



**LAW
MASTER[®]**

Law Practice Technology

End of Year Processing Guide 2024

Upgrade.

A MASTRIN CREATION

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 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 2023 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 2024-2025 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 2024. 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 2024-2025, you must ensure that you have rolled the database into the new financial year so that all earnings transactions are flagged with YBD 01/07/2024.

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 R2 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 2024).	<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 01/07/2023. [Menu bar/Ribbon on the Parameters \(tab\)](#), select  [Set Parameters](#), then go to [Payroll ► Processing Options](#). Check the *General* tab for the Payroll YBD date, then select the *PAYG Summaries* tab and complete the relevant information. You will also need to check the Contact information on the *STP Compliance* tab for **each** payroll company. **Note: if your payroll year is not 01/07/2023 please contact the LawMaster Help Desk before continuing.**

Payroll Processing Options

Payroll YBD: 01/07/2023

Default Security Class: Z

Min Units: 0

Max Units: 0

Session Timeout

Sliding: 30

Absolute: 480

Allow user updates

Raise Leave Accrual Historically

General | PAYG Summaries | STP Compliance | STP Settings

OK Cancel Apply

Payroll Processing Options

Authorised By: George Smythe

Contact Name: Ursula Leibmann

General | PAYG Summaries | STP Compliance | STP Settings

OK Cancel Apply

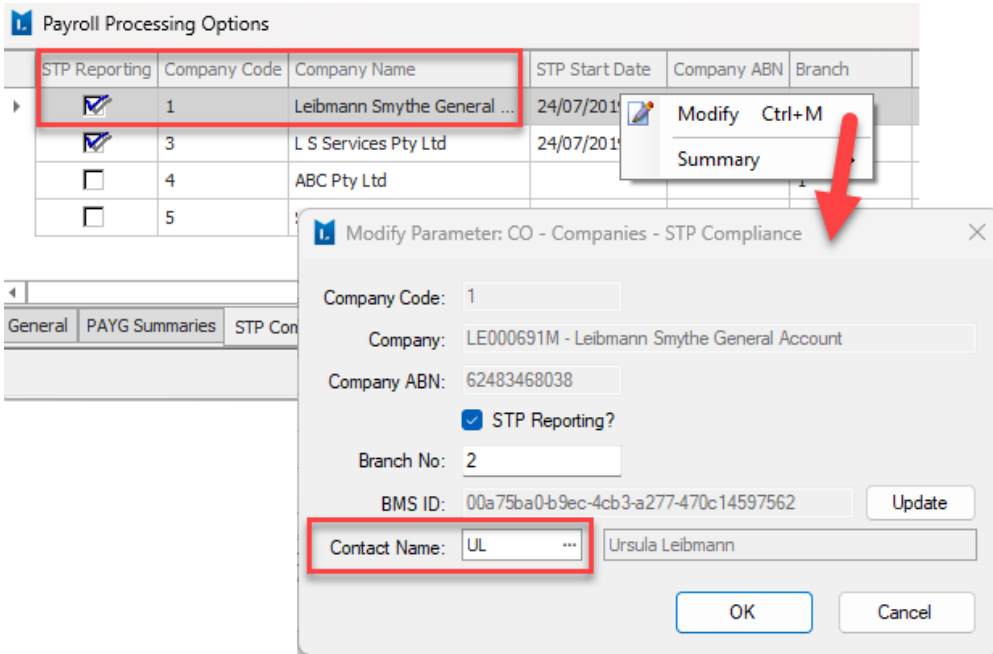
STP Compliance tab, select the Company Code → right click → Modify.

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



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: 1 ... Leibmann Smythe General Account

Cheque Trailer: Liability Limited.

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

Payroll Group Number: 12345

Company Entity ID: LE000691M ...

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 made changes to 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.

Once you have completed the final pay run for the year and an end of day has been generated, review the System Control Report from [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.

View System Control Report in Grid

Report Remarks: Report Number: '3452'

Assets **Payroll** Creditors Trust Matter GL Mismatch Accounts Bank Reconciliation Resources V Matter Currency Rounding Errors Invalid GL Accounts Messages System Events

Drag a column header here to group by that column

Co	Company name	Employee Gross	Employee Tax	Employee Deduct...	Employee Nett	Earnings Gross	Earnings Tax	Earnings Deducti...	Earnings Nett
1	Leibmann Smyth...	\$36,176.70	\$8,946.00	\$566.64	\$26,664.06	\$36,176.70	\$8,946.00	\$566.64	\$26,664.06

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 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 (for example a subject file).

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.

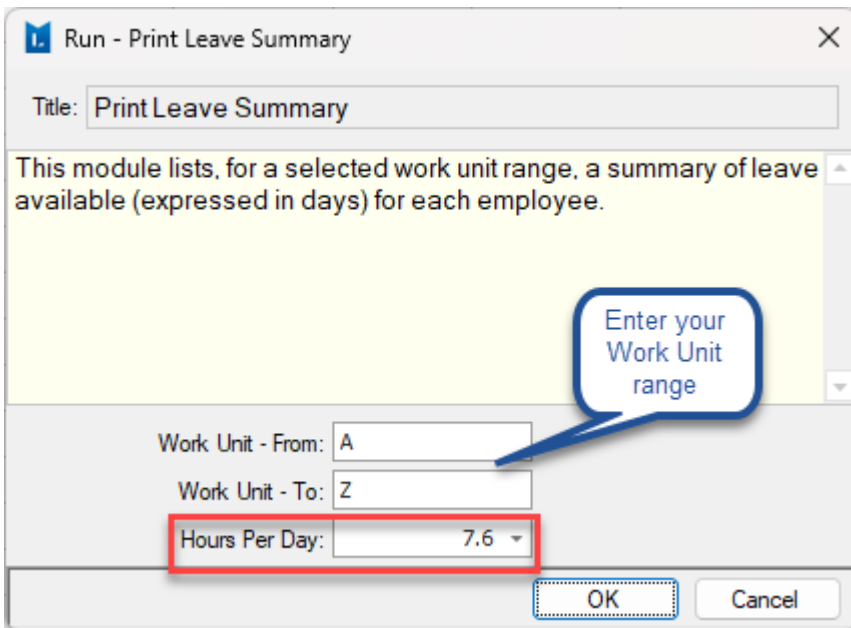
As previously noted, some of the reports listed below are Current Year reports, and figures may not be accurate if you print these after you have rolled the payroll end of year.

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 some 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 some 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:

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	01/07/2023
Pay Date To	30/06/2024

See Step 6 - Check Reports Balance to assist you in the balancing of your reports.

