



**LAW
MASTER[®]**

Law Practice Technology

End of Year Processing
Guide 2021

Upgrade.

A MASTRIN CREATION

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Introduction

The steps to follow for end of year processing described below are for both payroll and the database. We suggest you save all your reports to a central location so you can refer back to these as required as some reports are point in time reports and they cannot be generated retrospectively.

Please ensure that any journals for year ending 30 June 2020 have been entered prior to rolling your database, as these will not be able to be entered once the database has been rolled into the 2021-2022 financial year.

The database and the payroll system are **BOTH** required to be rolled into the next accounting year, i.e. year beginning 1 July 2021. Payroll can be rolled at any time after you have finalised your last payroll for the year and can be rolled independently to the accounting system.

Prior to running your first pay run for the new financial year 2021-2022, you must ensure that you have rolled the database into the new financial year so that all earnings transactions are flagged with YBD 01/07/2021.

If you do not use LawMaster payroll, you can go straight to the section for the Database end of year roll.

Payroll

Under Single Touch Payroll (STP), you no longer need to provide a payment summary or superannuation advice to your employees as long as the final declaration is provided to the ATO.

Step 1 Data and Parameter Checks

You will need to check the following items for compliance with the ATO.

1.1 Check Processing Parameter

Check the processing parameter to ensure that your Payroll YBD date is 01/07/2020. Go to: [Parameters](#) ➔ [Set Parameters](#) ➔ [Payroll](#) ➔ [Processing Options](#). Check the *General* tab for the Payroll YBD date, then select the *PAYG Summaries* tab and complete the relevant information. **Note: if your payroll year is not 01/07/2020 please contact the LawMaster Help Desk before continuing.**

Payroll Processing Options

Payroll YBD: 01/07/2020

Default Security Class: Z

Min Units: 0

Max Units: 0

Allow user updates

Raise Leave Accrual Historically

Session Timeout

Sliding: 240

Absolute: 480

General | PAYG Summaries | STP Compliance | STP Credentials

OK Cancel Apply

Payroll Processing Options

Authorised By: George Smythe

Contact Name: Emily Short

General | PAYG Summaries | STP Compliance | STP Credentials

OK Cancel Apply

1.2 Allowance parameters

Those users on Sweden release 10.12.xxx or later will need to check your Allowance Parameters for correct settings, examples are provided below. The LawMaster Settings are based on the ATO "Allowances to pay event coding – Individual Non-Business" document.

[Parameters](#) ➔ [Set Parameters](#) ➔ [Payroll](#) ➔ [Payroll Payment and Deduction Codes](#)

1.2.1 Type 1 - Separately Reportable Allowances, e.g., Laundry for deductible clothing.

Payroll Code (Example)	Description (Example)	Settings
ALAT	LAUNDRY Laundry for deductible clothing up to the threshold amount where employer is not required to withhold. (ATO Table 4)	Untick Normal Pay Tick After Tax Untick Exclude on PAYG Allowance Code: Laundry

1.2.2 Type 2 – Allowances included in Gross Payment, e.g., Special Duties Allowance

Payroll Code (Example)	Description (Example)	Settings
ASPEC	SPECIAL DUTIES Crib, danger, dirt, height, site, shift or travelling time, Trade, first aid certificate or safety officer (ATO Table 1)	Tick Normal Pay Untick After Tax Untick Exclude on PAYG Allowance Code: blank

1.2.3 Type 3 – Non-reported Allowances, e.g., Reimbursement

Payroll Code (Example)	Description (Example)	Settings
AME	MEAL ALLOWANCE AWARD Award overtime meal allowance up to reasonable allowances amount (ATO Table 5)	Untick Normal Pay Tick After Tax Tick Exclude on PAYG Allowance Code: blank

1.3 Checking of Company and Employee Data

Prior to producing any reports for the end of financial year, please ensure that the company entity as defined at [Parameters](#) ➔ [Set Parameters](#) ➔ [Accounting](#) ➔ [Company Codes](#) – [Accounting](#) has the correct information, such as:

- ❖ Company Name.
- ❖ Address information is completed correctly.
- ❖ ABN is completed.

Please also ensure that if you have any employees with an overseas address that this has been completed properly. For an overseas address:

- ❖ The postcode field must always be set to 9999.
- ❖ The street address must be provided in the first and second address lines.
- ❖ The town, state or region and area code must be reported in the suburb, town, or locality field.
- ❖ The state field must be reported as OTH.
- ❖ The name of the overseas country is to be provided in the country field.

If you have made changes to any of the above parameters, you will need to reset your login settings (File ► Reset Login Settings).

Step 2 Process and Audit the Final Pay for the Financial Year

The payroll end of year roll should be done **after** you have processed your last payroll for the year ensuring that it has been audited with a successful STP Report status. This can be done separately to the database end of year roll; however, must be rolled prior to your **first** pay run for the new financial year. You should ensure that all payroll adjustments have also been completed such as adjustments to superannuation or bonus payments.

Step 3 Print and Save Standard Monthly and Quarterly Reports

Print and save the reports that you would normally print on a monthly or quarterly basis for reporting your PAYGW, Payroll Tax and Superannuation such as:

- ❖ Print Deduction Details (and Payments).
- ❖ Print Superannuation Register – quarterly or monthly.
- ❖ Export Employee Superannuation Data File – quarterly or monthly.
- ❖ Print Cumulative Earnings Summary.
- ❖ Print Allowances Details.

