



Take your business to the **next level**

MYOB EXO Employer Services

Payroll

– Loading YTD Earnings



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This training manual has been developed by the MYOB Enterprise Division - Professional Services Team for use in the delivery of training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to load year-to-date earnings in EXO Payroll.

This manual has been designed for the following MYOB product:

- EXO Payroll

EXOPYTD

Enter Year-To-Date Earnings

EXO Payroll

Course duration: 0.5 hrs

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Participants

This course is aimed at:

- Users of EXO Payroll.

Prerequisites

Basic PC experience is required.

Understanding of payroll processes and procedures.

Instructional method


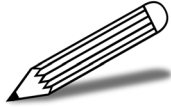



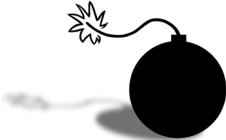




The instructional method uses examples of system configuration. The instructional method makes use of trainer-led exercises. Each unit concludes with a Review Task.

Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) or selected is shown in ***bold and italics***.
- Keyboard keys are shown as **TAB**, **CTRL**, etc.

Screenshots in this manual are for illustration purposes only and may differ from those in the actual product due to configuration settings.

Symbols used in this manual

Symbol	Name	This symbol tells you...
	Practice task Review task	... to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	Written Review task	... to complete written questions to review the content covered in the unit.
	Optional Challenge	... to complete this task if you have finished early and are looking for an extra challenge.
	Tip	... about helpful tips
	Note	... to take note of an important message.
	Warning	... about potential problems to be aware of.
	Important	... to pay attention to an important notice.
	New	... where features are new for EXO Payroll.
	Reference	... where to go to find more information.
	Skills Checklist	... to tick off a list of skills that you have learnt during the unit.

Objectives

Upon completion of this course you will be able to:

- Load Year-To-Date earnings

Before you begin:

This training manual has been designed for use with the Demonstration Company and assumes that you do not have any other MYOB Employer Services products, e.g EXO Time and Attendance.

- 1 From the Login screen, double-click on the Demonstration Company.
- 2 From the **Utilities** menu, click on **Setup Exo Payroll**.
- 3 From the list of setup areas, click on **Other Setup**.
- 4 Click on the **Wages** section.
- 5 Ensure that the options **“Do not copy wages for Time and Attendance employees”** and **“Do not copy wages for Rapid employees”** are not selected.
- 6 Click on the **Save** button or press **F10**.

Function Keys

F1	Help
F2	Maintenance Menu
F3	Change Sort
F4	Add
F5	Edit
F6	Delete
F7	Previous
F8	Next
F9	Find/Print
F10	Save
F11	About Screen
F12	Employee Notes
Page Up/Page Down	Switch between pages
Alpha/Numeric Keystrok	Activates incremental search of picklists
Spacebar	Opens dropdown lists
Home	Skips to start of field
End	Skips to end of field
Tab	Skips to next field
Shift+Tab	Skips to previous field
Ctrl+H	Activates the hide screen, which can only be unlocked using the password you logged in with.
Ctrl+D	Activates the Diary. This is a form of daily planner, providing you with a place to enter comments on any given day for payroll company-related tasks, appointments and reminders.
Ctrl+L	Activates the Calculator.

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Loading Year-To-Date earnings

1

In this unit, you will learn how to load the year-to-date earnings into the system.

By the end of this unit, you will be able to:

- ▶ Load Year-To-Date earnings

Overview

You will most likely change to EXO Payroll during the tax year. In order to provide your employees with one PAYG Payment Summary for the entire Tax Year, you need to load their earnings and PAYG withheld into the system.

You may decide to also load the balance of superannuation contributions made to each employee's superannuation fund.

Before you begin

As you will be entering dollar values/hours into the system, you must ensure that all the pay items (Allowances, Deductions, Superannuation Contributions, etc.) for which you are loading values have their **Calculation Method** set to **Fixed Dollar Amount**.

Once you have completed the year-to-date loading, you must set the **Calculation Method** back to the original setting.

Because year-to-date values for Superannuation Contributions will also be entered, the system must be prevented from applying the Superannuation Guarantee Threshold. To ensure this, the option **Apply Superannuation Guarantee** must be unselected under **Maintenance -> Setup EXO Payroll -> Other -> Superannuation**. Once the year-to-date loading is completed, this option must be selected again to ensure the system will enforce the Superannuation Guarantee Threshold from this point forward.

If you have any employees that terminated in the current financial year, you must enter their termination details as well to report their termination details correctly.

WARNING



To ensure quarterly earnings liable for superannuation is calculated correctly, earnings for each quarter must be entered separately.

