# MYOB Advanced

## Release Notes

2017.1.13

# Contents

# Introduction

Welcome to the 2017.1.13 release of MYOB Advanced.

## What's New in this Release?

The 2017.1.13 release contains tax updates to the Payroll module, making it compliant for the 2018-19 financial year. This release also adds support for reporting payroll data to the ATO using Single Touch Payroll.

## Installing this Release

The 2017.1.13 release is automatically deployed to all production accounts.

> **Note:** An updated licence is required to enable configuration options for the new features. While accounts in our managed environment will have their licences updated automatically, a local installation must be updated manually by navigating to the Licence Maintenance (SM.20.15.10) form and clicking the **Update Licence** button.

# New Features

## Payroll Compliance Updates

*Australia only*

This release includes compliance updates to the Payroll module that affect the current and upcoming Australian financial years. These include:

- Updates to the tax tables for Higher Education Loan Programme (HELP) and Student Financial Supplement Scheme (SFSS)
- Updates to Payroll Tax rates and thresholds
- Updates to Superannuation Guarantee thresholds
- Updates to the Child Support Protected Earnings Amount

## Single Touch Payroll

*Australia only*

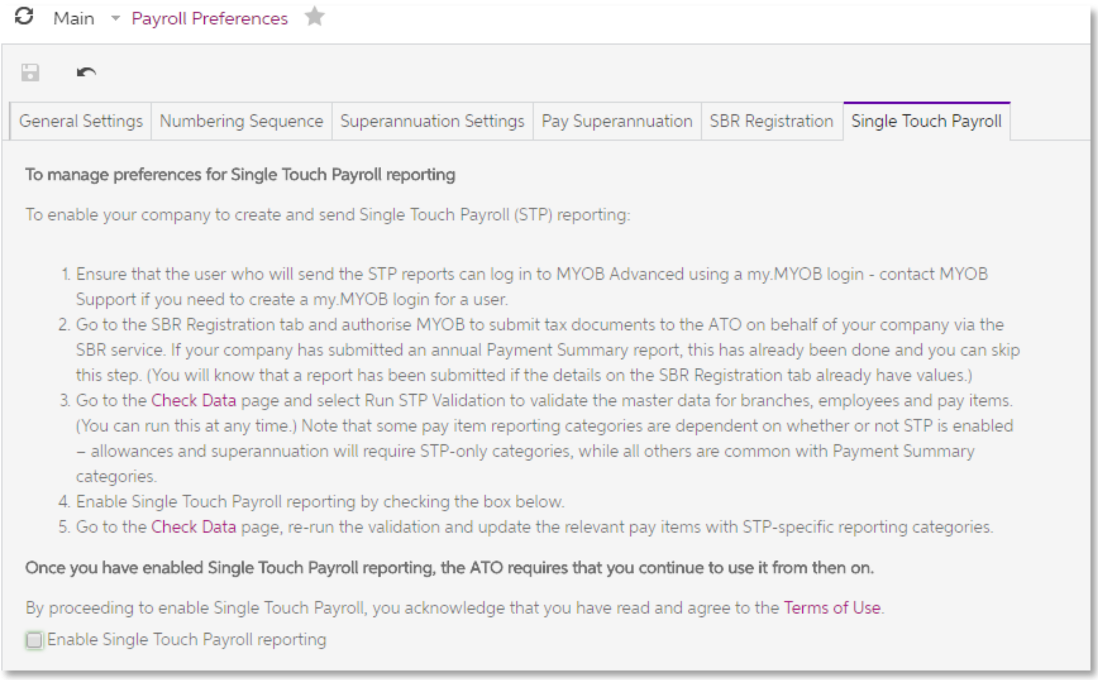
This release adds support for Single Touch Payroll (STP), which is a new ATO requirement for reporting payroll data. It allows you to report to the ATO directly from your payroll software at the same time as you pay your employees.

> **Note:** See the Single Touch Payroll white paper on the **MYOB Advanced Education Centre website** for detailed information on setting up and using STP in MYOB Advanced.

### Setting up STP

To set up and activate payroll reporting via Single Touch Payroll:

1. Enable the STP feature on the Enable/Disable Features form (CS.10.00.00).
2. Register for Standard Business Reporting (SBR), if you have not done so already.
3. Enable my.MYOB logins and ensure that any users who will be sending STP data to the ATO have my.MYOB login accounts associated with the MYOB Advanced logins.
4. Check your data to ensure that there is no missing information that would cause STP data to be rejected by the ATO.
5. Activate STP reporting on the Single Touch Payroll tab of the Payroll Preferences form (MP.PP.11.00).
6. Re-check your data to ensure that all pay items have the correct ATO reporting categories for STP.




Read the Terms of Use linked to on this tab, then tick the **Enable Single Touch Payroll reporting** check box:

Once STP reporting has been enabled, an **STP Enabled Date** field appears on this tab, displaying the date and time STP was enabled.

