



# ODB Payroll Release Notes

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Version 18.1

**Release Date: 06/12/2017**

**ODB Payroll V18.1**

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## ODB Payroll V18.1

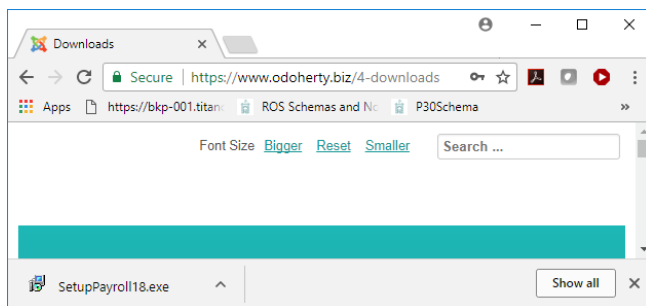
### 1 Installing ODB Payroll v18.1

#### 1.1 Install V18.1 Upgrade

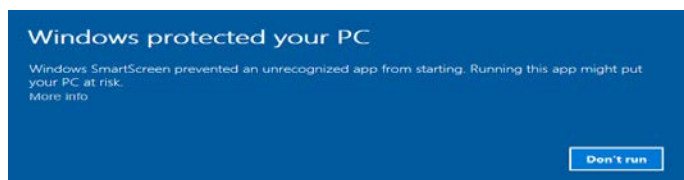
Please follow the installation instructions below carefully and ensure that you have exited the Payroll before you commence the installation.

ODBPayroll v18.1 is now available to download from the ODoherty.Biz website. (<https://www.odoherty.biz/4-downloads>). The following instructions are for Windows 10.

- ◆ Select Downloads from the right of the screen.
- ◆ Select ODB Payroll 2018 download.



- ◆ Select the arrow then select Keep the file.
- ◆ When download has been completed (the blue circle has stopped) double click to run the file.
- ◆ Select More info.



- ◆ Select the run anyway option.

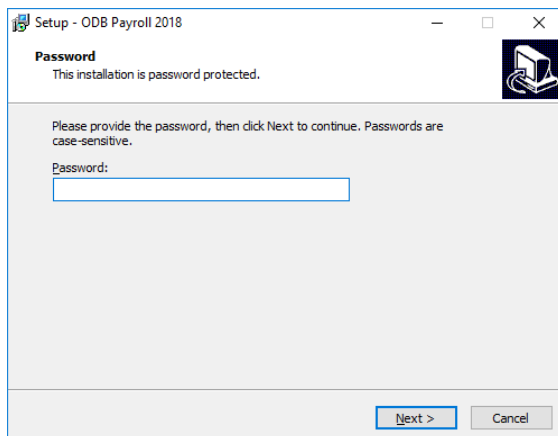


- ◆ Click Next to move between steps.

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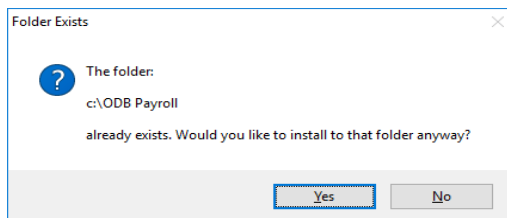
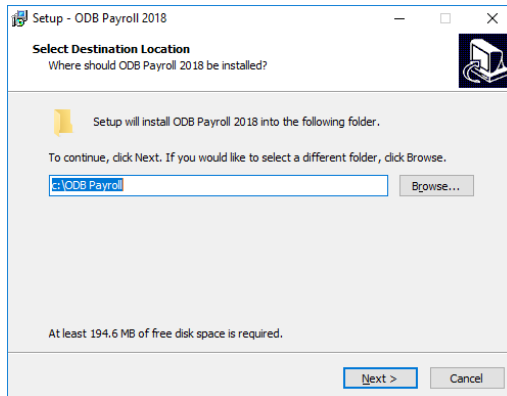


- ◆ Please enter the Password which is on the email you received. Simply copy the password and paste it here. Once this has been completed click **Next** to continue.

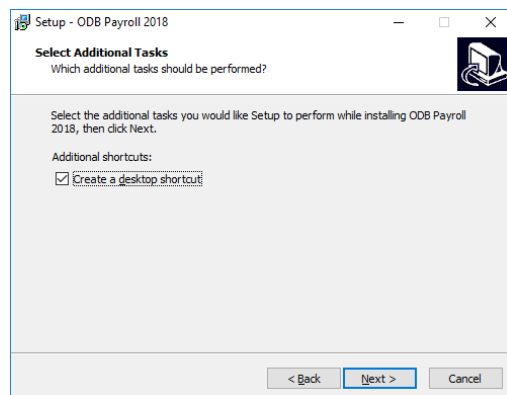


- ◆ Note that for ODB Payroll Version 18.1 the default position for this installation is **C:\ODB Payroll**. In order to change the location either type in where your payroll is currently or use the **Browse** button to select it. If you are not administrator on your machine you may need to contact your IT Co-ordinator to complete the installation.