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

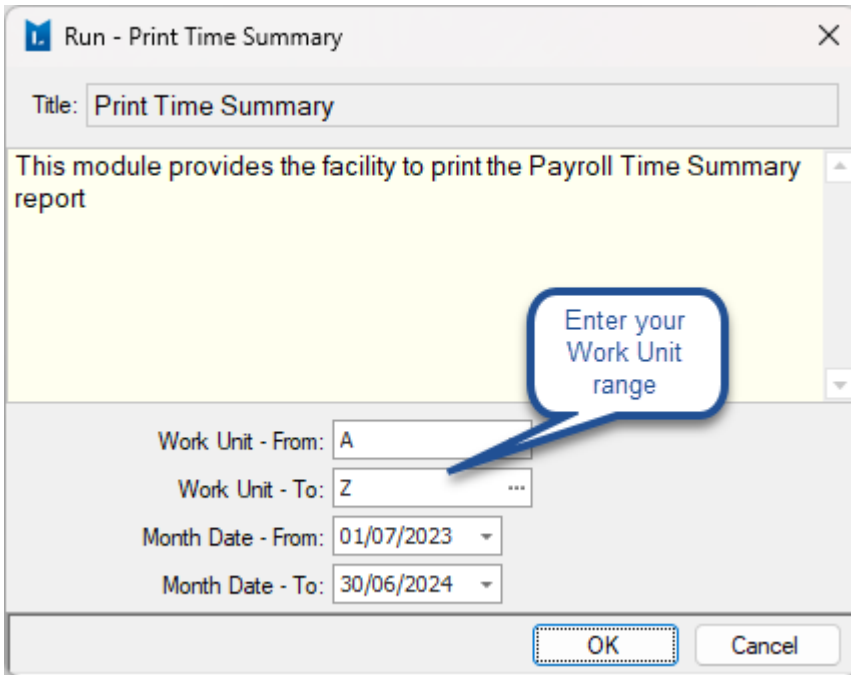
If you have not generated the Cumulative Earnings report for your normal reporting period for the quarter or month, you should do this now.

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	01/07/2023
Date To	30/06/2024

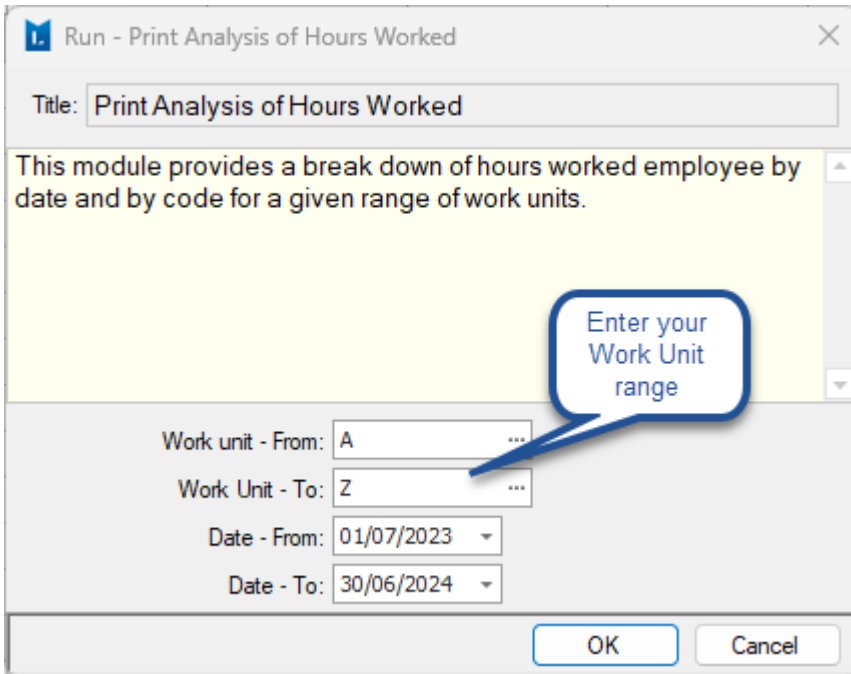


4.5 Print Analysis of Hours Worked

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	01/07/2023
Date To	30/06/2024



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. See Step 6 - Check Reports Balance for further assistance in balancing your reports.

Field	Description
Employee No From / To	Enter in Employee range e.g., 1 to 1ZZZZZZ
Date From	01/07/2023
Date To	30/06/2024
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. See Step 6 - Check Reports Balance for further assistance in balancing your reports.

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	01/07/2023
Date To	30/06/2024
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:

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:

Employee No - To: *Ensure you add the Company number before the "ZZZZZZ"*

Date - From:

Date - To:

Deduction Code Mask:

Include Employer Contributions:

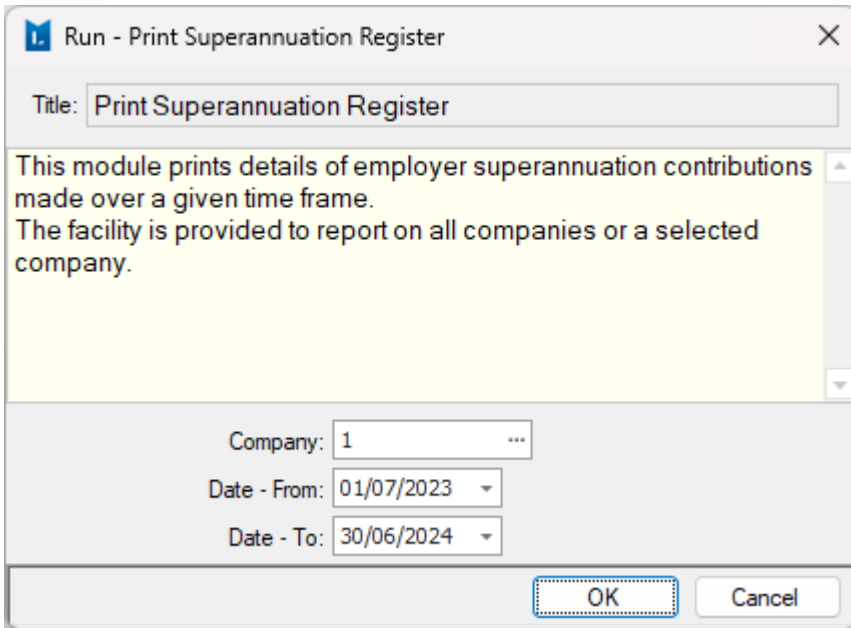
Payment Option:

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. See Step 6 - Check Reports Balance for further assistance in balancing your reports.

Field	Description
Company	Enter your company number e.g., 1
Date From	01/07/2023
Date To	30/06/2024



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	01/07/2023
Date To	30/06/2024

Run - Print Earnings Detail by Company

Title: Print Earnings Detail by Company

This module provides details of audited pays for each Employee for a nominated Pay Date range.

Pay Date - From: 01/07/2023

Pay Date - To: 30/06/2024

OK 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. See Step 6 - Check Reports Balance for further assistance in balancing your reports.

