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End of Payroll Year Checklist – 2006/2007
MYOB Accounting Plus, MYOB Premier, MYOB Premier Enterprise

Client Name: _____

Contact Person: _____

Computer System Date: _____

Date the End of Payroll Year is being performed: _____

MYOB business management software version: _____

Note: MYOB Accounting Plus v16 & v16.5, MYOB Premier v10 & 10.5 OR MYOB Premier Enterprise v 4 & 4.5 are required to print the correct layout of the Individual Non-Business Payment Summaries for employees.

Employee Card Files

All employee card files have a TFN recorded

- Reports > Index To Reports> Payroll >Employment Details

Termination Dates have been entered for employees who have left

- Reports > Index To Reports> Payroll >Employment Details

Entitlements to be carried over to 2007/2008 are correct

Use the following reports to assist with this process:

- Payroll Entitlements Balances – Detail (Lifetime)
- Payroll Entitlement Balances – Detail (YTD)
- Payroll Employee Register Detail
- Payroll Category Payroll Summary

Entitlement "carryover" check box has been selected/deselected

Paycheques

Final paycheques processed for the 2006/2007 financial year

Note: ANY paycheque dated in July is for the '08 payroll year, not '07

All bonuses, commissions and paycheque adjusted have been processed

Checked for any unrepresented paycheques – bank reconciliation @ 30/06/07

Reconciliation

Audit Trail printed

- Check that payroll linked accounts have not been altered
- Check that general journals have not been recorded against linked accounts

Note: the Company Data Auditor, at a glance, will advise you of whether the Audit trail has information to report

Reconciliation of payroll accounts complete

- Gross Wages (Payroll reports) : Wage Expense account (P/L)
- Taxes (Payroll reports) : PAYG Payable account (Balance Sheet)
- Superannuation (Payroll Reports) : Superannuation Payable account (Balance Sheet)

Amount of Gross Wages: _____ Amount of Wage Expense: _____

Amount of PAYG: _____

Amount of PAYG Payable: _____ Amount be paid on the next BAS: _____

Amount of Super: _____

Amount of Super Payable: _____ Amount to be paid in the next mth/qtr: _____

Payment Summaries

"I require a copy of the Payment Summaries to be saved" has been selected

In Payroll > Print Payment Summaries

Note Only available in MYOB Accounting Plus v16, MYOB Premier v10
And MYOB Premier Enterprise v4 and above

Employee Payment Summaries have been printed

EMDUPE file has been saved and copy has been made

Note: Lodgement of this file requires MYOB Accounting Plus v13 or higher,
MYOB Premier v7 or higher

Magnetic Media form completed, copy made and on file

The Payment Summaries folder (which resides in the MYOB installation folder
e.g. Premier10) is backed up and moves to a safe location (hidden, moved
to another location)

New location _____

A backup has been made of the company file

New Payroll Year 2007/2008

File > Start a New Year > Start a New Payroll Year complete

Installed MYOB Accounting Plus v16.5 OR MYOB Premier v10.5

Loaded the Payroll Tax Tables for 2007/2008

Terminated employees from 2006/2007 have been made inactive

Work Complete

MYOB Professional Partner Signature: _____ Date: _____

Client Signature _____ Date: _____