> **Note:** Once you have enabled STP reporting, the ATO requires that you continue using it from then on. The **Enable Single Touch Payroll reporting** check box cannot be unticked once you have submitted your first STP batch.

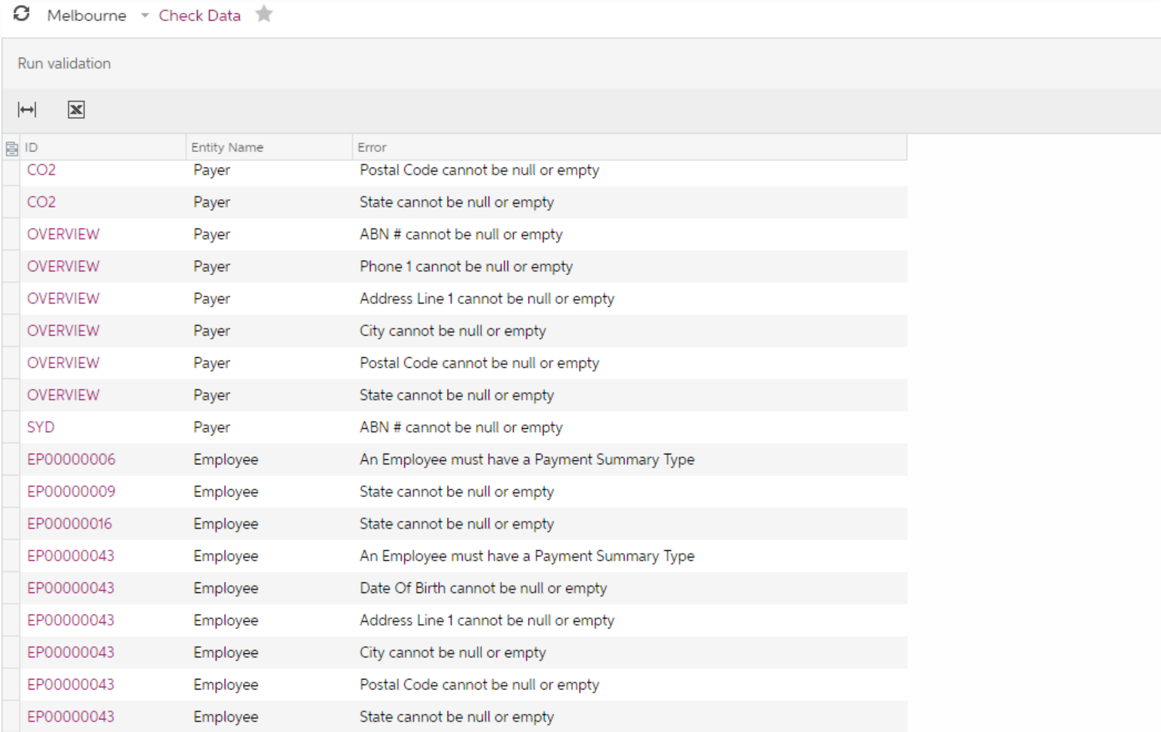
You are now ready to report pay data to the ATO via Single Touch Payroll.

## Checking Data

Before activating STP, you can run validation checks on your data from the new Check Data form (MP.PP.50.20)—doing so will highlight any errors that would prevent an STP batch from being sent to the ATO.

> **Note:** These validation checks are also run automatically when a pay is processed, but in that case only the records involved in the pay are checked.

Click the **Run validation** toolbar button, and details of all data validation errors appear in the main table:




| ID | Entity Name | Error |
|---|---|---|
| CO2 | Payer | Postal Code cannot be null or empty |
| CO2 | Payer | State cannot be null or empty |
| OVERVIEW | Payer | ABN # cannot be null or empty |
| OVERVIEW | Payer | Phone 1 cannot be null or empty |
| OVERVIEW | Payer | Address Line 1 cannot be null or empty |
| OVERVIEW | Payer | City cannot be null or empty |
| OVERVIEW | Payer | Postal Code cannot be null or empty |
| OVERVIEW | Payer | State cannot be null or empty |
| SYD | Payer | ABN # cannot be null or empty |
| EP00000006 | Employee | An Employee must have a Payment Summary Type |
| EP00000009 | Employee | State cannot be null or empty |
| EP00000016 | Employee | State cannot be null or empty |
| EP00000043 | Employee | An Employee must have a Payment Summary Type |
| EP00000043 | Employee | Date Of Birth cannot be null or empty |
| EP00000043 | Employee | Address Line 1 cannot be null or empty |
| EP00000043 | Employee | City cannot be null or empty |
| EP00000043 | Employee | Postal Code cannot be null or empty |
| EP00000043 | Employee | State cannot be null or empty |

The system checks employee records, payer records (i.e. branches) and pay items. Click on the ID column to open the record in the appropriate editing window, so you can make the necessary corrections.

