

# END OF PAYROLL YEAR

## A GUIDE BY ACACIA CONSULTING SERVICES

### AGENDA:

Introductions

End of Payroll Year Process

Upcoming Payroll Changes

MYOB Exo

MYOB Advanced

Recap

Q & A



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Managing Director  
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Senior Consultant  
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# END OF YEAR PROCESS FOR PAYROLL



- Record Fringe Benefits if applicable
- Finalise all Pays
- Reconcile Payroll - you can start now. *Recommended reconcile monthly/quarterly*
- STP Finalisation
- Complete Compliance Updates (where required)

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# FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2023

**FBT Figures can be:- Grossed up (Types 1 and 2) or Non-Grossed up  
And Exempt or Non-Exempt**

*You usually receive this information from you accountant.*

## MYOB Exo:

- Setup non-cash benefits (NCB) - if already exist, check still correct
  - Type 1 – employer can claim GST credit.
  - Type 2 – employer cannot claim GST credit.
  - Override Rate if entering grossed up amount. Leave gross up rate if entering non-grossed up amount.
- Enter as many NCBs as required.

## MYOB Advanced Payroll:

- Setup Pay Items - if already exist, check still correct
  - Non-Grossed Up/ Non-Exempt
  - Non-Grossed Up / Exempt
  - Grossed up / Non-Exempt
  - Grossed up / Exempt

# FINALISE ALL PAYS

FBT	Last Pay	STP
<p>Process FBT</p> <p>If applicable</p>	<p>Last pays defined as date paid.</p> <p>Pays paid up to 30<sup>th</sup> June are “this year”</p> <p>Pays paid on or after 1<sup>st</sup> of July (regardless of days worked) is “next year”</p>	<p>Ensure most recent Single Touch Payroll submissions are submitted to and accepted by the ATO.</p>

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# PAYROLL RECONCILIATION: PAYROLL TO ATO

## PREPARATION FOR EOY STP FINALISATION

### Payroll:

- After FBT and Last pay is done
- Print Payroll Totals / Summary Reports

### Reconciliation to STP batch

- After the FBT and Last Pay submission
- Reconcile payroll reports to the submission totals per employee.  
(If needed, submit an STP Update for the 22-23 financial year to include all active employees)

### Figures to Check:

- Confirm Employee totals – particularly those with pre- tax Salary Sacrifice
- Review Allowances
- Confirm Employer Superannuation – is 10.5%

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# PAYROLL RECONCILIATION: PAYROLL TO GL

## PREPARATION FOR EOY STP & GL FINALISATION

### Payroll

- Confirm Gross Wages plus Allowances
- Employer superannuation
- Deductions like child support, union fees, social club.

### General Ledger

- Expense – Wages/Allowances
- Expense – Employer Superannuation
- Clearing Account for PAYG
- Clearing Account for Superannuation
- Clearing Accounts for other Deductions

### Reconcile

- Gross wages = Wage Expense
- Employer superannuation = Superannuation Expense
- Clearing accounts – should have either Zero balance
  - OR only the June figure.

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# WHAT IF MY RECONCILIATION DOES NOT BALANCE

## Payroll to STP Totals

There could be many reasons why your payroll reports do not reconcile to the STP total. The initial things to check are:

- Confirm the payroll reports have been run using Physical Pay date rather than Pay Period End date.
- Review the setup/configuration for the pay items and confirm the ATO categories.
- Confirm the STP totals by submitting an update event for all employees.

# WHAT IF MY RECONCILIATION DOES NOT BALANCE

## Payroll to General Ledger Totals

There could be many reasons why your payroll reports do not reconcile to your general ledger. The initial things to check are:

- Confirm the payroll reports have been run using Physical Pay date rather than Pay Period End date.
- Confirm all pays have been finalised and posted to the general ledger.
- Check for any non-payroll related entries in the general ledger payroll accounts.
- Complete a reconciliation month-by-month to narrow down the cause.
- Confirm with finance if ok to proceed.



# STP FINALISATION

## Submit STP Finalisation to ATO

Submit the Finalisation action to the ATO through Single Touch Payroll.  
By 14<sup>th</sup> July 2023  
(submission for closely held payees differs)

Remember to check in a day or two that the finalisation submission has  
been accepted by the ATO



**All Done !**

**Happy New Financial Year !!**

**Now get ready for 2023-2024**

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# COMPLIANCE 2023-2024



- No changes to tax rates announced by the Government in the May 2023 budget. However:
  - Tax treatment code changes for Working Holiday Makers
- Threshold changes for
  - Employment Termination Payment (ETP);
  - Student Loan repayments; and
  - Medicare Levy Variation
- Superannuation increases to 11% + maximum contribution threshold change
- ***Minimum wage to increase by 5.75% on 1<sup>st</sup> July***

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# EMPLOYEE TERMINATION PAYMENT THRESHOLD (POST 01/07/2023)

ETP Cap	Base Limit	Completed Years of Service
\$230,000 → \$235,000	\$11,591 → \$11,985	\$5,797 → \$5,994

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# COMPLETE COMPLIANCE UPDATES

## MYOB program compliance

### MYOB Exo:

- New version for MYOB Exo Employer Services will need to be installed.
- Confirm Superannuation updates
- Confirm ETP cap updates

### MYOB Advanced Payroll:

For any pays with a physical pay date 1<sup>st</sup> July 2023 or later:

- Tax will be applied automatically
- Superannuation will automatically be updated to 11 %



# PRESENTATION – TONYA SEY

MYOB EXO Payroll

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# FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2023

## Setup non-cash benefits (NCB):

- Type 1 – employer can claim GST credit.
- Type 2 – employer cannot claim GST credit.
- Override Rate if entering grossed up amount. Leave gross up rate if entering non-grossed up amount.
- Enter as many NCBs as required.
- If you have this set up from last year, you can use the same pay type provided it matches with the data supplied by your accountant.

