



Opera 3 (2.40)

Opera II (7.60)

Online Filing Manager (3.70)

Checklists Guide

**2016-17 Year End
& 2017-18 Tax Year**

Opera 3 (2.40)
Opera II (7.60)
Online Filing Manager (3.70)

Checklists Guide
Version 1.0

2016-17 year end
& 2017-18 tax year



Copyright © Pegasus Software, 2017

Guide published by:

Pegasus Software
Orion House
Orion Way
Kettering
Northamptonshire
NN15 6PE

www.pegasus.co.uk

All rights reserved. No part of this guide or any accompanying programs may be copied, sold, loaned or in any way disposed of by way of trade or for any kind of profit or incentive without the express permission of Pegasus Software in writing, or as specified in the licence agreement which accompanies this guide and associated programs.

Whilst Pegasus Software takes reasonable steps to ensure that the contents of this guide are up to date, and correctly describe the functioning of the programs, neither Pegasus Software nor any of its Partners give any warranty that the guide is error free, nor that the programs will perform all functions stated in the guide. Pegasus Software has a policy of continual improvement of its software and accordingly this guide may describe features which are no longer available in the current release of the software available to customers, or which are proposed for a future release of the software. Under no circumstances will Pegasus Software or any of its Partners have any liability to any customer arising out of any error, omission or inaccuracy in this guide.

Pegasus Software is a trading name of Infor (United Kingdom) Limited Office Address: Orion House, Orion Way, Kettering, Northamptonshire, NN15 6PE (Registered Office: The Phoenix Building, Central Boulevard, Blythe Valley Park, Solihull, West Midlands, B90 8BG) Registered in England No. 2766416

All trademarks are acknowledged.

Opera 3 and Opera II are trademarks.

Contents

Introduction	4
Audience	4
Pegasus Info Centre	4
Opera Help	4
Readme	4
STEP 1: Upgrading Opera	5
Before upgrading the software	5
Upgrading the software on the server	5
Upgrading the software on the client computers	6
STEP 2: Upgrading Online Filing Manager	7
Before upgrading the software	7
Upgrading the software	7
STEP 3: Completing the tax year-end	8
Before completing the year-end	8
Completing the year-end	8
STEP 4: Starting the new tax year	10
Checking and setting statutory rates & options	10
Reviewing employee records	10
Payrolling company car benefit	11

Introduction

This guide will help you understand the steps to upgrade your Opera and Online Filing Manager installations, complete the year-end including filing final Real Time Information (RTI) submissions and start the 2017-18 tax year. Make sure that you follow the instructions carefully.

The guide is designed to be read on-screen or printed.

Opera 3 and Opera II are also referred to as 'Opera' in this guide. The images used are Opera 3 branded but they are also relevant for Opera II.

Audience

This guide is provided for both Pegasus Partners and customers who will be upgrading the software installations, completing the year-end and starting the new tax year.

Pegasus Info Centre

The Pegasus Info Centre (www.pegasus.co.uk/pegasusinfocentre/) is your resource for PDF user guides and other important information.

The Info Centre includes these guides:

Legislation and Product Changes Guide	This guide is available to help you understand the changes in Opera and Online Filing Manager for this year's payroll upgrade.
Installation Guide	If you are unfamiliar with the installations, you may need to refer to the installation guides which are available for Opera and Online Filing Manager.
Implementation Guide	This guide provides a high-level view of Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.
Software Requirements Guide	This guide lists the editions of Microsoft Office, Microsoft SQL Server, Microsoft Windows Server, Microsoft Windows desktop, web browsers and Microsoft .NET supported for Opera and Online Filing Manager.
Demonstration Data Guide	This guide includes assistance in the use of the demonstration data in Opera 3. It is recommended that the Help is used at the same time.

Opera Help

Opera Help provides details of all the functions available in the application.

Readme

Refer to the Readme for a summary of the payroll changes, details of other non-payroll changes and for late-breaking news.

STEP 1: Upgrading Opera

This section includes the steps required to upgrade to either Opera 3 (2.40) or Opera II (7.60) before completing the year-end tasks in the Payroll application.

IMPORTANT: YOU MUST UPGRADE YOUR SOFTWARE BEFORE PROCESSING THE FINAL PAY PERIOD OF THE TAX YEAR.