## Employees

The following details on the Employees form (EP.20.30.00) must exist and contain valid information:

- Last Name
- Date of Birth
- Address Line 1
- City
- Post Code (only if the Country is AU - AUSTRALIA)
- State (only if the Country is AU - AUSTRALIA)
- Payment Summary Type - this is set on the Employment tab of the Pay Details form (MP.PP.23.10).

**Note:** If you need to change or set the Payment Summary Type for the employee, tick the new **Update open pay(s)** and **Update completed pay(s)** boxes on the Pay Details form before saving—this ensures that all of the employee's current and historical pays will include the Payment Summary Type, which means that they will be included in STP reporting.

## Payers

The following details on the Branches form (CS.10.20.00) must exist and contain valid information:

- CDFId
- ABN
- Company ID
- Company Name
- Phone 1
- Address Line 1
- City
- Post Code (only if the Jurisdiction Country is AU - AUSTRALIA)
- State (only if the Jurisdiction Country is AU - AUSTRALIA)

## Pay Items

Check allowances' categories on the Pay Item Liabilities form (MP.PP.10.25). In particular, make sure user no allowance pay items are using the "Allowances" category, as this category only applies to Payment Summaries, not STP. Available STP categories are:

- Allowance Car
- Allowance Laundry
- Allowance Meals
- Allowance Other
- Allowance Transport
- Allowance Travel

The following validation rules are also applied to other pay items:

- Taxable Income pay items must have a reporting category.
- Employer Super pay items with the category "SG Superannuation Guarantee Contributions" or "AP Award/Productivity Contributions" must have an ATO reporting category.
- Employee Super pay items with the category "SS Salary Sacrifice" must have an ATO reporting category.

**Note:** Until STP reporting is activated, the system assumes that you are still producing Payment Summaries, and will expect all pay items to have reporting categories that relate to Payment Summaries. This means that if you update your pay items to use STP-related reporting categories before activating STP reporting, errors will appear on the Pay Item Liabilities form. **These errors can be ignored**—once you activate STP reporting, the system will expect pay items to have reporting categories relating to STP and the errors will disappear.

## New ETP Taxation Types

To be able to process terminations after STP has been enabled (see 11), you will need to set up pay items for all payments that will be included in employee termination payments (ETP). New pay item types have been added to enable this. Generic taxable and non-taxable ETP pay items are added automatically, but you will need to add any additional ETP pay items that you need. When setting up ETP pay items:

- Set the **Type** to "ETP TAXABLE" or "ETP TAX FREE", depending its taxation status.
- For "ETP TAXABLE" pay items, set the **Taxation** option, which can either be a custom rate or custom amount. If a custom rate, enter the rate in the **Tax @ (%)** field.

# Submitting Data via STP

Once Single Touch Payroll is enabled, payroll data is reported to the ATO automatically each time a pay is run.

> **Note:** Because STP data includes year-to-date totals for employees, you do not need to go back and send STP data for historical pays—once you have run a pay and generated STP data for all employees, your reporting will be up to date.

When a pay run is processed, the STP validation checks are run on all records included in that pay run (see "Read the Terms of Use linked to on this tab, then tick the **Enable Single Touch Payroll reporting** check box:

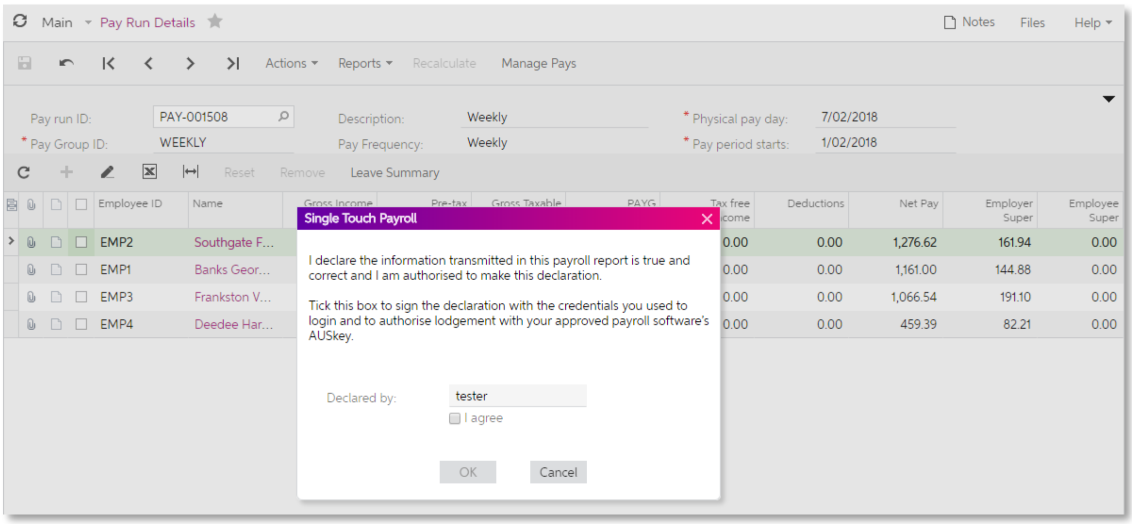
Once STP reporting has been enabled, an **STP Enabled Date** field appears on this tab, displaying the date and time STP was enabled.

