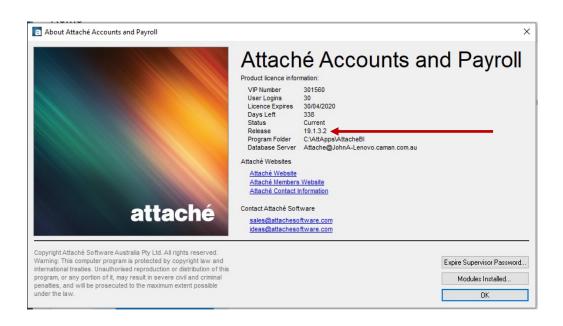




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# ATTACHÉ BI PAYROLL PAYROLL YEAR END PROCEDURES FOR 2019/2020

# The minimum version for 2019-2020 is **Attaché BI version 18.1** and will be suitable again for this 2019-2020 year. The **recommended version is Attaché 19.1** and with several Legislative changes (updated TFN declaration and changes to SFSS)



#### Simplified EOY with STP

No longer is the requirement to issue Payment Summaries – that process has now been changed to the Finalisation Process

Finalisation needs to be as ususal by the 14 July for more than 20 employees – for under 19 Employees you have until the 19<sup>th</sup> of July

#### 2020/21 Tax Scales

Attaché Payroll tax scales for 2019/20 will be available to download via the Attaché Members website mid-June. Payroll tax scales for 2020/220210 are compatible only with Attaché 19.

#### Do you need our assistance?

If at any stage you are unsure of these procedures or you would prefer a consultant to come and complete the end of year for you then please give us a call.

And/ Or -If you require our assistance in upgrading your payroll please call us on (08) 9470 9922 and we will be happy to arrange an appointment to do this.





# End of Year Functions to be carried out

Process last Pay and submit last STP batch

**FBT Entries** 

**EOY Reconciliation** 

**Finalise Employees** 

**Create History Company** 

**Run EOY** 

Period end / Year End/

**Delete History Transactions (Optional)** 

**Delete Terminated Employees (Optional)** 

Perform Data Checks (Optional)

Tax Scales

Back Up: Label this backup as: End of year 2019/2020

For your convenience we have included an End of Year Payroll Check List at the end of this document.





## THE FIRST STEP IN YOUR END OF YEAR PROCESSING

#### PROCESS ANY FRINGE BENEFITS YOUR EMPLOYEES HAVE RECEIVED

If you have *FRINGE BENEFITS* that need to appear on employee's Payment Summary, please follow the instructions below *BEFORE YOUR END OF YEAR PROCESSING* 

#### If you do not have FRINGE BENEFITS go to page 5.

#### FBT Setup Information

#### If this has not already been done - check as follows

**1**. Set up or check Reportable Fringe Benefit Options

Setups | Payroll | Options | Payroll Options – this may already be setup Page Down twice

Set the FBT rate to 0.47 Set the FBT Threshold to \$2000.00

Start of Tax Ye	ar
01/07/2019	
FBT Rate	
0.4700	
FBT Threshold	
2	2000.00

2. Create/check an Employer Contribution Code for Reportable Fringe Benefits Setups | Payroll | Employer Contributions | Maintain

Employer Contribution Code -	eg FRINGE or FBT
Туре	Value
Description	Fringe Benefits
Contribution Category	R=Reportable Fringe Benefits/Non cash
	(Non=exempt/Non-cash Benefit (Exempt)
Amount	0.00 Variable
Value Minimum	0.00
Value Maximum	9999999.99
Show on pay advice	Yes
Show rate on pay advice	Yes
Allow date entry	No
Multiple G/L Dissections	Yes/No – as required
F9 to accept	

#### **Entering Fringe Benefits**

Fringe Benefits in excess of \$2,000.00 received in the FBT assessment year of 1<sup>st</sup> April 2019 –





31<sup>st</sup> March 2020 must be shown on the 2019/2020 Payment Summaries.

