

CollSoft Payroll 2022

Year End Tasks

Build 94

Release Notes

25 January 2023

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Year End Tasks

Introduction

By now you should have finished processing all of your 2022 Payroll and submitted it to Revenue and there are a couple of tasks that you should perform now as part of your year end processing;

1. Reconcile CollSoft Payroll against your Revenue Account for 2022
2. Preventing Unlinked Payslips – updating any payslips missing a PPSN.

CollSoft have released Build 94 of Payroll 2022 which contains two new tools to help you with both checks

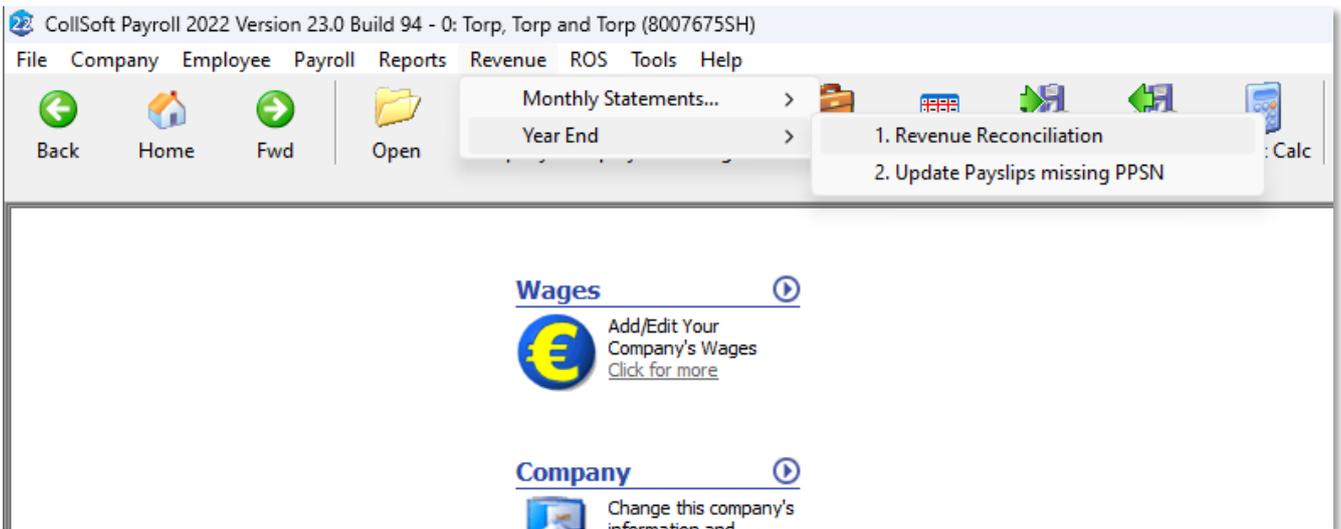
Reconcile CollSoft Payroll against your Revenue Account for 2022

The main purpose of this task is to verify that the total amounts of PAYE, USC, PRSI and LPT deducted from your employees in Payroll matches the relevant totals on your Revenue Account for the 2022 tax year.

We have added a new reconciliation tool to Build 94 that will compare the payrolls in CollSoft against the submissions on Revenue for the whole tax year.

You should first check that you are running the latest version of Payroll 2022 – Build 94 or higher.

To launch the new reconciliation tool select the **“Revenue > Year End > Revenue Reconciliation”** menu option, this will open the new reconciliation tool.



This will open the new **Revenue Reconciliation** tool which will read all the payrolls in CollSoft, read all the payroll submissions in your Revenue account and perform a comparison of the two. This process may take a couple of minutes to perform, and when its finished you will be told if the reconciliation is a pass or a fail.

Revenue Reconciliation

File Print

PASS

All totals and payroll submissions on Revenue match CollSoft

	Total Liability	PAYE	USC	PRSI	LPT
CollSoft	67,712.06	31,436.00	5,607.30	30,668.76	0.00
Revenue	67,712.06	31,436.00	5,607.30	30,668.76	0.00

