



End of Year Procedures

30/09/2021

Contents

Year End Procedures.....	2
Reports (Month End)	2
Reports (Year End)	3
Payroll Reports	3
Other Reports (Optional).....	6

Year End Procedures

Your accountant will ask for a number of reports and information to finalize your company tax. These reports include the usual Month End reports and some additional reports for the year end.

Once you have completed your year-end printing, simply roll the month over as usual:
Paybiz Main Menu > Tools > Month End > Period End

All the year-to-date figures will automatically be reset and debtors aged.

Reports (Month End)

Do the normal end of Month Reports first:

- **Reconciliation Report** - Tools > Period Balances > Reconcile > Print
Compares the Control Totals, General Ledger and Aged Trial Balance/Bank Account for Debtors, Creditors and Cashbook.
The values within each section should be the same. If not, any financial reports will be wrong and must be fixed before doing the Month End.
The problem is usually related to an incorrect date on a transaction.
If using the optional General Ledger module, print with a pivot analysis to help assist with finding a discrepancy.
- **Debtors Aged Trial Balance** - Debtors > Db Aged Trial Balance > Print
Shows the totals owed to you by your Debtors at the end of the year
- **Creditors Aged Trial Balance** (if using Creditors) - Creditors > Cr Aged Trial Balance > Print
Shows the totals you owe at the end of the year
- **Bank Reconciliation** (if using the Cashbook)- Banking > Bank Statement > Bank Rec Report > Print
Compares the Bank Statement to Cashbook transactions. Should be **Balanced**.
- **GST Calculation** (as required) - Tools > GST Calculator > Print

Reports (Year End)

Make sure your Current Period is set at the last Month of your Financial year otherwise the reports will reflect the current year totals.

The Standard, Non-G/L, 'End of Year' reports are:

Payroll Reports

- **Income Statement** - Reports > Income Statement > Enter year start/end dates > Print
Provides a summary of each employee's income, tax and deduction totals for the year.

PAYBIZ		Income Statement					Printed :30/09/2021			
		PayBiz DEMO								
		From Date : 1/04/2020		To Date : 31/03/2021						
Employee	Ird No	Total Hours	Gross Ord	Overtime	Tax Allow	Sub Total	Paye	Allow Non	Nett	Deductions
A MICHELSON	051134346	21.50	284.83	0.00	2256.48	2541.31	479.58	136.00	2197.73	-456.23
A WILSON	037092932	0.00	0.00	0.00	852.70	852.70	123.37	119.00	848.33	-184.22
A MONTEREY	123123123	0.00	0.00	0.00	326.21	326.21	61.58	32.00	296.63	-53.05
A Campbell	123123123	0.00	0.00	0.00	1032.84	1032.84	157.40	129.00	1004.44	-31.44
A White	123123123	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A SMITH	074458998	4.00	84.00	0.00	2.52	86.52	10.28	8.00	84.24	-39.63
B Shearer	123123123	35.00	693.04	0.00	994.08	1687.12	0.00	144.35	1831.47	-45.00
TOTALS		60.50	1061.87	0.00	5464.83	6526.70	832.21	568.35	6262.84	-809.57

Figure 1: Income Statement

- **EDF Totals (NZ Only)** - Payroll > EDF / IR345 > enter year start and end dates > Print
Provides the totals paid to IRD.

Employer Deductions		EDF / IR 345	
PayBiz DEMO PO Box 78 Cromwell NZ 9342			
		IRD number	1 123123123
		Period ended	2 31 March 2021
<hr/>			
PAYE	3		3885.10
Child Support Deductions	4		176.12
Student Loan Deductions	5		540.97
KiwiSaver Deductions	6		413.51
Net KiwiSaver Employer Contributions	7		290.24
ESCT Deductions	8		45.43
<hr/>			
Total Amount to Pay	9		5351.37

