pegasus

CAPITAL GOLD

PAYROLL

Capital Gold Payroll (4.07)

Checklists Guide

2018-19 Year End
& 2019-20 Tax Year

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2018-19 Year End
& 2019-20 Tax Year

Contents

Introduction

This guide is designed to help you understand the steps to upgrade Capital Gold Payroll, complete the year-end and start the 2019-20 tax year. You must follow these steps for <u>each company</u> in Capital Gold Payroll.

The guide is designed to be read on-screen or printed. Make sure that you follow the instructions carefully.

Audience

This guide is provided for both Pegasus partners and Capital Gold Payroll customers. The guide assumes you have relevant knowledge of Capital Gold Payroll and understand existing HMRC requirements of employers.

> PLEASE READ IMPORTANT NOTES CAREFULLY.

Download instructions

Capital Gold Payroll (4.07) is available for download. Download instructions are included as a link in the release notification email.

Pegasus Help Centre

These guides are available from the Help menu in Capital Gold Payroll, and also by visiting the User Guides page for Capital Gold Payroll at docs.pegasus.co.uk.

Guide	Description
Legislation & Product Changes	This guide is designed to help you understand the legislation and software changes to this year's payroll upgrade for the 2018-19 year end and the new 2019-20 tax year. Changes for pensions and auto enrolment are also included.
Installation	This guide provides information concerning the installation of Capital Gold Payroll and the supported software environments.
Auto Enrolment	This guide will demonstrate how Capital Gold Payroll can help you carry out your Auto Enrolment responsibilities.
Auto Enrolment Configuration Tool	A guide that explains the Auto Enrolment Configuration Tool, which is accessed from the **Pensions** menu.

F1 Help

The help includes sections that describe the software changes in this release and explains each of the screens in the product. This can be accessed via **Help - Capital Gold Payroll Help** or by using the **F1** button.

Considerations before you start

Before starting the steps, you may want to consider the notes in this section.

Running weeks 53/54/56

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

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

Issuing P45s

Before running the **Year-end Restart**, issue P45s for employees who you do not intend to pay in the 2019-20 tax year.

Directors NI calculations

If you started using Capital Gold Payroll part way through the current tax year and imported your data from another payroll system, check year-to-date NI calculations for Directors.

Follow HMRC leaflet CA44 National Insurance for company directors or use the Director's National Insurance contributions calculator listed at www.gov.uk/government/collections/how-to-manually-check-your-payroll-calculations.

Running payrolls in the new tax year before printing P60s

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

YOUR FINAL FPS FOR THE 2018-19 TAX YEAR MUST BE SENT BEFORE 19 APRIL 2019. ANY CHANGES FOR THE 2018-19 TAX YEAR AFTER 19 APRIL 2019 MAY BE SUBMITTED USING EITHER AN FPS OR EARLIER YEAR UPDATE, OR BY USING HMRC BASIC TOOLS.

When you are ready to print your P60s

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

A confirmation message is displayed. When the previous year's data is in use, the tax year is displayed in the title bar after the company name.

Print P60s as described in the **Completing the Tax Year-End** section on page 7 of this guide.

Once finished, return to your current data by again selecting **Use Last Year's Company Data** from the **File** menu.

DO NOT PERFORM A SECOND YEAR-END RESTART WHEN YOU ARE USING LAST YEAR'S DATA.

The Last Year copy is not a substitute for your end of year back up. When Capital Gold Payroll makes the automatic copy during the **Year-end Restart**, data already stored in the 'LastYear' folder for the current company is overwritten. This happens every time a **Year-end Restart** is done for that company so only the previous tax year's copy is ever available.

Ordering P60s

Order from:

- www.hmrc.gov.uk/gds/payerti/forms-updates/forms-publications/onlineorder.htm
  ('P60 (Single sheet/Shortened)' option)
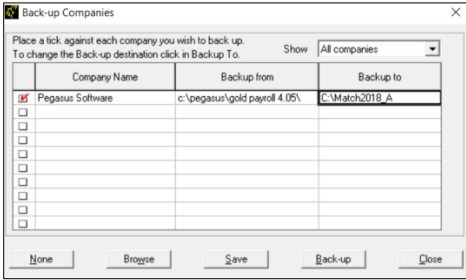
STEP 1: Upgrading Capital Gold Payroll

THIS CHECKLIST DETAILS THE SUGGESTED STEPS FOR THIS PROCESS. PLEASE AMEND AS NECESSARY.

This section includes the steps required to upgrade to Capital Gold Payroll (4.07) before completing the year end tasks.
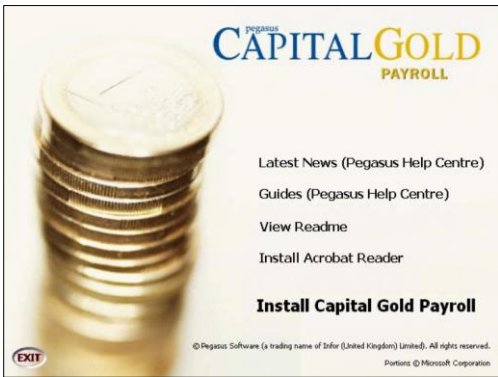
THE SOFTWARE CAN BE INSTALLED IN **ANY** PAY PERIOD BEFORE THE END OF THE 2018-19 TAX YEAR. HOWEVER, IT **MUST** BE INSTALLED BEFORE PROCESSING THE YEAR END.

