
MYOB Employer Services

ESEOFY – Payroll (AU) – Non-Single Touch Payroll

June 2019



MYOB Technology Pty Ltd
Website: myob.com.au/myob.co.nz

ABN 13 086 760 198

Disclaimer

MYOB has carefully prepared this material but excludes (to the extent allowed by legislation) any direct or indirect liability arising from errors or omissions or from its use. Any case studies (including the application of particular accounting standards or legislation) are representative examples only, and will not directly apply to the user's own circumstances. They are not a substitute for professional advice. Users must check that third party materials, for example from the IRD and the ATO, are current at the time they are used.

Trademarks

MYOB[®], MYOB Accountants Office[®], MYOB AccountEdge[®], MYOB AccountEdge[®] Network Edition, MYOB AccountRight[™], MYOB AccountRight Standard[™], MYOB AccountRight Plus[™], MYOB AccountRight Premier[™], MYOB AccountRight Enterprise[™], MYOB Accounting[™], MYOB Accounting Plus[™], MYOB BusinessBasics[™], MYOB CashBasics[™], MYOB ClientConnect[™], MYOB FirstEdge[®], MYOB M-Powered[®], MYOB M-Powered Services[™], MYOB M-Powered Bank Statements[™], MYOB M-Powered Invoices[™], MYOB M-Powered MoneyController[™], MYOB M-Powered Payments[™], MYOB ODBC DeveloperPack[™], MYOB ODBC Direct[™], MYOB PowerPay[®], MYOB Premier[®], MYOB Premier Enterprise[®], RetailManager[®], Accountants Office[®], AccountEdge[®], Accounting Plus[™], BusinessBasics[™], ClientConnect[™], FirstEdge[®], M-Powered[®], M-Powered Superannuation[™], ODBC DeveloperPack[™], ODBC Direct[™], PowerPay[®] and Premier[®] are registered trademarks or trademarks of MYOB Technology Pty Ltd and their use is prohibited without prior consent. Ceedata, Solution 6 MAS and Xlon are registered trademarks or trademarks of Solution 6 Holdings Limited, a member of the MYOB group.

Adobe[®], Acrobat[®], Acrobat Reader[®], Adobe Reader[®], PDF[™], and PostScript[®] are trademarks or registered trademarks of Adobe Systems Incorporated.

AddressBook, Apple[®], iCal[®], Macintosh[®], and QuickTime[®] and the QuickTime logo are registered trademarks of Apple Inc. Mac and the Mac logo are trademarks of Apple Inc., used under licence. MobileMeSM is a service mark of Apple Inc.

Microsoft, Access, Excel, Internet Explorer, .Net Framework, Office, Outlook, Smart Tags, Windows and Word are registered trademarks or trademarks of Microsoft Corporation in the United States or other countries.

Quicken[®] and QuickBooks[®] are registered trademarks of Intuit Inc. 4D Tools[®] is a registered trademark of 4D

S.A. Bpay[®] is a registered trademark of Bpay Pty Ltd, ABN 69 079 137 518. CaseWare[®] is a registered trademark of CaseWare International Inc. FlexNet Connect[®] is a registered trademark of Flexera Software[™] Inc.

Google Maps[™] card links included with permission. HandiLedger[®] is a registered trademark of HandiSoft Software Pty Ltd. POSTbillpay[®] is a registered trademark of the Australian Postal Corporation. SM2DGraphView

Copyright 2002-2008 Snowmint Creative Solutions LLC snowmintcs.com/. Sentry Spelling Checker Engine for Windows, copyright Wintertree Software Inc. Brio Intelligence and Hyperion Intelligence are trademarks or

registered trademarks of Hyperion Solutions Corporation. Crystal Reports[®] is a registered trademark of Crystal Decisions, Inc. in the United States or other countries. MasterCard[®] is a registered trademark of MasterCard International Inc. VISA[®] is a registered trademark of Visa International Service Association.

RightNow CX[®] is a registered trademark of RightNow Technologies Inc

Other products mentioned may be service marks, trademarks or registered trademarks of their respective owners.

© MYOB Technology Pty Ltd 2019. All rights reserved.

This material is intended only for MYOB Enterprise Solutions Business Partners and their customers. No part of this publication may be copied, reproduced, utilised, transmitted, or distributed in any form by any means—including photocopying, recording, mechanical, electronic or otherwise—by any other party without the prior written authorisation of MYOB Technology Pty Ltd.

Version 2019.01

Updating your software	4
Downloading updates	4
Compliance Update.....	5
Updates required.....	6
Maximum Super Contribution Base	6
ETP Changes.....	7
Protected Earnings for Child Support Payments	8
Other Changes.....	9
Reportable Fringe Benefits	10
Overview.....	10
Fringe Benefit Setup.....	10
Loading Reportable Fringe Benefit Amounts	12
Printing/Emailing Payment Summaries.....	14
Overview.....	14
Employees	14
Contractors	17
Employment Termination Payments	18
Electronic Filing.....	20
Overview.....	20
Creating the Electronic File	20
Lockdown Financial Year	22
Single Touch Payroll	23
Authorising MYOB with the ATO	23
Setting up Exo Payroll for STP	25
Changes.....	28
Validation	31
Submitting Pay Data via STP	32
Manual Submission.....	32
Re-submitting STP Data	33
STP Statuses	33
MYOB Employer Services (AU) EOFY Checklist without STP.....	37

Updating your software

Downloading updates

Whenever an update is available for 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.

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

Compliance Update

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 \$55,270 for 2019 – 2020 financial year.

The screenshot shows the 'Superannuation Maintenance' dialog box with the following fields and values:

- Superannuation Type: Employer Superannuation
- Code: 3
- Contribution Type: SG (with a RESC checkbox)
- Calculation Method: % of Gross Pay
- Percentage Rate: 9.5000
- Amount: 0.00
- Limit Super Contributions: (checkbox)
- Minimum Earnings Base: 450.00 per Month
- Maximum Earnings Base: 55270.00 per Quarter** (highlighted)
- Name: AMP Super Fund
- Superannuation Provider: AMP Super
- Cost Centre: 2041 NSW/EMPLOYER SUPER
- Liabilities: (button)

At the bottom of the dialog box, there are navigation buttons: Prev: F7, Next: F8, Find: F9, Save: F10, Cancel, and Exit: Esc.

Figure: Superannuation Maximum Earnings Base

ETP Changes

New companies created in the 2019 - 2020 financial year will be given the ETP values as shown below 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:	210000
Redundancy / Early Retirement	
Base limit:	10638
Completed years service:	5320

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

Figure: New Thresholds for ETP

Protected Earnings for Child Support Payments

From January 1, 2019 the Child Support Protected Earnings Amounts changed to the following amounts. If you have existing deductions you should have already updated the amounts on the Deduction Maintenance window.

