End of Year 2009

The information in this Support FAQ aims to make your 2008/2009 End of Year processing as smooth and easy as possible by providing step by step instructions and examples.

You should refer to this FAQ during End of Year preparation and processing in SagePay. If at any time throughout End of Year preparation and processing you contact your support provider, please ensure that you have this Support FAQ handy.

A successful End of Year requires careful preparation and the completion of all steps required to process End of Year.

This Support FAQ contains two sections:

- ***How do I prepare for End of Year 2009?*** (see page 2)
- ***How do I process End of Year 2009?*** (see page 14)

Please read these notes thoroughly and ensure you are prepared for End of Year.

The End of Year process must be completed for each Company database in SagePay. SagePay supports up to 5 Company databases. Ensure you work through ALL steps in this FAQ for each Company database you have setup in SagePay.

This will produce a separate EMPDUPE file for each Company Database in SagePay.

How do I Prepare for End of Year 2009?

End of Year 2009 preparation should commence now!

The following checklist will take you through all steps necessary to prepare for End of Year processing.

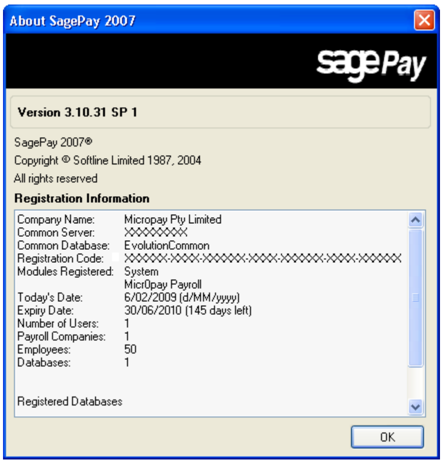
Do not start End of Year processing until you have completed the End of Year 2009 Preparation Checklist.

EOY Preparation Checklist

Step	Task	☑
1	Ensure you are using the correct version of SagePay	☐
2	Order adequate payment summary stationery and other stationery supplies.	☐
3	If you have migrated to SagePay this year, have you entered terminated employees with correct Year To Date figures?	☐
4	If you have migrated to SagePay this year, have you entered all previous earnings for this financial year?	☐
5	Enter Reportable Fringe Benefits and Other Income amounts for Employees.	☐
6	Check Additions and Deductions maintenance to ensure allowances and deductions are printed correctly on the payment summary.	☐
7	Ensure that the Additions for Labour Hire/Voluntary Agreements have been set up to be included in Gross Payments on the Payment Summary.	☐
8	For every manual payment summary issued throughout the year, check the employee record to ensure it is set to Manual.	☐
9	Ensure that Year to Date values on the Payroll and Costing Reports balance prior to printing the Reconciliation Report.	☐

Step 1: Check your SagePay Version

To complete the End of Year Process, you must be using SagePay 2007 SP1. To verify your version of SagePay, select **Help > About** from the dropdown menus and confirm you are on version 3.10.31 SP1.



Step 2: Stationery Supplies

Contact your reseller to purchase pre-printed payment summary stationery.

Ensure you have adequate paper and toner for your printer, to print all reports used during End of Year preparation and processing.

Step 3: Terminated Employees

If you have migrated from other software to SagePay this year, are your Terminated Employees entered into SagePay with correct Year To Date figures?

If you have started using SagePay this financial year, you may not have created terminated employee records when you first ran live with SagePay. If you intend to print Payment Summaries in SagePay for terminated employees you must check that all terminated employees are entered along with their Previous Earnings.

For information on how to enter Previous Earnings, see the Support FAQ **How do I add Previous Earnings?** on the SagePay website www.sagepay.com.au.

Step 4: Previous Earnings

Have you started using SagePay during the past 12 months?

- Have you used another payroll system prior to running SagePay this financial year?
- Do you require all employees to have payment summaries generated within SagePay?

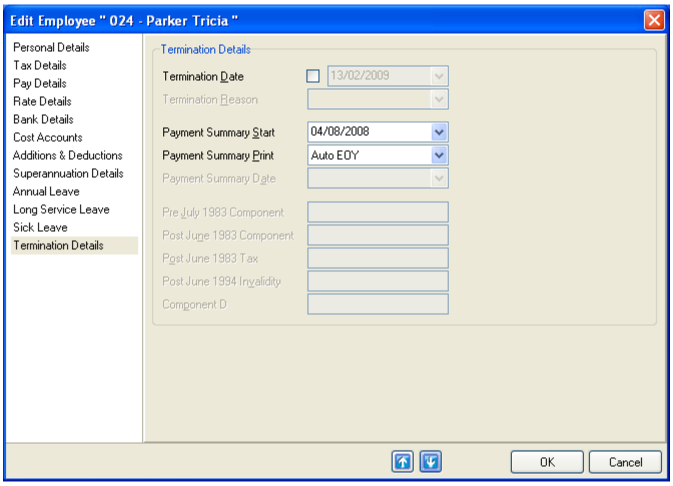
If the answer is YES to both questions you must:

- Enter all previous earnings for this financial year through **Transactions > Adjustments > Previous Earnings**. See the Support FAQ **How do I add Previous Earnings?** on the SagePay website www.sagepay.com.au.

  OR

- Enter a transaction adjustment for anyone with transactions already in SagePay.

If you are producing a payment summary from a previous system and a payment summary from SagePay ensure the SagePay Payment Summary Start Date in the Employee Record reflects the date SagePay earnings began. If this is not done, the start date of employment on the SagePay Payment Summary will default to 1st July 2008.



Employee Tricia Parker's earnings in SagePay commenced on 04/08/2008. The Payment Summary start date in the Employee Record must reflect the date earnings began.

Step 5: Reportable Fringe Benefits

Fringe Benefits

If an employee has a Fringe Benefits amount for the FBT year ended 31 March 2009, with a taxable value in excess of $2000.00, the Grossed up Taxable Value must appear on their Payment Summary.

The Grossed up Taxable Value is entered into the Tax Details screen of Employee Records.