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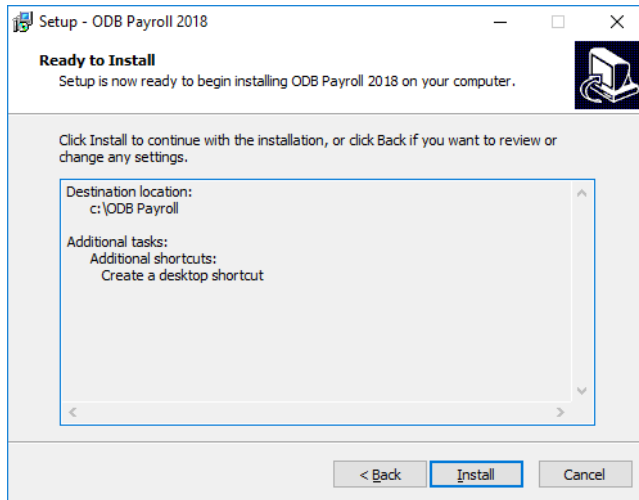


- ◆ Click **Yes** to continue with the installation.

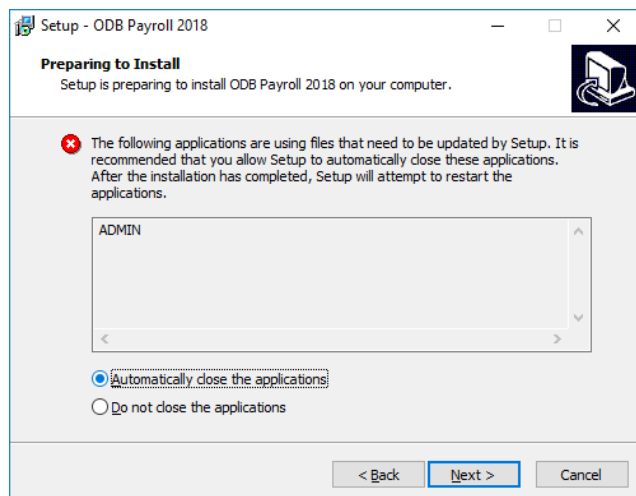


- ◆ Only place a tick in the Create desktop icon if you do not have an existing desktop icon. Then click **Next**.

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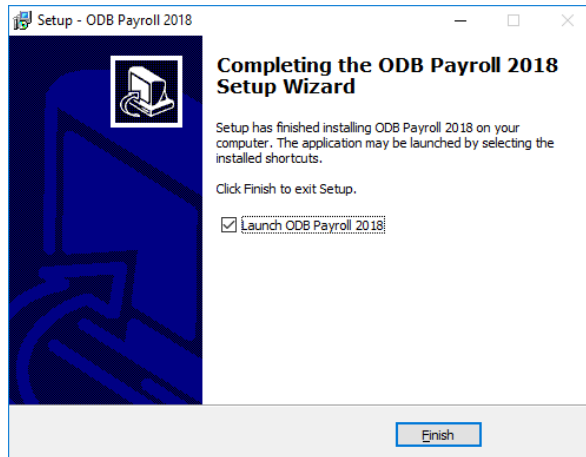


- ◆ Click **Install** to finish the process.
- ◆ The following error might be displayed if ODB Payroll has been left open.
- ◆ From the Taskbar click on the Payroll icon and exit the Payroll as normal.
- ◆ Select Next on the install.

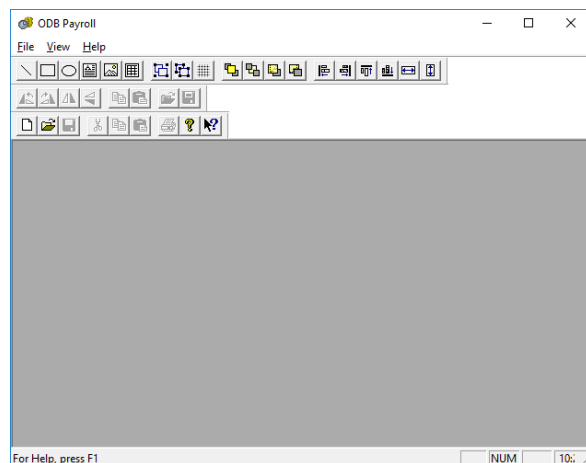


Once the installation is finished you will see the following screen.

