

## End of Year Payroll Australia Only



*New Zealand Schools prepare an IRD form each month and the following process is not necessary.*

## Table of Contents

<u>Backup.....</u>	<u>3</u>
<u>Prerequisites.....</u>	<u>5</u>
<u>End of Year Procedure.....</u>	<u>6</u>
Step 1 – Check Payroll Control Files.....	6
Step 2 – Check Leave Accruals .....	7
Step 3 – Check PAYG Summaries .....	8
Step 4 – Print Validation Report .....	10
Step 5 – Check PAYG against Validation Report.....	11
Step 6 – Check Tax .....	12
Step 7 – Optional Check.....	14
Step 8 – Print Payment Summaries .....	15
Step 9 – Create ATO File .....	16
Step 10 – End of Year Rollover .....	17
<u>Submitting Amendments.....</u>	<u>19</u>

### End of Year - Payroll

*New Zealand Schools prepare an IRD form each month and the following process is not necessary.*

Ensure you have a **Current Backup** of your Payroll data before continuing with the Payroll End of Year procedure.

The **End of Year rollover** is actually the monthly rollover for June. However, as this month is the end of financial year it serves two purposes, a normal month end rollover as well as an end of financial year rollover.

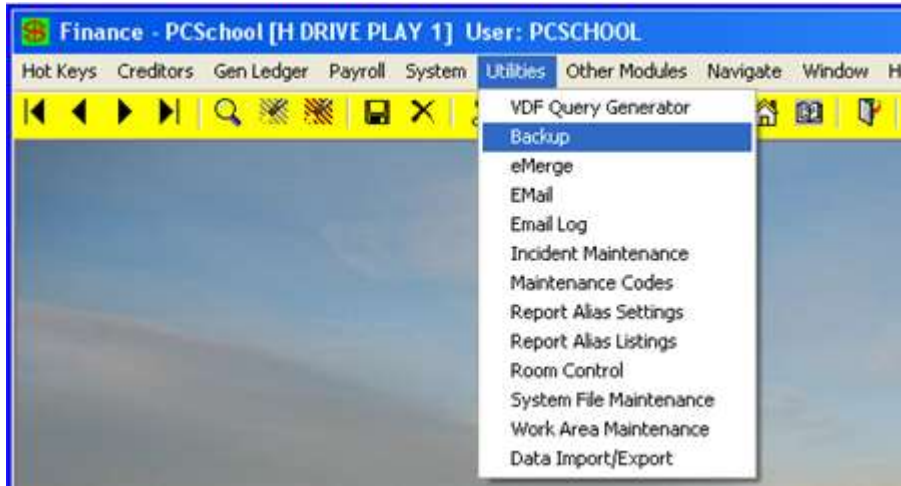
The End of Year procedures must be performed **PRIOR** to executing the first pay run for July of the following Payroll Year. All transaction details for the previous year are available for checking data and printing of payment summaries, if there is a need for any corrections to pays, taxation figures etc. these should be performed in the correct financial payroll year.

## Backup

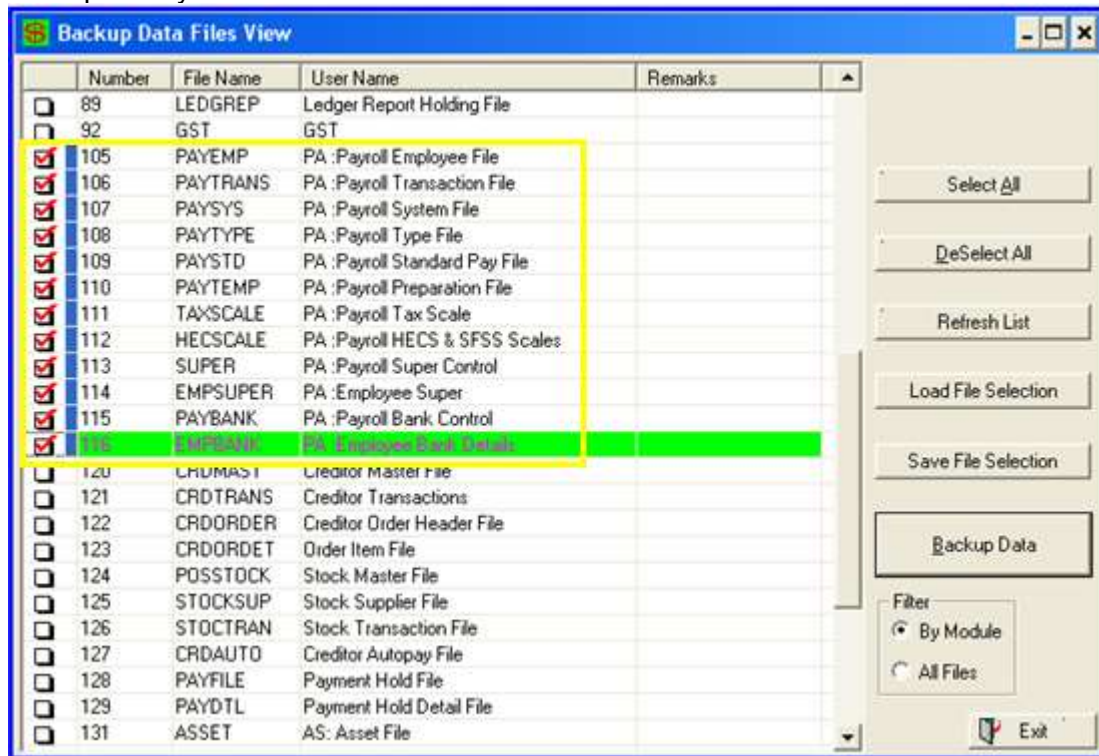
### Back up Payroll Module Continuing with the Roll Over

The following procedure will only backup the data relating to Payroll.

**Path:** PCSchool → Finance → Utilities → Backup

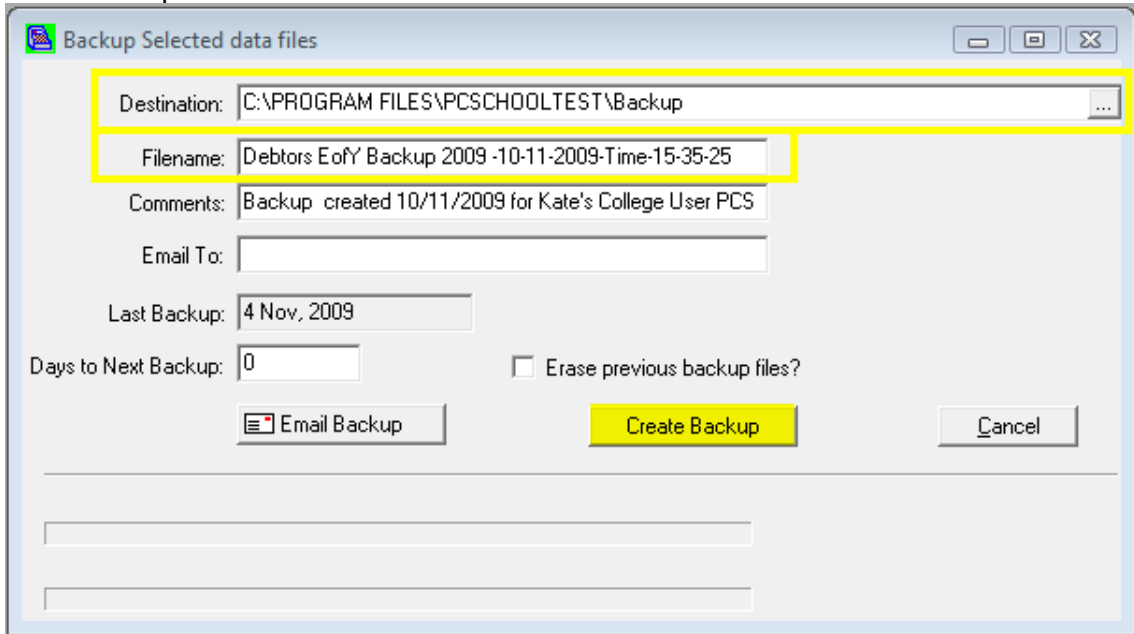


Make a backup of Payroll files.



1. Leave the **Filter** default **By Module**.
2. Tick Files 105 to 116.
3. Click **Backup Data**.
- Wait while it creates the Backup.

Save the Backed up Data file



To complete the Backup follow the steps below;

- |   |  |
|---|--|
| • | Check the <b>Destination</b> . The default is the Local Drive <b>PCSchool\Backup</b> . |
| • | You may choose to <b>rename the file</b> , to signify that this is the Payroll backup. |
| • | Click <b>Create Backup</b> .   |
| • | A Zip file will be created holding all necessary .tmp files.                           |

**Prerequisites.**

**Path:** Payroll → Payroll Employee View

Enter a 'Date Left' for all past employees who have left within the current payroll financial year. This date will overwrite the default 'Tax Period To Date' field on their Payment Summary.

