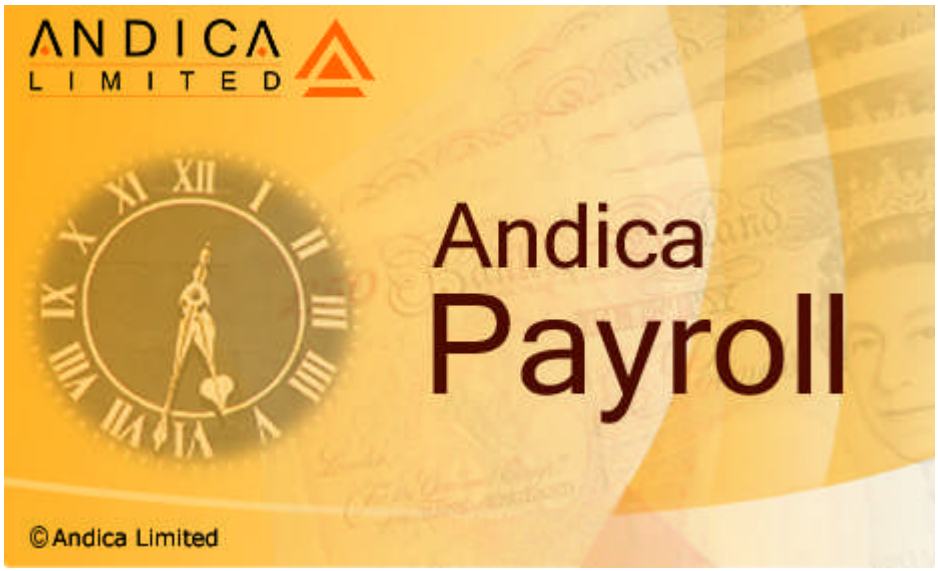
ANDICA PAYROLL SOFTWARE ™

YEAR END GUIDE 5th April 2022



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Note: This guide covers year end routines for Andica Payroll software version 2021 developed by Andica Limited. All the Andica Payroll screen shots are taken from Version 2021 or earlier versions. This guide is supplied subject to our terms and conditions as detailed in the software license agreement.

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Year End Guide 2021-22

This guide covers information to assist with preparation of payroll for year-end and we recommend that it is used as a check list in conjunction with the main user guide.

Important: Please ensure you follow all steps in the order listed below.

1. Year End automatic update for Andica Payroll version 2021 (*as described in Step 1 below)*.

2. Processing your final payroll for tax year 2021-22 *(as described in Step 2 below)*

3. Submitting Final FPS and EPS for tax year 2021-22 *(as described in Step 3 below)*

4. Year End Process *(as described in Step 4 below)*

5. Payroll for new tax year 2022-23

Step 1: Year End automatic update – Andica Payroll version 2021

1. Payroll data backup and Computer system backup
2. Automatic update
3. Data validation

Step 2: Processing the final payroll

1. Process your final payroll and print all the necessary periodic reports.
2. Take a backup before processing the 'Close period' routine
3. Close your final payroll for all pay frequencies (Weekly, Fortnightly, Four Weekly and Monthly)
4. Process Leavers
5. Print a selection of reports and check your data

Step 3: Submitting Final FPS and EPS

1. Set 'Process Period' to your final 'Process Period' date. (*In line with FPS submission guidelines in Andica Payroll User Guide*). This cannot be later than 05/04/2022.
2. Submit FPS for the period for all pay frequencies and in the last FPS tick the box for 'Is this a final submission for year?'
3. If required, submit Final EPS and tick the box for 'Is this a final submission for year?'
4. Print Year End Reports including P60s *(as described below)*
5. Backup your data files and mark this 'Pre-Year End 2021-22'

