

MYPEEOFY

Processing End-Of-Financial-Year in MYOB PayrollEnterprise

This training manual has been developed by the MYOB Training and Education team to guide you through the End-of-Financial-Year process.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to process End Of Financial Year in MYOB PayrollEnterprise.

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Symbols used in this manual were developed by Duncan Macneil.

Printed on paper harvested from sustainably managed plantations.

Edition: 2009

Participants

This course is aimed at:

- Users of MYOB PayrollEnterprise.

Prerequisites

Basic PC experience is required.

Understanding of payroll processes and procedures.






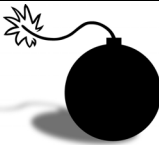




Instructional method

The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples. 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) is shown in ***bold and italics***.
- Keyboard keys are shown as **TAB**, **CTRL**, etc.

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 MYOB PayrollEnterprise.
	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

This course you will learn how to process End Of Financial Year in MYOB PayrollEnterprise.

Upon completion of this course you will be able to:

- Load Reportable Fringe Benefits Amounts
- Print Individual Non-Business and Voluntary Agreement Payment Summaries
- Create the electric file to be sent to the ATO

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 combo boxes
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 be locked with 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. You can scroll through the calendar months with the left and right arrows buttons
Ctrl+L	Activates the Calculator

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EOFY Checklist

This checklist will assist you to complete your EOFY process in PayrollEnterprise for the 2008 - 2009 Financial Year.

Load new Tax Tables

- Download and install the new Tax Tables.

Reportable Fringe Benefits

Reinstate Terminated Employee

- Reinstate any employees that were terminated during the Financial Year for whom you need to load Reportable Fringe Benefits.

Load Reportable Fringe Benefits

- Load Reportable Fringe Benefits through a One-off Pay using a Fringe Benefit-type Non-Cash Benefit.

Terminated employees terminated.

- Terminate employees who were previously terminated for whom you have loaded Reportable Fringe Benefits.

Payment Summaries

Employee copies

- Print Individual Non-Business Payment Summaries for the period 01/07/2008 - 30/06/2009.

- Print Voluntary Agreement Summaries for the period 01/07/2008 - 30/06/2009.

ATO copy

- Create the EMPDUPE.AO1 file.

Updating your software

1

In this unit, you will learn how to update your Employer Services Software

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

- ▶ Update software online

Overview

During the life of your Employer Services products, MYOB will release updates and new versions. It is recommended that you install new updates and versions when they become available.

PayrollEnterprise requires that you use the tax tables applicable to the current financial year.

New Tax Updates are made available as an electronic download only.

Downloading updates

Whenever an update is available for your Employer Services products (including new tax tables), it will be made available via download.

To update your software:

- 1 Ensure that all other users have exited all MYOB Employer Services products.
- 2 From the **Help** menu, select **Upgrade Software Online**.

IMPORTANT



An internet connection is required to download the latest tax tables. Ensure you have an active internet connection before proceeding.

- 3 MYOB Employer Services will automatically exit and the Employer Services Update utility will start.
- 4 Follow the on-screen instructions to download and install the latest tax tables.
- 5 Once the process is complete, click on the **Close** button.
- 6 MYOB Employer Services will automatically start up again.
- 7 You may be prompted to upgrade your data to the latest version. Follow any on-screen instructions.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Update software online	

Reportable Fringe Benefits

2

In this unit you will learn how to load Reportable Fringe Benefits.

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

- ▶ Create an RFB pay item
- ▶ Load RFB amounts

Overview

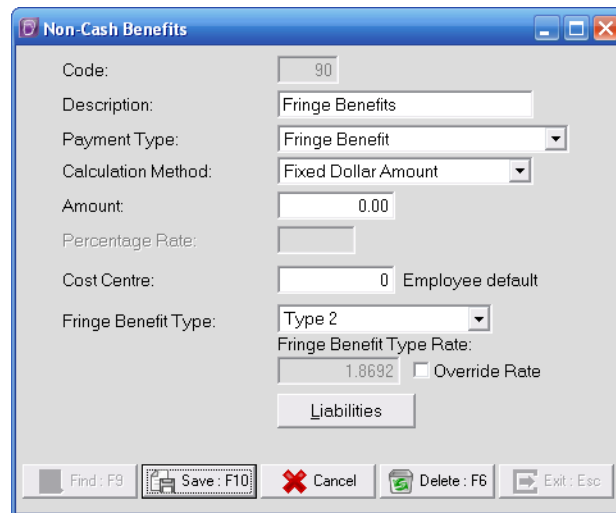
Some of your employees may have Reportable Fringe Benefits that are to be shown on their Payment Summary for taxation purposes. Before printing your Payment Summaries, these Reportable Fringe Benefits must be loaded into the system.

