

# EOFY TO DOS:

## 9 SIMPLE STEPS TO PREPARE EMPLOYEE PAYMENT SUMMARY WITH XERO

### IMPORTANT DATES

#### June 30

• Anytime after this date, you can prepare your PAYG employee payment summary provided you have posted your final payrun for the financial year. We always recommend checking your payroll data to the payroll report and wages ledger, just to double check they agree before finalising

#### July 14

• Final date for employees to receive their PAYG payment summary

#### August 14

• Final date for ATO to receive your PAYG employee payment summaries



Check out these 9 simple steps below and you'll be all set:

1

Go to Payroll, and then click Employees.

**YOU CAN NOW DISTRIBUTE PAYMENT SUMMARIES TO EMPLOYEES.**

2

Click Payment Summaries.

6

Select how you would like to distribute payment summaries to employees: My Payroll, Email or Print

3

Click Confirm and Continue

7

Select all employees and click File Now.

**NOW ITS TIME TO PUBLISH EMPLOYEE PAYMENT SUMMARIES**

8

Select the Authorisation To File declaration check box.

4

Select employees whose payment summaries you want to publish.

9

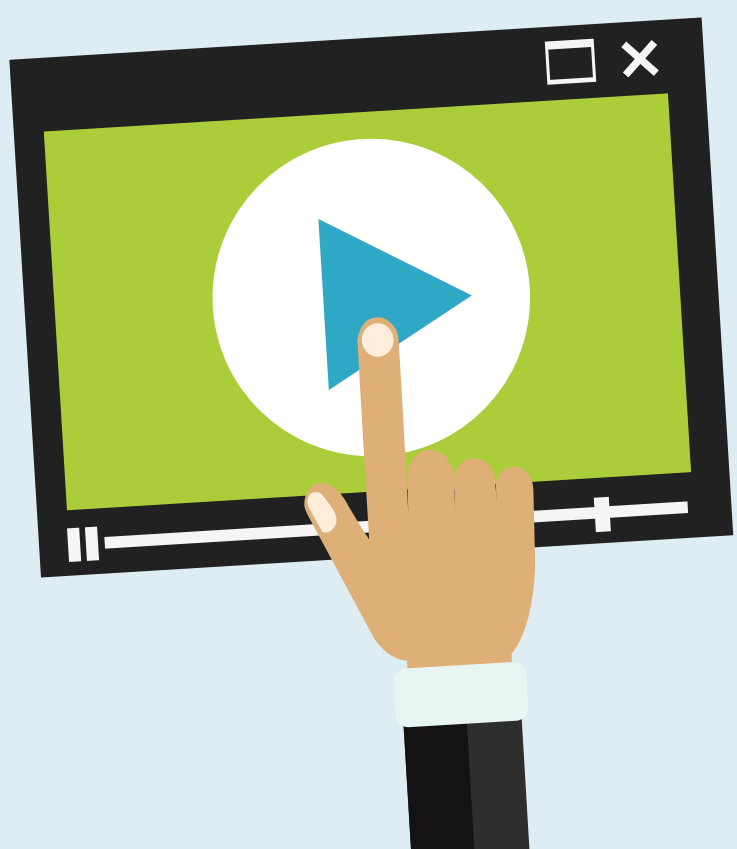
Click File Now.

5

Click Publish.

**THE ANNUAL REPORT IS FILED AT THE ATO IF ALL PAYMENT SUMMARIES ARE ACCEPTED.**

**ONCE YOU'VE SENT THE ANNUAL REPORT TO THE ATO, YOUR END OF YEAR PAYROLL PROCESS IS COMPLETE. TOO EASY!**



### STILL NOT SURE?

Check out this clever video tutorial for more information on how to:

- Prepare payroll for the year end
- Generate employment payment summaries to publish to the employee's secure portal
- Create the EMDUPE file in Xero to submit to the ATO.
- Lodge the report to the ATO through Xero

**NEED HELP FINALISING YEAR-END FOR YOUR BUSINESS?**

Click here to arrange an obligation free consultation.