



2010 End of Financial Year Process / Program Upgrade

# MYOB EXO Employer Services



# Contents

	Contents	2
	EOFY Checklist	3
1	<i>Updating your software</i>	4
	Overview	4
	Upgrading MYOB EXO Employer Services Online	5
	Post Installation	7
	Upgrading MyStaffInfo	8
	Check Security Settings	9
2	<i>Tax Changes</i>	10
	PAYG tax scales 2010–2011	10
	Changes to HELP and SFSS	10
	State Payroll Tax Changes	11
	Electronic Reporting Specification	11
3	<i>Reportable Fringe Benefits</i>	12
	Overview	12
	Fringe Benefit Setup	12
	Loading Reportable Fringe Benefit Amounts	14
4	<i>Printing Payment Summaries</i>	17
	Overview	17
	Employees	17
	Contractors	19
5	<i>Electronic Filing</i>	20
	Overview	20
	Creating the Electronic File	20



# EOFY Checklist

This checklist will assist you to complete your EOFY process in MYOB EXO Payroll for the 2009 - 2010 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.

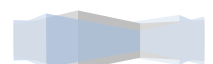
## Payment Summaries

### **Employee copies**

- Print Individual Non-Business Payment Summaries for the period 01/07/2009 - 30/06/2010.
- Print Voluntary Agreement Summaries for the period 01/07/2009 - 30/06/2010.

### **ATO copy**

- Create the EMPDUPE.AO1 file.



# Updating your Software

## Overview

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

MYOB EXO Payroll requires that you use the tax tables applicable to the current financial year.

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

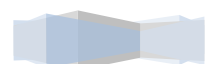
## Upgrading MYOB EXO Employer Services Online

Follow these steps to upgrade an existing installation of MYOB EXO Employer Services from within the application using the **Upgrade Software Online** function.

Before installing this upgrade, ensure that all users have closed their MYOB EXO Employer Services applications.

### To perform the installation:

- 1 Close all programs running on the computer on which you are installing this upgrade. Open your MYOB EXO Employer Services application. Log into any one of your payroll companies.
- 2 From the **Help** menu, select **Upgrade Software Online**.

