

2015 EXO Payroll – End of Financial Year Checklist

Completed	Function	What	Where/Due
<input type="checkbox"/>	Upgrade	<input type="checkbox"/> Upgrade to Compliance Release 2015.01	Help > Upgrade Software Online
<input type="checkbox"/>	Update	<input type="checkbox"/> Reportable Fringe Benefits to 31/03/2015 <input type="checkbox"/> Update Maximum Super Contribution Base <input type="checkbox"/> Update ETP threshold amounts	Pay > One-off Pay Maintenance > Superannuations Payment setup > Termination Payments
<input type="checkbox"/>	Print	<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	Reports > Print Reports > Financial > Trial Balance Reports > Print Reports > Pay > Pay Summary Reports > Print Reports > Financial > Costing Analysis Reports > Print Reports > Financial > Superannuation Summary
<input type="checkbox"/>	Reconcile	<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"/>	Backup		
<input type="checkbox"/>	Print	<input type="checkbox"/> Individual Non-Business Payment Summaries <input type="checkbox"/> Business and Personal Services Payment Summaries <input type="checkbox"/> Employment Termination Payment Summaries	Reports > Print Reports > Payment Summaries > Individual Non-Business Reports > Print Reports > Payment Summaries > Business and Personal Services Reports > Print Reports > Payment Summaries > Employment Termination Payment
<input type="checkbox"/>	Distribute	<input type="checkbox"/> Email/Post Payment Summaries to Employees	Must be completed by July 14, 2015
<input type="checkbox"/>	Create	<input type="checkbox"/> Electronic Media File	Reports > Print Reports > Payment Summaries > Electronic File
<input type="checkbox"/>	Lodge	<input type="checkbox"/> Upload / Mail Electronic Media to ATO	Must be completed by August 14, 2015
<input type="checkbox"/>	Lockdown	<input type="checkbox"/> Financial Year to 30/06/2015	Utilities > Setup Payroll > Other > Other "Financial year lockdown date"