Enter any Reportable Fringe Benefit Tax (Grossed Up \$) amount in the field located in Payroll Employee View under the History tab. This amount will then be printed on the Employee Payment Summary in the appropriate field.

Use the information below to enter the correct information;

•	Date Left	Any Employee who has left within the current financial year must have a date entered in this field.
•	Reportable FBT	Enter the grossed up FBT figure.

## End of Year Procedure

Follow the Steps listed below to complete the Payroll End of Year process.

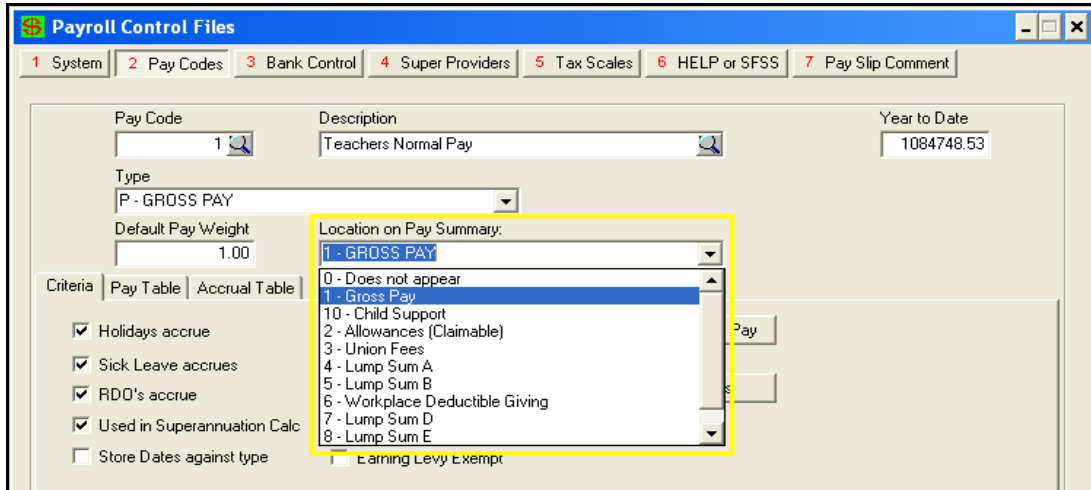
### Step 1 – Check Payroll Control Files

Check the Pay Codes are pointing to the correct location on the Pay Summary.

**Path:** System → Payroll Control Files → Pay Codes tab

Check that all pay codes used in this financial year are tied to the correct location when printing the payment summaries. This is found in the payroll control files under “Location on Pay Summary (Group Certificate)”.

- If any have been setup incorrectly, simply change to the correct location, this will update the transactions to the correct field.



### Step 2 – Check Leave Accruals

Check that the correct period is selected for Rolling your Leave Accruals.

**Path:** System → Payroll Control Files → System tab

Check that the correct period is selected before doing the End of Year rollover, rolling the Leave Accruals can be done in one of two periods, when;

- Rolling into July = Period 1 in Payroll
- Rolling into January = Period 7 in Payroll.

The choice of when accruals are rolled is up to the school, if unsure your accountant or the Tax Office may be able to assist you with advice.

The screenshot shows the 'Payroll Control Files' application window. The 'System' tab is selected. The interface includes several input fields for payroll parameters and a summary table. A yellow box highlights the 'Pd. to Roll Accruals' field, which is set to 7.

	\$ Month to Date	\$ Year to Date
Gross Pay:	0.00	36251.68
Tax:	0.00	12025.00
Deductions:	0.00	817.20
Allowances:	0.00	26.66
Holiday Loading:	0.00	0.00
Termination Payments:	0.00	0.00
Fringe Benefit:	0.00	145.98
CDEP Payments:	0.00	0.00
Employee Superannuation:	0.00	0.00
Employer Contrib Super:	0.00	3590.04

### Step 3 – Check PAYG Summaries

Print a Proof Copy of the Payment Summaries

**Path:** Payroll → Payroll Payment Summary (Group Certificate)

Employee Payment Summaries must be issued to employees at the end of the Payroll Financial Year.

Proof copies should be printed for checking, prior to both the printing of Official Copies and submission of the ATO as an electronic file.

Check that all supplier and employer details are correct before printing the proof copies of the Payment Summaries. If changes are required, the details are located under Utilities/ System File Maintenance.