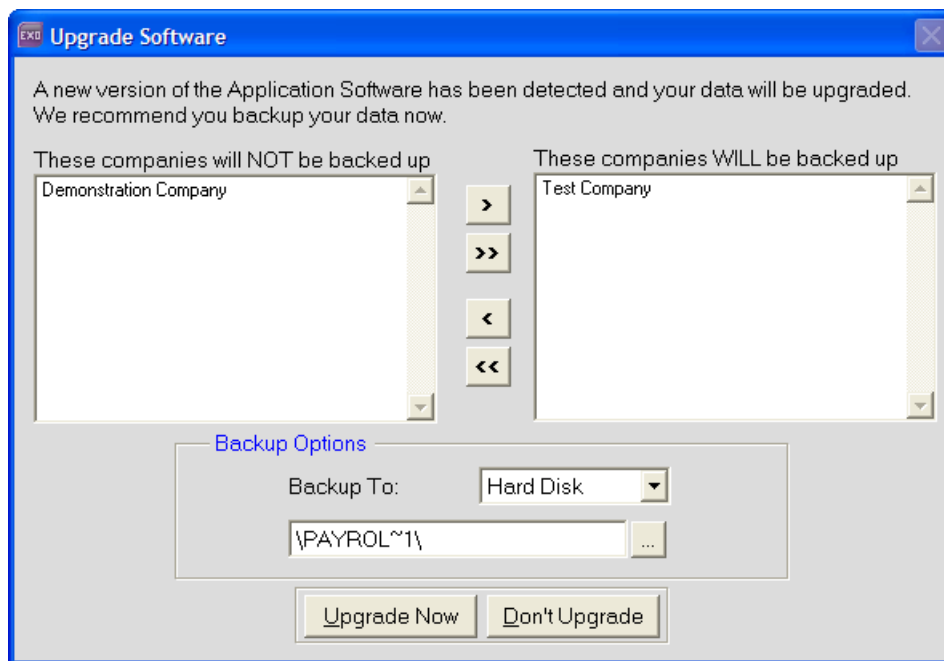




### IMPORTANT

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

- 3 The Employer Services Update wizard checks for updates, and displays the Update Available window for this release. Click **Next**.
- 4 Follow through the steps in the upgrade wizard, clicking **Next** when prompted to move to the next window. Note that while the upgrade process only downloads the changed and new files required for this upgrade, the download may still take several minutes to install.
- 5 When the upgrade is complete, click **Finish**. MYOB EXO Employer Services is launched, and the Upgrade Software window is displayed.



- 6 Use the arrow buttons to move companies between the “WILL be backed up” and “will NOT be backed up” lists. During the upgrade, a backup will be made for each of the companies listed on the right of the screen.

**Note :** If you did not take a backup before starting the upgrade process, we strongly recommend that you select all payroll companies for backup.

- 7 Click **Upgrade Now**. If you chose to back up your companies, the backup will be performed before that company’s data is upgraded. As each company is upgraded, you will see the names of the files being upgraded in the top right hand corner of your screen. Do not interrupt this process. It may take several minutes.
- 8 You may be prompted to “Convert 3.0 resource file to 6.0 format”. Click **Yes**.



- 9 Once the upgrade process has finished, you will be returned to the company selection window. You can now continue using the software in the normal way.

## Network Setup

If you have other workstations set up to run MYOB EXO Employer Services across a network, the system will check to see if the necessary support files are in place and if the version number is up to date. If the system needs these files to be updated then the install program will run automatically. You no longer need to run the **Network.exe** program manually to install the support files.

If you are installing to a network location, onto a computer using Windows XP/2003 or onto a Terminal Services /Citrix Server, you must be logged onto the network or computer as a user with administrator rights. If you are unsure, contact your IT administrator.

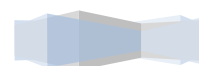
You will also need to know the location of your current installation on your network. If you are unsure, go to the Help menu and choose **About**. The location of your installation is displayed near the bottom of the About window.

## Terminal Servers

When installing MYOB EXO Employer Services on Terminal Services/Citrix Server, you must run the installer from the Add or Remove Programs window, as follows:

- 1 Insert the MYOB CD. (If you are not using a CD, copy the installer/upgrader executable to the Terminal Server.)
- 2 From the Windows Start Menu, select **Control Panel > Add or Remove Programs**.
- 3 Click **Add New Programs**.
- 4 Click **CD or Floppy**.
- 5 The Install Program From Floppy Disk or CD-ROM wizard starts. Click **Next**.
- 6 Click **Browse** to locate the installer/upgrade executable, which will be called **Setup.exe, Upgrades.exe** or **Austupgrades.exe**. If installing from a CD, it should automatically locate it. When clicking **Browse**, you may need to change the **Files of type** from "Setup Programs" to "Programs".
- 7 Once the installation is complete, click **Finish** to close the wizard.

**Note:** When upgrading a Terminal Services/Citrix server, it is possible to use the Upgrade Software Online function to upgrade the installation. However, after the upgrade is complete, **Network.exe** must be run from the Add or Remove Programs window to complete the upgrade.



# Post-Installation

## Check the Release

After the installation is complete, the version numbers of all MYOB EXO Employer Services applications should be as follows:

Application	Version
MYOB EXO Employer Services	2010.01
MYOB EXO Payroll	2010.01
MYOB EXO Employee Information	2010.01
MYOB EXO Time and Attendance	2010.01
Runtime Files	08.00.0000.3117
Tax version	2010.01
Payment Summary	10.00.00
Payroll Tax	2010.01