Step 4 Generate Payroll End of Year Reports

We suggest that the following payroll reports are generated:

- ❖ Print Leave Register
- ❖ Print Cumulative Earnings Summary
- ❖ Print Superannuation Register
- ❖ Print Allowance Details
- ❖ Print Deduction Details (and Payments)

- ❖ Print Earnings Summary by Company
- ❖ Print Time Summary (if required)

We recommend that you export these reports to Excel and/or PDF and **save** them in a central location (for example a subject file).

Examples of how to generate the End of Year Reports are given on the following pages. Generate and save the reports you **require**.

Please note the examples given are for a company where employees have been set up under Company 1. Please choose the appropriate number for your Payroll Company, e.g., 3 or 4 etc. If you run two payroll companies, you will need to run these reports for both companies separately.

As previously noted, some of the reports listed below are Current Year reports, and figures may not be accurate if you print these after you have rolled the payroll end of year.

4.1 Print Leave Register

[Main Menu](#) ▶ [Payroll & Personnel](#) ▶ [Reporting](#) ▶ [Print Leave Register](#).

This report should be printed for sick leave, annual leave, and long service leave. Another option is to generate one report for all leave types as per the second screenshot below.

The hours per day field is based on the number of hours worked during the day, e.g., 8, 7.6 or 7.5.

Run - Print Leave Register

Title: Print Leave Register

This module prints the leave register for a given leave type and range of employees.
Note that if the hours per day is set to zero, then 8 will be assumed.

Employee No -From: 1

Employee No - To: 1ZZZZZZ

Type of Leave: LA

Hours per Day: 7.6

Make sure you add the company number before the "zzzzzz"

OK Cancel

OR

Run - Print Leave Register

Title: Print Leave Register

This module prints the leave register for a given leave type and range of employees.
Note that if the hours per day is set to zero, then 8 will be assumed.

Employee No -From: 1

Employee No - To: 1ZZZZZZ

Type of Leave: *

Hours per Day: 7.6

Make sure you add the company number before the "zzzzzz"

OK Cancel

4.2 Print Cumulative Earnings Summary

Main Menu ▶ Payroll & Personnel ▶ Reporting ▶ Print Cumulative Earnings Summary.

Please note you **must** run this report prior to rolling the payroll end of year as this is a current year report. If you generate this report again after you have rolled the end of year for the financial year of 01/07/2020 to 30/06/2021 you will not get the same data.

Ensure this report balances to the *INB Reconciliation Report* and/or *STP Reconciliation Report* (with rounding). These figures should also balance against the Salary general ledger expense accounts.

Run - Print Cumulative Earnings Summary

Title: Print Cumulative Earnings Summary

This module prints cumulative earnings by employee and work unit for the month and year to date |

Work Unit - From: A ...

Work Unit - To: Z ...

Month Date - From: 01/07/2020

Month date - To: 30/06/2021

OK Cancel

If you have not generated the Cumulative Earnings report for your normal reporting period for the quarter or month, you should do this now.

4.3 Print Superannuation Register

Main Menu ▶ Payroll & Personnel ▶ Reporting ▶ Print Superannuation Register.

This report should balance to the total superannuation figure on the *Earnings Summary by Company* report. It will show the total superannuation payments for each employee for the year. If you need to make any adjustments to superannuation, this should be done prior to rolling the payroll end of year. The total contributions will also balance to the *STP Reconciliation Report*.

Run - Print Superannuation Register

Title: Print Superannuation Register

This module prints details of employer superannuation contributions made over a given time frame.
The facility is provided to report on all companies or a selected company.

Company: 1 ...

Date - From: 01/07/2020

Date - To: 30/06/2021

OK Cancel

If you have not generated the Superannuation Register for your normal reporting period for the quarter or month, you should do this now.

4.4 Print Allowance Details

[Main Menu](#) ▶ [Payroll & Personnel](#) ▶ [Reporting](#) ▶ [Print Allowance Details](#).

This report will list all allowances that have been paid to an employee for the financial year. Depending on the type of allowance, this will balance to Allowances on the *INB Reconciliation Report* and/or the *STP Reconciliation Report*.

Run - Print Allowance Details

Title: Print Allowance Details

This module lists details of allowances paid to employee pays over a given date range. The report is produced in allowance type and employee number sequence.

Employee No - From: 1

Employee No - To: 1zzzzzz

Date - From: 01/07/2020

Date - To: 30/06/2021

Allowance Code: *

Make sure you add the company number before the "zzzzzz"

OK Cancel

4.5 Print Deduction Details (and Payments)

Main Menu ➔ Payroll & Personnel ➔ Reporting ➔ Print Deduction Details (and Payments)

This report will list all deductions that have been deducted from an employee's pay for the financial year. Depending on the type of deduction, this will balance to Deductions on the *STP Reconciliation Report* or on the *INB Reconciliation Report* will appear under the Workplace Giving, Union Fees or Before Tax Deductions columns.

4.6 Print Earnings Summary by Company

Main Menu ➔ Payroll & Personnel ➔ Reporting ➔ Print Earnings Summary by Company.

This report allows you to group by work unit total Gross and Superannuation Contribution amounts for the financial year. Can be used to reconcile against *Cumulative Earnings and Superannuation Register* reports.

4.7 Print Time Summary (if required)

Main Menu ▶ Payroll & Personnel ▶ Reporting ▶ Print Time Summary.

This report allows you to report by work unit a summary of hours paid for each employee.

Run - Print Time Summary

Title: Print Time Summary

This module provides the facility to print the Payroll Time Summary report

Work Unit - From: A ...

Work Unit - To: Z ...

Month Date - From: 01/07/2020

Month Date - To: 30/06/2021

OK Cancel

Step 5 INB Reconciliation

It is recommended to still produce the PAYG – INB Reconciliation Report to allow you to reconcile against reports already printed and the STP Reconciliation Report. This file should be exported to Excel and saved.

Main Menu ▶ Payroll & Personnel ▶ End of Year Processing ▶ Print PAYG – INB Reconciliation Report.

You will need to ensure the fields for *Company, Employee No - From and Employee No - To*, are completed as shown in the image.

The data in this report should reconcile to the *Cumulative Earnings Report*, *Print Allowance Details* and *Print Deduction Details* reports as well as the *STP Reconciliation Report*.

Step 6 Employment Termination Reconciliation

If you have had any employment termination payments throughout the year, you should also print the ETP Reconciliation Report. This file should be exported to Excel and saved.

Main Menu → Payroll & Personnel → End of Year Processing → Print PAYG – ETP Reconciliation Report.

You will need to ensure the fields for *Company*, *Employee No - From* and *Employee No - To*, are completed as shown in the image.

The data in this report will assist with reconciling between the *Cumulative Earnings Report* and the *STP Reconciliation Report*.

Step 7 STP Reconciliation

The STP Reconciliation Report can be used in conjunction with other payroll reports to reconcile payment amounts recorded in the general ledger. For balancing purposes, you can use the INB Reconciliation report, ETP Reconciliation report, Superannuation Register, Allowances Details report and the Deduction Details report.

Main Menu ➔ Payroll & Personnel ➔ Single Touch Payroll ➔ STP Reconciliation.

After balancing the payroll reports to amounts paid, users should Print, Export or **Save to Folio** the STP Reconciliation Report for all Employees. The Save to Folio icon will allow you to save this report directly to a subject file as an Excel spreadsheet with a new tab for any allowances, deductions and ETP's.

Employee...	Name	INB - Gross	INB - PAYG	Allowances	Deductions	Lump Sum A Type	Lump Sum A	Lump Sum B	Lump Sum D	Lump Sum E	Super Liability
1ZZ122	Test1ZZ122 Test	\$950.00	\$190.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$90.25
1ZZ123	Test1ZZ123 Test	\$1,000.00	\$200.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$95.00

Pay Adjustments for the 2020-2021 year cannot be made to employee records after Step 9 - Rolling the Payroll Year.

Step 8 Run System Back Up

BEFORE CONTINUING WITH ANY FURTHER STEPS TAKE A FULL SYSTEM BACKUP.

This is done by going to [Periodic Processing](#) ➔ [End of Period Back-up](#).

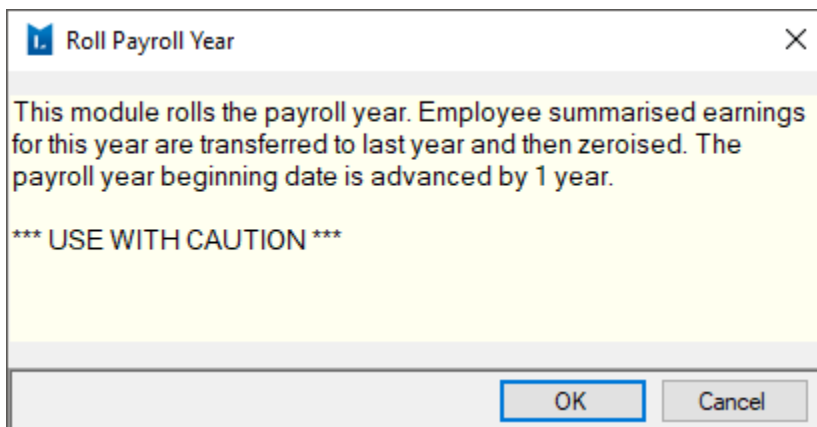
Step 9 Roll Payroll Year

You must ensure prior to rolling your payroll year that all adjustments have been made to employee earnings.

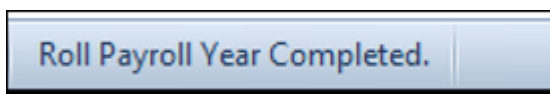
Where a Company has been STP Reporting in the Previous Year, validation has been added to the 'Roll Payroll Year' module to ensure Employees with payroll transactions in the Previous Year have a Final Pay Indicator set to True for that Year.

In this case, a warning message is displayed which lists the employees that have not had their Final Pay Indicator set to True. The user then has the option of cancelling the Payroll Year Roll and submitting the Final Pay Indicator Declaration for the listed Employees for the prior year

[Main Menu](#) ➔ [Payroll & Personnel](#) ➔ [End of Year Processing](#) ➔ [Roll Payroll Year](#)



The status bar at the bottom of your screen will be updated once the Roll Payroll Year module has completed.



To check if payroll has been rolled correctly, go to [Parameters](#) ➔ [Set Parameters](#) ➔ [Payroll](#) ➔ [Processing Options](#). The Payroll YBD date will show as 01/07/2021.

Payroll Processing Options

Payroll YBD: 01/07/2021

Default Security Class: Z

Min Units: 0

Max Units: 0

Allow user updates

Raise Leave Accrual Historically

Session Timeout

Sliding: 240

Absolute: 480

General | PAYG Summaries | STP Compliance | STP Credentials

OK Cancel Apply

Step 10 Load (import Tax Scales)

The Federal Budget did not result in any changes to tax rates or income thresholds for the 2021-2022 income year. However, the formula for calculating the Study and Training Support Loans (STSL) has been updated as a result of the annual indexation of the repayment income thresholds.

Pay as you go withholding (PAYGW) tax tables 2021-2022 are available from [Lawyers Toolbar](#) → [Client Service Centre Icon](#) → [Other Downloads](#) → [ATO_TaxScales_2021-2022.zip](#). Download and save the zip file to a convenient location then open the zip file to access the txt file, the txt file should be saved separately in readiness for loading into LawMaster.

