

WageEasy Australia

End of Year 2023 *Quick Reference Guide*



This guide assumes your use of these Access Group Support options



Context Help

Press F1 on your keyboard or choose the Help Menu



Knowledge Base

<https://access-support.force.com/Support/s/>



Learning Services

1300 624 724
apac.learningservices@theaccessgroup.com



End of Year Manual

Available via our End of Year eLearning.



Support

APAC.support.wageeasy@theaccessgroup.com

1300 924 332

Decide your actions for pay period ends that fall close to year end

Objective

Ensure that your last PPE for 2022/2023 is paid to employees within the current financial year.

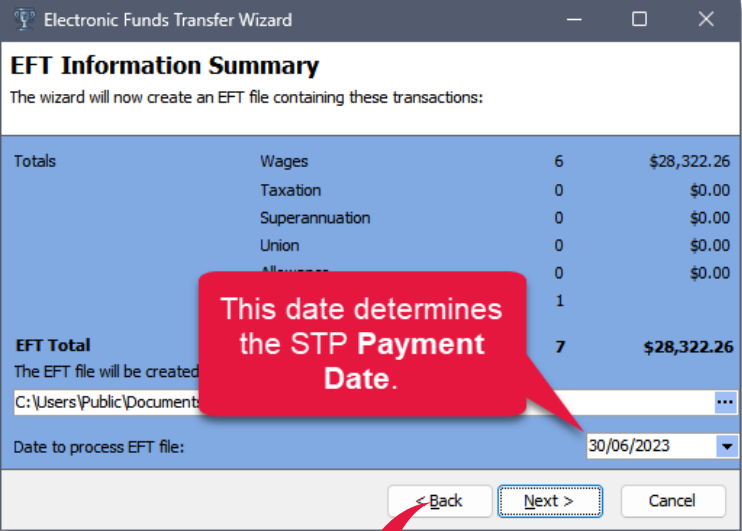
If this is not possible, make plans now for that PPE to be allocated to the 2023/2024 year.

In your payroll system, your EFT Banking **Date to Process EFT file** becomes your STP Reporting **Payment Date**. This Payment Date determines the tax year that the PPE is assigned to. This example would therefore fall into the 2023 tax year.

! But what if your PPE of **Friday June 30**, is paid the following **Monday July 3**? This would fall in the 2024 year.

This step is therefore about planning ahead. Potential choices:

- Paying the June 30 PPE **early** so it falls in the current year.
- Changing your **Taxation Year Boundaries** to assign that PPE to the 2024 year.
- Accounting for any other pay frequencies you have with the same PPE but perhaps paid earlier.



Electronic Funds Transfer Wizard

EFT Information Summary

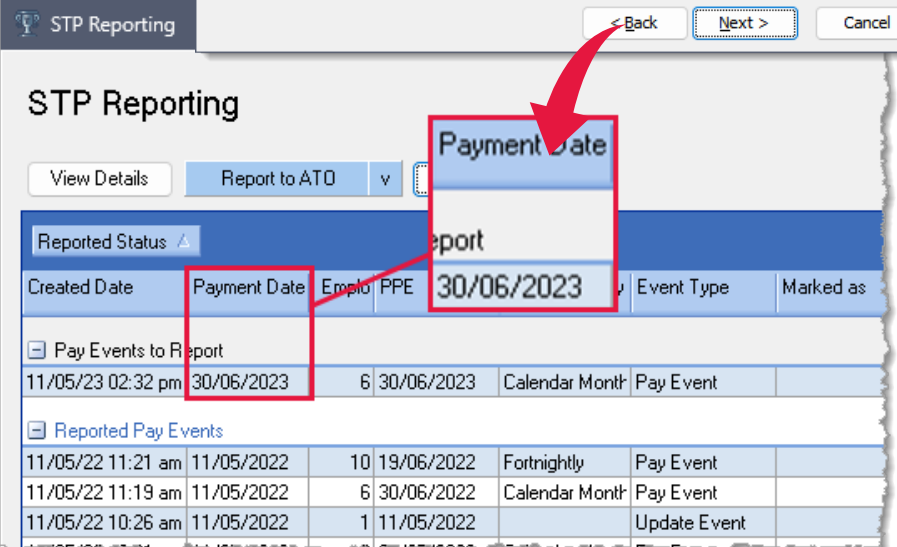
The wizard will now create an EFT file containing these transactions:

Totals			
	Wages	6	\$28,322.26
	Taxation	0	\$0.00
	Superannuation	0	\$0.00
	Union	0	\$0.00
	Allowances	0	\$0.00
		1	
EFT Total		7	\$28,322.26

The EFT file will be created at: C:\Users\Public\Documents\...

Date to process EFT file: 30/06/2023

< Back Next > Cancel



STP Reporting

View Details Report to ATO v

Reported Status Report

Created Date	Payment Date	Empl	PPE	Event Type	Marked as
	30/06/2023				
Pay Events to Report					
11/05/23 02:32 pm	30/06/2023	6	30/06/2023	Calendar Month	Pay Event
Reported Pay Events					
11/05/22 11:21 am	11/05/2022	10	19/06/2022	Fortnightly	Pay Event
11/05/22 11:19 am	11/05/2022	6	30/06/2022	Calendar Month	Pay Event
11/05/22 10:26 am	11/05/2022	1	11/05/2022		Update Event



Search for **Year End Boundaries**.

Ensure you are using the latest version of WageEasy

Objective

Ensure you are on the latest version of the system.

Start thinking about your own STP2 enablement journey.

- At the time of writing, the latest version available is **7.8.1.8383** released on **August 29, 2022**. Please upgrade to this, if you have not already done so.
- Cloud-based customers will have had the upgrade applied for them.

Great Company Australia
 Serial No. 50076-10289-22170
 Registered for 25 Employees. Period: Expiry 27 Sep 2024.
 Maximum Active Employees: 25
 Current Employees: 20 Active, 8 Inactive



7.8.1.8383 Australia
System Info
OK



The next update will be **STP2 capable**

Once you are settled into your 2023/2024 tax year, if you haven't already started, then you must begin planning for the STP2 enablement deadline of **September 30, 2023**. This date is when the ATO's STP2 deferral for WageEasy will end.



Plan ahead

The next update will be **STP2 capable**. It is your job to configure your employees and system components ready for you to **enable** STP2 in your system before your first pay in October 2023.



Search for:
Upgrade

Enter Reportable Fringe Benefit amounts for employees (if required)

Objective

Edit affected employee files to include their Reportable Fringe Benefit.

Consider if your business is classed as Fringe Benefit Exempt.

If an employee has a Fringe Benefit amount with a taxable value in excess of \$2000.00, the grossed up taxable value must be offered via STP Reporting. This is entered via the **Tax Details** section of the employee file.

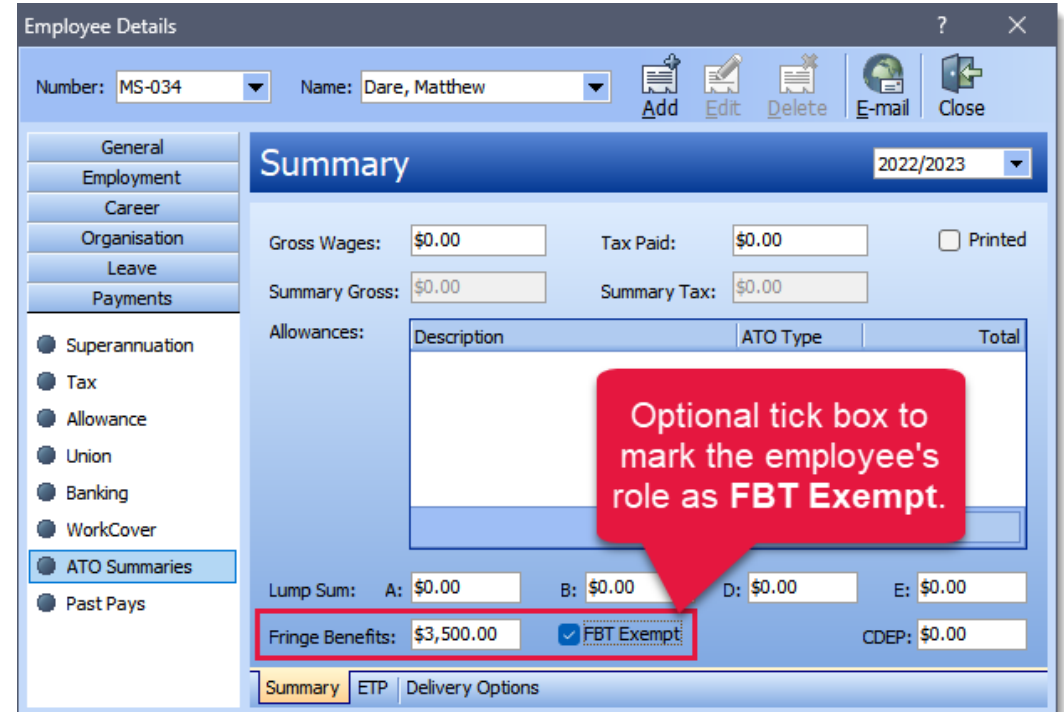


If your organisation is classed as Fringe Benefit Exempt, you can configure this via **Setup > Preferences > Taxation > Tax Configuration > FBT Exempt**.

