

The better way to pay



YEAR END GUIDE

2017/18

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Welcome

Welcome to the QTAC 2018/19 Year End Guide. In this guide we will cover the basics of what needs to happen during the year end migration and the installation of the new software, as well as some information on changes in the new tax year.

Important Information and Changes For 2018/19

- Pension contribution limits have now been uplift to the new bands coming into action starting from 6th April. This will be handled automatically within Qtac and you can guide on the process here:
<https://support.qtac.co.uk/support/solutions/articles/17000065348-qtac-migration-uplifting-pension-contributions>
- Scottish tax rates are also being increased this year below are the **proposed** rates and bands for 2018/19

Bands	Band name	Rates (%)
Over £11,850*-£13,850	Starter Rate	19
Over £13,850-£24,000	Basic Rate	20
Over £24,000-£44,273	Intermediate Rate	21
Over £44,273-£150,000**	Higher Rate	41
Above £150,000**	Top Rate	46

* Assumes person is in receipt of the Standard UK Personal Allowance

** Personal Allowance is reduced by £1 for every £2 earned over £100,000

- RTI Declarations have been removed from the software. HMRC are no longer accepting EOY declarations.
- You can now email your P60's. See the year end section of this guide for more information.
- HMRC are no longer accepting CIS Verifications via telephone. This means that you will need to do this from within your payroll software or using the online tools.

End of Year Checklist

- Check all applicable employees are paid and closed in QTAC 2017/18
- Submit your normal RTI submissions from QTAC 2017/18 to HMRC
- Install QTAC 2018/19
- Migrate data from QTAC 2017/18 to QTAC 2018/19
- Set company calendar dates
- Pay employees in QTAC 2018/19 and continue as normal

RTI Year End Process

QTAC will automatically take care of the RTI year end for you by including the 'Final Submission Indicator' within your final (W52/W53/M12) FPS submission.

In summary, all you need to do at the end of the year is submit your normal RTI submissions as you have been doing each week/month and the software will take care of your year end for you.

You are no longer able to submit EOY declarations under RTI.

Checking Year End Status

'**Status Reports**' allow you to check the status of any online submissions. They can tell you if you have successfully submitted or not and also given reasons as to why submissions may have been rejected. If you want to check the status of any submissions, go to: '**File by Internet**' > '**Status Reports**' and select the type of submission you'd like to check from the list.

You can select which companies to report on as well as the status type, the pay frequency and the week/month number. You can tick '**Include All Pay Frequencies**' to include everything possible for the company in question. You can also select multiple companies by pressing and holding the '**Ctrl**' key on the keyboard and clicking the left mouse button on the required companies.

Once you have made your selections, click either or '**Print Preview**' or '**Print**' to view the report.

Plain Paper P45s/P60s

P45s and P60s can be printed from QTAC 2017/18 and QTAC 2018/19 without using pre-printed stationery from HMRC. This will print all the necessary text, boxes and figures onto plain paper for you.

Printing Plain Paper P45s

If you want to print a P45 on plain paper, go into '**Reports**' > '**Employee**' > '**P45 Plain Paper**'.

Printing Plain Paper P60s

If you want to print a P60 on plain paper, go into '**Reports**' > '**Year End**' > '**Electronic P60**'. HMRC allow for this report to be exported to a .PDF format and emailed to the employee as an attachment. **Emailing P60 Reports**

You can now email your P60's to your employees. This can be done from the Reports > Year End > Email P60s Section.