The tax scales file should be imported into LawMaster **prior** to running the first pay for the year beginning 1 July 2021. It may be imported prior to rolling the Payroll Year as the tax rates for 2021-2022 will only be used for Pays that have a Pay Date of 1 July 2021 or later.

[Main Menu](#) → [Payroll & Personnel](#) → [Administration](#) → [Load \(import\) Tax Scales](#).

Run - Load (import) Tax Scales

Title: Load (import) Tax Scales

This module provides the facility to load tax scales from a tab delimited file (usually created from an EXCEL spreadsheet). Fields must be in the following order: - Effective Date - Scale - Type - Code - Limit - Multiplier - Constant - Comments

Effective Date: 01/07/2021

Input File: | ...

Update Option: List Only

Skip Header Line: Yes

OK Cancel

Select the ATO_TaxScales_2021-2022_01-07-21.txt file downloaded

The Input File will be the ATO_TaxScales_2021-2022_01-07-21.txt file you saved earlier. We suggest that you run the Update Option: **List Only** first and check there are no errors with the file, if okay then run again with the Update Option: **Update as Well**.

The imported Tax Table can be tested by using the Test Tax Calculations module.

Step 11 Update Superannuation Guarantee Rate

The superannuation guarantee rate currently set at 9.5% of ordinary time earnings will increase to 10% on 1 July 2021. You need to update your employees with the new superannuation rate prior to running your first pay run in the 2021-2022 financial year. You can update the superannuation rate in bulk from the Employee Enquiry grid.

Select the employees you are updating → right click → Modify Employer Super Contribution Rate.

Employee Enquiry X

Max. Records 9999999 No. of Hits 359

Search Employee Number Search

GREY: Terminated Employee

Drag a column header here to group by that column

Employee N...	Work Unit	First Names	Last Name	Address	Employer ...	Sex	Phone No	Mobile No	Marital Status
1	A	Elizabeth	Jones	25 King Street, B...	9.5000		07 54545454		
1AA	A	Alex Andre...	Anderson	Unit 1 Village Gre...	9.5000				
1AAB	A	Anastasia	Bollinger	25 King Street, M...	9.5000				
1AB	A	Amy	Boller	25 King Street, M...	9.5000				
1ABA	A	Albert Benj...	Andrews	1A Egmont Road...	9.5000				
1ABC	A	Aiden Bailey	Canning	Unit 1 High Towe...	9.5000				
1ABD	A	Alan Bill	Donaldson	12 Ballinger Road...	9.5000				
1ACA	A	Alison Cath...	Andrews	25 King Street, B...	9.5000				
1ADA	C	Adam David	Adamson	25 King Street, B...	9.5000				
1AK	A	Alison	King	12 Ballinger Road...	9.5000				

Context menu for selected row:

- Add (Ctrl+A)
- Modify (Ctrl+M)
- Modify Employer Super Contribution Rate**
- Select
- View Audit Trail
- Print Employee Details (Ctrl+P)
- Email (Ctrl+E)
- Write (Ctrl+W)

Enter in the increased superannuation rate i.e. 10. This will then update the selected employees with the new Superannuation Guarantee rate.

Modify Employer Super Contribution Rate X

New Super Contribution Rate

OK Cancel

Note: If an employee’s total package is inclusive of superannuation and will not be increased in line with the new superannuation guarantee rate, you will need to adjust the annual salary to reflect the increase in the superannuation guarantee rate. For example, if the total salary package is \$100,00.00 and the current Annual Salary field is showing \$91,324.00, the new Annual Salary will need to be adjusted to \$90,910.00 which will decrease the employee’s gross amount. Once you have entered the new Annual Salary amount, you will need to re-calculate the hourly rate.

Step 12 STP EOY Finalisation Declaration to ATO (after Rolling Payroll Year)

You can continue to adjust superannuation amounts using superannuation journals prior to running the End of Year Finalisation Declaration to the ATO. No further changes can be made to employee earnings transactions after the payroll year has been rolled.

Once you have rolled the payroll year, you can submit the EOY Finalisation Declaration for the 2020-2021 year any time after **1 July 2021**.

An employer is required to make a declaration to the ATO that they have provided all the information for each employee for a financial year. This is done by providing a Finalisation Indicator for each employee in the STP report.

This declaration allows the ATO to make the employee information available for income tax return prefill for employees. It will also update the employee's MyGov payroll page, to show the employee income statement for STP reported information is final for the financial year. Providing the declaration for STP reported information removes the employer obligation to provide their employees with payment summaries in relation to the STP reported information.

The 'Submit EOY Finalisation Declaration to ATO' module can be accessed from:

1. [Main Menu](#) ➔ [Payroll and Personnel](#) ➔ [Single Touch Payroll](#) ➔ [Submit EOY Finalisation Declaration to ATO](#); or
2. [Main Menu](#) ➔ [Payroll and Personnel](#) ➔ [Single Touch Payroll](#) ➔ [STP Reconciliation](#) ➔ [Context Menu](#) ➔ [Submit EOY Finalisation Declaration to ATO](#).

As the payroll year has been rolled, you will need to select Last Year.

Submit EOY Finalisation Declaration to ATO

The Finalisation Declaration indicates that the employer has provided all information for each employee for the financial year. On selecting OK the Finalisation Indicator is set to True and the YTD amounts are reported to the ATO for the selected employee, or all employees of the nominated company that have payroll transactions in the selected year.

Company: 1 ... Leibmann Smythe General Account

Year: Last Year ... 1/07/2020 - 30/06/2021

Employee: <ALL> ...