Configuring your organisation as FBT Exempt, offers a tick box in the employee file where you can mark individuals as FBT Exempt or not.



Search for: **Fringe Benefit**.



Employee Details

Number: MS-034 Name: Dare, Matthew

Summary 2022/2023

Gross Wages: \$0.00 Tax Paid: \$0.00

Summary Gross: \$0.00 Summary Tax: \$0.00

Description	ATO Type	Total
[Empty table body]		

Lump Sum: A: \$0.00 B: \$0.00 D: \$0.00 E: \$0.00

Fringe Benefits: \$3,500.00 FBT Exempt CDEP: \$0.00

Summary ETP Delivery Options



To report on Fringe Benefit configured run **Reports > ATO Payment Summaries > ATO Payment Summary Report**.

Confirm Company Details

Objective

Have any of your company details changed over this financial year?

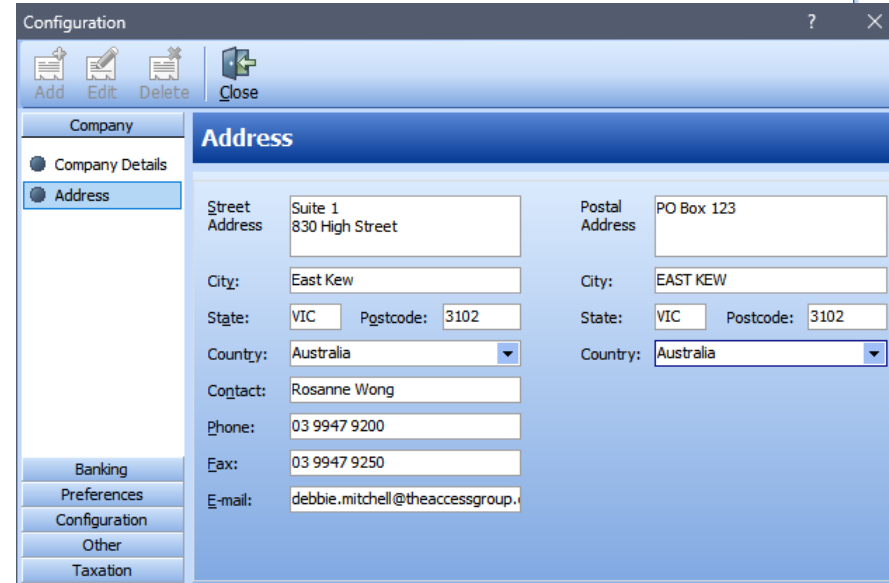


STP2 enablement in the new tax year

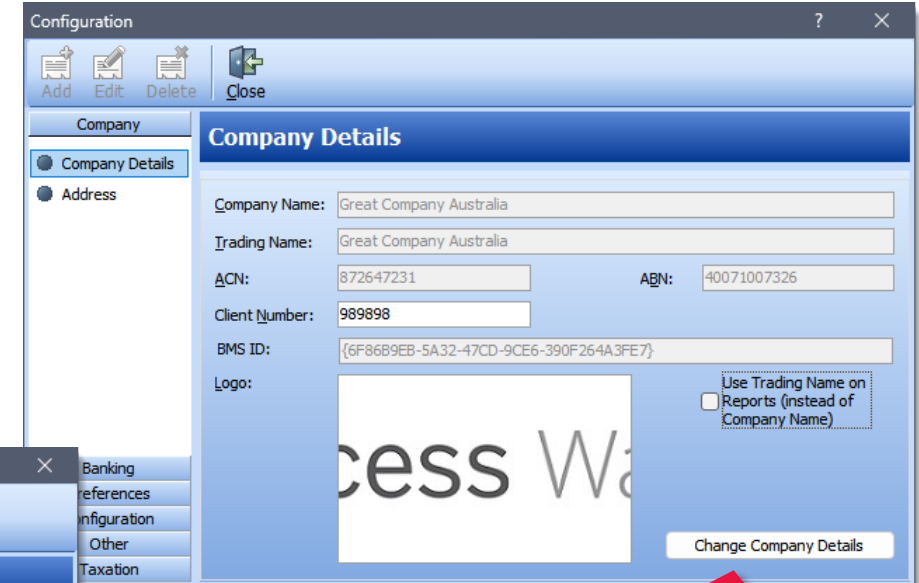
As part of your STP2 enablement in the new tax year, you will need to review your **Company Details** once again. You must also determine and signal if you are a **Registered Working Holiday Maker** employer.


Navigate to **File > Company Details**.

It is essential to check that your company name, ABN and contact details are correct before you commit to your STP Update Final Pay Event. If you find an error with your company name or ABN, apply the **Change Company Details** function.



Address	
Street Address	Suite 1 830 High Street
Postal Address	PO Box 123
City:	East Kew
State:	VIC Pgstcode: 3102
City:	EAST KEW
State:	VIC Postcode: 3102
Country:	Australia
City:	EAST KEW
State:	VIC Postcode: 3102
Country:	Australia
Contact:	Rosanne Wong
Phone:	03 9947 9200
Fax:	03 9947 9250
E-mail:	debbie.mitchell@theaccessgroup.



Company Details	
Company Name:	Great Company Australia
Trading Name:	Great Company Australia
ACN:	872647231
ABN:	40071007326
Client Number:	989898
BMS ID:	{6F8689EB-5A32-47CD-9CE6-390F264A3FE7}
Logo:	
	<input type="checkbox"/> Use Trading Name on Reports (instead of Company Name)
Change Company Details	

This **Change Company Details** will activate the Registration Wizard where you will be able to amend these details by selecting **Change Licence details**.



Search the Knowledge Base for: **Licence**.

Check employee contact and tax details

Objective

Confirm your employees' contact and tax details before you commit to the STP Update Final Event.

Try running reports to acquire an overview.

At this time of year, you must satisfy yourself that employees' contact details and tax information are correct. This can include their being on the correct tax table, having a valid TFN or their Medicare settings being correct.

To check your employees, you could work your way through them one by one using the employee file.

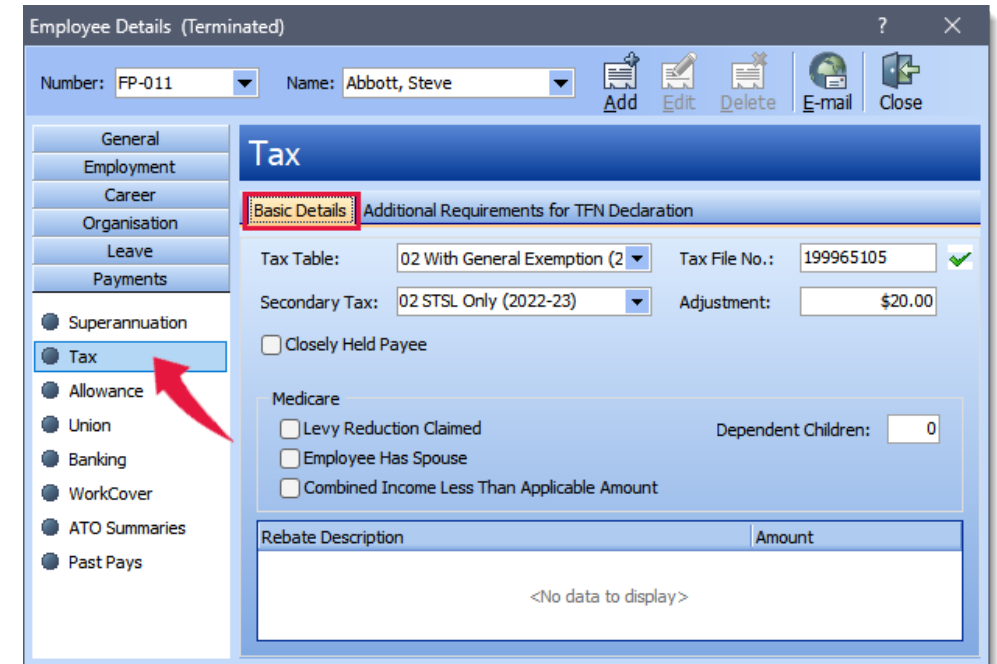


STP2 enablement in the new tax year

Your STP2 enablement preparation includes reviewing your employees' tax settings ready for the new STP2 fields of **Income Type** and **Tax Treatment**. Make use of this End of Year task to identify employees with unusual configuration.



