

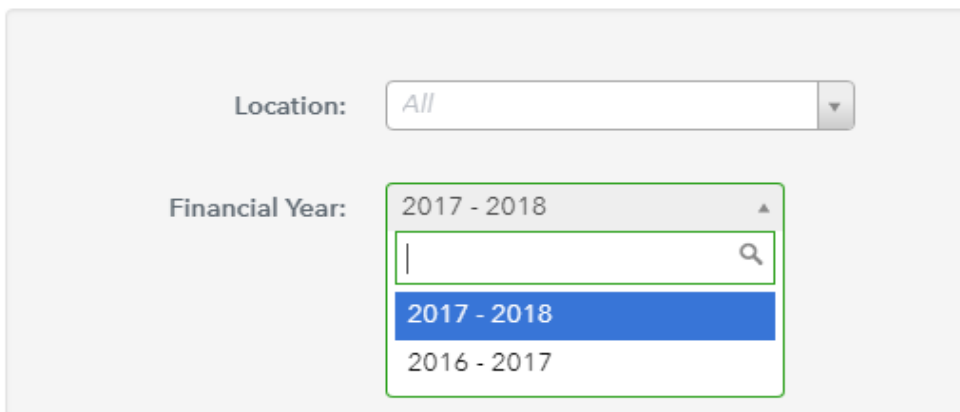
Quickbooks Online end of financial year payroll process

To finalise your payroll year end, Quickbooks Online encourages you to complete the following simple steps;

1. Log in and ensure that **all pay runs have been finalised** for the current financial year.
2. Complete and compare a reconciliation of the **Detailed Activity Report** against what was reported on the BAS's with the ATO and total wages included in the **Profit and Loss Report** for the current financial year.
3. Once all pay runs and housekeeping tasks have been finalised, click on the 'Reports' menu and under the 'ATO Reporting' section, click on the 'Payment Summaries' link:

Payroll	Employee	Time & Attendance	ATO Reporting	Report Packs
Costing Report	Emergency Contact Details	Kiosk Activity Report	Payment Summaries	Report Packs
Deductions Report	Employee Birthdays	Rostering	Tax File Declaration	
Detailed Activity Report	Employee Details Audit Report	Timesheets Report		
Employee Payment History	Employee Details Report			
Employer Liabilities Report	Employee Qualifications Report			
Expense Reimbursements Report	Employee Satisfaction Report			

4. From the payment summaries screen, select the financial year you wish to generate payment summaries.



Location:

Financial Year:

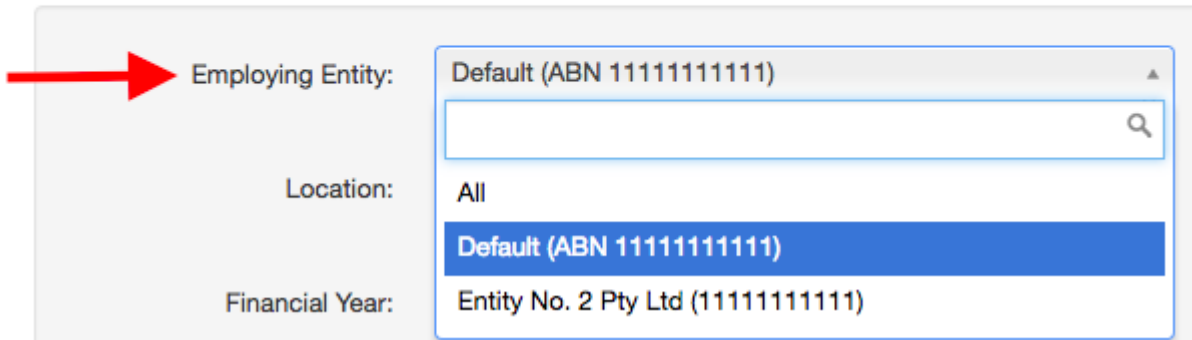
2017 - 2018

2016 - 2017

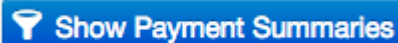
N.B. If you have multiple employing entities set up in your account, ensure you filter by entity accordingly.

Payment Summaries

PLEASE NOTE: Payment summary values are locked at the point in time when the summary is *published*. If you have i order for the updated values to be reflected.



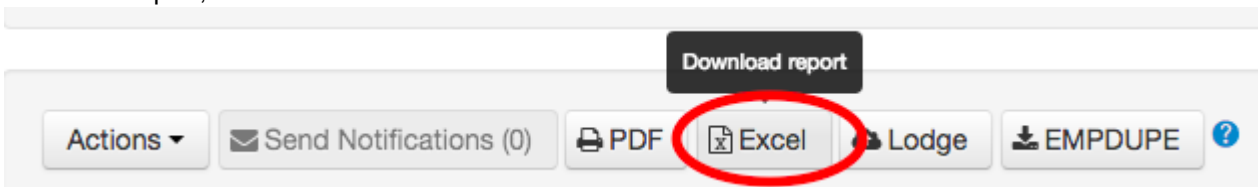
5. You can then click on "Show Payment Summaries" to generate payment summaries for all employees in the business or chosen employing entity.