Print Earnings Detail by Company ×

No. of Hits 33

Report Remarks: Pay Date - From: '01-Jul-2023'
Pay Date - To: '30-Jun-2024'

Earnings Details

Company ▲

ATO Reporting Code ▲

ATO Reporting Sub Code ▲

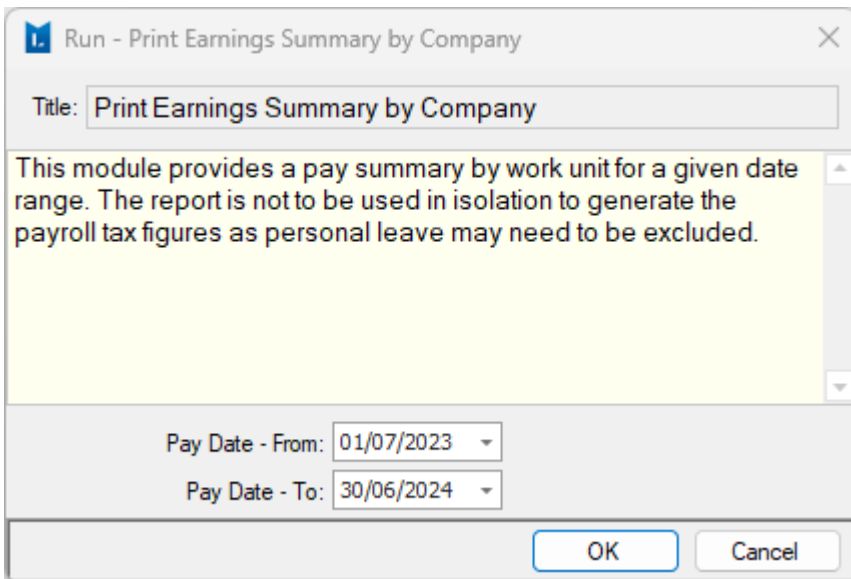
Employee ID	Employee Name	Work Unit	Pay Date	Type	Pay No
Company: 1 - (Count=33) <ul style="list-style-type: none"> > ATO Reporting Code: (Count=10) > ATO Reporting Code: ALLOWANCES (Count=3) > ATO Reporting Code: DO NOT REPORT TO ATO (Count=1) > ATO Reporting Code: FEES (Count=3) > ATO Reporting Code: GROSS (Count=9) > ATO Reporting Code: SALARY SACRIFICE - SUPERANNUATION (Count=4) > ATO Reporting Code: WORKPLACE GIVING (Count=3) 					

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. See Step 6 - Check Reports Balance for further assistance in balancing your reports. The Gross figure includes **all** payments made to employees.

Field	Description
Date From	01/07/2023
Date To	30/06/2024



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.

See Step 6 - Check Reports Balance for assistance in balancing your reports, we suggest that you Export your report to Excel to assist with this. **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

Year: This Year 1/07/2023 - 30/06/2024

STP Service: Payroll Event 2020

No. of Hits 4

Employee No	Name	Gross	PAYGW	Paid Leave	Allowances	Deductions	Salary Sacrifice	Overtime	Bonuses	Lump Sums	ETP	Super Liability	RESC	FBT	Tax Off...	Payroll YBD
		\$30,000.00	\$7,983.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	01/07/2023
		\$2,876.70	\$339.00	\$0.00	\$0.00	\$266.64	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$287.67	\$300.00	\$0.00	\$0.00	01/07/2023
		\$3,000.00	\$624.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	01/07/2023
		\$2,115.38	\$364.00	\$0.00	\$0.00	\$0.00	\$323.07	\$0.00	\$0.00	\$0.00	\$0.00	\$222.11	\$323.07	\$0.00	\$0.00	01/07/2023

Pay Adjustments for the 2023-2024 year cannot be made to employee records after Step 8 - Roll Payroll Year.

Step 6 Check Reports Balance

Item	Balance Report
Print Cumulative Earnings Report	
Gross*	Balances to Gross Amount on Earnings Summary by Company
Tax	Balances to PAYGW + Tax on ETP on STP Reconciliation Report
Deductions	Balances to Total Deductions Amount on the Deductions Report.
Nett	Balances to STP Reconciliation 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 STP Reconciliation Report. Any Reportable allowances will reconcile with the STP Reconciliation Report, Allowances figure. Non-reportable allowances will be included in Gross on the STP Reconciliation Report.
Lump Sum Amounts	Total Lump Sum allowances should balance to Lump Sums on the STP Reconciliation Report
Print Deduction Details	
Salary Sacrifice Super deduction	Balances to RESC on STP Reconciliation and Deductions on Superannuation Register

Balance Report	
Other Salary Sacrifice deductions	Balances to Salary Sacrifice on STP Reconciliation Report for each employee
Total Deductions	Balances to Total Deductions on Cumulative Earnings Report
Print Superannuation Register	
Ordinary Pay	Balances to STP Reconciliation Report 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 STP Reconciliation Report + RESC amounts that are Employee Influenced on the STP Reconciliation Report
Deductions Total	Balances to RESC amounts that are post-tax deductions on STP Reconciliation Report and any Salary Sacrifice deductions or after-tax superannuation deductions on the Deductions report.
Print Earnings Summary by Company	
Gross*	Balances to Gross on Cumulative Earnings Report
Employer Contribution	Balances to Employer Contribution on Superannuation Register and Super Liability on STP Reconciliation Report
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 STP Reconciliation Report
Bonuses and Commissions	Balances to Bonuses on STP Reconciliation Report
Overtime e.g., HOT	Balances to Overtime on STP Reconciliation Report
Leave	Balances to Paid Leave on STP Reconciliation Report
ETP	Balances to ETP on STP Reconciliation Report
Lump Sums	Will be included in the Lump Sums amount on the STP Reconciliation Report
Salary Sacrifice	Balances to Salary Sacrifice on STP Reconciliation Report
STP Reconciliation	
Gross	The sum of any payments on the STP Reconciliation Report should match the totals on the Cumulative Earnings and Earnings Summary by Company reports e.g., Gross + Paid Leave + Allowances + Overtime + Bonuses + Lump Sum +ETP payments.
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 Earnings Detail by Company report

Item	Balance Report
Allowances	These are the Reportable Allowances which will balance to the relevant allowance figure on Allowances Report
Deductions	These are the Reportable Deductions e.g., Workplace Giving and Fees which will balance to the relevant figure on the Deductions Report.
Salary Sacrifice	Balances to any other Salary Sacrifice items on Deductions report
Overtime	Balances to any Overtime categories on Earnings Detail by Company report
Bonuses	Balances to any Bonus categories on Earnings Detail by Company report
Lump Sums	Balances to the sum of any Lump Sum payments on the Allowances Report
ETP	Balances to any ETP payments on Earnings Detail by Company report
Super Liability	Balances to Employer Contribution figures on Superannuation Register and Earnings Summary by Company report
RESC	Balances to salary sacrifice deductions on Deductions report
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.