Payroll Run	Total CollSoft	Total Revenue	PAYE Payroll	PAYE Revenue	USC Payroll	USC Revenue	PRSI Payroll	PRSI Revenue	LPT Payroll	LPT Revenue	Revenue Run Ref	Notes
Week_01	263.05	263.05	82.24	82.24	20.53	20.53	160.28	160.28	0.00	0.00	Week_01	
Week_02	263.00	263.00	82.22	82.22	20.50	20.50	160.28	160.28	0.00	0.00	Week_02	
Week_03	263.03	263.03	82.24	82.24	20.51	20.51	160.28	160.28	0.00	0.00	Week_03	
Week_04	263.04	263.04	82.22	82.22	20.54	20.54	160.28	160.28	0.00	0.00	Week_04	
Month_01	2,021.44	2,021.44	1,103.33	1,103.33	165.61	165.61	752.50	752.50	0.00	0.00	Month_01	
Fortnight_01	395.52	395.52	149.23	149.23	35.59	35.59	210.70	210.70	0.00	0.00	Fortnight_01	
Fortnight_02	395.53	395.53	149.23	149.23	35.60	35.60	210.70	210.70	0.00	0.00	Fortnight_02	
Four_Weekly_01	1,499.49	1,499.49	772.30	772.30	125.19	125.19	602.00	602.00	0.00	0.00	Four_Weekly_01	
Week_05	263.04	263.04	82.24	82.24	20.52	20.52	160.28	160.28	0.00	0.00	Week_05	
Week_06	263.01	263.01	82.22	82.22	20.51	20.51	160.28	160.28	0.00	0.00	Week_06	
Week_07	263.03	263.03	82.24	82.24	20.51	20.51	160.28	160.28	0.00	0.00	Week_07	
Week_08	263.02	263.02	82.22	82.22	20.52	20.52	160.28	160.28	0.00	0.00	Week_08	
Month_02	2,021.47	2,021.47	1,103.34	1,103.34	165.63	165.63	752.50	752.50	0.00	0.00	Month_02	
Fortnight_03	395.52	395.52	149.23	149.23	35.59	35.59	210.70	210.70	0.00	0.00	Fortnight_03	
Fortnight_04	395.52	395.52	149.23	149.23	35.59	35.59	210.70	210.70	0.00	0.00	Fortnight_04	
Four_Weekly_02	1,499.49	1,499.49	772.31	772.31	125.18	125.18	602.00	602.00	0.00	0.00	Four_Weekly_02	
Week_09	263.05	263.05	82.24	82.24	20.53	20.53	160.28	160.28	0.00	0.00	Week_09	
Week_10	263.02	263.02	82.22	82.22	20.52	20.52	160.28	160.28	0.00	0.00	Week_10	
Week_11	263.02	263.02	82.24	82.24	20.50	20.50	160.28	160.28	0.00	0.00	Week_11	
Week_12	263.03	263.03	82.22	82.22	20.53	20.53	160.28	160.28	0.00	0.00	Week_12	
Month_03	2,021.46	2,021.46	1,103.33	1,103.33	165.63	165.63	752.50	752.50	0.00	0.00	Month_03	
Fortnight_05	395.53	395.53	149.23	149.23	35.60	35.60	210.70	210.70	0.00	0.00	Fortnight_05	
Fortnight_06	395.52	395.52	149.23	149.23	35.59	35.59	210.70	210.70	0.00	0.00	Fortnight_06	
Four_Weekly_03	1,499.50	1,499.50	772.31	772.31	125.19	125.19	602.00	602.00	0.00	0.00	Four_Weekly_03	
Week_13	263.07	263.07	82.24	82.24	20.55	20.55	160.28	160.28	0.00	0.00	Week_13	
Week_14	263.02	263.02	82.24	82.24	20.50	20.50	160.28	160.28	0.00	0.00	Week_14	
Week_15	263.01	263.01	82.22	82.22	20.51	20.51	160.28	160.28	0.00	0.00	Week_15	
Week_16	263.06	263.06	82.24	82.24	20.54	20.54	160.28	160.28	0.00	0.00	Week_16	
Week_17	263.02	263.02	82.22	82.22	20.52	20.52	160.28	160.28	0.00	0.00	Week_17	
Month_04	2,021.44	2,021.44	1,103.33	1,103.33	165.61	165.61	752.50	752.50	0.00	0.00	Month_04	
Fortnight_07	395.54	395.54	149.24	149.24	35.60	35.60	210.70	210.70	0.00	0.00	Fortnight_07	
Fortnight_08	395.53	395.53	149.23	149.23	35.60	35.60	210.70	210.70	0.00	0.00	Fortnight_08	
Fortnight_09	395.52	395.52	149.23	149.23	35.59	35.59	210.70	210.70	0.00	0.00	Fortnight_09	
Four_Weekly_04	1,499.52	1,499.52	772.32	772.32	125.20	125.20	602.00	602.00	0.00	0.00	Four_Weekly_04	
Week_18	263.03	263.03	82.24	82.24	20.51	20.51	160.28	160.28	0.00	0.00	Week_18	

Payroll Matches Revenue

! Congratulations, the figures in CollSoft Payroll match those on Revenue!

