Payroll End Of Year
Financial Preparation

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 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.

> 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		☑	

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.

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

Step 3: Run System Check

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

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

> <u>Both reports must balance before you can produce your final End of Year reports.</u>

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

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