

Wages & Super Reconciliation

Wages Reconciliation

Super Reconciliation

Super Payable Reconciliation

Wages Reconciliation



Step 1

Step 2

Step 3

Step 4

Step 5

📌Take Payroll Employee Summary/ Payroll Activity Summary from Bookkeeping Software/Payroll Software.

Payroll Employee Summary
From 1 July 2022 to 30 June 2023

Employee	Earnings	Deductions	Tax	Super	Net Pay	Reimbursements
Employee 1	$3,330.00	$0.00	$1,012.00	$151.20	$2,318.00	$0.00
Employee 2	$92,329.58	$0.00	$22,643.00	$7,854.52	$69,686.58	$0.00
Employee 3	$38,639.00	$500.00	$9,317.00	$3,552.78	$28,822.00	$0.00
Employee 4	$14,582.50	$1,436.40	$3,184.00	$1,396.51	$9,962.10	$0.00
Employee 5	$8,032.20	$0.00	$1,436.00	$621.10	$6,596.20	$0.00
Employee 6	$8,640.00	$0.00	$996.00	$907.20	$7,644.00	$0.00
Employee 7	$59,378.43	$0.00	$11,294.00	$4,848.82	$48,084.43	$0.00
Employee 8	$6,817.90	$400.00	$1,065.00	$509.35	$5,352.90	$0.00
Employee 9	$96,154.00	$0.00	$24,050.00	$10,096.00	$72,104.00	$0.00
Employee 10	$47,501.60	$0.00	$11,156.00	$4,298.70	$36,345.60	$0.00
	$375,405.21	**$2,336.40**	**$86,153.00**	**$34,236.18**	**$286,915.81**	**$0.00**

Wages Reconciliation



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📌Check the Earnings in the Payroll Summary is matching with the balance in Salaries and Wages ledger in P&L

Profit and Loss
For the year ended 30 June 2023

Account	2023	2022
Trading Income		
200 - Sales - BC, E & T	1,181,970.11	1,364,451.73
202 - Sales - Tipping	11,698.64	6,745.00
203 - Sales - Materials	40,984.93	10,144.93
204 - Sales - Contractors	4,450.00	8,010.00
260 - Other Revenue	10,427.04	0.00
Total Trading Income	**1,249,530.72**	**1,389,351.66**
Cost of Sales		
477 - Wages and Salaries	375,405.21	287,164.77
Total Cost of Sales	**375,405.21**	**287,164.77**

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Wages Reconciliation



📌The Wages balance in P&L should be matching with the Gross Wages in filed BAS/IAS

	Gross Wages	PAYG(W)	PAYG(I)
Jun-22	$98,580.00	$22,515.00	
Jul-22			
Aug-22			
Sep-22	$82,242.00	$17,853.00	
Oct-22			
Nov-22			
Dec-22	$74,553.00	$16,677.00	
Jan-23			
Feb-23			
Mar-23	$92,710.00	$21,925.00	
Apr-23			
May-23			
Jun-23	$125,499.00	$29,698.00	
Total Per BAS/IAS	$375,004.00	$86,153.00	$0.00
Total Per Xero File	$375,405.21	$86,153.00	
Diff b/w books and BAS	-$401.21		

Wages Reconciliation



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📌If there is a material variance (more than 5%) in wages between books and BAS, we have to amend the BAS/IAS (for the quarter in which the variance arises) after client's approval.

Wages as per BAS

Jul-21	$0.00
Aug-21	$0.00
Sep-21	$25,293.00
Oct-21	$0.00
Nov-21	$0.00
Dec-21	$82,962.00
Jan-22	$30,626.00
Feb-22	$33,405.00
Mar-22	$43,932.00
Apr-22	$32,717.00
May-22	$34,281.00
Jun-22	$44,754.00
	$327,970.00

Wages as per Accounts

Wages	$370,325.43
Variance	-$42,355.43

Wages Reconciliation



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📌Download STP report from ATO portal (Refer Process Guide on “How to Download Reports from ATO Portal”)

