



**PAYROLL END OF YEAR USER
GUIDE FOR 2015-2016 FINANCIAL
YEAR**

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PAYROLL END OF YEAR PROCEDURE

Completing Your Payroll End Of Year

Steps 4 to 7 must be completed **AFTER** your last pay run for the financial year and **PRIOR** to your first pay run for the next financial year.

Steps 1 to 3 can be run at any time prior at part of a pre-check process, but must be run again as part of your End of Year Procedure.

These instructions are up to date for the 2015-2016 Financial Year

Check with your Accountant, or contact the ATO Business Enquires Line on 13 28 66 if you are unsure about your obligations with regards to Payment Summary Reporting.

Step 1: Run your Payroll End of Month

Please refer to the Accrivia Payroll Manual

Step 2: Payment Summary Preparation

See "Payroll End of Year - Preparation" on the facing page

Step 3: Create a Back-up

Please refer to the Accrivia System Manual

*****DO NOT DELETE THIS BACKUP***** – you must have this available to regenerate the ATO file if the ATO request another copy or if there are any other problems that need to be rectified.

Step 4: Processing Payment Summaries & Electronic Annual Report

See "Payroll - Payment Summary Processing" on page 10

Step 5: Run Payroll End of Year

See "Payroll - End of Year" on page 16

Step 6: Run End HSR (Optional)

See "Payroll - End HSR Option" on page 17

Payroll End Of Year - Preparation

These preparatory steps will need to be done after your last payrun for the Financial Year, even if you have done them previously as part of a pre End of Year check

Check Company Settings

Open the **FILE | SYSTEM | SETTINGS** screen and select the **COMPANY** tab.

1. Confirm that the ABN shown here is correct for each entity (Company/Store/Branch/Division) you have setup (you can move through each entity by using the left / right navigation buttons at the bottom of the screen)
2. Check the address for any characters that are not accepted by the ATO.
 - Accepted characters are:
A-Z a-z 0-9 Brackets () space & / apostrophe hyphen "" #
3. Please check for commas in the address line as these are not allowed

Selecting Allowances & Deductions for Payment Summaries

1. Open the **PAYROLL | FILE MAINTENANCE | PAY TYPES** screen.
 - a. Tick any *before* tax allowances that need to be itemised separately by double clicking on the allowances listed. Any before tax allowance types that are not ticked here are included in to the gross income figure.
 - b. Please check *after* tax allowances. These are usually used to reimburse employees for non-payroll related expenses. In most cases these do not need to be reported, there is the odd exception to this.
 - After tax deductions do not affect the gross amount reported.
 - c. Before tax deductions, such as salary sacrifice, are not included in the employee's gross amount, and are generally not reportable in the Allowances and Deductions section of the Payment Summary.
2. In the Pay SummType column, add a tick to all Allowances and Deductions that you want to be included in the Allowance Deductions section of Payment Summaries by default (these can be changed during the Payment Summary Process if required)

The reporting of RESC (Reportable Employer Super Contributions) is not handled by the Pay Summ Column.

Set up Union and Work Place Giving Deductions

Union fees and Work place giving amounts require additional set-up for the purpose of Payment Summaries and the empdupe¹ file.

Union Fees:

1. Select *UNION* in the Classification Column
2. Enter the Union name in the Super Fund/Union Details field (double click to enter)
3. Tick the Pay. Summ. Type Column

Workplace Giving:

