

END OF PAYROLL YEAR

A GUIDE BY ACACIA CONSULTING SERVICES

AGENDA:

Introductions

12:30pm End of Payroll Year Process

12:40pm Upcoming Payroll Changes

12:45pm MYOB Exo

12:55pm MYOB Advanced

01:05pm Recap

01:10pm Q & A



DIANNE SEMMENS

Managing Director
MYOB Exo & Advanced



TONYA SEY

Senior Consultant
MYOB Exo & Advanced



LOUISE MULQUEEN

Senior Consultant
MYOB Advanced

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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

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FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2022

FBT Figures can be: - when you receive them from you accountant.

**- Grossed up (Types 1 and 2) or Non-Grossed up
And
Exempt or Non-Exempt**

MYOB Exo:

- 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.

MYOB Advanced Payroll:

- Setup Pay Items
 - Non-Grossed Up/ Non-Exempt
 - Non-Grossed Up / Exempt
 - Grossed up / Non-Exempt
 - Grossed up / Exempt

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FINALISE ALL PAYS

| FBT | STP | Last Pay | STP |
|------------------------------|--------------------------------|---|--------------------------------|
| Process FBT If applicable | Submit Single Touch Payroll | Pays paid up to 30 th June Paid 1 st is next year | Submit Single Touch Payroll |

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PAYROLL RECONCILIATION

PREPARATION FOR EOY STP FINALISATION

Payroll:

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

Reconciliation to STP batch

- After the FBT and Last Pay submission

Figures to Check:

- Confirm Employee totals – particularly those with pre- tax Salary Sacrifice
- Review Allowances
- Confirm Employer Superannuation – is 10%

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EXAMPLE RECONCILIATION TOOL

| Payroll EOY Reconciliation | 2021-2022 Payroll Financial Year | | | | | |
|--------------------------------|----------------------------------|---------------------|-------------------------|-----------------|----------------------|----------------|
| | Payroll Totals | PAYG Reconciliation | Payment Summary Details | Payment Summary | STP Income Statement | General Ledger |
| Gross Wages / Salary | | | | | | |
| Allowances | | | | | | |
| Leave Loading | | | | | | |
| Termination | | | | | | |
| Lump Sum | | | | | | |
| ETP Taxable | | | | | | |
| Gross Inc Allowance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Taxable (Payment Summary Only) | | | | | | |
| Deductions non specific | | | | | | |
| Tax | | | | | | |
| ETP Tax | | | | | | |
| Total Tax | | 0 | 00 | 0 | 0 | 0 |
| Net | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Super Employer | | | | | | |
| FBT | | | | | | |
| FBT Report FBT (Grossed up) | | | | | | |
| RESC | | | | | | |
| Reconciliation | | | | | | |

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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.

PAYROLL RECONCILIATION

PREPARATION FOR EOY STP & GL FINALISATION

Payroll

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

General Ledger

- Expense – Wages/Allowances
- Expense – Employer Superannuation
- Clearing Account for PAYG
- Clearing Accounts 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 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 14th July 2022

Closely Held Payees
STP Finalisation extension
until 30th Sept 2022



All Done !

Happy New Financial Year !!

Now get ready for 2022-2023

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COMPLIANCE 2022-2023

Tax Rates change

- For Non Residents – Tax Rate Exemption for some WHM
- Tax Offset
- Student Loan Thresholds

Superannuation

- Increases to 10.5%
- \$450 threshold per month is removed
- For under 18yo – must be working 30 hours plus

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EMPLOYEE TERMINATION PAYMENT THRESHOLD (POST 01/07/2022)

| ETP Cap | Base Limit | Completed Years of Service |
|-----------------------|---------------------|----------------------------|
| \$225,000 → \$230,000 | \$11,341 → \$11,591 | \$5,672 → \$5,797 |

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COMPLETE COMPLIANCE UPDATES

MYOB program compliance

MYOB Exo:

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

MYOB Advanced Payroll:

- for any pays with a physical pay date 1st July 2022 or later
- Tax will be applied automatically
- Superannuation will automatically be updated to 10.5 %

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PRESENTATION – TONYA SEY

MYOB EXO Payroll

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FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2022

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 31/03/2022

- Process a One-Off Pay to record the RFBT.
- Ensure the Pay Period End and Physical Pay Date are **no later** than 31st March 2022. If after 31st March 2022, they will appear as RFBT for the employee in the 2023 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.

