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## **MYOB Employer Services**

### **ESEOFY – Payroll (AU) – Single Touch Payroll**

June 2019



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## 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.

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>.

## New Features

### Single Touch Payroll Enhancements

This release updates the way Single Touch Payroll information is submitted to the ATO. The employee records in each submission are now accepted or rejected individually, which means that if any records are rejected, only those records need to be resubmitted.

See the Release Notes for Exo Employer Services 2018.05 for details on the changes and examples on how to correct errors in STP Submissions.

## 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 2018 – 2019 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
- Minimum Earnings Base: 450.00 per Month
- Maximum Earnings Base: 55270.00 per Quarter** (highlighted with a red box)
- 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 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 following settings for 'Termination Payments':

Field	Value
ETP Cap:	210000
Base limit:	10638
Completed years service:	5320

The sidebar on the left contains the following menu items:

- Company setup
- Employee defaults setup
- General ledger setup
- Leave management setup
- Other setup
- Payment setup
- Cost centre structure
- Pay rate multipliers
- Pay Item Liabilities
- Payment structure
- Hourly rate
- Termination Payments
- Single Touch Payroll setup
- Superannuation setup

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

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

Calculation Method: Fixed Dollar Amount Global Loading

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

Navigation:

Figure: new Child Support Protected Earnings Amounts.

## Other Changes

Exo Employee Information module has two 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.

