

PayBiz – Australian BAS and Month End Processes

26/01/2022

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Monthly/Quarterly processes

- Roll over the month
- Cashbook
 - Import Bank Statement (CSV file) - import Db receipts and payments
 - Reconcile the Bank Statement
 - Check the Period Reconciliation report
- Debtors
 - Aged Trial Balance - Check outstanding
 - Send Debtor Statements
- SuperStream
 - Extract the SuperStream report and import into your clearing house
- GST
 - Close Periods
 - GST Calculator
- ATO Summary
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Roll over the Month

PayBiz main menu > Tools > Month End

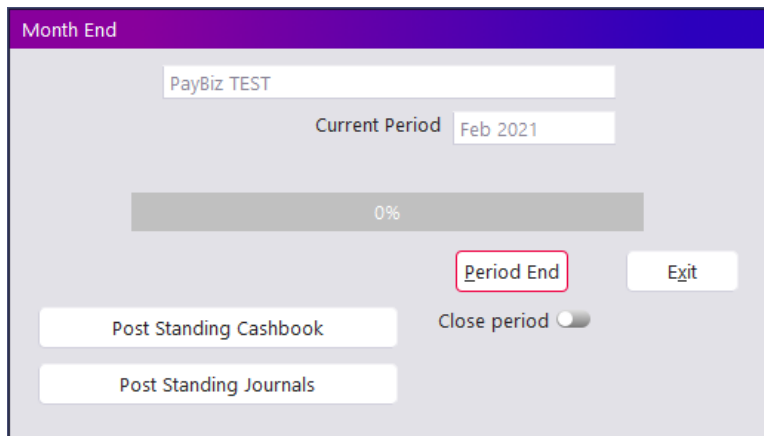


Figure 1: Month End screen

Field	Description
Period End	Click to process the period end. This will: <ul style="list-style-type: none"> • Age the Debtors and Creditors • Change the Current Period to the next month • Update the Current Week Starts date

Continued...

Field	Description
Close periods	Set to close the month and weeks as part of the month end. Periods should be closed at the end of your GST period to ensure no changes to the financial data can occur after your GST has been filed. This can also be done manually via Tools > Period Balances .
Post Standing Cashbook	Click to open the Post Standing Cashbook screen to post any standing cashbook transactions for the current period.
Post Standing Journals	Click to open the Post Ledger Standing screen to post any standing GL journals for the current period.

Cashbook

Import Bank Statement

PayBiz main menu > Banking > Import Bank Statement

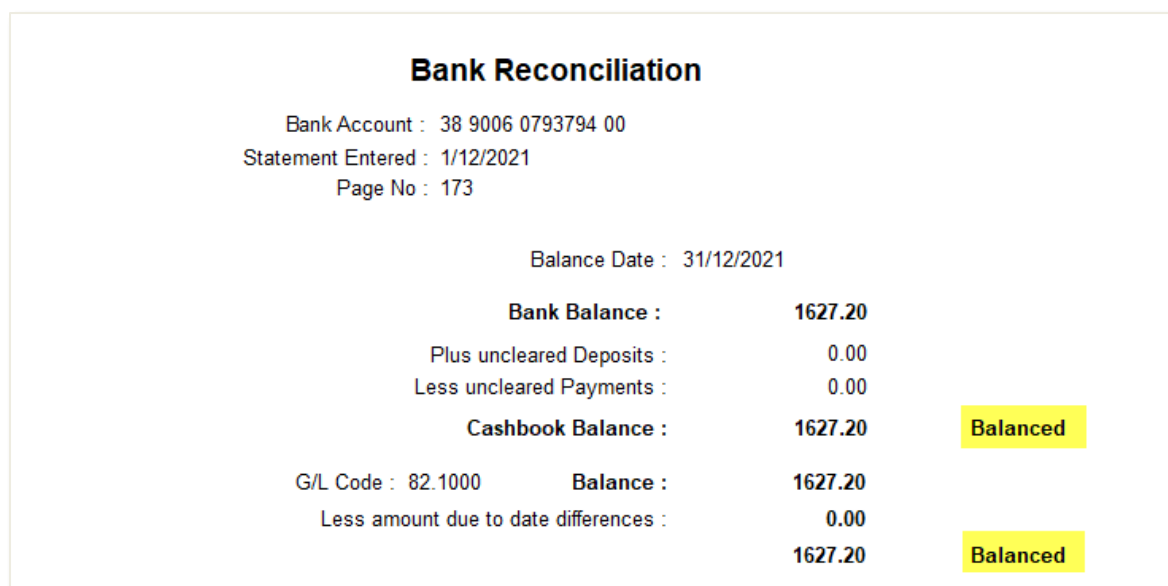
1. Log in to your online banking and download the transactions to a CSV file
2. Import the CSV file into the Import Bank Statement screen in Paybiz - the first time will require the fields to be mapped
3. Debtors Receipts (blue background) - enter the Debtor code in the **Debtor** column
Double click or F8 for a list to pick from
4. Creditor Payments - enter the Creditor code in the **Creditor** column
Double click or F8 for a list to pick from N.B. must be associated with a Creditor Invoice in Paybiz
5. Eftpos transactions and fees (not associated with a Debtor or creditor invoice) - enter the appropriate General Ledger code in the **GL** column
Double click or F8 for a list to pick from
6. Do NOT import Wages or Advances lines. These will already be in Paybiz generated automatically from Pay Wages and Advances > Pay
7. Use the arrow keys to move between the rows
The rows will automatically be selected, and the GST Exempt status will default through from the GL Code setting
8. Edit any descriptions as desired
9. Click **Import Selected Transactions**

