MYOB Exo Employer Services

Australian Edition

2018.01

Release Notes

myob

Contents

Introduction

What's New in this Release?

The 2018.01 release contains compliance updates for the 2018–2019 payroll year. This release can be installed prior to 1 July 2018; compliance changes are not activated in the product until the relevant date.

This release also includes support for reporting pay data to the ATO using Single Touch Payroll (STP). This functionality was introduced in the optional 2017.06 release—the 2018.01 release adds new features to it.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

Need assistance? If you have any questions or you need assistance with installing this update, please contact your MYOB Accredited Business Partner. Alternatively, the answers to most common installation issues can be found on the MYOB Enterprise Knowledgebase at http://myobexo.custhelp.com/.

Installation

Pre-Install Requirements

Requirements for PCs running Exo Employer Services components are detailed in the Minimum System Requirements document, available on the [MYOB website](#).

Installing Exo Employer Services

Information on installing and upgrading MYOB Exo Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- [Upgrading MYOB Exo Employer Services Online](#)
- [Upgrading MYOB Exo Employer Services Manually (Australia)](#)
- [How do I run Network.exe?](#)

Note: Check the Known Issues section on page 21 for any known installation issues.

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	2018.01
MYOB Exo Payroll	2018.01
MYOB Exo Employee Information	2018.01
MYOB Exo Time and Attendance	2018.01
Runtime Files	09.00.0000.7423

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

New Features

Tax and Compliance Updates

The compliance changes and features introduced in Exo Employer Services 2018.01 are listed below.

Change/Feature	See
Changes to Tax Tables	page 3
State Payroll Tax Changes	page 4
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Changes to Tax Tables

This release includes the PAYG tax tables for the 2018–2019 payroll year, as well as the income thresholds and repayment rates that apply to the Higher Education Loan Programme (HELP) and Student Financial Supplement Scheme (SFSS) for the 2018–2019 payroll year.

MYOB Exo Payroll automatically applies the new rates and thresholds for pay periods that end on or after 1 July 2018.

> **Note:** Full information on all tax tables is available on the ATO website at: https://www.ato.gov.au/Rates/Tax-tables/.

State Payroll Tax Changes

This release updates Exo Payroll for the following changes to state payroll tax rates and thresholds.

> **Note:** Some states are not due to release their budgets until after this release has been made available. Should any changes to state payroll taxes be announced following this release, MYOB will issue a service pack release to apply the changes.

New South Wales

The annual wage threshold for New South Wales increases from $750,000 to **$850,000**. The payroll tax rate remains at 5.45%.

Tasmania

Payroll tax for Tasmania now uses the following tiered structure:

Annual wages	Payroll tax rate
Less than $1.25m	0%
$1.25m to $2m	4%
More than $2m	6.1%

Victoria

The payroll tax rate in Victoria falls to **2.425%** for businesses where 85% of their payroll comprises employees working in regional areas. This is an update from last year, where the rate in this case was 3.65%. If this applies to your company, you can override the payroll tax rate on the Company Setup > Employer Details section of the Setup Payroll window.

Western Australia

Payroll tax for Western Australia now uses a tiered scale up to 6.5% for employers who pay wages of $100 million or more—see the WA Department of Finance website for details.

Exo Payroll applies this scale automatically—this is indicated on Company Setup > Employer Details section of the Setup Payroll window:

Changes to Child Support Deductions

From 1 January 2018, the Child Support Protected Earnings Amount (PEA) changed as follows:

Frequency	Amount
Weekly	$364.88
Fortnightly	$729.76
Monthly	$1,586.58

Any new Child Support Deductions created after the installation of this release will contain these values as defaults. MYOB Exo Payroll does not automatically update these amounts in existing Deductions, however; you must edit them on the Deductions Maintenance window for each Child Support Deduction (if you have not done so already):

The PEA amounts must be updated as shown for the first pay after 1 January 2018.

Maximum Super Contribution Base

For employers who enforce the maximum earnings base for super guarantee contributions, the maximum super base quarterly amount has increased to $54,030 for the 2018–2019 financial year. Update the **Maximum Earnings Base** property to this amount on the Superannuation Maintenance window for all superannuations where the **Contribution Type** is "SG". Any new Superannuations created in the 2018–2019 financial year will have their **Maximum Earnings Base** set to the new amount by default.

