



Sage Payroll

Guide to Payroll Year End 2023

By

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Payroll Year End 2023 Check List

Use this checklist to work through the Payroll Year End.

IT IS PREFERRED THAT STAGE 1 IS COMPLETE PRIOR TO PROCESSING THE FINAL PAY PERIOD FOR ALL THE 2023 PAYROLLS

See our Full Year End Resource Page at: <https://pimbrook.ie/knowledge-base/pye/>

Stage 1: Running the Payroll Year End 2023 Update

Completed?

Step 1: Locate where your payroll is installed	Pg 4	
Step 2: Take a Full System Backup	Pg 5	
Things to Note Before Running the Payroll Year End Update	Pg 8	
Step 3: Run the Payroll Year End 2023 Update	Pg 8	

Note: Each of the items in Stage 1 only need to be done once per PC (Not once per payroll.)

Stage 2: Completing 2023 Processing

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing Final Pay in 2023	Pg 17					
Step 1: Process the Final Pay Period(s) of 2023	Pg 19					
Step 2: Compare the Control Summary and Employer Monthly Liability Report	Pg 19					
Step 3: View/Save Other Reports	Pg 22					
Step 4: Housekeeping Tasks (Validate Payroll)	Pg 27					

Note: Each of the items in Stage 2 typically need to be done once per payroll in 2023 System.

Stage 3: Starting the Tax Year 2024

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing First Pay Period(s) in 2024	Pg 29					
Step 1: Creating Tax Year 2024	Pg 30					
Step 2: Opening Tax Year 2024	Pg 31					
Step 3: Setting up a New Payroll Calendar	Pg 34					
Step 4: Set up Additional Superannuation Contribution [ASC] (If Applicable)	Pg 38					
Step 5: CWPS – Set up New Calendar Jan-Dec 2024 and Clear Year to Date balances	Pg 38					

Note: Each of the items in Stage 3 typically need to be done once per payroll in 2024 System.

Stage 4: Set the First Period and Roll Forward the Holiday & Absence Year

Completed?

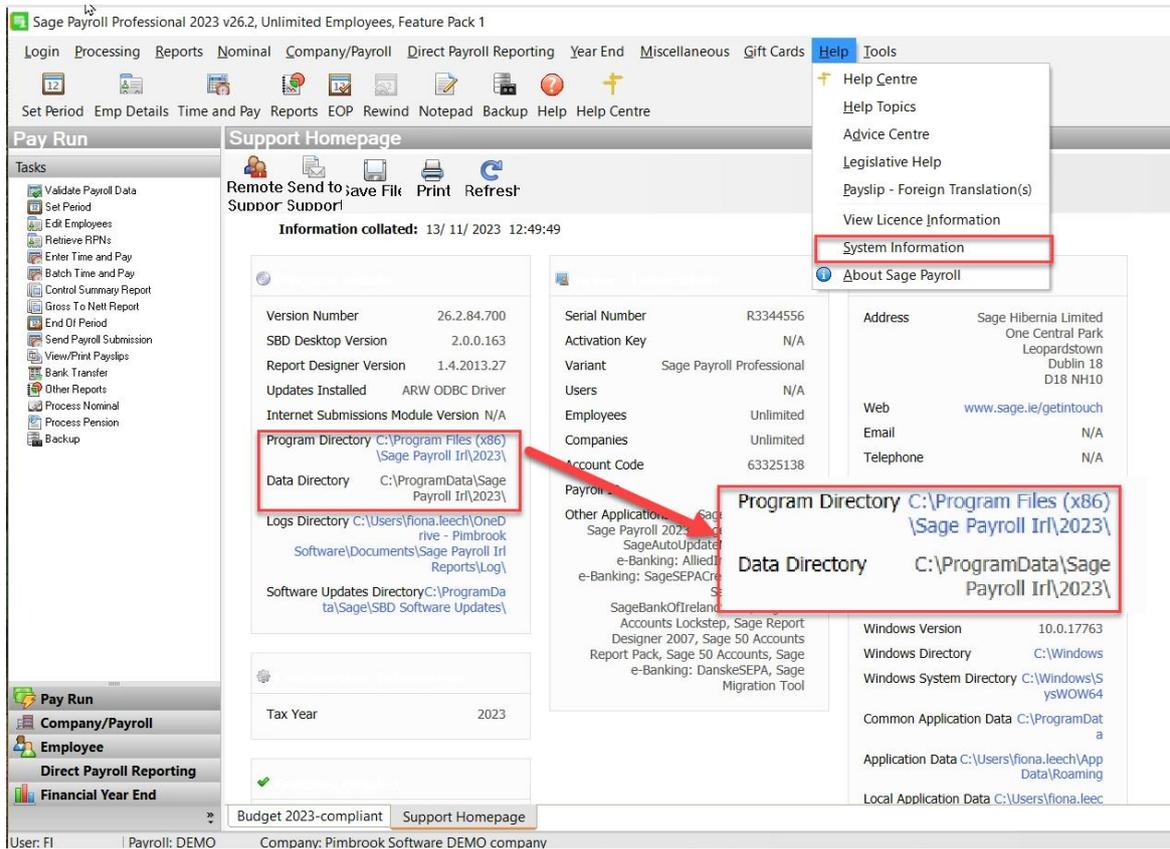
	Company	1	2	3	4	5
Step 1: Set the First Period	Pg 40					
Step 2: Roll Forward Holiday & Absence Year	Pg 40					
Step 3: Retrieve 2024 RPNs	Pg 41					

Note: Each of the items in Stage 3 typically need to be done once per payroll in 2024 System.

Stage 1: Running the Payroll Year End 2023 Update

Step 1: Locate where your payroll is installed

1. To locate this log into your payroll, select **Help** and then click **System Information**:



2. Before running any updates, please **fill in** the following information for your own reference later in the process:

Program Directory

Data Directory

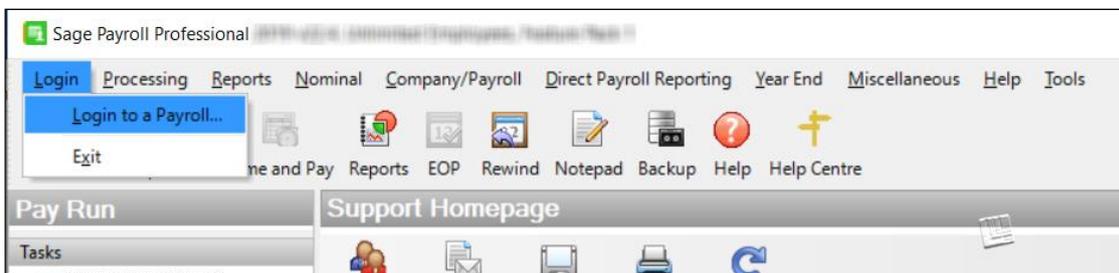
Step 2: Take a Full System Backup

Before installing the Payroll Year End 2023 Update, you must take a backup of the system files (program files) and payroll data.

Note: Pimbrook recommend taking this backup after all 2023 pay periods have been processed.

This should be kept safe for the future as this helps you to minimise the possibility of ever having to re-create information manually. The Revenue Commissioners require that you retain details of the payroll for at least six full tax years.

1. Select **Login** and **Login to a Payroll**.

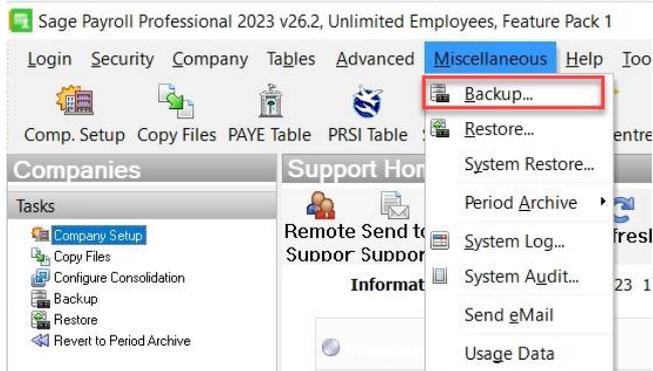


2. Login as the system administrator (with the username **ADMIN**).

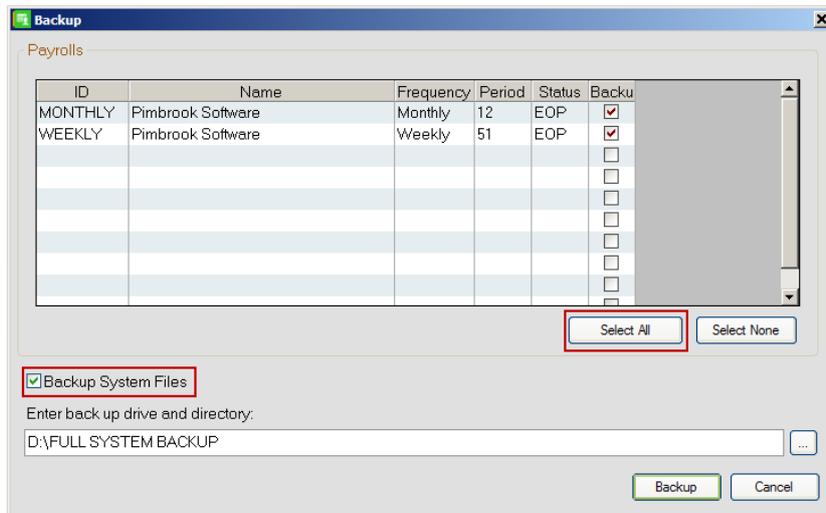
The default password for ADMIN prior to V26.2 is **PASS**, but this may be different on your system. Click **OK** to proceed.



3. Select the **Miscellaneous - Backup** menu option at the top of the screen.

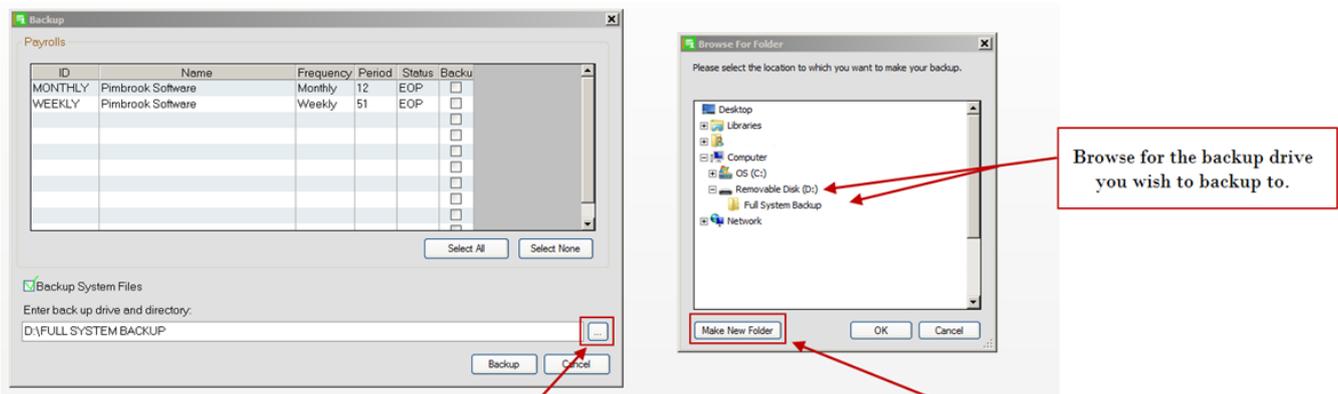


4. Click the **Select All** button or individually tick the relevant companies and select the **'Backup System Files'** checkbox.



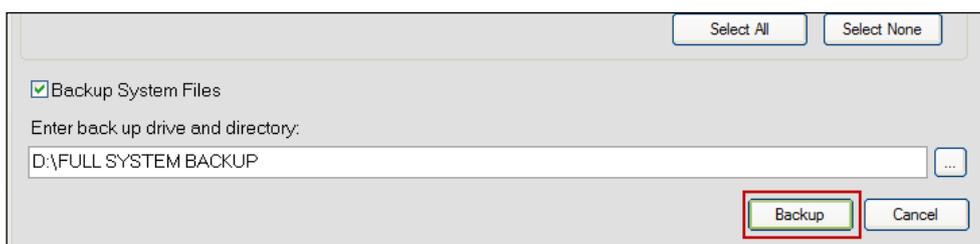
5. Ensure that the 'Enter back up drive and directory' field specifies the correct storage location for your backup.

- It's a good idea to create a folder especially for your year-end backup.
- Name the new folder **'FULL SYSTEM BACKUP'** or similar. Add the year if desired.
- You should use a reliable storage medium, such as a network drive or a memory stick.
- **Note:** *Payroll sizes vary, but the system backup may require up to 100MB of space.*

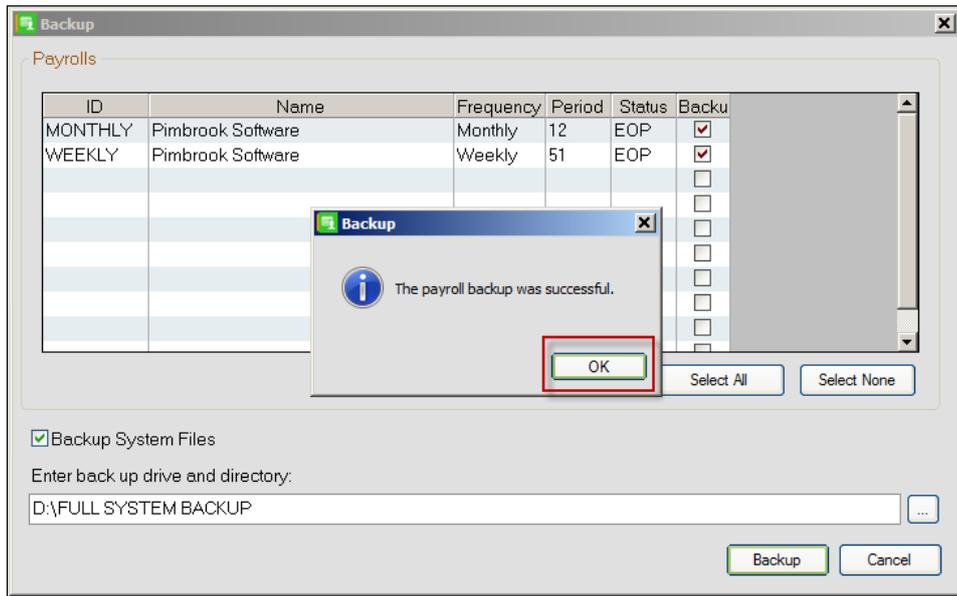


The easiest way to do this is to click the **Browse button** on the right and navigate to the relevant location and then click **Make New Folder** icon.

6. Click **Backup** to proceed.



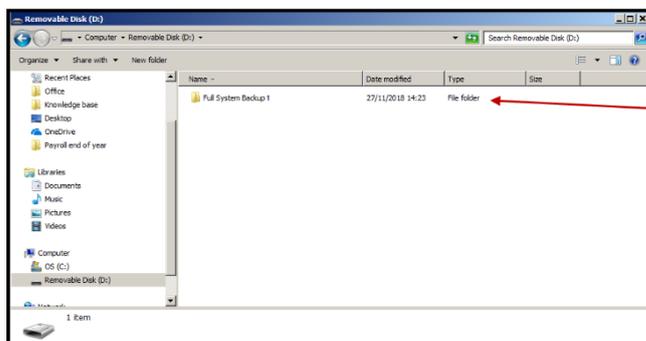
The backup is created at the specified location. Click **OK** in the confirmation message box. The backup process is now complete.



Note: Backup Already Exists: If a backup already exists in your selected folder, you will be alerted by a message on screen. Click **'Backup to this Folder'** to overwrite the existing backup. Otherwise, click **'Choose another folder'** and specify a different location. You can do this by going into **My Computer** and creating a **New Folder** to back-up to. See step 5 above.



Double click the drive you wish to backup to



Create a New Folder and Re-name it 'Full System Backup 1'

Things to Note Before Running the Payroll Year End Update

Administrative Rights:

- Depending on your operating system it may be necessary to have **administrator rights** on your computer.
- If you are unsure about this, contact your IT Company or inhouse IT Person.

Sage Payroll Version:

- To install the Payroll Year End 2023 Update, you must at least be using Sage Payroll 2023 V26.1 or higher.

Payroll Status:

- Your Payroll must have a status of End of Period (EOP) or Start of Period (SOP).

Close Other Applications:

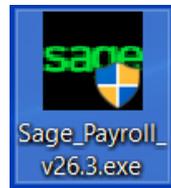
- Before proceeding, close all applications which are open on your PC, including Sage Payroll and any other Sage products.

Downloading the Update:

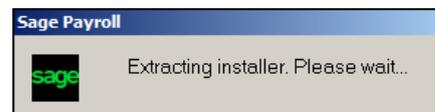
- If your automatic news feed is enabled, you may receive an automatic notification to download the PYE Update.
- If you don't get a notification, try clicking '**Help\Check for Updates**' at the top of the screen.
- Alternatively, you can download the Payroll year end update from our PYE 2023 Knowledgebase Article Here: <https://pimbrook.ie/knowledge-base/pye/>

Step 3: Run the Payroll Year End 2023/2024 Update

1. Double click on the update file to run the update:

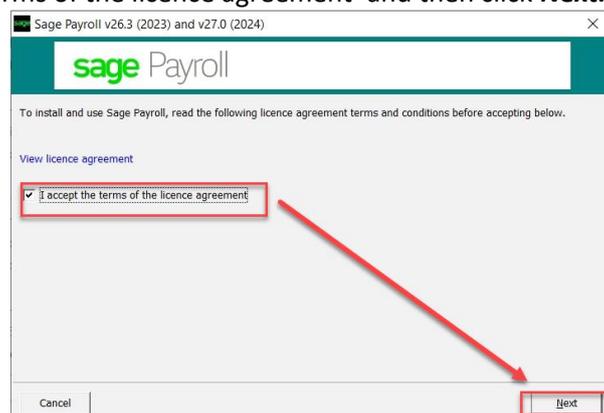


2. The system will start extracting the installer:



3. Read the Licence Agreement.

- Click the box 'I accept the terms of the licence agreement' and then click **Next**.



4. Decide whether you need to carry out a **'This Computer'** or a **'Client/Server'** installation:
[Please read all the text in this section, before proceeding.]

(Step 3, 5a)

If your *Program Directory* and *Data Directory* are in the same location (see Stage 1, Step 1) then you need the **'This Computer'** installation.

(Step 3, 6a)

If your *Program Directory* and *Data Directory* are in the different locations, then the option is **'Client/Server' Installation**:

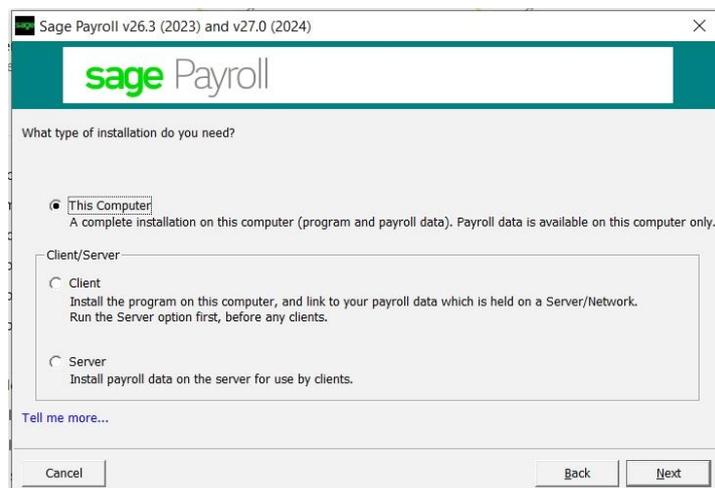
The Client/Server installation process requires that you run the update installer twice:

- The first time choosing the 'Server' option.
- The second time choosing the 'Client' option.

