

# END OF PAYROLL YEAR

## A GUIDE BY ACACIA CONSULTING SERVICES

### AGENDA:

Introductions  
End of Payroll Year Process  
Upcoming Payroll Changes  
MYOB Advanced  
MYOB Exo  
Recap  
Q & A



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# END OF YEAR PROCESS FOR PAYROLL



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

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# FRINGE BENEFITS

**Enter the Fringe Benefit – for the FBT year 31/03/2024**

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

***You usually receive this information from your accountant.***

## **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

## **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.

# FINALISE ALL PAYS

## FBT

Process FBT  
(if applicable)

## Last Pay

Last pays defined  
as physical date paid.  
Pays 'paid' up to 30<sup>th</sup> June  
are “this year”  
Pays 'paid' on or after 1<sup>st</sup> of  
July (regardless of days  
worked) is “next year”

## STP

Ensure most recent Single  
Touch Payroll submissions  
are 'submitted' to and  
'accepted' by the ATO.

# PREPARATION FOR EOFY STP FINALISATIONS

## PAYROLL RECONCILIATION: PAYROLL TO STP SUBMISSIONS

- After process FBT and final pays.
- Submit STP for final pays to ATO
- Print Payroll reports (Summary by Employee Reports)
- Reconcile payroll reports to STP submissions per employee.

(If needed, submit an STP Update for the 23-24 financial year to include all active employees.  
MYOB Advance has a new STP finalization Preview for Version 2023.1.3+)

### Figures to Check:

- Confirm Employee totals – particularly those with pre- tax Salary Sacrifice
- Review Allowances
- Confirm Employer Superannuation – is 11% of gross earnings liable for superannuation

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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 STP2 categories.
- Confirm the STP totals by submitting an update event for all employees.
- (MYOB Advanced has a new STP finalization Preview for Version 2023.1.3+)

# PREPARATION FOR EOF STP FINALISATIONS

## PAYROLL RECONCILIATION: PAYROLL TO GENERAL LEDGER

- After processing FBT and final pays.
- Print payroll reports (summary and detail by employee)
  - Confirm values (gross wages, allowances, bonuses/commissions, deductions, etc) are correct
- Print general ledger reports (summary information for related payroll accounts)
  - Expense accounts for wages, allowances, bonuses, superannuation, etc
  - Balance Sheet accounts for clearing accounts (eg PAYG, superannuation, other deductions)

### Figures to Check:

- Payroll Gross Wages = Wage expense; Allowance expenses, etc.
- Payroll Employer Superannuation (SGC and Employer Additional) = Superannuation expense
- Clearing accounts have a zero balance OR only the last month/quarter value payable
  - Superannuation Liability
  - PAYG Liability

# 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/released 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 and finalise 2023-2024 payroll.



# STP FINALISATION

## Submit STP Finalisation to ATO

Submit the STP Finalisation to the ATO by **14<sup>th</sup> July 2024**.  
(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 2024-2025**

# COMPLIANCE 2023-2024



- There were no changes to tax rates. However, Tax treatment code changes for Working Holiday Makers
- Threshold changed for
  - Employment Termination Payment (ETP);
  - Student Loan repayments; and
  - Medicare Levy Variation
- Superannuation increased to 11% + maximum contribution threshold changed
- Minimum wage to increased by 5.75% on 1st July 2024
- Reminder protected earnings threshold for Child Support updates 1st January each year.

# COMPLIANCE 2024-2025



- Changes to Tax Rates for all tax scale levels for residents and non-residents.
- Changes for Working Holiday Makers (WHM). Will differ depending if employer is registered for WHMs.
- Changes to Medicare levy exemptions for seniors and changes to surcharge thresholds.
- Threshold changes for
  - Employment Termination Payment (ETP); and
  - Student Loan repayments;
- Superannuation increases to 11.5% + maximum contribution threshold change
- ***Minimum wage to increase by 3.75% on 1<sup>st</sup> July***

# MINIMUM WAGE INCREASE

The minimum wage is increasing from  
1<sup>st</sup> July 2024

- 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).



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# THRESHOLD UPDATES - POST 01/07/2024

## EMPLOYMENT TERMINATION PAYMENTS

- Employment Termination Cap: from \$235,000 to \$245,000
- Base Limit: from \$11,985 to \$12,524
- Completed Years of Service: from \$5,994 to \$6,264

## SUPERANNUATION

- Rate: from 11% to 11.5%
- Concessional Contribution Cap: from \$27,500 to \$30,000
- Non-Concessional Contribution Cap: from \$110,000 to \$120,000
- Maximum Earnings Contribution: from \$62,270 to \$65,070

# COMPLETE COMPLIANCE UPDATES

## MYOB Program Compliance

### MYOB Advanced Payroll:

For pays with a physical pay date 1<sup>st</sup> July 2024 or later:

- Tax will be applied automatically
- Superannuation will automatically be updated to 11.5 %\*
- ETP Caps will automatically update

### MYOB Exo:

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

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# PRESENTATION – LOUISE MULQUEEN

## MYOB Advanced Payroll

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# FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2024

## MYOB Document: End of financial year procedure – 2024 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:

- When establishing the Pay Group, the Last Pay dates relate to the previous FBT Year
  - 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										
      										
* Pay Group ID	* Description	Hours per Day	Hours per Pay	Hours Per Year	Pay Frequency	Pay Default	Last Pay Period Start Date	* Last Pay Period End Date	Last Physical Pay Date	Active
FORTNIGHTLY	Fortnightly	7.6000	76.0000	1,976.0000	Fortnightly	Waged	2/07/2023	15/07/2023	21/09/2023	<input checked="" type="checkbox"/>
FRINGE BENEFIT	Fringe Benefit - Annual	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 31/03/2024

## MYOB Document: End of financial year procedure – 2024 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

When creating the Pay Run, the Pay dates relate to this FBT Year

- Pay Period Start Date **01/04/2023**
- Pay Period End Date **31/03/2024**
- Physical Pay Date **30/06/2024**

Manage STP Submissions

Navigation: < > >> CHECK SUBMISSION STATUS

Batch number: PSUM001 Pay run ID: PAY-1 Submitted to ATO: [ ]

Financial year: 2022 Submission: Pay Created date (UTC): 31/03/2024

Batch status: Submission successful Pay Group ID: [ ] Created by: [ ]

Tabs: 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

# REPORTS TO RECONCILE PAYROLL

## Payroll to General Ledger Totals

- Pay Activity Summary (Also Data and 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 Report (MPPP6024)
  - Using the Physical Pay Date Range

### Pay Activity [Summary]

Physical Pay Date From: 1/07/20      Branch: All  
Physical Pay Date To: 30/06/20      Department: All

	Gross Income	Pre-tax Deductions	Taxable Income	
	102,377.11	100.00	102,277.11	22,4
<b>Finance</b>	<b>21,249.99</b>	<b>0.00</b>	<b>21,249.99</b>	<b>6,5</b>
EP00000001 Edgar Smith	21,249.99	0.00	21,249.99	6,5
<b>Operations</b>	<b>6,265.18</b>	<b>0.00</b>	<b>6,265.18</b>	<b>1,0</b>
EP00000014 Irene Brown	5,000.00	0.00	5,000.00	4
EP00000042 Chris Worobey	1,265.18	0.00	1,265.18	5
<b>Sales</b>	<b>12,133.34</b>	<b>0.00</b>	<b>12,133.34</b>	<b>2,6</b>
EP00000028 Mike Hooper	12,133.34	0.00	12,133.34	2,6

### Pay Activity Summary

  **RUN REPORT** SAVE TEMPLATE REMOVE TEMPLATE SCHEDULE TEMPLATE

Template  x v  
☐ Default ☐ Shared

**REPORT PARAMETERS** ADDITIONAL SORT AND FILTERS PRINT AND EMAIL SETTINGS

Pay Run  🔍  
☐ Include Open Pay Run  
☒ Include Completed Pay Run  
☐ Include Cancelled Pay Run  
☐ Include Reversed Pay Run

Employee:  🔍  
Branch:  🔍  
Department:  🔍  
Posting Class:  🔍

From Physical Pay Date 1/07/2023 To Physical Pay Date 30/06/2024





☐ Group By Pay Run  
☐ Group By Branch  
☒ Group By Department  
☐ Group By Posting Class

# MYOB ADVANCED PAYROLL

## Payroll Report

- Prepare the **Pay Activity Summary Data** (MPPP6025)
  - Using the Physical Pay Date Range
  - This prepares the data for the Pay Activity Summary Pivot
  - Information is very detailed – multi lines per employee per pay

### Pay Activity Summary Data



From Pay Run:

From Physical Pay Date:

1/07/2023

From Employee:

From Department:

From Branch:

To Pay Run:







To Physical Pay Date:

30/06/2024

To Employee:

To Department:

To Branch:

	Pay run ID	Employee ID	Employee	Physical pay day	Branch	Department	Posting Class	Gross Income
	 PAY-001552	<a href="#">EP00000042</a>	Chris	26/12	MAIN	Operations	PC000001	961.54
>	 PAY-001549	<a href="#">EP00000010</a>	Isaac	23/10	MAIN	Warehouse	PC000001	1,141.82
	 PAY-001548	<a href="#">EP00000010</a>	Isaac	16/10	MAIN	Warehouse	PC000001	1,141.82
	 PAY-001546	<a href="#">EP00000010</a>	Isaac	9/10	MAIN	Warehouse	PC000001	1,141.82
	 PAY-001545	<a href="#">EP00000010</a>	Isaac	2/10	VIC	Warehouse	PC000001	1,141.82

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# 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

#### PAY ACTIVITY SUMMARY PIVOT

PAY ACTIVITY SUMMARY PIVOT											
Physical Pa Employee Employee I Pay Run ID Branch											
Total											
Department	Employee	Gross Inc	Pre-tax De	Gross Tax	Income Ta	Tax Free Ir	Deduction	Pay Run Il	Net Pay	Employee	Employer
Sales	4	12,133.34	0.00	12,133.34	2,608.00	0.00	0.00	4	9,525.34	0.00	1,152.66
IT Services	5	8,076.92	0.00	8,076.92	1,446.00	0.00	0.00	5	6,630.92	0.00	777.41
Operations	8	8,238.86	0.00	8,238.86	1,979.00	0.00	0.00	8	6,259.86	0.00	782.69
Customer Service	15	21,837.83	0.00	21,837.83	4,042.00	0.00	0.00	15	17,795.83	0.00	2,082.87
Professional Services	15	24,425.68	0.00	24,425.68	4,398.00	0.00	0.00	15	20,027.68	0.00	2,351.01
Finance	19	42,914.19	0.00	42,914.19	10,347.00	0.00	1,516.66	19	31,050.53	0.00	4,070.38
Warehouse	54	64,267.06	100.00	64,167.06	12,565.00	0.00	0.00	54	51,602.06	0.00	4,589.45
Total	120	181,893.88	100.00	181,793.88	37,385.00	0.00	1,516.66	120	142,892.22	0.00	15,806.47





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# MYOB ADVANCED PAYROLL

## Superannuation:

- Superannuation Report (MPPP4300)
  - Lists all the super transaction on one line for each pay per employee
  - Can be exported to Excel

### Superannuation Report







Physical Pay Date From:

Employee:

Physical Pay Date To:

Pay Run:

	Employee	Fund Name	Gross Income Liable	Pay Period Start Date	Pay Period End Date	Physical Pay Date	Employee Contributions	Gross Employer Contribution	ESCT %	ESCT	Net Employer Contributions	Total Net Contributions
	 Isaac	AUSTRALIAN...	1,141.82	30/11/23	6/12/23	23/10/23	0.00	108.47			108.47	108.47
	 Oliver		1,141.82	14/09/23	20/09/23	25/09/23	0.00	0.00			0.00	0.00

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# MYOB ADVANCED PAYROLL

## Superannuation:

- Superannuation Transaction Report (MPPP4300)
- Lists Multiple Super transactions eg Employee Contribution v Employer Super
- Multiple line per employee per pay
- Much more detailed data set
- Can export to excel.

### Superannuation Transactions

Selection: 

Physical pay day

Start Date: 

1/07/2023

End Date: 

30/06/2024

From Pay Run ID:

To Pay Run ID:

From Employee ID:

To Employee ID:

Super Fund:

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
<a href="#">EP00000038</a>	g Meng, Mr.	990011227702354	<a href="#">PAY-001511</a>	<a href="#">SUPEMPL...</a>	Super Guarantee	28/11/20	1/07/20	7/07/20	AUSTRALIANSUPER	Employer	72.29
<a href="#">EP00000010</a>	li Isaac, Mr.	222255554	<a href="#">PAY-001512</a>	<a href="#">SUPEMPL...</a>	Super Guarantee	5/12/20	8/07/20	14/07/20	AUSTRALIANSUPER	Employer	108.47
<a href="#">EP00000021</a>	Kevin, Mr.	306444555577	<a href="#">PAY-001514</a>	<a href="#">SUPEMPL...</a>	Super Guarantee	19/12/20	22/07/20	28/07/20	AUSTRALIANSUPER	Employer	108.47

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# MYOB ADVANCED PAYROLL

## Single touch Payroll

- Check Company Data (MPPP5020)
- Error might be Postcode or State

Single Touch Payroll

Manage STP Submissions

STP Update

STP Finalise

Check Company Data

Update Historic Terminations

Check Company Data

RUN VALIDATION

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

[-] [X]

ID	Entity Name	Error
----	-------------	-------

No errors are found: Congratulations, you have passed the basic ATO requirements check.

Please note, this process does not check historical pay run data, to make sure historical data is correct use the 'Apply historically' actions on the Update Employee and Update Pay Item screens

OK

Check Company Data

RUN VALIDATION

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

[-] [X]

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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# Single Touch Payroll Report

- Review the Last Submission
- 'Update' 'Finalisation' or new 'Finalisation Preview'
- Renumeration Tab
- Export to Excel

**Manage STP Submissions**

Navigation: < > | CHECK SUBMISSION STATUS

Batch number:	<input type="text" value="PSUM001628"/>	Submission:	<input type="text" value="Finalise"/>	Submitted to ATO:	<input type="text" value="101/101"/>	STP version:	<input type="text" value="Phase 2"/>
Financial year:	<input type="text" value="2023"/>			Created date (UTC):	<input type="text" value=""/>		
Batch status:	<input type="text" value="Accepted"/>			Created by:	<input type="text" value=""/>		

PAYER DETAILS	EMPLOYEE DETAILS	<b>REMUNERATION</b>	ALLOWANCES	PAID LEAVE	SALARY SACRIFICE	TERMINATION PAYMENTS	LUMP SUM PAYMENTS	DEDUCTIONS	REPORTABLE FRINGE BENEFITS	SUPERANNUATION
---------------	------------------	---------------------	------------	------------	------------------	----------------------	-------------------	------------	----------------------------	----------------

<input checked="" type="checkbox"/> [X]										
---	--	--	--	--	--	--	--	--	--	--

Employee ID	Name	Company	Income type	Country	Amount	Tax Withheld	Overtime	Directors Fees	Bonuses and Commissions
>	Salary and Wages								

# MYOB ADVANCED PAYROLL

## Payroll Preferences



GENERAL SETTINGS

NUMBERING SEQUENCE

SUPERANNUATION SETTINGS

To manage preferences for Single Touch Payroll reporting

To enable your site to create and send Single Touch Payroll (STP) reporting:

1. Go to the SBR Registration tab and authorise MYOB to submit tax documents to the ATO on your behalf.
2. Go to the [Check Data](#) page and select Run STP Validation to validate the master data for branches, employees and pay items. (You can run this at any time.) Note that some pay item reporting categories are dependent on whether or not STP is enabled - allowances and superannuation will require STP-only categories, while all others are common with Payment Summary categories.
3. Enable Single Touch Payroll reporting by checking the box below.
4. Go to the [Check Data](#) page, re-run the validation and update the relevant pay items with STP-specific reporting categories.

Once you have enabled Single Touch Payroll reporting, the ATO requires that you continue to use it from then on.

By proceeding to enable Single Touch Payroll, you acknowledge that you have read and agree to the [Terms of Use](#).

☒ Enable STP

STP enabled date: 4/06/2018 4:27:21 PM

☒ Preview STP Finalisations before submission

## Single Touch Payroll Report

STP Finalisation (MPPP5023)

- New 'Finalisation Preview'
  - MYOB Advanced version 2023.1.3 onwards
  - Switch on in the Payroll Preferences – STP Tab
- Select Finalisation

# MYOB ADVANCED PAYROLL

## Single Touch Payroll Report

### STP Finalisation (MPPP5023)

- New 'Finalisation Preview'

STP Finalise

**PREVIEW FINALISATION**

Financial Year: 2024 Period: 01/07/2023 - 30/06/2024 ☒ Include inactive employees

Branch:

Pay Group:

Employee ID:

<input checked="" type="checkbox"/>	Employee ID	Employee name
<input checked="" type="checkbox"/>	A	A
<input checked="" type="checkbox"/>	A	A

Manage STP Submissions

Batch number: PSUM001746 Submission: Finalise Submitted to ATO: 0/45 STP version: Phase 2

Financial year: 2024 Created date (UTC): 19/06/2024 7:32:38 PM

Batch status: Preview Created by: Acacia Employee

**PAYER DETAILS** EMPLOYEE DETAILS REMUNERATION ALLOWANCES PAID LEAVE SALARY SACRIFICE TERMINATION PAYMENTS LUMP SUM PAYMENTS DEDUCTIONS

Payer	Submission Status	Child Support Deduction	Child Support Garnishee	Previous BMS ID
<a href="#">MAIN</a>	Preview			

# MYOB ADVANCED PAYROLL

## General Ledger Report

- Trial Balance Summary (GL632000)

Trial Balance Summary

↶

RUN REPORT

SAVE TEMPLATE

REMOVE TEMPLATE

Template

☐ Default

☐ Shared

REPORT PARAMETERS

ADDITIONAL SETTINGS

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

Supress Zero Balances

Page: 3 of 3

Date:

User: TEST ACS

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="#">200600</a>	Liability	PO Accrual	5,866,501.93	0.00	0.00	5,866,501.93
<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
Liability Total			8,323,504.71	78,245.63	61,386.87	8,306,645.95

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# COMPLETE COMPLIANCE UPDATES



- For pays with a physical pay date 1<sup>st</sup> July 2024 or later:
- Tax will be applied automatically
- Superannuation will automatically be updated to 11.5 %\*
- ETP Caps will automatically update
- Update pay rates if required.

<https://enterprise-support.myob.com/adv/end-of-financial-year-australia>

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# NEW FEATURES

## MYOB Advanced - Coming Software Releases V 2023.1.3

### **Advanced platform:**

- ATO Required - Improved security with better password standards and
- Better notifications for users when someone changes their details.
- New look for the sign-in page that makes signing in more straightforward.

### **Advanced Payroll:** A range of improvements, including:

- Easier leave cash up,
- Personalised payslip messages,
- Previewing STP finalisations

# MYOB ADVANCED PAYROLL

## NEW FEATURE IN V 2023.1.3

### Annual Leave Cash Up

- Pay Item MPPP2210

Cash Out

ENTITLEMENT

Pay Item ID: ALCASHOUT

Pay Item Description: Annual Leave Cash Out

Entitlement ID: AL

Entitlement Description: Annual Leave

Entitlement Unit: 152.0000 Hour(s)

CASH OUT

Quantity:  Hours

New Total Balance: 0 Hour(s)

New Total Cash Out: 0 Hour(s)

BALANCES

Years of Service: 4 Year(s)

Accrued Balance: 0 Hour(s)

Earned Balance: 0 Hour(s)

Total Balance: 0 Hour(s)

Pending Leave Requests: 0 Hour(s)

Entitlement Balance Older than 12 Months: 0 Hour(s)

Cashed Out this Entitlement Period: 0 Hour(s)

Pay Items

PAY ITEM LIABILITIES

RECALCULATE STANDARD PAYS

CHANGE LIMIT

CHANGE THRESHOLD

CUSTOMISATION

Pay Item ID: ALCASHOUT

\* Description: Annual Leave Cash Out

\* Payslip label: Annual Leave Cash Out

☒ Active

Type: ENTITLEMENT PAYMENT - Enti

Taxation: Taxable : Standard PAYG

ATTRIBUTES

Maximum limit applies?: No

Entitlement?: Yes

Threshold(s) apply?: No

AL - Annual

☒ Allow Leave Reduction

Super?: ☒ Cash Out

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# PRESENTATION – TONYA SEY

MYOB EXO Payroll

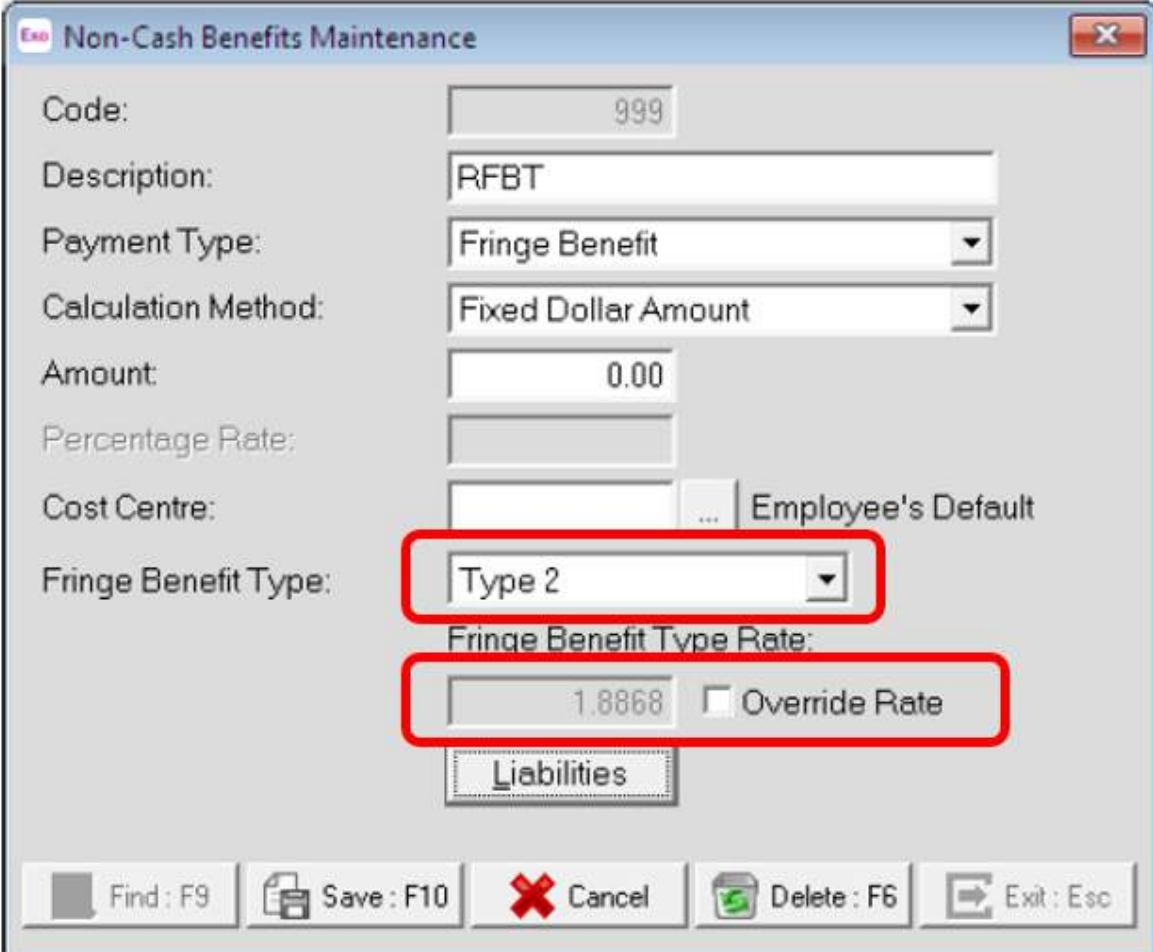
**Disclaimer:** The information in this webinar is generic in nature and may not refer to an individual's specific requirements.  
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# FRINGE BENEFITS

Enter the Fringe Benefit – for the FBT year 31/03/2024

## Establish 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

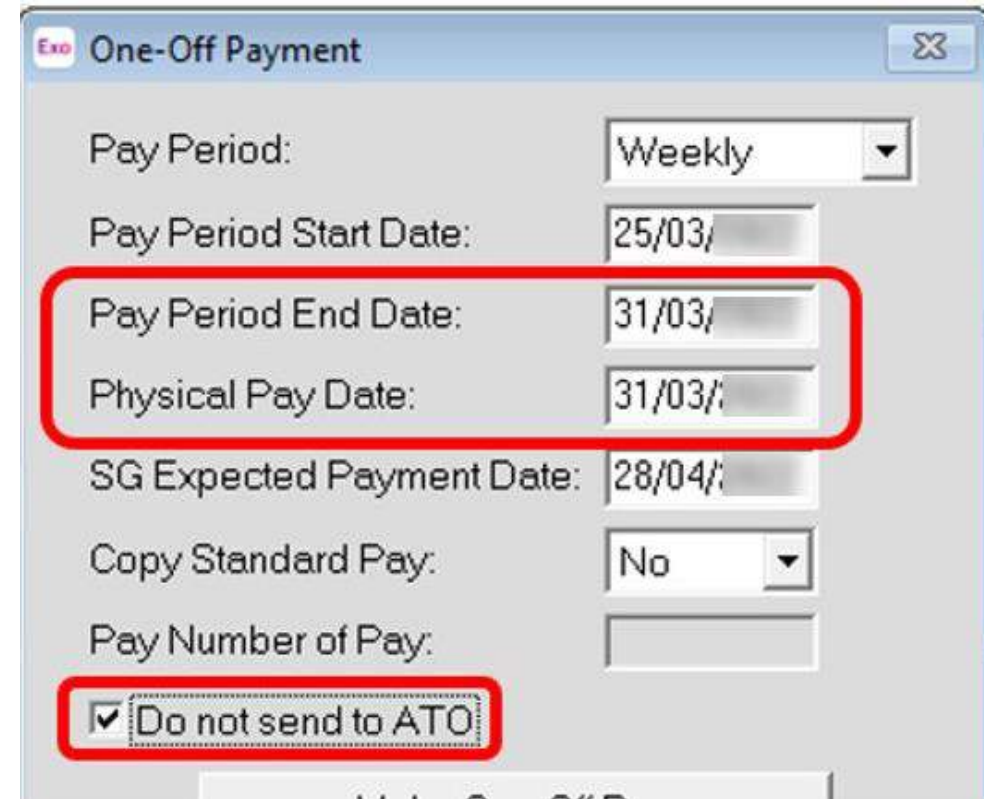
Liabilities

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

# FRINGE BENEFITS

Enter the Fringe Benefit - for the FBT year 31/03/2024

- Process a One-Off Pay to record the RFBT.
- Ensure the Pay Period End and Physical Pay Date are **no later** than 31st March 2024. If after 31st March 2024, they will appear as RFBT for the employee in the 2025 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.



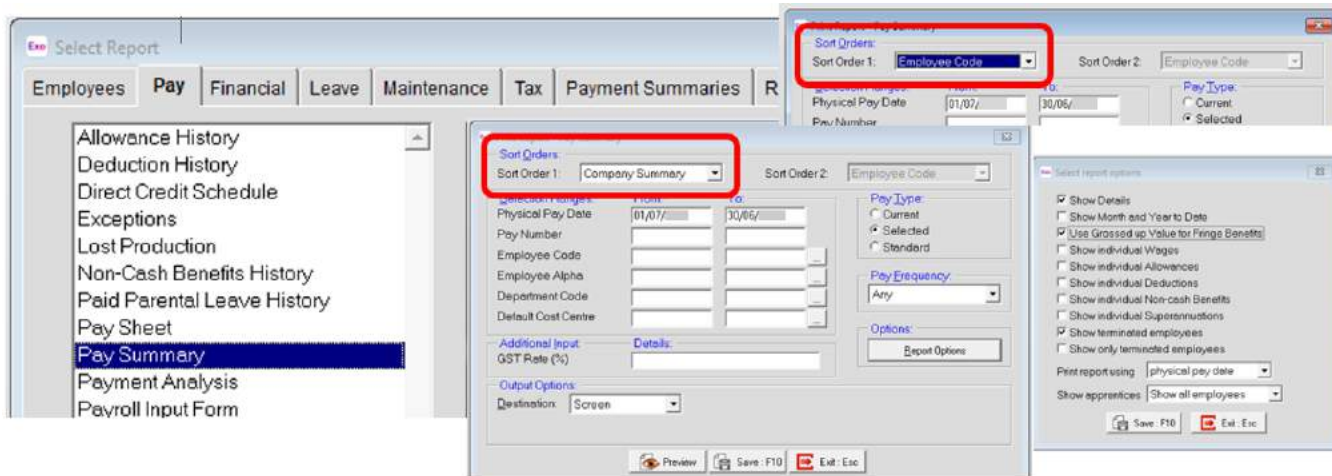
The screenshot shows a software window titled "One-Off Payment". It contains several input fields and checkboxes. A red rectangle highlights the "Pay Period End Date" and "Physical Pay Date" fields, both of which are set to "31/03/". Another red rectangle highlights the "Do not send to ATO" checkbox, which is checked. Other visible fields include "Pay Period" (Weekly), "Pay Period Start Date" (25/03/), "SG Expected Payment Date" (28/04/), "Copy Standard Pay" (No), and "Pay Number of Pay".

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:	
<input checked="" type="checkbox"/> Do not send to ATO	

# 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.

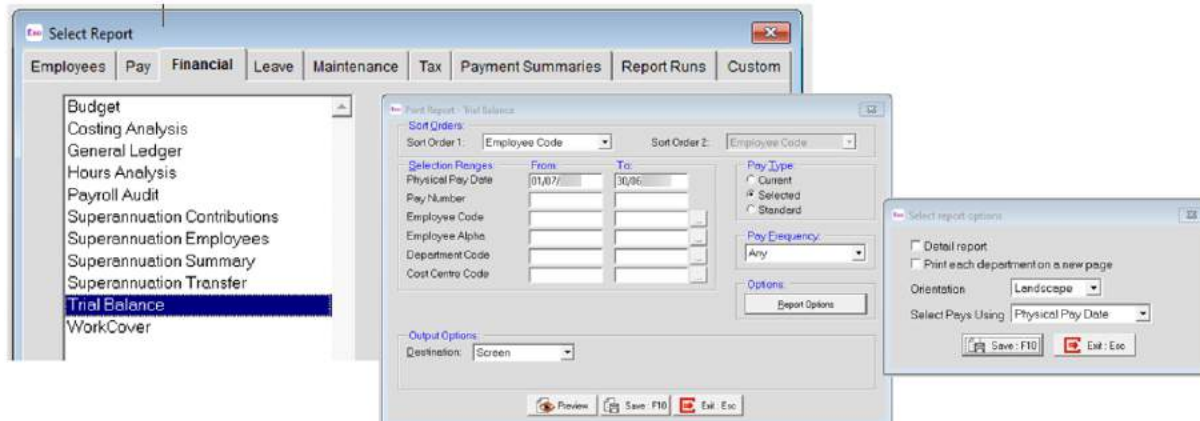
Pay Summary					
Physical Pay Date from 01/07/ to 30/06/ WorkCover - Use Grossed Up value for Fringe Benefits Superannuation Guarantee Scheme Applied					
	Units	Hours	Days	Amount	Non-cash Am
<b>1 Wallace, James</b>					
<b>Wages</b>					
1 Ordinary	16	640.00		16000.00	
Total Wages				16000.00	
<b>Superannuations</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	

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>	

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# PAYROLL TRIAL BALANCE



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

## The Demonstration Company

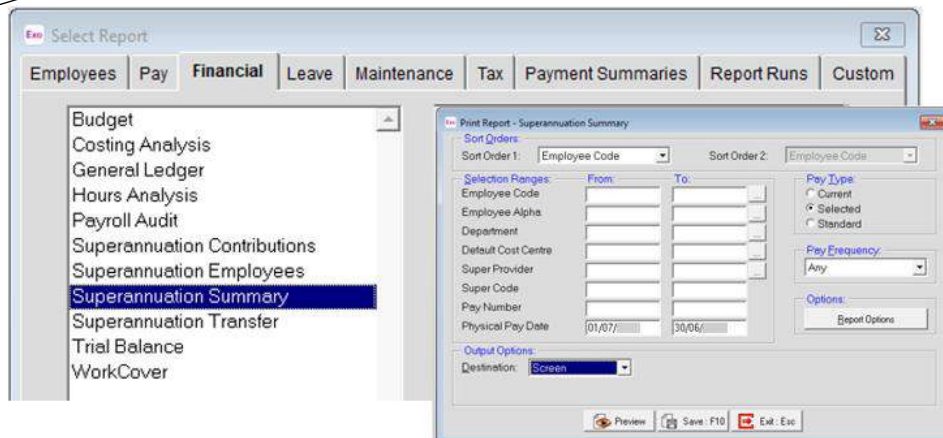
Page: 1

### Trial Balance

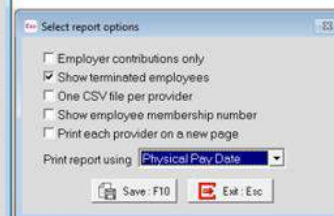
Physical Pay Date from 01/07/ to 30/06/

	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	0.00	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



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

Page: 1

### Superannuation Summary

Physical Pay Date from 01/07 to 30/06

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.

Page: 1

**The Demonstration Company**

**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 GHJKLMNQRST test GL ac	311.40	25313.34	0.00	25313.34
	<b>3268.20</b>	<b>260870.47</b>	<b>-260870.47</b>	<b>0.00</b>

**EB GL Trial Balance Tree**

File Utilities

Print Load Expand All Collapse All View Transactions

View: Trial Balance Range: YTD at: 0. June Options: Show inactive accounts Branch: <All Branches> Hide zero balance Company: (All) Use account group report codes Use sub accounts

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				

BALANCED

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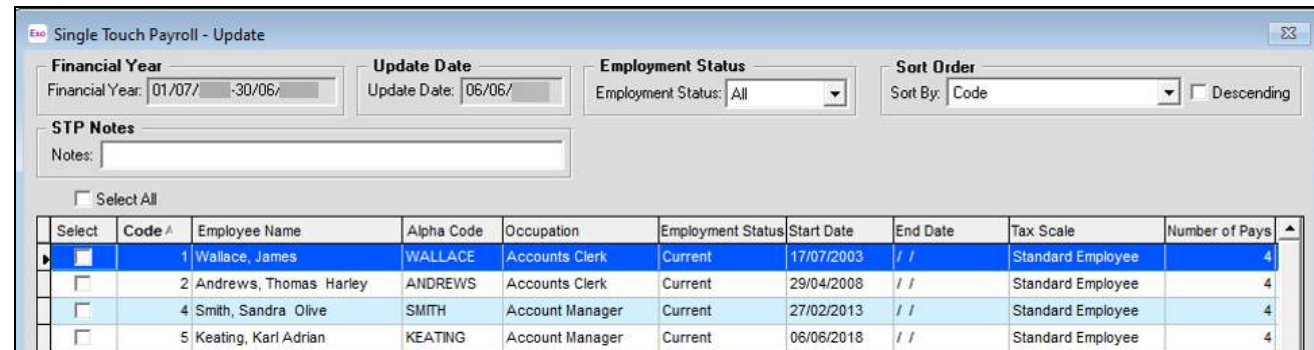
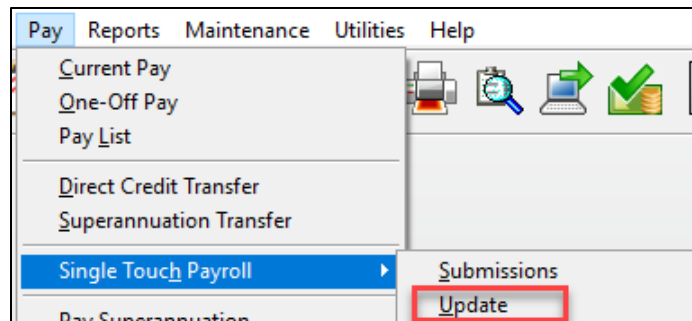
# STP DATA

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*

**UPDATE SUBMISSION MUST BE PROCESSED PRIOR TO 30TH JUNE.**

**THE UPDATE SCREEN WILL NOT ALLOW PROCESSING FOR THE PRIOR FINANCIAL YEAR.**



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

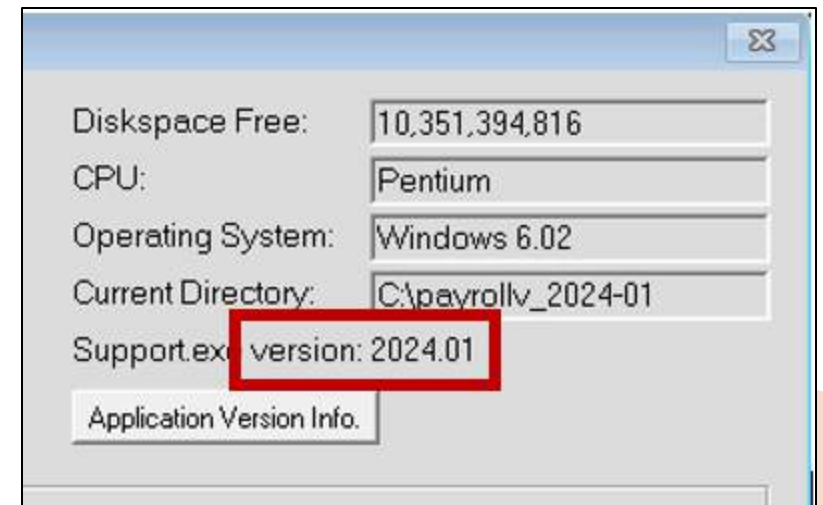
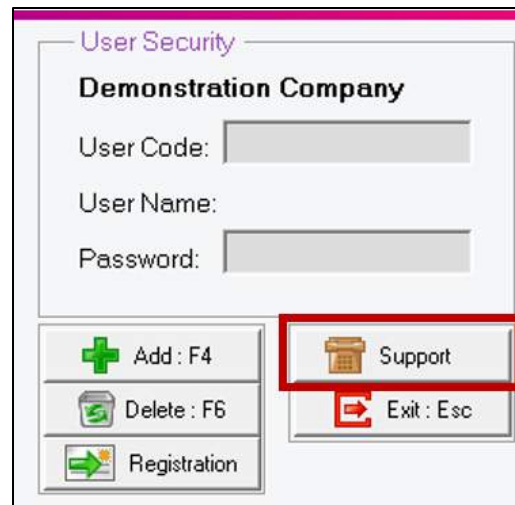
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# COMPLETE COMPLIANCE UPDATES

- Install latest version (2024.1 available now)
- Update superannuation and ETP Changes
- Update pay rates if required.

To Check your MYOB Exo Employer Services version:

- Go to the login screen
- Click on Support



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# END OF LIFE FOR EXO PAYROLL

## MYOB WILL STOP SUPPORTING EXO EMPLOYER SERVICES NOVEMBER 2025

Have you considered your next payroll software?

Ryan Addison from Acacia will be contacting you to discuss your migration plans.

Don't wait until July 2025 to move.



## RECAP

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# PRE EOY CHECKLIST



## Process Fringe Benefits Transactions

- Prior to last pay
- With a period end date of 31st March 2024

## Complete reconciliations

- Prior to submitting finalisation declarations to ATO

## STP Finalisation due by 14th July 2024

- Closely held employees due by 30<sup>th</sup> Sept 2024



# COMPLIANCE 2024-2025

## Superannuation

- Increase to 11.5%
- Increase to maximum earnings base

## Employment Termination Payment cap changes

## Minimum wage increase

## Protected earnings for Child Support increases 1<sup>st</sup> January (every year)



# INTERESTED IN LEARNING MORE ABOUT ADVANCED PAYROLL?

**Disclaimer:** The information in this webinar is generic in nature and may not refer to an individual's specific requirements.  
If you have specific queries, please contact the Australian Taxation Office or Fair Work Australia



# QUESTIONS?

If you have any queries,  
please reach out to us at

**helpdesk@acaciacs.com.au**

This Webinar will be available on our  
Website.

MYOB will be running a **DISCOVER** webinar  
on **Tuesday 16<sup>th</sup> July 2024**. Look out for the  
invitation and join us for some exciting  
announcements!



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