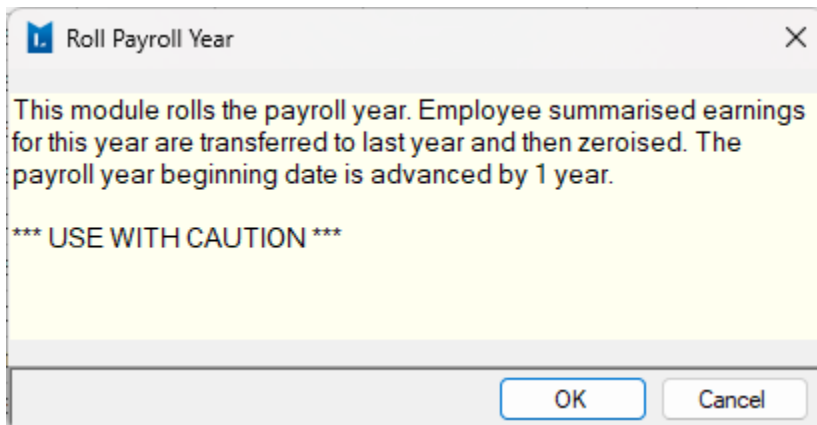
Step 8 Roll Payroll Year

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.

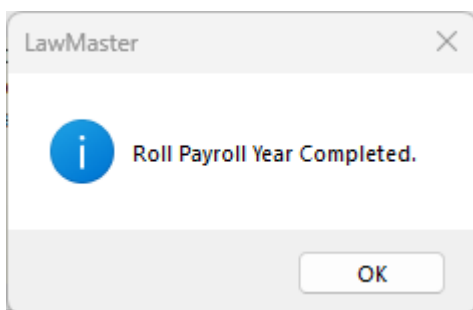
Where a Company has been STP Reporting in the Previous Year, validation has been added to the 'Roll Payroll Year' module to ensure Employees with payroll transactions in the Previous Year have a Final Pay Indicator set to True for that Year.

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](#)




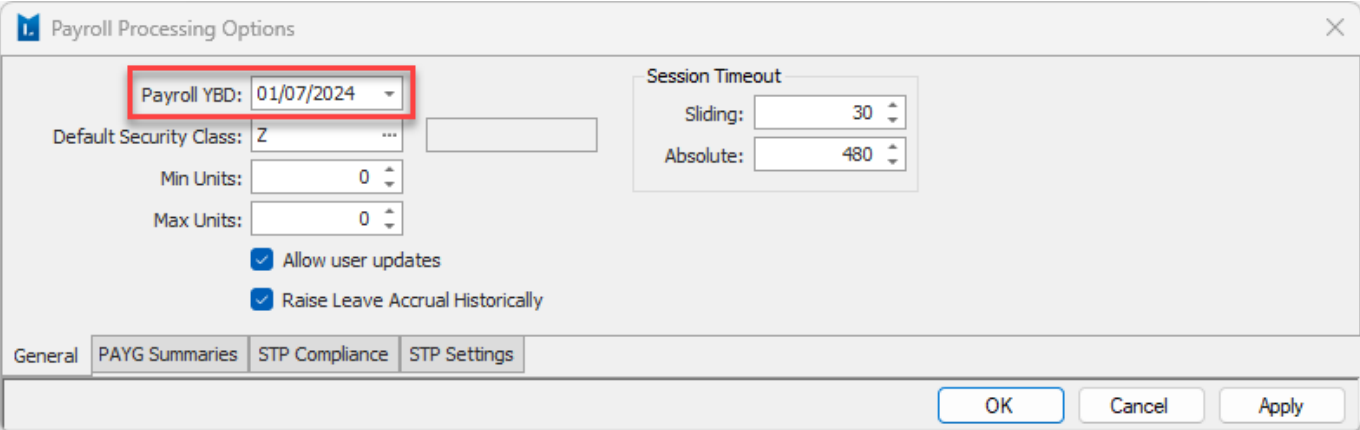
You will receive a message advising that the roll payroll year has been completed.



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 01/07/2024.



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

Step 9 Load (import) Tax Scales

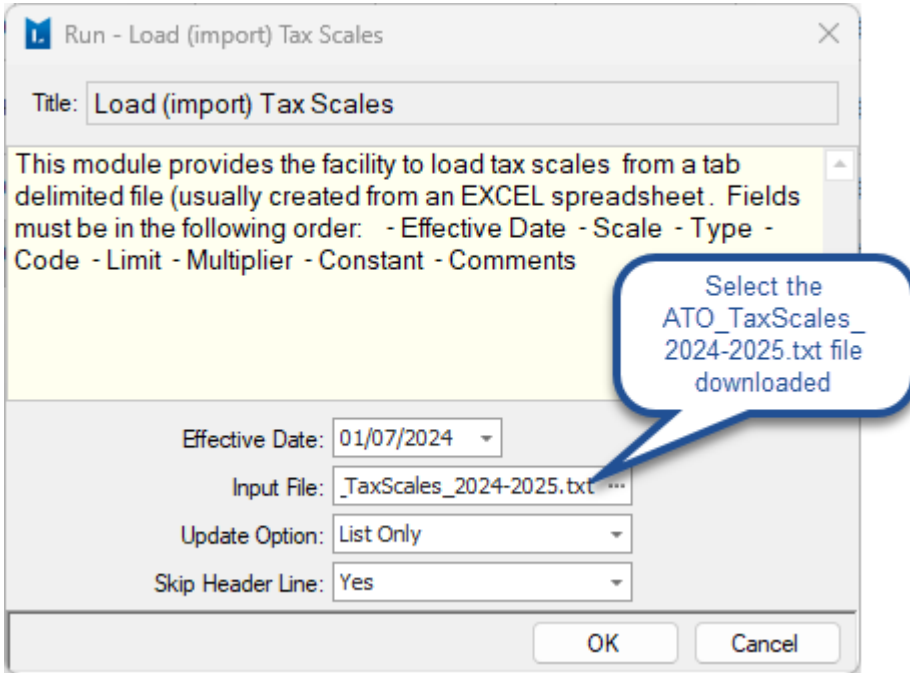
The PAYG Withholding Tax Tables have been updated to take into account the Stage 3 Tax Cuts, updated Study and Training Support Loans schedule and the Medicare Levy Thresholds.

The updated Pay As You Go Withholding (PAYGW) tax tables 2024-2025 are available as a zip from the Client Service Centre saved in Other Downloads ► [ATO_TaxScales_2024-2025.zip](#). ([Menu bar/Ribbon, Lawyers Toolbar tab](#), select  [Client Service Centre](#)).