**ODB Payroll V18.1**



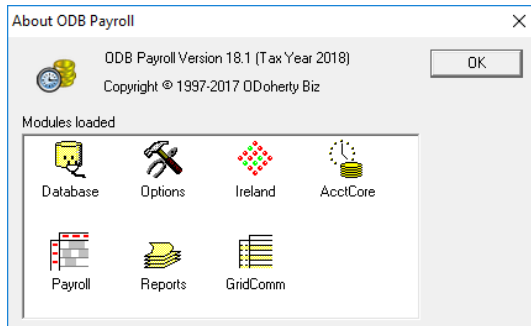
Place a tick into the Launch ODB Payroll then select **Finish** in order to complete the installation and open payroll.



You have now successfully installed your ODB Payroll V18.1.

When you have finished the upgrade process, you should check immediately to ensure that the installation has been successful. Select **Help | About Admin**. The following screen should appear, indicating that the version number has changed to Version 18.1:

**ODB Payroll V18.1**

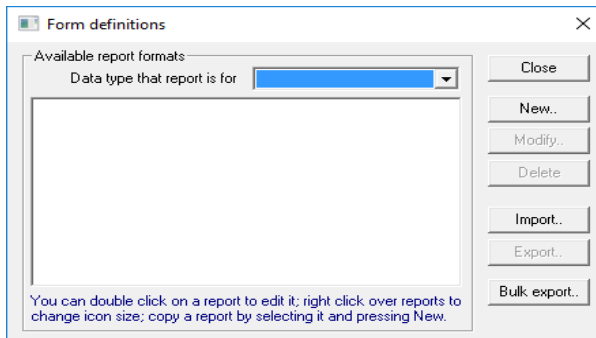


- ◆ Close the Help | About dialog box by selecting OK.
- ◆ Then connect to your payroll database.

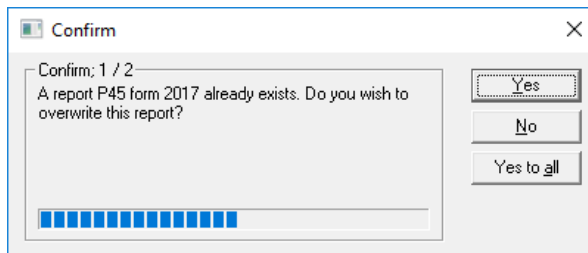
**1.2 Import v18.1 Report Templates**

Many reports have been revised in this upgrade to ODB Payroll. To import the new report templates, carry out the following steps:

- ◆ Select **Reports | Form definitions**.



- ◆ Click on the **Import** button.



- ◆ Select the file called **P45Form2018.rf**



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- ◆ Click on the **Open** button on the *Read reports* dialog box. The new form report templates are read into your database. If a message appears asking to overwrite existing files, click on **Yes to all**.
- ◆ Close the **Form definitions** dialog box.

## 2 End of year Procedure

The usual year-end of year procedures should ideally be carried out before moving your system into the new tax year.

There are five steps in the end-of-year process

- (i) Enter the Employer's annual contribution to employee pension schemes for the tax year 2016.
- (ii) Print P60 and PRD60 forms for all current employees
- (iii) Generate the ROS P35L file and the P30 Summary.
- (iv) Run the New tax year procedure to prepare your database for the 2018 tax year.
- (v) Upload the ROS P35L file to the ROS portal at your convenience.

Steps (i) – (iv) are carried out within ODB Payroll. Step (v) is carried out using the ROS Portal.

If it is not convenient to complete steps (i) to (iii) before the start of the new tax year, they can be postponed until later (provided they are completed before the due date for payroll returns). As soon as all payments for 2016 have been completed, and the 2018 upgrade has been carried out, move the system forward into 2018-tax year by carrying out step (iv) [Step 2.8]. Payments for 2018 can then be made. The previous year's returns can be completed at any time before the due date, by switching back to the previous tax year and following the above steps.

### 2.1 Enter employer pension contributions

Information about *Employee* pension contributions is recorded automatically during each payroll run. However, the annual amount of the *Employer* pension contributions for each employee must be entered before you can create the ROS P35L file.