> **Note:** Once you have enabled STP reporting, the ATO requires that you continue using it from then on. The **Enable Single Touch Payroll reporting** check box cannot be unticked once you have submitted your first STP batch.

You are now ready to report pay data to the ATO via Single Touch Payroll.

Checking Data" on page 3). Any errors must be corrected before the pay can be completed.

When a pay run is completed, a Single Touch Payroll batch is created and automatically submitted to the ATO. Before the batch is submitted, you must accept a declaration that the data is correct and that you are authorised to submit it (this is an ATO requirement).



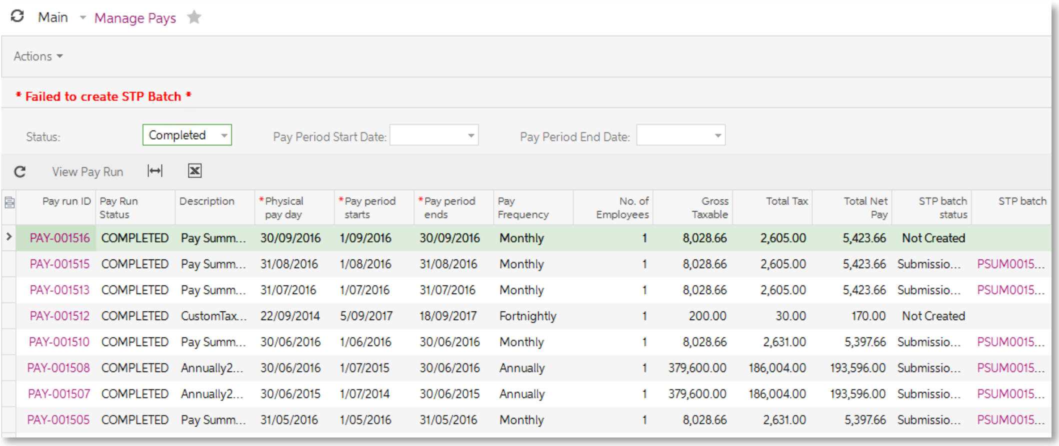
Tick **I agree** and click **OK** to submit the STP data.

## Managing STP Submissions

Once a Single Touch Payroll submission has been made, you can view and manage it on the Manage Submission form (MP.PP.50.19). You can access this form in several ways:

- The STP batch's ID code is displayed on the header of the Pay Run Details form (MP.PP.31.20). Click the ID code to open the Manage Submission form and display the STP batch for the pay run.
- The **STP Batch** column on the Manage Pays form (MP.PP.41.10) displays the ID code of the STP batch for each pay. Click one of the ID codes to open the Manage Submission form and display the STP batch for the relevant pay run.
- Open the Manage Submissions form directly from the navigation pane, then select the batch to show from the **Batch number** field.

**Note:** The Manage Pays form will display an alert if any pays include a failed STP submission, or if any historical, future-dated pays are missing an STP batch.


Main ▾ Manage Pays

Actions ▾

* Failed to create STP Batch *

Status: Completed    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 Frequency | No. of Employees | Gross Taxable | Total Tax | Total Net Pay | STP batch status | STP batch |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PAY-001516 | COMPLETED | Pay Summ... | 30/09/2016 | 1/09/2016 | 30/09/2016 | Monthly | 1 | 8,028.66 | 2,605.00 | 5,423.66 | Not Created | |
| PAY-001515 | COMPLETED | Pay Summ... | 31/08/2016 | 1/08/2016 | 31/08/2016 | Monthly | 1 | 8,028.66 | 2,605.00 | 5,423.66 | Submissio... | PSUM0015... |
| PAY-001513 | COMPLETED | Pay Summ... | 31/07/2016 | 1/07/2016 | 31/07/2016 | Monthly | 1 | 8,028.66 | 2,605.00 | 5,423.66 | Submissio... | PSUM0015... |
| PAY-001512 | COMPLETED | CustomTax... | 22/09/2014 | 5/09/2017 | 18/09/2017 | Fortnightly | 1 | 200.00 | 30.00 | 170.00 | Not Created | |
| PAY-001510 | COMPLETED | Pay Summ... | 30/06/2016 | 1/06/2016 | 30/06/2016 | Monthly | 1 | 8,028.66 | 2,631.00 | 5,397.66 | Submissio... | PSUM0015... |
| PAY-001508 | COMPLETED | Annually2... | 30/06/2016 | 1/07/2015 | 30/06/2016 | Annually | 1 | 379,600.00 | 186,004.00 | 193,596.00 | Submissio... | PSUM0015... |
| PAY-001507 | COMPLETED | Annually2... | 30/06/2015 | 1/07/2014 | 30/06/2015 | Annually | 1 | 379,600.00 | 186,004.00 | 193,596.00 | Submissio... | PSUM0015... |
| PAY-001505 | COMPLETED | Pay Summ... | 31/05/2016 | 1/05/2016 | 31/05/2016 | Monthly | 1 | 8,028.66 | 2,631.00 | 5,397.66 | Submissio... | PSUM0015... |

### Lodgement Status

The status of the batch's lodgement with the ATO is on the header of the Pay Run Details form and in the **STP Batch Status** column of the Manage pays form. The Manage Submissions form gives more detailed information about the batch's status.