You only need to run the Server option once in total. But the client option needs to be run at each PC using Sage Payroll, including the first one where you ran the Server installation. *Please read Client/Server Note below for further explanation.*

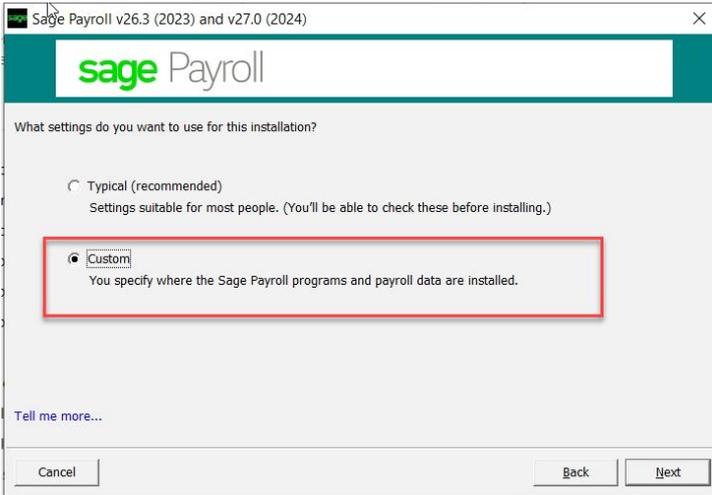
5. This Computer

- a. Click This Computer and Click **Next** to continue.



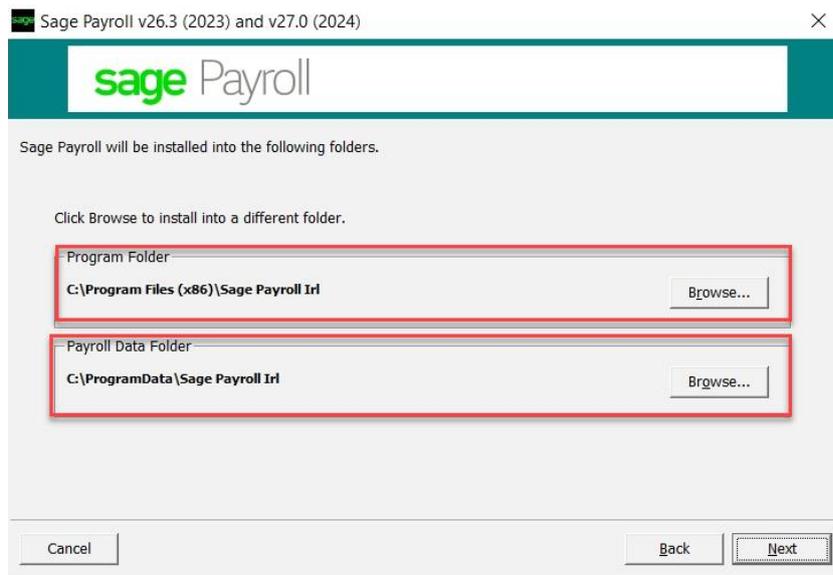
- b. 'Typical' or **'Custom'**:

On the next screen you will be asked to choose 'Typical' or **'Custom'** installation. Choose 'Custom' here and then click **Next**.



c. Check Locations:

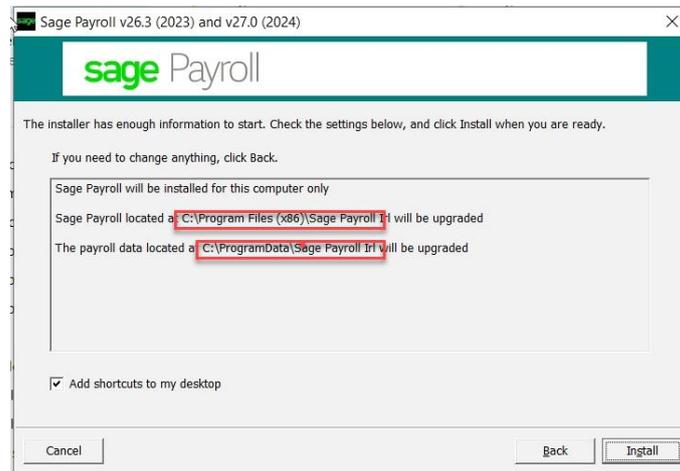
- Once you choose 'Custom' and click Next, the installer will display a new screen showing the locations it intends to use:
- The locations shown in the screen should be equal to the locations you identified in **Stage1, Step 1**.



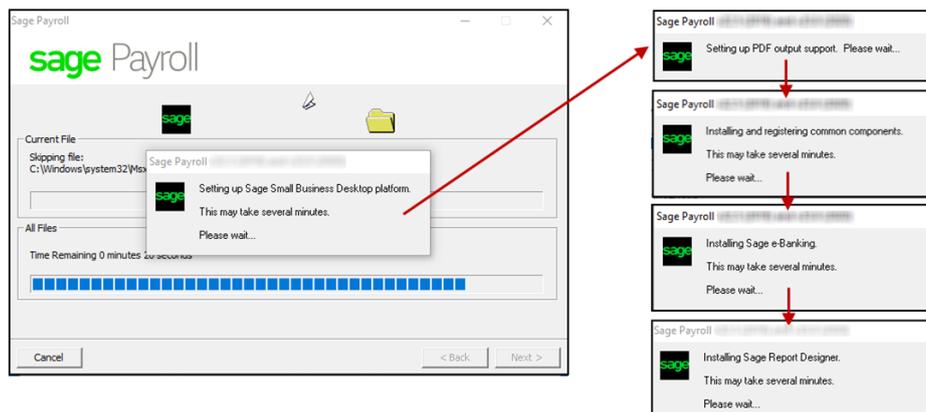
- If either of the locations shown in the screen displayed don't match their respective locations which you identified in Stage1, Step1 then click on the relevant '**Browse**' button to correct it. [The browse buttons are only available if you chose a 'Custom' install in part 5.]

Once you are happy that the locations are correct, click Next to continue.

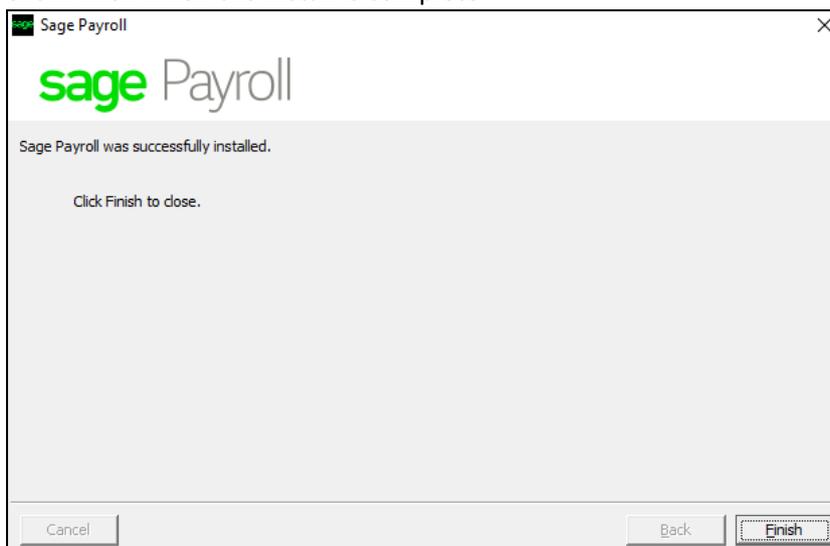
- d. A screen prompting you to install will appear. This is the final screen before you commit to installing the update. Click **Install**.



- It once again displays the locations, giving you one last chance to check if they are okay.
 - If you are still happy that the locations match those that you identified in Stage 1, Step 1 then click Install.
- e. Once installation starts, it will take a few minutes to complete.

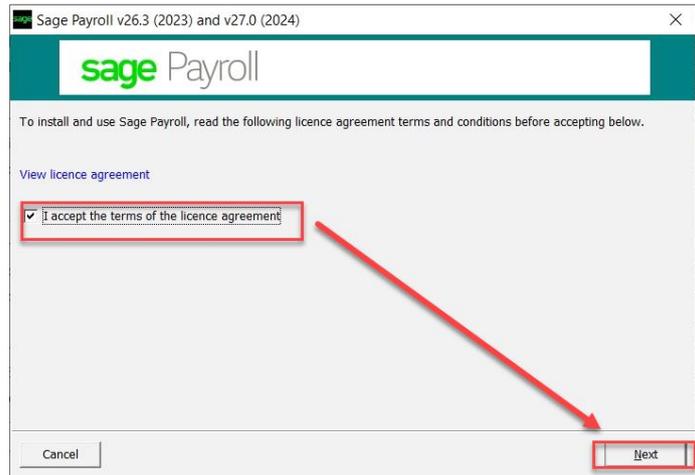


- f. Click **Finish** when the install is complete

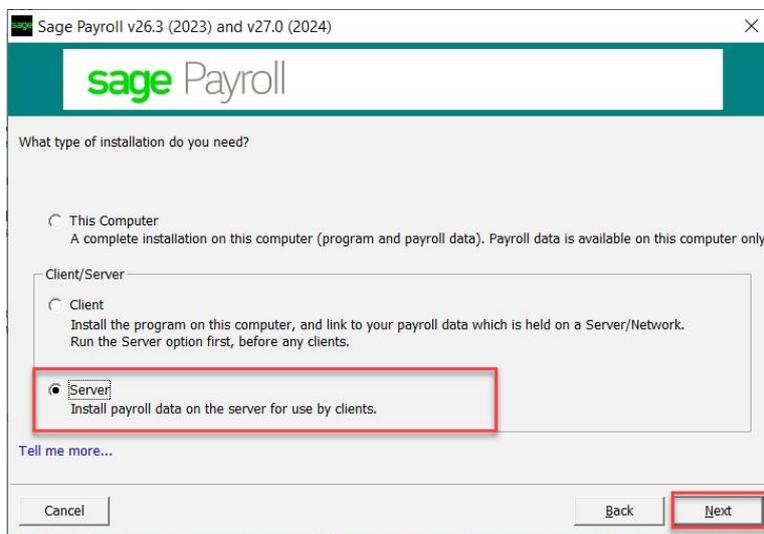


6. Server/Client Installation

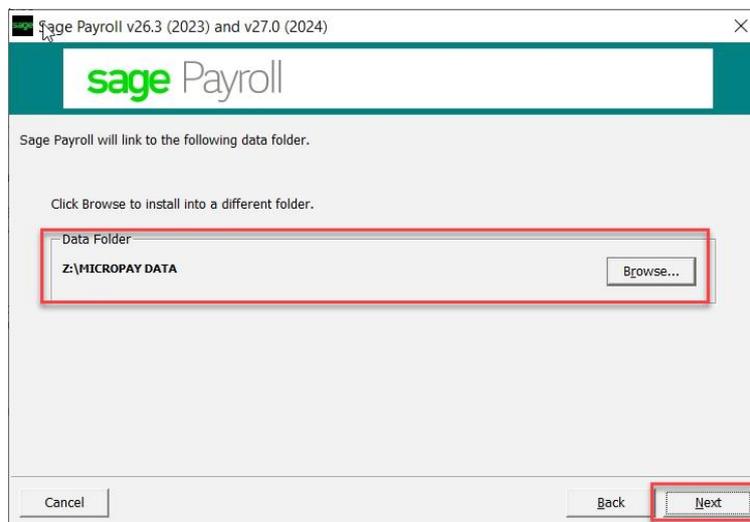
- a. Click the licence agreement.



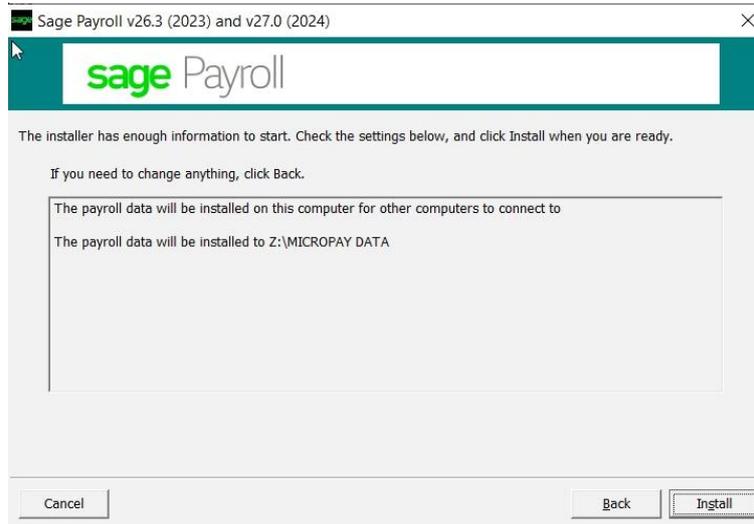
b. Select the Server option and click Next.



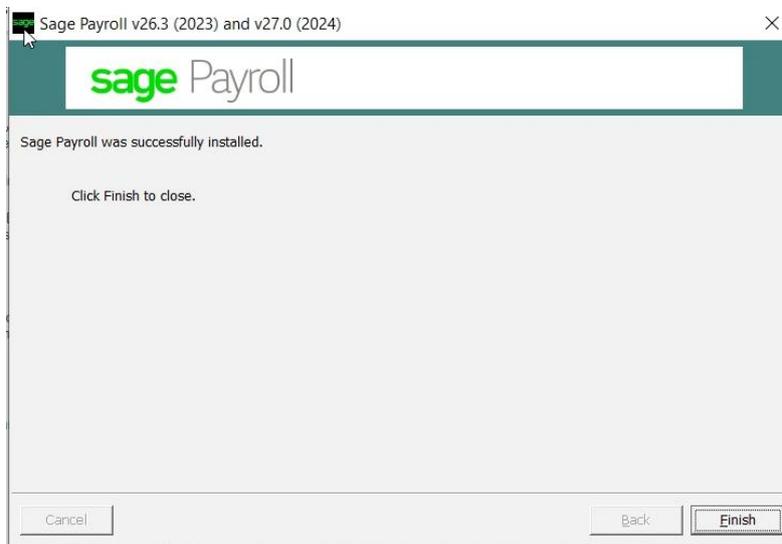
c. Ensure the data folder is pointing to your data folder Stage 1, Step 1.



d. Confirm the Server install is going to correct location and click Install.

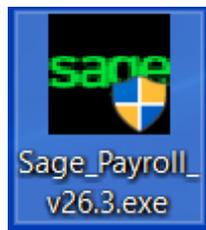


e. Click Finish to complete the Server Install.

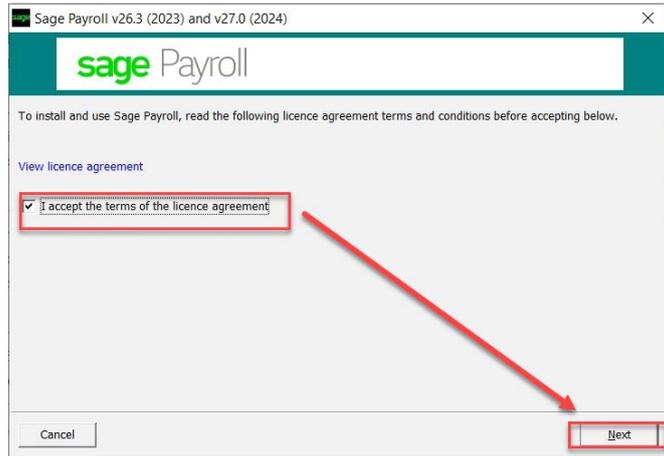


Client install

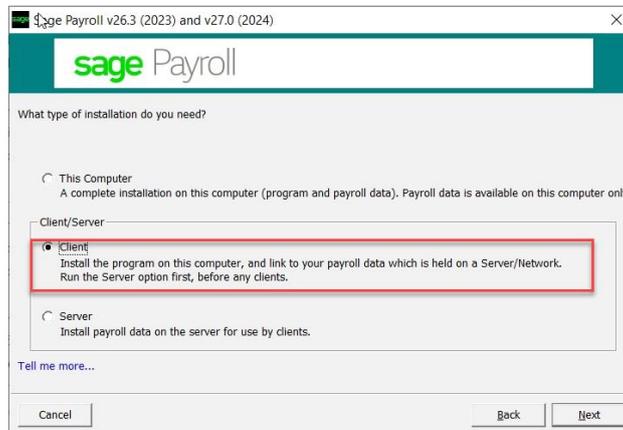
f. Double click on the update file to run the update (again) to run the client part of the server/Client Installation



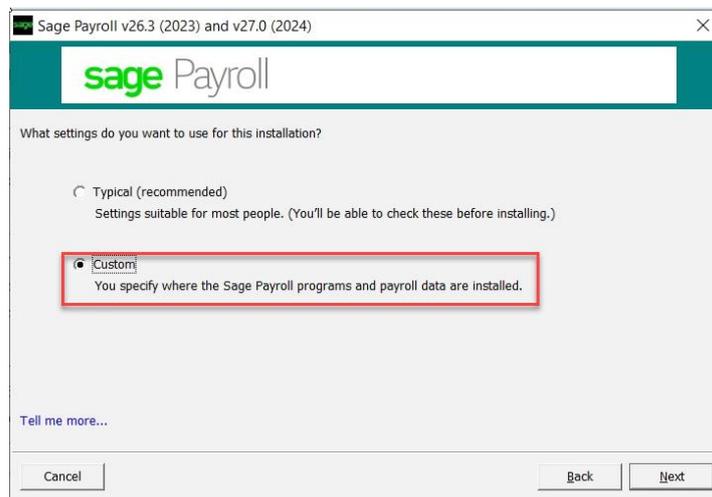
g. Click “I accept the terms of the licence agreement” and click **Next**.



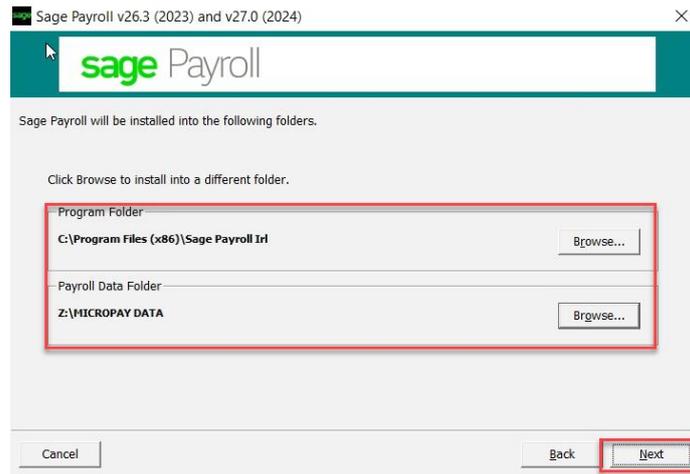
h. Click **Client** and **Next** to Continue.



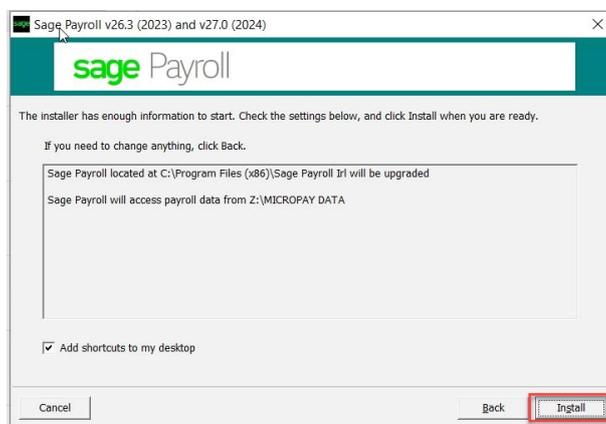
i. Click on **Custom** to allow you specify where the programs are installed. Click **Next**.