To enter employer pension contributions:

- ◆ Make sure that the **2017 tax year** is currently selected (go to Payroll from the main menu bar, select **Payroll | Employees**. This is indicated in the title bar at the top of the Employees window:

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- ◆ Then to the **Payroll | Employees** window.
- ◆ Click on the **Summary** tab.
- ◆ If the employer made a contribution to a **Retirement Benefit Scheme** on behalf of the employee currently displayed, enter the amount of the contribution in the **Retirement benefit** field at the bottom left of the screen.
- ◆ If the employer made a contribution to a **PRSA Scheme** on behalf of the employee currently displayed, enter the amount of the contribution in the **PRSA** field at the bottom right of the screen.
- ◆ Click on **Modify**.
- ◆ Browse in turn to each employee and enter the details of employer pension contributions paid during the 2016 tax year then select **Modify** to save any changes.
- ◆ Close the Employee window.

As a check on the accuracy of the pension information entered in the employee records, in order to print a report.

- ◆ Go to **Reports | Generate list reports | Data type Payroll employee**.
- ◆ Select **P35 details 3 (Pension/BIK)** and click on **Generate**.
- ◆ In the **Scope of report** dialog, click **OK**.
- ◆ In the **Sorting and page breaks** dialog, click **OK**.
- ◆ The report is now generated. Click on **Print**.
- ◆ Close the dialog box.

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### 2.2 Print P60 forms

- ◆ ODB Payroll prints P60s directly onto A4 paper.
- ◆ Select **Payroll | End of year procedures | P60 forms**.
- ◆ A list of employees is displayed. Employees that are no longer on the payroll, or have had a P45 issued and those with no payments in the current tax year are omitted from the list.
- ◆ Select any employee from the list and click on **Print**.
- ◆ Alternatively, to print all P60 forms, click on the **Select all** button, then on **Print**.
- ◆ Close the **P60 Forms** dialog box.

### 2.3 Print the P30 summary

This report gives a list of monthly payments already made to the Collector-General during the year.

- ◆ Select **Reports | Generate list report**.
- ◆ Select **Payroll month** as the **Report data type**.
- ◆ Select **P30 summary** and click on **Generate**.
- ◆ Click on **OK** in the **Scope of report** dialog box.
- ◆ A message about sorting and page breaks is displayed. Click on **OK**.
- ◆ The report is generated and displayed in a list view. Click on **Print** to print the report.
- ◆ Close the **Generate list report** dialog box.

### 2.4 Print the P35L report

This report gives a list of all employees with the total pay, net tax and PRSI details for the current tax year. It is important to print a copy of this report, since it shows your total tax and PRSI liability. Compare this total with the total of the returns already made, as shown in the **P30 summary** report.

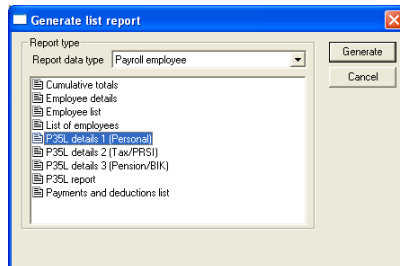
- ◆ Select **Reports | Generate list report**.
- ◆ Select **Payroll employee** as the **Report data type**.
- ◆ A list of reports is displayed. Select **P35L report** and click on **Generate**.
- ◆ Click on **OK** in the **Scope of report** dialog box.
- ◆ A message about sorting and page breaks is displayed. Do not change any settings here, just click on **OK**.
- ◆ The report is generated and displayed in a list view. Click on **Print** to print the report.
- ◆ Check the report details carefully. Note in particular the total at the bottom of the **Tax+PRSI** column. This is the total amount that is due to the Tax Office for the

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current tax year. If any errors are discovered, they should be corrected before you proceed to the next stage of the end-of-year process.

- ◆ Close the report dialog box.

Note: The amount of employee information required in P35 returns has increased in recent years. The ROS P35L file now contains details of Pension contributions as well as Tax and PRSI deductions. The Payroll includes three reports that give a detailed listing of all information included in P35 returns.



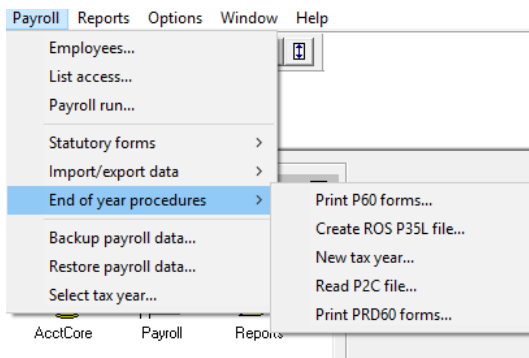
P35 reports are found when you Select Report Generate List report where the data type is **Payroll employee**:

- (i) P35L details 1 (Personal)
- (ii) P35L details 2 (Tax/PRSI)
- (iii) P35L details 3 (Pension/BIK)

