

# **MYOB** Advanced Payroll

Payroll EOY Reconciliation Reports

# **Overview / Objectives**

This Standard Operating Procedure (SOP) will guide you through the steps of printing suitable reports for the EOY Payroll reconciliation.

The steps involved are:

Printing the reports and transferring information to an excel reconciliation sheet.

Should you require assistance – please email <u>helpdesk@acaciacs.com.au</u>. Where a support task will be lodged and an Acacia consultant will be in contact.

If your matter is urgent please call the office number.

Please note that out of hours' support may be charged at a higher support rate.

# **Payroll – EOY Report for reconciling**

### **Pay Activity Summary Pivot**

The trick with this report is you must first select the data you wish to see in the 'Pay Activity Summary Data'

## Pay Reports

Pay Summary

Pay Activity Summary Data

Pay Activity Summary Pivot

Always do the 'DATA' and create the data and then open select the 'PIVOT' in the same Tab/Window. It does not seem to like it split over two tabs/Windows, because it will not refresh the data in the Pivot.

## **Pay Activity Summary Data**

Ρ	ay	Ac	tivity Summa	ry Data								
Ċ	5	ć	) ⊢ X									
From Pay Run:					Q	To Pay Run:			Q			
	From Physical Pay Date: 1/04/20		1/04/2022 *		To Physical Pay Date:	30/06/2022 *						
	From Employee:				Q	P     To Employee:       P     To Department:			Q			
From Department:			Department:		Q				Q			
	From Branch: MA			MAIN - Melbourne	Q	To Branch:	MAIN	- Melbourne	Q			
D	rag 0	colu	imn header here to Pay run ID	configure filter Employee ID	Employe	e		Physical pay day	Branch	Dept	<ul> <li>Posting Class</li> </ul>	Gross Income
>	0		PAY-001624	EDNADAME	Edna E	veridge		21/04/2022	MAIN	Distribution	PC000001	1,859.82
	0	D	PAY-001624	DLA	LA D, M	1r.		21/04/2022	MAIN	Administration	PC000001	2,019.23
	0		PAY-001624	SWIFT	Swift, Ta	aylor		21/04/2022	MAIN	Finance	PC000001	402.80
	0		PAY-001623	EDNADAME Everidge Edna, Ms.				7/04/2022	MAIN	Distribution	PC000001	2,816.30
	0		PAY-001623	DLA	LA D, M	1r.		7/04/2022	MAIN	Administration	PC000001	2,019.23
	PAY-001623 SWIFT Swift Tavlor				7/04/2022	MAIN	Finance	PC000001	402.80			

# And then go to Pay Activity Summary Pivot to see the results

Pay Activity Summary Pivot

PAY ACTIVITY SUMMARY PIVOT

						Total				
T Pay Run II	▼ Employee	Gross Inco	Pre-tax De	Gross Tax	Income Ta	Tax Free II	Deduction	Net Pay	Employee	Employer 1
8	Swift, Taylor	402.80	0.00	402.80	90.00	0.00	0.00	312.80	0.00	80.56
Day 004624	Edna Everidge	1,859.82	0.00	1,859.82	459.00	0.00	0.00	1,400.82	0.00	106.28
PAT-001024	LAD, Mr.	2,019.23	0.00	2,019.23	638.00	0.00	0.00	1,381.23	0.00	201.92
	Total	4,281.85	0.00	4,281.85	1,187.00	0.00	0.00	3,094.85	0.00	388.76
8	Swift, Taylor	402.80	0.00	402.80	90.00	0.00	0.00	312.80	0.00	0.00
DAV 004633	Everidge Edna, N	2,816.30	0.00	2,816.30	812.00	0.00	0.00	2,004.30	0.00	201.92
PAT-001023	LA D, Mr.	2,019.23	0.00	2,019.23	638.00	0.00	0.00	1,381.23	0.00	201.92
	Total	5,238.33	0.00	5,238.33	1,540.00	0.00	0.00	3,698.33	0.00	403.84
Total		9,520.18	0.00	9,520.18	2,727.00	0.00	0.00	6,793.18	0.00	792.60

## **STP Submission Reports**

Unfortunately the STP submission do not automatically show the Terminated employees because they are inactive.

So to be able to get a STP submission report that includes ALL submissions for ALL employees – you need to do the following steps to temporarily make the Terminated employees active

#### **Pay Roll Preferences**

STP Phase 2 - Yes even if you have not yet switched over to STP 2 – we can use this report

Select 'Update Cessation Reasons'

Sort the screen by Physical Date Paid and identify the Employees terminated in the 2021-2022 financial year.

