

MYOB Acumatica Payroll – How to reconcile STP finalisation with payroll data

Steps:

Preview STP Finalisations

Update settings:

Payroll Preferences CUSTOM

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GENERAL SETTINGS NUMBERING SEQUENCE SUPERANNUATION SETTINGS **PAY SUPERANNUATION** SBR REGISTRATION **STP** STP PHAS

To manage preferences for Single Touch Payroll reporting

To enable your site to create and send Single Touch Payroll (STP) reporting:

1. Go to the SBR Registration tab and authorise MYOB to submit tax documents to the ATO on behalf of your company/companies via the SBR service.
2. Go to the [Check Data](#) page and select Run STP Validation to validate the master data for branches, employees and pay items. (You can run this at any time.) Note that some pay item reporting categories are dependent on whether or not STP is enabled - allowances and superannuation will require STP-only categories, while all others are common with Payment Summary categories.
3. Enable Single Touch Payroll reporting by checking the box below.
4. Go to the [Check Data](#) page, re-run the validation and update the relevant pay items with STP-specific reporting categories.

Once you have enabled Single Touch Payroll reporting, the ATO requires that you continue to use it from then on.

By proceeding to enable Single Touch Payroll, you acknowledge that you have read and agree to the [Terms of Use](#).

Enable STP

STP enabled date: 13/06/2019 12:03:34 PM

Preview STP Finalisations before submission

STP Transaction Data MSS

This Generic Inquiry (GI) is a Momentum custom GI and been renamed so that it wont be overwritten.

NOTE: You may need to request this GI to be added to your site.

When loading the GI please remember to Publish to UI and set the access rights to copy from a known payroll object like Pay Details, to ensure that the access rights are restricted to payroll staff.

- Set your date for the financial year, when you expand the ATO Category the associated pay items will be displayed. This is how you check that they are correctly categorised.
- The Employee tab shows the same info by person.
- Is Empty contain all pay items that are not categorised. These should be leave accruals, post tax deductions, ie Non reportable pay items.
- Deductions like Overpayments that are set as Gross Wage will show as a positive figure. Care must be taken to deduct that amount rather than as the GI behaves and adds it to the total.

NOTE: this GI does not report PAYGW as there is no transaction line for it in a pay run.

STP Transaction Data MSS

From Date: 2/06/2025 To Date: 3/07/2025 Base Pay Run selection on: Physical Pay Date Pay Run: []
 Include Inactive Employees Company: []

ALL RECORDS **ATO CATEGORY** EMPLOYEE COMPANY EMPLOYEE GRID

Pay run ID: All Employee ID: All First Name: All Last Name: All Pay Item: All Type: All

ATO Category Type	ATO Category	Pay Item	Pay Item Description	Total	
Is Empty	Is Empty	ALACCRUED	Annual Leave Accrued	8,211.07	
		ALACCRUEWE	Annual Leave Accrued	6,945.70	
		ALSHACCRUE	AL Shift Worker Accrued	4,212.25	
		EXTRA TAX	Employee additional tax cont	920.00	
		LSLACCRUED	Long Service Leave Accrued	3,545.18	
		PLACCRUED	Personal Leave Accrued	8,162.27	
Allowances	Allowance - cents per km	Total		6,831.00	
		Allowance - laundry	Total	484.02	
			Allowance - tasks	Total	2,954.16
				Allowance - travel and accommodation	Total
			Paid Leave		Allowance other - general
Other paid leave	Total	17,237.92			
	Remuneration	Unused leave on termination	Total	712.77	
Gross Payments			Total	640,161.42	
	Reportable Fringe Benefits	Overtime	Total	13,111.30	
Salary Sacrifice			Reportable fringe benefits amount	Total	47,239.04
	Superannuation	Salary sacrifice other			
Salary sacrifice superannuation + RESC Total					500.00
			Super liability	Total	13,900.00
				72,600.26	

If anything needs changing, the this done in the Pay Item Liabilities screen and then the Pay History updated.

Pay Item Liabilities

Make the changes and then click Update Pay History (may be under Action menu ...)

Pay Item Liabilities

UPDATE PAY HISTORY

Pay Item ID	Description	Pay Item Type	Taxat	Ac	Add to Gross Earnings	Liabile for WorkCov	Liabile for Superan	Add to Gross Taxable Income	Liabile for Payroll Tax	Payroll Tax Category	ATO category	Statistics Category
COMPASSN36	Bereavement L...	Entitlement Pa...	Tax...	☑	☑	☑	☑	☑	☐		Other paid leave	
COMPENSPAY	Compensation ...	Income	Cus...	☑	☑	☑	☑	☑	☑		Employment te...	
COOKAGED	Cook - Aged C...	Income	Tax...	☑	☑	☑	☑	☑	☐	Wages & Salar...	Gross Payments	
DEDAIRFARE	Payroll Ded: Ai...	Deduction	Non...	☐	☐	☐	☐	☐	☐			
DEDGAS	Gas Deduction	Deduction	Non...	☑	☐	☐	☐	☐	☐			
DEDMISC	Payroll Ded: Mi...	Deduction	Non...	☑	☐	☐	☐	☐	☐			
DEDOVER	Deduction Ove...	Deduction	Cus...	☑	☐	☑	☑	☑	☑	Wages & Salar...	Gross Payments	
DEDOVERX	Deduction Ove...	Deduction	Cus...	☑	☐	☑	☐	☑	☑	Wages & Salar...	Gross Payments	
DEDRENT	Rent Deduction	Deduction	Non...	☑	☐	☐	☐	☐	☐			
DEDSTORE	Store Repaym...	Deduction	Non...	☑	☐	☐	☐	☐	☐			
ETPLIEU	ETP Lieu of No...	ETP Tax Free	Non...	☑	☐	☐	☐	☐	☐		Employment te...	
ETPLIEUST	ETP Lieu of No...	ETP Tax Free	Non...	☑	☐	☐	☐	☐	☐		Employment te...	

