



Pegasus Opera 3 (2.60)

Pegasus Scheduler (2.20)

Payroll Upgrade Checklists guide
2018-19 Year End
& 2019-20 Tax Year



Checklists guide
Version 1.0
2018-19 year end
& 2019-20 tax year

Opera 3 (2.60)
Scheduler (2.20)

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Introduction

This guide will help you understand the steps to upgrade your software, complete the year-end including filing final Real Time Information (RTI) submissions and start the 2019-20 tax year. Make sure that you follow the instructions carefully.

Also included in this year's payroll upgrade are the changes for Making Tax Digital for VAT. This comes into force on 1 April 2019 and will apply for businesses with annual sales over the VAT threshold of £85,000. If Making Tax Digital for VAT applies to you, you'll have to use digital tools to keep records of your income and costs.

The guide is structured in these sections:

- STEP 1: Installing Pegasus Opera 3 (2.60)
- STEP 2: Installing Pegasus Scheduler (2.20) for Making Tax Digital for VAT
- STEP 3: Completing the tax year-end
- STEP 4: Starting the new tax year.

There is no upgrade to Online Filing Manager this year. Continue to use Online Filing Manager (4.01) to send your RTI submissions to HMRC. That version is included with the Opera 3 software download.

Audience

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

PLEASE READ IMPORTANT NOTES CAREFULLY.

OPERA II PAYROLL WILL NOT BE UPDATED THIS YEAR. THIS MEANS THAT OPERA II CANNOT BE USED IN THE 2019-20 TAX YEAR AS THE LEGISLATIVE CHANGES ARE NOT INCLUDED. OPERA II PAYROLL USERS MUST UPGRADE TO OPERA 3.

Pegasus Help Centre

These guides are available from the Help Centre docs.pegasus.co.uk.

Legislation and Product Changes guide	This guide is available to help you understand the legislation changes, new rates and bandwidths, and software changes for this year's upgrade.
Installation guide	If you are unfamiliar with the installations, you should refer to the Pegasus Opera 3 (2.60) installation guide.
Implementation guide	This guide provides a high-level view of Pegasus Opera 3 and how to approach an implementation.
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 Pegasus Opera 3 (2.60).
Opera 3 Help	The F1 Help for all the Pegasus Opera 3 modules is published in the Pegasus Help Centre.

Readme

The readme file is installed with the application. This includes a summary of the payroll changes, details of other non-payroll changes and for late-breaking news.

STEP 1: Installing Pegasus Opera 3 (2.60)

YOU MUST INSTALL THE SOFTWARE BEFORE PROCESSING THE FINAL PAY PERIOD OF THE TAX YEAR.

This section includes the steps required to upgrade to Opera 3 (2.60) before completing the year-end tasks in the Payroll application.

Before installing the software


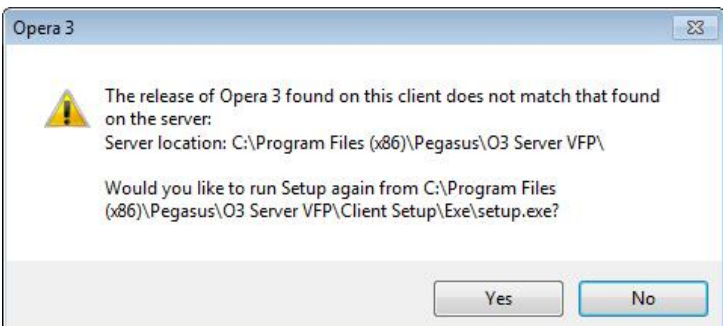


1.	Run the System - Utilities - Backup command to back up each company's data.	<input type="checkbox"/>
2.	Close Opera 3 and make sure that no one is logged in to the system.	<input type="checkbox"/>

Installing the software on the server

IF NOT ALREADY INSTALLED, YOU MUST INSTALL [MICROSOFT .NET FRAMEWORK 4.7.2](#) ON THE OPERA 3 SERVER.

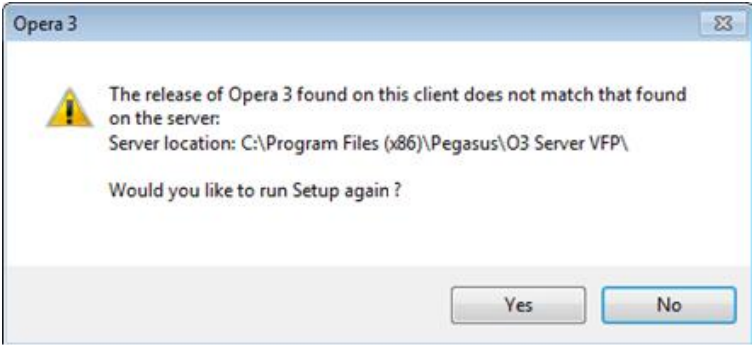
The installation process involves updating both the Server software and Client software.

