
MYOB Advanced People

Payroll (AU) End of Financial Year 2021

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EOFY Checklist 2020 – 2021

Please complete the tasks in the sequence

My.MYOB and SBR registration

- Confirm my.MYOB, my.dot account details.
- SBR Registration** completed
- Single Touch Payroll** has been enabled on the **Payroll Preferences**.
Review the whitepaper and the video for Single Touch Payroll in the **Education Centre** for details on how to enable this functionality. <http://help.myob.com.au/advanced/>

Check Details

- Check Companies have ABN details!
- Confirm **Contact Details** on **Payroll Preferences** is the contact person for the ATO
- Check Company Data**. *Run validation* on Check Company Data (MPPP5020).
- Correct any errors found after the company data has been validated.
- Are the distribution settings on the **Pay Details > Settings** and Pay Details -> Pay distribution tab for each employee correct?

Reportable Fringe Benefits

- Add new or review existing Exempt Fringe Benefits Pay Item Type.
- Add new or review existing Reportable Fringe Benefits Pay Items.
- Add or review existing **Pay Group/s** (MPPP2710) RFB (Reportable Fringe Benefits)
- Add the new or review existing Reportable Fringe Benefits pay group to the Employee Pay Details.
- Create new Pay for RFB Pay Group with Physical Pay Date in June 2021.
- Enter RFB Pay Item with amounts for each Employee who received benefits.

Process Payroll

Complete Payroll – ✓ I agree checkbox on the declaration message. Then OK.

Declared by:	ProServe
	<input type="checkbox"/> I agree

Send to ATO

Process the final pay for 2021 Financial Year.

Reconcile Payroll and make any adjustments necessary.

Send Finalisation event to ATO. **Finalisation** form (MPPP5023); People > Single Touch Payroll -> STP Finalise before July 14, 2021. See <https://www.ato.gov.au/business/single-touch-payroll/start-reporting/end-of-year-finalisation-through-stp/> for more information regarding employers with closely held payers.

First Up

IMPORTANT



The contact name and number for the ATO must have a my.MYOB login.
<https://community.myob.com/t5/Advanced-alerts-and-updates/Advanced-People-my-MYOB-amp-SBR-registration-required-for-users/m-p/513260#M345>

IMPORTANT



The site must be registered for SBR via Payroll Preferences, SBR tab
. <https://community.myob.com/t5/Advanced-alerts-and-updates/Advanced-People-my-MYOB-amp-SBR-registration-required-for-users/m-p/513260#M345>

IMPORTANT



Single Touch Payroll has been enabled on the Payroll Preferences. For more information see the Single Touch Payroll whitepaper on the Education Centre.
[Single Touch Payroll](#)

Detailed instructions on the following processes are included:

- Setting up Payroll for the reporting for exempt and non-exempt Fringe Benefit payments.
- Loading Reportable Fringe Benefits amounts.
- Sending the pay event data to the ATO on completion of the Reportable Fringe Benefits pay run.

Single Touch Payroll

Please see the [Single Touch Payroll whitepaper](#) on the Education Centre for a comprehensive guide to setting up your payroll for Single Touch Payroll.



Reportable Fringe Benefits

Overview

Some employees may have Reportable Fringe Benefits that must be reported via a STP pay event to the ATO.

You set up Reportable Fringe Benefit Pay Items using the Pay Item Type of **FRINGE BENEFIT REPORTING**.

Fringe Benefit Pay Item Type

There is a Pay Item Type to cater for Reportable Fringe Benefits. By default, this pay item type has the Payroll Tax Liable checkbox ticked. Not all Reportable Fringe Benefits are liable for Payroll Tax, so you may need to create an additional Pay Item Type for these exempt fringe benefit payments.

Pay Item Types ☆							
* Pay Item Type ID	* Pay Item Type	* Description	Payroll Tax Liable	Default Payroll Tax Category	Default GL Purpose	GL Purpose Description	Default ATO reporting category
EXEMPTRFB	Fringe Benefit Report...	Exempt RFB	<input type="checkbox"/>				Reportable fringe benefits amount
FRINGE BENEFIT REP...	Fringe Benefit Report...	Reportable fringe benefits...	<input checked="" type="checkbox"/>	Fringe Benefits			Reportable fringe benefits amount

Figure: Pay Item Types

Fringe Benefit Pay Item

There can be one or more **Pay Items** required to correctly update the payroll for Reportable Fringe Benefits. Four variations on how these pay items can be setup are shown in the screenshots below. On each **Pay Item** (MPPP2210) the **Additional Info** tab determines how the amounts will be reported for Reportable Fringe Benefits.

1. Reportable Fringe Benefits that are;
 - non-exempt, and
 - the amounts to be entered are already grossed-up.

The screenshot shows the 'Pay Items' configuration page for item PI001538. The description is 'RFBNEG' and the payslip label is 'FB Non-exempt Grossed Up'. The type is 'FRINGE BENEFIT REPORTING'. Under the 'Additional Info' tab, the 'Fringe Benefit Reporting' section is highlighted with a red box. It contains two checkboxes: 'Apply grossed-up multiplier' (unchecked) and 'Fringe Benefits are exempt from Fringe Benefit Tax under section 57A of the Fringe Benefits Tax Assessment Act ...' (checked).

Figure: Pay Item RFB

2. Reportable Fringe Benefits that are;
 - Exempt, and
 - the amounts to be entered are already grossed-up.

The screenshot shows the 'Pay Items' configuration page for item PI001539. The description is 'RFBEG' and the payslip label is 'RFB Exempt Grossed-Up'. The type is 'FRINGE BENEFIT REPORTING'. Under the 'Additional Info' tab, the 'Fringe Benefit Reporting' section is highlighted with a red box. It contains two checkboxes: 'Apply grossed-up multiplier' (unchecked) and 'Fringe Benefits are exempt from Fringe Benefit Tax under section 57A of the Fringe Benefits Tax Assessment Act ...' (checked).

Figure: Pay Item for RFB

3. Reportable Fringe Benefits that are;

- non-exempt, and
- the amounts to be entered have not been grossed-up.

Pay Items ☆

Pay Item ID: PI001540 * Description: RFBINGU * Payslip label: Non-Exempt Not Grossed-up Active

Type: FRINGE BENEFIT REPORTING

Attributes

Maximum limit applies?: No Threshold(s) apply?: No Super?: No
Entitlement?: No

Calculation Method Additional Info

Visibility Show On Payslip Show Calculated Dollar Value Show Calculated Units

Override Value Allow value override for Employee(s) pay item in:
 Standard Pay Current Pay

Fringe Benefit Reporting Apply grossed-up multiplier
 Fringe Benefits are exempt from Fringe Benefit Tax under section 57A of the Fringe Benefits Tax Assessment Act ...

Figure: Pay Item for RFB

4. Reportable Fringe Benefits that are;

- Exempt, and
- the amounts to be entered have not been grossed-up.

Pay Items ☆

Pay Item ID: PI001541 * Description: RFBENGU * Payslip label: B Exempt Non-Grossed UP Active

Type: FRINGE BENEFIT REPORTING

Attributes

Maximum limit applies?: No Threshold(s) apply?: No Super?: No
Entitlement?: No

Calculation Method Additional Info

Visibility Show On Payslip Show Calculated Dollar Value Show Calculated Units

Override Value Allow value override for Employee(s) pay item in:
 Standard Pay Current Pay

Fringe Benefit Reporting Apply grossed-up multiplier
 Fringe Benefits are exempt from Fringe Benefit Tax under section 57A of the Fringe Benefits Tax Assessment Act ...

Figure: Pay Item for RFB

Update Reportable Fringe Benefit Amounts

The Fringe Benefit Tax Year is from April 1 the previous year to March 31 the current year. The **Pay Period End Date** should be **no later** than March 31 of the current year.

If the **Pay Period End** date is after March 31, the Reportable Fringe Benefit will not appear in the correct Fringe Benefit Year.

The **Physical Pay Date** needs to be June 2021 otherwise the pay event sent to the ATO will be rejected.

Employees can only be added to a current pay run on the fly if their pay frequency matches the pay run frequency. If they are added to a current pay run, then the standard pay of that frequency will be brought into the pay run. To avoid having to go into each employee and manually deleting the pay elements it is recommended that the following workflow be adopted to update for Reportable Fringe Benefits.

In this workflow, the fringe benefit amounts will be updated using a new pay group with a **Pay Frequency = Annually**.

1. On the **Pay Groups** form (MPPP2710); People > Preferences > Pay Groups, add a new pay group as shown below then save your changes.