1. Select *WP GIVING* in the Classification Column
2. Tick the Pay. Summ. Type Column

Description	Details	Pay/All/Ded	After/Before Tax	Classification	Union Details	Pay. Summ. Type	GL Ac
TERM_C		PAYMENT				<input type="checkbox"/>	
TERM_D		PAYMENT				<input type="checkbox"/>	
TIL ACCRUAL	TIME OFF IN LIEU ACCRUAL	PAYMENT		TIME IN LIEU		<input type="checkbox"/>	
TIL PAID	TIME OFF IN LIEU PAID	PAYMENT		TIME IN LIEU		<input type="checkbox"/>	
TIME&HALF	ORDINARY TIME + 1/2	PAYMENT				<input type="checkbox"/>	
TRAIN ALLOW ASS		ALLOWANCE	BEFORE			<input type="checkbox"/>	
TRAINI ALL MAN		ALLOWANCE	BEFORE			<input type="checkbox"/>	
TRAVEL MANAGER		ALLOWANCE	AFTER			<input checked="" type="checkbox"/>	
UNIFORM		DEDUCTION	AFTER			<input type="checkbox"/>	
UNIFORM PAID BC		PAYMENT				<input type="checkbox"/>	
UNION 3.65		DEDUCTION	AFTER	UNION	SDA Union	<input checked="" type="checkbox"/>	
UNION 6.10		DEDUCTION	AFTER	UNION	SDA Union	<input checked="" type="checkbox"/>	
UNION 8.40		DEDUCTION	AFTER	UNION	SDA Union	<input checked="" type="checkbox"/>	
WORKCOVER		PAYMENT				<input type="checkbox"/>	
▶ WORKPLACEGIV	Workplace Giving	DEDUCTION	AFTER	WP GIVING		<input checked="" type="checkbox"/>	

Check with your Accountant, or contact the ATO Business Enquires Line on 13 28 66 if you are unsure about any of these allowances or deductions in relation to Payment Summary Reporting.

¹Payment Summary Annual Report (PSAR) file for the ATO.

Run System Check

If running a system check *after* 30 June, please change your system date to 30 June 2016

1. Open the **FILE | SYSTEM | CHECK** screen
2. Check the boxes as listed below

Check	Errors	Warnings
Debtors	0	0
Jobs	0	0
Creditors	0	0
GLedger	0	0
Payroll	0	0
Inventory	0	0

3. Click **[Do It]**
4. The Results tab will display.
 - a. If no errors, proceed with Steps 4- 5
 - b. If errors are reported, copy results to an email and send to support@accrivia.com.au for investigation.

Please wait until you are advised by Accrivia Support that the system check errors have been resolved

Check that the Payroll Data in Balance

To check that the payroll data is balanced:

1. Go to the **FILE | REPORTS | PAYROLL - PAY-EMP** tab at the top of the screen.
2. Print the following reports for Financial Year (01/07/2015 to 30/06/2016) date range:
 - a. Employee Summary Totals: Employee Pay Report - Summary
 - b. Year to Date
3. Ensure the gross, tax and net figures on these two reports balance (match each other).
4. If an error is found and your reports don't balance, further investigation will be required to correct the error. Contact support@accrivia.com.au for assistance if required.
5. Please retain these reports as they are required for the following step

Both reports must balance before you can produce your final End of Year reports.

Check that the Payroll Module balances to your General Ledger

To check that the Payroll system balances with the General Ledger (applicable only if you run General Ledger through Accrivia):

1. Go to the **FILE | REPORTS | GLEDGER** tab option.
2. Select the 'Postings – Summary by Module' report.
 - a. Enter the general ledger account use for PAYG Withheld as the Starting and Ending account.
 - b. Enter the 01/07/2015 as the starting date
 - c. Enter the 30/06/2016 as the ending date
 - d. Click Preview to view the report
3. Locate the Payroll Module section of the report. Compare the total amount withheld with the sum of the tax figures on the Payroll reports produced in the previous step. These should be the same.

a. If they are different, run the Detail by Module report to investigate

General Ledger Entries - Summary				Accrivia	
Selection Criteria : Account No = 953 and (Date >= 01/07/2013 and Date <= 30/06/2014),		10:40:18 AM	9/04/2014		
Store in [MARGRIVER]					
Account No.	Description	Debit	Credit		
953	PAYROLL				
	PAYG Withheld		\$839.00		
PAYROLL - Module Total:		\$0.00	\$839.00		
Grand Totals:		\$0.00	\$839.00		

