

**Sage Micropay**  
**Your payroll year end checklist**

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<b>Part 1: Install the year end software update</b>	<b>Completed? Yes / No</b>
Take a full system backup of your payroll data.	
Download and install the 2016 year end update.	

<b>Part 2: Prepare for year end</b>	<b>Completed? Yes / No</b>
Register with Revenue Online Service (ROS).	
Process the final pay periods of 2016.	
Check your employee details are correct.	
Check your company information.	
Compare the Control Summary and P30/CC124 reports.	
Generate the Earnings, Tax & PRSI report for each of your employees.	
Ensure that all your pensions are set up correctly.	

<b>Part 3: Process your year end</b>	<b>Completed? Yes / No</b>
* Generate the P35 file for upload to ROS.	
* Generate your employee P60s and other year end reports.	

<b>Part 4: Get ready for the new tax year</b>	<b>Completed? Yes / No</b>
Create and open the 2017 tax year.	
Set up the new tax year calendar.	
Update your employee tax allowances for the new tax year.	
Enable Central Statistics Office (CSO) reporting, if applicable.	
Set up the construction workers pension settings for 2017, if applicable.	
Clear down your financial year end balances, if applicable.	
Set period one of the 2017 tax year.	

**Note:** You must complete all steps marked with an asterisk before the Revenue's submission deadline of 15 February 2017. If you use ROS to both, submit your P35 return and pay the associated payment, you can avail of an extended deadline: 23 February 2017.