## 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.

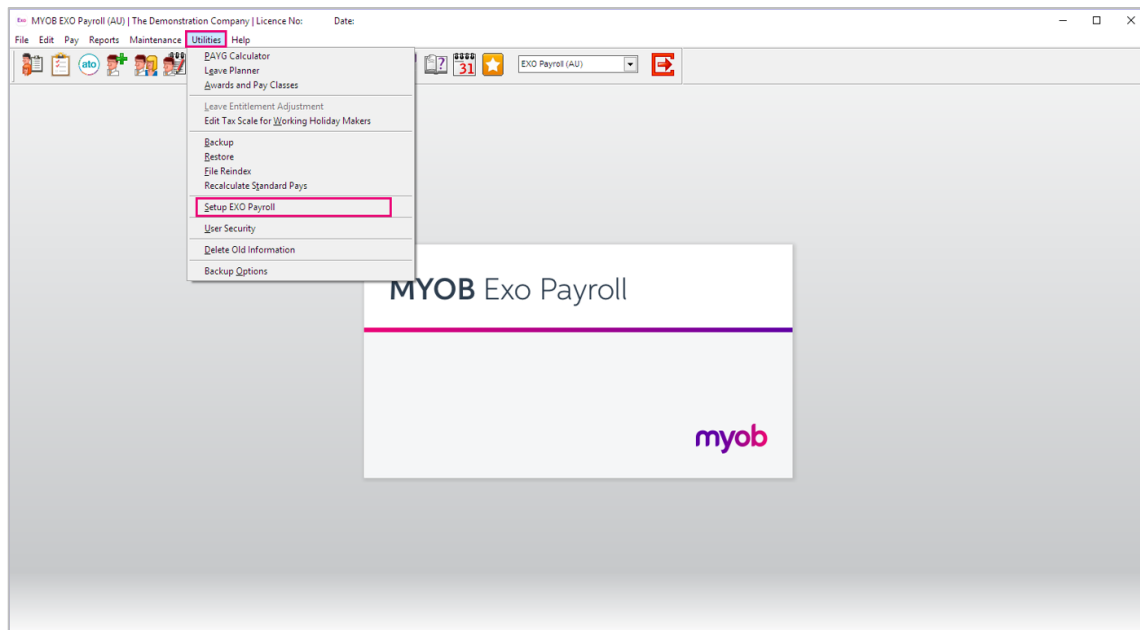


Figure: Setup Exo Payroll dropdown

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

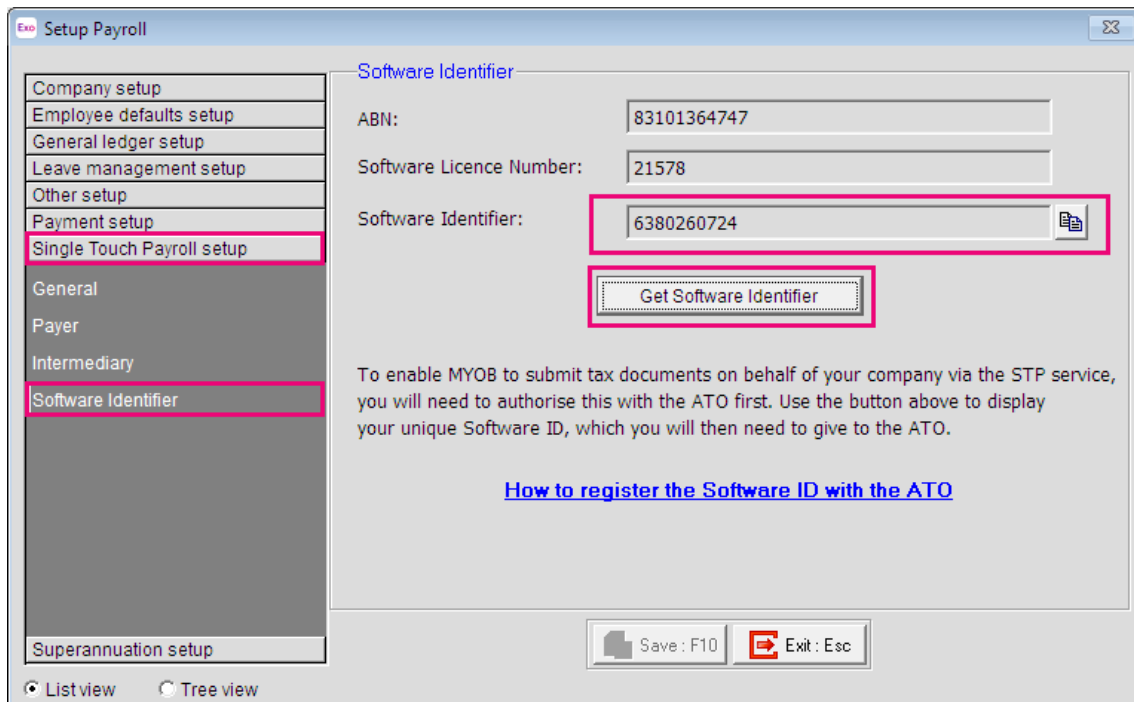


Figure: Get Software Identifier button

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.

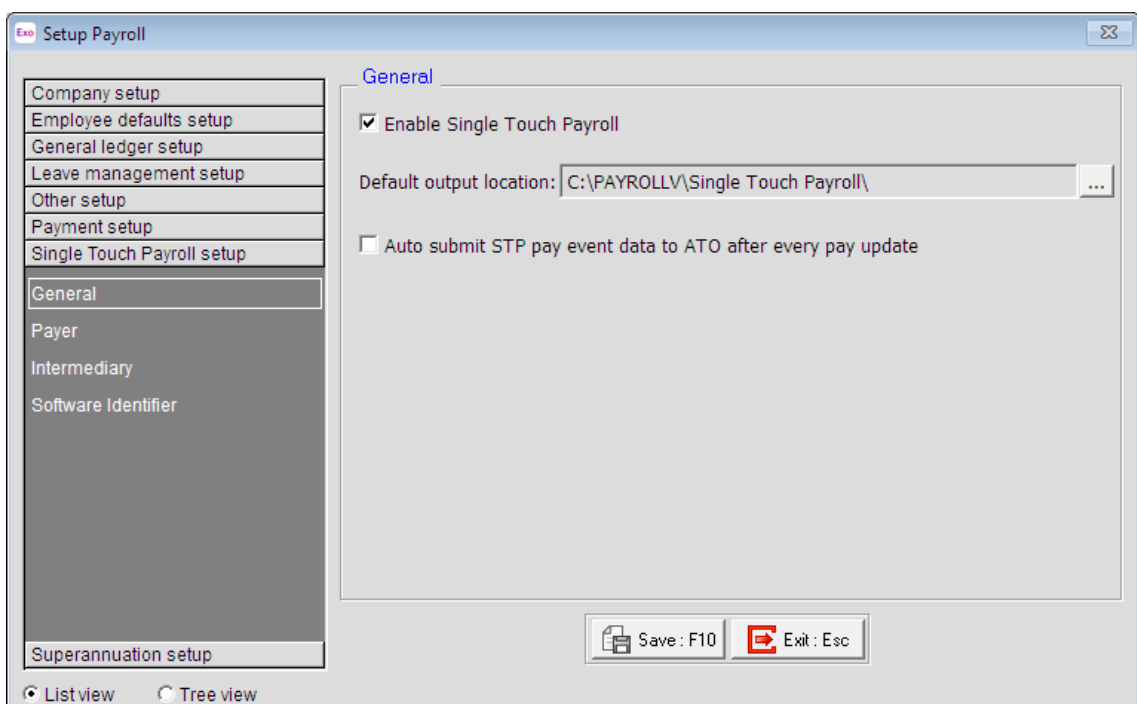


Figure: Enabling Single Touch Payroll – General screen

- **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.