Before upgrading the software


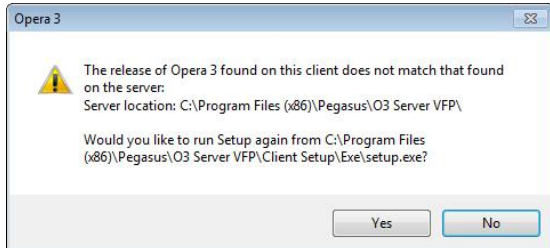


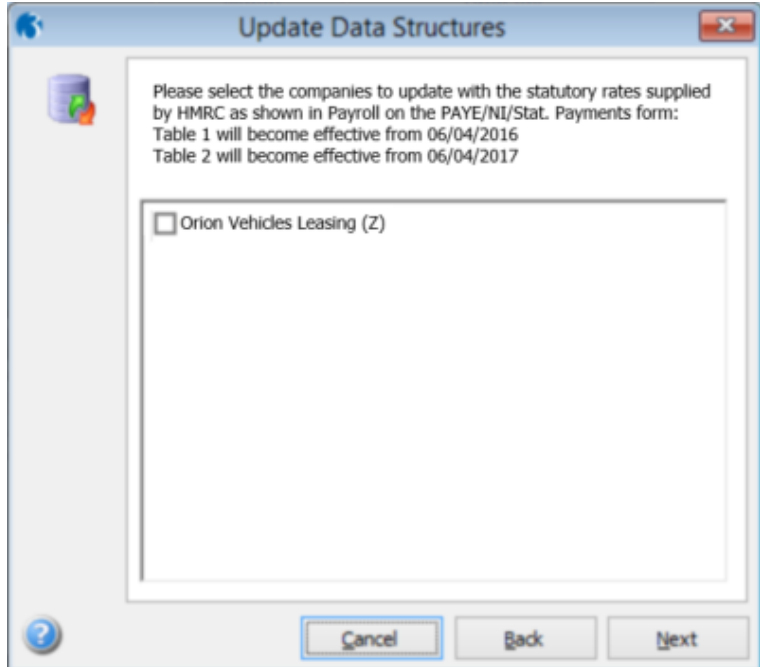
1.	Run the System - Utilities - Backup command to back up each company's data files.	<input type="checkbox"/>
2.	Close Opera and make sure that no one is logged in to the system.	<input type="checkbox"/>

Upgrading the software on the server

The upgrade process involves updating both the Server software and Client software.

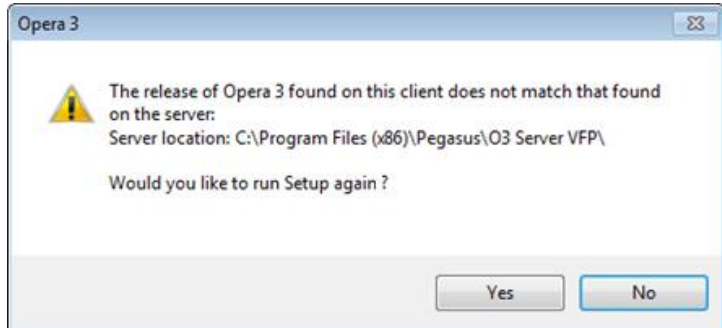
IMPORTANT - OPERA 3 ONLY: YOU MUST INSTALL EITHER MICROSOFT .NET FRAMEWORK 4 EXTENDED PROFILE OR 4.5 IF NOT ALREADY INSTALLED ON THE OPERA 3 SERVER. THE INSTALLATION OF THE SERVER SOFTWARE WILL OTHERWISE BE PREVENTED. MICROSOFT .NET FRAMEWORK 4.5 IS AVAILABLE FOR DOWNLOAD FROM THE MICROSOFT WEB SITE AT WWW.MICROSOFT.COM/EN-US/DOWNLOAD/DETAILS.ASPX?ID=42642.

3.	<p>Upgrade the Opera server software to Opera 3 (2.40) or Opera II (7.60) using the supplied Opera CD. The Installation Setup menu is displayed when the CD is inserted into the computer or when <i>Menu.exe</i> is run from the main folder.</p> <p>Click either Opera 3 or Opera II as relevant for the installation and then click the Install option.</p>  <p>Follow the instructions on the screen until the upgrade is finished. If you need assistance with the upgrade, follow the instructions in the relevant section in the product's Installation Guide. Use the 'Upgrading from earlier versions' bookmark on the left of the installation guide to find the relevant section.</p>	<input type="checkbox"/>
4.	<p>Upgrade the Opera client software on the server by running Opera on the Opera Server as normal and then clicking the Yes button on this form to upgrade the software.</p>  <p>You will enter a new activation key when you log on. This is provided with the software. Follow the instructions in the relevant section in the Opera Installation Guide if you need assistance with the upgrade. Use the 'Upgrading from earlier versions' bookmark on the left of the installation guide to find the relevant section.</p>	<input type="checkbox"/>

5.	<p>Run the System - Utilities - Update Data Structures command on each company to update the installation to the new data structures. This may take some time if there are many companies or if there are companies with large data sets to update.</p> <p>If additional systems are used the process must be completed for each system. Additional systems allow more than 36 Opera companies to be created.</p> <hr/> <p>IMPORTANT: YOU MUST TICK EACH COMPANY TO UPDATE THE PAYE, NI AND STATUTORY PAYMENTS RATES AND THRESHOLDS FOR THE NEW TAX YEAR.</p> <hr/> 	<input type="checkbox"/>
----	---	--------------------------

Upgrading the software on the client computers

The upgrade process also involves updating the Client software on client computers.