#### Entering a Fringe Benefit for an employee

#### Menu Selection Transactions | Process Payroll | Adjustments | Create or Modify

- **1.** Select the employee (OTHER TICK BOXES?)
- 2. In function field select E (Add new pay Start with empty pay)
- **3.** Press the TAB key and add a Pay Description ie FBT for year xxxxxx
- 4. F9 to Accept
- 5. Select Find (F2) and select line type E (Employer Contribution/Super)
- 6. In Code field select Find (F2) and select code for Fringe Benefits
- Enter the value (this is the <u>Non-Grossed</u> up value or the amount they actually received)

DO NOT gross up the figure, Attaché Payroll does this for you automatically.

- 8. Accept/F9
- **9.** Finish (ESC)
- **10.** Accept this pay YES

#### Processing the FBT Entries

After the Fringe Benefits have been entered for all relevant employees we need to process the entries

Check the pays – with the dates of 31/3/2020 in both fields

#### Menu Selection Transactions | Process Payroll | Check Payroll | Check Pays

Pay period ending31/03/2020Date paid31/03/2020Select to check only the Adjustment paysCheck report to ensure all employees you entered for FBT are on the list

Note – If report is not correct, uncheck pays, make correction and check pays again

#### Print the Pay Details and Pay Totals reports to check that there is no net effect.

#### Menu Selection Transactions | Process Payroll | Pre-Process Reports | Pay Details Transactions | Process Payroll | Pre-Process Reports | Pay Totals

The transaction input into Attaché to record Reportable Fringe Benefits should have no impact on taxable income or tax instalment deductions.





*The net effect of the transaction must be zero – if it is not, it is wrong.* 

#### Update Files

#### Menu Selection Transactions | Process Payroll | Process Payroll | Update Files

You can check the current year total fringe benefits for each employee by going to **Master Files** *| Payroll | Employee Details | Enquire*, enter employee code, F7 for summary, F6 to itemise, select employer contributions. This will still show the non grossed-up value, however the grossed-up value will show on the payment summary.

#### Log into Attaché On-line and submit the STP batch

• Through STP – all FBT figures are now sent even if they are under \$2,000.00

### **EOY Reconciliation**

• Check Itemised Allowances are reflective of the ATO requirements

#### **Reconcile Employee YTD amounts**

After your last pay run and STP submission for the EOY – run the following reports

- STP Income Statement Report from your final STP batch
  - The figures in this report match the employees income statement and reflect the reported YTD totals
- Payment summary Details Report (Payroll | Period End | Payment Summaries

   Using the Date Paid 01/7/19 30/06/20

This report shows totals by employee for gross, taxable gross, other income, lump sum payments, tax, deductions, net pay, and employer contributions (Fringe Benefits/Non-cash Benefits).

Options include a date range or all periods YTD. If you print the report in detailed format, it shows the income types that make up the total for each employee.

#### Things to check on the report

- The GROSS amount = TAXABLE amount (if they are not equal it could be because of Leave Loading, Salary Sacrifice or an After Tax allowance or deduction)
- TOTAL GROSS = the TAXABLE amount on the PAYG Tax Reconciliation Report previously printed

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				Period End Tools Setups Wind						_	8
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ос	Emp.Code	Pay Point	Name			Gross	Taxable	Tax	Deductions	Net Pay	E
	ADEJ	OFFICE	Joe Adelino N NORMAL E SG	Normal Superannuation G'tee		19,666.68 19,666.68	19,666.68 19,666.68	4,646.00		15,020.68	
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			D UNION E SG T NORMTAX	Union Fees Superannuation G'tee Tax				238.00	70.00		

• Super Payment Summary Report (Payroll | Reports | Superannuation) or Employer Contributions Transactions Report (Payroll | Reports Post-Process Pays | ECR

# **Finalising your Employees**

- Ensure you have entered all transactions for the financial year and submitted any resulting STP batches
- Log into Attaché On-Line
- Click on the Statuses selected drop down and select ATO Confirmed

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• Select the most recent and click refresh batch – this will bring in the latest employee information

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	NSW	CARTON	S Certar Young	NBW	15/06/2019	\$22,100.10	\$2,730.04	
	NSW	ABIOD1	Abigail Corbyn	NSW	15/06/2019	\$24,901.53	\$4,368.00	
	NSW	ADAL01	Adalyn Smith	NBW	15/06/2019	\$25,017.15	\$0,750.00	
	HOW	ADEDI	Alden Edwards	NW	15/06/2019	986,301.30	\$26,450.00	
	N9W	ALEX21	Alexander Evans	NIW	16/06/2019	\$48,954.05	\$12,890.00	
	N9W	AMEL01	Andia Williams	NW	15/06/2019	637,397.25	58.840.00	

- Finalise the employees in the batch you have two ways to do this;
  - Click on the EOY finalisation toggle (only available during the EOFY period)
  - Options Menu (right hand side) select Finalisation, then finalise All

Select Employees to Finalise				
O Terminated Employees	(the law of advalacion polymory)		Auld	Add All
individual Employees	Search for employees	٠	Add	
Pinakas Ali	Add All			
Finalised Employees		to be finalized in ten will be finals		•

- o Finalise
- Click on the Sign and submit finalised batch complete the declaration and submit to the ATO

Once this batch is confirmed by the ATO – Employees will have a Tax Ready status on their MyGov account

After the batch is ATO confirmed, the Employee Finalised flag on the tax tab of the employee Masterfile will be updated to show the date of the finalisation.

This is not an STP requirement but a good payroll process to have



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#### Need a Correction?

If you pick up an error prior to running the EOY, you can do an adjustment pay – fix the issue and submit the STP batch as per normal. No need to change the finalisation flag on the employees Masterfile.

# **Create History Company and run End of Year**

#### MAKE AN ARCHIVE / BACKUP OF YOUR CURRENT PAYROLL

Before you go to the next stage, you **MUST** make a backup of your current data

Label the backup **30.06.20 TO BE KEPT.** 

If you are using Attaché Archive, please be aware that this writes to local disk. Take a copy of this Archive file and paste it into a separate drive or a removable media to provide full security.

- Make an archive copy your current payroll
  - Create a new company for last year's figures:
  - Menu selection; File | Set Up & Delete Companies
  - Type in the name of your new archive company you wish to copy the current data into eg PAYROLL 2019/2020

You will get the following message; Select Yes



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#### In the next screen

The data base name and pathway are created automatically.

Setup & Delete Compani	es - Add Mode										х
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Resource Folder Resources\PAYROLL_20 -Access Options Restricted No Block user access	Password Level	Blocked			Company Lo	ogo					

Select ACCEPT. You will get the following message

- Then; File | Open Company and login to the new payroll Company as you have just created.
- File | Restore Company from Archive select the archive you had just created
- File Restore your 19/20 company is now copied to this data set
- Run several reports to confirm the above has occurred

#### Linking History Company

To Link the history Company with the primary company – go to:

- Log into the 2019/2020 history Company
- Setup | Payroll | Options | Link Primary Company
- Select Primary Company
- Save

This process is in case you need to make any future adjustments through STP and Attaché Online.

NB Requires the Modern Menu



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#### Open Attaché and open the archive company and check records

#### File – Open Company - Check the data

#### Select Masterfiles – Enquire

Employee ADEJ	e Code		Name Adelino			
Details Title First Nam	Personal Details	Pay Details Inact		Surname ADELING Job Title	5	Custom Fields 🖪 🕨
Joe Second N Surname				Name of	g Director Award ined Field 3	
Adelino Address I 10/3 Hov Address I	ward Avenue				981 [ none Number Mob	I Termination Date
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Created:	iish <sub>Esc</sub> 🛵 Ii	ncome <sub>F2</sub>	pdated: 07/04/15 SUPE	RVISOR	F4	res Title Proof.
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Employee Code	_	Full Name					
ADEJ		Joe Adelino					
Tax Leave Loading	Leave	Document Delivery	Custom Fields	Memo	Income	Lump Sum	Sumn 🔳
	F	Period to Date		Year to Dat	ie		
		Hours	Value		Hours	Value	
Normal		495.36	17500.02		495.36	17500.02	
Overtime		0.00	0.00		0.00	0.00	
Sick		0.00	0.00		0.00	0.00	
Annual		0.00	0.00		0.00	0.00	
Long Service		0.00	0.00		0.00	0.00	
RDO		0.00	0.00		0.00	0.00	
Study		0.00	0.00		0.00	0.00	
Unpaid		0.00	0.00		0.00	0.00	
Workers Comp		0.00	0.00		0.00	0.00	
Public Holiday		0.00	0.00		0.00	0.00	
Flexi-Time		0.00	0.00		0.00	0.00	
Income Category 1		0.00	0.00		0.00	0.00	
Income Category 2		0.00	0.00		0.00	0.00	