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.

Figure: Single Touch Payroll – Intermediary screen

## 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
- Payroll Tax
- WorkCover
- Annual Leave
- Personal Leave
- 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

Buttons: 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 triggered the 'Single Touch Payroll Category' field to be populated with 'Meals'. Other fields include 'Allowance Code: 6', 'Rate: 3.5000', 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 for 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

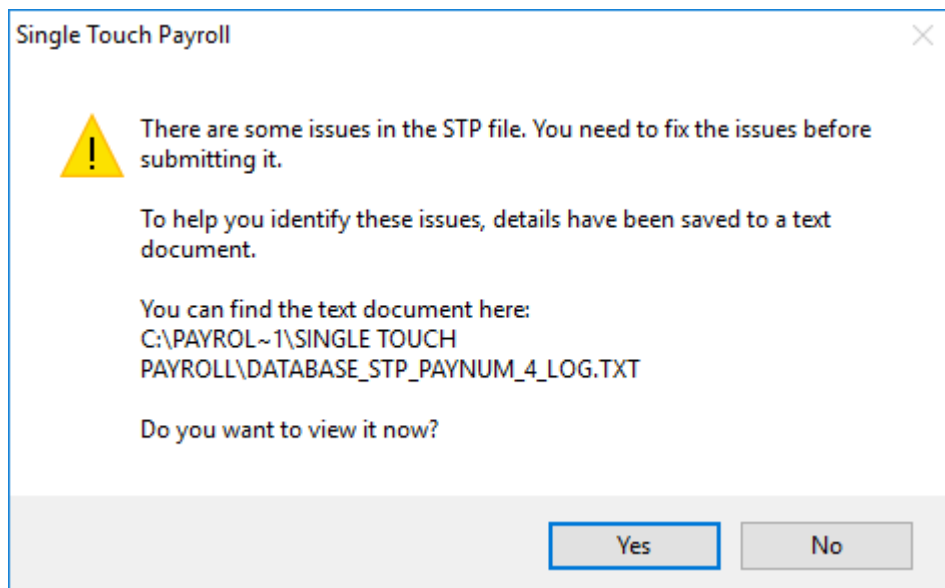


Figure: STP issues dialogue box

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.


