Rewind a prior year

Correcting Errors · https://paiyroll.com/kb/rewind-a-prior-year/

Rewind into a previous tax year

You can rewind back to a pay run in the previous tax year. The rewind then redoes every pay run from that pay run to the present day. For example, rewinding to month 2 of last year redoes 11 pay runs from last year and each pay run from this year.

After the rewind, you make the correction, approve that pay run, and ripple forward to the date that you want. You can approve and ripple forward to the present day in these ways:

- one automatic sequence from start to finish
- one pay run at a time
- to the end of last tax year, then to the latest date

Or any combination you prefer. It depends on whether you want to check each step.

The FPS of a rewound pay run always gives late reason H, a correction to an earlier submission. You do not set it. paiyroll® ignores the late reason on the FPS report definition.

For a rewind in the current tax year, see Rewind a pay run.

Before you start

- Make sure that each Pay Definition which those pay runs use still exists. If someone deleted one, for example **Salary**, the rewind gives an error. Put it back before you rewind.
- Keep a copy of the current documents, at least for the end of last tax year and the present date. Every pay run is even better. Then you can check afterwards that everything matches. If you don't have a copy, download them using the zip icon in **Documents**.
- Save the current Pay Items and the snapshot for the pay run, as the rewind page asks. Then you can put back anything the rewind changes.
- Decide whether to resend all the submissions, or only the one at the end of last tax year. Usually, you do not need to send any for the current tax year.

Rewind the pay run

1. In **Pay runs**, click **Rewind...**.
2. In the **Rewind from** column, select the pay run in the last tax year.
3. Select **Dry run**, and click the **Rewind** button. Check what the rewind would change, and save the result.
4. Select **Rewind**.
5. Select the check box **I understand rewind will cause irreversible changes**.
6. Click the **Rewind** button. Its label names the pay run.

After a few moments, your browser downloads a log file of what the rewind did, and the pay run starts again. In **Pay runs**, it shows as **Checked-out**. Its **Archive** link shows a record of the rewind.

Correct and ripple forward

1. Check the Pay Schedule dates. They should be correct. If not, see Changing a Pay Schedule.
2. Make the correction in the pay run.
3. In **Pay runs**, click **Redo** on the pay run.
4. Approve the pay run.
5. For **Ripple forward**, select how far to ripple forward. For example, select the pay run marked **last run in … tax year (recommended)**, or **All approved pay runs**.
6. For **Resend submissions**, select or clear the check box, as you decided in "Before you start". It resends the RTI and CIS submissions, for this pay run and during the ripple forward. It is already selected when there is no later pay run to ripple to.

A good choice for most companies, in three approvals:

Approval	Approve	Ripple forward	Resend submissions	What happens
1	The rewound pay run	The pay run marked **last run in … tax year (recommended)**	Clear	The pay runs of last tax year are redone. **Nothing** goes to HMRC.

Approval	Approve	Ripple forward	Resend submissions	What happens
2	The last pay run of last tax year	None: you approve only this pay run	Select	You check it first. Its **submissions** go to HMRC with the corrected figures for the year.
3	The first pay run of this tax year	**All approved pay runs**	Clear	The pay runs of this year are redone. **Nothing** goes to HMRC.

Every document is regenerated, but only RTI is resent. Do not send the bank or pension files again.

Be patient. A ripple redoes the pay runs one after another, and each pay run generates its documents. With many pay runs, this takes a long time. Wait until it is finished before the next approval.

When the ripple forward is finished, the next pay run usually starts by itself. If it does not, start it as in Starting a Pay Run.

Troubleshooting

The rewind fails because of a username

You see this when the dry run shows a username change for an employee who moved to another company.

Cause: The old company changed the employee's username, so that the new company could use it. The rewind needs the old username back, and it clashes with the employee in the new company.

Remedy:

1. In the new company, change the employee's username for now, for example from norma@example.org to norma_temp@example.org.
2. Do the rewind.
3. After the rewind, correct the username in both companies.

Next steps

- Rewind a pay run
- Clear Rewind Preferences State