Deduction Maintenance

Code: 4

Name: Child Support

Post-Tax

Calculation Method: Fixed Dollar Amount 

Amount: 0.00

Type: Normal Child Support PAYG

Protected Earnings Amount:

Per Week	Per Fortnight	Per Month
372.53	745.06	1619.84

Cost Centre: 2050 ... NSW/CHILD SUPPORT

STP Reporting Type: Non Reportable PSAR Type: None

Historical Deduction

Pay Deduction by Consolidated Direct Credit

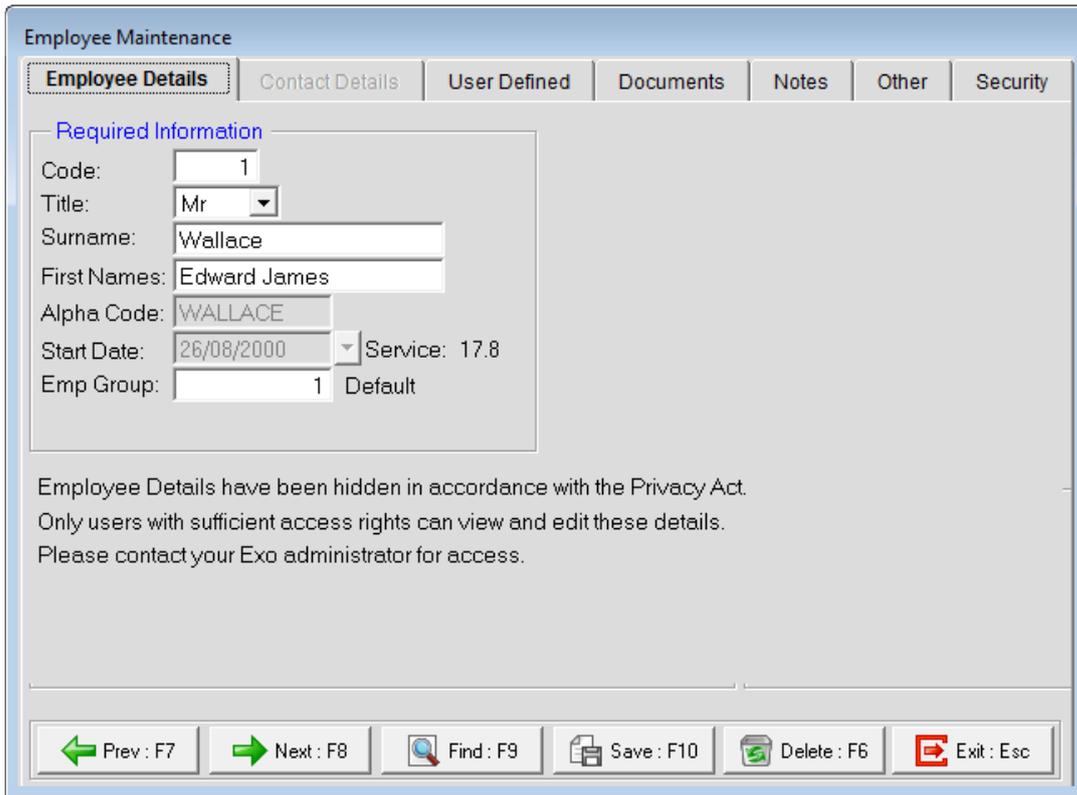
BSB Number	Account	Reference

Figure: new Child Support Protected Earnings Amounts.

Other Changes

Exo Employee Information module has two new security settings so organisations can comply with the Privacy Act 1998.

By default, a user will not have access to information on the Employee Details or the Employee Contact Details of the Employee Maintenance window. Access rights must be assigned to the user for access to be available.



Employee Maintenance

Employee Details | Contact Details | User Defined | Documents | Notes | Other | Security

Required Information

Code: 1
 Title: Mr
 Surname: Wallace
 First Names: Edward James
 Alpha Code: WALLACE
 Start Date: 26/08/2000 Service: 17.8
 Emp Group: 1 Default

Employee Details have been hidden in accordance with the Privacy Act.
 Only users with sufficient access rights can view and edit these details.
 Please contact your Exo administrator for access.

← Prev : F7 → Next : F8 🔍 Find : F9 💾 Save : F10 🗑 Delete : F6 🚪 Exit : Esc

Figure: Employee Maintenance window of Employee Information module.

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:

Pay Dated	Payment Summary	Fringe Benefit Year	Shown on Payment Summary
30 June 2019	2018 – 2019	2019 – 2020	No
31 March 2019	2018 – 2019	2018 – 2019	Yes

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. Click **Calculate Pay**.
7. Click **Find**, to select the employee requiring Reportable Fringe Benefits update.
8. 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.
9. Select **Non-Cash Benefits**.
10. Click **Add** or **F4**.

Figure: Non-Cash Benefit FBT

11. in the **Code** field, enter the **Code** assigned to the Reportable Fringe Benefit pay item.
12. Enter the **Amount**.
13. If you did not assign a **Cost Centre** when you set up the Non-Cash Benefit, you should assign a Cost Centre now.
14. Click **Save** or **F10**.
15. 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.
16. Repeat steps 5 through 15 to update other employee records for Reportable Fringe Benefits.
17. Click **Save** or **F10** to save this pay and return to the One-Off Pay screen.
18. 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.
19. 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.
20. Click **Finish One-Off Pay, Backup** to complete and update the One-Off Pay.
21. A message will appear, asking you to confirm that the pay is correct and that all reports are printed. Click **Yes**.
22. You will be prompted to do a backup.
23. Once the backup is completed, a message will appear, confirming that the pay has successfully been updated. Click **Ok**.

Printing/Emailing Payment Summaries

Overview

Your employees may fall into two employment categories for Payment Summaries.

- Employees
- Contractors

Each employment category requires a different Payment Summary to be distributed to employees.

Employees

For employees, you must print and/or email the **Individual Non-Business** Payment Summary.

To distribute Individual Non-Business Payment Summaries

1. From the **Reports** menu, select **Print Reports**.
2. Select **Payment Summaries**.
3. Select **Individual Non-Business**.

Figure: Setup for Distribution of Payment Summaries – Individual Non-Business

4. In the **Date** range, enter the dates for the financial year (01/07/2018 - 30/06/2019).
5. You must enter a **Contact Name** and **Contact Number**.

