



End of Year Processing
Guide 2025

Contents

Introduction.....	3
Payroll	4
Step 1 Data and Parameter Checks	4
Step 2 Process and Audit the Final Pay for the Financial Year	8
Step 3 Print and Save Standard Monthly and Quarterly Reports.....	8
Step 4 Generate and Save Payroll End of Year Reports	9
Step 5 STP Reconciliation.....	20
Step 6 Check Reports Balance.....	21
Step 7 Run System Back Up.....	23
Step 8 Roll Payroll Year	24
Step 9 Load (import) Tax Scales	25
Step 10 Update Superannuation Guarantee Rate	29
Step 11 STP EOY Finalisation Declaration to ATO (after Rolling Payroll Year).....	30
Database.....	34
Step 1 Asset System	34
Step 2 Lockout Users	35
Step 3 End of Day	36
Step 4 Print Reports	37
4.1 Trust	37
4.2 General.....	38
Step 5 Run End of Year Processing i.e., roll the year	45
Step 6 Allow User Logins.....	48

Introduction

The steps to follow for end of year processing described below are for both payroll and the database. We suggest you save all your reports to a central location so you can refer to these as required as some reports are point in time reports and they cannot be generated retrospectively.

Please ensure that any journals for year ending 30 June 2024 have been entered prior to rolling your database, as these will not be able to be entered once the database has been rolled into the 2025-2026 financial year.

The database and the payroll system are **BOTH** required to be rolled into the next accounting year, i.e., year beginning 1 July 2025. Payroll can be rolled at any time after you have finalised your last payroll for the year and can be rolled independently to the accounting system.

Prior to running your first pay run for the new financial year 2025-2026, you must ensure that you have rolled the database into the new financial year so that all earnings transactions are flagged with YBD 01/07/2025.

If you do not use LawMaster payroll, you can go straight to the section for the Database end of year roll.

Please Note: this document has been prepared based on the Cuba R3 release of LawMaster.

Payroll

Under Single Touch Payroll (STP), you no longer need to provide a payment summary or superannuation advice to your employees by submitting the end of year finalisation declaration to the ATO.

Quick Reference Checklist

Here is a quick reference checklist to finalise your payroll end of year.

1.	Data and Parameter Checks	<input type="checkbox"/>
2.	Process and audit final pay run for the year.	<input type="checkbox"/>
3.	Print and save monthly and quarterly reports.	<input type="checkbox"/>
4.	Generate payroll end of year reports.	<input type="checkbox"/>
5.	STP Reconciliation.	<input type="checkbox"/>
6.	Check Reports Balance.	<input type="checkbox"/>
7.	Run system back up.	<input type="checkbox"/>
8.	Roll payroll year.	<input type="checkbox"/>
9.	Load (import) tax scales.	<input type="checkbox"/>
10.	Update superannuation guarantee rate.	<input type="checkbox"/>
11.	Submit STP EOY Finalisation Declaration (needs to be done on or after 1 July 2025).	<input type="checkbox"/>

All steps are detailed below with screen shots to assist you.

Step 1 Data and Parameter Checks

You will need to check the following items for compliance with the ATO.

1.1 Check Processing Parameter

Check the processing parameter to ensure that your Payroll YBD date is 01/07/2024. [Menu bar/Ribbon on the Parameters \(tab\), select !\[\]\(dd161862f9164df98f62b726e9846241_img.jpg\) Set Parameters, then go to Payroll → Processing Options.](#) Check the *General* tab for the Payroll YBD date, then check the Contact information on the *STP Compliance* tab for **each** payroll company. **Note: if your payroll year is not 01/07/2024 please contact the LawMaster Help Desk before continuing.**

Payroll Processing Options

Payroll YBD: 01/07/2024

Default Security Class: Z

Min Units: 0

Max Units: 0

Allow user updates

Raise Leave Accrual Historically

Session Timeout

Sliding: 30

Absolute: 480

General | PAYG Summaries | STP Compliance | STP Settings

OK Cancel Apply

STP Compliance tab, select the Company Code → right click → Modify.

Payroll Processing Options

STP Reporting	Company Code	Company Name	STP Start Date	Company ABN	Branch	BMS ID	Contact Name
<input checked="" type="checkbox"/>	1	Leibmann Smythe General ...	24/07/2019	62483468038	2	00a75ba0-b9ec-4cb3-a277...	Ursula Leibm
<input checked="" type="checkbox"/>	3	L S Services Pty Ltd	24/07/2019	67094544519	2	bea25684-6b07-440b-9cac...	Ursula Leibm
<input type="checkbox"/>	4	ABC Pty Ltd			1	4d056bc4-c6b4-4717-9562...	Ursula Leibm
<input type="checkbox"/>	5	STP Reporting Company					Ursula Leibm

General | PAYG Summaries | **STP Compliance** | STP Settings

OK Cancel Apply

Payroll Processing Options

STP Reporting	Company Code	Company Name	STP Start Date	Company ABN	Branch
<input checked="" type="checkbox"/>	1	Leibmann Smythe General ...	24/07/2011		
<input checked="" type="checkbox"/>	3	L S Services Pty Ltd	24/07/2011		
<input type="checkbox"/>	4	ABC Pty Ltd			
<input type="checkbox"/>	5				

Modify Ctrl+M
Summary


Modify Parameter: CO - Companies - STP Compliance

Company Code: 1
 Company: LE000691M - Leibmann Smythe General Account
 Company ABN: 62483468038
 STP Reporting?
 Branch No: 2
 BMS ID: 00a75ba0b9ec-4cb3-a277-470c14597562 Update
 Contact Name: UL Ursula Leibmann
 OK Cancel

1.2 Checking of Company and Employee Data

Prior to producing any reports for the end of financial year, please ensure that the company entity as defined at the Company Codes - Accounting parameter has the correct information, such as:

- ❖ Company Name.
- ❖ Address information is completed correctly.
- ❖ ABN is completed.

To find the company entity that is being used, from the [Menu bar/Ribbon on the Parameters \(tab\)](#), select  [Set Parameters](#) then go to [Accounting](#) ▶ [Company Codes – Accounting](#):

Company Details

Company: ...

Cheque Trailer:

Profit/Loss Appropriation:	<input type="text" value="1214565"/> ...	<input type="text" value="Current Year Earnings - P&L Appropria..."/>	Interfund Control:
Depreciation Expense:	<input type="text" value="1112305"/> ...	<input type="text" value="Depreciation Of Buildings"/>	Asset Account:
Payroll Net Control:	<input type="text" value="1214055"/> ...	<input type="text" value="Nett Wages Clearing Account"/>	Payroll Deduction Control:
GST-/P Credits:	<input type="text" value="1214065"/> ...	<input type="text" value="GST Paid on Purchases"/>	Payable:
W/Tax:	<input type="text" value="1214075"/> ...	<input type="text" value="Withholding Tax A/C"/>	Superannuation Control:
P & L Clearing Account:	<input type="text" value="1ZZZZZZZ"/> ...	<input type="text" value="Clearing Account"/>	

Payroll Group Number:

Company Entity ID: ...

Please also ensure that if you have any employees with an overseas address that this has been completed properly. For an overseas address:

- ❖ The postcode field must always be set to 9999.
- ❖ The street address must be provided in the first and second address lines.
- ❖ The town, state or region and area code must be reported in the suburb, town, or locality field.
- ❖ The state field must be reported as OTH.
- ❖ The name of the overseas country is to be provided in the country field.

If you have amended any of the above parameters, you will need to reset your login settings (File → Reset Login Settings).

1.3 Payment parameters

If you have made changes or added any payroll codes - payments over the year, please refer to the *STP Phase 2 User Guide* for correct settings.


1.4 Deduction parameters

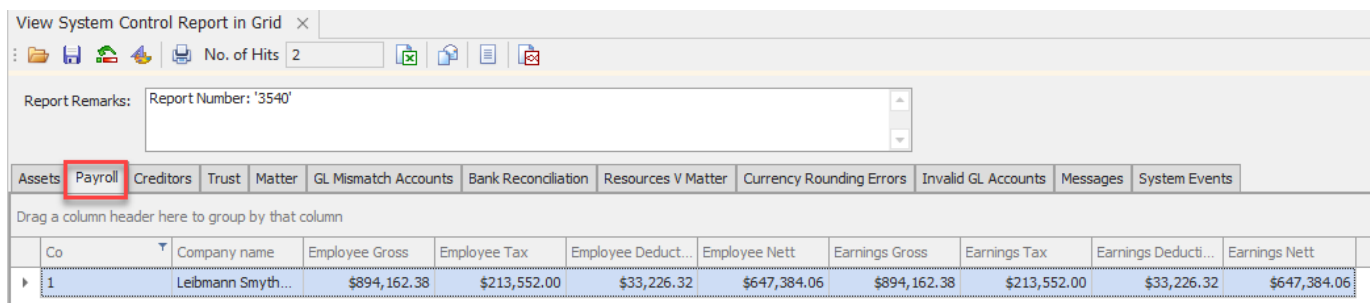
If you have made changes or added any payroll codes - deductions over the year, please refer to the *STP Phase 2 User Guide* for correct settings.

Step 2 Process and Audit the Final Pay for the Financial Year

The payroll end of year roll should be done **after** you have processed your last payroll for the year, ensuring that it has been audited with a successful STP Report status. This can be done separately to the database end of year roll; however, must be rolled prior to your **first** pay run for the new financial year. You should ensure that all payroll adjustments have been completed such as adjustments to superannuation or bonus payments.

- ❖ Complete your final pay for the year including any bonuses.
- ❖ Check the STP Status for the final pay is a Success ([Main Menu](#) ▶ [Payroll and Personnel](#) ▶ [Single Touch Payroll](#) ▶ [STP Report Status](#)).
- ❖ Run your end of month/quarter reports for payroll (see Step 3).
- ❖ Check the system control report to ensure all is balanced.

To check the system control report, navigate to [Menu bar/Ribbon on the Periodic Processing \(tab\)](#), select  [View System Control Report, Payroll tab](#). Check that the figures under Employee Gross, Employee Tax, Employee Deductions and Employee Nett balance to the figures under Earnings Gross, Earnings Tax, Earnings Deductions and Earnings Nett. If there is an imbalance, this will need to be resolved before proceeding.



Co	Company name	Employee Gross	Employee Tax	Employee Deduct...	Employee Nett	Earnings Gross	Earnings Tax	Earnings Deducti...	Earnings Nett
1	Leibmann Smyth...	\$894,162.38	\$213,552.00	\$33,226.32	\$647,384.06	\$894,162.38	\$213,552.00	\$33,226.32	\$647,384.06

Step 3 Print and Save Standard Monthly and Quarterly Reports

Print and save the reports that you would normally print on a monthly or quarterly basis for reporting your PAYGW, Payroll Tax and Superannuation such as:

- ❖ Print Deduction Details (and Payments).
- ❖ Print Superannuation Register – quarterly or monthly.
- ❖ Export Employee Superannuation Data File – quarterly or monthly.
- ❖ Print Cumulative Earnings Summary – quarterly or monthly.
- ❖ Print Allowances Details.
- ❖ Print Earnings Detail by Company.

Step 4 Generate and Save Payroll End of Year Reports

We suggest that the following payroll reports are generated:

- ❖ Print Leave Summary
- ❖ Print Leave Register
- ❖ Print Cumulative Earnings Summary
- ❖ Print Time Summary (if required)
- ❖ Print Analysis of Hours Worked
- ❖ Print Allowance Details
- ❖ Print Deduction Details (and Payments)
- ❖ Print Superannuation Register
- ❖ Print Earnings Detail by Company
- ❖ Print Earnings Summary by Company

We recommend that you export these reports to Excel and/or PDF and **save** them in a central location.

Examples of how to generate the end of year reports are given on the following pages. Generate and save the reports you **require**.

When printing the reports, check to see if you have any saved filters or have a grid layout saved. With filtering and removal of column headings, this may not show all data for the year. You can reset the grid layout to the LawMaster default by selecting the "Reset" option from the grid.



Please note the examples given are for a company where employees have been set up under Company 1. Please choose the appropriate number for your Payroll Company, e.g., 3 or 4 etc. If you run two payroll companies, you will need to run these reports for **both** companies separately.