Possible statuses are:

- **No status** – the batch hasn't been sent yet.
- **Not created** – the system was unable to create an STP batch for the pay run.
- **Submission pending** – the batch has been sent, but no reply has been received yet.
- **Submission received** – the batch has been sent and successfully received by MYOB's online services.
- **Submission failed** – the batch could not be sent to MYOB's online services.
- **Submission successful** – the batch has been successfully lodged with the ATO.
- **Submission not successful** – the batch has been lodged with the ATO, but one or more errors were returned. Details of the errors are displayed on the Errors tab.

To update the status once the batch has been sent, click **Check Lodgement Status** on the Manage Submissions form.

**Note:** Response times from the ATO can vary according to the size of the payroll and the status of the ATO's services. It can take between a few minutes and a few hours to receive a response, depending on these factors.

On the Manage Submissions form, a batch's status is broken down into three levels:

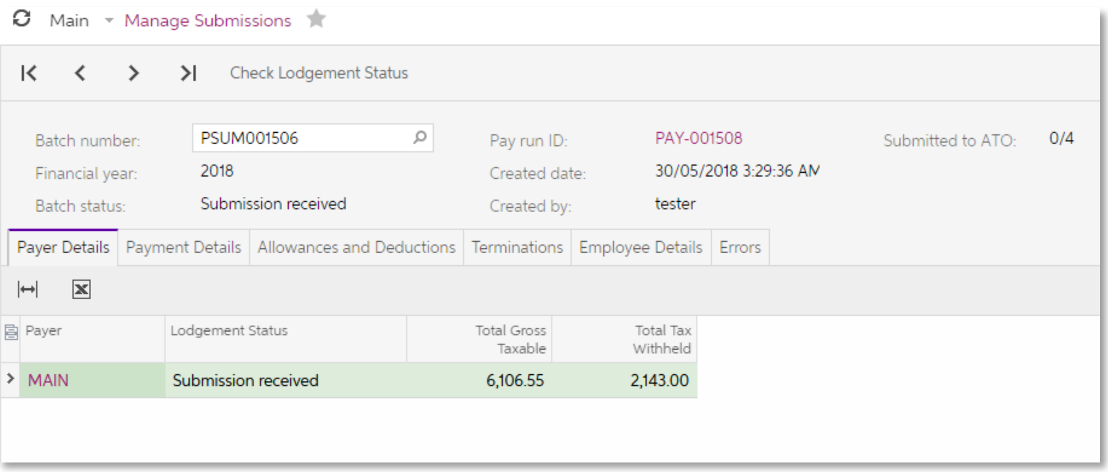
- The status of the batch as a whole is displayed in the form header.
- The status of each branch included in the batch is displayed on the Payer Details tab.
- The status of each employee included in the batch is displayed on the Payment Details tab.

Any "Submission not successful" errors in one level will affect the level above, i.e. if one employee is the batch has the status "Submission not successful" on the Payment Details tab, then that employee's branch will also have the status "Submission not successful" on the Payer Details tab, which will result in the batch having the "Submission not successful" status on the header.

If the batch includes any errors, an extra Errors tab is available on the Manage Submissions form. This tab contains full details of each error, allowing you to identify and correct the problems.

## STP Batch Details

The Manage Submissions form displays all information included in the STP submission. This information is split into several sections.




**Note:** The details on the Payer Details tab are the totals for the originating pay run only. The details on the other tabs are year-to-date totals for the entire financial year.

### Form Header

The header area of the form displays information about the submission.

## Payer Details Tab

The Payer Details tab displays lodgement statuses and totals for each branch included in the originating pay run.

> **Note:** If an employee has been paid from another branch in the past, the amounts for that branch will not be included in their totals for this STP batch. This is not a problem—once STP data is finalised at the end of the financial year, all amounts will be included.

If the batch could not be sent to the ATO, a **Re-send to ATO** button is available on the toolbar for this tab.

## Payment Details Tab

The Payment Details tab displays statuses and year-to-date income information for each employee included in the batch.

## Allowances and Deductions Tab

This tab displays year-to-date totals for the deductions and/or allowances for the employees in the batch. Only employees with deduction/allowance amounts appear on this tab

## Terminations Tab

This tab displays information on the termination payments for any terminated employees included in the batch.

## Employee Details Tab

This tab displays taxation and contact details for each employee included in the STP batch.

