
MYOB Employer Services

ESEOFY – Payroll (AU)

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Version 2019.02

Objectives.....	4
Updating your software	5
Downloading updates	5
Updates required.....	6
Maximum Super Contribution Base	6
ETP Changes.....	7
Single Touch Payroll	8
Reportable Fringe Benefits	9
Overview.....	9
Fringe Benefit Setup.....	9
Loading Reportable Fringe Benefit Amounts	11
Final Pay Period.....	14
Year-End Finalisation.....	14
Lockdown Financial Year	15
EOFY Checklist 2019 - 2020.....	17

Objectives

This document covers how to set up Single Touch Payroll and how to process End Of Financial Year in EXO Payroll using the Single Touch Payroll (STP) functionality.

Detailed instructions on the following tasks are included:

- Set up Single Touch Payroll
- Making changes for correct reporting
- Validating data to be sent
- Sending Pay Data via STP
- Loading Reportable Fringe Benefits Amounts.
- Year End Finalisation.

Updating your software

Downloading updates

Whenever an update is available for your Employer Services products (including compliance updates), it will be made available via download.

To update your software:

1. Run the upgrade under a Windows account with administrative privileges.
2. Ensure that all other users have exited all EXO Employer Services products.
3. Ensure that there are no Current or One-Off pays open.
4. From the Help menu, select Upgrade Software Online.
5. EXO Employer Services Update Wizard will check for updates. If an Update is available, the Update Available window will be displayed. Click **Next**.
6. Follow the on-screen instructions to download and install the latest update.
7. Once the process is complete, click **Finish**.
8. EXO Employer Services will automatically start up again.
9. You may be prompted to upgrade your data to the latest version. Follow any on-screen instructions.
10. Read the Release Notes in the Education Centre for the release
http://help.myob.com.au/exo/releasenotes/esau2019/02/ReleaseNotes_AU.pdf

Various Knowledge Base Articles are available to assist with trouble-shooting should you encounter any issues during the update process. Visit <http://myobexo.custhelp.com>.

Updates required

The following pay components require updates if they already exist in the payroll. If you add new components after the upgrade the new thresholds will be applied.

Maximum Super Contribution Base

On all Superannuation which has a **Contribution Type = SG** the **Maximum Earnings Base** needs to be update to \$57,090 for 2020 – 2021 financial year.

The screenshot shows the 'Superannuation Maintenance' window. The 'Maximum Earnings Base' field is highlighted with a red box, showing a value of 57090.00 per Quarter. Other fields include Superannuation Type (Employer Superannuation), Code (3), Contribution Type (SG), Calculation Method (% of Gross Pay), Percentage Rate (9.5000), Amount (0.00), Minimum Earnings Base (450.00 per Month), Name (AMP Super Fund), Superannuation Provider (AMP Super), and Cost Centre (2041 NSW/EMPLOYER SUPER). The bottom of the window has navigation buttons: Prev : F7, Next : F8, Find : F9, Save : F10, Cancel, and Exit : Esc.

Superannuation Type:	Employer Superannuation
Code:	3
Contribution Type:	SG <input type="checkbox"/> RESC
Calculation Method:	% of Gross Pay
Percentage Rate:	9.5000
Amount:	0.00
	<input type="checkbox"/> Limit Super Contributions
Minimum Earnings Base:	450.00 per Month
Maximum Earnings Base:	57090.00 per Quarter
Name:	AMP Super Fund
Superannuation Provider:	AMP Super
Cost Centre:	2041 NSW/EMPLOYER SUPER
	Liabilities

Navigation buttons: Prev : F7, Next : F8, Find : F9, Save : F10, Cancel, Exit : Esc

Figure: Superannuation Maximum Earnings Base

ETP Changes

New companies created in the 2020 - 2021 financial year will be given these values by default. For existing companies, you must edit the values on the **Setup Payroll** window at **Payment setup > Termination Payments**.

The screenshot shows the 'Setup Payroll' window with the 'Termination Payments' section selected in the left-hand menu. The main area displays the following settings:

Termination Payments	
ETP Cap:	215000
Redundancy / Early Retirement	
Base limit:	10989
Completed years service:	5496

At the bottom of the window, there are two buttons: 'Save : F10' and 'Exit : Esc'. The 'List view' radio button is selected at the bottom left.