6. Select one of the **Output Options** from:

- Printer
- Screen
- File
- CSV Output
- Distribution
- MyStaffInfo
- Excel Export

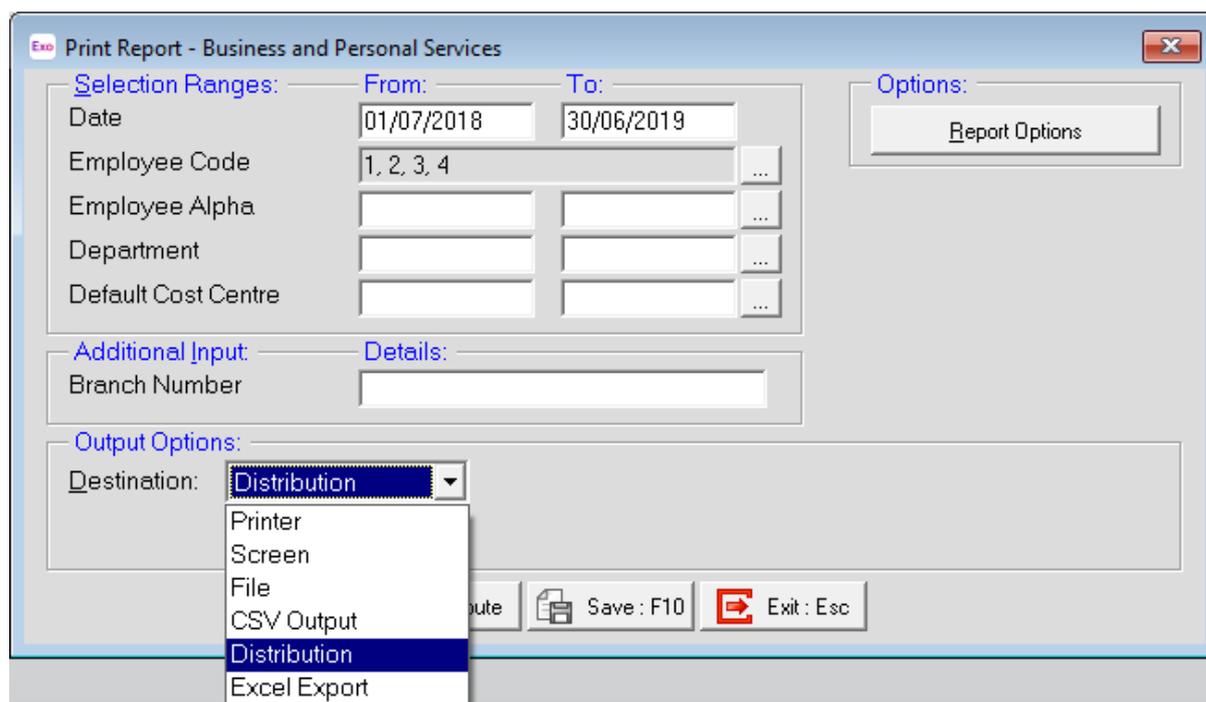


Figure: Destination for Payment Summaries

If you choose **Distribution** as your **Destination** you can use the various options available on the distribution window such as Email or MyStaffInfo to send payment summaries to employees.

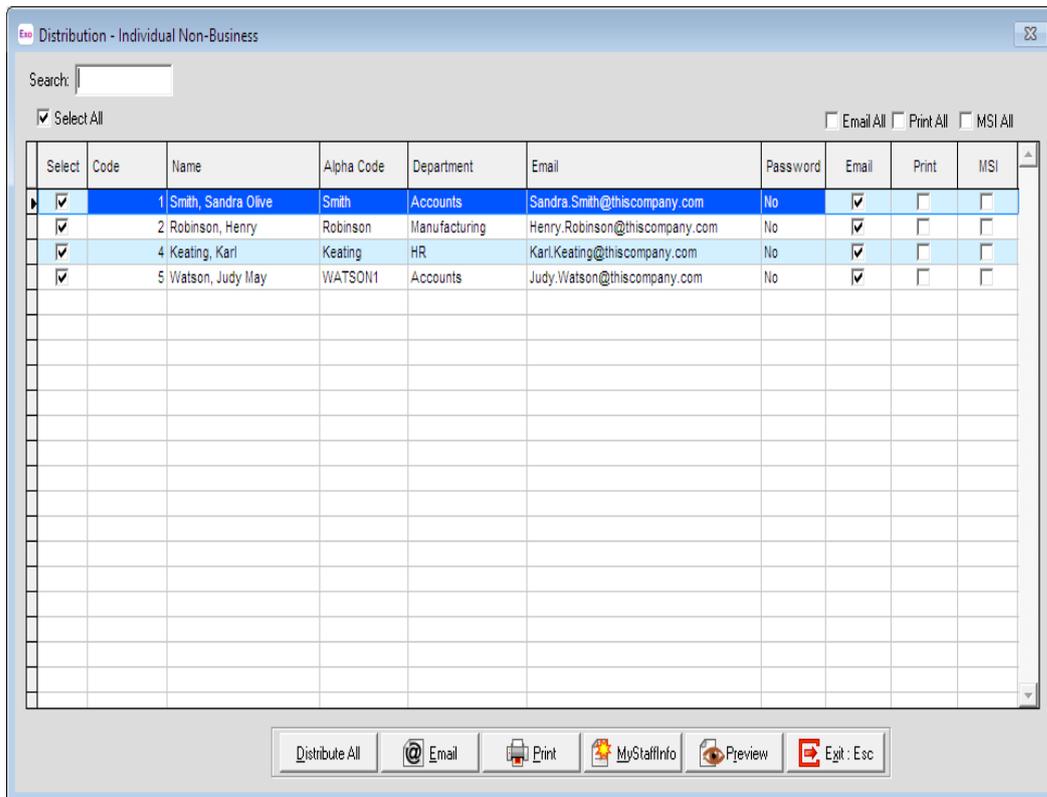


Figure: Distribution window

- Once you have selected your preferred destination, send the payment summaries to employees.

Contractors

For contractors, you send the **Business and Personal Services** Payment Summary.

To print or email Business and Personal Services Payment Summaries

1. From the **Reports** menu, select **Print Reports**.
2. Select **Payment Summaries**.
3. Select **Business and Personal Services**.