Year-To-Date Wages

All Wages earned must be entered to ensure correct reporting on the PAYG Payment Summaries at the end of the payroll year.

In order for the system to correctly calculate the earnings liable for superannuation, earnings liable for superannuation must be entered separately from earnings not liable for superannuation.

This can be achieved using one of two methods:

Method 1

Wages are entered against the specific Pay Rate Multipliers used at the time the wages were paid, e.g. Ordinary, Time and a Half, etc. These Pay Rate Multipliers are set up to correctly include/exclude these earnings from the earnings liable for superannuation.

Method 2

Total wages are entered. Using this method require the earnings liable for superannuation to be entered separately from earnings not liable for superannuation. This is achieved by using two Allowances.

Allowance for Earnings Liable for Superannuation

An allowance must be set up with the following settings:

Allowance Code	999 (Recommended)
Allowance name	YTD Wages(Liable) (Recommended)
PAYG	Taxable
Calculation Method	Fixed Dollar Amount
Amount	\$0.00
Typ	Normal
PAYG Payment Summary	None
Liabilities	Superannuation Payroll Tax WorkCover

This allowance will be used to enter the Wage (and Salary) earnings liable for superannuation.

Allowance for Earning Not Liable for Superannuation

An allowance must be set up with the following settings:

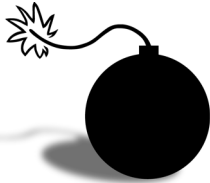
Allowance Code	998 (Recommended)
Allowance name	YTD Wages(Not Liable) (Recommended)
PAYG	Taxable
Calculation Method	Fixed Dollar Amount
Amount	\$0.00
Typ	Normal
PAYG Payment Summary	None
Liabilities	Payroll Tax WorkCover

This allowance will be used to enter the Wage (and Salary) earnings **not** liable for superannuation.

This training manual will use **Method 2** for entering year-to-date wages/salaries.

Entering Year-To-Date earnings

WARNING



If the employee was terminated during the payroll year, their year-to-date earnings must be loaded as at their termination date to ensure they are reported correctly. Their termination payments must also be loaded separately. Refer to 'Entering Termination Payments' on page 10 for instructions on entering termination payments.

Create a One-Off Pay

- 1 From the **Pay** menu, click on **One-Off Pay**.
- 2 From the **Pay Frequency** dropdown list, click on the appropriate pay frequency.
- 3 In the **Pay Period End Date** field, enter the pay period end date of the last pay in your previous payroll system.
- 4 In the **Physical Pay Date** field, enter physical pay date of the last pay in your previous payroll system.

TIP



When loading year-to-date information, enter information up to your last pay for the previous month. Process any pays in the current month as parallel pay. This will provide you with an accurate month-to-date report for the current month.

- 5 From the **Copy Standard Pay** dropdown list, click on **No**.
- 6 Click on **Create One-Off Pay**.
- 7 Click on **No**.
- 8 Click on **Ok**.
- 9 Click on the **Calculate Pay** button.
- 10 In the **Enter Employee Code or Alpha Code** field, enter the **Code** or **Alpha Code** for the employee and press **TAB**.

Enter Gross Wages/Salary liable for Superannuation

- 1 Click on the **Allowances** button.
- 2 Click on the **Add** button or press **F4**.
- 3 Double-click on Allowance **999 YTD Wages(Liable)**.
- 4 In the **Amount** field, enter the employees year-to-date gross Wages/Salary liable for Superannuation.

IMPORTANT



The gross Wages/Salary entered must **exclude** any allowances and leave paid, but **include** any Deductions.

- 5 Click on **Save** or press **F10**.

Enter Gross Wages/Salary not liable for Superannuation

- 1 Click on the **Allowances** button.
- 2 Click on the **Add** button or press **F4**.
- 3 Double-click on Allowance **998 YTD Wages(Not Liable)**.
- 4 In the **Amount** field, enter the employees year-to-date gross Wages/Salary not liable for Superannuation.

IMPORTANT



The gross Wages/Salary entered must **exclude** any allowances and leave paid, but **include** any Deductions.

- 5 Click on **Save** or press **F10**.

To load Allowances

- 1 Click on the **Allowances** button.
- 2 Click on the **Add** button or press **F4**.
- 3 Click on the **Find** button or press **F9** to get a list of your Allowances.
- 4 Double-click on the Allowance you need to load totals for.
- 5 In the relevant field(s), enter the appropriate values.
- 6 Click on the **Save** button or press **F10**.

