

## Payroll Checklist For Year Ending 5th APRIL 2008

If you have more than one payroll, print a copy of this checklist for each company.

**A1. Convert HNL Payroll to Accu-Man**

Follow the separate instructions to convert your data to Accu-Man.

**A2.** Ensure Directors are set up as such on the Employee File Card before completing the last applicable payroll. Complete all the PAYE runs for 2007/08. If the next pay date is on or before the 5<sup>th</sup> April 2008 and week 52/fortnight 26/4-weekly 13 has already been run, you must use the Week 53 facilities.

**A3.** 2007/08 End of Year Returns are produced in April/May 2008 after the Payroll is closed. Therefore proceed with Section B below before turning to Page 2.

**B 1.** Post the final payroll runs to the accounts, if linked

**B 2.** Complete timesheets import data from payroll to end of PAYE year. Once the payroll year end has been run it is not possible to read cost data from payroll into timesheets.

**B 3.** Backup to floppy disk, CD or to a pen-stick dedicated to 2007-08. Do this even if your normal backup is to DAT tape.

**B 4.** In ACCUMANAGER, use the 'Copy to Last' facility to create a portfolio for 2007/08 and copy the 2007/08 payroll to it.

**B 5.** Confirm you have access to the 2007/08 Books in the Last Year portfolio.

**B 6.** CHANGE BACK TO THE ROOT PORTFOLIO & close the year through text Menu [1.6]

**B 7.** Check the Tax and NIC Tables in Menu [5.4] against PAYE & NIC Rates and Limits for 2008/09, P9X (2008) off the HMRC CD. Please note it is your responsibility to ensure Budget Tax Changes are implemented as and when advised by the Inland Revenue.

**B 8.** Implement Global Suffix changes as advised on Inland Revenue Form P9X (2008) under Menu [1.5] and any other individual Tax Code changes advised on P9(T)'s under Menu [1.1]. It is important to do the global suffix changes first

Please Note: Any changes to be announced in the March budget have not yet been agreed by Parliament. You will be advised by the Inland Revenue and will need to amend the tax tables in accordance with their instructions.

**P.T.O**

## 2007/08 End Of Year Returns

Follow these steps for each Payroll

C1. Whether returning manually or on line it is essential that the payroll figures are checked. Access the Last Year 2007/08 Payroll menu [5.5] Internet Gateway Validation and agree the P35 totals to the amounts physically paid to the Inland Revenue during the PAYE year and recorded under menu [3.4]. Print P14/P60 office copies [Menu 4.3.1] and P60 forms for current Employee [Menu 4.3.2]. Agree the figures to the P35 [Menu 4.4].

C2. **EITHER OPTION 1**  
**FILING ON LINE DIRECT TO GOVERNMENT GATEWAY**   
Use [Menu 5.5.1] to print instructions for Year end Returns by Internet.

C3. **OR OPTION 2**  
**MANUALLY FILING ON LINE**   
Print the Office Copy P14/P60 from [Menu 4.3.1] and P35 Office Copy from [Menu 4.4].  
Log onto Government Gateway and enter your year end figures on line or use the facilities on the HMRC CD.

C4. **OR OPTION 3**  
**COMPLETE P14/P60 FORMS MANUALLY.**   
Print the Office Copy P14/P60 from [Menu 4.3.1] and manually transpose the figures onto the pre-printed P14/P60 forms obtainable from the Inland Revenue.

C5. Print the following suggested reports for your records as a minimum requirement:  
Employee Card - All Schedules [Menu 2.1]   
P32 Inland Revenue Returns [Menu 3.4]

Should you have any queries please call Accu-Man support on:-  
**01507 668 146**

or

e-mail [support@accu-man.co.uk](mailto:support@accu-man.co.uk)

Website Address: [www.accu-man.co.uk](http://www.accu-man.co.uk)