Demystifying Single Touch Payroll

Presented by Pam Chilman, AMC Training Centre

MYOB Certified Consultant
Pam Chilman
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www.ausmanagement.com.au

**Background**
- Trainer, Consultant and Business owner over 25 years
- Work with business and NFPs to obtain efficiencies
- Deliver face to face courses: MYOB
- Presents webinars on a range of topics
- Set up a range of bookkeeping solutions
- Specialises in finding efficiencies

**Qualifications**
- Certificate IV – Training and Assessment
- Fellow of Institute of Public Accountants & ICB
- Registered BAS Agent
- Award winning MYOB Certified Consultant
- Member of MYOB Partner Advisor Group
- Calxa Accredited Partner
- Xero Accredited Partner and Training Centre
- Reckon Accredited Partner
- QuickBooks Online Pro-Advisor
We are all working closely with the ATO...

www.ato.gov.au/singletouchpayroll
What’s being covered today

- STP reporting
- Let’s get you ready
- Up and running
- Final declaration and EOFY
STP reporting
WHAT IS STP REPORTING?
Learn about the ATO's new streamlined reporting with Single Touch Payroll

WHAT IT MEANS FOR EMPLOYERS
See what’s in store so you’re ready for the changes

WHAT TO TELL YOUR EMPLOYEES
Educate your employees on what to expect

BEFORE YOU BEGIN WITH STP
STP is all about compliance, so it’s a great time to do a payroll health check
Pay day

Do a pay run

Employer

Employee
Pay day

Employer

Employee

Receives pay and payslip
Pay day

Employer

Employee

Receives employee’s year to date (YTD)...
- Salary and wages
- Tax withheld
- Super guarantee liability
Pay day

Employer

Employee

Receives employers period to date (PTD)...
- Total wages
- PAYG Withholding
Employee
Employee
STP so far…

20+

Already reporting from
1 July 2018

1 to 19

Start reporting
1 July 2019
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.
## What it means for employers

<table>
<thead>
<tr>
<th>No longer</th>
<th>Same old</th>
<th>New</th>
<th>Coming later...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide payment summaries</td>
<td>Paying employees and giving pay slips</td>
<td>Payroll information is sent to ATO with each pay run</td>
<td>Forms to be completed online for new employees</td>
</tr>
<tr>
<td>Fixing errors at EOFY (fix immediately instead)</td>
<td>Paying PAYG and Superannuation on time</td>
<td>Superannuation Guarantee (SG) liabilities also sent to the ATO (along with RESC)</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Receive payment summaries</td>
<td>Get paid (phew!)</td>
<td>Use myGov to view their wages and salary amounts, tax and super information</td>
<td></td>
</tr>
<tr>
<td>Receive pay slip each pay</td>
<td></td>
<td>Use myGov to access their end-of-year payment summary online</td>
<td></td>
</tr>
</tbody>
</table>
What to tell your employees

- YTD pay information
- Tax withheld from their pay
- Super contributions owed to them

myTax
- Pre-fills tax return
Compliance is key!
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
1. **WHAT IS STP REPORTING?**
   Learn about the ATO’s new streamlined reporting with Single Touch Payroll

2. **WHAT IT MEANS FOR EMPLOYERS**
   See what’s in store so you’re ready for the changes

3. **WHAT TO TELL YOUR EMPLOYEES**
   Educate your employees on what to expect

4. **BEFORE YOU BEGIN WITH STP**
   STP is all about compliance, so it’s a great time to do a payroll health check

Any questions?
Let’s get you ready
Let’s get you ready

1. **GET YOUR STP ENABLED SOFTWARE**
   Update to the latest version to ensure you’re on an STP enabled solution

2. **UPDATE FIELDS**
   Company information and employee details must meet ATO requirements

3. **ASSIGN ATO CATEGORIES**
   Your payroll categories must be assigned to an ATO category

4. **SET AUTHORITY**
   Specify who has got authority to report this to this ATO
Get your STP enabled software

**MYOB Essentials**

Now
Automatically updates

**MYOB AccountRight**

Now
v2018.4 and later
Current version = V2019.2

**MYOB AccountEdge**

Now
V18

AccountRight Classic (v19)
will not be updated to include STP
Am I covered by MYOB’s deferral?

If this is the case, we’ve got you covered until 31 May 2019!

- MYOB AccountEdge
- All clients

- MYOB AccountRight v19
- Only clients using the following specific features:
  - Multi-Currency
  - Multi-Location
  - M-Powered Payments
  - Negative inventory
  - Some add-ons
Your data must fit with the ATO
What data needs to be checked?

Company information

Employee details

We’ve added a Check Payroll Details tool to tell you exactly which fields need fixing.
Company Information

- Company Name
- ABN
- Street Address
- Suburb/Town/City
- State
- Postcode
Employee details

- First and last name
- Address, City, State, Postcode and Country
- Tax File Number
- Email
- Date of birth
- Start date
Let’s take a look...

