



# End of Year Processing Guide 2026

# Table of Contents

|   |    |
|---|----|
| Introduction.....   | 1  |
| Payroll .....   | 2  |
| Step 1 - Data and Parameter Checks .....                              | 2  |
| Step 2 - Process and Audit the Final Pay for the Financial Year ..... | 5  |
| Step 3 - Print and Save Standard Monthly and Quarterly Reports.....   | 6  |
| Step 4 - Generate and Save Payroll End of Year Reports .....          | 7  |
| Step 5 - STP Reconciliation.....                                      | 19 |
| Step 6 - Check Reports Balance.....                                   | 20 |
| Step 7 - Run System Back Up.....                                      | 24 |
| Step 8 - STP EOY Finalisation Declaration to ATO .....                | 24 |
| Step 9 - Roll Payroll Year .....                                      | 28 |
| Step 10 - Load (import) Tax Scales .....                              | 30 |
| Step 11 - Update Superannuation Guarantee Rate .....                  | 33 |
| Step 12 - Advise ATO of SSID .....                                    | 34 |
| Database.....   | 35 |
| Step 1 - Asset System .....   | 35 |
| Step 2 - Lock Out Users.....  | 36 |
| Step 3 - End of Day .....   | 37 |
| Step 4 - Run System Backup .....                                      | 38 |
| Step 5 - Print Reports .....  | 38 |
| 5.1 Trust .....   | 39 |
| 5.2 General.....  | 40 |
| Step 6 - Run End of Year Processing (Roll the Financial Year).....    | 48 |
| Step 7 - Allow User Logins.....                                       | 51 |

# Introduction

The steps below outline the process for completing end of year processing for both Payroll and the Database.

We recommend saving all reports to a central location for future reference, as some point-in-time reports cannot be regenerated retrospectively.

## Before You Begin

Please ensure all journals relating to the financial year ending **30 June 2025** have been entered before rolling the database. Once the database has been rolled into the **2026–2027** financial year, additional journals for the **2024–2025** financial year cannot be entered.

Both the Database and Payroll system must be rolled into the new financial year commencing **1 July 2026**.

Payroll can be rolled independently of the accounting system and may be completed any time after the final payroll for the financial year has been processed.

Before processing your first pay run for the **2026–2027** financial year, both Payroll and the Database **must** have been rolled into the new financial year. This ensures all earnings transactions are correctly flagged with a YBD date of **01/07/2026**.

If you do not use LawMaster Payroll, proceed directly to the Database End of Year Roll section.

**Note:** This document has been prepared for the **Ireland R2** release of LawMaster.

If you use LawMaster payroll and will continue to do so in the new financial year, you **must** upgrade to the Ireland R2 release of LawMaster before processing payroll for the 2026-2027 financial year. The Ireland R2 release includes support for the new PayDay Super requirements.

# Payroll

Under Single Touch Payroll (STP), payment summaries are no longer required. Employee payroll information is finalised through submission of End of Year Finalisation Declaration to the ATO.

**Important:** Due to changes introduced in the **Ireland R2** release of LawMaster, the Payroll End of Year process differs from previous financial years. Users should review all Payroll End of Year steps carefully, as some procedures and processing requirements have changed.

## Quick Reference Checklist

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

| Step | Task   | Complete                 |
|------|--|--------------------------|
| 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.   | Submit STP EOY Finalisation Declaration (submitted on or before <b>30 June 2026</b> ). | <input type="checkbox"/> |
| 9.   | Roll payroll year.   | <input type="checkbox"/> |
| 10.  | Load (import) tax scales.  | <input type="checkbox"/> |
| 11.  | Update superannuation guarantee rate.  | <input type="checkbox"/> |
| 12.  | Advise ATO of SSID before running payroll for YBD 1 July 2026 (if not already done).   | <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 Payroll Processing Options

[Parameters](#) ➔ [Set Parameters](#) ➔ [Payroll](#) ➔ [Processing Options](#).

#### General tab:

Confirm the Payroll YBD date is set to 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

**Important:** if your Payroll YBD date is **not** 01/07/2025, please contact the LawMaster Help Desk before proceeding.

**STP Compliance tab:**

Verify the Contact Name on the STP Compliance tab for each payroll company.

Payroll Processing Options

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

General | PAYG Summaries | STP Compliance | STP Settings

OK Cancel Apply

If changes are required, select the Company Code → right click → Modify, then update the Contact Name as required.

**Payroll Processing Options**

| STP Reporting                       | Company Code | Company Name            | STP Start Date | Company ABN | Branch | BMS ID  |
|-------------------------------------|--------------|-------------------------|----------------|-------------|--------|---------|
| <input checked="" type="checkbox"/> | 1            | Leibmann Smythe General |                |             | 2      | 00a75ba |
| <input checked="" type="checkbox"/> | 3            | L S Services Pty Ltd    |                |             | 2      | bea2568 |
| <input type="checkbox"/>            | 4            | ABC Pty Ltd             |                |             | 1      | 4d056bc |
| <input type="checkbox"/>            | 5            | STP Reporting Company   |                |             |        |         |

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: 00a75ba0-b9ec-4cb3-a277-470c14597562 Update  
Contact Name: UL Ursula Leibmann  
OK Cancel

## 1.2 Checking Company Data

Prior to generating any end of financial year reports, ensure that the company entity defined in the Company Codes - Accounting parameter contains the correct information, including:

- Company name.
- Address details.
- ABN.

To locate the company entity currently in use, navigate to:

[Parameters](#) ➔ [Set Parameters](#) ➔ [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:         | 1ZZZZZZZ | Clearing Account              |
| Depreciation Expense:      | 1112305  | Depreciation Of Buildings                | Asset Account:             | 1213555  | Fixtures and Fittings         |
| Payroll Net Control:       | 1214055  | Nett Wages Clearing Account              | Payroll Deduction Control: | 1214050  | Wages Deductions Clearing Acc |
| GST-I/P Credits:           | 1214065  | GST Paid on Purchases                    | Payable:                   | 1214070  | GST Received on Bills Raised  |
| W/Tax:                     | 1214075  | Withholding Tax A/C                      | Superannuation Control:    | 1214056  | Superannuation Payable        |
| P & L Clearing Account:    | 1ZZZZZZZ | Clearing Account                         |                            |          |                               |

Payroll Group Number: 12345  
Company Entity ID: LE000691M  
OK Cancel Apply

### 1.3 Checking Employee Data

Please also ensure that any employees with an overseas address have been set up correctly. For overseas addresses:

- The postcode field must be set to 9999.
- The street address must be entered in the Address Line 1 and Address Line 2.
- The town, state or region and area code must be entered in the Suburb, Town, or Locality field.
- The State field must be set to OTH.
- The overseas country name must be entered in the Country field.

**Note:** If any of the above parameters have been amended, reset your login settings via - [File](#) → [Reset Login Settings](#).

### 1.4 Payroll Codes - Payment parameters

If any Payroll Codes – Payments have been added or modified during the financial year, review the settings against the [STP Phase 2 User Guide](#) to ensure they are configured correctly for STP reporting compliance.

### 1.5 Payroll Codes - Deduction parameters

If any Payroll Codes – Deductions have been added or modified during the financial year, review the settings against the [STP Phase 2 User Guide](#) to ensure they remain configured correctly for STP reporting compliance.

Payroll codes should have been configured correctly when initially created; however, an end of financial year review is recommended to confirm compliance.

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

Complete the payroll end of year roll after processing your final payroll for the financial year and confirming the STP Report Status is **Success**.

The payroll end of year roll and the database end of year roll can be completed independently and at different times; however, **both must be rolled before processing the first pay run for the new financial year**.

Before proceeding, ensure all payroll adjustments have been completed, including:

- Superannuation adjustments.
- Bonus payments.
- Any other payroll corrections or adjustments.

## Final Payroll Checklist

- Complete the final pay run for the financial year, including any bonus payments.
- Confirm the STP Report Status for the final pay run is **Success**:  
[Payroll and Personnel](#) ▶ [Single Touch Payroll](#) ▶ [STP Report Status](#).
- Run end of month and end of quarter payroll reports (refer to Step 3).
- Review the System Control Report to confirm payroll balances correctly.

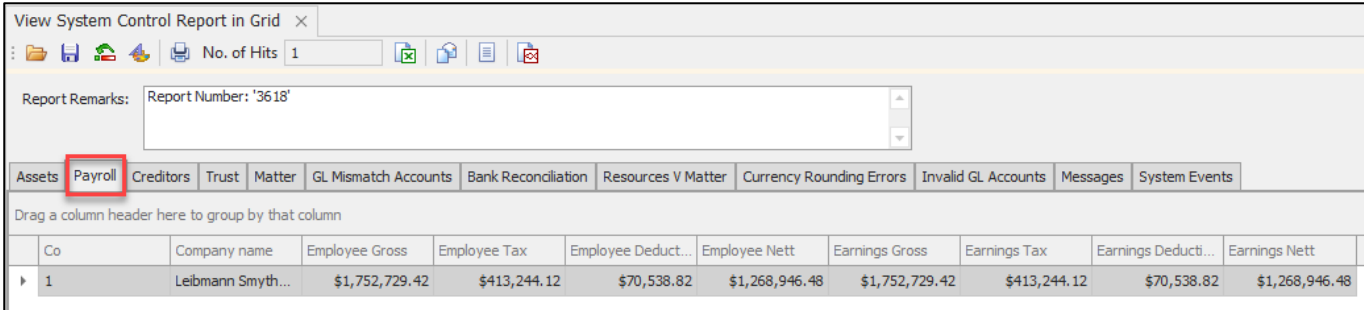
## Reviewing the System Control Report

[Periodic Processing](#) ▶ [View System Control Report](#). Payroll tab.

Confirm the following figures balance:

| Employee Totals     | Earnings Totals     |
|---------------------|---------------------|
| Employee Gross      | Earnings Gross      |
| Employee Tax        | Earnings Tax        |
| Employee Deductions | Earnings Deductions |
| Employee Nett       | Earnings Nett       |

If any imbalances are identified, these must be resolved before continuing.



View System Control Report in Grid ×

No. of Hits 1

Report Remarks: Report Number: '3618'

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... | \$1,752,729.42 | \$413,244.12 | \$70,538.82        | \$1,268,946.48 | \$1,752,729.42 | \$413,244.12 | \$70,538.82         | \$1,268,946.48 |

## Step 3 - Print and Save Standard Monthly and Quarterly Reports

**Print and save** any standard monthly or quarterly reports required for PAYGW, Payroll Tax, and Superannuation reporting.

Reports may include:

- Print Cumulative Earnings Summary – monthly or quarterly.
- Print Allowance Details.
- Print Deduction Details (and Payments).
- Print Superannuation Register – monthly or quarterly.
- Print Earnings Detail by Company.

**Note:** These reports should be saved to a secure location for future reference, as some payroll reports are point-in-time reports and may not be able to be reproduced retrospectively.

## Step 4 - Generate and Save Payroll End of Year Reports

We recommend generating and saving the following payroll end-of-year reports:

- 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 Earnings Detail by Company.
- Print Earnings Summary by Company.
- Print Superannuation Register.

We recommend exporting these reports to Excel and/or PDF and saving them to a central location for future reference.

Examples of generating end of year reports are provided on the following pages. Generate and save the reports relevant to your organisation.

### Important – Saved Filters and Grid Layouts

Before printing reports, check whether any saved filters or custom grid layouts are applied. These may prevent all payroll data from being displayed for the financial year.

To restore the default LawMaster layout, select the **Reset** option from the grid.



### Payroll Company Selection

The examples provided in this guide reference employees assigned to Payroll Company 1.

If your organisation uses a different payroll company (for example, Payroll Company 3 or 4), select the appropriate company when generating reports.

If multiple payroll companies are used, these reports must be generated separately for **each** payroll company.

**Important:** As previously noted, some of the reports listed below are Current Year reports and must be generated and saved before completing the payroll end of year roll, as they cannot be reproduced retrospectively once the payroll year has been rolled.

## 4.1 Print Leave Summary

[Payroll & Personnel](#) ▶ [Reporting](#) ▶ [Print Leave Summary](#)

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

| Field            | Description  |
|------------------|--|
| Work Unit - From | Enter the first Work Unit in the reporting range (for example, A).   |
| Work Unit - To   | Enter the last Work Unit in the reporting range (for example, Z).  |
| Hours Per Day    | Enter the standard hours worked per day (for example, 8, 7.6 or 7.5). If employees are paid based on different standard hours, separate reports will need to be generated for each hours-per day grouping. |

Run - Print Leave Summary

Title: Print Leave Summary

This module lists, for a selected work unit range, a summary of leave available (expressed in days) for each employee.

Enter your Work Unit range

Work Unit - From: A

Work Unit - To: ZZZZ

Hours Per Day: 7.6

OK Cancel

## 4.2 Print Leave Register

[Payroll & Personnel](#) ▶ [Reporting](#) ▶ [Print Leave Register](#).

