

Processing EOFY report in Reckon Payroll Web

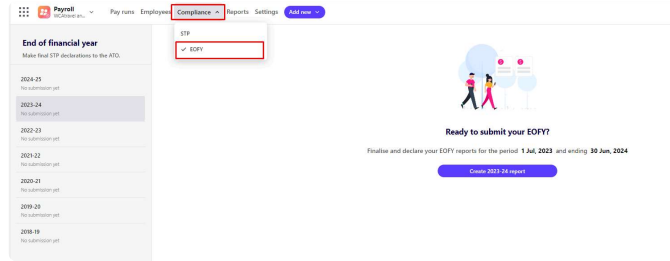
End of Financial Year finalisation

Submit **End of Financial Year (EOFY) report** is an essential activity for employers using Single Touch Payroll (STP). You need to make a finalisation declaration by 14 July each year.

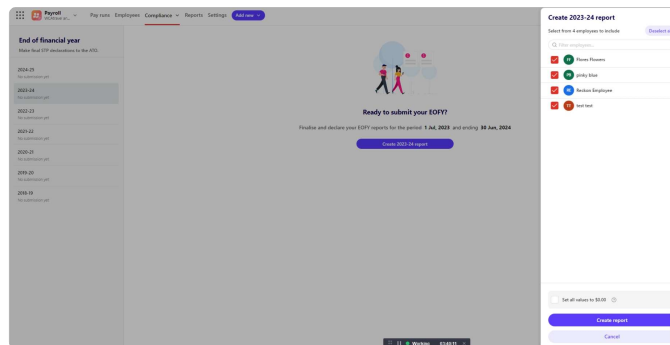
If you do not finalise by this date, you should do this as soon as possible to ensure your employees can access their information to complete their income tax return.

You can also submit EOFY report from the Reckon Payroll app on your mobile device [Here <https://help.reckon.com/article/dxemdx8sif-payroll-app-end-of-financial-year-report>](https://help.reckon.com/article/dxemdx8sif-payroll-app-end-of-financial-year-report)

- 1 Go to **Reckon Payroll** [<https://payroll.reckon.com/login>](https://payroll.reckon.com/login) from your web browser. Enter your user **email** and **password** then click on the **Log in** button. Enter your **MFA** code to log in into your account.
- 2 Click **Compliance** on the top navigation menu and select EOFY.



- 3 Select the FY you wanted to finalise. Click **Create FY20xx-2x** button to create the EOFY report. A drawer will slide out with list of employees paid in the financial year. Select the employees who you want to include in the EOFY report. Click **Create report** when you ready to proceed.



- 4 The EOFY report preview modal will appear showing the selected employees' gross payment for the financial year.
 - Click **Print** if you want to have a copy of the report.
 - Click **Edit Report** if you want to add or remove employee from the report.
 - Click **Continue to declaration** button to proceed.

13 June 2024
2023-24

Print Edit report...

Employees in this EOFY submission (4)

Employee	Gross pay	Tax withheld	Super	RESC	Leave	Overtime	Allowances	Bonus & commissions	Director's fees
Flora Flowers	\$11,237.33	\$2,247.00	\$1,236.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
pinky blue	\$355,578.11	\$16,318.17	\$0.00	\$0.00	\$0.00	\$0.00	\$18,063.49	\$0.00	\$0.00
Reckon Employee	\$500.00	\$100.00	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
test test	\$18,613.70	\$5,390.00	\$2,047.50	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Report summary
2023-24
Total values for all employees in this end of financial year submission.

Once sent to Reckon GovConnect you or your advisor will need to log into Reckon GovConnect to submit the report to the ATO.
Go to Reckon GovConnect

Total gross pay	\$385,920.14
Total tax withheld	\$24,055.17
Total superannuation	\$3,338.61
Total RESC	\$25.00
Total leave	\$0.00
Total overtime	\$0.00
Total allowances	\$18,063.49
Total bonuses & commissions	\$0.00
Total director's fees	\$0.00
Total salary sacrifice	\$925.00

How to edit an employee's details?

Discard [Send to Reckon GovConnect](#)

- The Declaration drawer will appear. Enter the **name** and select the **checkbox** to confirm the EOFY details are correct. Click **Submit to ATO** button to send the EOFY report to the ATO.

EOFY Declaration
Complete the declaration to submit your EOFY report to the ATO.

Ready to submit

13 June 2024

Date: 13/06/2024

Name: Reckon Employee

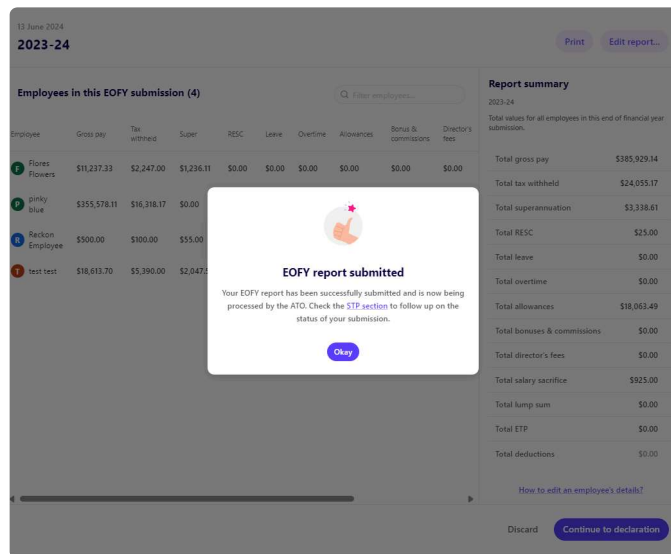
I declare that the information transmitted in this report is true and correct and I am authorized to make this declaration.