One-Off Payment

Pay Period: Weekly

Pay Period Start Date: 25/03/2022

Pay Period End Date: 31/03/2022

Physical Pay Date: 31/03/2022

SG Expected Payment Date: 28/04/2022

Copy Standard Pay: No

Pay Number of Pay:

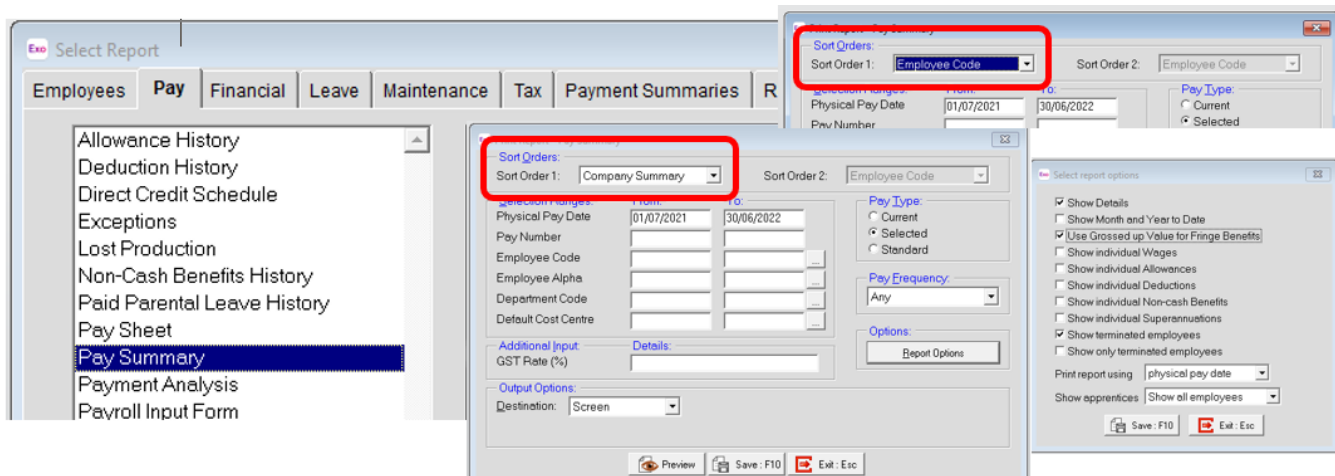
Do not send to ATO

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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 01/07/2021 to 30/06/2022 WorkCover - Use Grossed Up value for Fringe Benefits
Superannuation Guarantee Scheme Applied

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

The Demonstration Company

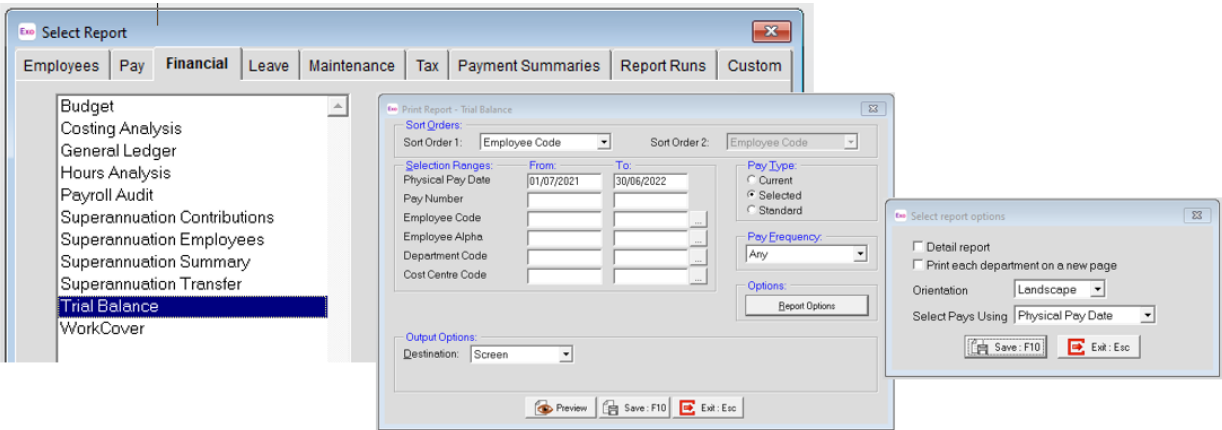
Pay Summary

Physical Pay Date from 01/07/2021 to 30/06/2022 WorkCover - Use Grossed Up value for Fringe Benefits
Superannuation Guarantee Scheme Applied

| | Units | Hours | Days | Amount | Non-cash Amount |
|-------------------|-------|---------|------|----------|-----------------|
| Salary | 68 | | | 91092.17 | |
| Wages | | | | | |
| 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 | |
| Total Wages | | | | 91356.82 | |