Search for:
Employee



Employee Details (Terminated)

Number: FP-011 Name: Abbott, Steve

General
Employment
Career
Organisation
Leave
Payments
Superannuation
Tax
Allowance
Union
Banking
WorkCover
ATO Summaries
Past Pays

Tax

Basic Details Additional Requirements for TFN Declaration

Tax Table: 02 With General Exemption (2) Tax File No.: 199965105 ✓

Secondary Tax: 02 STSL Only (2022-23) Adjustment: \$20.00

Closely Held Payee

Medicare

Levy Reduction Claimed Dependent Children: 0

Employee Has Spouse

Combined Income Less Than Applicable Amount

Rebate Description	Amount
<No data to display>	

Alternatively, to get an overview of your employees' configuration try these reports:

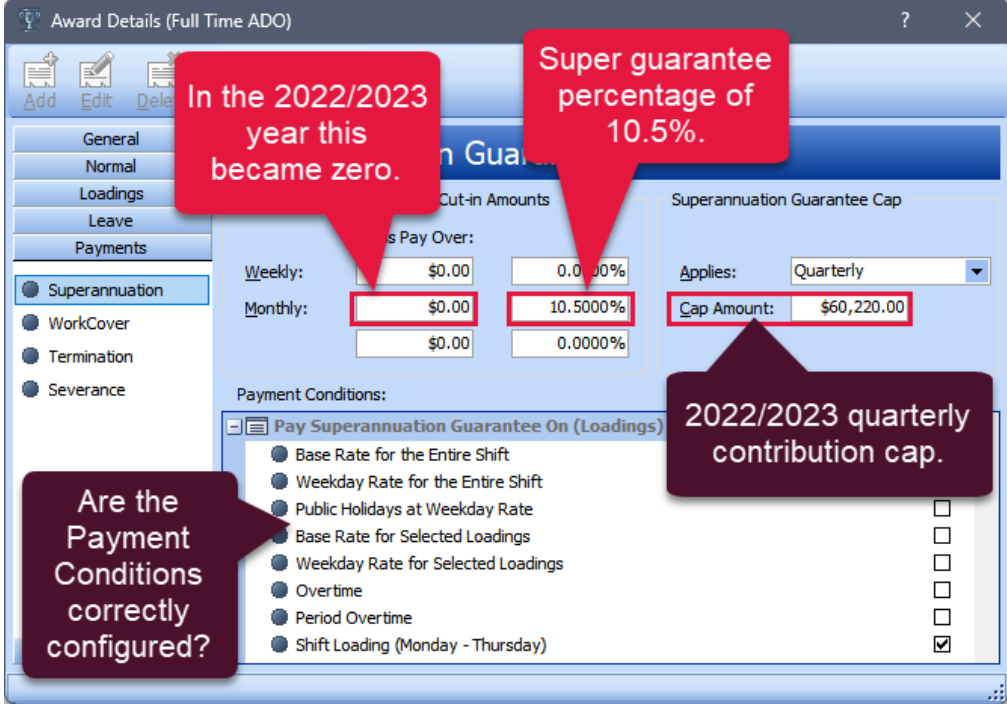
- Reports > User-defined Report > Employee Address & Tax File Number.
- HR > User Defined Queries > Employee Tax Tables.

Objective

Check each of your Awards' Super Guarantee settings to ensure that values and superannuation triggers are correctly configured.

Head to **Setup > Awards** then within each Award navigate to **Payments > Superannuation**. Check these things:

- That for 2022/2023 your **Gross Pay Over** was set to zero.
- That you have been paying super guarantee at **10.5%**.
- That you have applied the correct quarterly contribution **Cap Amount** for the year (\$60,220 for 2022/2023).
- That the correct **Payment Conditions** have been selected, that is, that the super guarantee is being triggered by appropriate forms of pay.



Award Details (Full Time ADO)

Superannuation

Payments Pay Over:

Weekly:	\$0.00	0.0000%
Monthly:	\$0.00	10.5000%
	\$0.00	0.0000%

Superannuation Guarantee Cap

Applies: Quarterly

Cap Amount: \$60,220.00

Payment Conditions:

- Pay Superannuation Guarantee On (Loadings)
 - Base Rate for the Entire Shift
 - Weekday Rate for the Entire Shift
 - Public Holidays at Weekday Rate
 - Base Rate for Selected Loadings
 - Weekday Rate for Selected Loadings
 - Overtime
 - Period Overtime
 - Shift Loading (Monday - Thursday)



Run **Reports > User-defined > Award Super Audit Report** to get an overview of your Awards' configuration in this regard.



Found a configuration error?

You'll need to find employees linked to the Award, the super values missed, then make payments, probably via a **Supplementary Pay Slip**.



Search for: **Super.**

Objective

Review your Reportable Employer Super Contribution (RESC) configuration before your Final Pay STP Update event.

There are two forms of RESC, both configured via the employee file:

- Employee superannuation deductions before tax known as Super Salary Sacrifice.
- Additional Employer Super where the employee has *influenced* the payment in some way.



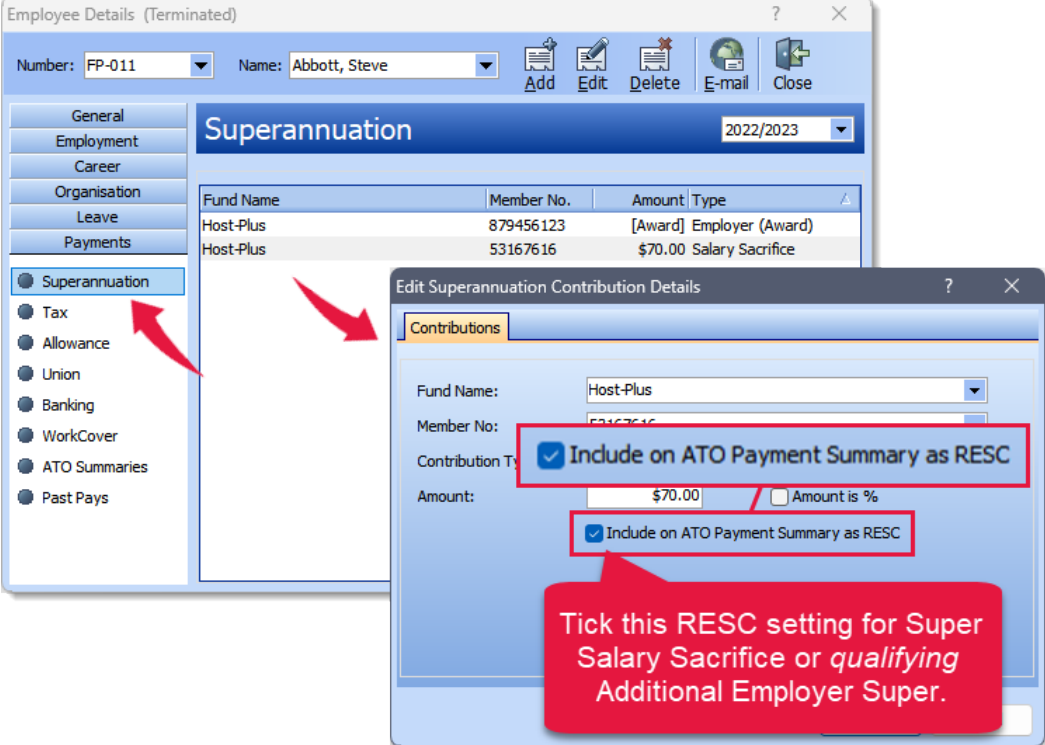
Run Reports > User defined > Super by Department with Gross Total Report to identify employees with Salary Sacrifice or Additional Employer Superannuation.



Changed your RESC settings? Run the User Defined Query **Fix RESC flag 2023** that retrospectively applies the setting back through the year. Find this query via the Access Knowledge Base.



Search for:
RESC or query.



