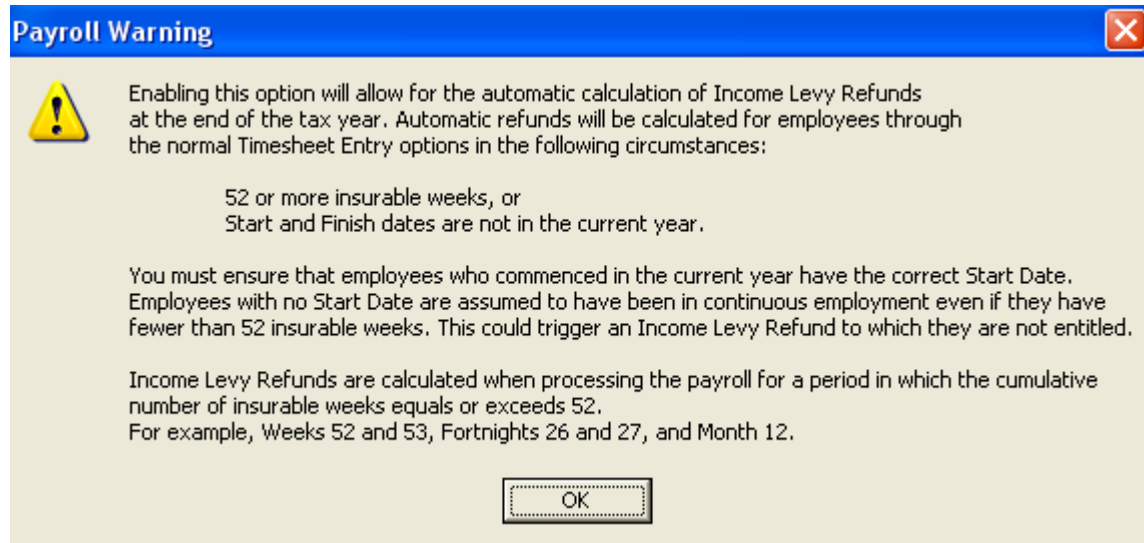
The payroll has been amended to automatically calculate Income Levy Refunds for those employees who are due them. If you wish the system to automatically calculate refunds you must ensure that employees who commenced in the current year have a correct start date and employees who left in the current year have a correct finish date. Employees with no start date and no finish date are assumed to have been **in continuous employment**, even if they have fewer than 52 insurable weeks. This could trigger an Income Levy Refund to which they are not entitled. Income Levy refunds are calculated when processing the Payroll for a period in which the cumulative number of insurable weeks equals or exceeds 52. For example, Weeks 52, 53, Fortnights 26 and 27, and Month 12.

Prior to processing the last pay period you must carry out the following change.

Select **Company Edits**, **Company** and the **Global Settings Tab**. Click on the **Allow Income Levy Refunds** box to insert a tick. A Payroll warning screen is displayed. Click **ok** if you wish to proceed.



The Payroll Warning



For further information on the calculation of the Levy Refund you may view the Revenue pdf document **Income Levy Frequently Asked Questions** at the following address.

<http://www.revenue.ie/en/spotlights/income-levy.html>

Appendix 5

Quantum Support Availability

Quantum Payroll support line will be available at the following



Dates / times over the Christmas holiday period;

Extended Support Available

Thursday 17/12/09 to Tuesday 22/12/09

Support Lines Open from 8.30am – 6.00pm

Wednesday 23rd December 8.30am – 1.00pm

Support via Email (support@qss.ie) & Mobile 087 6448133

Tuesday 29th December 10.00am – 2.00pm

Wednesday 30th December 10.00am – 2.00pm

Thursday 31st December 10.00am – 2.00pm

Extended Support for 1st Week of January

Monday 04/01/10 – Friday 11/01/10

Support Lines Open from 8.30am to 6.00pm.

Quantum Software Contact Details

Telephone Number 01 5237504

Fax Number 01 2933101

Email support@qss.ie