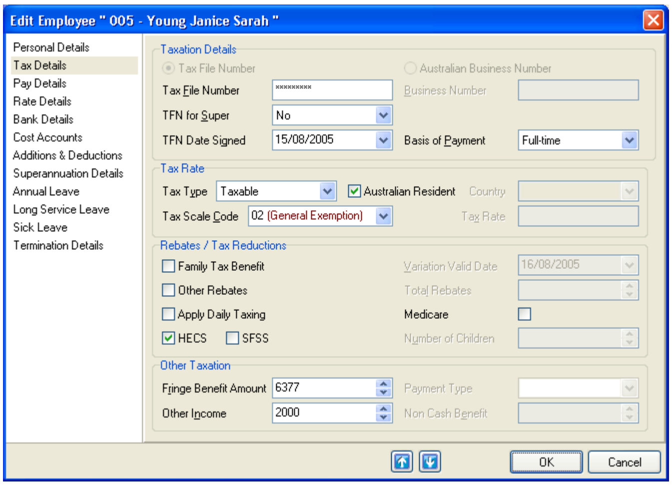
Other Income

The Other Income field is only available for employees with a Tax File Number and a Basis of Payment other than Labour Hire.

The Other Income field is used to report any income, which has not already been included in Gross Payments, Allowances, Lump Sum Payments, CDEP or Reportable Fringe Benefits. For example, foreign source salary/wage income, exempt income, etc.

An amount entered into the Other Income field in SagePay will appear in the Other Income area of the Individual Non Business Payment Summary.

These amounts should not be included in gross payments.

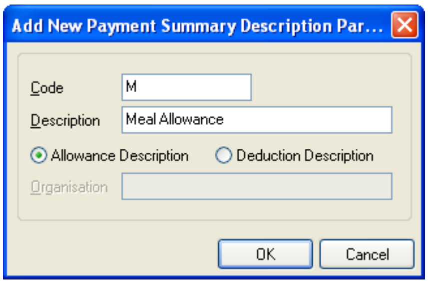


Step 6: Addition/Deduction and Payment Summary Descriptions

To print assessable allowances and claimable deductions separately on the payment summary (eg, car allowances, union fees, workplace giving) you will need to check the setup of SagePay Addition and Deductions Maintenance and Payment Summary Descriptions Maintenance.

Allowance Description Maintenance

Once you have identified where on the Payment Summary the Addition values are to appear you must give the Allowance a description. The description will print on the Payment Summary. Description codes which correspond to the appropriate addition can be set up in **Maintenance > General > Payment Summary Descriptions**.

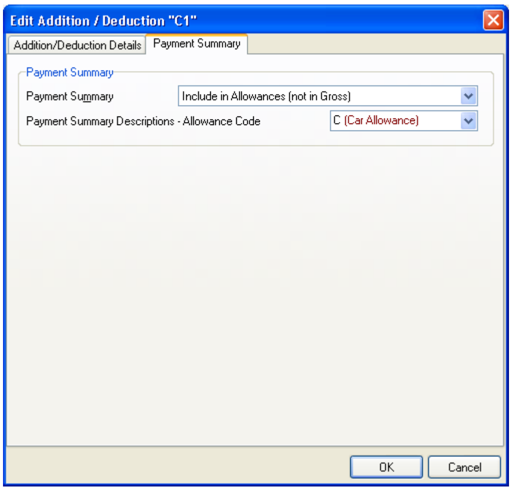


- If no description appears in the Allowance Description Register, the values will be printed on the Payment Summary, but they will not be accompanied by a description.
- The Payment Summary allocates four spaces for allowances. If an employee has more than four allowances, the last space on the Payment Summary will group the fourth and subsequent allowances as “Other”.
- The ATO advise that an explanatory employer letter must be attached to the Payment Summary in the instance of allowances being grouped together as “Other”.

Additions Maintenance

To have additions print separately on Payment Summaries, use Additions Maintenance to:

- set additions to be included in Allowances (not in Gross) on the Payment Summary
- assign a description in the **Payment Summary Descriptions - Allowance Code** field. The Payment Summary Descriptions print on the pay summary and identify allowance values.



Maintenance > General > Additions and Deductions

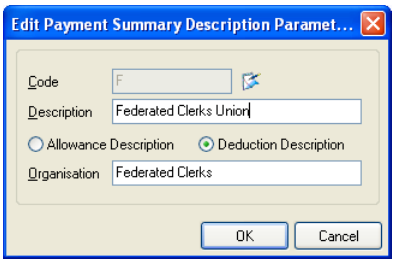
- For information regarding additions on Individual Non Business Payment Summaries check PAYG bulletin no. 1: taxing of allowances for the 2000/01 and future income years, supplied by the ATO. The bulletin can be printed from www.ato.gov.au. (NAT 3252)
- For information regarding additions paid to Labour Hire employees, refer to PAYG withholding bulletin no. 4: taxing of allowances and reimbursements paid to workers under a labour hire arrangement for the 2000/01 and future income years, supplied by the ATO. The bulletin can be printed from www.ato.gov.au. (NAT 5151)
- For more information on Lump Sum Payments in Arrears, refer to the ATO publication: NAT3348-9.2004 – PAYG Tax table for back payments Including lump sum payments in arrears. The document can be downloaded from www.ato.gov.au.

Deductions After Tax

To include a description alongside the value in the Union Box on the Payment Summary, a description must be entered in the Payment Summary Description area and the Payment Summary code must be entered in Deductions After Tax Maintenance.

For Workplace Giving only the description needs to be entered as the code is already set up as **W**.

The Payment Summary allocates **one** space for Union Deductions in the Union Box. If the employee has more than one Union deduction, the values for all Union deductions will be added together and the total dollar amount shown with a description of VARIOUS Organisations.



Maintenance > General > Payment Summary Descriptions

Step 7: Additions for Labour Hire/Voluntary Agreements

STOP

Do you have a mix of Labour Hire and Individual Non Business employees within the same payroll company?

Or

Do you have a mix of Voluntary Agreement and Individual Non Business employees within the same payroll company?

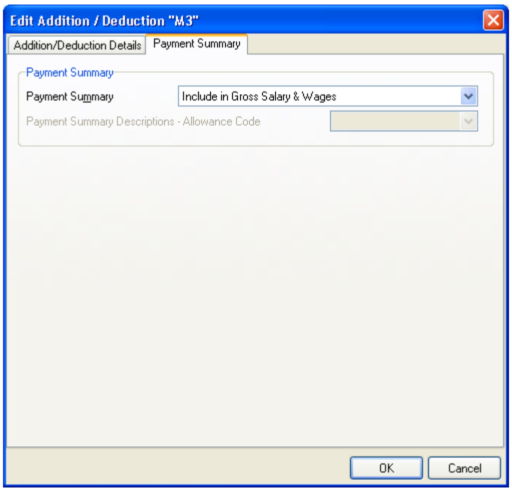
And

Are you using the same addition code in SagePay for both groups of employees?