The screenshot shows the 'Payroll Payment Summary Information Preparation' window. It features several sections with numbered callouts:

- 1**: Select Employee Codes (From: To:)
- 2**: Tax Year (2011) and Select Date (Tax Period From: 1 Jul, 2010 To: 30 Jun, 2011; Fringe Benefits Year From: 1 Apr, 2010 To: 31 Mar, 2011)
- 3**: Supplier Details (Contact Name: Chris, Phone: 0500 502 200, Fax: 07 49 39 3315, Email: school@ozemail.com.au, Supplier No: 11222333444, File Ref. No: 1, Authorized Person: Chris)
- 4**: Employer Detail (Trading As: School Name, Reg Name: School Name, BN or WPN: 11222333444, Address: School Road, Town: Rockhampton, Code: 4700, Postal: Private Bag 1111, State: QLD, Country: Australia, Branch No: 001)
- 5**: Output destination (Print to Window, Export to File, Print to Printer, Export to Mail)
- 6**: Export File Settings (File Name: EMPDupe, File Type: Tax Dept Electronic Format, Doc. Mng: Don't save)
- 7**: Process or Print Certificate (Printer Paper Option: Official Copies, Proof Copy, Test Data, Exit View)



Process to print proof copies of Payment Summaries:

1.	<b>Select Employee Codes</b>	Select From and To, or leave blank for all employees.
2.	<b>Select Date</b>	Tax Period; <ul style="list-style-type: none"> <li>• Will default to the correct date range or can edit if necessary.</li> </ul> Fringe Benefit; <ul style="list-style-type: none"> <li>• Will default to the correct date range or can edit if necessary.</li> </ul>
3.	<b>Supplier Details</b>	<b>Contact Name;</b> <ul style="list-style-type: none"> <li>• Enter your school's <b>Contact Person</b> detail for the ATO.</li> </ul> <b>Supplier Number</b> <ul style="list-style-type: none"> <li>• Enter the <b>ABN</b> Number</li> </ul> Fax/Phone/Email; <ul style="list-style-type: none"> <li>• These details will default from the System File, but can be edited if necessary.</li> </ul>
4.	<b>Employer Detail</b>	Check all the details are correct; <ul style="list-style-type: none"> <li>• These details will default from the System File, but can be edited if necessary.</li> </ul>
5.	<b>Output Destination</b>	Print to Window; <ul style="list-style-type: none"> <li>• Print to screen for viewing.</li> </ul> Print to Printer; <ul style="list-style-type: none"> <li>• Use this to print PDF and Employee copies. You can only use these printouts if you lodge Payment Summaries electronically. Contact the ATO for requirements regarding electronic lodgement.</li> </ul> Export to File; <ul style="list-style-type: none"> <li>• Create a file for uploading to the ATO ECI interface.</li> </ul> Export to Mail; <ul style="list-style-type: none"> <li>• Not applicable in this view.</li> </ul>
6.	<b>Proof Copy</b>	Select Proof Copy for checking.
7.	<b>Process or Print Certificate</b>	Click to print the Proof Copy.

6:00pm (EST), Monday to Friday

**PAYG Payment Summary - Individual Non Business**  
**Payee's Proof Copy**  
**Payment Summary for year ending 30 June 2011**

Period during which payments were made: 1/07/2010 To 30/06/2011

Payee's tax file number: 3000003 TOTAL TAX WITHHELD \$ 1,214

	Lump sum payments
Gross payments \$ 3,591	A \$ 0 <input type="checkbox"/>
CDEP payments \$ 0	B \$ 0
Reportable fringe benefits amount FBT Year 1/04/10 to 31/03/11 \$ 0	D \$ 0
Reportable Employer Superannuation Contributions \$ 124	E \$ 0
Total Allowances \$ 0	
Allowances:	
Deductions:	

### Step 4 – Print Validation Report

**Path:** Payroll → Payroll Transaction Reports in Employee Order

Run a Payroll Validation Report.