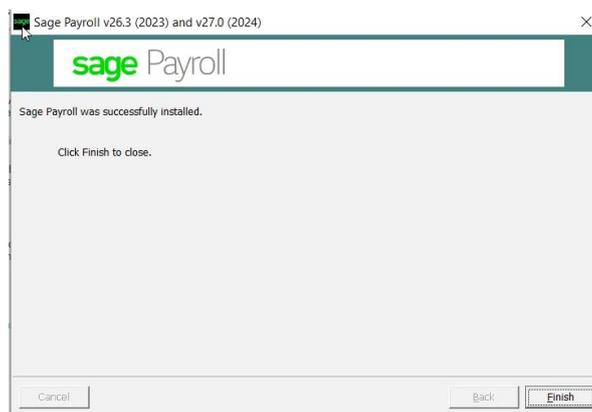
j. Confirm where your Program Folder and Payroll Data Folder are installing to. You can browse to a different directory here if necessary. **This should match Stage 1, Step 1.** Click **Next** to continue.



k. Double check your settings and click on **Install** to continue.



l. Click **Finish** to complete installation.



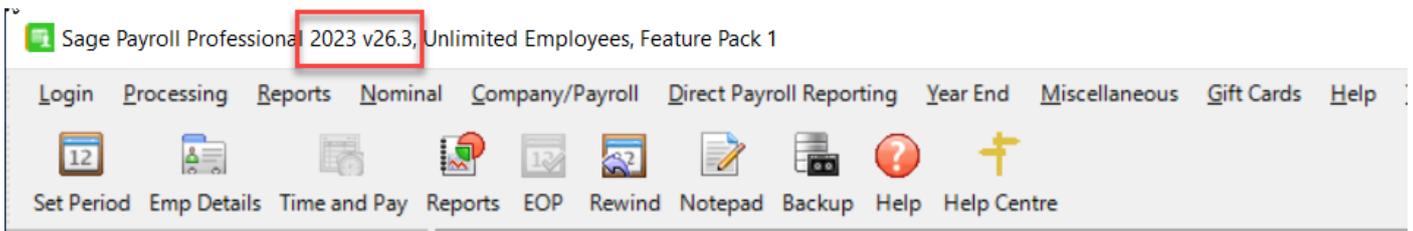
Repeat from 6f for each PC to run a client PC.

8. Launch the 2023 Software:

- Launch Sage Payroll 2023 tax year for the first time since the PYE update, by double-clicking the **Sage Payroll 2023** desktop shortcut icon:



- Log in as you normally do. When the software opens, check the version number displayed for Sage Payroll 2023. The version number should now read **V26.3** This can be seen in the title bar at the top of the screen:



Stage 2: Completing 2023 Processing

Things to Note Before Processing Final Pay in 2023

Employee ‘End of Year Statement’ – (Formerly P60’s)

- As part of PAYE modernisation, employees are required to log into their Revenue ‘MyAccount’ to retrieve their own ‘End of Year Statement’ for the tax year.
- As the year end approaches, it might be a good idea to remind your employees of this process.

Pay Dates & The Pay Date Rule:

- The pay date rule means that if the planned pay date for a period is a 2023 date, then the period belongs in the 2023 payroll system and if the pay date is a 2024 date, then the period belongs in the 2024 payroll system.
- To check your planned 2023 pay dates in your payroll’s calendar, click ‘Company/Payroll’, then click ‘Calendar’.
- All scenarios are governed by the pay date rule.

Check If You Have an Extra Pay Period:

- Because the number of days in the tax year doesn't divide into a ‘whole’ number of tax weeks, the remaining days can sometimes warrant an extra pay period.
- For weekly payrolls this would be a 53rd period, for fortnightly payrolls this would be a 27th period, and for 4-weekly payrolls this would be a 13th period.
- Because Dec 31st 2023 falls on a Sunday, there will not be an extra pay period for 2023.
- Your Pay date must be a date within the allowed date range for that period. The **Pay Date** field is the date that you pay your employee’s wages/salary processed in the pay period. This date is included in every payroll submission to Revenue for your employees.
- Remember that Revenue wants employers to pay on the same day of the week, all year round. This includes over year end. We strongly advise to plan out your dates over year end /new year ahead of time, so that you are clear which periods belong in the 2023 system and which periods belong in the 2024 system.

Other Things to Consider:

- For non-monthly frequency payrolls (e.g.: weekly, fortnightly, 4-weekly etc..), payments to employees should be on the same day every week – including over year end.
- Holiday pay for days taken in 2023 need to be paid in the 2023 payroll.
- Holiday pay for days taken in 2024 need to be paid in the 2024 payroll.
- If you have a weekly payroll and are planning to pay 2 or 3 weeks together prior to the Christmas break, the pay date rule should still be applied to each period. Examine the pay date for the latter period before processing anything:

December							
Week	Mo	Tu	We	Th	Fr	Sa	Su
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

- **Scenario 1:** If the *planned* pay date of the latter period, falls in **2023**, then it should be included in the **2023** system. If the periods are processed together, then this would require only one payment through the bank. [Alternatively, they can be run one by one, in which case there would be a bank payment for each period. The pay date rule still applies.]
- **Scenario 2:** If the *planned* pay date of the latter period, falls in **2024**, then it should be included in the **2024** system. This scenario would then require two separate bank payments, one for payment of the 2023 final period(s) and one for payment of the 2024 1st period.

[In Scenario 2 above, you can set the bank file execution date to be the same date if required, but you should contact your bank before doing so, as some banks may interpret two files with the same date as a mistake. Alternatively, you can set different execution dates for the two bank files.]

- All the above is *irrespective of when the work was carried out*.

See below Examples of Year End 2023/Year Start 2024 Dates:

There are **52 Mondays** in 2023, **52 Tuesdays** in 2023, **52 Wednesdays** in 2023, **52 Thursdays** in 2023, and **52** Fridays in 2023. There are 53 Sundays in 2023 but this is not a pay day. The most popular pay dates would generally be Wed, Thurs & Friday. See examples of pay dates for those days in the image below. Your payroll may differ of course, but try to stick to the date rules, and plan correctly for Period 1 in 2024.

Example 1 : for Wednesday Pay Dates				Example 2 : for Thursday Pay Dates				Example 3 : for Friday Pay Dates			
Period	Day	Pay Day	Belongs in Payroll year	Period	Day	Pay Day	Belongs in Payroll year	Period	Day	Pay Day	Belongs in Payroll year
50	Wed	13/12/2023	2023	50	Thurs	14/12/2023	2023	50	Fri	15/12/2023	2023
51	Wed	20/12/2023	2023	51	Thurs	21/12/2023	2023	51	Fri	22/12/2023	2023
52	Wed	27/12/2023	2023	52	Thurs	28/12/2023	2023	52	Fri	29/12/2023	2023
1	Wed	03/01/2024	2024	1	Thurs	04/01/2024	2024	1	Fri	05/01/2024	2024
2	Wed	10/01/2024	2024	2	Thurs	11/01/2024	2024	2	Fri	12/01/2024	2024

About Pay Dates being a Bank Holiday:

Under Payroll Modernisation Real Time Reporting, you make a payroll submission on or before the date you pay your employees (on any normal period). The only exception to this rule is where the normal pay day falls on a bank holiday date, where you can submit on the Bank Holiday date – but transfer funds the day before.

Example:

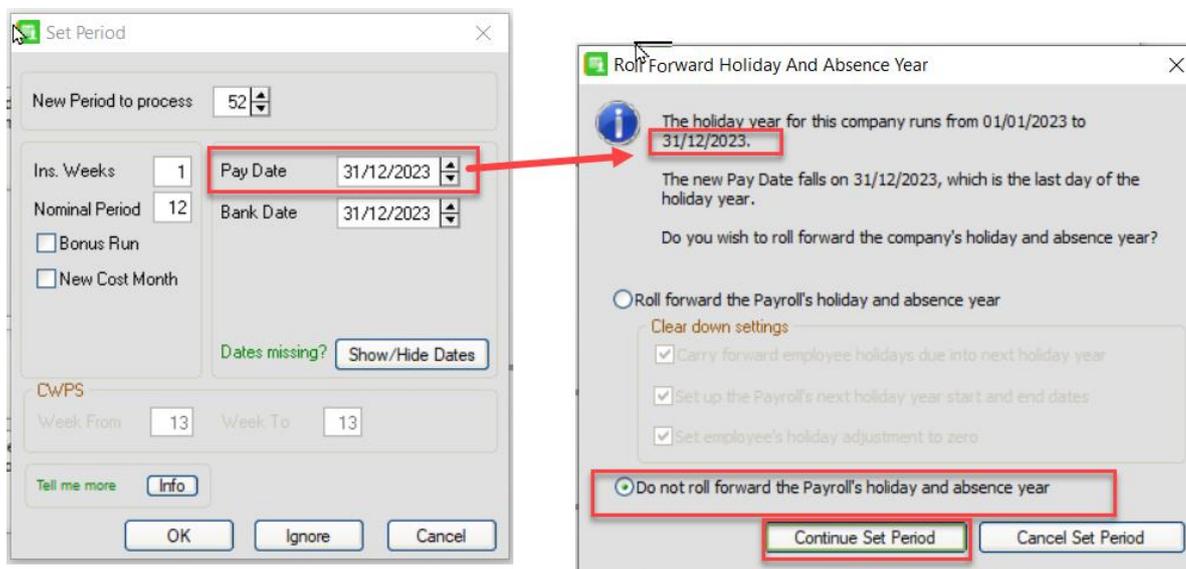
Your normal pay day falls on a **Bank Holiday**, however as the banks are closed that day and you can't transfer funds on that date. You instead can make the electronic transfer on the previous banking day, but you should always report the pay date (in Sage Payroll) as **the Bank Holiday Date**. This applies all year round, however if it happens over the Christmas period – you must still apply the pay date rule: if the bank holiday is in the current year (2023) then the period belongs in the 2023 payroll system, and if the bank holiday is in the new year (2024) then the period belongs in the 2024 payroll system. In 2023, the 25th and 26th December are bank holidays so payment can be made to the bank on 22nd December and these must be processed in the 2023 payroll.

Step1: Process the Final Pay Period(s) of 2023

Process the last pay period(s) of 2023 for your company payroll in the usual way.

- Normally, the last pay period is Week 52, Month 12, or Fortnight 26, but in some years [for non-monthly payrolls], you might have an extra pay period.
- If you are running a weekly payroll, it's ok to finish on week 51 if all employees are paid for a double week. (2 Tax Credits, 2 Insurable Weeks, 2 Weeks Worked etc...)
- In all scenarios, be sure to adhere to the 'Pay Date Rule'.

Important Note: When you set your final period, if your Period Date happens to be equal to the final day of your Holiday Year, the system will prompt you to 'Roll Forward Holiday & Absence Year'. Do not roll forward Holiday & Absence Year, as this is not the correct time to do this. If your holiday year ends at the end of Dec annually, then Period 1 of 2024 is the correct time to do this. (See Stage5, Step 2).



When your final payroll is complete, run end of period in the usual way and do your submission as normal.

Step 2: Compare the Control Summary and Employer Monthly Liability Reports

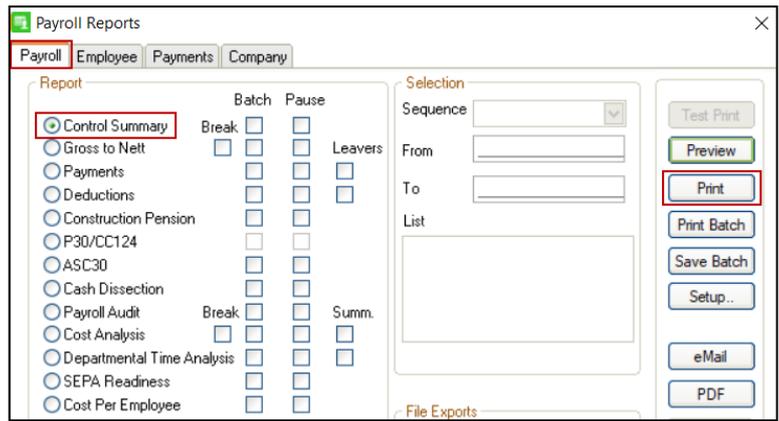
*Before continuing, make sure that the payroll status is **End of Period**, so that all figures reported are up to date.

1. Print the Control Summary:

- Select the '**Reports\Payroll Reports**' from the menu at the top of the screen. (Alternatively select the 'Reports' button from the main screen).

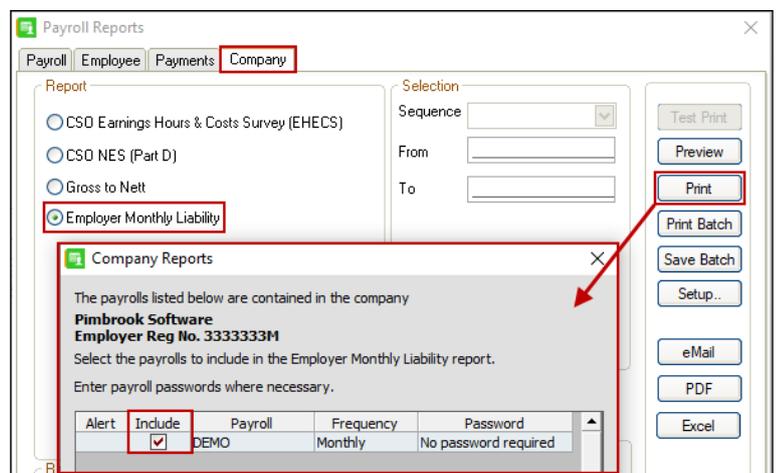


- When the Payroll Reports window is presented, select **Control Summary**, and then click **Print**:
- If you want to print a consolidated Control Summary Report, you will need to log into your Consolidated company to do this.
- If you do not yet have a consolidated company, you can create one by following the guide at the end of this booklet.



2. Print the Monthly Liability Report:

- In the Payroll Reports window, choose the **'Company'** tab at the top.
- Select the **'Employer Monthly Liability'** report option and click the **'Print'** button.
- A new screen is presented offering you a list of all your payrolls. Tick **'Include'** to select the payroll you're logged into and click **'Continue'** at the bottom of the screen.
- If you want to print a consolidated Liability Report, choose the relevant payrolls, and click **'Continue'** at the bottom of the screen.
- When prompted to **'Show Quarterly Subtotals'**, click **'No'**.



3. Compare the information on the two reports as follows:

- Make sure that the Control Summary data (specified in the table below - left column), matches the Employer Monthly Liability Report data (specified in the table below – right column). See example in image:

Control Summary (Cumulative Control Totals)	Employer Monthly Liability Report
Tax This Employment - C/Forward	Income Tax (Total at the Bottom)
USC This Employment - C/Forward	USC (Total at the Bottom)
PRSI Employee + PRSI Employer - C/Forward	PRSI (Total at the Bottom)

**The LPT Value in the Monthly Liability Report will need to be compared to the Deduction report. See note below.*

Example:

	Cumulative Control Totals			
	B/Forward	New Starters	This Period	C/Forward
Gross Pay YTD	934037.55		84750.40	1018787.95
Tax Paid YTD	218898.83		20005.63	238904.46
Gross Prev. Emp.				
Tax Prev. Emp.				
Gross This Emp.	934037.55		84750.40	1018787.95
Tax This Emp.	218898.83		20005.63	238904.46
Gross Income YTD	952987.09		86439.19	1039426.28
USC Paid YTD	39334.23		3575.88	42910.11
Gross Income Prev. Emp.				
USC Prev. Emp.				
Gross Income This Emp.	952987.09		86439.19	1039426.28
USC This Emp.	39334.23		3575.88	42910.11
PRSI Employee	35526.81		3221.87	38748.68
PRSI Employer	94720.25		8589.47	103309.72

*Note: Please check that the B/Forward Values are equal to the C/Forward values from the previous pay period

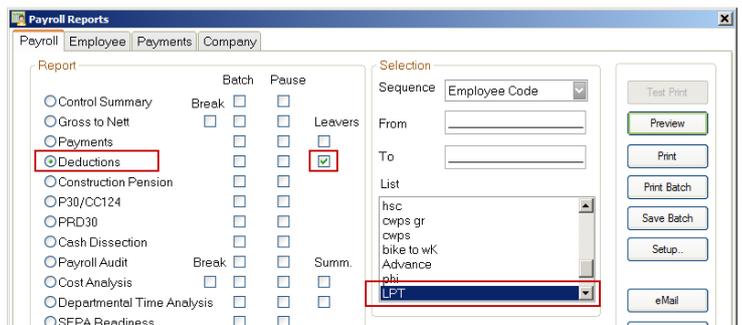
■ PAYE
■ USC
■ PRSI
■ LPT

← Add These Two Together

Pimbrook Software (3333333M) Employer Monthly Liability					
Month	Income Tax	PRSI	USC	LPT	Total Liability
January	18,947.42	12,133.66	3,575.88		34,656.96
February	20,005.63	11,811.34	3,575.76	26.25	35,418.98
March	19,979.41	11,811.34	3,575.88	26.25	35,392.88
April	20,005.65	11,811.34	3,575.90	26.25	35,419.14
May	20,005.61	11,811.34	3,575.75	26.25	35,418.95
June	19,979.40	11,811.34	3,575.88	26.25	35,392.87
July	20,005.65	11,811.34	3,575.88	26.25	35,419.12
August	19,979.39	11,811.34	3,575.76	26.25	35,392.74
September	20,005.62	11,811.34	3,575.88	26.25	35,419.09
October	20,005.66	11,811.34	3,575.79	26.25	35,419.04
November	19,979.39	11,811.34	3,575.87	26.25	35,392.85
December	20,005.63	11,811.34	3,575.88	26.25	35,419.10
YTD Totals	238,904.46	142,058.40	42,910.11	288.75	424,161.72

You will need to run the Deduction Report to find the LPT Value if required.

Note: When printing Deduction reports ensure you tick the include leavers option, to ensure all values are included:



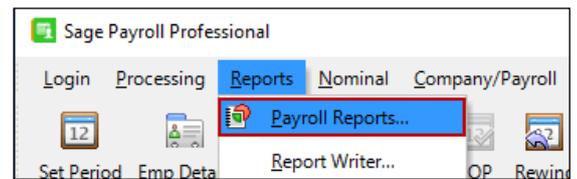
Step 3: View/Save Other Reports

While printing/saving some of the reports suggested below is optional, we think its good practice to finalise your payroll year by doing so. Saving them to PDF (or Excel) is a good idea as they can easily be passed on to your Auditors/Accountants. We recommend printing/saving the following reports, but if you prefer other reports you can add to the list below:

1. Control Summary Report
2. Employment Detail Summary Report
3. Earnings Tax & PRSI
4. ASC Reports (If Applicable to Your Payroll)

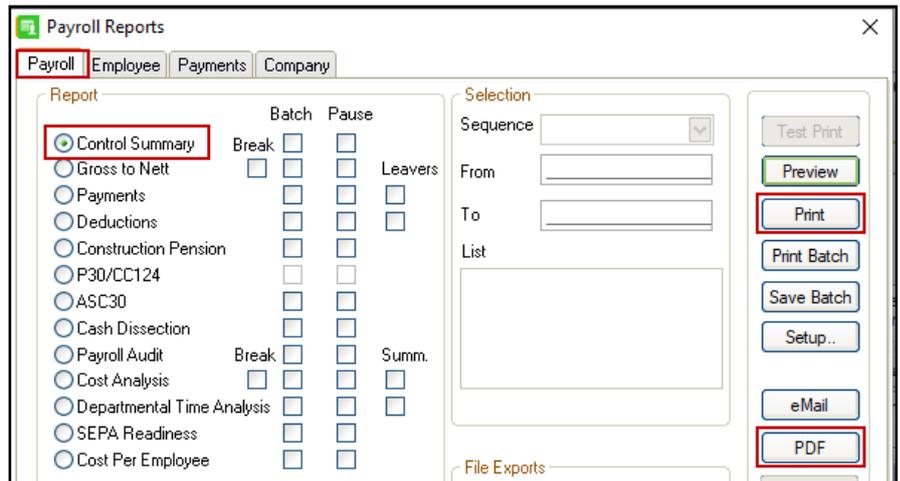
1. Print/Save Control Summary Report:

- Select the **'Reports\Payroll Reports'** from the menu at the top of the screen. (Alternatively select the 'Reports' button from the main screen).