Select the Income Button to see Pays history Drill down to check the list of pays

575         07/04/2015         5833.34         1283.00         4550.34         Auto Pay           569         31/08/2013         5833.34         1283.00         4550.34         Auto Pay	5833.34
569 31/08/2013 5833 34 1283 00 4550 34 Auto Pay	3033.34
303 31/00/2013 3033.31 1203.00 1350.31 Additay	5833.34
478 31/07/2013 5833.34 1283.00 4550.34 Auto Pay	5833.34

If you wish you can drill down further in the pays to look at the Timesheets behind them.



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If all looks OK, change to your "current payroll company" as you are ready to do your end of year rollover or Process

# **Completing the End of Year**

File | Open Company

Select your current (live) payroll company

YOU MUST DO THIS PRIOR TO BEGINNING ANY PAYROLLS FOR FY 2020/2021.

Do a Backup/Archive first before you start your EOY

Menu Selection Period end | Payroll | Period End | End of Period | Payroll

Select Yes to end of period And Yes to end of year

Payroll End of Period Upo	late	
End of Period	🗹 Yes	
End of Year	✓Yes	

Accept (F9)

#### This procedure will do the following:

- All PTD and YTD hours and values on the employee Master File will be reset to zero.
- The Tax Certificate Status field will be cleared for all except terminated employees.
- Costing (sub module): All PTD and YTD hours and values on the Cost Centre Enquiry and Cost Centre PTD/YTD report will be cleared. The History Pay costings report figures come from the history transactions and are still available for reporting, unless history transactions are also deleted.





### Housekeeping

Your payroll will be more manageable if you perform the following housekeeping tasks. Be aware however, the following processes could take a long time depending upon the size of your payroll files.

#### Back Up

It is important to take a further backup before running any of the following steps. Keep this backup in a safe place; you may need to restore and view the history at a later date.

#### **Delete History Transactions**

#### Menu Selection Transactions | Payroll | Time Sheets | Delete History Transactions

#### Note:

If you have already run a payroll for the New Year, you must select a date range that will exclude transactions relating to the new financial year. If you do not do this, any history reports for the new financial year will be incorrect.

All history transactions within any ranges entered will be deleted.

#### **Deleting Terminated Employees**

#### Menu Selection Master Files | Payroll | Employee Details | Delete

If you want to delete all terminated employees, it is not necessary to enter any ranges as only those terminated employees will be deleted.

#### Note:

If you have decided to retain last year's history in the current year, keep in mind that details of any employees deleted will no longer be included in reports.

When an employee is deleted, all details including their standard pay, bank accounts, notes and history transactions are also deleted.

If an employee has FBT figures they will only be able to be deleted in the following year.

If you have difficulty in deleting any (or all) of your terminated employee, see the following pages for detailed instructions for deleting terminated employees. Detailed instructions for deleting Terminated Employees.



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#### **Menu Selection**

Masterfiles – Payroll – Employee Details – Delete

Employee Code Range	Pay Point Range
	🗆 No
First Employee Code	First Pay Point
Last Employee Code	Last Pay Point
Surname Sort Range	
🗆 No	
First Surname Sort	
Last Surname Sort	

Select individual employees to delete or leave blank to delete all terminated employees. Save (F5)

Start (F9) Attaché will give you the following warning/information message

Query	
	You are not able to delete an employee unless they have been terminated and until an End-of-Year process has been run in Payroll. Before attempting to delete an employee, check that all reporting requirements (eg superannuation) for the employee have been completed.
	Deleted employees will no longer be included in historical reports.
	Do you wish to delete terminated employees?

Select Yes

The system will delete the selected Employee Range and show how many employees were deleted.

# If you cannot delete a Terminated Employee it means there are employee Mastefile links or setups which are incorrect or need to be deleted.