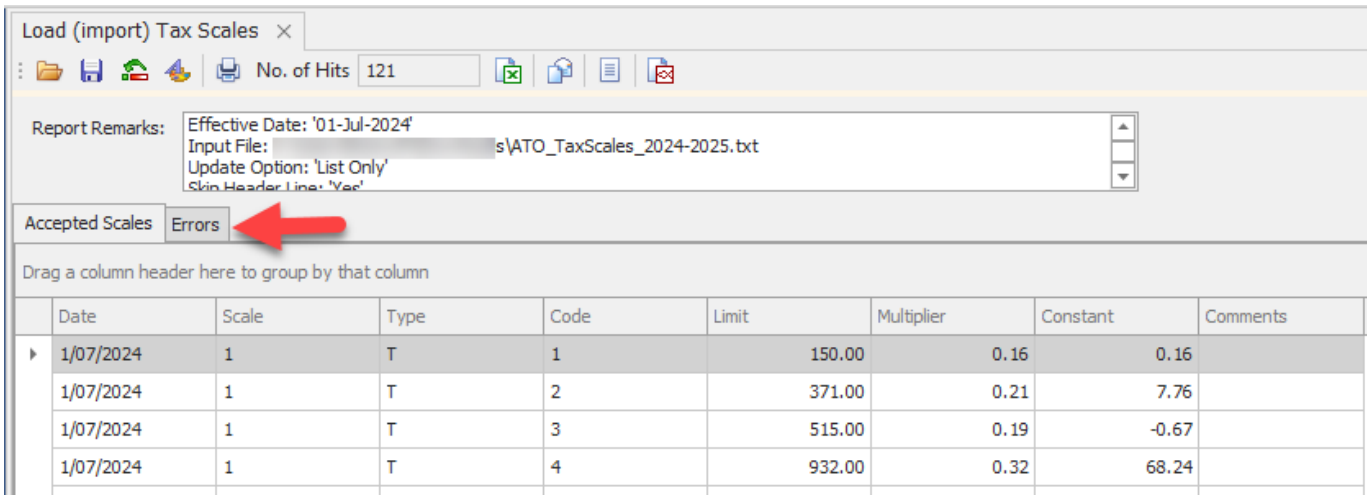
Download and save the zip file to a convenient location then open the zip file to access the txt file, the txt file should be saved separately in readiness for loading into LawMaster.

The tax scales file should be imported into LawMaster **prior** to running the first pay for the year beginning 1 July 2024. It may be imported prior to rolling the Payroll Year as the tax rates for 2024-2025 will only be used for Pays that have a Pay Date of 1 July 2024 or later.

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



The Input File will be the ATO_TaxScales_2024-2025.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: 01/07/2024

Input File: _TaxScales_2024-2025.txt

Update Option: Update As Well

Skip Header Line: Yes

OK Cancel

Select the ATO_TaxScales_2024-2025.txt file downloaded

Load (import) Tax Scales

No. of Hits 121

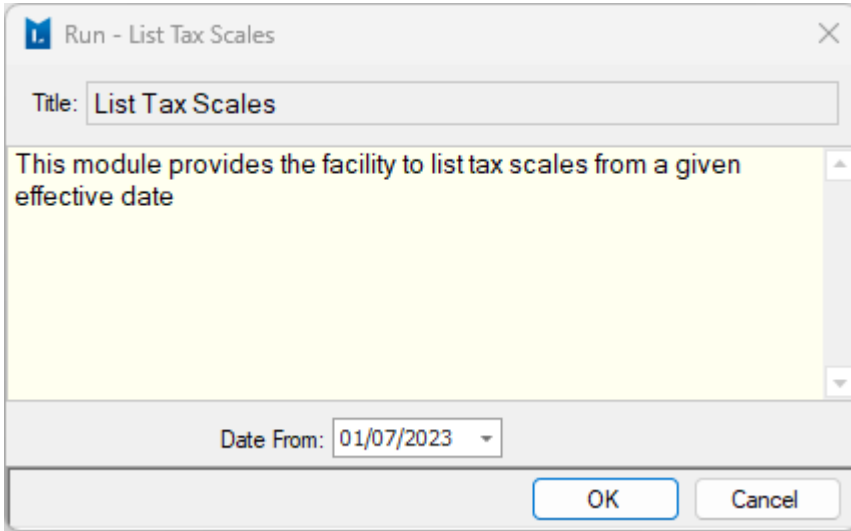
Report Remarks: Effective Date: '01-Jul-2024'
Input File: \ATO_TaxScales_2024-2025.txt
Update Option: 'Update As Well'
Skip Header Line: 'Yes'

Accepted Scales Errors

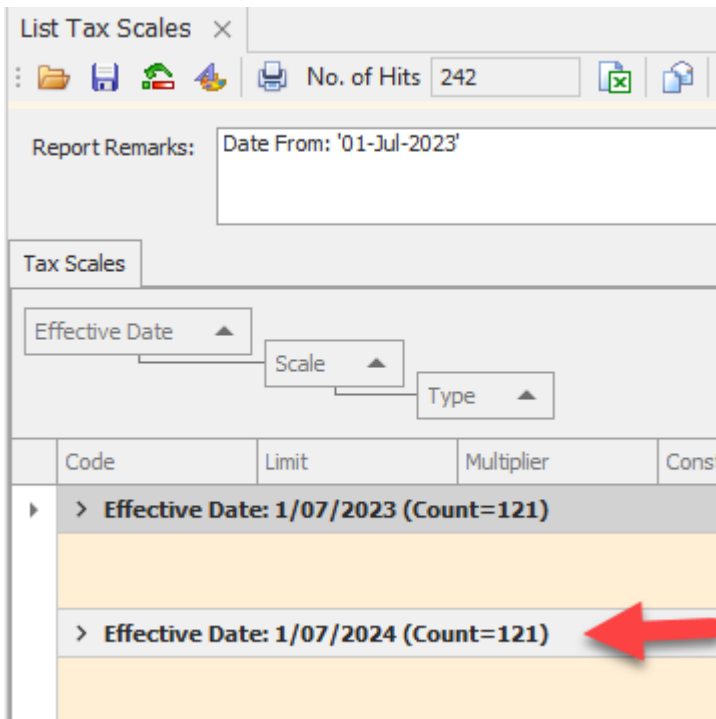
Drag a column header here to group by that column

Date	Scale	Type	Code	Limit	Multiplier	Constant	Comments
1/07/2024	1	T	1	150.00	0.16	0.16	
1/07/2024	1	T	2	371.00	0.21	7.76	
1/07/2024	1	T	3	515.00	0.19	-0.67	
1/07/2024	1	T	4	932.00	0.32	68.24	
1/07/2024	1	T	5	2246.00	0.32	65.72	

To check that you have imported the file successfully from the [Main Menu](#) ➔ [Payroll & Personnel](#) ➔ [Administration](#) ➔ [List Tax Scales](#). Enter the Date From 01/07/2023.



The grid report should show tax scales for 01/07/2023 and 01/07/2024.