Employee Details (Terminated)

Number: FP-011 Name: Abbott, Steve

Superannuation 2022/2023

Fund Name	Member No.	Amount	Type
Host-Plus	879456123	[Award]	Employer (Award)
Host-Plus	53167616	\$70.00	Salary Sacrifice

Edit Superannuation Contribution Details

Contributions

Fund Name: Host-Plus

Member No: 53167616

Contribution Type: Include on ATO Payment Summary as RESC

Amount: \$70.00 Amount is %

Include on ATO Payment Summary as RESC

Tick this RESC setting for Super Salary Sacrifice or qualifying Additional Employer Super.



STP2 enablement in the new tax year. RESC will still be a feature of STP2 and is configured in the same way. *Employee* RESC will be reported differently.

Objective

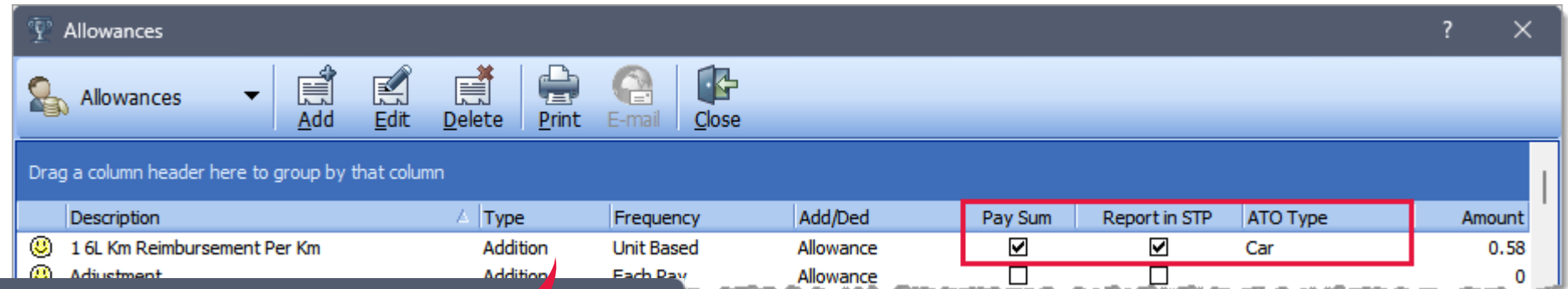
Check the configuration of your Allowances and Deductions that need to be separately listed via STP Reporting.

For the 2023-year end, the focus is still on STP Phase 1 Reporting.

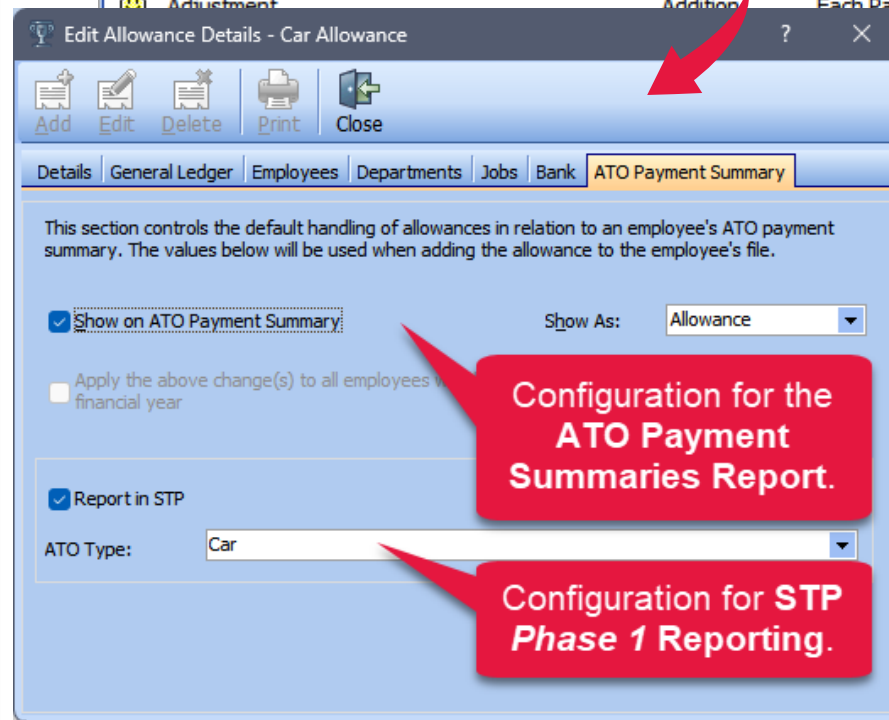
Navigate to **Setup > Allowances**.



Search for: **STP, Deductions, Giving or Allowance**.



Description	Type	Frequency	Add/Ded	Pay Sum	Report in STP	ATO Type	Amount
1 6L Km Reimbursement Per Km	Addition	Unit Based	Allowance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Car	0.58
Adjustment	Addition	Each Pay	Allowance	<input type="checkbox"/>	<input type="checkbox"/>		0



Configuration for the ATO Payment Summaries Report.

Configuration for STP Phase 1 Reporting.

Review the configuration of your Allowances and Deduction Allowances for their **Report in STP** and **ATO Type** settings. You must configure the **Show on ATO Payment Summary** values to be the same so that the **ATO Payment Summaries Report** aligns with your STP Phase 1 reporting.



With **STP2** enablement in the new tax year, your reporting of WageEasy Allowances to the ATO will fundamentally change. Use this EoY step to become more familiar with the *purpose* of your Allowances.

Objective

In preparing your end of financial year you will need to reconcile your year to date.

This means that you run reports to ensure that your payroll balances back to your accounting system.

There are six to run from the **Reports** menu:

- **Payment Summary > Year to Date.**
- **Union Fees > Year to Date.**
- **Allowances > Year to Date.**
- **Leave > Leave Entitlement > By Type > Annual & Loading.**
- **ATO Payment Summaries > ATO Payment Summary Differences.**
- **ATO Payment Summaries > ATO Payment Summary Report.**

Plus, from its icon

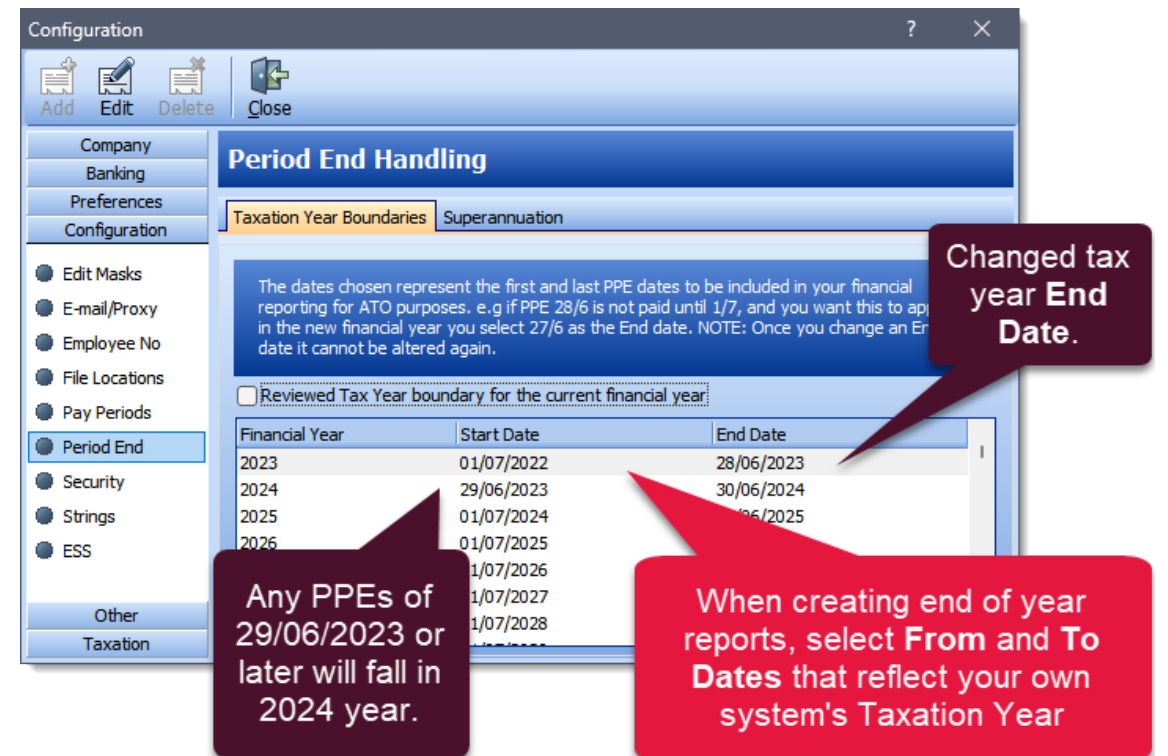
- **STP Update.** This offers YTD values across the STP Phase 1 Reporting Groups.