Year to Date Figures						Accrivia	
Selection Criteria : Store in [MARGRIVER]		10:54:05 AM		9/04/2014			
Name	YTD Gross	YTD Tax	After Tax Allow	After Tax Ded	YTD Net		
Store - MARGRIVER							
ABELA, MARVEN	\$664.52	\$0.00	\$0.00	\$0.00	\$664.52		
ACKLAND, AARON	\$569.85	\$3.00	\$0.00	\$0.00	\$566.85		
ALSTIN, MATTHEW	\$365.70	\$0.00	\$0.00	\$0.00	\$365.70		
SOFRONOV, STEVEN	\$167.62	\$0.00	\$0.00	\$0.00	\$167.62		
SOFRONOV, ELIZABETH	\$167.62	\$0.00	\$0.00	\$0.00	\$167.62		
WILLIAMS, AYESHA	\$175.98	\$0.00	\$0.00	\$0.00	\$175.98		
YATRAS, THOMAS	\$226.29	\$0.00	\$0.00	\$0.00	\$226.29		
ZERFAFA, JAMES	\$125.73	\$0.00	\$0.00	\$0.00	\$125.73		
Store - MARGRIVER	Totals:	\$11,969.93	\$839.00	\$0.00	\$0.00	\$11,130.93	
Grand Totals:		\$11,969.93	\$839.00	\$0.00	\$0.00	\$11,130.93	

Checklist: Preparation for End of Year – for your assistance

Process	Date Completed	Initials	Files Saved To:
1			
2			
3			
4			
5			

Please note: Any of these steps can be run at any time throughout the year. It is recommended the System Check process is run on a monthly basis before processing Payroll End of Month

Related Topics

Please refer to the Accrivia System Manual

See "Payroll - Payment Summary Processing" below

Payroll - Payment Summary Processing

PAYROLL | END | PAYMENT SUMMARY INFORMATION is where the Employee Payment Summaries (formally Group Certificates) are produced along with the Payment Summary Annual Report (PSAR) (empdupe) file for the ATO.

This Procedure must be completed in full, **AFTER** the last pay run for the Financial Year, and **BEFORE** the first pay run for July.

These instructions are current for the 2015-2016 Financial Year

The exception to this process is when an employee requested their payment summary early. Please see [Payroll - Early Payment Summary](#)

Please read through these steps fully and clarify any questions you have about the process by contacting support@accrivia.com.au prior to commencing these steps.

Review Employee Details

1. Go to the **PAYROLL | FILE MAINTENANCE | EMPLOYEE** screen.
2. **TAX** tab: If applicable, enter any Reportable Fringe Benefits Tax (RFBT) and/or Lump Sum 'E' payments that are applicable per employee for the Financial Year. – see your Accountant for figures if applicable.
3. Review Tax File Numbers
 - a. Run the 'Employee TFN Status' Report
 - Go to **REPORTS | PAYROLL | PAY ADMIN**
 - This is a new report and may need to be added to your User Access
 - *Please refer to the Accrivia System Manual*
 - b. Review and update Employee Tax File Numbers where applicable.

We recommend running another Back up at this point if you have made a number of changes to the employee files.

Print/Email PAYG Payment Summaries & Generate PSAR/ empdupe file

Select **PAYROLL | END | PAYMENT SUMMARY INFORMATION.**

Instructions Tab

Please review

Company Tab

The term 'Entity' is used in place of Company/Branch/Division/Store, as this naming is different based on your Database set-up.