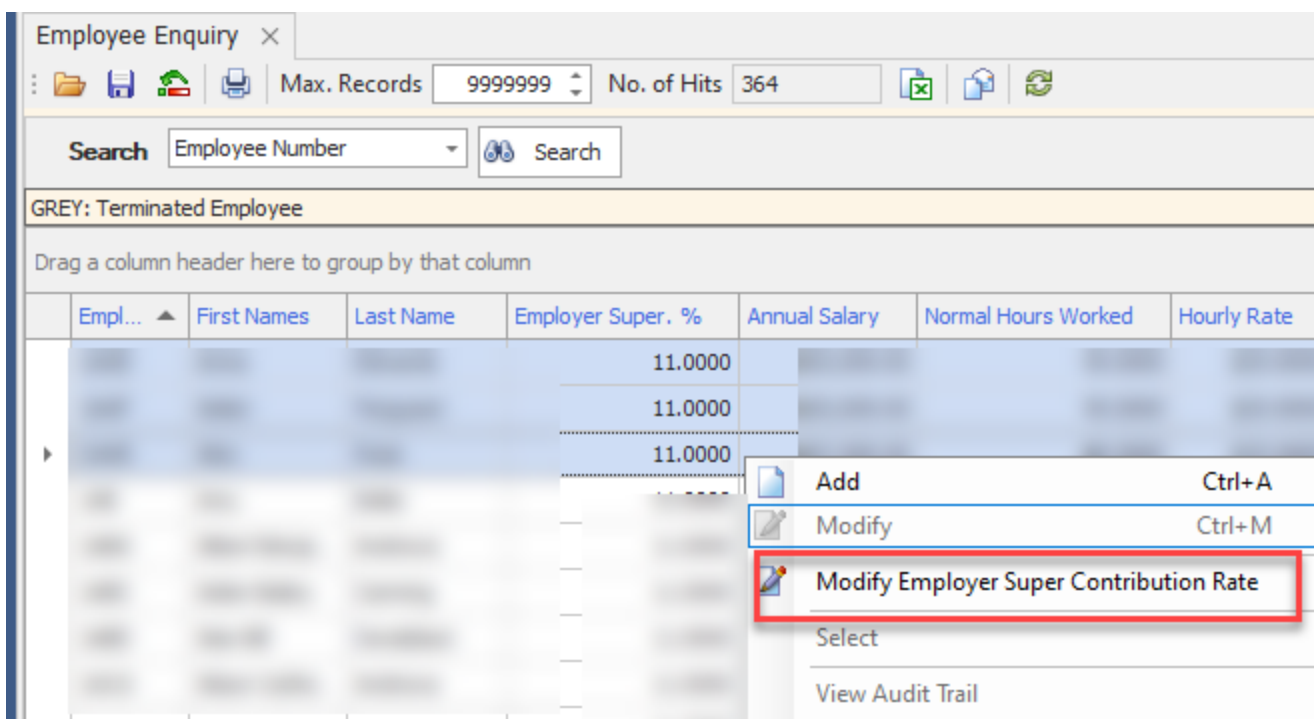


The imported Tax Table can be tested by using the Test Tax Calculations module.

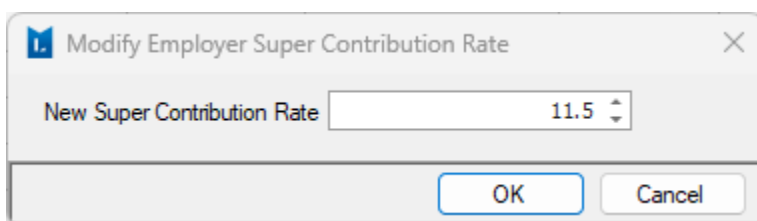
Step 10 Update Superannuation Guarantee Rate

The superannuation guarantee rate currently set at 11% of ordinary time earnings will increase to 11.5% on 1 July 2024. You need to update your employees with the new superannuation rate prior to running your first pay run in the 2024-2025 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](#).



Enter in the increased superannuation rate i.e., 11.5. This will then update the selected employees with the new Superannuation Guarantee rate.



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 \$90,090.09 (approx.), the new Annual Salary will need to be adjusted to \$89,686.10 (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)

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 2023-2024 year any time after **1 July 2024**.

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 - 01/07/2023 – 30/06/2024.

The screenshot shows a software interface for 'STP Reconciliation Report'. It includes a 'Company' field with the value '1', an 'STP Service' dropdown set to 'Payroll Event 2020', and a 'Year' dropdown set to 'Last Year' with a date range of '1/07/2023 - 30/06/2024'. Below these fields, there are icons for file operations and a 'No. of Hits' field showing the number '4'. A 'Reconciliation Report' button is visible at the bottom.

Then from the **Context Menu** ▶ **Submit EOY Finalisation Declaration to ATO** ▶ **All Employees of [Company Name]**.

STP Reconciliation Report x

Company: 1 Leibmann Smythe General Account

Year: Last Year 1/07/2023 - 30/06/2024

STP Service: Payroll Event 2020

No. of Hits 4

Employee No	Name	Gross	PAYGW	Paid Leave	Allowances	Deductions	Salary Sacrifice	Overtime	Bonuses
▶	⊕	\$30,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	⊕	\$2,000.00	\$0.00	\$0.00	\$0.00	\$266.64	\$300.00	\$0.00	\$0.00
	⊕	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Context Menu:

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

Employee: [Employee Name]

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 1/07/2023 - 30/06/2024

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: [Name]

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.

The screenshot shows the 'Employee Details' window with the following sections:

- Tax:** Tax File Number: [Redacted]
- 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: [Dropdown]
 - Cessation Type: [Dropdown]
 - Remarks: [Text Box]
 - Payment Summary Printed?
- STP Reporting - Latest Submission:**
 - This Year: [Redacted]
 - Last Year: [Redacted]
- STP Reporting - Finalisation Indicator Sent:**
 - This Year
 - Last Year

Buttons at the bottom: Main, More..., Next Of Kin, Pay Details, Banking Details, GL Accounts, Deductions/Allowances, OK, Cancel, Apply.

The screenshot shows the 'STP Reconciliation Report' window with the following details:

- Company: 1 (Leibmann Smythe General Account)
- Year: Last Year (1/07/2023 - 30/06/2024)
- STP Service: Payroll Event 2020
- No. of Hits: 4

Employee No	Name	Gross	PAYGW	Paid Leave	Allowan...	Deductions	Salary S...	Overtime	Bonuses	Lump Sums	ETP	Super Li...	RESC	FBT	Tax Offs...	Payroll YBD	Finalisation Indicator Sent
[Redacted]	[Redacted]	\$30,0...	\$7,98...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	01/07/2023	Y
[Redacted]	[Redacted]	\$2,87...	\$339.00	\$0.00	\$0.00	\$266.64	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$287.67	\$300.00	\$0.00	\$0.00	01/07/2023	Y

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. Please refer to the STP User Guide for these steps.