I am notifying the ATO that

- MessageXchange provides my business with lodgement transaction services; and
- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSkey.

Declarer: []

OK Cancel

On selecting OK, the Finalisation Indicator is set to True and the YTD amounts are reported to the ATO for the selected employee or all employees of the nominated company that have payroll transactions in the selected year.

Once the Finalisation Declaration has been submitted to the ATO, the Employee Record → More Tab → STP Reporting – Finalisation Indicator Sent for This Year/Last Year is updated with a tick and the STP Reconciliation 'Finalisation Indicator Sent' column is updated with 'Y' on the STP Reconciliation Report.

Employee Details

Tax
 Tax File Number: 567 533 350

Superannuation Details
 Employee Contribution: 0.00%
 Employer Contribution: 9.00%
 Fund No: 01 CGU - Blue Chip Australian
 Account No: 68465156165
 Expense Account:

Termination Details
 Termination Date:
 Reason:
 Payment Summary Printed?

STP Reporting - Latest Submission
 This Year:
 Last Year:

STP Reporting - Finalisation Indicator Sent
 This Year Last Year

Main More... Next Of Kin Pay Details Banking Details GL Accounts Deductions/Allowances

OK Cancel Apply

STP Reconciliation Report

Company: Lebnmann Smythe General Account
 Year: Last Year 1/07/2019 - 30/06/2020

No. of Hits: 13

Employee No	Name	INB - Gross	INB - PAYG	Allowances	Deductions	Lump Sum A Type	Lump Sum A	Lump Sum B	Lump Sum D	Lump Sum E	Super Liability	RESC	FBT	Payroll YBD	Pay Date To	Last STP Report Sent	Finalisation Indicator Sent
1	Elizabeth Jones	\$40,000.00	\$11,440.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$3,800.00	\$0.00	\$0.00	01/07/2019	30/06/2020	10/06/2020	Y
1ABA	Albert Benjamin Andrews	\$958.90	\$178.00	\$0.00	\$44.44		\$0.00	\$0.00	\$0.00	\$0.00	\$182.20	\$0.00	\$0.00	01/07/2019	30/06/2020	10/06/2020	Y
1AK	Alison King	\$6,592.00	\$2,192.00	\$350.00	\$50.00		\$0.00	\$0.00	\$0.00	\$0.00	\$626.24	\$0.00	\$0.00	01/07/2019	30/06/2020	10/06/2020	Y
1ATB	Adam Baldwin	\$1,903.85	\$503.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$456.92	\$0.00	\$0.00	01/07/2019	30/06/2020	10/06/2020	Y
1ATC	Anthony Collins	\$1,000.00	\$193.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$224.39	\$0.00	\$0.00	01/07/2019	30/06/2020	10/06/2020	Y

Once you have set the finalisation indicator to true and you need to amend a previously finalised employee record, you have the ability to reset the finalisation indicator. Please refer to the STP User Guide for these steps.

END OF INSTRUCTIONS FOR PAYROLL YEAR ROLL

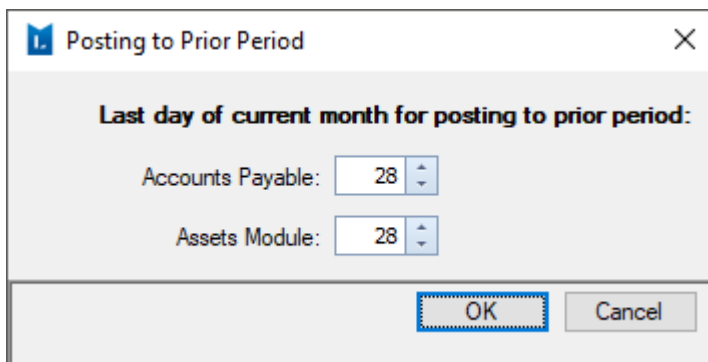
Database

Please ensure that any journals for year ending 30 June 2020 have been entered prior to rolling your database, as these will not be able to be entered once the database has been rolled into the 2021-2022 financial year.

Once you have reconciled your bank accounts as at 30 June 2021 ensure that you have audited the reconciled items so that the closing bank balance is updated on the Balance Sheet.

Step 1 Asset System

If you use the Asset System, ensure you have raised your Depreciation throughout the year. If the *Posting to Prior Period* parameter for the Asset Module is set for days > 0 you will be able to conduct the following after the end of year roll. If this parameter is not set, you **must** process the following before doing any other end of year processing:



- ❖ Raise Asset Depreciation for the final period.
- ❖ Print Depreciation Schedule.
- ❖ Process the necessary journal entries to the general ledger if the asset flag is not ticked on the [Accounting → Processing Options](#) parameter.

Step 2 Lockout Users

Follow these steps once you have reconciled all of your bank accounts as part of your normal end of month duties.

It is **essential** to ensure that all users are logged out of LawMaster and prevented from returning to LawMaster while processing the end of year.

First ensure that you have security rights to log back on to LawMaster, i.e., deletion rights to **ALL** file classes. If you normally conduct the end of month roll, you will have the correct rights.

- ❖ From the Menu bar, select [Periodic Processing](#) ➔ [Show User Logins](#).
- ❖ Click on 'Disable All' from the Context Menu.
- ❖ Click 'Prevent User Logins' from the Context Menu to stop all users re-entering LawMaster.

