

## PAYROLL STP & END OF YEAR

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**Infoware** submits PAYG amounts to the ATO using Single Touch Payroll events. All data is submitted via a registered 3<sup>rd</sup> party under an Infoware account.

## End of Year Checklist

After the final Pay run for the financial year, it is time to prepare for the next Pay run in the new financial year and to finalise STP.

- 1. Prepare for New Pay Year**

*This prepares the Payroll Module for the first pay run in the new financial year.*

- 2. STP End of Year**

*Reviews all the system and maintenance settings used before sending the final STP for the year which will release employee's MyGov account figures.*

- 3. Archive old payroll transactions**

*Usually performed to archive those pay transactions no longer required from prior years but usually retaining 2-3 years active for reporting.*

# 1 Prepare for New Pay Year

Once the final payrun has been finalised for the current financial year and the normal end-of-month procedures have been completed then the **Payroll End of Year can proceed.**

## 1.1 Check Payroll Parameters

Check the “Year Start/Finish Date” values are correct for the year passed, in **Change Payroll Features {6,P,3}**. These values are used to default the values in the Payroll EOY function.

```

CHANGE PAYROLL PARAMETERS
Year Start Date.....: 010722.      Integrated to G/L.....: Y.
Year Finish Date.....: 300623.      Payroll Dept = GL P/C....: N.
Emp. No Start/Fin Range...: 0./99999.  Override Batch No.....: N.
Default Branch.....: SS.          Clear Master Hours.....: N.
EB Pay Date Offset.....: 1.        Date for Initial Accruals: 010705.
EB Details From Branch...: N.        Min. Coin for Round Pays.: .10.
EB Disable Bank A/c Merge: .        Min Mthly Pay for Super..: 450.00.
Gl Always BR WIPif Costed: Y.        Superannuation Rounding..: .05.
Py/Jc Oncost by Employee.: .        Max Super G'tee Age Limit: .
Default JC Cost Ctr/SubCC: L . .      Max SG Contrib Base/Qtr..: 54030.00.
                                     Electronic TFN Declaratns: Y.
Leave Entitlements Paid                Labour Budgets by Day....: .
  from Provision A/c -                 Don't sync Main/MO Emp#...: .
Holiday (HO*).....: .                Use Single Touch Payroll.: Y.
Long Service Leave (LS*)..: .         STP Response Timeout(Hrs): 0.
                                     JobKeeper Topup Allowance: . (JKT)

Report Heading: Satisfaction Software Payroll System
                                                    (Cont Screen 5
  
```

## 1.2 Finalise EOY

Once all these processes have been successfully concluded then run the **End of Year {6,P,E}**, as per example below. The purpose of this function is to clear YTD figures for the Payslips etc.

Enter “Y” (yes) in to the “Continue End of Year” prompt then [SAVE] the screen to proceed (e.g. F12). If you don’t wish to proceed at this time, enter “N” (no) then [SAVE] the screen and the option will safely exit which out proceeding.

```

PAYROLL END OF YEAR

Current
Year Start Date.: 01/07/2022
Year Finish Date: 30/06/2023

Continue End of Year (Y/N)? .

Press SAVE key to continue!
  
```

### 1.3 Superannuation Parameters

In **Superannuation Parameters {6,3,H}**, create Superannuation record for the current tax year, if not already created.

```

S U P E R A N N U A T I O N   P A R A M E T E R S

Effective From Date.....: 010723.

Employer Super Guarantee Rate%: 11.00.

Min Monthly Pay for Superann..:      .00.
Max SGC Contribution Base/Qtr.:      .
Super G'tee Max Age Limit.....:      .

Superann. Round to Nearest....:      .05.
    
```

<b>Effective From Date</b>	This is the date that the new parameters become effective.
<b>Employer Superannuation % Rate</b>	Enter the normal superannuation percentage rate that applies.
<b>Min Monthly Pay for Superann</b>	Enter the minimum monthly gross for the employee to be eligible for superannuation.
<b>Max SGC Contribution Base/Qtr</b>	This is the maximum Super Guarantee Contribution amount per quarter that super can be paid on. This value overrides the default in <i>Payroll Features {6,P,3}</i> .
<b>Super G'tee Max Age Limit</b>	This is the maximum age that the Super Guarantee is paid until. This value overrides the default in <i>Payroll Features {6,P,3}</i> .
<b>Superann. Round to Nearest</b>	Enter the amount to which superannuation payments are rounded (e.g. 0.05 rounds to the nearest 5 cents)

#### 1.3.1 Increase Employer Super %

If there has been an increase to Employer Superannuation contribution then all employee's super guarantee amounts need to be updated.

This can easily be done by running **Change Employer Mandatory Super% {6,P,J}** and entering the appropriate parameter values at the prompt (*see screen example below*).

```

CHANGE EMPLOYER MANDATORY SUPER

Change Employer Superannuation
From Percentage:    10.50.
To Percentage:     11.00.
Changing Employer Superannuation From 10.50% to 11.00%. OK (y/n)?  .
    
```

## 2 Single Touch Payroll End-of-Year

### Before Processing the final Single Touch Pay

It is important before the processing the Single Touch Payroll finalisation for the year, that all the data that is required for this report is up to date. Below are details that may have to be entered into the system before completing Single Touch Payroll. These values are not part of the normal payroll payment cycle and only relate to Single Touch Pay.