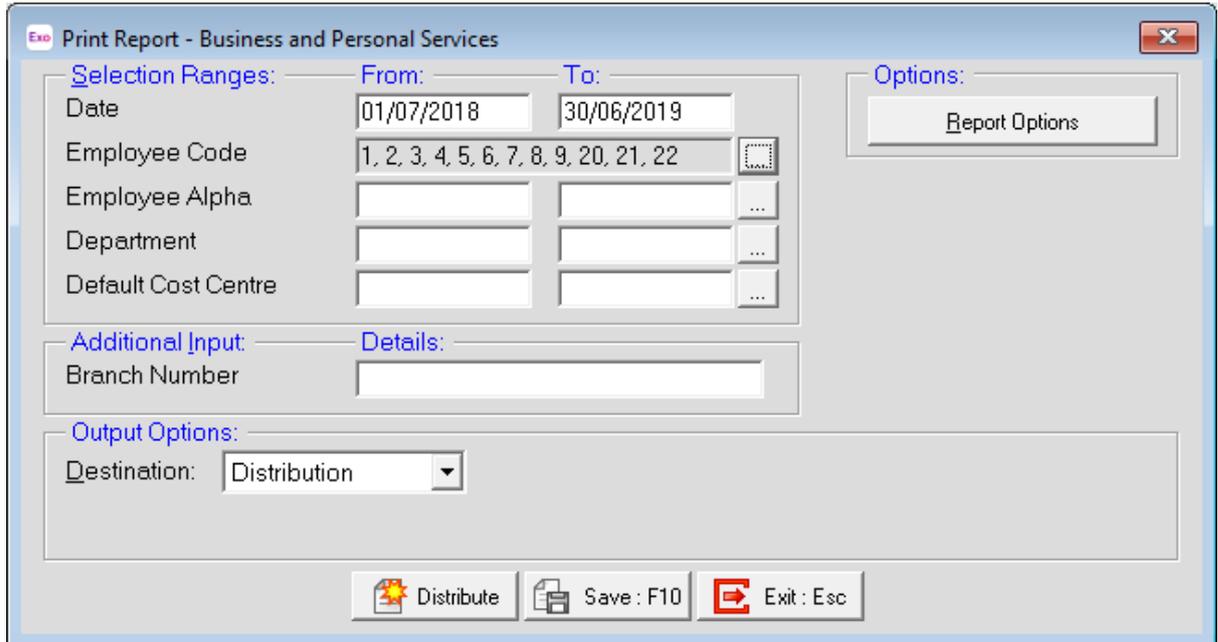


Figure: Business and Personal Services Summaries

4. In the **Date** range, enter the dates for the financial year (01/07/2017 - 30/06/2018).
5. Enter your selection criteria in the fields listed.
6. Enter your **Branch Number** (if applicable) in the **Addition Input** section.
7. Select one of the **Output Options** from:
 - a. Printer
 - b. Screen
 - c. File
 - d. CSV Output
 - e. Distribution
 - f. MyStaffInfo
 - g. Excel Export

If you choose **Distribution** as your **Destination** you can use the various options available on the distribution window such as Email or MyStaffInfo to send payment summaries to employees.

8. **Once** you have selected your preferred destination, send the payment summaries to contractors.

Employment Termination Payments

For any employee paid an Employment Termination Payment, you must print or email their **Employment Termination Payment Summary**.

To print Employment Termination Payment Summary

1. From the **Reports** menu, select **Print Reports**.
2. Select **Payment Summaries**.
3. Select **Employment Termination Payment Summary**.

Figure: Employment Termination Payment

4. In the **Date** range, enter the dates for the financial year (01/07/2018 - 30/06/2019).
5. Enter your selection criteria in the fields listed.
6. Enter your **Branch Number** (if applicable) in the **Addition Input** section.
7. Select one of the **Output Options** from:
 - a. Printer
 - b. Screen
 - c. File
 - d. CSV Output
 - e. Distribution
 - f. MyStaffInfo
 - g. Excel Export

If you choose **Distribution** as your **Destination** you can use the various options available on the distribution window such as Email or MyStaffInfo to send Employment Termination Payment summaries to employees.

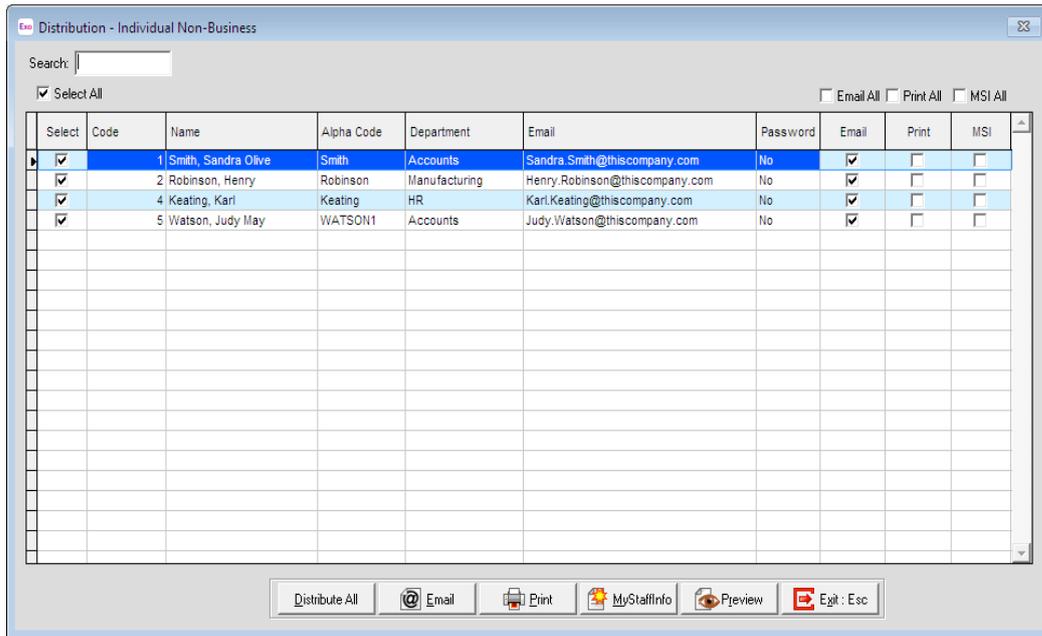


Figure: Distribution window

- Once you have selected your preferred destination, send the Employment Termination Payment summaries to employees.

Electronic Filing

Overview

Once you have printed your Payment Summaries, you are also required to create your electronic lodgement file that is to be sent to the ATO.

This file can be sent one of two methods:

1. Sending the file electronically
2. Sending the file via the mail using removable media such as USB or DVD.

Creating the Electronic File

Irrespective of the method you will use to send the lodgement file to the ATO, follow these steps to create the electronic file.

1. From the **Reports** menu, select **Print Reports**.
2. Select **Payment Summaries**.
3. Select **Electronic File**.

Figure: Creating the PSAR file

4. In the **Date** range, enter the dates for the financial year (01/07/2018 - 30/06/2019).
5. You are not required to enter any other **Selection Ranges** as the system will automatically include the relevant employees and Fringe Benefits, etc.
6. Enter your **Contact Name**, **Contact Number** and **Branch Number** (if applicable) in the **Addition Input** section.

7. The **Destination** will default to **PSAR**. In the **File Name** field, you can specify the location

where the file should be created. Click on the  button to browse for a location.

Note:

If you send the file to the ATO via removable media such as USB or DVD, you can print the Magnetic Media Form by select the Report Option ***Preview and Print Magnetic Media Form*** from the **Report Options**.

8. Click on the **Create File** button.

If you are sending the file to the ATO on removable media such as USB or DVD, copy the PSAR.A01 to the media then include the completed Magnetic Media Form.

Filing electronically is done via the ATO's Electronic Commerce Interface (ECI) software. Visit <https://eci.ato.gov.au> or more information on using the ECI.

Lockdown Financial Year

Once the Payment Summaries have been distributed and the electronic file sent to the ATO the final task required is to lockdown the Financial year.

Prior to this step you should have a backup of the payroll company. If a backup was not saved after printing the payment summaries one should be made prior to lockdown.

To lockdown the payroll company go to:

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

Figure: Other screen in Setup Payroll

Single Touch Payroll

Single Touch Payroll or STP is an ATO requirement for reporting payroll data.

From 1 July 2019 all employers will need to report in this way.

There are a few steps you need to complete before payroll data can be sent via STP to the ATO.

Authorising MYOB with the ATO

Clients must authorise MYOB to submit tax documents on behalf of their company.

In Exo Payroll we go to **Setup Payroll** under **Utilities** on the toolbar.