ETP Changes

Employment Termination Payment (ETP) threshold amounts have changed as follows for the 2018–2019 financial year:

Amount	Old Value	New Value
ETP Cap	$200,000	$205,000
Base limit	$10,155	$10,399
Completed years service	$5,078	$5200

New companies created in the 2018–2019 financial year will be given these values by default. For existing companies, you must edit the values on the Setup Payroll window at Payment setup > Termination Payments:
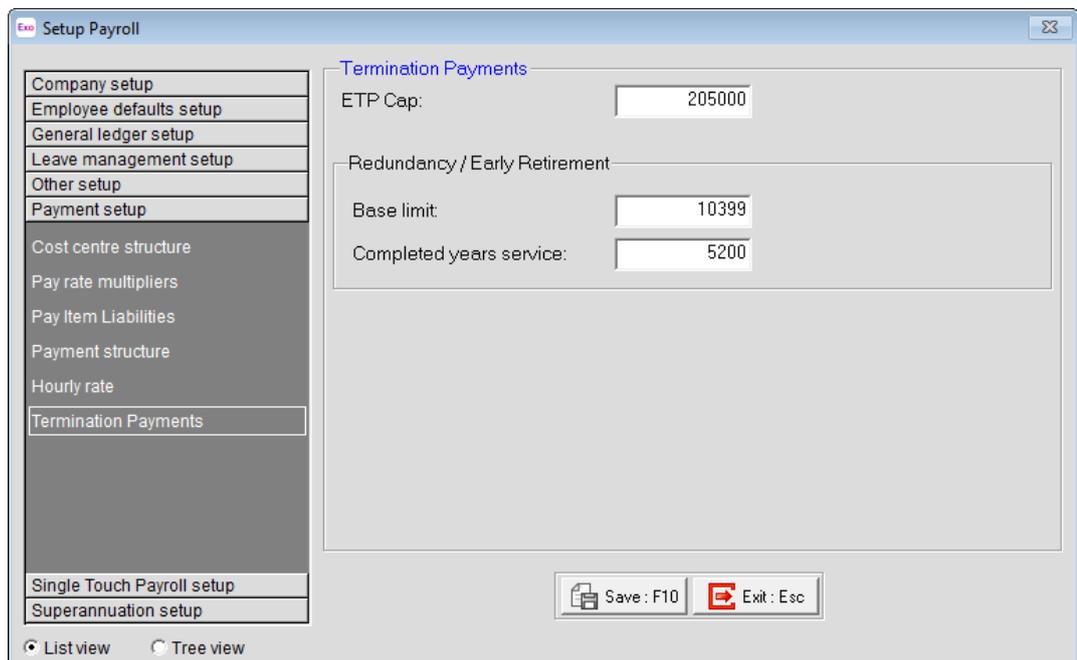
Single Touch Payroll

This release adds support for Single Touch Payroll (STP), which is a new ATO requirement for reporting payroll data. It allows you to report to the ATO directly from your payroll software at the same time as you pay your employees.

> **Note:** Support for Single Touch Payroll was introduced in the 2017.06 release.

STP Setup

Settings that control how the system will submit information via STP are available on the new Single Touch Payroll section of the Setup Payroll window. This section has four sub-sections:

- General
- Payer
- Intermediary
- Software Identifier

The General sub-section lets you activate STP and specify where output files should be generated:
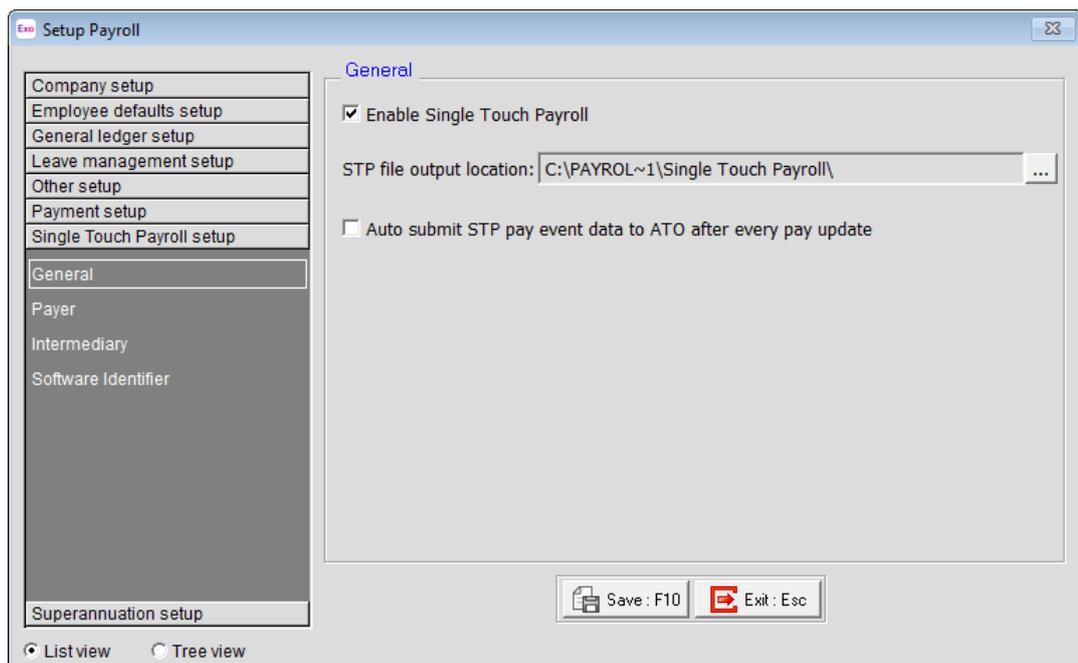
If the **Auto submit STP pay event data to ATO after every pay update** option is ticked, the STP submission process will be triggered each time a pay is updated. If it is not ticked, you must submit pay data manually (see page 13).