Non-Cash Benefits Maintenance

Code: 999

Description: RFBT

Payment Type: Fringe Benefit

Calculation Method: Fixed Dollar Amount

Amount: 0.00

Percentage Rate:

Cost Centre: Employee's Default

Fringe Benefit Type: Type 2

Fringe Benefit Type Rate: 1.8868  Override Rate

Liabilities

Find: F9 Save: F10 Cancel Delete: F6 Exit: Esc

# FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2023

- Process a One-Off Pay to record the RFBT.
- Ensure the Pay Period End and Physical Pay Date are **no later** than 31st March 2023. If after 31st March 2023, they will appear as RFBT for the employee in the 2024 financial year.
- **Do not** submit this pay to the ATO as it will be rejected due to the physical pay date being older than pays submitted since March.

Exo One-Off Payment

Pay Period: Weekly

Pay Period Start Date: 25/03/

Pay Period End Date: 31/03/

Physical Pay Date: 31/03/

SG Expected Payment Date: 28/04/

Copy Standard Pay: No

Pay Number of Pay:

Do not send to ATO

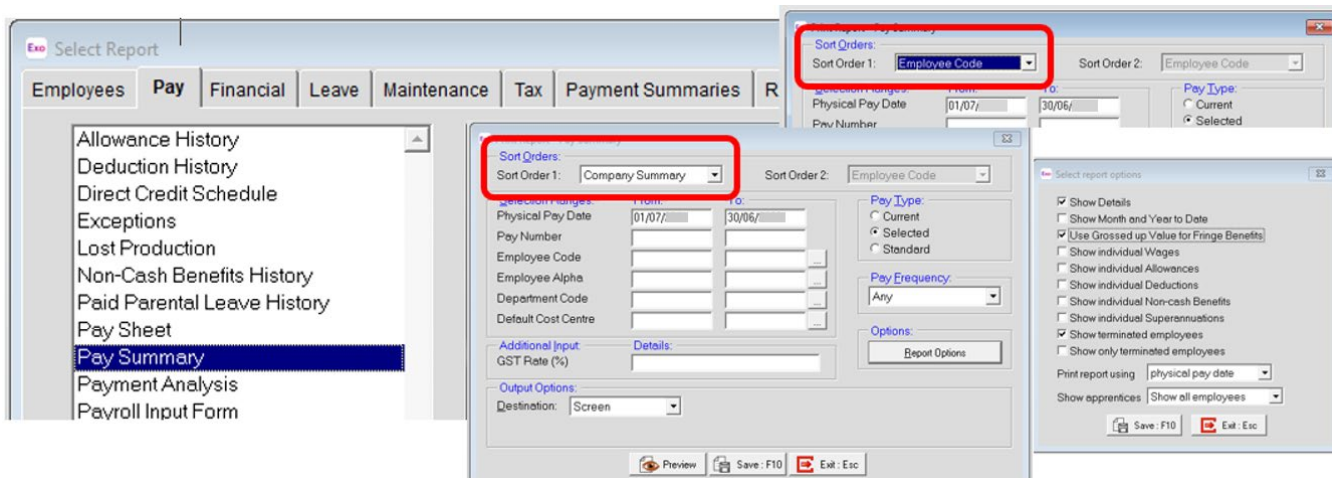
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# REPORTS TO RECONCILE PAYROLL

## Payroll to STP & General Ledger Totals

- Pay Summary by Company and by Employee
- Payroll Trial Balance
- Superannuation Summary
- General Ledger



# PAY SUMMARY

Run the report by Company Summary for an overall reconciliation to the GL and by Employee Code to reconcile STP data for each employee.

## The Demonstration Company

### Pay Summary

Physical Pay Date from 01/07/ to 30/06/ WorkCover - Use Grossed Up value for Fringe Benefits  
Superannuation Guarantee Scheme Applied

	Units	Hours	Days	Amount	Non-cash Am
<b>1 Wallace, James</b>					
<b>Wages</b>					
1 Ordinary	16	640.00		16000.00	
Total Wages				16000.00	
<b>Superannuations</b>					
8 Wallace Private Supe	11			2200.00	
Total Superannuations Pre-Tax				2200.00	
<b>Leave</b>					
Unpaid Leave	1	76.00		0.00	
Total Leave					
<b>Gross Pay</b>				<b>13800.00</b>	
<b>PAYG</b>					
PAYG	12			2625.00	
Total PAYG				2625.00	
<b>Non-Taxable Allowances</b>					
2 Meal Money	10			375.00	
Total Non-Taxable Allowances				375.00	