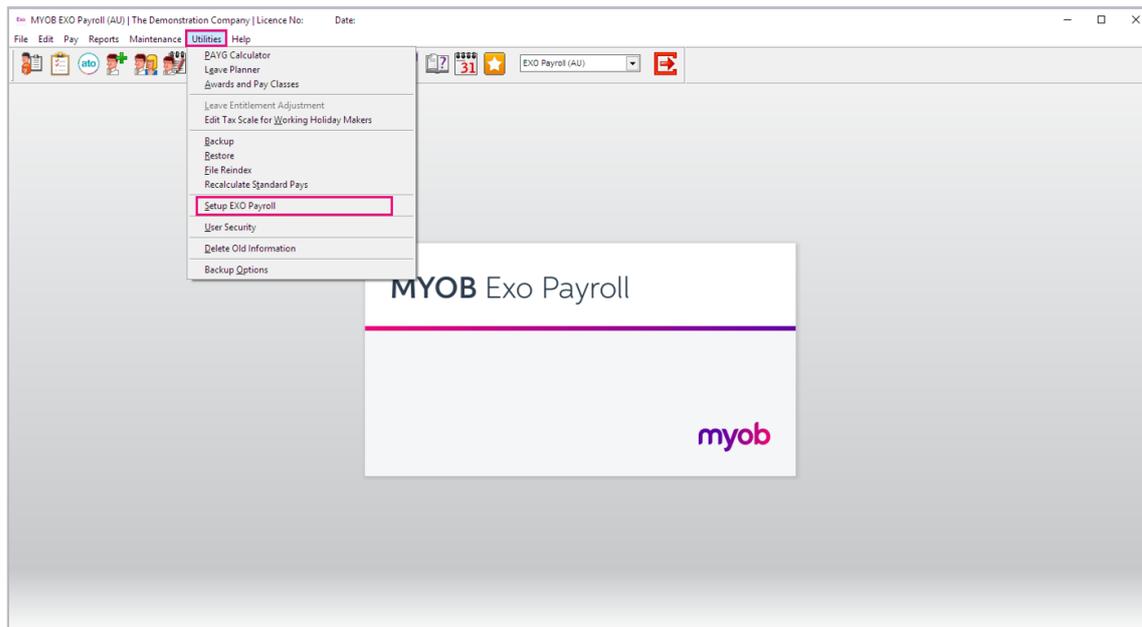


Figure: Setup Exo Payroll dropdown

Then under the **Single Touch Payroll setup**, select **Software Identifier**.

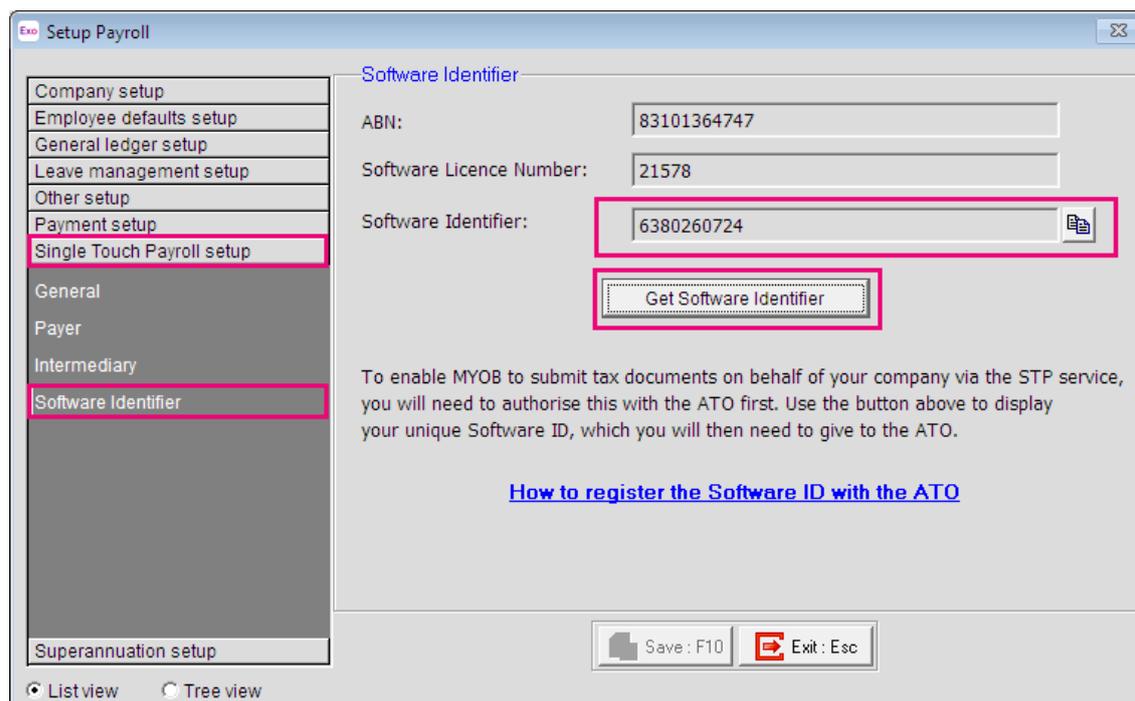
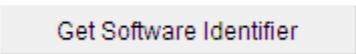


Figure: Get Software Identifier button

Simply click on the  button to display the unique Software Identifier, to give to the ATO.

There are two ways of registering the Software ID with the ATO:

- You can call them on 1300 852 232.
- Or you can register Online:
 1. Log in to the ATO's Access Manager website (<https://am.ato.gov.au/>) and click **My hosted SBR software services** in the left-hand menu.
 2. Click **Notify the ATO of your hosted service**.
 3. Click the ABN link for MYOB AUSTRALIA PTY LTD.
 4. Paste or type your Software ID into the **Add Software IDs** field and click **Next**.
 5. Click **Save**.

Setting up Exo Payroll for STP

After your client has authorised MYOB to submit tax documents, you will now need to set up STP in Exo Payroll.

You have already gone to the **Single Touch Payroll setup** in **Setup Payroll** to get the **Software Identifier**.

There are three other sections that need to be setup for STP.

- **General –**

This is where you enable Single Touch Payroll, choose the Default output location for the files created for STP and choose whether to submit pay data automatically after updating pay, or do this manually.

If you choose to Auto submit, when you **Update** a pay or **Finish Once-Off Pay**, the pay data will automatically submit to the ATO.

