

How to pay Super Liabilities from MYOB EXO Payroll

Overview

If you need to produce an electronic money transfer file containing Employer Superannuation contributions to various Superannuation Providers, select **Superannuation Transfer** from the Pay menu.

See Instructions for Steps on next page

The screenshot shows the 'Superannuation transfer' dialog box with the following fields and callouts:

- Bank Setup:**
 - Bank Name: ANZ Bank (Step 1)
 - Payment Due Date: 06/07/2011 (Step 7)
 - APCA Number: (Step 8)
 - User Name: (Step 9)
 - Prefix Accounts: with Zeros up to 6-dig (Step 10)
 - Self-Balancing File (Step 10)
- BSB Code:** 001 - 321 (Step 2)
- Account Number:** 000012345 (Step 3)
- Name of Remitter:** The Training Company (Step 4)
- Payer Lodgement Reference:** (Step 5)
- Employee Lodgement Reference:** PAYROLL (Step 6)
- Direct Credit Transfer File Name:** DC.ABA (Step 11)
- Select Range:**
 - Pay period end date: (Step 12)
 - From: // (Step 12)
 - To: // (Step 12)
 - Super Provider: 0 (Step 13)

Buttons at the bottom: Create File, Save : F10, Exit : Esc

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

Steps for Entering Details

Bank Setup

1. **Bank Name** - Select the name of the bank, which determines the format of the Superannuation Transfer File. Most major banks are supported; if your bank is not on the list and you want to use this facility, please contact MYOB for advice on how this can be achieved.
2. **BSB Code** - Enter your Bank-State-Branch number here.
3. **Account Number** - Enter the unique account number for your account – credit card accounts are not accepted.
4. **Name of Remitter** - Enter your company name here – this is equivalent to a Remitter Name
5. **Payer Lodgement Reference** - Extra information relating to the transaction, typically a reference code/number/name.
6. **Employee Lodgement Reference** - Extra information for the employer relating to this transaction.
7. **Payment Due Date** - The date on which the bank will be transmitting the money from the company account to the employee's accounts.
8. **APCA Number** - The unique identifier supplied by your bank.
9. **User Name** - The user name registered against the User ID supplied by your bank.
10. **Self-Balancing File** - Some banks allow users to manually enter a self-balancing line in the ABA file before processing it. If your bank does not allow this, you will need to select this option.

Direct Credit Transfer File Name

11. This is the name of the file that will be created. The recommended value is DC.ABA, however the filename can be changed to suit any given bank's requirements. If you try to enter an incorrect name an error message will appear.

Select Range

12. **Select Pay** - You may choose to date pays, by their pay period end date (earnings method) or by their physical payment date (receipts method).

Super Provider You may choose to pay only into the funds that are within the specified range, as opposed to paying into all funds at once. By applying superannuation provider codes in the **From** and **To** range fields, you can create a direct credit for specific providers only. Alternatively, leave this selection range blank in order to pay into all superannuation funds at once.

Creating the Super Transfer File

Click the **Create File** button to proceed with creation of the Superannuation File. On each pay run, you will be asked if you want to print a Superannuation Transfer report. Click **Yes** to preview the report.

When the preview window closes, you may see another message, asking if you want to overwrite the Superannuation file. This refers to the last file that EXO Payroll created (providing that you have run this process before). If the last file you created was for an already processed and updated pay, respond **Yes** to this question.

If you want to permanently change any given setting (with the exception of the Select Ranges) click on the **Save** button - the system will use the same settings for the next pay period's superannuation transfer.

Printing the Super Transfer Report

Once you select to Create File, the software will prompt if you want to print the Superannuation Transfer report, select Yes, as this will give you a hard copy of the data on the bank file.

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The Demonstration Company

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Superannuation Transfer Schedule

Code	Name	BSB	Account	Lodgement Reference	Remitter ID	Amount
AMP Super						
5	Keating, Karl Adrian	443 998	000948487	SG	EID8837	135.00
5	Keating, Karl Adrian	443 998	000948487	SS	EID8837	150.00
7	Robinson, Henry Karuso	443 998	000948487	SG	EID8837	41.49
7	Robinson, Henry Karuso	443 998	000948487	SS	EID8837	50.00
20	Tate, Bernard Cedric	443 998	000948487	SG	EID8837	95.19
						471.68
IOOF Superannuation Fund						
6	Russel, George Thomas	998 394	000008424	SG	N/A	0.00
6	Russel, George Thomas	998 394	000008424	SS	N/A	0.00
21	Giles, Harrison Ralf	998 394	000008424	SG	N/A	173.08
						173.08
Industry Fund Superannuation						
4	Smith, Sandra Olive	546 767	000056787	SG	EID2887	135.00
8	Hillary, Matthew Martin	546 767	000056787	SG	EID2887	119.70
8	Hillary, Matthew Martin	546 767	000056787	SS	EID2887	500.00
9	Jackson, William Duncan	546 767	000056787	SG	EID2887	51.30
22	Watson, Judy May	546 767	000056787	SG	EID2887	103.85
						909.85
Wallace Private Insurance						
1	Wallace, Edward James	909 392	000394847	SG	N/A	90.00
1	Wallace, Edward James	909 392	000394847	SS	N/A	200.00
						290.00
Total for: Wallace Private Insurance						
Total Superannuation Transfer Amount:						1844.61

Select Yes if prompted to Overwrite the file

Uploading the File

The file can now be uploaded to your banking software

Update MYOB EXO Finance

This step is done by processing a Cashbook Transaction in MYOB EXO Finance. The transaction would normally credit your bank account and debit your super liability account (balance sheet)

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