**Appendix A** contains details of other issues for PAYG reporting, for your reference.

### 2.1 Check Employer details

Each Branch is linked to a Payroll Group by the **Group Maintenance {8,7}**. For details for setting up a Group, please refer to the Payroll manual. Check that the Employer details are correct.

GROUP MAINTENANCE	
Group.....:	
Name.....:	.
ABN, Branch....:	. .
Signature.....:	.
FBI Exemption?..:	(sect 57A)
Reg'd for WHM?..:	.
STP BMS ID.....:	.
Ozedi Client ID:	.
UTC Date Offset:	(+/- Hrs)
Main Company...:	.
Group details required if company is not given above	
Address Line 1.:	.
Address Line 2.:	.
Suburb.....:	.
State/Postcode.:	. .
Telephone.....:	. .
Contact Name...:	.
Email.....:	.

If “Main Company” option is used in the Group Maintenance then check the address and contact details in **Company Maintenance {8,1}** (example branch screen below). Check the Group settings in the **Branch Maintenance {8,2}** to review company group settings (See Appendix A for details).

COMPANY MAINTENANCE	
Company Code.....:	Short Name: . Start of Year
Company Name.....:	. Week Prd: .
A.C.N.....:	. A/c Prd.: .
Address Line 1....:	. Cash Book Code.....: .
Address Line 2....:	. Last EFT Cr Ref No: .
Suburb/Postcode...:	. Last P/Order No...: .
State.....:	. Portable LSL Rego#: .
Telephone & Fax...:	. Tax Remitter Type.: .
Tax File Number...:	. Invoice No.....: .
Trans Cutoff Date:	. Last Folio Number.: .
Contact.....:	. Def. Sub A/c from Veh: .
Email Contact.....:	. OCR Export (Y/N)?.....: .
Company Banner...:	.
INCOME GROUPS Start Finish	Ledger Currency Code.: .
Level A...: . .	Pays to CR Run#...:
Level B...: . .	
Level C...: . .	
Level D...: . .	

## 2.2 Update Employee details

**Employee Maintenance {6,1}** has several fields related to the payment summaries/Single Touch Payroll that may need updating.

### 2.2.1 Employee Contact Details

It's important the Employee's Master file details are up to date with their latest Contact details; including a Phone number and correct email address. This information is included in the details sent by Single Touch Pay reporting.

```

EMPLOYEE MASTER FILE - continued
Employee No: 5 Status: F Freq: W Start Date: 010190
Name.....: Smith John
Email.....: JohnSmith@gmail.com
PAYG Voluntary Agreements Passport/Visa Details
Creditor.....: . Passport No: .
Payment Type.: . Country....: .
Miscellaneous Pp Expiry...: .
Default Job...: . Review Date: .
Administrator: . Visa Class.: .
Union Number.: . Visa Expiry: .
Portable LSL.: . Working Hol: .
Shirt Size...: . Condition #: .
Comment.....: .
Suspend Roster Payroll Tax Amounts
From Date....: . FBT (P/Tax): .
To Date.....: .
Document Approval JobKeeper Payment
Approval Date: . Start Date.: .
Apprv. Person: . End Date...: .

Screen 5 Enter Selection > Record: 5
Index Mode C -Chng Log I -Images L -Forms Del N -Notes O -Other
    
```

### 2.2.2 Yearly overrides values

There are various values that may apply to an employee from year to year. With Single Touch Pay, they should be setup for each year. In Employee Maintenance {6,1}, there is an “Other” option at *Enter Selection* prompt (see above example).

A list of options will be shown, select “Yearly PAYG Amounts”. This will display a list of current entries (blank list if no previous ones). Press {A} to add a new entry.

```

EMPLOYEE YEARLY AMOUNTS MAINTENANCE
Employee Number...: 5. John Smith
Year Ending.....: .
STP/Payment Summary Amounts
CDEP Gross (PAYG)..: .
FBT Taxable Amount: . (Grossed up >$2000)
FBT Exempt Amount.: .
Reportable Super Overrides
SGC Override %....: .
SGC Yearly Amount.: .
Reportable Amount.: .
    
```

*Note: previous to STP, these values were set directly in Employee Maintenance.*

### CDEP & FBT Amounts

PAYG FBT and CDEP Salary amounts are manual amounts that are included in PAYG reporting.

**Fringe Benefits Tax:** Infoware doesn't calculate PAYG Fringe Benefits amounts, these values are entered by the user. The Reportable Fringe Benefits Amounts are entered as the grossed up amount from your FBT return. If the FBT is "FBT Exempt under section 57a of FBTA 1986" then enter that amount in the RBT Exempt field and "FBT Exempt under Section 57a" in **Group Maintenance {8,7}** needs to be set to "Y".

The \$2000 (*un-grossed*) starting amount is still the same (*i.e. don't report amounts less than \$2,000*).