Search for:
Boundaries.



If you have changed your **Tax Year Boundaries** as discussed in Step 1, then you would run the reports with Period End date ranges found in your **Setup > Preferences > Configuration > Period End** for the current year.



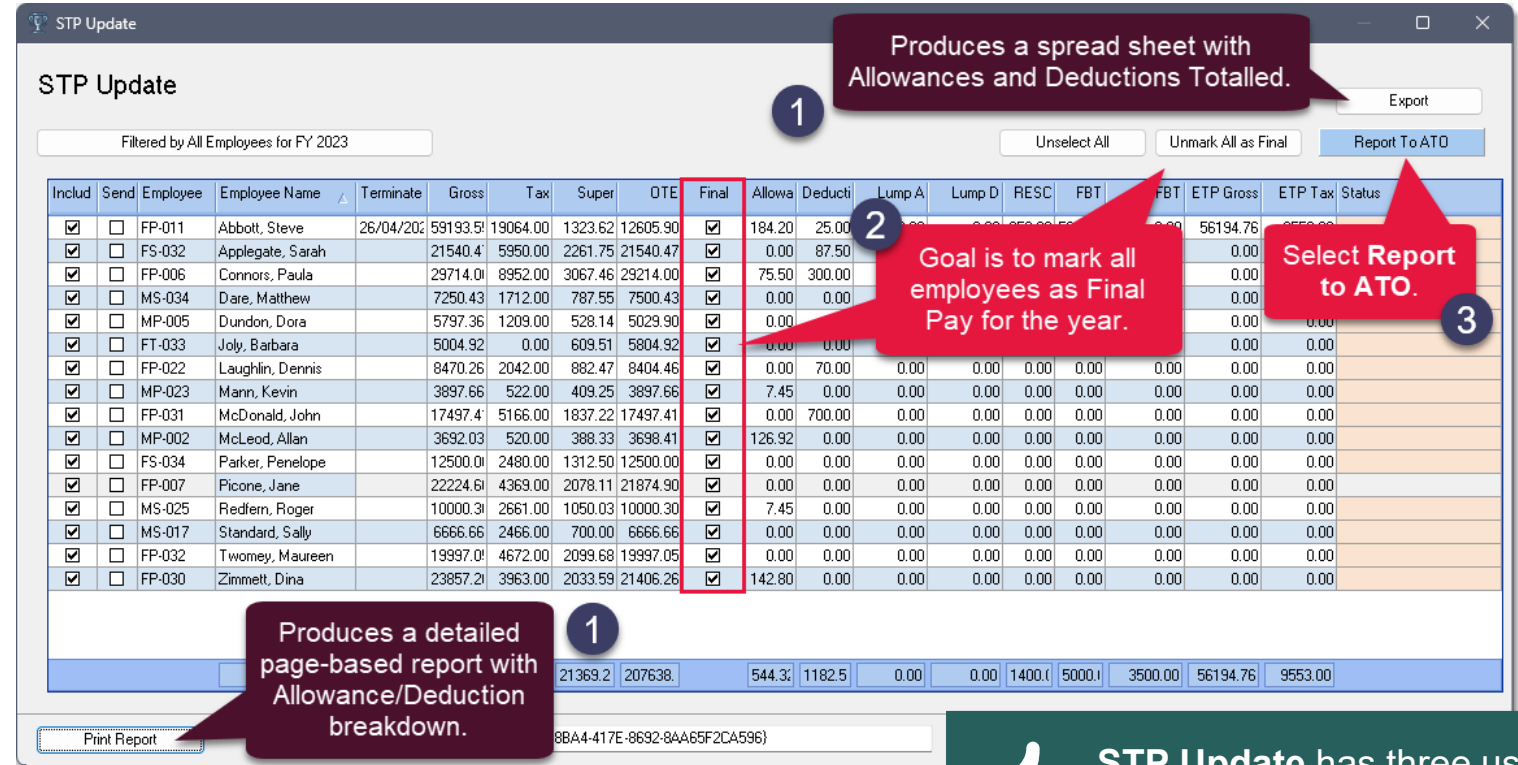
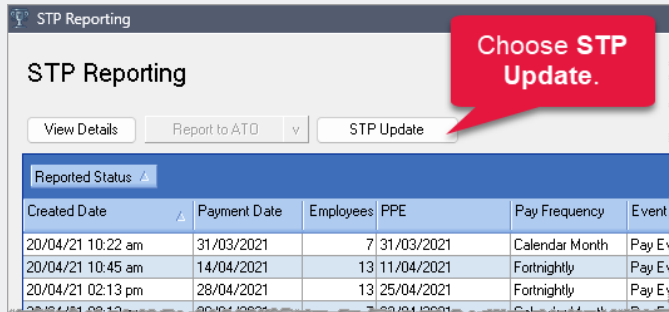
The screenshot shows the 'Configuration' window with the 'Period End Handling' section selected. The 'Taxation Year Boundaries' sub-tab is active. The table below shows the following data:

Financial Year	Start Date	End Date
2023	01/07/2022	28/06/2023
2024	29/06/2023	30/06/2024
2025	01/07/2024	30/06/2025
2026	01/07/2025	30/06/2026

Objective

Close off your payroll reporting year with STP Update.

Trigger **STP Update** via the main STP Reporting window.



1. Create a report for your files.
2. Mark all as Final.
3. Report to ATO.



STP Update has three uses:

- As a year-to-date report.
- To update employee year to date values with the ATO.
- To conclude your payroll financial year ATO reporting.



Search for: **Final Pay.**

Objective

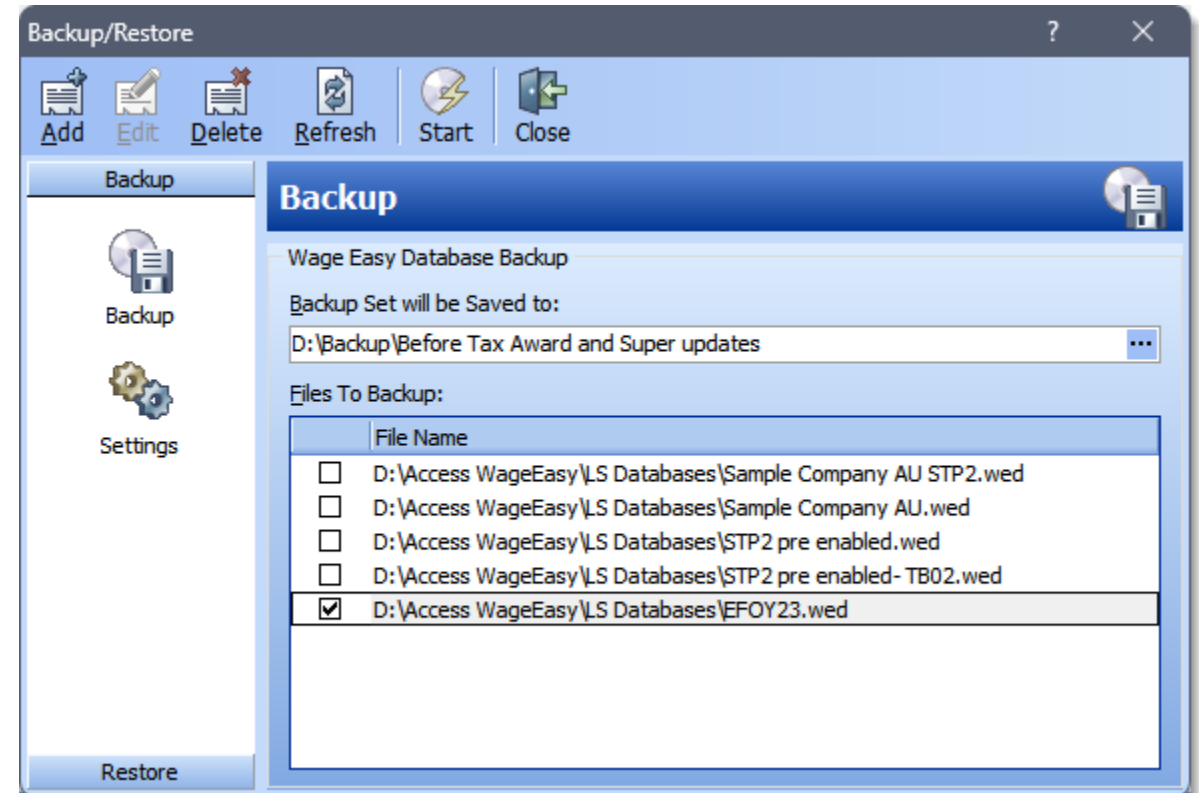
Create a **backup** of your company database.