Before Upgrading the Software ✔

1.	Capital Gold payroll (4.05 or later) should already be installed before upgrading. Use the **Help - About Capital Gold Payroll** menu in Capital Gold Payroll to check the version number.	☐
2.	Backup the Capital Gold Payroll data files using the **File - Back-up & Restore - Back-up Company Data** command. It is advisable to back up your data to a new folder so that it does not overwrite an existing backup. In the **Backup to** box, first remove the text that is displayed. Then enter the drive letter and a new folder name for the current pay period, for example 'C:\March2019_A'.	☐
3.	Carry out a full payroll cycle using the **Payroll - Do/Redo Payroll** command for each company, and print the necessary reports.	☐
4.	Close Capital Gold Payroll.	☐

Upgrading the Software

5.	Install the software before processing starts in the new pay period. Separate instructions for downloading the installation files are included with your release letter. This screen will appear automatically after the software has downloaded and you run the '40700_install.exe' file.	☐
6.	Familiarise yourself with the legislation that affects this release by clicking the **Latest News** or the **Guides** link. Click **View Readme** to see a summary of the software changes.	☐
7.	Click **Install Capital Gold Payroll** to upgrade the product. Follow the instructions on the screen to complete the upgrade. When asked, use the '**Typical**' set up type. Ignore the 'Typical Update' and 'Custom' types.	☐

After Upgrading the Software ✔

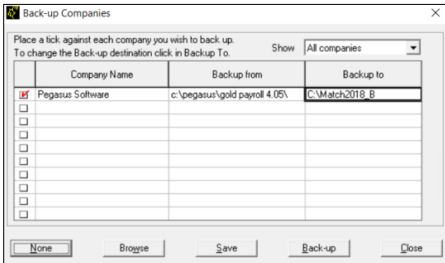| 8.	Log in to Capital Gold Payroll and choose **Help - About Capital Gold Payroll …**. Under **Licence Details** the text 'Latest Tax & NI Rates Correct at April 2019 (Not Using)' should be displayed. If the 'Latest Tax & NI Rates Correct at April 2019 (Not Using)' caption is not shown, the upgrade was not successful. Check that you have upgraded the program in the correct folder and try again. If this is still not successful, contact your support provider for advice. **THE CAPTION 'NOT USING' WILL DISAPPEAR IN THE NEW TAX YEAR.**	☐

STEP 2: Completing the Tax Year-End

Here is a reminder of the tasks to carry out at the end of the 2018-19 tax year, for each of the Capital Gold Payroll companies. This procedure applies only when the current period is the last period in the tax year.

USE THE F1 HELP FOR ASSISTANCE WITH THE SCREENS.

Before Completing the Year-End ✔

| 1. | Backup the Capital Gold Payroll data files using the **File - Back-up & Restore - Back-up Company Data** command.
It is advisable to back up your data to a new folder so that it does not overwrite an existing backup. In the **Backup to** box, first remove the text that is displayed. Then enter the drive letter and a new folder name for the current pay period, for example 'C:\March2019_B'. | ☐ |

Completing the Year-End

PLEASE COMPLETE THESE STEPS IN ADDITION TO COMPLETING MONTH-END REPORTS AND OTHER USUAL PAY PERIOD TASKS FOR EACH COMPANY ON YOUR PAYROLL.

YOU MUST CREATE AND SUBMIT THE FPS FILE FOR THE FINAL 2018-19 PAY PERIOD AS NORMAL, BEFORE COMPLETING THE TAX YEAR END. OUR RECOMMENDATION IS ALSO TO CREATE THE FINAL EPS FILE IMMEDIATELY AFTER THE FINAL FPS IS SUBMITTED TO HMRC.

2.	Install the Employers Annual Summary report. Select the **Reports - Library Selection - Summaries** command and double-click the **Employers Annual Summary** report. Then close the screen.	☐
3.	Open the **HMRC Details** screen from **Company – Company Details** and check the monthly figures. If there are figures that have not been updated, run the Month-end Summary from the **Reports** menu for those months.	☐

4.	Select the **Reports - Year to-date Summary** command:
	  i. Print the **Employers Annual Summary** report.
	  ii. Print the **Year to Date Summaries** report for the entire payroll. This prints a substitute for the official P35 CS form and a year-end summary for the company that you can use for a file-copy.
		☐

5.	Select the **Reports - Library Selection - Miscellaneous** command to select the P60 (End of Year Certificate) from the library. Double-click to select either 'P60 HMRC Laser Single Sheet' or 'P60 Datamailer (Pegasus)'.	☐
6.	Select the **Reports - Year-end Forms** command to print a P60 for each employee. Make sure your printer is loaded with the P60 stationery for the 2018-19 tax year. • THIS CAN BE DONE AFTER THE YEAR-END IF NECESSARY. • A P60 WILL NOT BE PRINTED FOR LEAVERS.	☐