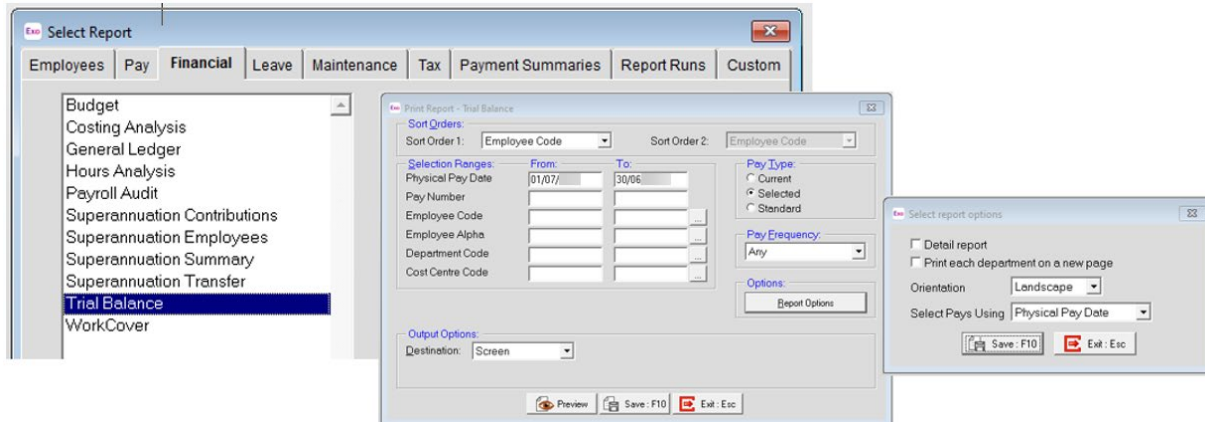
## The Demonstration Company

### Pay Summary

Physical Pay Date from 01/07/ to 30/06/ WorkCover - Use Grossed Up value for Fringe Benefits  
Superannuation Guarantee Scheme Applied

	Units	Hours	Days	Amount	Non-cash Amount
<b>Salary</b>					
	68			91092.17	
<b>Wages</b>					
1 Alternate Taken	1	8.00		112.00	
1 Dad Died	2	16.00		192.00	
1 Mon&Tue	1	15.20		464.00	
1 Ordinary	94	3286.00		92294.62	
1 RDO Accrual	38	-72.20		-2169.80	
1 Saturday	1	7.60		232.00	
1 Wednesday	1	7.60		232.00	
<b>Total Wages</b>				<b>91356.82</b>	

# PAYROLL TRIAL BALANCE



## The Demonstration Company

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Run the report filtered by  
Cost Centre or Department  
to assist with reconciling to  
the general ledger.