Step 3 End of Day

Run normal End of Day procedures:

- ❖ From the Menu bar select [Periodic Processing](#) ➔ [End of Day Run](#).
- ❖ From the Menu bar select [Periodic Processing](#) ➔ [Print System Control Report](#) (it is recommended that you print the System Control Report as well as viewing it from grid).
- ❖ **Ensure** that no error messages appear at this stage, i.e., ensure that all transactions are audited. Examples of relevant error messages include the following:

Message
> Costing for WIP is by matter office
*** Creditors and GL not balanced
*** Debtors and GL not balanced
*** Fees WIP and GL not balanced
*** WIP Disbursements and GL not balanced
*** Anticipated Disbursements and GL not balanced
*** YTD Fees Billed and GL not balanced
*** Mismatched account balances or ledger movement imbalances exist.
*** Unreconciled Bank balance not equal to GL bank balance
*** Invalid cabinet records exist, run integrity check for details
Last backup finished on Jun 8 2021 12:06PM
Login history cleared up to 09/04/2021
Payroll Login history cleared up to 09/04/2021

Any messages with 3 *** should be rectified prior to rolling the database end of year

Any messages should be resolved prior to conducting the end of year roll.

DO A FULL BACKUP OF DATA AT THIS POINT BEFORE PROCEEDING TO THE NEXT STEP

(From the Menu bar select [Periodic Processing](#) ➔ [End of Period Backup](#).)

Step 4 Print Reports

The list below is the **recommended minimum** reports required. Additional reports for firm performance, etc., can be selected for printing if required.

We suggest that you Export these reports to Excel and/or Print as a PDF.

4.1 Trust

These are the normal reports that are generated each month. If you have already printed these as part of your end of month process, you do not need to process them again.

4.1.1 Publish Trust Trial Balance

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Trial Balance

4.1.2 Publish Trust Ledger

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Ledger

4.1.3 Publish Trust Receipts Cash Book

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Receipts Cash Book

4.1.4 Publish Trust Payments Cash Book

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Payments Cash Book

4.1.5 Publish Trust Cash Book

Main Menu → Accounting → Trust Accounting → Trust → Reports for Publication → Publish Trust Cash Book **OR** Main Menu → Accounting → Trust Accounting → Trust → Print Trust Cash Book

4.1.6 Print Trust No Movements

Main Menu → Accounting → Trust Accounting → Trust → Print Trust No Movements

4.1.7 Print Overdrawn Trust Report

Main Menu → Accounting → Trust Accounting → Trust → Print Overdrawn Trust Report

4.1.8 Print Investment Trial Balance

Main Menu → Accounting → Trust Accounting → Investments → Print Investment Trial Balance

Note: You are also able to run any other Trust Reports as required by Legislation, e.g., Matter Trust Statements (Main Menu → Accounting → Trust Accounting → Trust Statements). These can be done after the end of year roll.

4.2 General

4.2.1 Point in Time Reports

The following reports are **point in time reports** and should be saved to a central location. These reports should balance against the figures on your Balance Sheet.

4.2.1.1 Aged WIP and Disbursements

Main Menu → Client & Matter → Matter Costing → Costing & Billing → Print Aged Work (and Disbursements) by Lawyer.

The screenshot shows a dialog box titled "Run - Print Aged Work (and Disbursements) by Lawyer". The title bar includes a close button (X). Below the title bar is a text field containing "Print Aged Work (and Disbursements) by Lawyer". The main area contains a yellow background with the following text: "This module provides the facility to print details of unbilled work and disbursements at the matter level as at today." and "The report is produced by lawyer as specified below and then by client identifier and matter." Below this is a "NOTE" section. At the bottom, there are four input fields: "Report Type:" with a dropdown menu set to "All" (circled in red), "Lawyer No - From:" (empty), "Lawyer No - To:" with the value "ZZZZZZZZ", and "Minimum Aging:" with a dropdown menu set to "Current". At the very bottom are "OK" and "Cancel" buttons.

Under Report Type, you have the option to print all Work in Progress, All Disbursements or Cash and Non-Cash Disbursements as well as Anticipated Disbursements. The figures should balance as follows to the General Ledger:

- ❖ WIP total should balance to the Work in Progress general ledger account (if applicable);
- ❖ Unbilled Disbursements total should balance to the Unbilled Disbursements general ledger account.

If you are reporting your WIP and Unbilled Disbursements by multiple work units, we recommend that you group by the Work Unit column to make it easier for balancing purposes.

4.2.1.2 Debtor Aged Trial Balance

Main Menu ➔ Accounting ➔ Debtors ➔ Reports ➔ Debtors Aged Trial Balance.

If you have Anticipated Disbursements, ensure you change the field Exclude A/C's to No.

This report shows all debtor balances on the system. If you report over multiple work units, we suggest that you group the grid by the **Work Unit** column to make it easier from a balancing point of view with the Balance Sheet.

4.2.1.3 Print Aged Creditor Balances

Main Menu ➔ Accounting ➔ Accounts Payable ➔ Reports ➔ Print Aged Creditor Balances.

If you have multiple banks set up in LawMaster, you can generate the report for each Bank account for ease of balancing against the Balance Sheet or group by the **Bank Name** field.

4.2.1.4 Anticipated Disbursements

Menu bar ➔ Enquiries ➔ Anticipated Disbursements

This is a grid report which you can export to Excel and/or PDF to balance your anticipated disbursements against the Balance Sheet. You can group the report by Supplier Description to easily display the amount owed to each supplier.

A/Disb No	Matter No.	Transaction Date	Expense Type	Description	Reference No.	Amount	GST Paid	Total	Date Input	Billing Invoice No
Supplier Description: ADELAIDE MAGISTRATES COURT (Count=4)						\$40.00	\$4.00	\$44.00		
Supplier Description: BARRISTER,MARY (Count=10)						\$24,381.81	\$2,433.19	\$26,815.00		
Supplier Description: DISTRICT COURT (Count=1)						\$100.00	\$0.00	\$100.00		
Supplier Description: GLOBALX (Count=1)						\$19.60	\$0.52	\$20.12		

4.2.2 Any Time Reports

These reports are able to be generated again after you have rolled the end of financial year, however we also **recommend** that you print them prior to rolling.