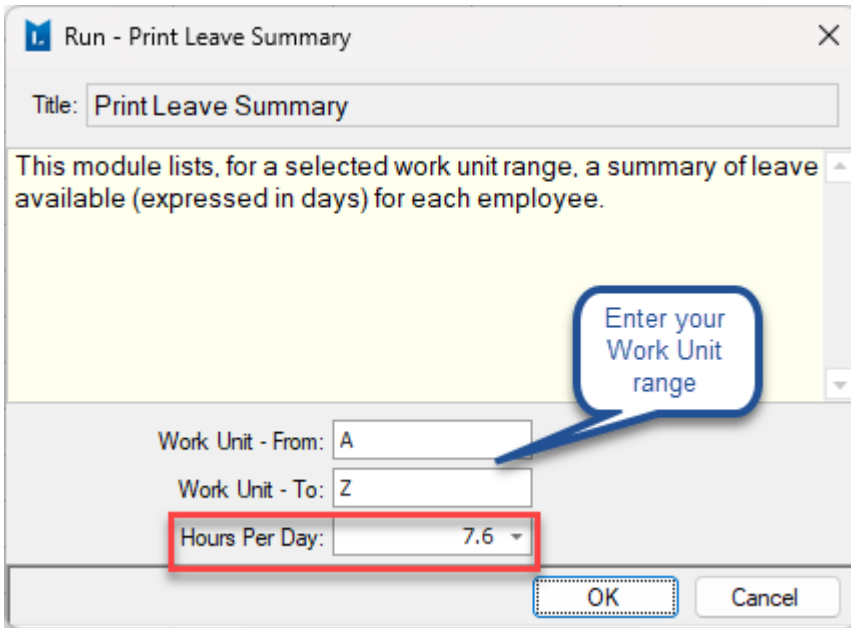
As previously noted, some of the reports listed below are Current Year reports, and figures may not be accurate if you print these after you have rolled the payroll end of year.

4.1 Print Leave Summary

[Main Menu](#) ➔ [Payroll & Personnel](#) ➔ [Reporting](#) ➔ [Print Leave Summary](#)

This report prints a summary of leave available, in days, for each employee by Work Unit.

Field	Description
Work Unit From / To	Enter in the range of work units to report upon
Hours Per Day	Enter number of hours worked during the day e.g., 8, 7.6 or 7.5. If staff are paid based on different hours, then you will need to generate two reports based on the different hours worked.



4.2 Print Leave Register

Main Menu → Payroll & Personnel → Reporting → Print Leave Register.

This report should be printed for personal leave, annual leave, and long service leave. Another option is to generate one report for all leave types as per the second screenshot below.

Field	Description
Employee No From / To	Enter in Employee range e.g., 1 to 1ZZZZZZ
Type of Leave	Select the leave type you wish to report upon if you want separate reports for each leave type. If you wish to report on all leave types leave as *.
Hours Per Day	Enter number of hours worked during the day e.g., 8, 7.6 or 7.5. If staff are paid based on different hours, then you will need to generate two reports based on the different hours worked.

Run - Print Leave Register

Title:

This module prints the leave register for a given leave type and range of employees.
Note that if the hours per day is set to zero, then 8 will be assumed.

Employee No - From:

Employee No - To:

Type of Leave:

Hours per Day:

Parameter Lookup: LT - Payroll Leave Types

Bring a column header here to group by that column

Code	Description
▶ LA	Annual Leave
LL	Long Service Leave
LO	Other Leave
LS	Sick Leave
LT	Study Leave

Include Invisible Parameters

OR

Run - Print Leave Register

Title:

This module prints the leave register for a given leave type and range of employees.
Note that if the hours per day is set to zero, then 8 will be assumed.

Employee No - From:

Employee No - To:

Type of Leave:

Hours per Day:

You may want to group the report by Leave Type for future reconciliation of leave balances.

Print Leave Register

No. of Hits: 706

Report Remarks: Employee No - From: '1'
Employee No - To: '1ZZZZZZ'
Type of Leave: 'SP'
Hours per Day: 7.6

Leave Register

Leave Type

Employee Name	Date Hired	Brought Forward...	Date Credited To	Credited	Date Last Taken	Taken	Balance (Hrs)	Balance (Days)	\$Value	Status
Leave Type: ANNUAL LEAVE (Count=334)										
SCOTT	8/09/2004	-329.52	21/06/2021	0.00		0.00	-329.52	-47.07	-\$18,123.61	Active
TIMMS	19/05/2003	-1498.65	8/07/2018	0.00		0.00	-1498.65	-49.41	-\$74,932.65	Active
MCINE	1/04/2004	-1638.02	21/08/2020	0.00		0.00	-1638.02	-54.00	-\$73,710.72	Active
SHORT	5/07/2004	-226.14	15/06/2025	-560.97		0.00	-787.11	-115.75	-\$38,195.30	Active

4.3 Print Cumulative Earnings Summary

Main Menu ▶ Payroll & Personnel ▶ Reporting ▶ Print Cumulative Earnings Summary.

Field	Description
Work Unit From / To	Enter in the range of work units to report upon
Pay Date From	01/07/2024
Pay Date To	30/06/2025

Run - Print Cumulative Earnings Summary

Title: Print Cumulative Earnings Summary

This module prints cumulative earnings by employee and work unit for the month and year to date

Enter your Work Unit range

Work Unit - From: A ...

Work Unit - To: Z ...

Pay Date - From: 01/07/2024

Pay Date - To: 30/06/2025

OK Cancel

The Period Gross figure includes **all** payments made to employees including Paid Parental Leave.

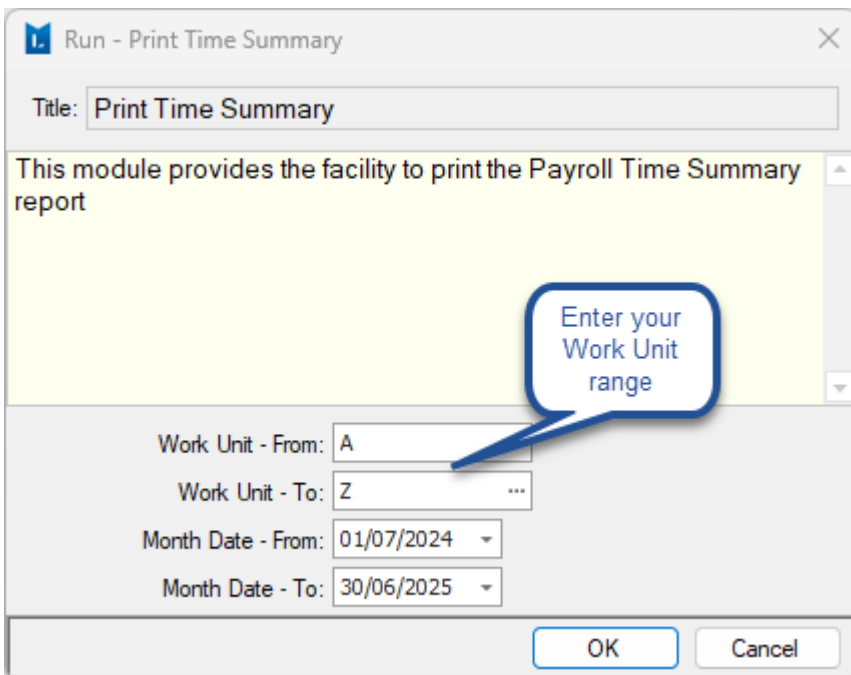
If you have not generated the Cumulative Earnings report for your normal reporting period for the quarter or month, you should do this **now**.

4.4 Print Time Summary (if required)

Main Menu ➔ Payroll & Personnel ➔ Reporting ➔ Print Time Summary.

This report allows you to report by work unit a summary of hours paid for each employee.

Field	Description
Work Unit From / To	Enter in the range of work units to report upon
Date From	01/07/2024
Date To	30/06/2025



Run - Print Time Summary

Title: Print Time Summary

This module provides the facility to print the Payroll Time Summary report

Work Unit - From: A

Work Unit - To: Z

Month Date - From: 01/07/2024

Month Date - To: 30/06/2025

Enter your Work Unit range

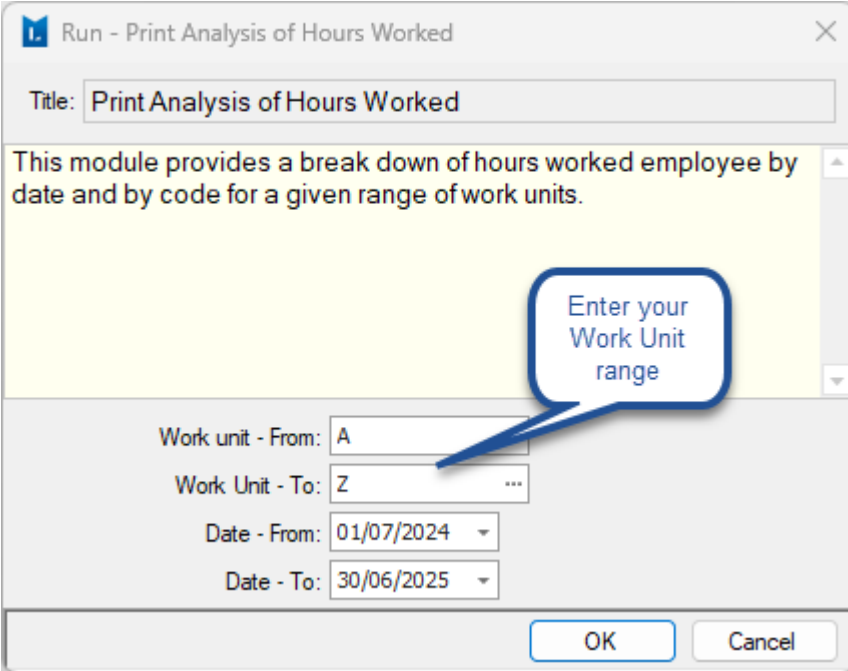
OK Cancel

4.5 Print Analysis of Hours Worked

Main Menu ➔ Payroll & Personnel ➔ Reporting ➔ Print Analysis of Hours Worked.

This report allows you to report by work unit and employee hours worked by Pay Code.

Field	Description
Work Unit From / To	Enter in the range of work units to report upon
Date From	01/07/2024
Date To	30/06/2025

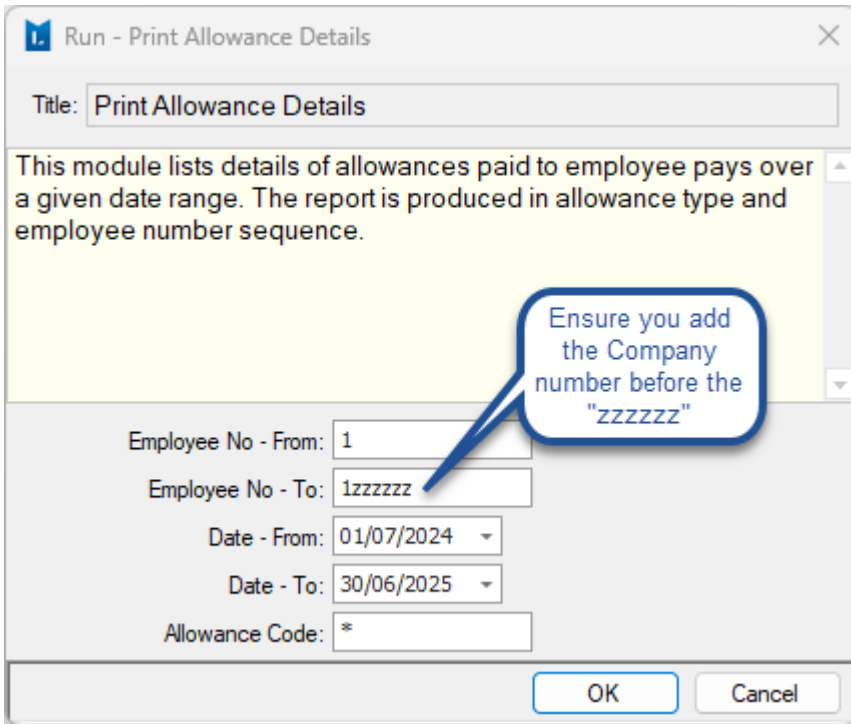


4.6 Print Allowance Details

Main Menu ➔ Payroll & Personnel ➔ Reporting ➔ Print Allowance Details.

This report will list all allowances that have been paid to an employee for the financial year, grouped by Allowance Description and then Employee.

Field	Description
Employee No From / To	Enter in Employee range e.g., 1 to 1ZZZZZZ
Date From	01/07/2024
Date To	30/06/2025
Allowance Code	Leave as * to report on all allowances



4.7 Print Deduction Details (and Payments)

Main Menu ➔ Payroll & Personnel ➔ Reporting ➔ Print Deduction Details (and Payments)

This report will list all deductions that have been deducted from an employee’s pay for the financial year, grouped by Deduction Description and then Employee.

Any deductions that have a Reporting Category of “Do Not Report to ATO” will not show on the *STP Reconciliation Report*.