## Errors Tab

This tab appears if any errors were returned when the batch was sent to the ATO, and displays the details of all errors. You can click on the ID code of the entity (branch, employee or pay item) that each error applies to—this will open the editing window for that entity so that you can correct the information.

# Employee Terminations and STP

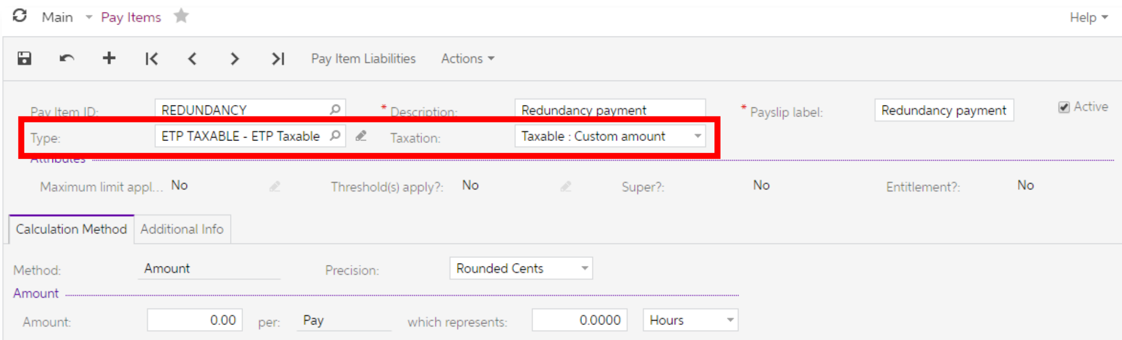
Details of employees' termination payments (ETP) are included in STP data. To be able to process ETPs, pay items must be set up for all termination payment items.

A separate process must be followed if an employee was terminated during the financial year in which STP was enabled, but before the date when STP was enabled.

## Setting up ETP Pay Items

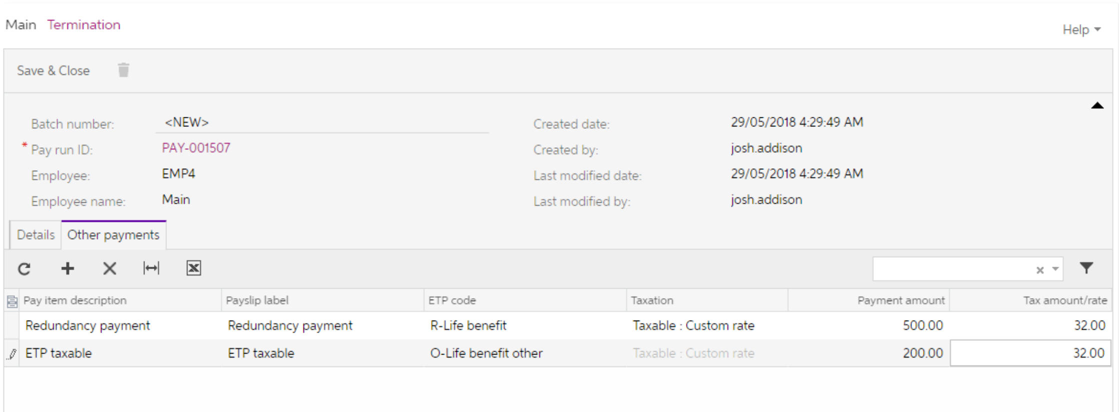
To be able to process terminations after STP has been enabled, you will need to set up pay items for all payments that will be included in employee termination payments (ETP). When setting up ETP pay items:

- Set the **Type** to "ETP TAXABLE" or "ETP TAX FREE", depending its taxation status.
- For "ETP TAXABLE" pay items, set the **Taxation** option, which can either be a custom rate or custom amount. If a custom rate, enter the rate in the **Tax @ (%)** field.




## Processing Terminations

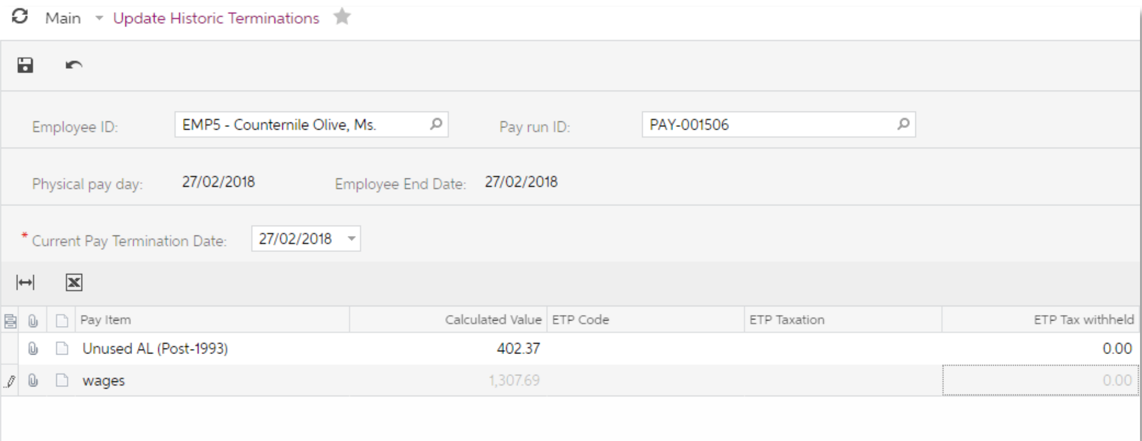
When an employee is terminated after STP has been enabled, their termination details will be included in the STP data for the pay run that includes their termination pay. Open the Termination window as usual by clicking **Termination** on the Employee's Current Pay form (MP.PP.31.30), select "Other" for the reason, then enter termination payments on the appropriate tab. Continue to process the pay as normal.



