



Pegasus Opera 3 (2.81.00)
Pegasus Scheduler (2.20.50)
Pegasus Web Xchange (2.20.10)

Payroll & MTD for VAT Upgrade Checklists guide
2020-21 Year End
& 2021-22 Tax Year



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Version 1.0

2020-21 year end & 2021-22 tax year

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Pegasus Scheduler (2.20.50)
Pegasus Web Xchange (2.20.10)

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Introduction

This guide will help you understand the steps to upgrade your software to Pegasus Opera 3 (2.81.00), complete the year-end including filing final Real Time Information (RTI) submissions and start the 2021-22 tax year.

All customers who send MTD VAT Returns must also install Pegasus Scheduler (2.20.50), which includes updated fraud-prevention changes required by HMRC. Pegasus Scheduler (2.20.50) was first released with Pegasus Opera 3 (2.80.00).

User of the Pegasus Web Xchange (PWX) should install version 2.20.10 to incorporate the latest changes that relate to student loans.

The guide is structured in these sections:

- STEP 1: Installing Pegasus Opera 3 (2.81.00)
- STEP 2: Installing Pegasus Scheduler (2.20.50)
- STEP 3: Completing the tax year-end
- STEP 4: Starting the new tax year.

Audience

This guide is provided for Pegasus Partners and customers who will be upgrading the software installations, completing the year-end and starting the new tax year.

PLEASE READ IMPORTANT NOTES CAREFULLY.

Pegasus Help Centre

These guides are available from the Pegasus Help Centre docs.pegasus.co.uk.

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| Legislation and Product Changes guide | This guide explains the legislation and software changes for this year's upgrade. |
| Rates and Bands guide | This guide explains the new rates and bands for NI, PAYE and Statutory Payments for the new tax year. |
| Installation guide | If you are unfamiliar with the installations, you should refer to the Pegasus Opera 3 (2.81.00) installation guide. |
| Implementation guide | This guide provides a high-level view of Pegasus Opera 3 and how to approach an implementation. |
| Software Requirements guide | This guide lists the editions of Microsoft Office, Microsoft SQL Server, Microsoft Windows Server, Microsoft Windows desktop, web browsers and Microsoft .NET supported for Pegasus Opera 3 (2.81.00). |
| Opera 3 Help | This is installed with Opera 3 and published to the Pegasus Help Centre. |

Readme

The readme file is installed with the application. This includes a summary of the payroll changes, details of other non-payroll changes and late-breaking news.

Online Filing Manager

There is no upgrade to Online Filing Manager this year. Continue to use your existing Online Filing Manager software to send your RTI submissions to HMRC.

Pegasus Opera II

The software changes for the new tax year are not included in Pegasus Opera II.

STEP 1: Installing Pegasus Opera 3 (2.81.00)

IF YOU ARE INSTALLING PEGASUS OPERA 3 FOR THE FIRST TIME, FOLLOW THE INSTRUCTIONS FOR NEW INSTALLATIONS IN THE INSTALLATION GUIDE AT [DOCS.PEGASUS.CO.UK](https://docs.pegasus.co.uk).

This section includes the steps required to upgrade to Pegasus Opera 3 (2.81.00) before completing the year-end tasks in the Payroll application.

YOU MUST UPGRADE THE SOFTWARE BEFORE PROCESSING THE FINAL PAY PERIOD OF THE TAX YEAR.

Downloading the software

Download the latest version of Pegasus Opera 3 software from the [Infor Product Download Center](#) or [Infor Support Portal](#). Save the downloaded software to a location where it can be accessed from the Opera 3 server.

Before installing the software



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| 1. | In Pegasus Opera 3, run the System - Utilities - Backup command to back up each company's data. | <input type="checkbox"/> |
| 2. | Close Pegasus Opera 3 and make sure that no one is logged in to the system. | <input type="checkbox"/> |

Installing the software on the server

IF NOT ALREADY INSTALLED, YOU MUST INSTALL [MICROSOFT .NET FRAMEWORK 4.7.2](#) OR LATER ON THE PEGASUS OPERA 3 SERVER.

