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**Please Note:** *The examples in this guide are presented as at 1<sup>st</sup> July to reflect the most likely scenario that these tasks will be performed after the end of financial year, and as such all references to **Last Financial Year** refer to the year that is being reviewed and finalised.*

### WHY USE THIS GUIDE?

Welcome to the QA – Payroll End of Year Manual for Reckon Accounts

Your Payroll system will record all of your payroll related transactions and generate a variety of reports, all based on the setup of the Payroll Items and the Employee Payroll Information entered in your Reckon Accounts (Integrated Payroll) software. The aim of this guide is take you through a step by step process in how to review your payroll reports, and reconcile them to your financial reports to assist with maintaining data integrity in your Financial and Payroll End of Year Reporting systems.

Whilst every care has been taken in the preparation of this manual its contents are based on the current version of the software at the time of publication (Prior to the Tax Table release for 2016/17). Whilst we have taken into account anticipated software changes in this release we would always recommend that you fully review each software upgrade and familiarise yourself with any modifications made by the software vendor in the upgrade which may have an impact on the payroll reporting and processing functions contained within the program.

Regards

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