If you have answered YES to either of the first two questions, and you are using the same addition code to pay employees, it will be necessary to make some modifications within SagePay. Making these modifications will ensure that the addition values paid to the different employees appear on the payment summary in the correct location.

Additions, which are paid to ABN and Labour Hire employees, must be included in gross wages on the payment summary.

Check that the addition codes used to pay ABN and Labour Hire employees state **Include In Gross Salary & Wages** in the Payment Summary field.



Maintenance > General > Additions and Deductions

If you have paid employees using the same addition code for Labour Hire, Voluntary Agreement and Individual Non-Business, and the Addition Code is NOT set to **Include In Gross Salary & Wages**, you must:

1 Create a new Addition code in **Maintenance > General > Additions and Deductions**, to use for both Labour Hire and Voluntary Agreement Employees.

2 Perform a Transaction Adjustment to move the values paid using the current Addition code, to the new Addition code. See the Support FAQ **How do I Process a Transaction Adjustment**.

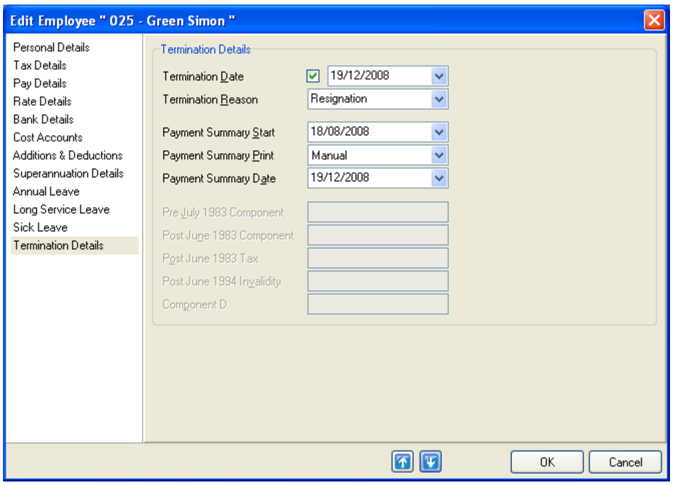
3 For future transactions, change the current Addition code in Employee Details for Labour Hire and Voluntary Agreement employees to the new Addition Code.

Step 8. Manual Payment Summaries

For every manual Payment Summary that has been issued throughout the year, ensure that:

- Manual is selected in the **Payment Summary Print** field
- the date that the Payment Summary was issued is entered in the **Payment Summary Date** field.

If you omit this step, SagePay will automatically produce another Payment Summary.



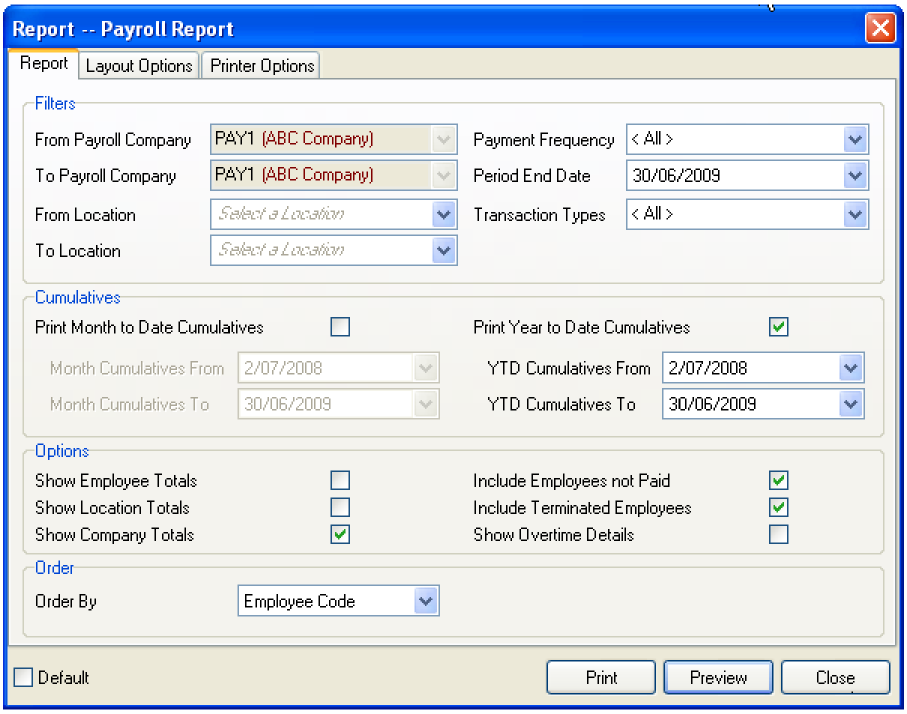
Step 9: Reconciliation of YTD Figures

Before producing the payment summaries, you should reconcile the Payroll Report, Employee Previous Earnings Report and the Reconciliation Report.

When YTD Cumulatives are selected on the Payroll Report, the taxable income should equal the taxable income on the Reconciliation Report.

Examples of these reports can be found in the Support FAQ **End of Year 2009 Reports**, available on the SagePay website, www.sagepay.com.au.

The Payroll Report

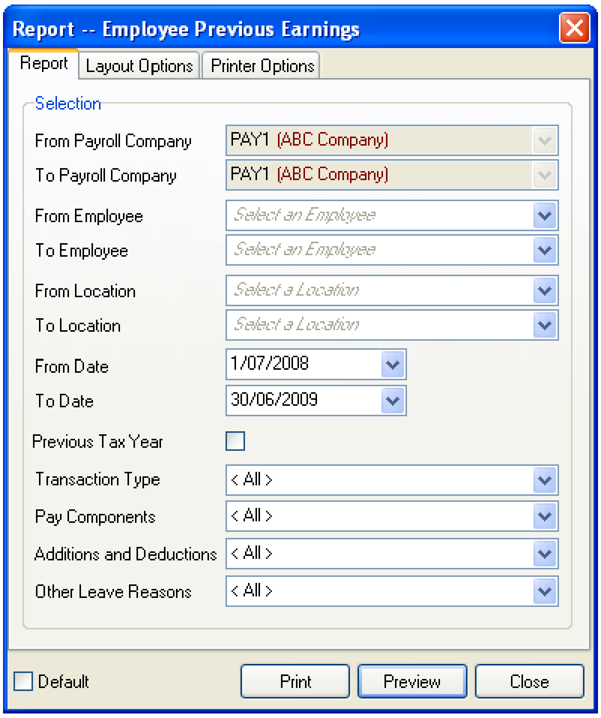


NOTE: Ensure you include terminated and not paid employees for accurate YTD totals.