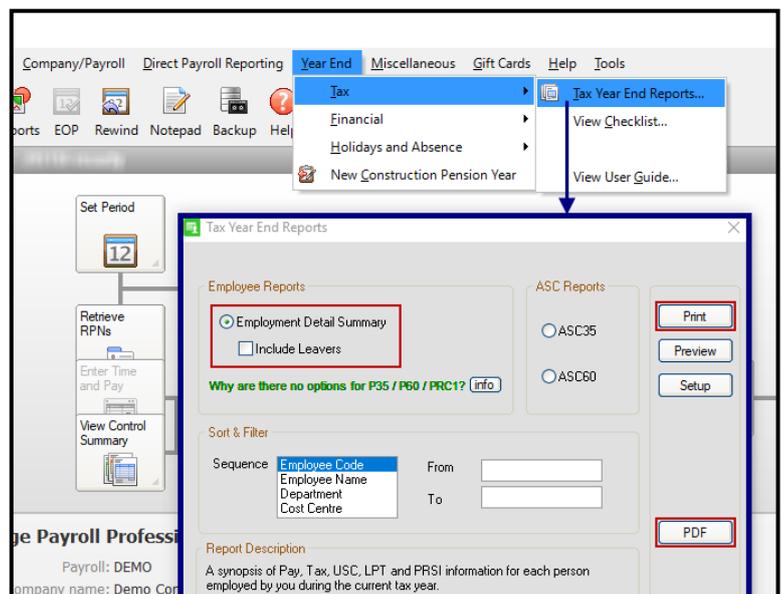
- When the Payroll Reports window is presented, select **'Control Summary'**.

- To print, click the **'Print'** button or if you prefer to save it as a PDF file, click the **'PDF'** button:



2. Print/Save Employment Detail Summary Report:

- Your Sage Payroll software includes an Employment Detail Summary report.
- It shows Pay, Tax, USC, LPT and PRSI Information for every person employed by you during the current tax year.
- This report is for reference only and is not an official Revenue document.
- You are not required to hand this out to employees, but you can print or PDF it for your own reference if you so wish.
- If an employee asks you for a summary of their employment, this will be the report to give them.



- To access this report, click on the ‘Year End’ menu item at the top of the screen, then choose ‘Tax\Tax Year End Reports’:
- From the window that is presented, choose ‘Employment Detail Summary’. Choose to include leavers using the ‘Include Leavers’ tick box.
- To print click the ‘Print’ button or if you prefer to save it as a PDF file, click the ‘PDF’ button:
- You can select a single employee or a range of employees by choosing **Employee Code** in the Sequence list box and entering the relevant employee(s) in the **From** and **To** fields.
- The Employee Detail Summary Report looks like this: 

Employment Detail Summary

Please note, this document is for reference purposes only. You should obtain your official Employment Detail Summary report and End of Year Statement from your 'MyAccount' section of the Revenue website.

Company Name: Pimbrook Software Tax Year: 2018
 Employer Registration Number: 3333333M Date of Issue: 27/11/2018

Employee Details

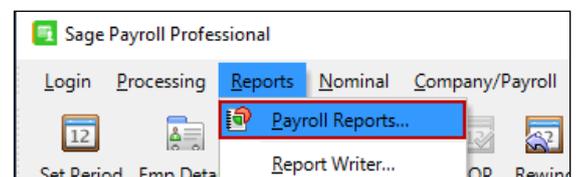
Employee Name: Bob Flood
 Employee Address: 9 The Street
 Ballynoo
 Dublin
 Employee PPSN: 1111111L
 Employment ID: 1
 Start Date:
 Finish Date:

Pay, Tax, USC, LPT and PRSI Details

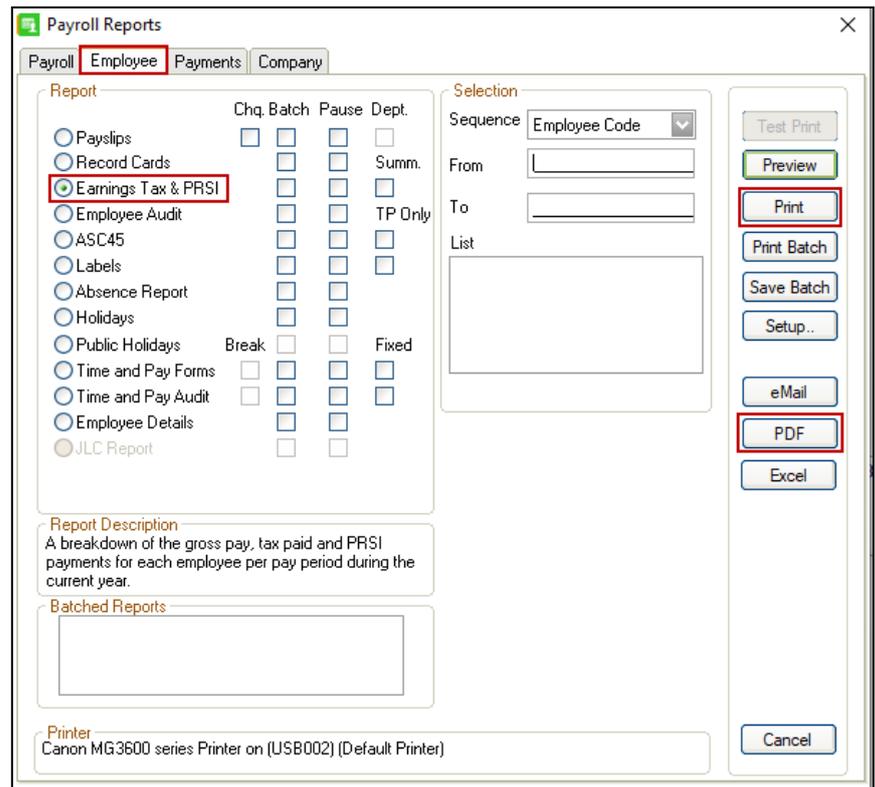
Gross Pay (All payments applicable to taxes):	37,626.72
Pay for Income Tax:	37,064.05
Income Tax (PAYE) Paid:	5,715.63
Taxable Benefits (Including BIK's):	132.00
Pay for Universal Social Charge:	37,626.72
Universal Social Charge (USC) Paid:	1,043.72
Local Property Tax (LPT) Paid:	288.75
Employee PRSI Paid:	0.00
Employer PRSI Paid:	0.00
PRSI Base Class:	NA
Total Number of Insurance Weeks:	4

3. Print/Save Earnings Tax & PRSI Report:

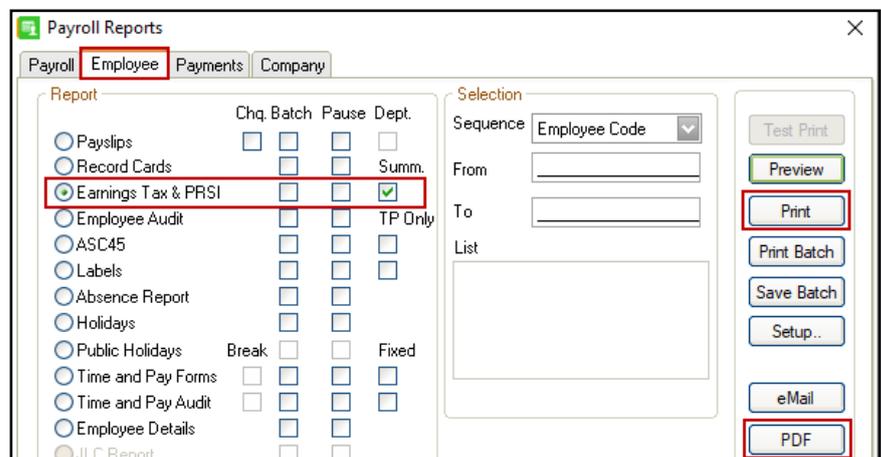
- Select the ‘Reports\Payroll Reports’ from the menu at the top of the screen. (Alternatively select the ‘Reports’ button from the main screen).



- When the Payroll Reports window is presented select the **'Employee'** tab at the top of the screen:
- Select **'Earnings Tax & PRSI'** report on the left:
- To print, click the **'Print'** button or if you prefer to save it as a PDF file, click the **'PDF'** button:
- You can select a single employee or a range of employees by choosing **Employee Code** in the Sequence list box and entering the relevant employee(s) in the **From** and **To** fields.
- The Earnings Tax & PRSI Report shows one page per employee, and lists each periods earnings, tax, PRSI, USC etc for that employee.
- Browse your report and confirm that it is correct & complete.



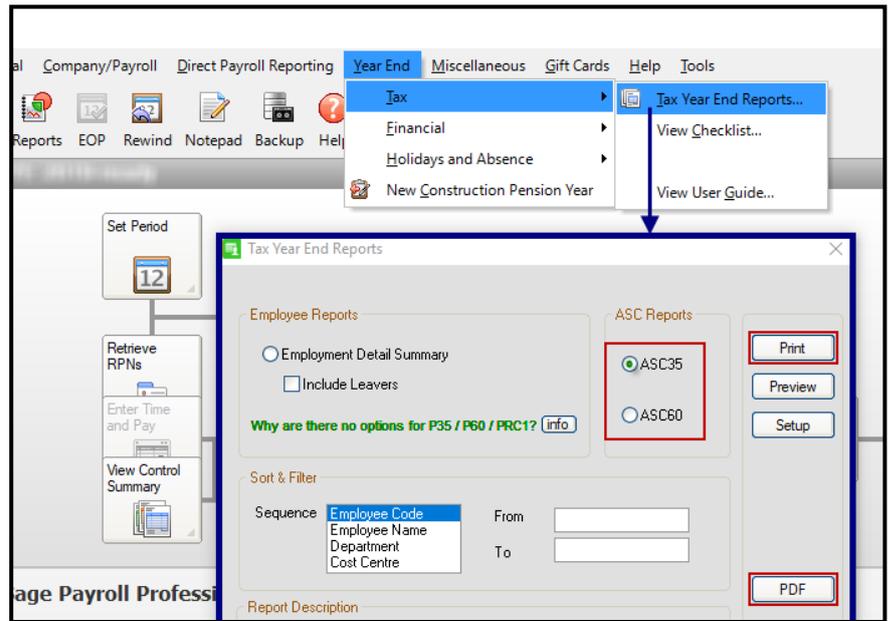
- There is also an option to print/save a summary of the Earnings Tax & PRSI report.
- In addition to the steps above, just tick the **'Summ'** tick box before clicking **'Print'/'PDF'**:
- The summary report shows one line per employee.



4. Print/Save ASC35 and ASC60 Reports (If Applicable to your Payroll)

- If ASC (Additional Superannuation Contributions) are applicable to your payroll in 2023 then you will need to print the ASC35 and the ASC60 reports.
- The ASC35 pertains to the whole payroll and is a summary of all the ASC processed throughout the year.
- The ASC60 pertains to the individuals from whom it was deducted.

- To access these reports, click on the 'Year End' menu item at the top of the screen, then choose 'Tax\Tax Year End Reports':
- From the window that is presented, choose 'ASC35' or 'ASC60' as desired.
- To print click the 'Print' button or if you prefer to save it as a PDF file, click the 'PDF' button:
- You can select a single employee or a range of employees by choosing **Employee Code** in the Sequence list box and entering the relevant employee(s) in the **From** and **To** fields.



- If your payroll is a weekly payroll, you will be asked if there was an extra pay period.
- Choose Yes or No as appropriate to your payroll.

Your ASC35 will look like this:

ASC35				
Additional Superannuation Contribution (ASC) Annual Report				
		2022	26/10/2022	Week 53 N
EMPLOYER				
EMPLOYER				
REG NO	EMPLOYER	ADDRESS	CONTACT NAME	PHONE
3333333M	Pimbrook Software Demo Compa	13 Seapoint Riverstown Business Park Waterford	Sharon Foley	051395900
EMPLOYEES				
PPSN	WORKS NO	GROSS INCOME	ASC	START DATE END DATE
1111111L	0001	€163049.12	€13370.16	03/01/2022
0001524P	0003	€411190.00	€39424.96	03/01/2022
6982924L	0004	€170560.00	€14733.82	03/01/2022
0101935UW	0006	€155272.00	€12553.57	03/01/2022
4239144R	0027	€164320.00	€13503.61	03/01/2022
0000016O	0035	€353694.00	€11128.44	14/02/2022
TOTAL		€1418085.12	€104714.56	

Step 4: Housekeeping Tasks (Validate Payroll Data)

Most of the following housekeeping tasks can be done at any time throughout the tax year, but the end of a tax year is a good time to make sure everything in your payroll data is correct, before you move that data into the new year.

Housekeeping tasks that you can carry out are:

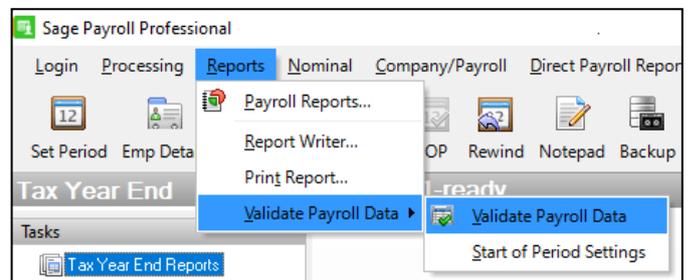
1. Validate Your Payroll Data (Every Pay Period)
2. Check Your 'Company' Information is correct.
3. Check your Employee Details are correct.
4. Check Directors Setting (If Applicable)
5. Check Starter Dates (If Applicable)
6. Check Leaver Dates (If Applicable)
7. Check PAYE Exclusion Orders (If Applicable)
8. Check Shadow Payroll Information (If Applicable)
9. Check Your Pensions are Setup Correctly (If Applicable)

For your reference, a 'Housekeeping Guide' which further details tasks 2-9, can be found at the end of this booklet.

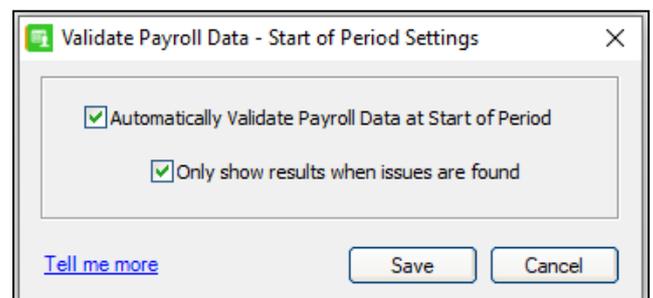
Validate Your Payroll Data (Every Pay Period)

- The Validate Payroll option is now set to run automatically as part of the Set Period process. This can be switched off if you prefer to do it manually each period yourself.
- We recommend that you Validate your Payroll Data during every pay period, as part of your regular payroll process as it will check your payroll data for any issues that may cause your Revenue submissions to fail.
- If you do not run the Validate Payroll Data option every pay period (either automatically or manually), you may find yourself in a situation where an issue has gone undetected, and you may be forced to re-run and re-submit previous payrolls to correct the problem.

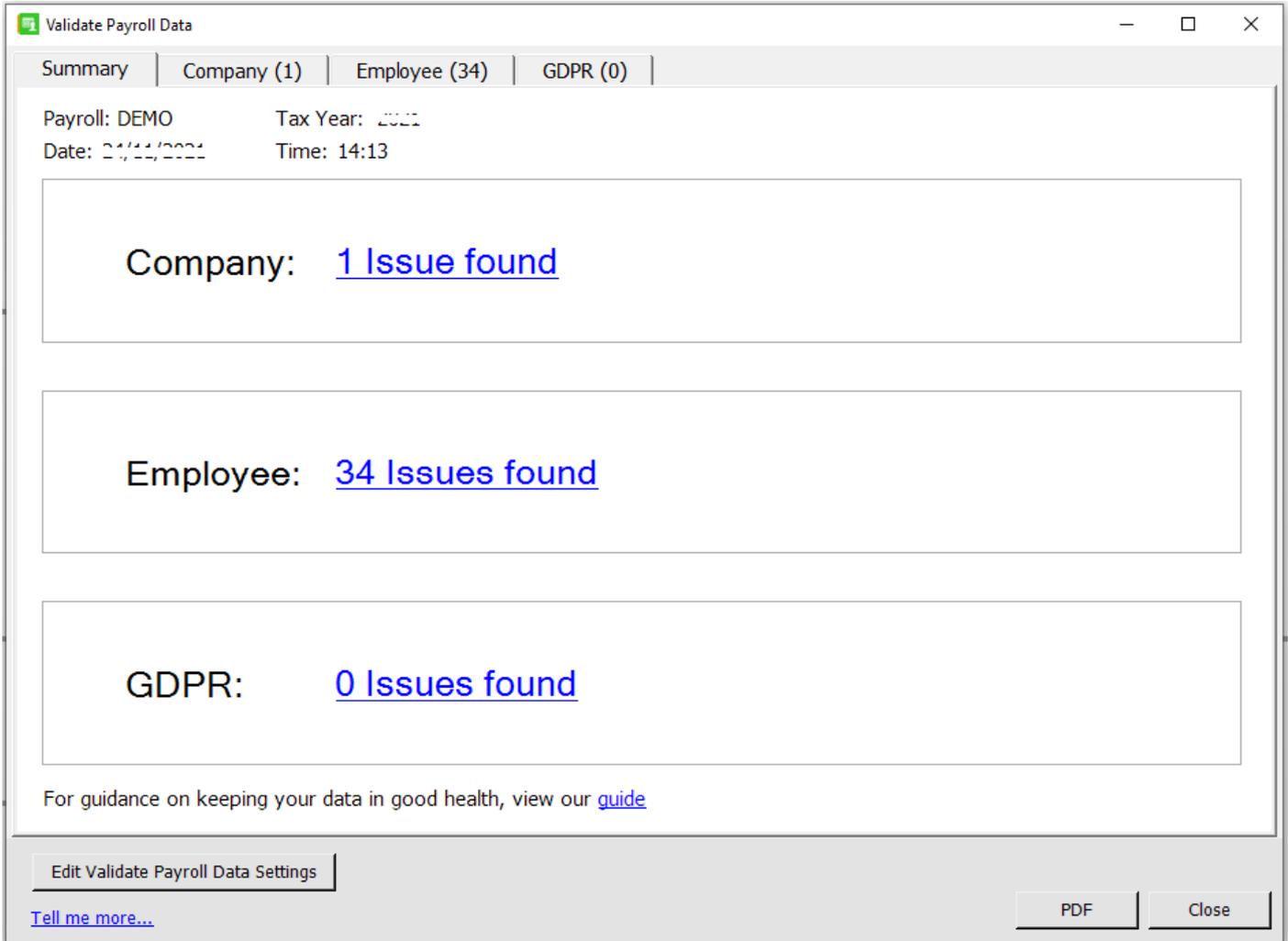
To Validate Your Payroll Data manually, select **'Reports'** from the menu at the top of the screen, then click **'Validate Payroll Data\Validate Payroll Data'**.