This report displays employee leave balance by leave type, including Personal Leave, Annual Leave and Long Service Leave.

| Field              | Description   |
|--------------------|---|
| Employee No - From | Enter the first employee number in the reporting range (for example, 1).  |
| Employee No - To   | Enter the last employee number in the reporting range (for example, 1ZZZZZZ).   |
| Type of Leave      | It is recommended to leave the field as * to report on all leave types.<br><br>Alternatively, select a specific leave type to generate separate reports (see below screenshot).                                     |
| Hours Per Day      | Enter the standard hours worked per day (for example, 8, 7.6, or 7.5). If employees are paid based on different standard hours per day, separate reports will need to be generated for each hours-per-day grouping. |

### Report on all Leave Types:

It is recommended to group the report by Leave Type for future reconciliation of leave balances.

| Employee Number                            | Employee Name | Date Hired | Brought Forward... | Date Credit... | Credited | Date Last Taken | Taken | Balance (-hrs) | Balance (Days) | \$Value | Status       |        |
|--|---------------|------------|--------------------|----------------|----------|-----------------|-------|----------------|----------------|---------|--------------|--------|
| <b>Leave Type: ANNUAL LEAVE (Count=21)</b> |               |            |                    |                |          |                 |       |                |                |         |              |        |
| 1ASB                                       |               |            | -387.29            | 3/05/2026      | -107.57  |                 |       | 0.00           | -494.85        | -65.11  | -\$14,525.04 | Active |
| 1AAE                                       |               |            | -60.68             | 3/05/2026      | -107.57  |                 |       | 0.00           | -168.25        | -22.14  | -\$5,108.67  | Active |
| 1ET  |               |            | -377.74            | 3/05/2026      | -107.57  |                 |       | 0.00           | -485.31        | -63.86  | -\$29,450.49 | Active |
| 1AA  |               |            | -501.37            | 3/05/2026      | -107.57  | 22/02/2018      |       | 0.00           | -608.94        | -80.12  | -\$15,408.37 | Active |
| 1ATD                                       |               |            | -96.66             | 3/05/2026      | -107.57  |                 |       | 0.00           | -204.22        | -26.87  | -\$5,167.60  | Active |
| 1AAB                                       |               |            | -474.38            | 3/05/2026      | -107.57  | 10/04/2026      |       | 30.40          | -551.55        | -72.57  | -\$14,514.42 | Active |
| 1ATC                                       |               |            | -102.81            | 3/05/2026      | -107.57  | 10/10/2025      |       | 30.40          | -179.98        | -23.68  | -\$6,488.67  | Active |
| 1AAR                                       |               |            | -381.13            | 3/05/2026      | -107.57  |                 |       | 0.00           | -488.70        | -64.30  | -\$12,860.53 | Active |
| 1BAF                                       |               |            | -384.22            | 3/05/2026      | -107.57  | 3/05/2026       |       | 76.00          | -415.79        | -54.71  | -\$21,883.47 | Active |

## Report on Selected Leave Types:

**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:

Ensure you add the Company number before the "ZZZZZ"

**Parameter Lookup: LT - Payroll Leave Types**

Drag 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         |
| LU   | Unused Annual Leave |

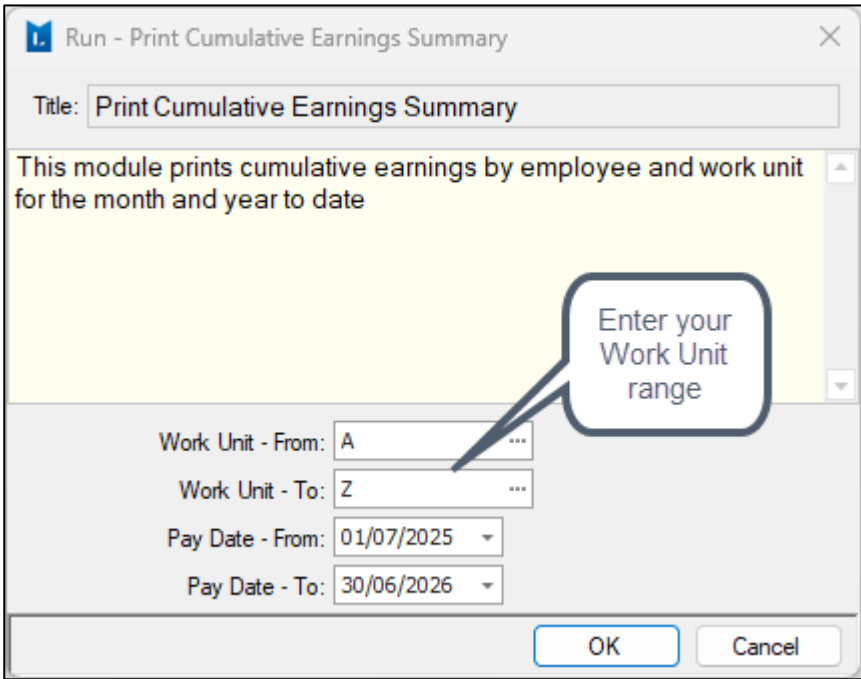
Include Invisible Parameters

### 4.3 Print Cumulative Earnings Summary

[Payroll & Personnel](#) ▶ [Reporting](#) ▶ [Print Cumulative Earnings Summary](#).

This report provides a summary of Gross earnings, tax, deductions and nett amounts for each employee.

| Field            | Description  |
|------------------|--|
| Work Unit - From | Enter the first Work Unit in the reporting range (for example, A). |
| Work Unit - To   | Enter the last Work Unit in the reporting range (for example, Z).  |
| Pay Date - From  | 01/07/2025   |
| Pay Date - To    | 30/06/2026   |



The Period Gross figure includes all employee payments, including Paid Parental Leave and allowances.

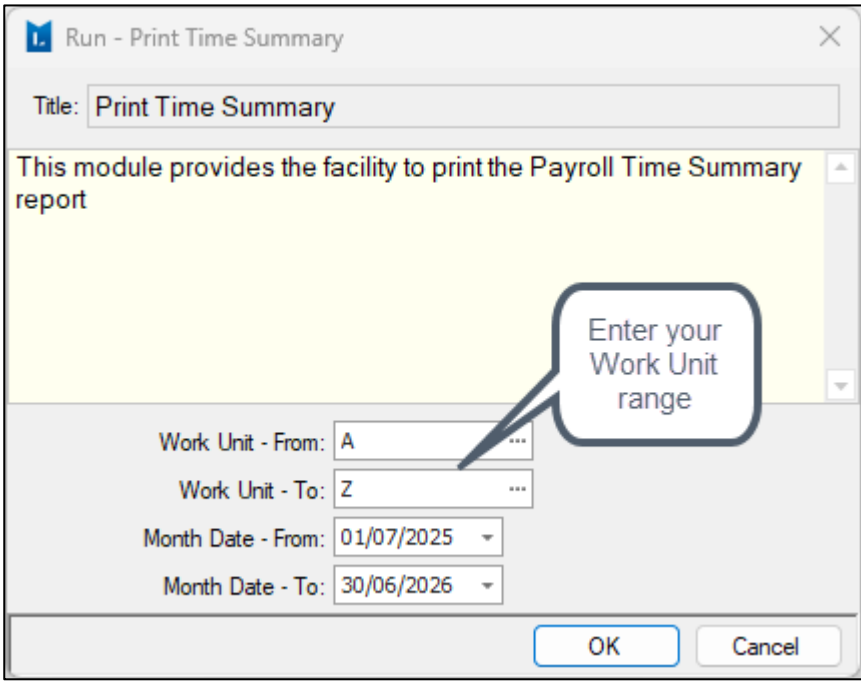
If you have not already generated the Cumulative Earnings Summary for your normal monthly or quarterly reporting period, it is recommended that you do so now.

**4.4 Print Time Summary (if required)**

[Payroll & Personnel](#) ► [Reporting](#) ► [Print Time Summary](#).

This report provides a summary of hours paid to each employee by Work Unit.

| Field             | Description  |
|-------------------|--|
| Work Unit - From  | Enter the first Work Unit in the reporting range (for example, A). |
| Work Unit - To    | Enter the last Work Unit in the reporting range (for example, Z).  |
| Month Date - From | 01/07/2025   |
| Month Date - To   | 30/06/2026   |

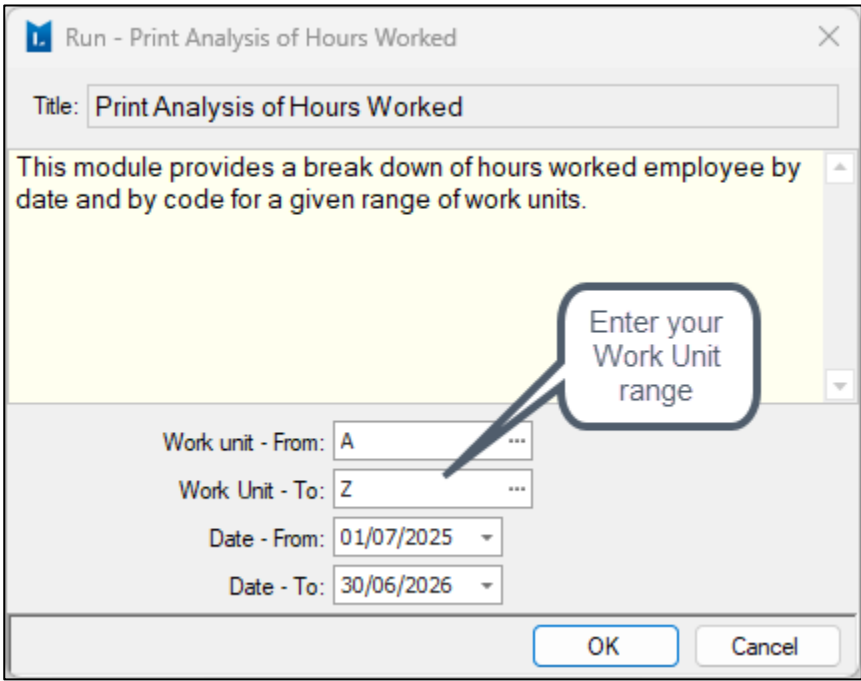


#### 4.5 Print Analysis of Hours Worked

[Payroll & Personnel](#) ► [Reporting](#) ► [Print Analysis of Hours Worked](#).

This report provides a summary of employee hours worked by Work Unit and Pay Code.

| Field            | Description  |
|------------------|--|
| Work Unit - From | Enter the first Work Unit in the reporting range (for example, A). |
| Work Unit - To   | Enter the last Work Unit in the reporting range (for example, Z).  |
| Date - From      | 01/07/2025   |
| Date - To        | 30/06/2026   |



It is recommended to group the report by **Employee Name** and **Pay Code** for easier reconciliation of hours worked.

If multiple Work Units are used, the report may also be grouped by **Work Unit** to display employees under the relevant Work Unit.

Print Analysis of Hours Worked

Report Remarks: Work unit - From: 'A'  
Work Unit - To: 'Z'  
Date - From: '01-Jul-2025'  
Date - To: '30-Jun-2026'

Hours Analysis

Employee Name: [Dropdown] Pay Code: [Dropdown]

| Work Unit                                      | Work Unit Desc | Emp No | Date | Period Hrs | Pay type |
|--|----------------|--------|------|------------|----------|
| Employee Name: ADAMSON, [Redacted] (Count=23)  |                |        |      |            |          |
| Pay Code: H0 (Count=23)                        |                |        |      |            |          |
|  |                |        |      | 1748.00    |          |
|  |                |        |      | 1748.00    |          |
| Employee Name: ANDERSON, [Redacted] (Count=24) |                |        |      |            |          |
| Pay Code: HLS (Count=1)                        |                |        |      |            |          |
|  |                |        |      | 15.20      |          |
| Pay Code: H0 (Count=23)                        |                |        |      |            |          |
|  |                |        |      | 1732.80    |          |
|  |                |        |      | 1748.00    |          |

## 4.6 Print Allowance Details

[Payroll & Personnel](#) ► [Reporting](#) ► [Print Allowance Details](#).

This report lists all allowances paid to employees for the financial year, grouped by Allowance Description and Employee.

| Field              | Description   |
|--------------------|---|
| Employee No - From | Enter the first employee number in the reporting range (for example, 1).      |
| Employee No - To   | Enter the last employee number in the reporting range (for example, 1ZZZZZZ). |
| Date - From        | 01/07/2025  |
| Date - To          | 30/06/2026  |
| Allowance Code     | Leave as * to report on all allowances  |

Run - Print Allowance Details

Title: Print Allowance Details

This module lists details of allowances paid to employee pays over a given date range. The report is produced in allowance type and employee number sequence.

Ensure you add the Company number before the "ZZZZZZ"

Employee No - From: 1

Employee No - To: 1zzzzzz

Date - From: 01/07/2025

Date - To: 30/06/2026

Allowance Code: \*

OK Cancel

The STP reporting treatment of each allowance depends on the **Reporting Category** configured against the allowance code:

- **Do Not Report to ATO** – Excluded from STP reporting.
- **Bonuses and Commissions** – Reported in the Bonuses column on the STP Reconciliation report.
- **Gross** – Included in the Gross figure on STP Reconciliation report.
- **All other allowance categories** – Reported in the Allowances column on the STP Reconciliation report.

## 4.7 Print Deduction Details (and Payments)

Payroll & Personnel ► Reporting ► Print Deduction Details (and Payments)

This report lists all deductions deducted from employee pay for the financial year, grouped by Deduction Description and Employee.

| Field                          | Description   |
|--------------------------------|---|
| Employee No - From             | Enter the first employee number in the reporting range (for example, 1).      |
| Employee No - To               | Enter the last employee number in the reporting range (for example, 1ZZZZZZ). |
| Date - From                    | 01/07/2025  |
| Date - To                      | 30/06/2026  |
| Deduction Code Mask            | Leave as * to report on all deductions  |
| Include Employer Contributions | 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: 01/07/2025

Date - To: 30/06/2026

Deduction Code Mask: \*

Include Employer Contributions: Yes

Payment Option: List Only

Ensure you add the Company number before the "ZZZZZZ"

OK Cancel

The STP reporting treatment of each deduction depends on the **Reporting Category** configured against the deduction code.