Figure 2: EOY EDF report

• Non-Tax Payment Report - Reports > Pay Analysis

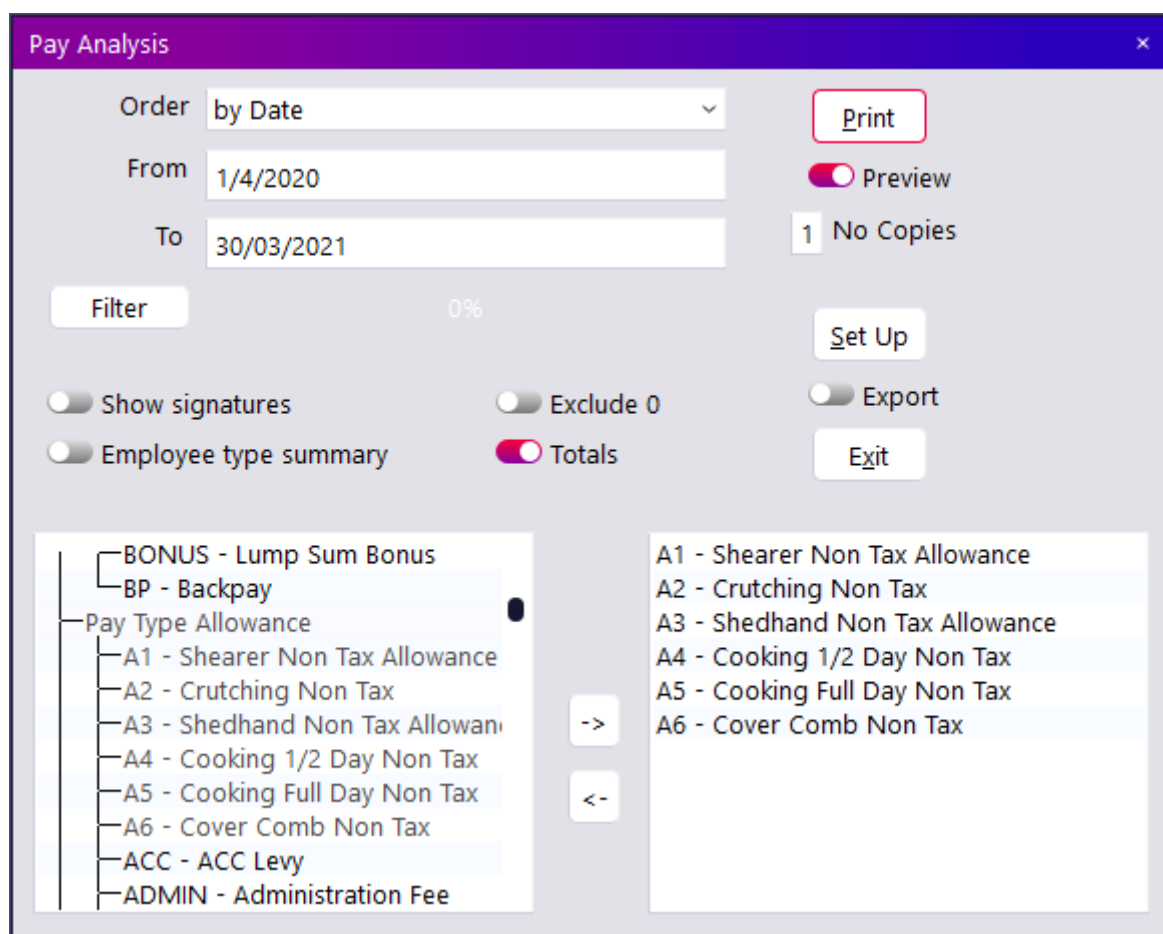


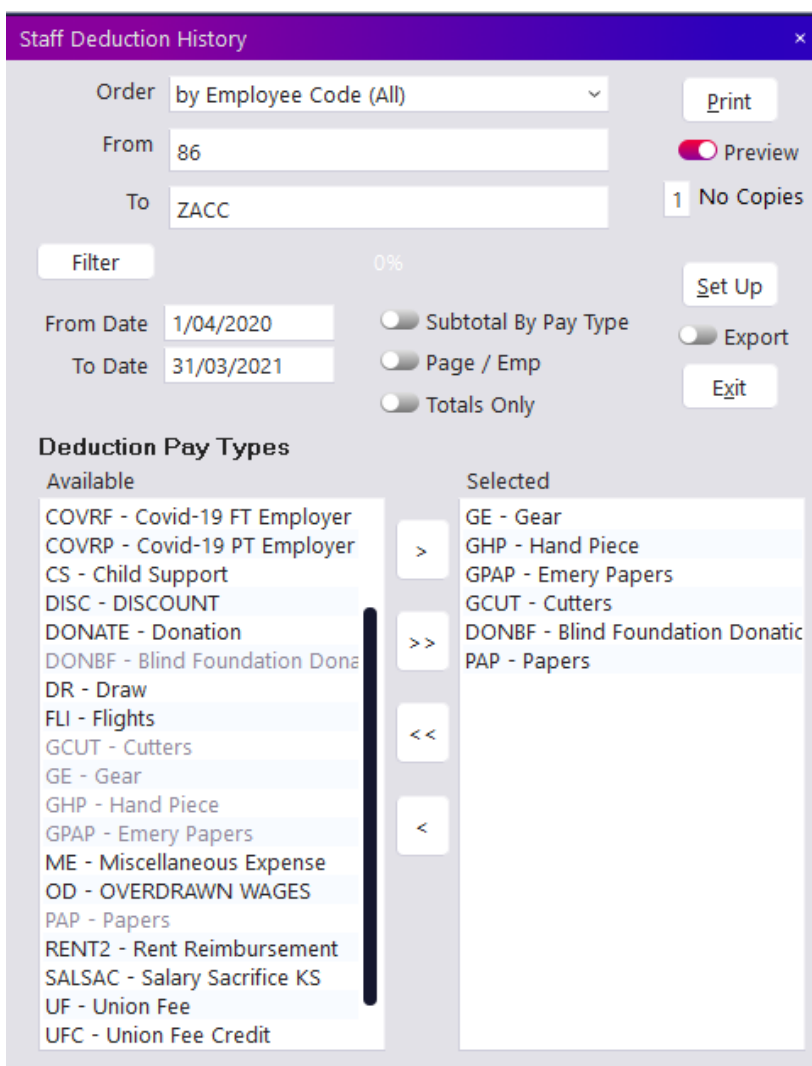
Figure 3: Non-Tax Allowance Totals

Pick the desired non-taxable allowances, click to add a tick in the **Totals** checkbox and print. The totals for each pay type will be collated and displayed:

Pay Analysis Totals		Printed 30/09/2021 15:35:21	
PayBiz DEMO		Page 1	
For: 1/04/2020 - 30/03/2021			
Pay Type	Name	Quantity	Total
A1	Shearer Non Tax Allowance	6525	1205.00
A2	Crutching Non Tax	250	25.00
A3	Shedhand Non Tax Allowance	244	434.00
A4	Cooking 1/2 Day Non Tax	0	0.00
A5	Cooking Full Day Non Tax	0	0.00
A6	Cover Comb Non Tax	589	92.63
		7608	1756.63

Figure 4: Pay Analysis Report for Non-Tax Totals

- **Gear Report** - Reports > Pay Analysis
Use the same report option as for the Non-Tax, this time choosing your Gear deductions. Your accountant may need this information for GST Adjustment purposes.
- **Staff Deductions** - Reports > Staff Deduction History
Your employees may request this information for their own tax purposes. Select the desired pay types, tick **Subtotal by Pay Type**, also tick **Page / Emp** and print:



The screenshot shows the 'Staff Deduction History' configuration window. At the top, there is a title bar with a close button. Below it, the 'Order' is set to 'by Employee Code (All)'. The 'From' field contains '86' and the 'To' field contains 'ZACC'. There are buttons for 'Print', 'Preview' (which is checked), and '1 No Copies'. A 'Filter' button is set to '0%'. Below this, 'From Date' is '1/04/2020' and 'To Date' is '31/03/2021'. There are three toggle options: 'Subtotal By Pay Type' (checked), 'Page / Emp' (checked), and 'Totals Only' (unchecked). There are also buttons for 'Set Up', 'Export', and 'Exit'. The main section is titled 'Deduction Pay Types' and is split into two