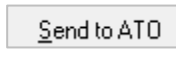
## Submitting Pay Data via STP

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

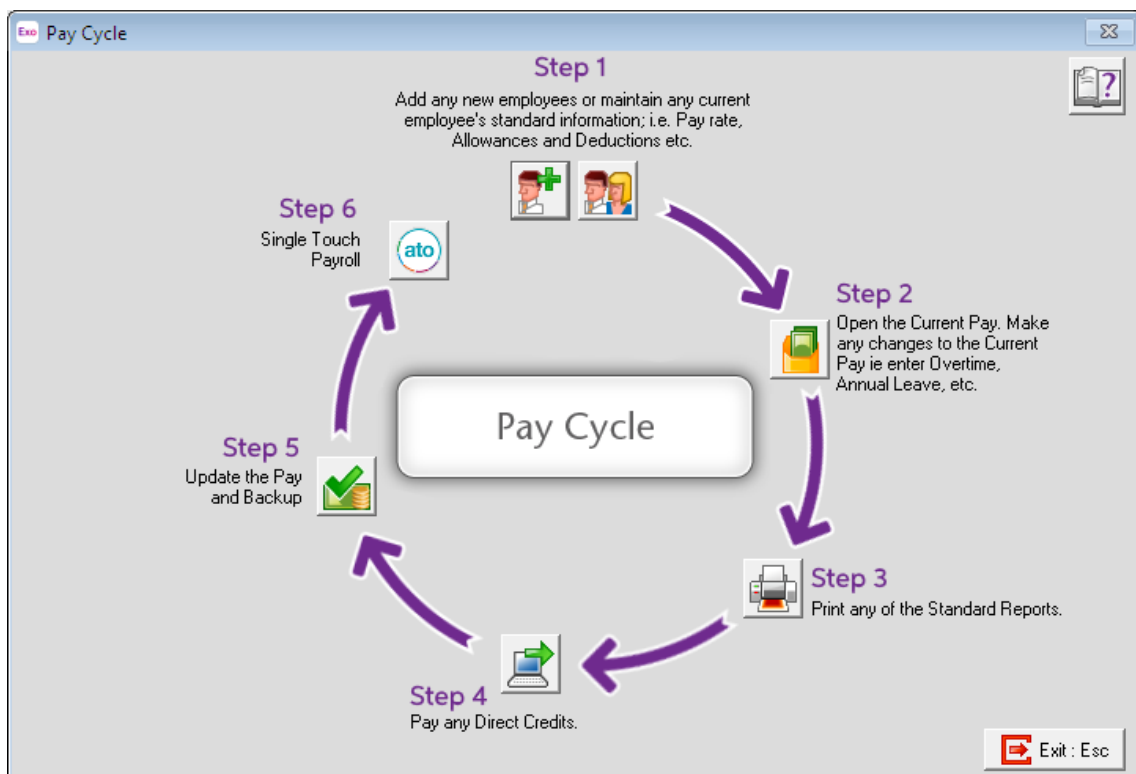


Figure: Pay Cycle with STP step

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.

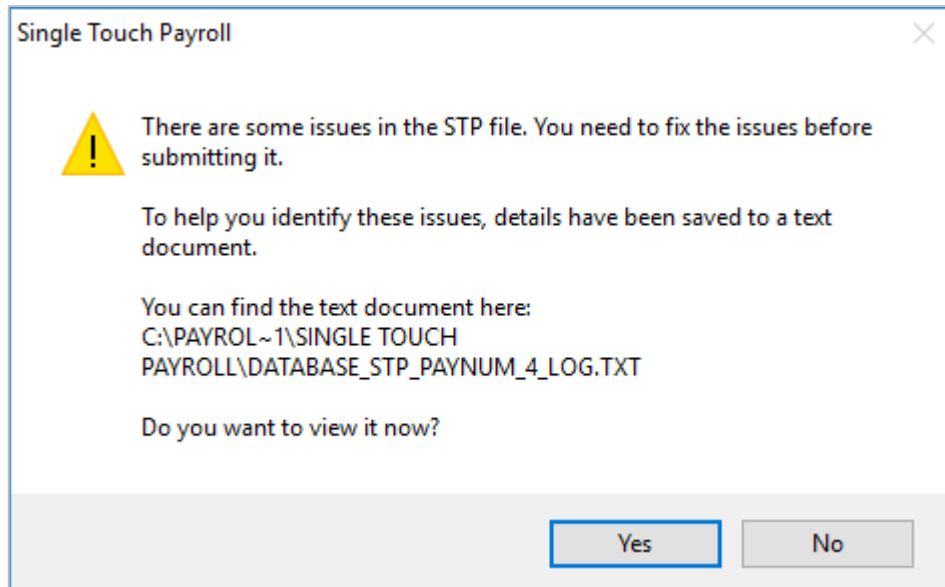


Figure: STP issues dialogue box

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.