6.	<p>Upgrade the client software by running Opera on each client computer. This message is displayed if the server software has already been upgraded on the Opera file server.</p>  <p>Click the Yes button to upgrade the software.</p>	<input type="checkbox"/>
----	--	--------------------------

STEP 2: Upgrading Online Filing Manager

This section includes the steps required to upgrade to Online Filing Manager (3.70) so that Real Time Information submissions can be sent to HMRC.

IMPORTANT: YOU MUST UPGRADE YOUR SOFTWARE BEFORE SUBMITTING FINAL RTI SUBMISSIONS FOR THE 2016-17 TAX YEAR TO HMRC.

Before upgrading the software



1.	Upgrade Online Filing Manager after upgrading Opera. Make sure Online Filing Manager is closed before upgrading the software.	<input type="checkbox"/>
----	---	--------------------------

Upgrading the software

2.	<p>Upgrade to Online Filing Manager (3.70) using the Opera CD. The Setup menu is displayed when the CD is inserted into the computer or when <i>Menu.exe</i> is run from the main folder. Click Pegasus Online Filing Manager and click Install Online Filing Manager. Then follow the instructions on the screen until the upgrade is finished.</p>  <p>If you need assistance with the upgrade, follow the instructions in the relevant section in the Online Filing Manager Installation Guide. Use the 'Upgrading from earlier versions of Online Filing Manager' bookmark from the left pane to find the relevant section.</p>	<input type="checkbox"/>
----	---	--------------------------

STEP 3: Completing the tax year-end

Note: This checklist details the recommended steps to complete the tax year-end.

These are the year-end tasks for the 2016-17 tax year after upgrading Opera and Online Filing Manager (3.70). Follow these steps for each company and payroll group after calculating the pay for the final pay period using the **Calculation** command.

IMPORTANT:

- YOU MUST CREATE THE FULL PAYMENT SUBMISSION FILE (FPS) FOR THE FINAL 2016-17 PAY PERIOD BEFORE THE **UPDATE** COMMAND IS RUN TO CLOSE THAT PERIOD.
- YOU MUST SUBMIT A FINAL EMPLOYER PAYMENT SUMMARY (EPS), EVEN IF RECOVERABLE AMOUNTS OR CIS DEDUCTIONS DON'T APPLY.
- YOU MUST SEND FINAL RTI SUBMISSIONS TO HMRC USING ONLINE FILING MANAGER (3.70).
- IF ADDITIONAL SYSTEMS ARE USED, YOU MUST COMPLETE THIS PROCESS IN EACH SYSTEM.

Our recommendation is to create the final EPS file for the 2016-17 tax year immediately after the final FPS is submitted to HMRC. If necessary however, the final 2016-17 EPS file can be created in the 2017-18 tax year.

Before completing the year-end



1.	Run the System - Utilities - Backup command for each company if it has not already been done.	<input type="checkbox"/>
2.	Check that the Current Tax Year box on the Payroll - Utilities - Set Options form is set to <i>1617</i> for the 2016-17 tax year.	<input type="checkbox"/>

Completing the year-end

PLEASE COMPLETE THESE STEPS IN ADDITION TO NORMAL PAY PERIOD PROCESSES.

3.	Print any reports needed for the final pay period, for example the To-Date Summary report and the Payments & Deductions list (or the new Advanced Payments & Deductions list in Opera 3).	<input type="checkbox"/>
4.	<p>Open the Payroll - P32 Processing form and make sure funding and payments are up to date.</p> <p>Note: If other companies in Opera are marked to be consolidated into a P32 consolidation 'parent' company, use the Consolidate P32 command on the Action menu in that company to combine the P32 values. Then add values if necessary to update funding and payments using the respective command on the Action menu.</p>	<input type="checkbox"/>
5.	Open the Payroll - EOY/Special Reports - P60 End of Year Returns form and generate the P60 (End of Year Certificates) for all employees. For guidance on the different options, please see the F1 Help topic for this form.	<input type="checkbox"/>
6.	<p>Open the Payroll - RTI Submissions - Full Payment Submission form to create the FPS file for the final pay period. Then send the FPS file to HMRC using Online Filing Manager (3.70).</p> <p>IMPORTANT: IF YOUR EMPLOYEES ARE PAID BY BACS, CREATE THE BACS PAYMENT FILE BEFORE CREATING THE FPS FILE.</p>	<input type="checkbox"/>