The Wages balance in STP report should be matching with the balance in P&L

Reported Date	Effective Date	Branch ID	Event type	Gross payments	PAYGW	Submissic	BMS ID
29/08/2022	29/08/2022		2 Pay	$3,288.22	$651.00	64BBCE9	XERO_ECBC24A2-40E
22/08/2022	22/08/2022		2 Pay	$3,623.92	$636.00	DC01823E	XERO_ECBC24A2-40E
22/08/2022	19/08/2022		2 Pay	$1,923.08	$481.00	5D9A72B2	XERO_ECBC24A2-40E
14/08/2022	15/08/2022		2 Pay	$5,332.79	$1,135.00	73ECF4C9	XERO_ECBC24A2-40E
22/08/2022	12/08/2022		2 Pay	$1,923.08	$481.00	0BEE86B	XERO_ECBC24A2-40E
7/08/2022	8/08/2022		2 Pay	$5,976.40	$1,347.00	28710639	XERO_ECBC24A2-40E
5/08/2022	5/08/2022		2 Pay	$1,923.08	$481.00	2E70AA1F	XERO_ECBC24A2-40E
31/07/2022	1/08/2022		2 Pay	$3,266.69	$587.00	A78B2FD	XERO_ECBC24A2-40E
31/07/2022	1/08/2022		2 Pay	$1,923.08	$481.00	A45A433(	XERO_ECBC24A2-40E
25/07/2022	25/07/2022		2 Pay	$4,610.11	$877.00	076F5D44	XERO_ECBC24A2-40E
25/07/2022	22/07/2022		2 Pay	$1,923.08	$481.00	8F99144C	XERO_ECBC24A2-40E
17/07/2022	18/07/2022		2 Pay	$4,771.93	$955.00	645F2B61	XERO_ECBC24A2-40E
17/07/2022	15/07/2022		2 Pay	$1,923.08	$481.00	1DEA58E	XERO_ECBC24A2-40E
11/07/2022	11/07/2022		2 Pay	$4,942.62	$990.00	68856361	XERO_ECBC24A2-40E
11/07/2022	8/07/2022		2 Pay	$1,923.08	$481.00	A38BFD2I	XERO_ECBC24A2-40E
4/07/2022	4/07/2022		2 Pay	$5,999.15	$1,366.00	298DA2A(	XERO_ECBC24A2-40E
4/07/2022	4/07/2022		2 Pay	$1,923.08	$481.00	F5F76CB3	XERO_ECBC24A2-40E
				$375,405.21	$86,153.00		

Super Reconciliation



Step 1

📌Take Payroll Employee Summary/ Payroll Activity Summary from Bookkeeping Software/Payroll Software.

Step 2

Payroll Employee Summary
From 1 July 2022 to 30 June 2023

Employee	Earnings	Deductions	Tax	Super	Net Pay	Reimbursements
Employee 1	$3,330.00	$0.00	$1,012.00	$151.20	$2,318.00	$0.00
Employee 2	$92,329.58	$0.00	$22,643.00	$7,854.52	$69,686.58	$0.00
Employee 3	$38,639.00	$500.00	$9,317.00	$3,552.78	$28,822.00	$0.00
Employee 4	$14,582.50	$1,436.40	$3,184.00	$1,396.51	$9,962.10	$0.00
Employee 5	$8,032.20	$0.00	$1,436.00	$621.10	$6,596.20	$0.00
Employee 6	$8,640.00	$0.00	$996.00	$907.20	$7,644.00	$0.00
Employee 7	$59,378.43	$0.00	$11,294.00	$4,848.82	$48,084.43	$0.00
Employee 8	$6,817.90	$400.00	$1,065.00	$509.35	$5,352.90	$0.00
Employee 9	$96,154.00	$0.00	$24,050.00	$10,096.00	$72,104.00	$0.00
Employee 10	$47,501.60	$0.00	$11,156.00	$4,298.70	$36,345.60	$0.00
	$375,405.21	$2,336.40	$86,153.00	$34,236.18	$286,915.81	$0.00