To turn off or on the Auto Validation at Set Period time, select **'Reports'** from the menu at the top of the screen, then click **'Validate Payroll Data\Start of Period Settings'**.



When the Validate Payroll Data procedure runs, the results will be displayed in a window broken down by: Company Issues, Employee Issues and GDPR Issues – if you have any. You can click on the blue issue link to see a list of issues found, and for suggestions on how to resolve the issues. You should apply the solution suggested, but if you are in any doubt contact our support team.



You can create & print a PDF of all the issues by clicking the PDF button at the bottom of the screen.

Stage 3: Starting the Tax Year 2024

Things to Note Before Processing First Pay in 2024.

Clear RPN Submission Logs:

- As part of the 'Set up Tax Year 2024' the RPN logs are not migrated across to the new tax year system.
- When a user moves their payroll from current tax year (e.g., 2023) to new tax year (e.g., 2024) both the RPN & Payroll submission logs will not come across. This is so they are easier to manage and reconcile.

RPN Numbers in your 2024 System:

- When you create your 2024 Payroll, the RPN number in employee detail records will be cleared, as per Revenue guidelines.
- The RPN number will start again at 1 for the new tax year for each employee.

RPNs are Current:

- Last year end (2023), employers only had until 31/12/2023 to Download 2023 RPNs or to Upload 2023 Payroll Submissions. We have not been notified of any change here – so we can assume that this is still the same for 2023/2024. For more information, please contact Revenue.

Clear PAYE Exclusion Order flag in 2024 System (Where Appropriate):

- To ensure the employee has the correct exclusion order settings for 2024, the Sage Payroll software will examine the exclusion order 'Has effect until' date when transferring a payroll into the 2024 System.
- If an employee in Sage Payroll 2023 has the 'Apply PAYE Exclusion Order' checkbox selected, Sage Payroll will check the 'Has effect until' date while running the 'Set Up 2024 Tax Year' routine.
- Depending on what this date is, the employee's PAYE Exclusion Order may need to be cleared. The setup routine will clear it if appropriate.

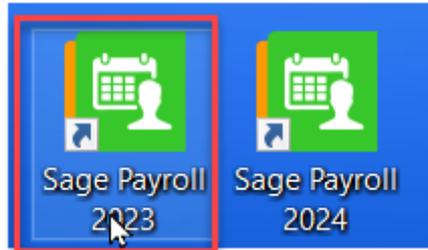
CWPS Calendar change back to Jan-Dec 2024:

- From Jan 1st 2024, the CWPS calendar year will change back to Jan-Dec from Oct-Sept
- The CWPS year end must now be run in the 2024 software before setting the first period (Stage 3, step 5). This will clear down the YTD balances and set up a new calendar for 2024.

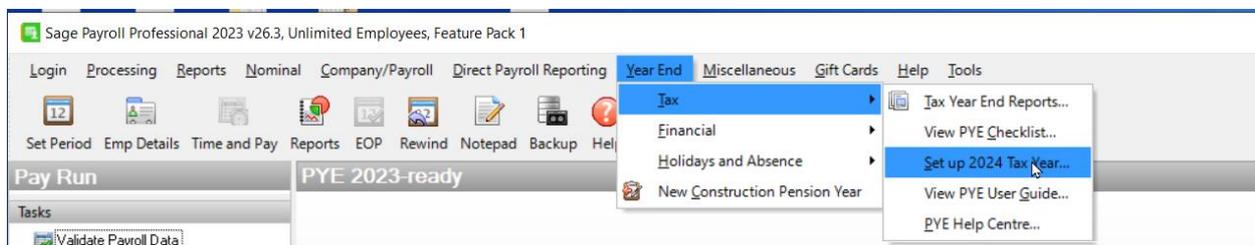
Step 1: Creating Tax Year 2024

You will need to carry out this procedure for **each** one of your payrolls.

1. Ensure you are logged into Sage Payroll **2023**:

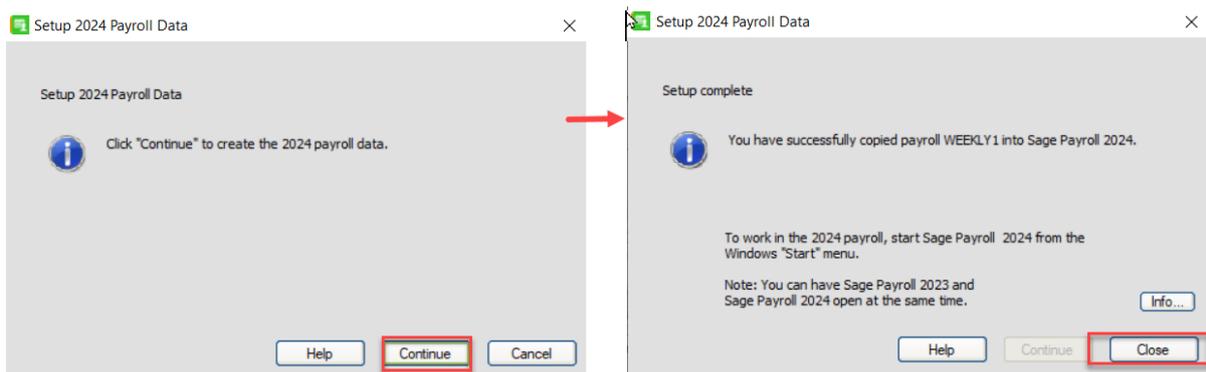


2. Select the 'Year End - Tax - Set up 2024 Tax Year' menu option:



3. You will be presented with the payroll setup screen, click 'Continue' to start the process.

- During the process of creating the payroll for the 2024 Tax Year, employee cumulative tax year values coming forward from 2023 are cleared, and all leavers are removed.
- Payroll data for 2024 is stored in a separate directory from the 2023 data.



- When the setup is complete, click 'Close'. You have successfully copied your payroll into the 2024 system. Tax Year 2024 is now initialised for the relevant payroll.

Note: You are still in Sage Payroll 2023, but you can now log into the company's new tax year in Sage Payroll 2024. The new icon will be available on your desktop.

Step 2: Opening Tax Year 2024

Note that Sage Payroll 2024 is Version 27.0

1. To open Sage Payroll for the new tax year double-click the **Sage Payroll 2024** shortcut icon on your desktop:

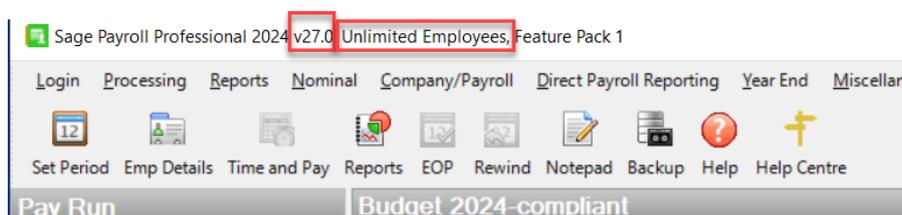


2. Login to the payroll in your usual way.

- You can now work in the 2024 Payroll.

Note: Your payroll status and period will be blank until you set the period for the first time.

- When you login to your 2024 payroll, ensure that your Sage Payroll version number is 27.0.
- You can check this in the title bar of the software.
- Also, please check your limit of employees. This is shown in the title bar as well:



Changes to the payroll legislation announced in Budget 2024

The following are details of the Budget Statement October 2023, as made by the Minister for Finance and Public Expenditure and Reform:

BUDGET 2024 SUMMARY

These are the key tax measures in the Budget Statement by the Minister for Finance on 10 October 2023.

Personal Income Tax

Tax Credits
Changes are in **bold**.

Tax Credit	2023 €	2024 €
Single person	1,775	1,875
Married or in a civil partnership	3,550	3,750
Employee Tax Credit	1,775	1,875
Earned Income Tax Credit	1,775	1,875
Widowed person or surviving civil partner (without qualifying child)	2,315	2,415
Single person Child Carer Tax Credit	1,650	1,750
Incapacitated Child Credit	3,300	3,500
Blind Tax Credit		
Single person	1,650	1,650
Married or in a civil partnership:		
• one spouse or civil partner blind	1,650	1,650
• both spouses or civil partners blind	3,300	3,300
Widowed Parent		
• Bereaved in 2023	-	3,600
• Bereaved in 2022	3,600	3,150
• Bereaved in 2021	3,150	2,700
• Bereaved in 2020	2,700	2,250
• Bereaved in 2019	2,250	1,800
Age Tax Credit		
• Single or widowed or surviving civil partner	245	245
• Married or in a civil partnership	490	490
Dependent Relative	245	245
Home Carer Tax Credit	1,700	1,800

Rent Tax Credit
The Rent Tax Credit is increasing to **€750** per individual and **€1,500** per jointly assessed couple for 2024 and 2025.

Payments made by parents in respect of "digs" or rent-a-room arrangements for their children to attend an approved course will now qualify for the Rent Tax Credit. This is provided the claimant and their child are not related to the landlord. This change will apply retrospectively for the years 2022 and 2023.

Rented Residential Relief
A new tax relief for landlords will be available against rental income from residential property for tax years 2024 to 2027 inclusive. The relief is available to individual landlords only for tenancies registered with the Residential Tenancies Board or for lettings of a residential property to a public authority. Landlords are also required to have tax clearance and to comply with their Local Property Tax.

The relief will reduce the tax due on residential rental income by up to €600 in 2024, €800 in 2025, and €1,000 in 2026 and 2027. The relief is capped at the

tax liability on the rental income and will be apportioned in the case of joint ownership of a property. Further information on this relief will be set out in the Finance Bill.

Mortgage Interest Relief
A temporary one-year tax credit will be introduced for taxpayers who have made payments in respect of a qualifying loan for a principal private residence. The relief will be available to homeowners with an outstanding mortgage balance of between €80,000 and €500,000 as of 31 December 2022. The credit will be available in respect of 2023, on the increase in interest paid in 2023 over interest paid in 2022. The amount qualifying for relief at the standard rate of tax will be capped at €6,250 per residence, equivalent to a maximum tax credit of €1,250. Further information on the eligibility criteria for this credit and the process by which it may be claimed will be provided on www.revenue.ie.

Sea-going Naval Personnel Tax Credit
The Sea-going Naval Personnel Tax Credit of €1,500 has been extended to 31 December 2024.

Tax Rates and Tax Bands
Changes are in **bold**.

Personal Circumstances	2023 €	2024 €
Single or widowed or surviving civil partner, without qualifying child	40,000 @ 20% Balance @ 40%	42,000 @ 20% Balance @ 40%
Single or widowed or surviving civil partner, qualifying for single person child carer credit	44,000 @ 20% Balance @ 40%	46,000 @ 20% Balance @ 40%
Married or in a civil partnership, one spouse or civil partner with income	49,000 @ 20% Balance @ 40%	51,000 @ 20% Balance @ 40%
Married or in a civil partnership, both spouses or civil partners with income	49,000 @ 20% with increase of 31,000 max. Balance @ 40%	51,000 @ 20% with increase of 33,000 max. Balance @ 40%

Exemption Limits
The Income Tax exemption limits for persons aged 65 years and over are unchanged.

Personal Circumstances	2023 €	2024 €
Single or widowed or surviving civil partner, 65 years of age and over	18,000	18,000
Married or in a civil partnership, 65 years of age and over	36,000	36,000

These exemption limits increase by €575 for each of the first two dependent children, and by €830 for the third and subsequent children.

Benefit in Kind (BIK) on Employer-Provided Vehicles
 The following will apply for BIK on employer-provided vehicles for 2024:

- A reduction of €10,000 will apply to the original market value (OMV), to reduce the amount of BIK payable, for all cars in Category A,B,C and D (not E) and all vans.
- The current reduction of €35,000 in OMV will continue to apply for all electric vehicles.
- The lower mileage limit in the highest mileage band which applies to employer-provided cars will remain at 48,000.

For 2025, 2026 and 2027, the reductions in the OMV for electric vehicles will be €35,000, €20,000 and €10,000 respectively.

Certain Profits from Micro-Generated Electricity
 The amount of profits exempt from income tax, USC and PRSI from the micro-generation of electricity by an individual is being increased from €200 to **€400** per year. The scheme is being extended to 31 December 2025.

Universal Social Charge (USC)
Standard Rates of USC
 Changes to USC thresholds and rates are in **bold**.

USC Thresholds			
2023	Rate	2024	Rate
Income up to €12,012.00	0.5%	Income up to €12,012.00	0.5%
Income from €12,012.01 to €22,920.00	2.0%	Income from €12,012.01 to €25,760.00	2.0%
Income from €22,920.01 to €70,044.00	4.5%	Income from €25,760.01 to €70,044.00	4%
Income above €70,044.00	8.0%	Income above €70,044.00	8%

Reduced Rates of USC
 The reduced rate of USC of 2% applies for individuals aged 70 years or over whose aggregate income for the year is €60,000 or less.

The reduced rate of USC will also apply for 2024 and 2025 for full medical card holders under 70 years whose aggregate income for the year is €60,000 or less.

USC Thresholds - Reduced Rates			
2023	Rate	2024	Rate
Income up to €12,012.00	0.5%	Income up to €12,012.00	0.5%
Income above €12,012.00	2.0%	Income above €12,012.00	2.0%

- Note 1: 'Aggregate' income for USC purposes does not include payments from the Department of Social Protection (DSP).
- Note 2: A 'GP only' card is not considered a full medical card for USC purposes.

Other Thresholds, Reliefs and Allowances

Payment of Tax by means of Donation of Heritage Items
 The ceiling on the aggregate value of heritage items approved for donation in any one year has been increased to **€8 million**.

Relief for Investment in Corporate Trades
 Changes to the Employment Investment Incentive (EII), Start-up Relief for Entrepreneurs (SURE) and the Start-up Capital Incentive (SCI) are mainly due to changes to State Aid rules and include:

- Changes to the eligibility criteria that apply to companies.
- Standardising the minimum holding period required to obtain relief to four years for all investments.
- Increasing the maximum investment amount on which an investor may claim relief from €250,000 to **€500,000** annually.

Accelerated Capital Allowances for Energy Efficient Equipment
 The accelerated capital allowances scheme for Energy Efficient Equipment is being extended for a further two years until 31 December 2025.

Acceleration of Wear and Tear Allowances for Farm Safety Equipment
 The scheme of accelerated allowances which was due to expire at the end of this year is being extended until 31 December 2026.

Relief for Certain Income from Leasing of Farm Land
 This change requires that a lessor who has purchased farm land for a consideration equal to market value on or after 1 January 2024 must have owned the land for a period of at least 7 years before they can make a claim for relief.

Special Provisions for Registered Farm Partnerships
 The amount of relief that can be received in aggregate is to increase from €15,000 to **€20,000** for qualifying periods commencing on or after 1 January 2024.

Relief for Young Trained Farmers
 An overall lifetime limit applies to the aggregate amount of relief which may be claimed under:

- Income Tax Stock Relief
- Succession Farm Partnerships
- Stamp Duty Young Trained Farmer Relief.

This limit is being increased from €70,000 to **€100,000**.

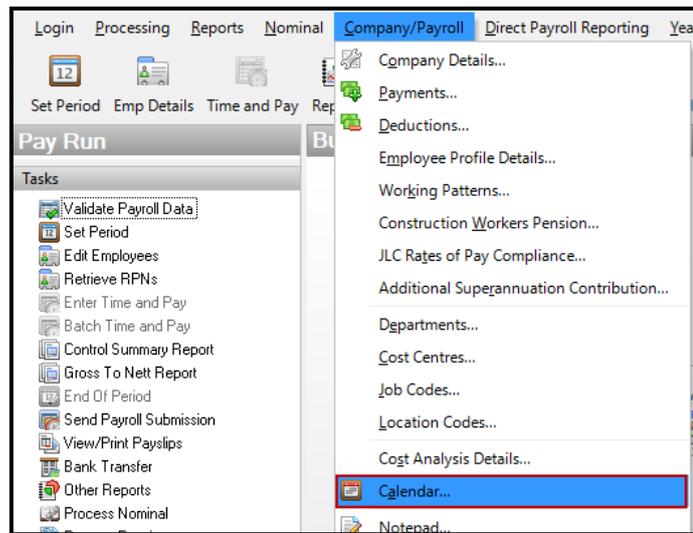
Detailed information on the budget can be found: <https://revenue.ie/en/corporate/press-office/budget-information/2024/budget-summary.pdf>

Step 3: Setting up a New Payroll Calendar

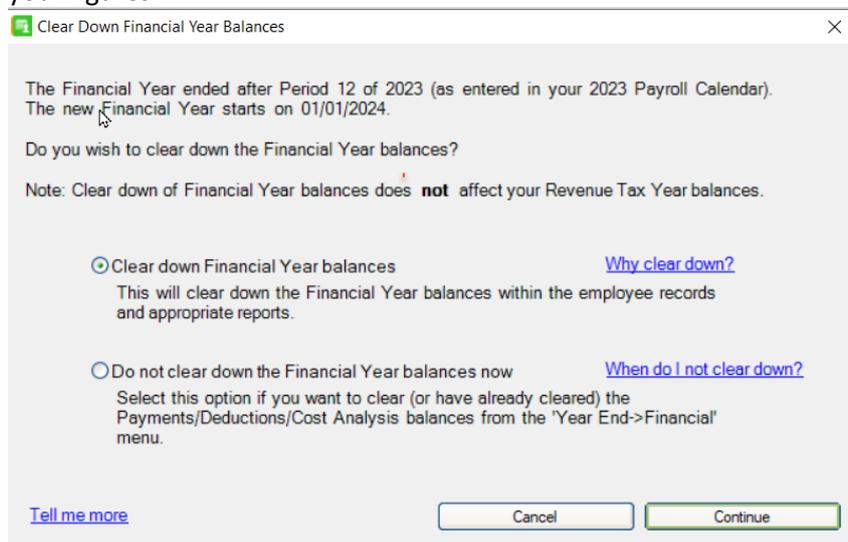
Before you begin to process pay in a new company or tax year, you must set up the payroll calendar. You can enter default dates on which to pay your employees for each pay period.

To Setup the New Calendar:

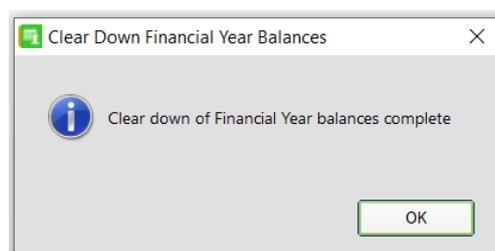
1. Open the Calendar
Select the 'Company/Payroll – Calendar' menu option.



2. If your financial Year is the same as your tax year it will prompt you to clear out your financial figures at this point. Click Continue to clear your figures.



3. Click Ok to complete



This wizard clears out the financial year balances (see screenshots below). If you wish to manually clear balances and/or clear Tax balances, please follow the steps for Manually Clearing Accounting and Financial Tax Year.