Payroll Preferences										CUSTOMISA	FION
GENERAL SETTINGS NUMBERING SEQUENCE SUPERANNUATION SETTINGS	PAY SI	UPERANNUATI	ION S	BR REGISTRATIO	N STP	STP PHASE 2 E	PENSE ALLOCATI	ON SETTINGS			
1. Enable STP Phase 2	🕄 Upda	te Cessation Rea	sons - Goog	le Chrome					-		]
Get started											
The ATO (Australian Taxation Office) expects you to only report through STP2 once enabled.	Und	ata Casaat	ion Por						CUSTOMISATION	TOOLS -	1
After this action is enabled all STP requirements will need to be met before running the n	Opua	ale Cessal	ION Nea	ISONS							
2. Meet new STP requirements	Ċ	8 8	\$							Q	
To help track your progress tick each update step once you've completed your review.											
Update Employee Taxation Details		Employee ID		Employee name	Pay run ID	Physical pay day	Last day of employment	Termination Reason	Cessation rea	ison	
This will open a screen where you can update employee details in bulk. All Individual Non-busin option dropdowns. You can then fill in additional fields, which help determine the employees' ne	> 🗆	E000005				21/12/2021	22/12/2021	Resignation			jes with t
Update Pay Item ATO Categories											
This will help you update ATO categories faster, click Change Phase 1 ATO categories to Pha should review the ATO guidelines to make sure your pay items are categorised correctly. After the should review the ATO guidelines to make sure your pay items are categorised correctly.											r review.
To satisfy ATO requirements, you may be required to create new pay items to disaggregate gros											
Update Lump Sum E Financial Year(s)											
Add a Financial year to payments categorised as Lump Sum E. Learn more.											
Update Cessation Reasons											
If any employees have been terminated previously but will have STP reports submitted after the											
Update Pay Item Type ATO Categories											
Update Company(s) if registered for Working Holiday Maker (WHM) program											
3. Run validation											
Check data											
When you are satisfied that all tasks are done, run the Check Data process to see if all Compa											resolved
STP Phase 2 status											

Another way to review this is to Review the Employees – List Grid.

Filter for Inactive

Show the Last Modified

Though this does not clearly show if terminated.

Employees									CUST	OMISATION -	TOOLS -
č ∽ + 0	→  X										
Employee Name: All 🔹	Email: All • Status: = Inactive •	Employee Class: All 🔹 Department: All	•					7	E		Q
🗟 🖟 🗋 Employee ID	Employee Name	Email	Status T	Employee Class	Department	Phone 1	Branch Name		Created On	Last Modified On	
> 0 D			Inactive	EMPLYDFT	WAREHOU				31/01/2020	21/12/2021	

People / Employees / Employees - ScreenId=EP2030PL

Payroll From the Filter Employee List Grid – STATUS col. to only show INACTIVE

Modify each Inactive employee to Active

#### Check the STP Submission number

#### Manage STP Submissions

#### Review the batch number - to identify the last batch

Manage STP Submissions

I< < >	CHECK SUBMISSI	ION STATUS													
Batch number:	PSUM001710	Q	Pay	run ID: <u>PAY-001735</u>		Submitted to ATO:	4/4								
Financial year:	2022		s	elect - Batch number											
Batch status:	Accepted														
PAYER DETAILS			-	SELECT ()  ↔ S	7					9					
		LEOW WOLD		Batch number	Ļ	Pay Group ID	Submiss	Batch status	Return period						
↔  X			>	PSUM001710			Pay	Accepted	01/07/2021 - 27/06/2022						
Payer	Submission Status	т		PSUM001709			Pay	Accepted	01/07/2021 - 20/06/2022						
	Accessed			PSUM001708			Pay	Accepted	01/07/2021 - 13/06/2022						
/ IVIAIIN	Accepted			PSUM001707			Pav Accepted		01/07/2021 - 06/06/2022						

#### STP update

As usual – you need to be logged in with 2FA – Secure Authentication



This process will send an Update event' to the ATO STP

#### Select the Financial Year

#### Then Select All the Employees

STP Update				TOOLS .
SUBMIT UPDATE EVENT				
Financial Year: 2022 - Period:	01/07/2021 - 30/06/2022			
Branch:	م			^
Pay Group:	Q			
Employee ID:	Q			
Č 1-1 X				
B 🗹 Employee ID	Employee name	Branch	Start Date	
> 🖂 E00002			5/02/2018	
E00003			15/11/1995	
E00004			3/01/2001	
☑ E00005			15/11/1995	

#### Submit update Pay Event

STP Update Eve	ent		×
I declare the information of the correct and I am aut	tion transmitted horised to make	in this payroll report is t this declaration.	rue and
Tick this box to sign and to authorise lod	the declaration v gement with you	vith the credentials you r approved payroll softv	used to login /are's AUSkey.
Declared by:			
	🗹 I agree		
	OK	CANCEL	

#### Manage STP Submissions

- Review the new STP submission
- Export to Excel
- Use that for the Reconciliation