## Historical Terminations

As the ETP pay item types were not available before the introduction of STP features, if an employee was terminated before STP was enabled, their ETP would have been processed by adding custom pay items with a custom tax rate/amount.

In these cases, you will need to use the Update Termination History form (MP.PP.50.21) to enter ETP information for the custom pay items, which will add their termination payment amounts to the STP data.




To add termination payment amounts to the STP data:

1. Use the **Employee ID** and **Pay Run ID** fields to select the terminated employee and the pay run that contained their final pay.
2. If a termination date was entered on the Termination form, it will be displayed in the **Current Pay Termination Date** field; otherwise you must enter the termination date manually.
3. All income and allowance pay items for the employee are displayed in the main table. For each pay item:
    a. Select the ETP code that applies to the item.
    b. Select the ETP tax treatment (taxable or non-taxable) that applies to the item.
    c. For taxable items, enter the amount of tax withheld.
4. Click **Save**.

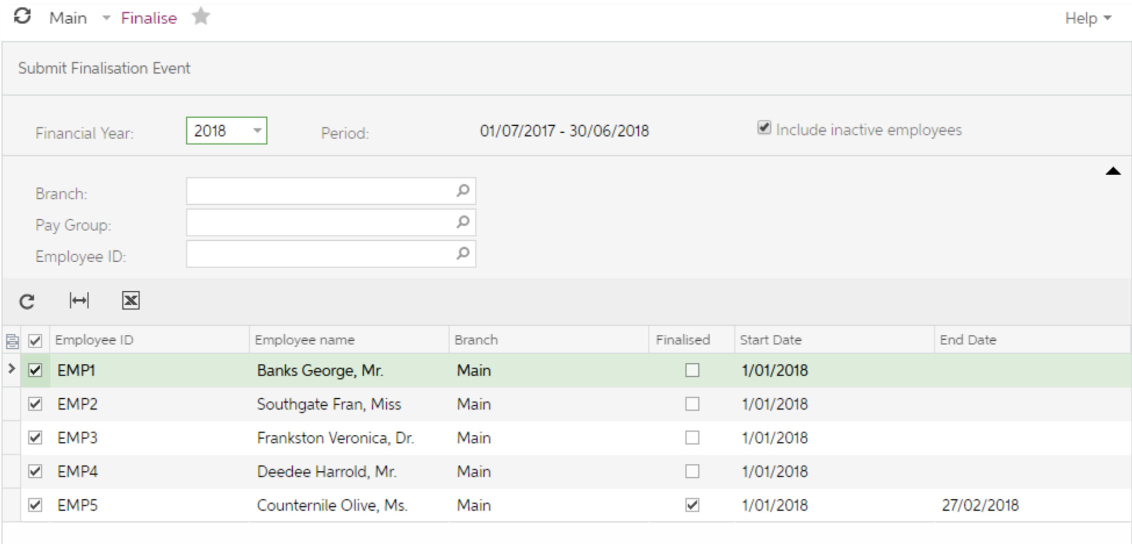
**Note:** See **the ATO website** for detail on ETP codes.

# Finalising STP Data

At the end of each financial year, you must send a finalisation declaration for each employee. This updates STP data for all active and inactive employees (including terminated employees), and indicates that you have provided all of their information for the financial year through STP reporting. From this data, the ATO will pre-fill each employee's taxation information in their myGov account.

> **Note:** When an employee is terminated, a finalisation declaration is automatically included in the STP batch for the pay run that they were terminated in.