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PAYROLL TRIAL BALANCE



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The Demonstration Company

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

Trial Balance

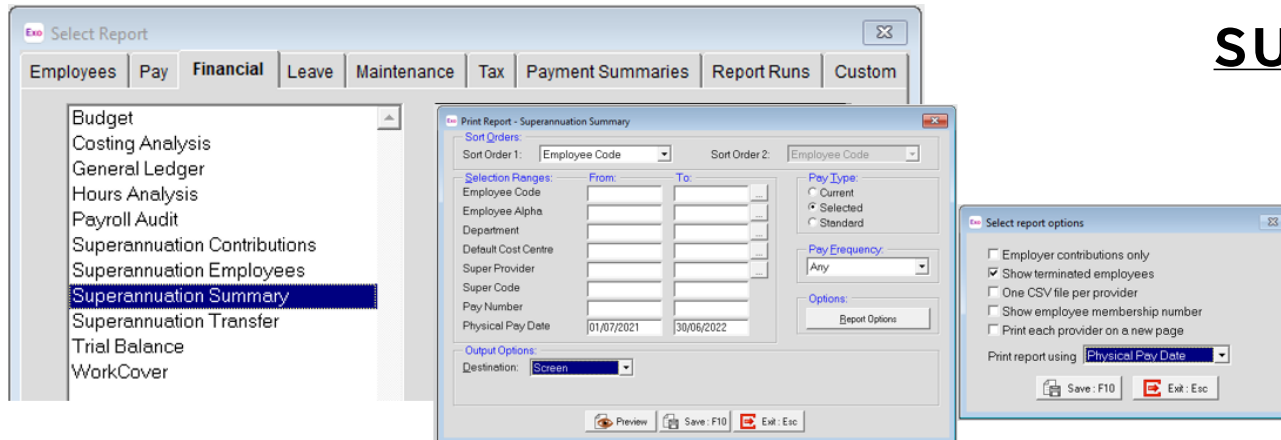
Physical Pay Date from 01/07/2021 to 30/06/2022

| | 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, Hamison 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 |

— End of Report —

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SUPERANNUATION SUMMARY



The Demonstration Company

Superannuation Summary

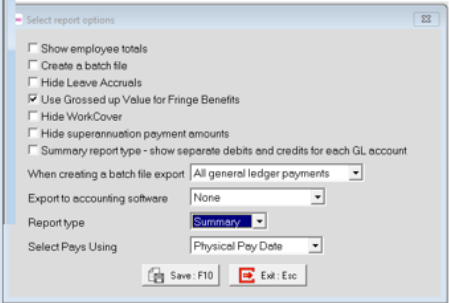
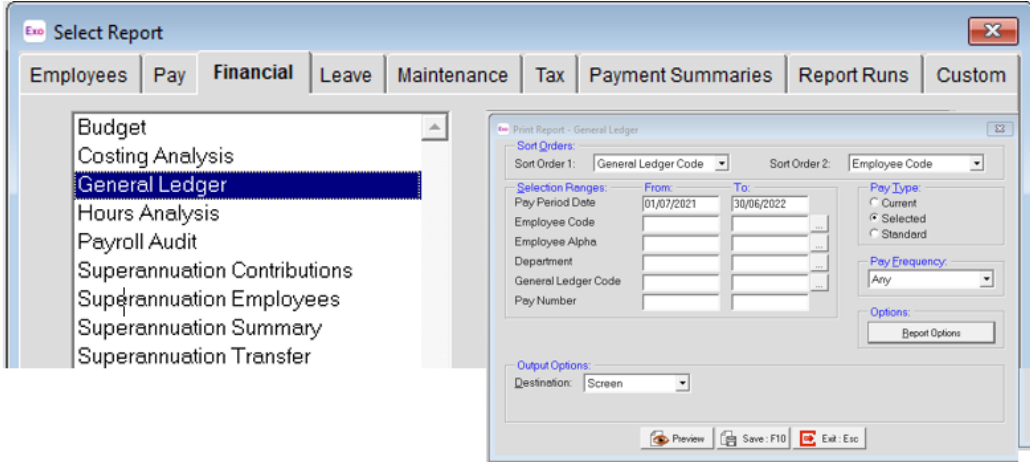
Physical Pay Date from 01/07/2021 to 30/06/2022