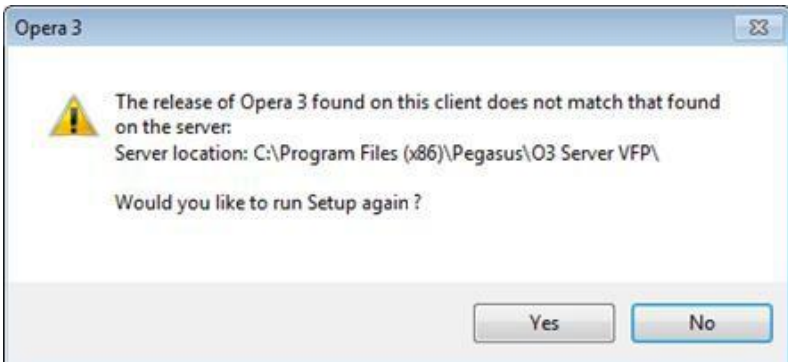
The installation process involves updating both the Server software and Client software.

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| 3. | <p>Upgrade the Pegasus Opera 3 server software to Pegasus Opera 3 (2.81.00). The Installation Setup menu is displayed when <i>Menu.exe</i> is run from the main folder. Click Opera 3 for the installation and then click the Install option. Follow the instructions on the screen until the upgrade is finished.</p> <p>If you need assistance with the upgrade, follow the instructions in the 'Upgrading from earlier versions' section in the Pegasus Opera 3 Installation Guide at docs.pegasus.co.uk.</p> | <input type="checkbox"/> |
| 4. | <p>Install the Pegasus Opera 3 client software on the server by running Opera 3 on the Opera 3 Server as normal and then clicking the Yes button on this screen to upgrade the software.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">Opera 3</p> <p style="text-align: center;"> The release of Opera 3 found on this client does not match that found on the server: Server location: C:\Program Files (x86)\Pegasus\O3 Server VFP\ Would you like to run Setup again from C:\Program Files (x86)\Pegasus\O3 Server VFP\Client Setup\Exe\setup.exe?</p> <p style="text-align: center;">Yes No</p> </div> <p>Please make sure that you have your new activation key when you log on (provided by your Pegasus partner).</p> | <input type="checkbox"/> |

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| 5. | <p>Run the System - Utilities - Update Data Structures command on each company to update the installation to the new data structures. This may take some time if there are many companies or if there are companies with large data sets to update. If additional systems are used the process must be completed in each system. Additional systems allow more than 36 companies to be created in Opera 3.</p> <p>YOU MUST TICK EACH COMPANY TO UPDATE THE PAYE, NI AND STATUTORY PAYMENTS RATES AND THRESHOLDS FOR THE NEW TAX YEAR.</p> | <input type="checkbox"/> |
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Installing the software on client PCs

The installation process also involves updating the client software on client PCs.

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| 6. | <p>Install the client software by running Opera 3 on each client PC. This message is displayed if the server software has already been installed on the Opera 3 file server.</p>  <p>Click the Yes button to upgrade the software.</p> | <input type="checkbox"/> |
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Installing Pegasus Web Xchange (2.20.10)

Users of Pegasus Web Xchange should upgrade to version 2.20.10


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| 7. | <p>For details of installing or upgrading to version 2.20.10 of Pegasus Web Xchange please follow the instructions detailed in the guide on the Pegasus Help Centre https://docs.pegasus.co.uk/Guides/Latest/PWX/Installation and Implementation Guide.pdf</p> | <input type="checkbox"/> |
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STEP 2: Installing Pegasus Scheduler (2.20.50)

PEGASUS OPERA 3 USERS WHO SUBMIT MTD VAT RETURNS SHOULD INSTALL PEGASUS SCHEDULER (2.20.50).

