

# SINGLE TOUCH PAYROLL



# STP reporting

# 1

## WHAT IS STP REPORTING?

Learn about the ATO's new streamlined reporting with Single Touch Payroll

# 3

## WHAT DOES IT MEAN FOR EMPLOYEES?

Educate your employees on what to expect

# 2

## WHAT DOES IT MEAN FOR EMPLOYERS?

See what's in store so you're ready for the changes

# 4

## HOW TO GET STARTED?

STP is all about compliance, so it's a great time to do a payroll health check



## **WHAT IS STP?**

A REPORTING CHANGE FOR EMPLOYERS

## **DOES THIS APPLY TO MY BUSINESS & WHEN?**

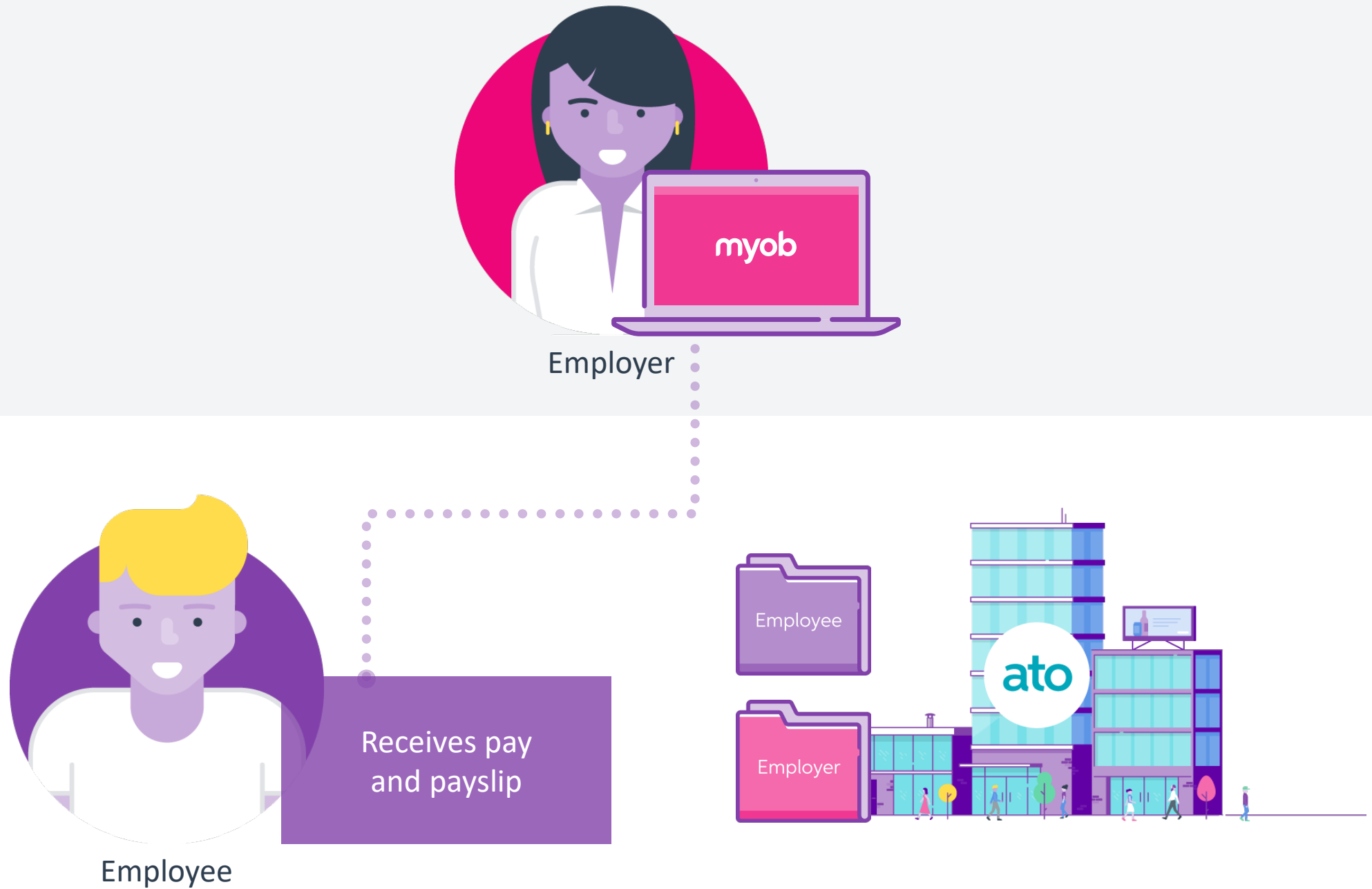
20+ EMPLOYEES JULY 1 2018

1-19 EMPLOYEES JULY 1 2019

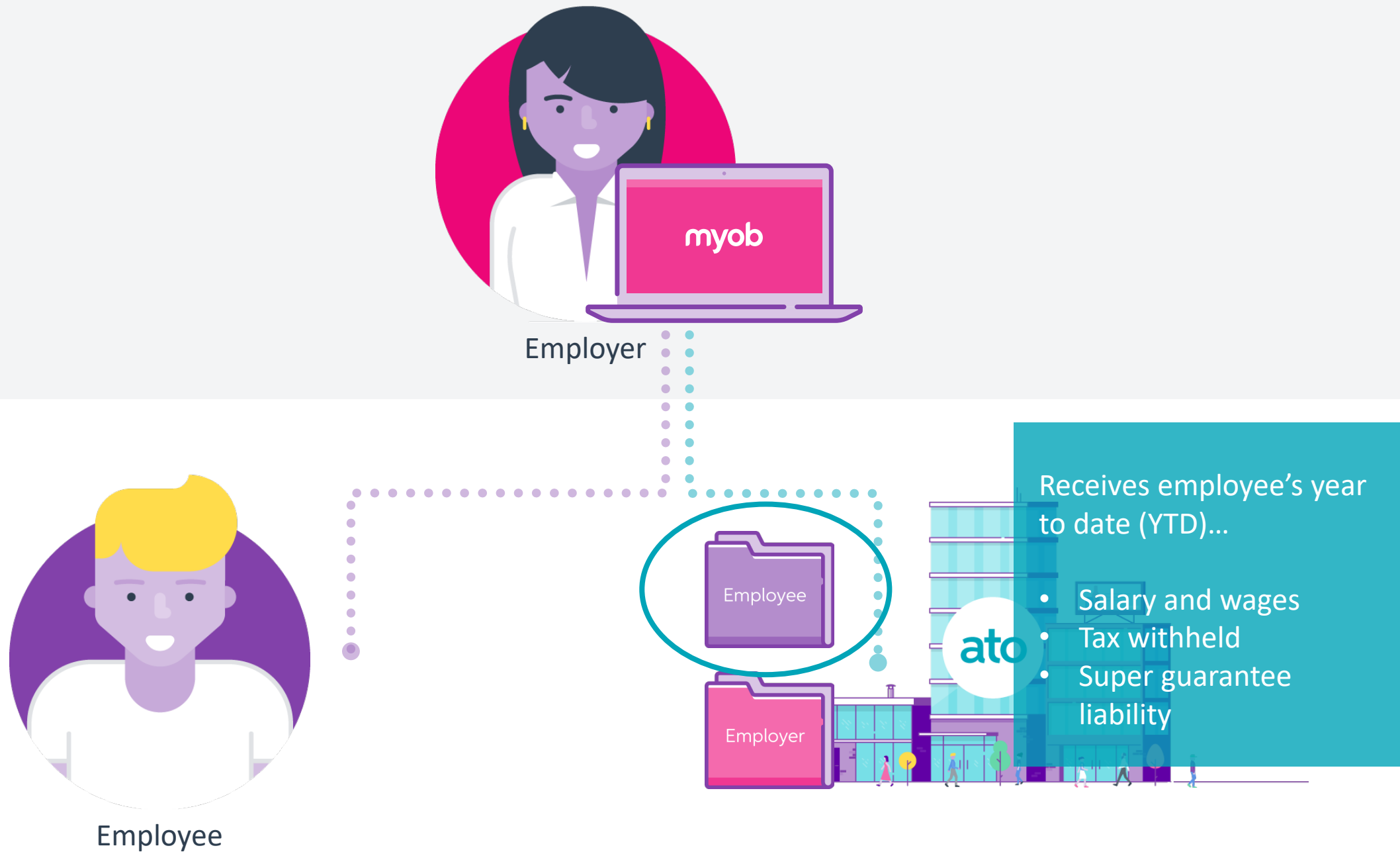
# Pay day



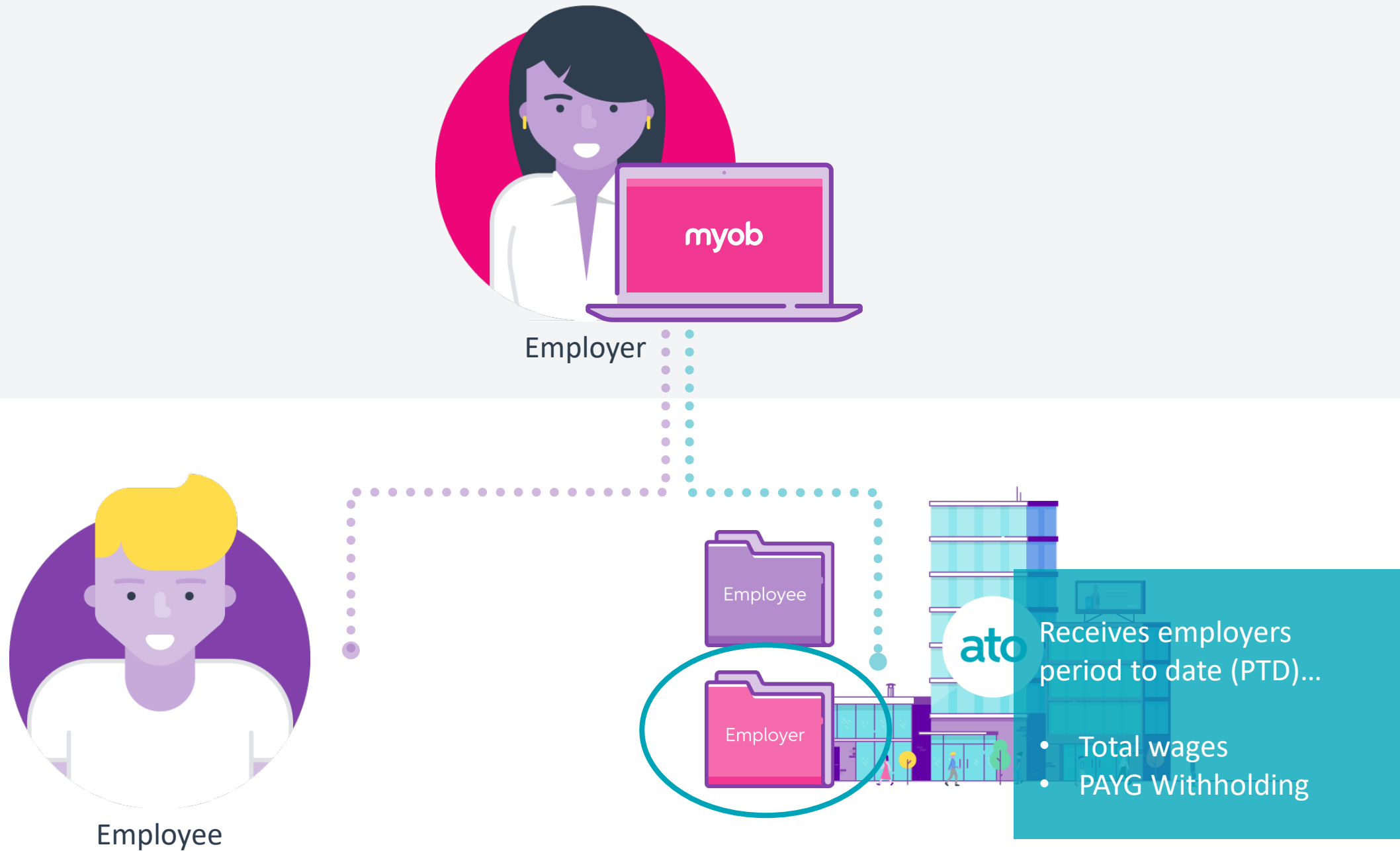
# Pay day



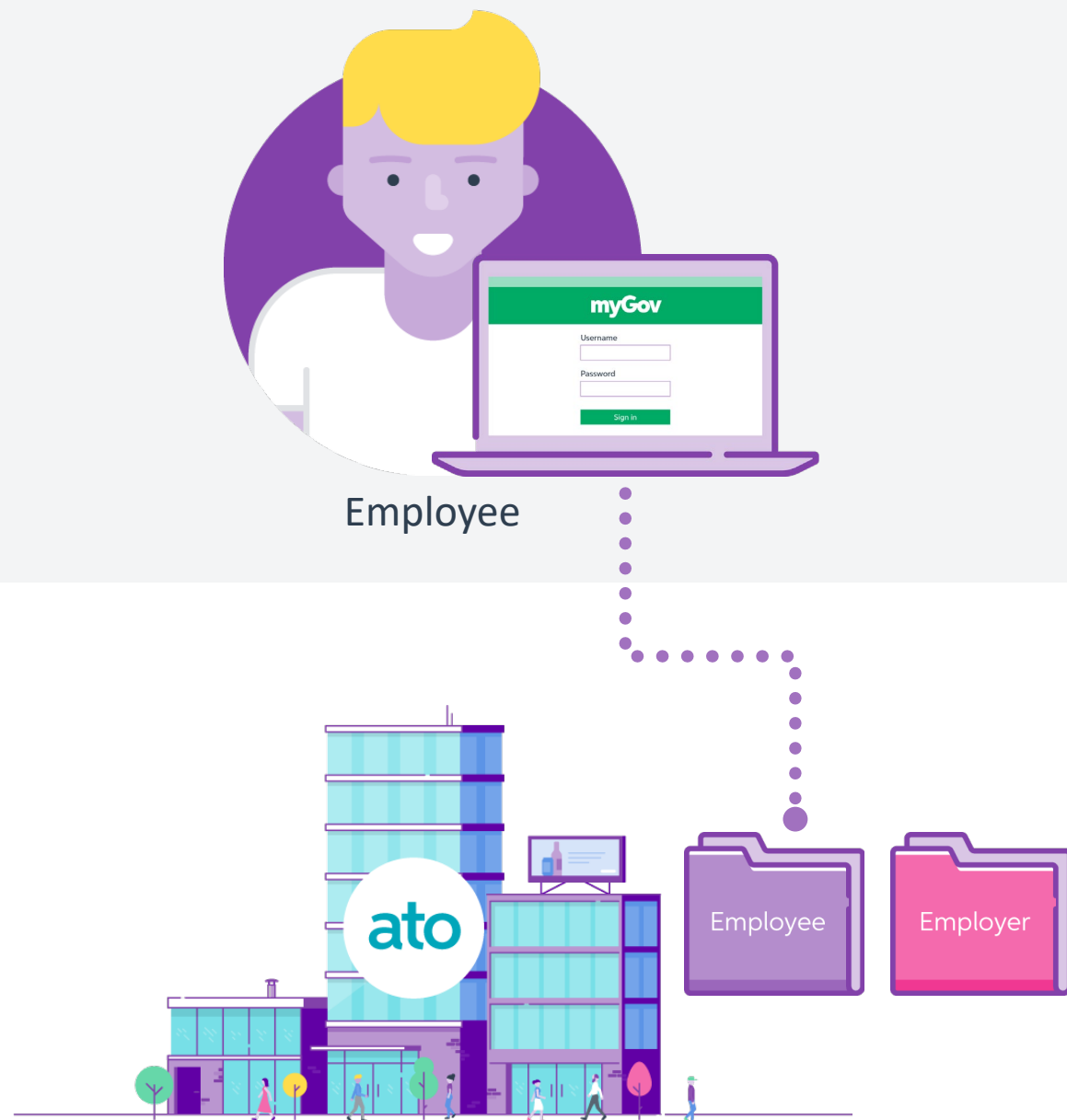
# Pay day



# Pay day

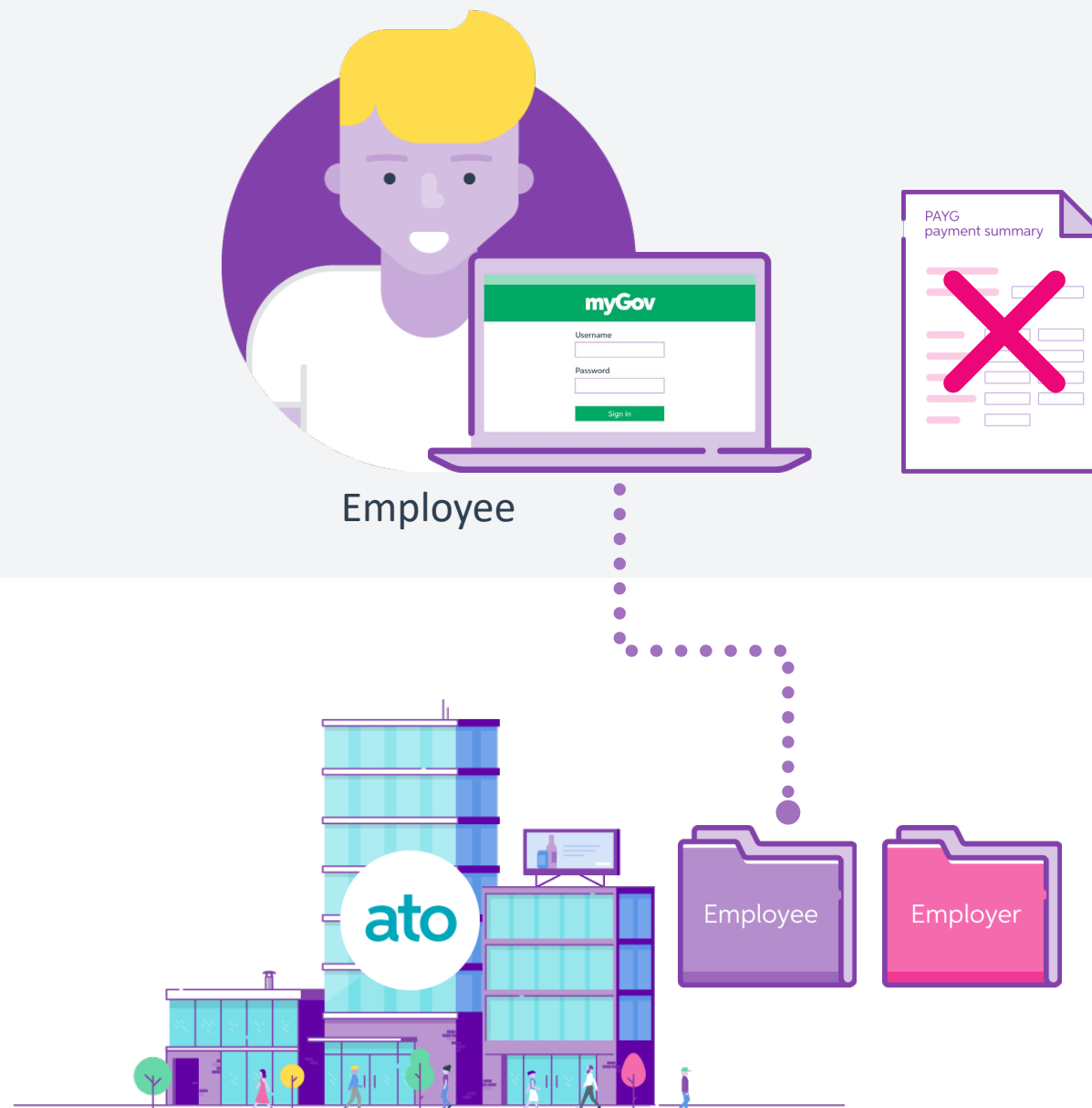


# Employee





# Employee



# Employee





## What it means for employers

No longer	Same old	New
Provide payment summaries	Paying employees and giving pay slips	Payroll information is sent to ATO with each pay run
Fixing errors at EOFY (fix immediately instead)	Paying PAYG and Superannuation on time	Superannuation Guarantee liabilities also sent to the ATO (along with RESC)
		Coming later...
		Forms to be completed online for new employees



## What to tell your employees

No longer

Receive  
payment summaries

Same old

Get paid (phew!)

Receive pay slip each pay

New

Use **myGov** to view their wages and salary amounts, tax and super information

Use **myGov** to access their end-of-year payment summary online

Let's get you ready



# Let's get you ready

# 1

## STP ENABLED SOFTWARE

Update to the latest version to ensure you're on an STP enabled solution

# 3

## ASSIGN ATO CATEGORIES

Your payroll categories must be assigned to an ATO category

# 2

## PAYROLL HEALTH CHECK

Company information and employee details must meet ATO requirements

# 4

## SET AUTHORITY

Specify who has got authority to report this to the ATO

# Get your STP enabled software



## MYOB AccountRight

**2018.4** – STP compliant

**2019.1-2** – STP compliant + multi-currency



## MYOB Essentials

Automatically updated online

Two new Essentials Payroll solutions coming to market in April

AccountRight Classic (v19)  
**will not be updated** to include STP

## It's time for a payroll health check

Check employee details  
are up-to-date



Check pay calculations  
are correct



Clean up payroll data



Review your payroll process



Pay PAYG and Super  
on time



AccountRight

Clearwater Pty Ltd



Accounts



Banking



Sales



Time Billing



Purchases



Payroll



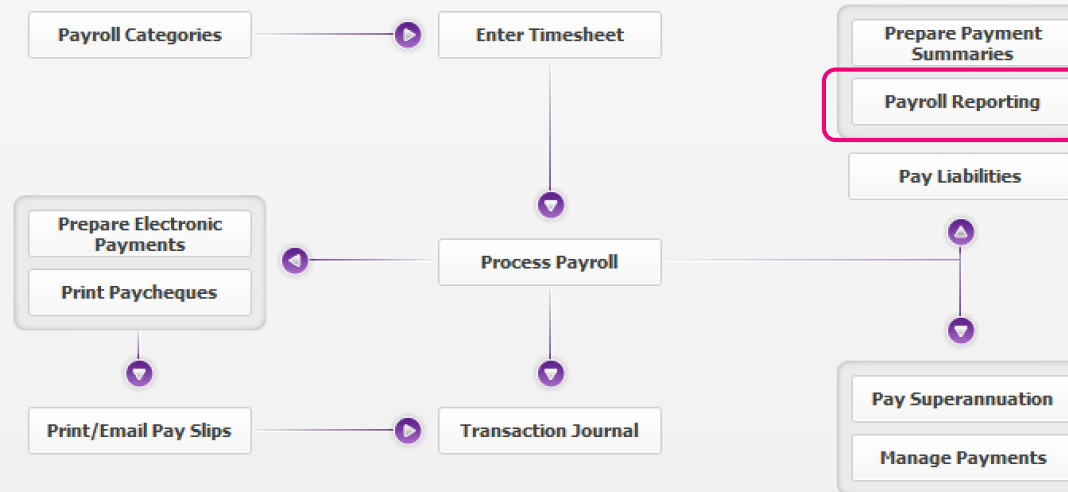
Inventory



Card File

## Payroll

? Help ▾



To Do List ▾

Find Transactions ▾

Reports ▾

Sent Emails

Business Insights ▾



The screenshot shows the MYOB AccountRight interface with the 'Payroll Reporting' window open. The background window is titled 'Clearwater Pty Ltd' and has a menu bar with 'File', 'Edit', 'Lists', 'Command Centres', 'Setup', 'Reports', 'Window', 'Services', and 'Help'. Below the menu bar is a toolbar with icons for 'Accounts', 'Banking', 'Sales', and 'Time Billing'. The 'Payroll' section is highlighted in purple. It contains a flowchart with steps: 'Payroll Categories' (with a right arrow), 'Enter' (partially visible), 'Prepare Electronic Payments' and 'Print Paycheques' (grouped in a box with a left arrow), 'Print/Email Pay Slips' (with a right arrow), and 'Transa' (partially visible). At the bottom of the background window are buttons for 'To Do List' and 'Find Transactions'. The foreground window is titled 'AR Payroll Reporting' and has a 'Company Information' tab. It contains the following text: 'Payroll reporting to the ATO', 'Send payroll and super information to the ATO at the same time you process your employees' pay. This is part of [Single Touch Payroll](#)', 'Let's get you ready', '1. Check your payroll details', 'Your payroll information must meet ATO requirements before you can report through Single Touch Payroll. Perform this check to get a list of all items to fix.', a bulleted list of requirements, a highlighted 'Check Payroll Details' button, '2. Connect to the ATO', 'Tell the ATO that you are using MYOB for payroll reporting, and enter your contact details. [Learn more](#)', a 'Connect to ATO' button, and a 'Close' button at the bottom right.

Clearwater Pty Ltd

Accounts Banking Sales Time Billing

**Payroll**

Payroll Categories → Enter

Prepare Electronic Payments  
Print Paycheques ← Proc

Print/Email Pay Slips → Transa

To Do List Find Transactions R

**AR Payroll Reporting**

Company Information ? Help for this window

**Payroll reporting to the ATO**

Send payroll and super information to the ATO at the same time you process your employees' pay. This is part of [Single Touch Payroll](#)