The Payroll Report is located under **Reports > Transactions > Payroll Report**.

Taxable Income: Locate the **Pay Summary for Payroll Company Total Year to Date** section. The Taxable Income is listed on the right hand side. This value should match the Payroll Taxable Income in the Payment Summaries section of the Reconciliation Report.

The Employees Previous Earnings Report

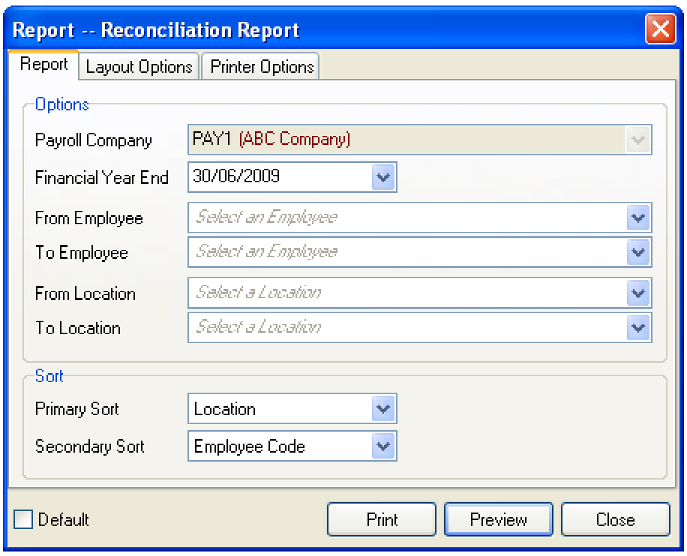


The Employee Previous Earnings Report is located under **Reports > General > Employee Previous Earnings**.

The Report Totals at the end of the report should be used to reconcile Taxable Income on the Reconciliation Report.

Taxable Income: Locate the Taxable Income in the Report Total section. The Taxable Income is listed on the left hand side. This value should match the Payroll Taxable Income in the Payment Summaries section of the Reconciliation Report.

The Reconciliation Report



The Reconciliation Report is located under **Reports > End of Year > Reconciliation Report**.

A Reconciliation report can be printed at any time throughout the year. The running of this report does not affect any data within your system.

Check the following figures in the Reconciliation Report against the Payroll Report and the Employee Previous Earnings report:

Report Name	Reconciliation Report	Payroll Report	Employee Previous Earnings Report
Section on Report	Payment Summaries Total	YTD figures	Report totals
Taxable Income	Payroll Taxable Income	Taxable Income	Gross Taxable Total
Tax	Total Tax	Tax	Tax

Discrepancies

If you have discrepancies in values that will appear on an employee's Payment Summary, you may need to add figures in or subtract figures out of SagePay.

Manual Calculation

Use a Manual Calculation when a pay or transaction has not been entered into SagePay, or when you want to reverse out figures that have been incorrectly processed. Refer to the Support FAQ **How do I Process a Manual Calculation** on the SagePay website www.sagepay.com.au for further details.

Transaction Adjustment

Use an Adjustment when the transaction (regardless of whether it adds or subtracts from an employee's figures) does not affect the current pay. The date field within the Adjustment transaction determines which pay periods are affected. Therefore, dates must fall in the current Financial Year. Refer to the Support FAQ **How do I Process a Transaction Adjustment** on the SagePay website www.sagepay.com.au for further details.

How do I Process End of Year 2009?

You should only commence End of Year Processing when you have completed all pay transactions for the 2008/2009 Financial Year.

EOY Processing Checklist

Step	Task	☑
1	Ensure you have access to an appropriate network drive (for backups) and sufficient media (CDs).	☐
2	Print and reconcile the Payroll Report, the Employees Previous Earnings Report and the Reconciliation Report.	☐
3	Check for discrepancies and, if necessary, perform a special adjustment pay run.	☐
4	If a special adjustment pay run was completed, perform a complete backup of the Database. Label the backup 'Before Final Reports".	☐
5	Print reports for final YTD information and check Super.	☐
6	Perform a complete backup of the Database. Label the backup 'Prior to payment summaries".	☐
7	Print Payment Summaries.	☐
8	Print the Reconciliation Report, if required.	☐
9	Produce ATO Export File, EMPDUPE file, for each company.	☐
10	Perform a backup of the Database. Label the backup 'Prior to Changing Tax Year".	☐
11	Change Tax Year.	☐
12	Perform a complete backup of the Database. Label the backup 'Before first pay in new financial year".	☐
13	Check Pay End date for the first pay process in July for each Pay Frequency.	☐
14	Update Tax Scales for 2009/2010	☐