Send finalisation declarations on the Finalise form (MP.PP.50.23):



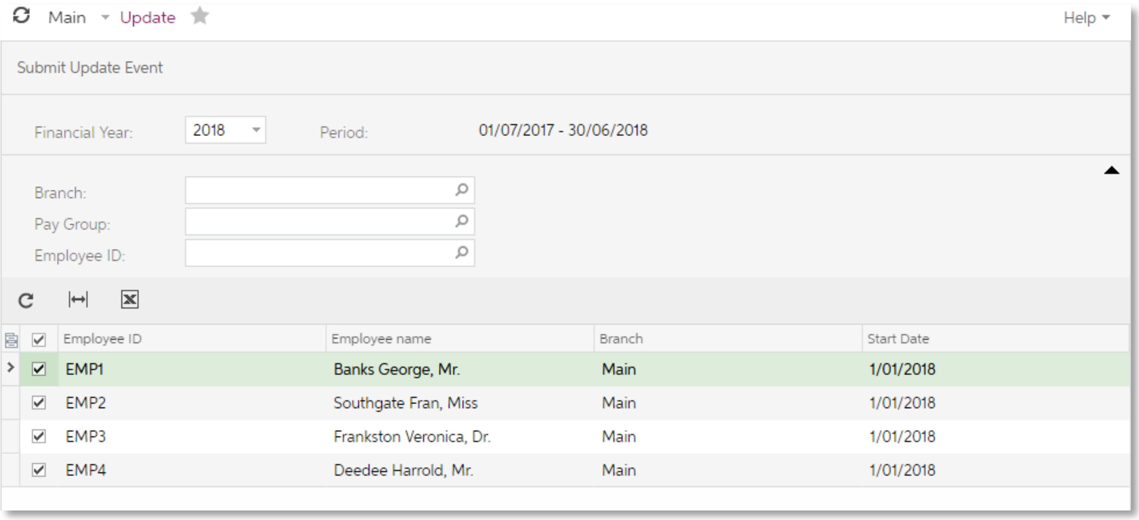

Use the controls at the top of the form to filter the list of employees, tick the boxes for all employees you want to send a finalisation declaration for, then click **Submit Finalisation Event** to send declarations for the selected employee(s).

Any employees whose STP data has been finalised will have a tick in the **Finalised** column on this form.

## Updating Employee 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.

Send STP updates on the Update form (MP.PP.50.22):




Use the controls at the top of the form to filter the list of employees, tick the boxes for all employees you want to send an update for, then click **Submit Update Event** to send updates for the selected employee(s).

This updates the STP data for all active employees; no payer information is sent.

## Summary of Changes

The following interface changes have been made to the Payroll module to allow for Single Touch Payroll reporting:

- New screen: Check Data (MP.PP.50.20) – lets you run validation checks against your records to ensure that they have all the information needed for STP submissions.
- New screen: Manage Submissions (MP.PP.50.19) – lets you view the details of all STP submissions, including any errors that may have been returned.
- New screen: Update Termination History (MP.PP.50.21) – lets you enter STP data for employee terminations that occurred before STP was activated.
- New screen: Finalise – sends a finalisation declaration for one or more employees.
- New screen: Update – updates STP data for one or more employees without processing a pay run.
- New Single Touch Payroll tab on the Payroll Preferences screen (MP.PP.11.00) – displays information on the process of setting up STP lets you activate STP for your organisation.
- New STP columns on the Manage Pays screen (MP.PP.41.10) display the STP batch associated with each pay run and the status of each batch.
- Updates to the Pay Run Details screen (MP.PP.31.20):
    - A new field displays the STP batch generated for the pay run.
    - A new action is available for creating an STP batch for the pay run, in cases when the batch could not be generated automatically.
- Payment Summary categories on the Pay Item Liabilities form (MP.PP.10.25) are now called ATO categories
    - New STP-specific ATO categories have been added for allowances, replacing the existing “Allowances” category, which applies to Payment Summaries only.
- New “ETP TAXABLE” and “ETP TAX FREE” pay item types for us when setting up ETP pay items.
- Updates to the Termination screen (MP.PP.53.00):
    - A new “Other” option is available in the **Reason** dropdown.
    - A new Other payments tab is available for entering details of ETP payments.
- New **Update open pay(s)** and **Update completed pay(s)** check boxes on the Employment tab of the Pay Details screen let you apply changes to an employee’s Payment Summary Type to current and historical pays.

# Resolved Issues

The following table details the issues that are addressed by this release.

| Problem ID | Description |
|---|---|
| **System and Platform** | |
| **156020244896** 157221684361 156426000481 156019905206 | In some cases, when publishing customisations, customised endpoints could lose some of their data and require manual correction. |
| **156032150126** 155997587951 | Users with the “Executive User” licence type could not access the Sales Profitability (AR.60.10.00), Dunning Letter History by Customer (AR.40.800.0) and Dunning Letter History by Document (AR.40.85.00) reports. This has been resolved. |

# Known Issues

The following known issues and breaking changes have been identified in this release.

## Partner users visible on some forms

User accounts with the licence type MYOB_Partner and the Admin account used exclusively by MYOB are hidden from all other users; they do not appear on user selection lists. However, these user accounts will appear in selection lists on the following forms:

- Event > Attendees (CR.30.60.30)
- Role List (SM.65.10.00)

## Errors with the "Portal Customiser User" user type

After adding the Administrator role to users with the user type Portal Customiser User, the error message "Administrator role not found in the system" will appear if the **Guest Role** option is not ticked for the Administrator role on the User Roles form (SM.20.10.05).

**Note:** This option is unticked by default.