

Take your business to the next level

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

Preview STP Finalisations Update settings: Payroll Preferences © Image preferences © Image preferences Consage 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 gage and select Run STP Validation to validate the master data for branches, employees and pay lems. (You can run this at any time.) Note that some pay item reporting categories are dependent on white are common with Payment Summary categories. 2 Enable Single Touch Payroll reporting, the ATO requires that you continue to use it from then on. By proceeding to enable Single Touch Payroll reporting, the ATO requires that you continue to use it from then on. By proceeding to enable Single Touch Payroll would and update that you have read and agree to the Terms of Use. C enable STP STP enabled date 1306/S2019 12:03:34 PMI	Steps:	
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Preview STP Finalisations before submission	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.

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.



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

STP Transaction Data M	ISS		
Č ∽ ⊣⊣ X			
From Date: 2/06/	2025 🗎 Base Pay Run selection on:	Physical Pay Date v Pay Run:	
To Date: 3/07/	2025 📋 🔽	Include Inactive Employees Company:	
ALL RECORDS ATO CATE	GORY EMPLOYEE COMPANY	EMPLOYEE GRID	
Pay run ID: All 🔹 Employee II	D: All First Name: All Last Name:	All • Pay Item: All • Type: All •	
ATO Category Type	T ATO Category	T Pay Item T Pay Item Description	t Total
		ALACCRUED Annual Leave Accrued	8,211.07
		ALACCRUEWE Annual Leave Acrrued	\$ 6,945.70
la Empty	la Empty	ALSHACCRUE AL Shift Worker Accrued	4,212.25
is Empty	is Empty	EXTRA TAX Employee additional tax cont	920.00
		LSLACCRUED Long Service Leave Accrued	3,545.18
		PLACCRUED Personal Leave Accrued	8,162.27
	 Allowance - cents per km 	Total	6,831.00
	 Allowance - laundry 	Total	484.02
Allowances	 Allowance - tasks 	Total	2,954.16
	 Allowance - travel and accommodation 	Total	745.20
	 Allowance other - general 	Total	175.00
Paid Leave	 Other paid leave 	Total	17,237.92
T ald Leave	 Unused leave on termination 	Total	712.77
Pemuneration	Gross Payments	Total	640,161.42
Remuneration	Overtime	Total	13,111.30
portable Fringe Benefits	 Reportable fringe benefits amount 	Total	47,239.04
	Balany su ^h rifice other		3,050.00
Salary Sacrifice	Salary s. Thice office		500.00
	 Salary sacrifice superannuation + RE 	SC Total	13,900.00
uperannuation	Super liability	Total	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

CUSTOMISATION TOOL Pay Item Liabilities Ò UPDATE PAY HISTORY ↔ X ... Pay Item ID Pay Item Type Taxati Ac Add to Liable Liable Add to Payroll Tax Descriptio Liable ATO category Statistics Gross for Category Category Gross for for Earnings WorkCov Superan Taxable Payroll Tax Income \checkmark COMPASSN36 Bereavement L... Entitlement Pa... Tax... \checkmark Other paid leave Cus... \checkmark ~ \checkmark COMPENSPAY Compensation ... Income Employment te ... Tax... 🗹 \checkmark ~ \checkmark COOKAGED Cook - Aged C... Income Wages & Salar... Gross Payments DEDAIRFARE <u>Payroll Ded: Ai</u>... Deduction Non... DEDGAS Gas Deduction Deduction Non... **~** DEDMISC Payroll Ded: Mi... Deduction Non... \checkmark \checkmark **~** DEDOVER Deduction Ove... Deduction Cus... ✓ ✓ Wages & Salar... Gross Payments **~** \checkmark **~** DEDOVERX Deduction Ove... Deduction Cus... **~** Wages & Salar... Gross Payments ✓ DEDRENT Rent Deduction Deduction Non... DEDSTORE Non... ~ Store Repaym Deduction ETPLIEU ETP Lieu of No... ETP Tax Free Non... ✓ Employment te ... ETPLIEUST ETP Lieu of No... ETP Tax Free Non... 🗹 Employment te...