For Single ABN databases/systems

1. Verify the 'Year End' displayed is correct
2. Select Production from the 'Run Type' Drop box
 - 'Test' indicator is no longer accepted by the ATO as there is a test load option online
3. Select any Entity Name from the 'Organisation Name' drop down list
4. Verify the ABN shown is correct
5. Enter the Contact Name for ATO purposes
6. Enter the Authorised Person - this is the person who would have traditionally signed the Payment Summaries
7. Verify phone and address details
8. Add all Entities available to the Selected Entity box

For Multiple ABN databases/systems

1. Verify the 'Year End' displayed is correct
2. Select Production from the 'Run Type' Drop box
 - 'Test' indicator is no longer accepted by the ATO as there is a test load option online
3. Select an Entity Name from the 'Organisation Name' drop down list that is for the ABN you are processing (you may have a number to choose from)
4. Verify the ABN shown is correct

5. Enter the Contact Name for ATO purposes
6. Enter the Authorised Person - this is the person who would have traditionally signed the Payment Summaries
7. Verify phone and address details
8. Add Entities connected to that ABN into the Selected Entity box
 - Double click on the name to move one across at a timeOR
 - Use the Entity Group Drop box to assist with this selection
 - This grouping is maintained **FILE | ENTITY GROUPS**

Outsourcing Company

If you are an outsourcing company (i.e. are a separate organisation contracted to complete these Payment Summaries on behalf of your clients business):

1. Tick the Outsourced box in the top left hand corner.
2. Complete the Organisation Name, Contact Name, Authorised Person, Contact Phone / Fax, and Address details with your own business's contact details.
3. Proceed following the Instructions above for either a single or multiple ABN system

Allowances/Deductions Tab

1. Review allowances and deductions that need to be itemised separately on Payment Summaries.
 - a. Those that have the Pay. Summ. Type column ticked will automatically be selected and displayed on the right.
 - b. Add or remove as required
 - c. *Please do not list Super Pay Types here.*
 - d. Please see [See "Payroll End of Year - Preparation" on page 5](#) more information

Reports Tab

Select what type of employee/s you wish to produce Payment Summaries for. Based on this selection some options maybe disabled

Reviewing the Payment Summaries Before Issuing

It is **highly** recommended to preview all Payment Summaries before issuing to verify they are correct. To do so, click on Print, then Preview.

The current Payment Summary Report template will automatically be downloaded into your system as part of the Payment Summary process. You will need to check you have the appropriate template in case this download fails. This can be done by checking the version number shown in the bottom right hand corner. This should read 'ver.2016'. If you are not running the current Payment Summary template, please contact the support@accrivia.com.au to correct this.

What to check

Follow steps for 'All Employees' and Print/Preview steps to check the Payment Summaries:

1. The Version date is 2016, as specified above
2. The line below the heading reads "*Payment Summary for Year Ending 30 June 2016*"
3. Allowances and Deduction are showing as expected
4. Reportable Employer Superannuation Contributions are shown if expected:
 - a. You can compare these figures to the Super Summary Report run for the Financial year
 - b. Refer to the Salary Sacrifice and Employer Additional Columns
5. RFBT and Lump Sum E figures are shown (if entered)
6. Number of payment summaries produced:
 - a. If there are no ETP payments during the year, then the number of Payment Summaries will match the number of employees paid in the Financial Year for the ABN you are reporting on
 - b. Employees who received an ETP will have 2-3 summaries produced. Add this number to your total to check.

e.g 50 employees, 1 with a single type of ETP = 51 Payment Summaries to be produced.

Single Employee Option

Will produce only a printed and /or emailed Payment Summary for the selected employee. Payment Summary Annual Report (empdupe) file cannot be produced

1. Enter Employee Code
2. Click **EMAIL** and/or **PRINT**
 - **EMAIL** will not be available if the employee does not have an email address entered.

