

# Attaché Payroll – End of Financial Year 2025

## Overview:

Designed to equip new and existing payroll users with the skills and knowledge required for the end of year, this course will take you through a live demonstration of the end of year tasks. Focusing on preparation and processing, this webinar goes over key end of year tasks and includes Q&A.

## What do you need to know?

The course assumes confidence in Attaché navigation and an existing understanding of payroll principles and system configuration.

## Delivery Method

Webinar delivered via the GoTo Webinar platform.

## Duration

2 hours.

## What does this course cover:

### Preparation:

- Version requirements and pre-checks.
- Preparing for year end – checking pay elements and employee data.
- Entering reportable fringe benefits.
- Completing other year end transactions.

### EOY Processing:

- Running reports and reconciling the data.
- Completing a finalisation declaration.
- Copying and storing your current financial year's data.
- Processing end of year.

### New FY Checks:

- Updating tax scales and super guarantee information.

## Course Outline

## Objectives:

- ✓ Understand the version requirements to commence the end of year process.
- ✓ Learn to review and process fringe benefits for your employees.
- ✓ Know how to review reports to reconcile and complete the finalisation declaration.
- ✓ Learn about setting up a historical company for your FY25 data.
- ✓ Prepare your payroll system for the new financial year.
- ✓ Review and complete the key tasks such as rolling your payroll, updating tax scales, super guarantee changes, etc. before running the first pay in July.