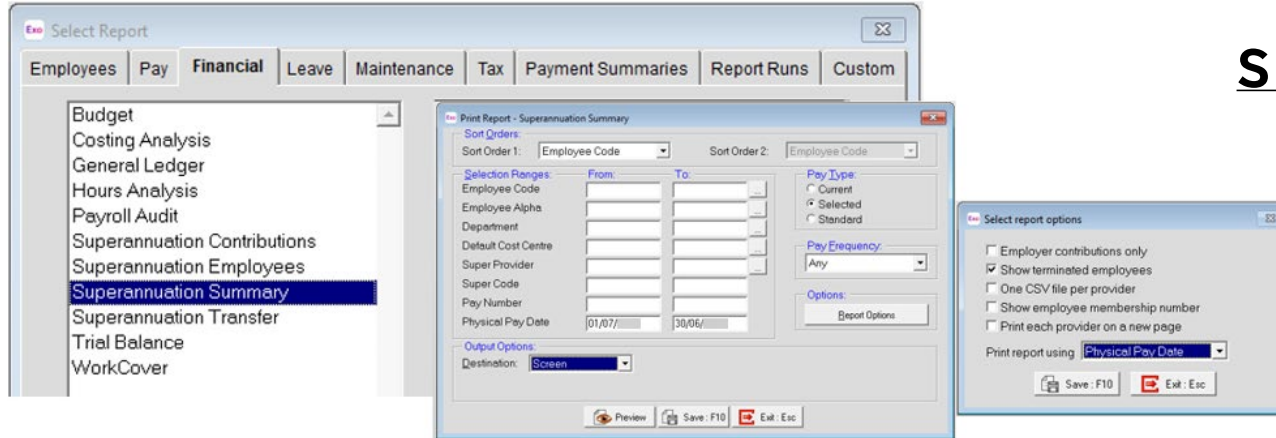
### Trial Balance

Physical Pay Date from 01/07/ to 30/06/

	Salary	Wages	Taxable Allow	Pre-tax Deduct	Annual Leave	Personal Leave	Long Service	Shift Leave	Other Leave	Gross	PAYG	Non-tax Allow	Post-tax Deduct	Rounding	Net Pay
1 Wallace, James	0.00	16000.00	0.00	2200.00	0.00	0.00	0.00	0.00	0.00	13800.00	2625.00	375.00	96.00	0.00	11454.00
2 Andrews, Thomas Harley	0.00	10830.00	60.00	0.00	4290.00	0.00	0.00	0.00	0.00	15180.00	3126.00	0.00	0.00	0.00	12054.00
3 Houghton, Jannet Faye	0.00	2076.00	56.25	200.00	0.00	0.00	0.00	0.00	0.00	1932.25	115.00	0.00	20.00	0.00	1797.25
4 Smith, Sandra Olive	13342.10	0.00	0.00	0.00	3078.95	1578.95	0.00	0.00	0.00	18000.00	4020.00	0.00	60.00	0.00	13920.00
5 Keating, Karl Adrian	16500.00	0.00	0.00	1650.00	0.00	0.00	0.00	0.00	0.00	14850.00	3113.00	0.00	330.00	0.00	11407.00
6 Russel, George Thomas	0.00	1057.00	166.25	500.00	1814.20	336.00	0.00	0.00	0.00	2873.45	179.00	37.50	25.00	0.00	2706.95
7 Robinson, Henry Karuso	0.00	13411.20	55.00	550.00	0.00	0.00	0.00	0.00	0.00	12916.20	2442.00	0.00	55.00	0.00	10419.20
8 Hillary, Matthew Martin	0.00	16002.00	0.00	6000.00	0.00	0.00	0.00	0.00	0.00	10002.00	1296.00	0.00	60.00	0.00	8646.00
20 Tate, Bernard Cedric	11634.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11634.59	2002.00	0.00	55.00	0.00	9577.59
T 21 Giles, Harrison Relf	21153.88	0.00	0.00	0.00	13990.92	0.00	0.00	0.00	0.00	35144.80	10127.00	0.00	55.00	0.00	24962.80
22 Watson, Judy May	13846.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13846.20	2580.00	0.00	60.00	0.00	11206.20
23 Road, Rocky	0.00	13680.00	0.00	0.00	240.00	-240.00	0.00	0.00	0.00	13680.00	2532.00	0.00	0.00	0.00	11148.00
24 Adam, S	0.00	6300.62	0.00	0.00	67.16	167.89	0.00	0.00	0.00	6535.67	687.00	0.00	0.00	0.00	5848.67
25 Test, Alice	10576.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10576.94	1628.00	0.00	0.00	0.00	8948.94
26 Barnes, Jimmy	4038.46	0.00	0.00	0.00	9490.38	0.00	0.00	0.00	0.00	13528.84	4100.00	0.00	0.00	0.00	9428.84
27 NSW, Johnny	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
28 VIC, Jimmy	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
29 ACT, Jenna	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
30 NT, Gerald	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
31 QLD, Jeffrey	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
32 SA, Jenny	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
33 TAS, Joseph	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
34 WA, Jess	0.00	1500.00	0.00	0.00	1762.50	0.00	0.00	0.00	0.00	3262.50	577.00	0.00	0.00	0.00	2685.50
35 Ledger, Gena	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	91092.17	91356.82	337.50	11100.00	47071.61	1842.84	0.00	0.00	0.00	220600.94	45188.00	412.50	816.00	0.00	175009.44

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# SUPERANNUATION SUMMARY



The Demonstration Company

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Run the report by Company Summary for an overall reconciliation to the GL and by Employee Code to reconcile STP data for each employee.