Field	Description
Employee No From / To	Enter in Employee range e.g., 1 to 1ZZZZZZ
Date From	01/07/2024
Date To	30/06/2025
Deduction Code Mask	Leave as * to report on all deductions
Include Employer Contribution	Yes
Payment Option	List Only

Run - Print Deduction Details (and Payments)

Title: Print Deduction Details (and Payments)

This module lists details of deductions made from employee pays over a given date range. The report is produced in deduction type and employee number sequence. The option is provided to generate deduction payment vouchers also.

Employee No - From: 1

Employee No - To: 1ZZZZZZ

Date - From: 01/07/2024

Date - To: 30/06/2025

Deduction Code Mask: *

Include Employer Contributions: Yes

Payment Option: List Only

OK Cancel

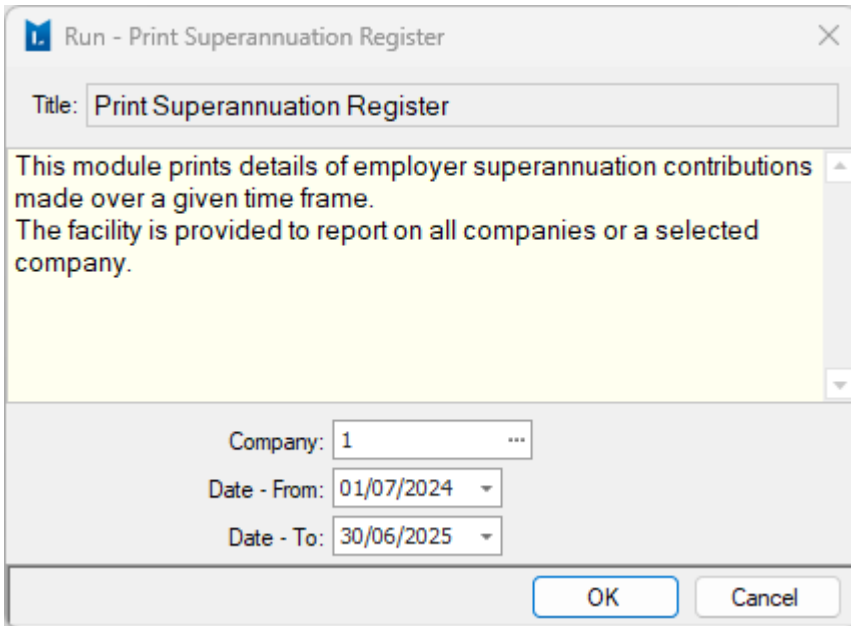
Ensure you add the Company number before the "ZZZZZZ"

4.8 Print Superannuation Register

Main Menu ➔ Payroll & Personnel ➔ Reporting ➔ Print Superannuation Register.

This report will show the total superannuation payments for each employee for the year. If you need to make any adjustments to superannuation, this should be done prior to rolling the payroll end of year.

Field	Description
Company	Enter your company number e.g., 1
Date From	01/07/2024
Date To	30/06/2025



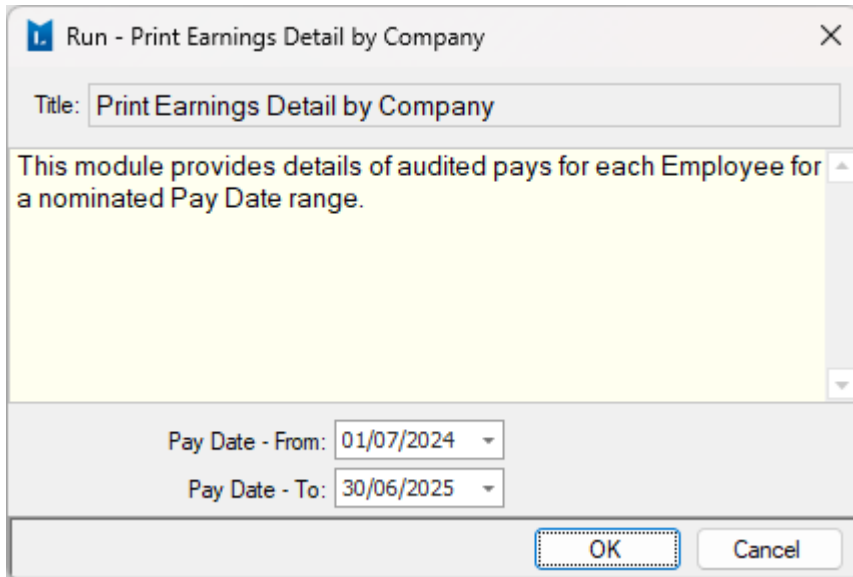
If you have not generated the Superannuation Register for your normal reporting period for the quarter or month, you should do this **now**.

4.9 Print Earnings Detail by Company

[Main Menu](#) ➔ [Payroll & Personnel](#) ➔ [Reporting](#) ➔ [Print Earnings Detail by Company](#).

This report allows you to see a breakdown of audited pays for each employee.

Field	Description
Date From	01/07/2024
Date To	30/06/2025



The screenshot shows a dialog box titled "Run - Print Earnings Detail by Company". It has a close button (X) in the top right corner. Below the title bar is a text field containing "Print Earnings Detail by Company". A large yellow text area contains the message: "This module provides details of audited pays for each Employee for a nominated Pay Date range." Below this area are two date selection fields: "Pay Date - From:" with a dropdown menu showing "01/07/2024" and "Pay Date - To:" with a dropdown menu showing "30/06/2025". At the bottom of the dialog are two buttons: "OK" and "Cancel".

We suggest that you **group** this report by "Company" and then the "ATO Reporting Code" and "ATO Reporting Sub Code" columns, which will assist you in balancing the totals against the STP Reconciliation Report. You can group or filter by any of the columns to suit your needs e.g., "Company", "Type", "ATO Reporting Code", "Payroll Description" etc.

Print Earnings Detail by Company

No. of Hits 886

Report Remarks: Pay Date - From: '01-Jul-2024'
Pay Date - To: '30-Jun-2025'

Earnings Details

Company [dropdown] ATO Reporting Code [dropdown] ATO Reporting Sub Code [dropdown]

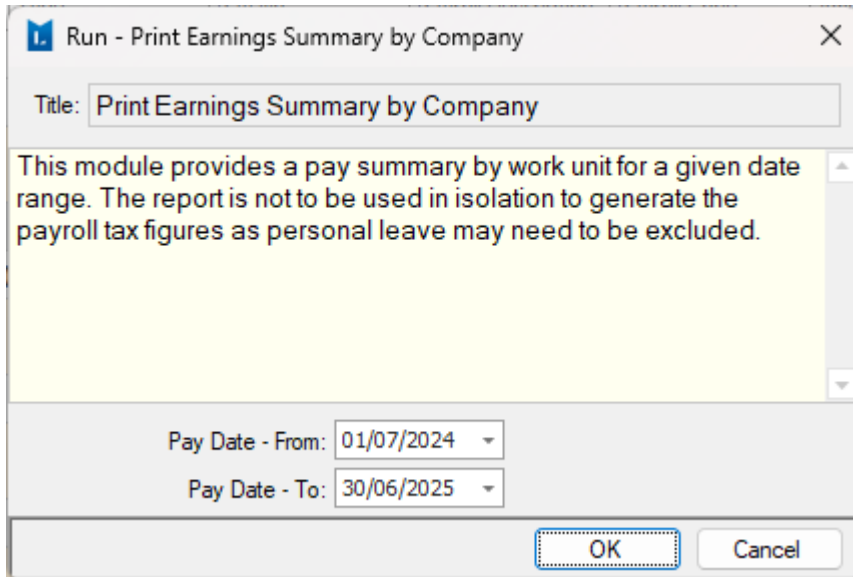
Employee ID	Employee Name	Work Unit	Pay Date	Type	Pay N
<ul style="list-style-type: none"> Company: 1 - I . ACCOUNT (Count=856) <ul style="list-style-type: none"> > ATO Reporting Code: (Count=264) > ATO Reporting Code: ALLOWANCES (Count=96) <ul style="list-style-type: none"> > ATO Reporting Sub Code: CENTS PER KILOMETRE (Count=24) > ATO Reporting Sub Code: LAUNDRY (Count=24) > ATO Reporting Sub Code: OTHER - OTHER (Count=24) > ATO Reporting Sub Code: OVERTIME MEAL ALLOWANCES (Count=24) > ATO Reporting Code: DO NOT REPORT TO ATO (Count=48) > ATO Reporting Code: FEES (Count=72) 					

4.10 Print Earnings Summary by Company

Main Menu → Payroll & Personnel → Reporting → Print Earnings Summary by Company.

This report allows you to group by work unit total Gross and Superannuation Contribution amounts for the financial year. The Gross figure includes **all** payments made to employees.

Field	Description
Date From	01/07/2024
Date To	30/06/2025



Step 5 STP Reconciliation

The STP Reconciliation Report shows the breakdown of salaries and wages, PAYG withholding, and superannuation information based on the ATO Reporting Codes.

Main Menu ▶ Payroll & Personnel ▶ Single Touch Payroll ▶ STP Reconciliation.

It is recommended to Export your report to Excel to assist with balancing of your reports (see Step 6 - Check Reports Balance). **Note:** for any ETP payments made throughout the year, the tax amount will be shown on the ETP tab when exported and is **not** included in the PAYGW column on the STP Reconciliation Report.

After balancing the payroll reports, you may elect to **Save to Folio** the STP Reconciliation Report for all Employees. The Save to Folio icon will allow you to save this report directly to a subject file as an Excel spreadsheet with a new tab for any allowances, deductions and ETP's.

STP Reconciliation Report									
Company: 1		Account							
Year: This Year		1/07/2024 - 30/06/2025							
STP Service: Payroll Event 2020									
No. of Hits: 22									
Reconciliation Report									
Employee No	Name	Gross	PAYGW	Paid Leave	Allowances	Deductions	Salary Sacrifice	On	
1AA		\$23,076.84	\$2,376.00	\$0.00	\$0.00	\$2,133.12	\$2,400.00		

Pay Adjustments for the 2024-2025 year cannot be made to employee records after Step 8 - Roll Payroll Year.

Step 6 Check Reports Balance

The following is designed to help you balance your reports effectively. Please note that the codes provided are for example purposes only, and your firm may use different codes or not use some of them at all. Additionally, we recommend cross-checking your balances against the relevant general ledger accounts (e.g., wages, superannuation, etc.) to ensure accuracy.

Item	Balance Report
Print Cumulative Earnings Report	
Gross*	Balances to Gross Amount on <i>Earnings Summary by Company</i>
Tax	Balances to PAYGW + Tax on ETP amount on the exported <i>STP Reconciliation Report</i>
Deductions	Balances to Total Deductions Amount on the <i>Deductions Report</i> .
Nett	Balances to <i>STP Reconciliation</i> the sum of (Gross + Paid Leave + Allowances + Overtime + Bonuses + Lump Sums + ETP) - (post-tax Deductions + PAYGW + Tax on ETP)
Print Allowances Details	
Allowances	Any Bonus allowances should balance to Bonuses on <i>STP Reconciliation Report</i> . Any Reportable allowances will reconcile with the <i>STP Reconciliation Report</i> - Allowances figure. Non-reportable allowances will be included in Gross on the <i>STP Reconciliation Report</i> .

Balance Report	
Lump Sum Amounts	Total Lump Sum allowances should balance to Lump Sums on the <i>STP Reconciliation Report</i> .
Print Deduction Details	
Salary Sacrifice Superannuation deduction	Balances to RESC on <i>STP Reconciliation Report</i> and Deductions on <i>Superannuation Register</i>
Other Salary Sacrifice deductions	Balances to Salary Sacrifice on <i>STP Reconciliation Report</i> for each employee
Total Deductions	Balances to Total Deductions on <i>Cumulative Earnings Report</i>
Print Superannuation Register	
Ordinary Pay	Balances to <i>STP Reconciliation Report</i> the sum of Gross + (Paid Leave - Unpaid Leave - Parental Leave) + Bonuses (if OTE[^]) + Lump Sums (if OTE) + ETP (if OTE)
Employer Contribution	Balances to Super Liability on <i>STP Reconciliation Report</i> + RESC amounts that are Employee Influenced on the <i>STP Reconciliation Report</i>
Deductions Total	Balances to RESC amounts that are post-tax deductions on <i>STP Reconciliation Report</i> and any Salary Sacrifice deductions or after-tax superannuation deductions on the <i>Deductions report</i> .
Print Earnings Summary by Company	
Gross*	Balances to Gross on <i>Cumulative Earnings Report</i>
Employer Contribution	Balances to Employer Contribution on <i>Superannuation Register</i> and Super Liability on <i>STP Reconciliation Report</i>
Print Earnings Detail by Company	
These Items are examples of what may appear on your report depending on the ATO Reporting Code setting.	
Gross	Balances to Gross on <i>STP Reconciliation Report</i>
Bonuses and Commissions	Balances to Bonuses on <i>STP Reconciliation Report</i>
Overtime e.g., HOT	Balances to Overtime on <i>STP Reconciliation Report</i>
Leave	Balances to Paid Leave on <i>STP Reconciliation Report</i>
ETP	Balances to ETP on <i>STP Reconciliation Report</i>
Lump Sums	Will be included in the Lump Sums amount on the <i>STP Reconciliation Report</i>
Salary Sacrifice	Balances to Salary Sacrifice on <i>STP Reconciliation Report</i>
STP Reconciliation	
Gross	The sum of any payments on the <i>STP Reconciliation Report</i> should match the totals on the <i>Cumulative Earnings</i> and <i>Earnings Summary by Company</i> reports e.g., Gross + Paid Leave + Allowances + Overtime + Bonuses + Lump Sum +ETP payments.

