

Payday Super Checklist

1 System & Upgrade

- Confirm upgrade to **MYOB Acumatica 2025.2.1** is scheduled before 1 July 2026
- Ensure no open pay runs exist on upgrade night
- Review the **2025.2.1 Payroll Release Notes**

2 Payroll Configuration

- Review all pay items in **Pay Item Liabilities (MPPP1025)**
- Confirm correct **Liable for SG** and **Liable for QE** flags
- Pay particular attention to allowances, commissions, salary sacrifice, contractors

3 Employee & Fund Data

- Validate all employee super fund details
- Confirm correct USI, member number, and SMSF ESA where applicable

4 Clearing House

- Decide on clearing house:
 - MYOB Pay Super
 - External SuperStream-compliant clearing house
- Finalise any outstanding payments with SBSCH (closing 1 July 2026)

5 MYOB Pay Super (If Applicable)

- Initiate Pay Super registration
- Complete bank account verification
- Assign Pay Super user roles
- Test a super batch submission

6 Payroll Operations

- Review pay frequencies and cash-flow impact
- Train staff on updated **Create Super Batch (MPPP5005)** screen
- Incorporate super submission into **pay run close-off process**
- Schedule and complete a test run before 1 July 2026

✓**Status:** Ready / In Progress / Action Required