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**.



- 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 not entitled to an input tax credit for this fringe benefit under the GST Legislation.
Type 2	This type is used if the employer is 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

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**.

- 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 2009	2008 - 2009	2009 - 2010	No
30 March 2009	2008 - 2009	2008 - 2009	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	
Fund Number:		
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

- 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**.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create a pay item to enter Reportable Fringe Benefit Amount	
Load Reportable Fringe Benefit Amounts	

Printing Payment Summaries

3

In this unit you will learn how to print Payment Summaries

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

- ▶ Print Individual Non-Business Payment Summaries
- ▶ Print Voluntary Agreement Payment Summaries

Overview

Your employees may fall into two employment categories for the purpose of Payment Summaries.

- 1 Employees
- 2 Contractors

Each employment category requires a different Payment Summary to be printed.

Employees

For employees, you must print the **Individual Non-Business** Payment Summary.

To print Individual Non-Business Payment Summaries

- 1 From the **Reports** menu, select *Print Reports*.
- 2 Select the **Payment Summaries** tab.
- 3 Select the report *Individual Non-Business* and click on **Select**.

- 4 In the **Date** range, enter the dates for the financial year (01/07/2008, 30/06/2009).
- 5 You are not required to enter any other **Selection Ranges** as the system will automatically include the relevant employees and Fringe Benefits, etc.
- 6 Enter your *Contact Name*, *Contact Number* and *Brand Number* (if applicable) in the **Addition Input** section.
- 7 Set your **Destination** to *Printer* and select the appropriate printer.
- 8 Click on the **Print** button or press **F9** to print your Individual Non-Business Payment Summaries.

Contractors

For contractors, you must print the **Voluntary Agreement** Payment Summary.

To print Individual Voluntary Agreement Payment Summaries

- 1 From the **Reports** menu, select *Print Reports*.
- 2 Select the **Payment Summaries** tab.
- 3 Select the report *Voluntary Agreement* and click on **Select**.

- 4 In the **Date** range, enter the dates for the financial year (01/07/2008, 30/06/2009).
- 5 You are not required to enter any other **Selection Ranges** as the system will automatically include the relevant contractors.
- 6 Enter your **Brand Number** (if applicable) in the **Addition Input** section.
- 7 Set your **Destination** to **Printer** and select the appropriate printer.
- 8 Click on the **Print** button or press **F9** to print your Voluntary Agreement Payment Summaries.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Print Individual Non-Business Payment Summaries	
Print Voluntary Agreement Payment Summaries	

Electronic Filing

4

In this unit you will learn how to complete your electronic filing with the ATO.

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

- ▶ Create electronic file

Overview

Once you have printed your Payment Summaries, you are also required to create your electronic lodgement file that is to be sent to the ATO.

This file can be sent one of two methods:

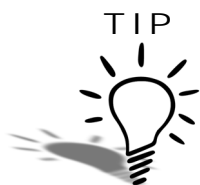
- 1 Sending the file via the mail (disk)
- 2 Sending the file electronically

Creating the Electronic File

Irrespective of the method you will use to send the lodgement file to the ATO, follow these steps to create the electronic file.

- 1 From the **Reports** menu, select **Print Reports**.
- 2 Select the **Payment Summaries** tab.
- 3 Select the report **Electronic File** and click on **Select**.

- 4 In the **Date** range, enter the dates for the financial year (01/07/2008, 30/06/2009).
- 5 You are not required to enter any other **Selection Ranges** as the system will automatically include the relevant employees and Fringe Benefits, etc.
- 6 Enter your **Contact Name**, **Contact Number** and **Brand Number** (if applicable) in the **Addition Input** section.
- 7 The **Destination** will default to **EMPDUPE**. In the **File Name** field, you can specify the location where the file should be created. Click on the button to browse for a location.



TIP

If you send the file to the ATO via disk, you can print the Magnetic Media Form by select the option **Preview and Print Magnetic Media Form** from the **Report Options**.

8 Click on the **Create File** button.

If you are sending the file on disk, copy the EMPDUPE.A01 to disk. Complete the the Magnetic Media Form and include that with the disk.

If you are sending the file electronically, browse for the EMPDUPE.A01 file to upload it.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Creating the electronic file	