3.	<p>Install the Opera 3 server software to Opera 3 (2.60). The Installation Setup menu is displayed when <i>Menu.exe</i> is run from the main folder. Click Opera 3 for the installation and then click the Install option.</p>  <p>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 'Upgrading from earlier versions' section in the Opera 3 Installation Guide at docs.pegasus.co.uk.</p>	<input type="checkbox"/>
4.	<p>Install the Opera 3 client software on the server by running Opera 3 on the Opera 3 Server as normal and then clicking the Yes button on this screen to upgrade the software.</p>  <p>Please make sure that you have your new activation key when you log on (provided by your Pegasus partner).</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 in each system. Additional systems allow more than 36 companies to be created in Opera 3.</p> <p>YOU MUST TICK EACH COMPANY TO UPDATE THE PAYE, NI AND STATUTORY PAYMENTS RATES AND THRESHOLDS FOR THE NEW TAX YEAR.</p>	<p style="text-align: right;">✓</p> <input type="checkbox"/>
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Installing the software on the client computers

The installation process also involves updating the client software on client PCs.


6.	<p>Install the client software by running Opera 3 on each client PC.</p> <p>This message is displayed if the server software has already been installed on the Opera 3 file server.</p>  <p>Click the Yes button to upgrade the software.</p>	<input type="checkbox"/>
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STEP 2: Installing Pegasus Scheduler (2.20)

PEGASUS OPERA 3 CUSTOMERS MUST INSTALL SCHEDULER (2.20) BEFORE THE MAKING TAX DIGITAL FOR VAT FEATURES IN OPERA 3 (2.60) CAN BE USED.

Scheduler (2.20) has been upgraded to include the necessary software changes for Making Tax Digital for VAT. Making Tax Digital for VAT comes into force on 1 April 2019 and will apply for businesses with annual sales over the VAT threshold of £85,000. If Making Tax Digital for VAT applies to you, you'll have to use digital tools to keep records of your income and costs.

Installing Scheduler (2.20) is necessary to allow Opera 3 (2.60) to submit your VAT Return following Making Tax Digital for VAT rules after 1 April 2019.

1.	<p>Install Microsoft SQL Server if it is not already installed.</p> <p>Microsoft SQL Server or SQL Server Express is required to store the Pegasus Scheduler database. The Windows Service used by Scheduler needs to connect to the SQL Server to access its database.</p> <p>These guides should also be checked at docs.pegasus.co.uk:</p> <ul style="list-style-type: none"> • Opera 3 Installation guide - Appendix F includes important information about using Microsoft SQL Server with Pegasus Scheduler. • Software Requirements guide - lists the supported editions of Microsoft SQL Server. 	<input type="checkbox"/>
2.	<p>At the Opera 3 Server, install the Pegasus Scheduler server software using the installation setup menu. Click Pegasus Scheduler and then click Install Pegasus Scheduler.</p> 	<input type="checkbox"/>
3.	<p>At the Opera 3 Server, install the Pegasus Scheduler client software.</p> <p>Where you run <i>Setup.exe</i> from depends on the Windows edition, either:</p> <ul style="list-style-type: none"> • <i>c:\Program Files (x86)\Pegasus\SchedulerServer\ClientSetup\</i> or • <i>c:\Program Files\Pegasus\SchedulerServer\ClientSetup\</i> 	<input type="checkbox"/>
The following steps apply only for new installations.		
4.	<p>At the Opera 3 Server, log in to Opera 3 using the ADMIN user, click the Administration tab on the ribbon bar, then click System - Scheduling and open Task Scheduler. Enter the Microsoft SQL Server details.</p>	<input type="checkbox"/>
5.	<p>Update the Pegasus Scheduler Set Options form.</p>	<input type="checkbox"/>

STEP 3: Completing the tax year-end

YOU MUST CREATE THE FPS FOR THE FINAL 2018-19 PAY PERIOD BEFORE RUNNING THE PAYROLL UPDATE FOR THAT PERIOD. YOU MUST ALSO SUBMIT A FINAL EPS, EVEN IF RECOVERABLE AMOUNTS OR CIS DEDUCTIONS DON'T APPLY.

IF ADDITIONAL SYSTEMS ARE USED, YOU MUST COMPLETE THIS PROCESS IN EACH SYSTEM.

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

These are the year-end tasks for the 2018-19 tax year after upgrading to Opera 3 (2.60). Follow these steps for each company and payroll group after calculating the pay for the final pay period using the **Calculation** command.

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 1819 for the 2018-19 tax year.	<input type="checkbox"/>

Completing the year-end

Do these steps in addition to the usual processes that you complete in each pay period.

