

**Capital Gold Payroll
(4.16.00)**

Checklists Guide

2025-26 Year End

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Checklists Guide:
2025-26 Year End



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Introduction

This guide is designed to help you understand the steps to upgrade Capital Gold Payroll and complete the 2025-26 year-end. You must follow these steps for each company in Capital Gold Payroll.

The guide is designed to be read on-screen or printed. Make sure that you follow the instructions carefully.

Audience

This guide is provided for both Pegasus partners and Capital Gold Payroll customers. The guide assumes you have relevant knowledge of Capital Gold Payroll and understand existing HMRC requirements of employers.

PLEASE READ IMPORTANT NOTES CAREFULLY.

Download instructions

Capital Gold Payroll (4.16.00) is available for download. Download instructions are included as a link in the release notification email.

Pegasus Help Centre

These guides are available from the Help menu in Capital Gold Payroll, and also by visiting the User Guides page for Capital Gold Payroll at docs.pegasus.co.uk or the Help menu guide section.

| Guide | Description |
|--|---|
| Legislation & Product Changes | This guide is designed to help you understand the legislation and software changes to this year's payroll upgrade for the 2025-26 year end. |
| Installation | This guide provides information concerning the installation of Capital Gold Payroll and the supported software environments. |
| Auto Enrolment | This guide will demonstrate how Capital Gold Payroll can help you carry out your Auto Enrolment responsibilities. |
| Auto Enrolment Configuration Tool | A guide that explains the Auto Enrolment Configuration Tool, which is accessed from the Pensions menu. |

F1 Help

The help includes sections that describe the software changes in this release and explains each of the screens in the product. This can be accessed via **Help - Capital Gold Payroll Help** or by using the **F1** button.

Considerations before you start

Before starting the steps, you may want to consider the notes in this section.

Running weeks 53/54/56

- Weekly payroll with a pay date of 5th April should be week 53
- 2-weekly payroll with a pay date of 5th April should be week 54
- 4-weekly payroll with a pay date of 5th April should be week 56.

For week 53, 54 and 56 payrolls Capital Gold Payroll will automatically apply the week 1 tax basis as outlined by HMRC. You do not have to make any changes.

Issuing P45s

Please issue P45s for employees who you do not intend to pay in the 2026-27 tax year.

Note that if you have leavers that relate to a previous pay period, you are required to send an FPS and ensure that you select 'H' (correction to earlier submission) as the report code. If you do not select this report code, HMRC does not see all the leave information and could issue a penalty for late reporting.

Directors NI calculations

If you started using Capital Gold Payroll part way through the current tax year and imported your data from another payroll system, check year-to-date NI calculations for Directors.

Follow HMRC guidance *CA44 National Insurance for company directors* or use the Director's National Insurance contributions calculator found at www.gov.uk/government/collections/how-to-manually-check-your-payroll-calculations.

Printing P60s

Pegasus Capital Gold v4.16.00 will allow you to run P60s for tax year 2025-26.

YOUR FINAL FPS FOR THE 2025-26 TAX YEAR MUST BE SENT BEFORE 19 APRIL 2026. ANY CHANGES FOR THE 2025-26 TAX YEAR AFTER 19 APRIL 2026 MAY BE SUBMITTED BY USING HMRC BASIC TOOLS.

When you are ready to print your P60s

Follow the instructions in the **Completing the Tax Year-End** section on page 7 of this guide.

GDPR Password consideration

If you are still using the 'default' password(s) for your payroll software, that is, those provided on first installation, we strongly recommend you change them to help you comply with General Data Protection Regulation (GDPR).

NB: IT IS RECOMMENDED NOT TO CHANGE THE ADMINISTRATOR PASSWORD

STEP 1: Upgrading Capital Gold Payroll

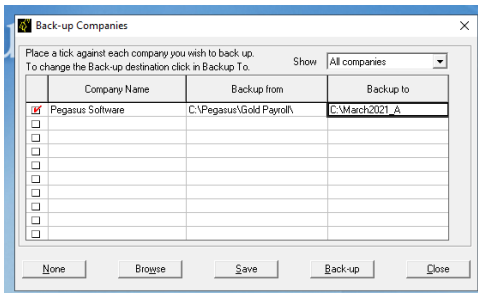
THIS CHECKLIST DETAILS THE SUGGESTED STEPS FOR THIS PROCESS. PLEASE AMEND AS NECESSARY.

This section includes the steps required to upgrade to Capital Gold Payroll (4.15.00) before completing the year end tasks.

THE SOFTWARE CAN BE INSTALLED IN **ANY** PAY PERIOD BEFORE THE END OF THE 2025-26 TAX YEAR. HOWEVER, IT **MUST** BE INSTALLED BEFORE PROCESSING THE YEAR END.

Before Upgrading the Software



| | | |
|----|--|--------------------------|
| 1. | Capital Gold payroll (4.15 or later) should already be installed before upgrading. Use the Help - About Capital Gold Payroll menu in Capital Gold Payroll to check the version number. | <input type="checkbox"/> |
| 2. | Backup the Capital Gold Payroll data files using the File - Back-up & Restore - Back-up Company Data command.  | <input type="checkbox"/> |
| 3. | Carry out a full payroll cycle using the Payroll - Do/Redo Payroll command for each company and print the necessary reports. | <input type="checkbox"/> |
| 4. | Close Capital Gold Payroll. | <input type="checkbox"/> |

It is advisable to back up your data to a new folder so that it does not overwrite an existing backup. In the **Backup to** box, first remove the text that is displayed. Then enter the drive letter and a new folder name for the current pay period, for example 'C:\March2026_A'.

