

## New Zealand End of Year Payroll



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## NZ End of Year Payroll Overview

The end of year payroll follows a very similar process to the end of month payroll. However after completing the end of year process the year to date figures in the 'Employee View History Tab' and 'Payroll Control Files System Tab' will be reset to zero and next years payroll periods will be created.

The payroll end of year process must be completed after all payroll processing has been completed for the current year and before any payroll processing is started for the next payroll year.

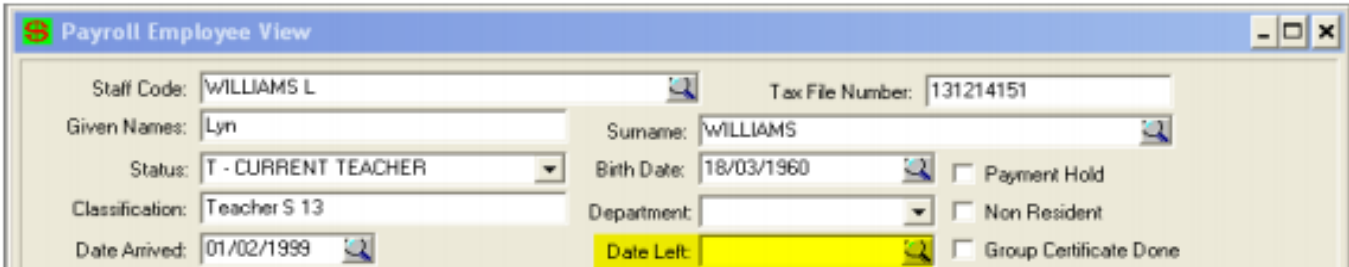
### Important Prerequisites Before Rolling

1. All Past Employees who have left within the current payroll financial year have a date left entered in the date left field in the Employee View. This date will overwrite the default 'Tax Period To Date' field on their Payment Summary.
2. Before starting the end of year process it is important that you check all figures are accurate and your payroll payment summary for the IRD is correct. Official payment summary reports for the IRD can be printed at any time after rolling but if any adjustments/corrections need to be made these should be completed in the current financial payroll year.
3. Complete a backup all of the payroll files. This is extremely important. Should a computer malfunction occur during this process you will be able to reinstate the files without a loss of data.

### Date Left Field For Past Employees

Ensure the date left field is populated for all past employees.

**Path:** Payroll → Payroll Employee View



The screenshot shows a window titled "Payroll Employee View" with the following fields and values:

Staff Code:	WILLIAMS L	Tax File Number:	131214151
Given Names:	Lyn	Surname:	WILLIAMS
Status:	T - CURRENT TEACHER	Birth Date:	18/03/1960
Classification:	Teacher S 13	Department:	
Date Arrived:	01/02/1999	Date Left:	

There are also three checkboxes on the right side of the form: "Payment Hold", "Non Resident", and "Group Certificate Done", all of which are currently unchecked.

## Printing Proof Payroll Payment Summary

Print and check each employees proof payment summary against the payroll validation report. If there are any discrepancies between the reports or if figures appear in the wrong location on the payment summary you will need to fix them now before rolling.

**Path:** Payroll → Payroll Payment Summary

1.	Employee Codes: Leave Blank for all employees.
2.	Select Entity: If a multi Entity School, check the Entity is correct.
3.	Select Date: the dates will default to current tax year, alter if required.
4.	Supplier Details: Check details are correct and enter a contact name.
5.	Output Destination: as you are printing a proof select print to window.
6.	Printer Paper Option: select Proof Copy.
7.	Click Process or Print Certificate.

## Printing the Payroll Validation Report

Print the payroll validation report and check the figures. If there are any discrepancies you will need to fix them now before rolling.

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

1.	Employees: leave blank for All Employees.
2.	Pay/Super Codes: leave the defaults 0 to 999999 to include all pay codes.
3.	Date from/to: Select the Payroll year from April 20XX to March 20XX.
4.	Type of Transaction: leave as default in Both (ValidationReps) for all payroll/super information.
5.	Report Detail: select show summary for the start but if you want to check a certain pay code or find discrepancies you may wish to show detail.
6.	Report Style: select payroll validation report.
7.	Click Print.