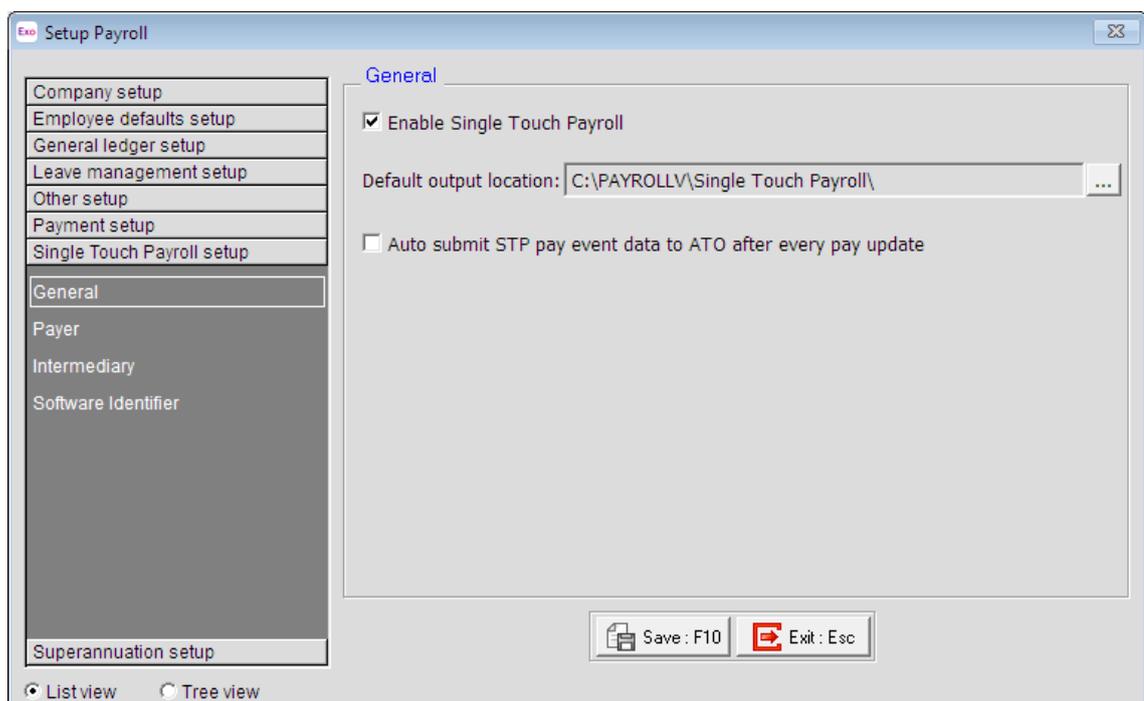


Figure: Enabling Single Touch Payroll – General screen

- **Payer –**

This section contains details of your company, which must be included in the information sent to the ATO.

If you click the **Use Company Details** button, all the ABN, Organisation Name and address details are copied from the Employer details screen in the Company Setup section.

- You must enter either an ABN or WPN or both.
- The unique identifier of the software is shown in the BMS Identifier.
- If you have not clicked the **Use Company Details** button you will need to enter the legal name or registered business name of the organisation.
- If your organisation has been assigned a branch code by the ATO, enter it in the Branch Code field; otherwise enter 1.
- Enter the name of the organisation's representative or contact for correspondence to do with STP.

The screenshot shows the 'Setup Payroll' application window. On the left is a sidebar with a tree view containing the following items: Company setup, Employee defaults setup, General ledger setup, Leave management setup, Other setup, Payment setup, Single Touch Payroll setup, General, Payer (selected), Intermediary, Software Identifier, and Superannuation setup. The main window area is titled 'Payer' and features a 'Use Company Details' button at the top. Below this are several input fields: ABN (83101364747), WPN (empty), BMS Identifier (MYOB-EXOES-83101364747-93F08A44-5D25-4CD8-AC78-E989928), Organisation Name (The Demonstration Company), Branch Code (1), Contact Person (First Last Name), Phone (empty), Email (enterprise.training@myob.com), Address Line 1 (48 Milson Avenue), Address Line 2 (Mulgrave), Suburb/Town (Sydney), State/Territory (VIC), and Postcode (2065). At the bottom right, there are two buttons: 'Save: F10' and 'Exit: Esc'. At the bottom left, there are radio buttons for 'List view' (selected) and 'Tree view'.

Figure: Single Touch Payroll – Payer screen

- **Intermediary –**

If the organisation uses a tax agency or BAS agent who files on their behalf, their details can be entered in this section.

If you don't use them, leave this blank.

Setup Payroll

Intermediary

Registered Agent

ABN:

Number:

Contact Name:

Email Address:

Business Hours Phone:

Declaration Signatory:

Save : F10 Exit : Esc

List view Tree view

Changes

Allowances may need to be updated once Single Touch Payroll has been enabled.

Once you have enabled STP, the **Payment Summary Type** on Allowances will change to **STP Reporting Type**.

There are 9 **STP Reporting Types**

- **Include in Gross Payments**
- **Show Separately** - Equivalent to the "Work Related Expenses" Payment Summary type. If selected, amounts will be split into categories. The categories are Car, Transport, Laundry, Meals, Travel or Other.
- **CDEP Salary or Wages**
- **Lump Sum Payment A**
- **Lump Sum Payment B**
- **Lump Sum Payment D**
- **Lump Sum Payment E**
- **Non Reportable** – Same as the "None" Payment Summary type
- **Exempt Foreign Employment Income**

In the example below, the old Payment Summary Type has now changed to **STP Reporting Type: Include in Gross Payments** for the Commission Allowance.

Allowance Maintenance

Allowance Code: 1

Allowance Name: Commission Can Modify Name

PAYG Taxable Non-Taxable

Calculation Method: Fixed Dollar Amount

Amount: 0.0000

Pay Rate Multiplier:

Wage Rate Code:

Type: Bonus & Commissions & Similar Payments

Cost Centre:

Maximum Number:

STP Reporting Type: Include in Gross Payments PSAR Type: None

Historical Allowance

Add to gross liable for

Superannuation Annual Leave

Payroll Tax Personal Leave

WorkCover Long Service Leave

Applies prior to FY 2012/2013

Periods to tax over: 1

Applies from FY 2012/2013

Additional payment relates to: a number of pay periods

Determine gross earnings from: average gross taxable YTD

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

Figure: Commission with new STP Reporting Type

All allowances should be reviewed to ensure they are set to the correct Single Touch Payroll Category. Below is the change that has been made to the Meal Allowance. The **STP Reporting Type** is **Show Separately**. Once this option is selected the **Single Touch Payroll Category** field is displayed. The **Single Touch Payroll Category** of **Meals** is then selected from the list.

The screenshot shows the 'Allowance Maintenance' dialog box for an allowance named 'Meal Money'. The 'STP Reporting Type' is set to 'Show Separately', which has revealed the 'Single Touch Payroll Category' dropdown menu, currently set to 'Meals'. Other fields include 'Allowance Code: 6', 'Rate: 3.5000', 'Calculation Method: Rated Units', and 'Type: Normal'. There are also checkboxes for 'Historical Allowance', 'Include in Hours Paid', and a section for 'Add to gross liable for' with options like Superannuation, Payroll Tax, WorkCover, Annual Leave, Personal Leave, and Long Service Leave.

Figure: Meal Money with new STP Reporting Type

Validation

After a payroll has been upgraded for STP it is recommended that the validation be run to see if errors need to be fixed before a pay is updated.