OK

At the top of the screen is a summary of the totals in CollSoft versus the totals on Revenue. If the overall totals match then we would consider CollSoft to be reconciled against Revenue.

However, if there is a difference in the totals then it means that some sort of error exists in your Payroll and that your overall Payroll liability on Revenue is not correct.

The following example shows a situation where there is a difference between Revenue and CollSoft in two submissions which are highlighted in Red.

Revenue Reconciliation
File Print

FAIL
The totals on Revenue do not match the totals in CollSoft

	Total Liability	PAYE	USC	PRSI	LPT								
CollSoft	49,841.20	19,510.40	4,238.76	26,092.04	0.00								
Revenue	50,492.39	19,742.31	4,293.08	26,457.00	0.00								

Payroll Run	Total CollSoft	Total Revenue	PAYE Payroll	PAYE Revenue	USC Payroll	USC Revenue	PRSI Payroll	PRSI Revenue	LPT Payroll	LPT Revenue	Revenue Run Ref	Notes
Week_01	958.53	958.53	375.22	375.22	81.54	81.54	501.77	501.77	0.00	0.00	Week_01	
Week_02	958.43	958.43	375.19	375.19	81.47	81.47	501.77	501.77	0.00	0.00	Week_02	
Week_03	958.48	958.48	375.22	375.22	81.49	81.49	501.77	501.77	0.00	0.00	Week_03	
Week_04	958.49	958.49	375.15	375.15	81.57	81.57	501.77	501.77	0.00	0.00	Week_04	
Week_05	958.53	958.53	375.24	375.24	81.52	81.52	501.77	501.77	0.00	0.00	Week_05	
Week_06	958.43	958.43	375.17	375.17	81.49	81.49	501.77	501.77	0.00	0.00	Week_06	
Week_07	958.48	958.48	375.22	375.22	81.49	81.49	501.77	501.77	0.00	0.00	Week_07	
Week_08	958.46	958.46	375.17	375.17	81.52	81.52	501.77	501.77	0.00	0.00	Week_08	
Week_09	958.55	958.55	375.24	375.24	81.54	81.54	501.77	501.77	0.00	0.00	Week_09	
Week_10	958.44	958.44	375.15	375.15	81.52	81.52	501.77	501.77	0.00	0.00	Week_10	
Week_11	958.46	958.46	375.22	375.22	81.47	81.47	501.77	501.77	0.00	0.00	Week_11	
Week_12	958.50	958.50	375.19	375.19	81.54	81.54	501.77	501.77	0.00	0.00	Week_12	
Week_13	958.58	958.58	375.22	375.22	81.59	81.59	501.77	501.77	0.00	0.00	Week_13	
Week_14	958.46	958.46	375.22	375.22	81.47	81.47	501.77	501.77	0.00	0.00	Week_14	
Week_15	958.45	958.45	375.19	375.19	81.49	81.49	501.77	501.77	0.00	0.00	Week_15	
Week_16	958.56	958.56	375.22	375.22	81.57	81.57	501.77	501.77	0.00	0.00	Week_16	
Week_17	958.44	958.44	375.15	375.15	81.52	81.52	501.77	501.77	0.00	0.00	Week_17	
Week_18	958.50	958.50	375.24	375.24	81.49	81.49	501.77	501.77	0.00	0.00	Week_18	
Week_19	958.43	958.43	375.17	375.17	81.49	81.49	501.77	501.77	0.00	0.00	Week_19	
Week_20	958.51	958.51	375.22	375.22	81.52	81.52	501.77	501.77	0.00	0.00	Week_20	
Week_21	958.48	1,102.85	375.17	422.78	81.54	93.27	501.77	501.77	0.00	0.00	Week_21	
Week_22	958.53	958.53	375.24	375.24	81.52	81.52	501.77	501.77	0.00	0.00	Week_22	
Week_23	958.39	958.39	375.15	375.15	81.47	81.47	501.77	501.77	0.00	0.00	Week_23	
Week_24	958.53	958.53	375.22	375.22	81.54	81.54	501.77	501.77	0.00	0.00	Week_24	
Week_25	958.50	958.50	375.19	375.19	81.54	81.54	501.77	501.77	0.00	0.00	Week_25	
Week_26	958.46	958.46	375.22	375.22	81.47	81.47	501.77	501.77	0.00	0.00	Week_26	
Week_27	958.48	958.48	375.22	375.22	81.49	81.49	501.77	501.77	0.00	0.00	Week_27	
Week_28	958.48	1,465.30	375.19	559.49	81.52	124.11	501.77	781.70	0.00	0.00	Week_28	
Week_29	958.56	958.56	375.22	375.22	81.57	81.57	501.77	501.77	0.00	0.00	Week_29	
Week_30	958.41	958.41	375.15	375.15	81.49	81.49	501.77	501.77	0.00	0.00	Week_30	
Week_31	958.48	958.48	375.24	375.24	81.47	81.47	501.77	501.77	0.00	0.00	Week_31	
Week_32	958.48	958.48	375.17	375.17	81.54	81.54	501.77	501.77	0.00	0.00	Week_32	
Week_33	958.53	958.53	375.22	375.22	81.54	81.54	501.77	501.77	0.00	0.00	Week_33	
Week_34	958.41	958.41	375.17	375.17	81.47	81.47	501.77	501.77	0.00	0.00	Week_34	
Week_35	958.53	958.53	375.24	375.24	81.52	81.52	501.77	501.77	0.00	0.00	Week_35	
Week_36	958.46	958.46	375.15	375.15	81.54	81.54	501.77	501.77	0.00	0.00	Week_36	
Week_37	958.51	958.51	375.22	375.22	81.52	81.52	501.77	501.77	0.00	0.00	Week_37	
Week_38	958.50	958.50	375.19	375.19	81.54	81.54	501.77	501.77	0.00	0.00	Week_38	
Week_39	958.48	958.48	375.22	375.22	81.49	81.49	501.77	501.77	0.00	0.00	Week_39	
Week_40	958.51	958.51	375.22	375.22	81.52	81.52	501.77	501.77	0.00	0.00	Week_40	
Week_41	958.53	958.53	375.19	375.19	81.57	81.57	501.77	501.77	0.00	0.00	Week_41	
Week_42	958.48	958.48	375.22	375.22	81.49	81.49	501.77	501.77	0.00	0.00	Week_42	
Week_43	958.39	958.39	375.15	375.15	81.47	81.47	501.77	501.77	0.00	0.00	Week_43	
Week_44	958.55	958.55	375.24	375.24	81.54	81.54	501.77	501.77	0.00	0.00	Week_44	
Week_45	958.48	958.48	375.17	375.17	81.54	81.54	501.77	501.77	0.00	0.00	Week_45	
Week_46	958.46	958.46	375.22	375.22	81.47	81.47	501.77	501.77	0.00	0.00	Week_46	

