



**LEVESYS
SOFTWARE**

YEAR END 2018

IMPORTANT INFORMATION & PROCEDURES

LEVESYS VERSION 3.85 UPDATE

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Introduction & Overview

LEVESYS is very pleased to provide you with this important software update and comprehensive procedures for the close of the 2018 financial year.

Please take the time to read through this document carefully so your critical year end functions are carried out systematically.

Important Information

As has been the case in recent years, LEVESYS' support desk will be available for **extended hours** as follows:

Friday 29 June 2018	8:00am to 8:00pm
Saturday 30 June 2018	9:00am to 4:00pm
Sunday 1 July 2018	9:00am to 4:00pm
Monday 2 July 2018	8:00am to 8:00pm
Tuesday 3 July 2018	8:00am to 8:00pm

Normal support hours resume from Wednesday July 4, 2018.

If you are planning to run your Year End outside these hours, please advise LEVESYS.

To assist you with the Year End processes, you can request LEVESYS to:

- create a backup – 48 hours' notice is required.
- run your Year End – limited availability!
- set up a prior year dataset – this will be booked in to be completed from your SQL backup after 16 July 2018.
- refresh the Test Systems, for clients on Version 5.

Reportable Payments

The Reportable Payments due date for lodgement is the 28th of August each year. The ATO has confirmed the version of TPAR file released in 2017 will still be accepted.

Year End Release Information

Please refer to the separate document *Year End 2018 Release Information*

ATO Tax Coefficients

The HELP tax scales for the 2018-2019 year have been updated to include the proposed tax cuts and Omnibus 2016 HELP thresholds.

The following CSV files have been included with the Year End Update for your convenience:

- NAT_1004.CSV (NON-HELP), no change from 2017-18
- NAT_3539.CSV (WITH HELP)

These will be saved onto your LEVESYS program directory with the above file names. Previous years CSV files will be removed during the Year End Update.

Please note: these tax scales should not be imported until after the last June payroll has been processed.

Refer to pages 41 and 42 for instructions on updating the coefficients.

Important Information

We recommend you read this entire document before you begin.

- The Version 3.85 Update can and should be run any time prior to commencing the PAYG Payment Summary, Reportable Payments or Year End rollover processes, whichever is earlier.
- Once the Version 3.85 Update is complete, only those programs included on the Year End Update will be displayed as Version 3.85. Refer to the LEVESYS Version 3.85 Year End 2018 Release Information booklet for details of these programs.
- The Year End procedures apply for the financial year periods 1 to 12, typically being July 2017 to June 2018.
- These procedures cover the following processes and include a checklist at the end of each section to assist in the process:

PAYG Payment Summaries (**Green Banner**)

Reportable Payments (**Orange Banner**)

Subsidiary Ledger Year End (**Blue Banner**)

General Ledger Year End (**Pink Banner**)

- If the Year End is not completed on the first day of the new financial year, it will be necessary for all users to continue to log into LEVESYS with a date in the previous financial year (typically 30/06/2018) to continue processing transactions. Any transactions entered will be saved in Period 12.
- Consider the timing of the last payroll in the current financial year and the first payroll for the new financial year and organise the Year End around this. All June week ending payrolls must be completed prior to rolling the year end into the 2018-2019 financial year and conversely, no July week ending payrolls can be processed, or timesheets entered, until the system is rolled into 2018-2019.
- The PAYG Payment Summaries produced can be run independently from the Year End for clients on a different financial year, e.g. January 2018 to December 2018. The Subsidiary and General Ledger Year End processes do not need to be run until the end of the financial year.
- **Where multiple Subsidiary Ledgers link to the same General Ledger**, it is imperative all Subsidiary Ledgers are rolled into the new financial year prior to rolling the General Ledger.
- The Year End Rollover process may take **several hours** for sites with a large volume of data. It will take considerably more time than the Month End processing (refer to Top Tips on page 8 for information on minimising the time).
- No users should be logged in or log into LEVESYS while the Year End is running.

Important Information (continued)

- For clients with Mobility or the Application Integration Module (AIM), the importing of data will be suspended for the duration of the Year End rollover, and automatically recommence once the rollover is complete.
- A month end rollover is not required to be run at the end of June, as the Year End rollover will run the month end utility to advance the system into July.
- Transactions are not deleted from the Subsidiary Ledger during the Year End process (unless you have nominated to archive this data by arrangement with LEVESYS) therefore, in future years you will be able to recall information such as payroll records.
- Transactions are not retained in the General Ledger during the Year End process beyond the last and new financial year. Once the Year End rollover process is complete LEVESYS can provide access to the prior year's GL data using the backup completed prior to the Year End rollover. If you need to access these records for reporting purposes, please contact LEVESYS Client Services on 07 3004 6100.
- If the General Ledger is not rolled at the same time as the Subsidiary Ledger, the bank reconciliation opening balance will not be correct and transactions will not be able to be posted until both ledgers are in the same financial year.
- If any errors occur during the running of the Year End, it may be necessary to restore from your backup. Please contact LEVESYS Client Services on 07 3004 6100 if you require assistance.
- If the **Year End is interrupted**, it **WILL** be necessary to restore from your backup before recommencing.

FOR CLIENTS USING VERSION 5:

- The standard procedures apply for rolling the Year End in Version 5, however modifications have been made to ensure users are unable to log into the web page when user dates are expired. Users will receive a Login Failed message when attempting to log in.
- In addition to this, Workflow services can be paused during this time to prevent workflow approvals via email being processed in the system. Once the year end is complete and services restarted, the approvals will be processed in LEVESYS. Refer to the Version 3.85 Release Information book for steps to pause the services.

Top Tips LEVESYS' Top Tips for Efficient Year End processing:

- Read the information contained in this document PRIOR to commencing the Year End to ensure you are following the current process.
- We strongly recommend running the Year End on a computer that has **NO OTHER PROCESSES** open or running, for example emails, backups, batch posting. If other programs are running and these take over the computer resources, the Year End screen may appear to be Not Responding. The Year End will still be processing - **DO NOT ABORT THE PROCESS.**
- Close jobs which are complete. This will prevent the Year End process copying the forecasts to the new financial year and will also speed up the normal month end rollover process. It will also ensure jobs closed will be archived during the year if the data archiving option has been activated for your company.
- Ensure your Backups are working properly, and the restoration process works and is known (refer to section on backups).
- Refresh the Test System as an additional back up.
- If you have more than one company to roll into the new financial year, these may be done simultaneously but we **strongly** recommend these are done on separate workstations and all other applications (including email programs and automatic back up/postings to the GL) are deactivated or closed.
- Year End processes will run **faster on MS SQL**. If not on MS SQL, the Year End processes will run faster if run directly on the server on which LEVESYS is installed. LEVESYS will not be supporting ISAM databases beyond December 2018, therefore if you have not yet migrated to SQL, please contact LEVESYS Client Services to commence this process.
- Archiving of Data. From Version 3.40 clients have had the option to archive data older than a set number of years. By archiving the data, processes such as the month end and year end rollover and generating reports are significantly quicker. We recommend undertaking this prior to your year end. For further information, please contact LEVESYS Client Services.

Backups

Step J of the of the Subsidiary Ledger Procedures Checklist and Step H of the General Ledger Procedures Checklist requires at least one **reliable** backup is taken before commencing the Year End rollover. It is **vital** the backup is created immediately prior to commencing the Year End processing.

We cannot stress enough the importance of backups. Every year we have users who fail to do any backups and, of course, the inevitable happens and Year End processing fails for one reason or another. Restoring from an earlier backup means, as a minimum, repeating all the time-consuming pre-processing tasks that prepare your system for Year End. The older the backup, the more work needs to be done to restore the system and recommence. In some cases, transactions may need to be re-entered and posting redone, wasting a lot of time and causing a lot of frustration.

For sites running an automatic back up system including Shadow Protect, please ensure your backup is switched off while the Year End Process is running. This also applies to any batch posting set up to run automatically at a preset time.

It is important before creating the backups to make sure there are no open LEVESYS data files as this will affect the back up. We recommend rebooting your server prior to commencing the process to ensure no data files are held open.

Do not rely on automatic tape backups.

If any of your users log into LEVESYS remotely (e.g. through Terminal Services), make sure that no LEVESYS data files are locked open. This may happen if a remote session ends abnormally or a remote session is closed without logging out of LEVESYS first. Again, we recommend rebooting your server prior to commencing the process to ensure no data files are held open.

Please refer to your System Administrator to check for open files or sessions or contact LEVESYS Client Services on 07 3004 6100 if you need assistance checking for these files or making backups.

If you would like LEVESYS to create a backup of your data prior to running Year End, please contact LEVESYS Client Services on 07 3004 6100 to book a suitable. Forty-eight (48) hours' notice would be appreciated. These works take approximately twenty (20) minutes per Company. Having prior year data easily accessible on the server allows for quick access to a snapshot of where the accounts were prior to commencement of the Year End process.

The Test System can be used as a further backup until the Year End is complete. If this is done, it will be necessary to lock users out of Test so that no changes can be made until the Year End is completely signed off.

For clients on Version 5, LEVESYS will need to refresh the Test System.

**Backups
(continued)**

Note for MS SQL sites:

Please be aware that depending on how your backups have been set up by your IT supplier, you may need to ask their help to take unscheduled backups, such as the backup required at Step J of the of the Subsidiary Ledger Procedures Checklist and Step H of the General Ledger Procedures Checklist.

If you are uncertain about your ability to secure a proper back up of your SQL data, LEVESYS Client Services can assist to provide the necessary Year End backup.

If you would like LEVESYS to backup your database prior to the commencement of your Year End, please contact LEVESYS Client Services on 07 3004 6100 to schedule a time.

Please note for those clients on MS SQL, **taking a copy of your file directories in your Jex folder is not a back up from which data can be restored.** Your system administrator or LEVESYS will need to complete a back up of the SQL database.

For clients on the LEVESYS Hosted Server, please contact LEVESYS to arrange backups and the refresh of the Test Systems.

This document is to be read and used in conjunction with LEVESYS Version 3.85 Year End 2018 Procedures Checklist - PAYG Payment Summaries at the end of this section.

These procedures are designed to be run on LEVESYS Version 3.85 or later only.

- **Update to Version 3.85:** The update provided **MUST** be run prior to commencing the PAYG Payment Summaries and Year End.
- Where there is more than one company for processing of salaries, i.e. management wages are set up in a separate company but have the same ABN number for both companies, it may be necessary for the EMPDUPE.A01 file to be combined before submitting to the ATO. If this situation exists, please contact LEVESYS Client Services on 07 3004 6100 for assistance.
- Before posting the final payroll for the last month in the financial year, all payments including bonuses need to have been processed via the payroll. Once payroll transactions are posted to the GL no changes can be made. Additionally, payroll transaction from a previous financial year cannot be modified.
- For employers with **fortnightly pays where the two weeks span the financial year, or where the last weekly pay for the year is physically paid in the new financial year**, these pays can be excluded from the payment summaries for the 2017/2018 financial year by **nominating a pay date in the new financial year** when processing the pays and only loading the summaries up until the last day of the financial year.
- If an organisation has different branch references which need to be recorded on the Payment Summaries, please contact LEVESYS Client Services on 07 3004 6100 for assistance
- The PAYG Payment Summary EMPDUPE file must be submitted via the ATO Business Portal, Tax Agent Portal or BAS Agent Portal.

