

OZ Office Supplies End of Year Payroll Checklist

Payroll Year:

Checklist Task	Tick
Enter all pay up to 30 June	
Fix any incorrect pays	
Check that all pay runs for the payroll year have been sent to the ATO (For this exercise, the status of the reports will show as rejected)	
Print Payroll register report for the period	
Print Payroll activity report for the period	
Check whether these reports agree? If not identify errors, correct and reprint reports	
Print Payroll summary report for the period	
Print profit and loss for the period	
Print entitlement balance for the period	
<i>Reconcile gross wages</i>	
Gross wages in profit and loss	
Gross wages in payroll summary	
<i>Reconcile superannuation expense</i>	
Superannuation payroll summary	
Superannuation profit and loss	
<i>Reconcile super payable</i>	
Super payable in payroll summary	
Super payable in the balance sheet	
<i>Reconcile PAYGW</i>	
PAYGW in payroll summary	
PAYGW in the balance sheet	
<i>Reconcile deductions</i>	
Deductions in payroll summary	
Deductions payable balance sheet	