END OF INSTRUCTIONS FOR PAYROLL YEAR ROLL

Database

Please ensure that any journals for year ending 30 June 2023 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 2024-2025 financial year.


Once you have reconciled all your bank accounts to 30 June 2024 ensure that you have audited the reconciled items so that the closing bank balance is updated on the Balance Sheet.

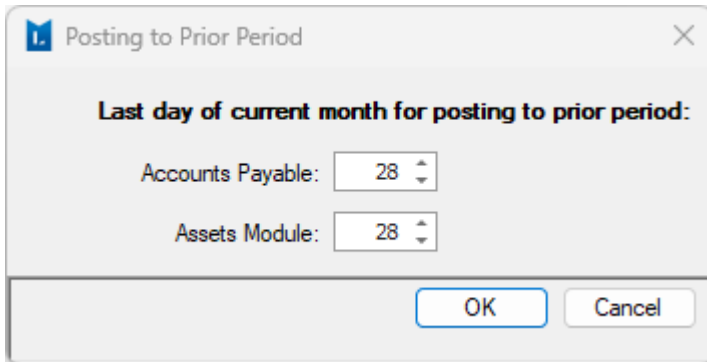
Quick Reference Checklist

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

❖	General Journals entered for 30 June 2023 (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

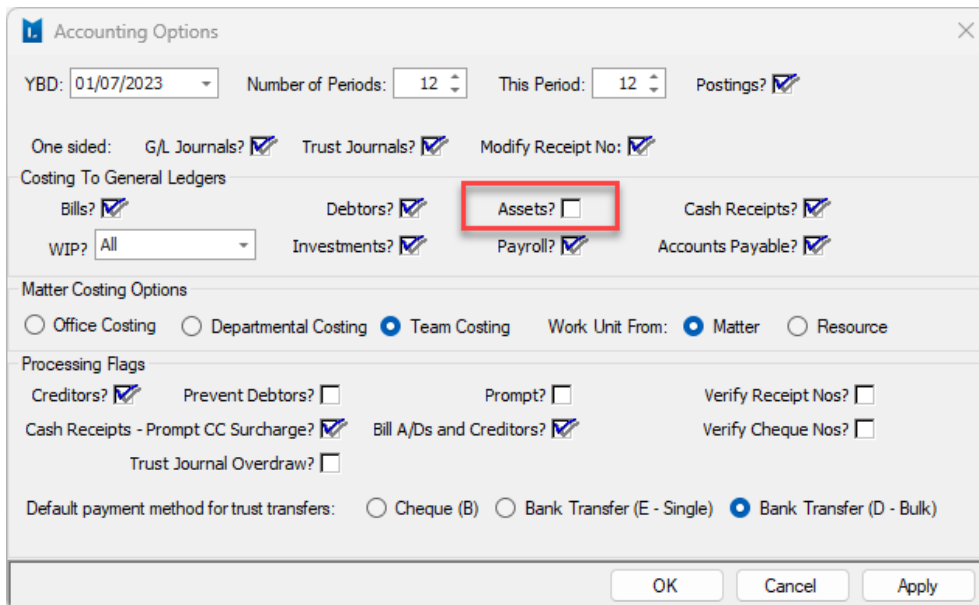
Last day of current month for posting to prior period:

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.

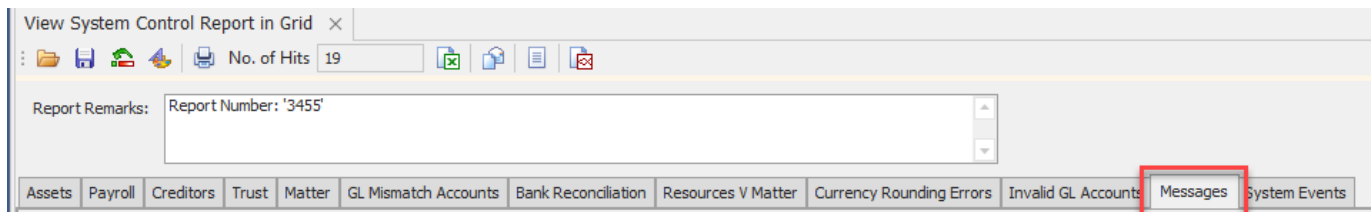
First ensure that you have security rights to log back on to LawMaster, i.e., deletion rights to **ALL** file classes. If you normally conduct the end of month roll, you will have the correct rights.

- ❖ 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
*** Creditors and GL not balanced
*** 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 Jun 10 2024 4:07PM
Login history cleared up to 10/06/2023
Payroll Login history cleared up to 10/06/2023

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 are also able to 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

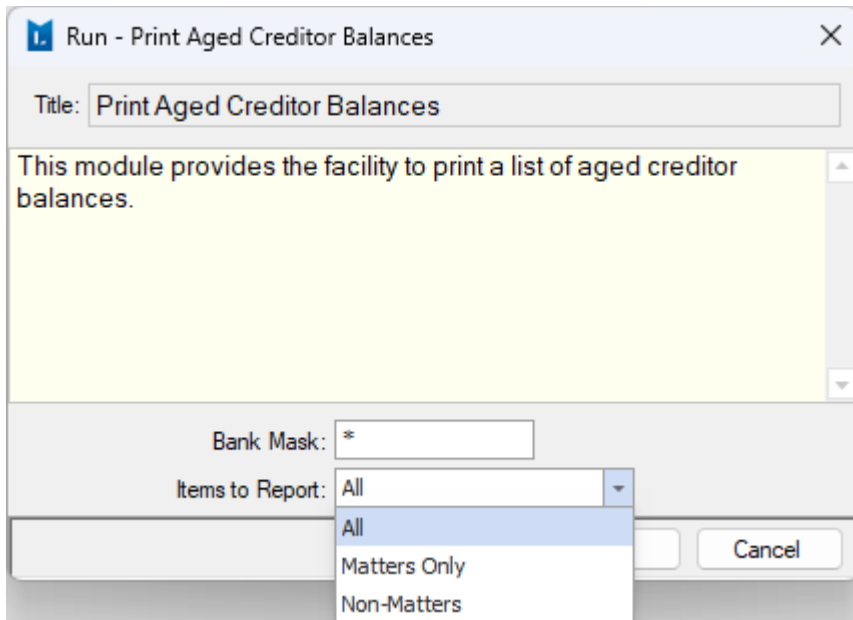
Main Menu ➔ Accounting ➔ Debtors ➔ Reports ➔ Debtors Aged Trial Balance.