columns: 'Available' and 'Selected'. The 'Available' list includes: COVRF - Covid-19 FT Employer, COVRP - Covid-19 PT Employer, CS - Child Support, DISC - DISCOUNT, DONATE - Donation, DONBF - Blind Foundation Dona, DR - Draw, FLI - Flights, GCUT - Cutters, GE - Gear, GHP - Hand Piece, GPAP - Emery Papers, ME - Miscellaneous Expense, OD - OVERDRAWN WAGES, PAP - Papers, RENT2 - Rent Reimbursement, SALSAC - Salary Sacrifice KS, UF - Union Fee, and UFC - Union Fee Credit. The 'Selected' list includes: GE - Gear, GHP - Hand Piece, GPAP - Emery Papers, GCUT - Cutters, DONBF - Blind Foundation Donatic, and PAP - Papers. Navigation arrows (>, >>, <<, <) are placed between the two lists.

Figure 5: Staff Deduction History

PAYBIZ		Staff Deduction History		Printed 17/09/2021 13:26:23
PayBiz DEMO		For: 1/04/2020 - 31/03/2021		Page 1
BOB Bob Shearer				
<u>DONBF - Blind Foundation Donation</u>				
1/09/2020				-50.00
			DONBF Total	-50.00
<u>GCUT - Cutters</u>				
1/09/2020				-1000.00
			GCUT Total	-1000.00
<u>GE - Gear</u>				
1/09/2020		Handpiece		-400.00
24/02/2021		Mocs, Singlet, Jeans		-100.00
			GE Total	-500.00
<u>PAP - Papers</u>				
1/09/2020				-100.00
24/02/2021				-50.00
			PAP Total	-150.00

Figure 6: Sample Deduction Report

Other Reports (Optional)

Other Reports which may be of interest to your Accountant but mainly for you are:

Reports > Wage Costs > Order = By Date > From and To Dates > Totals Only > Print
 Reports > Job Totals > Order = By Date > From and To Dates > Print
 Reports > Leave Accrued (Hours) > Make selections > Print
 Reports > % Leave Accrued > As at Date > Value more than 1 > Print
 Reports > Superannuation Report > From and To Dates > Other Selections > Print

Debtors > Db Transactions > All Transactions > Year Start Date > Year End Date > Print

Banking > Cashbook Other Report > From and Tot Dates > Tick Receipts and Payments > Print