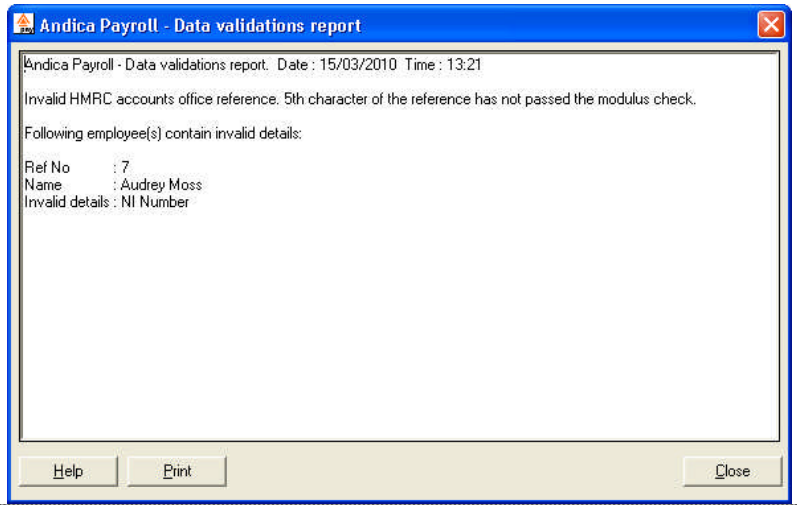
Step 4: Year End Process

1. Process Year End Routine
2. Backup your data files and mark this 'Post-Year End 2021-22'

Important: Customers processing payroll for multiple companies must complete Step 2, Step 3 and Step 4 for each company.

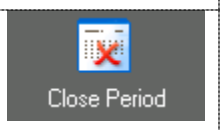
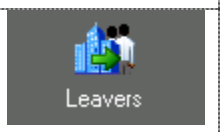
Step 1: Year End automatic update – Andica Payroll version 2021

The software includes a feature to automatically update to the latest build of the version you are using. Check for update prior to processing the final payroll and Processing Year end routines (steps 2, 3 and 4 below).

Stages:		
1.	Payroll data backup and Computer system backup: Please ensure that you have backed up your software data files for each company and exit out of the software. Also ensure you have taken your usual computer system backups.	
2.	Automatic update: **Important:** Please ensure that you have updated the software with any automatic updates that are provided. When you start and log into the software, if an update is available, a prompt will be displayed in Windows Notification Area. If you are prompted to install any updates, please install them. You can also check for updates through the Help menu. Click on 'Help' - 'Check for Updates'. Automatic update process will start checking for updates. If there are any updates, those updates will be applied and application will restart. The current major version of the software is **2021.0.0.0** Automatic update routine will update any minor modification issued since the major version update.	
3.	Data validation: When software is opened for the first time after installing automatic update, data validation routine will be performed automatically in the background. In case there are any validation issues to be reported, a 'Data validations report' may be displayed on screen listing the items that are encountered. Print the report and access the relevant record and correct items reported. Most of the validations are relevant to comply with HMRC online submissions. Submissions containing invalid data will be rejected by HMRC.  	

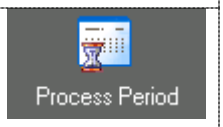
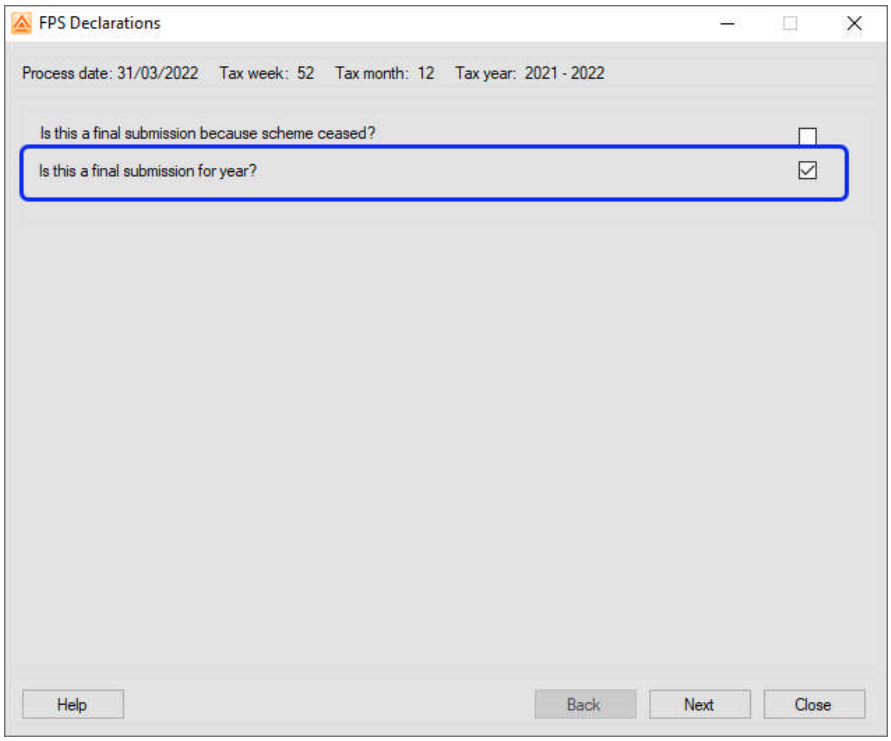
	Tip: Access the relevant record that contains invalid data, if that form has an 'Edit' button click 'Edit' and then click 'Save', you will get an "Invalid character entered" message box, click 'OK', the cursor will now be placed in the field that contains invalid data.	

