

Ciphr Payroll 2026/2027 Tax Year Update Procedure

Appendix. Update procedure checklist

Company Name		Update v2026.1.0	
Completed By		Date	

Steps	Details	Completed
The below numbers correspond to reference numbers in the notes provided		
1.1	Take a backup of Payroll Application folder	
1.2	Take full Payroll database backup Back up details Record saved file name/location	
2.1	Update Ciphr Payroll Software	
2.1.9	Confirm payroll application files date	
2.2	Upgrade Payroll Database version	
<u>The below Steps should be carried out for each company starting from Company 01</u>		
3.1	Run Data Validation and correct all errors if there are any	
3.2	Run RTI Submission To Date Summary Validation, correct all errors if there are any, resubmit RTI files accordingly	
3.3	Print RTI YTD Summary Reports	
3.4.2	Print P35 Continuation Sheet report	
3.4.5	Print P32 Yearly Totals report	
	Reconcile YTD total figures	
Important! Do you process benefits in kind via Payroll? If so, print/save BIKs EE Statements and ER Summary reports		
If you are processing Car and Fuel Benefits through payroll, please be advised that you are required to complete Step 2.9 Car/Fuel Benefits Year-End Procedure of the "Payrolling Car and Fuel Benefits in Ciphr Payroll" document included in this update folder.		
4.1	Create New Tax Year in the company	
4.1.7-4.1.8	Adjust default calendar if you are in company 01 or in a company with a company specific payroll calendar	
4.2	Reset employees Accumulators	
4.3	Update Employees Tax Codes	
4.4	Delete Employee Processing History	
4.5	Check Pension Rates	
5	Distribute P60 using one of the options listed below:	
5.1	Print P60s	
5.2.1	Email e-P60 forms to your employees	
5.2.2	Confirm that the P60 forms are available on the secure online portal. If not, please contact Ciphr Customer Care team	