**PAYG Payment Summaries
Information
(continued)**

PAYG Payment Summaries **can only be printed through Microsoft Word**, therefore the workstation being used to print PAYG Payment Summaries must have Microsoft Word installed.

To locate PAYG Payment Summaries:

In Version 4 or earlier:

- Personnel Module
 - PAYG Payment Summaries pull down menu
 - E261U – PAYG Payment Summaries

In Version 5:

- LEVESYS MENU
 - Payroll and HR Menu
 - Payroll Menu
 - PAYG Payment Summaries Menu
 - PAYG Payment Summaries

or

- LEVESYS MENU
 - Accounting Menu
 - Year End Menu
 - PAYG Payment Summaries Menu
 - PAYG Payment Summaries

The following programs are available from the pull-down menus in E261U – PAYG Payment Summaries:

Add/Edit

- E261 - PAYG Payment Summary Details
- E262 - PAYG Payment Summary File Creation

Reports

- R360 - Payroll Summary Perspectives
- R261P - PAYG Payment Summary Print
- R262 - PAYG Payment Summary Reconciliation
- R263 - PAYG Payment Summary – ETP Print
- R264 - Emailing PAYG Payment Summaries
- R369 - Allowances Report
- R3510 - Adhoc Allowance Report
- R362 - Pay Make Up Summary Report
- R2761 - Non-Super Salary Sacrifice Report
- R3200 - Super Contributions by Scheme
- R251 - Pay Period Deductions Report
- R2362 - WHT Aging Report

Utilities

- U261 - PAYG Payment Summary Load Utility
- U263 - PAYG Payment Summary Publish Utility
- U262 - PAYG Payment Summary Unpublish Utility

R2355 – WHT Payment By Creditor Code can be accessed in the Creditors Module in Version 4, via the Withholding pull down menu, or in the Accounting, Withholding Tax Reports menu in Version 5.

Please note R261P - PAYG Payment Summary Print will not run from F10.

**PAYG Payment Summaries Year
End Procedure**

Before you begin – prior to running PAYG Summaries:

- A. All 2016/2017 (last year's) PAYG Payment Summaries must be published.
- B. All Withholding Tax to be reported for voluntary agreement holders must be paid.

A. **Ensure all 2016/2017 PAYG Payment Summaries have been published.** You can do this by running **U263 – PAYG Payment Summary Publish Utility** before loading this year's transactions.

B. Subcontractors with PAYG Payment Summaries Voluntary Agreements are reported to the ATO in the same manner as PAYG Payment Summaries. **Please ensure all withholding tax reported for voluntary agreement holders is paid prior to loading PAYG Payment Summaries.**

R2362 – WHT Aging Report can be run to verify if any WHT is outstanding. A parameter is available to allow withholding tax for June to be paid in June. Contact LEVESYS Client Services on 07 3004 6100 if you require assistance with this.

1. Load PAYG Payment Summaries.

Run U261 - PAYG Payment Summary Load Utility.

This utility will transfer the necessary information from the payroll database and consolidate it within the PAYG Payment Summary file.

Payroll transactions will be loaded based on the **pay dates** which fall within the selected dates from and to.

If an **existing unpublished summary exists** for the employee, a new summary will not be loaded to prevent duplicate summaries.

Please ensure the appropriate period is entered for summary generation, i.e. enter the correct PAYG loading dates for the financial year. The program will automatically default to the current financial year. If the last week of the last financial year was excluded from last year's payment summaries (e.g. to only load 52 weeks for 2016/2017), it will be necessary to include that week ending in the current year (e.g. 2017/2018).

Important Notes:

If PAYG Payment Summaries are generated and issued earlier in the year for a terminated employee, it is important these summaries are not published until after all summaries are submitted and acknowledged by the ATO.

If any employees have a comma in their name, the name fields will not be populated in the PAYG Payment Summaries. Remove the commas from all employees using E304 – Employee Details and publish all existing summaries and reload.

PAYG Payment Summaries Year End Procedure (continued)

Treatment of Allowances & Loadings

Up to 14 allowances can be shown on PAYG Payment Summaries. Where more than 14 allowances are flagged to be included, the additional allowances will be added to the 14th allowance to be displayed and labelled VARIOUS. Allowances will be displayed in alphabetical order on the PAYG Payment Summary.

Both the Award and Adhoc allowances will be loaded in accordance with the Tax and PAYG flags saved when each pay was processed in 2017/2018.

Allowances will be loaded onto payment summaries in accordance with the following table:

Allowance Type	Tax Flag	PAYG Flag	Included in PAYG Gross	Displayed on PAYG Allowance List
Award Allowances	Y	Y	N	Y
	Y	N	Y	N
	N	Y	N	Y
	N	N	N	N
Adhoc Allowances	Y	Y	N	Y
	Y	N	Y	N
	N	Y	N	Y
	N	N	N	N
Travel c/km	Y	Y	N	Y
Adhoc Loadings	Y	N	Y	N

To view the Total Allowances for each summary in E261U – PAYG Payment Summaries highlight the employee and select E26301U – PAYG Allowances from the right mouse click menu.

The following reports may assist in determining the award and adhoc allowances paid:

R3510 – Adhoc Allowance Report will show details of adhoc allowances and loadings.

Where Perspectives is installed, the following layouts exist in R360 – Payroll Summary Perspectives:

- R365 – Pay & Hours Report
- R370 – Allowances Detail Report
- R371 – Allowances Totals Report

Where Perspectives is not installed, the following reports can be utilised:

- R368 – Pay Makeup Report will show the total award allowances and job allowances paid for each week ending. Adhoc allowances are not separated on this report.
- R369 – Award Allowances Report will show a detailed breakdown of these allowances.

**PAYG Payment Summaries Year
End Procedure (continued)**

2. Reconcile and check the PAYG Payment Summaries.

Once the PAYG Payment Summaries and PAYG Payment Summary – ETPs have been loaded, it is recommended the summaries are reconciled against the payroll records to identify any issues prior to editing the summaries. Refer to the PAYG Payment Summary Reconciliation Spreadsheet to assist in the reconciliation.

The following are some suggested reports or programs which may assist in reconciling the payment summaries:

Please ensure any reports are run by **Pay Date**.

- E261U – PAYG Payment Summaries
- R251 – Net Pay Deductions Totals Report
- R261P – PAYG Payment Summary Print
- R262 – PAYG Payment Summary Reconciliation (this can only be run for unpublished summaries)
- R263 – PAYG Payment Summary – ETP Print
- R2761 – Non-Super Salary Sacrifice Report
- R3200 – Super Contributions by Scheme
- R3510 – Adhoc Allowance Report.
- R360 – Payroll Summary Perspectives, where installed
- R362 – Pay Make Up Summary Report
- R365 – Pay and Hours Report

**PAYG Payment Summaries Year
End Procedure (continued)**

3. Edit PAYG Payment Summaries, if required, for:
 - a. Union / Professional Fees.
 - b. Reportable Fringe Benefits.
 - c. CDEP Salary or Wages.
 - d. Reportable Superannuation Contributions.
 - e. Total Workplace Giving Deductions.
 - f. Exempt Foreign Employment Income.

Delete PAYG Payment Summaries not required.

Enter on the required summary in E261U – PAYG Payment Summaries. PAYG Payment Summary numbers are not required by the ATO but are used by LEVESYS for retrieving and reproducing information. These summary numbers are generated automatically and will not print on any PAYG Payment Summaries.

To delete summaries not required, enter on the relevant summary, passed the Certificate No and press F6 to delete.

To edit summaries or input data directly into the summaries, enter on the personnel code and enter down to the field to be edited or entered. Please note: if the Certificate Number field is left blank, a new certificate will be generated which may cause duplicate summaries.

To view allowances which will be displayed on the payment summary, enter passed the PAYG Year dates and press the Allowance Scan – F8 button.

- a. **Union / Professional Fees**
If module 03B – Payroll Deductions is installed, the value of the deductions can NOT be edited in this program. **Union / Professional fees** will be automatically loaded by the deduction type F.

If the fees have not loaded, check the deduction type for the applicable fees is set to F in E251U – Net Pay Deductions. If not, amend the deduction type, then open E261 – PAYG Payment Summary Details for each relevant employee and after entering passed the employee details and PAYG year fields, press the F4 – Default function to reload the summary balances, including union/professional fees from payroll. Please note this will overwrite any previous amendments made to the summary using this program.

If module 03B – Payroll Deductions is NOT installed, the total value of the deductions can be entered or edited in this program. R251 – Net Pay Deductions Totals Report may assist in determining this information.

- b. **Reportable Fringe Benefits Tax** must be reported on PAYG Payment Summaries. If applicable, the value for the Fringe Benefits Tax can be entered in this program.

**PAYG Payment Summaries Year
End Procedure (continued)**

- c. **Community Development Employment Projects Payments** (CDEP) will not be automatically loaded on the payment summaries and must be entered in this program.
- d. **Reportable Employer Superannuation Contributions** will be automatically loaded if the super salary sacrifice is set up in E304 – Employee Details and has been deducted via E353 – Timesheets & Pays.
- e. **Workplace Giving deductions** will be automatically loaded by the deduction type W.

If the deductions have not loaded, check the deduction type for the applicable deductions is set to W in E251U – Net Pay Deductions. If not, amend the deduction type, then open E261 – PAYG Payment Summary Details for each relevant employee and after entering passed the employee details and PAYG year fields, press the F4 – Default function to reload the summary balances, including Workplace Giving deductions from payroll. Please note this will overwrite any previous amendments made to the summary using this program.

- f. **Exempt Foreign Employment Income** will not be automatically loaded on the payment summaries and must be entered in this program.
- g. **Lump Sum A:** if this value is to be populated manually on a summary, the Lump Sum Type flag will be saved as “T”. If this needs to be amended for terminations processed as Redundancy, Invalidity or Early Retirement, please contact LEVESYS Client Services.
- h. To **create a new PAYG Payment Summary** for example, to add Reportable Fringe Benefits Tax, for non-payroll person:
 - Set up an employee code in E303 – Non-payroll employees, if required
 - In E261U – PAYG Payment Summaries, click on the New icon and:
 - enter passed the PAYG dates ensuring they are set correctly,
 - leave the certificate number blank and enter passed the PAYG Year fields,
 - progress to the Reportable Fringe Benefits Tax field and enter the value, and
 - enter through the balance of the fields to save the summary.

**PAYG Payment Summaries Year
End Procedure (continued)**

4. Create the PAYG Payment Summaries EMPDUPE file.
(Change the drive letter from A:\ to reference a folder within
the C:\ Drive)

Run E262 – PAYG Payment Summary File Creation.

This program will create the EMPDUPE file required for lodgement to the ATO.

The data displayed on the **2nd screen** of this program is gathered from E201 – Company Details. All fields must be populated including the Contact field except for those marked as (if applicable) or (Optional) otherwise an error may be produced by the ATO.