Figure: New Thresholds for ETP

Single Touch Payroll

For information on Single Touch Payroll refer to the Whitepaper in the Education Centre.
<http://help.myob.com.au/exo/espapers/MYOB%20Exo%20Employer%20Services%20-%20Single%20Touch%20Payroll.pdf> .

Reportable Fringe Benefits

Overview

Some of your employees may have Reportable Fringe Benefits that are to be shown on their Payment Summary for taxation purposes. Before printing your Payment Summaries, these Reportable Fringe Benefits must be loaded into the system.

These Reportable Fringe Benefits are loaded into the system as a Non-Cash Benefit pay item. You may already have a pay item set up for this purpose from a previous financial year. You can re-use this pay item.

Fringe Benefit Setup

To set up a Non-Cash Benefit

1. From the Maintenance menu, select *Non-Cash Benefits*.

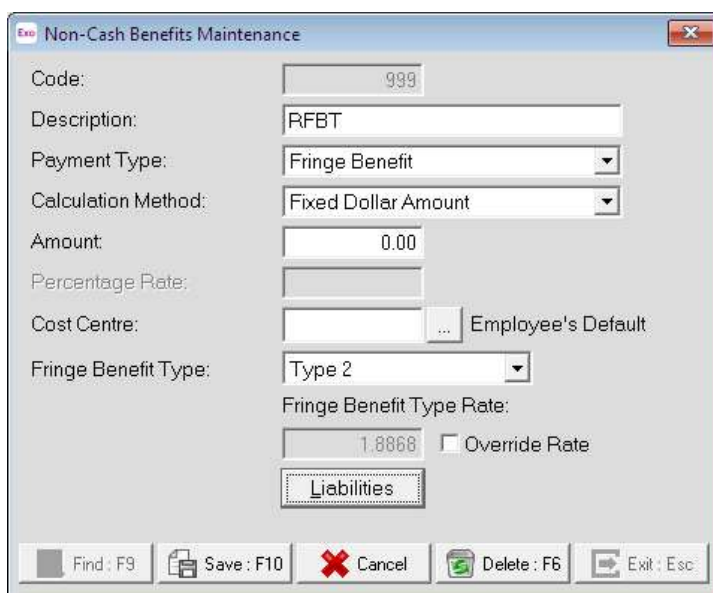


Figure: Fringe Benefits Setup

2. In the **Code**, enter a unique number. It is recommended that you use a number commencing with **9** to ensure it will always appear at the bottom of your list of Non-Cash Benefits.
3. Enter a **Description**, e.g. **RFB**.
4. From the **Payment Type**, select **Fringe Benefit**.
5. Select **Fixed Dollar Amount** as the **Calculation Method**.
6. In the **Amount** field, enter **0.00**. This will enable you to enter a number specific to each employee.
7. Enter an appropriate **Cost Centre**. By leaving the Cost Centre as 0 (Employee Default), you will be able to change the cost centre specifically to each employee.

8. Select one of the following two Fringe Benefit Types:

Type	Description
Type 1	This type is used when the employer can claim a GST credit.
Type 2	This type is used when the employer cannot claim a GST credit, for example, supplies made that were either GST-free or input taxed.

9. You can enter the Reportable Fringe Benefits one of two ways:

Type	Description
Un-Grossed up	When the un-grossed up amount is entered, the system will calculate the grossed-up value depending on the Fringe Benefit Type .
Grossed-up	Enter the already grossed up amount. You must select the option Override Rate and enter 1.00 for the override rate.

10. Click on **Save** or press **F10** to save this Non-Cash Benefit.

Loading Reportable Fringe Benefit Amounts

Reportable Fringe Benefits are loaded into the system by means of a One-Off Pay.