After Validation, correct any errors that have been reported. Errors may include

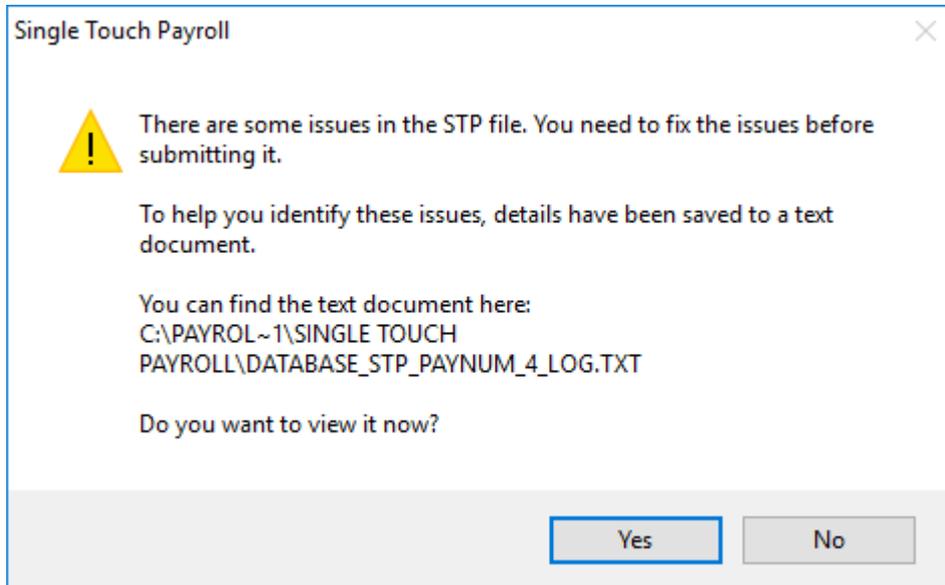


Figure: STP issues dialogue box

Validation can be done at any time by selecting **Validation Check** from the **Pay** menu under **Single Touch Payroll**.

Now that we have set up Exo Payroll for Single Touch Payroll reporting, clients can start submitting pay data to the ATO.

Although this is an End of Financial Year document, the steps for submitting pay data via STP have been included.

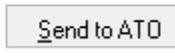
Submitting Pay Data via STP

As mentioned, your client will choose the way they will send the STP update to the ATO, either;

1. Manually; or
2. An automatic lodgement at the end of a pay update

Manual Submission

If the information is to be submitted manually, open the **Single Touch Payroll Submissions** window:

- From the **Pay** menu dropdown list, select **Single Touch Payroll** then **Submissions**
- by clicking on the  icon on the toolbar;
- In the Pay List window there is a  button
- Or you can go to the pay cycle and select step 6

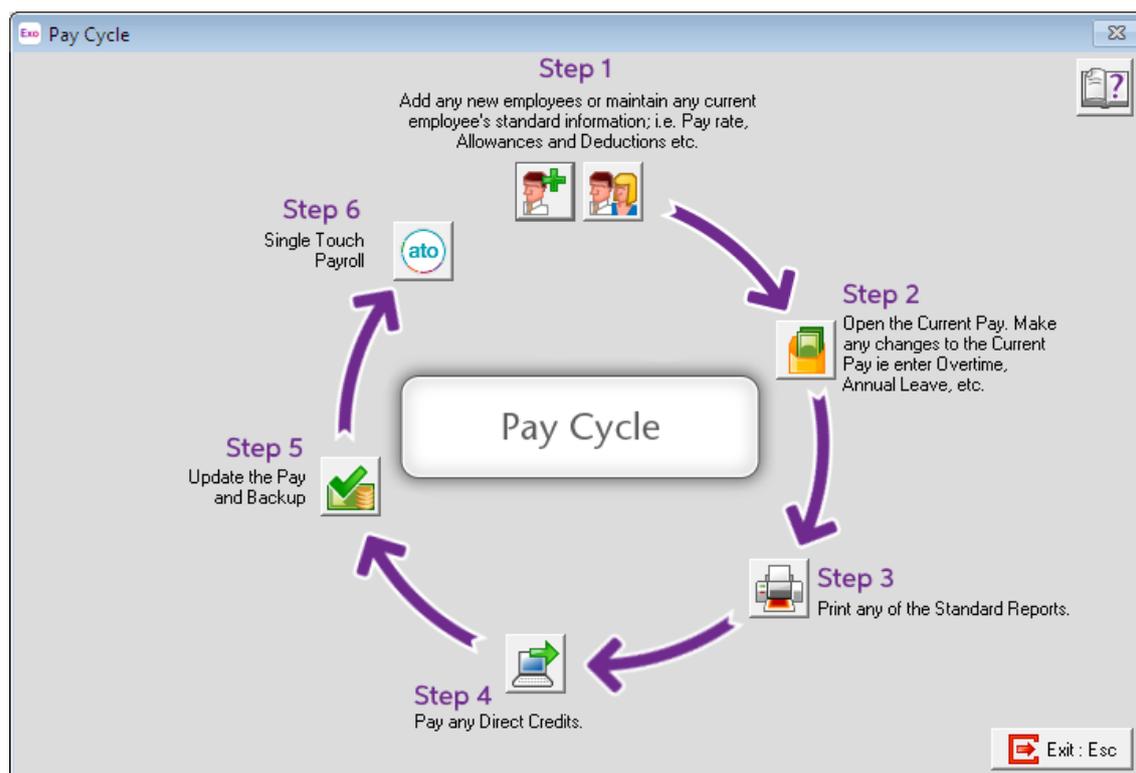


Figure: Pay Cycle with STP step

From the **Single Touch Payroll Submissions** window, you can:

- Manually submit (or re-submit) STP data to the ATO
- View the details of an STP submission
- View and update the statuses of pending submissions
- Export the contents of the main grid to an Excel spreadsheet

Re-submitting STP Data

If your clients have found there were mistakes in the data after it has been sent to the ATO you can always resubmit. Update the information and then click on the pay, the Send to ATO button changes to Resend to ATO.

STP Statuses

There are 6 status levels and the Refresh Status button will update all pending submissions.

- No Status Nothing has been sent
- Not Sent an attempt to send the data failed
- Pending Submission successful but no response received
- Accepted Submission successful and accepted by ATO
- Not Accepted All data rejected by ATO
- Partially Accepted Submission failed for some or all employee records

Data Validation and Declaration

Regardless of how the information is sent, either manually or automatically, before being sent, the data is checked and an error message will be displayed if there are any validation errors.

These errors must be corrected before you can submit to the ATO.