**2.5 Create the ROS P35L file**

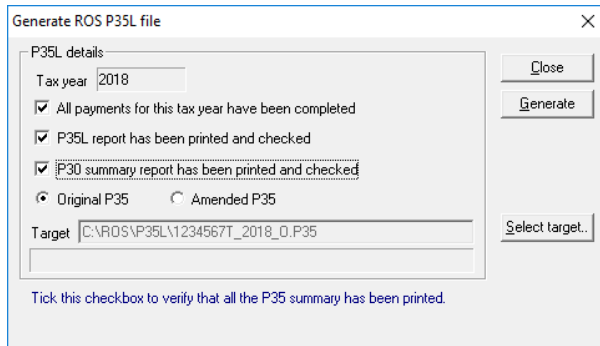
To create the ROS P35L file, carry out the following steps:

- ◆ Select **Payroll | End of year procedures | Create ROS P35 file**.

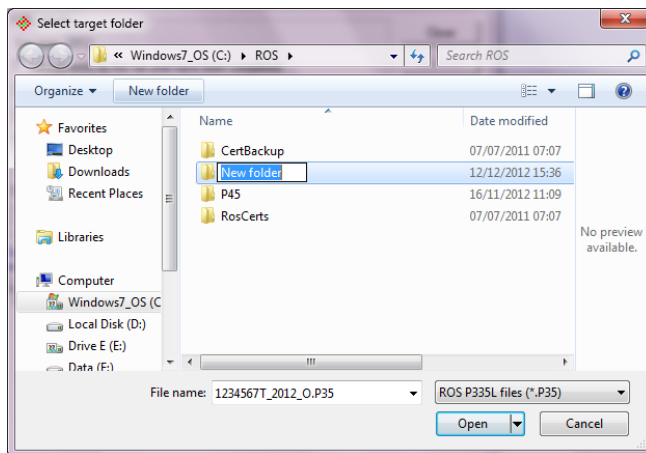


- ◆ The following dialog box is displayed:

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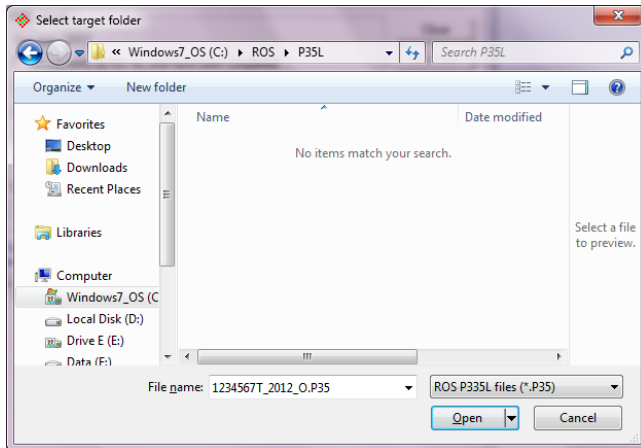


- ◆ The *first three checkboxes* must be ticked to confirm that those steps have already been carried out. The **Generate** button at the right of the dialog box will remain disabled until this has been done.
- ◆ The ROS system allows two types of P35L files. The first time you create the ROS P35L file click on the **Original P35** radio button. If you subsequently discover errors or omissions in the original ROS return file, an **Amended P35** file may be submitted.
- ◆ The recommended target folder for ROS P35L files is **C:\ROS\P35L\**.
- ◆ Click on the **Select target** button.
- ◆ Use the **Look in** field, select your computer's **C:\** drive, then select the **ROS** folder:

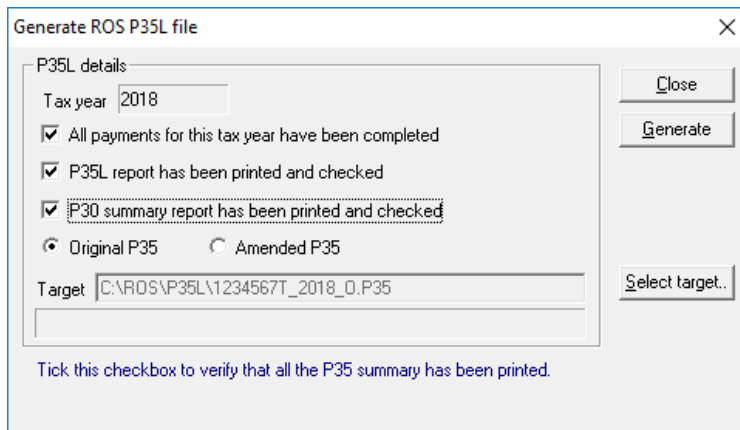


- ◆ If there is no P35L folder Click on the **New Folder** (at the top of the screen, second icon from right).
- ◆ Change the name of the new folder from **New folder** to **P35L**.
- ◆ Double-click on the yellow icon at the left of the P35L title. This causes the P35L folder to be selected in the Look in field at the top of the screen:

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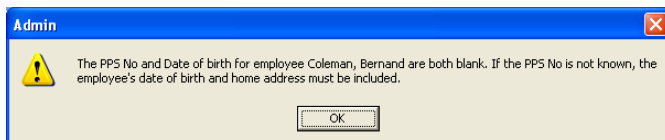


- ◆ Click **Open**.
- ◆ You are returned to the Generate ROS P35L dialog. Check that the **Target** field contains the correct path name. It should be shown as **C:\ROS\P35L\EmployerRegNo\_TaxYear\_FileType.P35**. For example, if your Employer Registration Number is 1234567T, and the tax year is 2015, the **Target** field should appear as **C:\ROS\P35L\1234567T\_2015\_O.P35**.

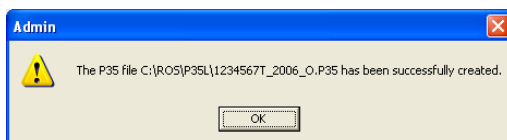


- ◆ Click on **Generate**.
- ◆ A validation check on your employee data is now carried out.
- ◆ Your employee data is now validated. If any employee record is incomplete, then the P35L file cannot be generated. For example, if an employee's PPS Number is not known, it is necessary to enter the employee's address and date of birth. If any problems are encountered, a message such as the following will be displayed:

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- ◆ The P35L file cannot be created until the missing information has been entered. Go to **Payroll | Employees**, select the employee in question, and enter a PPS No, or the employee's address and date of birth. Both of these fields appear under the **Personal** tab on the Employee window. (Where the PPS No is known it is not necessary to enter employees' dates of birth.)
- ◆ The validation procedure also checks that each PPS No in the system is unique. It is not permissible to have more than one record for each employee in the database. Any employee records that have duplicate PPS Numbers listed causes the ROS P35L file not to be generated.
- ◆ When the validation check is completed successfully, the ROS P35L file will be created in to the designated folder. When the process is complete, a message will be displayed, as follows:



- ◆ Close the **Generate ROS P35L file** dialog box.

### 2.6 Upload P35L file to ROS website

- ◆ Exit from ODB Payroll.
- ◆ Login to the ROS Portal and upload the return. During the upload if any error is encountered the file will not be uploaded until the errors have been corrected. Return to the Payroll and make the changes. For example, an incorrect date of birth or use of a fada.
- ◆ Regenerate an original P35L before attempting to upload to ROS again.

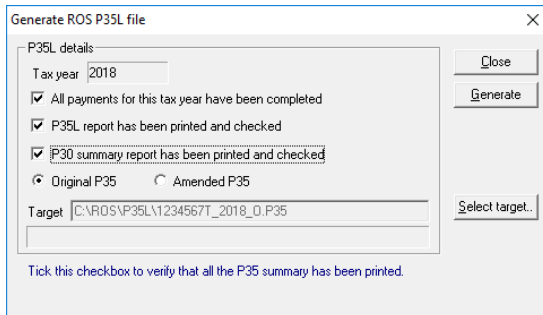
### 2.7 Creating an Amended P35L file

The ROS system allows an employer to upload only a single Original P35L file for any single tax year. If, after the original file has been successfully uploaded, you discover that it contained some errors or omissions; it is necessary to generate an Amended P35L file.

- ◆ Select **Payroll | End of year procedures | Create ROS P35 file**.
- ◆ Tick the first three checkboxes.
- ◆ Tick the Amended P35L radio button. Note that the file name in the Target field is changed automatically to reflect the file type:



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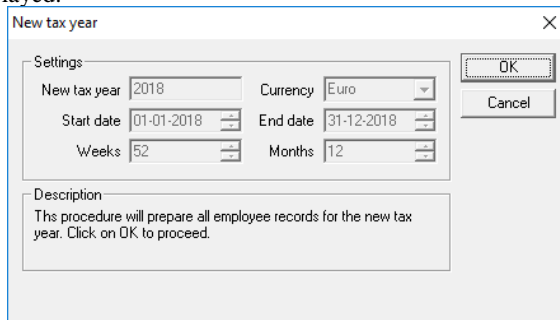
- ◆ Generate the amended P35L file.
- ◆ Close the **Generate ROS P35L file** dialog box.
- ◆ Exit from ODB Payroll.
- ◆ Use the ROS Portal to upload the file.

In the unlikely event that further amendments need to be made to the employee data for 2016, ROS will allow multiple amended P35L files.