AccountRight  Essentials
Before STP...

you would assign payroll categories during **end of year** when creating payment summaries.
With STP...

you need to assign payroll categories in the Payroll Category List before your first pay run
<table>
<thead>
<tr>
<th>ATO Payment Summary fields</th>
<th>ATO Reporting Category (STP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Payments</td>
<td>Deduction (3 to 6)</td>
</tr>
<tr>
<td>Allowance (1 to 9)</td>
<td>CDEP Salary or Wages</td>
</tr>
<tr>
<td>Lump Sum Payments A (Termination)</td>
<td>Exempt Foreign Income</td>
</tr>
<tr>
<td>Lump Sum Payments A (Redundancy)</td>
<td>Total Tax Withheld *</td>
</tr>
<tr>
<td>Lump Sum Payments B</td>
<td>ETP – Taxable component</td>
</tr>
<tr>
<td>Lump Sum Payments D</td>
<td>ETP – Tax free component</td>
</tr>
<tr>
<td>Lump Sum Payments E</td>
<td>ETP – Tax Withheld</td>
</tr>
<tr>
<td>Work Place Giving (1 to 3)</td>
<td></td>
</tr>
<tr>
<td>Deduction 1 – Union Fees</td>
<td></td>
</tr>
<tr>
<td>Deduction 2 – Prof Assoc</td>
<td></td>
</tr>
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*ATO reporting categories*
## ATO reporting categories

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<tr>
<td></td>
<td>Allowance - Car</td>
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<tr>
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<td>Allowance – Transport</td>
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<tr>
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<td>Reportable Employer Super Contributions</td>
</tr>
<tr>
<td>Work Place Giving (1 to 3)</td>
<td>Allowance – Meals</td>
</tr>
<tr>
<td>Deduction 1 – Union Fees</td>
<td>Allowance – Laundry</td>
</tr>
<tr>
<td>Deduction 2 – Prof Assoc</td>
<td>Allowance – Other</td>
</tr>
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<td>Deduction – Union/Prof Assoc Fees</td>
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<tr>
<td>Deduction 1 – Union Fees</td>
<td>Allowance – Meals</td>
</tr>
<tr>
<td>Deduction 2 – Prof Assoc</td>
<td>Deduction – Work Place Giving</td>
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<td></td>
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</table>
Superannuation Guarantee is also reported

Reportable Employer Super Contributions

- Above 9.5%
- 9.5%

Superannuation Guarantee

Year to date super

- $3,500
- $10,000
Reducing Gross Payments

**Before STP**

**Salary Sacrifice & Gross Payments**

To reduce the Gross Payments amount, you would tick Super Salary Sacrifice against it when preparing payment summaries.

**With STP**

**Automatic reduction**

No longer need to do this!

**Salary Sacrifice (deductions) and pre-tax Deductions**

will *automatically* reduce Gross Payments amount.
Let’s take a look...
Check completed

Company details

Employee details

All payroll categories assigned

Nice one!

Your company information and employee details meet ATO requirements.

Success! Your data is now ready for Single Touch Payroll

What's next? Now you just have to complete the activation process with the ATO.
Set authority

**Before STP**

Once a year

When Payment Summaries are lodged to the ATO, you need to declare the information is true and correct.

**With STP**

Every pay run

You’ll need to make this same declaration every time payroll is processed.
What you’ll need

Australian Business Number (ABN)
Tax/BAS agents will also need their RAN

my.MYOB
Email and password

Contact details
First and last names
Phone number
Email address
# Nominate MYOB as your software service

<table>
<thead>
<tr>
<th>Authoriser</th>
<th>Contact details</th>
<th>Notify ATO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominate those who are authorised to send information.</td>
<td>Enter business and contact details. Tax/BAS agents will also need to complete this step.</td>
<td>Nominate MYOB as your software service provider using the Unique Software ID.</td>
</tr>
</tbody>
</table>
Notify the ATO

**Call**

1300 85 22 32

If you do not have an AUSkey, you can provide your software ID to the ATO over the phone.

**Online**

Access Manager

Prefer online and you have an AUSkey, login into the ATO’s Access Manager
Let’s take a look...
Set up payroll reporting: Connect to the ATO

Click Save to complete the set up

Nice one. You've almost finished setting up Single Touch Payroll reporting! Click Save to complete this set up.
ATO online services

Access Manager

- Manage access and permissions for online services like Business Portal
- Lets the ATO know that the business is using MYOB to send transactions to and from ATO

Business Portal

Through Business Portal, businesses can:

- Lodge activity statements
- Update business registration details
- Send and receive mail through a secure mailbox
- View Single Touch Payroll event reports
Any questions?