#### Areas to check are:

- 1. The employee may have a termination date, but their status has not been updated to "terminated".
- 2. The employee has reportable fringe benefits for the following year.
- **3.** The Employee estimated leave accruals are reset to zero. *Refer Additional Instruction A below*
- 4. The Employee does not have Superannuation links Refer Additional Instruction B below

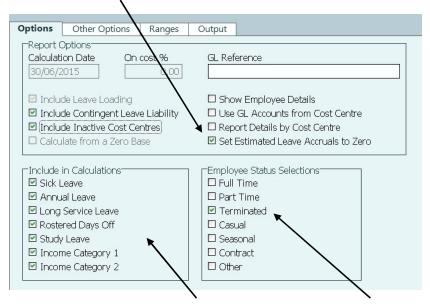
#### Additional Instruction A

#### To reset the estimated leave accruals to zero use the following steps.

#### Menu Selection

Reports - Payroll - Leave - Leave Liability Journals

#### Tick Set Estimated Leave Accruals to Zero



Select all leave types of leave in the 'Include in Calculations' AND only Terminated in the 'Employee Status Selections'.

#### Page down twice (or select the Ranges tab)

	AGEMENT ES PTY LTD	TECHNOLOGY SUPPORT	BUSINESS CONSULTING PCWORKS.COM.AU
Options Other Options Ranges	Output Pay Point Range No First Pay Point Last Pay Point		
First Surname Sort Last Surname Sort			

Employee Code Range		Pay Point Range	
First Employee Code		First Pay Point	
ADEJ			
Last Employee Code		Last Pay Point	
ADEJ	7		
Surname Sort Range			
First Surname Sort	<b>\</b>		_
	\		
Last Surname Sort			
		<b>\</b>	
		1	- 50

Select the Employee or Employee range (or no range selection if all Terminated employees)

**Output Selections** Print to Screen (or printer if you wish to keep a permanent record).

Select Print (F9) button

You will receive the following message

Query				X
You have chosen to reset previou Continue ?		· ·	and create appropriate	e reversing journals.
	Yes	No		

Select Yes



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**Additional Instruction B** 

#### **To Delete Super Payment Details**

#### Menu Selection

Period End – Payroll – Superannuation – Delete Super Payment Details

Options Ranges		
Selections		]
Account Type		
Superannuation	Terminated Employees only	🗹 Yes
<ul> <li>Delete by Range(s)</li> <li>Delete by ClickSuper Batch Number</li> <li>ClickSuper Batch Range</li> <li>First Batch Number</li> <li>O</li> <li>Last Batch Number</li> <li>O</li> </ul>		

Check that "Account Type" is Superannuation Tick "Terminated Employee only"

Select Save (F5)

Select Delete (F9)

#### Important Note

You will receive the following warning message



Please read the warning message carefully and select YES if you satisfy the questions.

The system will then run through the deletion process and show how many records were deleted.



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#### Check & Compress Files:

After deleting transactions and employees it is advisable to do a File Integrity, Compress Database and Index File Optimiser on all payroll and employee files. This will make processing and reporting for the New Year considerably faster.

**Note:** When each of these processes have finished, make sure you PGUP to check that all files selected have an "OK" alongside and that there is nothing in the "Records Deleted" column. If there are any discrepancies please contact one of our Attaché Consultants before proceeding to the next step.

#### Menu Selection Tools | Company | Data Checks |

File Integrity Check | F5 to select all accounts - F9 to accept

Compress Database | F5 to select all accounts - F9 to accept

Index File Optimiser | F5 to select all accounts - F9 to accept

#### Back Up

Label this backup as: Beginning of year 2020/2021 - Keep it in a safe place and do not re-use.

#### <u>Tax Scales</u>

Setups | Payroll | Tax Scales | Download Tax scales from Web Then, Setups | Payroll | Tax Scales | Import

**The new tax scales for 2020–2021** can now be imported into your current company. These tax scales can be downloaded from the Attaché website <u>www.attachesoftware.com/cbpmembers</u>. Alternatively you may select to download (or have a consultant update) the new tax tables – note that these tables are not normally available until the end of June.