### Super Override values

After reviewing the "Reportable Super Reconciliation" {6,B,P,B}, some employee's reportable superannuation value may need adjusting.

Only one of the 3 fields above may be filled in. They determine how PAYG calculates the reportable superannuation amount but only if it is different to the Superannuation parameters for the year.

<b>Super Guarantee Override %</b>	Enter this employee's superannuation guarantee percentage rate if it is different from that defined in the superannuation parameter record (see <b>Superannuation Parameters {6,3,H}</b> ) and is to be used to calculate the reportable superannuation amount
<b>Super Guarantee Yearly Amt</b>	Enter the superannuation guarantee amount for the year for this employee if this is to be used to calculate the reportable superannuation amount
<b>Reportable Super Amount</b>	Enter the reportable superannuation amount for this employee (this avoids any calculation and this amount is printed on the payment summary)

The reportable superannuation to print is determined as follows:-

1. If the reportable superannuation amount is specified for an employee then this is used for the employee's payment summary and no superannuation calculation is performed.
2. If the superannuation guarantee yearly amount is specified then the employer superannuation amount and any employee superannuation amount that is taxable (i.e. salary sacrifice) is accumulated and then the yearly amount subtracted to give the reportable superannuation amount.
3. Otherwise the system calculates the superannuation amount from the guarantee percentage (using the employee override percentage, or if blank, the superannuation parameter record's percentage) to calculate the superannuation applicable for the payroll transactions and subtracts it from the total of employer and salary sacrifice superannuation paid to give the reportable superannuation amount.

*Note: If these values are used then the Reportable Super Reconciliation report can't be used to identify any issues with calculations, as the override values take precedence.*

### 2.2.3 Working Holiday Maker Visa Employees

In **Employee Maintenance {6,1}**, on screen 5, there are now Passport/Visa Details which relate to an employee who is on a working visa. Visa's 417 & 462 are taxed differently and any payments processed on or after 1/1/2017 must be reported separately to prior payments for each period.

To indicate that an employee has been taxed as a Working Holiday Maker, enter "Y" in the field "Working Hol" (see example screen shot below).

For further notes see "PY\_Visa\_471\_462\_Tax\_Table\_Client.pdf".

```

EMPLOYEE MASTER FILE - continued
Employee No: 5 Status: F Freq: W Start Date: 010190
Name.....: Smith John
Email.....: JohnSmith@gmail.com
PAYG Voluntary Agreements Passport/Visa Details
Creditor.....: . Passport No: .
Payment Type.: . Country....: .
Miscellaneous Pp Expiry..: .
Default Job...: . Review Date: .
Administrator: . Visa Class.: .
Union Number.: . Visa Expiry: .
Portable LSL.: . Working Hol: .
Shirt Size...: . Condition #: .
Comment....: .
Suspend Roster Payroll Tax Amounts
From Date....: . FBT (P/Tax): .
To Date.....: .
Document Approval JobKeeper Payment
Approval Date: . Start Date.: .
Apprv. Person: End Date...: .

Screen 5 Enter Selection > Record: 5
Index Mode C -Chng Log I -Images L -Forms Del N -Notes O -Other
    
```

The Tax table array has a table specifically for Working Holiday Maker employees.

Co-efficients for Calculation of Weekly Instalments						
Table Effective (dd/mm/yy): 01/07/23						
Seniors/Pensioners (2)				Working Holiday Makers		
Couple (Scale 13)						
Weekly Earnings				Yearly Earnings		
	less than	a	b		less than	a
1	521.	.0000.	.0000.	1	45001.	.1500.
2	583.	.1900.	99.1538.	2	120001.	.3250.
3	693.	.3150.	172.0288.	3	180001.	.3700.
4	721.	.4150.	241.3673.	4	999999.	.4500.
5	829.	.4240.	247.8577.	5	.	.
6	865.	.2990.	144.1750.	6	.	.
7	1282.	.3477.	186.2115.	7	.	.
8	2307.	.3450.	182.7504.	8	.	.
9	3461.	.3900.	286.5965.	9	.	.
10	999999.	.4700.	563.5196.	10	.	.
11	.	.	.	11	.	.
12	.	.	.	12	.	.
13	.	.	.	13	.	.
14	.	.	.	14	.	.



### 2.2.4 Eligible Termination Payment Details

To create an ETP Summary report for a terminated employee, fill out the ETP screen that is displayed after entering the **Termination Date** in the **Employee Maintenance {6,1}**.

```

PAYG Sum/STP from July 2020
Termination Date.....: .
Cessation Type.....: .
Lump Sum Payment A
Termination Type R,T: .
ETP Details
Death Benefit?.....: .
ETP Type Code.....: .
    
```

**Termination Date**

Enter the Employee's Date of Termination.

**Cessation Type**

In addition to the Termination Date, the reason for the termination may be required. The list below shows the available valid codes.

<b>D</b> – Deceased
<b>F</b> – Dismissal
<b>I</b> – Ill Health
<b>R</b> – Redundancy
<b>V</b> – Voluntary Cessation

**Lump Sum Payment A**  
**Termination Type R,T**

If a Lump Sum A payment will be made then this type must be entered, otherwise leave blank.