* Pay Group ID	* Description	Hours per Day	Hours per Pay	Hours Per Year	Pay Frequency	Default Public Holiday Pay Item	Pay Default	Last Pay Period Start Date	* Last Pay Period End Date	Last Physical Pay Date	Active
> ARFB	Reportable Fringe Benefits	0.0000	0.0000	0.0000	Annually		N/A	01/04/2020	31/03/2021	21/06/2020	<input checked="" type="checkbox"/>

Figure: New Pay Group for Reportable Fringe Benefits

Annual Pay Group for RFB

Field	Details
Pay Group ID	ARFB
Description	Reportable Fringe Benefits
Hours per Day	0.0000
Hours per Pay	0.0000
Hours per Year	0.0000
Pay Frequency	Annually
Pay Default	N/A
Last Pay Period Start Date	01/04/2020
Last Pay Period End Date	31/03/2021
Last Physical Pay Date	21/06/2020
Active	<input checked="" type="checkbox"/>

2. On the **Employee Pay Group** form (MPPP2250); People >Employees >Employee Pay Groups add the new pay group for Reportable Fringe Benefits to each employee to be updated.
 - a. Select the Employee from the search window or enter the Employee ID.
 - b. Add the new Reportable Fringe Benefits pay group.

The screenshot shows the 'Employee Pay Groups' form. At the top, it displays 'Employee ID: EP00000004 - Sheridan Mattl' and 'Employee name: Sheridan Matthew, Mr.'. Below this is a table of pay groups. The table has columns for Default Pay Group, Pay Group ID, Description, Effective Date, Expiry Date, Calendar ID, Hours Per Day, Hours Per Pay, Hours Per Year, Days Per Pay, and Annual Salary. One row is visible with the following data: Default Pay Group (checkbox), Pay Group ID (ARFB), Description (Reportable Fringe Benefits), Effective Date (1/04/2020), Expiry Date, Calendar ID (AUCALEND...), Hours Per Day (8.1000), Hours Per Pay (2,106.0000), Hours Per Year (2,106.0000), Days Per Pay (260.00), and Annual Salary.

Figure: Reportable Fringe Benefits pay group



You can go into each Pay Details for each employee attached to the Reportable Fringe Benefit pay group and add the Pay Item to the Standard Pay or you can add the pay item to a current pay on the fly.

- Once all the employees have been updated then go to the **Manage Pays** form (MPPP4110) and from the **Actions** dropdown list **Create Pay**

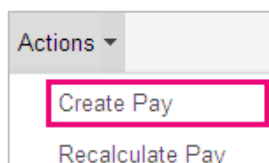


Figure: Create Pay

- Select the new pay group and click OK.

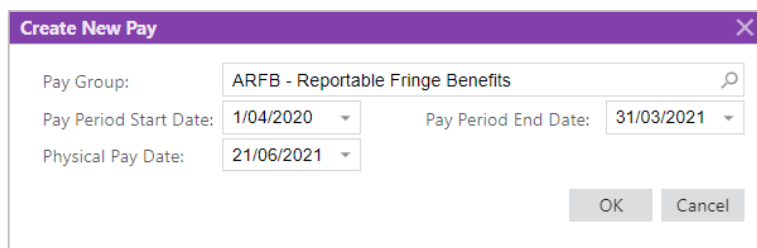


Figure: Create New Pay dialog box

Manage Pays ☆

Actions ▾

Status: Pay Period Start Date: Pay Period End Date:

View Pay Run | | |

Pay run ID	Pay Run Status	Description	* Physical pay day	* Pay period starts	* Pay period ends	Pay Freq	No. of Employee	Gross Taxable	Total Tax	Total Net Pay
PAY-001632	OPEN	Reportable Fringe Benefits	21/06/2021	1/04/2020	31/03/2021	Annually	0	0.00	0.00	0.00

Figure: Fringe Benefits One-off Pay

- Once the pay is **OPEN** then **View Pay Run**.

Pay Run Details ☆

Manage Pays | Process | Complete | Cancel | Actions ▾ | Inquiries ▾ | Reports ▾

Pay run ID: Description: * Physical pay day:

Pay Group ID: Pay Frequency: * Pay period starts:

Reset | Remove | Adjust Pays

Employee ID	Name	Gross Income	Pre-tax Deductions	Gross Taxable	PAYG	Tax free Income	Deductions
EP00000004	Sheridan Matthew, Mr.	0.00	0.00	0.00	0.00	0.00	0.00

Figure: Pay dates



When Single Touch Payroll (STP) is active in MYOB Advanced People, you **MUST** enter a date for the Physical pay date; no later than 30th June of that financial year.

Having a Physical pay date of 31st March would be outside of ATO reporting requirements.

[*https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-employer-reporting-guidelines/?anchor=Guidanceforpayeventreporting#Guidanceforpayeventreporting](https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-employer-reporting-guidelines/?anchor=Guidanceforpayeventreporting#Guidanceforpayeventreporting)

- Open each employee's pay and add the Reportable Fringe Benefits (RFB) pay item that matches the reporting requirements of that employee's fringe benefit.

Employee's Current Pay ☆

Pay run ID: [PAY-001634](#) Description: **Reportable Fringe Bene** Physical pay day: 21/06/2021

Employee ID: [EP00000004](#) Name: **Sheridan Matthew, Mr.** TFN: 812368308

Gross Income: 0.00 PAYG: 0.00 Net Pay: 0.00
 Deductions: 0.00 Pre-tax Deductions: 0.00 Tax-free Income: 0.00
 Employer Super: 0.00
 Employee Super: 0.00

Leave Summary All Records

Pay Item	Amou	per	Perce	Rate	Quant	Units	Calcul Value	GL Acc	GL Account Description	Subacc	Leave Value	Lea
RFBE	4,000.00	Year	0.000	0.0000	0.0000	Hours	4,000.00			000-00	0.00	

Pay Item ID: **PI001529** * Payslip label: **RFB Non-Exempt Gros**
 Limit Imposed: **No** per: **Year**
 Payroll Tax Liable: **Yes** Min Threshold: **No**
 Payroll Tax Category: **Fringe Benefits** Max Threshold: **No**
 ATO category: **Reportable fringe benef** Entitlement: **No**
 Type: **Fringe Benefit Reporting**

Figure: Current Pay with Reportable FBT

- Once all employees have been updated for RFB then return to the pay run by clicking on the **Pay Run ID: [hyperlink](#)**.

Process Pay Run

1. On the **Pay Run Details** form (MPPP3120) from the main toolbar, select **Process**.

The screenshot shows the 'Pay Run Details' form with the following fields and values:

- Pay run ID: PAY-001634
- Description: Reportable Fringe Benefits
- Physical pay day: 21/06/2021
- Pay Group ID: ARFB
- Pay Frequency: Annually
- Pay period starts: 1/04/2020

The main toolbar includes buttons for Manage Pays, Process (highlighted), Complete, Cancel, Actions, Inquiries, and Reports. Below the form is a table with the following data:

Employee ID	Name	Gross Income	Pre-tax Deductio	Gross Taxable	PAYG	Tax free Income	Deductio	Net Pay	Employer Super	Employer Super
EP00000004	Sheridan Matthew, Mr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure: Process function on the Action dropdown list

2. A Pay Run popup will appear.

The popup dialog box has a purple header with the text 'Pay Run' and a close button (X). The main text reads: 'No further changes to current pays are possible while this pay is being processed.' Below the text are two buttons: 'OK' and 'Cancel'.

Figure: Pay Run popup before Process Pay Run

3. Once you select OK you can only cancel or complete the Pay Run.

The Pay Run Status changes to PROCESSING.

Complete Pay Run

1. Staying on the **Pay Run** form, from the main toolbar, select **Complete**.

The screenshot shows the 'Pay Run Details' form with the 'Complete' button highlighted in the main toolbar. The form fields and values are the same as in the previous screenshot. The main toolbar now shows 'Complete' (highlighted) instead of 'Process'. A green checkmark and a timer '00:00:00' are visible in the top right corner of the toolbar area.

Figure: Complete function under the Actions dropdown list

2. The following Pay Run popup appears.

The popup dialog box has a purple header with the text 'Pay Run' and a close button (X). The main text reads: 'Completing the Reportable Fringe Benefits Pay Run will finalise all pay information. No further changes will be possible'. Below the text are two buttons: 'OK' and 'Cancel'.

Figure: Pay Run popup before Complete

3. Once you select OK, the pay event declaration will appear.

Single Touch Payroll

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with your approved payroll software's AUSkey.

Declared by: EllisP

I agree

OK Cancel

4. Once you tick the checkbox I agree, and then select OK, the pay event declaration will appear.
5. the Pay Run is complete.