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

| Code | Name | Earnings | Earnings Liable | 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 | Russel, 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 |
| Totals: | | 231700.94 | 213813.86 | 21324.92 | 11100.00 | 0.00 | 32424.92 |

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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

General Ledger Report

Pay Period Date from 01/07/2021 to 30/06/2022

| | 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 |
| ABCDEFGHIJKLMNQRST test GL a311.40 | 0.00 | 25313.34 | 0.00 | 25313.34 |
| TOTAL | 3268.20 | 260870.47 | -260870.47 | 0.00 |

| 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.

Single Touch Payroll Submissions

Filters
 STP Type: All From: 01/05/2022 To: 30/06/2022

| STP ID | STP Type | Is Correction? | Period | Pay Number | Pay Type | Physical Pay Date | Nu Em |
|--------|----------|----------------|--------------------------|------------|----------|-------------------|-------|
| | Pay | | 01/07/2021 to 26/06/2022 | 42 | Current | 26/06/2022 | |

STP1

| Employee Details | | | Pay Details | | | Allowance and Deduction | | | Superannuation | | Termination | | Lump Sum | | FBT |
|------------------|----------|---------------|----------------------|--------------------|--------------|-------------------------|----------|------------------|----------------|---------------------------|----------------------------------|-----------|----------|--|-----|
| Code | Surname | Name | Payroll Period Begin | Payroll Period End | Is Final Pay | INB Gross | INB CDEP | INB Tax Withheld | INB EFEI | Voluntary Agreement Gross | Voluntary Agreement Tax Withheld | WHM Gross | WHM | | |
| 1 | Wallace | James | 20/06/2022 | 26/06/2022 | No | 16187.50 | 0.00 | 3270.00 | 0.00 | | | | | | |
| 2 | Andrews | Thomas Harley | 20/06/2022 | 26/06/2022 | No | 17535.00 | 0.00 | 3875.00 | 0.00 | | | | | | |
| 4 | Smith | Sandra Olive | 20/06/2022 | 26/06/2022 | No | 19500.00 | 0.00 | 4355.00 | 0.00 | | | | | | |
| 6 | Russel | George Thomas | 20/06/2022 | 26/06/2022 | No | 3633.45 | 0.00 | 356.00 | 0.00 | | | | | | |
| 7 | Robinson | Henry Karuso | 20/06/2022 | 26/06/2022 | No | 14007.20 | 0.00 | 2635.00 | 0.00 | | | | | | |

STP2

| 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 (Version No. to be confirmed)
- Update superannuation and ETP Changes

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PRESENTATION – LOUISE MULQUEEN

MYOB Advanced Payroll

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FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2022

MYOB Document: End of financial year procedure – 2022 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 01/04/2021
- Last Pay Period End Date 31/03/2022
- Last Physical Pay Date 30/06/2022

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 |
|------------------|---------------------------|---------------|---------------|----------------|---------------|---------------------------------|-------------|----------------------------|----------------------------|------------------------|-------------------------------------|
| WEEKLY | Weekly | 7.6000 | 38.0000 | 1,976.0000 | Weekly | | Waged | 19/06/2022 | 25/06/2022 | 28/06/2022 | <input checked="" type="checkbox"/> |
| * FRINGE BENEFIT | FRINGE BENEFIT - ANNUALLY | 0.0000 | 0.0000 | 0.0000 | Annually | | N/A | 1/04/2021 | 31/03/2022 | 30/06/2022 | <input checked="" type="checkbox"/> |

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FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2022

