



How to ensure your P60s print correctly

You must print a P60 for every employee who was employed by your company at 5 April 2010. They must be given to your employees by 31 May 2010.

Note: This year most employers must submit their P14s online to HM Revenue & Customs (HMRC). If you're one of the few employers who are exempt from submitting online, follow the procedures below to print your P14s.

To ensure your P60s print correctly onto your stationery, you must ensure that you've installed the new tax year update, received in your year end pack. This is because, when your Sage 50 Payroll software for the 2009/10 tax year was released, the HM Revenue & Customs (HMRC) P60 layout requirements were not available. The correct layouts for 2009/10 are contained in the new tax year update.

Sometimes the information on your P60s may not print correctly in the boxes on the stationery. To help you correct any problems you may have when printing your P60s, this article contains the following sections:

- **To check the P60 layout** - It's important to ensure that you use the correct layout for the printer and stationery you're using.
- **To check your print and page setup, and run a test print** - To ensure that your P60s align correctly when printed, we recommend you check the printer and page settings, and run a test print for a small selection of employees before printing for all employees.
- **To print P60s for all employees** - Once you have checked the print setup, page setup and print alignment, you should print the P60s for all your employees.
- **P60 troubleshooting** - There may be times when your P60s don't print correctly. This section explains how to resolve any issues you may have.
- **To make print adjustments** - If your P60s still don't align correctly after you have checked all the settings mentioned in the P60 troubleshooting section, you can amend the print adjustment settings.

To check the P60 layout

Note: You must use the correct stationery for the current tax year. Ensure that your P60 forms are dated 2009-10. If you don't have the correct stationery for the 2009/2010 tax year, or need more, you can place an order by contacting Sage Sales on 0800 33 66 33, or contact HMRC to order your forms. To allow for test printing, we recommend that you order slightly more P60s than you need.

The following tables show which layout you need for your type of stationery.

Tip: If you're not sure where you got your stationery, check the bottom of the form. Sage stationery displays Sage (UK) Limited in the bottom right-hand corner. HMRC stationery displays HMRC in the bottom left-hand corner.

Sage stationery

Stationery type	Report description and file name	Year end wizard option
Laser landscape Stock code: 0615P60L50	P60 (Apr 2010) Laser L/Scape A4 P60SINGLESHEETLAS.SFM	P60 Landscape, single sheet (Laser)
Laser portrait self seal mailer Stock code: 0615P60S50	P60 (Apr 2010) Laser Portrait A4 - Security P60SINGLESHEETSEC.SFM	P60 Security, single sheet (Laser)
Continuous (Dot matrix) portrait Stock code: 0615P60CN	P60 (Apr 2010) Dot Matrix Continuous Portrait P60DM0910.SFM	This layout is not available in the year end wizard.
Continuous (Dot matrix) mailer Stock code: 0615P60M	P14/60 (Apr 2010) DM Portrait 8.5" x 12" P1460DOT.SFM	Portrait mode continuous (Dot-matrix)

HMRC stationery

Stationery type	Report description and file name	Year end wizard option
Laser landscape	P14/60 (Apr 2010) Laser L/Scape A4 P1460LAS.SFM	Landscape, single sheet (Laser)
Laser portrait	P60 (Apr 2010) Laser Portrait A4 P60SINGLESHEET.SFM	P60, single sheet (Laser)
Continuous (Dot matrix) portrait	P60 (Apr 2010) HMRC Dot	P60, HMRC single sheet (Dot-matrix)

	Matrix Portrait P60HMRCDM0910.SFM	
Continuous (Dot matrix) landscape (wide carriage)	P14/60 (Apr 2010) Dot Matrix Wide 11.7" x 8" P1460D2.SFM	Wide carriage continuous (Dot-matrix)

To check your print and page setup, and run a test print

Note: To ensure that your P60s print correctly, follow all of the steps in the next three sections.

To check the print setup

1. From the Sage 50 Payroll desktop, select at least two employees then from the horizontal toolbar, click Reports.

The Reports window appears.

2. From the tree view in the left-hand pane, double click Year End and then click 2009-10.

The 2009/10 year end reports appear in the right-hand pane.

3. From the right-hand pane, select the required P60 or P14/60 layout, for example, P60 (Apr 2010) Laser L/Scape A4.

Tip: For help with which layout you need, refer to the Report description and file name column in the tables in the previous section.

4. To preview the report, from the Reports toolbar, click Preview.

A message appears advising that you have criteria set which may filter out some of your employees.

5. To preview the P60 for the selected employees only, click No.

The report preview window appears.

6. From the bottom of the report preview window, click Print Setup.

The Printer Setup window appears.

7. From the Printer Setup window, ensure that the printer you want to use to print your P60s is selected and then to return to the report preview window, click OK.

The printer settings are saved and the report preview window appears.

