



## Quick Guide

### *Amend or Reverse Payroll Payments*

#### Abstract

This guide provides an overview on how to amend or reverse payroll payments.



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## Amend or Reverse Payroll Payments

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If you submit a payroll payment to HMRC and then realize you have made an error, HMRC prefers that you correct the error during the next payroll run. If you need to correct the error immediately, you can make amendments to the employee's most recent payroll payment submitted to the HMRC. If you need to make amendments to any earlier payroll payment made to the employee, you must delete all the payments back to the payment you need to edit.

You cannot modify:

- A payment with AEO or SXP
- An advance holiday payment
- A payment date
- A pay period
- A payee
- A payment amount

To modify a payment with AEO or SXP, an advance holiday payment, or a payment date or pay period, delete and recreate the payment.

To modify a payee, delete the incorrect payment and create a new payroll payment for the correct payee.

To change a payment amount, click **Payment Detail** and enter the changes needed for the payroll items listed for the payment. When you confirm the changes, QuickBooks recalculates the amount of the payment.

If you amend, or delete and re-create, a payroll payment for a previous year during which you were on RTI, QuickBooks prompts you to submit either an EYU or an FPS. This depends on whether the date you submit the change is before or after April 19 of the last tax year. If you make the changes and submit on or after April 20, you are prompted to submit an EYU. If you make the changes and submit on or before 19 April, you are prompted to submit an FPS. You can submit an EYU to correct FPS information for up to six years after you filed your original FPS or EPS. It is not possible to submit an EYU for the previous tax year before April 20. HMRC rejects such submission.

You can submit changes for up to six years after you filed your original submission. The method of the original submission made for a tax year should be used for any changes.

- If the original submission was via paper (P14/P35) the notification of change to HMRC must be via paper.
- If the original submission was via RTI (FPS/EPS), any changes must be done through an EYU.



## Amending payroll payments

If you have a pending submission for an employee, you can make amendments without sending an update until your next submission. If you do not have a pending submission for that employee, you can either submit a new FPS or EYU to HMRC. At the same time you can make amendments to each payroll payment, indicating that the payroll payment has been amended, or choose to include that information in your next FPS or EYU. QuickBooks saves the information and adds it to that FPS or EYU.

To do this task

1. From the Employees menu, select **Employee Centre**.
2. Click the **Transactions** tab.
3. In the **Payroll Payments** window, select the employee's name and double-click the payroll payment you want to edit.
4. In the Payroll Payment window, click **Payment Detail**.
5. In the Review Payroll Payment window, under **Other Payroll Items**, you can either change an amount or quantity or add more payroll items.
  - To change an amount or quantity, click the item and change it.
  - To add a payroll item:
    - a) In the **Item Name** column, click below the last item displayed.
    - b) Click the drop-down arrow, and choose a payroll item.
    - c) If necessary, enter a rate or quantity.
    - d) Click **OK**.
6. If you want to print the payroll payment, select the **Print Later** checkbox.
7. Click **Save & Close**.

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### Notes:

If you have already printed a payroll cheque and then change the amount to be paid to the employee, be sure to destroy the incorrect payroll cheque after you print the new one.

If you try to submit an updated FPS to HMRC and the submission is not successful, QuickBooks does not save the amendments to the payroll payment. You must try again. If you want, when you try again to amend the payroll payment, you can choose not sending a submission until your next regular FPS.

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## Reversing (deleting) payroll payments

You can either submit a new FPS to HMRC at the same time as you delete a payroll payment, indicating that the payroll payment has been deleted, or you can choose to include that information in your next regular FPS. QuickBooks saves the information and adds it to that FPS.

If you need to delete more than one already submitted payroll payment for an employee, or need to delete payroll payments for multiple employees, you must delete the payroll payments one at a time, beginning with the most recent. In this case, do not submit an updated FPS to HMRC until your next regular FPS. QuickBooks saves the information and adds it to that FPS.

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**Note:** You cannot delete a payroll payment while you have a pending FPS for this employee. To complete the submission, go to the **Employees** menu, click **RTI**, and then click **Submit FPS/EYU**.

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It is recommend that you back up your data before you delete payroll payments.

To do this task

1. From the Employees menu, select **Employee Centre**.
2. Click the **Employees** tab.
3. In the left pane, select the employee's name. Then, in the Employee Information pane, double-click the payroll payment you want to delete.
4. At the top of the Payroll Payment window, click the **Delete** icon.
5. In the Delete Transaction window, click **OK**.
6. Click **Save & Close**.

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**Note:** If you try to submit an updated FPS to HMRC and the submission is not successful, QuickBooks does not delete the payroll payment. You must try again. If you want, when you try again to delete the payroll payment, you can choose not sending a submission until your next regular FPS.

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