Acacia
Business Software Solutions

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 helpdesk@acaciacs.com.au. 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

Pay Activity Summary Data

From Pay Run:		To Pay Run:	
From Physical Pay Date:	1/04/2022	To Physical Pay Date:	30/06/2022
From Employee:		To Employee:	
From Department:		To Department:	
From Branch:	MAIN - Melbourne	To Branch:	MAIN - Melbourne

Drag column header here to configure filter

Pay run ID	Employee ID	Employee	Physical pay day	Branch	Dept	Posting Class	Gross Income
PAY-001624	EDNADAME	Edna Everidge	21/04/2022	MAIN	Distribution	PC000001	1,859.82
PAY-001624	DLA	LA D, Mr.	21/04/2022	MAIN	Administration	PC000001	2,019.23
PAY-001624	SWIFT	Swift, Taylor	21/04/2022	MAIN	Finance	PC000001	402.80
PAY-001623	EDNADAME	Everidge Edna, Ms.	7/04/2022	MAIN	Distribution	PC000001	2,816.30
PAY-001623	DLA	LA D, Mr.	7/04/2022	MAIN	Administration	PC000001	2,019.23
PAY-001623	SWIFT	Swift, Taylor	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

| | | Physical Pa | Pay Run ID | Employee I | Employee | Department | Branch |

						Total					
Pay Run II	Employee	Gross Inc	Pre-tax De	Gross Tax	Income Ta	Tax Free I	Deduction	Net Pay	Employee	Employer
PAY-001624	Swift, Taylor	402.80	0.00	402.80	90.00	0.00	0.00	312.80	0.00	80.56
	Edna Everidge	1,859.82	0.00	1,859.82	459.00	0.00	0.00	1,400.82	0.00	106.28
	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	4,281.85	0.00	4,281.85	1,187.00	0.00	0.00	3,094.85	0.00	388.76
PAY-001623	Swift, Taylor	402.80	0.00	402.80	90.00	0.00	0.00	312.80	0.00	0.00
	Everidge Edna, N	2,816.30	0.00	2,816.30	812.00	0.00	0.00	2,004.30	0.00	201.92
	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.

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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.

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

|< < > >| CHECK SUBMISSION STATUS

| Batch number: | PSUM001710 | Pay run ID: | PAY-001735 | Submitted to ATO: | 4/4 |

| Financial year: | 2022 |
| Batch status: | Accepted |

Select - Batch number

SELECT

Batch number	↓	Pay Group ID	Submiss	Batch status	Return period
> PSUM001710			Pay	Accepted	01/07/2021 - 27/06/2022
PSUM001709			Pay	Accepted	01/07/2021 - 20/06/2022
PSUM001708			Pay	Accepted	01/07/2021 - 13/06/2022
PSUM001707			Pay	Accepted	01/07/2021 - 06/06/2022

PAYER DETAILS   PAYMENT DETAILS   ALLOWANCES

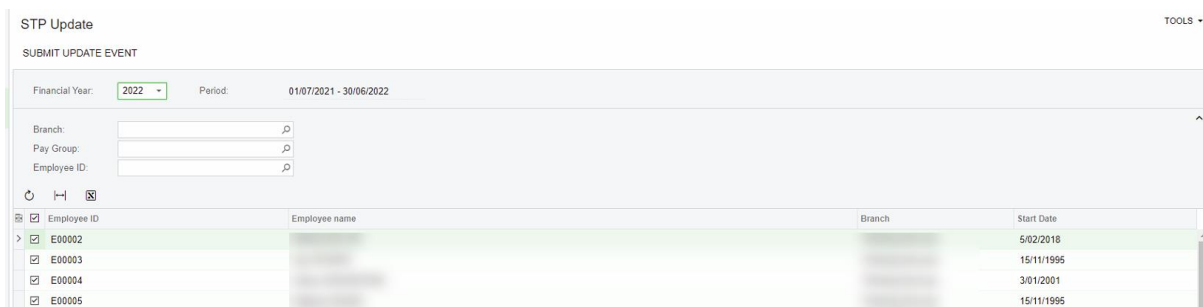| Payer	Submission Status
> MAIN	Accepted

STP update

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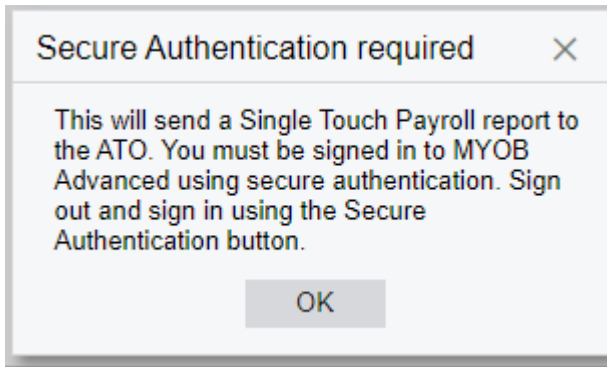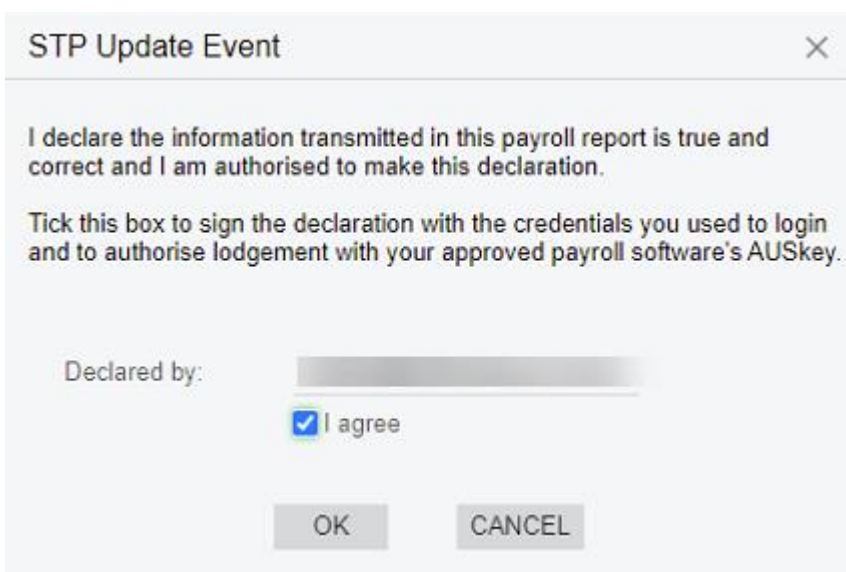

