

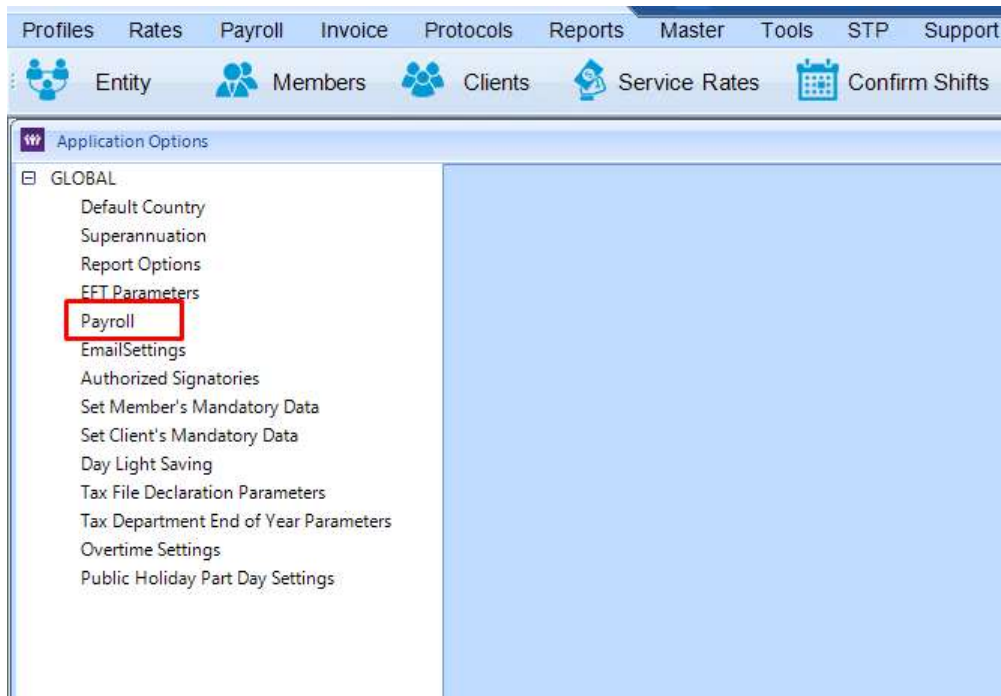
EOY - ENTERING NEW FINANCIAL YEAR DATES

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.

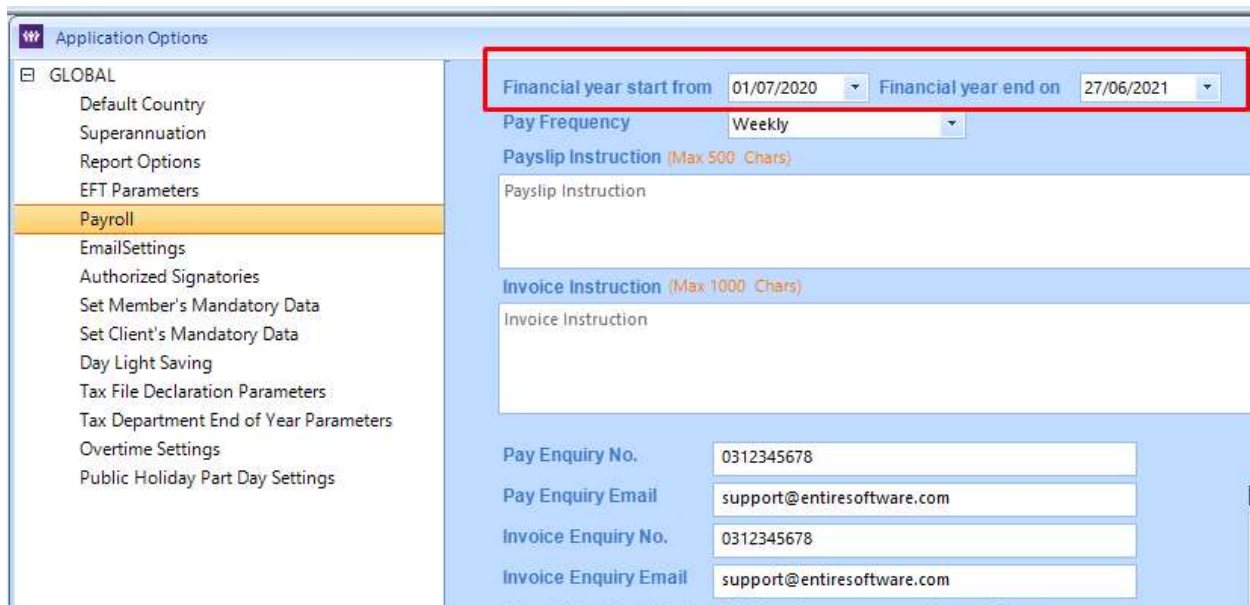
To set these dates, in your finance environment, go to Tools > Application Options



