

## End of Financial Year Checklist – EXO Payroll – Via Single Touch Payroll

<b>Finalise Pays for 2019-2020 Financial Year</b>	
<input type="checkbox"/>	<p>Record Reportable Fringe Benefits</p> <ul style="list-style-type: none"> <li>• Add new Non-Cash Benefit for Reportable Fringe Benefits <i>if required</i></li> <li>• Reinstate Terminated employees <i>if terminated employee has FBT</i></li> <li>• <b>Important:</b> You <b>must</b> use the employees' original start date as the reinstate date</li> <li>• Process a one-off pay with the <b>physical</b> and <b>pay period end</b> date of <b>31/03/2020</b></li> <li>• ENSURE THE ONE-OFF PAY IS FLAGGED AS "DO NOT SEND TO THE ATO"</li> <li>• Re-terminate employees previously reinstated with original termination date and original termination details (eg reason for termination) but <b>do not</b> update any monetary values</li> </ul>
<input type="checkbox"/>	<p>Process any other adjustments if <i>required</i>.</p>
<b>Reconcile Pays for 2019-2020 Financial Year</b>	
<input type="checkbox"/>	<p>Print Reconciliation Reports:</p> <p><b>Trial Balance</b> - <i>Reports &gt; Print Reports &gt; Financial &gt; Trial Balance:</i></p> <ul style="list-style-type: none"> <li>• Pay Type: Selected</li> <li>• Date Range: 01/07/2019 to 30/06/2020</li> <li>• Pay Frequency: Any</li> <li>• Report Options: <ul style="list-style-type: none"> <li>• Summary</li> <li>• Landscape</li> <li>• Physical Pay Date</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Pay Summary</b> - <i>Reports &gt; Print Reports &gt; Pay &gt; Pay Summary:</i></p> <ul style="list-style-type: none"> <li>• Sort Order 1: <u>Employee Code</u></li> <li>• Pay Type: Selected</li> <li>• Date Range: 01/07/2019 to 30/06/2020</li> <li>• Pay Frequency: Any</li> <li>• Report Options: <ul style="list-style-type: none"> <li>• Physical Pay Date</li> <li>• Show: Individual Wages, Allowances, Deductions, Non-cash Benefits, Superannuations, Terminated Employees</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Superannuation Summary</b> - <i>Reports &gt; Print Reports &gt; Financial &gt; Superannuation Summary:</i></p> <ul style="list-style-type: none"> <li>• Pay Type: Selected</li> <li>• Date Range: 01/07/2019 to 30/06/2020</li> <li>• Pay Frequency: Any</li> <li>• Report Options: <ul style="list-style-type: none"> <li>• Show Terminated Employees</li> <li>• Physical Pay Date</li> </ul> </li> </ul>
	<p><b>General Ledger</b> - <i>Reports &gt; Print Reports &gt; Financial &gt; General Ledger:</i></p> <ul style="list-style-type: none"> <li>• Sort Order 1: General Ledger Code</li> </ul>

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Pay Type: Selected</li> <li>• Date Range: 01/07/2019 to 30/06/2020</li> <li>• Pay Frequency: Any</li> <li>• Report Options:             <ul style="list-style-type: none"> <li>• Summary report type – show separate debits and credits</li> <li>• Report type (drop-down) - summary</li> <li>• Physical Pay Date</li> </ul> </li> </ul>
<input type="checkbox"/>	<p>Reconcile the reports to each other and to your accounting system.</p>
<input type="checkbox"/>	<p>Backup the payroll file. Prior to creating the ATO file you should backup the payroll company. (Utilities &gt; Backup) <b>Note:</b> it is recommended you locate your backup file and either rename it for End of Year 2019-2020 or move it in to an end of year folder.</p>
<input type="checkbox"/>	<p>Financial Year Lockdown Date Change the Financial year lockdown date to 30/06/2020. (Utilities &gt; Setup Payroll &gt; Other &gt; Other "Financial year lockdown date") <b>Note:</b> Enter the lockdown date as the date of the last pay period end in June (eg if your last pay was for the pay period end 26/06/2020 then enter 26/06/2020 as your lockdown date).</p>
<p><b>Submit STP Data</b></p>	
<input type="checkbox"/>	<p>Last Pay Submission</p> <ul style="list-style-type: none"> <li>• Submit Pay Data for the Final Pay Period to the ATO if not already done.</li> <li>• This is to be completed by July 14 2020.</li> </ul>
<input type="checkbox"/>	<p>Finalisation Submission</p> <ul style="list-style-type: none"> <li>• Submit STP Finalisation Data to the ATO.</li> <li>• Sites with 20 or more employees must complete this by July 14 2020.</li> <li>• Sites with less than 20 employees must complete this by July 31 2020.</li> </ul> <p>(Pay &gt; Single Touch Payroll &gt; Finalisation)</p> <ul style="list-style-type: none"> <li>• Check the Year: 01/07/2019 to 30/06/2020</li> <li>• Select All or check individual employees</li> <li>• Click Send to ATO button</li> </ul> <p><b>If any errors appear for any employee (declaration) correct the error and then repeat this step to finalise the year for the impacted employee/s.</b></p>
	<p>If you want to review the information that will submit to the ATO for each employee. You can run the old Payment Summary report. If employees were terminated in the 2019-2020 financial year you could also run the Employment Termination Payment report.</p> <p>These reports should reconcile to the Pay Summary report run previously.</p> <p><b>Payment Summaries - Reports &gt; Print Reports &gt; Payment Summaries &gt; Individual Non-Business:</b></p> <ul style="list-style-type: none"> <li>• Date Range: 01/07/2019 to 30/06/2020</li> </ul> <p><b>ETP - Reports &gt; Print Reports &gt; Payment Summaries &gt; Employment Termination Payment:</b></p> <ul style="list-style-type: none"> <li>• Date Range: 01/07/2019 to 30/06/2020</li> </ul>

**Complete compliance Updates for 2019-2020 Financial Year**

<input type="checkbox"/>	<p>Install Compliance Release Download and install the compliance release (scheduled release date 25<sup>th</sup> June 2020). (Help &gt; Upgrade Software Online) <b>Important:</b></p> <ul style="list-style-type: none"> <li>• This should be done on the server where Payroll is installed</li> <li>• Read the Release Notes to familiarise yourself with important information related to this upgrade.</li> </ul>
<input type="checkbox"/>	<p>Update the Maximum Earnings Base for all existing superannuation guarantee contributions Select <b>Maintenance – Superannuations</b></p> <ul style="list-style-type: none"> <li>• Edit all SGC super items, update the Maximum Earnings Base value to \$57090.00</li> <li>• Save when all superannuation items are updated</li> </ul>
<input type="checkbox"/>	<p>Update Employment Termination Payment amounts Select <b>Utilities – Setup Exo Payroll – Payment Setup – Termination Payments</b></p> <ul style="list-style-type: none"> <li>• Update the ETP Cap to \$215,000</li> <li>• Update the Base limit to \$10,989</li> <li>• Update the Completed years service to \$5,496</li> </ul>