Before Clearout

Description	Std. E'e Amt	E'r Contrib.	Balance E'e	Total E'e	Balance E'r	Total E'r	Tax Yr E'e	Tax Yr E'r	Referer
Advance	100.00		2400.00	250.00	0.00	0.00	0.00	0.00	
CWPS AVC			0.00	0.00	0.00	0.00	0.00	0.00	
CWPS G	18.87	27.74	18.87	18.87	27.74	27.74	0.00	0.00	
CWPS N	2.13	1.46	2.13	2.13	1.46	1.46	0.00	0.00	
LPT			150.00	250.00					
PenFormula			0.00	0.00	0.00	0.00	0.00	0.00	
PenStd	98.00	125.00	98.00	98.00	125.00	125.00	0.00	0.00	
SocialClub	22.00		545.00	22.00	0.00	0.00	0.00	0.00	

After Clearout

Description	Std. E'e Amt	E'r Contrib.	Balance E'e	Total E'e	Balance E'r	Total E'r	Tax Yr E'e	Tax Yr E'r	Referer
Advance	100.00		2400.00	250.00	0.00	0.00	0.00	0.00	
CWPS AVC			0.00	0.00	0.00	0.00	0.00	0.00	
CWPS G	18.87	27.74	0.00	18.87	0.00	27.74	0.00	0.00	
CWPS N	2.13	1.46	0.00	2.13	0.00	1.46	0.00	0.00	
LPT			0.00	250.00					
PenFormula			0.00	0.00	0.00	0.00	0.00	0.00	
PenStd	98.00	125.00	0.00	98.00	0.00	125.00	0.00	0.00	
SocialClub	22.00		0.00	22.00	0.00	0.00	0.00	0.00	

When do I not clear down?

Clear Down Financial Year Balances

The Financial Year ended after Period 12 of 2023 (as entered in your 2023 Payroll Calendar). The new Financial Year starts on 01/01/2024.

Do you wish to clear down the Financial Year balances?

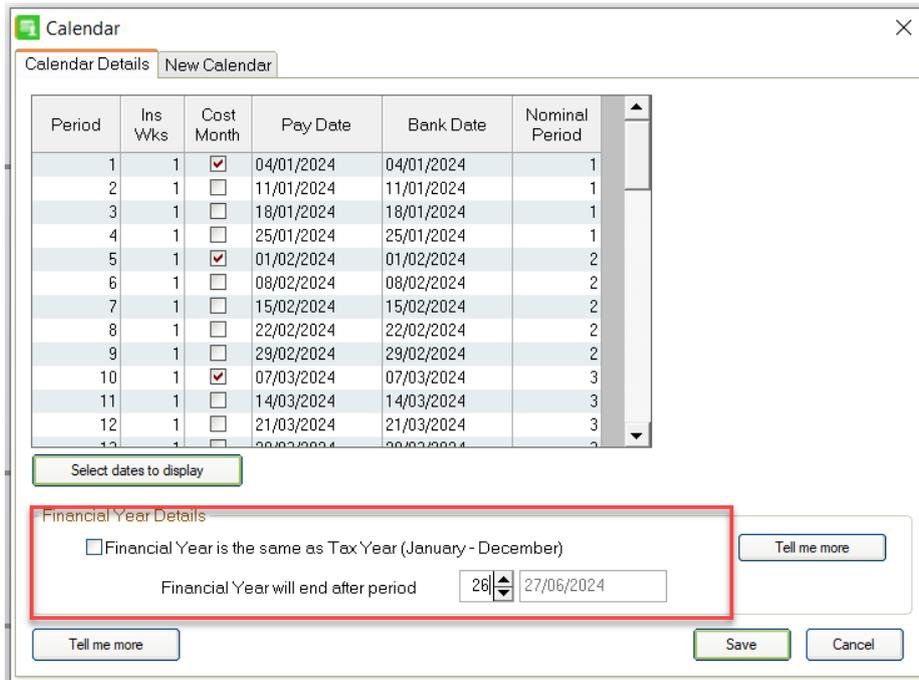
Note: Clear down of Financial Year balances does **not** affect your Revenue Tax Year balances.

Clear down Financial Year balances [Why clear down?](#)
 This will clear down the Financial Year balances within the employee records and appropriate reports.

Do not clear down the Financial Year balances now [When do I not clear down?](#)
 Select this option if you want to clear (or have already cleared) the Payments/Deductions/Cost Analysis balances from the 'Year End->Financial' menu.

[Tell me more](#) Cancel Continue

If your financial year is different to the Tax Year, you should select **Do not clear down the Financial Year balances now** and enter the correct period in the Financial Year will end after period section as below.

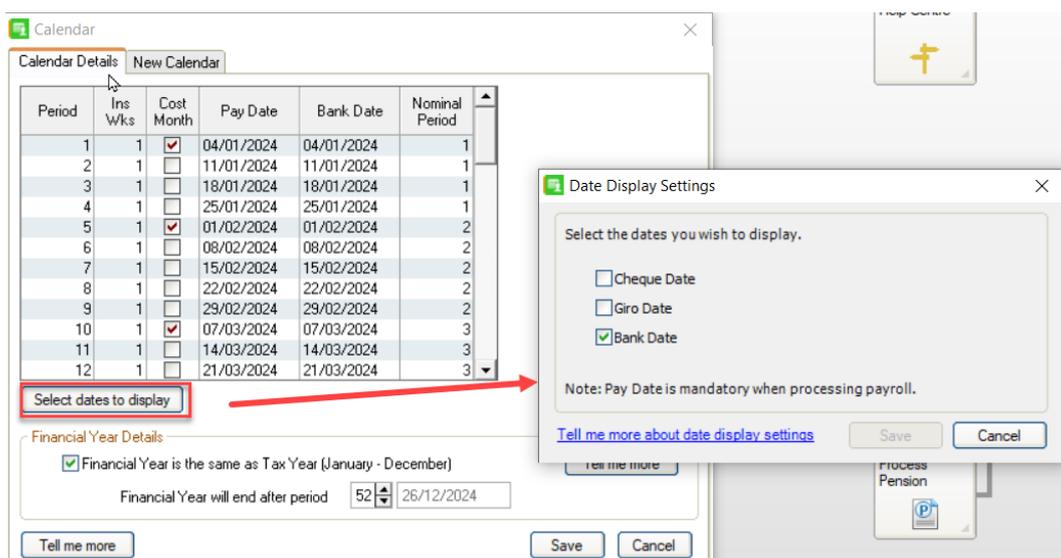


Alternatively, you may be in a situation where you shouldn't clear your financial year balances at the end of the tax year, such as:

- If you've already manually cleared down the balances in this period.
- If you wish to choose specific payments and deductions to clear and don't want to clear the balances of others, e.g., Pensions, etc.
- If you wish to change your financial year start/end period as the current period is not the start of your new financial year.

4. Setup the New Calendar

- Select Company/Payroll then Calendar. You now have the option to select the dates to display on the calendar. Most users like to display just the Pay Date and the Bank Date as they no longer use Giros or cheques.



- In the Calendar window, click the 'New Calendar' tab.

- Enter the '1st Pay Period Dates' of the new tax year and the Nominal Start date. Then click **Update**.
- The Pay Date refers to 'the date the employees receive their net pay' and this is the date that goes with the submissions to Revenue.

5. Amendments

- If your Company's Financial Year is the same as the Tax Year, you can tick the new '**Financial Year is the same as Tax Year (January - December)**' tick box.
- Amend any calendar information if required, and then click **Save**.

Period	Ins Wks	Cost Month	Pay Date	Bank Date	Nominal Period
1	1	<input checked="" type="checkbox"/>	04/01/2024	04/01/2024	1
2	1	<input type="checkbox"/>	11/01/2024	11/01/2024	1
3	1	<input type="checkbox"/>	18/01/2024	18/01/2024	1
4	1	<input type="checkbox"/>	25/01/2024	25/01/2024	1
5	1	<input checked="" type="checkbox"/>	01/02/2024	01/02/2024	2
6	1	<input type="checkbox"/>	08/02/2024	08/02/2024	2
7	1	<input type="checkbox"/>	15/02/2024	15/02/2024	2
8	1	<input type="checkbox"/>	22/02/2024	22/02/2024	2
9	1	<input type="checkbox"/>	29/02/2024	29/02/2024	2
10	1	<input checked="" type="checkbox"/>	07/03/2024	07/03/2024	3
11	1	<input type="checkbox"/>	14/03/2024	14/03/2024	3
12	1	<input type="checkbox"/>	21/03/2024	21/03/2024	3

Financial Year Details

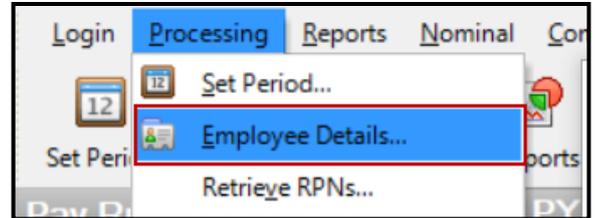
Financial Year is the same as Tax Year (January - December)

Financial Year will end after period: 52, 26/12/2024

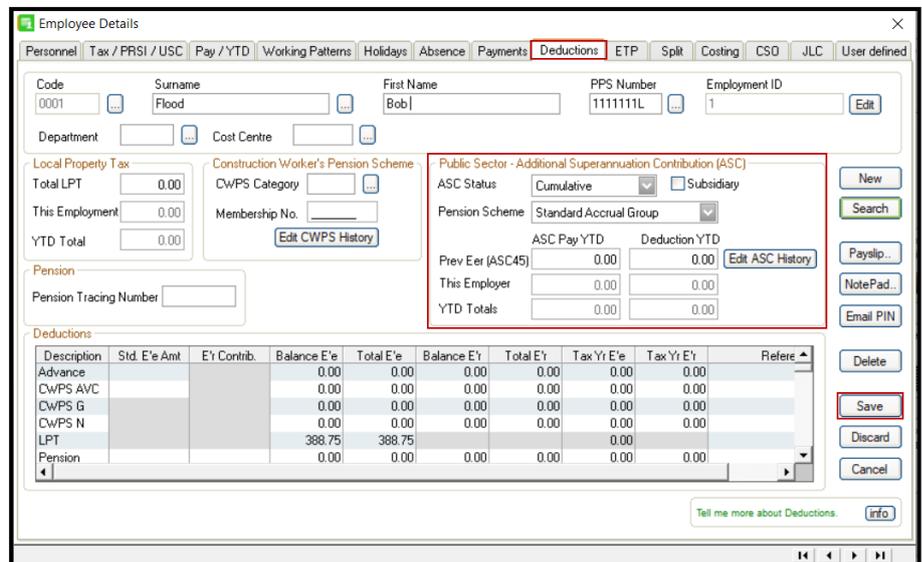
- Repeat this procedure for each payroll you set up in 2024 (if you have multiple payrolls with the same frequency and pay date, you can copy the calendar in the admin section if you wish).

Step 4: Set up ASC Additional Superannuation Contribution - (If Applicable)

- ASC is only relevant to public sector employees.
- If you have employees that are liable for ASC deductions in 2024, you must assign the appropriate ASC settings within their records.
- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).



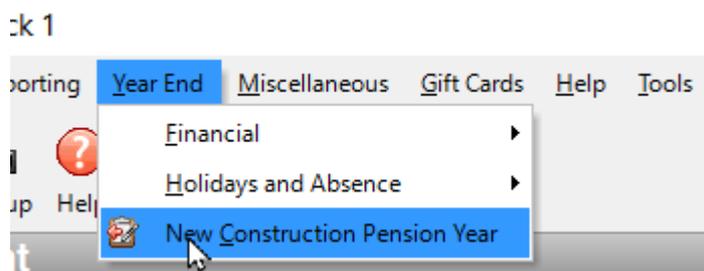
- Select the relevant employee and click on the '**Deductions**' tab.
- Assign the appropriate **ASC Settings**.
- If the employee is in subsidiary employment and their main employment is elsewhere, select the '**Subsidiary**' check box.
- Click '**Save**' to save any changes made.



Step 5: CWPS-Set up new calendar Jan-Dec 2024 and clear year to date balances

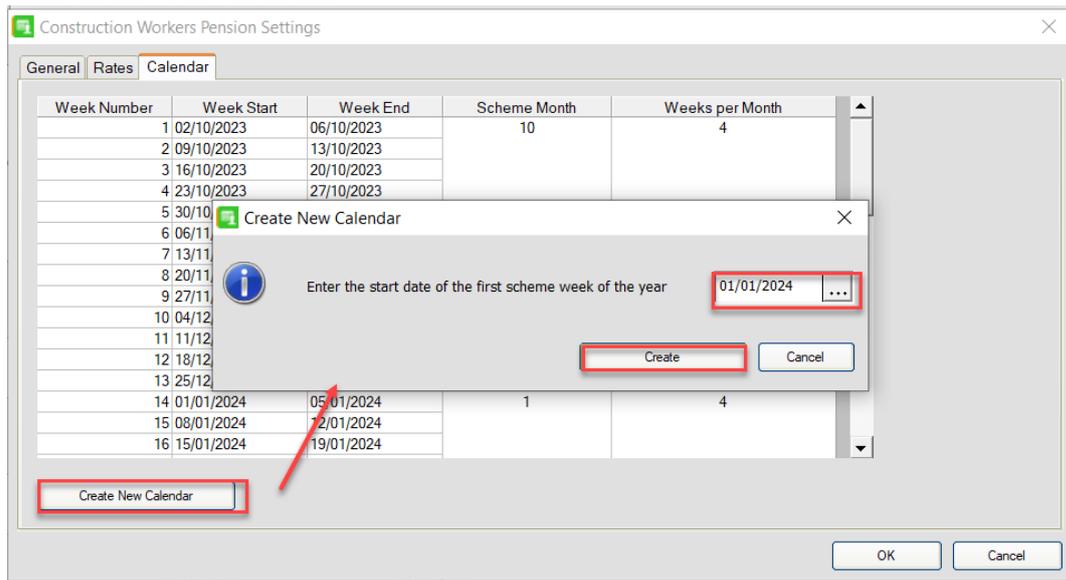
From Jan 1st 2024, the CWPS calendar will revert back to Jan to Dec. This means that the new calendar must be set up now and the CWPS balances and history cleared prior to setting the first period of 2024.

- Clear the CWPS balances and history.
 - From the menu bar at the top of your window, click **Year End** then click **New Construction Pension Year**.



- When you receive the prompt to clear the balances and history, to continue, click **Yes**.
- Set up the CWPS calendar.
 - From the menu bar at the top of your window, click **Company/Payroll** then click **Construction Workers Pension**.

- Click the **Calendar** tab.
- Click **Create New Calendar**.

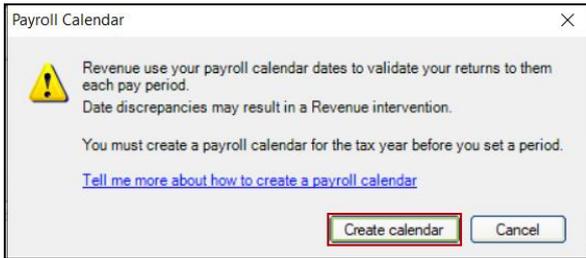


- Enter the start date of the new CWPS year – 01/01/2024.
- Click **Create**.
- Check the dates and information are correct for the new CWPS year. If not, amend as required.
- Click **OK**.

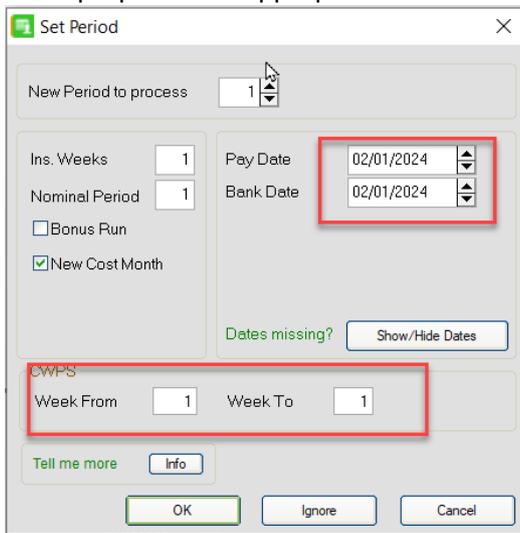
● Stage 4: Set the First Period & Roll Forward Holiday Year

Step 1: Set the First Period

- To set the first Period, select **‘Processing\Set Period’** from the menu bar at the top of the screen: *(Alternatively select the ‘Set Period’ button from the main screen).*
- If you have not yet setup your 2024 Calendar (Stage 3, Step 3), you will be prompted to do so at this point:



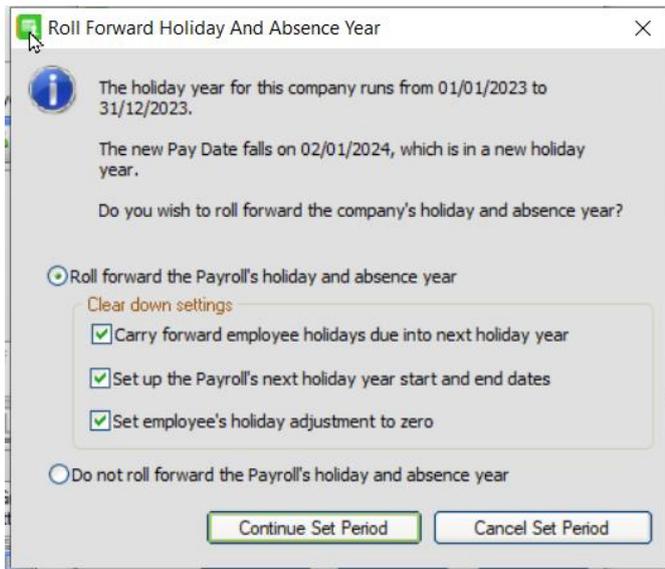
- In the Set Period screen that is presented, ensure that the New Period to process is set to 1 and check that the dates proposed are appropriate for the first period. CWPS should show week 1.



- Click **‘OK’** to continue.

Step 2: Roll Forward Holiday & Absence Year

- If your payrolls’ Holiday Year Finish Date is 31/12/2023, the system will automatically prompt you to roll forward the holiday information when you click **‘OK’** on the Set Period screen (in Step 1 above).



- Below is what happens when you roll-forward:

<p>Carry forward employee holidays due into next holiday year</p>	<p>Selecting this option specifies that the employee’s holiday balance (positive or negative) at the end of the holiday year, should be added to the holiday balance at the beginning of the new holiday year.</p> <p>For the accrual methods Calculate holidays as 8% of hours worked and Calculate holidays as 1/3 of a working week, the Holidays Brought Forward value for the new holiday year is equal to the balance of Total Holidays Due at the end of the holiday year.</p> <p>Note: For the accrual method Standard Holiday Entitlement for the holiday year, the Holidays Brought Forward is equal to the Holidays Due value up to the last processed period.</p>
<p>Set up the Payroll’s next holiday year start and end dates</p>	<p>By selecting this option, you instruct the system to automatically set up the start and end dates of the new calendar year based on the dates of the calendar year currently ending.</p>
<p>Set employee’s holiday adjustment to zero</p>	<p>This option resets the employee’s Holiday Adjustment (+/-) value to zero.</p>

- Select the options you want to apply and then click ‘**Continue Set Period**’.

Note: Even if you don’t use the Holiday feature, we recommend to still select to roll forward the payrolls Holiday and Absence year, otherwise this screen will appear at each Set Period.

Step 3: Retrieve 2024 RPNs

- To Retrieve Employee RPNs for 2024, click the ‘Retrieve RPNs’ button on the main screen:
- We are not clear exactly when RPNs for 2024 will be available for download. For information on when your RPNs are available please contact Revenue.

