

MYOB Employer Services (AU) End of Financial Year Checklist without STP

Completed	What	Where/Due
<input type="checkbox"/> Upgrade	<input type="checkbox"/> Upgrade to compliance release 2018.01	Help > Upgrade Software Online
<input type="checkbox"/> Update	<input type="checkbox"/> Reportable Fringe Benefits to 31/03/2018	Pay > One-off Pay
<input type="checkbox"/> Print	<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"/> 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"/> Create	<input type="checkbox"/> Individual Non-Business Payment Summaries	Reports > Print Reports > Payment Summaries > Individual Non-Business Reports
	<input type="checkbox"/> Business and Personal Services Payment Summaries	Reports > Print Reports > Payment Summaries > Business and Personal Services
	<input type="checkbox"/> Employment Termination Payment Summaries (ETP)	Reports > Print Reports > Payment Summaries > Employment Termination Payment
<input type="checkbox"/> Distribute	<input type="checkbox"/> Email/Post/upload Payment Summaries to Employees	Must be completed by July 14, 2018
<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 Electronic Media to ATO	Must be completed by August 14, 2018
<input type="checkbox"/> Lockdown	<input type="checkbox"/> Financial Year to 30/06/2018	Utilities > Setup Payroll > Other >Other Financial year lockdown date

NOTES: