



End of Financial Year

Step by Step Guide

CASHFLOWManager

A major advantage of Cashflow Manager is that you don't have to go through any complicated 'year end rollover' procedures that are required in some other programs.

However, it is advisable to follow some steps to make it as easy as possible for your accountants to complete your financial statements and tax returns, and for you to access information in the future.

1. Ensure all receipts & payments for the year have been recorded.
2. Complete your Bank Reconciliation as at 30th June and click on the 'Finish' and then 'Lock' buttons to lock your records.
3. Go to the Reports sections and print the following reports.

Bank Reconciliation*

Cash Reconciliation*

General Ledger Listing

GST Report

Transaction Listing

Statement of Receipts and Payments

Trial Balance.

If you print reports every month or every quarter then you can just print reports for the current month or quarter. If you have not printed these reports during the year then print them for the full year.

*If you have multiple files, you will need to print the Bank Reconciliations Report for each file. You will also need to print the Cash Reconciliation Report for each file in which you have used cash.

4. Print the Monthly Summary, Statement of Receipts and Payments and the Trial Balance for the full year as this will assist in preparing tax returns and future planning.
5. Backup each of your files twice. Once for your own records and once for your accountant. (Use a USB Flash drive (Memory Stick) or CD, and store the disk safely so you do not overwrite it.)

INVOICEManager

You do not have to go through any complicated 'year end rollover' procedures with Invoice Manager, but there are some steps you should follow to obtain the information you need for managing your business and completing your tax returns.

1. Ensure all invoices have been finalised, and adjustment notes and receipts applied.
2. Check the Aged Debtors Report for any clients who have credit balances and apply them to outstanding invoices. (Credit Balances appear under the client details.)
3. Print the Aged Debtors Report.
4. Print the Sales GST Report (Current Balance) and Sales GST Report (Detailed). These will provide details of your Accounts Receivable with a breakdown of GST.
5. Change to the Supplier section.
6. Ensure all invoices, returns and payments are recorded.
7. Print the Aged Creditors Report.
8. Print the Purchases GST Report (Current Balance) and Purchases GST Report (Detailed). These will provide details of your Accounts Payable with a breakdown of GST.
9. If you are using the Inventory Tracking feature, click on the Inventory Tab
10. To conduct a stock take:
 - a. Click on the [Track Inventory] button.
 - b. Click on [Print]
 - c. Count the number of items in stock and record the amount on the 'Inventory Count' report.
 - d. Record the actual number of items on the 'Inventory Count' report in the 'Count' column of the Track Inventory screen. (Note: If you have processed any invoices or adjustment notes between the time the count was made and then recorded, you will need to make an adjustment for any items processed.)
 - e. Click on the [Adjust Inventory] button.
11. Click on Reports and print the Inventory Valuation report. (This should be done on the 30th June or before processing any transactions in the new financial year.)

WAGESManager

1. PAYG Payment Summaries for Employees

Employers are required to provide employees with a PAYG Payment Summary (previously called a 'Group Certificate') by the 14th of July and then provide the Tax Office with the information they require by the 14th August. If you have been using Wages Manager, this will be a breeze.

1. Ensure that you have completed all pays for the year and that there will be no changes.
2. Click on the 'Reports' tab and select the 'PAYG Payment Summary' Report. Click on the [Continue] button.
3. You can select to print for 'All Employees' or 'Selected Employees'. ***[Important: if you intend to email the PAYG Payment Summary to your employee, ensure you select the employee individually.]***

There is also an option to choose the PAYG Payment Summary layout that applies from the 2008 financial year onwards.

'**Window faced envelope**' is for mailing out to employees where the employee address will show through a clear window on the envelope, hiding other information.

'**Tri-fold Layout**' is for a simple tri-folded letter, with information split into three sections.

4. You must now choose an option to [Save As], [Preview] or [Print].

[Save As] gives you the option to save the report. You can also select different formats in which to save it by clicking on the down arrow next to [Save as type:], but the default is an 'Acrobat PDF file' which will save the file to your computer and give you the opportunity to view them or print them using Adobe Acrobat Reader.

[Preview] displays a preview on your screen. You then have further options to [Save As], [Email*] or [Print].

****If you intend to email the PAYG Payment Summary to your employee, ensure you select the employee individually.***

[Print]: Sends the PAYG Payment Summaries directly to your printer.

2. Tax Office Annual Report

Employers are required to report to the Tax Office all wages paid to employees throughout the year, by means of the 'Pay As You Go Withholding (PAYGW) Payment Summary Annual Report'.

This information can be submitted to the Tax Office by submitting an electronic file that Wages Manager calls the Electronic PAYG Payment Summary File (and the ATO calls an 'EMPDUPE file').

This file contains all the information required by the Tax Office as an encrypted file, so sensitive information is protected. The file can be submitted by post (along with a Magnetic Media Form), or Upload of electronic file to Tax Office web portal.

Employers have until the 14th of August to submit their annual report to the Tax Office. You may need to contact the Tax Office for information regarding submission of the report.

Creating the Electronic PAYG Payment Summary File

1. Make sure all pays have been processed for the year, and employee PAYG Summaries have been printed and checked.
2. Click on the **Tools** menu and then **Create PAYG Payment Summary File**.
3. A question will ask if you have already sent a file to the ATO. Answer Yes or No as appropriate.
4. Ensure the Supplier Information, Company Information, and Suppliers Business Address details are completed and correct. Company Trading Name and Suppliers Postal Address are optional.
5. Click the [Create File] button.
6. The Windows Save window will allow you to choose where to save the encrypted file. The default location is the C:\Program Files\CFM\Cashflow7\Data folder.

The Tax Office accepts computer media on a number of different media alternatives including Floppy Disk, CD-ROM and USB Flash Drive.

You can either save the file to the default location and transfer it later onto the media, or change the location to your floppy disk or flash drive. You may need to save the file to the computer's hard drive in order to burn the file to a CD.

Once you have selected the location to save the file, click on the [Save] button.

NOTE: The file created will contain information on the financial year you are currently viewing, and will include details of any employee terminated during the financial year.

7. Once the `EMPDUPE' file is saved, you will then be asked if you wish to print the Magnetic Media Information Form that is required to accompany the electronic file to the Tax Office. Click on [Yes].
*Note: You can choose [No] and print this form later from the **Reports** tab.*
8. Most of the information required on this form will be automatically completed. Tick the appropriate box for the Media type you are using i.e. USB/flash drive, Floppy Disk or CDROM in Section B of the form.
9. Record an Identifier on the outside of the media i.e. disk you are using and write the identifier in Section C of the form.

The identifier should have 6 characters e.g. the first 6 characters of your business name.

10. Section D asks whether the report has been tested on the Tax Office's electronic commerce (ECI) validator. While Cashflow Manager has run validation tests we suggest you tick the `No' box unless you are using the ECI alternative and test it yourself.
11. Post the disk and form to the address listed on the Magnetic Media Information Form depending on the media type.

3. Start a New Financial Year

Note: The PAYG Withholding Scales and Tax Thresholds have changed as from 1st July 2009 along with superannuation reporting requirements and other changes.

Before recording pays for the 2009/10 financial year you must install the v7.5.0.1 update.

1. Backup your file.
2. Click on the `Tools' menu and then on `Financial Year'. A further menu will appear on the right side.
3. Click on `Start New Financial Year'
4. A window will appear displaying Financial Year Ending 2010. Click on [Save].
5. You will receive a message advising `New Financial Year Created'. Click on `OK'.

Note: To roll back to a previous financial year's records to view or edit, click on the **Tools** menu, then **Financial Year** and then **View Previous Financial Year**.

You can choose which previous year to roll back to if there are records to view.

Once a previous financial year is rolled back, you can make changes to records.

WARNING: If you have already reported to the ATO about wages records for that financial year, any changes may need to be re-sent to the Tax Office. Only make changes if absolutely necessary.

To return to the Current Financial Year Records, click on the **Tools** menu, then **Financial Year** and then **View Current Financial Year**.

If you are in a prior financial year and close the program, the current financial year will automatically open next time you open the file.