> **Note:** STP files will be backed up as part of a company backup if they are output to the default location. If you change the **STP file output location** from its default, STP files will not be included in backups—you must ensure that they are backed up independently.

The Payer sub-section is where you specify the details of your company that will be included in STP submissions:

To speed up configuration, you can click the **Use Company Details** button to copy the ABN, Organisation Name and address details from the Employer details screen in the Company Setup section.

For businesses that use an intermediary organisation, e.g. a tax agency who files on their behalf, the Intermediary sub-section lets you enter details of this organisation (this is optional).

You must authorise MYOB to submit pay run data to the ATO via STP—to do this, you will need to supply a software ID. This ID is retrieved on the Software Identifier sub-section.

Click **Get Software Identifier** to retrieve a software ID using an online service. The ID will appear in the **Software Identifier** field—if an ID cannot be retrieved, an error message will appear instead. Clicking the 📋 button copies the ID to the clipboard.

Click the **How to register the Software ID with the ATO** link on this screen for information on how to contact the ATO and register your Software ID. The easiest way to do this is on the ATO Access Manager website (https://am.ato.gov.au/), which requires an AUSkey login.

If an error message appears when clicking **Get Software Identifier**, check the following:

- Check that version of 4.5 of the .NET Framework is installed. You can download the .NET Framework 4.5 from Microsoft's website.

- Check that the following files are installed correctly in your payroll installation folder:

    o prod_myob_exopayroll_cert.p12

    o test_myob_expopayroll_cert.p12

STP Allowance Settings

When Single Touch Payroll is enabled, the **Payment Summary Type** dropdown on the Allowance Maintenance window is replaced with an **STP Reporting Type** dropdown:

This dropdown has the following options:

* Include in Gross Payments – the Allowance will be included in employees' gross income amounts. Equivalent to the "None" Payment Summary type.

* Show Separately – equivalent to the "Work Related Expenses" Payment Summary type. When this option is selected, amounts for the Allowance will not be included in gross income, but will be broken out into categories. Specify the category for this Allowance using the **Single Touch Payroll Category** field. (see page 11).

* CDEP Payments – equivalent to the "CDEP Salary or Wages" Payment Summary type.

* Lump Sum Payment A – equivalent to the "Lump Sum Payment A" Payment Summary type.

* Lump Sum Payment B – equivalent to the "Lump Sum Payment B" Payment Summary type.

* Lump Sum Payment D – equivalent to the "Lump Sum Payment D" Payment Summary type.

* Lump Sum Payment E – equivalent to the "Lump Sum Payment E" Payment Summary type.

* Non Reportable – equivalent to the "Other Income" Payment Summary type.

* Exempt Foreign Employment Income - equivalent to the "Exempt Foreign Emp Income" Payment Summary type.

Note: The Payment Summary equivalent of the selected type is displayed next to the **STP Reporting Type** dropdown.

Allowance Categories

When the "Show Separately" option is selected, you must select a reporting category for the Allowance from the new **Single Touch Payroll Category** field.

The new Allowance Categories window lets you set up and edit STP categories for Allowances. Select **Single Touch Payroll > Allowance Categories** from the Maintenance menu to open the Allowance Categories window:

The default categories specified by the ATO (Car, Transport, Laundry, Meals, Travel and Other) are included as read-only records, but you can add and edit new records using this window.

STP Deduction Settings

When sending information via STP, a reporting category must be specified for each Deduction. When STP is enabled, the **Payment Summary Type** dropdown is replaced with an **STP Reporting Type** dropdown:

This dropdown has the following options:

- Non Reportable – equivalent to the "None" Payment Summary type.
- Fees – equivalent to the "Deductions" Payment Summary type.
- Workplace Giving – equivalent to the "Workplace Giving (DGR)" Payment Summary type.

Note: The Payment Summary equivalent of the selected type is displayed next to the **STP Reporting Type** dropdown.