- |    |   |
|----|---|
| 1. | Leave blank for All Employees.                                |
| 2. | Leave the defaults 0 to 999999.                               |
| 3. | Select the Payroll year from and to.                          |
| 4. | Make sure you have the default of Both.                       |
| 5. | Select to print a Summary.                                    |
| 6. | Select Payroll Validation Report.                             |
| 7. | Click Print, you will need to print a hard copy for checking. |

10/2010 to 10/06/2011	Pay	Allowance Before	Deductions Before	Leading	GROSS Pay	Tax PAYE	HECS	C-Supp	Allowance After	Deductions After	Net Pay	Employee Super Avail. @ 3%	Employee Super @ 3%
43 ADRIENNE R	3726.82		(134.82)		3591.99	(926.80)	(288.00)			(87.26)	2598.24	385.34	111.78
47 BALL G	798.50				798.50	(64.80)				(2.80)	722.90	71.08	
116 EDWARR C	1638.13	3.78			1634.35	(282.80)				(32.48)	1349.23	186.71	32.68

**Step 5 – Check PAYG against Validation Report**

Check the Financial Year Payroll Validation Report figures for each employee against the proof copies of their Employee Payment Summaries. Ensure you compare the Gross, Allowances and Tax figures from both reports:

- If Superannuation Contributions are involved you may need to print a detailed Payroll validation report to check the amounts are correct.

**PAYG Payment Summary - Individual Non Business**  
**Payee's Proof Copy**  
**Payment Summary for year ending 30 June 2011**

Period during which payments were made: 1/07/2010 To 30/06/2011

Payee's tax file number: **3000003** TOTAL TAX WITHHELD \$ **1,230**

Gross payments	\$ <b>3,591</b>	Lump sum payments	A \$ <b>0</b>	<input type="checkbox"/>
CDEP payments	\$ <b>0</b>	B \$ <b>0</b>		
Reportable fringe benefits amount FBT Year 1/04/10 to 31/03/11	\$ <b>0</b>	D \$ <b>0</b>		
Reportable Employer Superannuation Contributions	\$ <b>124</b>	E \$ <b>0</b>		
Total Allowances	\$ <b>0</b>			

Allowances:

**Payroll Validation Rep**

1/07/2010 to 30/06/2011	Pay	Allowances Before	Deductions Before	Leading	GROSS Pay	TAXE	Employee Super (Rate % Vol)
41 ANDREAS B	3726.82		(134.82)		3591.99	(926.88)	111.78
146501 TE4 HECE						(926.88)	
146501 T4 Tuition						(926.88)	
146501 P1 Standard Pay	1726.03				1726.03		
146501 P1 Standard Pay	2000.00				2000.00		
146501 23 3 SUPERP99B						(80.00)	78.22
146501 23 3 SUPERP99B						(33.24)	
146501 23 3 SUPERP99B						(50.00)	
146501 23 3 SUPERP99B						(37.26)	
146501 23 3 SUPERP99B						(80.00)	
146501 23 3 SUPERP99B						(36.00)	
146501 23 3 SUPERP99B						(74.52)	
146501 23 3 SUPERP99B						(37.26)	
146501 23 3 SUPERP99B						(80.00)	
146501 23 3 SUPERP99B						(36.00)	
146501 23 3 SUPERP99B						(74.52)	
146501 23 3 SUPERP99B						(37.26)	
<b>Totals</b>	<b>3726.82</b>		<b>(134.82)</b>		<b>3591.99</b>	<b>(926.88)</b>	<b>111.78</b>

Gross Pay 3591.50

Superannuation Contribution is Salary Sacrifice of 74.52 + Employer Voluntary amount of 50 = 124.52

Tax is the Total Tax 942 + 288 + 1230

- |  |   |
|--|---|
|  | <p>Check the Proof copy against the printed validation reports, the figures will be rounded on the Payment Summary, check;</p> <ul style="list-style-type: none"> <li>• Tax against Total Tax Withheld</li> <li>• Gross Pay against Gross payments</li> <li>• Allowances, these are any Claimable Allowances and may need further checking.</li> <li>• Superannuation Contributions against your Salary Sacrificed and Employers Voluntary Payments.</li> </ul> |
|--|---|

**Step 6 – Check Tax**

Check the total tax remitted to the ATO for the financial year is correct

Compare and validate against the following reports:

- Check your General Ledger Group Tax Clearing Account for the total tax \$ remitted and to be remitted to the ATO for the Payroll year
- Check against the total tax \$ on your Financial Year Payroll Validation Report

**Path:** General Ledger → Transaction Listing

Make sure all Payroll batches are finalised, then select your General Ledger, Group Tax Clearing Account, and run the report for the year. If you do not know the default account it can be found in System/ Payroll Control Files/ System/ Tax Liability Ledger Account.

1.	Select; Range From a Period Up To and Including Period.
2.	Select; July of the pervious year.
3.	Select; June of the Current Year.
4.	Select your Group Tax Clearing Account from and to.
5.	Select the report Ledger Transaction Listing.
6.	Click Run report.

