

GoldPay Year-End Guide – April 2018

Year End Guide

Welcome to your GoldPay Year-end Guide for 2017/2018.

This guide contains all of the information you need to complete your RTI year-end online and move into the new tax year. If you encounter any difficulties please email: support@ibcos.co.uk

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Key dates to remember

Key dates:

Date	Requirement
5 April 2018	2017/2018 tax year ends
6 April 2018	2018/2019 tax year starts
19 April 2018	Corrections to Full Payment Submissions for tax year 2017/2018 cannot be made after this date. An EYU would have to be submitted
31 May 2018	P60s to be given to employees by this date, excluding any leavers during the tax year
6 July 2018	P9D and P11D forms to HMRC by this date
19 July 2018	Payment of Class 1A NIC on P11D benefit in kind due

When should I install this upgrade?

We recommend you install GoldPay v1.19.* update **now**. This will ensure that your payroll is fully up to date and you are using the correct version of the software in advance of the busy year-end period.

Before you commence any of your year-end routines and move into the new tax year you **MUST** ensure you have upgraded to GoldPay v1.19.*. Select **Help | Get Latest Release** in the software before starting your year end.

Failure to do so will result in incorrect calculations and submissions.

For example:

- Incorrect format when printing the P60 forms
- Incorrect legislation applied to 2018/2019 tax year

Have you read this guide through carefully?

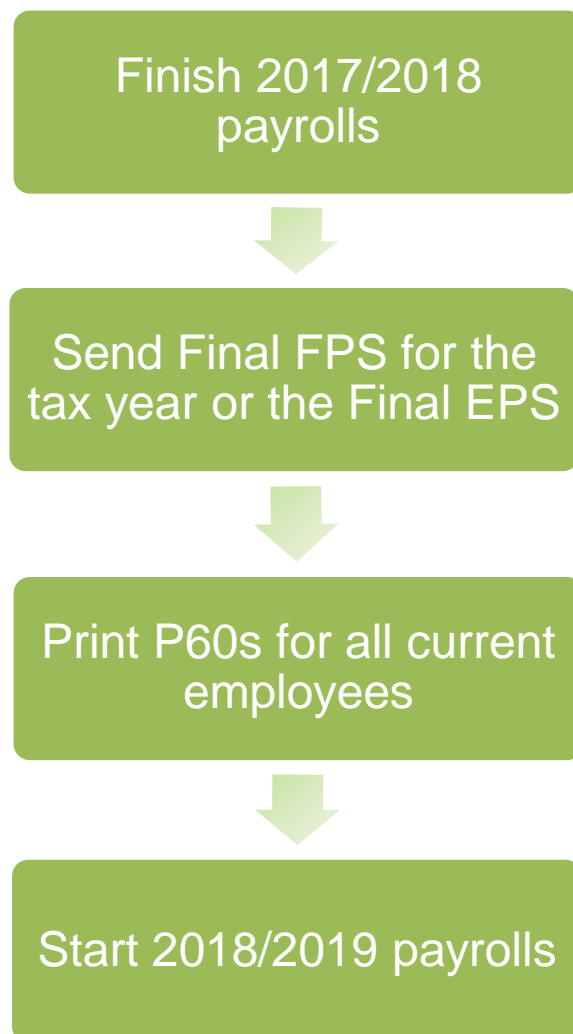
Familiarise yourself with the year-end process before you start.

Are you ready to back up your data?

Make sure you know your back up procedure.

HMRC's Gateway is ready now for your submissions – you do not need to wait until 6 April to file your Final FPS/EPS. The **Full Payment Submission** should be submitted on or before the pay date, no later than 19 April
Remember to install your update, version 1.19.* first

Overview of sending your year-end submissions then starting 2018/2019 tax year



Important note: You do not need to wait until the 6th April to file your Final FPS/EPS. Generally, FPS submissions should be sent on or before the pay date with few exceptions.

Click [here](#) for HMRC information on Timing of Real Time Returns.

Checklist – Send year-end submissions then start 2018/2019

Use this Checklist to ensure you carry out all steps before moving into the 2018/2019 tax year.