All Employees Option

Will email Payment Summaries for all Employees with an email address, including terminated employees for Entities selected. Will produce the Payment Summary Annual Report (PSAR) (empdupe) for all Employees if ticked

Please be patient with this process if you have large number of employees

1. Tick 'Create Empdupe File' if required
 - a. This file will be produced when **EMAIL** or **PRINT** is clicked
 - b. You will be prompted to save the file
 - Keep the file name as empdupe
 - Additional files still have the name empdupe, but will need to have different file extension e.g. empdupe.a01 and empdupe.a02
 - c. Note the location of this file for later retrieval
2. When **EMAIL** or **PRINT** is clicked an archive of the payment summaries will be archived in your Payroll PDF's folder
3. Printing Payment Summaries (also used for Previewing the Summaries before issuing)
 - a. Note this prints **ALL** employees in the selected Entities
 - b. Click on the **PRINT** button.
 - c. There will be the option to **PRINT** or **PREVIEW**.
 - d. **PRINT** will Print straight to the printer
 - e. **PREVIEW** will display Payment summaries
 - A PDF of the Payment Summaries can be manually saved at this point
 - Print can also be done at this point
 - Follow these steps for checking the Payment Summaries before issuing.
4. Emailing the Payment Summaries
 - a. If the empdupe file has already been produced and if it does not need to be recreated, then Untick the 'Create Empdupe File' option
 - b. Click on the **EMAIL** button
 - c. The Payment Summaries will be emailed according to your system settings. Immediately or handled by the Bulk Email facility
 - d. Only those employees with an email address will be emailed

Employees with No Email Address Option

Will produce Printed Payment Summaries for all Employees who **do not** have an email address against their Employee File, including terminated employees for Entities selected. Will produce the Payment Summary Annual Report (PSAR) (empdupe) for all employees if ticked

Please be patient with this process if you have large number of employees

1. Tick 'Create Empdupe File' if required
 - a. This file will be produced when **EMAIL** or **PRINT** is clicked
 - b. You will be prompted to save the file
 - Keep the file name as empdupe
 - Recommend to save in folder for entity, to keep separate
 - Additional files still have the name empdupe, but will need to have different file extension e.g. empdupe.a01 and empdupe.a02
 - c. Note the location of this file for later retrieval
2. When **PRINT** is clicked an archive of the payment summaries will be archived in your Payroll PDF's folder
3. Printing Payment Summaries
 - a. Note this prints only employees with no email address in the selected Entities
 - b. Click on the **PRINT** button.
 - c. There will be the option to **PRINT** or **PREVIEW**.
 - d. **PRINT** will Print straight to the printer
 - e. **PREVIEW** will display Payment summaries
 - A PDF of the Payment Summaries can be manually saved at this point
 - Print can also be done at this point
 - Follow these steps for checking the Payment Summaries before issuing.

Please refer to www.ato.gov.au if required

Next Step

See "Submitting the Payment Summary Annual Report (PSAR) (empdupe) file to the ATO." on next page

See "Payroll - End of Year" on next page

Submitting The Payment Summary Annual Report (PSAR) (empdupe) File To The ATO.

You can no longer lodge your file on electronic storage media

In the past you may have lodged your annual report using disks or flash drives. The ATO have closed this service and you will now need to lodge your report online. This will save you time and provide better security for your information.

You can save time by lodging your annual report online. To lodge online you will need an AUSKey which protects the security of the information transmitted.

- You can register for an AUSKey at: <https://abr.gov.au/AUSKey/>
- You can lodge your annual report online by using the file transfer facility on the business portal at www.ato.gov.au/businessportal
- Go to www.ato.gov.au/onlineservices for more information.

Online services

You can also use your AUSKey to access other online services including:

- lodging your business activity statements, TFN declarations and other reports
- checking your tax account balance and update your registration details, and
- adding or cancelling registrations for PAYG withholding and GST

Related Topics

See "Payroll - End of Year" below

Payroll - End Of Year

The **PAYROLL END OF YEAR** screen will:

- Zero the Year to Date balances for each employee
- Down load the tax tables for the new financial year
- Lock any further processing of payruns in that Financial Year

This is to be run as an overall End of Year Procedure

It is vital that a backup is run before processing End of Year and that Payment Summaries have been produced.

