EOFY 2021 CHEAT SHEET

STP END-OF-FINANCIAL-YEAR PROCESSING CHECKLIST

(Print this page and use it as a checklist when processing your STP EOFY as detailed in our Survival Guide)

☑ ***Tick as you complete the steps below:***

☐ Take a breath and grab a cuppa!

☐ Check that you are using the latest release (Version 21.XX).

☐ Make sure you have completed all the required pay runs and all Superannuation Contributions (SG) for the current Financial Year.

☐ Ensure you have entered any Fringe Benefit Tax (FBT) information (if required).

☐ Print (or save PDF copies) of the following EOFY Reports:

    ☐ Allowances YTD ATO Summary

    ☐ Allowances YTD Summary

    ☐ Employee ETP Payments

    ☐ Employee Masterfile

    ☐ Employee Transactions

    ☐ Employee YTD Balances

☐ Complete a comparison between the following reports:

    ☐ Employee Balances (Year To Date)

    ☐ Employee YTD Transactions

    ☐ Allowance YTD Summary Reports

    ☐ ***If required, manually adjust the Employees YTD Taxation Balances***.

☐ Create and Submit your (EOFY) Final Event.

☐ Backup, Archive and Start the New Financial Year.

☐ **e-PayDay® Desktop** - download and Install **Version 22.00**, for FYE 30 June 2022.

☐ **e-PayDay® Hosted** - request **Version 22.00**, for FYE 30 June 2022.

And one more thing . . .

☐ Check out our new **Single Touch Payroll (Phase 2) Cloud** solution coming soon.