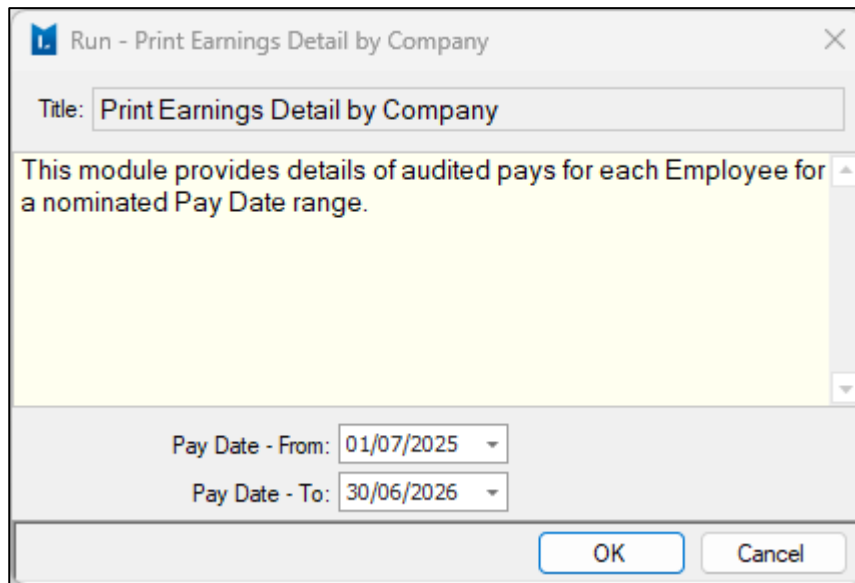
- **Do Not Report to ATO** - Excluded from STP reporting.
- **Reportable Deductions** - reported in the Deductions column on the STP Reconciliation report.
- **Salary Sacrifice** deductions - reported in the Salary Sacrifice column on the STP Reconciliation report.

## 4.8 Print Earnings Detail by Company

Payroll & Personnel ► Reporting ► Print Earnings Detail by Company.

This report provides a detailed breakdown of audited pays for each employee within the selected pay date range.

| Field           | Description |
|-----------------|-------------|
| Pay Date - From | 01/07/2025  |
| Pay Date - To   | 30/06/2026  |



We recommend grouping this report first by **Company**, then by **ATO Reporting Code, ATO Reporting Sub Code** and **Payroll Code**. This can assist with comparing earnings categories to the *STP Reconciliation* report, *Print Allowance Details* report and *Print Deduction Details (and Payments)* report.

You may also group or filter the report using other columns to suit your reporting requirements, including:

- Company
- Type
- ATO Reporting Code
- Payroll Description

**Print Earnings Detail by Company**

No. of Hits: 1918

Report Remarks: Pay Date - From: '01-Jul-2025'  
Pay Date - To: '30-Jun-2026'

Earnings Details

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

| Employee ID   | Employee Name | Work Unit | Pay Date | Type |
|---|---------------|-----------|----------|------|
| <ul style="list-style-type: none"> <li>&gt; ATO Reporting Code: ALLOWANCES (Count=210)</li> <li>&gt; ATO Reporting Code: BONUSES AND COMMISSIONS (Count=14)</li> <li>▼ ATO Reporting Code: DO NOT REPORT TO ATO (Count=79) <ul style="list-style-type: none"> <li>▼ ATO Reporting Sub Code: (Count=79) <ul style="list-style-type: none"> <li>&gt; Payroll Code: AME (Count=25)</li> <li>&gt; Payroll Code: DECM (Count=18)</li> <li>&gt; Payroll Code: DGAR (Count=29)</li> <li>&gt; Payroll Code: DGR (Count=2)</li> <li>&gt; Payroll Code: DSUP (Count=5)</li> </ul> </li> </ul> </li> </ul> |               |           |          |      |

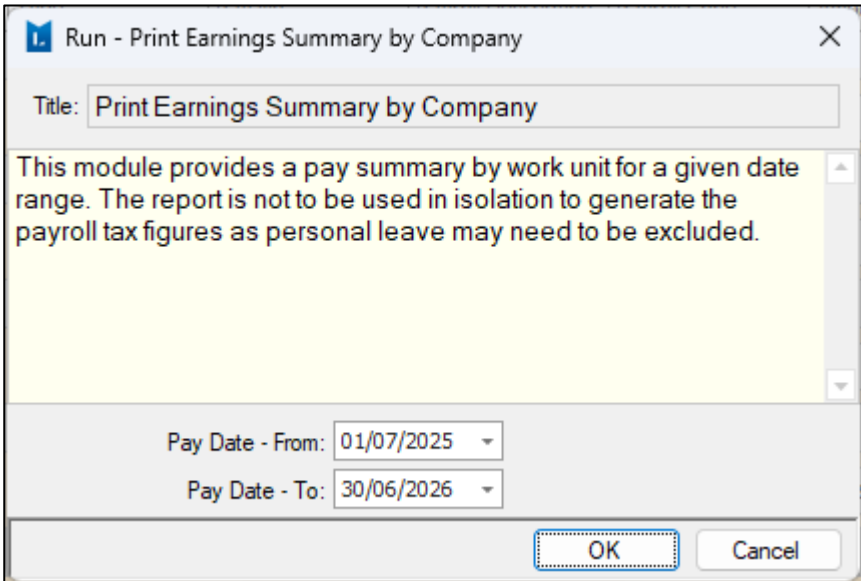
**4.9 Print Earnings Summary by Company**

[Payroll & Personnel](#) ▶ [Reporting](#) ▶ [Print Earnings Summary by Company](#).

This report provides a summary of Gross and Employer Contribution amounts for the financial year and may be grouped by Work Unit.

The Gross figure includes all employee payments, including reportable allowances.

| Field           | Description |
|-----------------|-------------|
| Pay Date - From | 01/07/2025  |
| Pay Date - To   | 30/06/2026  |



#### 4.10 Superannuation Register

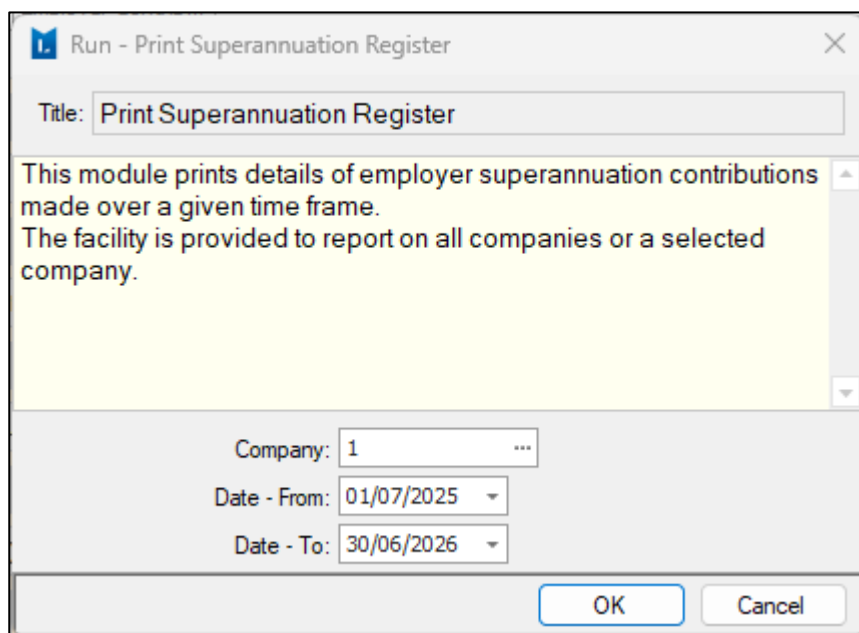
[Payroll & Personnel](#) ► [Super](#) ► [Print Superannuation Register](#).

This report shows the total superannuation payments for each employee for the financial year.

The report includes details of **Ordinary Pay, Super Guarantee, Salary Sacrifice**, and other superannuation-related amounts for each employee.

Any superannuation adjustments should be completed prior to rolling the payroll end of year.

| Field       | Description  |
|-------------|--|
| Company     | Enter the payroll company number (for example, 1). If your firm has multiple payroll companies, generate the report separately for each company. |
| Date - From | 01/07/2025   |
| Date - To   | 30/06/2026   |



If you have not already generated the Superannuation Register for your normal monthly or quarterly reporting period, it is recommended that you do so now.

## Step 5 - STP Reconciliation

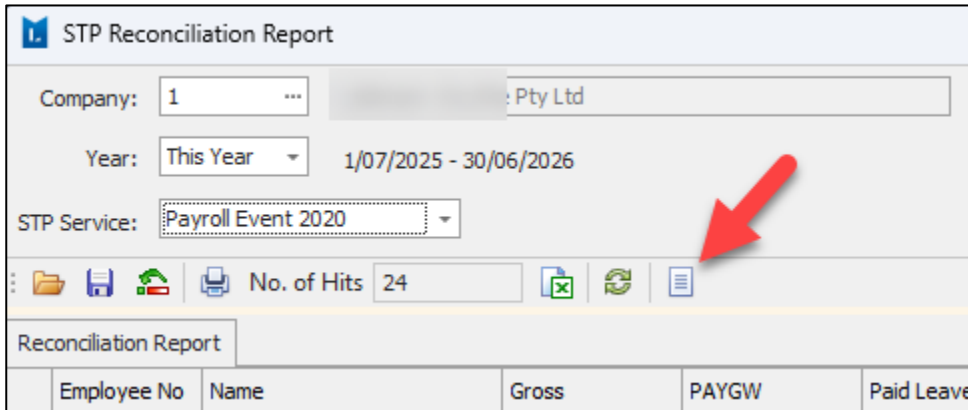
The STP Reconciliation report provides a breakdown of salaries and wages, PAYG withholding, allowances, deductions, salary sacrifice, and superannuation information based on the configured ATO Reporting Codes.

[Payroll & Personnel](#) ► [Single Touch Payroll](#) ► [STP Reconciliation](#).

It is recommended that the report be exported to Excel to assist with balancing payroll reports (refer to Step 6 - Check Reports Balance).

**Note:** For any ETP payments processed during the financial year, the associated tax amount is displayed on the **ETP** tab when exported to Excel and is not included in the **PAYGW** column on the STP Reconciliation report.

After balancing payroll reports, you may choose to save the STP Reconciliation report for all employees using the **Save to Folio** option.



The **Save to Folio** icon saves the report directly to a subject file as an Excel spreadsheet, including separate tabs for:

- Paid Leave
- Allowances
- Deductions
- Salary Sacrifice
- ETP

**Important:** Pay adjustments for the 2025–2026 financial year cannot be made to employee earnings after completing **Step 9 - Roll Payroll Year**.

## Step 6 - Check Reports Balance

The following information is designed to assist with reconciling payroll reports and STP reporting figures.

Please note that the codes provided are examples only. Your firm may use different codes or may not use some codes at all.

It is also recommended that balances are cross-checked against the relevant general ledger accounts (for example, wages, PAYGW and superannuation liabilities) to ensure accuracy.

| Item                                     | Reconciliation Details  |
|--|---|
| <b>Print Cumulative Earnings Summary</b> |   |
| Period Gross*                            | Reconciles with the <b>Gross Amount</b> on the <i>Print Earnings Summary by Company</i> report and the relevant wages and salary general ledger accounts. |
| Period Tax                               | Reconciles with the <b>PAYGW</b> amount plus <b>ETP Tax</b> on the exported <i>STP Reconciliation</i> report.   |
| Period Deductions                        | Reconciles with the <b>Total Deductions Amount</b> on the <i>Print Deduction Details (and Payments)</i> report.   |
| Period Nett                              | Period Nett should equal total payments, less tax and deductions.   |

| Item  | Reconciliation Details  |
|---|---|
|   | <p>Period Nett can be calculated using the <i>STP Reconciliation</i> report as follows:</p> <p>(Gross + Paid Leave + Allowances + Overtime + Bonuses + Lump Sums + ETP)<br/> less<br/> (Post-tax Deductions + PAYGW + ETP Tax)</p>  |
| <b>Print Allowance Details</b>                |   |
| Bonus Allowances                              | Reconciles with the <b>Bonuses</b> figure on the <i>STP Reconciliation</i> report.  |
| Reportable Allowances                         | Reconciles with the <b>Allowances</b> figure on the <i>STP Reconciliation</i> report. This can be cross-referenced with the <b>Allowances</b> figure on the <i>Print Earnings Detail by Company</i> report.   |
| Gross Allowances                              | Allowances configured with the Reporting Category <b>Gross</b> are included in the <b>Gross</b> figure on the <i>STP Reconciliation</i> report. These amounts can be cross-referenced with allowance pay codes reported under the ATO Reporting Code: <b>Gross</b> on the <i>Print Earnings Detail by Company</i> report. |
| Non-Reportable Allowances                     | Allowances configured with the Reporting Category <b>Do Not Report to ATO</b> are excluded from STP reporting. These amounts can be cross-referenced with allowance pay codes reported under ATO Reporting Code: <b>Do Not Report to ATO</b> on the <i>Print Earnings Detail by Company</i> report.                       |
| Lump Sum Amounts                              | Reconciles with the <b>Lump Sums</b> figure on the <i>STP Reconciliation</i> report.  |
| <b>Print Deduction Details (and Payments)</b> |   |
| Total Deductions                              | Reconciles with the <b>Total Deductions</b> figure on the <i>Print Cumulative Earnings Summary</i> report.  |
| Salary Sacrifice Superannuation Deductions    | Reconciles with the <b>Salary Sacrifice</b> figure on the <i>Superannuation Register</i> . These amounts are included in the <b>RES</b> figure and form part of the <b>Salary Sacrifice</b> figure on the <i>STP Reconciliation</i> report.   |
| Other Salary Sacrifice Deductions             | These amounts also form part of the <b>Salary Sacrifice</b> figure on the <i>STP Reconciliation</i> report.   |
| Reportable Deductions                         | Reconciles with the <b>Deductions</b> figure on the <i>STP Reconciliation</i> report. These amounts can be cross-referenced with deduction figures on the <i>Print Earnings Detail by Company</i> report.   |
| Non-Reportable Deductions                     | Deductions configured with the Reporting Category <b>Do Not Report to ATO</b> are excluded from STP reporting. These amounts can be cross-referenced with deduction pay codes reported under ATO Reporting Code: <b>Do Not Report to ATO</b> on the <i>Print Earnings Detail by Company</i> report.                       |
| <b>Print Earnings Summary by Company</b>      |   |
| Gross*  | Reconciles with the <b>Gross</b> figure on the <i>Print Cumulative Earnings Summary</i> report and the wages and salary general ledger accounts.  |