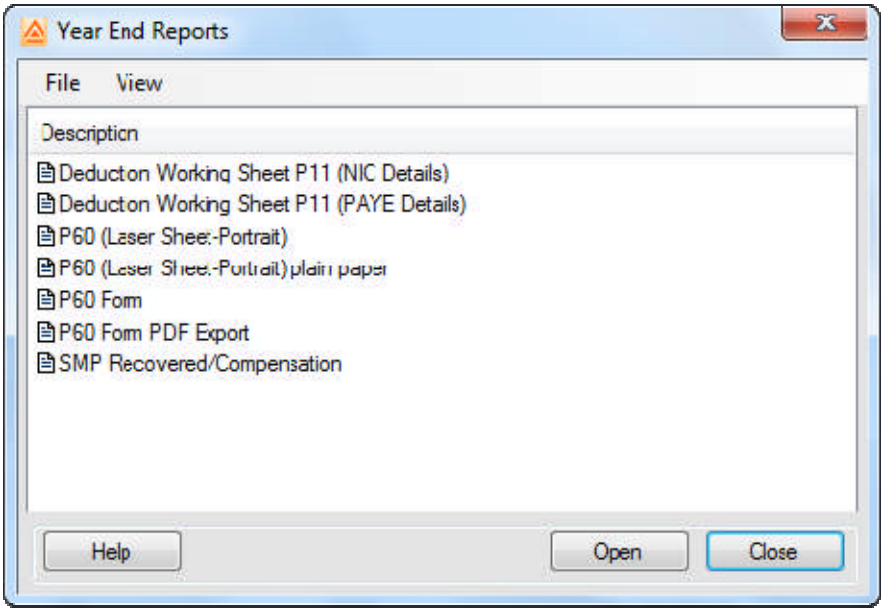
Step 2: Processing the final payroll

Stages:	Stages 1 to 4 are the processing procedures that you are most likely to be going through during a typical payroll run.	Vertical toolbar icons or other options:
1.	Process your final payroll and print all the necessary periodic reports.	
2.	Take a backup before processing the 'Close period' routine.	
3.	Close Period for your last periodic payroll for all pay frequencies (Weekly, Fortnightly, Four Weekly and Monthly).	
4.	Process Leavers	
5.	Print a selection of reports and check your data. Although you would have been printing and checking various reports during the year, it is recommended that you print (or view on-screen) and check a random selection of reports including Deduction Working Sheet P11 PAYE and NIC Details and Payroll Summary Year To Date.	
6.	Submission of Final FPS for the year: **Important:** The very last FPS you submit for the year 2021-22 must include tick to indicate final submission for year. Where you are processing payroll for employees with different payment frequencies (Weekly, Fortnightly, Four Weekly and Monthly) or in batches (e.g. Departmental payroll), in the FPS for the very last submission for the year 2021-22, you must include tick for 'Is this a final submission for year?' *Example:* *You are planning to process a monthly payroll on 31st March and a Weekly payroll on 1st April – both of these are falling in tax year 2021-22.* *You should complete and submit FPS for Monthly payroll as you would normally do every month. Since the Weekly payroll is the 'final' payroll for year 2021-22, FPS for this final Weekly payroll must include the tick for 'Is this a final submission for year?'* The final payroll referred to here is the payroll where the last employee is being paid during the tax year 2021-22.	

