

## MYOB Employer Services (AU) End of Financial Year Checklist

Completed	What	Where/Due
<input type="checkbox"/> <b>Upgrade</b>	<input type="checkbox"/> Upgrade to compliance release	Help > Upgrade Software Online
<input type="checkbox"/> <b>Update</b>	<input type="checkbox"/> Reportable Fringe Benefits to 31/03/2020	Pay > One-off Pay
<input type="checkbox"/> <b>Print</b>	<input type="checkbox"/> Trial Balance Report	Reports > Print Reports > Financial > Trial Balance
	<input type="checkbox"/> Pay Summary Report	Reports > Print Reports > Pay > Pay Summary
	<input type="checkbox"/> Pay Costing Analysis Report	Reports > Print Reports > Financial > Costing Analysis
	<input type="checkbox"/> Superannuation Summary Report	Reports > Print Reports > Financial > Superannuation Summary
<input type="checkbox"/> <b>Reconcile</b>	<input type="checkbox"/> Trial Balance Report	
	<input type="checkbox"/> Pay Summary Report	
	<input type="checkbox"/> Pay Costing Analysis Report	
	<input type="checkbox"/> Superannuation Summary Report	
<input type="checkbox"/> <b>Backup</b>		
<input type="checkbox"/> <b>Last Pay Submission</b>	<input type="checkbox"/> Submit Pay Data for Final Pay Period to ATO	Must be completed by July 14, 2020
<input type="checkbox"/> <b>Finalisaton Submission</b>	<input type="checkbox"/> Submit STP Finalisation Data to ATO	Must be completed by July 14, 2020 if you have over 20 employees OR before July 31, 2020 if you started STP in 2019-2020 financial year and have less than 19 employees.
<input type="checkbox"/> <b>Lockdown</b>	<input type="checkbox"/> Financial Year to 30/06/2020	Utilities > Setup Payroll > Other > Financial Year Lockdown Date

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NOTES: