

# WorkDESK

software

The screenshot displays the WorkDESK software interface, titled 'AdminDESK XYZ Recruitment'. The interface is divided into several main sections:

- Work Roster [13]:** A grid showing employee availability and shifts for various clients. It includes filters for 'All', 'Core', and 'Client (\*)' and a 'Refresh' button.
- My Candidates [100]:** A list of candidate profiles with columns for Name, Address Lines, High/Low Duplicates, and Street Address Sort. It also features a 'Refresh' button and a 'Status' dropdown.
- My Clients [31]:** A list of client profiles with columns for Name, Address Lines, High/Low Duplicates, and Street Address Sort. It includes a 'Refresh' button and a 'Status' dropdown.
- My Job Orders [18]:** A list of job orders with columns for Job, Position, Client, Client Name, and various dates. It includes a 'Refresh' button and a 'Status' dropdown.
- My Stats [3]:** A summary table showing key performance indicators.
- Query Entries for All - July Forward to 14/03/2005:** A table showing query results with columns for Date, Description, and Job Order.

The interface includes a top navigation bar with 'File', 'Search', 'Activity', 'Documents', 'Accounting', 'View', 'Reports', 'System', 'Window', and 'Help'. A status bar at the bottom indicates 'WorkDESK Resource 12, section 10.4.2.1' and 'AdminDESK XYZ R...'. The system tray shows the 'Start' button and the time '11:04 AM'.

End of Year  
2021

# WorkDESK

## End of Year Notes

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# 2021

Please make sure you are using the latest version (version 12.5024 or later) of the WorkDESK Software prior to commencing your End of Year Processing.

**IF YOU DO NOT HAVE A CURRENT SOFTWARE SUBSCRIPTION  
YOU WILL NOT BE GRANTED ACCESS TO CRITICAL UPDATES.**

Updated 18 February 2021

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### INTRODUCTION

These notes are designed to assist you in preparing for the End of Year and for carrying out the End of Year procedures.

If your Financial End of Year is not 31<sup>st</sup> March, then you will be running your Payroll End of Year for 2020/2021 as well as End of Period for March for both Accounts Payable and Accounts Receivable, where we talk of End of Year.

**To carry out the various procedures that are detailed you must have installed the latest version of WorkDESK, which will be 12.5024 or later.**

You must not use prior versions of the software unless otherwise indicated.

By performing the end of year "housekeeping" in a systematic fashion, you will start your new financial year knowing that your accounting records and WorkDESK database are in good order.

YOU MUST BE VERY, VERY SECURITY conscious over the end of year period. BACKUP regularly during your End of Year processing cycle. If you are going to have a problem it is most likely to occur when you are processing and deleting large volumes of data, as at Year End.

Every year it is the same. Someone forgets to Backup at a crucial time. Something goes wrong and we get asked the question "Can you help us work around this?". The answer is always "No".

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There are a number of issues that every year causes problems in the lead up to, or during End of Year. So, we have provided a key pointer list that you should refer to time and again. Please do not forget about them as soon as you have finished reading them!

- ❑ Read the procedures and processes outlined in these notes before commencing your Year End processing - ALL PAGES
- ❑ Reconcile PAYE deductions for March and create the Monthly Schedule File
- ❑ Employees who will not work for you next year may be Terminated and their file removed from the Database. If running a Branch/Head Office system, the Termination must be done at the Branch and the TRF file processed at Head Office prior to commencing the End of Year process.
- ❑ Print all reports before End of Year processes are done
- ❑ Don't let your printer toner run out!!
- ❑ DON'T do any processing for 2021/2022 until... After you have run any of the End of Year procedures until all four procedures listed below have been completed:
  - Do your Payroll End of Year before your first Payrun for 2021/2022. If you don't follow this, Tax calculated will be incorrect,
  - Do Accounts Receivable End of Period, including End of Year before your first Invoice run for 2021/2022
  - Do Accounts Payable End of Period including End of Year before processing information for 2021/2022
  - **Don't forget to update the PAYE Tables before processing your first Payrun for 2021/2022 (see page 21)**
- ❑ Do lots of Backups to different Backup sets, including TWO immediately prior to running the crucial three End of Years. One of these Backups MUST be a complete backup of the WorkDESK system (the complete tempsys directory). Remember that Online Backup OVERWRITES the previous Online Backup.
- ❑ When doing a complete backup of the tempsys folder, do not place the backup file in the tempsys folder (it will try to backup the backup and fail!!).
- ❑ A complete backup cannot be done in WorkDESK. You must perform this procedure outside of WorkDESK using Tape Backup or by using some other backup option. This involves backing up the entire TEMPSYS directory (you may elect to exclude the TEMPSYS\BMP folder in this backup).

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### FINDING IT IN YOUR MANUAL

The End of Year Notes, the System Managers Guide (SMG) and Work Book 3 (WB3) make up the core of WorkDESK Documentation to help you through the End of Year Process. The following section references have been listed here for your convenience.

	<b>Page</b>
<b>Payroll End of Year</b>	<b>WB3-14.1.5 SMG-14.7</b>
<b>Client End of Period/ Year</b>	<b>WB3-14.2 SMG-15.11</b>
<b>Payable End of Period/Year</b>	<b>WB3-15</b>
<b>General Ledger EOY</b>	<b>WB3-16.15 – 16.16 SMG-9.9 – 9.10</b>

YOU REQUIRE SOFTWARE VERSION 12.5024 OR HIGHER TO CARRY OUT END OF YEAR PROCEDURES FOR 2020/2021.

CHECK THE WORKDESK WEBSITE FOR THE LATEST SOFTWARE UPDATES BEFORE CARRYING OUT ANY END OF YEAR PROCEDURES (INCLUDING PRINTING, CLIENT END OF PERIOD, ETC).

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### Changes for 2021-2012

Changes to PAYE Tax Table changes are documented in [Enter PAYE Changes section](#).

### Reporting Requirement Changes

#### **Employee Information Report**

The employee information report is updated to include new fields for Payday filing reporting requirements. You won't notice any change except when the Payday filing Employee Information report may look slightly different if you open/ preview it before uploading.

#### **Employee Detail Report**

The Employee detail report for 2021-2022 requires more information for an employee's KiwiSaver status. Changes to this report require additional data to be entered in WorkDESK. This report will appear different than previous years and include more information for employees Opt-Out Status, termination status and KiwiSaver eligibility.

#### **Employee Taxation Screen**

As a result of the Employee Detail report changes , more information is required on the Employee Taxation screen for KiwiSaver information.

In File -> Employee -> View/Maintain -> Taxation are 2 new fields in the KiwiSaver section  
Eligibility and Status

By default, when a new employee is added their Eligibility is set to 'New' and their Status is 'Casual'.

If a new employee is internal (permanent) or requires a different status when added you must change it in this screen (e.g. new permanent employee you can change it to Auto-Enrol).

Existing employees will have their Eligibility status set to blank as you are not required to report this. But if their eligibility changes you should update this page. E.g. someone Opt-ins or needs to be changed to Auto-Enrol.

Opt Out will remain as is, and you are not required to fill out Eligibility/ Status.

Opt Out employees must have a phone number or email address.

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### **Inland Revenue Documentation**

Below is an extract from the IR technical documentation. This is provided to you to help assist you when making decisions on how to fill out these new fields.

#### ***KiwiSaver Eligibility***

Valid values are:

- NE – New Employee

This must be provided for all new employees. If NE is provided, then the KiwiSaver status must also be provided.

NE will create a KiwiSaver enrolment for the selected KiwiSaver status values:

- AE Auto-enrol KiwiSaver status = auto enrolment
  - OK Opt-in KiwiSaver status = voluntary enrolment
- 
- EE – Existing Employee opt-in (This creates a voluntary enrolment for KiwiSaver)
  - EA – Existing Employee Auto-enrol KiwiSaver

#### ***KiwiSaver Status***

This field is only required for New Employees (NE).

Must be one of the defined KiwiSaver status code values as confirmed by the employee (E.g. AK for Existing KiwiSaver):

Valid statuses are one of the following. Only the leading code value must be used in the file:

- AE – Auto-enrol
- AK - Existing KiwiSaver member
- OK - Opting into KiwiSaver
- NK - Not eligible for KiwiSaver
- CT - Casual/temporary employee

This field can be blank.

#### ***Employee Detail Report Information***

The report will include any new employee on their first pay, and also include any terminated or Opting Out employee in the next pay even if they are not paid.

These employees will only be included in the report once (their next pay or the next payrun for terminations/ opt-outs) unless their status is changed then it will report them again. E.g. if you change an employee that was already reported from New/Casual to Auto-Enrol, their next payrun will contain a new entry in the Employee Detail report.

The employee Detail report is generated at the same time as the Employee Information report during payrun update. You can upload this report in the MyIR website similar to the existing Employee Information report (pay information).

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### CLIENTS

#### ***CLEAN UP YOUR "Open Item" CLIENT RECEIVABLES LEDGER***

IF YOUR CLIENT DEBTORS LEDGER IS OPEN ITEM, print a complete "Receivables Ledger" (found in Reports ⇒ Client ⇒ Accounting), answering No to "Exclude Zero Balances".

Examine each Client's ledger in turn and attempt to identify amounts (unallocated Receipts, Credit Notes etc) that you can now properly "allocate", using the Adjustment Screen. You cannot merge "Current Invoices" with prior period (30, 60, 90 Day) Invoices – if you processed a Credit this month complete Accounts Receivable End of Period and then use the Adjustment Screen (see section WB3-13).

The Adjustment Screen asks you to enter the Client Code, the Invoice to be "added to" and the Invoice or Receipt to be used:

- a. First, try to associate unallocated receipts with the invoices/credit notes to which they relate.
- b. If you have processed any non-computer created credit notes or "adjustment" invoices, allocate them to the invoice(s) to which they relate, because they do not allocate to the original Invoice automatically.
- c. If a Client account has a zero balance, but contains entries, "allocate" any receipts first then merge any remaining Invoices.

#### ***Using Manual Invoices – use correct type***

Other Client account issues that you should also investigate if you have processed Invoices to the wrong Client's account, use Manual Invoices to credit the incorrect amount (enter as an invoice, but with a negative value – e.g. -1234.00) from the Account and debit the amount to the correct Client's account (use the original invoice number and date – if you need to re-age the Client aged balances, see note 2 that follows).

TAKE NOTE – You must match Transaction types – ie you can only allocate a Temporary Invoice to a Temporary Invoice or a Perm Invoice to a Perm Invoice, etc. You can allocate Receipts to ALL Invoice types. You cannot merge Invoices from the Current Accounting Period to prior.

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### ***If you processed to an incorrect account***

- ⇒ If you have processed a receipt to the wrong Client's account, reverse from the incorrect account by entering a negative receipt total and a negative "unallocated" amount to the account, and reprocess into the correct account. You may also need to re-age the resulting Client aged balances.
  
- ⇒ Look at each Client account, and by working systematically you will reduce the size and increase the accuracy of Receivable Ledger reports printed in the new financial year.

### ***Outstanding Invoices by Client Report***

- ⇒ Print a complete up-to-date report after first cleaning up your Receivables Ledger.
  
- ⇒ Check that the total value of entries in each "Age" column AGREES with the total printed at the bottom of the column. These figures are maintained separately from the total Client account balance by the WorkDESK system, and if invoices or receipts are entered into the system with a date outside the current accounting period, the individual age column totals could be incorrect. The report will highlight any column totals that are incorrect.

### ***Correcting Aging***

- ⇒ If the aging on any Client account is incorrect, use the "Alter Receivable Balances" screen in the Client ⇒ File Maintenance Menu to correct the aging. You can change the individual age totals as necessary, (as long as you do not change the overall total of all "ages").

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### ***Incorrect balances***

- ⇒ If any balances are incorrect – i.e. total of INVOICES and Balance totals do not agree, please place a Support Call for assistance to repair the data damage in the Client account in question. The Support Group will require the following information:
  - ⇒ A screen print of the Client Balances/Other screen
  - ⇒ A ledger print for the Client
  
- ⇒ Then, so that we can repair the data damage, you will need to tell us whether the Account Balance is correct – if not what it should be. If the Invoices are in error you will need to list out the discrepancy or discrepancies.

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### **CANDIDATES/APPLICANTS**

There are no End of Year procedures to be run for Candidates, but it is an appropriate time to "housekeep" by removing unwanted Candidates. Candidates can be deleted one at a time or the departed can be "archived" by creating a Candidate Category (e.g. "ZZZ") and recoding them to that Category.

### **JOB ORDERS**

There are no End of Year procedures to be run for Job Orders, you MUST ensure that all Timesheets that should have been invoiced have been invoiced before running Client End of Year:

#### ***Delete uninvoiced Timesheets***

- ⇒ First, print a "Job Order Revenue Report" from 01/01/1901 to 31/12/2025, which will list all un-invoiced Timesheets for each Job Order (including those that have been entered with silly dates). Any that should have been invoiced should be, before you proceed further with your "clean up".
- ⇒ Use the program "Delete Uninvoiced Timesheets" in System ⇒ File Deletion to delete all unwanted Timesheets from the Job Orders.
- ⇒ When using "Delete Uninvoiced Timesheets" you can either select individual Job Orders, Groups of Job Orders or the total Job Order database. Only run this procedure immediately after BACKUP.

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### EMPLOYEES

#### PAYROLL TIDY UP

##### ***Install latest update***

You will need to install the latest update of WorkDESK software (March 2020), which includes the most recent changes, required to complete the End of Year and to correctly calculate PAYE for the New Year.

CLEAN UP your Employee data – make sure the information contained on your records is correct.

##### ***Delete unpayable timesheets***

Delete any unpayable Timesheets from the system. First, produce an "Employee Revenue Report" from 01/01/1901 to 31/12/2025, which will list all unpaid Timesheets (including those that have been entered with silly dates) for each Employee.

After first checking whether any of them should have been paid, use the "Delete Unpaid Timesheets" program (in System ⇒ File Deletion) to delete unwanted Timesheets from the Employees.

In the "Delete Unpaid Timesheets" program you can either delete for selected individual Employees or delete Timesheets from all Employees. ONLY run this program immediately after a BACKUP.

##### ***Terminate departed Employees***

Terminate departed Employees. Print a Taxation Summary (Reports ⇒ Payroll ⇒ Tax Summary). Work systematically through the report and mark each Employee who is no longer working for you. Then in Employee Maintain (File ⇒ Employees ⇒ Maintain ⇒ Main) change the "Pay Frequency" for all Employees/Contractors to be deleted to "T" (for Terminated).

If you are running a Branch/Head Office system, the termination must be completed at the Branch and the TRF file updated at Head Office before attempting Payroll End of Year. It is the Payroll End of Year which physically deletes the Employees. (Payroll End of Year must be run at the Branches as well as Head Office).

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Then, *in a separate Employee Alter/Maintain pass*, change all Employees/Subcontractors for whom you are deleting manually to "P".

Any Employee that you have marked "Pay Frequency" as "P" or "T" prior to Payroll End of Year will be deleted from the database during the End of Year.

BUT, you cannot Terminate Employees who have unpaid Timesheets and when an Employee is Terminated they cannot have new Timesheets entered.

If a person who has been "Terminated/Printed" in the system works for you in a subsequent year you will need to re-add the Employee details.

### ***Reconcile PAYE***

Balance PAYE Tax deducted with Tax paid to Inland Revenue. Please make time to reconcile amounts that you have paid out to the Inland Revenue Office for PAYE Tax and the total Tax deducted as detailed in the General Ledger control Accounts, with the total tax deducted for each Employee, as shown on the Taxation Summary Report.

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### END OF YEAR PROCESSING

***THE CORRECT PERIOD NUMBER IS.....***

You need to ensure that your operators KNOW AND UNDERSTAND WHICH SUBSYSTEM IS BEING PROCESSED TO WHICH ACCOUNTING PERIOD IN THE ACCOUNTING CYCLE.

If you have not done General Ledger End of Year, for MANY Users the first Payrun after 1<sup>st</sup> April will be to PERIOD 13. Once General Ledger End of Year has been performed, you will need to manually change the Period Number for Payroll Update, Client and Accounts Payable End of Period to Period 1, 2 or 3 as soon as this is appropriate. See General Ledger Overview for information on correcting Journal Entries processed to the incorrect accounting period.

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### CLIENT END OF YEAR

#### ***When to perform Client End of Year***

Run the Client End of Period (Year) ONLY after you have entered all invoices and receipts for the last month of your financial year but BEFORE YOU ENTER ANY INVOICES OR RECEIPTS FOR THE NEW YEAR:

#### ***All Reports Printed?***

- ⇒ Print all the reports that you normally print out at the end of each processing month (period) and any other that you may need either for historical, statistical or management purposes OR that may help your external accountants to complete their tasks more easily. As a minimum these reports should include:
- Receivables Ledger
  - Aged Receivables Analysis
- ⇒ Run your Client End of Period and click "Yes" in response to the "Include Client/Consultant Statistics End of Year?" question.

**TAKE CARE, if you forget to click "Yes", the Year to Date and Last Year totals for each Client and each Consultant WILL BE INCORRECT, and therefore meaningless, FOR THE WHOLE OF THE NEXT YEAR. And there is no way to rectify this mistake.**

#### ***What End of Year does***

The Client End of Year procedure moves all YEAR TO DATE figures for Client, Consultant, and Revenue Codes to "Last Year". It then sets the "Year to Date" figures to zero, ready for the system to start accumulating statistics for the new financial year.

As part of the Year End operations, it is usual to balance/reconcile the accounts in the General Ledger with the contents of the Accounts Receivable Ledger.

You need to check whether the period 12 Year To Date balance of the General Ledger "Trade Debtors Control" account after you have run Client End of Period/Year equals the total of the Total column on the Client Aged Receivables report. If it does not then you need to reconcile the difference (find out how the difference is made up).

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### JOB ORDERS

As you know, WorkDESK will automatically create Job Order numbers, starting at a number that you enter/change on the fourth screen/tab of Maintain System Control File. This "Next Job Number" may be changed at any time through System ⇒ System Control ⇒ Maintain System Control Files ⇒ Control Accounts.

The screenshot shows the 'System - System Control' window with the 'Control Accounts' tab selected. The window contains the following fields and values:

Field	Value
General Ledger Code Type	Default (####)
Accounts Payable Control A/c	755.00
Accounts Receivable Control A/c	710.00
Bank Account	700.00
Trade Creditors	
Trade Debtors	
Cash at Bank 00 a/c	
Next Job Order Number (if autonumbering)	753
Next Perm Job Order Number (if autonumbering)	61
Job Order Number Mask	21#####
Default Job Order Oncost/Overhead %	0.00
System Version	New Zealand
System Type	Single Site System
Maximum Number of Work Roster Shifts	3

Buttons: Save, Exit

If you wish to identify Job Orders as belonging to a particular financial year (e.g. 2021) you can change the "Job Order Number Mask" to 21####. Enter a value in "Next Job Order Number (if auto-numbering)", before entering your first Job Order for the new financial year). In the example above, WorkDESK will create the auto Job Number as 210150.

When you change the Job Order numbering sequence do not start the new numbering sequence with a number that will conflict with a previously used sequence (if there is any likelihood of old Job Orders still remaining) as the system will complain when Job Number duplications occur.

If you use Consultant Job Order Pre-fix (up to 4 characters) make allowance for this when setting the next Job Order Number. For example if you set the next number to be 2100001 and the Consultant Job Order Prefix is MKW the first Job Order will be created as MKW0001.

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### THE PAYROLL END OF YEAR PROCEDURES

#### ***Complete final payrun***

After you have finished your final Payrun for the financial year and have BALANCED the total PAYE Tax and Gross Pay & Allowances with your payment records add the Total of all General Ledger Accounts that contain Salaries, Wages and TAXABLE Allowances in the General Ledger. They should equal the total of Salaries and Allowances on Taxation Summary. IF NOT, WHY NOT?

#### ***Reconcile PAYE***

The total of all PAYE Tax deductions made during the year as detailed in the General Ledger "PAYE Tax Clearing" account should equal the total of Tax deducted on the "Taxation Summary" report.

You need to have a total system backup to be able to restore your system to the point where statutory forms could be reprinted (at any time in the future). We recommend that you also take a normal data backup that will be more convenient to recover from in the short term.

Make the two Backups at the same time. A FULL SYSTEM BACKUP (includes the complete **tempsys** directory).

#### ***Print Reports***

**Print any reports** that you normally print as part of your End of Month processing cycle. Also, it is highly recommended that you produce the following reports for historical purposes:

- ⇒ Employee Entitlements Summary  
(only relevant for Permanent Staff)
- ⇒ Payroll History Ledger plus Employee Allowance/Deduction Reports  
(all Employees, complete year)
- ⇒ Tax Deduction Summary
- ⇒ Employee Monthly Schedule Summary

Note that you can print the Payroll History Ledger separately for Subcontractors. You can print the Tax Deduction report by Pay Group (eg for each Branch).

Before you do any Payruns in the new financial year Payroll End of Year MUST BE COMPLETED.

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### **BACKUP**

If you have done any adjustments or a significant period of time has elapsed since your last WorkDESK Backup, you must complete another Backup prior to commencing Payroll End of Year.

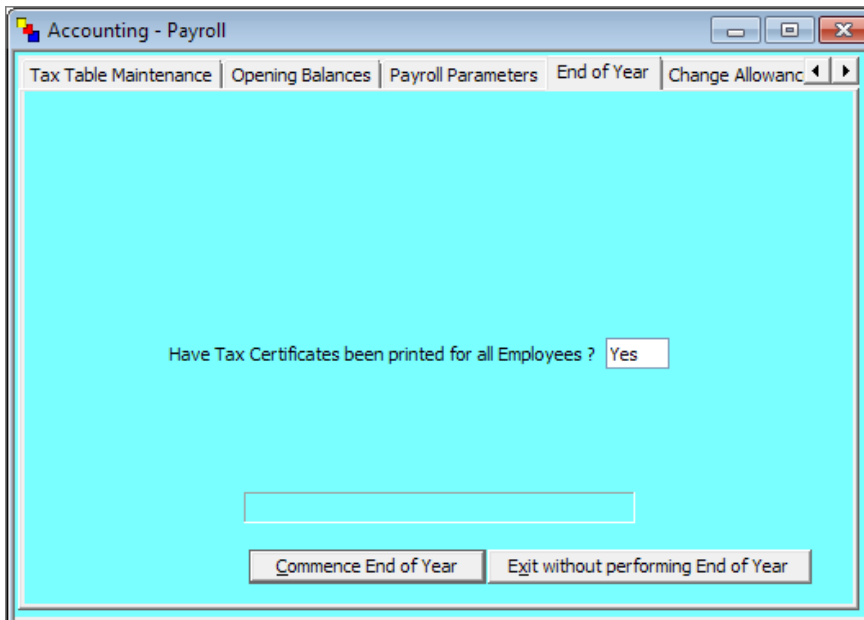
### **Payday Filing Reports (Employee Information Report)**

The Employee Information report for your last pay in March should be uploaded to MyIR prior to running the Payroll End of Year procedure.

### **PAYROLL END OF YEAR**

Located in Accounting ⇒ Payroll ⇒ End of Year, this process will ask you to confirm that you have printed all Tax Certificates. Answer 'Yes' to proceed.

The process will remove all the history from the Payroll History Ledger, will leave the Holiday entitlement details on file and will reset the Gross Pay and PAYE totals to zero for the commencement of the new Tax Year.



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### ENTER PAYE CHANGES FOR 2021/2022

The changes documented here apply to pay periods ending on or after 1 April 2021.

The Base Table should be changed to appear as follows:

	Income Ceiling	Base Amount	% Added
1	14,000.00	0.00	10.500
2	48,000.00	-980.00	17.500
3	70,000.00	-6,980.00	30.000
4	180,000.00	-9,080.00	33.000
5	9,999,999.00	-19,880.00	39.000
6	0.00	0.00	0.000

Earnings Levy (EL) %	1.39	Secondary Tax Rate (S)	17.50
Earnings Levy Ceiling	1819.66	Secondary Base (SB)	10.50
Student Loan Threshold	390.00	Secondary High Rate (SH)	30.00
Student Loan Rate (SL) %	12.00	Secondary Top Rate (ST)	33.00
No Declaration Rate (ND)	45.00	Child Support Deduction	D602
Non-resident Seasonal Worker	10.50	Secondary Income (SA)	39.00

Changes are:

Income Table:

Update Row 4 to: Income Ceiling: 180,000.00

Add new Row 5: Income Ceiling 9,999,999  
 Base Amount: -19,880.00  
 % Added 39.00

Student Loan Threshold 390.00  
 New Secondary Income (SA) 39.00

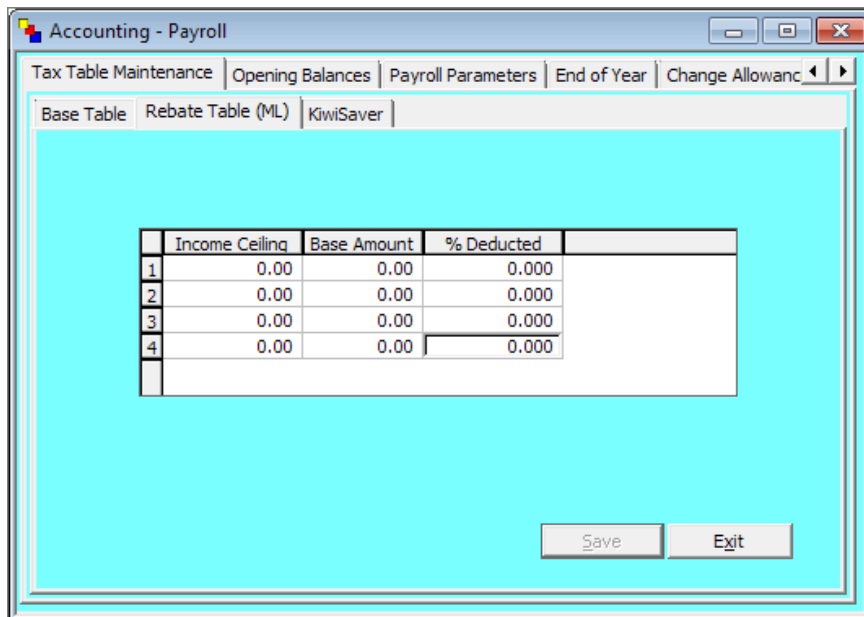
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The Rebate Table should be changed to appear as follows:



WorkDESK will no longer use the ML Rebate table as the ML tax code has been removed.

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### KIWISAVER EMPLOYER CONTRIBUTIONS

For 2021/2022 there are no documented changes to the KiwiSaver percentages.

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### **ACCOUNTS PAYABLE**

#### ***When to do***

If you use Accounts Payable you do not need to delay running the Payable End of Period until AFTER entering all invoices for period 12, as you can selectively run End of Period for Invoices within a particular date range.

Remember to "Zero the End of Year Totals?"

#### ***Reconcile***

As part of other Year End operations, it is usual to balance/reconcile some accounts in the General Ledger at or near statutory/financial year end:

The total of the General Ledger "Trade Creditors Control" account after running the Payable End of Period for period 12 should agree with the total of the "Payable Trial Balance" report printed at the same time.

#### ***Correct period number is ...***

After you have done your General Ledger End of Year MAKE SURE that the subsequent Accounts Payable End of Period processes to the correct period number (i.e. period 1, 2 or 3 NOT 13, 14 or 15).