Installing QTAC 2018/19

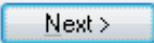
Network Install - Server/Client

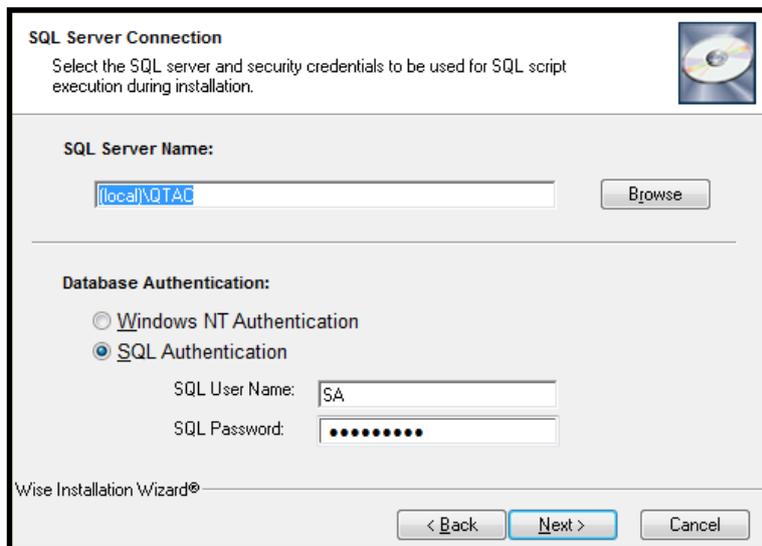
If you are installing the software on several Networked PCs, then you must first install QTAC 2018/19 on the server and select '**Standalone/Server**'. You will then you will need to install QTAC 2018/19 on the client machines, ensuring you point the client install at the server. Select the '**Client**' install button when installing client machines.

See page 6 for instructions on the server install and page 7 for the client install.

Standalone Install

If you are installing QTAC 2018/19 on a standalone home/office computer that is not sharing payroll information with any other computer then the Standalone/Server install is the correct selection.

- Insert the new disc into the CD drive
- After a short wait the Autorun Install Screen will appear
- Click  to begin the standalone install
- User Account Control messages may appear asking you to allow the program to run. With these messages select "Run", "Allow" or "Run Without Getting Help" as appropriate.
- Please be patient while the necessary components are installed
- You'll then see '**Welcome to the QTAC1819 Installation Wizard**'. Click: 
- This will show you the '**Destination Folder**'. Click: 
- You will then see a '**SQL Server Connection**' screen. For a Standalone Install we advise you leave this screen as set. Click: 



SQL Server Connection

Select the SQL server and security credentials to be used for SQL script execution during installation.

SQL Server Name:

(local)\QTAC 

Database Authentication:

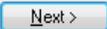
Windows NT Authentication

SQL Authentication

SQL User Name: SA

SQL Password:

Wise Installation Wizard®

< Back  Cancel

- The Install will continue to run and when finished it will say **'QTAC1819 has been successfully installed'**. Click:
- QTAC 2018/19 has now been installed! You will now have a QTAC 2018/19 icon on your desktop.

Network Install

When installing a network version of QTAC 2018/19 the server install must first be installed on a server/computer from which the data can be shared with other computers on your network.

If you have an existing SQL Server instance you would like to use, look out for the **'Specify my own SQL Database'** tick box during the install.

Server Install

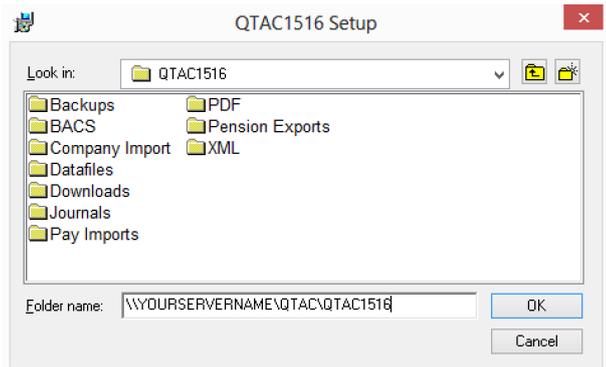
- Insert the disc into CD drive on the **server** - after a short wait the Autorun Install Screen will appear
- If you wish to connect the QTAC 2018/19 database to an existing instance of SQL then tick the **'Specify my own SQL Database'** tick box
- Select:
- Please be patient while the necessary components are installed
- You'll then see **'Welcome to the QTAC1819 Installation Wizard'**. Click:
- This will show you the **'Destination Folder'**. If you wish to change this location then click: Once you have set the location you require, click:
- You will then see an **'SQL Server Connection'** screen. If you need to change the SQL Server Name, click: and select the SQL instance.