**2.8 New tax year**

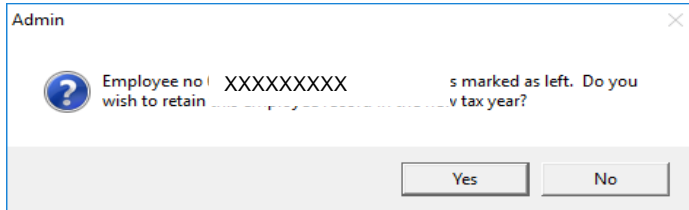
This next step prepares your system for the **2018 Tax Year**. Employee payment totals are set to zero, and the Tax, PRSI and USC regulations for the new tax year are read into your database.

- ◆ Select **Payroll | End of year procedures | New tax year**. The following dialog box is displayed:

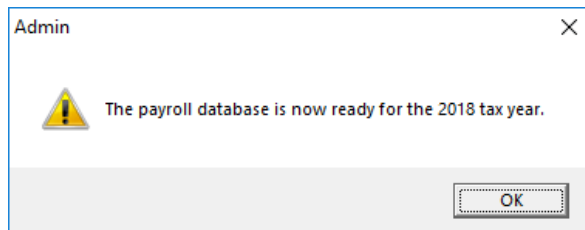


- ◆ Click **OK**.
- ◆ Your database will now be prepared for the next tax year. For each employee in the database who is not **On payroll** at the end of the old tax year, a message will be displayed, asking if the record should be retained in the new tax year.

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- ◆ Please bear in mind if an employee has been issued a P45 in 2017 they should not be moved forward into 2018. 2018 should only have current employees. ROS recommend that your payroll should only consist of the current employees who are being paid. (The employee details for the old tax year will of course remain in the system.)



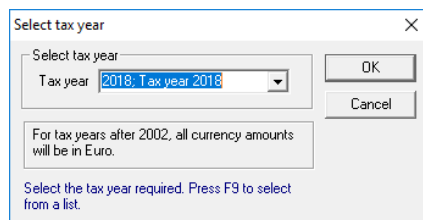
**2.9 Read the tax credits file**

This is the last step in the preparation for the new tax year. For 2017 and subsequent tax years, the Tax Credits file will be available to employers on the ROS website, and will not be distributed by any other means.

*For more information on the benefits of the ROS services and on how to register please visit the Revenue website [www.revenue.ie](http://www.revenue.ie) or phone the ROS helpline at 1890 20 11 06*

To import the tax credit information into your payroll database.

- ◆ Select **Payroll | Select tax year** to make sure that you are *in the 2018 tax year*.



- ◆ Change the tax year selected if necessary, then click **OK**.
- ◆ Select **Payroll | End of year procedures | Read P2C file**. (The option is also on the **Payroll | Import/export data** sub-menu.)
- ◆ Browse to the downloaded location of the P2C file for example Downloads folder.

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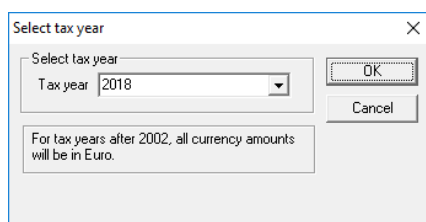
- ◆ Select the required file and click on **Open**.
- ◆ Employees found in the Tax Credits file are shown in a list view. The **Found** column indicates whether a corresponding record was found in your database to match the **Staff Id** or the **PPS no** of the records.

**NOTE:** It is highly recommended to print the information before you proceed, so that the tax credit and cut-off point information can be checked for each employee. To print the details, right-click on the list view and select **Printing | Print** from the pop-up menu.

- ◆ Click on **Update** to read the information into the employee records in the database.
- ◆ Close the dialog box.
- ◆ Select **Payroll | Employees** and check under the **Details** tab to verify that the information has been recorded. There may be some unmatched records due to incorrect Staff Id's in the Tax Credits file, and it will be possible to enter the information into the employee record from the printout.

### 2.10 Print PRDP60 forms

- ◆ Go to **Payroll | Select tax year** and make sure that the currently selected tax year is 2017, then click **OK**.



- ◆ ODB Payroll prints PRDP60s directly onto A4 paper.
- ◆ Select **Payroll | End of year procedures | PRD60 forms**.
- ◆ A list of employees is displayed. Employees that are no longer on the payroll, or have had a P45 issued and those with no payments in the current tax year are omitted from the list.
- ◆ Select any employee from the list and click on **Print**.
- ◆ To print all PRD60 forms, click on the **Select all** button, then click on **Print**.
- ◆ Close the **PRD60 Forms** dialog box.

### 2.11 Check 2018 Tax Year Calendar

The structure of the 2018 Tax Year is shown in the **Data | Tax and PRSI details | Tax year structure** dialog box.

