

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.