Attaché recognises that the new tax scales are available and you will be prompted to import them into the payroll. Check they have imported correctly by going back to Payroll Options | Tax Details Tab and check the Effective Date of Payments is correct. You will need to do this for all Companies

#### **Update SFSS – Masterfile changes**

Payroll | Masterfile | Employee Details | Maintain

• Uncheck SFSS and select Study and Training Support Loan – Accept (F9)





#### Update maximum Super Contribution Base

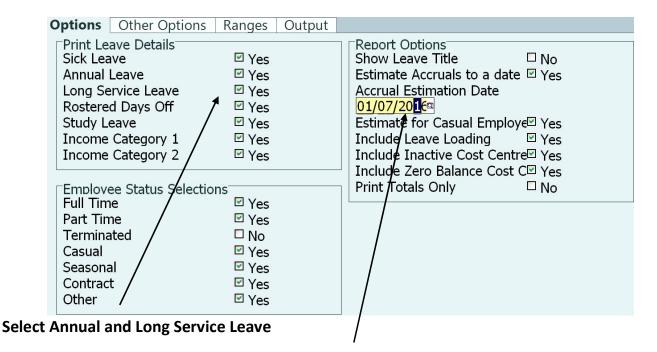
Setups | Payroll | Employer Contributions | Maintain

• New Quarterly Value is \$55,270.00

#### Leave Liability Report (optional)

This would be a good time to run your Leave Liability Report to show your liability position at the beginning of the financial year

**Menu selection** Reports – Payroll – Leave – Leave Liability



#### Enter 1<sup>st</sup> July 2020 for the Accrual Estimation Date

#### Other Info:

Where a Tax File Number has not been quoted, the following codes will be accepted by the Tax Office for the following described circumstances.

• Use 000 000 000 if no TFN quoted by the employee

The employee chooses not to provide a TFN, or has failed to do so within 14 days of employment • Use 111 111 111 if the employee is applying for TFN

The employee has not provided a TFN, but has indicated on their declaration that they have applied for one.

This code may be used for up to 28 days from hired date.

• Use 333 333 333 if the employee is under eighteen

Where the payee is a child aged under eighteen, who has claimed the general exemption and whose earnings are insufficient for tax to be applicable





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RECRUITMENT & HR

|--|

FBT Setup Information (correct FBT value)	
Setups   Payroll   Employer Contributions   Maintain - (FRINGE)	
Complete Fringe Benefits for all employees Transactions   Process Payroll   Adjustments   Create or Modify	
Reversed ETP Entries (if required) and re entered	
Period End   Payroll   Payment Summaries   PAYG Tax Reconciliation Rpt Check List	
All employees appear on this report.	
The total tax paid must be equal to the amount already remitted to the Tax Office plus your proposed amount for June 2016 Refer to your Business Activity Statements to confirm this amount.	
All employees must have a tax file number and postcode	
All employees who either started or terminated during the year must have correct dates.	
Allowances and deductions are appearing in the correct fields should they be itemised and are they before or after tax. FBT and RESC amounts are correct.	
Employee name should be set up as First Name Last Name or Last Name, First Name	
<b>Period End   Payroll   Payment Summaries   Pay Summary Report</b> You can use the report to help you calculate FBT (Fringe Benefits Tax) amounts, but refer to details later in this Report for further information	
Import Postcode File         Setups   Company   Postcodes   Read File	
Period End   Payroll   Payment Summaries   Employer Details/Validation	
Back Up It is important to take a further backup before running any of the following steps. This is your <b>30.06.2018 TO BE KEPT</b> backup	
Create Payroll Company for this years archive	
Copy current payroll files to the new company	



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# Attaché Payroll Check List (cont)

#### In Current Company

Period End   Payroll   Payment Summaries   Create Payment Summaries	
Period End   Payroll   Payment Summaries   Print Payment Summaries	
Period End   Payroll   Payment Summaries   ETP Payment Summary Sheets	
Period End   Payroll   Payment Summaries   Payment Summary Overflow Report	
Period End   Payroll   Payment Summaries   Magnetic Media File Create	
Period end   Payroll   Period End   End of Period   Payroll	
Transactions   Payroll   Time Sheets   Delete History Transactions	
Master Files   Payroll   Employee Details   Delete	
Tools   Company   Data Checks     File Integrity Check	
Compress Database	
Index File Optimiser	
Back Up Label this backup as: Beginning of year 2019/2020	
Setups   Payroll   Tax Scales   Import	
Change Employer Superannuation Percentage	
Enable Super Payment Date On Pay Advice	
Do your payslips comply with the Fairwork Act rules?	



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# NOTES