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

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   Company information and employee details must meet ATO requirements

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   Your payroll categories must be assigned to an ATO category

4. SET AUTHORITY
   Specify who has got authority to report this to this ATO
Up and running
Up and running

1. PAY DAY WITH STP
   Complete a pay run with Single Touch Payroll reporting

2. BEHIND THE SCENES
   Understand what’s happening with year-to-date reporting

3. FIXING MISTAKES
   Mistakes happen and that’s OK

4. KEY THINGS TO KNOW
   Deal with ETPs, terminations, reinstating employees and so on
Pay day

- Process payroll
- Edit pay period
- Check and edit amounts for each employee
- Record pays + declaration
- Email payslips
- Transfer funds

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.

Authorized sender: 

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

[Send button]
Save & Close
(AccountRight)

Not ready to send to
Pay run

Here's where you check and edit each employee's pay. If you don't see the kind of pay you're looking for, such as penalty rates, overtime or an allowance, you can select it in the employee's setup.

When you're happy that all the pays are correct, click Review payslips.

View timesheets

Laura Smith

Pay run: Fortnightly 15/12/2017 - 28/12/2017
Pay on: 29/12/2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Gross</th>
<th>PAYG</th>
<th>Super</th>
<th>Take home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Smith</td>
<td>1,530.00</td>
<td>444.00</td>
<td>145.35</td>
<td>1,086.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate $</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>45.00</td>
<td>34.00</td>
<td>1,530.00</td>
</tr>
<tr>
<td>Annual leave this period</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>(5 hrs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal leave (3 hrs)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Notes to appear on payslip:

Previous employee

Next employee

Review payslip

Save
Your software is the source of truth!
Employee reporting is **year to date** only

### Pay week 1
- **Gross Wages:** $1000
- **Tax Withheld:** $200
- **Super:** $95

### Year to date
- **Gross Wages:** $1000
- **Tax Withheld:** $200
- **Super:** $95
Employee reporting is **year to date** only

<table>
<thead>
<tr>
<th>Gross Wages</th>
<th>Tax Withheld</th>
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</tr>
</thead>
<tbody>
<tr>
<td>$2000</td>
<td>$400</td>
<td>$190</td>
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</table>

**Pay week 1**
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95

**Pay week 2**
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95

Year to date
- Gross Wages: $2000
- Tax Withheld: $400
- Super: $190
Employee reporting is **year to date** only

<table>
<thead>
<tr>
<th></th>
<th>Pay week 1</th>
<th>Pay week 2</th>
<th>Pay week 3</th>
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<tbody>
<tr>
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<td><strong>Super</strong></td>
<td>$95</td>
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<p>| | | | |</p>
<table>
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<th></th>
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<tbody>
<tr>
<td><strong>Gross Wages</strong></td>
<td>$3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Withheld</strong></td>
<td>$600</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Super</strong></td>
<td>$285</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Year to date**
  - Gross Wages: $3000
  - Tax Withheld: $600
  - Super: $285
Don’t wait until the end of year to fix mistakes!

Once an error has been identified, it needs to be corrected and reported within 14 days or next pay event (additional time will be allowed to the next regular pay run e.g. monthly pay cycle).
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
Adjustment pay runs send YTD values

Year to date

- Gross Wages: $2000
- Tax Withheld: $400
- Super: $190

Pay week 1
- Gross Wages: $1000
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- Super: $95

Pay week 2
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95
Adjustment pay runs send YTD values

Year to date:
- Gross Wages: $2000
- Tax Withheld: $400
- Super: $190

Pay week 1:
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95

Pay week 2:
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95

Adjustment pay run:
- Gross Wages: -$500
- Tax Withheld: -$100
- Super: -$48
Adjustment pay runs send YTD values

**Gross Wages**
- Pay week 1: $1000
- Pay week 2: $1000
- Adjustment pay run: $-500

**Tax Withheld**
- Pay week 1: $200
- Pay week 2: $200
- Adjustment pay run: $-100

**Super**
- Pay week 1: $95
- Pay week 2: $95
- Adjustment pay run: $-48

**Year to date**
- Gross Wages: $1500
- Tax Withheld: $300
- Super: $142
Delete and Reverse **do not send** YTD values

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Year to date:
- Gross Wages: $2000
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- Super: $190
Delete and Reverse **do not send** YTD values

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**Gross Wages**
- Pay week 1: $1000
- Pay week 2: $1000

**Tax Withheld**
- Pay week 1: $200
- Pay week 2: $200

**Super**
- Pay week 1: $95
- Pay week 2: $95
Delete and Reverse do not send YTD values

Year to date

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Pay week 1
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95

Pay week 2
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95

Correct pay run
- Gross Wages: $500
- Tax Withheld: $100
- Super: $47

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Delete and Reverse do not send YTD values

