

SAGE PAYROLL END OF YEAR PROCESS

1. Step one is to download and install the End of Year update for Sage Payroll from the MCS website
<https://mcscomputers.ie/downloads/>
2. Complete your last calendar year payroll for 2022 and submit to Revenue.
3. Make any changes needed to previous periods payrolls and resubmit these to Revenue.
4. Make sure all payrolls are at EOP (End of Period), and backup all payrolls
5. Print off the end of year reports that you require, from the 'Year End' menu.
6. Set up the new Tax Year from the 'Year End' menu.
7. Log into the new year payroll and setup your calendars.
8. Clear down payments and deduction balances if you have not done so already (**do not clear down reducing balances**) if you have not been prompted to do so already.