| Item   | Reconciliation Details   |
|--|--|
| Employer Contribution  | Reconciles with the <b>Super Guarantee plus Employer Voluntary Contributions</b> figures on the <i>Superannuation Register</i> and the relevant superannuation liability general ledger accounts.  |
| <b>Print Earnings Detail by Company</b>  |  |
| <b><i>Some items listed below are examples only and will vary depending on the configured ATO Reporting Code settings.</i></b> |  |
| Gross  | Reconciles with the <b>Gross</b> figure on the <i>STP Reconciliation</i> report.   |
| Allowances   | Reconciles with the <b>Allowances</b> figure on the <i>STP Reconciliation</i> report.  |
| Bonuses and Commissions  | Reconciles with the <b>Bonuses</b> figure on the <i>STP Reconciliation</i> report.   |
| Overtime (e.g., HOT)   | Reconciles with the <b>Overtime</b> figure on the <i>STP Reconciliation</i> report.  |
| Leave  | Reconciles with the <b>Paid Leave</b> figure on the <i>STP Reconciliation</i> report.  |
| ETP  | Reconciles with the <b>ETP</b> figure on the <i>STP Reconciliation</i> report.   |
| Lump Sums  | Reconciles with the <b>Lump Sums</b> figure on the <i>STP Reconciliation</i> report.   |
| Salary Sacrifice   | Reconciles with the <b>Salary Sacrifice</b> figure on the <i>STP Reconciliation</i> report.  |
| Reportable Deductions  | Reconciles with the <b>Deductions</b> figure on the <i>STP Reconciliation</i> report   |
| <b>STP Reconciliation</b>  |  |
| Gross  | <p>Gross reconciles with amounts reported under the ATO Reporting Code: <b>Gross</b> on the <i>Print Earnings Detail by Company</i> report.</p> <p>The total of all payment categories on the <i>STP Reconciliation</i> report should reconcile with the totals on the <i>Print Cumulative Earnings Summary</i> and <i>Print Earnings Summary by Company</i> reports, including Gross, Paid Leave, Allowances, Overtime, Bonuses, Lump Sum and ETP payments.</p> |
| PAYGW  | Reconciles with the <b>Tax</b> figure on the <i>Print Cumulative Earnings Summary</i> report, plus any <b>ETP Tax</b> amounts shown on the exported <i>STP Reconciliation</i> report. ETP Tax amounts are only displayed when the report is exported to Excel.   |
| Paid Leave   | Reconciles with the <b>total leave</b> amounts on the <i>Print Earnings Detail by Company</i> report.  |
| Allowances   | Reportable allowances reconcile with the relevant <b>allowances</b> figure on the <i>Print Allowance Details</i> report and <i>Print Earnings Detail by Company</i> report.  |
| Deductions   | Reportable Deductions (for example, Workplace Giving and Fees) reconcile with the relevant <b>deduction</b> figure on the <i>Print Deduction Details (and Payments)</i> report and <i>Print Earnings Detail by Company</i> report.   |
| Salary Sacrifice   | Reconciles with <b>Salary Sacrifice</b> items on the <i>Print Deduction Details (and Payments)</i> report.   |
| Overtime   | Reconciles with <b>overtime</b> categories on the <i>Print Earnings Detail by Company</i> report.  |
| Bonuses  | Reconciles with <b>bonus</b> categories on the <i>Earnings Detail by Company</i> report and <i>Print Allowance Details</i> report.   |

| Item                               | Reconciliation Details  |
|------------------------------------|---|
| Lump Sums                          | Reconciles with <b>Lump Sum</b> payments on the <i>Print Allowance Details</i> report.  |
| ETP                                | Reconciles with <b>ETP</b> payments on the <i>Print Earnings Detail by Company</i> report.  |
| QE                                 | Not applicable for year ending 30 June 2026.  |
| Super Liability                    | Reconciles with the <b>Super Guarantee</b> figure on the <i>Superannuation Register</i> , along with the relevant superannuation liability general ledger accounts.   |
| RESC                               | Reconciles with <b>salary sacrifice</b> deductions on the <i>Print Deduction Details (and Payments)</i> report, together with the <b>Salary Sacrifice</b> and <b>Employer Voluntary Contributions</b> figures on the <i>Superannuation Register</i> report.   |
| FBT                                | Reconciles with the <b>FBT</b> amount entered on the relevant employee record under the <b>Fringe Benefits</b> tab.   |
| Tax Offset                         | Reconciles with the <b>Tax Offset</b> field entered on the relevant employee record.  |
| Print Superannuation Register      |   |
| Ordinary Pay                       | Total earnings amount on which superannuation is calculated. Reconciles with the following <i>STP Reconciliation</i> report figures:<br><br>Gross + (Paid Leave – Unpaid Leave – Parental Leave) + Bonuses (if OTE <sup>^</sup> ) + Lump Sums (if OTE) + ETP payments (if OTE)  |
| Super Guarantee                    | Reconciles with the <b>Super Liability</b> figure on the <i>STP Reconciliation</i> report. May also be reconciled against the relevant superannuation liability general ledger account.   |
| Award / Productivity               | Not applicable for year ending 30 June 2026.  |
| Personal Contributions (after tax) | Reconciles with the relevant <b>deduction</b> code on the <i>Print Deduction Details (and Payments)</i> report or <i>Print Earnings Detail by Company</i> report.   |
| Salary Sacrifice                   | These amounts are included in the <b>RESC</b> figure and form part of the <b>Salary Sacrifice</b> figure on the <i>STP Reconciliation</i> report.   |
| Employer Voluntary Contributions   | These amounts are included in the <b>RESC</b> figure on the <i>STP Reconciliation</i> report.   |
| Deductions Total                   | Total before and after-tax superannuation deductions. Reconciles along with any <b>salary sacrifice</b> or <b>after-tax superannuation</b> deductions on the <i>Print Deduction Details (and Payments)</i> report.  |
| Super Total                        | Total superannuation payable (the sum of Super Guarantee + Deductions Total + Employer Voluntary Contributions). Reconciles with the combined total of the <b>Super Liability</b> and <b>RESC</b> figures on the <i>STP Reconciliation</i> report, together with any <b>after-tax superannuation</b> deductions listed on the <i>Print Deduction Details (and Payments)</i> report. |

\*Gross figures on the Print Cumulative Earnings Summary and the Print Earnings Summary by Company reports include all employee payments, including reportable allowances.

<sup>^</sup>OTE = ordinary times earnings

## Step 7 - Run System Back Up

Before continuing with any further steps, complete a full system backup.

[Periodic Processing](#) → [End of Period Back-up](#).

Depending on the size of your database, the backup process may take some time to complete. Once the backup has completed successfully, a message will display confirming the program has completed.

## Step 8 - STP EOY Finalisation Declaration to ATO

Unlike previous financial years, the End of Year Finalisation Declaration must be completed before the payroll year is rolled.

Before submitting the End of Year Finalisation Declaration to the ATO, ensure all adjustments to employee earnings have been completed, including any superannuation journals.

If any payroll adjustments are processed after completing reports in previous steps, the relevant reports will need to be re-generated and balanced.

An employer is required to declare to the ATO that all payroll information for each employee for the financial year has been reported correctly. This is achieved by submitting the **Finalisation Indicator** for each employee through STP reporting.

Submitting the declaration:

- Allows employee payroll information to be available for income tax return prefilling.
- Updates the employee MyGov Income Statement status to "tax ready".
- Removes the employer obligation to provide Payment Summaries for STP-reported information.

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

[Payroll and Personnel](#) → [Single Touch Payroll](#) → [STP Reconciliation](#).

As the payroll year has not yet been rolled when completing this step (unlike previous financial years), the STP Reconciliation Report should display the current financial year information, for example 1 July 2025 to 30 June 2026.

| Field        | Description                             |
|--------------|---|
| Company:     | Payroll company number (for example 1). |
| Year:        | This Year 01/07/2025-30/06/2026         |
| STP Service: | Payroll Event 2020 should be displayed. |

STP Reconciliation Report x

Company: 1 ... Pty Ltd

Year: This Year 1/07/2025 - 30/06/2026

STP Service: Payroll Event 2020

From the context menu (right click) select:

Submit EOY Finalisation Declaration to ATO ▶ All Employees of [Company Name].

STP Reconciliation Report x

Company: 1 ... Pty Ltd

Year: This Year 1/07/2025 - 30/06/2026

STP Service: Payroll Event 2020

No. of Hits 22

Reconciliation Report

| Employee No | Name | Gross | PAYGW | Paid Leave | Allowances | Deductions | Salary Sacrifice |
|-------------|------|-------|-------|------------|------------|------------|------------------|
|             |      |       |       |            |            |            |                  |

Context Menu:

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

All Employees of [Company Name] Pty Ltd

The Submit EOY Finalisation Declaration to ATO screen will appear to allow you to declare the information is true and correct by ticking the checkbox.

| Field     | Description                             |
|-----------|---|
| Company:  | Payroll company number (for example 1). |
| Year:     | This Year 01/07/2025-30/06/2026         |
| Employee: | <All> - to declare for all employees.   |

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 ... ?ty Ltd

Year: This Year 1/07/2025 - 30/06/2026

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.

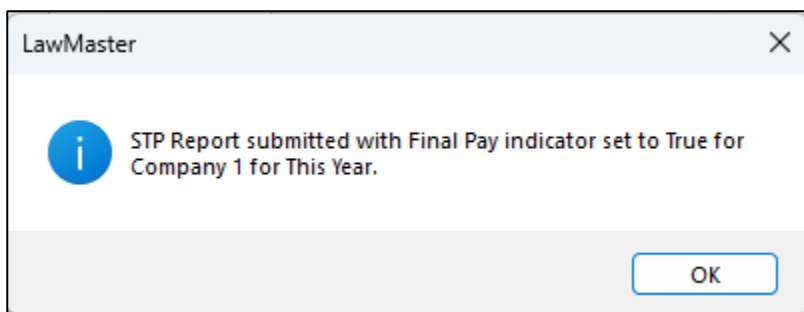
I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

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

Declarer: [Redacted]

OK Cancel

Once you select **OK**, a message will appear advising that the STP report has been submitted, and the **Final Pay Indicator** has been set to **True** for Company [Number] for **This Year**.



The YTD amounts are reported to the ATO for the selected employee, or for all employees of the nominated company with payroll transactions in the selected financial year.

Once the Finalisation Declaration has been submitted successfully:

- The Employee Record ➔ More Tab ➔ STP Reporting – **Finalisation Indicator Sent for This Year** field will be ticked.
- The STP Reconciliation report column **Finalisation Indicator Sent** will display 'Y'.

**Employee Details**

Tax  
Tax File Number: [Redacted]

Superannuation Details  
 Employee Contribution: 1.00%  
 Employer Contribution: 12.00%  
 Fund No: 02 ... AMP Superleader  
 Account No: [Redacted]  
 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: 19/06/2026 10:45 [6923.20761](#)  
 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 ... Leibmann Smythe Pty Ltd  
 Year: This Year 1/07/2025 - 30/06/2026  
 STP Service: Payroll Event 2020  
 No. of Hits: 24

| Rate | Overtime | Bonuses | Lump Sums | ETP    | QE     | Super Liability | RESC | FBT    | Tax Offset Am... | Payroll YBD | Pay Date To | Last STP Report Sent | Finalisation Indicator Sent | Address |
|------|----------|---------|-----------|--------|--------|-----------------|------|--------|------------------|-------------|-------------|----------------------|-----------------------------|---------|
| 0.00 |          | \$0.00  | \$0.00    | \$0.00 | \$0.00 |                 |      | \$0.00 | \$0.00           | 01/07/2025  | 26/06/2026  | 19/06/2026           | Y                           |         |
| 0.00 |          | \$0.00  | \$0.00    | \$0.00 | \$0.00 |                 |      | \$0.00 | \$0.00           | 01/07/2025  | 26/06/2026  | 19/06/2026           | Y                           |         |
| 0.00 |          | \$0.00  | \$0.00    | \$0.00 | \$0.00 |                 |      | \$0.00 | \$0.00           | 01/07/2025  | 26/06/2026  | 19/06/2026           | Y                           |         |
| 0.00 |          | \$0.00  | \$0.00    | \$0.00 | \$0.00 |                 |      | \$0.00 | \$500.00         | 01/07/2025  | 30/09/2025  | 19/06/2026           | Y                           |         |

If you have multiple payroll companies, you will need to submit the Finalisation Declaration for each company.

### Reset Finalisation Indicator

If a previously finalised employee record requires amendment, the Finalisation Indicator can be reset to **False**.

From the STP Reconciliation screen, select the employee, then from the Context Menu (right click) select [Reset Finalisation Indicator to False](#) ➔ [Employee \[Name\]](#).

## Step 9 - Roll Payroll Year



### Important: Confirm STP Finalisation Declaration Submission

Before proceeding with the Payroll Year Roll, confirm that the **UPDATE** event for the End of Year Finalisation Declaration has been submitted successfully.