- R** – if termination is a genuine redundancy, invalidity or under an approved early retirement scheme
- T** – for other terminations

**Death Benefit**

- Leave blank if no ETP payment made
- Y** – if ETP was a Death Benefit Type
- N** – if ETP was not a Death Benefit Type (i.e. a Life Benefit ETP)

**ETP Payment Type**

If no ETP then leave this field blank otherwise:-

- If **ETP and Death Benefit** is **Y** then
  - D** – if Death Benefit ETP paid to a dependant
  - B** – if Death Benefit ETP paid to a non-dependant and a termination payment was made to the non-dependant in a previous income year for the same termination.
  - N** – if Death Benefit ETP paid to a non dependant
  - T** – if Death Benefit ETP paid to a trustee of the deceased estate
- If **ETP and Death Benefit** is **N** (i.e. a Life Benefit ETP) then
  - R** – if ETP paid because of early retirement scheme, genuine redundancy, invalidity or compensation for ( personal injury or unfair dismissal or harassment or discrimination)
  - O** – if ETP was not described by type **R**
  - S** – if ETP is type **R** payment made in a previous income year for the same termination
  - P** – if ETP is type **O** payment made in a previous income year for the same termination

## 2.3 Reconciliation

### 2.3.1 Reconcile Payroll to GL

Run Trial Balance reports for the past year’s transactions and reconcile to General Ledger.

### 2.3.2 Reconciliation

The **Reconciliation report {6,B,P,A}** shows the totals for each PAYG Category by each Employee for each Branch or Group. The totals for each Payment Summary Category are printed for each employee, as in overall summary totals in the final part of the report.

```

P A Y G   P A Y M E N T   S U M M A R Y   R E C O N C I L I A T I O N

For Payroll Group.....:  .

Summary.....:  .

Year Ending 30th June.....:  2023.
Start Period (YYYYMM).....:  202207.
Finish Period (YYYYMM).....:  202306.
    
```

- For Payroll Group**      Enter the 2 character payroll group code, as defined in **Payroll Group Maintenance {6,3,F}**.
- Summary**                **Y** – (yes) print summary report which will only print the top level PAYG Category totals for each employee.  
**N** – (no) will print all the PAYG Category levels for each employee. This is usually only used to review a single employee in detail.
- Year Ending 30<sup>th</sup> June**    Enter the PAYG year for the pay transactions to reconciled.
- Start/Finish Period**      The Start & Finish Accounting Period values will default from the “Year Ending 30th June” value.

Using this report, you can use it to review and verify the yearly Payment Summary Categories and their totals for each employee and as a whole.

This report has been updated to be compliant with the changes for STP v2 reporting.

**NOTE:** There should not be an amount against the “**Blank**” Category.

**Below is an example Summary Reconciliation report.**

Satisfaction Software Payroll Testing System		pytran/grprec	
STP PAYMENT TYPE RECONCILIATION, Date: May 12, 2022 10:03:59		User: filepro Page: 1	
Group: XX	From Per: 202107	To Per: 202206	
Br Employee	Payment Type	Aw Type	Amount
BB 1239	ALLOWANCE		1501.80
BB 1239	DEDUCTION		-1210.00
BB 1239	DIRFEES		1690.00
BB 1239	EXCLUDE		-393.00
BB 1239	GROSS		4800.00
BB 1239	OVERTIME		960.00
BB 1239	PAIDLEAVE		1512.00
BB 1239	TAX		-4348.00
Total For Employee 1239			4512.80
BB 1240	DEDUCTION		-80.00
BB 1240	GROSS		16000.00
BB 1240	TAX		-5232.00
Total For Employee 1240			10688.00
Payment Type			Amount
-----			
Allowance Codes			
Cents Per Kilometre (Current Car Allowance)			
			414.65
Laundry Allowance			
			210.00
Overtime Meal Allowances			
			2072.75
All Other Allowances For Expected Deductible Expense			
			413.75
Domestic Or O'Seas Travel Allowance & O'Seas Accommo			
			63.80
TOTAL Allowance Codes			
			3174.95
Bonus And Commission			
			1500.00
Deduction			
Child Support Deduction			
			-2101.00
Fees			
			-369.50
Child Support Garnishees			
			-826.00
TOTAL Deduction			
			-3296.50
Director's Fees			
			2593.00
Exclude From STP Reports			
			-2889.00
Salary & Wages(Not Able To Assign To Any Other Payment Type)			
			187372.00
Return To Work Payment (To Induce To Resume Work)			
			1700.00
Return To Work Payment (To Induce To Resume Work)			
			1700.00
TOTAL Return To Work Payment (To Induce To Resume Work)			
			16775.52
Paid Overtime			
			16775.52
Paid Leave			
			600.00
Cashout Of Leave			
			3789.83
Other Paid Leave			
			1200.00
Paid Parental Leave			
			5589.83
TOTAL Paid Leave			
			5589.83
Salary Sacrifice			
			-44.70
Salary Sacrifice Of Superannuation			
			-44.70
TOTAL Salary Sacrifice			
			-66358.00
Tax Withheld			
			-66358.00
TOTAL Tax Withheld			
			-66358.00
GRAND TOTAL:			
			146117.10

Below is a small example Full Reconciliation report.

