



End of Financial Year Checklist

General Ledger

Ensure that all sub-ledgers (Assets, Accounts Receivable, Accounts Payable, Payroll & Stock) are in the June month. If they are not, roll them in the appropriate Administration area	
Go to General Ledger>General Ledger Administration and run Close Previous GL Year . This will close the year before the current year (i.e. This year -1). You will need everyone out of Ezy for this.	
In General Ledger Administration run the Open New GL Year option	

Payroll

Run final payslip for the year and complete usually End of Month Procedures (i.e. Superannuation Update, Export Superannuation, Reports)	
Ensure that any Fringe Benefits amounts are recorded in Payroll Reference Maintenance>Employee Fringe Benefits Maintenance	
Go To Payroll Operations Reports and use the Payment Summary Print to print Employee PAYG Payment Summaries	
In Payroll Administration , choose the Export Payment Summary to create the empdupe file to be uploaded to the ATO	
From here, go to Payroll End of Year and complete the Payroll Year	
Once this is completed you can go to our website and in the Download section there will be an option to download the new Tax Tables. Once you have done follow the instructions and the new tax tables should be current.	
Then choose Payroll End of Month and complete this and you are ready to go in the new financial year	

Other Sub-Modules

For all other sub-modules, run the required reports for the end of month. Please note that at this point the sub-modules are still operating in June of the previous financial year	
Once this is done, complete the End of Month in the appropriate Administration section.	
Continue processing July transactions.	

It is also advisable once the months are rolled to take a backup copy of your database so that you have a full End of Financial Year set of accounts at your disposal.