To load Deductions

- 1 Click on the **Deductions** button.
- 2 Click on the **Add** button or press **F4**.
- 3 Click on the **Find** button or press **F9** to get a list of your Deductions.
- 4 Double-click on the Deduction you need to load totals for.
- 5 In the relevant field(s), enter the appropriate values.
- 6 Click on the **Save** button or press **F10**.

To load Superannuation

- 1 Click on the **Superannuations** button.
- 2 Click on the **Add** button or press **F4**.
- 3 Double-click on the Superannuation Contribution you need to load totals for.
- 4 In the **Amount** field, enter the year-to-date total.
- 5 Click on the **Save** button or press **F10**.

To load leave paid

Click on the **Leave Management** button.

Annual Leave (including Leave Loading)

- 1 Click on the **Leave Management** button.
- 2 Click on the **Annual Leave** button.
- 3 Select the option **Override** to override the **Annual Leave Amount**.
- 4 Enter the year-to-date total of Annual Leave paid.
- 5 Select the option **Override** to override the **Leave Loading Amount**.
- 6 Enter the year-to date total of Leave Loading paid.

Sick Leave

- 1 Click on the **Sick Leave** button.
- 2 Select the **Override** option.
- 3 Enter the year-to-date value of Sick Leave paid.

Carer's Leave

- 1 Click on the **Carer's Leave** button.
- 2 Select the **Override** option.
- 3 Enter the year-to-date value of Carer's Leave paid.

Long Service Leave

- 1 Click on the **Long Service** button.
- 2 Select the **Override** option.

- 3 Enter the year-to-date value of Long Service Leave paid.

Click on the **Save** button or press **F10**.

To load PAYG

- 1 Click on the **PAYG** button.
- 2 Select the option **Override PAYG**.
- 3 Enter the year-to-date PAYG withheld. If the employee has a HELP repayment, include this in the PAYG value (if applicable/available).
- 4 Enter the HELP component of the PAYG withheld in the **HELP** field (if applicable/available).

Once you have completed the year-to-date loading for this employee, click on the **Save** button or press **F10** to save this pay and return to the One-Off Pay screen.

Repeat these steps to load year-to-date earnings for all your employees.

Finalising the One-Off Pay

- 1 Click on the **Print Reports** button to print the Pay Sheet report, and check the figures you have entered.
- 2 From the **Pay** tab, double-click on the **Pay Summary** report.
- 3 From **Sort Order 1** select **Employee Code** or **Employee Alpha**.
- 4 Click on the **Report Options** button.
- 5 Select the following options:

Show Details

Show individual Wages

Show individual Allowances

Show individual Deductions

Show individual Superannuations

Show Terminated employees

- 6 Click on **Save** or press **F10**.
- 7 From the **Destination** dropdown list, select **Printer**. From the **Printer** dropdown list, select the appropriate printer.

- 8** Click on **Print** or press **F9**.
- 9** If you find any mistakes, correct these mistakes before proceeding.
- 10** Click on the **Finish One-Off Pay, Backup** button to complete and update the One-Off Pay.
- 11** A message will appear, asking you confirm that the pay is correct and that all reports are printed. Click on **Yes**.
- 12** You will be prompted to do a backup. Click on **Backup**.
- 13** Once the backup is completed, a message will appear, confirming that the pay has successfully been updated. Click on **Ok**.

Entering Termination Payments

Create a One-Off Pay

- 1 From the **Pay** menu, click on **One-Off Pay**.
- 2 From the **Pay Frequency** dropdown list, click on the appropriate pay frequency.
- 3 In the **Pay Period End Date** field, enter the pay period end date of the pay in which the employee's termination payments were made.
- 4 In the **Physical Pay Date** field, enter date on which the employee's termination payments were made.
- 5 From the **Copy Standard Pay** dropdown list, click on **No**.
- 6 Click on **Create One-Off Pay**.
- 7 Click on **No**.
- 8 Click on **Ok**.
- 9 Click on the **Calculate Pay** button.
- 10 In the **Enter Employee Code or Alpha Code** field, enter the **Code** or **Alpha Code** for the employee and press **TAB**.
- 11 Click on the **Termination Wizard** button.
- 12 A message will appear, asking you to confirm that you want to terminate this employee. Click on **Yes**.
- 13 The Termination Wizard will be activated. This wizard will step you through paying out the employee's leave owed on termination.
- 14 In the **Termination Date** field, enter the employee's original date of termination.
- 15 In the **Terminated by** field, enter the name of the person that processed the original termination pay.
- 16 From the **Reason for termination** dropdown list, select the original reason for the employee's termination.
- 17 Select the option **Override** and enter the value of Annual Leave paid on termination in the **Annual Leave Amount** field.
- 18 Click on the **Next** button or press **F8**.
- 19 Select the option **Override** and enter the value of Long Service Leave paid on termination in the **Long Service Amount** field.
- 20 Enter the breakdown of the **Long Service Amount** appropriately into the **Lump Sum Payment B**, **Lump Sum Payment A**, and **Salaries, Wages, Bonus etc.** fields.