Discard [Continue to declaration](#) [Submit to ATO](#) [Cancel](#)

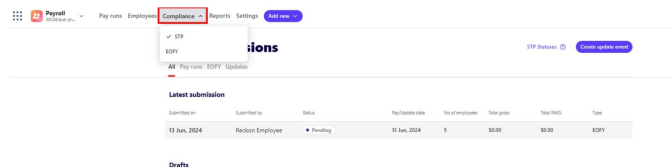
The **Date** cannot be change as it must be set to the date when you submit to ATO.

- The EOFY report submitted modal will appear when the report is submitted successfully. And you're done! You can click **STP section** on the

modal or go to **STP** from the top navigation menu to check the EOFY submission status.



- 1 You can check your submission right away by going to Compliance > STP

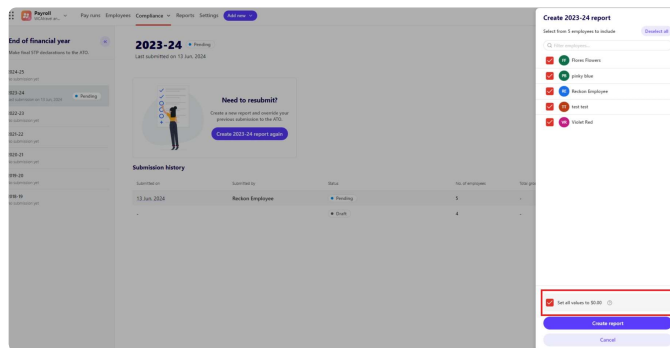


Zero Year To Date (YTD) STP submission

There are times when incorrect amounts are reported through STP. The ATO requires you to submit a zero year to date report via an update event to stop duplicate information being reported.

- 1 Navigate to the **EOFY** page via the top navigation menu. Click **Create FY20xx-2x report** button.
- 2 Select the employees who you want to zero their YTD amount. Check the **Set all values to**

\$0.00 checkbox then click **Create report** to continue.

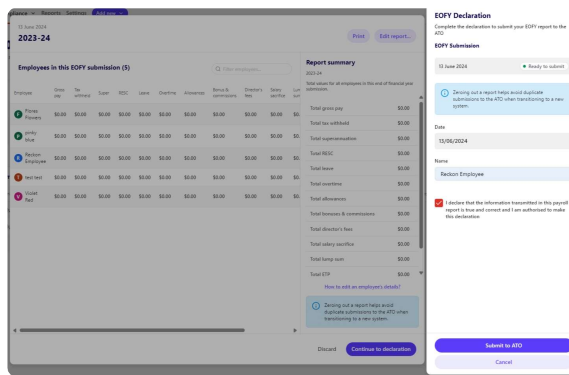


- 1 The preview report modal will appear. Note all values are **\$0.00**. Click **Continue to declaration** button to proceed.

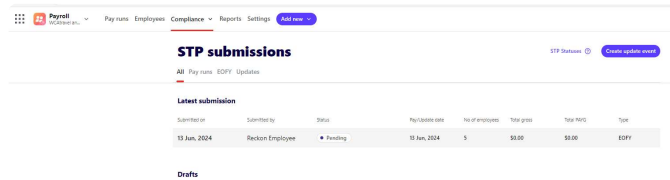
Employee	Gross pay	Tax withheld	Super	RESC	Leave	Overtime	Allowances	Bonus & commissions	Director's fees	Salary sacrifice	Lump sum
Flores Flowers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
pinky blue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rackton Employee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
test test	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Violet Red	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Category	Total
Total gross pay	\$0.00
Total tax withheld	\$0.00
Total superannuation	\$0.00
Total RESC	\$0.00
Total leave	\$0.00
Total overtime	\$0.00
Total allowances	\$0.00
Total bonuses & commissions	\$0.00
Total director's fees	\$0.00
Total salary sacrifice	\$0.00
Total lump sum	\$0.00
Total ETP	\$0.00

- 1 The Declaration drawer will appear. Enter the **name** and select the **checkbox** to confirm the EOFY details are correct. Click **Submit to ATO** button to send the report to the ATO.



2 And you're done! The \$0.00 report will appear on EOFY list for the financial year.



Need more help?

Ask the Reckon Community
at: <https://community.reckon.com/>
<<https://community.reckon.com/>>

Or Log a Support
Ticket: <https://www.reckon.com/au/support/>
<<https://www.reckon.com/au/support/>>

Related Articles

Processing EOFY - Reckon One

Processing a pay run in Reckon Payroll - Web

Reconciling your end of financial year (EOFY) in Reckon Payroll - Web

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