Submitting via STP

Once STP is set up and activated, you can submit data for pays after they are updated.
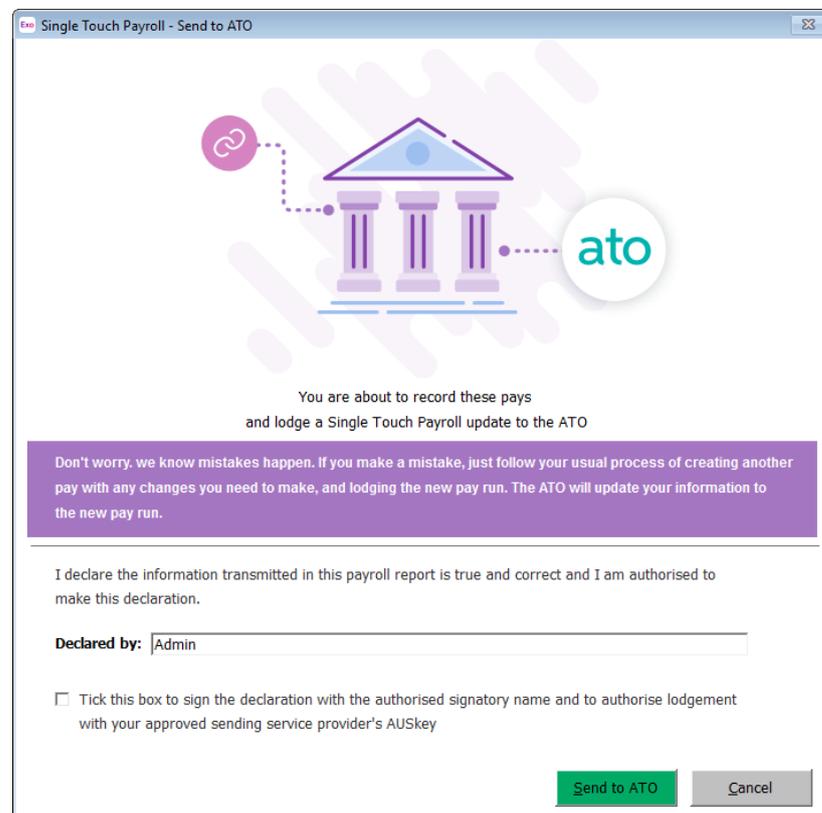
Automatic Submission

If automatic submission has been enabled on the Setup Payroll window (see page 7), STP data is sent as soon as a pay is updated. Before being sent, the data is checked and an error message appears if any validation errors (e.g. missing information in one or more records in the data) are detected:
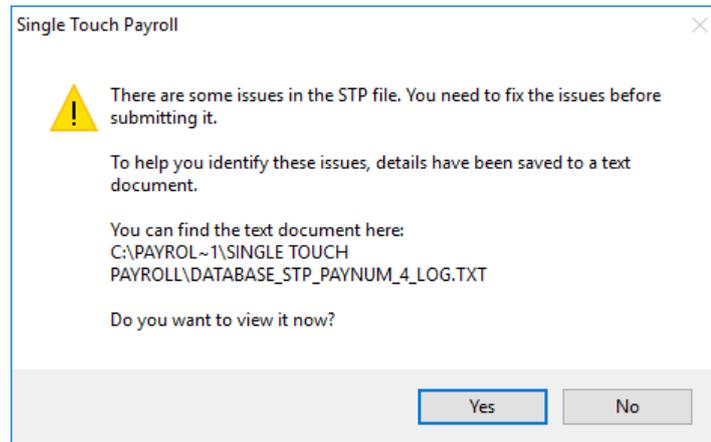
> **Note:** You can run this validation at any time by selecting **Single Touch Payroll > Validation Check** from the Pay menu.

If no errors are detected, a declaration window appears:

Enter the name of the person responsible for submitting via Single Touch Payroll, tick the declaration check box, then click **Send to ATO** to submit the data.

If the submission is successfully sent to the ATO, a confirmation message appears and the STP submission's status is updated to "Pending". If any errors occur during the submission attempt, they will be displayed, and the batch's status will change to "Not Sent".

The status can be checked on the Single Touch Payroll Submissions window (see below).

Manual Submission

If automatic submission has not been enabled, you can submit via STP on the Single Touch Payroll Submissions window. You can also use this window to view detailed information on all STP batches, and check the status of submissions.