You will find the Totals on the last page unless you have sub accounts, check the last pay is included in the amount of the Credits.

<b>Ledger Transaction Listing Report</b>							
Your School Name							
Date Printed: 7/07/2010		Up to & Including June 2011					
Date	Ref.	Description	Batch	Pt. Type	Debit	Credit	Balance
Account:		4061 0 Group Tax Clearing Account	GST W2		Classification:	L	Status: C
07/01/11	25	Payroll Consolidated	25	1 P		5,562.00	5,562.00
Debits:					Credits: 5,562.00		
					Closing Balance		\$ 5,562.00

This must match the Total of Tax in the Payroll validation Report.

<b>Payroll Validation Report</b>													
10/6/2010 to 10/6/2011	Pay	Allowance Before	Deduction Before	Leading	GROSS Pay	PAYE	TAX HECS	C Supp	Allowance After	Deduction After	Net Pay	Employee Super Avail 2 Yrs	Employee Super Avail 2 Yrs
43	ANDERSON B	3724.82	(134.82)		3590.00	(924.00)	(288.00)			(87.24)	2598.24	349.34	111.78
42	BALL G	790.90			790.90	(66.00)				(2.00)	722.90	71.18	
316	BENYARK I	1630.13	3.78		1633.83	(252.00)				(32.00)	1349.23	146.71	32.68
820	BRADSHAW	982.85	(16.00)		966.85	(96.00)					851.85	88.45	
54	BRIDGES F	1485.00			1485.00	(284.00)					1281.00	163.38	
824	BRIDGES S	8224.50	18.00		8242.50	(1118.00)	(316.00)				3804.50	478.56	
825	BRIDGES L	3080.00			3080.00	(896.00)	(140.00)				2470.00	315.00	
30	CHRISTIE F	1630.13			1630.13	(252.00)				(116.20)	1262.93	146.71	68.28
310	CHRISTIE F	163.81	18.00		178.81						178.81		
822	CHRISTIE B	345.28			345.28						345.28		
38	EDWARDS V	1980.88	(40.00)		1940.88	(364.00)				(2.00)	1574.88	178.28	
826	FROST B	423.00			423.00	(32.00)					391.00	56.87	
340	FROST T	1342.46			1342.46	(166.00)					1176.46	128.82	
822	FYER B	1966.71			1966.71	(164.00)					1681.71	176.91	
825	HANSEN V	316.36			316.36						316.36		
40	TRAVIER	426.80			426.80	(2.00)					424.80		
22	WINDHOLM I	938.00			938.00	(94.00)					844.00	84.42	
<b>Totals</b>		27071.27	28.78	(389.52)	26892.45	(4818.00)	(744.00)			(239.04)	21091.39	2401.72	209.88

Total of all Tax  
4818 + 744 = 5562

### Step 7 – Optional Check

**Path:** Payroll → Payroll Transaction Reports in Employee Order

If you printed your end of Month printouts when rolling they can be checked off against the validation report printed for the corresponding periods.

The screenshot shows a software window titled "Payroll Transaction Report launch in Employee Order". It features several input fields and radio button options. The "Date From" and "Date To" fields are highlighted with a yellow box, showing "1 Jul, 2010" and "31 Jul, 2010" respectively. The "Type of Transaction" section has "Both (ValidationReps)" selected. The "Report detail" section has "Show summary" selected. Other fields include "From Employee", "To Last Employee Code or", "From Pay/Super Code", "To Pay/Super Code", "Department Selection", "Superannuation Provider", "Report Style", and "Report Alias".

**Step 8 – Print Payment Summaries**

**Path:** Payroll → Payroll Payment Summary (Grp Cert/IR File)

Once all details have been validated as correct, you must print the official copies of the Payment Summaries.

Check the details are correct;

1.	Check the details are correct; <ul style="list-style-type: none"> <li>• Enter a Contact name and a Supplier Number.</li> </ul>
2.	You can select Print to Window or Printer.
3.	Make sure you have the option Official Copy selected.
4.	Click Process or Print Certificate.

## Step 9 – Create ATO File

**Path:** Payroll → Payroll Payment Summary (Grp Cert/IR File)

Schools must be registered with the Australian Tax Office to take advantage of this feature. Electronic Lodgement is the only supported means of lodgement. Check you are on the latest version of the ATO software.

Once the Payment Summaries have been checked and Official Copies printed correctly you can create the electronic file for submission to the Taxation Department.