Item	Balance Report
PAYGW	The sum of PAYGW + Tax on ETP , balances to Tax on Cumulative Earnings Report
Paid Leave	Balances to the sum of all leave on the <i>Earnings Detail by Company report</i>
Allowances	These are the Reportable Allowances which will balance to the relevant allowance figure on <i>Allowances Report</i>
Deductions	These are the Reportable Deductions e.g., Workplace Giving and Fees which will balance to the relevant figure on the <i>Deductions Report</i> .
Salary Sacrifice	Balances to any other Salary Sacrifice items on <i>Deductions report</i>
Overtime	Balances to any Overtime categories on <i>Earnings Detail by Company report</i>
Bonuses	Balances to any Bonus categories on <i>Earnings Detail by Company report</i>
Lump Sums	Balances to the sum of any Lump Sum payments on the <i>Allowances Report</i>
ETP	Balances to any ETP payments on <i>Earnings Detail by Company report</i>
Super Liability	Balances to Employer Contribution figures on <i>Superannuation Register</i> and <i>Earnings Summary by Company report</i>
RESC	Balances to salary sacrifice deductions on <i>Deductions report</i>
FBT	As per the FBT amount entered on the relevant Employee record → Fringe Benefits tab.
Tax Offset	Balances to Tax Offset fields on Employee record.

*Gross figures on the Cumulative Earnings and the Earning Summary by Company reports include all payments made to employees.

^OTE = ordinary times earnings

Step 7 Run System Back Up

BEFORE CONTINUING WITH ANY FURTHER STEPS TAKE A FULL SYSTEM BACKUP.

This is done from the [Menu bar/Ribbon, Periodic Processing tab](#), select  End of Period Back-up.

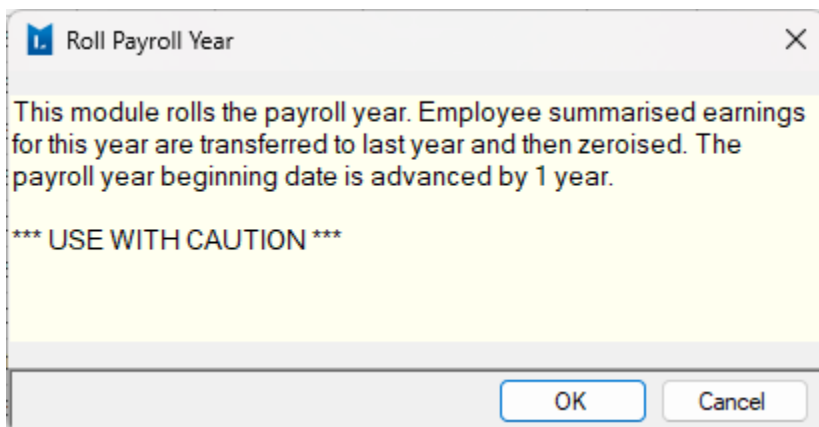
Step 8 Roll Payroll Year

You must ensure prior to rolling your payroll year that all adjustments have been made to employee earnings. If you make any adjustments now, you will need to re-run the relevant reports above.

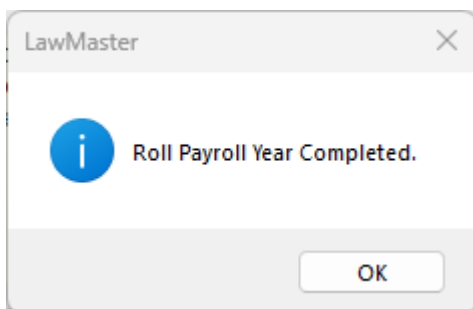
Where a Company has been STP Reporting in the Previous Year, validation has been added to the 'Roll Payroll Year' module to ensure Employees with payroll transactions in the Previous Year have a Final Pay Indicator set to True for that Year.

In this case, a warning message is displayed which lists the employees that have not had their Final Pay Indicator set to True. The user then has the option of cancelling the Payroll Year Roll and submitting the Final Pay Indicator Declaration for the listed Employees for the prior year.

[Main Menu](#) ▶ [Payroll & Personnel](#) ▶ [End of Year Processing](#) ▶ [Roll Payroll Year](#)




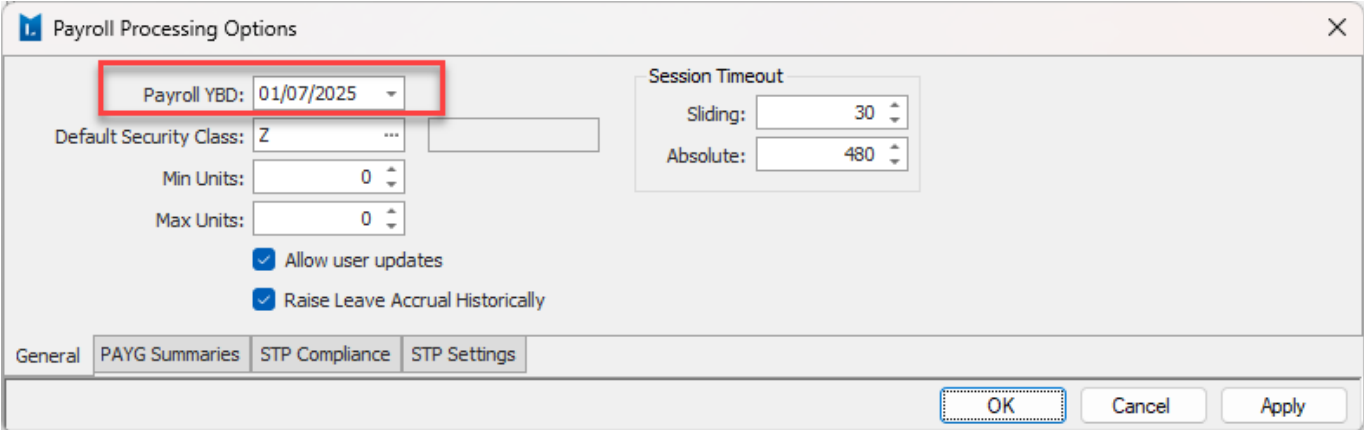
You will receive a message advising that the roll payroll year has been completed.



The status bar at the bottom of your screen will be updated once the Roll Payroll Year module has completed.

Roll Payroll Year Completed.

To check if payroll has been rolled correctly, from the [Menu bar/Ribbon, Parameters \(tab\)](#), select  [Set Parameters](#), then go to [Payroll ► Processing Options](#). The Payroll YBD date will show as 01/07/2025.



Payroll Processing Options

Payroll YBD: 01/07/2025

Default Security Class: Z

Min Units: 0

Max Units: 0

Allow user updates

Raise Leave Accrual Historically

Session Timeout

Sliding: 30


Absolute: 480

General | PAYG Summaries | STP Compliance | STP Settings

OK Cancel Apply

Step 9 Load (import) Tax Scales

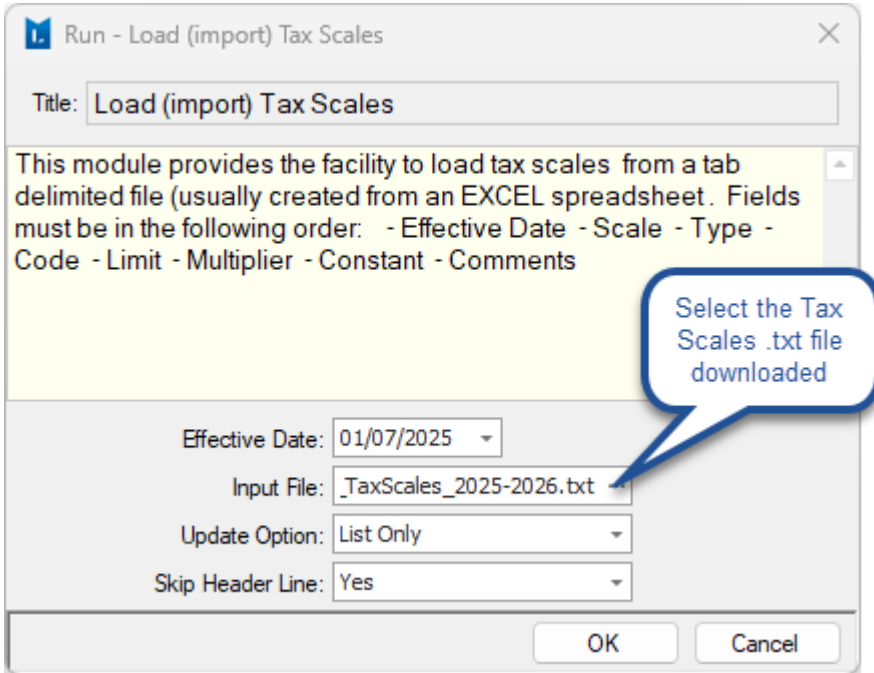
The Federal Budget did not result in any changes to the tax rates or income thresholds for the 2025-2026 income year. However, the formula for calculating the Study and Training Support Loans has been updated to include the annual indexation of the repayment income thresholds.

The updated Pay As You Go Withholding (PAYGW) tax tables 2025-2026 are available as a zip from the Client Service Centre saved in [Other Downloads ► ATO_TaxScales_2025-2026.zip](#). ([Menu bar/Ribbon, Lawyers Toolbar tab](#), select  [Client Service Centre](#)).

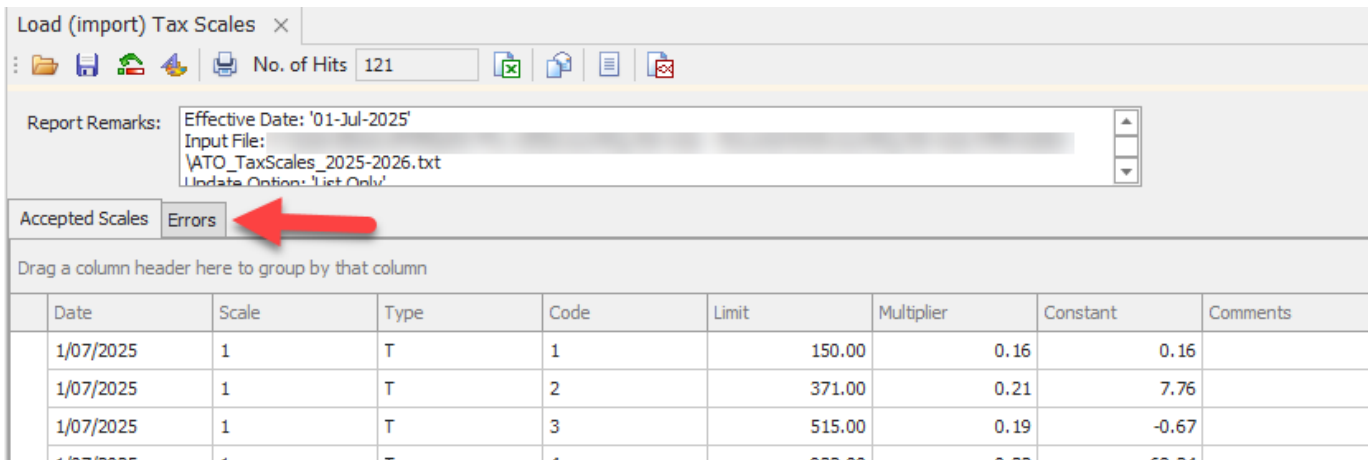
Download and save the zip file to a convenient location then open the zip file to access the txt file, the txt file should be saved separately in readiness for loading into LawMaster.