This process will send an Update event' to the ATO STP

Select the Financial Year

Then Select All the Employees

Submit update Pay Event

Manage STP Submissions

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

PAYROLL END OF YEAR RECONCILIATION

2021-2022 PAYROLL FINANCIAL YEAR

	Pay Activity Detail Pivot	Superannuation Summary	STP Submission	General Ledger Trial Balance
Gross Wages	1,795,127.54			
Salary				
Wages				
-- Insert additional rows as needed to reconcile to general ledger accounts				
Taxable Allowance				
-- Insert additional rows as needed to reconcile to general ledger accounts				
Pre Tax Deduction - eg Superannuation	5,166.00			
Leave Paid				
Annual leave				
Sick & carers leave				
Long service leave				
Other leave				
Total Gross Income	1,789,961.54			
Non-Tax Allowance	1,508.11			
Post Tax Deduction	3,264.00			
Total Post Tax Pay Items				
PAYG	443,042.00			
Tax on ETP				
Total PAYG	443,042.00			
Employer Super	172,602.85			
Employee Super Contributions	5,166.00			
Total Superannuation	177,768.85	177,768.85		
FBT				
Total FBT - Grossed Up				

MYOB Payroll - Pay Activity Summary Pivot

Employee	Gross Income	Pre-tax Deductions	Gross Taxable	Income Tax Payable	Tax Free Income	Deductions	Net Pay	Employee Su
1	475.13	0.00	475.13	0.00	0.00	0.00	475.13	0
2	1,389.19	0.00	1,389.19	0.00	0.00	0.00	1,389.19	0
3	1,638.05	0.00	1,638.05	0.00	0.00	0.00	1,638.05	0
4	1,656.17	0.00	1,656.17	0.00	0.00	0.00	1,656.17	0
5	3,500.00	0.00	3,500.00	776.00	0.00	0.00	2,724.00	0
6	6,000.00	0.00	6,000.00	796.00	0.00	0.00	5,204.00	0
7	10,724.61	0.00	10,724.61	396.00	0.00	0.00	10,328.61	0
8	16,800.38	0.00	16,800.38	4,169.00	0.00	0.00	12,631.38	0
9	20,591.72	0.00	20,591.72	5,736.00	150.00	0.00	15,005.72	0
10	34,237.91	0.00	34,237.91	6,680.00	0.00	0.00	27,557.91	0
11	90,974.41	5,166.00	85,808.41	14,549.00	0.00	248.00	71,259.41	5,166
12	50,557.21	0.00	50,557.21	11,364.00	122.33	2,208.00	39,315.54	0
13	68,165.63	0.00	68,165.63	14,032.00	0.00	0.00	54,133.63	0
14	76,061.69	0.00	76,061.69	16,744.00	0.00	0.00	59,317.69	0
15	78,124.64	0.00	78,124.64	18,760.00	0.00	0.00	59,364.64	0
16	78,499.98	0.00	78,499.98	17,576.00	0.00	0.00	60,923.98	0
17	82,118.44	0.00	82,118.44	23,262.00	0.00	0.00	58,856.44	0
18	89,680.69	0.00	89,680.69	21,268.00	0.00	0.00	68,412.69	0
19	89,622.75	0.00	89,622.75	27,226.00	250.00	0.00	62,646.75	0
20	92,307.57	0.00	92,307.57	26,270.00	0.00	0.00	66,037.57	0
21	99,615.42	0.00	99,615.42	24,724.00	50.00	0.00	74,941.42	0
22	99,999.92	0.00	99,999.92	25,012.00	0.00	0.00	74,987.92	0
23	99,999.92	0.00	99,999.92	25,012.00	0.00	0.00	74,987.92	0
24	100,855.42	0.00	100,855.42	24,610.00	0.00	248.00	76,245.42	0
25	101,999.83	0.00	101,999.83	25,688.00	105.62	0.00	76,417.45	0
26	102,590.32	0.00	102,590.32	26,028.00	0.00	184.00	76,562.32	0
27	124,732.46	0.00	124,732.46	33,140.00	830.16	376.00	92,422.62	0
28	172,208.08	0.00	172,208.08	49,224.00	0.00	0.00	122,984.08	0
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	5,166

Sheet1   MYOB Payroll Pay Activity Summa   Superannuation Batch Summary