## Superannuation Summary

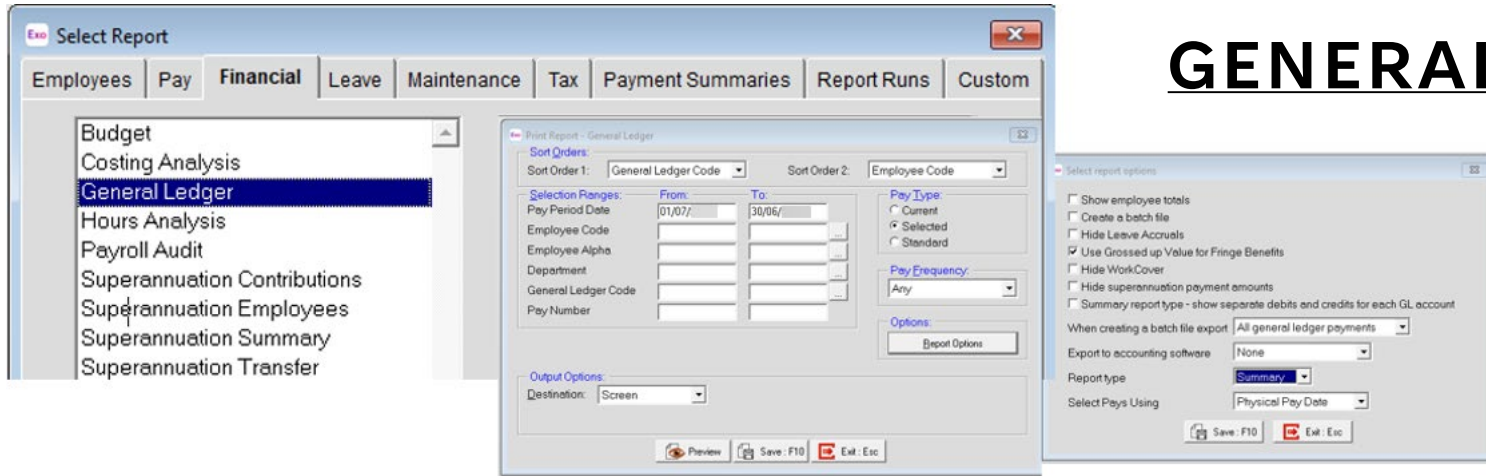
Physical Pay Date from 01/07 to 30/06/

Code	Name	Earnings	Earnings Liabile	Employer Contribution	Salary Sacrifice	Employee Contribution	Total
1	Wallace, James	16000.00	16000.00	1600.00	2200.00	0.00	3800.00
2	Andrews, Thomas Harley	15180.00	15180.00	1488.00	0.00	0.00	1488.00
3	Houghton, Jannet Faye	2132.25	2076.00	207.60	200.00	0.00	407.60
4	Smith, Sandra Olive	18000.00	18000.00	1800.00	0.00	0.00	1800.00
5	Keating, Karl Adrian	16500.00	16500.00	1650.00	1650.00	0.00	3300.00
6	Russet, George Thomas	3373.45	3047.00	278.20	500.00	0.00	778.20
7	Robinson, Henry Karuso	13466.20	13466.20	1346.62	550.00	0.00	1896.62
8	Hillary, Matthew Martin	16002.00	16002.00	1600.20	6000.00	0.00	7600.20
20	Tate, Bernard Cedric	11634.59	11634.59	1163.47	0.00	0.00	1163.47
21	T Giles, Harrison Relf	35144.80	21153.88	2115.41	0.00	0.00	2115.41
22	Watson, Judy May	13846.20	13846.20	1384.68	0.00	0.00	1384.68
23	Road, Rocky	13680.00	13680.00	1368.00	0.00	0.00	1368.00
24	Adam, S	6535.67	6535.67	653.55	0.00	0.00	653.55
25	Test, Alice	10576.94	10576.94	1057.65	0.00	0.00	1057.65
26	Barnes, Jimmy	13528.84	12115.38	1211.54	0.00	0.00	1211.54
27	NSW, Johnny	3262.50	3000.00	300.00	0.00	0.00	300.00
28	VIC, Jimmy	3262.50	3000.00	300.00	0.00	0.00	300.00
29	ACT, Jenna	3262.50	3000.00	300.00	0.00	0.00	300.00
30	NT, Gerald	3262.50	3000.00	300.00	0.00	0.00	300.00
31	QLD, Jeffrey	3262.50	3000.00	300.00	0.00	0.00	300.00
32	SA, Jenny	3262.50	3000.00	300.00	0.00	0.00	300.00
33	TAS, Joseph	3262.50	3000.00	300.00	0.00	0.00	300.00
34	WA, Jess	3262.50	3000.00	300.00	0.00	0.00	300.00
35	Ledger, Gena	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals:</b>		<b>231700.94</b>	<b>213813.86</b>	<b>21324.92</b>	<b>11100.00</b>	<b>0.00</b>	<b>32424.92</b>

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# GENERAL LEDGER



Filter the payroll GL report by department or employees to assist with reconciling to individual business units in the General Ledger.

## The Demonstration Company

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### General Ledger Report

Pay Period Date from 01/07/ to 30/06/

	Hours	Debit	Credit	Net
1100-00 Payroll Bank Acc	0.00	0.00	-175009.44	-175009.44
2400-10 L-AL Provision	0.00	33378.76	0.00	33378.76
2400-20 L-Personal Leave Pro	0.00	0.00	-4544.12	-4544.12
2400-50 L-LSL Provision	0.00	0.00	-2887.99	-2887.99
6700-00 E-Superannuation Exp	0.00	21324.92	0.00	21324.92
6800-00 E-Salaries & Wages	2956.80	178436.11	0.00	178436.11
6900-30 E-LSL Expense	0.00	2417.34	0.00	2417.34
9900-20 L-PAYG	0.00	0.00	-45188.00	-45188.00
9900-30 L-Child Support	0.00	0.00	-36.00	-36.00
9900-40 L-Staff Loan	0.00	0.00	-275.00	-275.00
9900-50 L-Union Fees Payable	0.00	0.00	-60.00	-60.00
9900-60 L-Social Club	0.00	0.00	-445.00	-445.00
9900-90 L-Superannuation Pay	0.00	0.00	-32424.92	-32424.92
ABCDEF GHIJKLMNOPQRST test GL ac311.40		25313.34	0.00	25313.34
	<b>3268.20</b>	<b>260870.47</b>	<b>-260870.47</b>	<b>0.00</b>