The export program **will load** PAYG Payment Summary – Individual Non-Business and PAYG Payment Summary – Voluntary Agreement where applicable. It **will not load** Payment Summary – Withholding where an ABN is not quoted.

If you wish to **send a test file to the ATO** to check the file, select **T for a Test Run**. The ATO will not process this file. Otherwise enter **P for a Production Run** to send the final EMPDUPE file to the ATO for processing.

R262 – PAYG Payment Summary Reconciliation Report is produced on completion and should be kept to record what was submitted to the ATO.

We recommend saving the EMPDUPE file to the server before uploading via the interface. This copy is then retained in case there are any errors reported when uploading the file or from the ATO for any reason.

Where the option to **Load PAYG Summaries by Branch, Multi-branching and Home Offices** are installed, it is necessary to make sure the ABN number is recorded against each branch via E111 – GL Branch & Company Details. This is required when loading the payment summaries and to print the ABN number on the summaries.

5. Print and / or Email PAYG Payment Summaries.

EITHER

Run **R261P – PAYG Payment Summary Print & R263 – ETP Payment Summaries** to produce the hard copies to be distributed to employees, one to be retained by the employee, the other to be submitted by the employee with their tax return. A copy of the R263 - ETP Payment Summary should also be produced where applicable.

OR

**PAYG Payment Summaries Year
End Procedure (continued)**

Run **R264 – Emailing PAYG Payment Summaries** to email the payment summaries, ensure the email addresses are set up in E3081U – Employee Email Addresses.

Separate Emails will be created for the emailing of the PAYG Payment Summaries and ETP Payment Summaries.

You may also wish to print or photocopy an additional copy of the summaries for your files.

6. Publish PAYG Payment Summaries, ONLY after you have:
- a. Printed the Payment Summaries on plain paper and/ or emailed the summaries to employees
 - b. Uploaded the EMPDUPE file to the ATO, AND
 - c. Received ATO confirmation the file has been received and accepted.

Run **U263 – PAYG Payment Summary Publish Utility**. **This utility should only be run** once the PAYG Payment Summaries have been successfully printed, the file has been submitted and saved AND confirmation is received from the ATO of their receipt and acceptance. This will prevent any further editing or printing of the submitted PAYG Payment Summaries.

**PAYG Payment Summaries
Voluntary Agreement (Individual
– Non Business)**

Records will be created on the EMPDUPE file for **tax withheld where voluntary agreements exist**. The PAYG Payment Summary - Individual Non-Business form for any tax withheld for the voluntary agreements must be completed manually and submitted to the ATO. There is no option to print plain paper copies of the PAYG Payment Summary – Voluntary Agreement in LEVESYS.

**PAYG Payment Summaries
Withholdings (Where ABN not
quoted)**

Tax withheld where an ABN is not quoted will not be loaded onto the EMPDUPE file submitted to the ATO. You must lodge this information with the ATO separately. PAYG Payment Summaries – Withholding where ABN not quoted forms must be completed manually. Information to assist in the completion of these forms is available using LEVESYS report R2355 – WHT Payment by Creditor Code.

**Tax Coefficients, Superannuation
and Withholding Tax Rates and
ETP Cap**

If required, amendments to Income Tax Coefficients/Parameters, Superannuation and/or the Withholding Tax Rates and ETP Cap for Termination Pays should be made upon completion of the Subsidiary Year End process. Refer to the Subsidiary Ledger Year End section.

Amending PAYG Payment Summaries

If you wish to **submit an Amended PAYG Payment Summary** to the ATO the following steps apply:

Please note: This process should only be undertaken once the originals have been submitted to the ATO.

1. Ensure the PAYG Payment Summary is unpublished. Summaries can be unpublished using U262 – PAYG Payment Summary Unpublish Utility.
2. To amend the PAYG Payment Summary or ETP Payment Certificate, run E261 – PAYG Payment Summaries.
 - a. Enter the dates for the financial year applicable.
 - b. Enter the personnel code, enter on the required certificate number and then change the PAYG or ETP flags from O for Original to A for Amended as appropriate.
 - c. If the payroll record has been amended in Step 2. above, enter passed the PAYG year fields for the employee and press the F4 Defaults Load button to reload the new values, or
 - d. Manually complete the required changes.
 - e. Enter through all the fields until your cursor returns to the personnel code field to save the changes and then escape from the program.
3. To print an amended PAYG Payment Summary, use R261P – PAYG Payment Summary Print and change the Print ORIGINAL or AMENDED CERTIFICATE to A for Amended and enter to view the summary/s for printing.
4. To email an amended PAYG Payment Summary, use R264 – Emailing PAYG Payment Summaries and change to A for Amended and enter the certificate/s for emailing.
5. To print an amended ETP Payment Summary, use R263 – PAYG Payment Summary – ETP Print and change the Print ORIGINAL or AMENDED certificate to A for Amended and enter to view the certificate/s for printing.
6. To create a new EMPDUPE.A01 file to only include the amended records, run E262 - PAYG Payment Summaries File Creation and Answer Y to “Are you resubmitting amended payment summaries?” A screen will then appear displaying the amended records which you can delete if not required. You can also add any new WHT payment Creditors if required. Select F10 to proceed to the next screen and complete.
7. Upload the new EMPDUPE file via the ATO portal as per the previous file.

Frequently Asked Questions

Is it possible to produce a PAYG Payment Summary for an employee who has terminated during the financial year and is required to produce a summary for the ATO?

Yes, this is possible. Before proceeding with the steps below, the final termination pay must have been processed in LEVESYS.

To produce a PAYG Payment Summary during the year:

- Run E261 – PAYG Payment Summary Details.
- Select the relevant dates for the financial year (this should default to the correct dates for the current year but may need to be changed to include the last week/s of the last financial year if not included on the previous year’s summaries).
- Enter the employee code and enter on the blank Certificate No field to generate a certificate number.
- Leave the PAYG and ETP fields as O for original.
- Enter through the balance of the fields until past the “to” date, which will be the termination date, to view the values loaded for the current financial year.
- Enter any additional values as required.
- To save the summary, enter through the balance of the fields until the cursor returns to the employee code field.
- Leave the summary unpublished for submission to the ATO at the end of the financial year along with the other payment summaries.

How do I reprint a published PAYG Payment Summary?

- Use U262 – PAYG Payment Summary Unpublish Utility to unpublish the required summary.
- Reprint the summary via R261P – PAYG Payment Summary Print, and/or R263 – PAYG Payment Summary – ETP
- Publish the summary via U263 – PAYG Payment Summary Publish Utility.

My last pay period in June is paid in July. Can I exclude this from the PAYG Payment Summary for 2017/2018?

To exclude the last period from the PAYG Payment Summaries, enter the pay date in the new financial year for the last pay period in June and enter the load dates in U261 – PAYG Payment Summary Load Utility up to the last day of the financial year.

V3.85 Year End 2018 Procedures Checklist PAYG Payment Summaries

To be read and used in conjunction with LEVESYS Year End 2018 Procedures Document

If the system is still in an earlier version than V3.85 the Year End programs currently in the system must be used. Please contact LEVESYS Client Services on 07 3004 6100.

Company: _____ Date: _____

Before you begin – prior to running PAYG Payment Summaries	Pages	Check
A. All 2016/2017 (last year's) PAYG Payment Summaries must be published.	13	
B. All Withholding Tax to be reported for voluntary agreement holders must be paid.		
To produce the 2017/18 PAYG Payment Summaries:		
1. Load PAYG Payment Summaries.	14	
2. Reconcile and check the PAYG Payment Summaries. If further editing is required, proceed to Step 3. below.	16	
3. Edit PAYG Payment Summaries, if required, for: <ul style="list-style-type: none"> a. Union / Professional Fees. b. Reportable Fringe Benefits. c. CDEP Salary or Wages. d. Reportable Superannuation Contributions. e. Total Workplace Giving Deductions. f. Exempt Foreign Employment Income. Delete PAYG Payment Summaries not required.	17	
4. Create the PAYG Payment Summaries EMPDUPE file. (Change the drive letter from A:\ to reference a folder within the C: \ Drive)	19	
5. Print and / or Email PAYG Payment Summaries.	19	
6. Publish Payment Summaries, ONLY after you have: <ul style="list-style-type: none"> a. Printed the PAYG Payment Summaries on plain paper, and/or emailed summaries, b. Uploaded the EMPDUPE file to the ATO, AND c. Received ATO confirmation that the file has been received and accepted. 	20	

Reportable Payments Information

This document is to be read and used in conjunction with LEVESYS V3.85 Year End 2018 Procedures Checklist Reportable Payments at the end of this section.

These procedures are designed to be run on LEVESYS Version 3.85 or later.

Please Note: The following process does not need to be completed prior to the Year End rollover.

The following table outlines how the Reportable Flag will be set for all creditor payments made in the 2017/2018 financial year. The Reportable Flag is determined by the Contractor Flag set in E2201 – Creditor Details – Master File.

Contractor Flag	Purchase Order Type	Reportable Flag
Yes	Adhoc orders (Y or Z)	Yes
Yes	Consolidated orders (X)	Yes
Yes	Purchase orders with a contract flag Y	Yes
Yes	Purchase orders with a contract flag N	Yes
No	Adhoc orders (Y or Z)	No
No	Consolidated orders (X)	No
No	Purchase” orders with a contract flag Y	No
No	Purchase orders with a contract flag N	No

Before commencing the load of the payments to be reported, LEVESYS recommends reviewing the Contractor flag against all creditors via E2201 – Creditor Details to ensure only those creditors to be reported have the Contractor Flag set to Yes. This will ensure any future orders raised will have the reportable flag set correctly.

List those creditors for whom the flag is changed as it will be necessary to review the orders against which payments were made and change the reportable flag via E22516U - Proposed Reportable Payments. Once the flag is changed against the order, any subsequent payments will be correctly flagged.

The TPAR.C01 file must be submitted to the ATO via the Business Portal or Tax Agent Portal.

The ATO have advised that providing information to payees of reported taxable payments is voluntary and is not required by law. However, if you wish to do so, a form is available from the ATO. This can be completed using information from the following processes.

**Reportable Payments
Information (continued)**

To locate the Reportable Payments:

In Version 4 or earlier:

- Creditors Module
- Reportable Payments pull down menu

In Version 5:

- LEVESYS menu
 - Accounting
 - Year End
 - Reportable Payments

or

- LEVESYS menu
 - Accounting Menu
 - Accounts Payable
 - Transactions
 - Reportable Payments

The following programs are available from the pull-down menus in:

- **E22516U – Proposed Reportable Payments**

Maintenance

- U22517 - Reportable Payments Flag Utility
- E2258 – Purchase Order Scan
- R2351 - Creditor Payment by Creditor Report

- **E22021U – Reportable Payments**

Add/Edit

- E2201 – Creditor Details – Master File
- E22021 – Reportable Payments Detail
- E22022 – Reportable Payments File Creation

Utilities

- U22021 – Reportable Payments Load Utility
- U22022 – Reportable Payments Publish Utility
- U22023 – Reportable Payments Un-publish Utility

Reportable Payments Procedure

Before you begin – prior to loading Reportable Payments

- A. All 2016/2017 (last year's) Reportable Payments certificates must be published
- B. Review and change the Creditor Contractor Flag for Creditors.
- C. Review and change the Reportable Flag if required.

