

Before processing your payroll year end, you must check that you've completed the following tasks:

Installed your year end software update:

- 01 On the menu bar click **Help**, then click **About**.
- 02 Under Program Details area, check the version number is **24**.

*If not, you **must** install the update before you move on.*

Completed



Paid your employees for the last time in the 2017/2018 tax year:

- 01 From your payroll desktop, check the date in the Last Updated column.

Completed



Processed any employees as leavers who have left on or before 5 April 2018:

- 01 From your payroll desktop, check the Current Status column to see if it shows Leaver.

Completed



Submitted your FPS for the last pay period:

- 01 From your payroll desktop, check the date in the Last FPS Date column.

Completed



If required, submitted your employer payment summary (EPS) for month 12:

- 01 Click **e-Submissions**, then click **e-Submissions Log**.

Completed



Backed up your Sage 50 Payroll data:

- 01 Click **File**, then click **Backup**.
- 02 Follow the steps in the Backup Wizard

Completed



Tip: Don't forget, you can access your full interactive guide to payroll year end in your software. From the toolbar, simply click **Help Centre** then select **Payroll year end 2018**.