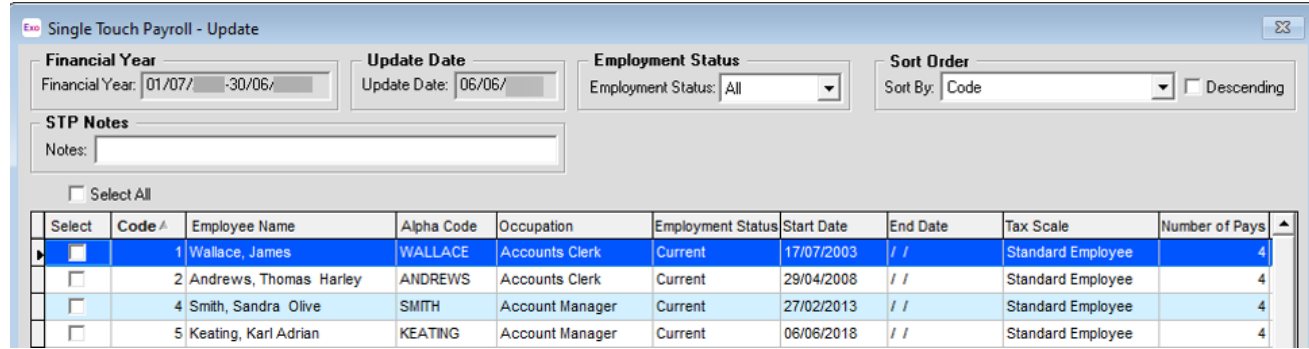
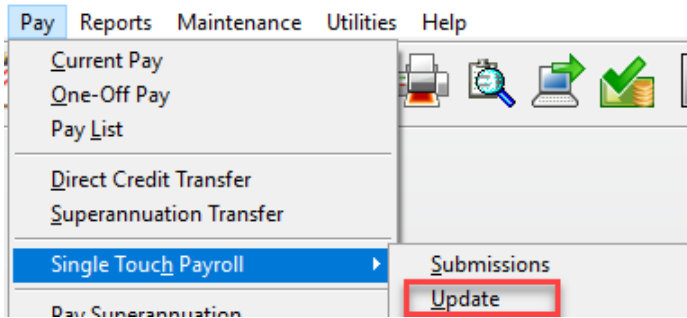
Account name	Group total	Account to...	Sub acc dr	Sub acc cr	Forex
3. Overhead Costs	107,330.51				
3050. ACCOUNTING FEES		700.00			
3070. ADJUSTMENTS		91.11			
3100. ADVERTISING AND MARKETING		17,000.00			
3150. BANK FEES		120.00			
3250. CLEANING		2,080.00			
3300. DEPRECIATION		6,982.21			
3350. FOREIGN EXCHANGE VARIANCE		(184,361.18)			
3500. POWER		7,180.00			
3550. RENT & RATES		40,500.00			
3650. STATIONERY		4,100.00			
3700. TELEPHONE		5,410.00			
3720. VEHICLE EXPENSES		5,350.00			
6700. SUPERANNUATION		21,324.92			
6800. SALARIES & WAGES		178,436.11			
6900. LEAVE PROVISION EXPENSES		2,417.34			
4. Current Assets	383,291.27				

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# STP DATA

You can check the last submission to the ATO to compare the totals in the payroll reports by employee with the information submitted to the ATO.

*Note: you can submit an 'Update' event to compare the 'final' figures sent to the ATO with your payroll reports*



Employee Details					Other Pay Items			
Employee Id	Family Name	Given Name	Income Stream Type	Country Code	Type	Description	Code	Amount
1	Wallace	Edward James			Deduction	Child Support Deduction	D	15.00
1	Wallace	Edward James			Superannuation Contribution	Super Liability	L	500.00
1	Wallace	Edward James			Superannuation Contribution	Ordinary Time Earnings	O	5000.00
1	Wallace	Edward James			Superannuation Contribution	Reportable Employer Superannuation	R	1000.00
1	Wallace	Edward James	SAW		Gross Amount			58000.00
1	Wallace	Edward James	SAW		Withholding Tax			10223.00
1	Wallace	Edward James	SAW		Salary SacrificeCollection	Superannuation	S	1000.00
4	Smith	Sandra Olive			Superannuation Contribution	Super Liability	L	750.00
4	Smith	Sandra Olive			Superannuation Contribution	Ordinary Time Earnings	O	7500.00

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# COMPLETE COMPLIANCE UPDATES



- Install latest version (2023.1 available now)
- Update superannuation and ETP Changes
- Update pay rates if required.
- Update WA Payroll Tax rate if applicable.

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# PRESENTATION – LOUISE MULQUEEN

MYOB Advanced Payroll

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# FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2023

## MYOB Document: End of financial year procedure – 2023 AU

### Setup Pay Item Type:

- More than one if exempt from Payroll Tax

### Setup Pay Items:

- For Non Gross Up - Exempt and/or Non-Exempt.
- Or Grossed up Exempt and/or Non-Exempt.

### Setup Pay Group:

- Last Pay Period Start Date 01/04/2022
- Last Pay Period End Date 31/03/2023
- Last Physical Pay Date 30/06/2023

Pay Groups

CUSTOMISATION TOOLS

* Pay Group ID	* Description	Hours per Day	Hours per Pay	Hours Per Year	Pay Frequency	Default Public Holiday Pay Item	Pay Default	Last Pay Period Start Date	* Last Pay Period End Date	Last Physical Pay Date	Active
CASUALS	Casuals	7.6000	76.0000	1,976.0000	Fortnightly		Waged	10/04/2023	16/04/2023	17/04/2023	<input checked="" type="checkbox"/>
FRINGE BENEFIT	Fringe Benefit - Annually	0.0000	0.0000	0.0000	Annually		N/A	1/04/2022	31/03/2023	30/06/2023	<input checked="" type="checkbox"/>

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# FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2023

## MYOB Document: End of financial year procedure – 2023 AU

- Link Employee to Pay Group
- Enter the FBT figure via Pay Run
- Complete the Pay run
- Update to STP
- Check that the FBT is showing in the Submission

### Manage STP Submissions

◀ < > ▶ CHECK SUBMISSION STATUS

Batch number:	PSUM00	Pay run ID:	PAY-	Submitted to ATO:	
Financial year:	202	Submission:	Pay	Created date (UTC):	31/0
Batch status:	Submission successful	Pay Group ID:		Created by:	