Make sure this is set to be: **YourComputerName\QTAC** (unless you are specifying your own SQL instance). Click: to continue with the install
- The Install will continue to run and when finished it will say **'QTAC1819 has been successfully installed'**. Click:
- QTAC 2018/19 has now been installed! You will now have a QTAC 2018/19 icon on your desktop.
- Ensure the **'Destination Folder'** where you installed QTAC 2018/19 on the server is shared (with appropriate permissions) on the network, as when you run a client install you will need to point the client install at this **'Destination Folder'** on the server.

Client Install

- Insert the disc into CD drive on the **client** machine - after a short wait the Autorun screen will appear
- Select:
- You will be asked to select a destination folder; this will be the shared location on your server where you have installed the server version of QTAC 2018/19.

Click: and navigate to the QTAC 2018/19 server folder on the network.



When the destination folder is selected, click: to continue the installation

- The Install will continue to run and when finished it will say '**QTAC1819 has been successfully installed**'. Click:
- QTAC 2018/19 has now been installed on this client machine. Repeat this process on any other client machines.

Migrating Data from 2017/18 to 2018/19

The following instructions will assist you in transferring your data from 2017/18 to 2018/19. The Migration is started from the 2017/18 software, so you will need to have this installed before you start.

Make sure that you have paid all employees up to their final pay period in QTAC 2017/18 - being Month 12 or Week 52/53. Make sure you take a backup of QTAC 2017/18 before migrating!

Step 1 – Starting Migration

Ensure QTAC 2017/18 is closed and that you have taken a backup. Open QTAC 2018/19 and go into **'Admin' > 'Data Conversion' > 'Convert 1718 to 1819'**. Click **'Continue'** to proceed with the migration.

Step 2 – 'Select the folder where last year's application is held'

If you are running a standalone version of QTAC 2018/19, meaning that it is only installed locally on your machine, you shouldn't need to alter this path. Click **'Continue'** to go to the next screen.

If the QTAC 2018/19 application is installed anywhere other than our default location, click **'Browse'** and find the **'Datafiles'** folder inside the QTAC 2018/19 directory.

Step 3 – Select Companies to Transfer

A list of companies that can be migrated will be shown. To select all the companies, click the **'Select All'** button. If you need to select a number of companies then hold down the **'Ctrl'** key on the keyboard and then select/deselect the companies by clicking the left mouse button on the name of the company.

If you have any companies with the same name, they will not appear in the migration list. You will need to temporarily rename the company in QTAC 2018/19 before migrating.

Migrating via Pay Frequency

If you want to migrate via pay frequency, then un-tick the **'All Pay Frequencies'** box and select the pay frequency you want to migrate. You can then migrate again later to bring across other frequency employees.

If employees have Quarterly, Half Yearly and annual pay frequencies then 'All Pay Frequencies' must be selected to migrate them.

Once you have made your selection click **'Continue'**.

Step 4 – Claiming Employment Allowance

Upon migrating, the utility will automatically carry across both the indicator for Employment Allowance and that the claim has been submitted to the HMRC. This means that once you start using QTAC 2018/19 you do not need to make any changes to continue your employment allowance claim.

If you have not previously claimed Employment Allowance, you will need to set the Employment Allowance indicator within **'Company' > 'Tax and NI'** when you open the QTAC 2017/18 software

Step 5– Uplift Auto Enrolment Pension Contributions

Due to the increases by the pension regulator you are able to uplift the pension contributions to the new minimum.

Step 6 – 'Do you want to uplift employees tax codes?'

Simply select if you want the software to automatically change the tax codes that are currently using the emergency tax code to the new emergency tax code.

Step 7 – Transferring the Data

Click **'Migrate'**. Please be patient while the process runs – note that the progress bar may not run all the way to the end if you have employees who are leavers, this can be expected.

You may receive a prompt saying that you have companies/employees that are not processed until the end of the tax year.