MYOB Document: End of financial year procedure – 2022 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-1 | Submitted to ATO: | |
| Financial year: | 2022 | 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 |
| | | | 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 | | | | | | | | | | | |
|----------------------------|------------|--------------|--------------------|-----------|--------------------|-----------------|-----------|----------|----------|----------|--|
| Physical pa | Pay run ID | Employee I | Dept | Branch | 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-1 | SUPEMPLYE | Super Guarantee | 7/07/2021 | 1/07/2021 | 6/07/2021 | AUSTRALIANSUPER | Employer | 456.51 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 30/07/2021 | 2/07/2021 | 1/08/2021 | AUSTRALIANSUPER | Employer | 708.50 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 30/08/2021 | 2/08/2021 | 1/09/2021 | AUSTRALIANSUPER | Employer | 708.50 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 29/09/2021 | 2/09/2021 | 1/10/2021 | AUSTRALIANSUPER | Employer | 708.50 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 29/10/2021 | 2/10/2021 | 1/11/2021 | AUSTRALIANSUPER | Employer | 708.50 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 29/11/2021 | 2/11/2021 | 1/12/2021 | AUSTRALIANSUPER | Employer | 708.50 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 29/12/2021 | 2/12/2021 | 1/01/2022 | AUSTRALIANSUPER | Employer | 708.50 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 29/01/2022 | 2/01/2022 | 1/02/2022 | AUSTRALIANSUPER | Employer | 708.50 |
| | | | PAY-1 | SUPEMPLYE | Super Guarantee | 29/01/2022 | 2/01/2022 | 1/02/2022 | AUSTRALIANSUPER | Employer | 883.33 |
| | | | PAY-1 | 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

[K](#)
[<](#)
[>](#)
[>|](#)
[CHECK SUBMISSION STATUS](#)

| | | | | | |
|-----------------|--|---------------|----------------------------------|---------------------|-------------------------------|
| Batch number: | <input type="text" value="PSUMC"/> | Pay run ID: | <input type="text" value="PAY"/> | Submitted to ATO: | <input type="text" value=""/> |
| Financial year: | <input type="text" value="2022"/> | Submission: | <input type="text" value="Pay"/> | Created date (UTC): | <input type="text" value=""/> |
| Batch status: | <input type="text" value="Submission successful"/> | Pay Group ID: | <input type="text" value=""/> | Created by: | <input type="text" value=""/> |

[PAYER DETAILS](#)
[PAYMENT DETAILS](#)
[ALLOWANCES AND DEDUCTIONS](#)
[REPORTABLE FRINGE BENEFITS](#)
[TERMINATIONS](#)
[EMPLOYEE DETAILS](#)
[TFN DECLARATION](#)

| | 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 | 5,711.70 | 0.00 |
| | | | Submission succ... | | 0.00 | 0.00 | 1 | 0.00 | 0.00 | R | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |

Export to Excel

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MYOB ADVANCED PAYROLL

General Ledger Report

- Trial Balance Summary (GL632000)

Trial Balance Summary

✎ ↶ RUN REPORT SAVE TEMPLATE REMOVE TEMPLATE SCHEDULE TEMPLATE

Template

Default Shared

REPORT PARAMETERS
ADDITIONAL SORT AND FILTERS
PRINT AND EMAIL SETTINGS

Company/Branch:

* Ledger:

* Financial Period:

Suppress Zero Balances

| Trial Balance Summary | | Financial Period: 12-2022 | | Page: | | |
|------------------------|---------|----------------------------|-------------------|------------------------|-------------|-------------------|
| Company/Branch: | MAIN | Supress Zero Balances | | 1 of 3 | | |
| Ledger: | ACTUAL | | | Date: 15/08/2022 11:47 | | |
| | | | | User: Louise Mulqueen | | |
| Account | Type | Description | Beginning Balance | Debit | Credit | Ending Balance |
| 02050 | Expense | COST OF GOODS SOLD | -608.00 | 0.00 | 0.00 | -608.00 |
| 02100 | Expense | STOCK ADJUSTMENT | 240.00 | 0.00 | 0.00 | 240.00 |
| | | -----G | 500.00 | 0.00 | 0.00 | 500.00 |
| | | ERY | 90.00 | 0.00 | 0.00 | 90.00 |
| | | Cost Revaluation | 12.10 | 0.00 | 0.00 | 12.10 |
| | | oods Sold | -40.43 | 0.00 | 0.00 | -40.43 |
| | | ost Variance | 2.38 | 0.00 | 0.00 | 2.38 |
| | | oods Sold (Raw Material) | 500.44 | 0.00 | 0.00 | 500.44 |
| | | oods sold - Other | 360.71 | 0.00 | 0.00 | 360.71 |
| | | i Wages Expense | 1,081,070.91 | 0.00 | 0.00 | 1,081,070.91 |
| | | uation Employer Expense | 77,891.75 | 0.00 | 0.00 | 77,891.75 |
| | | ir Expense | 34,245.85 | 0.00 | 0.00 | 34,245.85 |
| | | ave Accrual Expense | -2,017.80 | 0.00 | 0.00 | -2,017.80 |
| | | rice Leave Accrual Expense | -974,310.07 | 0.00 | 0.00 | -974,310.07 |
| | | Diven | -550.00 | 0.00 | 0.00 | -550.00 |
| | | s | 42.97 | 0.00 | 0.00 | 42.97 |
| | | alised Loss | 399.54 | 0.00 | 0.00 | 399.54 |
| | | nding Loss | 0.01 | 0.00 | 0.00 | 0.01 |
| | | tal | 217,820.36 | 0.00 | 0.00 | 217,820.36 |
| | | Sales | 56,821.24 | 0.00 | 0.00 | 56,821.24 |
| | | nding Gain | 0.02 | 0.00 | 0.00 | 0.02 |
| | | al | 56,821.26 | 0.00 | 0.00 | 56,821.26 |
| | | LEARING | -2,300.00 | 0.00 | 0.00 | -2,300.00 |
| | | h AUD | -968.00 | 0.00 | 0.00 | -968.00 |
| | | ccount - AUD | -416,483.71 | 0.00 | 0.00 | -416,483.71 |
| | | ccount - AUD | 4,900.00 | 0.00 | 0.00 | 4,900.00 |
| | | ank Account - AUD | -54,855.89 | 0.00 | 0.00 | -54,855.89 |
| | | reque Account - AUD | -154,525.89 | 0.00 | 0.00 | -154,525.89 |
| | | ccount - USD | -6,544.99 | 0.00 | 0.00 | -6,544.99 |
| | | ccount - EUR | -13,734.52 | 0.00 | 0.00 | -13,734.52 |
| | | ccount - GBP | -1,009.49 | 0.00 | 0.00 | -1,009.49 |
| | | i Card | -320.00 | 0.00 | 0.00 | -320.00 |
| 100080 | Asset | Cash Clearing Account | 1,654,594.39 | 0.00 | 0.00 | 1,654,594.39 |
| 100080 | Asset | FX contract 1 | -424.18 | 0.00 | 0.00 | -424.18 |

Demo use only. Upgrade to a full version of MYOB Advanced to help your business succeed.

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MYOB ADVANCED PAYROLL

Single touch Payroll

- Check Company Data (MPPP5020)

Check Company Data CUSTOMISATION TOOLS ▾

RUN VALIDATION

Pay run ID: _____

☰ ☒ All Records ▾ ▾

| ID | Entity Name | Error |
|----------------------------|-------------|-------------------------------------|
| > AKL | Payer | ABN # cannot be null or empty |
| AKL | Payer | State cannot be null or empty |
| CO2 | Payer | ABN # cannot be null or empty |
| OVERVIEW | Payer | Postal Code cannot be null or empty |
| OVERVIEW | Payer | State cannot be null or empty |
| EP00000009 | Employee | State cannot be null or empty |
| EP00000016 | 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 2022

Complete reconciliations

- Prior to submitting Finalisation declarations to ATO

STP Finalisation due by 14th July 2022.

- For Closely held employees 30th Sept 2022

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BREAKING NEWS!!!!

The minimum wage is increasing from
1st July 2022*

The Fair Work commission has today (15/06/2022) ordered a 5.2% wage increase to the national minimum wage and a 4.6% increase to award wages, with threshold rules applying.

(<https://www.fairwork.gov.au/pay-and-wages/minimum-wages>)

Modern awards in Group 1 will have wage increase apply from 1st July 2022.

Modern awards in Group 2 will have wage increase apply from 1st October 2022.

COMPLIANCE 2022-2023



Tax Rate Changes

Superannuation

- Increase to 10.5%
- Removal of \$450 threshold
- Increase to maximum earnings base

Employment Termination Payment cap changes

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QUESTIONS?

If you have any queries,
please reach out to us at
helpdesk@acaciacs.com.au

This Webinar will be available on our Website
STP 2 changes
– refer to our STP2 Webinar – available online



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