Open the Single Touch Payroll Submissions window in one of the following ways:

- Select **Single Touch Payroll > Submissions** from the Pay menu.
- Click the ato toolbar button.
- Select Step 6 of the Pay Cycle:
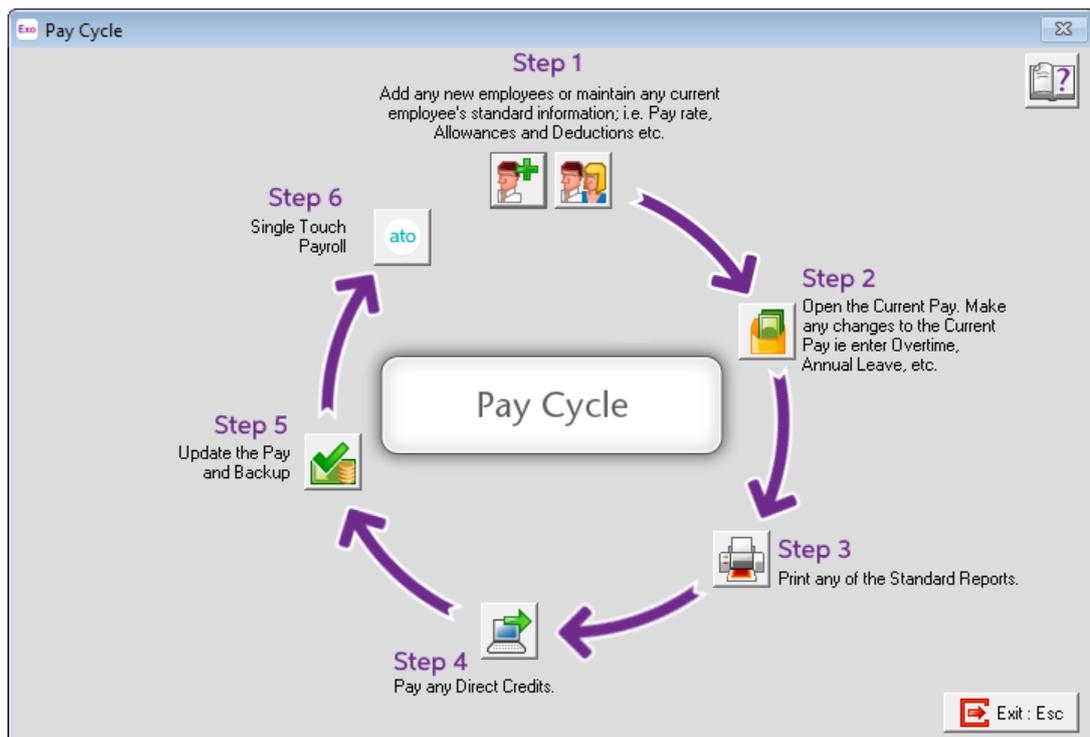
The Single Touch Payroll Submissions window displays all pays that the system has generated STP data for:

From this window, you can:

- Manually submit STP data to the ATO (see page 14).
- View the details of an STP submission (see page 15).
- Export the contents of the main grid to an Excel spreadsheet.

The window also displays the status of all STP submissions, which can be one of:

- No status – no attempt has been made to submit the data to the ATO.
- Not Sent – an attempt to send the data to the ATO failed.
- Pending – the data has been successfully submitted to the ATO, but no response has been received yet.
- Accepted – the data has been submitted to the ATO, and an acceptance response has been received.
- Not Accepted – the ATO has received the data, but rejected it.

Click the **Refresh Status** button to update the status of the selected submission.

> **Note:** An **ATO Status** column displaying the status of each pay has also been added to the Pay List window.

Manually Submitting an STP Batch to the ATO

Where automatic submission has not been enabled, you can manually send STP data for a pay by selecting it on the Single Touch Payroll Submissions window and clicking the **Send to ATO** button (or by double-clicking on it).

> **Note:** A **Send to ATO** button has also been added to the Pay List window.

As with an automatic submission, the data is checked for errors, and you are required to tick a declaration before lodging the submission with the ATO (see "Automatic Submission" on page 12).

Viewing the Details of an STP Batch

To view detailed information of the STP data for a pay, select a pay on the Single Touch Payroll Submissions window and click **Details**. This opens the STP Submission Details window:

> **Note:** If the submission was rejected by the ATO, a **Response** tab is available. This tab displays details of the error(s) that caused the submission to be rejected. In addition, an **Email to Support** button becomes available next to the **Status** field in the Response section at the top right— clicking this button creates an email to MYOB Support.

Click the **Export** button to create an Excel document containing all of the details displayed on the window. The Excel document is a workbook containing multiple tabs:

- Payer – contains the employer details from the top left of the window.

- Payee – contains the employee details from the grid in the bottom half of the window.

- Response Summary – contains details of the ATO's response to the submission from the top right of the window.

- Pay Details – contains details of the originating pay run from the top right of the window.

- Response Detail - this tab only appears if the submission was rejected. It contains details of the error(s) that caused the submission to be rejected.

Re-submitting STP Data

Once data for a pay has been submitted to the ATO, you can re-submit it if you need to make any corrections. The **Send to ATO** button changes to **Resend to ATO**—click this button to submit the data again. Any changes in the data will overwrite the data that was sent previously.

