

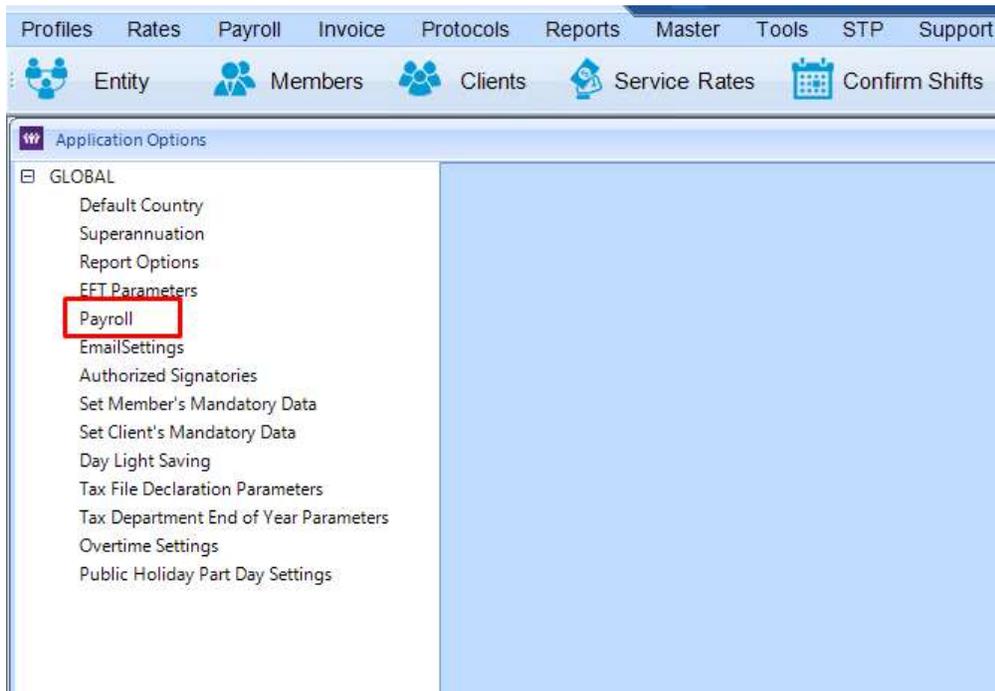
## EOY - ENTERING NEW FINANCIAL YEAR DATES

Once you have completed all of your reconciliations and final checks and are ready to proceed with a new payroll financial year, you will need to set your new year dates.

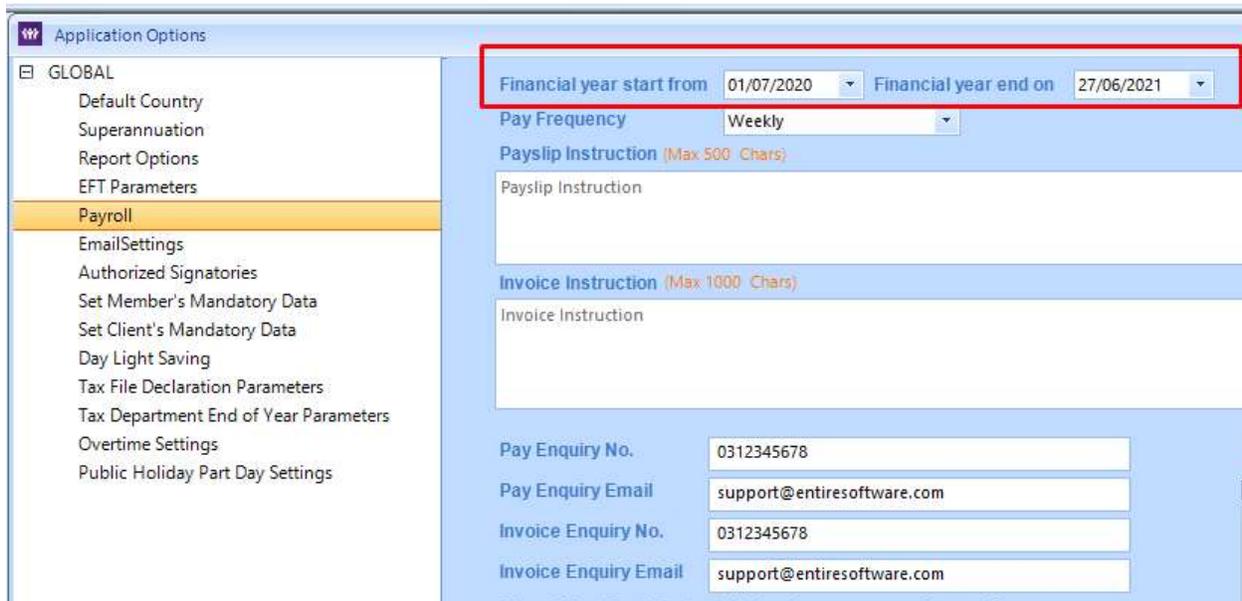
To set these dates, in your finance environment, go to Tools > Application Options