You are about to update Tax Tables, Awards, your super guarantee amount and more. A backup is advised.

File > Close Company or
File > Backup / Restore > Backup.



Search for:
backup.



Objective

Update your system tax tables to those for 2023 / 2024.

Customers will be emailed when the update is available.

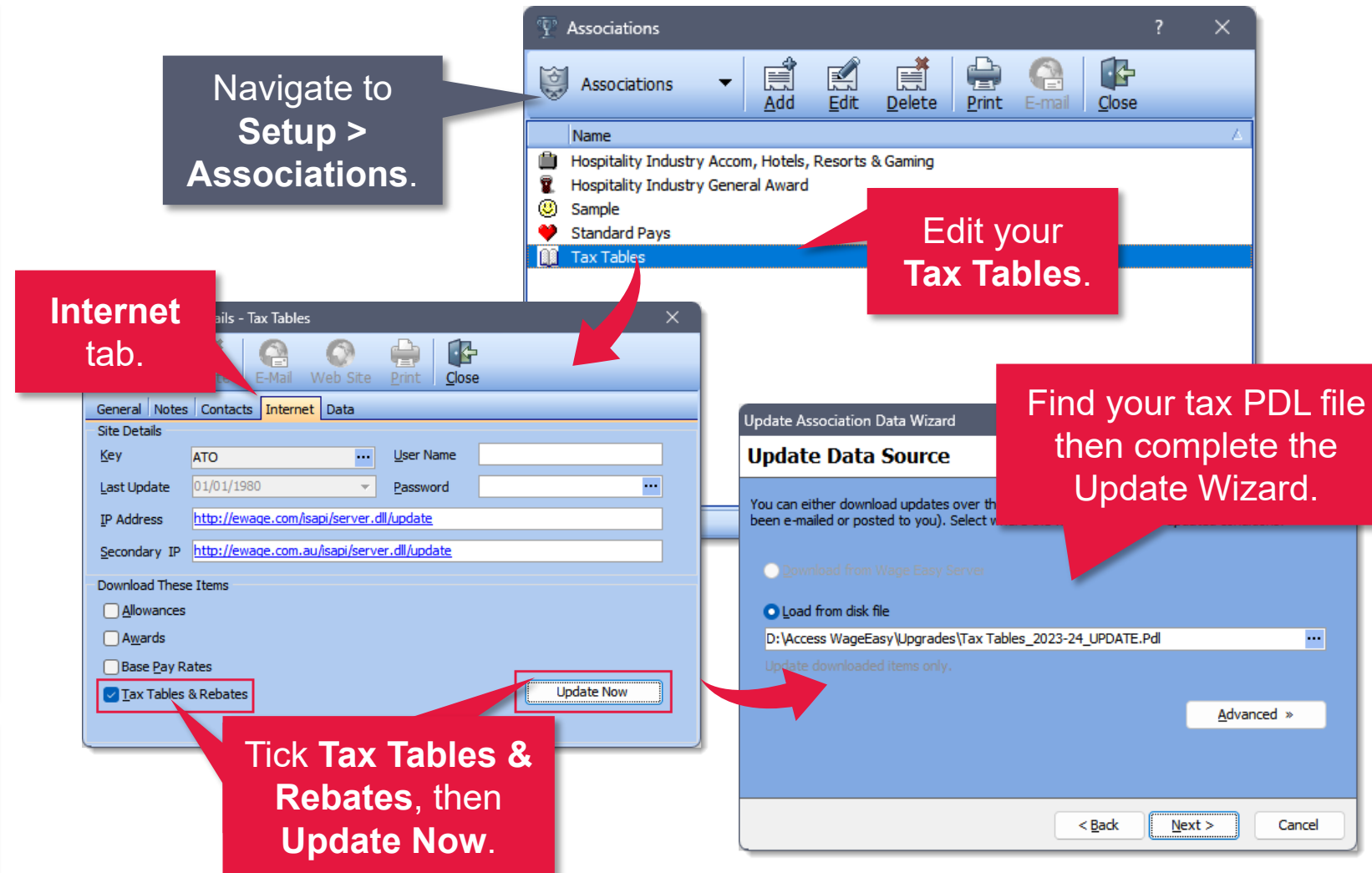
The Access Knowledge Base has step-by-step instructions on how to perform this task. Shown here are *some* of the key steps of the process.



Search for: **Tax Table**



You must run this tax table update on each of your company databases.



Navigate to Setup > Associations.

Edit your Tax Tables.

Internet tab.

Tick Tax Tables & Rebates, then Update Now.

Find your tax PDL file then complete the Update Wizard.

Objective

Update your system Modern Awards to those for 2023 / 2024.

Customers will be emailed when the update is available.

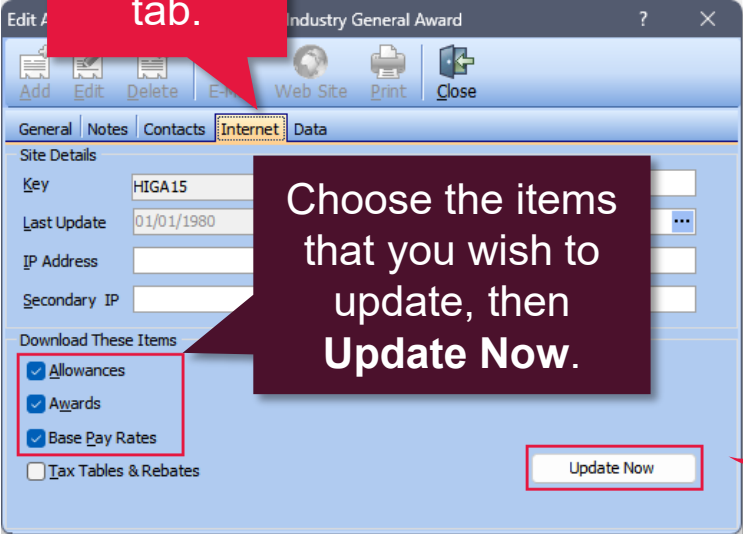
The Access Knowledge Base has step-by-step instructions on how to perform this task. Shown here are *some* of the key steps of the process.



Search for: **Award**

WageEasy provides updates to the following Modern Awards free of charge:

- General Retail Industry Award,
- Hospitality Industry (General) Award,
- Registered and Licensed Clubs Award,
- Restaurant Industry Award.



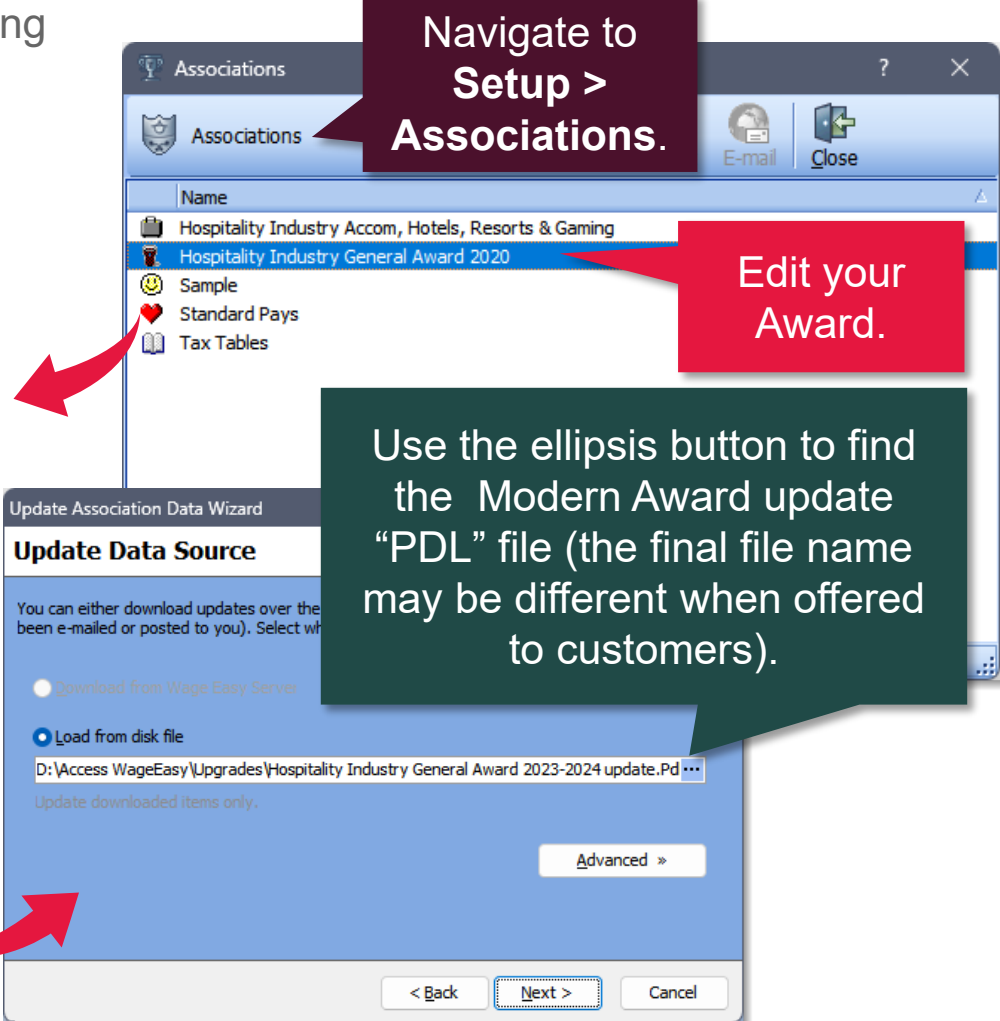
Internet tab.