Finalising STP Data

At the end of each financial year, you must send a finalisation declaration for each employee. This supplies year-end totals of the STP data for each employee, and indicates that you have provided all of their information for the financial year through STP reporting. To send a finalisation declaration for some or all employees, select **Single Touch Payroll > Finalisation** from the Pay menu. This opens the Single Touch Payroll - Finalisation window:
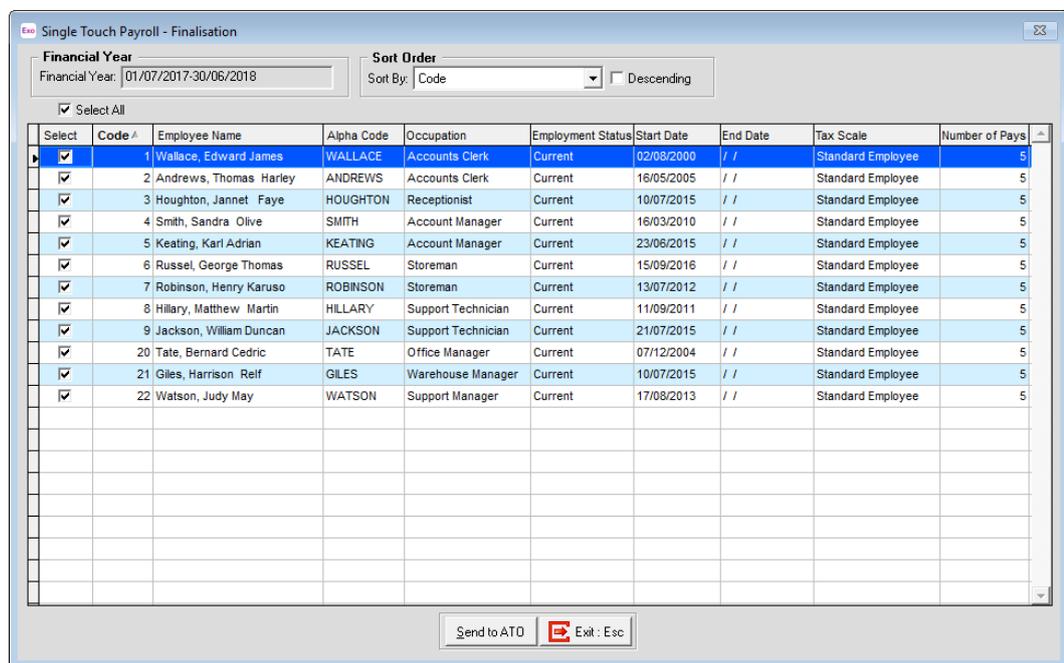

This window lists all employees with pays in the current financial year, including employees who were terminated during the year. Use the check boxes to select the employees who you want to send finalisation declarations for (or click **Select All**), then click **Send to ATO**.

As with STP submissions for individual pay runs, you can also re-submit finalisation declarations for one or more employees if you need to correct the data—just open the Single Touch Payroll - End of Year window again after correcting the data and use it to send finalisation declarations for the affected employee(s). An End of Year finalisation with a higher STP Number (as seen on the Single Touch Payroll Submissions window) will supersede earlier finalisations for the same period.

Updating STP Data

Normally, employees' Single Touch Payroll data is updated during the pay run, when STP data for a pay is sent to the ATO. In certain rare cases, it may be necessary to update employees' STP data outside of a pay run. To update STP data for some or all employees, select **Single Touch Payroll > Update** from the Pay menu. This opens the Single Touch Payroll - Update window:
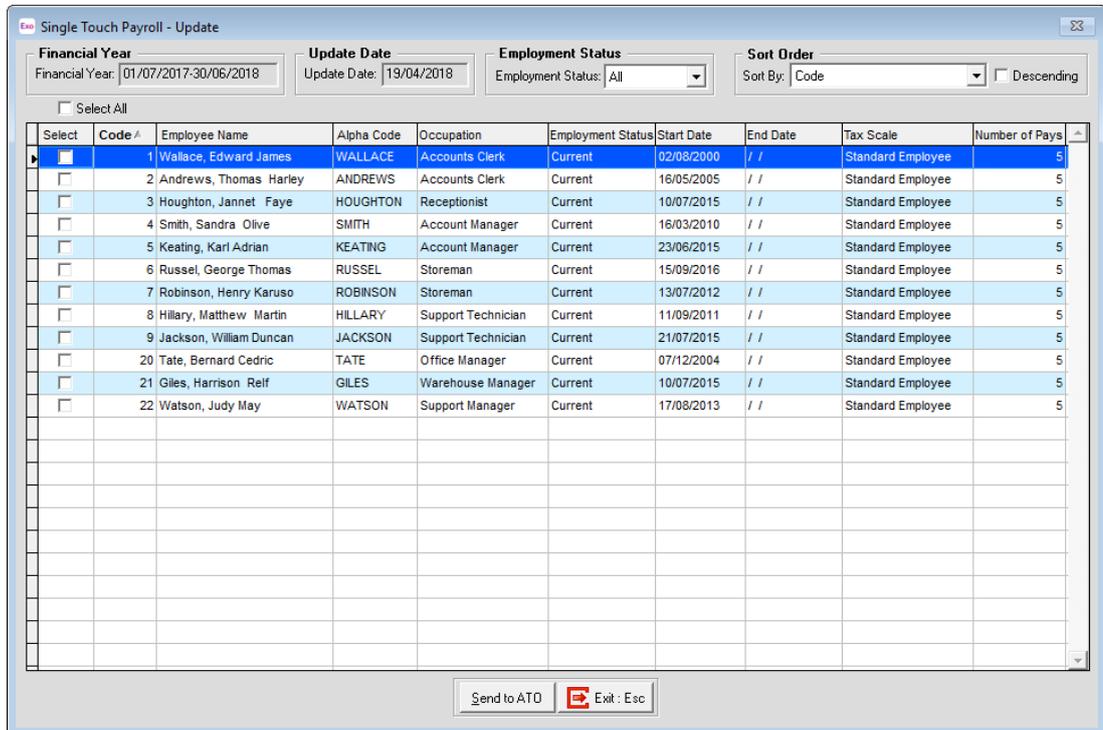
This window functions in the same way as the Finalisation window. Use the filters and check boxes to select the employees who you want to send STP updates for (or click **Select All**), then click **Send to ATO**.

