

# Gold Payroll

## Pre-Migration Guide

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Before your migration date, please ensure you have reviewed the information below and completed any required tasks or prepared the necessary items.



### **Pay Run Complete before Migration Date**

Your migration date needs to be after a Pay Run and before opening the next one. This will ensure the data is at the start of a period, as any data entered after will be lost.



### **Passwords and Permissions**

Please ensure you have a list of any user names and email addresses to be used.



### **Set Up Details**

Be ready to provide the number of companies/payrolls that you'd like to migrate, how you would like to split your payroll (weekly/monthly), Nominal Mapping listing and Pension provider details.



### **Employee Details**

A list of any employees who have left before 05/04/25 and who were paid after 05/04/25.



### **Reports**

A copy of the P32 Report as a PDF will be needed from your previous software product.



### **Finance Information**

Ensure you know which Bank you are with and whether you would like to use Pay Run Automation.



### **HMRC Integration**

Make sure your HMRC settings are in place to allow the Payroll to retrieve information such as Tax Code notices. If you wish to use this service, you can find more information [here](#).

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If you have any further questions or need assistance with any of the above, please contact our support team.



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