To check the submission status, navigate to:

[Payroll & Personnel](#) ▶ [Single Touch Payroll](#) ▶ [STP Report Status](#)

Locate the STP Type: **UPDATE** event for the payroll company and ensure the **Report Status** displays **Success**.

| Submission ID                   | Audit No | STP Type | Report Timestamp (UTC) | Report Status | Status Description |
|---------------------------------|----------|----------|------------------------|---------------|--------------------|
| Company: 1 - PTY LTD (Count=96) |          |          |                        |               |                    |
| 6916.20733                      |          | UPDATE   | 19/06/2026 04:37       | Success       | Message Accepted   |

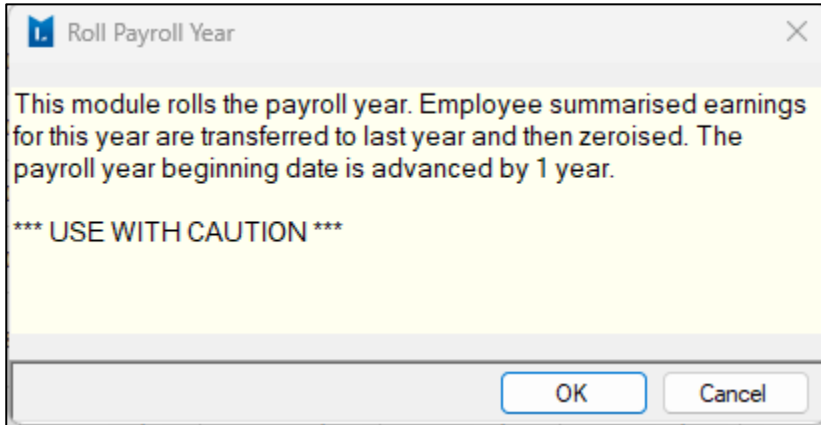
Do not proceed with the Payroll Year Roll until the **UPDATE** event has been submitted successfully.

Once the payroll year has been rolled, you will no longer be able to make changes to employee earnings transactions or superannuation adjustments. If further adjustments are required, you will need to reset the employee's Finalisation Indicator to False, make the necessary adjustments, and re-run the relevant reports.

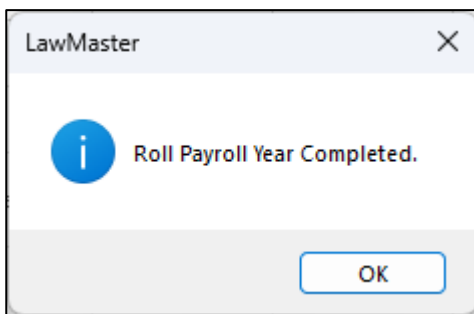
Where a company has submitted STP reporting in the previous financial year, validation has been added to the **Roll Payroll Year** module to ensure all employees with payroll transactions in that year have the **Final Pay Indicator** set to **True**. For example, when rolling the payroll year ending 30 June 2026, the system will validate that employees with payroll transactions in the year ending 30 June 2025 have been finalised.

If any employees with payroll transactions in the previous financial year have not been finalised, a warning message will display listing the affected employees. You may then choose to:

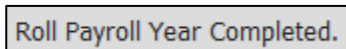
- Cancel the Payroll Year Roll
- Submit the Final Pay Indicator Declaration for the listed employees
- Recommence the Payroll Year Roll after finalisation has been completed



Once completed, a confirmation message will display advising that the **Payroll Year Roll** has been completed successfully.



The status bar at the bottom of the screen will also update once the **Roll Payroll Year** process has completed.



### Confirm Payroll Year Roll

To confirm the Payroll Year Roll has completed successfully navigate to:

[Parameters](#) ► [Set Parameters](#) ► [Payroll](#) ► [Processing Options](#). General tab.

Verify that the Payroll YBD date has been updated to **01/07/2026**.

**Important:** Complete Steps 10–12 before processing the first payroll for the **2026–2027** financial year.

## Step 10 - Load (import) Tax Scales

The **PAYGW Tax Tables** for the **2026–2027** financial year have been updated to reflect changes to personal income tax rates announced in the 2025–2026 Federal Budget, as well as indexed repayment thresholds for **Study and Training Support Loans**.

The updated PAYGW tax tables 2026-2027 are available as a zip file from the Client Service Centre under [Other Downloads](#) ➔ [ATO\\_TaxScales\\_2026-2027.zip](#).

Access the Client Service Centre via [Lawyers Toolbar](#) ➔ [Client Service Centre](#).

Download and save the zip file to a convenient location. Open the zip file and extract the following file:

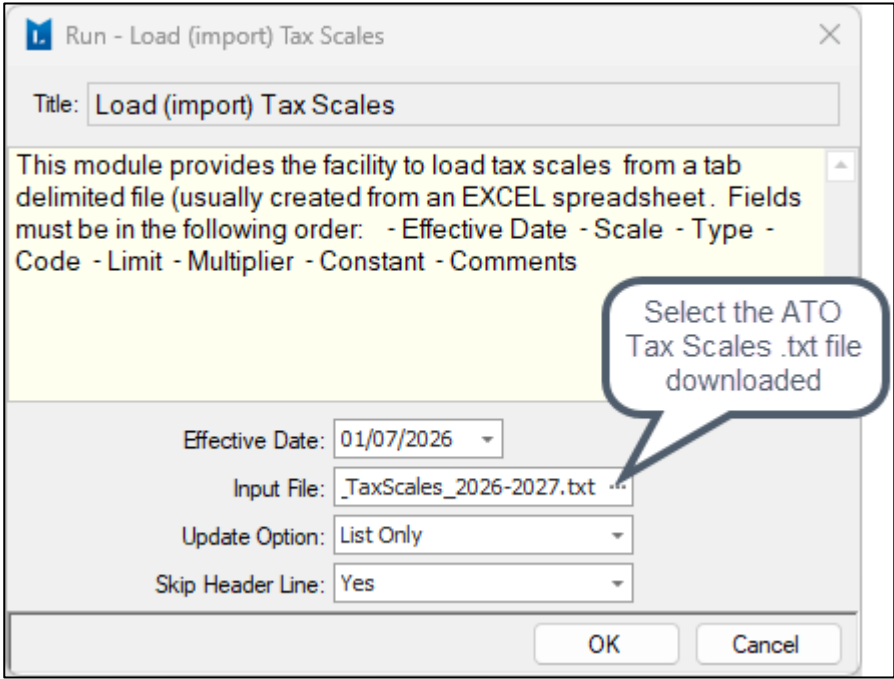
- ATO\_TaxScales\_2026-2027.txt

Save the extracted .txt file to a convenient location in preparation for importing it into LawMaster.

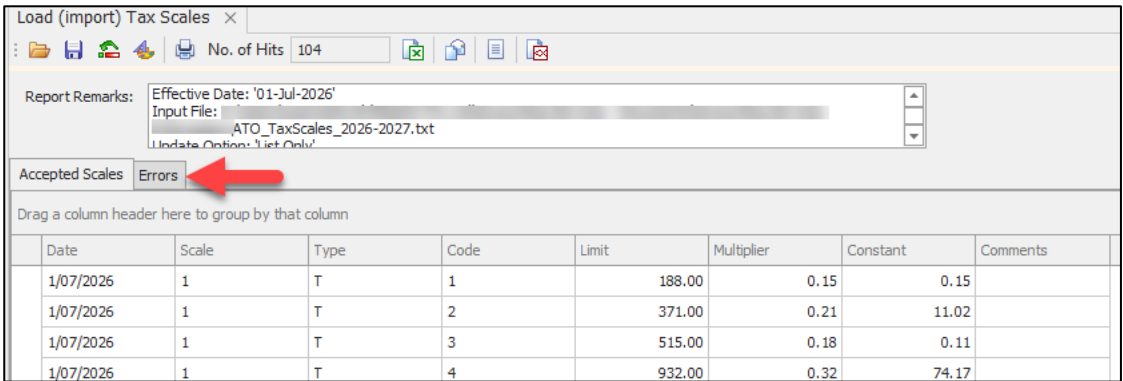
The tax scales file must be imported into LawMaster **prior** to processing the first pay run for the financial year commencing **1 July 2026**.

[Payroll & Personnel](#) ➔ [Administration](#) ➔ [Load \(import\) Tax Scales](#).

| Field            | Description  |
|------------------|--|
| Effective Date   | 01/07/2026   |
| Input File       | Select the extracted <b>ATO_TaxScales_2026-2027.txt</b> file |
| Update Option    | List Only  |
| Skip Header Line | Yes  |

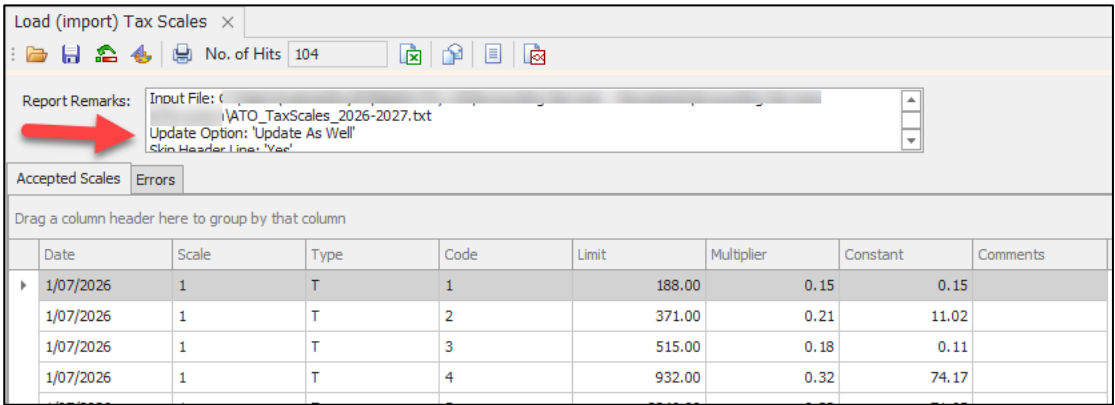
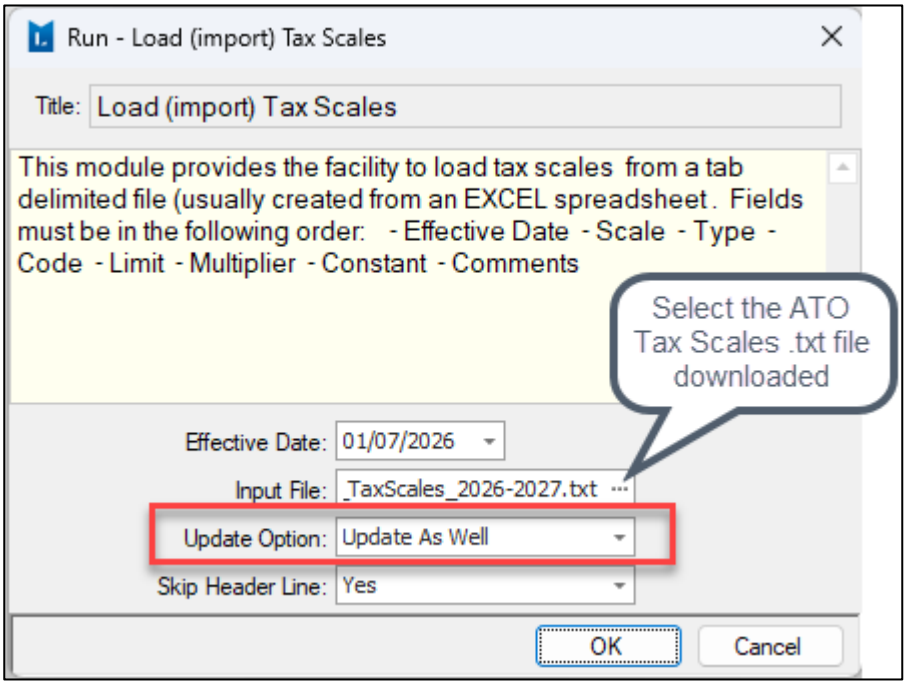


Review the output and confirm that no errors are reported before proceeding.



If no errors are identified, re-run the process using:

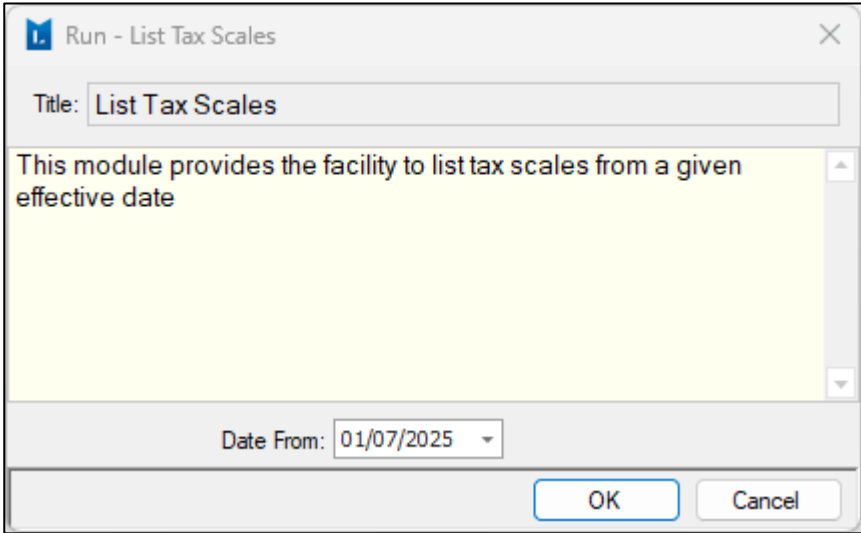
| Field            | Description  |
|------------------|--|
| Effective Date   | 01/07/2026   |
| Input File       | Select the extracted <b>ATO_TaxScales_2026-2027.txt</b> file |
| Update Option    | <b>Update as Well</b>  |
| Skip Header Line | Yes  |



To confirm the tax scales have imported successfully, navigate to:

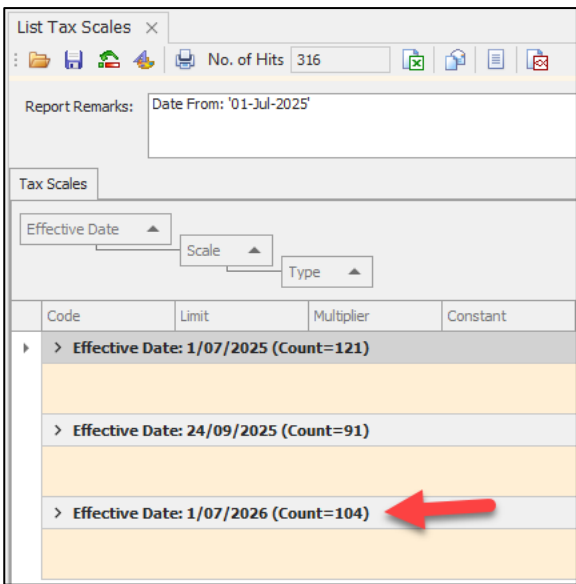
[Payroll & Personnel](#) ▶ [Administration](#) ▶ [List Tax Scales](#).

| Field      | Description |
|------------|-------------|
| Date From: | 01/07/2025  |



The grid report should display tax scales for:

- 01/07/2025
- 24/09/2025
- 01/07/2026



The imported tax tables may also be verified using the **Test Tax Calculations** module.