STP Security Settings

Access to the new STP functions is controlled by two new User Security settings:

- **Single Touch Payroll- Allowance Category**: Controls access to the new Allowance Categories window (see page 11).

- **Single Touch Payroll- Send STP**: Controls access to the Single Touch Payroll window and all of the functions available from it (see page 12).

"Do Not Send to ATO" Option for One Off Pays

Note: While support for Single Touch Payroll was introduced in 2071.06, this feature is new in the 2018.01 release.

In some cases, you may want to create a One-Off Pay without generating Single Touch Payroll data for it, e.g. for a pay reversal or for back-dated pays. When the new **Do not send to ATO** option on the One-Off Payment window is ticked, no STP data will be created or submitted to the ATO when the One-Off Pay is updated:

Note: MYOB recommends that this option is always used when processing a back-dated pay, e.g. for Fringe Benefit amounts or termination pays.

Transitioning to Another Payroll System

> **Note:** While support for Single Touch Payroll was introduced in 2071.06, this feature is new in the 2018.01 release.

If, after enabling Single Touch Payroll in Exo Payroll, your company is moving to another payroll system during the financial year, you must set the STP year-to-date totals to zero for all employees in Exo Payroll, to ensure that the same data is not submitted twice. A new **Single Touch Payroll > Zero Year to Date** option is available in the Pay menu. Selecting this option opens a new window where you can set the year-to-date values to zero for all employees:
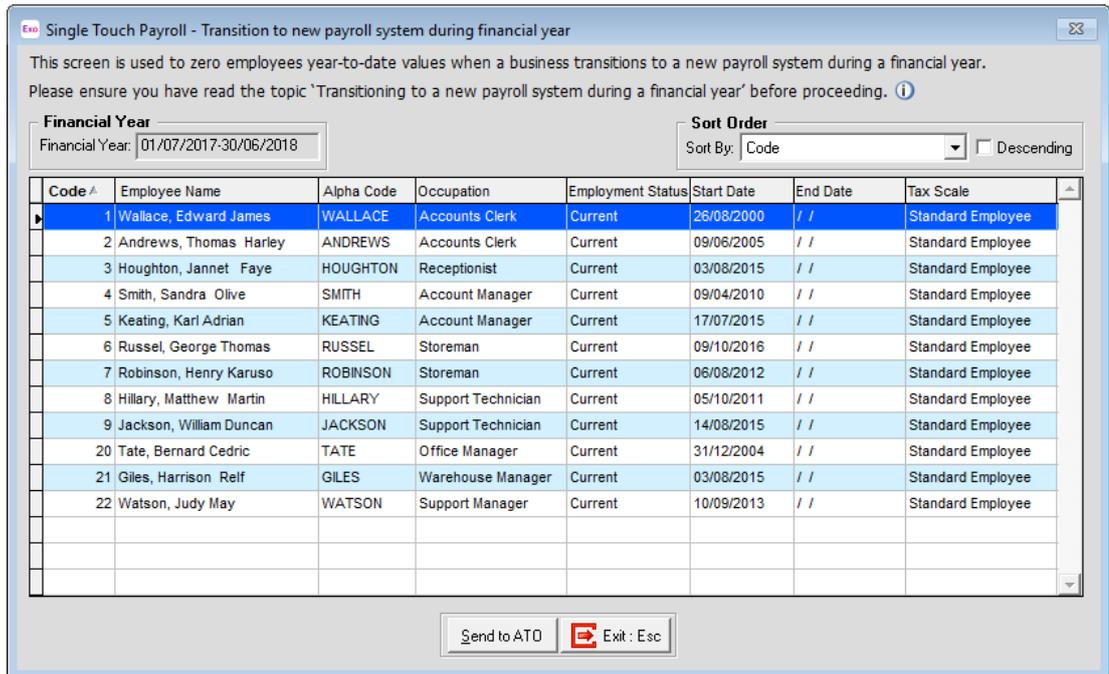