If you get this message, please cancel the migration and make sure that all active employees have been paid until the end of the tax year in QTAC 2018/19.

If you have employees not paid up to the end of the year and this is correct, click **'Yes'** to continue.

Once the migration has finished, a confirmation message will appear on your screen.

If you do have any leavers in QTAC 2017/18 then those employees will not have been migrated over to QTAC 2018/19.

A report will inform you of:-

- Any leavers or other employees that were not migrated and give you information About why that employee was rejected
- Any employees who may need new tax codes in 2018-2019 because their existing tax code is no longer valid, those with 'P' and 'Y' suffixes.
- Any employees who have a contracted-out NI code letter (D, E, L, I or K) and the new letter that has been assigned
- Any contracted-out pensions schemes that have been found and changed to NOT Contracted Out schemes

Click **'Exit'** to finish the migration process.

Step 8 – “Migration is now complete”

The migration from QTAC 2017/18 to QTAC 2018/19 is now complete! Open **QTAC 2018/19** to find the migrated companies. You will then need to generate the calendar dates before you can process employees.

Calendar Dates

Generating and accepting calendar dates is the first thing that must be done before you can process payroll in the QTAC 2018/19 software.

In QTAC 2018/19, if you go into ‘**Company**’ > ‘**Company Maintenance**’ > ‘**Calendar**’, you will need to set and specify the calendar dates for this company. Set the dates for the Weekly/2 Weekly/4 Weekly payslip date and pay period end dates for the first pay period and then click ‘**Generate Weeks**’. For monthly employees, specify the payslip date and pay period end date for the first month and then click ‘**Generate Months**’. Finally you will need to tick the box ‘**Accept All Dates**’, and then click ‘**Save**’.

Note that if you have multiple companies within the payroll then the dates can be changed for one company and then saved for that company. You can then select another company down the left hand side of the ‘**Company Maintenance**’ screen and set the calendar dates.

Once calendar dates have been accepted you can then start paying employees in that company.

Glossary

- **Customer number** – This will be the first six digits of your payroll pin number
 - **QTAC 2017/18** – The QTAC 2017/18 tax year software
 - **QTAC 2018/19** – The QTAC 2018/19 tax year software
 - **SQL Server** – Database engine for QTAC
 - **Standalone** – An individual install of QTAC on one machine (see page 7)
 - **Server** – If you want to store and share data on a network (see page 8)
 - **Client** – you will point the client install to the shared location where you installed the server installation (see page 9 for details).
 - **EOY** – End of Year
 - **Migration/Migrating** – Transferring companies and employees from the previous tax year to the new tax year (See Page 10 for info on Migrating)
 - **Online Submission/Filing Online** – Sending information and figures electronically to HMRC.
 - **Calendar Dates** – Specify a payslip date and pay period end date for your companies (see page 12)
 - **Status Report** – Shows you the state of any online submission. This will tell you if a submission was successful, is outstanding or failed with an error. (See page 5)
 - **P60** – End of Year report to produce to the employee (see page 6)

 - **P32** – This report shows the monthly totals for Tax and NI and works together with the 'Company' > 'EOY Totals' section
 - **EOY Totals** – After running the P32 report it generates figures into the EOY Totals section, they can be used to check your calculated figures to send to the HMRC.
 - **Calendar Dates** – The company payslip and pay period dates. You must set your calendar dates at the start of each tax year. You must ensure your calendar dates are set correctly, as if you are submitting RTI late then HMRC may fine you.
- RTI (Real Time Information)** – The term used to describe the changes to payroll from April 2013. HMRC collect PAYE information as it happens in real time instead of at the end of the year.

Notes

QTAC PAYROLL

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Minimum System Requirements:

- * Windows XP SP3, Server 2003 SP1, Server 2008/R2, Vista, Win 7, Win 8 (x86\64bit).
- * Pentium III, 500MHz processor. *Recommended: 1GHz or higher.
- * 192Mb RAM. *Recommended: 1GB or higher.
- * 900Mb hard disk space (600Mb for SQL Server Express).
- * Minimum resolution of 1024x768.