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' window. On the left is a sidebar with a tree view containing 'GLOBAL' and several sub-items. 'Payroll' is highlighted in orange. The main area on the right 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'. These two fields are enclosed in a red rectangular box. Below them is 'Pay Frequency' set to 'Weekly'. Then there are text areas for 'Payslip Instruction' and 'Invoice Instruction'. At the bottom, there are four input fields for enquiry numbers and emails, all containing the same information: '0312345678' for numbers and 'support@entiresoftware.com' for emails.

Field	Value
Financial year start from	01/07/2020
Financial year end on	27/06/2021
Pay Frequency	Weekly
Payslip Instruction	
Invoice Instruction	
Pay Enquiry No.	0312345678
Pay Enquiry Email	support@entiresoftware.com
Invoice Enquiry No.	0312345678
Invoice Enquiry Email	support@entiresoftware.com

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.

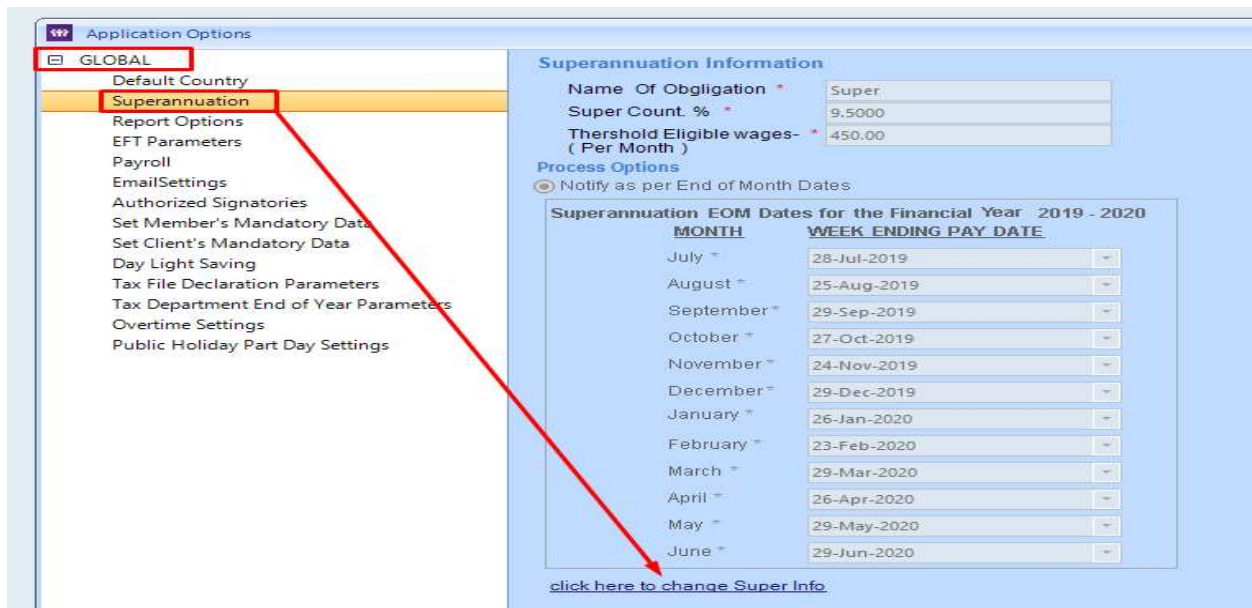
EOY - ENTERING SUPERANNUATION CUT OFF DATES

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.

The screenshot shows the 'Application Options' screen. On the left is a sidebar with a tree view containing 'GLOBAL' and several sub-items, with 'Superannuation' highlighted. The main area is titled 'Superannuation Information' and contains fields for 'Name Of Obligation' (Super), 'Super Count. %' (9,5000), and 'Threshold Eligible wages- (Per Month)' (450.00). Below this is the 'Process Options' section, which has a radio button selected for 'Notify as per End of Month Dates'. Underneath is a table titled 'Superannuation EOM Dates for the Financial Year 2019 - 2020'. The table has two columns: 'MONTH' and 'WEEK ENDING PAY DATE'. The rows list months from July to June with corresponding dates. A red box highlights the entire table, and a red arrow points from the bottom right of the table to the 'Update' button. At the bottom of the main area, there is a link 'click here to change Super Info' and two buttons: 'Clear' and 'Update'.

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

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