Satisfaction Software Payroll Testing System		pytran/grprec	
STP PAYMENT TYPE RECONCILIATION, Date: Nov 22, 2021 16:07:00		User: filepro	Page: 1
Group: XX	From Per: 202007	To Per: 202106	
Br Employee	Payment Type	Aw Type	Amount
BB 1245	ALLOWANCE OD	1 OT2	109.50
BB 1245	ALLOWANCE OD	1 OT3	67.50
Total For Payment Type ALLOWANCE OD			177.00
All Other Allowances For Expected Deductible Expenses			
BB 1245	DEDUCTION F	1 UNA	-48.00
BB 1245	DEDUCTION F	1 UNI	-38.25
Total For Payment Type DEDUCTION F			-86.25
Fees			
BB 1245	GROSS	1 NOJ	3022.50
Total For Payment Type GROSS			3022.50
Salary & Wages(Not Able To Assign To Any Other Payment Type)			
BB 1245	LUMPSUMW W	1 LSW	975.00
Total For Payment Type LUMPSUMW W			975.00
Return To Work Payment (To Induce To Resume Work)			
BB 1245	OVERTIME	1 OVT	365.64
Total For Payment Type OVERTIME			365.64
Paid Overtime			
BB 1245	PAIDLEAVE O	1 HOL	152.75
BB 1245	PAIDLEAVE O	1 SIC	162.50
Total For Payment Type PAIDLEAVE O			315.25
Other Paid Leave			
BB 1245	PAIDLEAVE P	1 PPL	900.00
Total For Payment Type PAIDLEAVE P			900.00
Paid Parental Leave			
BB 1245	SALSAC S	1 BU	-600.00
Total For Payment Type SALSAC S			-600.00
Salary Sacrifice Of Superannuation			
BB 1245	TAX	1 TAX	-2206.00
Total For Payment Type TAX			-2206.00
Tax Withheld			
Total For Employee 1245			2863.14
Total For Group XX			2863.14
Payment Type			Amount
All Other Allowances For Expected Deductible Expenses			177.00
Fees			-86.25
Salary & Wages(Not Able To Assign To Any Other Payment Type)			3022.50
Return To Work Payment (To Induce To Resume Work)			975.00
Paid Overtime			365.64
Other Paid Leave			315.25
Paid Parental Leave			900.00
Salary Sacrifice Of Superannuation			-600.00
Tax Withheld			-2206.00
GRAND TOTAL:			2863.14

### 2.3.3 Allowance Maintenance

If there is an issue with amounts reporting in the Reconciliation report then review the **Allowance Maintenance {6,2}** "Payment Sum Category" value/s.

ALLOWANCE CODE MAINTENANCE	
Award Code.....:	.
Allowance Code/Desc..:	. . . . .
Standard Amount(\$)...:	.
per week/hour etc....:	. . . . . Company/Creditor....: . . . . .
Hour Rate Factor.....:	. . . . . On Cost Code.....: . . . . .
Payment Type Code....:	.
Payment Sub Type Code:	.
Other Allow (OD) Type:	.
Payment Sum Category..:	. . . . . Default Cost Centre.: . . . . .
Taxable.....:	. . . . . Default Sub Cost Ctr: . . . . .
Super Applicable (OTE):	. . . . . Auto Allowance Rule.: . . . . .
Super Gross Factor...:	. . . . . Show on Emp Info Rep: . . . . .
Salary & Wages (SGC)?:	. . . . . Separation Cert Type: . . . . .
	Hourly Accrual Rates (hrs/hr)
Include In Gross \$'s.: . . . . .	Holiday.....: . . . . .
Payslip Sort Code....: . . . . .	Sick.....: . . . . .
Don't Print Hrs/Units: . . . . .	L.S.L.....: . . . . .
Br PC Acct Sub	R.D.O.....: . . . . .
GL Expense: . . . . .	Hol. Leave Loading..: . . . . .

See Appendix for list of categories.

### 2.3.4 Reportable Super Reconciliation

The Reportable Super Reconciliation report {6,B,P,B} shows the calculated reportable superannuation amount for each employee. When selected it shows the following screen:-

PAYG REPORTABLE SUPER RECONCILIATION	
For Payroll Group.....:	.
Year Ending 30th June.....:	2023.
Start Period (YYYYMM).....:	202207.
Finish Period (YYYYMM).....:	202306.

- For Payroll Group** Enter a valid group code from {8,7} Group Maintenance
- Year Ending 30th June** Enter the year value
- Start Period (YYYYMM)** Enter the start accounting period for the year
- Finish Period (YYYYMM)** Enter the end accounting period for the year

Enter the values and SAVE the screen and the run the report. It will ask :-

#### Show Allowance Totals? (Y/N):

Y = to show totals per allowance on the report.

N = (or just "Enter") to just show 1 line per employee.