## Process Payroll Payment Summary File for the IRD

If the Payroll Payment Summary Report and the Payroll Validation Report match and your figures are accurate you can print the official Payroll Summary File to be uploaded to the IRD. If you wish to do this later skip this step and move onto the next step of backing up.

The screenshot shows a software window titled "Payroll Payment Summary Information Preparation". It contains several sections with numbered callouts (1-9) pointing to specific fields or buttons:

- 1:** "Select Employee Codes" section, pointing to the "From:" and "To:" input fields.
- 2:** "Select Date" section, pointing to the "Entity:" dropdown menu.
- 3:** "Employer Detail" section, pointing to the "Trading As:" field.
- 4:** "Select Date" section, pointing to the "Tax Period From:" and "To:" date pickers.
- 5:** "Supplier Details" section, pointing to the "Contact Name:" field.
- 6:** "Output destination" section, pointing to the "Export to File" radio button.
- 7:** "Export File Settings" section, pointing to the "File Name:" input field.
- 8:** "Printer Paper Option" section, pointing to the "Official Copies" radio button.
- 9:** A button labeled "Process or Print Certificate".

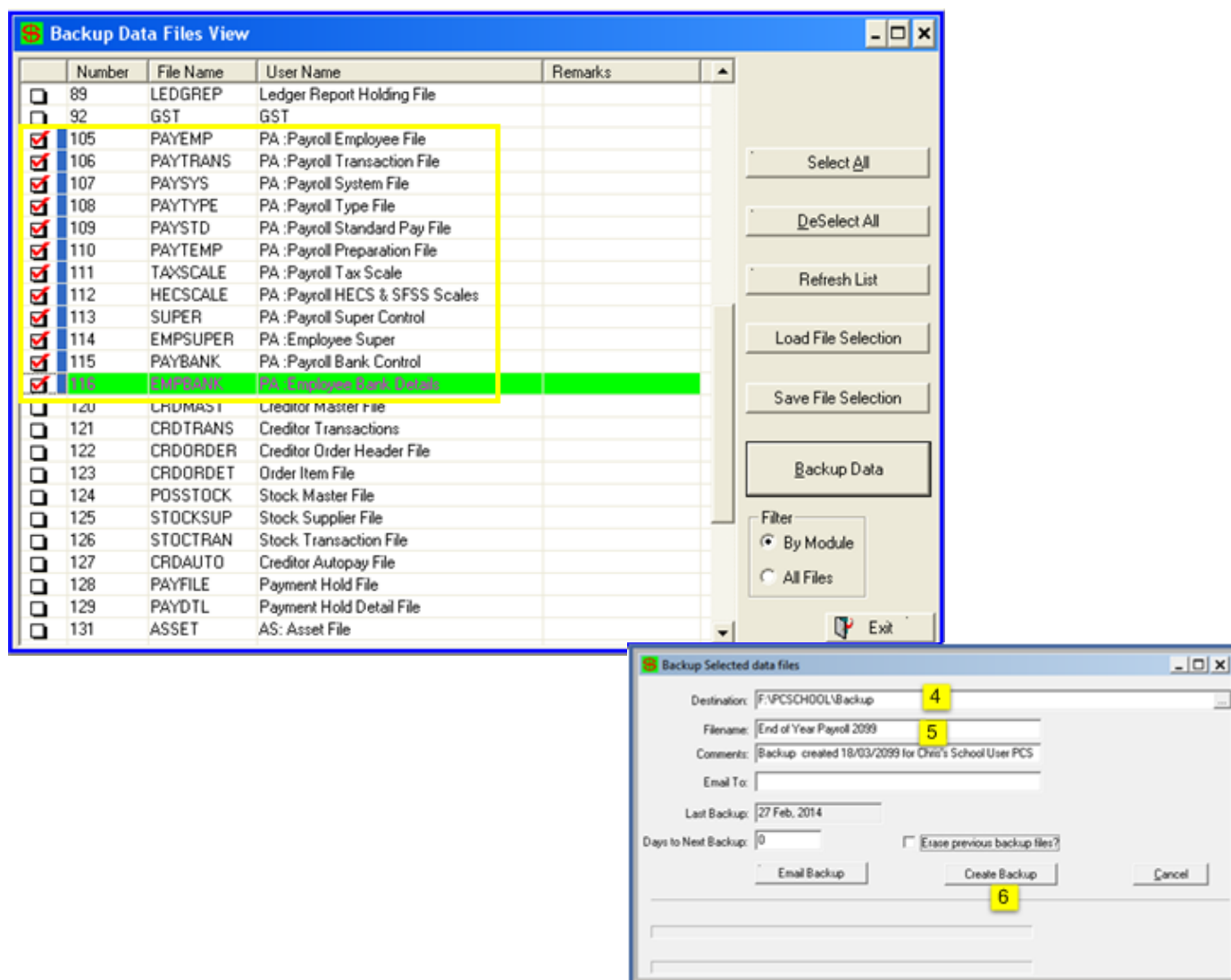
1.	Employee Codes: Leave Blank for all employees.
2.	Select Entity: If a multi Entity School, check the Entity is correct.
3.	Select Date: the dates will default to current tax year, alter if required.
4.	Employer Detail: Check that this is correct and all fields are filled in.
5.	Supplier Details: Check details are correct and enter a contact name.
6.	Output Destination: select export to file.
7.	Export File Settings: select a file name and destination for saving. Select the File Type: Tax Department Electronic Format.
8.	Printer Paper Option: select Official Copies.
9.	Click Process or Print Certificate.