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

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Take your business to the next level

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

•															
From Date: To Date: ALL RECORDS AT	1/07/2024 30/06/2025 O CATEGORY E	Base Pay Rui	n selection on: Ir OMPANY EN	Physical Pay Include Inactive Em	Date ployees	✓ Pay Com	Run: pany:			ク の	nch:			P	
Pay run ID: All 🝷 Em	ployee ID: All 👻 I	First Name: All 👻	Last Name: A	II - Pay Iten	- ∷All - Typ	e: All 👻						¢ 1	7 8		į
		T ATO Cateç 1	▼ ATO Categ ↑ moty	8		Allowances			- De	luctions	8	Paid Leave			Remuneratio
T Employee ↑ T First Na	me† ⊤ Last Name†	Is Empty	Total	Allowance	Allowance	Allowance	Allowances	Total	Child supp	Total	Other paid	Unused lea	Total	Gross Payı	Overtime
		19,570.57	19,570.57	177.55			2,011.55	2,189.10			18,909.33		18,909.33	72,057.34	191
		9,232.37	9,232.37	330.27				330.27			8,255.12		8,255.12	48,370.94	11,122
		545.39	545.39	10.05				10.05						3,545.10	
		31,261.34	31,261.34	167.50				167.50			14,083.48	73,189.08	87,272.56	146,771.23	
		2,754.44	2,754.44	0.00				0.00						21,807.68	
		5,825.44	5,825.44	97.15			148.20	245.35			8,496.20		8,496.20	27,639.49	16(
		1,867.36	1,867.36	67.00			399.71	466.71			2,026.65	2,076.45	4,103.10	15,498.77	405
		1,470.20	1,470.20	154.23				154.23			2,426.18	51.43	2,477.61	7,371.19	2,963
		8,436.91	8,436.91	147.40			33.77	181.17			18,926.39	2,558.07	21,484.46	41,515.21	971
		3,109.73	3,109.73	93.80				93.80			6,179.73		6,179.73	14,864.45	988

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	6	3		
	TION			
Financial Year:	2025 v	Period:	01/07/2024 - 30/06/2025	Include inactive employ
Branch:			Q	0
Pay Group:			Q	
Employee ID:			Q	
Ů , ⊢ ⊠				
🗄 🗹 🔼 oyee ID				Employee name
> 🗹				
Z				
Z				,

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.

K K K K	SUDMISSIONS	CHECK SUBMIS	SSION STATUS								
Batch number: Financial year: Batch status: PAYER DETAIL	PSUM001835 2025 Preview	P Sul	ALLOWANCES	PAID LEAVE	Submitted to ATO: Created date (UTC): Created by: SALARY SACRIFICE	0/305 1/07/2025 9:46:17 AM TERMINATION PAYMENTS	LUMP SUI	STP version: M PAYMENTS	Phase 2 DEDUCTIONS	REPORTABLE FRINGE BENEFITS	SUPERANNUATION
⊢ x 👉	-										
Employee ID	Name	Company	Income type	Country	Amoun	t Tax Wit	thheld O	overtime	Directors Fees	Bonuses and Commissions	
>			Salary and Wages		57,914	.52 12,490	0.00 2	2,037.40	0.00	950.00	
			Salary and Wages		77,688	.69 20,405	5.00 0	0.00	0.00	8,750.00	
			Salary and Wages		58,263	.24 12,124	1.00 2	2,944.58	0.00	400.00	
			Salary and Wages		65,599	.35 16,710	0.00 3	3,925.90	0.00	1,500.00	
			Salary and Wages		89,194	.02 24,154	1.00 0	0.00	0.00	7,500.00	
			Salary and Wages		88,532	.34 25,038	3.00 0	0.00	0.00	8,000.00	
			Salary and Wages		98,398	.79 23,184	1.00 0	0.00	0.00	1,500.00	
			Salary and Wages		8,784.	2,670.	00 0	0.00	0.00	0.00	
			Salary and Wages	3	33,784	.59 12,45	1.00 z	4,175.08	0.00	500.00	
			Salarv and Wages		41.089	.70 11.184	1.00 2	2.283.86	0.00	950.00	

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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											
к	<	>	Я	SEND TO ATO	CHECK SUBMISSION STATUS						
Batch number:			PS	JM001835	Q	Submission:	Finalise				
Financial year:			202	15							
Batch status:			Pre	view							