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**Year to date**
- Gross Wages: $1500
- Tax Withheld: $300
- Super: $142

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**Pay week 1**
- Gross Wages: $1000
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**Pay week 2**
- Gross Wages: $1000
- Tax Withheld: $200
- Super: $95

---

**Correct pay run**
- Gross Wages: $500
- Tax Withheld: $100
- Super: $47
Over to you...
Any other scenarios?

Delete transaction
Reverse transaction
$0 pay run (e.g. adjust leave hours)
Adjustment pay run

Year to date
$1500
$300
$142
YTD amounts sent to ATO ...

they can go UP

they can go DOWN

but cannot be NEGATIVE
Employment Termination Payment (ETP)
(AccountRight)
Employment Termination Payment (ETP)
(MYOB Essentials)
Termination

Undo termination
Any questions?

1. **PAY DAY WITH STP**
   Complete a pay run with Single Touch Payroll reporting

2. **BEHIND THE SCENES**
   Understand what’s happening with year-to-date reporting

3. **FIXING MISTAKES**
   Mistakes happen and that’s OK

4. **KEY THINGS TO KNOW**
   Deal with ETPs, terminations, reinstating employees and so on
Final declaration and EOFY
Final declaration and EOFY

1. FLAGGING FINAL DECLARATION
   Let the ATO know when to make reported amounts available in myGov

2. AMENDMENTS
   How to amend declared amounts

3. CLOSING OFF THE PAYROLL YEAR
   How to close your payroll year with Single Touch Payroll reporting
Final declaration

1. Record their final standard pay

2. Check YTD amounts are correct on pay slip

3. Head over to Online Payroll Reporting Center

4. Make the final declaration
EOFY finalisation

Undo finalisation
<table>
<thead>
<tr>
<th>Employee</th>
<th>Final indicator</th>
<th>Termination date</th>
<th>Gross payments (YTD)</th>
<th>PAYG withholding (YTD)</th>
<th>Reportable Fringe Benefit Amount (RFBA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peta Tap</td>
<td>5793</td>
<td>10/1/2019</td>
<td>62520</td>
<td>12003</td>
<td>0.00</td>
</tr>
<tr>
<td>Terri Fossat</td>
<td>4323</td>
<td></td>
<td>47834</td>
<td>7685</td>
<td>5793</td>
</tr>
</tbody>
</table>

**Reportable Fringe Benefit Amount (RFBA)**

**Total allowances**

- $0.00

**Gross payments**

- $62,520.00

**Total tax withheld**

- $12,003.00
So, what happens next?
Changing mindset

**Payment Summaries**

You only report to the ATO once a year.

At year-end, amounts are checked and fixed before they are reported to the ATO.

**STP reporting**

You’ve been reporting to the ATO all year.

So there’s no need to wait before making final declaration to the ATO.
Closing off the payroll year

Update
- Download & install the compliance update*

Close
- Close off the payroll year*

Tax table
- Load the new tax tables*

* Automatically done for MYOB Essentials users.
Any questions?

1. **FLAGGING FINAL DECLARATION**
   Let the ATO know when to make reported amounts available in myGov

2. **AMENDMENTS**
   How to amend declared amounts

3. **CLOSING OFF THE PAYROLL YEAR**
   How to close your payroll year with Single Touch Payroll reporting
How do you *now* feel about being STP ready?

POLL...
Next steps?

Upgrade to latest version OR Get software in place

Connecting Up

myob

30% off RRP - AccountRight or Essentials (full version)
Download AMC Training Centre STP Guide: www.ausmanagement.com.au

Next steps?

- Check employee details are up-to-date
- Check pay calculations are correct
- Clean up payroll data

Payroll Health Check

- Review your payroll process
- Pay PAYG and Super on time
AMC Training Centre
www.ausmanagement.com.au

Next steps?

• Support online
• Webinars – incl. monthly MYOB NEWS Channel
• Training Courses
• Problem solving
• Setup and conversions
• Integration services
• Review and ongoing support services
AMC assist clients nationally – online or face to face

- Online meeting
- Discuss payroll issues
- Review MYOB payroll setup and processes
- Provide written report
- Meeting – online or face to face

Contact: reception@ausmanagement.com.au
www.ausmanagement.com.au
or 02 6215 9710
This is just the beginning...
Next steps...

MYOB will continue developing STP & keep you updated

Contact the AMC team for personalized assistance
reception@ausmanagement.com.au – mention ConnectingUp for special offer

help.myob.com is just a click away

community.myob.com to continue the conversation

ato.gov.au/singletouchpayroll for the official line
Questions?

Keep in touch
pamc@ausmanagement.com.au
www.ausmanagement.com.au
AMC Training Centre 02 6215 9710
Ask about our Payroll Health Check + Voucher for training sessions

connectingup@myob.com