



Payment Summary Tips

Reminders:

- **Payment Summaries must be provided to employees by 14th July 2008**
- **Access Software Solutions has provided resources and checklists for your use in the members section of the web site**
- **MYOB 2008 End of Financial Year Guide is available for download from the MYOB website in the support notes area.**

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Introduction

Providing employees with Payment Summaries (formerly Group Certificates) and reporting your PAYG Withholdings to the Australian Taxation Office (ATO) are critical End of Payroll Year tasks.

Updated Empdupe format

The format of the ATO Payment Summary Empdupe file has changed for 2008. In order to lodge Payment Summaries electronically for the 2008 payroll year you will need to use MYOB Accounting Plus v17.5 with the compliance update installed or MYOB Premier v11.5 with the compliance update installed.

Before you print your Payment Summaries

Make sure you have entered all paycheques for the payroll year in MYOB and that the Payroll Reports show the correct information for your employees. For example, the **Payroll Register Summary** report shows information found in your employee's **Payroll History** window. This window is accessed from within the employee's card file, and the figures it

displays are what will appear on the Payment Summaries. If the amounts showing in the report are incorrect, you may need to check the paycheques entered for the employee.

When can I print my Payment Summaries?

It is critical that you print your Payment Summaries before you start a new Payroll Year. You can start a new Financial Year and still print the Payment Summaries, but once you have rolled over the payroll year, Payment Summaries cannot be printed and payroll information for the previous year cannot be changed.

How do I reprint an employees Payment Summary if necessary?

The easiest way is to use the feature at the end of the Payment Summary Assistant to save a pdf copy of the Payment Summaries. Then you can open and print the payment summaries at any time without having to work through the Payment Summary Assistant in a restored file.

Continues page 2

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<http://www.copywritingsecretscourse.com>

Payment Summary Tips cont.

I need to enter paycheques for the new payroll year but cannot print my payment summaries yet. What should I do?

To enter paycheques for the next payroll year you need to **Start a New Payroll Year**.

If you can't print Payment Summaries before entering your first paycheque for the new year, make a backup of your data file once you know that all payroll information has been entered for all employees. Store it in a safe place on a CD or other external media. Make an extra backup just in case.

You can then continue working on your original data file and even roll over the payroll year when you are sure that all payroll information is final and correct.

When you are ready to print your Payment Summaries, restore your backup and you will be able to print them.

How do I check the Gross Payment figure on an employee's payment summary is correct?

Print out the **Employee Payroll Register Detail** Report. This report lists each employee's total wages, entitlements, deductions, employee expenses and taxes but derives its information from the payroll history contained in the employee cards only. The payroll history is also the basis for the information used by the PAYG Payment summary Assistant.

To print the **Employee Payroll Register Detail** Report:

- Go to **Reports** and select **Index to Reports**.
- Click the **Payroll** tab.
- Highlight the **Employees Register Detail** Report and click the **Customise** button.
- Click the down arrow  next to the **Period** field and select **Year-to-Date**.

Click **Print**.

Once you have a print out of the Register Report you will be able to compare the figures from the report to the figures appearing on each employee Payment Summary.


To review these figures:

Go to the command centre and select the **Payroll** module.

- Click **Print Payment Summaries**.

- Step 1 of the **Payment Summary Assistant** will be displayed. Select the **Plain Paper Payment Summary** radio button. Click **Next**.
- Enter your company information at Step 2 of the assistant. Click **Next**.
- Enter your contact information at Step 3. Click **Next**.

The setup at Step 4 of the **Payment Summary Assistant** will determine the figures that will appear on the employee's Payment Summary.

- Highlight the **Gross Payments** field, the payroll categories listed on the right with a tick next to them are the categories which will be included in the Gross Payments figure. Refer to **Employee Payroll Register** Detail report and add the figures for each Payroll Category which you have selected under Gross Payments at step 4. Click **Next**.
- Step 5 of the Payment Summary Assistant refers to Reportable Fringe Benefits,
- Step 6 will display each employee and their Tax File Number, to review the figures which will appear on the payment summary, select the zoom arrow  next to the employee. The following window will be displayed.

Check the Gross Payments figure listed is the same as the figure you calculated from the **Employee Payroll Register Detail** Report.

If the amounts are equal for every employee, then your setup is correct. Click **Next** and continue with the Payment Summary Assistant.

If the amounts are not equal, click back and review the setup. If the setup is correct and the amounts are still not equal you should identify the cause of the problem. If possible you should make corrections to the payroll transactions so that the Payment Summary Assistant will generate the required amounts.

If you cannot resolve the issue but wish to change the amounts in the Payment Summary Assistant simply over type the **Gross Payments** figure with the figure you calculated from the Register report.

Note: Once you have changed any amounts in this screen a asterisk (*) will appear next to the figure to indicate it has been changed. This is only displayed on this screen and is for your



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MYOB EOY 2008 GUIDE is available on the website

MYOB Payment Summary Questions & Answers

What should I do if I have already submitted my Payment Summaries to the ATO with incorrect figures?

If you find that your payment summaries do not balance to the Employee Payroll Register Detail report, however you have already sent the EMPDUPE file to the ATO, please refer to the following ATO web address for the procedure to follow:

<http://www.ato.gov.au/businesses/content.asp?doc=/content/18253.htm&page=10&H10>

Why might the Gross Payments figures in the Payment Summary Assistant not match the amounts showing in the Employee Register Detail report Payroll?