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 x

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

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

OK Cancel

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

No. of Hits 320

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

Transactions

GL Account

Period	Date	Journal No	T/T	Ref No	Details	Amount	Ru
> 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

No. of Hits 320

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

Transactions

GL Account

Period	Date	Journal No	T/T	Ref No	Details	Amount	R
▼ GL Account: 1111100.2 FEES INCOME ESTATES AND WILLS (Count=3)							
01/07/2023-1					Balance brought forward	\$0.00	
01/07/2023-9	21/03/2024	MD5001705	DEBT	MD0019968	Bills - Fees for office E	-\$60.00	
01/07/2023-9	21/03/2024	MD5001705	DEBT	MD0019968	Bills - Fees for office E	-\$650.00	
						-\$710.00	
▼ GL Account: 1111100.3 FEES INCOME - LITIGATION (Count=3)							
01/07/2023-1					Balance brought forward	\$0.00	
01/07/2023-9	7/06/2024	MD5001713	DEBT	MD0019998	Bills - Fees for office L	-\$400.00	
01/07/2023-9	7/06/2024	MD5001713	DEBT	MD0019998	Bills - Fees for office L	-\$150.00	
						-\$550.00	

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

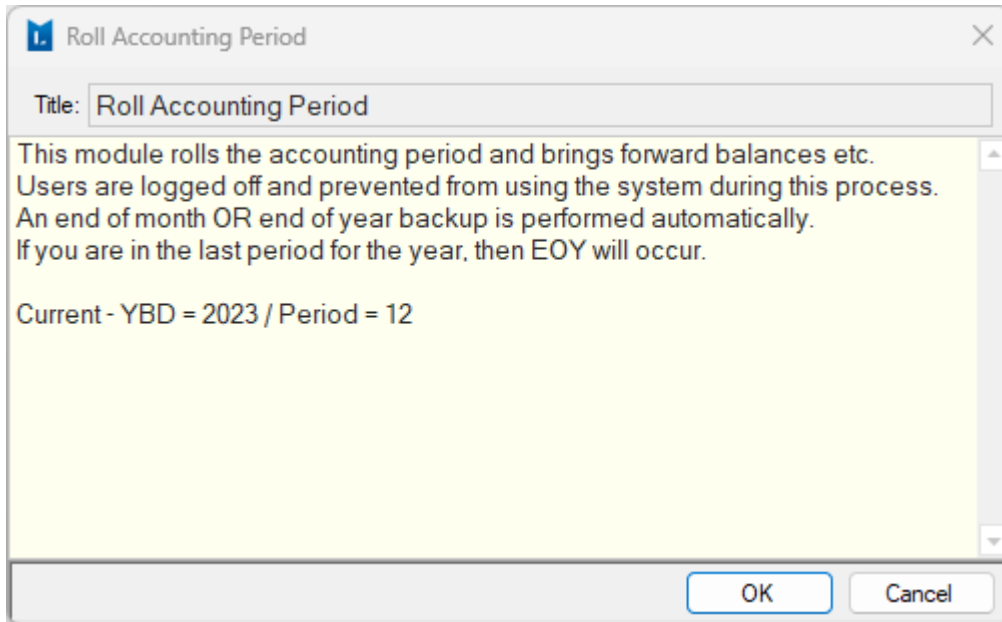
Account Report Level: 3

Include Accounts:

OK Cancel

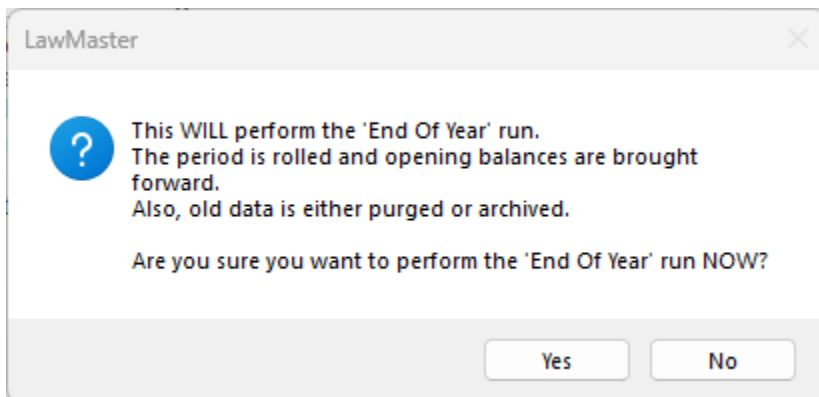
Step 5 Run End of Year Processing i.e., roll the year

From the Menu bar/Ribbon, Periodic Processing tab, select  Roll Accounting Period. This will show that the current YBD is 2023 and period 12. Select OK.

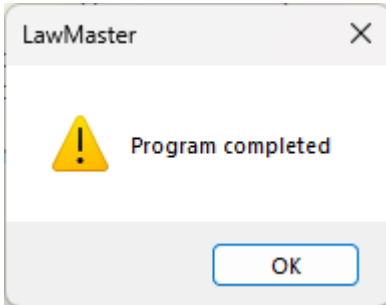


Do not proceed with this process if any error messages appear, such as un-audited transactions.

- ❖ 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**.



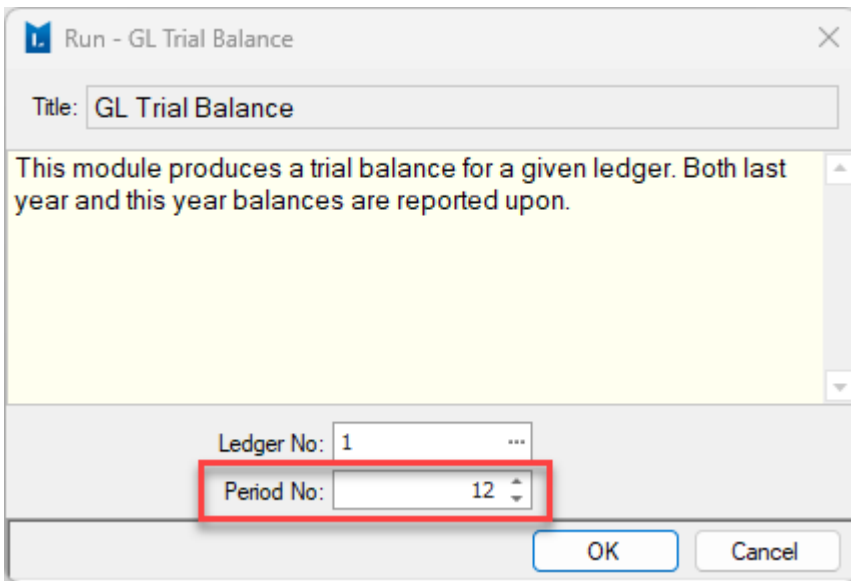
- ❖ A popup message will appear advising that the end of year roll has been completed, select OK.



- ❖ The current accounting period shown on the Status Bar should now be the new period, e.g., Accounting Period: July 2024 (Period 1).

Accounting Period: July,2024 (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.



Where there are income or expense accounts the opening balances will be 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