## 2.4 PAYG – Final Single Touch Payroll

Each “Pay Run” throughout the year is confirmed to the ATO via **Single Touch Payroll Report {6,A/B,P,O}**. At the End-of-Year, the ATO needs to receive a final STP submission for the year to indicate that the data is finalised and can be used by employees for their tax returns. The process is equivalent to providing a Payment Summary and fulfils ATO requirements.

Below is the requirements for EOY Single Touch Payroll:-

- Run your normal STP on your last Pay Run for the year.
- Review existing and enter any **FBT/CDEP** amounts to the Employee Maintenance {6,1} (see 2.2.2 *Yearly overrides values*) so that these can be reported as part of this final report if not already done so.
- Run the Single Touch Payroll Report {6,A/B,P,O} **Working mode**, “**U**” (*update*) event and check it agrees with reconciliations as per normal for that Payroll Group.
- If ok, then run a CONFIRM Update event with “**Final Payroll for the year?**” = **Y**.

Below is a description for each field on this screen.

```

S I N G L E   T O U C H   P A Y R O L L   P A R A M E T E R S

Working (W) or Confirm (C).....: C.
Payroll (P) or Update (U) Event: U.
Full File Replacement?.....: N.
Final Payroll For The Year?.....: Y.

Pay Run Number.....: .
- Start Date.....:
- End Date.....:

Update Event - Group Code.....: .
- Employee Number.: .

Year Ending 30th June.....: .
- Start Period ...: .
- Finish Period...: .
    
```

### Working (W) or Confirm (C)

**W** – Working Report is used to check data before confirming.

**C** – Confirm Report, if there are no errors, will create an ATO export file which will be automatically transmitted to the ATO.

### Payroll (P) or Update (U) Event

**P** – Payroll Event is a normal pay run.

**U** – Update Event is used to correct data sent to the ATO. It could be run for the whole group or a single employee. It could also be used for TFN declaration, change employee details such as addresses, employment statuses, terminations etc.

*Note: Use **U** when doing the “final” submission to the ATO for the year.*

### Full File Replacement?

**Y** – (yes) can be used to resend the last STP file to the ATO if it has been transmitted and acknowledged. It

will normally be used to correct a large amount of erroneous data sent on the previous submission.

**N** – (no) is a normal pay run.

**Final Payroll For The Year?**

**Y** – (yes) if processing the last/final pay event for the Payroll Year. This will indicate to the ATO and employees they can use the final amounts for tax returns.

**N** – (no) is a normal pay run.

*Note: Use **Y** when doing the “final” submission to the ATO for the year.*

**Pay Run Number**

Enter a valid a Pay Run number as per Pay Run Maintenance {6, 6, 0}. Press F6 for a list.

*Note: This should be blank for EOY Update event.*

**Payrun Start Date**

*Display only* – shows the start date of the selected Pay Run.

**Payrun End Date**

*Display only* – shows the finish date of the selected Pay Run.

**Group Code**

Select a valid Payroll Group as defined in Group Maintenance {8, 7}. (*Update Event Only*)

**Employee Number**

Select a valid Employee Number as defined in Employee Maintenance {6, 1}. (*Update Event Only*)

*Note: This should be blank for EOY Update event.*

**Year Ending 30th June**

This value will default and can't be changed if “P” Payroll Event selected. This value can't be less than “2018” in this option.

**Start Period**

*Display only* – shows the Start of Year Period value.

**Finish Period**

*Display only* – shows the Finish of Year Period value.

### 3 Archiving Transactions

The **Archive Transactions {6,P,K}** function may be run at any time. Although if only the current year’s transactions are going to be retained then Single Touch Payroll and other End of Year functions **must have been performed** before proceeding.

The Archive Payroll Transactions parameter screen allows the user to select a cut-off period for transactions to be archived. This allows the user to only archive transactions that are older than the desired cut-off. It maybe your procedure to retain 2 years of transactions in the current transaction file before archiving, so each year the function is run, transactions for 3 years ago are archived.

**Note:**  
*When running payroll reports with more than the current financial year’s data, you may need to use a Selection Set to **exclude** previous years’ data from the report.*

The following parameter screen will be displayed on selecting this option.

Enter the year to be archived and “Y” or “N” (yes/no) to “Continue with Archive” then save the parameters. If “Y” has been entered in the field “Continue with Archive” then the archiving will proceed. Otherwise the function will exit without proceeding.

A R C H I V E   P A Y R O L L   T R A N S A C T I O N S

  
  

Year Ending 30th June....:        .

Archive Up To & Including:        .

  

Continue With Archive.....:    .

Archiving is not mandatory but the more transactions maintained in the current area, the longer it will take to run reports, including i4Query reports.



## APPENDIX A

### Review Allowance Code Settings

It is important that the {6,2} Allowance Codes have been set to the correct “**Payment Summary Category**” (see screen below).