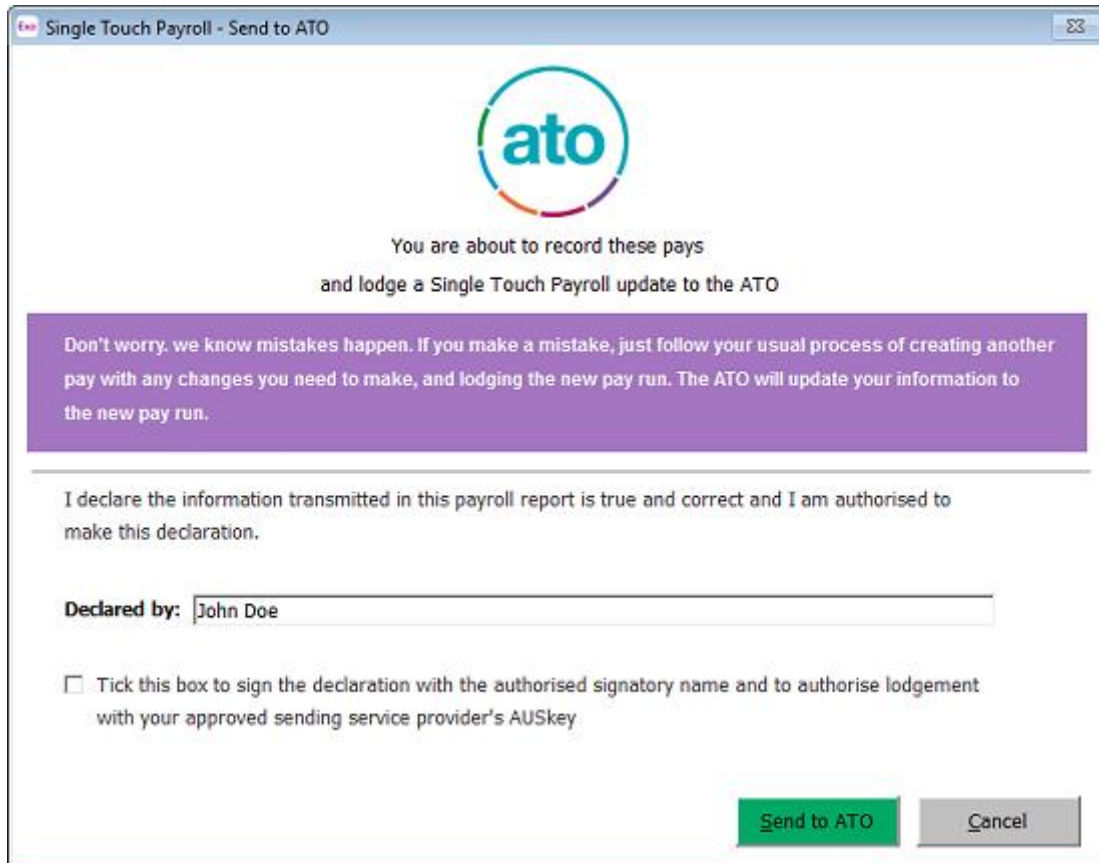


Figure: ATO Declaration Message

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



# 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 <b>Fringe Benefit Type</b> .
Grossed-up	Enter the already grossed up amount. You <b>must</b> select the option <b>Override Rate</b> and enter <b>1.00</b> 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

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

Figure: Fringe Benefits One-off Pay

- 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

- As this pay will only contain the Reportable Fringe Benefit Amounts, select **No** from the **Copy Standard Pay** dropdown list.
- Select **Make One-Off Pay** to create the pay.
- 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**.

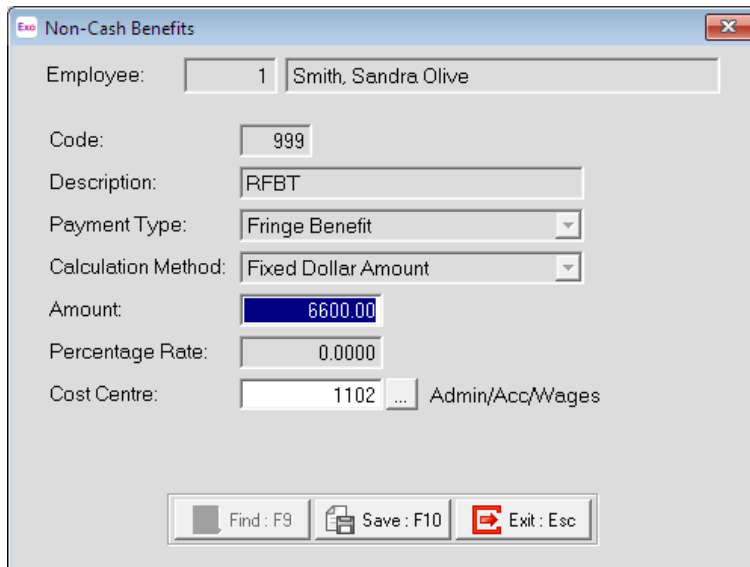


Figure: Non-Cash Benefit FBT

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

- a. You can select **Update** from the **Single Touch Payroll** from the dropdown menu under **Pay**.