The tax scales file should be imported into LawMaster **prior** to running the first pay for the year beginning 1 July 2025. It may be imported prior to rolling the Payroll Year as the tax rates for 2025-2026 will only be used for Pays that have a Pay Date of 1 July 2025 or later.

[Main Menu ► Payroll & Personnel ► Administration ► Load \(import\) Tax Scales](#).



The Input File will be the ATO_TaxScales_2025-2026.txt file you saved earlier. We suggest that you run the Update Option: **List Only** first and check there are no errors with the file.



If there are no errors run the Load (import) Tax Scales with the Update Option: **Update as Well**.

Run - Load (import) Tax Scales

Title: Load (import) Tax Scales

This module provides the facility to load tax scales from a tab delimited file (usually created from an EXCEL spreadsheet). Fields must be in the following order: - Effective Date - Scale - Type - Code - Limit - Multiplier - Constant - Comments

Effective Date: 01/07/2025

Input File: _TaxScales_2025-2026.txt

Update Option: Update As Well

Skip Header Line: Yes

OK Cancel

Select the Tax Scales .txt file downloaded

Load (import) Tax Scales

No. of Hits 121

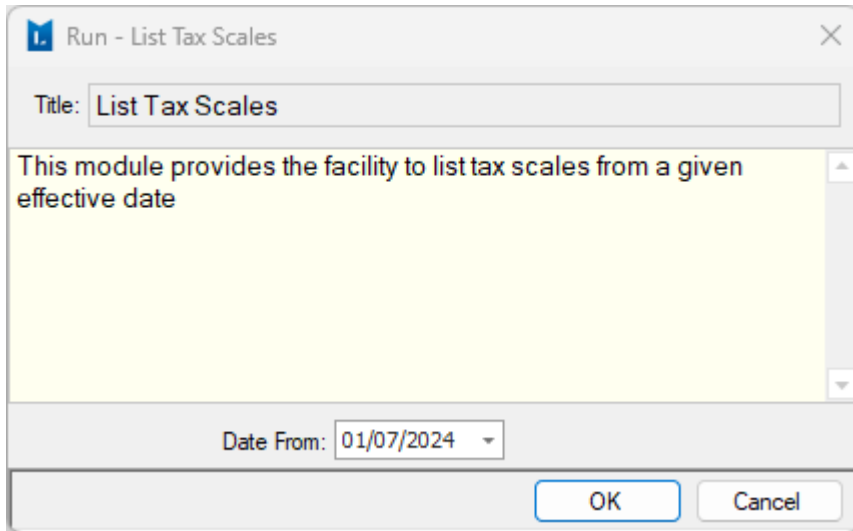
Report Remarks: Effective Date: '01-Jul-2025'
Input File: \ATO_TaxScales_2025-2026.txt
Update Option: 'Update As Well'
Skip Header Line: 'Yes'

Accepted Scales Errors

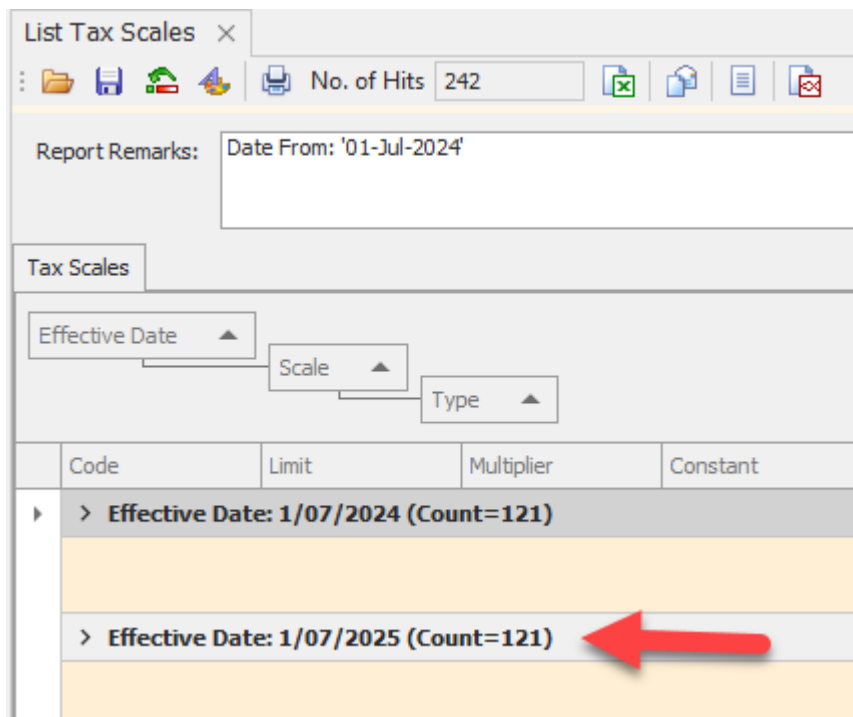
Drag a column header here to group by that column

	Date	Scale	Type	Code	Limit	Multiplier	Constant	Comments
▶	1/07/2025	1	T	1	150.00	0.16	0.16	
	1/07/2025	1	T	2	371.00	0.21	7.76	
	1/07/2025	1	T	3	515.00	0.19	-0.67	
	1/07/2025	1	T	4	932.00	0.32	68.24	

To check that you have imported the file successfully from the [Main Menu](#) ▶ [Payroll & Personnel](#) ▶ [Administration](#) ▶ [List Tax Scales](#). Enter the Date From 01/07/2024.



The grid report should show tax scales for 01/07/2024 and 01/07/2025.

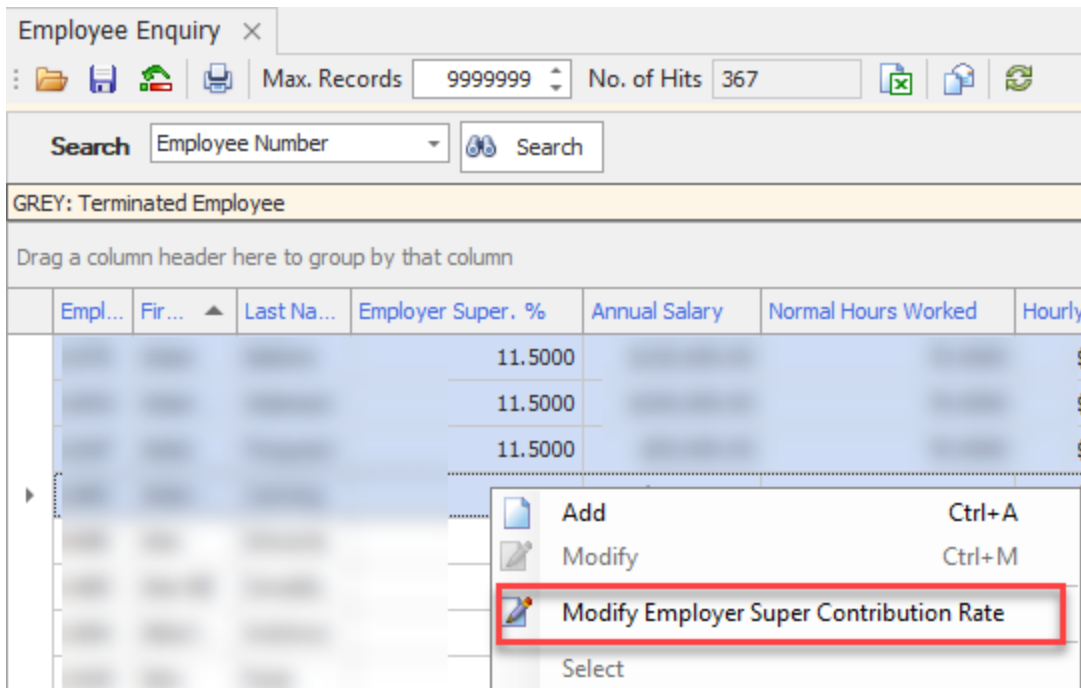


The imported Tax Table can be tested by using the Test Tax Calculations module.

Step 10 Update Superannuation Guarantee Rate

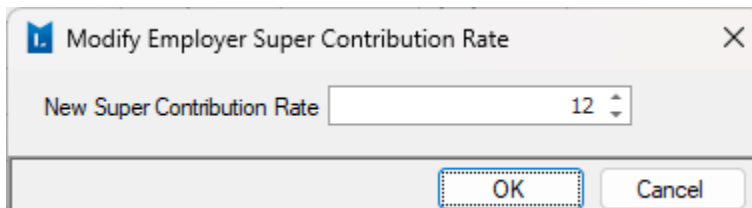
The superannuation guarantee rate currently set at 11.5% of ordinary time earnings will increase to 12% on 1 July 2025. You need to update your employees with the new superannuation rate prior to running your first pay run in the 2025-2026 financial year. You can update the superannuation rate in bulk from the Employee Enquiry grid.

Select the employees you are updating → right click → [Modify Employer Super Contribution Rate](#).



The screenshot shows the 'Employee Enquiry' window with a search filter set to 'Employee Number' and 367 hits. The grid displays columns for 'Empl...', 'Fir...', 'Last Na...', 'Employer Super. %', 'Annual Salary', 'Normal Hours Worked', and 'Hourly'. A context menu is open over the grid, listing options: 'Add (Ctrl+A)', 'Modify (Ctrl+M)', 'Modify Employer Super Contribution Rate' (highlighted with a red box), and 'Select'.

Enter in the increased superannuation rate i.e., 12. This will then update the selected employees with the new Superannuation Guarantee rate.



The dialog box 'Modify Employer Super Contribution Rate' has a text input field labeled 'New Super Contribution Rate' containing the value '12'. There are 'OK' and 'Cancel' buttons at the bottom.

Note: If an employee's total package is inclusive of superannuation and will not be increased in line with the new superannuation guarantee rate, you will need to adjust the annual salary to reflect the increase in the superannuation guarantee rate.

For example, if the total salary package is \$100,000.00 and the current Annual Salary field is showing \$89,686.10 (approx.), the new Annual Salary will need to be adjusted to \$89,285.72 (approx.) which will decrease the employee's gross amount. Once you have entered the new Annual Salary amount, you will need to re-calculate the hourly rate.

Step 11 STP EOY Finalisation Declaration to ATO (after Rolling Payroll Year)



If you have rolled payroll prior to **30 June 2025**, you cannot complete the following payroll steps until on or after 1 July 2025.

You can continue to adjust superannuation amounts using superannuation journals prior to running the End of Year Finalisation Declaration to the ATO. No further changes can be made to employee earnings transactions after the payroll year has been rolled.

Once you have rolled the payroll year, you can submit the EOY Finalisation Declaration for the 2024-2025 year any time on or after **1 July 2025**.

An employer is required to make a declaration to the ATO that they have provided all the information for each employee for a financial year. This is done by providing a Finalisation Indicator for each employee in the STP report.

This declaration allows the ATO to make the employee information available for income tax return prefill for employees. It will also update the employee's MyGov payroll page, to show the employee income statement for STP reported information is final for the financial year. Providing the declaration for STP reported information removes the employer obligation to provide their employees with payment summaries in relation to the STP reported information.

The 'Submit EOY Finalisation Declaration to ATO' module can be accessed from:

[Main Menu](#) ➔ [Payroll and Personnel](#) ➔ [Single Touch Payroll](#) ➔ [STP Reconciliation](#).

As the payroll year has been rolled, you will need to select **Last Year** - 01/07/2024 – 30/06/2025.

STP Reconciliation Report ×

Company: ...

Year: Last Year ▼ 1/07/2024 - 30/06/2025

STP Service: Payroll Event 2020 ▼

Then from the [Context Menu](#) → [Submit EOY Finalisation Declaration to ATO](#) → [All Employees of \[Company Name\]](#).

STP Reconciliation Report ×

Company: ...

Year: Last Year ▼ 1/07/2024 - 30/06/2025

STP Service: Payroll Event 2020 ▼

No. of Hits

Reconciliation Report

Employee No	Name	Gross	PAYGW	Paid Leave	Allowances	Deductions	Salary Sacrifice	O
▶ ⊕								
⊕								
⊕								

- Connect to Employee
- Submit STP Update
- Submit EOY Finalisation Declaration to ATO
- Reset Finalisation Indicator to False

All Employees of Leibmann Smythe General Account

Submit EOY Finalisation Declaration to ATO

The Finalisation Declaration indicates that the employer has provided all information for each employee for the financial year. On selecting OK the Finalisation Indicator is set to True and the YTD amounts are reported to the ATO for the selected employee, or all employees of the nominated company that have payroll transactions in the selected year.

Company: 1 Leibmann Smythe General Account

Year: Last Year 1/07/2024 - 30/06/2025

Employee: <ALL>

I am notifying the ATO that

- MessageXchange provides my business with lodgement transaction services; and
- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSkey.