21 Click on the **Next** button or press **F8**.

22 If the employee also received an Employment Termination Payment, complete the relevant fields for the Employment Termination Payment Summary.

23 Click on **Save** or press **F10**.

24 If the employee received a Redundancy payment or Employment Termination Payment, pay the relevant items to the employee using the appropriate Allowance(s) and Deduction.

TIP



Refer to *'Appendix 1: Terminations'* on page 14 for more information on paying Redunancies and Employment Termination Payments.

Finalise the One-Off Pay as normal. Refer to *'Finalising the One-Off Pay'* on page 8 for instructions.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Load Year-to-Date earnings	
Load termination payments	

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Appendices

This unit contains a number of appendices for further study:

- ▶ [Appendix 1: Paying Employment Termination Payments](#)
- ▶ [Appendix 2: Redundancy Payments](#)
- ▶ [Appendix 3: Loading Reportable Fringe Benefits Tax](#)
- ▶ [Appendix 1: Terminations](#)

Appendix 1: Employment Termination Payments

Appendix 1: Terminations

Paying the Employment Termination Payment

if the employee has an Employment Termination Payment component, you have to process it separately.

NOTE



Employment Termination Payment cannot be processed as Taxable Allowances, as this will result in these payments showing on the employee's PAYG Payment Summary.

To pay out the Eligible Termination Payment, set up an Allowance as per the following screens:

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

- Allowance Code: 94
- Allowance Name: ETP Payment (with a 'Can Modify Name' checkbox)
- Calculation Method: Fixed Dollar Amount (dropdown menu)
- Amount: 0.0000
- Pay Rate Multiplier: (empty)
- Wage Rate Code: (empty)
- Type: ETP (dropdown menu)
- Cost Centre: Employee's Default
- Maximum Number: (empty)
- Payment Summary Type: None (dropdown menu)
- Override Tax Rate: (empty)

At the bottom, there is a 'Liabilities' button and a toolbar with icons for Load, Find (F9), Save (F10), Cancel, Delete (F6), and Exit (Esc).

Employment Termination Payment Allowance (used for payment)

The screenshot shows the 'Payment Liabilities' dialog box with the following checked and unchecked items:

- Annual Leave
- Personal Leave
- Long Service Leave
- Shift Leave
- Other Leave
- RDO
- Superannuation
- Payroll Tax
- WorkCover

An 'Exit' button is located at the bottom center of the dialog.

Employment Termination Payment Allowances - Liabilities

Process this Allowance in the employee's pay as you would any other Allowance, entering the **Gross Amount** of the ETP in the Amount field.

If the ETP has a taxable component:

Tax withheld from ETP payments cannot be lumped together with tax withheld from normal earnings. To withhold the tax from an ETP payment, set up a deduction as per the following screen:

Employment Termination Payment Deduction (used for tax withheld from payment)

NOTE



You may have to set up a Cost Centre to link the Deduction to your PAYG General Ledger Code.

Process this Deduction in the employee's pay as you would any other Deduction, entering the tax withheld from the ETP payment in the Amount field.

This will result in the tax on the ETP payment being deducted from the employee's pay and journalled to your General Ledger. This will also result in the tax withheld showing correctly on the employee's payment summary at the end of the financial year.

NOTE



Because the tax on ETP's are transacted in the payroll as a Deduction, you will need to run a Deduction History Report for this deduction in order to correctly report the information on your BAS statement.

Appendix 2: Redundancy Payments

Bona Fide Redundancy, Approved Early Retirement Scheme Payments

If you are paying the employee a Redundancy Payment or Early Retirement Scheme Payment, these need to show under the Lump Sum D section of the Payment Summary.

Set up an Allowance as per the following screen:

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

- Allowance Code: 93
- Allowance Name: Redundancy Can Modify Name
- Calculation Method: Fixed Dollar Amount (dropdown)
- Amount: 0.0000
- Pay Rate Multiplier: (empty)
- Wage Rate Code: (empty)
- Type: Normal (dropdown)
- Cost Centre: (empty) Employee's Default
- Maximum Number: (empty)
- Payment Summary Type: Lump Sum Payment D (dropdown)
- Override Tax Rate: (empty)

At the bottom of the dialog box, there are several buttons: Load, Find: F9, Save: F10, Cancel, Delete: F6, and Exit: Esc.