Pegasus Scheduler (2.20.50) includes updated fraud-prevention changes required by HMRC that must be used in MTD VAT submissions. Users must upgrade to avoid VAT Returns being rejected by HMRC after they have been submitted.

Skip this step if Pegasus Scheduler (2.20.50) was previously installed with Pegasus Opera 3 (2.80).

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| 1. | <p>Install Microsoft SQL Server if it is not already installed.</p> <p>Microsoft SQL Server or SQL Server Express is required to store the Pegasus Scheduler database. The Windows Service used by Scheduler needs to connect to the SQL Server to access its database.</p> <p>Consider these guides at docs.pegasus.co.uk:</p> <ul style="list-style-type: none"> • Opera 3 Installation guide - Appendix F includes important information about using Microsoft SQL Server with Pegasus Scheduler. • Software Requirements guide - lists the supported editions of Microsoft SQL Server. | <input type="checkbox"/> |
| 2. | <p>At the Pegasus Opera 3 Server, install the Pegasus Scheduler server software using the installation setup menu. The menu is displayed when <i>Menu.exe</i> is run from the main Opera 3 installation folder. Click Pegasus Scheduler and then click Install Pegasus Scheduler.</p>  | <input type="checkbox"/> |
| 3. | <p>At the Pegasus Opera 3 Server, install the Pegasus Scheduler client software.</p> <p>Where you run <i>Setup.exe</i> from depends on the Windows edition, either:</p> <ul style="list-style-type: none"> • <code>c:\Program Files (x86)\Pegasus\SchedulerServer\ClientSetup\ or</code> • <code>c:\Program Files\Pegasus\SchedulerServer\ClientSetup\</code> | <input type="checkbox"/> |
| <p>The following steps apply only for new installations.</p> | | |
| 4. | <p>At the Pegasus Opera 3 Server, log in to Opera 3 using the ADMIN user, click the Administration tab on the ribbon bar, then click System - Scheduling and open Task Scheduler.</p> <p>Enter the Microsoft SQL Server details.</p> | <input type="checkbox"/> |
| 5. | <p>Update the Pegasus Scheduler Set Options form.</p> | <input type="checkbox"/> |

STEP 3: Completing the tax year-end

YOU MUST CREATE THE FPS FOR THE FINAL 2020-21 PAY PERIOD **BEFORE** RUNNING THE PAYROLL UPDATE FOR THAT PERIOD. YOU MUST ALSO SUBMIT A FINAL EPS, EVEN IF RECOVERABLE AMOUNTS OR CIS DEDUCTIONS DON'T APPLY.

IF ADDITIONAL SYSTEMS ARE USED, YOU MUST COMPLETE THIS PROCESS IN EACH SYSTEM.

This checklist details the recommended steps to complete the tax year-end.

These are the year-end tasks for the 2020-21 tax year after upgrading to Pegasus Opera 3 (2.81.00). Follow these steps for each company and payroll group after calculating the pay for the final pay period using the **Calculation** command.

Before completing the year-end

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| 1. | Run the System - Utilities - Backup command for each company if it has not already been done. | <input type="checkbox"/> |
| 2. | Check that the Current Tax Year box on the Payroll - Utilities - Set Options form is set to 2021 for the 2020-21 tax year. | <input type="checkbox"/> |

Completing the year-end

Complete these steps in addition to the usual processes that you complete in each pay period.

