Resend earlier year EPS

Correcting Errors · https://paiyroll.com/kb/resend-earlier-year-eps/

Follow this guide if you need to resend the EPS for a different year.

1. Create a new company either with an FPS Import or Company copy:
    1. FPS Import
        1. Download an FPS XML for the Company. If you have the correct month and year in paiyroll®, you will find this in **Documents** - click on the icon next to the GB RTI FPS, which will download this file into your downloads folder. Usually, the last pay run of a tax year is a good choice.
        2. **Setup > Import** this FPS into a new company, selecting parallel run. You only choose the FPS XML and do not provide a CSV. This will create fake email addresses and usernames for employees to avoid conflicts with existing employee usernames.
        3. This new company will be called Test company, which you can rename appropriately in Companies, e.g. **Company EPS Correction 2024**
    2. Company Copy
        1. Tools > All Tools > Company Copy
        2. You will need to manually enter the PAYE reference and the Accounts office reference, as they will be missing
        3. This new company will be called Test company, which you can rename appropriately in Companies, e.g. **Company EPS Correction 2024**
        4. The new company will have no state - create that by:
            1. Companies > Download... > Select the old company > Download and you will have the company file as one row in your Downloads folder
            2. Edit that file in Excel and change the legal name in cell A2 to be your new company **Company EPS Correction 2024**
                1. If you have any numbers in there for addresses, you will need to prefix them with a single quote, e.g. '405

3. Save file
4. Companies > Upload... > choose the Excel file above

2. Correct the company state
    1. Companies > Update **Company EPS Correction 2024** > System > State and enter any values that need changing, e.g.
        1. GB RTI EPS.employment_allowance
        2. GB RTI EPS.apprenticeship_levy_ytd
        3. GB RTI EPS.apprenticeship_levy_pay_bill_ytd

3. If the FPS was not the correct date, you will need to move the schedule back. Otherwise, the schedule dates will be correct. Usually, you would send an EPS for March, as it is the last month of the tax year.
4. In **Setup > Report Definitions**, modify the EPS report definition settings for the data you wish to correct, for example, Employment Allowance, CIS deductions suffered and apprenticeship levy. You will also need to enter EPS credentials (not required for bureaus).
5. In **Setup > Report Definitions**, delete the FPS report definition to be sure you don't send any FPS data.
6. Pay run **Redo**
7. Carefully check the EPS summary in **Pay Runs > Report tab > View** the GB RTI EPS:
    - Submit is *true*, indicating the EPS will be submitted
    - If you are claiming the Employment Allowance, ensure this appears to confirm that the EA flag will be submitted, but no figures are submitted; actual numbers may be incorrect and disregarded if a full year has not been processed (figures are only used for the internal P32 reports).
    - If you are not claiming the employment allowance, ensure that the EA summary does not appear
    - YTD recoverables and Apprenticeship levy, if applicable

8. Click **Approve** to submit the EPS.
9. You should be able to verify the figures on the HMRC portal after 24-48 hours