EOY Finalisation - Reckon Hosted

What is End-of-year finalisation?

You need to finalise your employee's STP information through your STP-enabled solution by making a finalisation declaration.

You will have to lodge your last pay of the financial year just like any other regular pay. Once you have lodged the last pay via Reckon GovConnect successfully, only then you will also use the Finalise Year option to export and mark the pays of all employees as Final for the chosen Financial Year (FY).

STEP 1 – Select Employees > Process Single Touch Payroll

STEP 2 – Pay Event types are placed under the **Pay Event** drop-down menu. You can select the **Finalise Year** option here as well (see image below).

Ensure financial year 2022/2023 is selected.

Select All from the left-hand side panel.

STEP 3 – Export & Save the file as you would a normal STP event

STEP 4 – Log-in and upload this file to Reckon Gov Connect

When you select "Upload" > Select the bottom option (Update a previously completed ATO submission or Finalise Year).