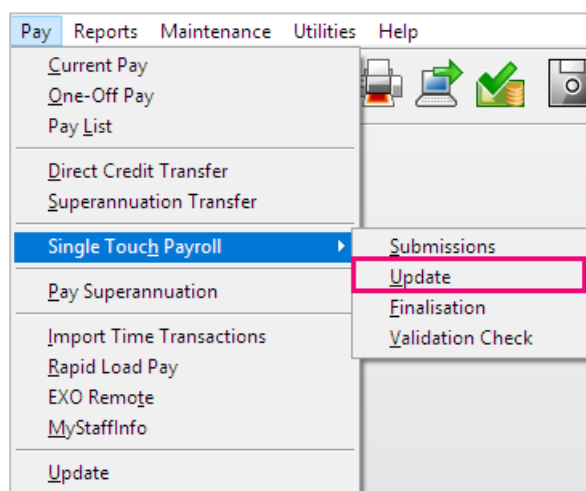


Figure: Update pay details to ATO

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

- b. Or you can wait until you have finalised your pay for 2019 and send this information in the Year End Finalisation transfer (described later).

## 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.

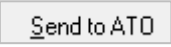
This finalisation declaration replaces the payment summary file sent to the ATO before STP.

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.

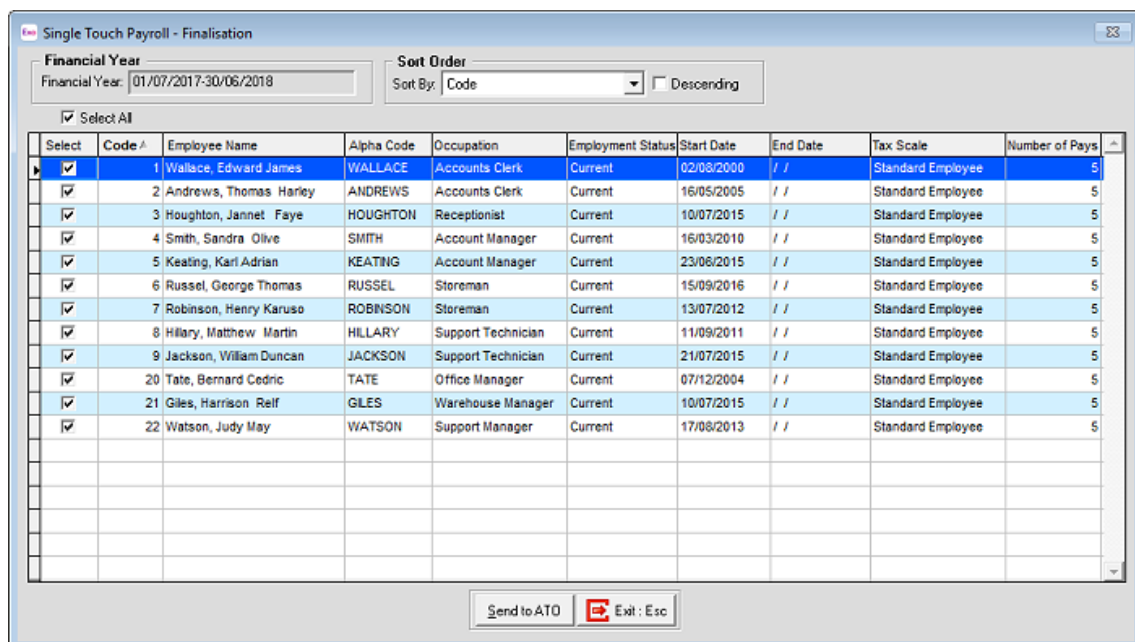


Figure: Single Touch Payroll – Finalisation screen

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.

Figure: Other screen in Setup Payroll

## MYOB Employer Services (AU) End of Financial Year Checklist with STP

Completed	What	Where/Due
<input type="checkbox"/> Upgrade	<input type="checkbox"/> Upgrade to compliance release 2019.01	Help > Upgrade Software Online
<input type="checkbox"/> Update	<input type="checkbox"/> Reportable Fringe Benefits to 31/03	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,
<input type="checkbox"/> Finalisation Submission	<input type="checkbox"/> Submit STP Finalisation Data to ATO	STP Sites commenced STP during 2017-18 Financial Year. Must be completed by July 14 STP Sites commenced STP during 2018-19 Financial Year. Must be completed by July 31
<input type="checkbox"/> Lockdown	<input type="checkbox"/> Financial Year to 30/06	Utilities > Setup Payroll > 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**.

**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: 01/07/2018 - 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

### 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 30/06/2019.