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| 3. | Print any reports needed for the final pay period, for example the To-Date Summary report and the Payments & Deductions list (or the Advanced Payments & Deductions list). | <input type="checkbox"/> |
| 4. | Open the Payroll - P32 Processing form and make sure funding and payments are up to date. If other companies in Pegasus Opera 3 are marked to be consolidated into a P32 consolidation 'parent' company, use the Consolidate P32 command on the Action menu in that company to combine the P32 values. Then add values if necessary, to update funding and payments using the respective command on the Action menu. | <input type="checkbox"/> |
| 5. | Open the Payroll - EOY/Special Reports - P60 End of Year Returns form and generate the P60 (End of Year Certificates) for all employees. | <input type="checkbox"/> |
| 6. | If your employees are paid by BACS, create the BACS payment file before creating the FPS file for the final pay period. | <input type="checkbox"/> |
| 7. | Open the Payroll - RTI Submissions - Full Payment Submission form to create the FPS file for the final pay period and send it to HMRC using Online Filing Manager. | <input type="checkbox"/> |

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| 8. | <p>After all FPS submissions are sent to HMRC for the 2020-21 tax year, you must send an EPS for the end of the tax year.</p> <p>Our recommendation is to create the final EPS file for the 2020-21 tax year immediately after the final FPS is submitted to HMRC. If necessary, however, the final 2020-21 EPS file can be created in the 2021-22 tax year.</p> <p>Open the Payroll - RTI Submissions - Employer Payment Summary form to create the final EPS file for the tax year.</p> <p>On the first page:</p> <ul style="list-style-type: none"> • From the EPS Type list, select '<i>Final EPS of the year</i>' • From the Tax Year list, select '<i>2020/21</i>' • Update the remaining boxes as usual. <p>On the second page:</p> <ul style="list-style-type: none"> • From the Up to Tax Month list, select '<i>Period 12</i>' • Verify the 2020-21 year to-date recoverable amounts and CIS Deductions. If these amounts are not relevant to you leave them as zero. <p>Click Start and send the EPS to HMRC using Online Filing Manager.</p> | <input type="checkbox"/> |
| 9. | <p>Run the Payroll - Utilities - Update command for the final pay period.</p> | <input type="checkbox"/> |
| 10. | <p>Run the Payroll - EOY/Special Reports - End of Year Cleardown command. This clears the to-date values such as income tax and NI contributions from the employee's records and makes the payroll ready for the next tax year. Click to select those balances that you want to clear or press F5 to clear all payments and deductions.</p> | <input type="checkbox"/> |

STEP 4: Starting the new tax year

COMPLETE THESE STEPS BEFORE PROCESSING THE PAYROLL IN THE FIRST PAY PERIOD.

This checklist details the recommended steps to start the new tax year. To keep a copy of the data before completing these steps, run the **System - Utilities - Backup** command.

These are the tasks to complete at the start of the new tax year in each Pegasus Opera 3 company.

Checking and setting statutory rates & options

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| 1. | <p>Open the Payroll - Utilities - PAYE/NI/Stat. Payments form to check the Table 2 tab:</p> <ol style="list-style-type: none"> 1. On the PAYE & Misc. tab, check that the Date Table Becomes Effective box is set to '06/04/2021'. If the date is different, run the Payroll - Utilities - Copy Statutory Rates command, select the Set to System Default option, and click OK. 2. On the NI ER's tab, review the Employment Allowance and the Apprenticeship Levy annual allowance. <p style="color: red;">IF YOU RUN MORE THAN ONE PEGASUS OPERA 3 PAYROLL COMPANY THE ALLOWANCE CAN BE OVERRIDDEN IF REQUIRED.</p> | <input type="checkbox"/> |
| 2. | <p>If applicable, open the Payroll - Utilities - Scottish Tax form and check that the Date Table Becomes Effective box for the Table 2 tab is set to '06/04/2021'.</p> | <input type="checkbox"/> |
| 3. | <p>If applicable, open the Payroll - Utilities - Welsh Tax form and check that the Date Table Becomes Effective box for the Table 2 tab is set to '06/04/2021'.</p> | <input type="checkbox"/> |
| 4. | <p>Check the 2021-22 pay calendar on the Payroll - Utilities - Calendar form.</p> | <input type="checkbox"/> |
| 5. | <p>On the Payroll - Utilities - Set Options form:</p> <p>Options Page 1</p> <ol style="list-style-type: none"> 1. Check that the Current Tax Year box is set to '2122'. ALL PAYROLL GROUPS MUST BE SET TO '2122', INCLUDING THE DEFAULT GROUP - EVEN IF NOT USED. 2. For weekly, two-weekly or four-weekly payrolls make sure that the P32 by Income Tax Month option is ticked (this ensures all weeks are included in the correct tax month). <p>Options Page 2</p> <ol style="list-style-type: none"> 3. If off-payroll workers are contracted, tick the Allow Off-Payroll Workers option so that employee records can be set as off-payroll. 4. If the company qualifies as a small employer for recovering statutory payments, tick the Entitled to Small Employer's Relief option for the default payroll group. | <input type="checkbox"/> |

