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SynergySoft End of Year Payroll

Overview

It is critical that prior to processing the final end of year pay run, that all the data provided to the Australian Taxation Office is correct, therefore this Overview presentation will cover all the preparation for the final end of financial year pay, and the preparation for the first pay in the new financial year.

This Overview presentation is designed for Payroll Officers already using the Payroll module in SynergySoft to process pays.

Who You Are

Attendees will need to have:

- Knowledge of SynergySoft Payroll Module
- Fundamental knowledge of computers
- Experience with Microsoft Excel

Learning Outcomes

1. Gross Salaries & Wages Reconciliation
2. PAYG Withholding Taxation
3. Checking Payroll Data
4. Termination Payments & Lump Sum Payments
5. Future Processing Considerations
    a. Payroll Updates for New Year
    b. Applying Timecards
    c. New Employees
6. Backing up SynergySoft Data
7. Closing of End of Year

8. Employee Income Statements

9. STP Reporting Finalisation

10. Amending STP Data After End of Year

11. Preparing the Payroll System for the New Year

     a. Number of Pay Periods

     b. Changes to the Tax Rates

     c. Changes to Superannuation Requirements

     d. Leave Accruals

     e. Wage Accruals

     f. Single Touch Payroll

Please note this course will *not* cover any aspects of the following areas, for which separate courses are available:

- SynergySoft Payroll Essentials
- SynergySoft Payroll Leave Essentials
- SynergySoft Payroll Terminations