*Before you proceed with any payroll runs within the new tax year, you should check that the default structure corresponds with the timing of your weekly or fortnightly*

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*payroll runs within the 2018 calendar year. Certain months of the year will have four weekly payroll runs; others will have five payroll runs. To take account of leap years you will occasionally have 53 weekly payroll runs in a tax year. These settings will vary from one employer to another, depending on the day of the week in which you carry out your payroll run.*

- ◆ Check a calendar and identify the dates of weekly and fortnightly payroll run within each month of the year.

Month	Start week	End week
1	1	4
2	5	8
3	9	13
4	14	17
5	18	21
6	22	26
7	27	30
8	31	34
9	35	39
10	40	43
11	44	47
12	48	53

Note that the five-week months are March, June, and September. Note also that the structure allows for six weekly payments in December, to take account of a possible 53-week year.

- ◆ If necessary, revise the week range for each month. For example, you may have 5 weekly payments in May, and only 4 payments in June. In that case
  - (i) Select Month 5 (i.e. May)
  - (ii) Change the End week to 22 and click **Modify**
  - (iii) Select Month 6 (June)
  - (iv) Change the Start week to 23 and click **Modify**
- ◆ If the 2018 Tax year has only 52 payroll runs, you can also change the End week of Month 12 to 52.

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**3 Changes to USC Rates**

USC is a charge payable on gross income including notional pay but before pension contributions and/or PRD.

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Since 1<sup>st</sup> January 2018 the calculation of USC has changed to the cumulative basis, similar to the manner in which PAYE is deducted.

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**USC Thresholds**

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Annual Income	Age under 70 years	Age over 70 years or Medical Card holder who do not have an aggregate income in excess of €60,000
Less than €13,000	Exempt	
First €2,012	0.5%	0.5%
Next €7,360 ( <del>€19,372</del> )	2%	Remainder at Rate 2%
Next <del>€50,672</del> ( <del>€70,044</del> )	4.75%	
Balance	8%	

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2018	Annual	Weekly	Fortnightly	Monthly	%
Rate 1	€12,012.00	€31.00	€62.00	€1,001.00	0.5%
Rate 2	€9,372.00	€72.52	€145.08	€1,614.34	2%
Rate 3	€70,044.00	€1,347.00	€2,694.00	€3,837.00	4.75%
Rate 4	Balance	Balance	Balance	Balance	8%

Employees who hold or are named on a full medical card (not a "Doctor-Only" medical card) will pay the USC at the 2% and 4% rates on their employment income irrespective of the level of their income are designated USC Exempt by ROS through the P2C only.

Updated USC notes available from Revenue website:

[\[Update\]](#)

[www.revenue.ie/en/tax/usc/universal-social-charge-faqs.pdf](http://www.revenue.ie/en/tax/usc/universal-social-charge-faqs.pdf)

**ODB Payroll V18.1**

**4 PRD Rates**

This is a deduction which applies to a person who is a public servant and

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- (a) Is a member of a public service pension scheme, or
- (b) Is entitled to a benefit under such a scheme, or
- (c) Receives a payment in lieu of membership in such a scheme.

“A “public servant” is defined as

- (a) A person who is employed by, or who holds any office or any other position, in a public service body....”

The Financial Emergency Measures in the Public Interest Act, 2009 defines a “Public Service Body” is defined as

- “(a) the Civil Service ...
- (g) a vocational education committee established under Section 7 of the Vocational Education act, 1930
- (h) a body (other than an excluded body as listed below) that is wholly or partly funded out of public finances and in respect of which a public service pension scheme exists or applies or may be made.”

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Any pay which is taxable is subject to PRD.

By contrast any payment which is not liable to income ~~tax~~ Tax is also exempt from PRD e.g.:

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- All non-taxable payments such as travel and subsistence payment.
- All non-taxable DSP Benefits.

Statutory Redundancy and ~~tax~~ Tax exempt portion of a termination payment.

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Public service pension payments paid to former employees

Certain deductions under Revenue approval salary sacrifice arrangements to include:

- Deductions for travel pass valid for at least 1 month and
- Deductions to purchase a bicycle under the Cycle to work scheme.

**PRD Rates and Thresholds**

2018	Annual	Weekly	Fortnightly	Monthly	%
First	€28,750	€52.88	€1,105.77	€2,395.83	Exempt
Next	€1,250	€600.96	€1,201.92	€2,604.17	10%
Remainder	>60000				10.5%

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Additional information on PRD available on the Department of Public Expenditure & Reform website see below link.

[www.per.gov.ie/en/faq-documents/](http://www.per.gov.ie/en/faq-documents/)