1.	Check the details are correct; <ul style="list-style-type: none"> <li>Enter a Contact name and a Supplier Number.</li> </ul>
2.	Select Output destination of <b>Export to File</b> .
3.	Export File Settings will be defaulted in this field; <ul style="list-style-type: none"> <li>File Name; Click the Browse button and Save the file where you will be able to find it.</li> <li>Leave the Default File Type.</li> </ul>
4.	Select Official Copies.
5.	Click Process or Print Certificate to create the file.

This file is submitted to the Taxation Department, via their Electronic Lodgement Software. This is the preferred method, rather than sending the information on a disk. You will receive immediate verification of the file if it is lodged electronically.



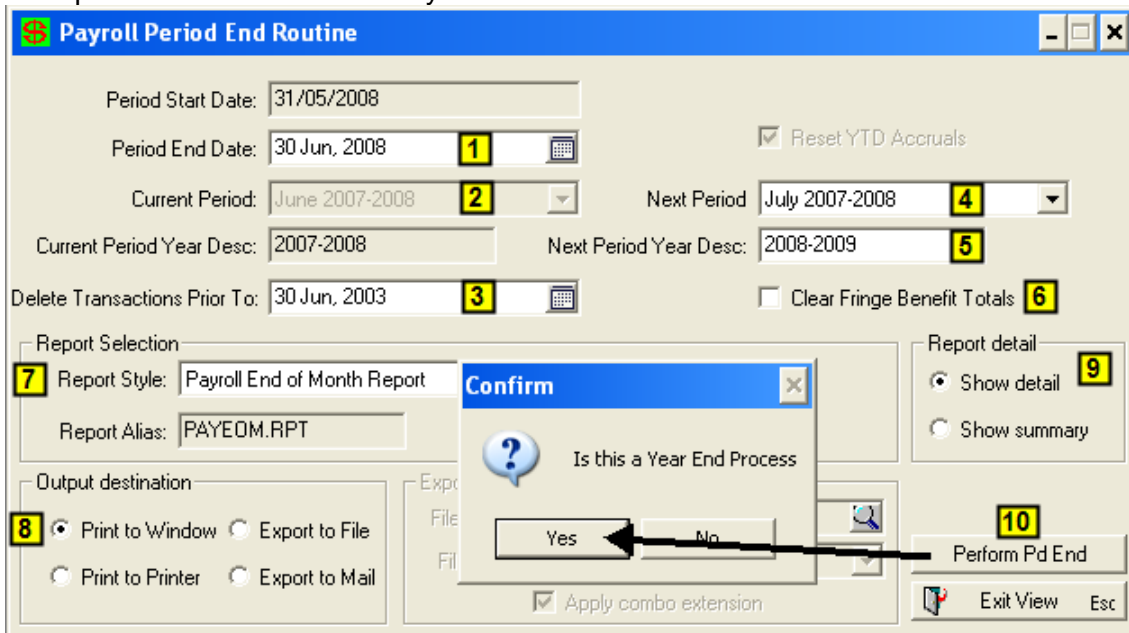
**Step 10 – End of Year Rollover**

**Important**

Ensure you have a Current Backup of your Data once all the reports have been printed for the Payroll year before proceeding with the End of Year Rollover.

**Path:** Payroll → Payroll End of Month

The Payroll End of Year is processed through the **End of Month** procedure which will roll the system into the first period of the next financial year.



1.	<b>Period End Date</b>	Select 30 <sup>th</sup> June of the current Payroll year.
2.	<b>Current Period</b>	Must be <b>June</b> of the current Payroll year. If not, roll your Payroll into this period prior to proceeding with the End of Year.
3.	<b>Delete Transactions Prior To</b>	Defaults to 5 years prior which complies with ATO Regulations; <ul style="list-style-type: none"> <li>• This field can be edited if you wish to keep earlier transactions on the system.</li> <li>• Transactions up to this date will be deleted.</li> </ul>
4.	<b>Next Period</b>	Will default to <b>July</b> of the current Payroll year.
5.	<b>Next Period Year Desc</b>	Type in the following Payroll year.
6.	<b>Clear Fringe Benefit Totals</b>	Clear Fringe Benefit Totals these can be cleared now or at a following monthly rollover. <ul style="list-style-type: none"> <li>• If you clear the Fringe Benefits and need to reprint the Payment Summaries you will have to re-enter the amounts.</li> </ul>
7.	<b>Report Selection</b>	Leave as Payroll End of Month Report.
8.	<b>Output destination</b>	Select to Print to Window.
9.	<b>Report Detail</b>	Select Detail or Summary, this report must be printed.
10.	<b>Perform Period End</b>	Click to roll your payroll; <ul style="list-style-type: none"> <li>• Click Yes to confirm this is a Year End Process.</li> <li>• Click Yes to confirm rolling Leave Accruals.</li> <li>• Click <b>Yes</b>.</li> <li>• This remove Pay related YTD totals from the history tab.</li> <li>• The End of Month Report produced will be the transactions for June, the last period of the financial year.</li> </ul>