PAYER DETAILS    PAYMENT DETAILS    ALLOWANCES AND DEDUCTIONS    **REPORTABLE FRINGE BENEFITS**    TERMINATIONS

Employee ID	Name	Company	FBT Taxable Income	FBT Exempt Income
			0.00	0.00
			0.00	0.00

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# REPORTS TO RECONCILE PAYROLL

## Payroll to General Ledger Totals

- Pay Activity Summary Pivot
- Superannuation Summary
- STP Submission Export to Excel
- General Ledger – Trial Balance
  - Or ask Finance/Accountant for the figures

# MYOB ADVANCED PAYROLL

## Payroll Report

- Pay Activity Summary Pivot (MPPP6027)
- Can move the Field around to create the best report for purpose
- Can export to excel

Pay Activity Summary Pivot

SAVE AS SAVE CUSTOM

PAY ACTIVITY SUMMARY PIVOT

PAY ACTIVITY SUMMARY PIVOT										
<span>🔄</span> <span>🔍</span> <span>Physical pa</span> <span>Pay run ID</span> <span>Employee I</span> <span>Dept</span> <span>Branch</span>										
Total										
Employee	Pay Run ID	Gross Income	Pre-tax Deductions	Gross Tax	Income Tax Payable	Tax Free Income	Deduction	Net Pay	Employee	Employer
	1	320.00	0.00	320.00	0.00	0.00	0.00	320.00	0.00	0.00
	2	3,470.00	0.00	3,470.00	468.00	0.00	636.41	2,365.59	0.00	347.00
	2	4,919.38	0.00	4,919.38	1,012.00	0.00	200.00	3,707.38	0.00	491.94
	3	8,870.00	0.00	8,870.00	2,004.00	0.00	0.00	6,866.00	0.00	887.00

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# MYOB ADVANCED PAYROLL

## Superannuation:

- Superannuation Transaction Report (MPPP4300)
- Can export to excel.

Superannuation Transactions TOOLS ▾

Selection:  Start Date:  End Date:

From Pay Run ID:  To Pay Run ID:

From Employee ID:  To Employee ID:

Super Fund:

All Records ▾

Employee ID	Employee name	Member ID	PayRun ID	Pay Item ID	Pay Item	Physical Pay Date	Pay Period Start	Pay Period End	Fund Name	Employee / Employer	Amount
ED00000000			PAY-4	SUPEMPLYE	Super Guarantee	7/07/2021	1/07/2021	6/07/2021	AUSTRALIANSUPER	Employer	456.51
			PAY-4	SUPEMPLYE	Super Guarantee	30/07/2021	2/07/2021	1/08/2021	AUSTRALIANSUPER	Employer	708.50
			PAY-4	SUPEMPLYE	Super Guarantee	30/08/2021	2/08/2021	1/09/2021	AUSTRALIANSUPER	Employer	708.50
			PAY-4	SUPEMPLYE	Super Guarantee	29/09/2021	2/09/2021	1/10/2021	AUSTRALIANSUPER	Employer	708.50
			PAY-4	SUPEMPLYE	Super Guarantee	29/10/2021	2/10/2021	1/11/2021	AUSTRALIANSUPER	Employer	708.50
			PAY-4	SUPEMPLYE	Super Guarantee	29/11/2021	2/11/2021	1/12/2021	AUSTRALIANSUPER	Employer	708.50
			PAY-4	SUPEMPLYE	Super Guarantee	29/12/2021	2/12/2021	1/01/2022	AUSTRALIANSUPER	Employer	708.50
			PAY-4	SUPEMPLYE	Super Guarantee	29/01/2022	2/01/2022	1/02/2022	AUSTRALIANSUPER	Employer	708.50
			PAY-4	SUPEMPLYE	Super Guarantee	29/01/2022	2/01/2022	1/02/2022	AUSTRALIANSUPER	Employer	883.33
			PAY-4	SUPEMPLYE	Super Guarantee	27/02/2022	2/02/2022	1/03/2022	AUSTRALIANSUPER	Employer	708.50

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# MYOB ADVANCED PAYROLL

## Single Touch Payroll Report

### Manage STP Submissions (MPPP5019)

- Review the Last Submission
- Payment Details Tab - Export to Excel

#### Manage STP Submissions

◀ < > ▶ CHECK SUBMISSION STATUS

Batch number: PSUMC  
Financial year: 2022  
Batch status: Submission successful  
Pay run ID: PAY  
Submission: Pay  
Pay Group ID:  
Submitted to ATO:  
Created date (UTC):  
Created by:

PAYER DETAILS **PAYMENT DETAILS** ALLOWANCES AND DEDUCTIONS REPORTABLE FRINGE BENEFITS TERMINATIONS EMPLOYEE DETAILS TFN DECLARATION

Export to Excel

Name	Company	Submission Status	INB Gross Amount	INB CDEP	INB Exempt Foreign Employment Income	INB Tax Withheld	WHM Gross Amount	WHM Tax Withheld	Lump Sum A Type	Lump Sum A	Lump Sum B	Lump Sum D	Lump Sum E	Super Guarantee	Employer Reportable Super
		Submission succ...		0.00	0.00	4	0.00	0.00	R	0.00	0.00	0.00	0.00		0.00
		Submission succ...		0.00	0.00	1	0.00	0.00	R	0.00	0.00	0.00	0.00		0.00