Run the Payroll End of Year

The new tax tables for the 2015-2016 financial year will be downloaded as part of the End of Year process. This requires that the workstation you are running this process on be connected to the Internet. If this process is unsuccessful, please contact support@accrivia.com.au

Select **PAYROLL | END | END OF YEAR**

1. Set the System Date to 30/06/2016 (i.e. the last day of the financial year). Click **[OK]**
2. You will be asked 'Run Payroll EOY (Yes/No)'. Type 'Yes' in the confirmation screen and click **[OK]**.
3. A prompt will say "EOY Completed. Press OK to download and update the tax tables with the latest information from the Accrivia FTP Server". Click **[OK]**.
4. You will then be asked if you want to Update Tax Scales. Type 'Yes' and click **[OK]**.
5. A screen will be displayed showing the update progress. When completed, you will be shown a message saying 'Update finished'.
6. Ensure that the tax rates have been updated by opening the **PAYROLL | FILE | TAX CODES** screen and for tax rates 1 to 7, ensure that the "Last Update" field shows 01/07/2016.

Next Step

See "Payroll - End HSR Option" below

Related Topics

See "Payroll End of Year Procedure" on page 4

Payroll - End HSR Option

The **PAYROLL END HSR** option rolls over employee leave entitlements as part of the Year End processes.

Details of each employee's Long Service Leave, RDO, Holiday and Sick Leave Hours accrued, are recorded in the **PAYROLL | FILE MAINTENANCE | EMPLOYEE - ACCRUALS TAB**. At the end of the year (calendar or financial), you can run the End HSR option to reset these totals to reflect the hours of leave taken/owed for the next year:

- '...Hours Taken' fields for each leave type are reset to zero.
- The balance in the Entitled field becomes the balance in the BOY and Accrued fields.

Accruals prior to the End HSR process being run

Employee File Maintenance

Employee Name: STEVE BAGUETTE

System Defined

Personal Leave		Annual Leave	
Days Per Year	10.000	Days Per Year	20.000
Hours Weekly	1.462	Hours Weekly	2.923
Accrual @ Last Rollover	0.000	Accrual @ Last Rollover	0.000
Hours Accrued	172.308	Hours Accrued	144.637
Hours Taken	24.000	Hours Taken	23.800
Entitled	148.308	Entitled	120.837

User Defined

Time In Lieu: 0

Long Service Leave		RDO	
Days Per Year	0.000	Days Per Year	13.000
Hours Weekly	0.000	Hours Weekly	2.000
Hours Accrued	0.000	Hours Accrued	8.313
Hours Taken	0.000	Hours Taken	0.000
Entitled		Entitled	8.313
Interest Rate	0.00	RDO Granted	<input type="checkbox"/>

Accruals after the End HSR Process has been run

Employee File Maintenance

Employee Name: STEVE BAGUETTE

System Defined

Personal Leave		Annual Leave	
Days Per Year	10.000	Days Per Year	20.000
Hours Weekly	1.462	Hours Weekly	2.923
Accrual @ Last Rollover	148.300	Accrual @ Last Rollover	120.800
Hours Accrued	148.308	Hours Accrued	120.837
Hours Taken	0.000	Hours Taken	0.000
Entitled	148.308	Entitled	120.837

User Defined

Time In Lieu: 0

Long Service Leave		RDO	
Days Per Year	0.000	Days Per Year	13.000
Hours Weekly	0.000	Hours Weekly	2.000
Hours Accrued	0.000	Hours Accrued	8.313
Hours Taken	0.000	Hours Taken	0.000
Entitled		Entitled	8.313
Interest Rate	0.00	RDO Granted	<input type="checkbox"/>

1. Select **PAYROLL | END | END HSR**.
2. Type 'Yes' to run this option. (This is case sensitive and must be typed 'Yes'.)
3. Click **[OK]** to continue or **[CANCEL]** to cancel this option.
4. This will reset 'leave hours taken' to zero and adjust accrued entitlements accordingly and enter the net balance in the Accrual at Last Rollover section.

Related Topics

[Employee - Accruals Tab](#)