- Once you have completed steps 1, 2 & 3 in Stage 4, you can continue to process your payroll as normal.
(Enter Time & Pay, Process Payslips, Send Submissions Etc...)



Stage 5: Guides & Other Information

Step 1. Housekeeping Guide

This section is a reference section and supports the 'Housekeeping' list of tasks shown in Stage 2, Step 4. The items in the list are further detailed below.

Check Your 'Company' Information is Correct

- Your company's name, employer registration number, postal address and contact details are included on your online returns to Revenue. They may be used by Revenue to contact you if they have any queries about your submissions.
- To open the Company Details Window, choose **Company/Payroll** from the menu at the top of the screen, then click **Company Details**.
- Check that the details entered are correct. If any information is incorrect, edit as appropriate and click 'Ok'.

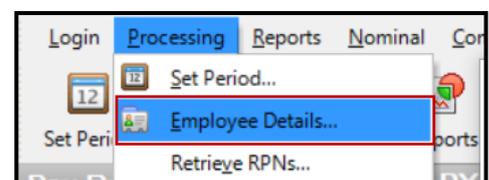
No Hyphens or extra characters are allowed in this section by ROS (e.g. !"£\$%^&*,:;>)

Also known as Employer Registration Number

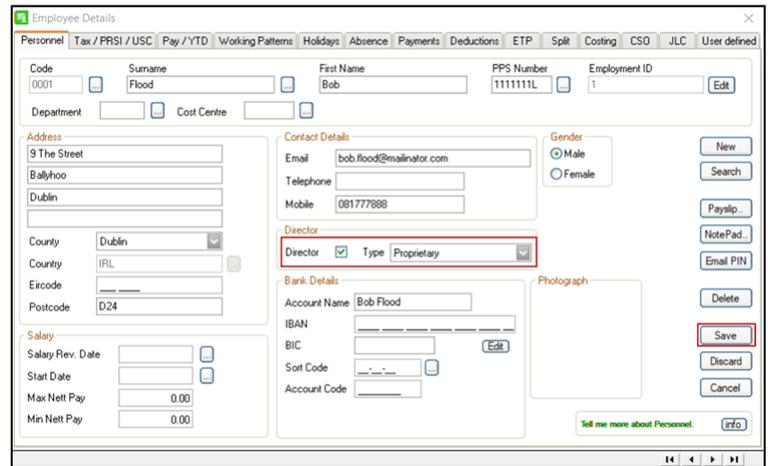
Check Directors Setting (If Applicable)

If an employee is a Director, you must record what type of Director he/she is within Employee Details, so that this flag can be included on your Revenue returns. To do this, complete the following steps:

- From the menu bar at the top of your window, click 'Processing' then click 'Employee Details'. (Alternatively select the 'Edit Employees' button from the main screen).



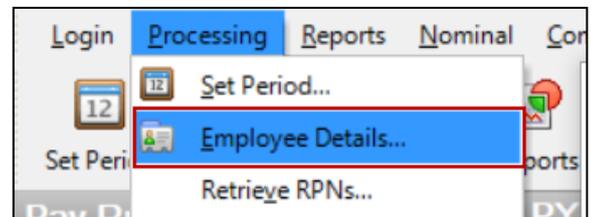
- In the employee details window, select the relevant employee.
- On the Personnel tab, check the 'Director' check box is selected. If not, select it.
- Click the 'Type' arrow, then choose either 'Proprietary' or 'Non-Proprietary'.
- Click 'Save' to save the changes.
- Repeat the process above for each employee who is a director.



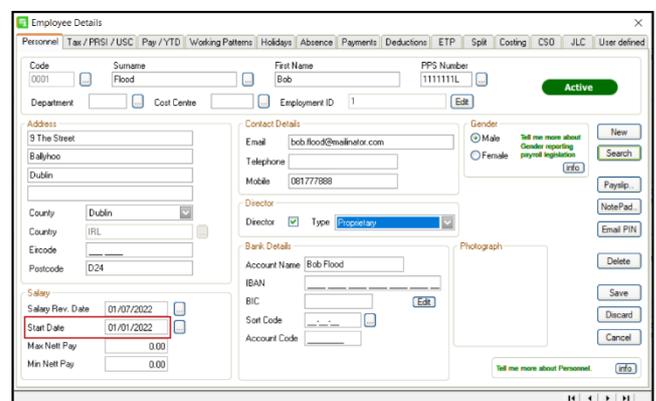
Note: A proprietary Director is the company's beneficial owner (or Director) who can control directly or indirectly more than 15% of the company's ordinary share capital.

Check Starter Dates (If Applicable)

- For new starters this year, check that a start date has been entered on their employee record.
- You can check/edit the date an employee started with your company by doing the following:
- From the menu bar at the top of the window, click 'Processing' then click 'Employee Details'. (Alternatively select the 'Edit Employees' button from the main screen).



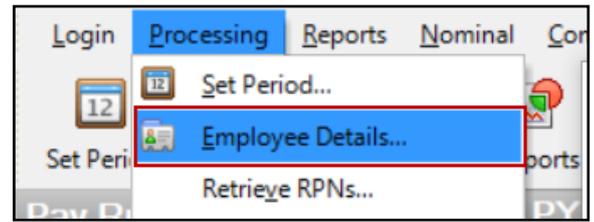
- In the employee details window, select the relevant employee.
- Within the Salary section of the Personnel tab, check the employee's 'Start Date' is specified and correct. If it's not, enter the correct date and click 'Save'. Alternatively, click **Cancel** to close the record.



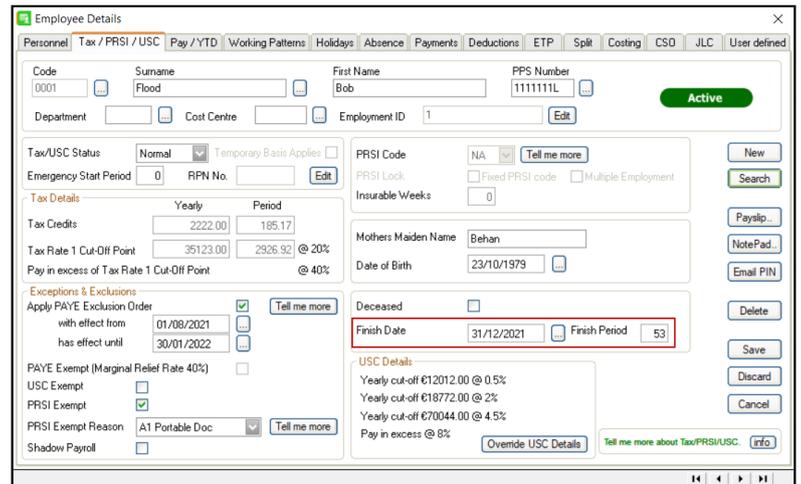
Check Leaver Dates (If Applicable)

- For leavers this year, check that both finish date and finish period have been entered on their employee record.
- You can check/edit the date an employee left your company by doing the following:

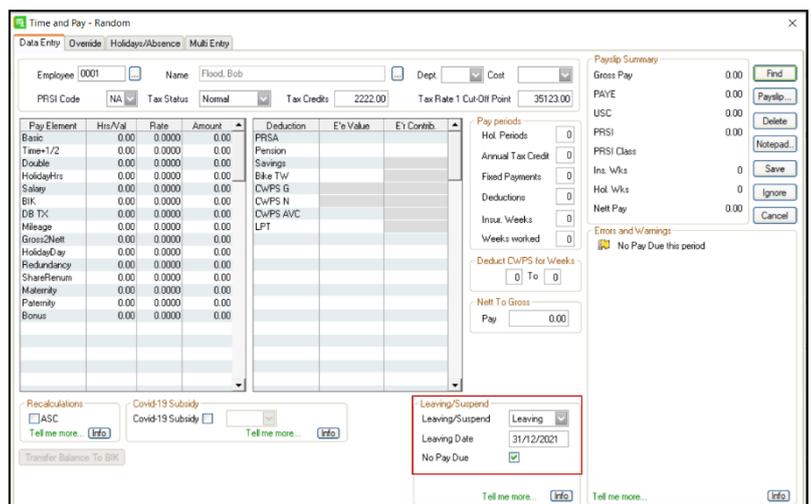
- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).



- In the employee details window, select the relevant employee.
- Click the 'Tax/PRSI/USC' tab. Check that the 'Finish Date' and 'Finish Period' are correct for the chosen employee.
- If they are correct, simply close the screen.
- If they are not correct, you need to remove the values and click save. Then change the Finish Date & Finish Period using the timesheet entry screen, during your next payroll run.



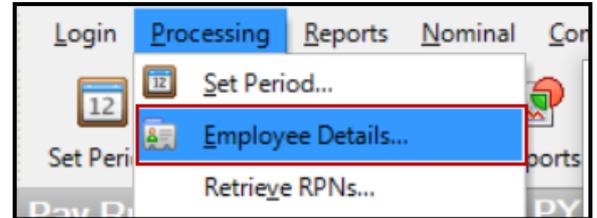
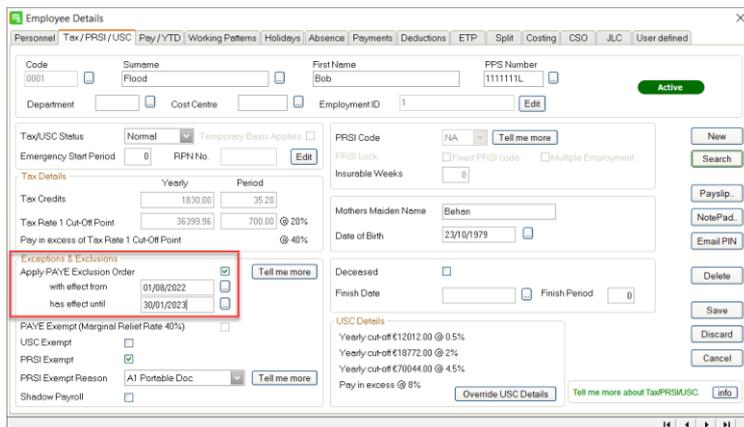
- To change the Finish Date & Finish Period using the timesheet entry screen:
 - Open the timesheet entry screen & choose the relevant employee.
 - Remove any pay values.
 - In the Leaving/Suspend section at the bottom of the screen, choose 'Leaving', then enter the correct leaving date. Tick the 'No Pay Due' tick box and click Save.
 - A submission for that employee will be made during the next submission, updating their correct Finish Date to Revenue.



Apply PAYE Exclusion Orders (If Applicable)

- A PAYE Exclusion Order is a certificate issued by Revenue that authorises you to not deduct income tax and/or Universal Social Charge (USC) from an employee's pay.

- If you receive a PAYE exclusion order, you should enter its details immediately on the relevant employee record.
- If a *PAYE* exclusion order is issued by Revenue this will be imported into Sage Payroll when you Retrieve RPNs.
- However, if you need to enter a PAYE exclusion order details manually, follow the steps below.
- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).

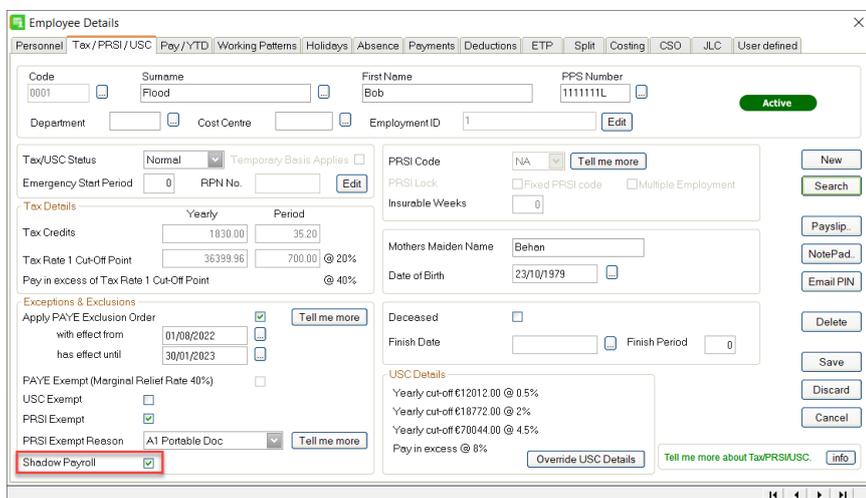
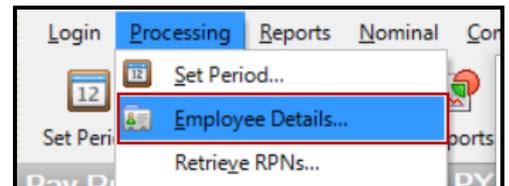



- In the employee details window, select the relevant employee.
- Click the '**Tax/PRSI/USC**' tab. Under Exceptions & Exclusions, click the '**Apply PAYE Exclusion Order**' check box.
- Enter the relevant dates in the '**with effect from**' and '**has effect until**' boxes.
- If you're unsure about what dates to enter here, please review the PAYE Exclusion Order you received from Revenue or contact them directly for assistance.
- If the PAYE exclusion order states that Universal Social Charge (USC) should not be deducted from the employee pay, then also select the '**USC Exempt**' check box.
- If you are happy that everything has been entered correctly, click '**Save**' to save any changes or alternatively, click **Cancel** to close the record without saving changes.
- Repeat the process above for any other employees you need to enter PAYE exclusion order details for.

Note: Expired exclusion orders are automatically cleared by the software when you process your year end. Active orders are carried over into the new tax year and so do not need to be re-entered when you roll over to the new year.

Check Shadow Payroll Setting (If Applicable)

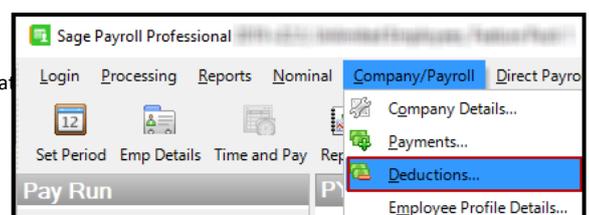
- Shadow payroll is a term used to report compensation data that is actually paid from another country.
- If you have an employee on assignment in a foreign country, their wages may need to be reported in both the home and host countries via a shadow payroll.
- If you do have any employees being paid via a shadow payroll, you must record this piece of information within their employee record as its required for PAYE submissions to Revenue.
- To check shadow payroll setting, follow the process below:
- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).



- In the employee details window, select the relevant employee.
- Click the 'Tax/PRSI/USC' tab. Under Exceptions & Exclusions, select the 'Shadow Payroll' tick box.
- Click 'Save' to apply the change.
- Repeat the process above for all employees being paid via a shadow payroll.

Check Your Pensions are Setup Correctly

- Your submissions to ROS include details of any pension contributions made by your employees and your company on their behalf.
- If you have any pension, Personal Retirement Savings Account (PRSA), Retirement Annuity Contract (RAC) or Additional Voluntary Contribution (AVC) deductions on your payroll, you must check they are set up correctly and that they have a pension link assigned to them.
- To check pension deduction settings, follow the process below.



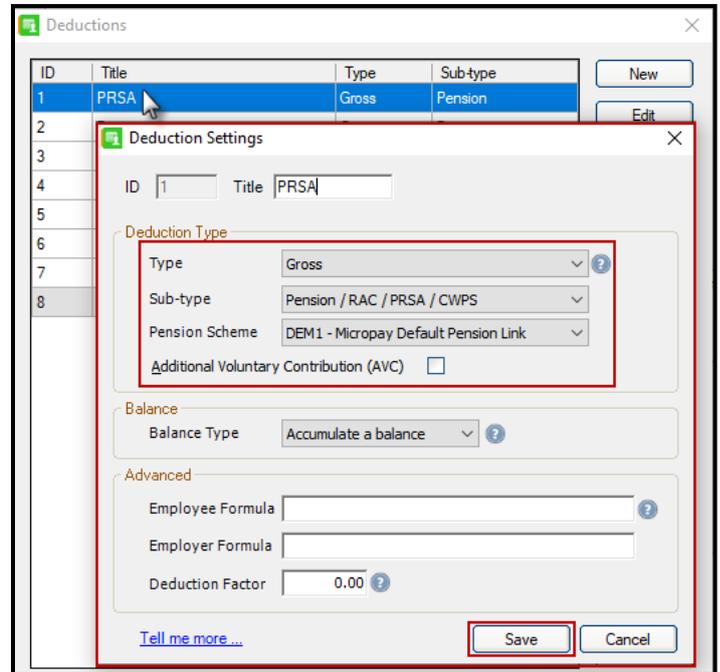
- On the menu bar, click 'Company/Payroll' then click 'Deductions'.

- In the Deductions screen double click on the pension deduction you want to check.

- When the deduction opens, check that the Type, Sub-Type, Pension Scheme (Pension Link) are correct for this pension.

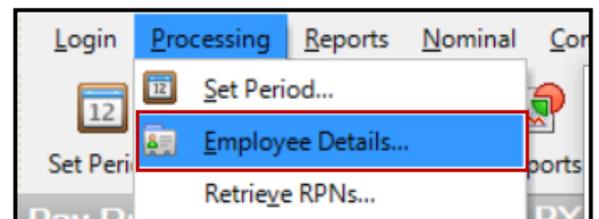
- If the pension deduction is an AVC, select the AVC check box.

- When you are happy that the pension is setup correctly, click 'Save'.

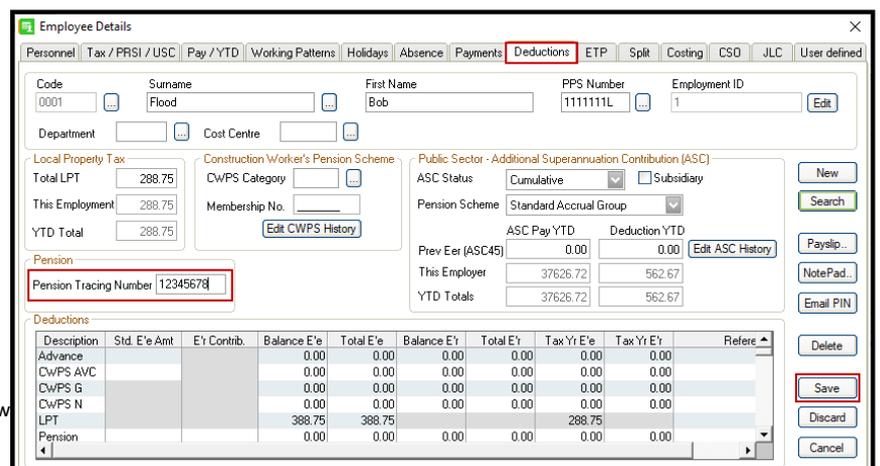


For employees who are members of an approved pension scheme or a PRSA, you must ensure that their pension tracing numbers are entered on their employee record. To do this follow the process below:

- On the menu bar, click **Processing** then click **Employee Details**. (Alternatively select the 'Edit Employees' button from the main screen).



- In the employee details window, select the relevant employee.
- Click the 'Deductions' tab. In the 'Pension' section, enter the Pension Tracing Number in the Pension Tracing Number field.

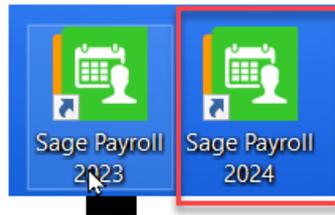


- Click 'Save' to apply the change.

Repeat the process above, for all employees who have a Pension Tracing Number.

Step 2. Manually clearing Accounting and Financial Year End

Note: The clear downs below are done in the 2024 system, NOT the 2023 system! Please make sure you are in the correct system.