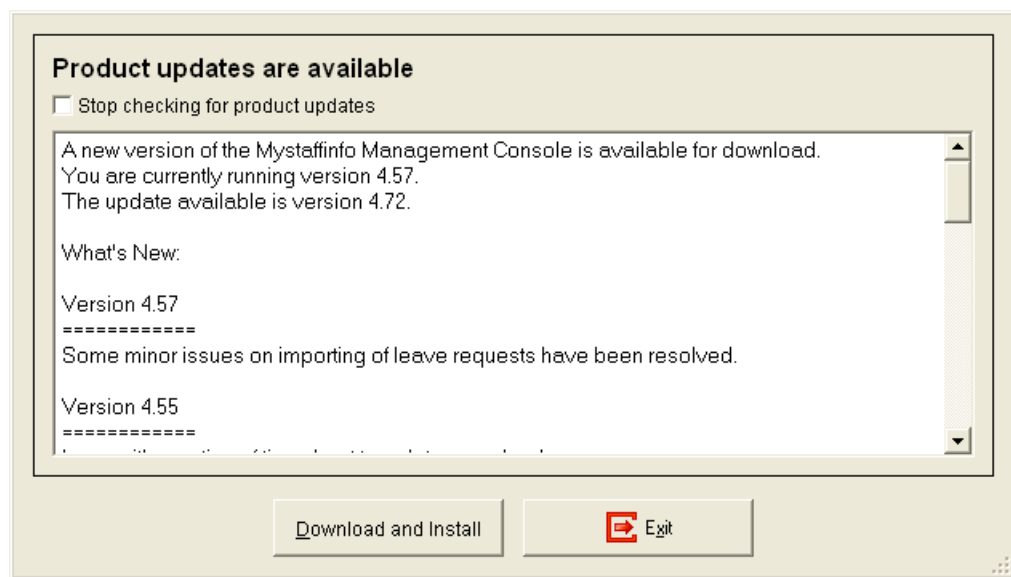
To check that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.



## Upgrading MyStaffInfo

Upgrades to the MyStaffInfo website are deployed by MYOB, and require no action from you; however, you must upgrade the MyStaffInfo Management Console application when a new version is available.

The Management Console has an auto-update feature. When an upgrade is available, the following window appears on opening the Management Console:



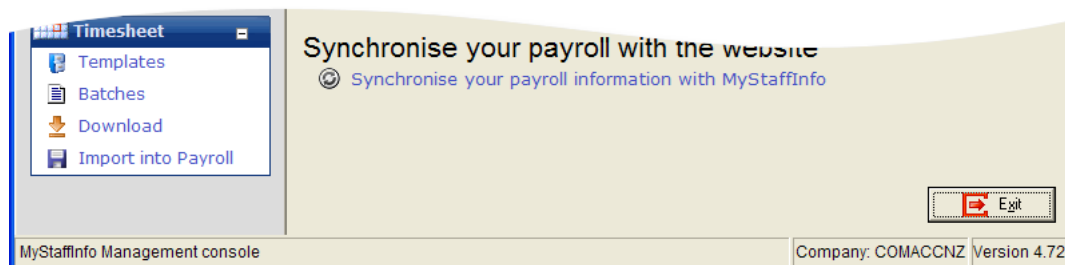
Click **Download and Install** to upgrade the Management Console.

If you are unable to update the Management Console online, you can manually run the latest installer to upgrade to the latest version. MyStaffInfo installers are available on the MYOB EXO Employer Service CD.

## Check MyStaffInfo

After upgrading the MyStaffInfo Management Console, its version number should be **4.72**.

To check this version number, open the Management Console. The version number is displayed at the bottom right corner:



## Check Security Settings

After the installation is complete, review the security settings assigned to users, to ensure that any new settings are assigned correctly. As new settings are always disabled by default, if existing settings have been replaced with new ones, the new settings may need to be configured to ensure that functionality is not lost.

To check security settings:

- In EXO Employer Services, select **User Security** from the Utilities menu to open the User Security window.
- In the MyStaffInfo Management Console, go to **Common Tasks > Security**.

In MyStaffInfo, it is necessary to click **Save** or **Exit** in the Security section to apply any new settings. Make sure to click **Save** (if you have edited the security settings) or **Exit** (if you have not) before synchronising with the server.



# Tax Changes

The compliance changes and features introduced in MYOB EXO Employer Services 2010.01 are listed below.

## PAYG Tax Scales 2010–2011

This release includes the PAYG tax scales for the 2010–2011 payroll year. EXO Payroll automatically applies the new PAYG rates and thresholds.

## Changes to HELP and SFSS

The following Higher Education Loan Programme (HELP) income thresholds and repayment rates are automatically applied for the 2010–2011 payroll year:

Current rates		New rates from 1 July 2010	
Below \$43,151	Nil	Below \$44,912	Nil
\$43,151 to \$48,066	4.0%	\$44,912 to \$50,028	4.0%
\$48,067 to \$52,980	4.5%	\$50,029 to \$55,143	4.5%
\$52,981 to \$55,764	5.0%	\$55,144 to \$58,041	5.0%
\$55,765 to \$59,943	5.5%	\$58,042 to \$62,390	5.5%
\$59,944 to \$64,919	6.0%	\$62,391 to \$67,570	6.0%
\$64,920 to \$68,336	6.5%	\$67,571 to \$71,126	6.5%
\$68,337 to \$75,203	7.0%	\$71,127 to \$78,273	7.0%
\$75,204 to \$80,136	7.5%	\$78,274 to \$83,407	7.5%
\$80,137 and above	8.0%	\$83,408 and above	8.0%

The following Student Financial Supplement Scheme (SFSS) income thresholds and repayment rates are automatically applied for the 2010–2011 payroll year:

Current rates		New rates from 1 July 2010	
Below \$43,151	Nil	Below \$44,912	Nil
\$43,151 to \$52,980	2%	\$44,912 to \$55,143	2%
\$52,981 to \$75,203	3%	\$55,144 to \$78,273	3%
\$75,204 and above	4%	\$78,274 and above	4%



## State Payroll Tax Changes

The following changes to State Payroll Tax rates and thresholds are automatically applied by EXO Payroll:

State	Financial Year	1 July – 31 Dec	1 Jan – 30 June	Annual wage threshold
NSW	current	5.75%	5.65%	\$623,000
	2010–2011	5.50%	5.45%	\$658,000
Victoria	current	4.95%	4.95%	\$550,000
	2010–2011	4.90%	4.90%	\$550,000

All other State Payroll Tax rates and thresholds remain unchanged.

**Note:** The Tasmania State Budget is due to be published after the release of MYOB EXO Payroll 2010.01. If any changes to Tasmania State Payroll Tax are announced for the 2010–2011 business year, MYOB will release a separate update to apply them.

## Electronic Reporting Specification – PAYGW v10.0

MYOB EXO Payroll complies with the ATO specification for the preparation of the electronic version of the PAYG withholding payment summary annual report (EMPDUPE version 10.0) and Magnetic Media Form for the 2010–2011 payroll year reporting period and onwards.



# Reportable Fringe Benefits

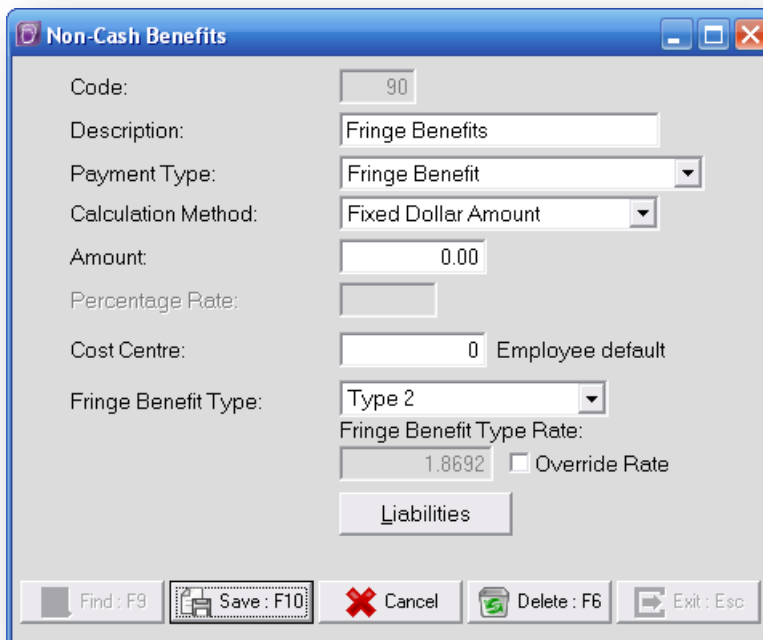
## Overview

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**.



