

# Payroll End Of Year Financial Preparation

Last Manual Update: 31/05/2017

PO Box 911 Warrnambool Vic 3280 • Ph: 03 5562 0700 • Fax: 03 5562 0400 • Email: support@accrivia.com.au

Payroll End of Year - Preparation	3
Step 1: Check Company Settings	3
Step 2: Selecting Allowances & Deductions for Payment Summaries	3
Set up Union and Work Place Giving Deductions	4
Union Fees:	4
Workplace Giving:	4
Step 3: Run System Check	5
Step 4: Check that the Payroll Data in Balance	6
Step 5: Check that the Payroll Module balances to your General Ledger	6
Checklist: Preparation for End of Year – for your assistance	7

## **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 End of Year pre-check

#### Step 1: 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 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

#### Step 2: Selecting Allowances & Deductions for Payment Summaries

- 1. Open the PAYROLL | FILE MAINTENANCE | PAY TYPES screen.
- 2. Locate 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 automatically.
  - 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. Check *after* tax allowances. These are usually used to reimburse employees for nonpayroll 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.

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 empdupe  $^1$  file.

These may have been set-up in prior years. Please use the following instructions to check that the set-up is still applicable.

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

PayTypes/Allowances/Deductions File Maintenance								
Description	Details	Pay/All/Ded	After/Before Tax	Classification	Union Details	Pay. Summ. Type	GL Ac	
TERM_C		PAYMENT						
TERM_D		PAYMENT						
TIL ACCRUAL	TIME OFF IN LIEU ACCRUAL	PAYMENT		TIME IN LIEU				
TIL PAID	TIME OFF IN LIEU PAID	PAYMENT		TIME IN LIEU				
TIME&HALF	ORDINARY TIME + 1/2	PAYMENT						
TRAIN ALLOW ASS		ALLOWANCE	BEFORE					
TRAINI ALL MAN		ALLOWANCE	BEFORE					
TRAVEL MANAGER		ALLOWANCE	AFTER					
UNIFORM		DEDUCTION	AFTER					
UNIFORM PAID BC		PAYMENT						
UNION 3.65		DEDUCTION	AFTER	UNION	SDA Union			
UNION 6.10		DEDUCTION	AFTER	UNION	SDA Union			
UNION 8.40		DEDUCTION	AFTER	UNION	SDA Union			
WORKCOVER		PAYMENT						
► WORKPLACEGIV	Workplace Giving	DEDUCTION	AFTER	WP GIVING				
B Edit Desc ≠ Add								

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.

<sup>1</sup>Payment Summary Annual Report (PSAR) file for the ATO.

If running a system check after 30 June, please change your system date to 30 June 2017

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

🕅 Check System Balances									
Check Results									
Ensure no one is in the system using the modules to be checked, check the Check-box for the module and press Do It! Results can be viewed and printed on the Results page.									
	Check			Errors/Warnings					
Debtors		1	of 2	0 0					
Jobs		1	of 2	0 0					
Creditors		1	of 3	0 0					
GLedger		1	of 4	0 0					
Payroll		1	of 8	0 0					
Inventory		1	of 15	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

#### Step 4: 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 (01/07/2016 to 30/06/2017) 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.

#### Step 5: 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 01/07/2016 as the starting date
  - c. Enter the 30/06/2017 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

Selection Criter	ia · Account No =	953 and (Date >=	01/07/2013 and	Date <= 30/06/2	2014)	10·40·18 AM	9/04/2014
Selection cricer	Store in [MAR	GRIVER]	01/07/2013 and	Date <- 50/00/2		10.10.10 AM	5/04/2014
Account No.	Description					Debit	Credit
	PAYROLL	7					
953	PAYG Withheld						\$839.00
				PAYROLL - Mod	ule Total:	\$0.00	\$839.00
							7
				Grai	nd Totals:	\$0.00	\$839.00
Year to I	Date Figur	es					Accrivi
Selection Crite	ria: Store in [M	ARGRIVER]				10:54:05 AM	9/04/2014
Name			YTD Gross	YTD Tax	After Tax Allow	After Tax Ded	YTD Ne
Stor	e - MARGRIVER						
ABELA, MARVEN			\$664.52	\$0.00	\$0.00	\$0.00	\$664.5
ACID AND AND	A.I		¢ 500 05	A2 00	¢0.00	\$0.00	\$566.8
ACKLAND, AARC	4N		\$009.00	\$3.00	\$0.00	0.00	
	N 9V	1 and	\$365,70	\$3.00	\$0.00	\$0.00	\$365 7
AUSTINTH	W	p a sub	\$365.70	\$3.00	\$0.00	\$0.00	\$365
	5W	هد و ج	\$365,70	\$3.00 10.00	\$0.00	\$0.00 \$0.00	\$365
SAKTON, SOFRONOV, STE	SW SW VEN	1° 1 18	\$365.70 \$167.62	\$3.00 10.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00	\$365.7
SACTO N, SOFRONOV, STE	SVEN ZABETH	f e sub	\$365.70 \$365.70 \$167.62 \$167.62	\$3.00 10.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$365 7 \$167.6 \$167.6
SACTORA, SOFRONOV, STE SOFRONOV, ELL WILLIAMS, AYES	SN SN SVEN ZABETH HA	f e sub	\$365.70 \$167.62 \$167.62 \$175.98	\$3.00 (1.00) \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$365 7 \$167.6 \$167.5 \$175.9
SOFRONOV, STE SOFRONOV, STE SOFRONOV, ELI WILLIAMS, AYES YATRAS, THOMA	SW SW SVEN ZABETH HA SS	P +	\$365.70 \$167.62 \$167.62 \$175.98 \$226.29	\$3.00 10.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$365-3 \$167.6 \$167.6 \$175.9 \$226.2
SAATO A ARC SOFRONOV, STE SOFRONOV, ELI WILLIAMS, AYES YATRAS, THOMA ZERAFA, JAMES	SW SW SVEN ZABETH HA SS	P +	\$365.70 \$167.62 \$167.62 \$175.98 \$226.29 \$125.73	\$3.00 (7,00) \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$365 \$167.6 \$167.6 \$175.9 \$226.2 \$125.7
SPATO A, SOFRONOV, STE SOFRONOV, ELI SOFRONOV, ELI WILLIAMS, AYES YATRAS, THOMA ZERAFA, JAMES Stor	SV VEN ZABETH HA LS 9 - MARGRIVER	Totals:	\$365.70 \$167.62 \$167.62 \$175.98 \$226.29 \$125.73 <b>\$11,969.93</b>	\$3.00 (1,00) \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$839.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 <b>\$0.00</b>	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$365 \$167.60 \$167.60 \$175.90 \$226.20 \$125.77 <b>\$11,130.93</b>
SAATUM, AARC AUSTIN, MITHI SOFRONOV, STE SOFRONOV, ELI WILLIAMS, AYES YATRAS, THOMA ZERAFA, JAMES Stor	SV VEN ZABETH HA .S • - MARGRIVER	Totals:	\$365.70 \$167.62 \$167.62 \$175.98 \$226.29 \$125.73 <b>\$11,969.93</b>	\$3.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$839.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$365 \$167.6( \$167.6) \$175.9( \$226.2) \$125.7( <b>\$11,130.9</b> 3

### Checklist: Preparation for End of Year – for your assistance

Process	Date Completed	Initials	Notes
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