Full details: https://www.shebiz.nz/pbhelp/docs/PB_ImportBankStatement.pdf

Reconcile the Bank Statement

PayBiz main menu > Banking > Bank Statements

1. Create a new bank statement entering the dates and the closing balance
2. Click Save
3. Move transactions within the statement date range from **Unpresented** to **Included**
4. The **Diff** in the header should now be **0.00**
If not double check the transactions in the Included window match the actual bank statement
 - a. Use the Sort Order and Print options to view the list
 - b. Double click any transaction to open it
5. Print the **Bank Rec Report** - This should show **Balanced** beside both the Cashbook and GL Balances:



Bank Reconciliation			
Bank Account : 38 9006 0793794 00			
Statement Entered : 1/12/2021			
Page No : 173			
Balance Date : 31/12/2021			
Bank Balance :	1627.20		
Plus uncleared Deposits :	0.00		
Less uncleared Payments :	0.00		
Cashbook Balance :	1627.20	Balanced	
G/L Code : 82.1000	Balance :	1627.20	
Less amount due to date differences :	0.00		
	1627.20	Balanced	

Figure 2: Bank Reconciliation Report

If the totals are not balances it indicates there may be transactions with incorrect dates. There might be more information on page 2 of the Reconciliation report

Check that the opening balance matches the closing balance of the previous statement

Check that all the transactions on the **Included** side are within the date range as specified in the header

Full details: https://www.shebiz.nz/pbhelp/docs/PB_BankStatements.pdf

Period Reconciliation

PayBiz main menu > Tools > Period Balances

Open desired period and choose the **Reconcile** option then **Print**.

If running the optional General Ledger module the **Reconciliation Report** can be printed with a GL Pivot Analysis to help identify any discrepancy, however, this is optional.

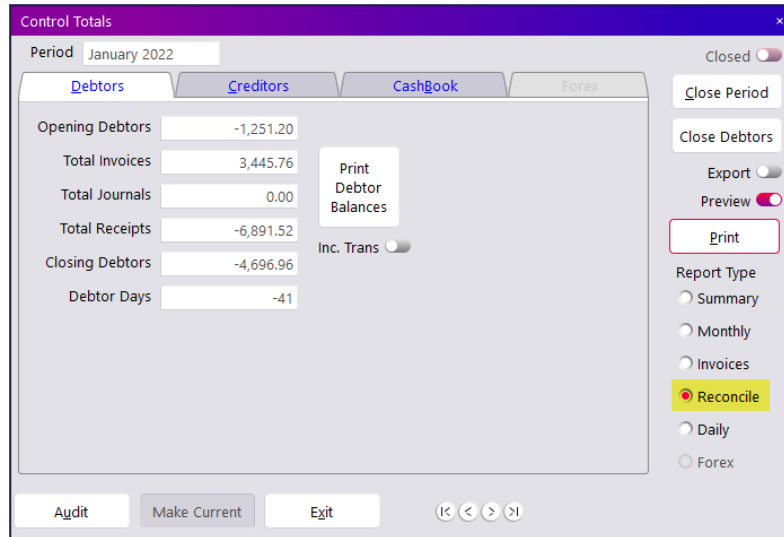


Figure 3: Period Balances

Debtors Ledger - Outstanding		Amount
Control Totals		-4,696.96
Aged Trial Balance		-4,696.96
General Ledger		-4,696.96

G/L Code	G/L Amt.	Ledger Amt.
81.0000	-4,696.96	-4,696.96
	-4,696.96	-4,696.96

Creditors Ledger - Outstanding		Amount
Control Totals		3,545.93
Aged Trial Balance		3,545.93
General Ledger		3,545.93

G/L Code	G/L Amt.	Ledger Amt.
91.0000	3,545.93	3,545.93
	3,545.93	3,545.93

Cashbook - Balance		Amount
Control Totals		-10,454.00
Bank Accounts		-10,454.00
General Ledger		-10,454.00

G/L Code	G/L Amt.	Ledger Amt.
82.0000	-17,345.52	-17,345.52
82.2000	6,891.52	6,891.52
	-10,454.00	-10,454.00

Figure 4: Reconciliation Report

If the amounts on the **Reconcile** are not the same within each section, any financial reports will be incorrect and must be fixed before doing the month end.

If the mismatch is in the **Debtors** or **Creditors**, use the various reports within the Debtors or Creditors menu to try and find the transaction/s that are not balancing.

Look particularly for date problems, perhaps a creditor invoice has an invoice date in one period, but a posted date in another period, or perhaps a debtor invoice has been entered as a forward transaction (ie entered for a December date instead of a November date).

If the mismatch is in the **Cashbook** section, then check that all the bank statements balance. A common error is to put a Cashbook Other receipt, such as interest received, as a payment instead of a receipt.

If the mismatch is in a **General Ledger** total, open the appropriate G/L code in **Ledger > Analysis Codes**, click on the **Check Code** button. Use the **Check Balances** and **Load List** options to find transactions that may be in error.

Full details: https://www.shebiz.nz/pbhelp/docs/PB_PeriodBalances.pdf

Debtors

Aged Trial Balance

PayBiz main menu > Debtors > Db/Cr Aged Trial Balance At

The default settings for this report show the outstanding Debtors

PAYBIZ		DEBTORS AGED TRIAL BALANCE					Tue 25/01/2022
		PayBiz TEST					11:33:18
		At Date : 25/01/2022					
Alpha Key	Name	Outstanding	25/01/2022	Dec 21	Nov 21	Oct 21+	
BROWF	Farmer Brown	-1,481.20	0.00	0.00	0.00	-1,481.20	
DaveGodfre	Dave Godfrey	-1,436.13	-1,436.13	0.00	0.00	0.00	
PaulDodds	Paul Dodds	86.25	0.00	0.00	0.00	86.25	
Poppy	Poppy	-2,009.63	-2,009.63	0.00	0.00	0.00	
SollySmith	Solly Smith	143.75	0.00	0.00	0.00	143.75	
		=====	=====	=====	=====	=====	
		-4696.96	-3445.76	0.00	0.00	-1251.20	

Figure 5: Debtors Aged Trial Balance report

Full details: https://www.shebiz.nz/pbhelp/docs/PB_DbCrAgedTrialAt.pdf

Statements

PayBiz main menu > Debtors > Db Statements

Statements can be printed or emailed (un-set Preview and click Print).

Full details: https://www.shebiz.nz/pbhelp/docs/PB_DbStatements.pdf

SuperStream

PayBiz main menu > Reports > SuperStream Report

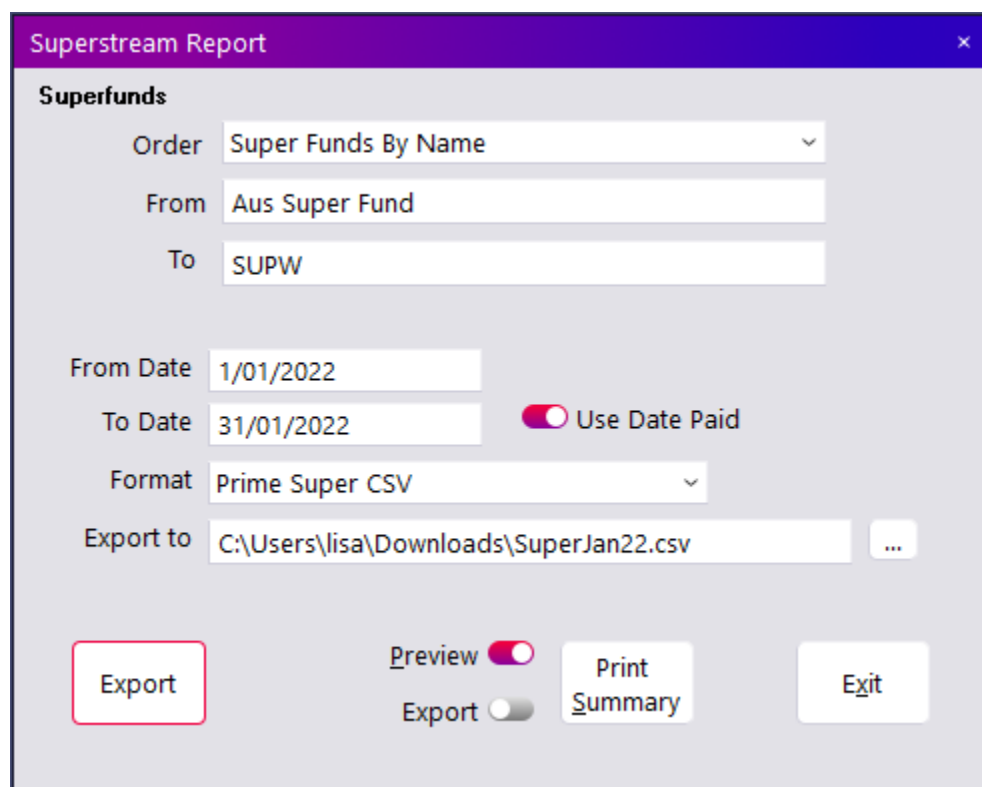


Figure 6: SuperStream Report

1. Ensure all Funds have been selected. Double click on the From and To fields to pick the First and Last funds
2. Enter the date range
3. Ensure **Use Date Paid** is set
4. Select your clearing house format
5. Click the browse button to choose a file location and name for the extract
6. Click **Export**
7. Now, log in to your Clearing house and import the extracted file
E.g. For Prime Super:
 - a. Choose **Continue** on the contribution period you are filing
 - b. Choose **Payroll Upload**
 - c. Choose **Other File**
 - d. Click **Choose File** and browse to the file location
 - e. Click **Submit**
8. You may need to save the column mapping if this is the first time

Full details: https://www.shebiz.nz/pbhelp/docs/PB_SuperannuationAUS.pdf

GST Return

PayBiz main menu > Tools > GST Calculator

Use the Totals from the Summary Report to enter into the ATO Online Services for your Business Activity Statement

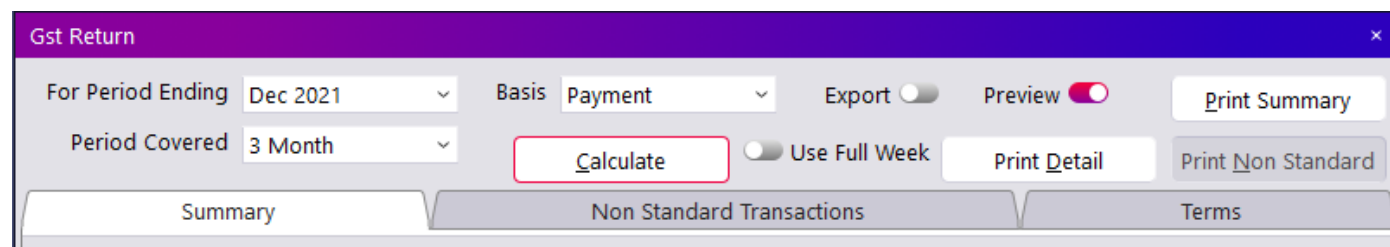


Figure 7: GST Calculator

Field	Description
For Period Ending	Select the Period that contains the end date for your GST return
Period Covered	Choose between 1-6 months
Basis	Invoice - the final GST is taken from debtor and creditor invoices and bank transactions within the periods covered Payment - the final GST is taken from debtor and creditor payments and bank transactions within the periods covered
Calculate	Click to calculate the GST Return <i>Note: All periods within the Period Covered should be closed to ensure the totals do not change due to transactions being entered or modified</i> <i>A warning message displays if any periods within the Period Covered are not Closed</i>
Export / Preview	Settings for the printed reports
Print Summary	Prints the GST Summary details as displays on the Summary Tab once calculated
Print Detail	Prints the GST Return Details for Debtor Receipts, Cashbook Incoming (cashbook other receipts), Creditor Payments and Cashbook Outgoing (cashbook other payments) The report can be printed for all or any of the detail subsections, and also includes the option to Show names on the report for each line
Print Non Standard	Prints the Non Standard Transactions as displays on the Non Standard Transactions tab

Full details: https://www.shebiz.nz/pbhelp/docs/PB_GstCalculator.pdf

ATO Summary

PayBiz main menu > Payroll > ATO Summary

Use this option to produce the payroll summary of totals within the specified date range.

Includes details for PAYG, Superannuation contributions, Child Support, Student Loans (HECS) etc.

Employee totals will NOT show on the Summary if:

- The employee is marked as a **Contractor** on their Rates tab on the Employee record
- The employee does NOT have a payslip within the specified date range
- You have asked for **Use Date Paid** but the payslip for the employee is NOT paid or is paid on a date NOT within the specified date range
- The employee has a Finished Date entered that is earlier than the specified From Date and does not have any Payslips within the specified date range

Pay Summary									
From Date : 1/07/2019		Printed : 10/03/2020							
To Date : 31/03/2020		<i>A/L and S/L = hrs left as at last pay date</i>							
Employee	Tfn No	Gross	Payg	Child Sup.	HECS	A/L	S/L	Super.	TaxCredit
ABLUE	111111111	332.50	83.25	0.00	0.00	0	0	31.59	0.00
B B Shearer	000000000	2340.25	468.31	561.27	0.00	0	0	222.33	0.00
B Star	000000000	500.00	100.20	0.00	0.00	0	0	110.30	0.00
H WATERS	000000000	1524.05	395.00	0.00	0.00	6	0	104.89	0.00
J WILSON	000000000	1150.00	230.40	246.96	0.00	0	0	99.75	0.00
L Ward	000000000	1000.00	0.00	0.00	0.00	0	0	95.00	0.00
L Bell	111111111	680.00	136.20	0.00	0.00	0	0	0.00	0.00
M Palmer	000000000	378.00	56.85	0.00	0.00	0	0	33.25	0.00
N Graves	111111111	617.40	123.80	27.27	0.00	0	0	40.00	0.00
N Walla	000000000	2391.66	358.95	0.00	0.00	0	0	227.21	0.00
S Osborne	444444444	400.00	80.20	0.00	0.00	0	0	0.00	0.00
S Wentworth	437575587	0.00	0.00	0.00	0.00	0	0	59.00	0.00
		=====	=====	=====	=====			=====	=====
		11313.86	2033.16	835.50	0.00			1023.32	0.00

• **Figure 8: Sample report from the ATO Summary**

Full details: https://www.shebiz.nz/pbhelp/docs/PB_ATOsummary.pdf