The steps that follow involve accounting/financial year end tasks, which can be carried out whenever is appropriate for your company. The tax year runs from 1 January to 31 December, however your company's financial year may not coincide with these dates, for example, 1 August to 31 July. If your financial year coincides with the tax year, then it is appropriate to carry out the Financial Year Cleardown before running Period 1.

Before doing this, ensure that you print the following reports:

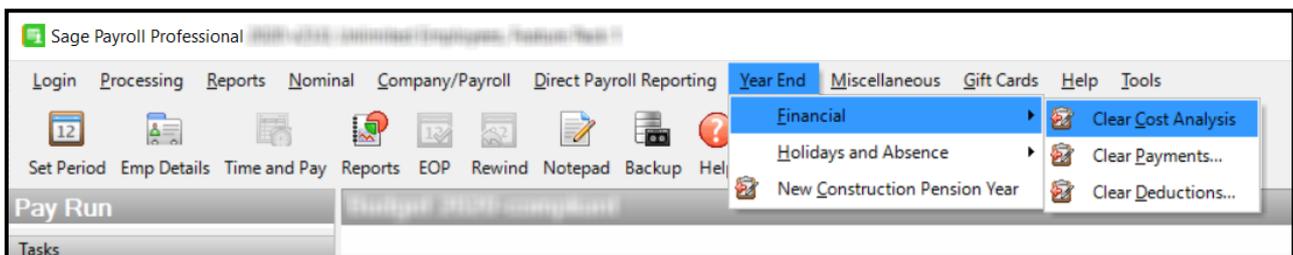
1. Cost Analysis Report
2. Payments Report (payment balances)
3. Deductions Report (deduction balances)

Important Note: If your financial year runs from 1 January to 31 December, and you don't clear down the balances before processing the first period of the new tax year, you won't be able to clear down the balances at a later stage during the year, as more period values will have appended on the values carried forward. At that point you would need to make manual corrections within Employee Details.

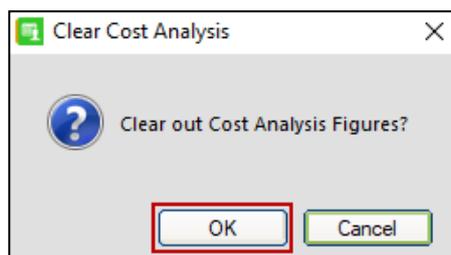
Step 1: Clear Cost Analysis

1. Select **Year End - Financial - Clear Cost Analysis**.

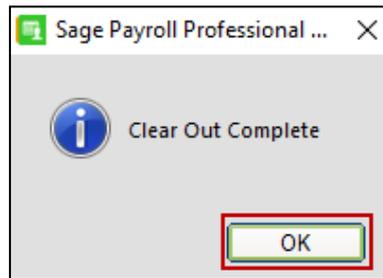
Note: Do Not Clear Cost Analysis if you are using cumulative figures for Job Costing.



2. A message alerts you that the cost analysis will be cleared. Click **OK** to carry out the cleardown.

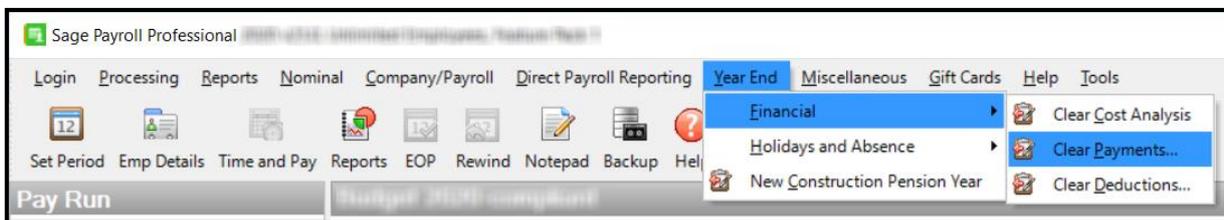


3. Clear out complete. Click **OK** to continue.



Step 2: Clear Payments

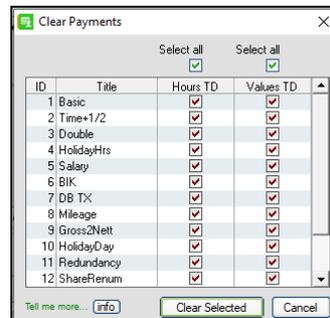
1. Select **Year End - Financial - Clear Payments**.



2. A table displays all the payments that can be cleared. Select the relevant **Hours TD** and/or **Values TD** checkboxes, to clear the amounts for the selected payments. If you select nothing, nothing will be cleared.

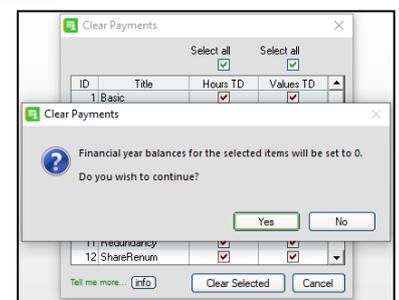
Different Payments can be cleared out at different Times of the Year if required.

3. Click **Clear Selected** to proceed with the clear down. →

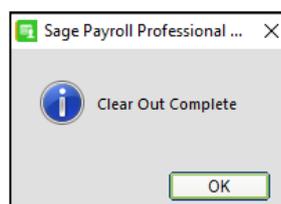


4. When prompted to Continue, Click **'Yes'**.

- Financial year balances for the selected items will be set to 0.

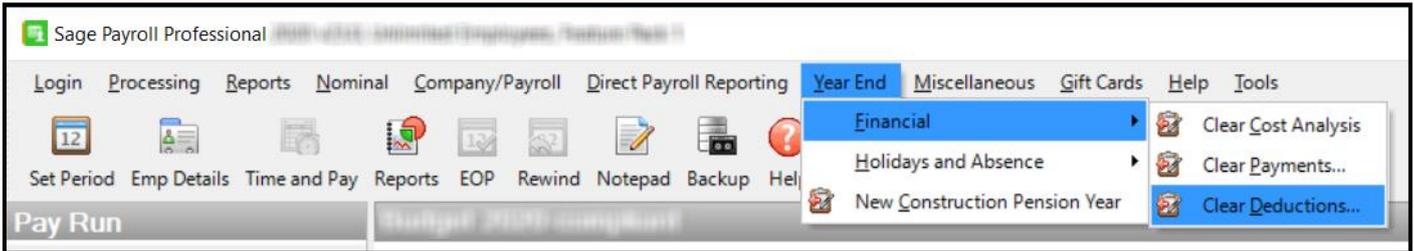


- When the Payments are cleared, Click **OK**:



Step 3: Clear Deductions

1. Select Year End - Financial - Clear Deductions.



2. Select the checkboxes corresponding to each deduction to be cleared.

ID	Title	Std.Amt.	Balance	Total	Tax Yr. Bal.
1	PRSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Pension	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Savings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Bike TW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	CWPS G	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	CWPS N	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	CWPS AVC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	LPT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Non-Tax Deds. (Employee Employer)
 Financial Year
 From start

Buttons: Clear Selected, Cancel

Take particular care when clearing the balances on a **Reducing Balance Deduction**, EG: Loans or Bike to Work

You can choose to clear one or more of the following:

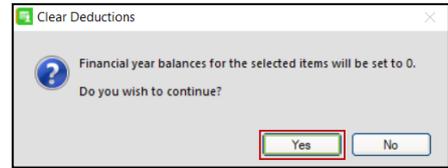
- **Std.Amt:** Amount deducted in each period
- **Balance:** Deduction total accumulated since the last clearance
- **Total:** A Running total of the deduction since the deduction was first introduced
- **Tax Yr. Bal.:** Tax Year Balance

DO NOT CLEAR DOWN STD.AMT, UNLESS YOU ARE SURE YOU WANT TO CLEAR DOWN THE EMPLOYEE STD PERIOD VALUE FOR THAT DEDUCTION.

You can also clear the employee and employer Non-Tax Deds. history by selecting the checkboxes in the Non-Tax Deds. (Employee Employer) section, as appropriate. If you select nothing, nothing will be cleared.

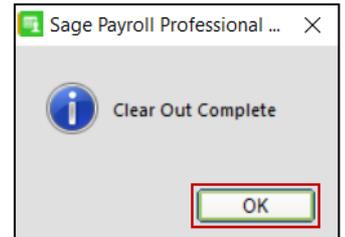
3. Once you have selected the Deductions you want to clear, click the 'Clear Selected' button.

4. It will ask you to Clear Deductions “Financial year balances for the selected items will be set to 0. Do you wish to continue?” Click **Yes** to Continue.



5. When the Deductions are cleared Click **OK**.

**You can confirm that the Cost Analysis, Payments & Deductions have been properly cleared by running the relevant reports.*



Step 3. Enhanced Reporting Requirements ERR

Enhanced Reporting Requirements is not part of the year-end, but it is a new feature in the year end software and a new reporting requirement that will commence on Jan 1st 2024.

The Finance Act 2022 introduced Section 897C which will require employers to report details of certain expenses and benefits made to employees and directors. Reporting the details of these expenses and benefits will commence on 01 January 2024. The 3 categories of expenses that must be reported are :

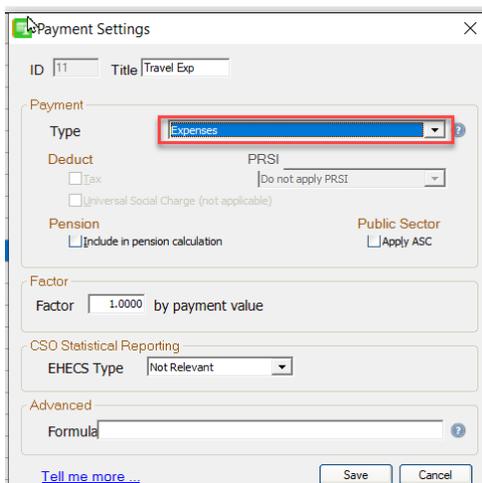
1. Small benefit exemption.
2. Remote Working daily allowance and
3. Travel and subsistence which is further broken down into various vouched and unvouched categories.

Further details of reporting requirements can be found on the revenue website using the link <https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-38/38-03-33.pdf>.

Sage payroll V27.0 facilitates the reporting of these payments to revenue from 1st Jan 2024.

To process these payments :

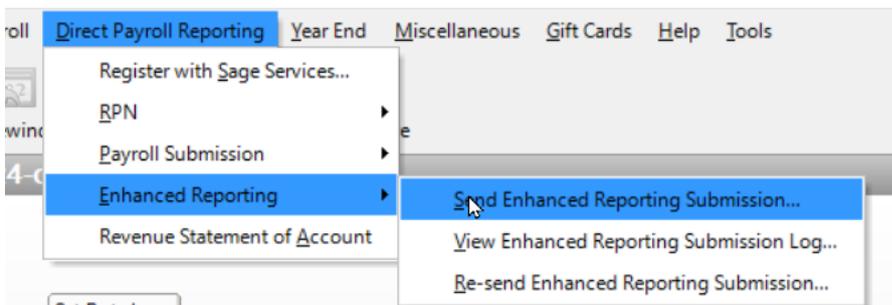
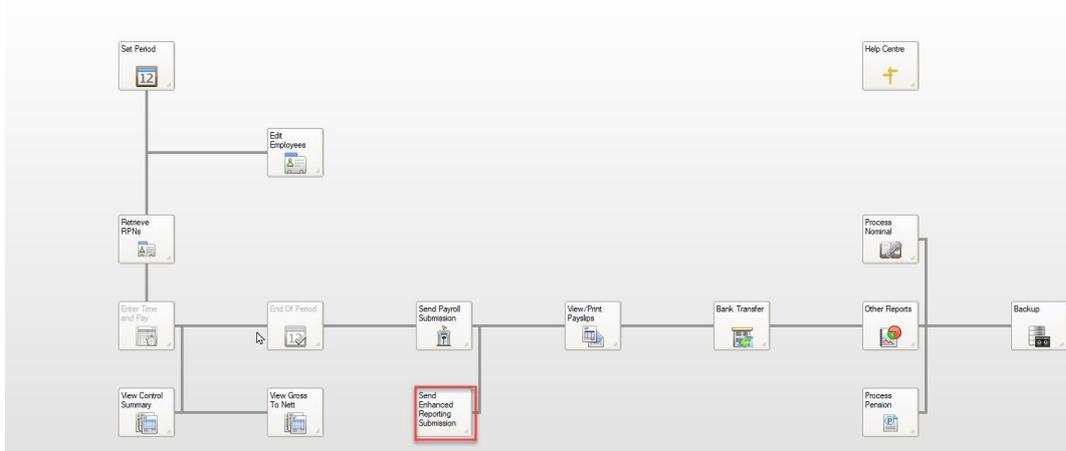
- Ensure that these payments are made to employees using a pay element with a Type “Expenses” selected



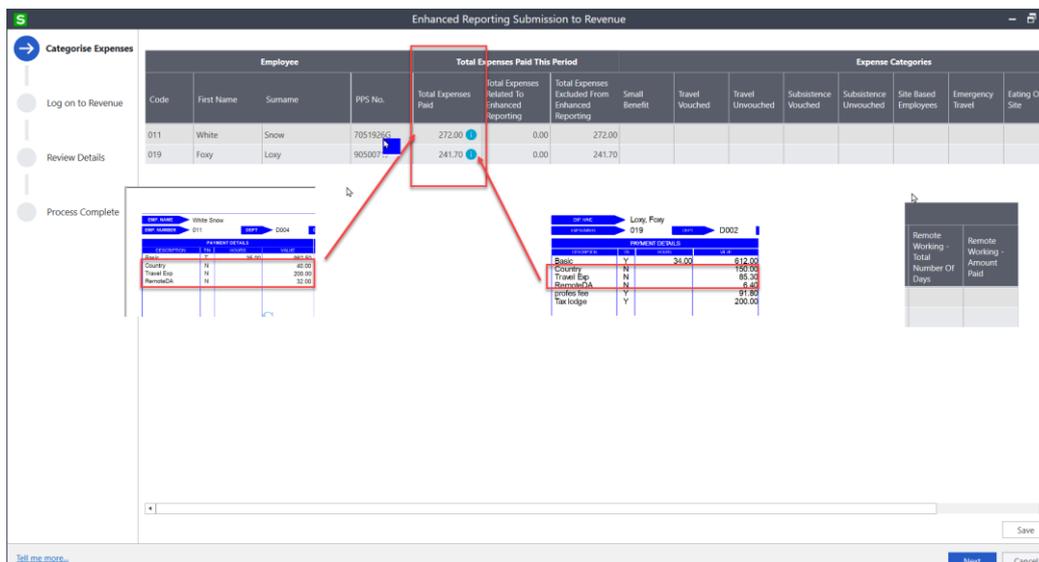
- You can set up and use several pay elements for each employee eg. Travel Expenses, RWDA (remote working daily allowance), but all must use the Type “Expenses”.
- Pay employees, end the period and do payroll submission as normal.

PAYMENT DETAILS				
DESCRIPTION	T/N	HOURS	VALUE	
Basic	T	35.00	962.50	
Country	N		40.00	
Travel Exp	N		200.00	
RemoteDA	N		32.00	

- Send Enhanced Reporting Submission by selecting icon on desktop or by selecting Direct Payroll Reporting-Enhanced Reporting-Send Enhanced Reporting Submission:



- You are then presented with this ERR screen below which gives one line for each employee showing a total of all payments made under the payment Type “Expenses”



- This Total Expenses Paid must then be analysed into the Expense Categories in the columns to the right. This can be manually entered or there will be an import facility available too for those with a larger number of employees. For further information on importing data to this ERR return, please contact Sharon.foley@pimbrook.ie.

Enhanced Reporting Submission to Revenue

Code	Employee			Total Expenses Paid This Period			Expense Categories							
	First Name	Surname	PPS No.	Total Expenses Paid	Total Expenses Related To Enhanced Reporting	Total Expenses Excluded From Enhanced Reporting	Travel Vouchered	Subsistence Vouchered	Subsistence Unvouchered	Site Based Employees	Emergency Travel	Eating On Site	Remote Working - Total Number Of Days	Remote Working - Amount Paid
011	White	Snow	7051926G	272.00	272.00	0.00		120.00	80.00	40.00			10	32.00
019	Foy	Loy	9050071J	241.70	241.70	0.00		80.00	5.30	156.00			2	6.40

Buttons: Save, Next, Cancel

- Then select Save and Next and this will bring you to the Revenue Log on screen like when doing the usual submission. Check the credentials are correct and then next. You will get a confirmation window and then confirmation of the submission.

Enhanced Reporting Submission to Revenue

Log on to Revenue

The following credentials will be used when sending and retrieving data from Revenue. Please ensure they are correct.

ROS Digital Certificate

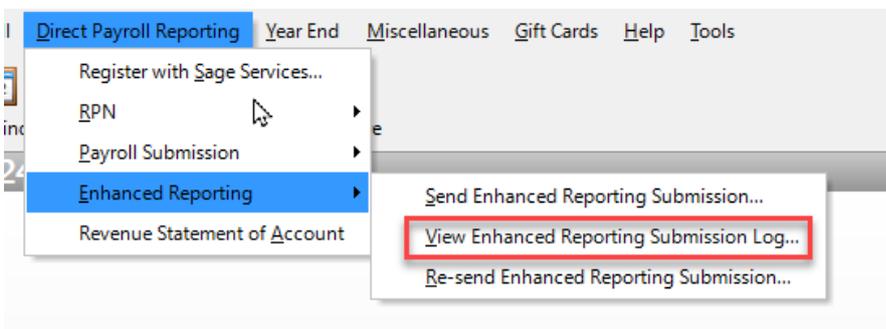
Certificate: Browse

Password:

Save password to Sage Payroll

Buttons: Back, Next, Cancel

- ERR Submission log will be created and visible in Sage Payroll



- An ARW report will be available to print out ERR data.

- **Additional Resources**

Check out our Online Year End Resource at: <https://pimbrook.ie/knowledge-base/pye/>

Here You Can:

- Download the Year End Update Software
- Download this Booklet in PDF Format
- Download the Checklist in PDF Format
- Link to relevant Knowledgebase Articles

Other Products and Services from Pimbrook that may be of interest to you:

Sage 50 – Trusted by over 400,000 Businesses

Sage 50 Accounting Software can help you keep track of your finances – managing your cash flow, profitability, preparing and submitting VAT returns and your year-end accounts. It can also fully integrate with your Sage Payroll!

Sage Software Support & Training

Exceptional Sage Software Support is our #1 Goal. Pimbrook currently service over 1,500 clients and we are reporting 99% satisfaction (recorded from our on-going customer care calls). Our support service is provided by local, expert, friendly professionals, who offer more than just basic software assistance, by giving consultative advice on how to get the most from your software.

We are also extremely well placed to offer class-leading Training, as our background is in Sage 50 Accounts and Sage Payroll Software training. We firmly believe that no two clients are the same, so we provide bespoke training programmes that address their specific needs and challenges.

For more information, please contact us now:

Tel: 051 395900

Email: info@pimbrook.ie

Web: www.pimbrook.ie

Congratulations!

This Completes The Payroll Year End Processing for 2023!

Please check our website www.pimbrook.ie for details of any further updates

If you require further clarification on any of the steps in the manual do not hesitate to contact us.

We do our utmost to ensure our year end guide and support is of the highest possible standard. Please feel free to contact us if we haven't reached this level or indeed if we have exceeded your expectations.

We would like to wish all our clients a safe and Happy Christmas and we look forward to our continued relationship in the New Year.

Thank You.
From all the team at Pimbrook Software