- A. Ensure all 2016/2017 (last year's) Reportable Payments Certificates are published via **U22022 – Reportable Payments Publish Utility**.
- B. Review the Creditor Contractor flag for all creditors via E2201 – Creditor Details and populate the required fields where the **Creditor Entity is (I) for Individual**. This information must be entered to be included on the TPAR.01 file to the ATO.
- C. To review the reportable payments to be loaded for the 2017/2018 financial year, run E22516U – Proposed Reportable Payments with a blank creditor code and enter the appropriate dates for the financial year.

To change the Reportable flag, either:

1. enter on the order and change the flag as applicable, or
2. run U22517 – Reportable Payments Flag Utility to change a range of orders for a nominated creditor.

Please note: if this process is being undertaken after the year end rollover has been completed, it will be necessary to ensure the Order Date from and to is set correctly before proceeding to change the flag setting.

**Reportable Payments
Procedure
(continued)**

Once the above review is completed, the following steps need to be undertaken to load the payments and create the file to upload to the ATO. **To produce the 2017/18 Reportable Payments:**

1. Load the Reportable Payments.
Delete duplicate certificates as applicable.

Run U22021 – Reportable Payments Load Utility.

This utility will validate the ABN number entered for the creditor and, if not valid, will display an information box.

List each creditor and enter on the OK box to proceed with the load. The ABN number must be corrected in E2201 – Creditor Details before submitting the file to the ATO but it will not prevent the certificates from being loaded. It is not necessary to reload the certificates where corrections have been made as the new ABN will be used in the creation of the TPAR.01 file to be submitted to the ATO.

This utility should only be run once. If run more than once, duplicate certificates will be created with different Certificate Numbers. To delete duplicate certificates, highlight and enter on each record to be deleted, enter passed the Certificate Number and press F6. Alternatively, publish all existing certificates via U22022 – Reportable Payments Publish Utility and commence this process again.

Please ensure the correct dates are selected for the reportable financial year.

Please note the Total Gross Payments and Total GST values reported to the ATO will be the whole dollars only for each creditor.

Where Quad Accounting and Branch Group Codes exist, certificates will be loaded for all branches and companies but the TPAR.01 file can be loaded by each branch code. It may be useful to add the Branch Group column (and applying index 4) to E22021U – Reportable Payments to view and sort the branch for each certificate. Please contact LEVESYS Client Services to assist with adding this column if required.

**Reportable Payments
Procedure
(continued)**

2. Edit the Reportable Payment Certificates.

Run E22021 – Reportable Payments Detail.

Enter on the relevant certificate and make the necessary changes. Please note, if the ABN number is not valid in the creditor details file, an information box will be displayed. Enter on the OK box to proceed with the changes.

3. Create the Reportable Payments TPAR.01 file.

Run E22022 – Reportable Payments File Creation.

This program enables the payment information to be submitted by the client to the ATO via the Business Portal or Tax Agent Portal.

If you wish to **send a test file to the ATO** to check the file, select **T for a Test Run**. The ATO will not process this file.

Otherwise enter **P for a Production Run** to send the final TPAR.01 file to the ATO for processing.

The TPAR.01 file must be submitted to the ATO via the Business Portal or Tax Agent Portal.

Where Quad Accounting and Branch Group Codes exist, the TPAR.01 file can be created for each branch group code.

We recommend saving the TPAR.01 file to the server before uploading via the Portal. This copy is then retained in case the file is returned from the ATO for any reason.

4. Publish the Reportable Payments Certificates ONLY after you have:
- Submitted the file to the ATO, AND
 - Received confirmation from the ATO the file was received and accepted.

Run U22022 – Reportable Payments Publish Utility.

This utility should only be run once confirmation has been received from the ATO that the file has been accepted. This will prevent the certificates being edited. If the information is to be resubmitted to the ATO and the certificates have been published, it will be necessary to un-publish the certificates or reload the information again.

Reportable Payments Procedure (continued)

If necessary, run U22023 – Reportable Payments Unpublish Utility.

If this step is required and the certificate number/s required to be un-published are not known, change the Data Filters for the Publish Flag and Start Dates (for the period for which the certificates were loaded) as per the screen below:

Once the certificates are unpublished, they can be edited (refer Step 2. Above) and the file can be recreated (refer Step 3. Above) to submit to the ATO.

Amending Reportable Payment Certificates

Amending Reportable Payment Certificates

If you are required to **submit an Amended Reportable Payments File** to the ATO, the following steps apply:

Please note: This process should only be undertaken once the original certificates have been submitted to the ATO.

1. Access E22021U – Reportable Payments from the E2204U – Creditors Explorer, Reportable Payments pull down menu.
2. Ensure the appropriate Reportable Payment Certificates are unpublished using U22023 – Reportable Payments Unpublish Utility.
3. To amend the Reportable Payment Certificates, highlight and enter on the appropriate certificate to run E22021 – Reportable Payment Details, and
 - a. Enter on the creditor code and certificate number and change the Amended flag to A.
 - b. The date fields will default to the financial year originally loaded and can not be changed.
 - c. Manually complete the changes as required and save the certificate. You will be returned to the E22021U – Reportable Payments to repeat this process for all certificates to be amended or to proceed to the next step.
4. To create a new TPAR.01 file to only include the amended records, run E22022 – Reportable Payments File Creation and answer Y to the question on the screen “Are amended reportable payment certificates being re-submitted on this file?”.

Please note: all amended unpublished certificates will be loaded on the new file. It is therefore important to ensure that all amended certificates not to be loaded are published before creating the file.

V3.85 Year End 2018 Procedures Checklist Reportable Payments

To be read and used in conjunction with LEVESYS Year End 2018 Procedures Document

If the system is still in an earlier version than V3.85 the Year End programs currently in the system must be used. Please contact LEVESYS Client Services on 07 3004 6100.

Company: _____ Date: _____

Before you begin – prior to loading Reportable Payments	Pages	Check
A. All 2016/2017 (last year's) Reportable Payments certificates must be published.	26	
B. Review and change the Contractor Flag for Creditors.		
C. Review and change the Reportable Flag if required.		
To produce the 2017/18 Reportable Payments:		
1. Load the Reportable Payments Information. Delete duplicate certificates as applicable.	27	
2. Edit the Reportable Payment Certificates.	28	
3. Create the Reportable Payments TPAR.01 file.	28	
4. Publish the Reportable Payments Certificates ONLY after you have: <ul style="list-style-type: none"> a. Submitted the file to the ATO, AND b. Received ATO received and accepted 	28	

Subsidiary Ledger Information

This document is to be read and used in conjunction with LEVESYS V3.85 Year End 2018 Procedures Checklist Subsidiary Ledger at the end of this section.

These procedures are designed to be run on LEVESYS Version 3.85 or later only

Please note:

- The Year End Rollover process may take **several hours** for sites with a large volume of data (refer to Top Tips on page 8 for information on minimising the time).
- **All Subsidiary Ledgers linked to the same General Ledger MUST** be rolled prior to rolling the General Ledger.
- We strongly recommend whilst the Year End is running that **no other processes or applications including emails are accessed** on the computer and that the computer is not used for any other purpose.
- If other processes are opened or accessed whilst the Year End is running, these may take over the focus from the Year End and it will appear as if the Year End is **NOT RESPONDING**. The Year End **IS STILL WORKING** but you may not be able to view the transactions being aged on the screen. **PLEASE WAIT** and you will be prompted with the next step requiring your input.
- If the **Year End is interrupted** (for example, by someone logging in whilst it is running), it **WILL** be necessary to restore from your backup before recommencing.
- Once the Year End roll over has been completed, it will be necessary to turn on **prior period parameters** to allow the entry of transactions into the prior year, if required.
- If the **prior period feature** is installed any transactions processed after Year End, with a date equal to the last day of last year's period 12 (usually 30/06/2018) or earlier will be saved into Period 0. See Frequently Asked Questions in this section for further details.
- If the **bank reconciliation was not completed** prior to running Year End, the prior period parameters will need to be installed to put transactions back into last year. Transactions will be dated 30/06/2018 and will be saved in Period 0.
- If the General Ledger is not rolled immediately after rolling the Subsidiary ledger, the **Bank Reconciliation Opening Balance** will not be correct until the Year End is run for the General Ledger.

Subsidiary Ledger Information (continued)

- Timesheets must be entered for the final pay period in 2017/2018 prior to completing the year end rollover. If timesheets will not be received for the final pay period in the 2017/2018 financial year until after the year end is to be completed, the following is a suggested process:
 - Prior to completing the year end rollover, enter a standard pay for the final pay period using a job number greater than 10000 which caters for allowance requirements, and
 - After completing the year end rollover, in the first pay period in the 2018/2019 financial year, process a negative timesheet entry to reverse the last pay processed above, then enter the actual timesheet received for the last pay period in 2017/2018.
 - Once the reversal pay has been processed, enter the timesheet relating to the current pay period.

To locate the programs required for the Subsidiary Ledger Year End rollover:

In Version 4 or earlier:

- Core Menu
 - Opening Menu
 - System Controls and System Utilities
 - Control Utilities 1
 - Control Utilities 2
 - Security Levels

or

- My Menus Tab
 - Year End

In Version 5:

- LEVESYS MENU
 - Accounting Menu
 - Year End Menu
 - Pre Year End Activities
 - Post Year End Activities

Subsidiary Ledger Year End Procedure

To undertake the Year End in the Subsidiary Ledger:

The following steps should be undertaken prior to commencing the Year End and will assist in speeding up the process. If any of these steps are not completed prior to commencing the year end, except where noted, they can be completed as a part of the Year End process.

Before you begin, the following processes are recommended or required:

A. Complete entering transactions and post transactions to the GL up to 30/06/2018.

Ensure **all transactions are posted** to the General Ledger, if installed, following the normal Month End Procedure.

This step is strongly **recommended** if the General Ledger Year End is NOT to be completed immediately after the Subsidiary Ledger Year End.

If there are **any errors appearing on the posting reports, these MUST be addressed** if they relate to prior financial years as they may not be able to be posted after rollover is complete.

For those clients who import creditor invoices **AND run U7111 – Creditor Invoice Validation Utility** to create the invoice, invoices dated earlier than the first day of the financial year will be treated as follows when the utility is run after the Year End rollover is completed:

- Where the validation script to check if invoices are dated in prior period is not installed, invoices will be saved in accordance with the prior period parameter settings.
- Where the validation script to check if invoices are dated in prior period is installed, the validation status error “Invoice date is in a prior period” will be displayed and invoices will need to be processed manually.

The auto batch posting feature should be deactivated whilst running the Year End. Please contact LEVESYS Client Services for instructions on how to do this.

B. Make sure ALL users are logged out, except user 0.

This step is **required**. To do so, run U107 – Logged in Users to check who is logged in and arrange for all users to log out of LEVESYS including closing all U-LAUNCH explorers and Terminal Services sessions. Ensure **User 0 is logged in** by running U102 – Operators and entering User ID 0 and then making sure the Logged In flag is Y.