Step 1: Storage Media

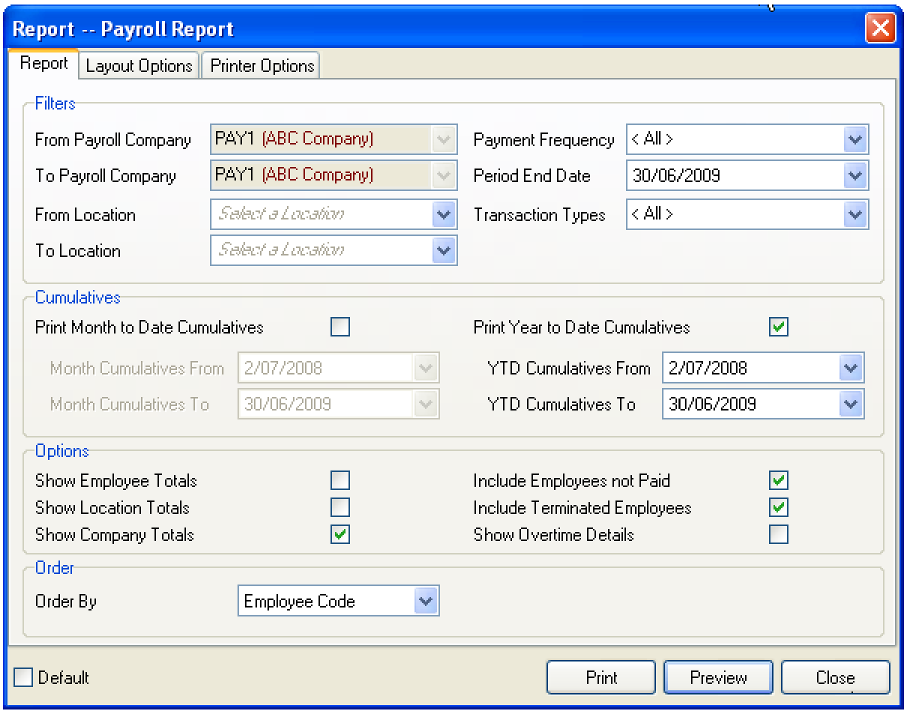
- During the End of Year process you will be performing multiple backups. Make sure that you have access to an appropriate network drive.
- If you are posting your EMPDUPE file to the ATO, you will need additional media to hold this file.
- If you are planning to send your EMPDUPE file via the Internet, make sure that you have checked all the requirements on the Electronic Commerce Interface (ECI) website: http://eci.ato.gov.au.

NOTE: Your backup of the database will not fit on a floppy disk.

Step 2: Reports

Prior to performing End of Year it is again necessary to check that the Year to Date figures on the Payroll Report are accurate.

The Payroll Report

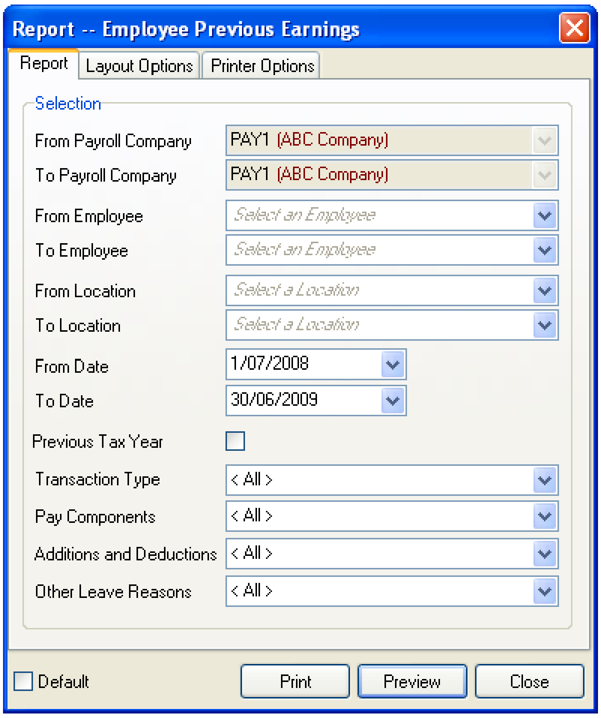


NOTE: Ensure you include terminated and not paid employees for accurate YTD totals.

The Payroll Report is located under **Reports > Transactions > Payroll Report**.

Taxable Income: Locate the **Pay Summary for Payroll Company Total Year to Date** section. The Taxable Income is listed on the right hand side. This value should match the Payroll Taxable Income in the Payment Summaries section of the Reconciliation Report.

The Employees Previous Earnings Report



The Employee Previous Earnings Report is located under **Reports > General > Employee Previous Earnings**.

The Report Totals at the end of the report should be used to reconcile Taxable Income on the Reconciliation Report.

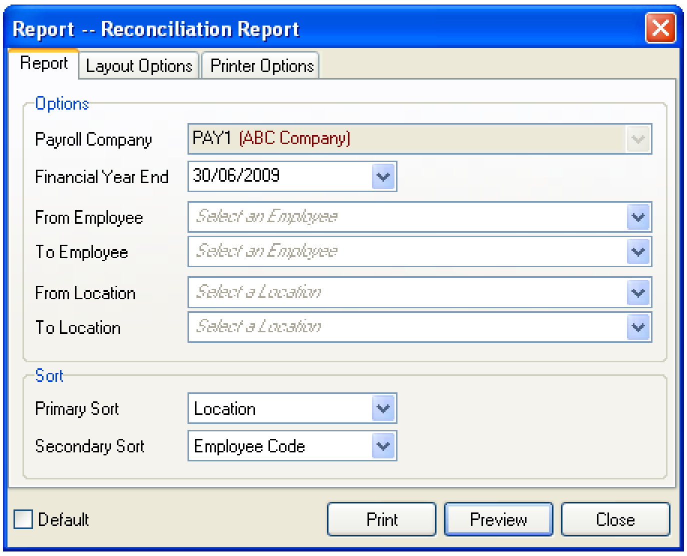
Taxable Income: Locate the Taxable Income in the Report Total section. The Taxable Income is listed on the left hand side. This value should match the Payroll Taxable Income in the Payment Summaries section of the Reconciliation Report.

Reconciliation Report

The Reconciliation Report needs to be printed as the first stage in your Year-End process. The **Payroll Taxable Income** should balance with the Year to Date Taxable Income values on your Payroll Report.

The Reconciliation Report can be printed by Location, Employee Name or Employee Code. The subsequent order of employee records within the Primary Sort may be by Employee Name or Employee Code.

The Reconciliation Report



The Reconciliation Report is located under **Reports > End of Year > Reconciliation Report**.

A Reconciliation report can be printed at any time throughout the year. The running of this report does not affect any data within your system.

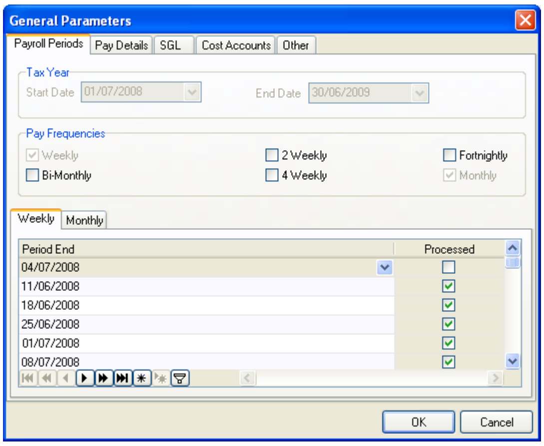
Check the following figures in the Reconciliation Report against the Payroll Report and the Employee Previous Earnings report:

Report Name	**Reconciliation Report**	**Payroll Report**	**Employee Previous Earnings Report**
Section on Report	Payment Summaries Total	YTD figures	Report totals
Taxable Income	Payroll Taxable Income	Taxable Income	Gross Taxable Total
Tax	Total Tax	Tax	Tax

Step 4: Discrepancies

If there are incorrect values in SagePay, or you have not entered all payments or adjustments, you must correct these by processing a special pay. If it is necessary to process a special pay, the Pay End Date cannot be later than 2009.