6. If you see the following message on your screen, take note that the payment summaries will still generate but will not include wages data contained in unfinalised pay runs so we strongly suggest you finalise all pay runs prior to continuing further.

Your payment summaries may contain incomplete data as you have unfinalised pay runs for this financial year [Fix This →](#)

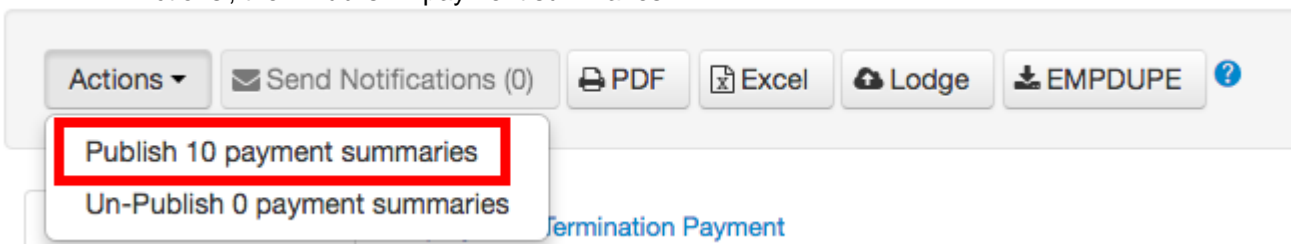
7. Once your payment summaries are generated you can download an excel report that contains all data displayed on your screen. This is a great report to use to ensure all data is reconciled and figures are correct prior to publishing payment summaries. To generate this report, click on "Excel".



8. To view a single payment summary, click the 'Actions' menu next to a particular employee, then click 'Download'.

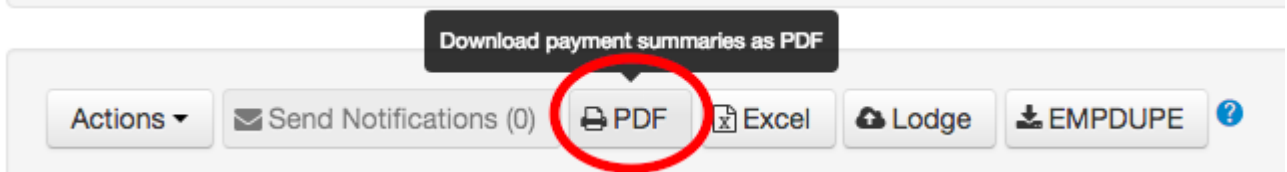
Employee	Payment Period Start	Payment Period End	Total Gross	Gross Payments	Type	RESC	Allowances	Lump Sums	Tax Withheld	RFBA	Amended	Status
Abby Cate	01/07/2016	30/06/2017	\$14,437.00	\$14,437.00	S	\$0.00	\$0.00	\$0.00	\$2,918.00	\$0.00	No	not published
Emma Casual	01/01/2017	30/06/2017	\$5,724.00	\$5,724.00	H	\$0.00	\$0.00	\$0.00	\$1,038.00	\$0.00	No	not published
Emma Casual	01/07/2016	31/12/2016	\$413.00	\$411.00	S	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	No	not published

9. Once you are happy with the payment summaries, you can publish them by clicking on 'Actions', then 'Publish x payment summaries'.



The screenshot shows a toolbar with buttons for 'Actions', 'Send Notifications (0)', 'PDF', 'Excel', 'Lodge', and 'EMPDUPE'. A dropdown menu is open under 'Actions', with 'Publish 10 payment summaries' highlighted in a red box. Other options include 'Un-Publish 0 payment summaries' and 'Termination Payment'.

10. To preview all published payment summaries, click on "PDF".



The screenshot shows the same toolbar as above, but with a black callout box pointing to the 'PDF' button, which is circled in red. The callout box contains the text 'Download payment summaries as PDF'.

10. Lodge your payment summaries (with the ATO) - if you haven't set up electronic lodgement with the ATO yet just [click here](#) to see an article that will step you through this process.

For additional help with end of financial year, please find below a link to Quickbooks Online resources for helpful hints and videos.

<https://support.yourpayroll.com.au/hc/en-au/articles/360000178776-End-of-Financial-Year-Guide-2017-2018>

Alternately, please contact our office on 02 6800 2740 and one of our staff members will be able to help with any questions you may have.