Completing the Year-End

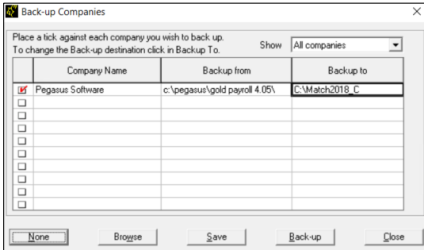| 7.	After all FPS submissions have been sent to HMRC for the 2018-19 tax year, you **MUST** send an EPS for the end of the tax year, even if Recoverable Amounts or CIS deductions don't apply. Open the **Online Services - Send Employer Payment Summary** form to create the final EPS file for the tax year and select the **Final Employer Payment Summary for Tax Year** checkbox.	☐

STEP 3: Starting the New Tax Year

THIS CHECKLIST DETAILS THE SUGGESTED STEPS FOR THIS PROCESS. PLEASE AMEND AS NECESSARY TO MATCH YOUR NORMAL PAYROLL TASKS.

Before using Capital Gold Payroll (4.07) in the 2019-20 tax year, the information for the old tax year for each company on the payroll needs to be cleared. Here is a list of tasks to start the new tax year in Capital Gold Payroll.

USE THE F1 HELP FOR ASSISTANCE WITH THE SCREENS.

Running the Year-end and Checking Details & Options ✔

1.	Backup the Capital Gold Payroll data files using the **File - Back-up & Restore - Back-up Company Data** command. It is advisable to back up your data to a new folder so that it does not overwrite an existing backup. In the **Backup to** box, first remove the text that is displayed. Then enter the drive letter and a new folder name for the current pay period, for example 'C:\March2019_C'.	☐
2.	Select the **Company - Year-end Restart** command. To confirm you want to continue, click either **OK** or **Cancel** as necessary. A DATA BACKUP IS COPIED AUTOMATICALLY TO A FOLDER CALLED 'LASTYEAR' IN THE MAIN CAPITAL 'GOLD PAYROLL' FOLDER, WHICH BY DEFAULT IS 'C:\PEGASUS\GOLD PAYROLL\ LASTYEAR'. ANY FILES THAT ALREADY EXIST IN THE FOLDER WILL BE OVERWRITTEN.	☐
3.	On the **Year-end Restart** screen, click to select the to-date totals to clear down in the column to the right of the **Pay Rate** and **Payment & Deduction** descriptions (only to-date totals are cleared). Many are already selected by default. Click again to reverse the selection if necessary. Then click **OK**.	☐
4.	If Capital Gold Payroll Plus Pack is activated, clear the year's history records if required. On the next **Year-end Restart** form select the drop-down lists to delete the year's records for pay history, diary entries, and costing records. Then click **OK**.	☐
5.	Click **OK** to confirm the new tax year and complete the year-end. Any employees with an 'L', 'M' or 'N' prefix tax code are automatically updated with the new codes for the 2019-20 tax year.	☐
6.	From 06/04/2019 the total minimum Auto Enrolment contributions is 8% - with the employer contributing at least 3%. If you need to change the contribution rates, use the **Tools – Global Changes** command to update pensions deduction rates on the Employees Details screen. Update the **Company Payments & Deductions** screen for new deductions.	☐
7.	Create employee records for new employees starting at the beginning of the new tax year using **Add New Employee**.	☐

Running the Year-end and Checking Details & Options   ✔

8.	You may need to amend existing employee details using **Alter Current Employee** or **Tools – Global Changes**. For example, changing an employee's tax or NI code, Student Loans, Postgraduate Loans, company director status or Scottish/Welsh taxpayer status.	☐
9.	Update your **Company Options** screen for the NICs Employment Allowance, Small Employer Relief and Apprenticeship Levy.	☐
10.	If you payroll company car benefits and have registered with HMRC to do so before the start of the tax year, add company car details and allocate them to the employees using the **Configure Company Car Details** screen if necessary. If you have cars that meet the Real Driving Emission Step 2 (RDE2) regulation, we advise that you set the **Fuel Type** for vehicles to 'Diesel Meets RDE2 Regulation' and **Recalculate** the cash equivalent after year-end processing and before you run the first payroll of the new tax year.	☐
11.	To help with running payroll in the new tax year, update the **Payroll Calendar** screen with **Payroll Dates** and **BACS Creation Dates** and **Processing Dates**. Also, check that the work period dates are correct.	☐
12.	For those employees who have attachment of earnings orders, review the outstanding balances by opening the **Employee details** screen and clicking the **AEO Settings** screen on the **Pay/Deds** tab.	☐
13.	If you are still using the 'default' password(s) for your payroll software, that is, those provided on first installation, we strongly recommend you change them to help you comply with General Data Protection Regulation (GDPR).	☐

<u>End of Guide</u>