3.	Print any reports needed for the final pay period, for example the To-Date Summary report and the Payments & Deductions list (or the Advanced Payments & Deductions list).	<input type="checkbox"/>
4.	Open the Payroll - P32 Processing form and make sure funding and payments are up to date. 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.	<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.	<input type="checkbox"/>
6.	If your employees are paid by BACS, create the BACS payment file before creating the FPS file for the final pay period.	<input type="checkbox"/>
7.	Open the Payroll - RTI Submissions - Full Payment Submission form to create the FPS file for the final pay period, and send it to HMRC using Online Filing Manager.	<input type="checkbox"/>

8.	<p>After all FPS submissions are sent to HMRC for the 2018-19 tax year, you must send an EPS for the end of the tax year.</p> <p>Our recommendation is to create the final EPS file for the 2018-19 tax year immediately after the final FPS is submitted to HMRC. If necessary however, the final 2018-19 EPS file can be created in the 2019-20 tax year.</p> <p>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>2018/19</i>' • Update the remaining boxes as usual. <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 2018-19 year to-date recoverable amounts and CIS Deductions. If these amounts are not relevant to you leave them as zero. <p>Click Start and send the EPS to HMRC using Online Filing Manager.</p>	<p style="text-align: right;">✓</p> <input type="checkbox"/>
9.	Run the Payroll - Utilities - Update command for the final pay period.	<input type="checkbox"/>
10.	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"/>

STEP 4: Starting the new tax year

COMPLETE THESE STEPS BEFORE PROCESSING THE PAYROLL IN THE FIRST PAY PERIOD.

This checklist details the recommended steps to start the new tax year. To keep a copy of the data before completing these steps, run the **System - Utilities - Backup** command.

These are the tasks to carry out at the start of the 2019-20 tax year for each of the companies in Opera.

Checking and setting statutory rates & options



1.	<p>Open the Payroll - Utilities - PAYE/NI/Stat. Payments form to check the Table 2 tab:</p> <ol style="list-style-type: none"> On the PAYE & Misc. tab, check that the Date Table Becomes Effective box is set to '06/04/2019'. 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. <p>IF YOU RUN MORE THAN ONE COMPANY AND WANT TO SPREAD THE ALLOWANCES ACROSS COMPANIES, THEY MUST BE AMENDED IN EACH COMPANY ACCORDINGLY.</p>	<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 '06/04/2019'.	<input type="checkbox"/>
3.	If the Welsh rate of Income Tax applies, open the Payroll - Utilities - Welsh Tax form and check that the Date Table Becomes Effective box for the Table 2 tab is set to '06/04/2019'.	<input type="checkbox"/>
4.	Check the 2019-20 pay calendar on the Payroll - Utilities - Calendar form.	<input type="checkbox"/>
5.	<p>On the Payroll - Utilities - Set Options form:</p> <p>Options Page 1</p> <ol style="list-style-type: none"> Check that the Current Tax Year box is set to '1920'. <p>ALL PAYROLL GROUPS MUST BE SET TO '1920'. THIS INCLUDES THE DEFAULT GROUP - EVEN IF IT IS NOT USED (THE DEFAULT PAYROLL GROUP HAS A BLANK CODE).</p> <ol style="list-style-type: none"> 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). <p>Options Page 2</p> <ol 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

6.	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"/>
7.	<p>Existing employee details may need to be amended. For example, for Tax, NI and taxpayer status and company car details.</p> <p>Open the Payroll - Processing form to review employee records:</p> <ol style="list-style-type: none"> 1. For Scottish Income Tax payers, select 'Scottish' in the Taxpayer box. 2. For Welsh Income Tax payers, select 'Welsh' in the Taxpayer box. 3. On the Additional Details tab of the Details & Bank form: <ul style="list-style-type: none"> o Check everyone's number of hours worked. The hours entered will be automatically allocated to the bands for the 2019-20 tax year. o Review the student loan and post graduate loan options for employees repaying loans. <p>Tip: You can update multiple employees' taxpayer status using the Payroll - Global Changes - Tax Code Changes screen.</p>	<input type="checkbox"/>
8.	To understand which age bands your employees are in, run the new Employee Age List report to see the employees whose ages cross over the National Minimum and Living Wage ages.	<input type="checkbox"/>
9.	<p>Update all employees with the new tax free allowances using the Payroll - Global Changes - Tax Code Changes form.</p> <ol style="list-style-type: none"> 1. Enter the tax code uplift for L (+65), M (+71) and N (+59) codes. 2. Apply new tax codes for employees who have tax code notices from HMRC. 	<input type="checkbox"/>

Payrolling company car benefit

10.	<p>Where you have applied to HMRC to payroll company cars in the 2019-20 tax year:</p> <ol style="list-style-type: none"> 1. Enter the car details for each relevant employee from the Payroll - Processing - Payrolling Benefits menu. 2. Set up a 'Benefit in Kind' Payment Profile for the car benefit. 3. 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. <p>FOR THOSE EMPLOYEES WHO ALREADY HAVE COMPANY CARS, YOU MUST REVIEW AND IF NECESSARY AMEND THE FUEL TYPES AS CHANGES WILL BE INTRODUCED IN THE 2019-20 TAX YEAR.</p>	<input type="checkbox"/>
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Auto enrolment contributions

11.	<p>From 06/04/2019 the total minimum Auto Enrolment contributions is 8% - with the employer contributing at least 3%.</p> <p>If you need to update the contribution rates, use the new Change Contribution form on the Action menu of the Payroll - Maintenance - Pensions form.</p>	<input type="checkbox"/>
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End of Guide