



How to Guide...

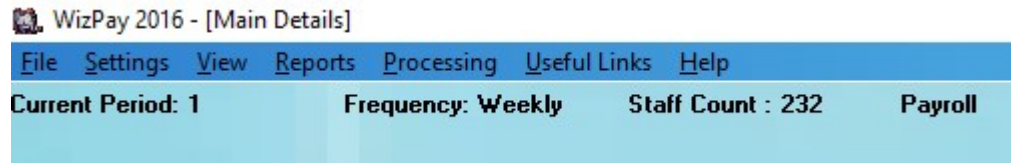
WizPay

P35 / P60 Creation Guide

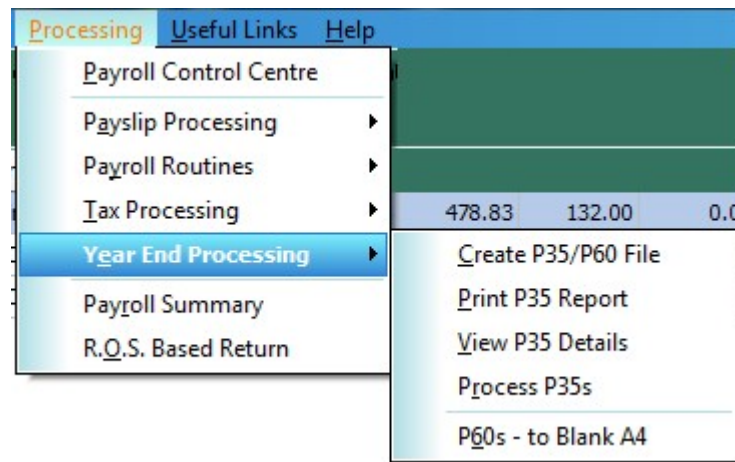




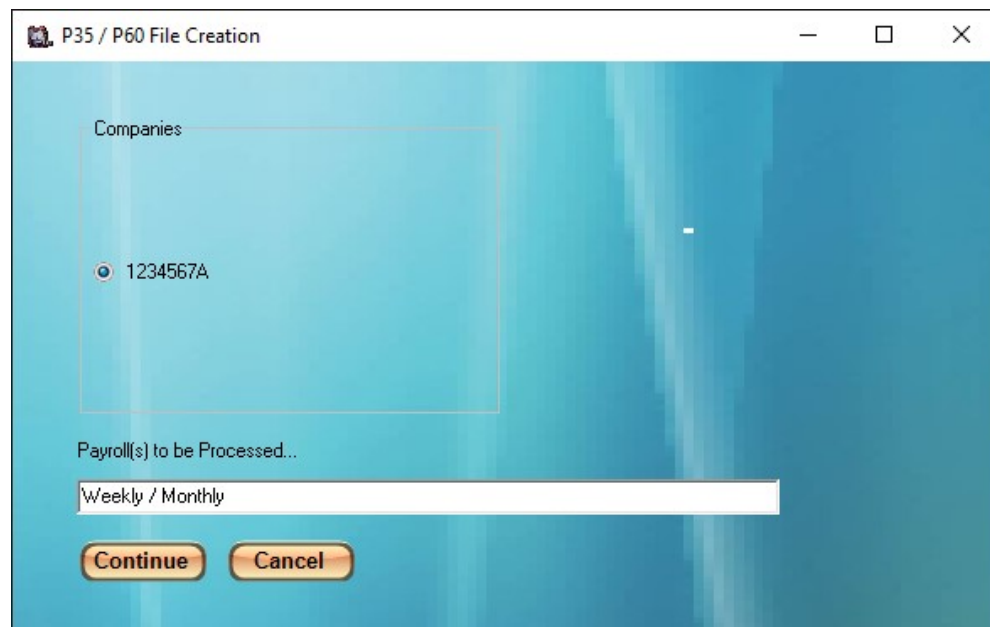
Once logged on ensure that you are currently on period 1 and not still on period 52/53.