## Step 11 - Update Superannuation Guarantee Rate

There are no changes to the superannuation guarantee percentage for the 2026-2027 financial year. The rate remains at **12%**, therefore no updates are required.

## Step 12 -Advise ATO of SSID

If you have not already done so, ensure that you have logged on to the ATO Portal and submitted your **SSID**.

This must be completed before processing any pay runs for the financial year commencing **1 July 2026**.

**END OF PAYROLL YEAR ROLL INSTRUCTIONS**

# Database

Please ensure that any journals for the financial year ending 30 June 2025 have been entered prior to rolling the database, as journals dated in the previous financial year cannot be entered once the database been rolled into the 2026-2027 financial year.

Once all bank accounts have been reconciled to 30 June 2026, ensure that all reconciled transactions have been audited. This ensures the closing bank balances are correctly reflected on the Balance Sheet.

## Quick Reference Checklist

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

| Task  | Completed                |
|---|--------------------------|
| General Journals entered for 30 June 2025 (if required) | <input type="checkbox"/> |
| Bank Accounts Reconciled for June 2026                  | <input type="checkbox"/> |
| Asset postings completed                                | <input type="checkbox"/> |
| Lockout Users   | <input type="checkbox"/> |
| Run End of Day  | <input type="checkbox"/> |
| Confirm no errors on System Control Report              | <input type="checkbox"/> |
| Run system backup                                       | <input type="checkbox"/> |
| Print and save reports                                  | <input type="checkbox"/> |
| Roll End of Year  | <input type="checkbox"/> |
| Allow User Logins                                       | <input type="checkbox"/> |

## Step 1 - Asset System

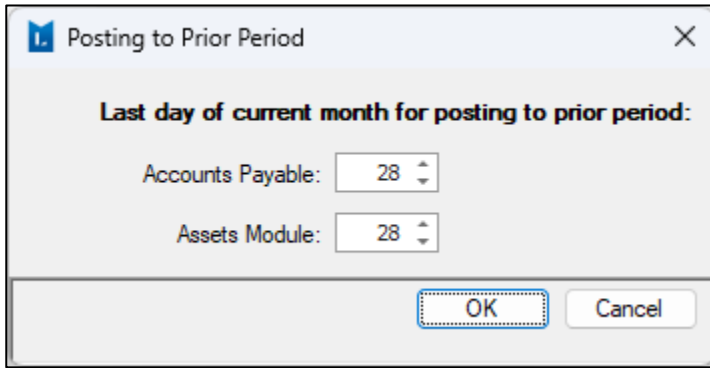
If you use the Asset System, ensure depreciation has been processed throughout the financial year.

If the **Posting to Prior Period** parameter for the Asset Module is set to a value greater than 0 days, the following processes may still be completed after the End of Year Roll.

If this parameter is not set, the following processes **must** be completed before proceeding with any other end of year processing.

To check the **Posting to Prior Period** parameter, navigate to:

[Parameters](#) ➔ [Set Parameters](#) ➔ [Accounting](#) ➔ [Posting to Prior Period](#).



**Posting to Prior Period**

**Last day of current month for posting to prior period:**

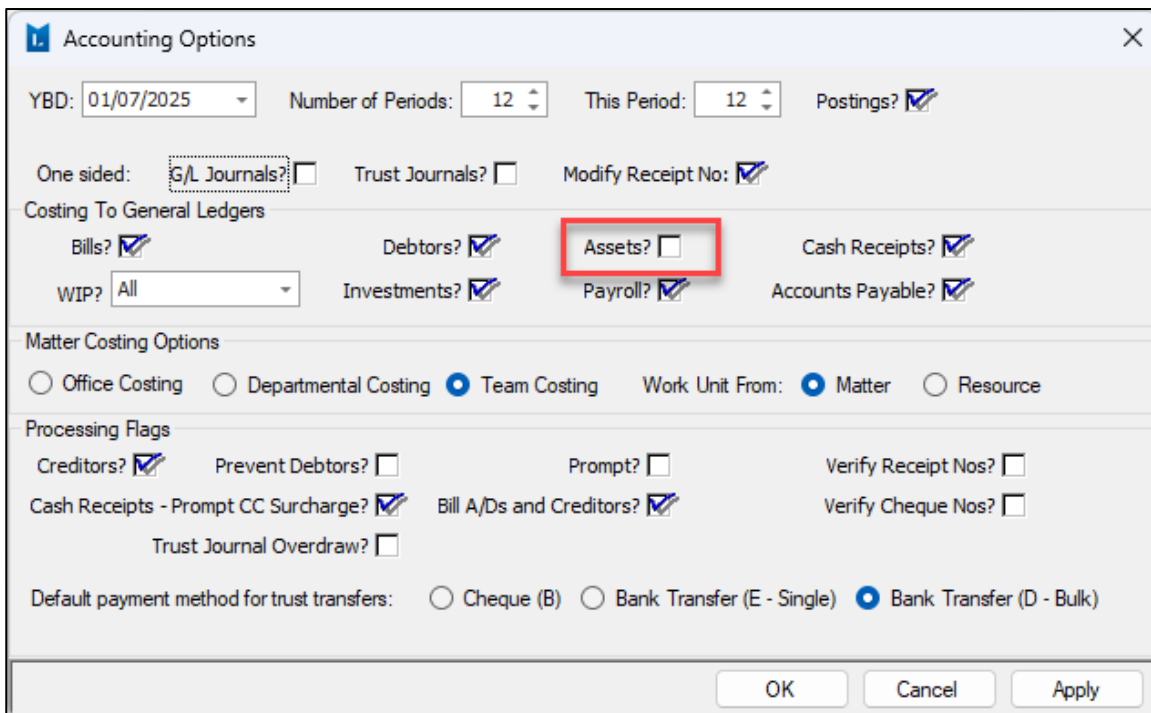
Accounts Payable: 28

Assets Module: 28

OK Cancel

To finalise asset depreciation processing for the financial year, complete the following:

- Raise Asset Depreciation for the final period.
- Print the Depreciation Schedule.
- Process the required journal entries to the general ledger if automatic asset posting is not enabled in [Accounting](#) → [Processing Options](#) parameter.



**Accounting Options**

YBD: 01/07/2025 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 - Lock Out Users

Complete the following steps after all bank accounts have been reconciled as part of the normal end of month processing.

It is **essential** that all users are logged out of LawMaster and prevented from logging back in while the End of Year Roll is being processed.

Before continuing, ensure you have sufficient security rights to log back into LawMaster, including deletion rights to all file classes. Users who normally conduct the end of month roll should already have the required access.

To view active user logins and prevent users from accessing LawMaster during the End of Year Roll, navigate to:

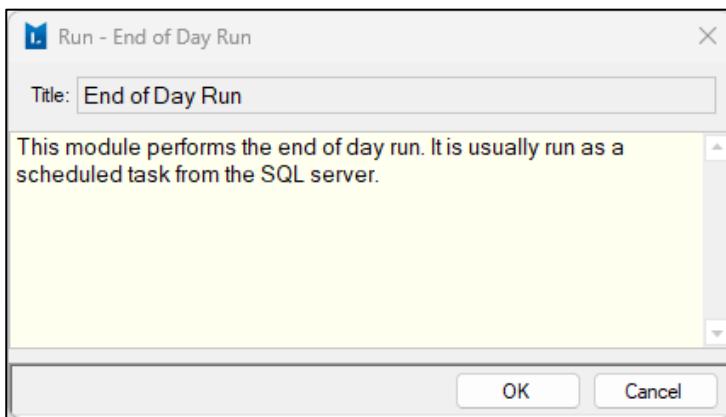
[Periodic Processing](#) ➔ [Show User Logins](#)

- From the context menu, select 'Disable All'.
- From the context menu, select 'Prevent User Logins'.

## Step 3 - End of Day

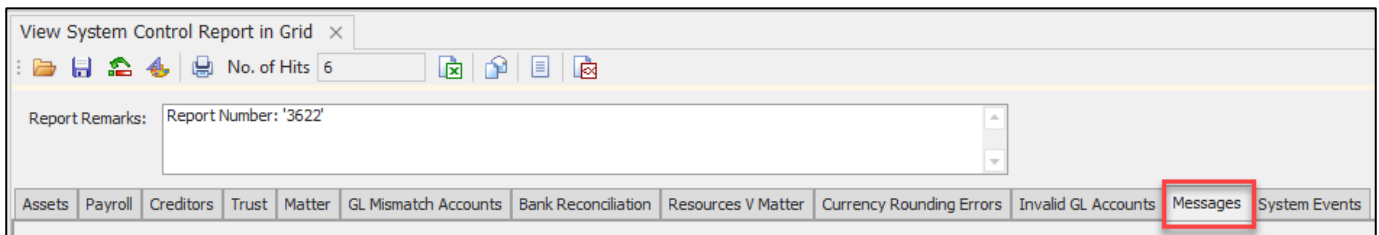
Run the End of Day process:

[Periodic Processing](#) ➔ [End of Day Run](#).



After the End of Day Run has completed, review the System Control Report to ensure that no error messages are displayed and that all transactions have been audited successfully.

[Periodic Processing](#) ➔ [View System Control Report](#).



Examples of relevant error messages are shown below and should be resolved before proceeding with the End of Year Roll.

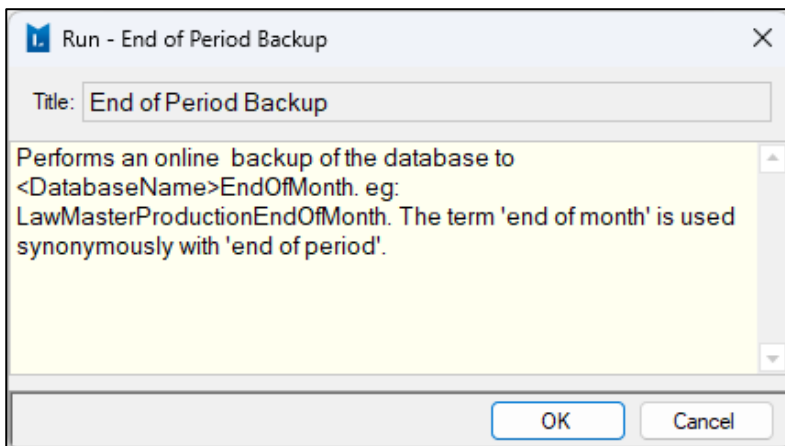
**Important:** Any messages beginning with three asterisks (\*\*\*) should be investigated and resolved before continuing.

| Message  |
|--|
| Costing for WIP is by matter office                                  |
| The Trust Balance on Matter 22411 is overdrawn by 4650.00.           |
| The Trust Balance on Matter 9999999 is overdrawn by 185000.00.       |
| *** Creditors and GL not balanced                                    |
| *** Debtors and GL not balanced                                      |
| *** Fees WIP and GL not balanced                                     |
| *** Anticipated Disbursements and GL not balanced                    |
| *** Mismatched account balances or ledger movement imbalances exist. |

## Step 4 - Run System Backup

Perform a full system backup before proceeding with the End of Year Roll.

[Periodic Processing](#) → [End of Period Backup](#)



Depending on the size of your database, the backup process may take several minutes to complete.

Once the backup process has completed, a confirmation message will display.

## Step 5 - Print Reports

The reports listed below are the recommended minimum reports for end-of-year processing. Additional reports relating to firm performance or management reporting may also be generated if required.

We recommend exporting these reports to Excel and/or saving them as PDF files.

## 5.1 Trust

The following are standard monthly Trust reports. If these reports have already been generated as part of the normal end of month process, they do not need to be generated again.

### 5.1.1 Publish Trust Trial Balance

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Reports for Publication](#) ➔ [Publish Trust Trial Balance](#)

### 5.1.2 Publish Trust Ledger

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Reports for Publication](#) ➔ [Publish Trust Ledger](#)

### 5.1.3 Publish Trust Receipts Cash Book

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Reports for Publication](#) ➔ [Publish Trust Receipts Cash Book](#)

### 5.1.4 Publish Trust Payments Cash Book

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Reports for Publication](#) ➔ [Publish Trust Payments Cash Book](#)

### 5.1.5 Publish Trust Cash Book

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Reports for Publication](#) ➔ [Publish Trust Cash Book](#)

### 5.1.6 Print Trust No Movements

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Print Trust No Movements](#)

### 5.1.7 Print Overdrawn Trust Report

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Print Overdrawn Trust Report](#)

### 5.1.8 Print Trust Journal

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Trust Transaction Enquiry](#). Select Transaction Type of: Journals.

### 5.1.9 Print Investment Trial Balance

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Investments](#) ➔ [Print Investment Trial Balance](#)

**Note:** Additional trust reports may also be required to meet legislative requirements, for example, Matter Trust Statements.

[Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust Statements](#).

These statements may be generated after the End of Year Roll has been completed.

## 5.2 General

### 5.2.1 Point in Time Reports

The following are **point in time reports** and should be exported and saved to a central location, as they may not be reproduced accurately after the End of Year Roll.

These reports should also reconcile with the relevant Balance Sheet control accounts.

#### 5.2.1.1 Aged WIP and Disbursements

[Client & Matter](#) ▶ [Matter Costing](#) ▶ [Costing & Billing](#) ▶ [Print Aged Work \(and Disbursements\) by Lawyer](#).

This report provides details of unbilled Work in Progress and Disbursements at the matter level as at the time the report is generated.