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# MYOB ADVANCED PAYROLL

## General Ledger Report

- Trial Balance Summary (GL632000)

Trial Balance Summary

Template

Default  Shared

**REPORT PARAMETERS**    ADDITIONAL SORT AND FILTER

Company/Branch: **MAIN - Melbourne**

\* Ledger: **ACTUAL**

\* Financial Period: **12-202**

Suppress Zero Balances

**Trial Balance Summary**

Company/Branch: MAIN      Financial Period: 12-202

Ledger: ACTUAL              Suppress Zero Balances

Page: 3 of 3  
Date:                              User: TESTACS

Account	Type	Description	Beginning Balance	Debit	Credit	Ending Balance
<a href="#">200510</a>	Liability	Long Service Leave Provision	-2,514,295.00	0.00	0.00	-2,514,295.00
<a href="#">200550</a>	Liability	Child Support Payable	150.00	0.00	0.00	150.00
<a href="#">200800</a>	Liability	PO Accrual	5,886,501.93	0.00	0.00	5,886,501.93
<a href="#">200810</a>	Liability	Landed Cost Accrual	5,489.00	0.00	0.00	5,489.00
<a href="#">200815</a>	Liability	Vendor Rebates	-2,504.35	0.00	0.00	-2,504.35
<a href="#">200830</a>	Liability	Short - Term Loans	100.00	0.00	0.00	100.00
<a href="#">200860</a>	Liability	Superannuation Employer Contributions	279,849.51	4,335.96	3,278.11	278,791.66
<a href="#">200865</a>	Liability	Superannuation - Salary Sacrifice	1,140.00	0.00	0.00	1,140.00
<a href="#">200700</a>	Liability	GST Paid	-10,299.85	50.00	0.00	-10,349.85
<a href="#">200710</a>	Liability	GST Received	157,030.82	0.00	0.00	157,030.82
<a href="#">200770</a>	Liability	PAYG Withholding Payable	1,827,883.00	853.00	15,203.00	1,842,233.00
<a href="#">200775</a>	Liability	Payroll Tax Payable	31,378.00	0.00	0.00	31,378.00
<a href="#">2780</a>	Liability	Bank Loan USD	14,900.00	0.00	0.00	14,900.00
<a href="#">300400</a>	Liability	Retained Earnings	9,593,541.75	0.00	0.00	9,593,541.75
<a href="#">300500</a>	Liability	Net Income YTD	-10,193,175.73	47,672.97	11,054.99	-10,229,793.71
<a href="#">4000</a>	Liability	CURRENT BANK ACCOUNT	89,393.67	0.00	0.00	89,393.67
<a href="#">4308542</a>	Liability	Alex Fraser2	500.00	0.00	0.00	500.00
<b>Liability Total</b>			<b>8,323,504.71</b>	<b>78,245.63</b>	<b>61,386.87</b>	<b>8,306,645.95</b>

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# MYOB ADVANCED PAYROLL

## Single touch Payroll

- Check Company Data (MPPP5020)

The screenshot shows the 'Payroll Preferences' window with the 'STP PHASE 2' tab selected. Under the heading '3. Run validation', the 'Check data' link is circled in red. Below this, the 'STP Phase 2 status' is shown as 'STP Phase 2 enabled date: 2/12/2021 9:54:32 AM'.

### Check Company Data

RUN VALIDATION

Pay run ID: \_\_\_\_\_

ID	Entity Name	Error
<a href="#">AKL</a>	Payer	ABN # cannot be null or empty
<a href="#">AKL</a>	Payer	State cannot be null or empty
<a href="#">CO2</a>	Payer	ABN # cannot be null or empty
<a href="#">OVERVIEW</a>	Payer	Postal Code cannot be null or empty
<a href="#">OVERVIEW</a>	Payer	State cannot be null or empty
<a href="#">EP00000009</a>	Employee	State cannot be null or empty
<a href="#">EP00000016</a>	Employee	State cannot be null or empty

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## RECAP

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# PRE EOY CHECKLIST



Process Fringe Benefits Transactions

- Prior to last pay
- With a period end date of 31st March 2023

Complete reconciliations

- Prior to submitting finalisation declarations to ATO

STP Finalisation due by 14th July 2023.

- Closely held employees due by 30<sup>th</sup> Sept 2023

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# COMPLIANCE 2023-2024



## Superannuation

- Increase to 11%
- Increase to maximum earnings base

## Employment Termination Payment cap changes

Protected earnings increased 1<sup>st</sup> January (just a reminder)

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# MINIMUM WAGE INCREASE

The minimum wage is increasing from  
1<sup>st</sup> July 2023

- Check your awards and employment agreements.
- Check the rates you are paying your employees.
- Speak with a HR specialist or lawyer if guidance is required (or contact Fairwork Australia).





# INTERESTED IN LEARNING MORE ABOUT ADVANCED PAYROLL?

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# QUESTIONS?

If you have any queries,

please reach out to us at

[helpdesk@acaciacs.com.au](mailto:helpdesk@acaciacs.com.au)

This Webinar will be available on our Website.



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