Regenerate and Export STP Transaction Data MSS

Once satisfied with the categorisation, the GI can be regenerated and the Employee Grid exported to Excel.

STP Transaction Data MSS CUSTOMISATION ▾ TOOLS

From Date: 1/07/2024 To Date: 30/06/2025 Base Pay Run selection on: Physical Pay Date Include Inactive Employees

Pay Run: Branch: Company:

ALL RECORDS ATO CATEGORY EMPLOYEE COMPANY **EMPLOYEE GRID**

Employee	First Name	Last Name	Is Empty		Allowances				Deductions		Paid Leave		Gross Pay	Overtime
			Is Empty	Total	Allowance	Allowance	Allowances	Total	Child supp	Total	Other paid	Unused lea		
			19,570.57	19,570.57	177.55			2,011.55	2,189.10			18,909.33	72,057.34	19
			9,232.37	9,232.37	330.27				330.27			8,255.12	48,370.94	11.12
			545.39	545.39	10.05				10.05				3,545.10	
			31,261.34	31,261.34	167.50				167.50			14,083.48	146,771.23	
			2,754.44	2,754.44	0.00				0.00			73,109.08	87,272.56	
			5,825.44	5,825.44	97.15			148.20	245.35			8,496.20	27,639.49	16
			1,867.36	1,867.36	67.00			399.71	466.71			2,026.65	15,498.77	40
			1,470.20	1,470.20	154.23				154.23			2,426.18	7,371.19	2.96
			8,436.91	8,436.91	147.40			33.77	181.17			18,926.39	41,515.21	97
			3,109.73	3,109.73	93.00				93.00			6,179.73	14,864.45	96

Generate Finalisation Preview

Generate the STP Finalisation Review - you wont be able to click Preview till employees have been selected. Make sure that all employees have been ticked. 2nd page needs to be also ticked. Or shrink you screen till you see all the employees.

STP Finalise

PREVIEW FINALISATION

Financial Year: 2025 Period: 01/07/2024 - 30/06/2025 include inactive employ...

Branch: Pay Group: Employee ID:

Employee ID Employee name

Go to the Manage STP submissions, locate the Finalisation batch. Once viewing the batch you will notice that the status is Preview not submitted.

Each tab can be exported to Excel, pulled together the worksheets into one work book and the totals can be matched off to the STP Transaction Data MSS GI.

Manage STP Submissions

SEND TO ATO CHECK SUBMISSION STATUS

Batch number: PSUM001835 Submission: Finalise Submitted to ATO: 0/305 STP version: Phase 2

Financial year: 2025 Created date (UTC): 1/07/2025 9:46:17 AM

Batch status: Preview Created by:

PAYER DETAILS EMPLOYEE DETAILS **REMUNERATION** ALLOWANCES PAID LEAVE SALARY SACRIFICE TERMINATION PAYMENTS LUMP SUM PAYMENTS DEDUCTIONS REPORTABLE FRINGE BENEFITS SUPERANNUATION

Employee ID	Name	Company	Income type	Country	Amount	Tax Withheld	Overtime	Directors Fees	Bonuses and Commissions
			Salary and Wages		57,914.52	12,490.00	2,037.40	0.00	950.00
			Salary and Wages		77,688.69	20,405.00	0.00	0.00	8,750.00
			Salary and Wages		58,263.24	12,124.00	2,944.58	0.00	400.00
			Salary and Wages		65,569.35	16,710.00	3,925.90	0.00	1,500.00
			Salary and Wages		89,194.02	24,154.00	0.00	0.00	7,500.00
			Salary and Wages		88,532.34	25,038.00	0.00	0.00	8,000.00
			Salary and Wages		98,398.79	23,184.00	0.00	0.00	1,500.00
			Salary and Wages		8,784.00	2,670.00	0.00	0.00	0.00
			Salary and Wages		33,784.59	12,451.00	4,175.08	0.00	500.00
			Salary and Wages		41,089.70	11,184.00	2,283.86	0.00	950.00

If you are not happy with the preview and need to make changes, then you can make the change and create a new preview. The other(s) will just sit there as a preview.

Finalisation Submission

Once you are happy, the valid preview can be Sent to the ATO from the Manage STP Submissions screen

Manage STP Submissions

◀ < > ▶ | **SEND TO ATO** CHECK SUBMISSION STATUS

Batch number:	<input type="text" value="PSUM001835"/>	Submission:	Finalise
Financial year:	<input type="text" value="2025"/>		
Batch status:	<input type="text" value="Preview"/>		