## Backup

Make an internal backup of the payroll files (105 to 116). It is important to do this after completing the current year payroll processing so it contains up-to-date accurate record of your data.

If your school completes a daily backup we still recommend that you do a backup of only the payroll files. If there is a computer malfunction during the roll over process you will only need to restore the payroll files from this backup.

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

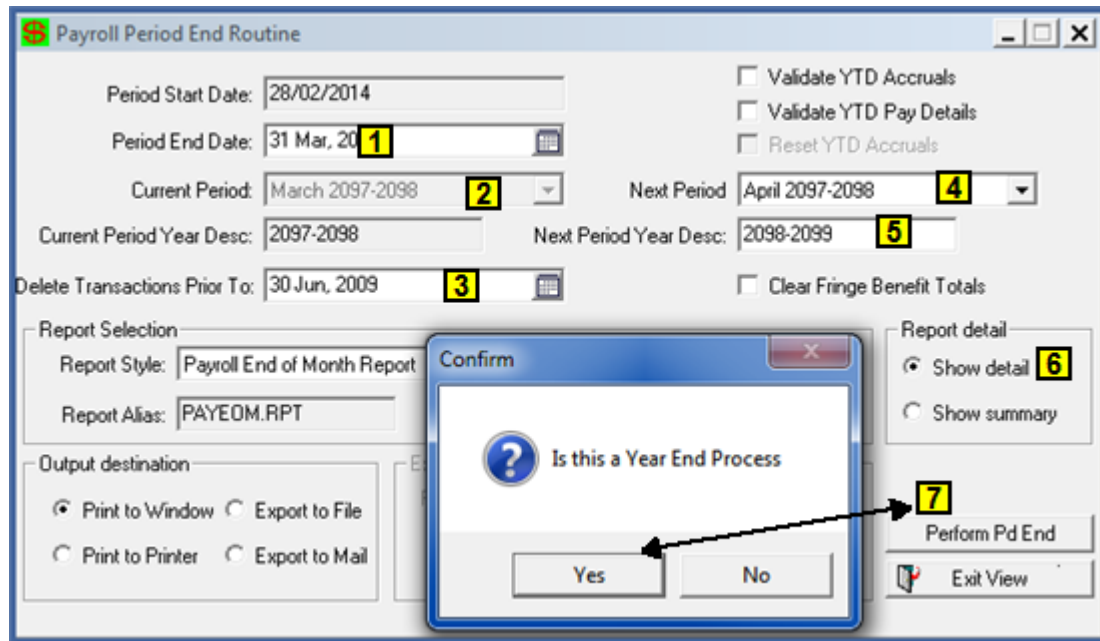


1.	Filter: Leave the Filter in the default [By Module] radio button.
2.	Select Payroll Files 105 to 116.
3.	Click Backup Data – Be Patient as this may take some time while the backup is being created.
4.	Select Backup Destination: Leave this as default or select an appropriate destination.
5.	Filename: Rename the file to EOY Payroll 20XX
6.	Create Backup: Be patient and let this run. Once completed a pop-up box will appear to let you know it has finished.

## Perform the End of Year Rollover

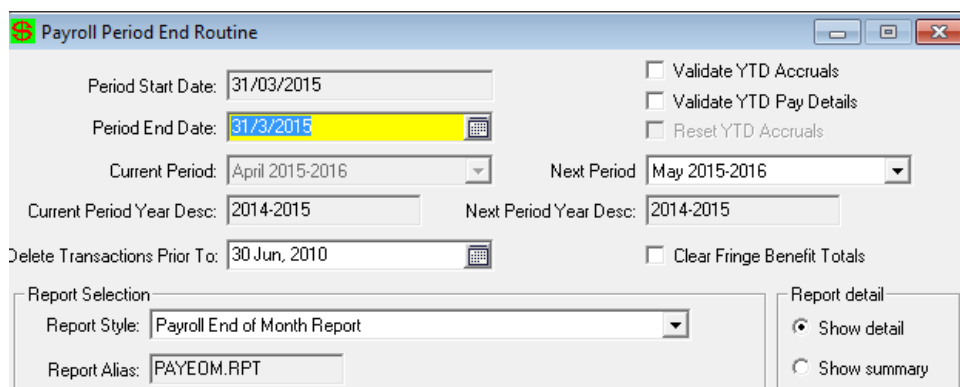
The Payroll End of Year is processed through the End of Month procedure.

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



1.	Period End Date: Select 31 <sup>st</sup> March of the current Payroll year.
2.	Current Period: Must be March of the current Payroll year, if not, roll your Payroll into this period prior to proceeding with the End of Year Rollover.
3.	Delete Transactions Prior To: Transactions up to this date will be deleted. The Default is 5 years prior however you can edit this field if you wish to keep earlier transactions on the system.
4.	Next Period: Will default to April of the year you are rolling from. Although this appears wrong leave this field as the years will be updated to the one below during the rollover.