Click **Send to ATO** to update the STP data for all employees, setting all year-to-date values to zero.

Employee Information Privacy Settings

Two new security access settings have been added to the Exo Employee Information module to allow organisations to comply with the Privacy Act 1988:

- Employee Details – this setting controls access to the settings on the Employee Details tab of the Employee Maintenance window. If it is not assigned, all details apart from those in the Required Information section are hidden. The **Position** field in the Required Information section is also hidden.

- Employee Contact Details – this setting controls access to the Contact Details tab on the Employee Maintenance window. If it is not assigned, the entire Contact Details tab is disabled.

If a user does not have these access rights assigned on the Access Rights tab of the User Security window, the Employee Maintenance window displays a message indicating that details have been hidden:
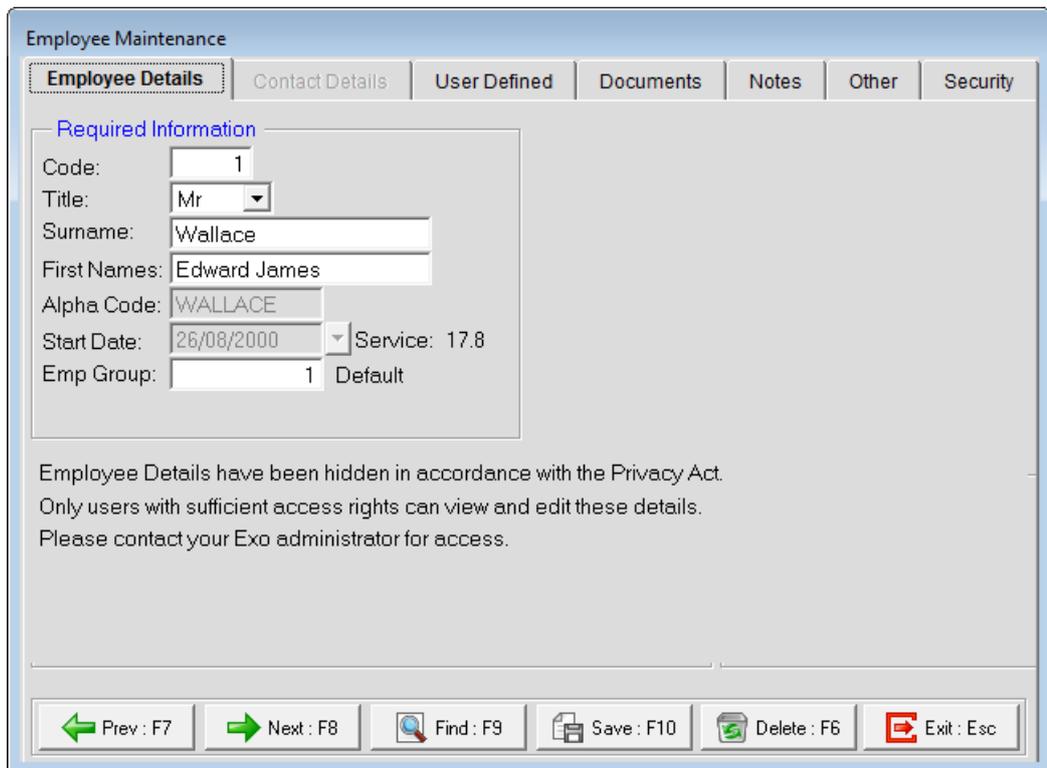
Known Issues

The following Known Issues have been identified in this release.

Error 2066 in a networked environment

The FoxPro error: "2066/Index file [filename].CDX is corrupt. Please rebuild it" can occur persistently on network systems that have a Server 2008 operating system with workstations running Windows Vista, Windows 7 or 2008 Terminal Server; or peer-to-peer networks where the server/workstation is running a Windows Vista or Windows 7 operating system, and one or more other workstations are also using a Windows Vista or Windows 7 operating system.

For information on this issue and suggested workarounds, see the following articles on the MYOB Enterprise Knowledgebase:

- What to do when getting an Error 2066 message
- Consistent error 2066 in a networked environment