To check your current Pay End Date go to **Maintenance > General > General Parameters**. If you do need to process an additional pay and the Current Pay Period End Date is showing a date in the new financial year you will need to amend it.



The Current Pay Period End Date can be the same as the previous Pay End Date but you must be aware that previous earnings will be added to existing figures for that period.

If the last pay processed in has a pay end date later than 2009, this pay will not be included in earnings for the 2008-2009 Financial year.

If the pay is to be included in this financial year you must change your Period Ending date to be a date not later than , **before** you perform your final Pay End process.

You must complete an **End of Pay** process after performing adjustments.

Step 4: Backup Database

If you have made adjustments to the database, you should perform a backup before you produce the final reports. You are recommended to perform a complete backup and copy the .bak file to a location which is regularly backed up such as the network.

The Backup file name should include that this backup was taken before the final reports, eg. Company1_20090701_114817_BeforeFinalReports.bak.

For further details on Backing up your database, please refer to the Support FAQ **How do I Backup and Restore a Database?** on the SagePay website, www.sagepay.com.au.

Step 5: Final Reports

Print all reports that you require for Year to Date.

Outlined below are some reports you may wish to run:

Report Name	Location / Function
SGL Report	**Reports > End of Pay**
Leave Summary and Liability Report	**Reports > End of Pay** This report does not include terminated employees.

Step 6: Backup Database

It is recommended that you take a backup before producing your Payment Summaries.

The Backup file name should include that this backup was taken before the Payment Summaries were produced. For example,
Company1_20090701_114817_BeforePaymentSummaries.bak.

For further details on Backing up your database, please refer to the Support FAQ **How do I Backup and Restore a Database?** on the SagePay website,
www.sagepay.com.au.

Step 7: Print Payment Summaries

The following Payment Summary types should be produced:

Payment Summary	Who receives this payment summary?	Employee Copy	ATO Copy
Individual Non Business	Employees with a TFN. Basis of Payment of full-time, part-time, casual or pension.	✓	×
ETP	Used to report Employment Termination Payments (ETP) and Transitional Termination Payments (TTP) for employees who receive an individual non business payment summary.	✓	×
Voluntary Agreement	Employees with an Australian Business Number (ABN).	✓	✓
Labour Hire and Other Payments	Employee has a Tax File Number (TFN). Basis of Payment of Labour Hire.	✓	✓

Employees are not required to lodge a copy of their INB or ETP Payment Summaries with the ATO. Employers must still provide a copy of the INB and ETP Payment Summaries to an employee for the employee's records.

NOTE: Payment summaries will display whole dollar amounts only. Cents are truncated.

Important points prior to printing:

- Plain Paper Summaries are designed to print on A4 size paper, so you need to ensure that you have adequate stock of this stationery.
- Each time Payment Summaries are printed, a message to produce the ATO Export File is displayed. **The ATO Export file (known as EMPDUPE) cannot be produced until ALL Payment Summaries have been printed.**
- If all Payment Summaries **have not been** produced, answer **NO** and continue with Payment Summary production.
- If all Payment Summaries **have been** produced, you can select **YES** to create the ATO Export File.

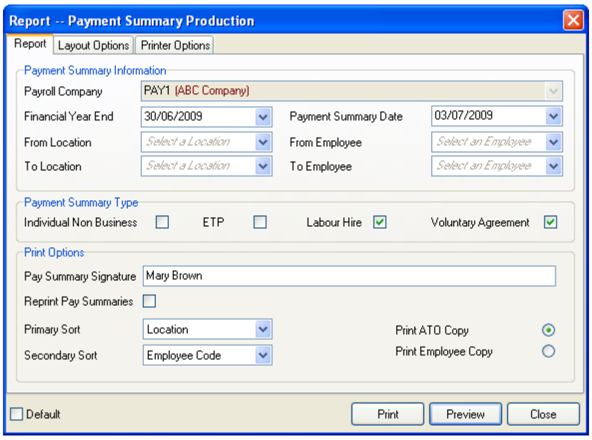
NOTE: To create the ATO Export File, you can also navigate to **Transactions > End of Year > ATO Export** after ALL payment summaries are completed.

How to Print Payment Summaries

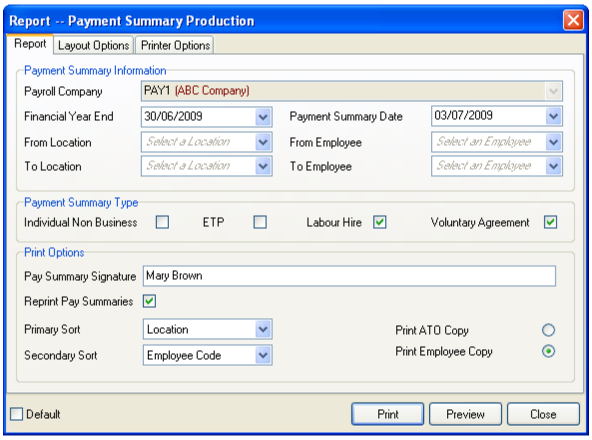
- Voluntary Agreement and Labour Hire employees require an ATO Copy and Employee Copy of the Payment Summary. The ATO Copy is for the Employee's Income Tax Return.
- The 'Notice to Payee' is incorporated in the INB Payment Summary. There is no requirement to print a separate Notice and attach it to each Payment Summary.

NOTE: Payment Summaries should NOT be sent to the ATO with the EMPDUPE File. Only the EMPDUPE file should be sent to the ATO. If you send both the EMPDUPE file AND paper copies of Payment Summaries, the ATO will process both items resulting in duplicate items for your employees.