7.	<p>After all FPS submissions have been sent to HMRC for the 2016-17 tax year you must send an EPS for the end of the tax year. Open the Payroll - RTI Submissions - Employer Payment Summary form to create the final EPS file for the tax year.</p> <p>On the first page:</p> <ul style="list-style-type: none"> From the EPS Type list, select '<i>Final EPS of the year</i>' From the Tax Year list, select '<i>2016/17</i>' Update the remaining boxes as normal. <p>On the second page:</p> <ul style="list-style-type: none"> From the Up to Tax Month list, select '<i>Period 12</i>' Verify the 2016-17 year to-date recoverable amounts and CIS Deductions. If these amounts are not relevant to you leave them as zero. <p>Send the EPS file to HMRC using Online Filing Manager (3.70).</p>	<input type="checkbox"/>
8.	Run the Payroll - Utilities - Update command for the final pay period.	<input type="checkbox"/>
9.	Run the Payroll - EOY/Special Reports - End of Year Cleardown command. This clears the to-date values such as income tax and NI contributions from the employee's records and makes the payroll ready for the next tax year. Click to select those balances that you want to clear or press F5 to clear all payments and deductions.	<input type="checkbox"/>

Your notes:

STEP 4: Starting the new tax year

Note: This checklist details the recommended steps to start the new tax year.

These are the tasks to carry out at the start of the 2017-18 tax year for each of the companies in Opera. To retain a copy of the data, run the **System - Utilities - Backup** command.

Checking and setting statutory rates & options ✓

1.	Open the Payroll - Utilities - PAYE/NI/Stat. Payments form to check the Table 2 tab: <ul style="list-style-type: none"> On the PAYE & Misc. tab, check that the Date Table Becomes Effective box is set to '06/04/2017'. If the date is different, run the Payroll - Utilities - Copy Statutory Rates command, select the Set to System Default option, and click OK. On the NI ER's tab, review the Employment Allowance and the Apprenticeship Levy annual allowance. These need amending if you run more than one company and want to spread the allowances across companies. 	<input type="checkbox"/>
2.	If the Scottish rate of Income Tax applies, open the Payroll - Utilities - Scottish Tax form and check that the Date Table Becomes Effective box for the Table 2 tab is set to '06/04/2017'.	<input type="checkbox"/>
3.	Open the Payroll - Utilities - Calendar form to check the 2017-18 pay calendar is correct.	<input type="checkbox"/>
4.	On the Set Options form; Options Page 1 <ul style="list-style-type: none"> Check that the Current Tax Year box is set to '1718'. For weekly, two-weekly or four-weekly payrolls make sure that the P32 by Income Tax Month option is ticked (so that all weeks are included in the correct tax month). Options Page 2 <ul style="list-style-type: none"> If the company qualifies as a small employer for recovering statutory payments, make sure that the Entitled to Small Employer's Relief option is ticked for the default payroll group. 	<input type="checkbox"/>

Reviewing employee records

5.	Set up payroll records for employees starting in the new tax year. Their records must be set up before running the first payroll calculation.	<input type="checkbox"/>
6.	Existing employee details may need to be amended. For example, for tax, NI and Scottish taxpayer status. Open the Payroll - Processing form to review employee records: <ul style="list-style-type: none"> For employees who use NI code H (apprentices under 25), select 'H' in the N.I. Code box. For employees with NI numbers prefixed with 'KC' (previously not accepted by HMRC), enter their number in the N.I. Number box. For employees who pay the Scottish rate of Income Tax, make sure that the Scottish Taxpayer box is ticked. On the Additional Details tab of the Details & Bank form: <ul style="list-style-type: none"> Ensure that each individual's number of hours worked is entered correctly. The hours entered will be automatically allocated to the bands for the 2017-18 tax year. Review the student loan plan 1 and 2 options for employees repaying student loans. 	<input type="checkbox"/>
7.	Update all employees with the new tax free allowances using the Payroll - Global Changes - Tax Code Changes form. <ul style="list-style-type: none"> Enter the tax code uplift for L (+50), M (+55) and N (+45) codes. Apply new tax codes for employees who have P6 tax code notices. 	<input type="checkbox"/>

Payrolling company car benefit



8.	<p>Where you have applied to HMRC to payroll company cars:</p> <ul style="list-style-type: none">• Enter the car details for each relevant employee from the Processing - Payrolling Benefits menu in either Payroll or Personnel.• Set up a 'Benefit in Kind' Payment Profile for the car benefit.• Apply the profile to each employee with a company car on the Payroll - Processing - Payment & Deductions form, and enter the relevant value for the benefit in the Perm. Value column.	<input type="checkbox"/>
<p>Your notes:</p>		

End of Guide