

Reconciling Brought Forward with Carried Forward Amounts

In order to ensure the correct running of a payroll, the payroll operator is recommended to reconcile the carried forwards totals on the previous weeks control summary with the brought forward figures on the current periods control summary. Generally, these figures should match, but there are reasons why they may not be the same, this should always be investigated and reconciled.

There are a number of reasons why B/F and C/F figures do not match:

1. The most common cause is when P45 information for an employee who started in a previous period is entered. In this case, the payroll no longer considers this employee as a new starter, so the information entered in the Gross Pay/Tax Ex p45 doesn't appear in the New Starters column in the control summary. Instead it appears as an adjustment to the Brought Forward figures on the Control Summary.

If the difference in the B/F and C/F figures can be equated to the P45 information that was entered, there isn't a problem. A manual note should be made, by the payroll operator, on the Control Summary to identify this.

2. Another reason for the difference could be again to do with new starters. However, in this period, a new starter is entered with P45 information and the new starter is **NOT** paid in that period. The P45 information will go into the C/F figures for that period, but in the following period, the New Starter remains a new starter, so the P45 information entered in the last period, remains in the New Starter column for this period. With that, the Brought Forward figures will be reduced by the same amount.

As before, if the difference can be accounted for, a manual note should be made on the Control Summary.

3. Another reason for the difference could simply be that an amendment was made to a timesheet, after the Control Summary was printed. The only way this can be corrected is to restore backup to the last period and print the Control Summary again.
4. The final reason for a difference is a manual adjustment to the employee details figures. Assuming that these adjustments are legitimate, any amendments to Gross Pay/Tax This Employment field, or PRSI will affect the B/F figures of the current control summary. A manual note should be put on the current Control Summary.

In summary, when a difference occurs in the B/F and C/F figures, any combination of the above explanations could be causing the difference, however it is important to reconcile these differences immediately when they are noticed.

Quickpay

Quickpay Control Summary

AUDIT BALANCES				
< TITLE >	<GROSS PAY>	< TAX>	<PRSI 'EE>	<PRSI 'ER>
BROUGHT FORWARD	1326.00	172.92	63.56	159.12
NEW STARTERS				
THIS PERIOD	331.50	43.23	15.89	39.78
C/FWD PREV EMPLOYMENT				
C/FWD THIS EMPLOYMENT	1657.50	216.15	79.45	198.90
C/FWD TOTAL	1657.50	216.15	79.45	198.90

In Sage Quickpay, the employee record gets updated when you save a timesheet, and then the record can't be amended. Therefore, changes to the employee record would have to be made before saving that employee's timesheet.

Above is a standard Control Summary. The **Brought Forward** line is made up of the figures in the **Details 1** tab for PRSI and **Details 2** tab for Gross Pay and Tax (previous and this employment) in Quickpay before any timesheets are saved. When timesheets are saved, these fields are updated with the **This Period** figures.

The **New Starters** column is made up of the same fields, for employees set up in the current period OR for employees being paid for the first time on the system.

The **This Period** figures are taken from the Tax Deduction Card for that period for each employee. The Tax Deduction Card for an employee is updated when a timesheet is saved for that employee.

The **Carried Forward** line is an addition of the three previous lines, which should match the totals from the fields as described for the Brought Forward figures.

Brought Forward Fields in Quickpay(No Timesheets Saved)

Gross Pay: Gross Pay this employment + Gross Pay Ex P45

Tax Paid: Tax Paid this employment + Tax ex P45

Gross Prev: Gross Pay Ex P45

Tax Prev: Tax Paid Ex P45

Quickpay

PRSI EE: PRSI this employment for Employee

PRSI ER: PRSI this employment for Employer

Details 1 tab

	Gross Pay	Tax Paid
Gross / Tax Ex P45	<input type="text"/>	<input type="text"/>
Gross / Tax this Employ	1326.00	172.92
Gross / Tax To Date	1326.00	172.92

Details 2 tab

Tax Year to date	
PRSI Employee	<input type="text" value="63.56"/>
PRSI Employer	<input type="text" value="159.12"/>

Reconciling with the P30

In the tax year, the values for the PAYE & PRSI for all payrolls processed within a calendar month will update into same P30 month.

The P30 should always be reconciled to the **Carried Forward** figures of the current Control Summary. The method for this is outlined below:

P30 Carried forward totals on the Control Summary

Total PAYE on P30 = Tax-Tax Previous

Total PRSI on P30 = PRSI Employee + PRSI Employer

Note: According to the legislation when a new employee joins and brings P45 information from previous employment payroll operator should not enter gross pay and tax paid figures from P45. Only enter SRCOP & Tax Credits and PPS No. then tax status would be Week1/ Month1 until Revenue sends these figures. Once you receive these figures then take those two figures enter in the first line where it says Gross/ Tax P45 and change the tax status to Normal.

Quickpay

If P45 figures are entered in the payroll they will be added to Brought Forward figures even though they are not brought forward from previous period but they are brought forward from previous employment. As a result there would be a difference of that new employee figures between BF figures and CF figures.

For example Control Summary below is before the new employee's figures were not taken.

```

                                AUDIT BALANCES
<  TITLE          >  <TAXABLE PAY> <  TAX> <PRSI 'EE> <PRSI 'ER>
BROUGHT FORWARD          10200.00   1813.50   749.88   1096.50
NEW STARTERS
THIS PERIOD                0.00
C/FWD PREV EMPLOYMENT
C/FWD THIS EMPLOYMENT     10200.00   1813.50   749.88   1096.50
C/FWD TOTAL               10200.00   1813.50   749.88   1096.50
Report printed at 11:51 on 14/10/2010                                     (H)
```

On the above screen CF and BF figures are matching which is correct before any timesheets are saved.

If we take figures of Gross Pay €1000.00 and tax paid is €200.00 from P45 the control summary would like to be the screen below with the difference of above two figures.

```

                                AUDIT BALANCES
<  TITLE          >  <TAXABLE PAY> <  TAX> <PRSI 'EE> <PRSI 'ER>
BROUGHT FORWARD          11200.00   2013.50   749.88   1096.50
NEW STARTERS
THIS PERIOD                0.00
C/FWD PREV EMPLOYMENT     1000.00    200.00
C/FWD THIS EMPLOYMENT     10200.00   1813.50   749.88   1096.50
C/FWD TOTAL               11200.00   2013.50   749.88   1096.50
Report printed at 11:57 on 14/10/2010                                     (H)
```

Gross Pay and Tax Paid figures should never be taken from P45 and tax status would be Week1/Month1 until you receive updated figures from Revenue. Once these are updated, employee's tax status should be changed to Normal.