Voluntary Agreement and Labour Hire Payment Summaries

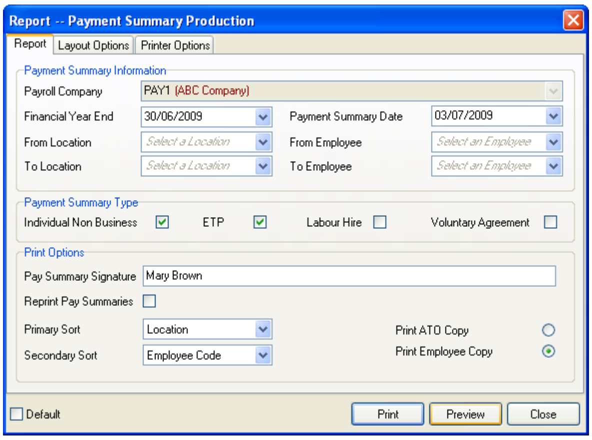


To print the ATO Copy of Payment Summaries for Voluntary Agreement and Labour Hire employees, ensure the **Individual Non-Business** and **ETP** check boxes are not ticked and the **Print ATO Copy** radio button is selected.



To subsequently print the Employee Copy, ensure that the **Reprint Pay Summaries** check box is ticked, and the **Print Employee Copy** radio button is selected.

Individual Non-Business and ETP Payment Summaries



Tick the **Individual Non-Business** and **ETP** check boxes. Ensure that the Labour hire and Voluntary Agreement check boxes are not ticked. The **Print Employee Copy** radio button should be selected.

Payment Summary Information section

Field	Recommended Value
Payment Summary Date	Enter the date to appear on the Payment Summary.
From Location/To Location	Select the Location or Locations from the dropdown lists. If you want to produce Payment Summaries for all Locations, leave the Location selection fields blank
From Employee/To Employee	Leave the employee selection fields blank (when these fields are left blank all records are selected).

Payment Summary Type section

Field	Recommended Value
Payment Summary Type	Tick the checkboxes to select the Payment Summary type to print. The options are Individual Non-Business, ETP, Labour Hire and Voluntary Agreement. When all checkboxes are ticked, all types of payment summaries will print in one run. If you select one Payment Summary type at a time, you will need to remember which ones were selected. If you select the same type again, it will give a message 'No records to print' for that type of payment summary.

Print Options section

Field	Recommended Value
Pay Summary Signature	The Payment Summary Signature field contains the Authorised Signature (name) that will be printed on the Payment Summary. NOTE: You do not need to sign the Payment Summaries.
Reprint Pay Summaries	You will need to tick this checkbox to reprint any payment summaries for the selected employees. You must do this to produce an ATO and an Employee Copy for Voluntary Agreement, Labour Hire and ETP Payment Summaries. Do not check this box if you have not printed any payment summaries yet.
Primary Sort	The sorting of these reports is based on your selections in Location and Employee Code. The Location and Employee Code also print on the bottom right hand corner of each Payment Summary, for easier collation. NOTE: If an employee receives both and Individual Non Business and ETP Payment Summary, then these reports will not be listed together in the Report sequence, as they are different Payment Summary Types.
Copy Type	Use this option to select the type of Payment Summary to print, ie. Employee copy or ATO copy. You will need to tick the Reprint Pay Summaries checkbox on your second print run otherwise the message 'No Records to Print' will be displayed.

After Printing

As you are aware the employer does not get a copy of the payment summary. If the employer requires a copy of the summaries, in the event that employees may misplace their originals, you have three options:

- You may select the Reprint option on the Payment Summaries screen, using previous financial year dates.

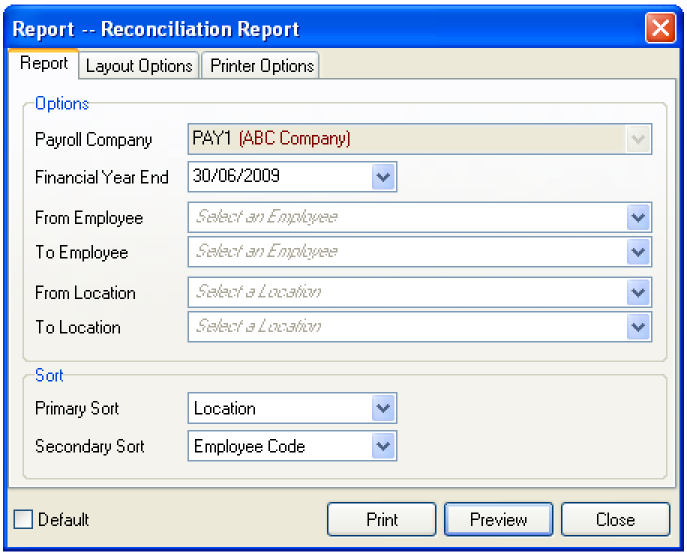
  OR

- You can photocopy each payment summary.

  OR

- Print two copies in your original run.

Step 8: Print Reconciliation Report



Once all payment summaries are printed, you should run the Reconciliation Report to confirm that all employees have one of the following statuses:

M Manual

S Suppress

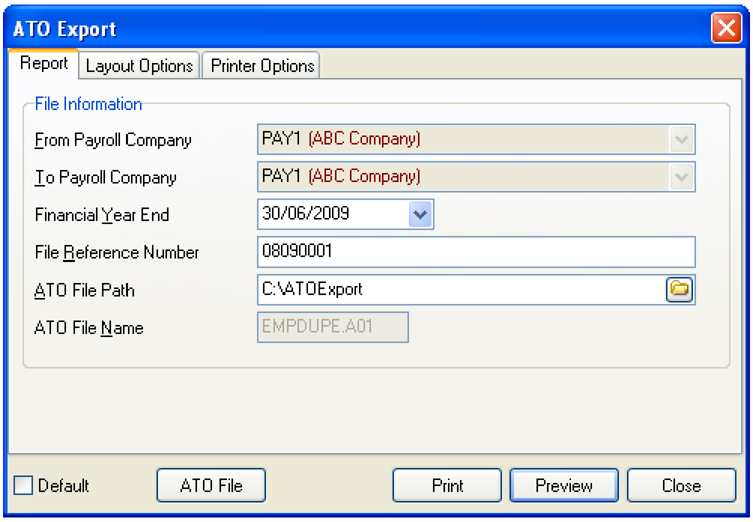
P Printed

Z No Taxable Income

Status and **Payment Summary Date:** The last two columns on this report indicate if the summaries have been printed and on what date. Check that the number of summaries produced (found on the Summary page of the Reconciliation) is the same as the number that have actually printed. The system will display the number of payment summaries printed when the printing is complete.

