

Payroll year end checklist

Part 1: Install the year end software update

Take a full system backup of your payroll data.

Download and install the year end update.

Completed



Part 2: Prepare for year end

Check if you have an extra pay period.

Process the final pay period of 2019.

Validate your data.

Completed



Part 3: Run your year end report (optional)

Run the Employment Detail Summary report.

Completed



Part 4: Get ready for the new tax year

Create and open the 2020 tax year.

Set up the new tax year calendar.

Set period one of the new tax year.

Enable Central Statistics Office (CSO) reporting.

Assign Additional Superannuation Contribution setting to your employees, if applicable.

Clear your financial year end balances.

Validate your data.

Completed