**Subsidiary Ledger
Year End Procedure
(continued)**

C. Lock all users out of LEVESYS for the duration of the Year End.

This step is **required**. To do so, run U103 – Login Restriction and change the expiry date to be 010180. You can then reset this expiry date upon completion of all Year End processes.

D. Pause Workflow Approvals in Version 5, if required.

This is **required** for those clients on Version 5, who have Workflow Approvals. Workflow services can be paused during the Year End rollover to prevent workflow approvals via email being processed in the system. Once the year end is complete and services restarted, the approvals will be processed in LEVESYS.

Refer to separate instructions to be issued on pausing the Workflow Approvals.

E. Run U005 – Summary File Check & Rebuild

It is **recommended** that U005 – Summary File Check & Rebuild is completed prior to printing the reports before commencing the Year End Rollover. If nightly batch posting is activated, this step may not be necessary.

F. Run all required Subsidiary Ledger Reports.

We **recommend** printing the normal month end reports before and after running Year End to check the Year End was completed successfully.

G. Ensure the current accounting period is at least Period 11.

This step is **required** as the Year End process will be aborted if the period is earlier than 11. If the period is 11, you will be prompted to run the Month End during the year end process.

H. If the **Fixed Assets Module** is installed, run the depreciation calculation utility up to and including Period 12 and post to the GL.

This step is **required** if the Fixed Asset module is installed and Depreciation Types exist, however, if this step is not completed prior to the Year End commencing, you will be prompted to complete this during the Year End.

Please note: If the depreciation utility and the posting is completed once the Year End process has begun, reported values after the Year End will be different to the pre-Year End reports by the posted values.

**Subsidiary Ledger
Year End Procedure
(continued)**

I. **Log out** of LEVESYS.

J. Ensure there is at least **ONE reliable backup** of the data.

Refer to the Backups information at the beginning of this booklet. It is **imperative** this step is completed prior to commencing Year End as it will be necessary to restore from a back up if the Year End is aborted for any reason. If assistance is required, please contact LEVESYS Client Services on 07 3004 6100.

To run the Year End:

1. Locate and open a **support icon** for one of the companies to be rolled into the new financial year, type **GUT011** and click on Execute.

Locate the support icon for one of the companies to be rolled (normally found on the LEVESYS drive, in the Shortcuts/Admin folder), double click on the shortcut and in Filename field, type GUT011 and click on the Execute button.

2. **U011 – LEVESYS Year End.** Highlight the Subsidiary Ledger to be rolled and click on F10 to run the Year End.

All Subsidiary Ledgers linked to the same General Ledger must be rolled prior to rolling the General Ledger.

U011 – LEVESYS Year End will appear and will load all registered LEVESYS companies and their associated General Ledgers. It will not include the Test companies. If you wish to run a Year End in a Test company, please contact LEVESYS Client Services on 07 3004 6100.

This scan screen will display the following columns which can be sorted by clicking on the column heading:

TYPE – whether a DATA (Subsidiary Ledger) or GL company

COMPANY – the registered company code for each company

NAME – the registered name of the company

LOCATION – the location of the data files for the company

LAST YEAR END – the last day of the financial year for which the Year End has been completed in LEVESYS, e.g. 30/06/2017.

**Subsidiary Ledger
Year End Procedure
(continued)**

STATUS – C means the Year End is complete, S means the Year End utility has started or, if no longer running, it means the Year End was aborted whilst running U002 – Year End Utility or U008 - Year End Utility General Ledger, blank means a Year End has never been run in the company.

To commence the Year End, highlight the company required and click on the Run Year End – F10 button or press the F10 button. It is imperative that all Subsidiary Ledgers linked to the same General Ledger are rolled before rolling the General Ledger.

The following processes will be completed during the Year End process. If not completed prior to commencing, you will be prompted to complete them on the screen. All processes must be completed prior to proceeding except where noted. If you try to escape from any of the processes, a message will appear to confirm you wish to abort the process. If you select Yes, you will be returned to U011 – LEVESYS Year End, No will continue the Year End process.

3a. U107 – Logged In Users: instruct all users to log out and click on the refresh button to proceed.

If this screen appears, users are still logged into LEVESYS and must log out before the Year End will continue. Instruct all users to log out. Once all users are logged out, click on the Refresh button to proceed.

3b. Reindex: review the report for any errors, if there are none, escape; if there are, the Year End will be aborted. The **errors must be fixed** before proceeding.

3c. U001 – Month End Utility: enter to proceed with the month end to set the system to Period 12.

If the current accounting period is Period 11, this utility will be launched to run the month end to reset the period to 12. Enter on Y to proceed with the month end and click on OK to proceed with the Year End process. A summary file check and rebuild will NOT be run at this stage.

If the current accounting period is earlier than 11, you will need to exit from the Year End process entirely, log back into LEVESYS and run the Month End utility to proceed to period 11 or 12.

**Subsidiary Ledger
Year End Procedure
(continued)**

3d. If applicable, **U302001 - Fixed Asset Depreciation** will be launched to run the depreciation up to and including Period 12 for each depreciation type.

If the fixed asset module is installed, this program will be launched if the depreciation has not been run up to and including period 12 for all depreciation types. Run the depreciation for all required periods and types and escape when complete. These steps **MUST** be completed to continue with the Year End process. If the depreciation is undertaken at this point it will affect the post reports run after the Year End is completed.

3e. If applicable, you will be prompted with **U302002 - Fixed Assets Posting Checking** to post the depreciation to the GL. If this step is not required, it may be aborted, and the Year End will continue.

If the Fixed Asset module is installed and there are un-posted fixed transactions, this program will be launched to post these transactions to the GL. If you do not wish to post at this time, escape to continue with the Year End Process. If the posting is undertaken at this point it will affect the post reports run after the Year End is completed.

3f. **U002 – Year End Utility**: enter YEAR and enter through the prompts.

For clients who have nominated to **archive data** as a part of the year end processes, the **U012 – Data Purging Utility** will appear prior to the aging of existing transactions. This utility will remove any transactions for jobs with a close date older than the archive month nominated when this feature was activated. Once the archiving is complete, the remaining transactions will be aged by the year end utility.

The transaction aging process will be displayed on the screen. If not displayed and the program returns immediately to U011 – LEVESYS Year End or proceeds immediately to the next step, the Year End has not run.

If the Year End process is aborted at any stage, it may be necessary to restore from backup prior to restarting the process. Contact LEVESYS Client Services on 07 3004 6100 if this occurs.

Upon completion of the Year End utility, U005 – Summary File Check & Rebuild will be automatically run.

**Subsidiary Ledger
Year End Procedure
(continued)**

3g. **E61U – Accounting Periods** will appear for the user to click on the New icon. Click Yes to populate the new accounting periods then escape twice to view the periods and again to proceed with the Year End.

To reset the accounting periods for the new financial year, click on the New icon (Ctrl+N), and select Yes to auto-populate the accounting periods. This will copy the accounting periods from the previous year and increment the periods for the current financial year. Escape out of E61 – Accounting Periods and check the periods 1 to 12 exist.

Escape to continue with the Year End rollover.

If the auto-populate option **DOES NOT** display or periods 1 to 12 do not exist, contact LEVESYS Client Services on 07 3004 6100 immediately.

3h. **U001 – Month End** will appear to set the system into Period 1 of the new financial year. Enter on Y to proceed.

On completion of Step 3g. above, the system date will be automatically set to the first date of the new financial year and you will be prompted to reset the period to the first period of the new financial year. Enter on Y to proceed, check the period is 1 and click on OK to proceed to the next step. A Summary File Check & Rebuild will not run at this stage.

3i. **R302403 – Eligible FA for Low Value Pool:** print the report to identify those assets eligible to join the low value pool.

If the Fixed Asset module is installed and the low value pool is set up, you will be asked if you wish to run this report.

It is recommended the report is run at this time as assets must be added to the low value pool before the depreciation for period 1 is created. The report will display which assets are eligible assets to join the low value pool via E302401 – Asset Depreciation Rates. This program may be added to the right mouse click within the report to add assets to the low value pool whilst the report is on the screen. If the report parameters are set, the asset number will be automatically passed to the E302401 – Asset Depreciation Rates.

If you do not wish to print the report or add items to the low value pool at this time, answer No to proceed to the next step.

**Subsidiary Ledger
Year End Procedure
(continued)**

3j. **R309 or R305 – Leave Liability Report:** print the report for leave balances as at the last day of the financial year.

If the Personnel module is installed and there is at least one current employee, you will be asked if you wish to run a leave liability report. If you answer Yes and have home offices installed, the R309 – Leave Liability Report by Home Office will be displayed, otherwise the R305 – Leave Liability Report will be produced.

The Year End will automatically increment the leave up to the last day of the last period of the financial year for reporting purposes only. It will not save a leave accrual to be posted to the General Ledger.

Escape to continue with the Year End rollover.

3k. **E82 – Prior Period Parameter Settings:** Set the parameters for the first month of the new financial year.

This screen will appear to allow the prior periods parameters to be set for the first month of the financial year. Refer to Frequently Asked Questions on page 29.

Escape to continue with the Year End rollover.

3l. A message will appear to confirm **the Subsidiary Ledger Year End has successfully completed** and instructing you to log in and complete the balance of the set up required for the new financial year. Click on OK to return to the U011 – LEVESYS Year End to check the Last Completed Date is the last day of the previous financial year and the Status is C.

You are now ready to proceed with the Year End for additional companies, or with the following steps.

All Subsidiary Ledgers linked to the same General Ledger MUST be rolled prior to rolling the General Ledger.

**Subsidiary Ledger
Year End Procedure
(continued)**

Complete the set up for the new financial year:

4. Review the **Posting or Exceptions Report** folder for any error reports which may have been produced during the Year End.

If Batch Posting is installed, check in the Posting folder on the server to see if there is a Creditor Payment Error report. If Batch Posting is not installed, check in the Exceptions folder on the server. If this report is produced and contains errors, it should be scanned to LEVESYS Client Services on completion of the Year End process to rectify the payments.

5. **Log into LEVESYS** with a date in Period 1 (e.g. 01/07/2018). If access to the Login date is not available, use E11 - System Date once logged in to reset.

If the date field is not accessible, and the current date is not in the first month of the new financial year, login in and access the E11 - System Date from the File pull down menu on the Main Menu screen, or the Accounting, Month End Rollover Menu in Version 5, and change the Subsidiary Ledger date and press F10 – Save.

6. Use **U103 – Login Restriction to restore expiry dates** if change in Step C of the Subsidiary Ledger Checklist.

Run U103 – Login Restriction and change the expiry date to be 311279, or any date in the future.

7. **Restart Workflow Approvals** in Version 5, if required.

If, at Step D, you paused the Workflow Services for Version 5, you will need to restart these.

Please refer to the **Release Information** book for instructions on how to start Workflow Approvals.

8. Enter the **Public Holidays** for the next financial year.

Log into LEVESYS and open E31U – Public Holidays, which can be accessed in the Creditors Module in Version 4 and via the Year End, Post Year End menu in Version 5.

Alternatively, E31U – Public Holidays can be accessed via the Payroll & HR, Payroll, Maintenance menu in Version 5.

Click the new icon and in the first field type in the date of the holiday, enter and then type the name of the holiday in the second field.