## **WorkDESK**

Your Notes:



# WorkDESK

## End of Year Notes

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### **GENERAL LEDGER & OTHER**

#### ***When to do General Ledger End of Year***

Your General Ledger End of Year does not need to be run until near the end of accounting Period 15, which may not correspond to your PAYE End of Year. IT MUST BE RUN BEFORE ANY PERIOD 15 END OF PERIOD FOR CLIENT, ACCOUNTS PAYABLE or PAYROLL is attempted.

#### ***Must define Period 13 – 15 dates***

Before you run any Client, or Accounts Payable "End of Period" operation for period 12 check to see that General Ledger PERIOD END DATES FOR PERIODS 13, 14 and 15 HAVE BEEN ENTERED (Accounting ⇒ General Ledger).

#### ***Change G.L Chart now***

If it is your intention to make significant changes to the structure of the General Ledger, this should be done immediately after the end of period 12 (e.g. after Client and Accounts Payable End of Month/Year and Payroll End of Year) and before any accounting processing occurs in the new financial year. This of course will impact on the presentation of accounts for the year just completed. You should plan this in advance, in consultation with WorkDESK Support.

#### ***Backup & EOY***

Before doing your General Ledger End of Year take a BACKUP, which you should preserve until your Accountant has finished your financial reports and tax figures for the year. After the BACKUP, but before running the General Ledger End of Year program, print and safely store away, a General Ledger "Trial Balance" for period 1 to 12 and a General Ledger "Ledger Print" for all accounts for periods 1 to 12.

When you run your General Ledger End of Year, it "balances forward" your General Ledger, moving period 1 to 12 balances to "Last Year to Date", deletes all entries for months 1 to 12 and moves months 13, 14 and 15 back to become period 1, 2 and 3.

#### ***Enter new Period End Dates***

ENTER PERIOD END DATES FOR THE NEW FINANCIAL YEAR, IMMEDIATELY AFTER COMPLETING THE GENERAL LEDGER END OF YEAR OPERATION. Failure to do so will cause incorrect processing in the new Financial Year. It is good practice to enter dates for Period 13, 14 and 15 for next financial year at this time.

## **WorkDESK**

Your Notes:

# WorkDESK

## End of Year Notes

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### CASH BOOK

After you have finalised and reconciled your bank balance at the end of your final accounting period for the year (usually period 12, for most Users) it is a good idea to print out and then delete all Cash books, to give you a clean start for the new year.

As part of other Year End operations, it is usual to balance/reconcile some accounts in the General Ledger at or near statutory/financial Year End:

The balance in your bank account should be reconciled with the General Ledger "Bank Account" as at your Year End Date.

### CONSULTANTS

The Consultant End of Period/Year is performed automatically as part of the Client End of Period/Year.

After the Client End of Period/Year for period 12 is an ideal point at which to "tidy up" departed Consultants. Before you can delete a Consultant, all Job Orders remaining on the system that "belonged" to the Consultant must have been deleted or allocated to another Consultant and all outstanding Invoices must have been paid. The most appropriate way is to use the "**Active Consultant ?**" flag, which allows you to leave a Consultant on the system, but excludes their statistics from any Consultant Report that you print System ⇒ Miscellaneous Maintenance ⇒ Consultant.

## WorkDESK

Your Notes:

# WorkDESK

## End of Year Notes

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### **WHEN YOU NEED TO MAKE A SUPPORT CALL**

SUPPORT CALLS MAY BE PLACED WITH THE WorkDESK SUPPORT REGISTRATION LINE +61 7555 83821 or email [support@workdesk.com.au](mailto:support@workdesk.com.au).

You may also call NZ 92 221 040 and be connected to the WorkDESK Support Staff.

**The WorkDESK Support Person needs to prepare for each support call before calling you.** So, please help us to help you by providing full details of the problem when the call is lodged.

**If data problems are involved there are no guarantees that the data can be repaired during a support call, so REGULAR SYSTEMATIC BACKUPS are vital.**