In the next screen, expand the + next to the word Global and then select Payroll from the expanded menu.



Your financial year dates appear at the top of the screen



The screenshot shows the 'Application Options' interface. On the left is a navigation menu with 'GLOBAL' expanded and 'Payroll' selected. The main area contains several settings. At the top, 'Financial year start from' is set to '01/07/2020' and 'Financial year end on' is set to '27/06/2021'. Below these are 'Pay Frequency' (Weekly), 'Payslip Instruction' (Max 500 Chars), and 'Invoice Instruction' (Max 1000 Chars). At the bottom, there are four enquiry fields: 'Pay Enquiry No.' (0312345678), 'Pay Enquiry Email' (support@entiresoftware.com), 'Invoice Enquiry No.' (0312345678), and 'Invoice Enquiry Email' (support@entiresoftware.com). A red box highlights the financial year date fields.

To set your new dates, select the drop down arrow next to both of these fields and make use of the pop up calendar.

***Remember, Entire does not operate a strict 01/07 to 30/06 payroll year. The dates you set here are based on your week ending dates.***

**Start From Date** = the day after your previous financial year end on date. To use the above example, the first day of the new financial year would be set at 28/06/2021 as the previous financial year ended on 27/06/2021

End on Date = the last Sunday you will be processing and paying in the new financial year

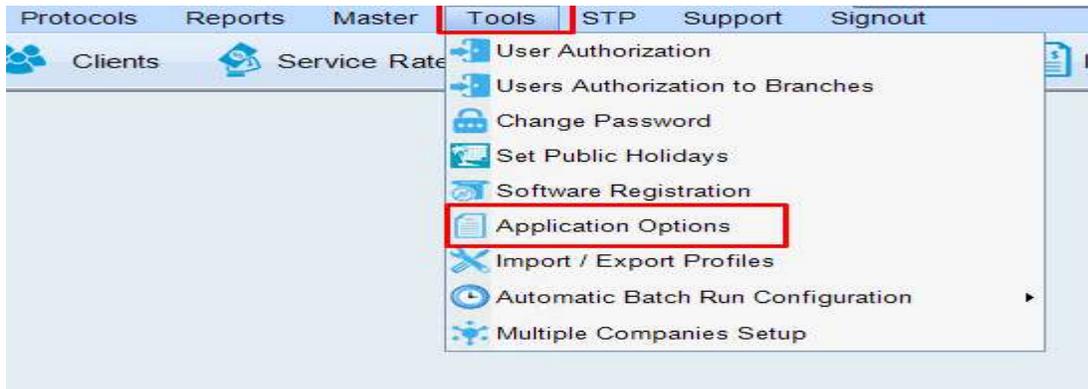
***Hint: you can set this date to the Monday or Tuesday following to allow for any potential additional adjustment pay runs***

Once you have set your dates, please scroll to the bottom of the screen and select save.