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, select the appropriate option as follows:

| Report Type:      | Description  |
|-------------------|--|
| All               | Reports on both Work in Progress and Disbursement amounts together.<br><br>This is the <b>recommended</b> option for end of year balancing and reconciliation. |
| WIP               | Reports on Work in Progress amounts only.  |
| Disbursements_All | Reports on All disbursements amounts only.   |

|   |   |
|---|---|
| Cash / Non-Cash / Anticipated disbursements | Allows disbursements to be reported separately by type. |
|---|---|

The figures should reconcile with the following general ledger control accounts:

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

If reporting WIP and Unbilled Disbursements across multiple work units, it is recommended to group the report by the **Work Unit** column to assist with balancing and reconciliation.

### 5.2.1.2 Debtor Aged Trial Balance

[Accounting](#) ➔ [Debtors](#) ➔ [Reports](#) ➔ [Debtor Aged Trial Balance](#).

This report provides details of outstanding debtor balances at the time the report is generated.

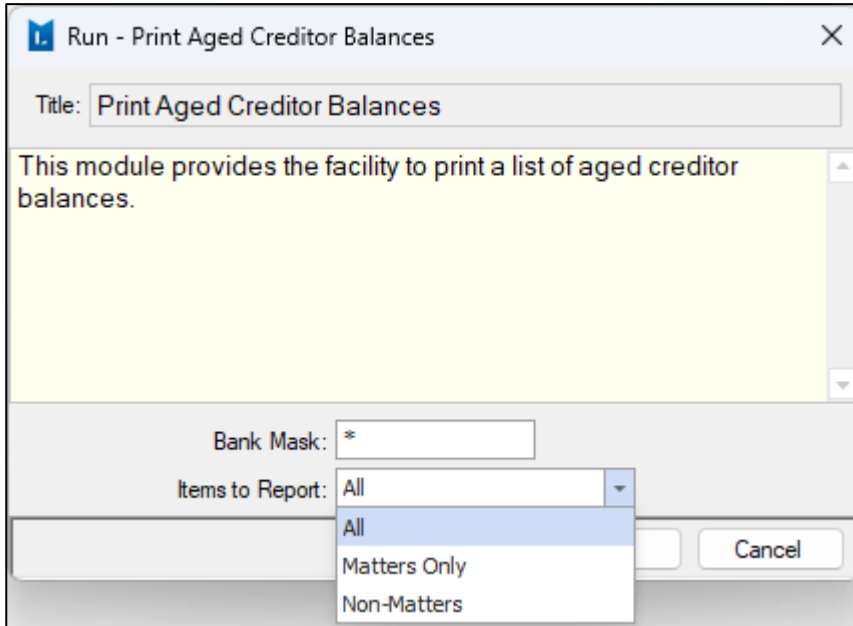
If your firm uses Anticipated Disbursements, ensure the **Exclude A/C's** field is changed to **No**.

If reporting across multiple Work Units, it is recommended to group the grid by the **Work Unit** column to assist with balancing and reconciliation against the Balance Sheet.

### 5.2.1.3 Print Aged Creditor Balances

[Accounting](#) ➔ [Accounts Payable](#) ➔ [Reports](#) ➔ [Print Aged Creditor Balances](#).

This report provides details of outstanding creditor balances at the time the report is generated.



If multiple bank accounts are configured in LawMaster, the report may be generated separately for each bank account to assist with balancing and reconciliation against the Balance Sheet. Alternatively, the report may be grouped by the **Bank Name** field.

You may also choose to:

- Report on matter-related creditors only.
- Report on firm creditors only.
- Report on all creditors, including both matter and non-matter related creditors (recommended).

### 5.2.1.4 Anticipated Disbursements

[Enquiries tab](#) ➔ [Anticipated Disbursements](#).

**OR**

[Accounting](#) ➔ [Accounts Payable](#) ➔ [Enquiry](#) ➔ [Anticipated Disbursements](#).

This enquiry provides details of anticipated disbursements recorded at the time the enquiry is generated.

The grid may be exported to Excel and/or PDF to assist with balancing and reconciliation against the Balance Sheet.

To assist with reviewing supplier balances, the grid may be grouped by the **Supplier Description** column to display the total amount owing to each supplier.

The screenshot shows a software window titled 'Anticipated Disbursements'. At the top, there are icons for file operations and a 'No. of Hits' field showing '31'. Below that is a 'File:' dropdown set to 'All' and a 'Search' button. A dropdown menu is set to 'Supplier Description'. The main table has columns: A/Disb No, Transaction Date, Expense Type, Description, Reference ..., Matter No., Amount, GST Paid, Total, and Billing. The table is grouped by 'Supplier Description' with expandable rows for each supplier. The data is as follows:

| A/Disb No  | Transaction Date | Expense Type | Description | Reference ... | Matter No. | Amount     | GST Paid | Total      | Billing |
|--|------------------|--------------|-------------|---------------|------------|------------|----------|------------|---------|
| <b>&gt; Supplier Description: ADELAIDE MAGISTRATES COURT (Count=4)</b> |                  |              |             |               |            | \$40.00    | \$4.00   | \$44.00    |         |
| <b>&gt; Supplier Description: BARRISTER,MARY (Count=4)</b>             |                  |              |             |               |            | \$2,409.08 | \$240.92 | \$2,650.00 |         |
| <b>&gt; Supplier Description: GLOBALX (Count=1)</b>                    |                  |              |             |               |            | \$19.60    | \$0.52   | \$20.12    |         |
| <b>&gt; Supplier Description: INFOTRACK (Count=11)</b>                 |                  |              |             |               |            | \$192.36   | \$17.66  | \$210.02   |         |

## 5.2.2 Any Time Reports

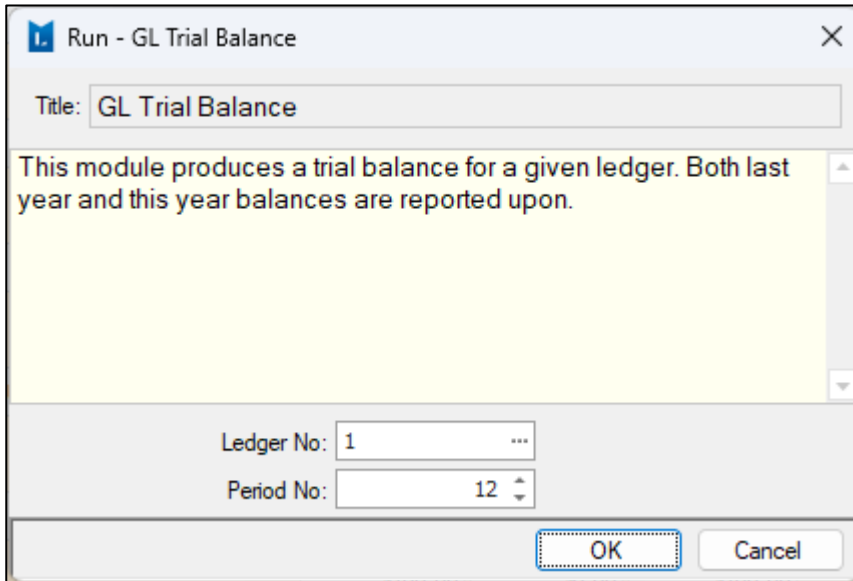
These reports may be generated again after the End of Financial Year Roll has been completed. However, we also recommend generating and saving copies prior to rolling the financial year.

### 5.2.2.1 GL Trial Balance

[Accounting](#) → [General Ledgers](#) → [Reports-This Year & Last Year](#) → [GL Trial Balance](#).

This report displays a trial balance for the selected ledger, including both current year and prior year balances.

| Field      | Description  |
|------------|--|
| Ledger No. | Enter the company number (for example 1). If your firm has multiple companies, the report should be generated separately for each company. |
| Period No. | Enter 12, being the final period for the financial year.   |

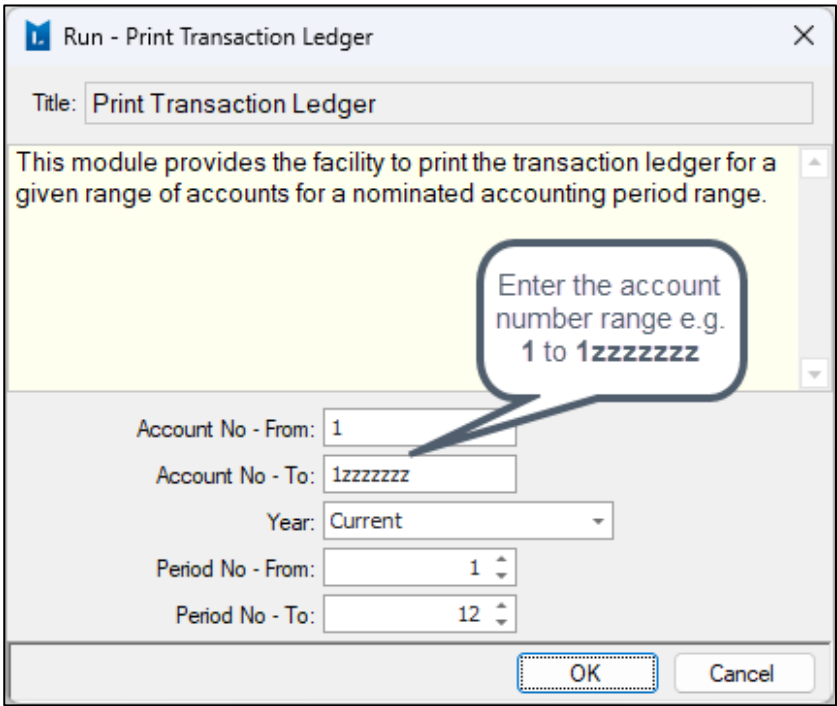


### 5.2.2.2 Print Transaction Ledger

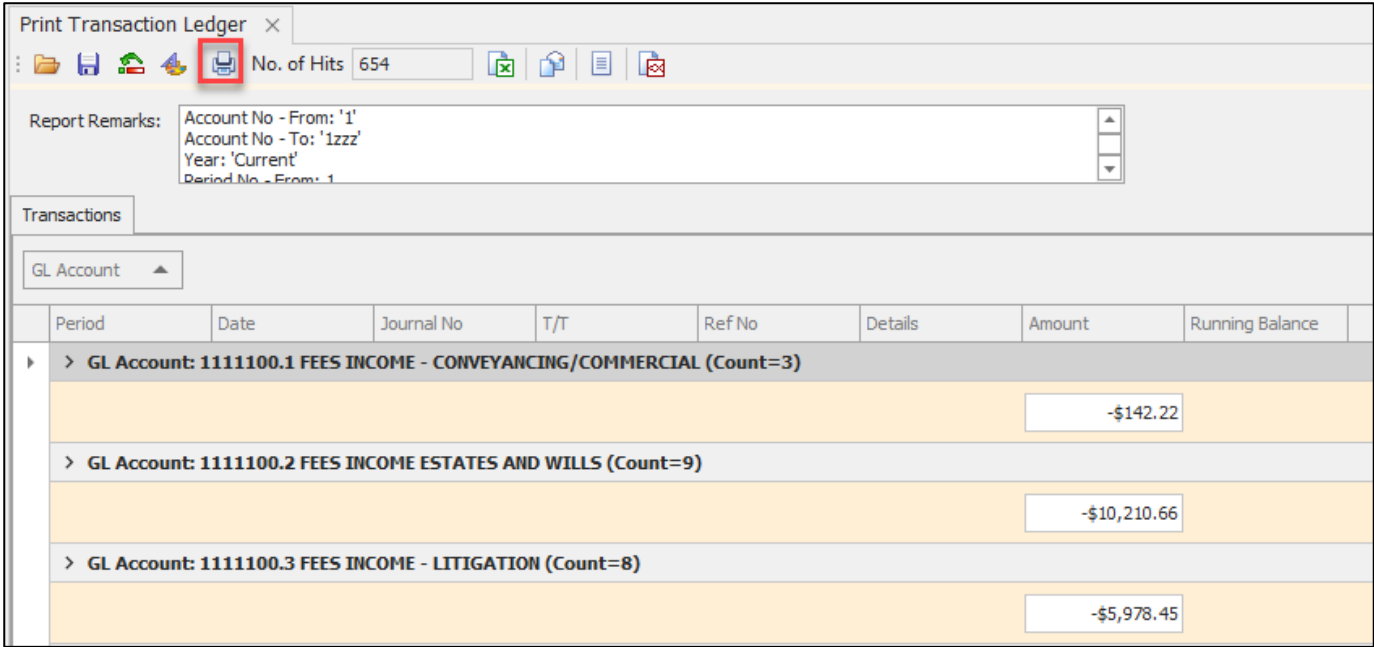
[Accounting](#) ➔ [General Ledgers](#) ➔ [Reports-This Year & Last Year](#) ➔ [Print Transaction Ledger](#).

This report prints all transactions for the selected account range and accounting period range.

| Field              | Description   |
|--------------------|---|
| Account No - From: | Enter the starting account number for the reporting range (for example 1).      |
| Account No - To:   | Enter the ending account number for the reporting range (for example 1zzzzzzz). |
| Year:              | Select <b>Current</b>   |
| Period No - From:  | Enter 1 for the first accounting period of the financial year.                  |
| Period No - To:    | Enter 12 for the final accounting period of the financial year.                 |



We recommend first printing the report to PDF with the grid contents collapsed to display a summary of each general ledger account.



The grid contents may then be exported to Excel in a fully expanded format to display all transactions for each general ledger account.