Company name	
Company number	
Completed by	
Date	

Check you have upgraded to GoldPay v1.19.*

Run the last pay period of the 2017/2018 tax year for your payroll

Create a backup

Backup details
Location/filename

Date/Time

Click option =>**2019** to start the year-end process

Check your employees' and employer's pension contribution rates as per on-screen warning

Submit your **Full Payment Submission** (select **Final Submission for PAYE year** if an **Employer Payment Summary** is not required) to HMRC

Submit an **Employer Payment Summary**, if required

If required, print P11 (Tax), P11 (NI) and P32 from the Employer form

Print P60s for employees

If your company qualifies for Employment NI Allowance, tick Claim Employers NI allowance box on the Employer form

On the **Employer** form, tick the **Small Employer** box if the employer is a small employer with reference to statutory absence payments

Move the **Employer Report Year** on to 2019

Process the first payroll of the new tax year

Finalise Payrolls

Ensure you have finalised the last payroll for the 2017/2018 tax year, this would normally be week 52 or month 12 (unless you have a week 53, 54 and/or 56).

If necessary, process your payroll for week 53, 54 or 56. You will have a week 53 (54 or 56 for two weekly or four weekly payrolls) when you have calculated and finalised week 52 and the next payment that you are due to make is on 5th April 2018.

It is the date your employees are paid that determines whether you need to process a week 53, 54 or 56; when the work was carried out is irrelevant.

The payroll will automatically know if you have a week 53, 54 or 56 in the payroll and will guide you through the process.

Example

- **Week 52 payment is made on Thursday 29th March for a weekly payroll, resulting in the next pay date, 7 days later, being Thursday 5th April**
 - **this would be a week 53**
- **Week 52 payment is made on Friday 30th March for a weekly payroll, resulting in the next pay date, 7 days later, being Friday 6th April**
 - **this would be week 1 of the new tax year**

The same rules apply to 2 weekly and 4 weekly payrolls.

Back Up

Back up the 2017/2018 data. Click on **File**, select **Backup**, enter the location and file name then click **Save** or follow your standard backup routine.

Advance to 2019

Click => **2019** at the bottom of the **Payroll** form to start the year-end process. A message will be displayed **Are you sure you want to advance to Year 2019 now?** Click **Yes** to confirm.

Check Pension Contributions

As per the Auto Enrolment legislation, minimum Employer and Employee Contributions will increase in April 2018 and April 2019. During the advance to Year 2019 process, a warning message will be displayed advising you to check your pension contribution rates – it is important that you carry this out to comply with the regulations. For further information on the TPR minimum contribution rates click [here](#).

Please note: the payroll software will not carry out any pension contribution increases automatically.

Submit your FPS

If you are not required to submit an EPS in the final period of the tax year. If you run a weekly and a monthly payroll then, whichever payroll falls nearest to the 5th April select as **Final Submission for PAYE year** and treat the other as normal. Click **Submit FPS** to send to HMRC.

If an EPS is required to indicate adjustments due to SMP, SAP, SPP or ShPP reclaimed/recovered in the final period or no employees were paid, select **Not the Final Submission** then **Submit FPS** to send to HMRC.

Submit your EPS

If an EPS is required, to indicate adjustments due to SMP, SAP, SPP or ShPP reclaimed/recovered in the final period, on the **Submit** tab, select **Final Submission for PAYE year**. Check the values and click **Print** if you require a hard copy of the details, then click **Submit EPS** to send to HMRC.

Please Note: If you do not file an FPS in the final period of the tax year, you must send a Final EPS from the **Employer form, Reports | RTI | Employer Payment Summary** and select year 2018, month 12.

Print P60s

A message will be displayed **Would you like the P60 forms?** Click **Yes** to display the P60 on screen. GoldPay prints P60s, in colour, on plain paper for all current employees – remember P60s are not issued to employees who have left. P60s should be distributed to employees by the 31st May 2018.

Please Note: If you do not print your P60s at this stage, they can be printed from the **Employer form with the Report Year set to 2018**

Tax Code Change Report

The **Tax Code Change Report** will be displayed on screen, detailing employees where tax codes have been changed in line with budget amendments.

Employers' NI Allowance/Small Employer

If you are eligible to start claiming Employment Allowance from the 2018/2019 Tax Year, tick the box **Claim Employer NI Allowance** on the **Employer** tab. If you have not claimed Employment Allowance in the previous tax year and are selecting this as new, an EPS must be sent to advise HMRC accordingly.

If the Employer qualifies as a small employer, ensure **Small Employer** is ticked on the **Employer** tab.

Move the Employer Report Year

After printing all your reports for the 2017/2018 tax year, on the **Employer** tab, set the **Report PAYE Year** to 2019.

Please Note: If you need to re-print reports for the 2017/2018 tax year it is possible to move the Report PAYE Year back to 2018 or alternatively change the **Year ending 5th April....** accordingly when printing the report.