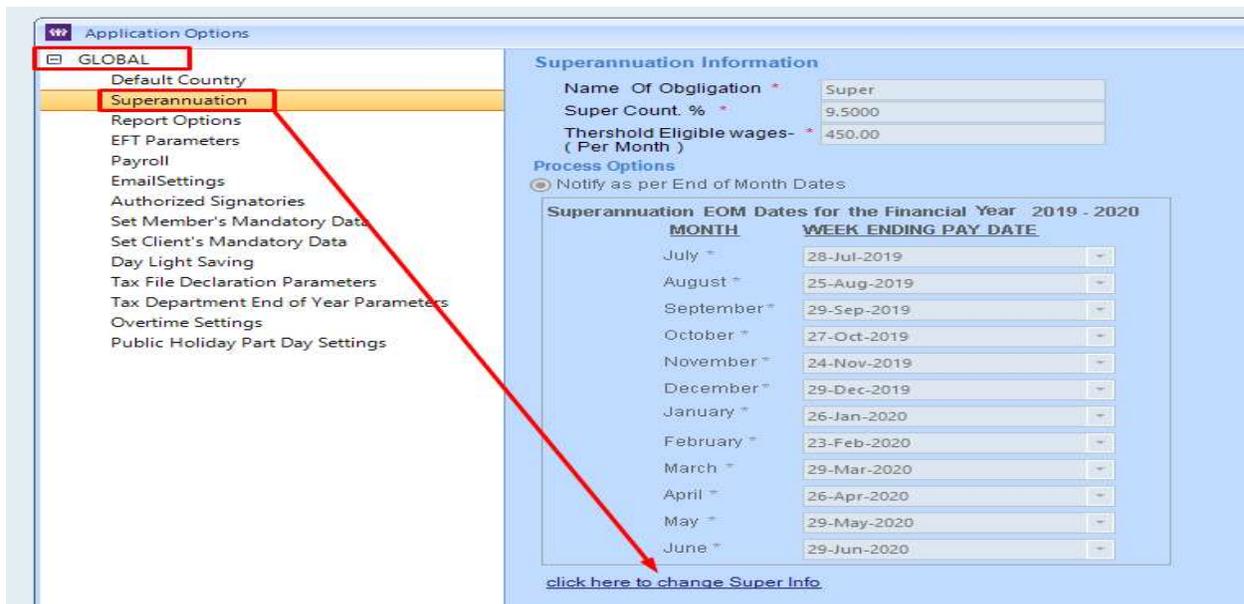
## EOY - ENTERING SUPERANNUATION CUT OFF DATES

Once you have entered your new financial year dates, superannuation cut off dates need to be set to complete the rollover to a new payroll financial year.

To set these dates, in your finance environment, go to Tools > Application Options



In the next screen, expand the + next to the word Global and then select Superannuation. You will then need to select click here to change Super Info



The next screen will then refresh and enable you to enter the cut off dates for each month in the new financial year. Once you have entered the correct week ending pay date for each month, you will need to select update to save them.

Please ensure your cut off date reflects the last Sunday that you will process and pay within the same month.

**Application Options**

- GLOBAL
  - Default Country
  - Superannuation**
  - Report Options
  - EFT Parameters
  - Payroll
  - EmailSettings
  - Authorized Signatories
  - Set Member's Mandatory Data
  - Set Client's Mandatory Data
  - Day Light Saving
  - Tax File Declaration Parameters
  - Tax Department End of Year Parameters
  - Overtime Settings
  - Public Holiday Part Day Settings

**Superannuation Information**

Name Of Obligation \* Super  
Super Count. % \* 9,5000  
Thershold Eligible wages- \* 450.00  
( Per Month )

**Process Options**

Notify as per End of Month Dates

**Superannuation EOM Dates for the Financial Year 2019 - 2020**

MONTH	WEEK ENDING PAY DATE
July *	28-Jul-2019
August *	25-Aug-2019
September *	29-Sep-2019
October *	27-Oct-2019
November *	24-Nov-2019
December *	29-Dec-2019
January *	26-Jan-2020
February *	23-Feb-2020
March *	29-Mar-2020
April *	26-Apr-2020
May *	29-May-2020
June *	29-Jun-2020

[click here to change Super Info](#)

**Remember: Your June cut off date must match your end of financial year date that you set in the previous step**