Declarer: _____

OK Cancel

On selecting OK, the Finalisation Indicator is set to True, and the YTD amounts are reported to the ATO for the selected employee or all employees of the nominated company that have payroll transactions in the selected year.

Once the Finalisation Declaration has been submitted to the ATO, the Employee Record → More Tab → STP Reporting – Finalisation Indicator Sent for This Year/Last Year is updated with a tick and the STP Reconciliation ‘Finalisation Indicator Sent’ column is updated with ‘Y’ on the STP Reconciliation Report.

Employee Details

Tax
Tax File Number: []

Superannuation Details
Employee Contribution: 0.00%
Employer Contribution: 11.00%
Fund No: 01 ... CGU - Blue Chip Australian
Account No: 01
Expense Account: 1112075 ... Staff Superannuation - Employees

Cessation Details
Cessation Date: [] Cessation Type: []
Remarks: []
 Payment Summary Printed?

STP Reporting - Latest Submission
This Year:
Last Year: []

STP Reporting - Finalisation Indicator Sent
 This Year Last Year

Main More... Next Of Kin Pay Details Banking Details GL Accounts Deductions/Allowances

OK Cancel Apply

STP Reconciliation Report

Company: 1
Year: Last Year 1/07/2024 - 30/06/2025
STP Service: Payroll Event 2020

No. of Hits 22

Employee No	Name	Gross	PAYGW	Paid Leave	Allowances	Deductions	Salary...	Overt...	Bonuses	Lump Sums	ETP	Super ...	RESC	FBT	Tax ...	Payroll YBD	Finalisation Indicator Sent	Pay Date To
[]	[]	\$23,0...	\$2,376...	\$0.00	\$0.00	\$2,133.12	\$2,40...	\$0.00	\$0.00	\$0.00	\$0.00	\$2,653...	\$2,40...	\$0.00	\$0.00	01/07/2024	Y	30/06/2025
[]	[]	\$22,0...	\$4,464...	\$2,000.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,760...	\$0.00	\$0.00	\$0.00	01/07/2024	Y	30/06/2025

Once you have set the finalisation indicator to true and you need to amend a previously finalised employee record, you can reset the finalisation indicator. This is done by selecting the employee from the STP Reconciliation Report [Context Menu](#) → [Reset Finalisation Indicator to False](#) → [Employee \[Name\]](#).

END OF INSTRUCTIONS FOR PAYROLL YEAR ROLL

Database

Please ensure that any journals for year ending 30 June 2024 have been entered prior to rolling your database, as these will not be able to be entered once the database has been rolled into the 2025-2026 financial year.


Once you have reconciled all your bank accounts to 30 June 2025 ensure that you have audited the reconciled items so that the closing bank balance is updated on the Balance Sheet.

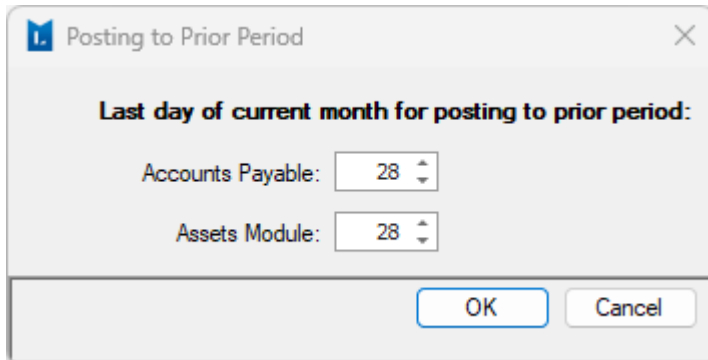
Quick Reference Checklist

Here is a quick reference checklist to finalise your database end of year.

❖	General Journals entered for 30 June 2024 (if required)	<input type="checkbox"/>
❖	Bank Accounts Reconciled for the Month	<input type="checkbox"/>
❖	Asset postings	<input type="checkbox"/>
❖	Lockout Users	<input type="checkbox"/>
❖	End of Day Run	<input type="checkbox"/>
❖	Check no errors on System Control Report	<input type="checkbox"/>
❖	Print Reports	<input type="checkbox"/>
❖	Roll End of Year	<input type="checkbox"/>
❖	Allow User Logins	<input type="checkbox"/>

Step 1 Asset System

If you use the Asset System, ensure you have raised your Depreciation throughout the year. If the *Posting to Prior Period* parameter for the Asset Module is set for days > 0 you will be able to conduct the following after the end of year roll. If this parameter is not set, you **must** process the following before doing any other end of year processing ([Parameters \(tab\)](#), select  [Set Parameters](#), then go to [Accounting](#) → [Posting to Prior Period](#)):



Posting to Prior Period

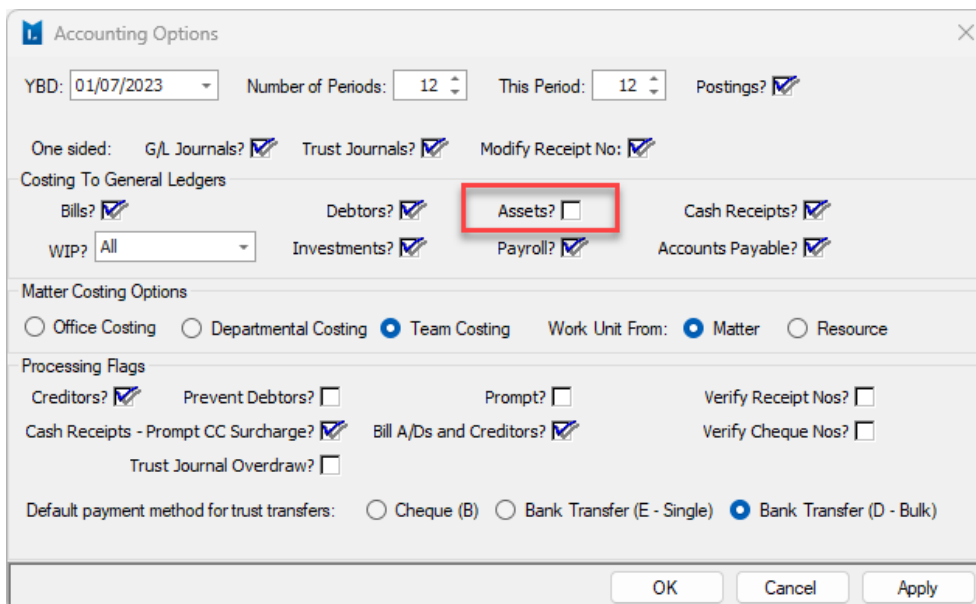
Last day of current month for posting to prior period:

Accounts Payable: 28

Assets Module: 28

OK Cancel

- ❖ Raise Asset Depreciation for the final period.
- ❖ Print Depreciation Schedule.
- ❖ Process the necessary journal entries to the general ledger if the asset flag is not ticked on the [Accounting](#) → [Processing Options](#) parameter.



Accounting Options

YBD: 01/07/2023 Number of Periods: 12 This Period: 12 Postings?

One sided: G/L Journals? Trust Journals? Modify Receipt No:

Costing To General Ledgers

Bills? Debtors? **Assets?** Cash Receipts?

WIP? All Investments? Payroll? Accounts Payable?

Matter Costing Options

Office Costing Departmental Costing Team Costing Work Unit From: Matter Resource

Processing Flags

Creditors? Prevent Debtors? Prompt? Verify Receipt Nos?

Cash Receipts - Prompt CC Surcharge? Bill A/Ds and Creditors? Verify Cheque Nos?

Trust Journal Overdraw?

Default payment method for trust transfers: Cheque (B) Bank Transfer (E - Single) Bank Transfer (D - Bulk)


OK Cancel Apply

Step 2 Lockout Users

Follow these steps once you have reconciled all your bank accounts as part of your normal end of month duties.



It is **essential** to ensure that all users are logged out of LawMaster and prevented from returning to LawMaster while processing the end of year.

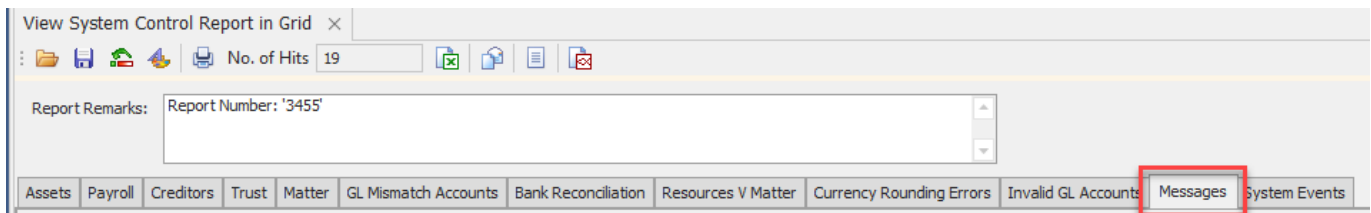
First ensure that you have security rights to log back on to LawMaster, i.e., deletion rights to **ALL** file classes. If you normally conduct the end of month roll, you will have the correct rights.

- ❖ From the **Menu bar/Ribbon**, **Periodic Processing** tab, select  **Show User Logins**.
- ❖ Click on 'Disable All' from the Context Menu.
- ❖ Click 'Prevent User Logins' from the Context Menu to stop all users re-entering LawMaster.

Step 3 End of Day

Run normal End of Day procedures:

- ❖ From the **Menu bar/Ribbon**, **Periodic Processing** tab, select  **End of Day Run**.
- ❖ From the **Menu bar/Ribbon**, **Periodic Processing** tab, select  **View System Control Report**.
- ❖ **Ensure** that no error messages appear at this stage, i.e., ensure that all transactions are audited.



Examples of relevant error messages include the following and should be resolved prior to conducting the end of year roll.

Message
Costing for WIP is by matter office
The Trust Balance on Matter 9999999 is overdrawn by 185000.00.
*** Debtors and GL not balanced
*** Fees WIP and GL not balanced
*** WIP Disbursements and GL not balanced
*** Anticipated Disbursements and GL not balanced
*** Mismatched account balances or ledger movement imbalances exist.
Last backup finished on May 26 2025 3:32PM
Login history cleared up to 26/05/2024
Payroll Login history cleared up to 26/05/2024

Any messages with 3 *** should be rectified prior to rolling your database end of year

DO A FULL BACKUP OF DATA AT THIS POINT BEFORE PROCEEDING TO THE NEXT STEP

(From the Menu bar/Ribbon, Periodic Processing tab, select  End of Period Backup.)

Step 4 Print Reports

The list below is the **recommended minimum** reports required. Additional reports for firm performance, etc., can be selected for printing if required.

We suggest that you Export these reports to Excel and/or Print as a PDF.

4.1 Trust

These are the normal reports that are generated each month. If you have already printed these as part of your end of month process, you do not need to process them again.

4.1.1 Publish Trust Trial Balance

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Trial Balance

4.1.2 Publish Trust Ledger

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Ledger

4.1.3 Publish Trust Receipts Cash Book

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Receipts Cash Book

4.1.4 Publish Trust Payments Cash Book

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Payments Cash Book

4.1.5 Publish Trust Cash Book

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Cash Book

4.1.6 Print Trust No Movements

Main Menu → Accounting → Trust Accounting → Trust → Print Trust No Movements

4.1.7 Print Overdrawn Trust Report

Main Menu → Accounting → Trust Accounting → Trust → Print Overdrawn Trust Report

4.1.8 Print Trust Journal

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Trust Transaction Enquiry. Select Transaction Type of: Journals.

4.1.9 Print Investment Trial Balance

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Investments ➤ Print Investment Trial Balance

Note: You should run any other Trust Reports as required by Legislation, e.g., Matter Trust Statements (Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust Statements). These can be done after the end of year roll.

4.2 General

4.2.1 Point in Time Reports

The following reports are **point in time reports** and should be saved to a central location. These reports should balance against the figures on your Balance Sheet.

4.2.1.1 Aged WIP and Disbursements

Main Menu ➤ Client & Matter ➤ Matter Costing ➤ Costing & Billing ➤ Print Aged Work (and Disbursements) by Lawyer.

Run - Print Aged Work (and Disbursements) by Lawyer

Title: Print Aged Work (and Disbursements) by Lawyer

This module provides the facility to print details of unbilled work and disbursements at the matter level as at today.

The report is produced by lawyer as specified below and then by client identifier and matter.