Upgrading the Software

| | | |
|----|--|--------------------------|
| 5. | Install the software before processing starts.  | <input type="checkbox"/> |
| 6. | Familiarise yourself with the legislation that affects this release by clicking the Latest News or the Guides link. The release communication that came with this version contains further information. | <input type="checkbox"/> |
| 7. | Click Install Capital Gold Payroll to upgrade the product. Follow the instructions on the screen to complete the upgrade. When asked, use the 'Typical' set up type. Ignore the 'Typical Update' and 'Custom' types. | <input type="checkbox"/> |

Separate instructions for downloading the installation files are included with your release letter.

This screen will appear automatically after the software has downloaded and you run the 'Launch.exe' file.

After Upgrading the Software



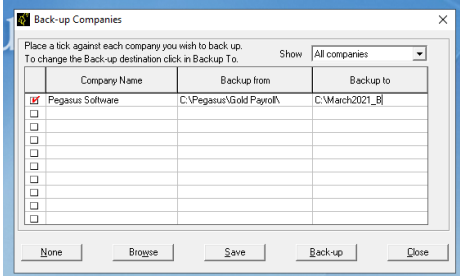
| | | |
|--|---|--------------------------|
| 8. | <p>Log in to Capital Gold Payroll and choose Help - About Capital Gold Payroll ...</p> <p>The title bar should read "About Capital Gold Payroll Version 4.16.00"</p> | <input type="checkbox"/> |
|  | | |

STEP 2: Completing the Tax Year-End

Here is a reminder of the tasks to carry out at the end of the 2025-26 tax year, for each of the Capital Gold Payroll companies. This procedure applies only when the current period is the last period in the tax year.

USE THE F1 HELP FOR ASSISTANCE WITH THE SCREENS.

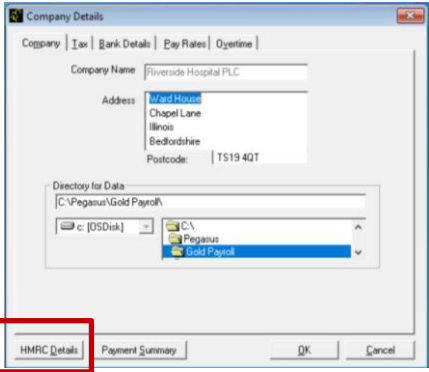
Before Completing the Year-End

| | | |
|--|---|--------------------------|
| 1. | <p>Backup the Capital Gold Payroll data files using the File - Back-up & Restore - Back-up Company Data command.</p> | <input type="checkbox"/> |
| <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 2; padding-left: 10px;"> <p>It is advisable to back up your data to a new folder so that it does not overwrite an existing backup. In the Backup to box, first remove the text that is displayed. Then enter the drive letter and a new folder name for the current pay period, for example 'C:\March2026_B'.</p> </div> </div> | | |

Completing the Year-End

PLEASE COMPLETE THESE STEPS IN ADDITION TO COMPLETING MONTH-END REPORTS AND OTHER USUAL PAY PERIOD TASKS FOR EACH COMPANY ON YOUR PAYROLL.

YOU MUST CREATE AND SUBMIT THE FPS FILE FOR THE FINAL 2025-26 PAY PERIOD AS NORMAL, BEFORE COMPLETING THE TAX YEAR END. OUR RECOMMENDATION IS ALSO TO CREATE THE FINAL EPS FILE IMMEDIATELY AFTER THE FINAL FPS IS SUBMITTED TO HMRC.

| | | |
|---|--|--------------------------|
| 2. | <p>Install the Employers Annual Summary report. Select the Reports - Library Selection - Summaries command and double-click the Employers Annual Summary report. Then close the screen.</p> | <input type="checkbox"/> |
| 3. | <p>Open the HMRC Details screen from Company – Company Details and check the monthly figures. If there are figures that have not been updated, run the Month-end Summary from the Reports menu for those months.</p> | <input type="checkbox"/> |
|  | | |
| 4. | <p>Select the Reports - Year to-date Summary command:</p> <ol style="list-style-type: none"> i. Print the Employers Annual Summary report. ii. Print the Year to Date Summaries report for the entire payroll. This prints a substitute for the official P35 CS form and a year-end summary for the company that you can use for a file-copy. | <input type="checkbox"/> |

| | | |
|----|---|--------------------------|
| 5. | Select the Reports - Library Selection - Miscellaneous command to select the P60 (End of Year Certificate) from the library. Double-click to select one of P60 HMRC Laser Single Sheet, Pegasus Pre-Printed Laser P60 (Sealed) or P60 Plain Paper (Pegasus). | <input type="checkbox"/> |
| 6. | Select the Reports - Year-end Forms command to print a P60 for each employee. Make sure your printer is loaded with the P60 stationery for the 2025-26 tax year. <ul style="list-style-type: none"> • THIS CAN BE DONE AFTER THE YEAR-END IF NECESSARY. • A P60 WILL NOT BE PRINTED FOR LEAVERS. | <input type="checkbox"/> |
| 7. | After all FPS submissions have been sent to HMRC for the 2025-26 tax year, you MUST send an EPS for the end of the tax year, even if Recoverable Amounts or CIS deductions don't apply. Open the Online Services - Send Employer Payment Summary form to create the final EPS file for the tax year and select the Final Employer Payment Summary for Tax Year checkbox. | <input type="checkbox"/> |

Please note: You will need to transition to an alternative payroll software product to continue processing payroll for the 2026/27 tax year. The Capital Gold Payroll application may remain installed on your PC for historical reference and access to past data. The last tested platform was Windows 11 25H2 and we can give no assurance that future versions will operate as expected.

You must ensure that you retain appropriate backups of your data, so that you can restore, and view historical information if required.

No further support will be provided for this product. For information on alternative Pegasus Payroll products please visit <https://www.pegasus.co.uk/partners> to find your nearest Pegasus Partner.

End of Guide