CollSoft Payroll does not match Revenue

There is a net difference of € 651.19 between the records in CollSoft Payroll versus the records on Revenue.

This may indicate that there are missing submissions, duplicate submissions or other errors which need to be investigated.

OK

In this case you can see that the totals on Revenue for Week 21 and 28 are different than the totals in CollSoft for the same weeks.

You can double click on one of the submissions to investigate further.

You can also select the "Print" menu item to view this in a report where you can export it to Excel or PDF for further analysis.

In this particular case Week 21 contains a double submission for one of the payslips;

The screenshot shows a window titled "Payroll Run Week_21" with a close button (X) in the top right corner. Below the title bar is a "Payroll Run Details" section containing the following information:

- Reference: Week_21
- Status: PROCESSED
- Submissions: 2
- Total Liability: € 1,102.85
- Active Payslips: 6
- Validation Errors: 0
- PAYE: € 422.78
- PRSI: € 586.80
- USC: € 93.27
- LPT: € 0.00

There is an "Export to CSV" button on the right side of the details section. Below the details is a summary bar showing "2 Submissions" and "6 Active Payslips".

The main part of the window is a table with the following columns: Name, PPSN, Employment ID, PAYE, PRSI, USC, LPT, and Source. The table contains six rows of data. The first two rows are highlighted in yellow, indicating a double submission for Amelie Bednar. The last three rows are highlighted in blue.