4.2.2.1 GL Trial Balance

Main Menu ➔ Accounting ➔ General Ledgers ➔ Reports-This Year & Last Year ➔ GL Trial Balance.

Run - GL Trial Balance [X]

Title:

This module produces a trial balance for a given ledger. Both last year and this year balances are reported upon

Ledger No: ...

Period No:

4.2.2.2 Print Transaction Ledger

Main Menu ➔ Accounting ➔ General Ledgers ➔ Reports-This Year & Last Year ➔ Print Transaction Ledger.

We suggest that you print the report to a PDF with the grid contents collapsed so you can see the total summary of each general ledger account.

Period	Date	Journal No	T/T	Ref No	Details	Amount	Running Balance
> GL Account: 1005 WORK IN PROGRESS - NARELLAN (Count=3)							
						\$13,318.99	
> GL Account: 1006 WIP MOVEMENTS - NARELLAN (Count=3)							
						\$0.00	
> GL Account: 1007 FEES INCOME - NARELLAN (Count=1)							
						\$0.00	
> GL Account: 1008 WORK IN PROGRESS - PICTON (Count=1)							
						\$0.00	
> GL Account: 1009 FEES INCOME - PICTON (Count=2)							
						\$2,000.00	

You should then export the grid contents to Excel as fully expanded so you can then see all transactions.

Print Transaction Ledger x

No. of Hits 2041

Report Remarks: Account No - From: '1'
Account No - To: '1zzzzzz'
Year: 'C'

Transactions

GL Account

Period	Date	Journal No	T/T	Ref No	Details	Amount	Running Balance
GL Account: 1005 WORK IN PROGRESS - NARELLAN (Count=3)							
01/07/2017-1					Balance brought...	\$13,318.99	\$13,318.99
01/07/2017-4	31/01/2018	MD5001063	DEBT	MD0004178	WIP Control for ...	\$2,000.00	\$15,318.99
01/07/2017-4	31/01/2018	MC5001359	COST	MC0004177	WIP Control for ...	-\$2,000.00	\$13,318.99
						\$13,318.99	
GL Account: 1006 WIP MOVEMENTS - NARELLAN (Count=3)							
01/07/2017-1					Balance brought...	\$0.00	\$0.00
01/07/2017-4	31/01/2018	MD5001063	DEBT	MD0004178	Additions to WI...	-\$2,000.00	-\$2,000.00
01/07/2017-4	31/01/2018	MC5001359	COST	MC0004177	Additions to WI...	\$2,000.00	\$0.00
						\$0.00	
GL Account: 1007 FEES INCOME - NARELLAN (Count=1)							
01/07/2017-1					Balance brought...	\$0.00	\$0.00
						\$0.00	
GL Account: 1008 WORK IN PROGRESS - PICTON (Count=1)							
01/07/2017-1					Balance brought...	\$0.00	\$0.00
						\$0.00	
GL Account: 1009 FEES INCOME - PICTON (Count=2)							
01/07/2017-1					Balance brought...	\$0.00	\$0.00
01/07/2017-4	31/01/2018	MD5001063	DEBT	MD0004178	Bills - Fees for o...	\$2,000.00	\$2,000.00
						\$2,000.00	

4.2.2.3 Profit & Loss Statement

Main Menu → Accounting → General Ledgers → Reports for Publication → Basic Reports → Profit and Loss Statement **OR** Main Menu → Accounting → General Ledgers → Reports – This Year and Last Year → Profit and Loss Statement.

Run - Profit and Loss Statement
✕

Title: Profit and Loss Statement

Basic Profit and Loss Statement (can consolidate multiple ledgers) for a given accounting period using account classification codes. Previous Year and Current year figures are shown for Period and YTD.

Ledgers:

Year:

Period No:

Work Unit - From:

Work Unit - To:

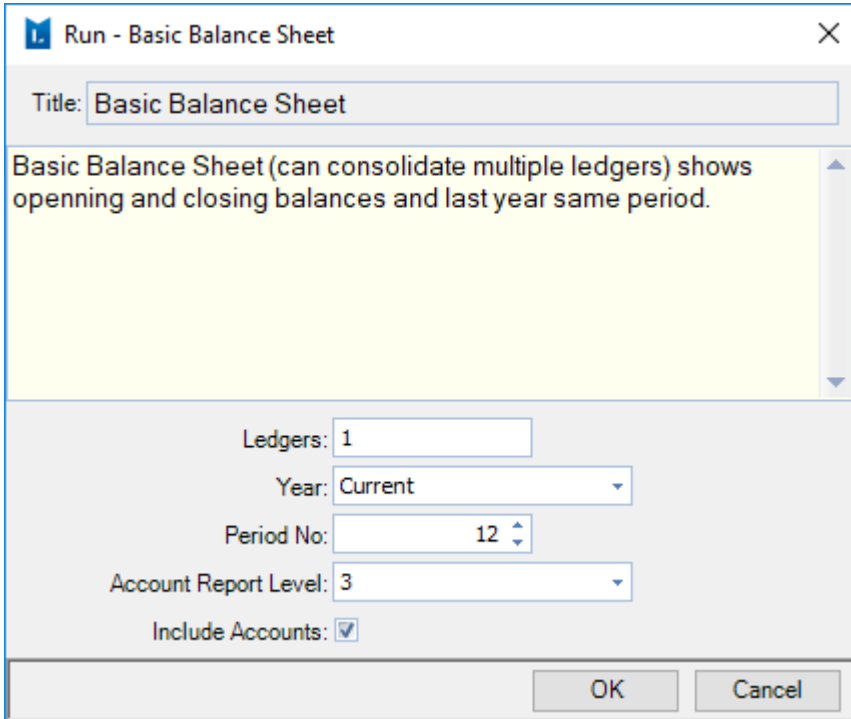
Work Unit Report Level:

Account Report Level:

Include Accounts:

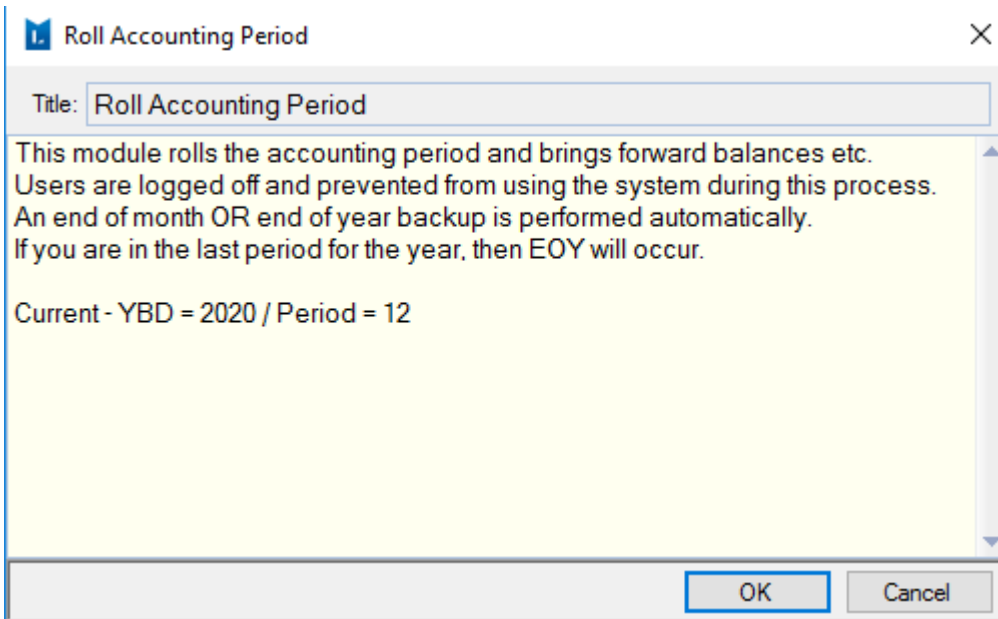
4.2.2.4 Balance Sheet

Main Menu ➤ Accounting ➤ General Ledgers ➤ Reports for Publication ➤ Basic Reports ➤ Basic Balance Sheet **OR** Main Menu ➤ Accounting ➤ General Ledgers ➤ Reports – This Year and Last Year ➤ Balance Sheet.



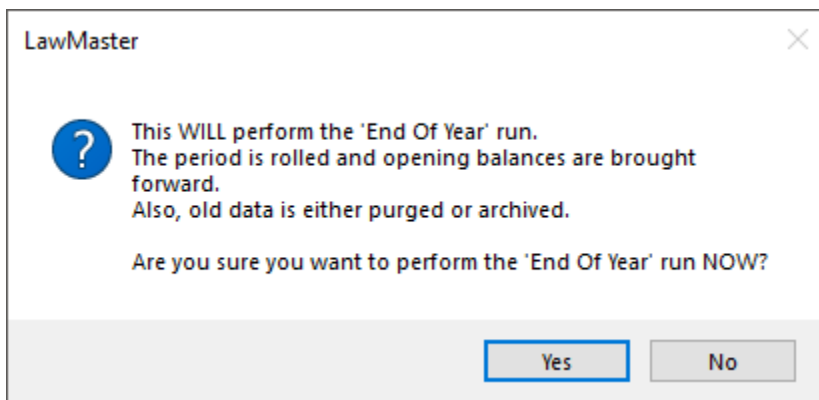
Step 5 Run End of Year Processing i.e. roll the year

Click on [Menu bar](#) → [Periodic Processing](#) → [Roll Accounting Period](#). This will show that the current YBD is 2020 and period 12. Select OK.



Do not proceed with this process if any error messages appear, such as un-audited transactions.

- ❖ If there are any un-audited transactions, clear them by making the necessary adjustments and run the End of Day process again.
- ❖ You will then receive the following warning message that you are about to perform the End of Year run. If you are ready, select **Yes**.



- ❖ The current accounting period shown on the Status Bar should now be the new period, e.g., Accounting Period: July 2021 (Period 1).

Accounting Period: July,2021 (Period 1)

- ❖ Print the General Ledger Trial Balance for the current year to ensure that the year has rolled properly. [Main Menu](#) ➔ [Accounting](#) ➔ [General Ledgers](#) ➔ [Reports-This Year & Last Year](#) ➔ [GL Trial Balance](#). In the Period No. field, ensure you enter 12.

Run - GL Trial Balance

Title: GL Trial Balance

This module produces a trial balance for a given ledger. Both last year and this year balances are reported upon.

Ledger No: 1

Period No: 12

OK Cancel

Where there are income or expense accounts the opening balances will be zero. If the account is an asset, liability or equity account, the opening balance will be the closing balance from the previous year.

Step 6 Allow User Logons

If all is satisfactory, Allow Users to logon:

- ❖ Click on the [Menu bar](#) → [Periodic Processing](#) → [Show User Logins](#).
- ❖ Select 'Allow User Logins' from the Context Menu.

END OF INSTRUCTIONS FOR DATABASE YEAR ROLL