A L L O W A N C E C O D E M A I N T E N A N C E			
Award Code.....:	.		
Allowance Code/Desc..:	.		
Standard Amount(\$)...:	.		
per week/hour etc....:	.	Company/Creditor....:	.
Hour Rate Factor.....:	.	On Cost Code.....:	.
Payment Type Code.....:	.		
Payment Sub Type Code:	.		
Other Allow (OD) Type:	.		
Payment Sum Category.:	.	Default Cost Centre..:	.
Taxable.....:	.	Default Sub Cost Ctr:	.
Super Applicable(OTE):	.	Auto Allowance Rule..:	.
Super Gross Factor...:	.	Show on Emp Info Rep:	.
Salary & Wages (SGC)?:	.	Separation Cert Type:	.
		Hourly Accrual Rates (hrs/hr)	
Include In Gross \$'s.:	.	Holiday.....:	.
Payslip Sort Code....:	.	Sick.....:	.
Don't Print Hrs/Units:	.	L.S.L.....:	.
	Br PC Acct Sub	R.D.O.....:	.
GL Expense:	.	Hol. Leave Loading..:	.

Below is a list of the available STP v2 PAYG Category codes

Payment Type	Sub Types	Description
<b>ALLOWANCE</b>		Allowance Codes
	<b>AD</b>	Award Transport Payments
	<b>CD</b>	Cents Per Kilometre (Current Car Allowance)
	<b>KN</b>	Tasks
	<b>LD</b>	Laundry Allowance
	<b>MD</b>	Overtime Meal Allowances
	<b>OD</b>	All Other Allowances For Expected Deductible Expenses
	<b>G1</b>	General
	<b>H1</b>	Home Office
	<b>ND</b>	Non-Deductible
	<b>T1</b>	Transport/Fares
	<b>U1</b>	Uniform
	<b>V1</b>	Private Vehicle
	<b>QN</b>	Qualifications/Certificates
	<b>RD</b>	Domestic Or O'Seas Travel Allowance & O'Seas Accomodation
	<b>TD</b>	Tool Allowances
<b>BONUSCOM</b>		Bonus And Commission
<b>DEDUCTION</b>		Deduction
	<b>D</b>	Child Support Deduction

	<b>F</b>	Fees
	<b>G</b>	Child Support Garnishees
	<b>W</b>	Workplace Giving
<b>DIRFEES</b>		Director's Fees
<b>EFI</b>		Exempt Foreign Income
<b>ETP</b>		Employment Termination Payment
	<b>B</b>	Split ETP Type N-Multiple Payments For Death Benefit Type N
	<b>D</b>	Dependent - Death Benefit Payment Direct To Dependent
	<b>N</b>	Non-Dependent - Death Benefit Payment To Non-Dependent
	<b>O</b>	Other Reason - Life Payment As A Conseq Of Employment Not R
	<b>P</b>	Split ETP Type O - Multiple Payments For Life Benefit ETP O
	<b>R</b>	Redundancy-A Life Benefit Payment As A Conseq Of Employment
	<b>S</b>	Split ETP Type R-Multi Payments For Life Benefit ETP Type R
	<b>T</b>	Trustee Of The Deceased Estate-Death Benefit Pymt To Trustee
<b>ETT</b>		Employment Termination Payment Tax
<b>EXCLUDE</b>		Exclude From STP Reports
<b>FITAX</b>		Foreign Income Tax Withholding
<b>GROSS</b>		Salary & Wages(Not Able To Assign To Any Other Payment Type
<b>LUMPSUMA</b>		Lump Sum A - Various Unused Leave On Termination
	<b>R</b>	Annual Leave, Long Service Paid On Redundancy.
	<b>T</b>	Annual Leave, Long Service Paid On Termination.
<b>LUMPSUMB</b>		Lump Sum B - Unused LSL Pre 16 Aug 1978
	<b>B</b>	Long Service Accrued Prior To 160878 On Termination
<b>LUMPSUMD</b>		Lump Sum D - Tax Free Redundancy Component
	<b>D</b>	Tax Free Amt Of Redundancy Or Termination Payment
<b>LUMPSUME</b>		Lump Sum E - Back Payment > 12 Months
	<b>E</b>	Amt Of Back Payment Of Remuneration Accrued > 12 M
<b>LUMPSUMW</b>		Return To Work Payment (To Induce To Resume Work)
	<b>W</b>	Return To Work Payment (To Induce To Resume Work)
<b>NEFI</b>		Non-Exempt Foreign Income
<b>OVERTIME</b>		Paid Overtime
<b>PAIDLEAVE</b>		Paid Leave
	<b>A</b>	Ancillary And Defence Leave
	<b>C</b>	Cashout Of Leave

	<b>O</b>	Other Paid Leave
	<b>P</b>	Paid Parental Leave
	<b>U</b>	Unused Leave On Termination
	<b>W</b>	Workers' Compensation
<b>SALSAC</b>		Salary Sacrifice
	<b>O</b>	Salary Sacrifice Of Other Employee Benefits
	<b>S</b>	Salary Sacrifice Of Superannuation
<b>TAX</b>		Tax Withheld

### Branch's Group Code

Check the Group code settings in the **Branch Maintenance {8,2}** (example branch screen below).

B R A N C H M A I N T E N A N C E			
Branch Code:	.	Name:	.
		Short Name:	.
POSTAL ADDRESS		PHYSICAL ADDRESS	
.	.	.	.
.	.	.	.
.	.	.	.
Phone Number (1).....:	.		
(2).....:	.	Inventory Query Branches	
Company Code.....:	.	.	.
Inventory Invoice No.:	.	.	.
Debtor Invoice No.....:	.	State.....:	.
Cash Book for Receipts:	.	<b>Group Code:</b>	.
Debtor Stop Duplicates:	.		
Update JC from PY on %:	.	Web Ceiling Employee #:	.
Estimate Branch.....:	.	Division Code.....:	.
Create ivmastbr recs.:	.	Area Code.....:	.
Point of Sale Enabled.:	.	Last GL Report	Month To Date
Company Details on PO.:	.	Actual Income.....:	Year To Date
Job Cost not to WIP.:	.	Comparison Income:	

### Voluntary Agreement Award or Other Personal Services

A flag on the **Award Maintenance {6,3,2}** is used to differentiate contractors being paid through the payroll module who have entered into a voluntary withholding agreement. The Payroll is used to pay these contractors with a fixed percentage of Withholding Tax (the employee master file has provision for a "Flat Tax %" to handle this).

P A Y R O L L A W A R D M A I N T E N A N C E			
Award Number.....:	.		
Award Description.....:	.		
Industry Name.....:	.		
Casual Loading %.....:	.		
Accruals From Award (Y/N).....:	.		
Full Time Hours for Period for Entitlement Accruals.....:	.		
<b>Voluntary Agreement Award</b> .....:	.	Print Accruals on Pay Slip	
Ignore Hourly Loading (Super):	.	HOL: . SIC: . RDO: . LSL: .	
Default Leave W/out Pay Code.:	.		
<b>Days Prior To Entitlement</b>		<b>Hourly Accrual Rate Per Day</b>	
Holiday.....:	.	Holiday.....:	.
Holiday Loading.:	.	Holiday Loading.:	.
Sick.....:	.	Sick.....:	.
Long Service.....:	.	Long Service.....:	.
Rostered Day Off:	.	Rostered Day Off:	.

The employee record also needs to have the business payment type and, if a voluntary agreement then the creditor code, setup – see below

EMPLOYEE MASTER FILE - continued	
Employee No: 5	Status: F Freq: W Start Date: 010190
Name.....: Smith	John
Email.....: JohnSmith@gmail.com	.
PAYG Voluntary Agreements	Passport/Visa Details
Creditor.....:	Passport No: .
Payment Type..:	Country....: .
Miscellaneous	Pp Expiry..: .
Default Job..:	Review Date: .
Administrator: .	Visa Class.: .
Union Number.: .	Visa Expiry: .
Portable LSL.: .	Working Hol: .
Shirt Size...:	Condition #: .
	Comment....: .
Suspend Roster	Payroll Tax Amounts
From Date....:	FBT (P/Tax): .
To Date.....:	
Document Approval	JobKeeper Payment
Approval Date: .	Start Date.: .
Apprv. Person:	End Date...: .

---

Screen 5 Enter Selection > Record: 5  
 Index Mode C -Chng Log I -Images L -Forms Del N -Notes O -Other

**Payment Summary  
Business Payment  
Type**

Leave blank for normal employees.  
 If employee is under a voluntary agreement or other arrangement that means they require a business or personal services payment summary then enter the payment type here.

Enter:-

- 001** if Labour Hire
- 002** if Other Specified Payments
- 003** if Voluntary Agreement
- 004** if Personal Services Attributed Income

Press F6 to select the required code if desired.

**Creditor for Voluntary  
Agreement**

If the payment type is 003 for voluntary agreement then the associated creditor code must be entered. This creditor code must have already been defined in Creditor Maintenance

**Example Super Reconciliation Report**

pytran/grpsuprec  
Page: 1

Satisfaction Software Payroll Testing System  
 REPORTABLE SUPERANNUATION RECONCILIATION, Date: Apr 4, 2017 12:11:36  
 Group: XX User: filepro  
 Rate.: 9.50 Min. Monthly Pay: 450.00 Rounding: .05

Employee	Month	Awd Allw	Super Applic	Transact Amount	Super Applic Amount	Calc'd SGC Amount	Total Super Paid	Reportable Super Amt	Super Rate	Employee Overrides Yearly Base Super	Reportable Super Amt
5	Smith John		840.50	928.00	840.50	79.85	79.85				
7	Wilson James		987.68	987.68	987.68	93.85	111.10	17.25			
19	Pitt Brad		1976.00	1976.00	1976.00	187.75	182.80				
20	Blow Joe		1976.00	1976.00	1976.00	187.75	182.80				
21	Smith Fred Sam		402.46	402.46	402.46	.00					
27	Bloggs Fred		3060.26	3109.83	3060.26	290.70	483.05	192.35			
100	Davies Alan		2404.75	2404.75	2404.75	240.50	252.85	12.35	10.00		
115	Smith William James		650.00	650.00	650.00	61.75	40.00				
333	Jones Fred		1100.00	1100.00	1100.00	104.50	101.75				
911	Blaine Peter		449.23	491.63	449.23	42.70	42.70				
Grand Total			13846.88	14026.35	13846.88	1289.35	1476.90	221.95			

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