End-of-year payroll checklist

Make sure you have completed the following steps at the end of each payroll tax year:

Step	Procedure	Tick
1	**Finish the last pay in March**	
2	**Complete the month end process**	
	• if using ir-file, create the csv file • run your employer monthly schedule (IR 348) as usual • print your IRD remittance advice (IR 345) • create any journals required if you are integrating with the accounting system	
3	**Create an additional backup and keep one off-site**	
	• IRD Remittance Advice (IR 345) • Employer Monthly Schedule (IR 348) • IRD Schedule	
4	**Print the following recommended reports**	
	• Employee Balances • Pay Audit Trail • Pay Code Totals • Holiday Accruals • Earnings Certificate (designed for printing on company letterhead. Not required by IRD but print so employees can check against summary of earnings)	
5	**Print the following optional reports**	
	• Employee Audits • Employee Details • Employee Holiday • Employee Sick Leave • Employee Special Leave • Employee Leave in Lieu	
6	**Install the most updated payroll software (which includes compliance updates) Must install before you enter an April pay end date**	
7	**Change the pay date to your first pay date in April 2010. Your new tax year is ready to commence.**	

CheckBooks

Reconcile your PAYE liability account to your payroll records

To reconcile MYOB Payroll to the MYOB Accounting general ledger, you need to work through the following steps:

1. From MYOB Payroll run the Period report by dept/cost centre/employee and the Employee audit trail report. Add the following year to date figures together:

- Gross Earnings
- Taxable Allowances
- Kiwisaver Employer Contributions
- Non-Taxable Allowances

2. From your MYOB Accounting file, run the General Ledger Detail report, filtered for the 6-xxxx Wages & Salaries account for the year 1 /4/2Oxx to 31/3/2Oxx. Note if there are several wages accounts and you have an expense account for employer superannuation, these figures need to be included.

3. Check that the totals from each system agree i.e. MYOB Payroll = MYOB Accounting

4. From your MYOB Accounting file, check the balance of the 2-xxxx PAYE liability account as at 31/3/2Oxx. If there are separate liability accounts for Student Loan and KiwiSaver, then add these figures together.

5. Check the total owing (at point 4.) equals the amount being paid in April on the 1R348 Employer Monthly Schedule. If you pay twice monthly, then use the 1R345 Employer Remittance Advice.

6. If the figures do not reconcile in step 3. & step 5., then print the relevant accounts from the General Ledger detail report and carefully check the figures month by month. The same figures should be recorded in each system.

7. All entries in MYOB Accounting should be posted from MYOB Payroll. Look out for pays miscoded or pay entries made directly into MYOB Accounting, not via payroll (GJ).