To run the report, select **Reports > EOY > Reconciliation Report**.

Step 9: Produce ATO Export File



The ATO Export file contains company details and employee payment summary information. SagePay can output this information as a printed report or as an electronic file.

NOTE: If you are saving your ATO EMPDUPE file to diskette on the a: drive, it must be an empty disk. If you receive an error warning that the disk must be empty, select OK. SagePay will then advise that the partial file from the ATO diskette will be deleted.

To create the ATO Export file:

1 To access ATO Export from the menu, select Transactions > End of Year > ATO Export.

2 Complete the required fields on the Report tab.

3 Select the form of output:

- Click the ATO File button to produce a text file in the ATO File Path.
- Click the Print button to send the report directly to the printer.
- Click the Preview button to review the report.

Field	Description
From Payroll Company	The **From Payroll Company** and **To Payroll Company** fields in SagePay are read-only. SagePay supports only one payroll company per company database. The **From Payroll Company** and **To Payroll Company** fields are auto-populated with the name of the payroll company from the current database. To report on an alternate payroll company, you must login in to the company database containing that payroll company.
To Payroll Company	The **From Payroll Company** and **To Payroll Company** fields in SagePay are read-only. SagePay supports only one payroll company per company database. The **From Payroll Company** and **To Payroll Company** fields are auto-populated with the name of the payroll company from the current database. To report on an alternate payroll company, you must login in to the company database containing that payroll company.
Financial Year End	The **Financial Year End** field identifies from which financial year data will be drawn. Enter the date of the end of the financial year.
File Reference Number	The **File Reference Number** is user-defined. In the event of the ATO having any questions or problems, the ATO will use this reference number. It is useful when submitting a large number of files to the ATO.
ATO File Path	The **ATO File Path** determines where the EMPDUPE file is saved. It can be saved to any drive and directory accessible through the logged on user's account, e.g. **a:**, **c:** or a network drive such as **g:**. Click the File button to browse through the available drives and directories.
ATO File Name	The **ATO File Name** field is read only. It is pre-populated with EMPDUPE.AO1 and cannot be changed.
Default	Tick the **Default** checkbox to apply and retain the values selected as the defaults for this report.

Step 10: Backup Database

It is recommended that you take a backup prior to changing your tax year.

The Backup file name should include that this backup was taken before the Tax Year is changed. For example, Company1_20090701_114817_BeforeTaxYearChange.bak.

For further details on Backing up your database, please refer to the Support FAQ **How do I Backup and Restore a Database?** on the SagePay website, www.sagepay.com.au.

Step 11: Change Tax Year

The Change Tax Year option is used to move to the next Payroll Tax Year. Changing the Tax Year in SagePay removes the previous tax year's pay periods from the General Parameters list. These pay period values can still be accessed in selected reports after changing the tax year.

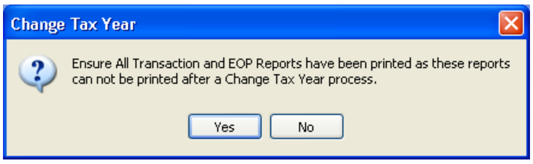
Change Tax Year - How

To change to the new Tax Year:

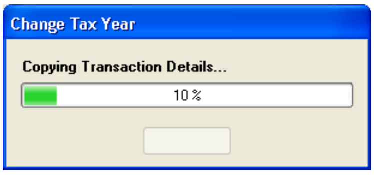
1 Select **Payroll > Transactions > End of Year > Change Tax Year**.

2 If you want to clear Employees' the Fringe Benefits details at the same time, tick the **Reset Employee Fringe Benefits** checkbox.

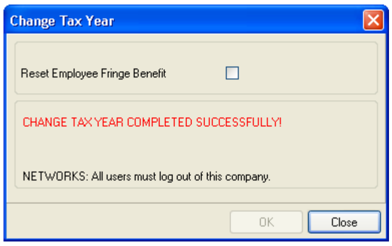
3 Click **OK**.



4 Once the Tax Year is changed, you will not be able to print Transactions and EOP Reports. Ensure you have printed all required reports before clicking **Yes** to continue.



A progress window is displayed whilst the Tax Year change is performed.



When the process is complete, **CHANGE TAX YEAR COMPLETED SUCCESSFULLY!** is displayed on the Change Tax Year window.

5 Click **Close** to return to the SagePay main window.

6 Go to **Maintenance > General > General Parameters** to confirm the Tax Year has been reset.

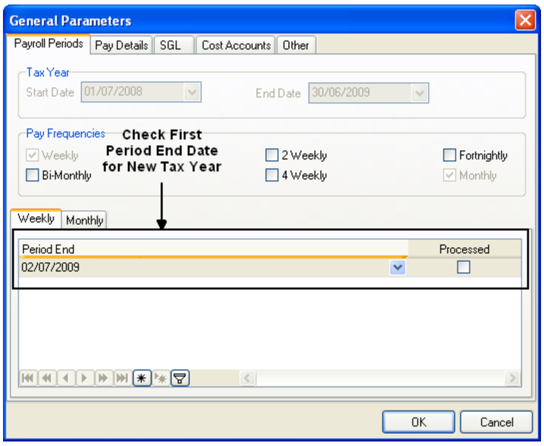
Step 12: Backup Database

It is recommended that you take a backup after changing your tax year and before you commence the first payrun in the new financial year.

The Backup file name should include that this backup was taken after the Tax Year change. For example, Company1_20090701_153615_AfterTaxYearChange.bak.

For further details on Backing up your database, please refer to the Support FAQ **How do I Backup and Restore a Database?** on the SagePay website, www.sagepay.com.au.

Step 13: First Pay Period End Date



For every Pay Frequency, check the date for your first pay is in the new financial year. The date must be on or after 1 July 2009.

To check the date go to **Maintenance > General > General Parameters**.

Step 14: Update Tax Scales

Your End of Year Processing is now complete!

However, you must not commence processing pays until you have updated the SagePay Tax Scales for the current financial year.

Please contact your SagePay supplier for availability of the 2009/2010 Tax Scales.

Tax Updates must be completed for each payroll company in SagePay. SagePay supports up to 5 payroll companies. Ensure you update the Tax Scales for each payroll company you have setup in SagePay.