Super Reconciliation



Step 1

Step 2

📌Check whether the Superannuation in the summary is matching with the balance in Superannuation ledger in P&L

Profit and Loss

For the year ended 30 June 2023

Account	2023	2022
Trading Income		
200 - Sales - BC, E & T	1,181,970.11	1,364,451.73
202 - Sales - Tipping	11,698.64	6,745.00
203 - Sales - Materials	40,984.93	10,144.93
204 - Sales - Contractors	4,450.00	8,010.00
260 - Other Revenue	10,427.04	0.00
Total Trading Income	**1,249,530.72**	**1,389,351.66**
478 - Superannuation	**34,236.18**	**24,434.06**
485 - Subscriptions	3,202.74	2,367.04
489 - Telephone & Internet	1,301.64	1,414.54

Super Payable Reconciliation



Type 1

📌In Xero take Superannuation Payments report in excel for the FY

📌 Sort out the “Sent to Fund” date by newest to oldest.

Type 2

📌 The total amount of “Sent to Fund” which has a date which falls under next FY will match with outstanding balance in Superannuation Payable account.

Superannuation Payments

From 1 July 2022 to 30 June 2023

Due Date	Payment Dat	Employee	Contribution Typ	Super Fund Nam	Sent To Fun	Reference	Amoun	
							$0.00	
28/07/2023	19/06/2023		SGC	Cbus	28/07/2023	PC240723-155065643	$171.36	
28/07/2023	26/06/2023		SGC	Cbus	28/07/2023	PC240723-155065643	$171.36	
28/07/2023	19/06/2023		SGC	Cbus	28/07/2023	PC240723-155065643	$168.00	
28/07/2023	26/06/2023		SGC	Cbus	28/07/2023	PC240723-155065643	$173.88	
28/07/2023	16/06/2023		SGC	CARE Super	28/07/2023	PC240723-155065642	$75.60	
28/07/2023	23/06/2023		SGC	CARE Super	28/07/2023	PC240723-155065642	$75.60	
28/07/2023	30/06/2023		SGC	CARE Super	28/07/2023	PC240723-155065642	$75.60	
28/07/2023	19/05/2023		SGC	Cbus	14/07/2023	PC100723-162739572	$201.92	
28/07/2023	26/05/2023		SGC	Cbus	14/07/2023	PC100723-162739572	$201.92	
28/07/2023	5/06/2023		SGC	Cbus	14/07/2023	PC100723-162739572	$201.92	
28/07/2023	9/06/2023		SGC	Cbus	14/07/2023	PC100723-162739572	$201.92	
28/07/2023	22/05/2023		SGC	Cbus	14/07/2023	PC100723-162739572	$168.00	
28/07/2023	29/05/2023		SGC	Cbus	14/07/2023	PC100723-162739572	$168.00	
28/07/2023	5/06/2023		SGC	Cbus	14/07/2023	PC100723-162739572	$168.00	
28/07/2023	15/05/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$134.40	
28/07/2023	17/04/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$201.92	
28/07/2023	27/04/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$201.92	
28/07/2023	5/05/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$201.92	
28/07/2023	15/05/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$201.92	
28/07/2023	26/04/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$168.00	
28/07/2023	1/05/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$168.00	
28/07/2023	8/05/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$168.00	
28/07/2023	15/05/2023		SGC	Cbus	7/07/2023	PC030723-148252055	$168.00	$9,480.90
28/07/2023	11/04/2023	Cameron Bolger	SGC	Cbus	14/06/2023	PC080623-183149082	$134.95	

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Super Payable Reconciliation



Type 1

Type 2

For the period 1 July 2022 to 30 June 2023

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross
16 May 2023	Spend Money	SuperChoice		2,509.76	-	10,063.48	(2,509.76)
19 May 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-319	-	277.52	10,341.00	277.52
22 May 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-317	-	641.76	10,982.76	641.76
22 May 2023	Spend Money	SuperChoice		4,347.02	-	6,635.74	(4,347.02)
26 May 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-320	-	277.52	6,913.26	277.52
29 May 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-318	-	641.76	7,555.02	641.76
30 May 2023	Spend Money	SuperChoice		852.08	-	6,702.94	(852.08)
5 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-321	-	641.76	7,344.70	641.76
5 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-322	-	277.52	7,622.22	277.52
8 Jun 2023	Spend Money	SuperChoice		1,187.26	-	6,434.96	(1,187.26)
9 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-324	-	277.52	6,712.48	277.52
12 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-323	-	641.76	7,354.24	641.76
16 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-326	-	277.52	7,631.76	277.52
19 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-325	-	641.76	8,273.52	641.76
23 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-327	-	277.52	8,551.04	277.52
26 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-328	-	652.34	9,203.38	652.34
30 Jun 2023	Payroll Expense	Superannuation Liability	Payroll Expense Journal - PD-329	-	277.52	9,480.90	277.52
Total Superannuation Payable				**31,075.09**	**34,236.18**	**9,480.90**	**3,161.09**
Closing Balance				-	**9,480.90**	**9,480.90**	-
Total				**31,075.09**	**34,236.18**	**(3,161.09)**	**3,161.09**

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Super Payable Reconciliation



Type 1

Type 2

📌To reconcile the Superannuation Payable account note the below:

📌If the Superannuation payments are made on monthly basis, then the outstanding liability will be matching with June month Superannuation liability (if payments are made correctly)

📌If the Superannuation payments are made on quarterly basis, then the outstanding liability will be matching with June quarter Superannuation liability (if payments are made correctly)

📌 Mostly the outstanding balance in Superannuation payable will match with the payment made in July & August month of next FY.

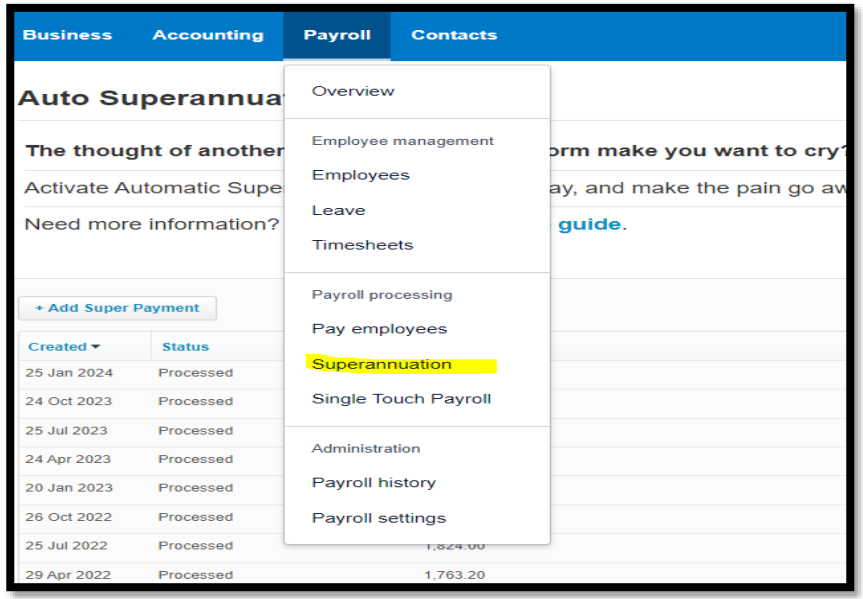
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Super Payable Reconciliation



Type 1

Type 2





+ Add Super Payment

Created	Status	Amount	Approved	Processed
25 Jan 2024	Processed	2,131.80	25 Jan 2024	02 Feb 2024
24 Oct 2023	Processed	2,487.10	24 Oct 2023	31 Oct 2023
25 Jul 2023	Processed	2,034.90	25 Jul 2023	01 Aug 2023
24 Apr 2023	Processed	2,374.05	24 Apr 2023	03 May 2023
20 Jan 2023	Processed	2,014.95	20 Jan 2023	29 Jan 2023
26 Oct 2022	Processed	2,612.40	26 Oct 2022	05 Nov 2022

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