**Let's get you ready**

**1. Check your payroll details**

Your payroll information must meet ATO requirements before you can report through Single Touch Payroll. Perform this check to get a list of all items to fix.

- Company and employee details must meet ATO formatting requirements with some fields now mandatory. [Learn more](#)
- Payroll categories must have an ATO reporting category assigned. By default the ATO reporting category is set to "To be assigned". [Learn more](#)

**Check Payroll Details**

**2. Connect to the ATO**

Tell the ATO that you are using MYOB for payroll reporting, and enter your contact details. [Learn more](#)

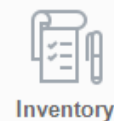
**Connect to ATO**

**Close**

There are **27** items to fix.  
All items **must** be fixed before you can start reporting to the ATO.  
Once you've fixed all items, check payroll details again.

[Check Payroll Details](#)

	Where to update	Details	Error
➔	Employee Cards	Ken Wallace (*None)	Employee ID is invalid.
➔	Employee Cards	Mary Jones (EMP00001)	Suburb is needed.
➔	Employee Cards	Mary Jones (EMP00001)	Address line 1 is needed.
➔	Payroll Categories	Holiday Pay (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Early Termination Tax-Free (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Sick Pay (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Other Income (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Unused Holiday Pay (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Overtime (1.5x) (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Long Service Leave (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Overtime (2x) (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	Bonus (Wages)	ATO reporting category to be assigned
➔	Payroll Categories	ATO reporting category to be assigned	ATO reporting category to be assigned

[Close](#)

Inventory



Card File

Help

[Prepare Payment Summaries](#)[Payroll Reporting](#)[Pay Liabilities](#)[Pay Superannuation](#)[Manage Payments](#)[Business Insights](#)

AR Command Centre

AR Payroll Reporting

Company Information ? Help for this window

Inventory Card File

? Help

Prepare Payment Summaries

Payroll Reporting

Pay Liabilities

Pay Superannuation

Manage Payments

Business Insights

AR Company Information

? Help for this window

**Company Information**

This information is sent to the ATO when you report payroll and super information through Single Touch Reporting. You can update this information at any time during the year.

**Company Details**

Company Name: Clearwater Pty Ltd

ABN: 80 000 000 001 ABN Branch: 123

Street Address: 25 Spring Street

Suburb/Town/City: Blackburn

State: VIC Postcode: 3130

Country:

**Contact Details**

Name: Sue Clarke

Phone: 03 9555 4567

OK Cancel

Close



New



Edit



Help for this window

Wages

Superannuation

Entitlements

Deductions

Expenses

Taxes

	Name	Type	ATO Reporting Category
→	Advance	Salary	Gross Payments
→	Back Pay	Hourly	To be assigned
→	Base Hourly	Hourly	Gross Payments
→	Base Salary	Salary	Gross Payments
→	Bonus	Salary	To be assigned
→	CDEP Payments	Hourly	To be assigned
→	Commission	Salary	To be assigned
→	Early Termination Tax-Free	Salary	To be assigned
→	Final Pay - ETP (Taxable)	Salary	Gross Payments
→	Final Pay - RFBT (non-taxable)	Salary	To be assigned
→	Holiday Leave Loading	Hourly	To be assigned
→	Holiday Pay	Hourly	To be assigned
→	KMs - Car	Salary	Allowance - Car
→	Long Service Leave	Hourly	To be assigned
→	Other Income	Salary	To be assigned
→	Overtime (1.5x)	Hourly	To be assigned

Close

We'll be in touch to let you know when you can finish setting up, and start reporting to the ATO. [Learn More](#)

STP Onboarding

Close

Business Insights

The screenshot shows the MYOB AccountRight interface with the 'Payroll Reporting' window open. The background window is titled 'Clearwater Pty Ltd' and has a menu bar with 'File', 'Edit', 'Lists', 'Command Centres', 'Setup', 'Reports', 'Window', 'Services', and 'Help'. Below the menu bar is a toolbar with icons for 'Accounts', 'Banking', 'Sales', and 'Time Billing'. The 'Payroll' section is highlighted in purple. It contains a flowchart with steps: 'Payroll Categories' (with a right arrow), 'Prepare Electronic Payments' and 'Print Paycheques' (grouped in a box with a left arrow), and 'Print/Email Pay Slips' (with a right arrow). At the bottom of the background window are buttons for 'To Do List', 'Find Transactions', and 'Reconcile'. The foreground window is titled 'AR Payroll Reporting' and has a 'Company Information' tab. It contains the following text: 'Payroll reporting to the ATO', 'Send payroll and super information to the ATO at the same time you process your employees' pay. This is part of [Single Touch Payroll](#)', 'Let's get you ready', '1. Check your payroll details', 'Your payroll information must meet ATO requirements before you can report through Single Touch Payroll. Perform this check to get a list of all items to fix.', a bulleted list of requirements, a 'Check Payroll Details' button, '2. Connect to the ATO', 'Tell the ATO that you are using MYOB for payroll reporting, and enter your contact details. [Learn more](#)', and a 'Connect to ATO' button which is highlighted with a red rectangle. A 'Close' button is at the bottom right of the foreground window.

AR Command Centre

Clearwater Pty Ltd

Accounts Banking Sales Time Billing

**Payroll**

Payroll Categories → Enter

Prepare Electronic Payments  
Print Paycheques ← Proc

Print/Email Pay Slips → Transa

To Do List Find Transactions Re

AR Payroll Reporting

Company Information ? Help for this window

**Payroll reporting to the ATO**

Send payroll and super information to the ATO at the same time you process your employees' pay. This is part of [Single Touch Payroll](#)

**Let's get you ready**

**1. Check your payroll details**

Your payroll information must meet ATO requirements before you can report through Single Touch Payroll. Perform this check to get a list of all items to fix.

- Company and employee details must meet ATO formatting requirements with some fields now mandatory. [Learn more](#)
- Payroll categories must have an ATO reporting category assigned. By default the ATO reporting category is set to "To be assigned". [Learn more](#)

Check Payroll Details

**2. Connect to the ATO**

Tell the ATO that you are using MYOB for payroll reporting, and enter your contact details. [Learn more](#)

Connect to ATO

Close





## Activating Single Touch Payroll Reporting

### 1 Overview

Submission details

Contact person

Add client to portal  
(agents only)

Notify ATO

### Overview of connecting to the ATO

This is the last step before Single Touch Payroll will become active in MYOB Essentials.



## Connect to the ATO

### What you'll be doing



If you're part of the business, you'll:

- Confirm or enter your ABN and a single contact person from your business
- Notify the ATO you're using MYOB for payroll reporting



If you're a tax or BAS agent, you'll:

- Confirm or enter the businesses ABN and a single contact person from the business
- Make sure the business is assigned to your practice in the tax agent or BAS agent portal
- Notify the ATO the business is using MYOB for payroll reporting

Begin



## Set up payroll reporting: Connect to the ATO



Overview

2

Your role



Declaration  
information



Add clients (agents  
only)



Notify ATO

### What is your role?

Each person who processes pays must complete these steps from their own MYOB account. You cannot complete these steps on behalf of someone else.

Agents – you'll need to enter your own details here, signed into MYOB as yourself. You cannot complete this on behalf of your client.

Are you:

☒ Someone from the business

☐ A Tax Agent

☐ A BAS Agent

You must complete these steps yourself. You can't get your agent to complete these steps on your behalf.

Go back

Continue



## Set up payroll reporting: Connect to the ATO

✓ Overview

✓ Your role

3 Declaration information

○ Add clients (agents only)

○ Notify ATO

### Declaration information

Enter the businesses' ABN, your name and contact details. This information is saved to MYOB and used when you send payroll information to the ATO when processing pays.

Payer ABN

**i** The ABN of the business making payments to employees.

First name

Last name

Phone number

Email address

Go back

Continue



## Activating Single Touch Payroll Reporting

- ✓ Overview
- ✓ Submission details
- ✓ Contact person
- ✓ Add clients to portal (agents only)
- 5 Notify ATO

### Notify the ATO you're using MYOB for payroll reporting

Tell the ATO that you'll be using MYOB to send payroll information to them as part of Single Touch Payroll reporting.

The information you will need:



ABN  
13 086 760 198



Service provider name  
MYOB AUSTRALIA PTY LTD



Software ID  
12345689878

### You can notify the ATO in one of two ways

#### Option 1. Phone the ATO on 1300 85 22 32

This only takes a few minutes.

1. Follow the prompts and provide the information above.
2. Once confirmed, click the I've notified the ATO button on this page.

#### Option 2. Create notification in Access Manager

If someone in your business has an Access Manager account, they can notify the ATO online.  
Detailed instructions: [Notifying us of a hosted SBR software service](#) (ATO website).

1. Log into Access Manager.
2. Click My hosted SBR software services from the left hand menu.
3. Click Notify the ATO of your hosted service.
4. Complete all steps with the information provided above.
5. Once confirmed, come back to this page and click the I've notified the ATO button.

Launch Access Manager

Previous step

I've done this



## Activating Single Touch Payroll Reporting



**Your done! You've finished setting up Single Touch Payroll reporting!**

Great, now what? Well, when the next pay day rolls around, you'll be ready to go!



### Process payroll

Next pay run, payroll information is sent to the ATO as part of Single Touch Payroll reporting. [Learn how to process payroll.](#)



### Online payroll reporting centre

The central location to view reports, check report status and update your information. [Learn more about the online reporting centre.](#)

Close




AR Command Centre

AR Process Payroll

1 Pay Period  
2 Employee P  
3 Process Pa  
4 Pay Slips

Help for this window

AR Payroll Reporting Declaration



### Send payroll information to the ATO

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Authorised sender

This field is required

Don't worry, you can still update this information later by processing another payroll with the changes.

Cancel Send

Save & Close

Preview Pay Details


Net Pay
\$792.54
\$5,610.38
\$8,667.62
\$8,667.62
\$8,667.62
\$8,667.62
\$8,667.62
\$8,667.63

Net Pay: \$2,204,484.69

< Back Record >

To Do List Business Insights

# MYOB Essentials



What's new in Payroll?

## Check you're ready

In one click check employee details

- Fix errors quickly and easily
- Hit the ground running

[Check out the MYOB Essentials](#)

Enter pay

Pay superannuation

Employees

Past pay runs

Payroll summaries

PAYG payment summaries (for employees)

Payroll settings

Pay items **NEW**

**Payroll Reporting NEW**

## Check Payroll reporting

o.

ore employees)

the update

Got it

Credit card expiring soon? [Make sure you've updated your payment details.](#)

## Money in

Invoices
\$82,519 <a href="#">12 invoices issued</a>
\$82,519 <a href="#">12 invoices overdue</a>
GST refund
\$0

## Money out

Expenses
\$0 Owing to suppliers
PAYG & Super ▾
\$512 PAYG & Super owing
GST to pay

## Banking

[Set up bank feeds](#)

Bank accounts ▾
\$45,995 In the bank
Credit cards ▾
\$0 In credit cards
Transactions

[Home](#) ▶ [Payroll reporting](#)

## Payroll reporting (Single Touch Payroll)

### What is Single Touch Payroll reporting?

Single Touch Payroll (STP) is an ATO reporting change that has you report your payroll and super information at the same time as you pay your employees.

This means EOFY is a breeze because you've already reported your payroll activity during the payroll year.

[Learn more about STP](#)

### Get ready for Single Touch Payroll reporting

Payroll reporting will be here soon. Get a head start by checking your employee and company details now. We'll let you know when you can connect to the ATO and start reporting!



#### Step 1. Check payroll details

Check that your business and employee details meet ATO requirements, and that your pay items have the right ATO reporting category assigned.

[Check payroll details](#)

#### Step 2. Connect to the ATO

We'll be in touch to let you know when you can finish setting up and start reporting to the ATO. Preview how to [connect to the ATO](#).

[Coming soon](#)

[Home](#) ► Payroll reporting

## There are 5 items to fix before you can start reporting to the ATO

To refresh this list click Check payroll details again.

[Check payroll details](#)

### Business details

Looks like you need to update some business details.

[Edit business details](#)

- ABN is invalid.

### Employee information

Looks like you need to update some employee information. [Learn more](#)

Please Note: The ATO has updated the way you need to supply your employees' TFN exemptions. Please check the TFN details of any employees listed below as having an invalid TFN.

[View all employees](#)[Geoff Banks \(100002\)](#)

- Address is needed.

[Amelia Hanks \(100003\)](#)

- Address is needed.

### Pay items

You'll need to assign an ATO reporting category to each of your pay items to indicate what information to report to the ATO. This is a complex area, if you are not sure what to assign, please contact your advisor. [Learn more](#)

[View all pay items](#)

#### Earnings

- Bonus

#### Deductions

- Workplace giving

Home ► Payroll reporting

There is 1 item to fix before you can start reporting to the ATO

To refresh this list click Check payroll details again.

Check payroll details

### Business details

Looks like you need to update some business details.

Edit business details

- ABN is invalid.



Employee information all good!



ATO reporting categories all good!

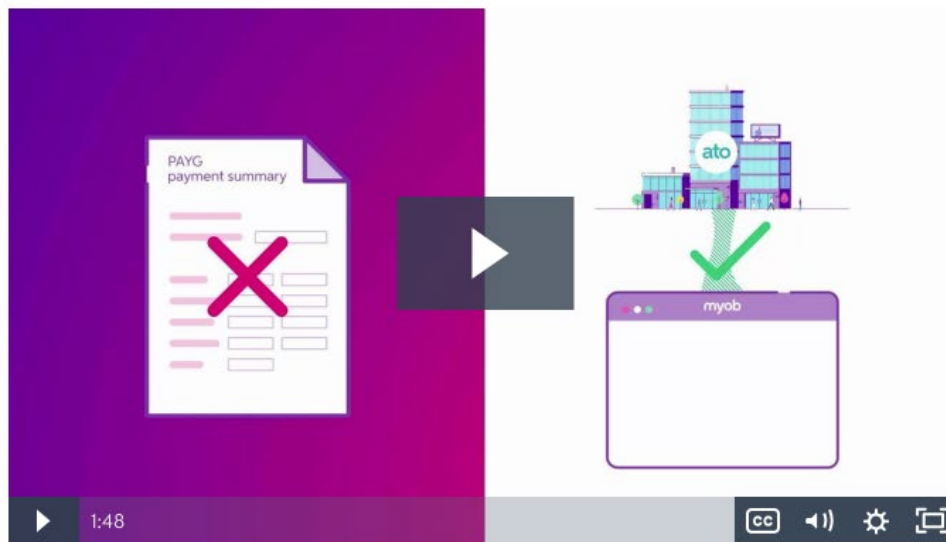
[Home](#) ▶ Payroll reporting

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[complete!](#)

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Preview how to [connect to the ATO](#).

[Activate STP now](#)



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Overview

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Your role



Declaration  
information



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Phone number

Email address

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ABN  
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Previous step

I've done this



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### Online payroll reporting centre

The central location to view reports, check report status and update your information. [Learn more about the online reporting centre.](#)

Close



Home Enter pay

# Pay run summary

Number of employees paid: 1

Pay run: Weekly 01/08/2018 - 07/08/2018 Pay on: 08/08/2018

				Take home			
Employee	Gross	PAYG	Deductions	Current pay	Last pay	Super	Bank file
Billy Younger	435.00	141.00	0.00	294.00	41.00	0.00	
This pay run	\$435.00	\$141.00	\$0.00	\$294.00	\$41.00	\$0.00	0

You're nearly there... Before you continue, make sure everything looks right. A few things you might like to check:

- **dates**, including pay frequency, pay period and payment date
- **amounts**, including deductions
- **employees** included in the pay run (did you forget Bob from Accounts?)

Return to pay centre Looks good



AR Clearwater\_Premier\_AU.myox - MYOB AccountRight

FileEditListsCommand CentresSetupReportsWindowServicesHelp

AR Command Centre

Cleanwater Pty Ltd

Accounts

Banking

Sales

Time Billing

Purchases

Payroll

Inventory

Card File

Payroll

Payroll Categories

Enter Timesheet

Prepare Payment Summaries

Payroll Reporting

Pay Liabilities

Pay Superannuation

Manage Payments

Process Payroll

Prepare Electronic Payments

Print Paycheques

Print/Email Pay Slips

Transaction Journal

To Do List

Find Transactions

Reports

Sent Emails

Business Insights

myob

DashboardSalesPurchasesBankingContactsPayrollReportsIn tray1

My businessesMeadowvale

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Check you're ready to go

In one click check employees

Fix errors quickly and easily

Hit the ground running

Check out the MYOB Essentials

Enter pay

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Employees

Past pay runs

Payroll summaries

PAYG payment summaries

Payroll settings

Pay items

Payroll Reporting

Got it

Credit card expiring soon? Make sure you've updated your payment details.

Money in

Money out

Banking

Invoices

\$82,519

12 invoices issued

\$82,519

12 invoices overdue

GST refund

\$0

Expenses

\$0

Owing to suppliers

PAYG & Super

\$512

PAYG & Super owing

GST to pay

\$0

Bank accounts

\$45,995

In the bank

Credit cards

\$0

In credit cards

Transactions

Set up bank feeds

[Home](#) ▶ Payroll reporting

## Payroll reporting centre

[Reports](#)[Employee terminations](#)[EOFY Finalisation](#)[ATO settings](#)

Payroll year

2018/19



Pay period	Pay on date	Recorded on	Employees	Gross payments	PAYG withholding	Declared by	Declared date	Status	
<a href="#">8/1/2019 - 14/1/2019</a>	15/1/2019	7/2/2019, 05:02PM	3	1795.00	448.00	Lauren McGregor	7/2/2019	Rejected	⋮
<a href="#">1/1/2019 - 7/1/2019</a>	8/1/2019	7/1/2019, 04:30PM	1	1000.00	325.00	Lauren	7/1/2019		

[View ATO response](#)[Download report \(PDF\)](#)

[Home](#) ► Payroll reporting

## Payroll reporting centre

[Reports](#)[Employee terminations](#)[EOFY Finalisation](#)[ATO settings](#)

Pay period 8/1/2019 - 14/1/2019 • Paid on 15/1/2019 • Declared by Lauren McGregor



### Your Payroll Report has been rejected by the ATO

Unfortunately, this payroll report has been rejected by the ATO. The items you need to fix are listed below. Once you've fixed all items, send this payroll information again. [Learn more](#)

### Employer information errors

- The software provider has not been nominated to secure your online (cloud) transmissions. (ATO error code: SBR.GEN.AUTH.006)

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Finalise an employee who you won't be paying again this financial year. Use this in place of a part-year payment summary when terminating employees. [Learn more](#)

Payroll year

2018/19

[Notify the ATO](#)☐ Employee

Employee End Date

☐ Lauren Test

DD/MM/YYYY

☐ Mark STP

DD/MM/YYYY

☐ Peta Tap

DD/MM/YYYY



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Tell the ATO you've processed all pays for the selected employees this financial year. [Learn more](#)

Payroll year

2018/19

[Set as final](#)

<input type="checkbox"/>	Employee	Final indicator	Termination date	Gross payments (YTD)	PAYG withholding (YTD)	
<input type="checkbox"/>	Lauren Test			600	195	...
<input type="checkbox"/>	Mark STP			1600	520	...
<input type="checkbox"/>	Peta Tap			15275	1938	...

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### Get software ID

Enter your ABN to get your unique software ID. You'll need this when notifying the ATO you are using MYOB for payroll reporting. [Learn more](#)

## Closing off the payroll year

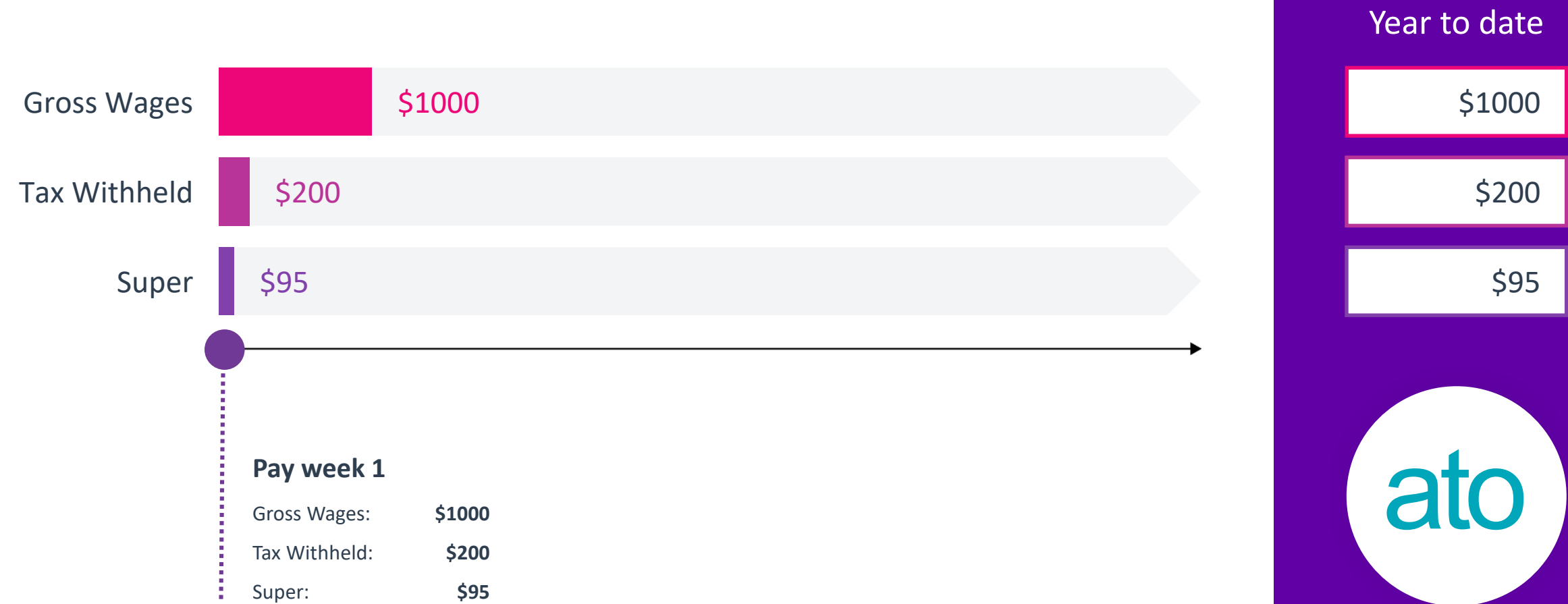
Update	Close	Tax table
Download & install the compliance update*	Close off the payroll year*	Load the new tax tables*

\* Automatically done for MYOB Essentials users.

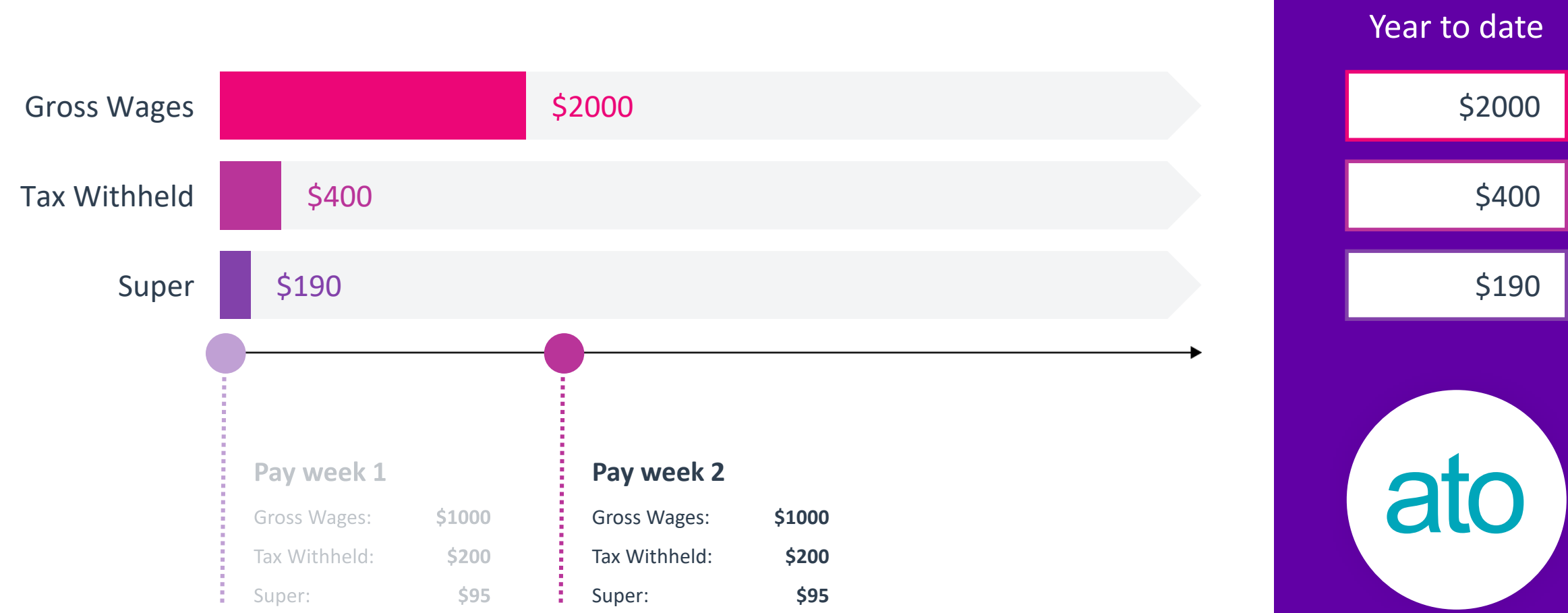
Reporting mistakes may happen...

The ATO understand that this is a big change for employers and that it may take time to get everything right.

# Employee reporting is **year to date** only



# Employee reporting is **year to date** only

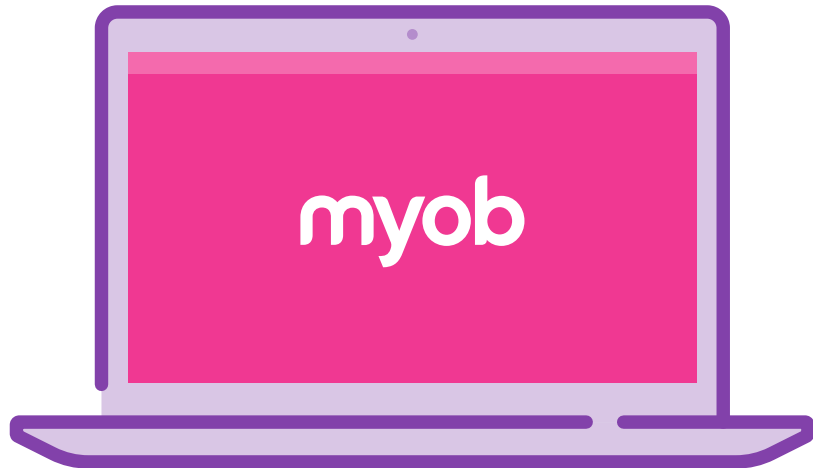


# Employee reporting is **year to date** only





# Fix mistakes as you do today



Delete transaction

Reverse transaction

\$0 pay run (e.g. adjust leave hours)

Adjustment pay run

Year to date

\$2000

\$400

\$190

ato

# Adjustment pay runs **send** YTD values



Year to date

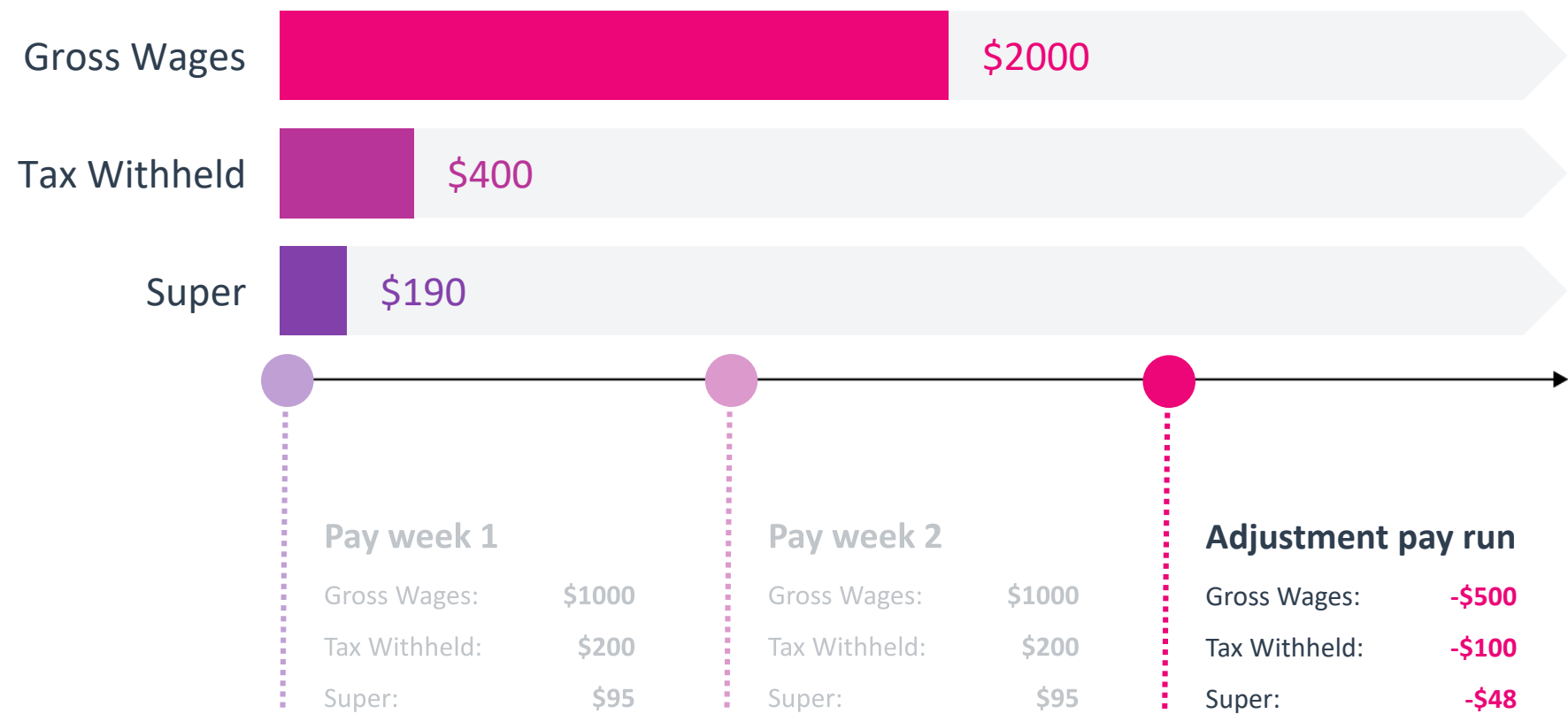
\$2000

\$400

\$190

ato

# Adjustment pay runs **send** YTD values



Year to date

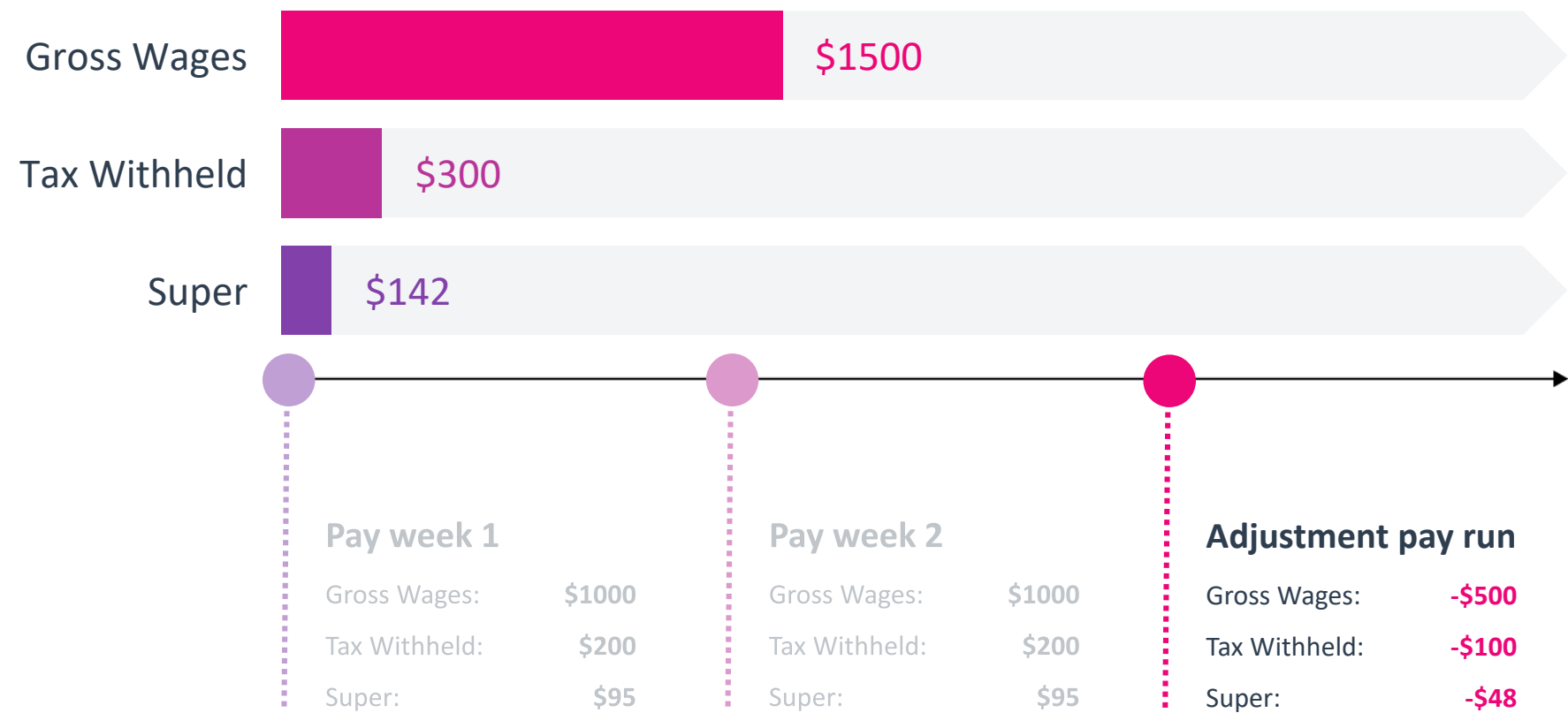
\$2000

\$400

\$190

ato

# Adjustment pay runs **send** YTD values



Year to date

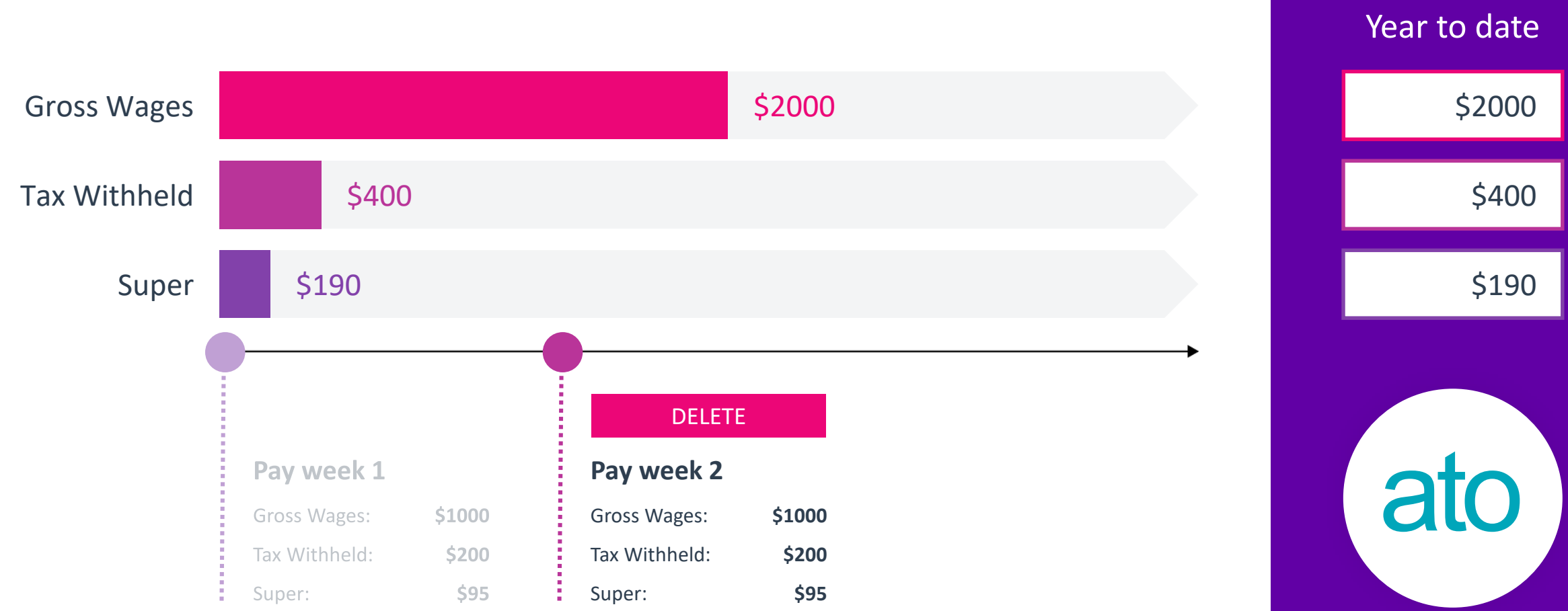
\$1500

\$300

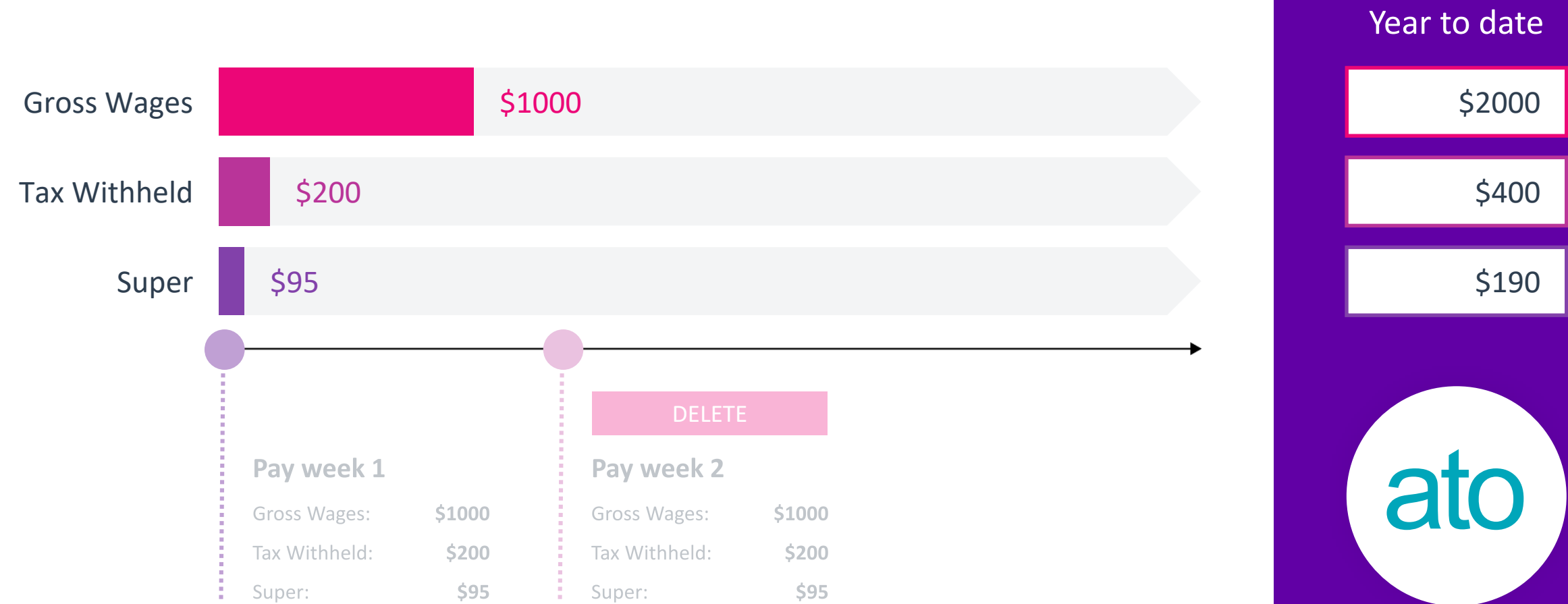
\$142



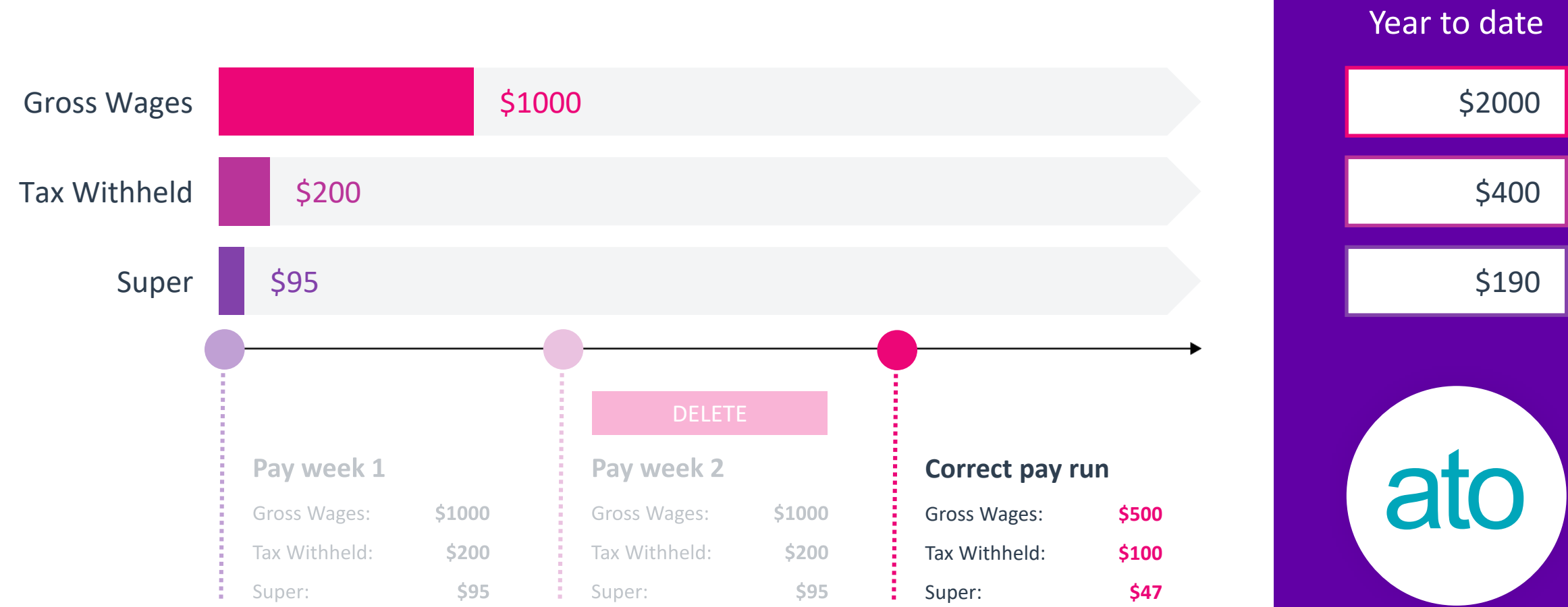
# Delete and Reverse **do not send** YTD values



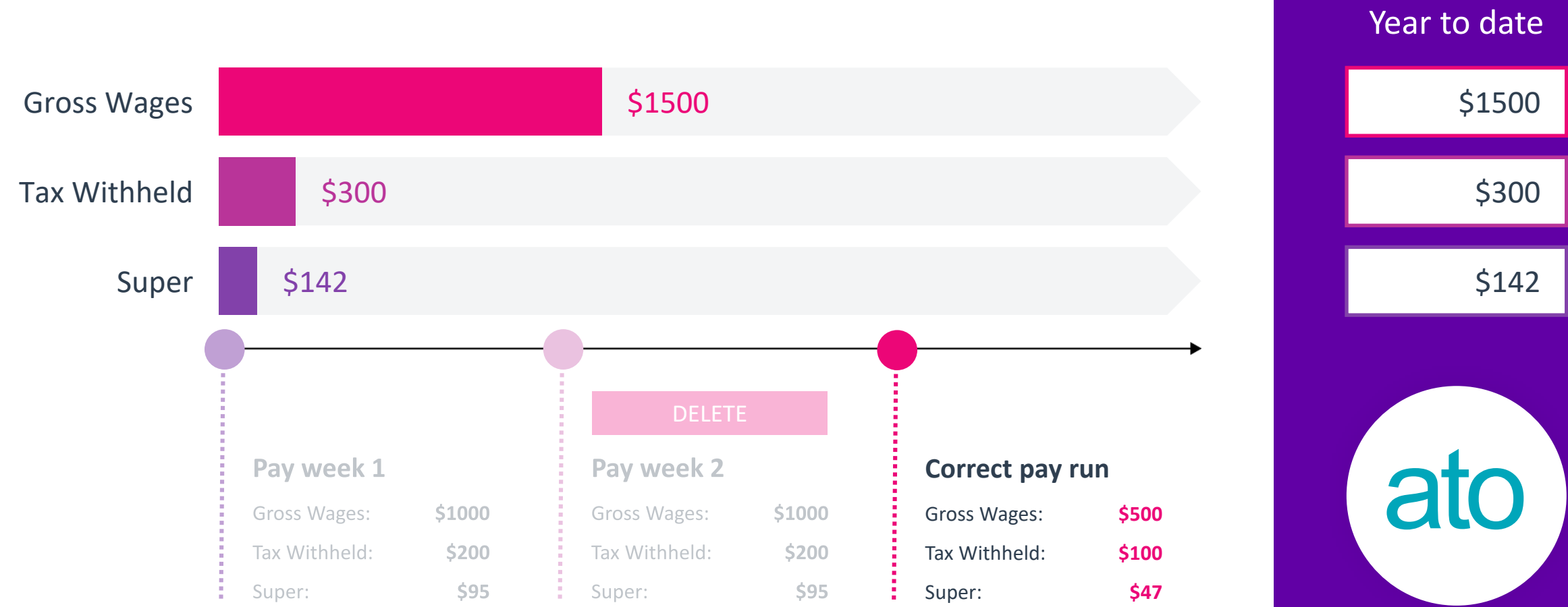
# Delete and Reverse **do not send** YTD values



# Delete and Reverse **do not send** YTD values



# Delete and Reverse **do not send** YTD values





**[myob.com.au/stp](https://myob.com.au/stp)**