End of Year PAYG Payment Summary Guide

The end of financial year deadline is fast approaching. This guide covers using MYOB to complete your PAYG payment summaries and other end of year payroll issues.

Important Dates

⇨ You must forward PAYG Payment Summaries to your employees by 14 July

⇨ You must forward copies of Payment Summaries and supporting information to the Tax Office by the 14 August. (Lodge electronically for best efficiency)

⇨ In order to receive a tax deduction in this year the Superannuation must be paid this year ie before 30 June. If it isn't paid 21 days after the end of the quarter then no tax deduction ever

Using Accounting Software To Complete Your PAYG Payment Summaries

Accounting Software Packages will not let you enter pays dated after 30th June until you have prepared your Payment Summaries and rolled the payroll to the new payroll year.

However, you may find you don't have time or enough information to prepare the payments summaries before the first payrun of the new payroll year.

Workaround:
1. Create a folder "2013 Payroll"
2. Copy the Accounting File to the folder
3. Additionally take a backup of your Accounting File on a USB device or hard drive and label "payroll2013.zip"
4. Close the file to the new payroll year and enter pays
5. When ready, use the file in 2013 folder or restore the backup and prepare the 2013 payment summaries.

Step 1 – Check employee details

Ensure your Employee Cards have all the necessary information entered, including:
First and Last Name
Address (including the state in capital letters)
Tax File Number

Manual 2013 Payg Payment Summaries

AN Whitehead

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Table of Contents Manual 2013 Payg Payment Summaries

1. Understanding the eBook Manual 2013 Payg Payment Summaries
    - The Rise of Digital Reading Manual 2013 Payg Payment Summaries
    - Advantages of eBooks Over Traditional Books
2. Identifying Manual 2013 Payg Payment Summaries
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Manual 2013 Payg Payment Summaries
    - User-Friendly Interface
4. Exploring eBook Recommendations from Manual 2013 Payg Payment Summaries
    - Personalized Recommendations
    - Manual 2013 Payg Payment Summaries User Reviews and Ratings
    - Manual 2013 Payg Payment Summaries and Bestseller Lists
5. Accessing Manual 2013 Payg Payment Summaries Free and Paid eBooks
    - Manual 2013 Payg Payment Summaries Public Domain eBooks
    - Manual 2013 Payg Payment Summaries eBook Subscription Services
    - Manual 2013 Payg Payment Summaries Budget-Friendly Options
6. Navigating Manual 2013 Payg Payment Summaries eBook Formats

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