NOTE
1. Aging is as at today

Report Type: All

Lawyer No - From:

Lawyer No - To: ZZZZZZZZ

Minimum Aging: Current

OK Cancel

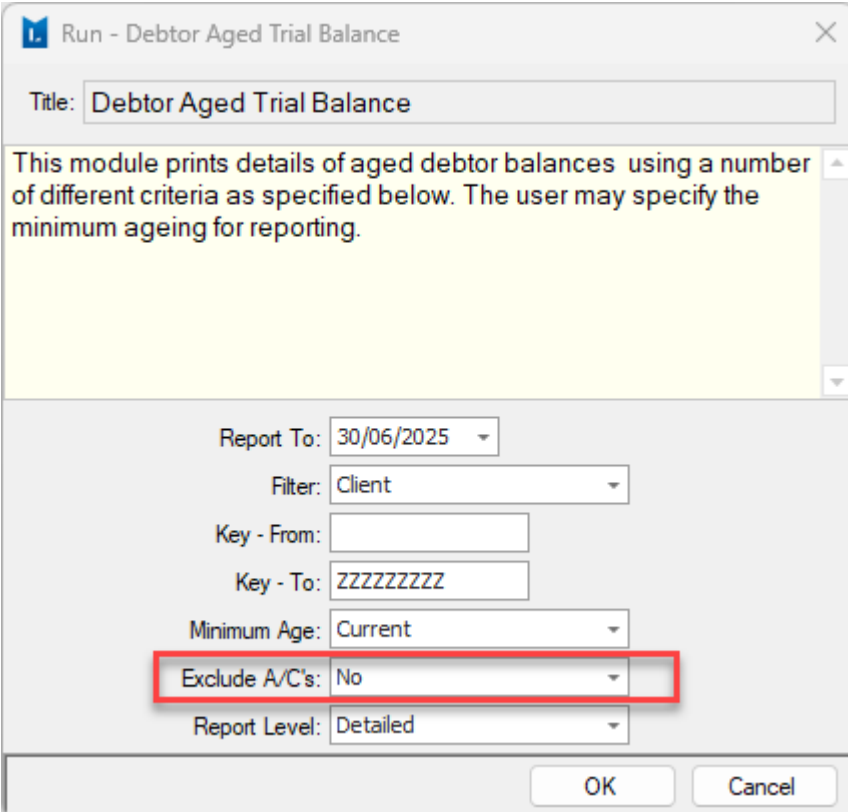
Under Report Type, you have the option to print all Work in Progress, All Disbursements or Cash and Non-Cash Disbursements as well as Anticipated Disbursements. The figures should balance to the General Ledger control accounts as follows:

- ❖ WIP total should balance to the Work in Progress general ledger account (if applicable).
- ❖ Unbilled Disbursements total should balance to the Unbilled Disbursements general ledger account.

If you are reporting your WIP and Unbilled Disbursements by multiple work units, we recommend that you group by the Work Unit column to make it easier for balancing purposes.

4.2.1.2 Debtor Aged Trial Balance

Main Menu ➔ Accounting ➔ Debtors ➔ Reports ➔ Debtors Aged Trial Balance.



Run - Debtor Aged Trial Balance

Title: Debtor Aged Trial Balance

This module prints details of aged debtor balances using a number of different criteria as specified below. The user may specify the minimum ageing for reporting.

Report To: 30/06/2025

Filter: Client

Key - From: [empty]

Key - To: ZZZZZZZZ

Minimum Age: Current

Exclude A/C's: No

Report Level: Detailed

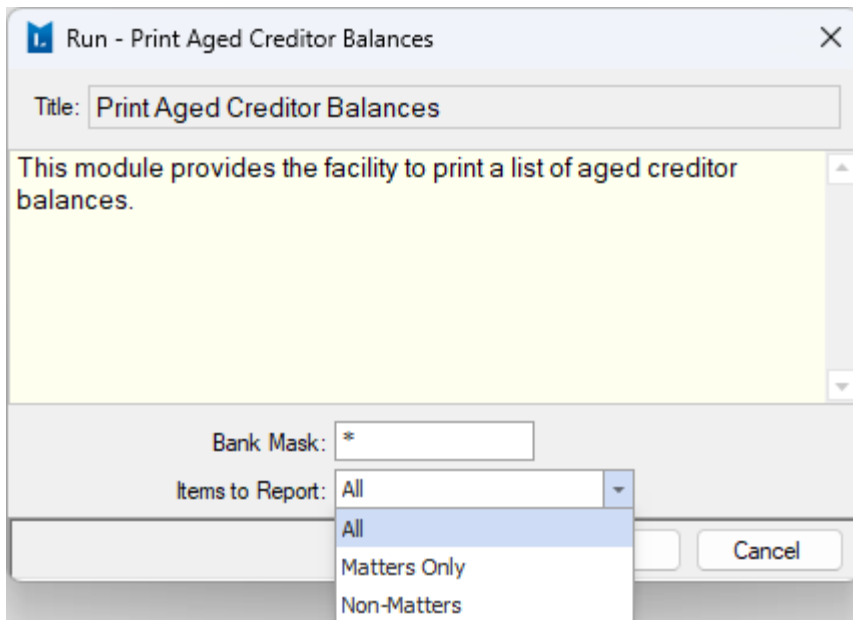
OK Cancel

If you have Anticipated Disbursements, ensure you change the field Exclude A/C's field to **No**.

This report shows all debtor balances on the system. If you report over multiple work units, we suggest that you group the grid by the **Work Unit** column to make it easier from a balancing point of view with the Balance Sheet.

4.2.1.3 Print Aged Creditor Balances

Main Menu → Accounting → Accounts Payable → Reports → Print Aged Creditor Balances.



If you have multiple banks set up in LawMaster, you can generate the report for each Bank account for ease of balancing against the Balance Sheet or group by the **Bank Name** field.

You also have the option to print Matter Only related creditors in a separate report to any firm creditors or report on All being both matter and non-matter related creditors.

4.2.1.4 Anticipated Disbursements

Menu bar/Ribbon, Enquiries tab, select  Anticipated Disbursements.

This is a grid report which you can export to Excel and/or PDF to balance your anticipated disbursements against the Balance Sheet. You can group the report by Supplier Description to easily display the amount owed to each supplier.

Anticipated Disbursements

No. of Hits: 67

File: All Search

Supplier Description

A/Disb No	Matter No.	Transaction Date	Expense Type	Description	Reference No.	Amount	GST Paid	Total	Date Input	Billing Invoice No
> Supplier Description: ADELAIDE MAGISTRATES COURT (Count=4)										
						\$40.00	\$4.00	\$44.00		
> Supplier Description: BARRISTER, MARY (Count=11)										
						\$24,836.36	\$2,478.64	\$27,315.00		
> Supplier Description: DISTRICT COURT (Count=1)										
						\$100.00	\$0.00	\$100.00		

4.2.2 Any Time Reports

These reports can be generated again after you have rolled the end of financial year, however we also **recommend** that you print them prior to rolling.

4.2.2.1 GL Trial Balance

Main Menu ➔ Accounting ➔ General Ledgers ➔ Reports-This Year & Last Year ➔ GL Trial Balance.

Run - GL Trial Balance

Title: GL Trial Balance

This module produces a trial balance for a given ledger. Both last year and this year balances are reported upon.

Ledger No: 1

Period No: 12

OK Cancel

4.2.2.2 Print Transaction Ledger

Main Menu ▶ Accounting ▶ General Ledgers ▶ Reports-This Year & Last Year ▶ Print Transaction Ledger.

Run - Print Transaction Ledger

Title: Print Transaction Ledger

This module provides the facility to print the transaction ledger for a given range of accounts for a nominated accounting period range.

Account No - From: 1

Account No - To: 1zzzzzz

Year: Current

Period No - From: 1

Period No - To: 12

OK Cancel

Enter the GL account range e.g. 1 to 1zzzzzzzz

We suggest that you print the report to a PDF with the grid contents collapsed so you can see the total summary of each general ledger account.

Print Transaction Ledger x

No. of Hits 320

Report Remarks: Account No - From: '1'
Account No - To: '1zzzzzz'
Year: 'Current'
Period No - From: 1

Transactions

GL Account

Period	Date	Journal No	T/T	Ref No	Details	Amount	Run
> GL Account: 1111100.1 FEES INCOME - CONVEYANCING/COMMERCIAL (Count=1)							\$0.00
> GL Account: 1111100.2 FEES INCOME ESTATES AND WILLS (Count=3)							-\$710.00
> GL Account: 1111100.3 FEES INCOME - LITIGATION (Count=3)							-\$550.00

You should then export the grid contents to Excel as fully expanded so you can then see all transactions.

Print Transaction Ledger x

No. of Hits 950

Report Remarks: Account No - To: '1zzzzzz'
Year: 'Current'
Period No - From: 1
Period No - To: 12

Transactions

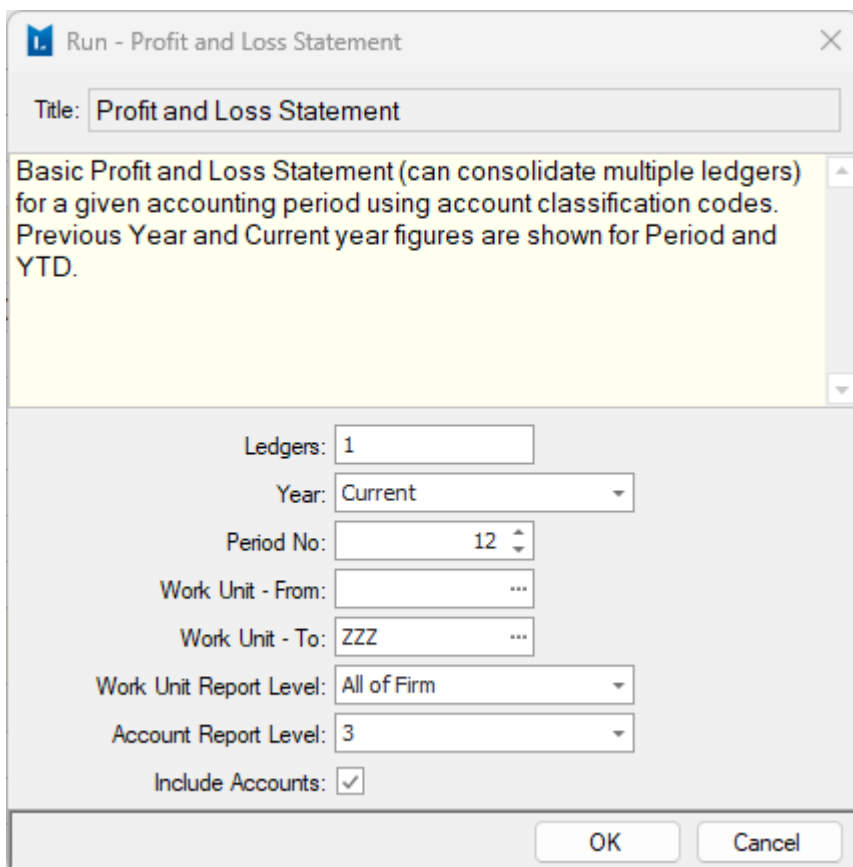
GL Account

Period	Date	Journal No	T/T	Ref No	Details	Amount	Running Balance
> GL Account: 1111100.1 FEES INCOME - CONVEYANCING/COMMERCIAL (Count=7)							
01/07/2024-1					Balance brought ...	\$0.00	\$0.00
01/07/2024-7	15/05/2025	MD5001779	DEBT	MD0020252	Bills - Fees for of...	-\$3,500.00	-\$3,500.00
01/07/2024-7	15/05/2025	MD5001779	DEBT	MD0020252	Bills - Fees for of...	-\$3,500.00	-\$7,000.00
01/07/2024-7	15/05/2025	MD5001779	DEBT	MD0020252	Bills - Fees for of...	-\$5,000.00	-\$12,000.00
01/07/2024-7	15/05/2025	MD5001779	DEBT	MD0020252	Bills - Fees for of...	-\$1,980.00	-\$13,980.00
01/07/2024-7	15/05/2025	MD5001779	DEBT	MD0020252	Bills - Fees for of...	-\$4,545.45	-\$18,525.45
01/07/2024-9	28/05/2025	MD5001789	DEBT	MD0020298	Bills - Fees for of...	-\$1.00	-\$18,526.45
						-\$18,526.45	
> GL Account: 1111100.3 FEES INCOME - LITIGATION (Count=8)							
01/07/2024-1					Balance brought ...	\$0.00	\$0.00
01/07/2024-4	27/02/2025	MD5001749	DEBT	MD0020133	Bills - Fees for of...	-\$697.00	-\$697.00
01/07/2024-4	27/02/2025	MD5001749	DEBT	MD0020133	Bills - Fees for of...	-\$550.00	-\$1,247.00
01/07/2024-4	20/03/2025	MD5001753	DEBT	MD0020151	Bills - Fees for of...	-\$1,000.00	-\$2,247.00

4.2.2.3 Profit & Loss Statement

Main Menu ▶ Accounting ▶ General Ledgers ▶ Reports for Publication ▶ Basic Reports ▶ Profit and Loss Statement **OR** Main Menu ▶ Accounting ▶ General Ledgers ▶ Reports – This Year and Last Year ▶ Profit and Loss Statement.

You can choose which reporting level you wish to print your Profit & Loss and whether you wish to include accounts or not depending on your requirements.



Run - Profit and Loss Statement

Title: Profit and Loss Statement

Basic Profit and Loss Statement (can consolidate multiple ledgers) for a given accounting period using account classification codes. Previous Year and Current year figures are shown for Period and YTD.

Ledgers: 1

Year: Current

Period No: 12

Work Unit - From: ...

Work Unit - To: ZZZ

Work Unit Report Level: All of Firm

Account Report Level: 3

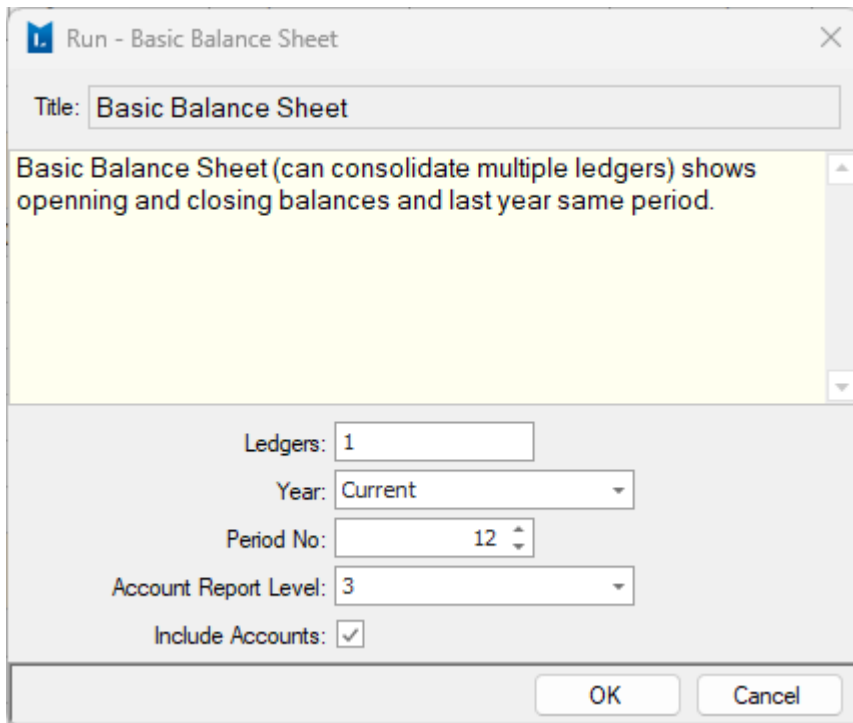
Include Accounts:

OK Cancel

4.2.2.4 Balance Sheet

Main Menu → Accounting → General Ledgers → Reports for Publication → Basic Reports → Basic Balance Sheet **OR** Main Menu → Accounting → General Ledgers → Reports – This Year and Last Year → Balance Sheet.

You can choose which reporting level you wish to print your Balance Sheet and whether you wish to include accounts or not depending on your requirements.



Run - Basic Balance Sheet

Title: Basic Balance Sheet

Basic Balance Sheet (can consolidate multiple ledgers) shows opening and closing balances and last year same period.

Ledgers: 1

Year: Current


Period No: 12

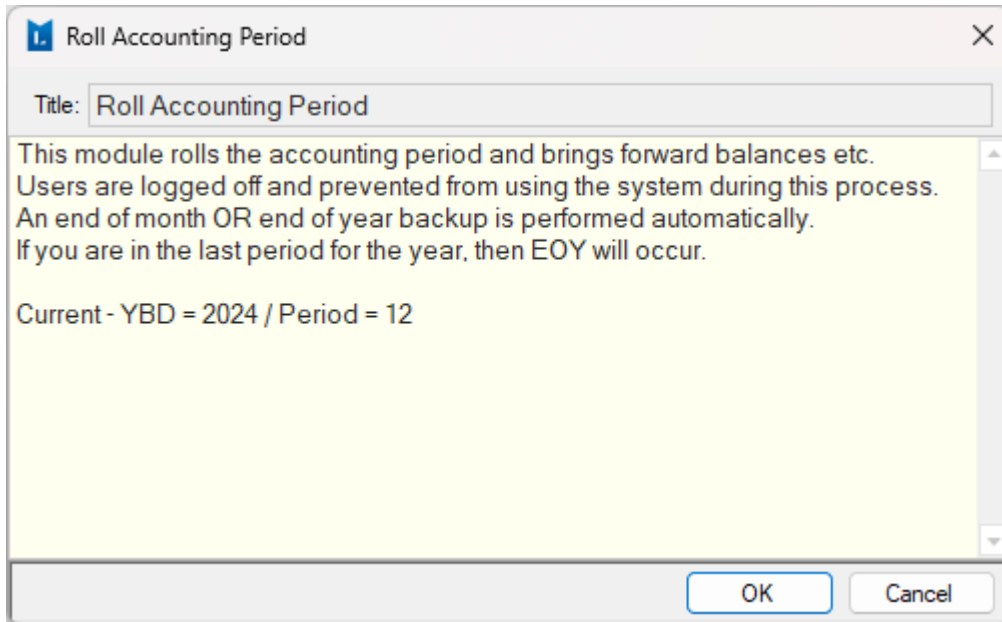
Account Report Level: 3

Include Accounts:

OK Cancel

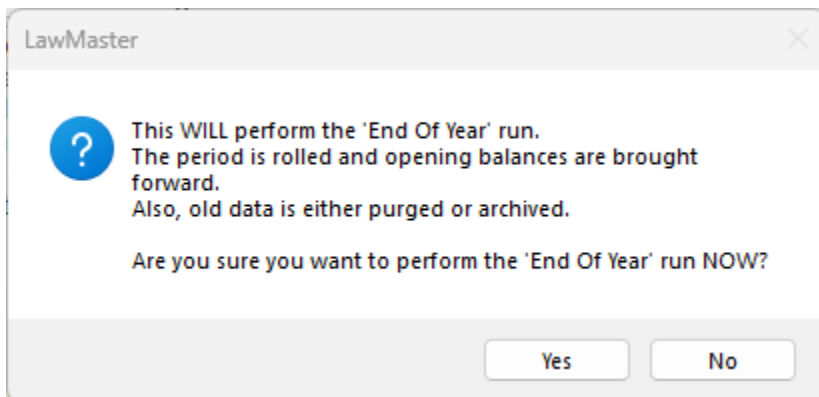
Step 5 Run End of Year Processing i.e., roll the year

From the Menu bar/Ribbon, Periodic Processing tab, select  Roll Accounting Period. This will show that the current YBD is 2024 and period 12. Select OK.

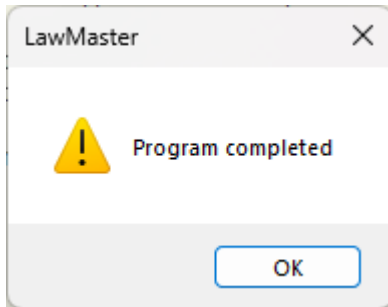


Do not proceed with this process if any error messages appear, such as un-audited transactions.

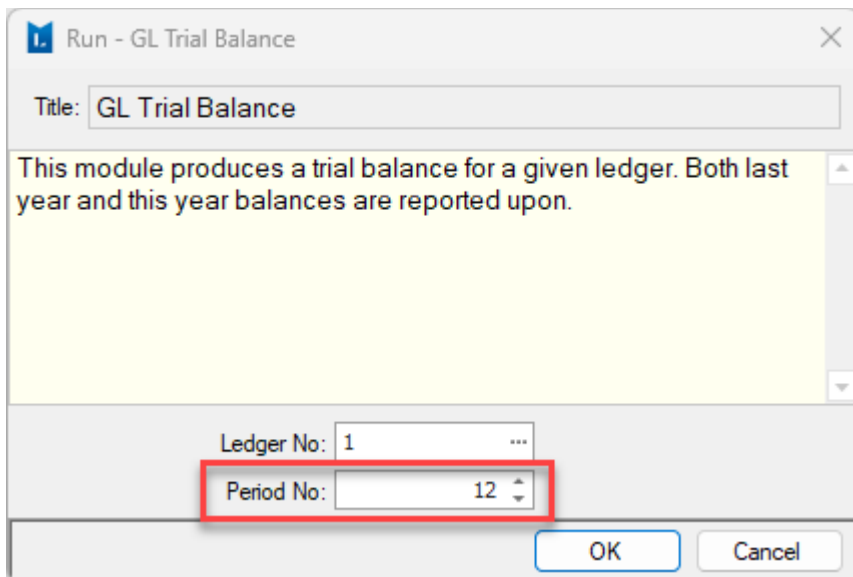
- ❖ If there are any un-audited transactions, clear them by making the necessary adjustments and run the End of Day process again – you may need to run some of the above reports again depending on what the unaudited transactions were.
- ❖ You will then receive the following warning message that you are about to perform the End of Year run. If you are ready, select **Yes**.



- ❖ A popup message will appear advising that the end of year roll has been completed, select OK.



- ❖ The current accounting period shown on the Status Bar should now be the new period, e.g., Accounting Period: July 2025 (Period 1).
- ❖ Print the General Ledger Trial Balance for the current year to ensure that the year has rolled properly. [Main Menu](#) ➤ [Accounting](#) ➤ [General Ledgers](#) ➤ [Reports-This Year & Last Year](#) ➤ [GL Trial Balance](#). In the Period No. field, ensure you enter 12.



The income and expense accounts with have an opening balance of zero. If the account is an asset, liability or equity account, the opening balance will be the closing balance from the previous year.

GL Trial Balance x

No. of Hits 216

Report Remarks: Ledger No: '1'
Period No: 12

Accounts

Ledger

Prior Opening Bal	Prior Balance	Account No	Account Description	Work Unit	Account Code	This Opening Bal	This Balance
Ledger: 1 (Count=216)							
\$0.00	\$0.00	1111100.1	Fees Income - Conveya...	CXY-3rd Level Co...	410-Fees Income	\$0.00	\$0.00
\$0.00	-\$710.00	1111100.2	Fees Income Estates an...	E-Estates and Wills	410-Fees Income	\$0.00	\$0.00
\$0.00	-\$550.00	1111100.3	Fees Income - Litigation	L-Litigation	410-Fees Income	\$0.00	\$0.00
\$0.00	\$0.00	1111100.4	Fees Income - Administr...	A-Administration	410-Fees Income	\$0.00	\$0.00
\$0.00	\$0.00	1111100.5	Fees Income - Family Law	F-Family	410-Fees Income	\$0.00	\$0.00

Income accounts showing amount as \$0.00

GL Trial Balance x

No. of Hits 216

Report Remarks: Ledger No: '1'
Period No: 12


Accounts

Ledger

Prior Opening Bal	Prior Balance	Account No	Account Description	Work Unit	Account Code	This Opening Bal	This Balance
-\$1,820.44	-\$1,820.44	1213110	Loan - P Partner		124-Long term lo...	-\$1,820.44	-\$1,820.44
\$236,417.52	\$241,488.74	1213200.1	Work In Progress - Conv...		115-Work In Pro...	\$241,488.74	\$241,488.74
\$10,512.66	\$10,512.66	1213200.2	Work In Progress - Estat...		115-Work In Pro...	\$10,512.66	\$10,512.66
\$34,354.00	\$38,029.00	1213200.3	Work In Progress - Litiga...		115-Work In Pro...	\$38,029.00	\$38,029.00
\$250.00	\$250.00	1213200.4	Work In Progress - Admi...		115-Work In Pro...	\$250.00	\$250.00
\$9,643.00	\$10,043.00	1213200.5	Work in Progress - Famil...		115-Work In Pro...	\$10,043.00	\$10,043.00
\$100,189,275.80	\$100,191,293.74	1213300.1	Unbilled Disbursements -...		116-Unbilled Disb...	\$100,191,293.74	\$100,191,293.74

Asset accounts showing opening balance as prior balance

Step 6 Allow User Logins

If all is satisfactory, Allow Users to logon from the [Menu bar/Ribbon, Periodic Processing tab](#), select  [Allow User Logins](#).

END OF INSTRUCTIONS FOR DATABASE YEAR ROLL