Exclude Public Holidays that fall on a weekend. For example: Easter Sunday should not be entered as a public holiday.

9. Upload the **new tax scales** to 2018/2019.

New tax scales are applicable for 2018/2019 and have been included on the Year End download. Update the tax scales in LEVESYS using the U181 - Income Tax Coefficients Import Utility and/or by editing the existing records via E181 – Income Tax Coefficients/Parameters.

Please note: The new tax scales should not be imported until the final June payroll has been processed in LEVESYS. This may be processed in the first month of the financial year.

To import the Tax Coefficients in Version 4 or earlier, run U181 – Income Tax Coefficients Import Utility. During the Update process the files will be saved to your LEVESYS program directory (e.g. J:\Jex) as:

- NAT_1004.CSV (NON-HELP)
- NAT_3539.CSV (WITH HELP)

The CSV files can also be obtained from the ATO website. Note: when saving these files, the path and filename needs to be restricted to less than 64 characters in total.

- Import the Non-HELP Scales (NAT_1004.CSV) first, before the HELP Scales (NAT_3539.CSV).
- Enter the exact file path of the appropriate CSV file into the box or select Browse - F3 and find the saved CSV file. Ensure the correct file is selected.
- If importing the scale incorporating HELP (NAT_3539.CSV), the question DOES THIS FILE CONTAIN HELP COEFFICIENTS needs to be answered as Y (Yes).
- In the case where the Tax File Number is not provided (Scale 4) – the ATO website shows two rates – one for Resident and one for a Non-Resident – both are based on earnings of \$1 and over but have different rates. The facility will only read in the Resident Rate.
- To check the file has been imported run E181 – Income Tax Coefficients/Parameters and in the Scale field, page down or type each scale number. Please note the HELP scale will be the scale number followed by H, e.g. 2H.
- A custom tax scale may be manually set up for non-residents; this can be done in E181 – Income Tax Coefficients /Parameters.

**Subsidiary Ledger
Year End Procedure
(continued)**

The Income Tax Coefficients Import Utility will not read in SFSS coefficients, these rates can also be obtained from www.ato.gov.au/Rates/Tax-tables and can be entered in manually via E181 - Income Tax Coefficients /Parameters.

To enter the Tax Coefficients manually, obtain a copy of the PAYG Withholding Tax Coefficients from the ATO. Enter the coefficients into LEVESYS via Income Tax Coefficients.

To locate the programs to import or manually enter the tax co-efficients:

In Version 4 or earlier:

- Personnel Module
 - Background pull down menu
 - E181 - Income Tax Co-efficients/Parameters

or

- My Menus
 - Year End or
 - System Configuration
 - E181 - Income Tax Co-efficients/Parameters
 - U181 - Income Tax Coefficients Import Utility

In Version 5:

- LEVESYS MENU
 - Accounting
 - Year End
 - Post Year End Activities
 - Income Tax Co-efficients
 - Import Income Tax Co-efficients

10. Update the **Superannuation** settings, if required.

To alter the **Employer Superannuation contribution percentage**:

- Run E21 – Standard Rates and change the Standard Weekly Superannuation Contribution, and
- Run E311 – Award Classifications and change the Weekly Superannuation Contribution.

The Superannuation Contribution percentages are available from the ATO website. Search for **Key Super Rates and Thresholds** and look for the appropriate link.

**Subsidiary Ledger
Year End Procedure
(continued)**

11. Update the **Withholding Tax Rates and ETP Cap**, if required.

To make changes to the **Withholding Tax Rates & ETP Cap**:

For Withholding Rates:

- Run E21 – Standard Rates and update the values on the Withholding Rates tab
- Go to www.ato.gov.au
- In the Enter Search Term field type **Schedule 11 – Tax table for employment termination payments** and click on the relevant link
- In the panel on the left, click on **Table A: Withholding rates for ETP's**

For ETP Cap:

- Run E21 – Standard Rates and update the values on the Withholding Rates tab
- Go to www.ato.gov.au
- In the Enter Search Term field type **Key super rates and thresholds** and click on the relevant link
- In the panel on the left, click on **Employment termination payments**
- Click **ETP cap for life benefit termination payment** and view **Table 17: Life benefit termination payments ETP cap**

12. Update the **Auto-Batch Posting feature** for the new financial year if being used.

If the Auto Batch Posting feature is installed for your company, run **E9001U – Batch Posting Scheduling** and enter the schedule for the 2017/2018 financial year. Please note the schedule can only be set up to post from period 0.

The Subsidiary Ledger is now ready to commence processing for the new financial year.

**Subsidiary Ledger
Year End Procedure
(continued)**

13. If the **Fixed Asset** module is installed and **Low Value Pool** is set up, run R302402 - Eligible FA for Low Value Pool to review assets eligible to join the low value pool.

Before running the depreciation for the first month in the financial year, remember to **add eligible fixed assets to the low value pool** via E302401 – Asset Depreciation Rates, if not already completed.

You have now completed the Subsidiary Ledger Year End Rollover and set up for the new Financial Year.

Frequently Asked Questions

Can I enter transactions for last year after the Year End Utility has been completed?

Yes, you can enter last year transactions. In the first month of the new financial year, the **Only Last Period** option will be available to select in E82 – Prior Period Parameter Settings for back dating of transactions into a prior period. This will allow transactions entered in July to be back dated as follows:

- **E2261 – Creditor Invoices or Invoices submitted from the Invoice Register and approved via Workflow Approvals**
 - a. Invoice date may be any date on or after the order date
 - b. The month number will be saved as period 0
- **E2301 – Creditor Invoice Adjustments**
 - a. Adjustment date may be any date on or after the invoice date
 - b. The month number will be saved as period 0
- **E22514U – Subcontract Assessments**
 - a. Invoice date may be any date after the order date
 - b. The month number will be saved as period 0
- **E2355 – Creditor Payments**
 - a. Payment date may be any date on or after the invoice date
 - b. The month number will be saved as period 0
- **E2051 – Invoices / Progress Claims**
 - a. Invoice date may be any date after the open date of the job
 - b. The month number will be saved as Period 0
- **E2101 – Credit Notes**
 - a. Credit Note date may be any date on or after invoice date
 - b. The month number will be saved as Period 0
- **E2151 – Debtor Receipts**
 - a. Debtor Receipt date may be any date on or after the invoice date
 - b. The month number will be saved as Period 0
- **E2451 – Cash Book Payments & E2461 - Cash Book Payment Journals**
 - a. Cheque / Reference date may be any date
 - b. The month number will be saved as Period 0
- **E2401 – Cash Book Income & E2411 - Cash Book Income Journals**
 - a. Cheque / Reference date may be any date
 - b. The month number will be saved as Period 0

Frequently Asked Questions (continued)

To check and change the current set up for entering prior period transactions (if not already completed during the year end process), follow the steps below:

- Run E82 – Prior Period Parameter Settings from the Core Menu, My Menu or My Programs tab, and select the appropriate option/s and save.
- Prior to making any changes always check with the appropriate person (usually the financial controller) as it may be a precept of the accounting procedures to not allow entry of prior period transactions.

No transactions should be entered using prior period once you have completed and submitted your BAS and related payment to the ATO for Period 0 (typically June 2018) or Periods -2 to 0 (typically April to June 2018) (as applicable).

Must I run Month End / Year End procedures before I process my first payroll for the month?

To enter timesheets for the new financial year or to process the first payroll for the new financial year in the Live System, you must first complete a Subsidiary Ledger Year End. If you haven't finished entering debtor, creditor or cashbook transactions for June but still need to process payroll, you can still run the Year End for this purpose and enter transactions into the last period of the prior year by selecting the multiple prior periods in E82 – Prior Period Parameter Settings. Refer to Frequently Asked Questions at the end of the section with the blue banner for further details on entering prior year transactions.

If I have rolled into the new financial year and have entered last year transactions, how do I then post these transactions to the General Ledger?

Before you can post last year transactions to the General Ledger, you must first complete the General Ledger Year End process. When both the General Ledger and Subsidiary Ledgers are in the same financial year you can then post the last year transactions to the General Ledger. To post the prior year transactions follow the normal month end posting process for periods 0 to 0.

If I don't run the Year End procedures and process some July transactions, which period will they be allocated to?

The system does not accept dates for in future accounting periods. If a date is entered for a future period, an information box will appear to advise that the transaction date is not in the current month or can not be in a later period.

**Frequently Asked Questions
(continued)**

My bank reconciliation does not balance after running the Year End in the Subsidiary Ledger or the Opening Balance for the period does not agree with the Closing Balance for the last period.

This situation occurs when only the Subsidiary Ledger has been rolled into the new financial year and not the General Ledger. When this occurs, the Opening Balance may be zero or an incorrect value the ledgers are not in the same financial year. For example, period 0 in the Subsidiary Ledger may be 30/06/2018 but in the General Ledger this will still be 30/06/2017. To rectify the issue, the General Ledger must be rolled into the new financial year.

How do I run Reports for last year?

If you have been entering last year transactions in July you will want to print your Aged Debtors and Aged Creditors for last year. To accomplish this, all you need do is use a period of 0 in the period field.

When accessing last year's data, the month numbers are listed in program E61U - Accounting Periods or E891U – GL Accounting Periods for the General Ledger. If only the past 12 months are listed, remove any data filters (Ctrl F3 or click the binocular button to access Data Filters) to list all accounting periods. For example: if your financial year ends in June:

Months	Year	Period used in Reports
June	2018	0
May	2018	-1
April	2018	-2
March	2018	-3
February	2018	-4
January	2018	-5
December	2017	-6
November	2017	-7
October	2017	-8
September	2017	-9
August	2017	-10
July	2017	-11

PLEASE NOTE:

The table above assumes that the Year End has been run and July 2018 is period 1.

Frequently Asked Questions (continued)

What periods do I use for loading the E20001 – BAS Assistant for completing the Business Activity Statement for the last month/quarter of the previous financial year?

If you have not completed your Year End, the BAS can still be prepared by running it up to and including period 12. ALL June processing must be completed prior to loading the BAS Assistant, irrespective of whether the system has been rolled into the new financial year. Failure to do so will result in transactions being omitted from the BAS. The payment (or refund) to the tax office via E2355 - Creditor Payments cannot be processed until the Year End has been completed. If you have rolled your system into the new financial year please note the periods for the prior year, listed below:

- Quarterly BAS, load the BAS Assistant from period -2 to 0.
- Monthly BAS, load the BAS Assistant from period 0 to 0.

No transactions should be entered for the prior period once you have completed and submitted your BAS to the ATO. If E82 – Prior Period Parameter Settings have been set to allow prior year transactions, these should be reset to No Prior Periods prior to completing your BAS Assistant.

If your company does not need to remit GST in the month after the quarter of the month, please contact LEVESYS Client Services to discuss the options to set up the process for GST clearing or GST Instalments.

Our company has fortnightly pays. How are these handled where one week is in the current financial year but is not paid until the first week in the new financial year?