The screenshot shows a 'Non-Cash Benefits' dialog box with the following fields and values:

- Code: 90
- Description: Fringe Benefits
- Payment Type: Fringe Benefit
- Calculation Method: Fixed Dollar Amount
- Amount: 0.00
- Percentage Rate: (empty)
- Cost Centre: 0 Employee default
- Fringe Benefit Type: Type 2
- Fringe Benefit Type Rate: 1.8692
- Override Rate:
- Liabilities button

Bottom bar buttons: Find: F9, Save: F10, Cancel, Delete: F6, Exit: Esc

- 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:

<b>Type</b>	<b>Description</b>
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:

<b>Type</b>	<b>Description</b>
Un-Grossed-up	You will enter the un-grossed-up amount. The system will calculate the gross-up value according to the <b>Fringe Benefit Type</b> .
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.

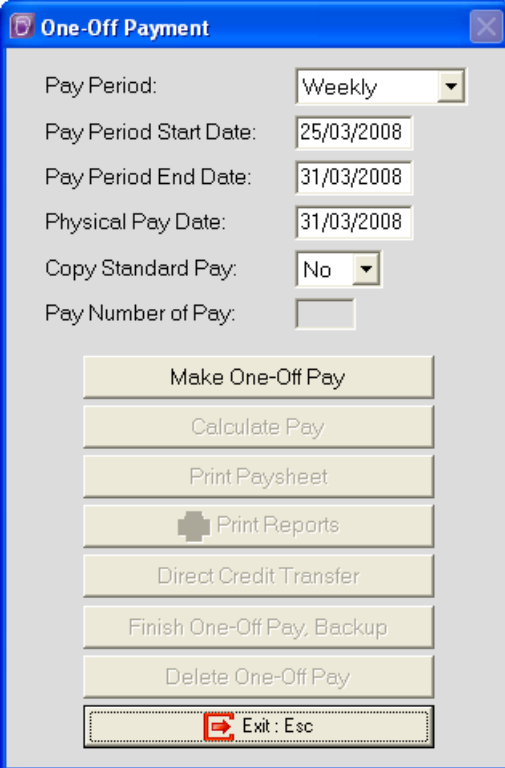


# Loading Reportable Fringe Benefit Amounts

Reportable Fringe Benefits are loaded into the system by means of a One-Off Pay.

## To load Reportable Fringe Benefit Amounts

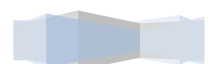
- 1 From the **Pay** menu, select **One-Off Pay**.