Name	PPSN	Employment ID	PAYE	PRSI	USC	LPT	Source
<input type="checkbox"/> Bednar, Amelie	7065327TA	EMPID2200002	47.61	85.03	11.73	0.00	Payroll
<input type="checkbox"/> Bednar, Amelie	7065327TA	EMPID2200002	47.61	85.03	11.73	0.00	Payroll
<input type="checkbox"/> Borer, Rickey	7065328VA	EMPID2200003	93.07	112.88	20.05	0.00	Payroll
<input type="checkbox"/> Fahey, Nellie	7065322JA	EMPID2200004	43.61	82.02	10.83	0.00	Payroll
<input type="checkbox"/> Smitham, Sally	7065325PA	EMPID2200001	129.87	126.72	24.19	0.00	Payroll
<input type="checkbox"/> Wilderman, ...	7065323LA	EMPID2200005	61.01	95.12	14.74	0.00	Payroll

On the right side of the table, there are three buttons: "Delete", "Select All", and "Unselect All".

If you find that there is a difference between Revenue and CollSoft and you are not sure why, or what action to take you can contact our helpdesk for further assistance – In most cases we will ask for a backup so that we can investigate further.

Note: If you have split your payroll across multiple systems (for example you run the directors in a separate system) then you will see a difference in CollSoft versus Revenue. In these cases you will need to perform a final reconciliation yourself to check that the overall totals from all your payroll systems match Revenue.

Preventing Unlinked Payslips

The term “Unlinked Payslips” is used to describe payslips on the Revenue system which are missing a PPSN and which Revenue have not linked to an actual employee.

It is a common occurrence that when you hire a new employee you may not have access to their PPSN for the first number of payroll runs.

When submitting a payslip to Revenue without a PPSN you are required to supply a “Name”, “Address”, “Date Of Birth” and a unique “Employer Reference” – this is all done automatically by CollSoft in the background.

Eventually at some point you will receive a PPSN for this employee and when you submit the next payslip it will contain the “PPSN” and “Employer Reference” – Revenue will then go back over the previous payslips with the same “Employer Reference” and link them to that PPSN.

However – if you changed the spelling of the employees name or changed the address in any way then Revenue will not make the link to the PPSN and these payslips become “Unlinked Payslips”.

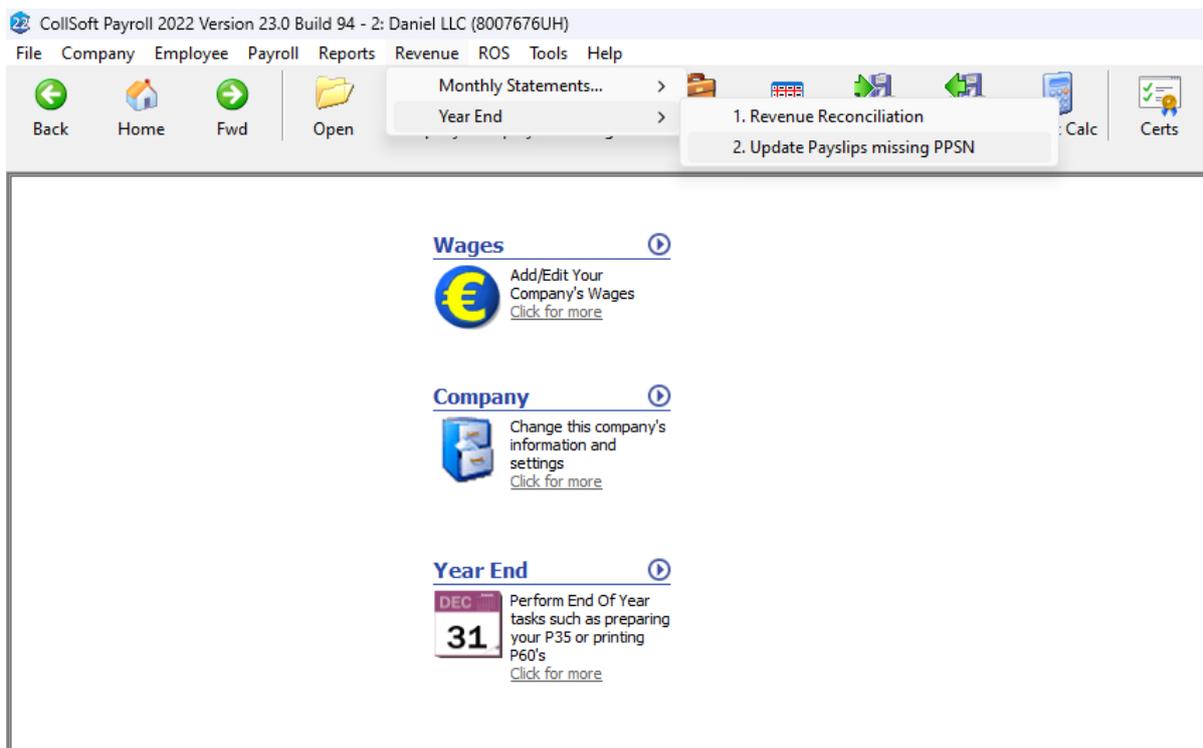
These unlinked payslips will not be visible to the employee on their Revenue MyAccount.