Choose the items that you wish to update, then Update Now.

Download These Items

- Allowances
- Awards
- Base Pay Rates
- Tax Tables & Rebates

Update Now



Navigate to Setup > Associations.

Edit your Award.

Use the ellipsis button to find the Modern Award update "PDL" file (the final file name may be different when offered to customers).

Update Association Data Wizard

Update Data Source

You can either download updates over the web (the updates will have already been e-mailed or posted to you). Select which source you want to use.

Download from Wage Easy Server

Load from disk file

D:\Access WageEasy\Upgrades\Hospitality Industry General Award 2023-2024 update.Pd...

Update downloaded items only.

Advanced >>

< Back Next > Cancel

Objective

Does your 2024-year work out to 27 fortnights or 53 weeks?

In which case, you may need to act before the first pay of the year to configure additional PAYG deductions from each pay for affected employees.

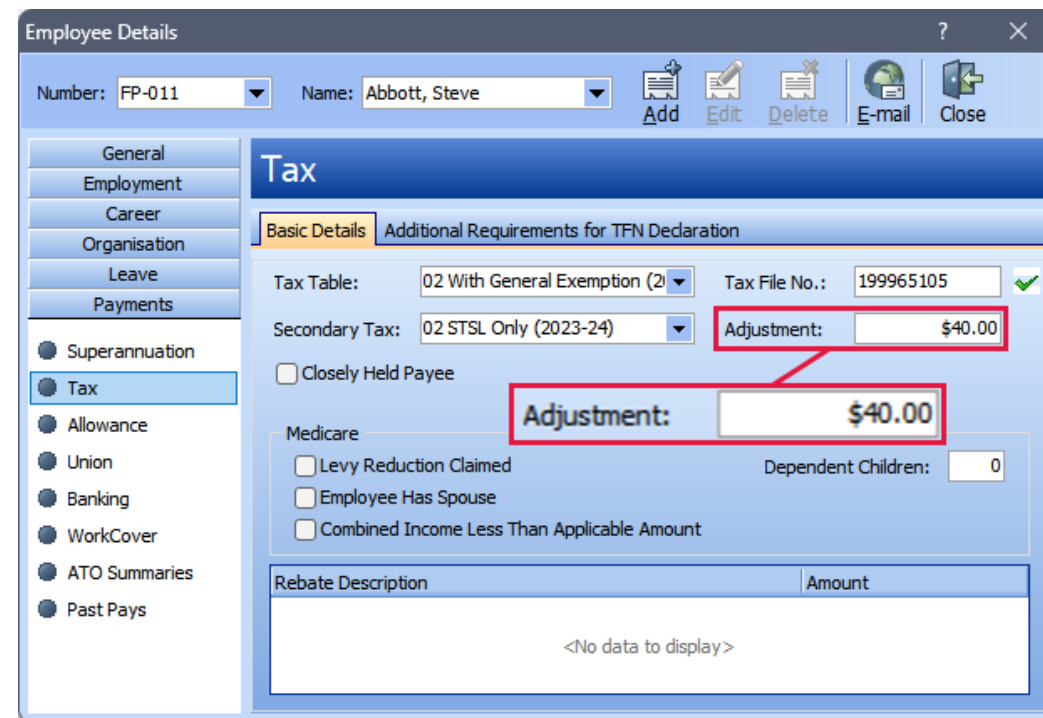


Search for: **53 week**.

This can come about for one of two reasons:

- It could be that this extra PPE has just come around again for your company associated with when your PPE dates fall.
- You had to shift your last PPE of 2023 into 2024 using the **Taxation Year Boundaries** discussed in Step 1.

Inform your employees of the additional pay and agree whether to deduct extra tax via the **Adjustment** field of the **Tax** section in the employee file.



Employee Details

Number: FP-011 Name: Abbott, Steve

General
Employment
Career
Organisation
Leave
Payments
Superannuation
Tax
Allowance
Union
Banking
WorkCover
ATO Summaries
Past Pays

Tax

Basic Details Additional Requirements for TFN Declaration

Tax Table: 02 With General Exemption (2) Tax File No.: 199965105 ✓

Secondary Tax: 02 STSL Only (2023-24) Adjustment: \$40.00

Closely Held Payee

Medicare

Levy Reduction Claimed Employee Has Spouse Combined Income Less Than Applicable Amount

Dependent Children: 0

Rebate Description	Amount
<No data to display>	



The optional user defined report, **Employee Extra Tax & Tax File Number** (available as part of the End of Year Reports and Queries zip) lists any Extra Tax (i.e., Adjustment) settings in place.

Objective

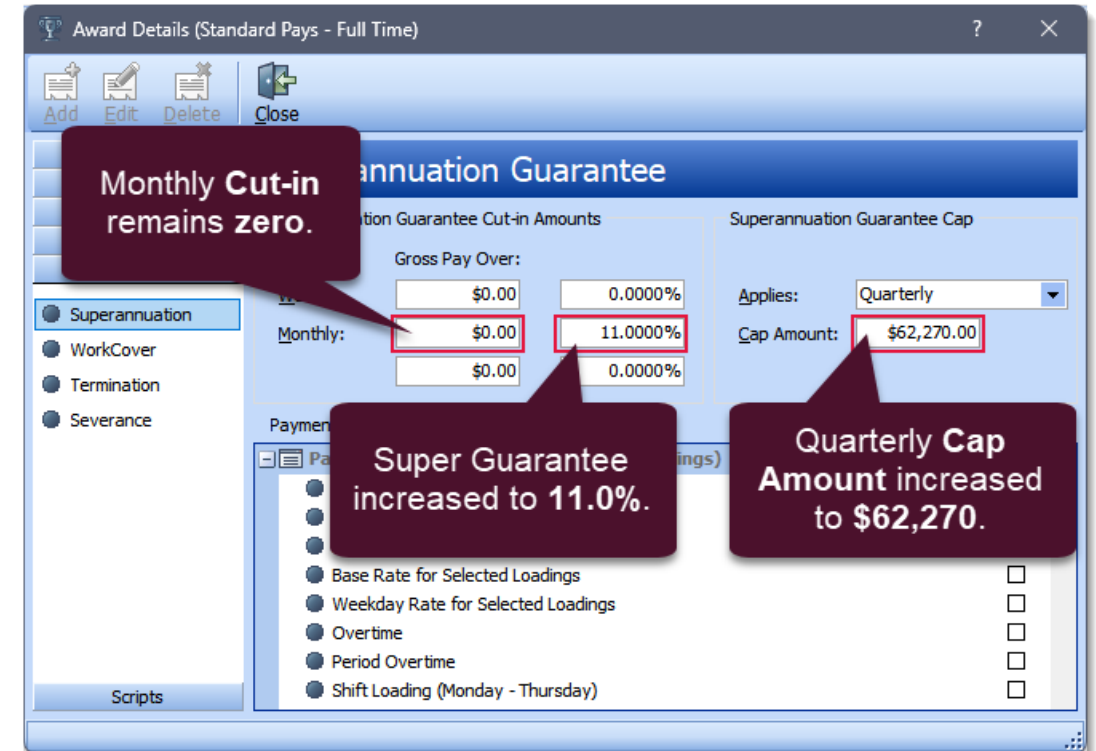
Update each Award with the super guarantee values for the 2024 tax year.



Search for:
Super.

Navigate to **Awards** then update each of them in turn with these values for 2023 / 2024.