Redundancy Allowance

Process the Allowances in the employee's pay as you would any other Allowance.

Appendix 3: Loading Reportable Fringe Benefits Tax Fringe Benefit Setup

Fringe Benefit Setup

To set up a Non-Cash Benefit

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

Fringe Benefits Setup

- 2 In the **Code**, enter a unique number. It is recommended that you use **999** to ensure it will always appear at the bottom of your list of Non-Cash Benefits. Press **TAB**.
- 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 if the employer is entitled to an input tax credit for this fringe benefit under the GST Legislation.
Type 2	This type is used if the employer is not entitled to an input tax credit for this fringe benefit under the GST Legislation.

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

Type	Description
Un-Grossed-up	You will enter the un-grossed-up amount. The system will calculate the gross-up value according to the Fringe Benefit Type .
Grossed-up	You will enter the already grossed-up amount. The system should not calculate the gross-up value. Note: To use this method, you must select the option Override Rate and overtype the rate with 1.00 .

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

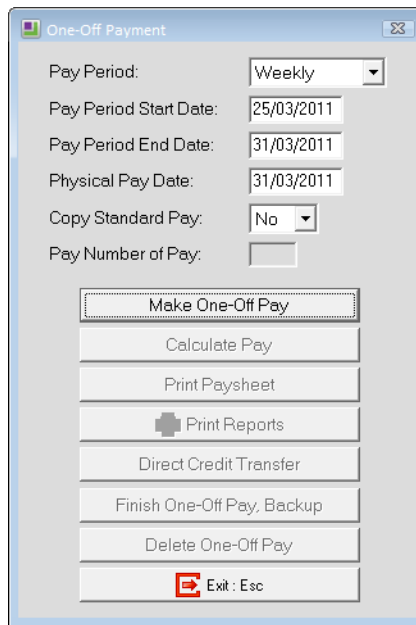
Loading Reportable Fringe Benefit Amounts

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**.



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 For	Fringe Benefit Year	Printed on Payment Summary
30 June 2012	2012 - 2013	2013 - 2014	No
30 March 2012	2012 - 2013	2012 - 2013	Yes

- 3 As this pay will only contain the Reportable Fringe Benefit Amounts, select **No** from the **Copy Standard Pay** dropdown list.
- 4 Click on the **Make One-Off Pay** button 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 on **No**.
- 6 Click on the **Calculate Pay** button.
- 7 Click on the **Find** button to select the employee for whom you need to load Reportable Fringe Benefit Amounts.
- 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 on **Yes** to include the employee in the One-Off Pay.
- 9 Click on the **Non-Cash Benefits** button.
- 10 Click on the **Add** button or press **F4**.

The screenshot shows a 'Non-Cash Benefits' dialog box with the following data:

Employee:	1	Wallace, Edward James
Code:	90	
Description:	Fringe Benefits	
Payment Type:	Fringe Benefit	
Calculation Method:	Fixed Dollar Amount	
Amount:	0.00	
Percentage Rate:	0.0000	
Cost Centre:	2210	NSW/Accounts/Wages

Buttons at the bottom: Find: F9, Save: F10, Exit: Esc

Loading Fringe Benefit in One-Off Pay

- 11 in the **Code** field, enter the **Code** assigned to the Reportable Fringe Benefit pay item, e.g. **999**.
- 12 Enter the appropriate **Amount**.
- 13 If you did not assign a **Cost Centre** when you set up the Non-Cash Benefit, you should assign the appropriate Cost Centre.
- 14 Click on **Save** or press **F10**.
- 15 Click on **Save** or press **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** To load a Reportable Fringe Benefit Amount for another employee, click on **Find** or press **F9** to select another employee. Repeat steps 5 through 15.
- 17** Click on the **Save** button or press **F10** to save this pay and return to the One-Off Pay screen.
- 18** Click on the **Print Reports** button and print a Non-Cash Benefit History report. Use this report to check that you have entered the correct values for the appropriate employees.
- 19** Click on the **Finish One-Off Pay, Backup** button to complete and update the One-Off Pay.
- 20** A message will appear, asking you to confirm that the pay is correct and that all reports are printed. Click on **Yes**.
- 21** You will be prompted to do a backup. Click on **Backup**.
- 22** Once the backup is completed, a message will appear, confirming that the pay has successfully been updated. Click on **Ok**.