To load Reportable Fringe Benefit Amounts

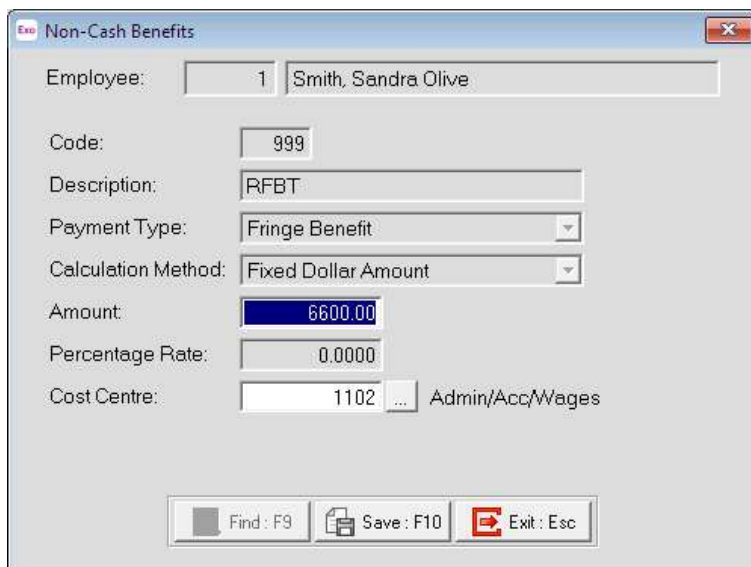
1. From the Pay menu, select *One-Off Pay*.

Figure: Fringe Benefits One-off Pay

2. The Fringe Benefit Tax Year is from April 1 the previous year to March 31 the current year. The **Pay Period End Date** and **Physical Pay Date** should therefore be *no later* than March 31 of the current year. If either of these dates are after March 31, the Reportable Fringe Benefit will not appear in the correct Fringe Benefit Year. Example:
3. As this pay will only contain the Reportable Fringe Benefit Amounts, select **No** from the **Copy Standard Pay** dropdown list.
4. Select **Make One-Off Pay** to create the pay.
5. A message will appear, asking if you wish to pay all the employees that are in this pay frequency. It is unlikely that you would be entering Reportable Fringe Benefits for all your employees. Click **No**.
6. You must tick the checkbox **Do Not Send to ATO**. If you send a pay event that is dated March in June of the year, the ATO will consider this to be an old file and reject it.
7. Click **Calculate Pay**.
8. Click **Find**, to select the employee requiring Reportable Fringe Benefits update.
9. A message will appear, stating that the employee is not currently in this pay. This message will appear if you chose not to include all the employees in the One-Off Pay. Click **Yes** to include the employee in the One-Off Pay.

10. Select **Non-Cash Benefits**.

11. Click **Add** or **F4**.



The screenshot shows a 'Non-Cash Benefits' dialog box. It has the following fields and values:

- Employee: 1 | Smith, Sandra Olive
- Code: 999
- Description: RFBT
- Payment Type: Fringe Benefit (dropdown)
- Calculation Method: Fixed Dollar Amount (dropdown)
- Amount: 6600.00
- Percentage Rate: 0.0000
- Cost Centre: 1102 | Admin/Acc/Wages

At the bottom, there are three buttons: Find : F9, Save : F10, and Exit : Esc.

Figure: Non-Cash Benefit FBT

12. in the **Code** field, enter the **Code** assigned to the Reportable Fringe Benefit pay item.

13. Enter the **Amount**.

14. If you did not assign a **Cost Centre** when you set up the Non-Cash Benefit, you should assign a Cost Centre now.

15. Click **Save** or **F10**.

16. Click **Save** or **F10** again to return to the employee's One-Off Pay. The One-Off Pay for the employee should not show any values as Non-Cash Benefits are not physically paid to the employee.

17. Repeat steps 5 through 15 to update other employee records for Reportable Fringe Benefits.

18. Click **Save** or **F10** to save this pay and return to the One-Off Pay screen.

19. Click **Print Reports** for a Non-Cash Benefit History report. Use the report to check that you have entered the correct values for the appropriate employees.

20. You can also print the **Pay Summary** report with the **Report Options**. Use Grossed Up Value for Fringe Benefits. To see the figures as they will appear on the Payment Summaries.

21. Click **Finish One-Off Pay, Backup** to complete and update the One-Off Pay.

22. A message will appear, asking you to confirm that the pay is correct and that all reports are printed. Click **Yes**.