At the end of this process your Payroll will be in July, the first period in the current Payroll year.

Payroll Period End Routine

Period Start Date: 06/07/2010

Period End Date: 7 Jul, 2010

Current Period: July 2010-2011

Next Period: August 2010-2011

Current Period Year Desc: 2010-2011

Next Period Year Desc: 2010-2011

Delete Transactions Prior To: 30 Jun, 2005

Validate YTD Accruals

Reset YTD Accruals

Clear Fringe Benefit Totals

The Year to Date figures in Payroll Employee View/ History tab and in the Payroll Control File/ System tab will be reset to \$0.00 and your Current Period will now be 1.

Payroll Employee View

Staff Code: WILLIAMS L Tax File Number: 122214151

Given Names: Jim Surname: WILLIAMS

Status: T - CURRENT TEACHER Birth Date: 19/03/1967

Classification: Teacher S.S. Department: Non-Resident

Date Assesed: 01/02/1999 Date Left: Group Certificate Done

1 Pay Detail 2 Leave 3 Holiday 4 Std Pay 5 Super 6 Banking 7 Comments 8 Transactions 9 Absence 10 Delete

Last Pay: 05/10/2005 Next Pay on or After: 02/11/2007

Month to Date		Year to Date	
Gross Pay	0.00	Gross Pay	0.00
Tax	0.00	Tax	0.00
Deductions	0.00	Deductions	0.00
Allowances	0.00	Allowances	0.00
Holiday Loading	0.00	Holiday Loading	0.00
Termination Payments	0.00	Termination Payments	0.00
Fringe Benefit	0.00	Fringe Benefit	0.00
CDEP Payments	0.00	CDEP Payments	0.00
Super Superannuation	0.00	Super Superannuation	0.00
Employee Contrib Super	0.00	Employee Contrib Super	0.00

Pay YTD: 0.00 Employee Super YTD: 0.00 Reportable FBT YTD (Gross Up to \$): 0.00

Tax YTD: 0.00 Employee Super YTD: 0.00 Non Reportable FBT YTD: 0.00

Allowances YTD: 0.00 Holiday Loading YTD: 0.00 Last Clearance FBT: 30/06/2004

Deductions YTD: 0.00 Termination Pay YTD: 0.00 CDEP YTD: 0.00

Current Period: 1 Pd. to Roll Accruals: 0.00

Clear All Save Exit Window

## Submitting Amendments

In Payroll Employee View remove the tick in Group Certificate Done.

PAYG Payment Summaries can be created and submitted from PCSchool when printing Amendments you must tick the box;

- Check if Submitting Amendments

**Payroll Payment Summary Information Preparation**

Select Employee Codes  
From: ANDERSON R To: ANDERSON R  
Tax Year: 2011 Entry: All

Select Date  
Tax Period From: 1 Jul, 2010 To: 30 Jun, 2011  
Fringe Benefits Year From: 1 Apr, 2010 To: 31 Mar, 2011

**Supplier Details**  
Contact Name: Chris Simpson  
Phone: 0500 502 200  
Fax: 07 49 39 3315  
Email: school@ozemail.com.au  
Supplier No: 11222333444  
File Ref. No: 1  
Authorised Person: Chris Simpson

Check if Submitting Amendments

**Employer Detail**  
Trading As: School Name  
Reg Name: School Name  
ABN or WPN: 11222333444  
Address: School Road  
Town: Rockhampton  
Code: 4700  
Postal: Private Bag 1111  
Town: Rockhampton  
Code: 4700  
State: QLD  
Country: Australia  
Branch No: 001

Process or Print Certificate

Output destination  
 Print to Window  Export to File  
 Print to Printer  Export to Mail

Export File Settings  
File Name: C:\Documents and Settings\Chris\  
File Type: PDF file  
Doc. Man.: Staff

Printer Paper Option  
 Official Copies  Proof Copy

Test Data