G S V T	Incess Wages Incess	Pay Activity Detail Pivot 1,795,127.54	Superannuation Summary	STP Submission		General Ledger		Mitted Payroll - F	ay accivity summary Pi	105						
G S V a T	RECONCILIATION  Tross Wages latary  Wages  - Insert odditional rows as needed to reconcile to general ledger  country	Pay Activity Detail Pivot 1,795,127.54	Superannuation	STP Submission	1	General Ledger										
G S V 7	iross Wages Jalany - Insert additional rows as needed to reconcile to general ledger - conumt	1,795,127.54				Trial Balance										
S V 0 T	ialary Nages – Insert additional rows as needed to reconcile to general ledger rocount				1			Employee	Gross Income Pre-	tax Deductions	Gross Taxable Inc	come Tax Payable Tax	Free Income I	Deductions	Net Pay	Employee f
и - а Т	Vages Insert additional rows as needed to reconcile to general ledger 							1	475.13	0.00	475.13	0.00	0.00	0.00	475.13	
a T	<ul> <li>Insert additional rows as needed to reconcile to general ledger</li> </ul>							2	1,389.19	0.00	1,389.19	0.00	0.00	0.00	1,389.19	
a T	iccounts								1 6 20 05	0.00	1 6 22 05	0.00	0.00	0.00	1 639 05	
Т								3	1/030/03	0.00	1,030.03	0.00	0.00	0.00	1,030.05	
	axable Allowance							4	1,656.17	0.00	1,656.17	0.00	0.00	0.00	1,656.17	
	<ul> <li>Insert additional rows as needed to reconcile to general ledger</li> </ul>							6	3 500 00	0.00	3 500 00	776.00	0.00	0.00	2 724 00	
a	iccounts							-	3,300.00	0.00	2,200.00	770.00	0.00	0.00	4,721.00	
P	re Tax Deduction - eg Superannuation	5,166.00						6	6,000.00	0.00	6,000.00	796.00	0.00	0.00	5,204.00	
b	eave Paid							7	10,724.61	0.00	10,724.61	396.00	0.00	0.00	10,328.61	
A	Innual leave							8	16,800.38	0.00	16,800.38	4,169.00	0.00	0.00	12,631.38	
5	ick & carers leave							9	20,591.72	0.00	20,591.72	5,736.00	150.00	0.00	15,005.72	
L L	ong service leave							10	34,237.91	0.00	34,237.91	6,680.00	0.00	0.00	27,557.91	
0	Other leave							11	90,974.41	5,166.00	85,808.41	14,549.00	0.00	248.00	71,259.41	5,1
								12	50,557.21	0.00	50,557.21	11,364.00	122.33	2,208.00	39,315.54	
T	otal Gross Income	1,789,961.54						13	68,165.63	0.00	68,165.63	14,032.00	0.00	0.00	54,133.63	
								14	76,061.69	0.00	76,061.69	16,744.00	0.00	0.00	59,317.69	
N	Ion-Tax Allowance	1,508.11						15	78,124.64	0.00	78,124.64	18,760.00	0.00	0.00	59,364.64	
P	ost Tax Deduction	3,264.00						16	78,499.98	0.00	78,499.98	17,576.00	0.00	0.00	60,923.98	
T	otal Post Tax Pay Items				1			17	82,118.44	0.00	82,118.44	23,262.00	0.00	0.00	58,856.44	
								18	89,680.69	0.00	89,680.69	21,268.00	0.00	0.00	68,412.69	
P	AYG	443,042.00						19	89,622.75	0.00	89,622.75	27,226.00	250.00	0.00	62,646.75	
Т	ax on ETP							20	92,307.57	0.00	92,307.57	26,270.00	0.00	0.00	66,037.57	
T	otal PAYG	443.042.00						21	99.615.42	0.00	99.615.42	24,724.00	50.00	0.00	74,941.42	
-								22	99,999.92	0.00	99.999.92	25.012.00	0.00	0.00	74,987.92	
E	mployer Super	172,602.85						23	99,999.92	0.00	99,999.92	25.012.00	0.00	0.00	74,987.92	
E	mployee Super Contributions	5,166.00						24	100,855.42	0.00	100,855.42	24,610.00	0.00	248.00	76,245.42	
T	otal Superannuation	177.768.85	177,768,85					25	101,999,83	0.00	101,999,83	25.688.00	105.62	0.00	76.417.45	
-								26	102,590.32	0.00	102,590.32	26.028.00	0.00	184.00	76,562.32	
E	BT							27	124,732,46	0.00	124,732.46	33,140.00	830.16	376.00	92,422,62	
T	otal FBT - Grossed Up							28	172.208.08	0.00	172,208.08	49.224.00	0.00	0.00	122,984.08	
								Total	1,795,127,54	5,166,00	1,789,961,54	443.042.00	1.508.11	3.264.00	1.348.427.65	5.1
										.,						