You have checked the print setup and should now check the page setup of the P60 layout, as explained in the following section.

To check the page setup

1. From the bottom of the report preview window, click Page Setup and then from the Page Setup window, click the Size tab.

The Page Setup window appears displaying the paper size information.

2. Using the information in the section to check the P60 layout, ensure that the correct paper size and orientation appear.

Once the page setup is correct, click OK and then to close the report preview window, click Close.

If you made changes to the print or page setup, you are prompted to save your changes.

3. To save your changes, click Yes.

Your changes save and the Reports window appears.

You have checked the page setup and, to ensure the alignment is correct, you should now run a test print for the selected employees.

To run a test print

Tip: You can also print your P60s from within the payroll year end wizard. For further information about this, please refer to your year end guide.

1. Insert your pre-printed P60 stationery into your printer.
2. From the Reports window, ensure the correct P60 layout is selected and then from the Reports toolbar, click Print.

A message appears advising that you have criteria set which may filter out some of your employees.

3. To print the P60 for the selected employees only, click No.

The Print window appears.

4. Ensure that 1 appears in the Copies box, and that your printer details are correct, and then to print the P60s, click OK.

The P60s for the selected employees print.

You have now run a test print of your P60s and should refer to the following information on how to proceed:

To print the P60s for all employees

Note: You can also print the P60s for all employees from within the payroll year end wizard. For information about how to do this, please refer to your year end guide.

1. Insert your pre-printed P60 stationery into your printer.
2. From the Reports window, ensure the correct P60 layout is selected and then from the Reports toolbar, click Print.

A message appears advising that you have criteria set which may filter out some of your employees.

3. To print the P60 for all of your employees, click Yes.

The Print window appears.

4. Ensure that 1 appears in the Copies box and that your printer details are correct, then to print the P60s, click OK.

The P60s print for all employees.

You have successfully printed the P60s for all your employees.

P60 troubleshooting

If your P60s are not printing correctly:

- Ensure that you are using the correct software version - v16.01, v15.04, v14.07, v13.10, v12.13 or v11.16. To check your version, open the Help menu and choose about. If you haven't yet installed your new tax year update, please contact innov8 support on 0161 975 1666
- Ensure that you are using the correct stationery for the 2009/2010 tax year. This stationery has 2009-10 in the top right-hand corner.
- Check that you are using the correct layout and paper size for the stationery and printer you are using.
- Check your printer driver, as you may not be using the best driver for your printer. Please refer to the following table for a list of recommended printer drivers:

Printer	Printer driver
Dot Matrix 9 Pin	Epson FX80
Dot Matrix 24 Pin	Epson LQ850

Dot Matrix Wide Carriage 9 Pin	Epson FX1050
Dot Matrix Wide Carriage 24 Pin	Epson LQ1050

- If you use a Laserjet, Deskjet or Bubblejet printer, we recommend that you download the most up-to-date driver from your manufacturer's website.

For further information about installing printer drivers, please consult your printer manufacturer.

- Alter the alignment of the P60 stationery in your printer. The easiest way to align the stationery on a dot matrix printer is to move the printer carriage left or right to align horizontally, and to align vertically, set the stationery higher or lower in the printer. This, however, cannot be achieved with laser printers.

If you cannot move the printer carriage on your printer, or if you have moved it as far as it will go but still cannot achieve a satisfactory result, you can use the print adjustment settings within Sage 50 Payroll. For information about how to do this, please refer to the following section.

To make print adjustments

1. To preview the P60 for a selection of employees,

The report preview appears.

2. From the bottom of the report preview window, click Page Setup and then from the Page Setup window, click the Margins tab.

The report margins, print adjustment and print scaling information appears.

3. Within the Print adjustment section, use the following guide to amend your print adjustments:

Start by making **minor** adjustments to the values, which appear in inches, displayed in the Horizontal and/or Vertical Print adjustment boxes. If required, you can force a negative adjustment by using the downward arrow button or by entering a minus sign before the adjustment figure.

The following table explains what adjustments you may need to make:

Issue	Solution
Printing too far to the left	Increase the Horizontal adjustment
Printing too far to the right	Decrease the Horizontal adjustment

Printing too high	Increase the Vertical adjustment
Printing too low	Decrease the Vertical adjustment

For example, if the P60s are printing half an inch too high, increase the Vertical adjustment by 0.5000; if they are printing a quarter of an inch too far right, set the Horizontal adjustment to -0.2500.

4. To save your print adjustment, click OK.

Note: Altering the print adjustment does not alter how the P60 appears on the preview window. To see the result of the alteration, you must print the report. You may have to repeat this step a number of times until the P60 form is correctly aligned.

5. When the correct adjustments have been achieved and the forms have been printed successfully for the selected employees, click Close and when prompted to save your changes, click yes.

The Reports window appears.

You have successfully aligned your P60s and should now print them for all of your employees