5.	Next Period Year Desc: Type in the following Payroll year
6.	Report Detail: Select Detail or Summary. This is the only time you can print this report format but a payroll validation report with the same details but presented differently can be printed at any time.
7.	Perform Period End: click to roll your payroll. A confirmation popup box will appear, click yes.

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





The Year to Date figures in Payroll Employee View/ History tab should be back to zero.

The screenshot shows the 'Payroll Employee View' window for employee BRUSH P. The 'Last Pay' date is 29/03/2013. The YTD figures are all \$0.00:

Pay YTD:	0.00	Employee Super YTD:	0.00	Reportable FBT YTD(Grossed Up \$):	0.00
Tax YTD:	0.00	Employer Super YTD:	0.00	Non Reportable FBT YTD:	0.00
Allowances YTD:	0.00	Holiday Loading YTD:	0.00	Last Clearance FBT:	
Deductions YTD:	0.00	Termination Pay YTD:	0.00	CDEP YTD:	0.00

The month and year to date figures in the payroll control file system tab will be reset to \$0.00 and your Current Period will now be 1.

The screenshot shows the 'Payroll Control Files' window. The 'System' tab is selected. The 'Month to Date' and 'Year to Date' figures are all \$0.00:

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

Current Period: 1 Pd. to Roll Accruals: 9

## Importing Tax Scales for the Up-Coming Year

**IMPORTANT** before starting any Payroll processing for the new payroll financial year you will need to upload the new Tax scales. The link to these files will be sent out to you by PCSchool. If you have not received this link please contact the PCSchool helpline.

You have now completed the roll over process.