



Accu-Man Payroll Checklist For Year Ending 5th APRIL 2010

[You may print pages 1 & 2 for each Payroll]

- 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 2009/10.
If the next pay date is on or before the 5th April 2010 and Week 52/Fortnight 26/4-weekly 13 has already been run, you must use the Week 53 facilities.
- A3. 2009/10 End of Year Returns are produced in April/May 2010 after the Payroll is closed. Therefore proceed with Section B below before turning to Section C.
- B1. If linked to Accounts, post the final payroll runs of the tax year.
- B2. 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.
- B3. Backup to floppy disk, CD or to a pen-stick dedicated to 2009-10.
Do this even if your normal backup is to DAT tape.
- B4. In ACCUMANAGER, use the 'Copy to Last' facility to create a portfolio for 2009/10 and copy the 2009/10 payroll to it.
- B5. Confirm you have access to the 2009/10 Books in the Last Year portfolio.
- B6. CHANGE BACK TO THE ROOT PORTFOLIO & close the year via text Menu [1.6]
- B7. Check the Tax and NIC Tables in Menu [5.4] against PAYE & NIC Rates and Limits for 2010/10, P9X (2010) off the HMRC CD. You may use the facility to set up the Tables with the computer's default [Menu 5.4.5] but please note it is your responsibility to check they are valid as the computer's figures were set before the Budget was ratified.
Tax Tables are held globally for all Payrolls so they only need to be set up under one Payroll.
- B8. Implement Global Suffix changes as advised on Inland Revenue Form P9X (2010) under Menu [1.5] and any other individual Tax Code changes advised on P9(T) 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 HMRC and will need to amend the tax tables in accordance with their instructions.

2009/10 End Of Year Returns

Follow these steps for each Payroll

- C1. Whether returning manually or via the Gateway it is essential that the payroll figures are checked. Select the Last Year 2008/09 portfolio and Payroll menu [5.5] Internet Gateway Validation. 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].
- C2. Print the following reports:
- a. Employee Cards from [Menu 2.1.1] for all Employees
 - b. P60 from [Menu 4.3] for current Employees
 - c. P32 Inland Revenue Returns [Menu 3.4]
- C3. EITHER OPTION 1 - FILING ON LINE DIRECT TO GOVERNMENT GATEWAY
Print instructions for Year end Returns by Internet [Menu 5.5.1]
- C4. OR OPTION 2 - MANUALLY FILING ON LINE
Print P35 [Menu 4.4] and check the figures against what you actually returned each month to HMRC.
Log onto Government Gateway and enter your year end figures on line or use the facilities on the HMRC CD.
- C5. OR OPTION 3 - COMPLETE P14/P60 FORMS MANUALLY.
Print P35 [Menu 4.4] and check the figures against what you actually returned each month to HMRC.
Manually transpose the figures onto the pre-printed P14/P60 forms.

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