Reviewing employee records

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| 6. | Set up payroll records for employees starting in the new tax year. Their records must be set up before running the first payroll calculation. | <input type="checkbox"/> |
| 7. | <p>Existing employee details may need to be amended. For example, for tax, NI and taxpayer status and company car details.</p> <p>Open the Payroll - Processing form to review employee records:</p> <ol style="list-style-type: none"> 1. For Scottish Income Tax payers, select 'Scottish' in the Taxpayer box. 2. For Welsh Income Tax payers, select 'Welsh' in the Taxpayer box. 3. On the Additional Information tab of the Details & Bank form: <ul style="list-style-type: none"> o Check everyone's number of hours worked. The hours entered will be automatically allocated to the bands for the 2021-22 tax year. o Review the student loan and post graduate loan options for employees repaying loans. Pay attention to Scottish student loans moving from plan 1 to plan 4. o For off-payroll workers, tick the Off-Payroll Worker option. <p>Tip: You can update multiple employees' taxpayer status using the Payroll - Global Changes - Tax Code Changes screen.</p> | <input type="checkbox"/> |
| 8. | To understand which age bands your employees are in, run the Employee Age List report to see the employees whose ages cross over the National Minimum and Living Wage ages. | <input type="checkbox"/> |
| 9. | <p>Update all employees with the new tax-free allowances using the Payroll - Global Changes - Tax Code Changes form.</p> <ol style="list-style-type: none"> 1. Enter the tax code uplift for L, M and N codes. Please check the <i>Rates and bands for NI, PAYE and Statutory Payments guide</i> for details. 2. Apply new tax codes for employees with tax code notices from HMRC. | <input type="checkbox"/> |

Payrolling company car benefit

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| 10. | <p>Where you have applied to HMRC to payroll company cars:</p> <ol style="list-style-type: none"> 1. For each employee with a new company car, enter the car details from the Payroll - Processing - Payrolling Benefits menu. Include the date the car was first registered, and the zero emissions mileage if relevant for the car. 2. Set up a 'Benefit in Kind' Payment Profile for the car benefit. 3. Apply the profile to each employee with a company car on the Payroll - Processing - Payment & Deductions form and enter the relevant value for the benefit in the Perm. Value column. 4. For employees with company cars previously recorded on the Payroll - Processing - Payrolling Benefits form, enter the date when the car was first registered (mandatory) and the zero emissions mileage for hybrid cars if the car has CO2 emissions between 1g/km to 50g/km. | <input type="checkbox"/> |
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Claiming the Employment Allowance

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| 11. | <p>Remember that employers need to reapply for the de minimis State aid Employment Allowance at the start of each tax year in the Employer Payment Summary (EPS).</p> <p>On the second page of the Employer Payment Summary screen in RTI Submissions, select the Include claim status in EPS option.</p> <p>Then select one of these options:</p> <ul style="list-style-type: none">• Can't claim• Starting to claim or already claiming for 2021-22. Select the trade sector or tick the State aid rules don't apply option if state aid rules are not relevant to the business. <p>The option Stop claiming is available for the situation where the allowance was being claimed for 2021-22, but then the employer stops claiming it.</p> <p>Update the remaining fields as required and submit the EPS to HMRC.</p> | <input type="checkbox"/> |
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End of Guide