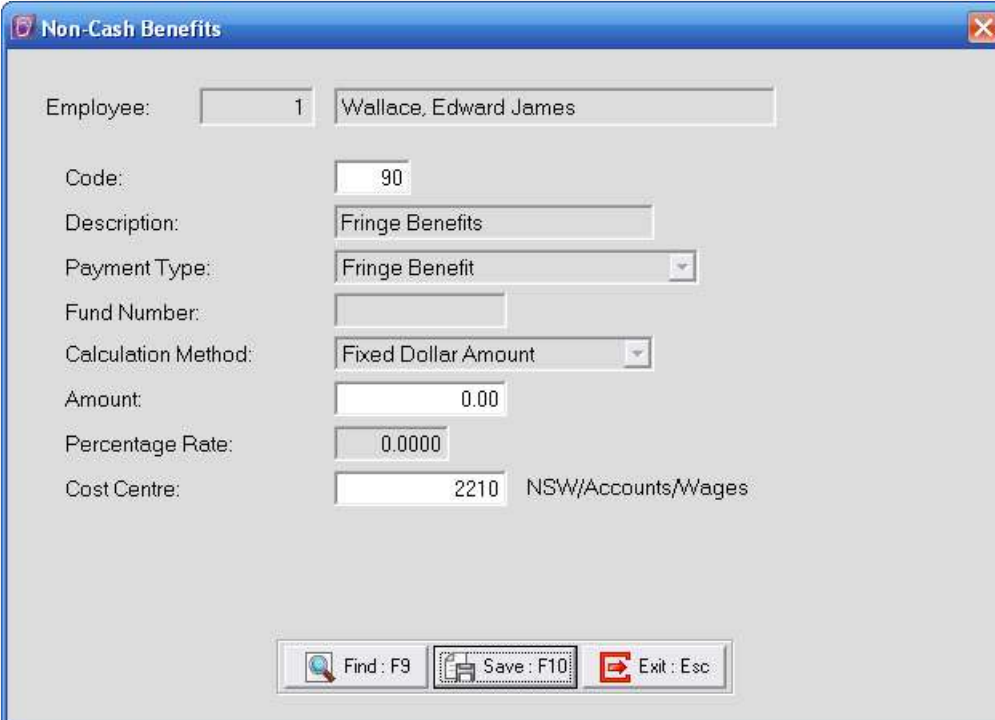
- 2 The Fringe Benefit Tax Year is from April 1 the previous year to March 31 the current year. The **Pay Period End Date** and **Physical Pay Date** should therefore be *no later* than March 31 of the current year. If either of these dates are after March 31, the Reportable Fringe Benefit will not appear in the correct Fringe Benefit Year. Example:

Pay Dated	Payment Summary For	Fringe Benefit Year	Printed on Payment Summary
30 June 2010	2009 – 2010	2010 – 2011	No
30 March 2010	2009 – 2010	2009 – 2010	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 fields and values:

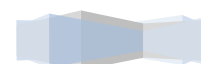
- Employee: 1 Wallace, Edward James
- Code: 90
- Description: Fringe Benefits
- Payment Type: Fringe Benefit
- Fund Number: (empty)
- Calculation Method: Fixed Dollar Amount
- Amount: 0.00
- Percentage Rate: 0.0000
- Cost Centre: 2210 NSW/Accounts/Wages

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**.



# Printing 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**.

**Print Report - Individual Non-Business**

**Selection Ranges:** From: // To: //

Date: // //

Employee Code: [ ] ...

Employee Alpha: [ ] ...

Department: [ ] ...

Default Cost Centre: [ ] ...

Union Fee Deductions: [ ] ...

Fringe Benefits: [ ] ...

**Options:** Report Options

**Additional Input:** Contact Name: [ ]

Contact Number: [ ]

Branch Number: [ ]

**Details:** [ ]

**Output Options:** Destination: Screen

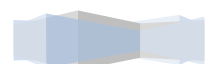
Preview Save: F10 Exit: Esc

4 In the **Date** range, enter the dates for the financial year (01/07/2009, 30/06/2010).

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**.

**Print Report - Voluntary Agreement**

**Selection Ranges:**

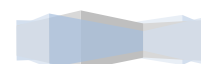
	From:	To:
Date	//	//
Employee Code		...
Employee Alpha		...
Department		...
Default Cost Centre		...

**Additional Input:** Branch Number:

**Output Options:** Destination:

Preview Save: F10 Exit: Esc

- 4 In the **Date** range, enter the dates for the financial year (01/07/2009, 30/06/2010).
- 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.



# Electronic Filing

## 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**.

**Print Report - Electronic File**

**Selection Ranges:**

	From:	To:
Date	//	//
Employee Code		...
Employee Alpha		...
Department		...
Default Cost Centre		...
Union Fee Deductions		...
Fringe Benefits		...

**Options:**

Report Options

**Additional Input:**

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Branch Number: \_\_\_\_\_

**Output Options:**

Destination: EMPDUPE File Name: C:\Payroll\EMPDUPE.A01

Create File Save: F10 Exit: Esc

- 4 In the **Date** range, enter the dates for the financial year (01/07/2009, 30/06/2010).
- 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 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.