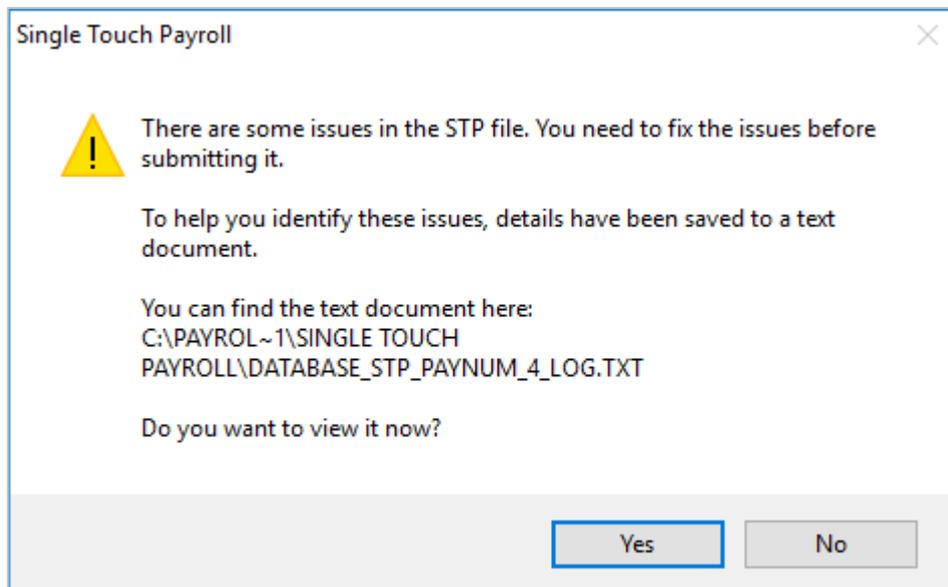


Figure: STP issues dialogue box

Once any errors have been corrected and the data is ready, there is a mandatory step that must be completed.

A declaration message is displayed and the name of the authorised person and their acknowledgement of the declaration by ticking the checkbox must be completed.

Once the declaration has been accepted just click the Send to ATO button.

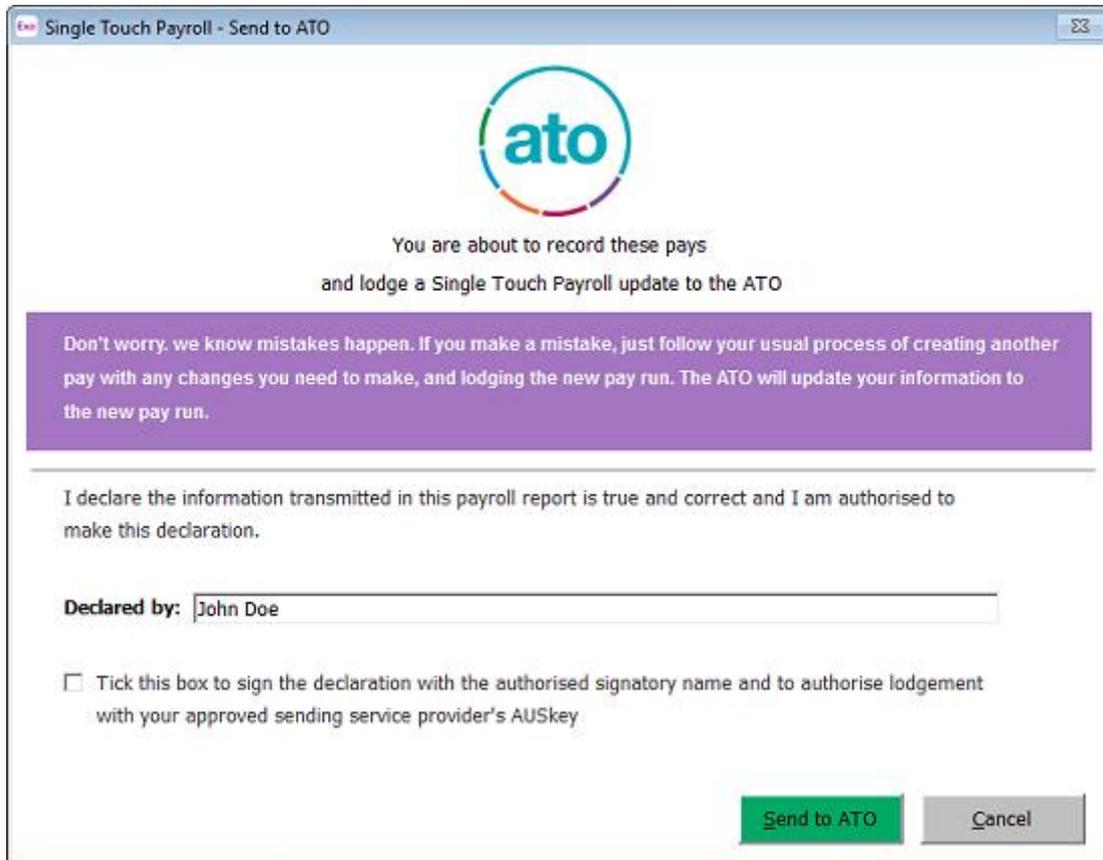


Figure: ATO Declaration Message

There is also a whitepaper available in the Education Centre you may wish to review.

MYOB Exo Employer Services

Single Touch Payroll

Last modified: 20 May 2019

MYOB Employer Services (AU) End of Financial Year Checklist without STP

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 31/03/20XX	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"/> Create	<input type="checkbox"/> Individual Non-Business Payment Summaries	Reports > Print Reports > Payment Summaries > Individual Non-Business Reports
	<input type="checkbox"/> Business and Personal Services Payment Summaries	Reports > Print Reports > Payment Summaries > Business and Personal Services
	<input type="checkbox"/> Employment Termination Payment Summaries (ETP)	Reports > Print Reports > Payment Summaries > Employment Termination Payment
<input type="checkbox"/> Distribute	<input type="checkbox"/> Email/Post/upload Payment Summaries to Employees	Must be completed by July 14
<input type="checkbox"/> Create	<input type="checkbox"/> Electronic Media File	Reports > Print Reports > Payment Summaries > Electronic File
<input type="checkbox"/> Lodge	<input type="checkbox"/> Upload Electronic Media to ATO	Must be completed by August 14,
<input type="checkbox"/> Lockdown	<input type="checkbox"/> Financial Year to 30/06/20XX	Utilities > Setup Payroll > Other > Other Financial year lockdown date

NOTES:

EOFY Checklist 2018 - 2019

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 **31/03/2019**.

- 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: 01/07/2018 - 30/06/2019
- Pay Frequency: Any
- Report Options:
- Summary
- Landscape
- Physical Pay Date

Pay Summary: *Reports > Print Reports > Pay > Pay Summary*

- Pay Type: Selected
- Date Range: 01/07/2018 - 30/06/2019
- Pay Frequency: Any
- Report Options:
- Physical Pay Date

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

- Pay Type: Selected
- Date Range: 01/07/2018 - 30/06/2019
- 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: 01/07/2018 - 30/06/2019
- Pay Frequency: Any
- Report Options:
- Show Terminated Employees
- Physical Pay Date
- Payment Summaries

Employee documents - Distribute

Individual Non-Business Payment Summaries.

Business and Personal Services Payment Summaries.

Employment Termination Payment Summaries.

Backup Payroll Company

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

ATO file

- Create the PSAR file for the period 01/07/2018 - 30/06/2019.

Financial Year Lockdown Date

- Change the Financial year lockdown date to 30/06/2019.