Print Transaction Ledger

No. of Hits 654

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

Transactions

GL Account

| Period   | Date       | Journal No | T/T  | Ref No    | Details                   | Amount       | Running Balance |
|--|------------|------------|------|-----------|---------------------------|--------------|-----------------|
| <b>GL Account: 1111100.1 FEES INCOME - CONVEYANCING/COMMERCIAL (Count=3)</b> |            |            |      |           |                           |              |                 |
| 01/07/2025-1   |            |            |      |           | Balance brought forward   | \$0.00       | \$0.00          |
| 01/07/2025-5   | 27/03/2026 | MD5001860  | DEBT | MD0020594 | Bills - Fees for office C | -\$22.22     | -\$22.22        |
| 01/07/2025-5   | 27/03/2026 | MD5001860  | DEBT | MD0020594 | Bills - Fees for office C | -\$120.00    | -\$142.22       |
|  |            |            |      |           |                           | -\$142.22    |                 |
| <b>GL Account: 1111100.2 FEES INCOME ESTATES AND WILLS (Count=9)</b>         |            |            |      |           |                           |              |                 |
| 01/07/2025-1   |            |            |      |           | Balance brought forward   | \$0.00       | \$0.00          |
| 01/07/2025-4   | 15/01/2026 | MD5001845  | DEBT | MD0020535 | Bills - Fees for office E | -\$8,560.00  | -\$8,560.00     |
| 01/07/2025-4   | 15/01/2026 | MD5001845  | DEBT | MD0020535 | Bills - Fees for office E | -\$250.00    | -\$8,810.00     |
| 01/07/2025-4   | 15/01/2026 | MD5001845  | DEBT | MD0020535 | Bills - Fees for office E | -\$350.00    | -\$9,160.00     |
| 01/07/2025-4   | 15/01/2026 | MD5001845  | DEBT | MD0020535 | Bills - Fees for office E | -\$504.00    | -\$9,664.00     |
| 01/07/2025-5   | 27/03/2026 | MD5001860  | DEBT | MD0020594 | Bills - Fees for office E | -\$375.00    | -\$10,039.00    |
| 01/07/2025-5   | 27/03/2026 | MD5001860  | DEBT | MD0020594 | Bills - Fees for office E | -\$66.66     | -\$10,105.66    |
| 01/07/2025-5   | 27/03/2026 | MD5001860  | DEBT | MD0020594 | Bills - Fees for office E | -\$21.00     | -\$10,126.66    |
| 01/07/2025-5   | 27/03/2026 | MD5001860  | DEBT | MD0020594 | Bills - Fees for office E | -\$84.00     | -\$10,210.66    |
|  |            |            |      |           |                           | -\$10,210.66 |                 |

### 5.2.2.3 Profit & Loss Statement

Accounting ➔ General Ledgers ➔ Reports for Publication ➔ Basic Reports ➔ Profit and Loss Statement.

OR

Accounting ➔ General Ledgers ➔ Reports – This Year and Last Year ➔ Profit and Loss Statement.

This report displays Profit and Loss balances for the selected ledger and reporting period.

| Field                   | Description  |
|-------------------------|--|
| Ledgers:                | Enter the company number (for example, 1). If your firm has multiple companies, the report should be generated for each company. |
| Year:                   | Select <b>Current</b> .  |
| Period No.:             | Enter 12 for the final accounting period of the financial year.  |
| Work Unit - From:       | Leave blank  |
| Work Unit - To:         | Leave as ZZZ to include all work units   |
| Work Unit Report Level: | Select <b>All of Firm</b>  |
| Account Report Level    | Select the required reporting level. The recommended level is <b>Level 3</b> .   |
| Include Accounts        | Tick the checkbox to display individual general ledger accounts.   |

**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

#### 5.2.2.4 Balance Sheet

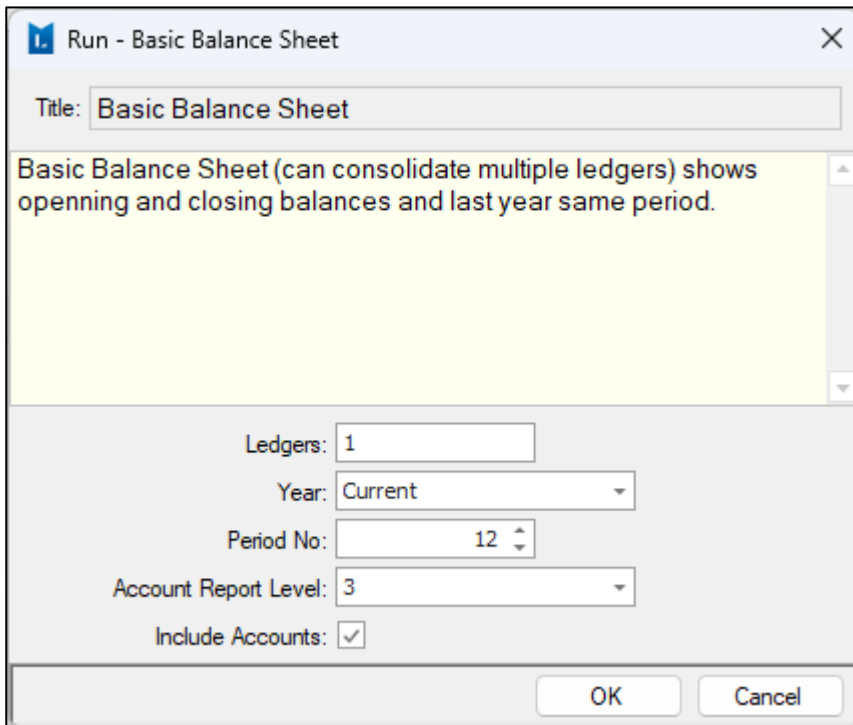
[Accounting](#) ➔ [General Ledgers](#) ➔ [Reports for Publication](#) ➔ [Basic Reports](#) ➔ [Basic Balance Sheet](#)

**OR**

[Accounting](#) ➔ [General Ledgers](#) ➔ [Reports – This Year and Last Year](#) ➔ [Balance Sheet](#).

This report displays Balance Sheet balances for the selected ledger and reporting period.

| Field                | Description  |
|----------------------|--|
| Ledgers:             | Enter the company number (for example, 1). If your firm has multiple companies, the report should be generated for each company. |
| Year:                | Select <b>Current</b> .  |
| Period No.:          | Enter 12 for the final accounting period of the financial year.  |
| Account Report Level | Select the required reporting level. The recommended level is <b>Level 3</b> .   |
| Include Accounts     | Tick the checkbox to display individual general ledger accounts.   |

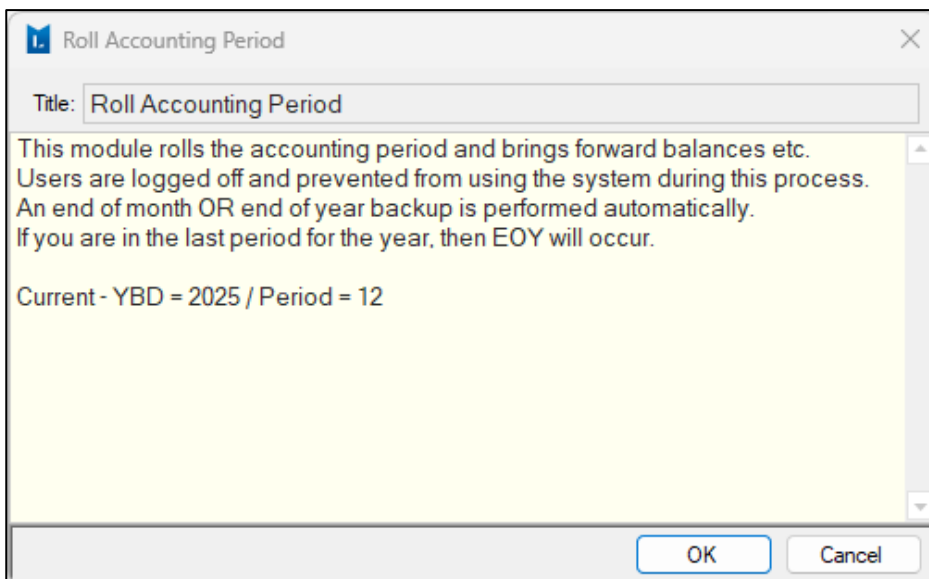


## Step 6 - Run End of Year Processing (Roll the Financial Year)

To roll the financial year, navigate to:

[Periodic Processing](#) → [Roll Accounting Period](#).

The Current Year and Period will be displayed: **Current YBD = 2025 / Period = 12.**



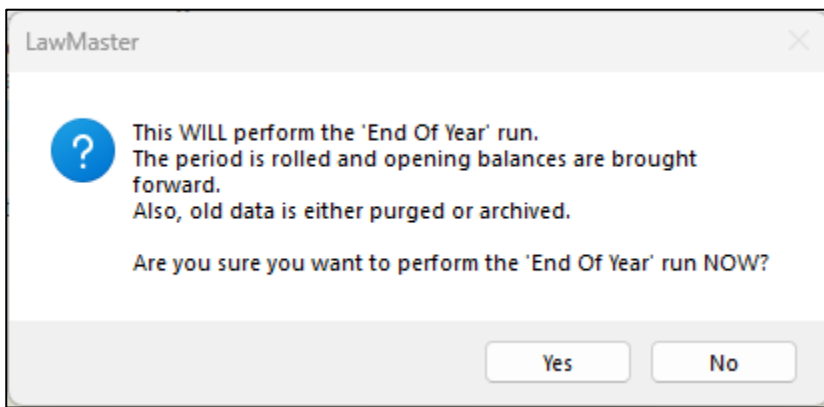
Select **OK** to continue.

**Important:** Do not proceed with the End of Year Roll if any error messages are displayed, including messages relating to unaudited transactions.

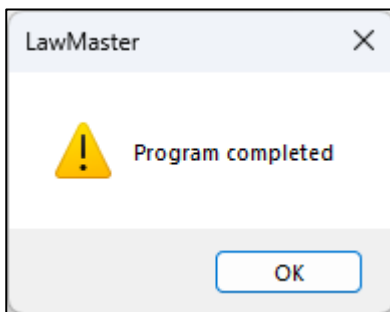
If unaudited transactions exist:

- Make the necessary adjustments to clear the transactions.
- Run the **End of Day Run** module again.
- Re-generate any relevant reports if the adjustments have affected report balances.

A warning message will then display advising that you are about to perform the End of Year Roll. If you are ready to continue, select **Yes**.



Once the End of Year Roll has completed successfully, a confirmation message will be displayed. Select **OK**.



The Status Bar should now display the new accounting period, for example:

**Accounting Period: July 2026 (Period 1).**

To confirm the financial year has rolled successfully, generate the **GL Trial Balance** report:

[Accounting](#) ➔ [General Ledgers](#) ➔ [Reports-This Year & Last Year](#) ➔ [GL Trial Balance](#).

| Field      | Description   |
|------------|---|
| Ledger No. | Enter the company number (for example, 1). If your firm has multiple companies, the report should be generated separately for each company. |
| Period No. | Enter 12 to report on the whole financial year.   |

After the End of Year Roll:

- Income and Expense accounts should display opening balances of zero.
- Asset, Liability and Equity accounts should display opening balances equal to the closing balances of the previous financial year.

| Account No | Account Description                        | Prior Opening Bal | Prior Balance | This Opening Bal | This Balance |
|------------|--|-------------------|---------------|------------------|--------------|
| 1111100.1  | Fees Income - Conveyancing/Commercial      | \$0.00            | -\$142.22     | \$0.00           | \$0.00       |
| 1111100.2  | Fees Income Estates and Wills              | \$0.00            | -\$10,210.66  | \$0.00           | \$0.00       |
| 1111100.3  | Fees Income - Litigation                   | \$0.00            | -\$5,978.45   | \$0.00           | \$0.00       |
| 1111100.4  | Fees Income - Administration               | \$0.00            | -\$4,510.00   | \$0.00           | \$0.00       |
| 1111100.5  | Fees Income - Family Law                   | \$0.00            | -\$3,000.00   | \$0.00           | \$0.00       |
| 1111105    | Fee Adjustments                            | \$0.00            | \$0.00        | \$0.00           | \$0.00       |
| 1111200.1  | Additions to WIP - Conveyancing/Commercial | \$0.00            | -\$332.78     | \$0.00           | \$0.00       |
| 1111200.2  | Additions to WIP - Estates and Wills       | \$0.00            | \$9,880.66    | \$0.00           | \$0.00       |

GL Trial Balance

No. of Hits 217

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

Accounts

Drag a column header here to group by that column

| Account No | Account Description                              | Prior Opening Bal | Prior Balance | This Opening Bal | This Balance |
|------------|--|-------------------|---------------|------------------|--------------|
| 1213200.1  | Work In Progress - Conveyancing/Commercial       | \$232,408.74      | \$232,741.52  | \$232,741.52     | \$232,741.52 |
| 1213200.2  | Work In Progress - Estates and Wills             | \$11,262.66       | \$1,382.00    | \$1,382.00       | \$1,382.00   |
| 1213200.3  | Work In Progress - Litigation                    | \$37,768.90       | \$32,790.45   | \$32,790.45      | \$32,790.45  |
| 1213200.4  | Work In Progress - Administration                | \$275.00          | \$4,000.00    | \$4,000.00       | \$4,000.00   |
| 1213200.5  | Work in Progress - Family Law                    | \$12,312.00       | \$12,312.00   | \$12,312.00      | \$12,312.00  |
| 1213300.1  | Unbilled Disbursements - Conveyancing/Commercial | \$52,980.32       | \$52,980.32   | \$52,980.32      | \$52,980.32  |
| 1213300.2  | Unbilled Disbursements - Estates and Wills       | \$7,045.15        | \$6,954.24    | \$6,954.24       | \$6,954.24   |
| 1213300.3  | Unbilled Disbursements - Litigation              | \$3,774.83        | \$3,683.92    | \$3,683.92       | \$3,683.92   |

Asset accounts carrying forward the prior year's closing balance

## Step 7 - Allow User Logins

If the End of Year Roll has completed successfully and all balances have been confirmed, users may now log back into LawMaster.

To allow user logins, navigate to:

Periodic Processing ► Allow User Logins.

**END OF DATABASE YEAR ROLL INSTRUCTIONS**