23. You will be prompted to do a backup.

24. Once the backup is completed, a message will appear, confirming that the pay has successfully been updated. Click **Ok**.

25. There are a couple of ways to update this information to the ATO

- You can wait until you have finalised your pay for 2020 and send this information in the Year End Finalisation transfer (described later).
- Or you can select **Update** from the **Single Touch Payroll** from the dropdown menu under **Pay**.

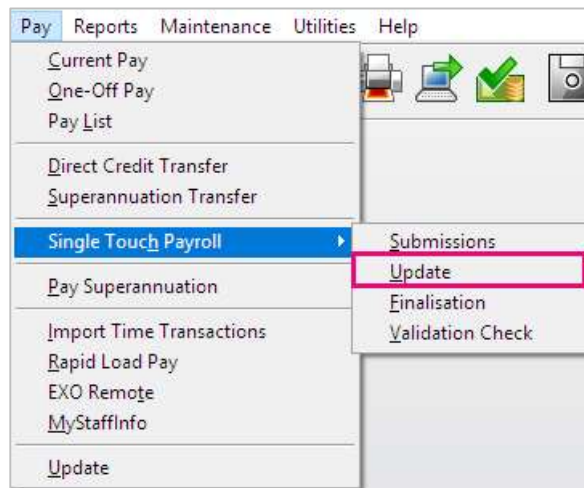


Figure: Update pay details to ATO

This will open the Single Touch Payroll – Update window where you can select individual or all employee records to be updated to the ATO.

Final Pay Period

If the payroll setting for STP is not set to **Auto submit STP pay event date to ATO after every pay update**, submit your final pay period data to the ATO as has been the case after each pay update.

Year-End Finalisation


With Single Touch Payroll, at the end of each financial year, you must send a finalisation declaration for each employee.

This is a separate step and must be completed regardless of the method the pay data is being sent after each pay update.

So, even if the payroll is set to **Auto submit STP pay event date to ATO after every pay update** the finalisation declaration must also be sent.

This declaration has the year-end totals of the STP data for each employee.

To send a finalisation declaration;

- select **Single Touch Payroll > Finalisation** from the **Pay** menu
- Tick the **Select All** checkbox or tick the individual employees to be included in this submission
- Click the  button.

Select	Code	Employee Name	Alpha Code	Occupation	Employment Status	Start Date	End Date	Tax Scale	Number of Pays
<input checked="" type="checkbox"/>	1	Wallace, Edward James	WALLACE	Accounts Clerk	Current	02/03/2000	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	2	Andrews, Thomas Harley	ANDREWS	Accounts Clerk	Current	16/05/2005	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	3	Houghton, Jannet Faye	HOUGHTON	Receptionist	Current	10/07/2015	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	4	Smith, Sandra Olive	SMITH	Account Manager	Current	16/03/2010	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	5	Keating, Karl Adrian	KEATING	Account Manager	Current	23/06/2015	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	6	Russel, George Thomas	RUSSEL	Storeman	Current	15/09/2016	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	7	Robinson, Henry Karuso	ROBINSON	Storeman	Current	13/07/2012	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	8	Hilary, Matthew Martin	HILLARY	Support Technician	Current	11/09/2011	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	9	Jackson, William Duncan	JACKSON	Support Technician	Current	21/07/2015	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	20	Tate, Bernard Cedric	TATE	Office Manager	Current	07/12/2004	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	21	Giles, Harrison Relf	GILES	Warehouse Manager	Current	10/07/2015	/ /	Standard Employee	5
<input checked="" type="checkbox"/>	22	Watson, Judy May	WATSON	Support Manager	Current	17/08/2013	/ /	Standard Employee	5
<input type="checkbox"/>									
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<input type="checkbox"/>									
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Figure: Single Touch Payroll – Finalisation screen

If you find that there is an error on one or more declarations, correct the error or errors and then just open this window and tick the employee you want to update and send the correct declaration.