There are two options for processing fortnightly pays over the financial year cutover:

Option 1:

- Prior to running the Year End, process the first week of the fortnight including making up the pay in E353 – Timesheets & Pays making sure the Pay Date for this pay is in the new financial year.
- After running the Year End, process the second week of the fortnight applying the same Pay Date as the first week ending and complete the pays using the normal process.
- The PAYG Payment Summaries will be loaded on the pay dates you nominate when loading the summaries, therefore pays for any pay dates in the new financial year will not be loaded.
- Once the payroll for the first week ending in a. above is posted to the General Ledger, it will appear in the financial reports for the last financial year.

**Frequently Asked Questions
(continued)**

Option 2:

- A. Do not enter the pays for the last week ending in the year prior to completing the Year End rollover.
- B. Run E81 – Installed Module/Parameters from the File pull down menu on the Main Menu screen, type quickly on your keyboard or page down to find Z35302 – Fortnightly Tax Calculation and check the Installed flag to see if this is Y. If it is Y, proceed to c. below. If N, contact LEVESYS Client Services on 07 3004 6100 to install this parameter.
- C. After the Year End, process the full two weeks of pays in the second week of the fortnight, i.e. if employee is paid a normal 38-hour week, enter 76 hours in the one week ending. Please note that up to 80 hours can be entered on any one day in E353 – Timesheets & Pays however adjustments may need to be made to the following items when entering the timesheets:
 - i. Overtime splits
 - ii. RDO accruals
 - iii. PAYG tax
 - iv. Net pay deductions
 - v. Salary Sacrifice
 - vi. Other company contributions
 - vii. Award allowances.
- D. If in the step B above you contacted LEVESYS to install the Fortnightly Tax Calculation parameter, this will need to be uninstalled after completing c. above. If this is not uninstalled it will affect the normal weekly tax calculations for employees receiving a fortnightly pay.

V3.85 Year End 2018 Procedures Checklist

SUBSIDIARY LEDGER

To be read and used in conjunction with LEVESYS Year End 2018 Procedures Document

If the system is still in an earlier version than V3.85 the Year End programs currently in the system must be used. Please contact LEVESYS Client Services on 07 3004 6100.

Company: _____ Date: _____

Before you begin the following processes are recommended or required:	Page	Check
A. Complete entering transactions and post transactions to the GL up to 30/06/2018.	33 - 35	
B. Make sure ALL users are logged out, except User 0.		
C. Lock all users out of LEVESYS for the duration of the Year End.		
D. Pause Workflow Approvals in Version 5, if required.		
E. Run U005 – Summary File Check & Rebuild.		
F. Run all required Subsidiary Ledger Reports.		
G. Make sure that the current accounting period is at least Period 11.		
H. If the Fixed Asset module is installed, run the depreciation calculation utility up to and including Period 12 and post to the GL.		
I. Log out of LEVESYS.		
J. Ensure there is at least ONE reliable backup of the data.		

(Page 1 of 3)

Checklist continued on next page

Subsidiary Ledger Year End

V3.85 Year End 2018 Procedures Checklist SUBSIDIARY LEDGER

To Run the Year End	Page	Check
1. Locate and open a support icon for one of the companies to be rolled into the new financial year, type GUT011 and click on Execute.	35	
2. U011 – LEVESYS Year End. Highlight the Subsidiary Ledger to be rolled and click on F10 to run the Year End. All Subsidiary Ledgers linked to the same General Ledger must be rolled prior to rolling the General Ledger.	35	
3. If any of the following screens appear, you will need to complete a task to continue with the Year End to completion: a. U107 – Logged In Users: instruct all users to log out and click on the refresh button to proceed. b. Reindex: review the report for any errors, if there are none, escape; if there are, the Year End will be aborted. The errors must be fixed before proceeding. c. U001 – Month End Utility: enter to proceed with the month end to set the system to Period 12. d. If applicable, U302001 - Fixed Asset Depreciation will be launched to run the depreciation up to and including Period 12 for each depreciation type. e. If applicable, you will be prompted with U302002 - Fixed Assets Posting Checking to post the depreciation to the GL. If this step is not required, it may be aborted and the Year End will continue. f. U002 – Year End Utility: enter YEAR and enter through all the prompts. g. E61U – Accounting Periods will appear for the user to click on the New icon. Click Yes to populate the new accounting periods then escape twice to view the periods and again to proceed with the Year End. h. U001 – Month End will appear to set the system into Period 1 of the new financial year. Enter on Y to proceed. i. R302403 – Eligible FA for Low Value Pool: print the report to identify those assets eligible to join the low value pool. j. R309 or R305 – Leave Liability Report: print the report for leave balances as at the last day of the financial year. k. E82 – Prior Period Parameter Settings: Set the parameters for the first month of the new financial year. l. A message will appear to confirm The Subsidiary Ledger Year End has successfully completed and instructing you to log in and complete the balance of the set up required for the new financial year. Click OK to return to the U011 – LEVESYS Year End and check the Last Completed Date is the last day of the previous financial year and the Status is C. There is no need to escape out of U011 – LEVESYS Year End to proceed with the year end for other companies or the General Ledger if all Linked Subsidiary Ledgers have been rolled.	36 36 36 37 37 37 38 38 38 39 39 39	

(Page 2 of 3)
Checklist continued on next page

V3.85 Year End 2018 Procedures Checklist SUBSIDIARY LEDGER

Complete the set up for the new financial year:	Page	Check
4. Review the Posting or Exceptions Report folder for any error reports which may have been produced during the Year End.	40	
5. Log into LEVESYS with a date in Period 1 (e.g. 01/07/2018). If access to the Login date is not available, use E11 - System Date upon login to reset.	40	
6. Use U103 – Login Restriction to restore expiry dates if changed in Step E of the Subsidiary Ledger Checklist.	40	
7. Restart Workflow Approvals in Version 5, if required		
8. Enter the Public Holidays for the next financial year.	40	
9. Upload the new tax scales for 2018/2019.	41	
10. Update the Superannuation settings, if required.	42	
11. Update the Withholding Tax Rates and ETP Cap , if required.	43	
12. Update the Auto-Batch Posting feature for the new financial year if being used.	43	
13. If the Fixed Asset module is installed and Low Value Pool is set up, review assets eligible to join the low value pool.	44	

You have now completed the Subsidiary Ledger Year End Rollover and set up for the new financial year.

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General Ledger Information

This document is to be read and used in conjunction with LEVESYS V3.85 Year End Procedures Checklist at the end of this section.

Please Note:

- It is necessary to run the **Subsidiary Ledger Year End** for each separate company/subsidiary ledgers linked to the same General Ledger **BEFORE** running the **General Ledger Year End**.
- **Users must be logged out of both** the Subsidiary and General ledgers to undertake the Year End in the General Ledger.
- You are **unable to post Subsidiary Ledger data** to the General Ledger for the new financial year until the General Ledger system is in the same financial year.
- **Transactions can be viewed** in the General Ledger for the current and previous financial year only. The balances for prior financial years are summarised, forming the start balance for each branch and account and will be displayed as the opening balance for period -11 for each branch and account.
- To be able to view **the transactional data for the previous two financial years**, LEVESYS can provide icons to access this data if a back up is created before the Year End is run. This data is only for reporting purposes and no changes will be reflected in the current General Ledger data. If you need LEVESYS to create a back up of this data, please contact LEVESYS Client Services on 07 3004 6100.
- **General Ledger Journals** can be processed for the current financial year and previous financial year, i.e. for periods -11 to 12.

**General Ledger Information
(continued)**

**To locate the programs required for the Subsidiary Ledger
Year End rollover:**

In Version 4 or earlier:

- Core Menu
 - Opening Menu
 - System Controls and System Utilities
 - Control Utilities 1
 - Control Utilities 2
 - Security Levels

or

- My Menus Tab
 - Year End

In Version 5:

- LEVESYS MENU
 - Accounting Menu
 - Year End Menu
 - Pre Year End Activities
 - Post Year End Activities

General Ledger Year End Procedure

To undertake the Year End in the General Ledger:

The following steps should be undertaken prior to commencing the Year End and will assist in speeding up the process. If any of these steps are not completed prior to commencing the Year End, except where noted, they can be completed during the Year End process. We have noted those steps that are **recommended** or **required**.

Before you begin the following processes are recommended or required:

A. Process General Ledger journals up to 30 June 2017.

Make sure all **General Ledger journals** have been processed up to the end of the **previous financial year**.

B. Make sure all users are logged out.

This step is **required**. To do so, run U107 – Logged in Users to check who is logged in and arrange for all users to log out of LEVESYS including closing all U-LAUNCH explorers and Terminal Services sessions. Ensure **User 0 is logged in** by running U102 – Operators and entering User ID 0 and then making sure the Logged In flag is Y.

C. Lock all users out of LEVESYS for the duration of the Year End.

This step is **required**. To do so, run U103 – Login Restriction and change the expiry date to be 010180. You can then reset this expiry date upon completion of all Year End processes.

D. Run U903 - Master File Re-Calc/Chart Integrity and make sure any linking errors are addressed.

This step is **required**. If the errors are not addressed prior to commencing the Year End, the Year End will be aborted until resolved.

E. Run all required General Ledger Reports.

We **recommend** printing the normal month end reports before and after running Year End to assist in checking the Year End was completed successfully. Some reports are available after the Year End has been completed; refer to Frequently Asked Questions on page 65 in this Section for further details.

If the auto-reversing feature is installed in E911 – GL Journals, it is **recommended** the GL period is set to 12 prior to printing the General Ledger Reports.

**General Ledger
Year End Procedure
(continued)**

F. Make sure that the current accounting period is at least Period 11.

This step is **required** as the Year End process will be aborted if the current period is earlier than 11. If the current period is 11, you will be prompted to run the Month End during the Year End process.

G. **Log out** of LEVESYS.

H. Ensure there is at least ONE **reliable backup** of the data.

Refer to the Backups information at the beginning of this booklet. It is **imperative** this step is completed prior to commencing Year End as it will be necessary to restore from a backup if the Year End is aborted for any reason. If assistance is required, please contact LEVESYS Client Services on 07 3004 6100.

**General Ledger
Year End Procedure
(continued)**

To run the Year End:

1. Locate and open a support icon for one of the companies to be rolled into the new financial year, type GUT011 and click on Execute.

Locate the support icon for one of the companies to be rolled (normally found on the LEVESYS drive, in the shortcuts/Admin folder), double click on the shortcut and in Filename field, type GUT011 and click on the Execute button. Running the Year End Utility from the support icon will ensure that no data files are in use whilst completing Year End.

2. **U011 – LEVESYS Year End** will appear on the screen and will list all registered LEVESYS companies and their associated General Ledgers. Highlight the General Ledger to be rolled and click on F10 to run the Year End.

U011 – LEVESYS Year End will appear and will load all registered LEVESYS companies and their associated General Ledgers. It will not include the Test companies. If you wish to run a Year End in a Test company, please contact LEVESYS Client Services on 07 3004 6100.

This scan screen will display the following columns which can be sorted by clicking on the column heading:

- **TYPE** – whether a DATA (Subsidiary Ledger) or GL company
- **COMPANY** – the registered company code for each company
- **NAME** – the registered name of the company
- **LOCATION** – the location of the data files for the company
- **LAST YEAR END** – the last day of the financial year for which the Year End has been completed in LEVESYS, e.g. 30/06/2017.
- **STATUS** – C means the Year End is complete, S means the Year End utility has started or, if no longer running, it means the Year End was aborted whilst running U002 – Year End Utility or U008 - Year End Utility General Ledger, blank means a Year End has never been run.