As you are no doubt aware, it is a very common occurrence for an employee’s name to be spelt wrong in your system when they start, and you may update this when asked by the employee.

The solution that we are suggesting is that you go back over these payslips, and where you now have a PPSN on file, apply that PPSN to any of the payslips that were initially submitted without a PPSN.

In that way you are making it clear to Revenue to whom the payslip relates, and you are removing any doubts. It also ensures that the payslip is visible to the employee on their Revenue MyAccount.

To run this tool select “**Revenue > Year End > Update Payslips missing PPSN**”



Payroll will now show you all of the payslips which were submitted to Revenue without a PPSN, and it will indicate which payslips can now be updated with a PPSN.

705 Payslips submitted without a PPSN

There are 540 payslips which were submitted without a PPSN which can now be updated and refiled with Revenue.

Employee	Pmt Date	Payroll Run	PPSN On Payslip	PPSN On Employee File
<input checked="" type="checkbox"/> Arelic, Kristia...	27/05/2022	Week_21		9492891DA
<input checked="" type="checkbox"/> Arelic, Kristia...	20/05/2022	Week_20		9492891DA
<input checked="" type="checkbox"/> Arelic, Kristia...	13/05/2022	Week_19		9492891DA
<input checked="" type="checkbox"/> Arelic, Kristia...	06/05/2022	Week_18		9492891DA
<input checked="" type="checkbox"/> Arelic, Kristia...	29/04/2022	Week_17		9492891DA
<input checked="" type="checkbox"/> Babula, Blaz...	15/04/2022	Week_15		9449082VA
<input checked="" type="checkbox"/> Babula, Blaz...	08/04/2022	Week_14		9449082VA
<input checked="" type="checkbox"/> Bezdol, Tom...	08/04/2022	Week_14		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	04/03/2022	Week_09		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	11/03/2022	Week_10		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	29/04/2022	Week_17		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	01/04/2022	Week_13		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	15/04/2022	Week_15		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	22/04/2022	Week_16		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	06/05/2022	Week_18		9457152MA
<input checked="" type="checkbox"/> Bezdol, Tom...	18/03/2022	Week_11		9457152MA
<input checked="" type="checkbox"/> Bober, Adam...	15/04/2022	Week_15		9466921LA
<input checked="" type="checkbox"/> Bober, Adam...	06/05/2022	Week_18		9466921LA
<input checked="" type="checkbox"/> Bober, Adam...	01/04/2022	Week_13		9466921LA

Update PPSN On Payslips

Select All

Unselect All

There are still 165 pasylips missing a PPSN which cannot be updated.

Employee	Pmt Date	Payroll Run	PPSN On Payslip	PPSN On Employee File
<input type="checkbox"/> Batko, Dawi...	24/06/2022	Week_25		
<input type="checkbox"/> Batko, Dawi...	01/07/2022	Week_26		
<input type="checkbox"/> Batko, Dawi...	17/06/2022	Week_24		
<input type="checkbox"/> Batko, Dawi...	10/06/2022	Week_23		
<input type="checkbox"/> Batko, Dawi...	03/06/2022	Week_22		
<input type="checkbox"/> Batko, Dawi...	27/05/2022	Week_21		
<input type="checkbox"/> Batko, Dawi...	20/05/2022	Week_20		
<input type="checkbox"/> Batko, Dawi...	13/05/2022	Week_19		
<input type="checkbox"/> Batko, Dawi...	08/07/2022	Week_27		

To update these payslips simply click on the “Update PPSN On Payslips” button and Payroll will then update each payslip with the relevant PPSN.

After that process is complete you will be asked to upload the updated payslips to Revenue – you can click yes to upload now, or you can do a batch upload later.