

Micropay Professional

Payroll Year End 2011 Checklist

Part 1: Running the Payroll Year End 2011 Update	Done?
Step 1: Register with ROS (Revenue Online Service)	<input type="checkbox"/>
Step 2: Take a Full System Backup	<input type="checkbox"/>
Step 3: Download and Install the Payroll Year End 2011 Update (Do this as soon as the update is available.)	<input type="checkbox"/>
Part 2: Completing 2011 Processing	
Step 1: Process the final pay period(s) of 2011	<input type="checkbox"/>
Step 2: Update Employee Records	<input type="checkbox"/>
Step 3: Check the Company Details Window	<input type="checkbox"/>
Step 4: Compare Control Summary and P30/CC124	<input type="checkbox"/>
Step 5: Generate Earnings, Tax & PRSI report for each employee	<input type="checkbox"/>
Part 3: Payroll Year End Procedures	
Step 1: Ensure that pensions are set up correctly	<input type="checkbox"/>
* Step 2: Generate the P35 to ROS File	<input type="checkbox"/>
* Step 3: Print the PRC1 Report	<input type="checkbox"/>
* Step 4: Print P60s and Other Year End Certs	<input type="checkbox"/>
Part 4: Start of Tax Year 2011	
Step 1: Create Tax Year 2011	<input type="checkbox"/>
Step 2: Open Tax Year 2011	<input type="checkbox"/>
Step 3: Set up a New Payroll Calendar	<input type="checkbox"/>
Step 4: Budget Update and Period 1 of 2012	<input type="checkbox"/>
Step 5: Tax Credit Import (P2C File)	<input type="checkbox"/>
Step 6: Enabling CSO Reporting	<input type="checkbox"/>
Step 7: Construction Workers Pensions	<input type="checkbox"/>
Part 5: Accounting/Financial Year End (Optional, depending on when your Financial or Deduction Year ends.)	
Step 1: Clear Cost Analysis	<input type="checkbox"/>
Step 2: Clear Payments	<input type="checkbox"/>
Step 3: Clear Deductions	<input type="checkbox"/>
Step 4: Roll Forward Holiday and Absence Year	<input type="checkbox"/>

*** Steps marked with an asterisk must be completed before the Revenue Commissioners' submission deadline of Feb 15th 2012.**