Step 3: Submitting Final RTI returns – FPS and EPS

This routine provides information about the very 'Final' FPS and EPS you are submitting for the tax year 2021-22 and reports you can print for Employer and Employee's records. It is important that the year end routines are planned and performed correctly to successfully complete the end of year payroll procedures.

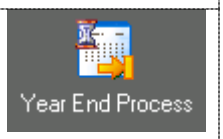
Stages:	Final FPS is the very last FPS you are submitting for this tax year. This is the one telling HM Revenue & Customs (HMRC) about the very last employee payment for 2021-22. So, for example, if you pay some employees weekly and others monthly, your final submission is the last one of these.	Vertical toolbar icons or other options:
1.	**Set 'Process Period' to your final 'Process Period' date. This cannot be later than 05/04/2022.** (*As described in FPS submission section of Andica Payroll User Guide*).	
2.	**Submit Final FPS** HMRC require FPS to be submitted on or before payment date. So the final FPS for tax year 2021-22 should be submitted on or before 5 April 2022. **Important**: HMRC servers will not accept any late FPS submissions attempted after 19 April 2022. Start the FPS submission process. **Select the tick the box for 'Is this a final submission for year?'** Read the message box and click 'Yes' to proceed. 	

3.	**If required, submit Final EPS by 19th April and tick the box for 'Is this a final submission for year?'** **Important**: HMRC servers will not accept any 2021-22 EPS submission attempted after 19 April 2022.	
4.	**Print Year End Reports** This routine should be run for all employees that have worked during the tax year. Any employee selected on the 'Employee List' must be cleared and if you are using 'Filters', clear all the filters so that all employees are displayed in the 'Employee List'. From the menu select: 'Activity' → 'Period Ends' → 'Year End Reports' Print reports for Employer and Employee's records. Ensure that you have printed out at least the following Year End reports: i. Deduction Working Sheet P11 (NIC Details) ii. Deduction Working Sheet P11 (PAYE Details) iii. P60 Form – Select this report to print on plain A4 paper, or, iv. P60 Form PDF Export – select this report to save P60 as PDF files. You are required to provide P60's to the employees. Your file copies of P60 can be printed on plain paper. HMRC no longer supply P60 stationery.  	
5.	Backup your data files and mark this 'Pre-Year End 2021-22'	

Step 4: Year End Process

Year End Process routine clears out employee's year to date history for tax year 2021-22 and records of all employees that have left the company (Leavers) during the year will be deleted.

Important: This routine should be run for all employees that have worked during the tax year. Any employee selected on the 'Employee List' must be cleared and if you are using 'Filters', clear all the filters so that all employees are displayed in the 'Employee List'.

Stages:		Vertical toolbar icons or other options:
1.	**Process Year End** *(Also refer to 'Year End Routine' section of the Andica Payroll User Guide)* Before running this process, ensure that all the processes listed above have been completed and Process Period is set to the year-end date, this should **not be later than 05th April** From the menu select: 'Activity' → 'Period Ends' → 'Year End Process' The Year End process wizard will appear, follow the on screen instructions. This process will purge the payroll history and remove all the records of employees that were marked 'Leavers'.	
2.	Backup your data files and mark this 'Post-Year End 2021-22'.	

Customers processing payroll for multiple companies must complete Step 2, Step 3 and Step 4 for each company before proceeding to Step 5.

Step 5: Payroll for new tax year 2022-23

IMPORTANT: Upgrade for the new tax year 2022-23 should only be installed once the Final RTI returns have been submitted to the HMRC and all the year-end routines for tax year 2021-22 has been completed for each company.

Customers who have subscribed and paid for Andica Payroll Annual Software Assurance Plan will receive separate instructions and upgrades on preparing payroll for the new tax year 2022-23.