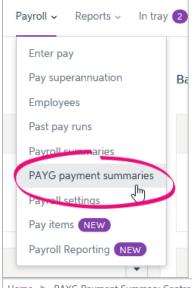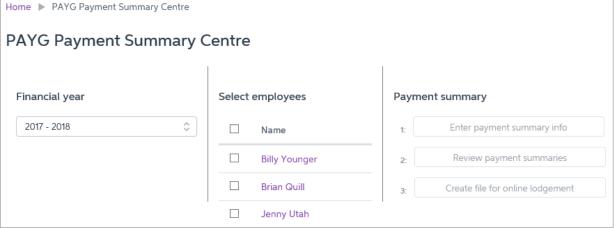# MYOB end of year payroll process

To finalise your payroll year end, MYOB encourages you to complete the following simple steps;

Firstly, complete and compare a reconciliation of the **Payroll Summary Report** against what was reported on the BAS's with the ATO and total wages included in the **Profit and Loss Report** for the current financial year.

You will produce your payment summaries from the **PAYG Payment Summary Centre**. To get there, go to the **Payroll** menu and choose **PAYG payment summaries**.

Start by choosing the financial year and selecting the employees you're preparing payment summaries for.

Under **Payment summary**, there are 3 tasks to complete:

1. Enter payment summary info

Click **Enter payment summary info** and you'll see 5 steps to complete for each employee you're preparing payment summaries for. These steps allow you to enter or confirm the details of each employee and the payments they've received during the financial year, these are;
- Step 1 - Employee details
- Step 2 - PAYG Summary details
- Step 3 - Assign earnings and deductions
- Step 4 - Check assignments are correct
- Step 5 - Enter other income items

When you're done, click **Done! Next employee.**
When you've finished the final employee, enter the authorised signatory for the summaries, and click **Continue to review**. The **Review payment summaries page** appears, showing a summary of the amounts included on each employee's PAYG payment summary.

2. Review payment summaries

The **Review payment summaries** page shows a summary of the amounts included on each employee's PAYG payment summary.
When you're done, click **Continue** to email the payment summaries.
On the **Email payment summaries** page you can send PDF copies of payment summaries to your employees.

A	Select the employees to be emailed, and check the email address. Email addresses entered in the employee's record will be shown, but you can enter or change the addresses here if needed.
B	Confirm the email message text. Don't change the text in [square brackets] which will be automatically replaced with the employee's name and your name in the sent email.
C	If you'd like to send a copy of the emails to another email address (for example, your own email), select the **Bcc** option and enter the email address. Employees won't be able to see that you've emailed their payment summaries to this email address, so make sure you keep their privacy in mind.

When you're done, click **Email and continue to create file for online lodgement** to email payment summaries to the selected employees. If you haven't selected any employees to email, click **Continue to create file for online lodgement.**

3. Create file for online lodgement

You can create an electronic file to submit to the ATO through their online portal.
Enter lodgement details

1. Choose whether you lodge your own PAYG payment summaries report with the ATO or whether you use a third party (for example, your accountant or bookkeeper) to do it for you.
2. Enter your business details, including your business's address, your ABN or WPN and the contact details of the person at your company lodging the PAYG payment summaries. If you're using a third party to lodge the payment summaries, enter this information for them as well.

Create and lodge the EMPDUPE file

3. Click **Create EMPDUPE file**. This creates an electronic file that you can save on your computer. When you click this button, you might be prompted to save or open the file. Choose **Save (or Save As)** and take note of where you save the file. If you aren't prompted for where to save the file, it may have already been saved to your Downloads folder, or to your default download location.

4. Lodge this file using the **ATO Business Portal**. Log in to the Business Portal using your myGov credentials and go to the Lodge file page (you'll see it in the menu), select Lodge > Browse and then find and select your EMPDUPE file in the window that appears.

For additional help with end of financial year, please find below a link to MYOB resources for helpful hints and videos.

http://help.myob.com/wiki/display/ea/Producing+PAYG+payment+summaries

Alternately, please contact our office on 02 6800 2740 and one of our staff members will be able to help with any questions you may have.