1. The employer superannuation guarantee contribution (**SGC**) increases to **11.0%**.
2. The new Quarterly Contribution Cap associated with limiting high-earners' super guarantee, has increased from \$60,220.00 to **\$62,270.00**.



The screenshot shows the 'Award Details (Standard Pays - Full Time)' window. The 'Superannuation' tab is selected. The 'Superannuation Guarantee' section is visible, showing the following values:

Category	Value
Gross Pay Over:	\$0.00 (0.0000%)
Monthly:	\$0.00 (11.0000%)
Quarterly:	\$0.00 (0.0000%)
Superannuation Guarantee Cap	\$62,270.00
Applies:	Quarterly

Callouts from the image:

- Monthly Cut-in remains zero.
- Super Guarantee increased to 11.0%.
- Quarterly Cap Amount increased to \$62,270.



In the 2022/2023 tax year the **Super Guarantee Cut-in Amount** became zero. Your own **Cut-in** Amount should *already* read zero. If not, then this has implications for your employees who didn't earn *your* cap amount in a particular month last financial year; they may have been under-paid their super guarantee for that month.



Make use of the **Reports > User-defined > Award Super Audit Report** to check the progress in the update of your Awards.

Objective

Create a **backup** of your company database.

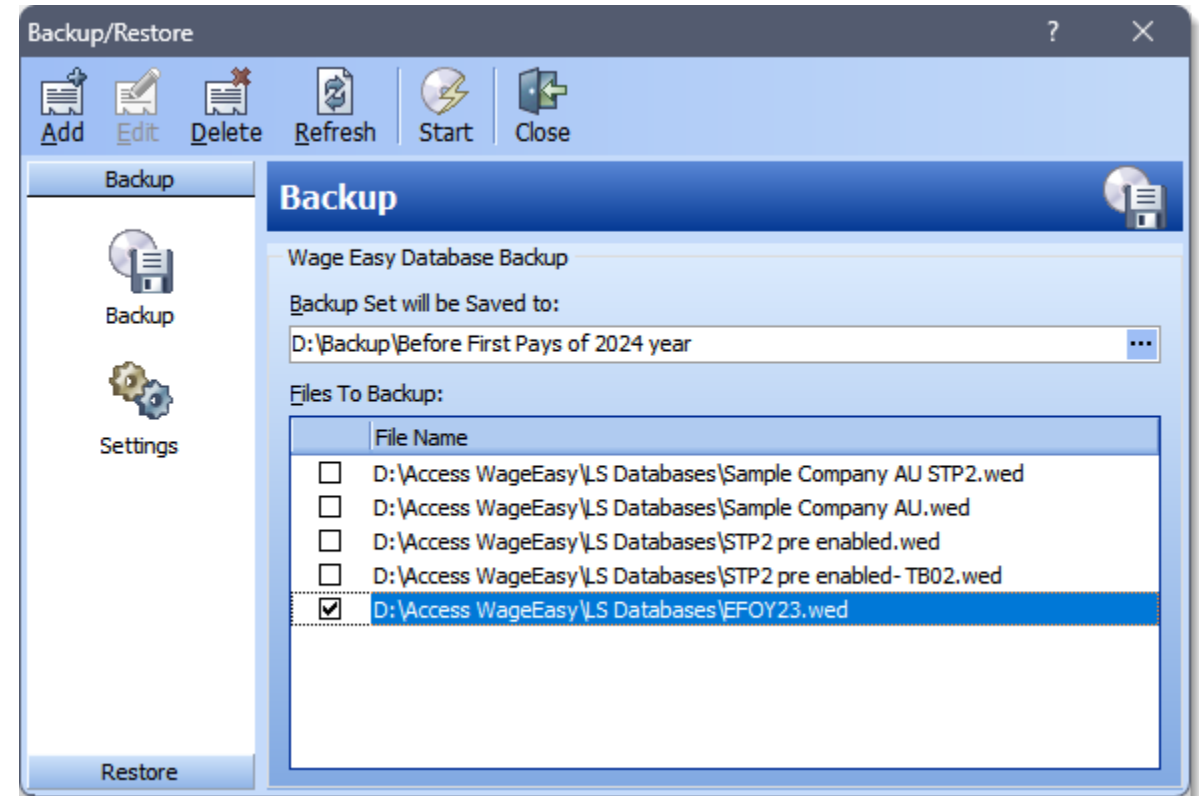
File > Close Company or File > Backup / Restore > Backup.

The value of this backup is to return you to your ready to go point at the start of the 2023/2024 year.

This said, the value of this backup ends when you have commenced STP Reporting in the new year; you can't undo that reporting and so there would be no point in restoring to before it.



Search for:
backup.



Objective

Your 2024 year is good to go but there is still some work to do: **you must prepare and enable STP Phase 2 in your WageEasy system before your first pay October 2023.**

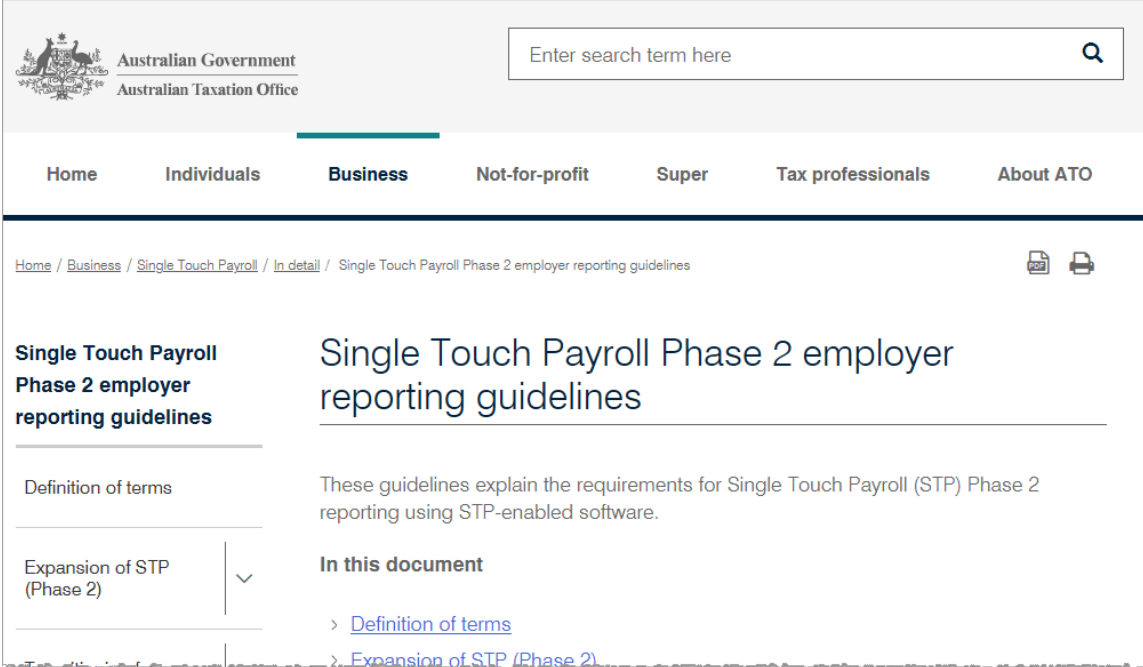
This will mean researching ATO articles then applying these to your payroll system with your **Employees**, and **WageEasy Allowances** being the big-ticket items.

Start with [ATO article QC66099](#). It's an epic but is comprehensive and simple to apply.

You can purchase [eLearning](#) on STP2 enablement which will be available early in June 2023.

We offer a devoted Access webpage on [WageEasy and STP2](#) with the latest news for the product. You can also discover how to engage a consultant to assist you.

There is the [Access Knowledge Base](#). For example, an article called [Can you please advise if WageEasy is set up for STP2?](#)



The screenshot shows the Australian Government Australian Taxation Office website. The navigation menu includes Home, Individuals, Business (selected), Not-for-profit, Super, Tax professionals, and About ATO. The breadcrumb trail is Home / Business / Single Touch Payroll / In detail / Single Touch Payroll Phase 2 employer reporting guidelines. The page title is 'Single Touch Payroll Phase 2 employer reporting guidelines'. The main content area contains a 'Definition of terms' section and an 'In this document' section with links to 'Definition of terms' and 'Expansion of STP (Phase 2)'. The text states: 'These guidelines explain the requirements for Single Touch Payroll (STP) Phase 2 reporting using STP-enabled software.'



The Access Group will offer an STP2-capable WageEasy update to customers early in the new tax year. Cloud-based customers will have the update applied for them, but *all customers* must configure and enable STP2 in their company database.