There are a number of reasons why the reports might not match:

Superannuation deduction categories were incorrectly linked to the Gross Payments box before using the Superannuation Transitional Assistant.

(Only applicable to customers who have used the Superannuation Transitional Assistant)

If prior to using the Superannuation Transitional Assistant, the **Additional Superannuation** deduction category was

incorrectly linked to the Gross Payments box (in Step 4 of the Payment Summary Assistant), any additional superannuation deducted for the employee during the year will now be deducted from Gross Payments, even though it is not listed as being selected in the Payment Summary Assistant.

If this situation applies to you, you will need to manually edit the Gross Payments amounts showing in step 6 of the Payment Summary Assistant by clicking the zoom arrow beside each employee's name.

Salary Sacrifice Superannuation categories were incorrectly set up when using the Superannuation Transitional Assistant

(Only applicable to customers who have used the Superannuation Transitional Assistant)

If prior to using the Superannuation Transitional Assistant a **Salary Sacrifice Superannuation** (Deduction-type) category was linked to the Gross Payments box in Step 4 of the Payment Summary Assistant, and

the category was then incorrectly converted to an Additional Superannuation -type category using the Superannuation Transitional Assistant, the Gross Payments figure will incorrectly include sacrificed amounts.

Payment Summary Employment Dates

What employment dates are shown on the Payment Summaries?

The Payment Summaries show the Employment Dates **From:** and **To:**.

The dates that will be used depend on the **Start Date** and any **Termination date** entered in the Employee's **Payroll Information**. The following table summarises these combinations:

Employee's Card File Information		Dates printed on Certificates	
Start Date	Termination Date	From:	To:
Current Payroll Year	NIL	Start Date	30/6
Pre Payroll Year	NIL	NIL	NIL
Pre Payroll Year	Current Payroll Year	1/7	Termination Date
Current Payroll Year	Current Payroll Year	Start Date	Termination Date
NIL	NIL	"Various"	"Various"
NIL	Current Payroll Year	1/7	Termination Date

Important Dates

Different lodgment dates may apply if you use a tax agent.

Business Activity Statement

- **21 July 08** July 2008 monthly activity statements: final date for lodgement and payment.
- **28 July 08** Quarter 4 (April– June 2008) activity statements containing a quarterly GST obligation: final date for lodgement and payment.

PAYG Withholding

- **28 April 08** Quarter 3 (April– June 2008) instalment notices – forms R and T. Final date for payment and, if varying instalment amount, lodgement (two–instalment payers are required to pay 25% of instalment liability by this date).

Superannuation

- **28 July 08** Superannuation guarantee contributions for quarter 4 – contributions to be made to arrive at the fund by this date.

Disclaimer

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Company File Maintenance

Introduction

Performing regular maintenance on your MYOB data is essential for reliable operation. This support note lists the things that we at MYOB recommend you perform at regular intervals - ideally at the end of each session.

Optimising

Over time, as data is entered and deleted from a company file, particularly where transactions are deleted, blank spaces are left behind in the file, making it larger than it needs to be and requiring more resources than necessary.

The Optimisation Assistant will compact the company file, removing the blank spaces from your company file in a process similar to that performed by Disk Defragmenter on your hard disk. The Optimisation Assistant also updates what are known as company file indexes, which are lists of the order in which information is stored to facilitate retrieval.

We recommend running the Optimisation Assistant on a regular basis to make sure that your data is stored in the most efficient structure and to ensure that there are no issues within the file.

The Optimisation Assistant can be launched two ways, either from within the MYOB company file or alternatively from the MYOB folder from the Start menu.

To optimise the company file from within the company file:

Go to the **File** menu and choose **Optimise Company File**.

To optimise your company file without opening it:

Go to the Windows **Start Menu**, choose **All Programs, MYOB, MYOB Tools** and click **MYOB Optimisation Assistant**.

Click **Next** and click the **Find File** button to select the company file you want to optimise. Click **Next** twice more and the optimisation will begin.

Important Note:

Company file optimisation should only be performed locally, not across a network. Optimising across the network takes more time and increases the chance of company file corruptions. If your company file is stored on a server, we would recommend to either optimise from the server or copying the file locally.

Error received during the Optimisation Assistant

When the Optimisation Assistant is running, it searches the company file for spaces within the data structure and re-orders the data. It is also a good tool to identify any company file corruptions within the file.

Rolling Over Financial Year

If your file size is increasing, another good option to reduce the company file size is to roll the company file over. When a roll over is completed, MYOB will purge transactions that are no

longer required from the MYOB company file.

You can view what the current financial year within your MYOB Company file is at present in the Company Information window. To access this window go to the **Setup** and choose **Company information**. You will find the current financial year in the bottom right of this screen.

Starting a new financial year

When rolling over your MYOB company file, extensive changes are made to the structure and data within the company file. It is very important that a backup is taken before rolling over, as once completed, the changes are irreversible.

Deleting cards that are no longer used

After completing the roll over procedure and starting a new financial year, certain customer and supplier cards may no longer have associated sale and purchase transaction information. If there are no transactions associated with a card, it can be safely removed from the file.

Purging Contact Logs

Contact Log entries are not purged out in the roll over process but if you wish you can purge these manually.

To do this, go to the **Card File** command centre, then go to the **File** menu and choose **Purge Contact Logs**.

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