Once on the 'Current Period: 1' the P35/P60 file can be created. To do this select 'Processing', 'Year End Processing' and 'Create P35/P60 file'



The P35/P60 File Creation screen will appear, select the company and hit 'Continue'



The 'Input Tax Year' screen, make sure it is set to 2015 and hit 'OK'.



Input Tax Year

Please Input the required Tax Year

Tax Year :

The system will 'Get' all of the details required for the document.

After the system creates the file you should then take the option to print or the P35 report, in order for you to look over it and ensure you are happy with the report. To do this, follow the same steps for processing the report and select 'Print P35 Report'.

Processing Useful Links Help

- Payroll Control Centre
- Payslip Processing
- Payroll Routines
- Tax Processing 478.83 132.00 0.00
- Year End Processing**
 - Create P35/P60 File
 - Print P35 Report
 - View P35 Details
 - Process P35s
 - P60s - to Blank A4
- Payroll Summary
- R.Q.S. Based Return

If you need to make any amendments or changes to it then take the option View P35 Details.

P35 Details...

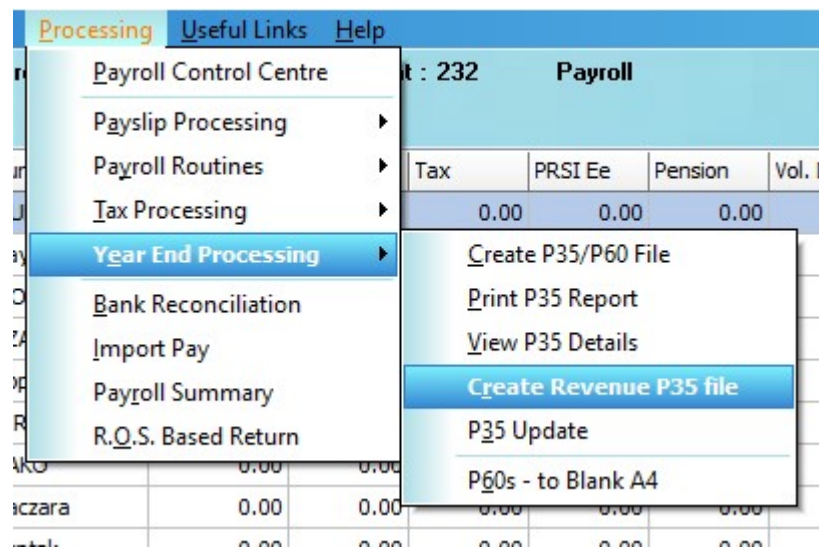
Staff No	Name	PPS No	Wk 1 Appl	Tax Credit	SRROP	Tax Basis	Total Wks	Date Comm	As At 31 Dec	More than 4	DOB	Date Ceased	Pen Tracing N
3	Mary O'Brien	1234536A	No	0.00	0.00	Emergency	2	11/1/2015	True	False	25/09/1977		
7	Tom Smith	123453I	No	0.00	0.00	Emergency	2	11/1/2015	True	False	07/04/1971		
5	Brian Hurley	124356A	No	4950.00	42800.00	Normal	46		True	False	18/01/1978		
25	Sinead Kelly	235468I	No	5760.00	42800.00	Normal	17		False	False	07/11/1980	20/04/2015	
29	Marie O'Sullivan	4231678A	No	3300.00	33800.00	Normal	24	14/01/2015	False	False	01/01/1990	26/06/2015	
2	Kevin O'Driscoll	345644A	No	0.00	0.00	Emergency	2	09/07/2015	False	False	11/03/1983	12/08/2015	

Staff No	Total Pay	Prev Pay	Pay This	Tax	Tax Prev	Tax this	Ded/Ref	Emp/ee	Tot PRSI	Nett Tax	Leviable	Levy Paid	Med Ins	Illness Ben	LPT

PPS No	Taxable Pay	Employee PRSI	Total PRSI	Nett Tax	Leviable	Levy Paid	Medical Insurance	Illness Benefit	LPT



When you are satisfied to proceed take the option 'Create Revenue P35 File'. This creates the actual file for the revenue which you can then upload through ROS.



To generate the employees P60's select the option P60's to Blank A4 and this will create the p60's using a template.

This completes the P35 & P60 process.