To commence the Year End process, highlight the General Ledger required and click on the Run Year End – F10 button or press the F10 button.

**General Ledger
Year End Procedure
(continued)**

The following processes will be completed during the Year End process and if steps were not completed prior to commencing, you will be prompted to complete them during the Year End process. All processes must be completed prior to proceeding except where noted. If you try to escape from any of the processes, a message will appear for you to confirm if you wish to abort the process. If you select Yes, you will be returned to U011 – LEVESYS Year End whilst No will continue the current process.

3a. **U107 – Logged In Users:** instruct all users to log out and click on the refresh button to proceed.

If this screen appears, users are still logged into LEVESYS and must log out before the Year End will continue. Instruct all users to log out. If the users are not able to log out, you will need to log into LEVESYS and log them out. Once all users are logged out, click on the Refresh button to proceed.

On completion of this step, the system will:

- Change all expiry dates to 01/01/1980, and
- If not already done, change the system date to the last date of the financial year in E891U – GL Accounting Periods.

3b. **Reindex:** review the report for any errors, if there are none, escape; if there are, the Year End will be aborted. The **errors must be fixed** before proceeding.

A full reindex will be run and a report produced on completion. Review the report for any error messages. If there are no errors, escape to proceed to the next step.

Where errors exist for any data files, please contact LEVESYS Client Services on 07 3004 6100. **The Year End will NOT continue if any errors exist.**

**General Ledger
Year End Procedure
(continued)**

3c. **U007 – Month End Utility – General Ledger:** enter through the prompts to proceed with the month end to set the system to Period 12.

If the current accounting period is Period 11, this utility will be launched to run the month end to reset the period to 12. Enter on Y to proceed with the month end and click on OK to proceed with the Year End process. A summary file check and rebuild will NOT be run at this stage.

If the current accounting period is earlier than 11, you will need to exit from the Year End process entirely, log back into LEVESYS and run the Month End Utility – General Ledger to proceed to period 11 or 12.

3d. **U008 – Year End Utility General Ledger:** enter YEAR and enter through all the prompts.

R111 – Chart Integrity Report: if this report appears, there are linking errors which MUST be addressed before proceeding. The Year End will abort.

In **U008 – Year End Utility General Ledger** enter the word YEAR in capitals and enter through all the prompts to commence the aging of the General Ledger transactions. If any prompts are changed to N, the Year End will not proceed. If this process is aborted at any stage, it may be necessary to restore from backup prior to restarting the process. Contact LEVESYS Client Services on 07 3004 6100 if this occurs.

If **R111 – Chart Integrity Report** appears after entering through the above prompts and creating the zip file, there are linking errors which **MUST** be addressed prior to running the Year End. The Year End will **ABORT** if errors exist.

If there are no linking errors, the transaction aging process will be displayed on the screen. If the program flicks straight back to U011 – LEVESYS Year End or to the next step, the Year End has not run. If this occurs, please contact LEVESYS Client Services on 07 3004 6100.

Upon completion of the Year End utility, a U903 - Master File Recalc / Chart Integrity will be automatically run.

Make sure no other applications are running on the computer whilst the Year End utility is running and if it is Not Responding, PLEASE WAIT, it is still processing in the background.

General Ledger
Year End Procedure
(continued)

WARNING

If the Year End process does not finish for any reason, you will need to restore from your backup and re-commence the Year End.

3e. **E891U – GL Accounting** will appear for the user to click on the New icon. Click Yes to populate the new accounting periods then escape twice to view the periods and again to proceed with the Year End.

To reset the accounting periods for the new financial year, click on the New icon (Ctrl+N), and select Yes to auto-populate the accounting periods. This will copy the accounting periods from the previous year and increment the periods for the current financial year. Where a leap year exists in the previous financial year or in the new financial year, it will adjust the dates automatically to cater for this. Escape from E891 – GL Accounting Periods and check periods 1 to 12 exist.

If the auto-populate option **DOES NOT** display or periods 1 to 12 are not populated, contact LEVESYS Client Services on 07 3004 6100 immediately as this may indicate an issue with the Year End process.

Escape to continue with the Year End process.

3f. **U007 – Month End Utility** – General Ledger will appear to set the system into Period 1 of the new financial year. Enter through the prompts to proceed.

On completion of Step e. above, the system date will be automatically set to the first date of the new financial year and you will be prompted with this utility to reset the period to the first period of the new financial year.

Enter through the prompts to proceed, check the period is 1 and click on OK to proceed to the next step.

3g. **U903 – Master File Recalc / Chart Integrity** will be run to create auto-reversing journals where applicable.

Where the auto-reversing general journals are permitted, this utility will be run to create the auto-reversing journals in the first month of the new financial year.

3h. A message will appear to confirm that **the General Ledger Year End has successfully completed**. Click on OK to return to **U011 – LEVESYS Year End**.

**General Ledger
Year End Procedure
(continued)**

- 3i. Check the Last Completed Date is the last day of the previous financial year and the Status is C. You may need to close U011 – LEVESYS Year End and re-open it again to refresh the screen to view this information.

Complete the setup for the new financial year.

4. Log into LEVESYS with a date in Period 1 (e.g. 01/07/2018). If access to the Login date is not available, use E11 – System Date (F2) upon login to reset.

Log back into LEVESYS with a date in Period 1 (usually 01/07/2018). If the date field is not accessible, and the current date is not in the first month of the new financial year, login in and access the E11 - System Date from the File pull down menu on the Main Menu screen and change the Subsidiary Ledger date and then F10 – Save.

5. Use **U103 – Login Restriction to restore expiry dates** if changed in Step F of the General Ledger Checklist.

Use **U103 - Login Restriction to restore expiry dates** if changed in Step E of the General Ledger Checklist.

Please note, this step will need to be completed if you locked users out of LEVESYS **prior** to commencing the Year End, refer page 58.

The General Ledger is now ready for the new financial year.

Frequently Asked Questions

I know the prior period function works in the Subsidiary Ledgers, but does it apply for the entry of General Journals in the General Ledger system? For example, if I have run Year End for the General Ledger, can I now enter general journal entries for the prior year?

General Ledger journals can be entered into any period within the current and previous financial year. If the date is in the last financial year, a message will appear to advise that the Journal date is in Last Year and you will be allowed to continue to process the journal. When entering General Journals for a previous financial year, it is necessary to run R111 – Chart Integrity & Rebuild on completion to update the retained earnings figure for the end of the previous financial year. You have the ability to produce a Trial Balance and transaction listings for the prior year as well as Profit & Loss and Balance Sheet reports for the previous financial year. We recommend you reproduce your Trial Balance for Period 0 upon completion of processing all prior year journal entries after your Year End.

The following reports are available to be printed for the prior year after the Year End has been completed:

- R902 – General Ledger Report
- R903 – General Ledger Trial Balance
- R904 – General Ledger Profit & Loss Report
- R907 – Last Year Profit & Loss Report
(as at last day of period 0 e.g. 30/06/2018)
- R908 – Last Year Balance Sheet
(as at last day of period 0 e.g. 30/06/2018)
- R900PL – GL Profit & Loss Perspectives
- R900BS – GL Balance Sheet Perspectives

**Frequently Asked Questions
(continued)**

**Does the system clear and roll the profit figure in the
General Ledger?**

Yes, when the R111 - Chart Integrity & Rebuild is run either standalone or from U903 – Master File Recalc / Chart Integrity, the U905 – General Ledger Prior Year Profit & Loss Clearing Utility will automatically be executed. This will generate a profit journal in your Last Year Profit Account (specified in E111 – GL Branch & Company Details for each branch) using the last date of the previous financial year.

**How do I create the auto-reversing journal if the GL journal
was backdated into the prior year after the Year End was
rolled?**

If an auto-reversing GL Journal was backdated into the prior financial year, to create the reversing entry in the new year, run U007 – Month End Utility - General Ledger into the current month. This will run the utility to create the reversing entry into the month after the journal was dated.

V3.85 Year End 2018 Procedures Checklist

GENERAL LEDGER

To be read and used in conjunction with LEVESYS Year End 2018 Procedures Document

If the system is still in an earlier version than V3.85 the Year End programs currently in the system must be used. Please contact LEVESYS Client Services on 07 3004 6100.

Company: _____ Date: _____

Before you begin the following processes are recommended or required:	Page	Check
A. Process General Ledger journals up to 30 June 2017.	54 & 55	
B. Make sure all users are logged out.		
C. Lock all users out of LEVESYS for the duration of the Year End.		
D. Run U903 - Master File Re-Calc/Chart Integrity and make sure any linking errors are addressed.		
E. Run all required General Ledger Reports.		
F. Make sure that the current accounting period is at least Period 11.		
G. Log out of LEVESYS.		
H. Ensure there is at least ONE reliable backup of the data.		

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Checklist continued on next page

General Ledger Year End

V3.85 Year End 2018 Procedures Checklist GENERAL LEDGER

To Run the Year End	Pages	Check
1. Locate and open a support icon for one of the companies to be rolled into the new financial year, type GUT011 and click on Execute.	56	
2. U011 – LEVESYS Year End will appear on the screen and will list all registered LEVESYS companies and their associated General Ledgers. Highlight the General Ledger to be rolled and click on F10 to run the Year End.	56	
3. If any of the following screens appear, you will need to complete a task to continue with the Year End to completion:		
a. U107 – Logged In Users: instruct all users to log out and click on the refresh button to proceed.	57	
b. Reindex: review the report for any errors, if there are none, escape; if there are, the Year End will be aborted. The errors must be fixed before proceeding.	57	
c. U007 – Month End Utility – General Ledger: enter through the prompts to proceed with the month end to set the system to Period 12.	58	
d. U008 - Year End Utility General Ledger: enter YEAR and enter through all the prompts. R111 - Chart Integrity Report: if this report appears, there are linking errors which MUST be addressed before proceeding. The Year End will abort.	58	
e. E891U – GL Accounting Periods will appear for the user to click on the New icon. Click Yes to populate the new accounting periods then escape twice to view the periods and again to proceed with the Year End.	59	
f. U007 – Month End Utility - General Ledger will appear to set the system into Period 1 of the new financial year. Enter through the prompts to proceed.	59	
g. U903 – Master File Recalc / Chart Integrity will be run to create auto-reversing journals where applicable.	59	
h. A message will appear to confirm The General Ledger Year End has successfully completed. Click on OK to return to U011 – LEVESYS Year End	59	
i. Check the Last Completed Date is the last day of the previous financial year and the Status is C. You may need to close U011 – LEVESYS Year End and re-open it again to refresh the screen to view this information.	60	
Complete the set up for the new financial year:		
4. Log into LEVESYS with a date in Period 1 (e.g. 01/07/2018). If access to the Login date is not available, use E11 - System Date upon login to reset.	60	
5. Use U103 – Login Restriction to restore expiry dates if changed in Step F of the General Ledger Checklist.	60	

The General Ledger is now ready for the new financial year.

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General Ledger Year End