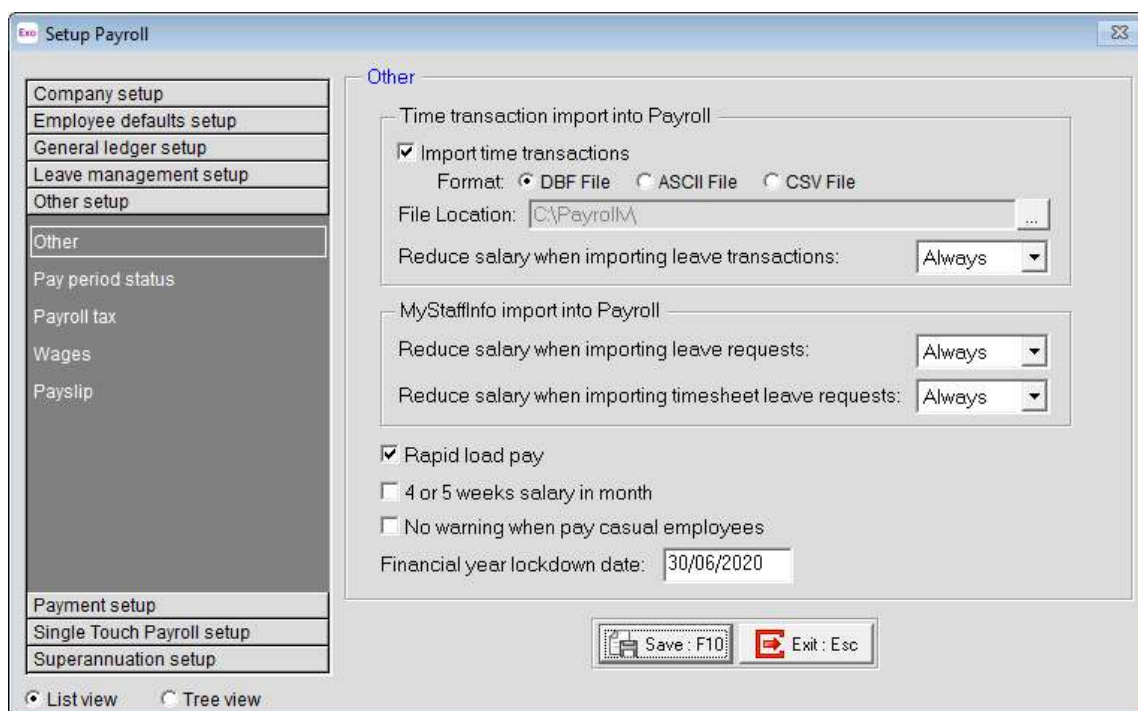
Lockdown Financial Year

Once the Year End Finalisation declaration has been submitted to the ATO final task is to lockdown the Financial year.

Prior to this step you should have a backup of the payroll company.

To lockdown the payroll company go to:

1. **Utilities > Setup EXO Payroll > Other > Other** and enter **30/06/2019** in the Financial year lockdown date:
2. Save your changes.



The screenshot shows the 'Setup Payroll' window with the 'Other' tab selected. The left sidebar contains a list of setup categories: Company setup, Employee defaults setup, General ledger setup, Leave management setup, Other setup, Other, Pay period status, Payroll tax, Wages, Payslip, Payment setup, Single Touch Payroll setup, and Superannuation setup. The 'Other' category is currently selected.

The main area displays the 'Other' settings, which include:

- Time transaction import into Payroll**
 - ☒ Import time transactions
 - Format: ☒ DBF File ☐ ASCII File ☐ CSV File
 - File Location: C:\Payroll\ (with a browse button)
 - Reduce salary when importing leave transactions: Always (dropdown)
- MyStaffInfo import into Payroll**
 - Reduce salary when importing leave requests: Always (dropdown)
 - Reduce salary when importing timesheet leave requests: Always (dropdown)
- ☒ Rapid load pay
 - ☐ 4 or 5 weeks salary in month
 - ☐ No warning when pay casual employees
- Financial year lockdown date: 30/06/2020

At the bottom of the window, there are buttons for 'Save : F10' and 'Exit : Esc', and radio buttons for 'List view' (selected) and 'Tree view'.

Figure: Other screen in Setup Payroll

MYOB Employer Services (AU) End of Financial Year Checklist

Completed	What	Where/Due
<input type="checkbox"/> Upgrade	<input type="checkbox"/> Upgrade to compliance release	Help > Upgrade Software Online
<input type="checkbox"/> Update	<input type="checkbox"/> Reportable Fringe Benefits to 31/03/2020	Pay > One-off Pay
<input type="checkbox"/> Print	<input type="checkbox"/> Trial Balance Report	Reports > Print Reports > Financial > Trial Balance
	<input type="checkbox"/> Pay Summary Report	Reports > Print Reports > Pay > Pay Summary
	<input type="checkbox"/> Pay Costing Analysis Report	Reports > Print Reports > Financial > Costing Analysis
	<input type="checkbox"/> Superannuation Summary Report	Reports > Print Reports > Financial > Superannuation Summary
<input type="checkbox"/> Reconcile	<input type="checkbox"/> Trial Balance Report	
	<input type="checkbox"/> Pay Summary Report	
	<input type="checkbox"/> Pay Costing Analysis Report	
	<input type="checkbox"/> Superannuation Summary Report	
<input type="checkbox"/> Backup		
<input type="checkbox"/> Last Pay Submission	<input type="checkbox"/> Submit Pay Data for Final Pay Period to ATO	Must be completed by July 14, 2020
<input type="checkbox"/> Finalisaton Submission	<input type="checkbox"/> Submit STP Finalisation Data to ATO	Must be completed by July 14, 2020 if you have over 20 employees OR before July 31, 2020 if you started STP in 2019-2020 financial year and have less than 19 employees.
<input type="checkbox"/> Lockdown	<input type="checkbox"/> Financial Year to 30/06/2020	Utilities > Setup Payroll > Other > Financial Year Lockdown Date

Document 10497

NOTES:

EOFY Checklist 2019 - 2020

Install Compliance Release

- ☐ Download and install the compliance release

Important: Read the Release Notes to familiarise yourself with important information related to this upgrade.

Reportable Fringe Benefits

- ☐ **Reinstate Terminated Employee** terminated during the Financial Year requiring updating for Reportable Fringe Benefits.

Important: Employees' **original** start date **must** be used.

- ☐ **Load Reportable Fringe Benefits** through a One-off Pay using a Fringe Benefit-type Non-Cash Benefit.

Important: Physical Pay Date no later than **31/03/2020**.

Important: Tick the **Do Not Send to ATO** checkbox on the one-off pay.

- ☐ **Update Terminated Employees' status** after updating Reportable Fringe Benefits.

Important: Enter Employees' **original** Termination Date together with termination payment details, e.g. Reason for Termination. **Do not** update any monetary values.

Reconciliation Reports

- ☐ **Trial Balance:** *Reports > Print Reports > Financial > Trial Balance*

- Pay Type: Selected
- Date Range: 01/07/2019 - 30/06/2020
- Pay Frequency: Any
- Report Options:
- Summary
- Landscape
- Physical Pay Date

- ☐ **Pay Summary:** *Reports > Print Reports > Pay > Pay Summary*

- Pay Type: Selected
- Date Range: : 01/07/2019 - 30/06/2020
- Pay Frequency: Any
- Report Options:
- Physical Pay Date



Print Costing Analysis: *Reports > Print Reports > Financial > Costing Analysis*

- Pay Type: Selected
- Date Range: : 01/07/2019 - 30/06/2020
- Pay Frequency: Any
- Report Options:
- Hide Leave Accruals
- Hide WorkCover
- Hide Non-Cash Benefits
- Physical Pay Date



Superannuation Summary: *Reports > Print Reports > Financial > Superannuation Summary*

- Pay Type: Selected
- Date Range: : 01/07/2019 - 30/06/2020
- Pay Frequency: Any
- Report Options:
- Show Terminated Employees
- Physical Pay Date
- Payment Summaries

Backup Payroll Company



Prior to creating the ATO file you should backup the payroll company.

ATO Submission



Submit the final Pay Data to the ATO.

ATO Submission



Submit the Year End Finalisation declaration to the ATO.

Financial Year Lockdown Date



Change the Financial year lockdown date to 30/06/2020.