



**LAW
MASTER[®]**

Law Practice Technology

LawMaster Single Touch Payroll (STP) User Guide

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Upgrade.

A MASTRIN CREATION

Document Revisions

Version Number	Owner	Updates
V1.0	KLF	First release

About this Guide

Single Touch Payroll is a government initiative that changes the way employers report payments such as salaries and wages, PAYG Withholding and super information to the Australian Tax Office (ATO).

The Sweden (10.12) release of LawMaster has been confirmed by the ATO as STP compliant.

This guide is intended for system and payroll administrators as a guide to transition to and adopt Single Touch Payroll within LawMaster.

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Single Touch Payroll

What is Single Touch Payroll?

Single Touch Payroll (STP) is a government initiative to streamline business reporting obligations. Payroll information will be sent from the software to the ATO when an employer pays their employees, rather than at the end of the year.

Benefits for employers:

- Payroll reporting is part of the pay run process
- Activity Statement W1 and W2 fields are pre-filled
- Payment Summaries and PSAR no longer required

Benefits for employees:

- Real-time YTD pay details accessible via MyGov
- Payment Summary no longer required to complete tax return

Who is required to report?

- Substantial employers with 20 or more employees are required to report from 1 July 2018.
The ATO has granted LawMaster a blanket deferral to the 31 March 2019. This means that LawMaster users will remain fully ATO compliant without penalty until that date.
- Employers with 19 or less employees are required to report from 1 July 2019 but can choose to report through STP earlier.

The number of employees is defined by a head count on 1st April 2018. If the head count on this date is 20 or more, then the employer is deemed a 'substantial employer' and must report under STP.

How Single Touch Payroll Works

When an employer pays employees, payroll information in the form of a Report (the STP Report) is sent from the software to the ATO. The STP Report includes salary or wages information, tax withheld, super guarantee amounts and ordinary time earnings. When the ATO receives the information, it is matched to the right employer/employee account.

The payroll cycle will not change. Businesses can still pay employees weekly, fortnightly or monthly.

Payment due dates for PAYG withholding and super contributions will not change.

Payments such as salaries and wages and amounts withheld which are reported through Single Touch Payroll will be pre-filled into the Business Activity Statement (labels W1 and W2). Large withholders will not have to report PAYG withholding through their activity statement.

Single Touch Payroll Terminology

Pay Event – the STP Report sent with a normal Pay Run

Update Event – the STP Report sent for an Adjustment entry or as a YTD snapshot of Employee(s).

Finalisation Declaration – Declaration sent to the ATO indicating that all information has been provided for a financial year (replaces the Payment Summary and PSAR).

Sending Service Provider – Transmits data from LawMaster to the ATO. LawMaster uses MessageXchange.

Most Significant Changes for the User

Timing – The STP Report is required to be sent to the ATO on or before the Pay Date.

Declaration – Each time an STP Report is sent, the user is required to declare information is true and correct.

Transition to Single Touch Payroll during a financial year

An employer may start STP reporting at any time throughout a financial year.

In LawMaster, transitioning to Single Touch Payroll during a financial year involves the following steps:-

- Turn on STP Reporting
- Enable Two Factor Authentication
- Review Payroll Parameters
- Review STP Reconciliation Report
- Submit STP Update
- Review STP Report Status

Turn on STP Reporting

1. Review Employer Name for correctness

MenuBar > Parameters > Set Parameters > Accounting > Companies – Non-accounting

2. Identify Employer Entity ID

MenuBar > Parameters > Set Parameters > Accounting > Company Codes – Accounting

Profit/Loss Appropriation:	1214565	Current Year Earnings - P&L Appropri...	Interfund Control:	12222222	Clearing Account
Depreciation Expense:	1112305	Depreciation Of Buildings	Asset Account:	1213555	Fixtures and Fittings
Payroll Net Control:	1214055	Nett Wages Clearing Account	Payroll Deduction Control:	1214050	Wages Deductions Clearing Acc
GST-I/P Credits:	1214065	GST Paid on Purchases	Payable:	1214070	GST Received on Bills Raised
W/Tax:	1214075	Withholding Tax A/C	Superannuation Control:		
P & L Clearing Account:	12222222	Clearing Account			

3. Review Employer Entity Record – Check Address

Menu Bar > Enquiries > Entity Search > Main Tab

LEIBMANN SMYTHE [LE000691M]

Details

Entity Type: B ... Other Business / Org... Alert: ...

Title: ... First Name(s): ...

Name: Leibmann Smythe

Position: ...

Organisation: ...

Date of Birth: ... Date of Death: ...

Alias: ... Firm Classification: ...

Salutations

Formal: Sir or Madam Personal: Sir/Madam Impersonal: Sir/Madam Reset

Link Entity

Link Entity: ... All Mailing Site Registered DX

Mailing Address

Address Lookup: ... powered by Google

PO Box / Additional Address Info: (Optional) Manual Address Entry

Street Address: 331 Queen Street

Suburb: Melbourne Postcode: 3000

State: ... Country: ...

Contact Numbers

Phone - Business: ... Direct: ... Mobile No: ...

Private: ... Fax No: ... Alt Mobile No: ...

Email Address: ... Alt Email: ...

Preferred SMS: 1st Mobile Preferred Written Communication: ...

Web Site: ...

Last Updated: 20/08/2018 12:16:53 PM By: KCG

Main Additional Addresses Financial Other Notes

OK Cancel

4. Review Employer Entity Record – Check ABN
Menu Bar > Enquiries > Entity Search > Financial Tab

LEIBMANN SMYTHE [LE000691M]

Taxation

Tax Country 1: AUS ... Australia

TFN: 555 000 555 ACN: 000-000-000 ABN: 12-000-111-928

Tax Country 2: ...

Tax No: ... Company No: ... Business No: ...

GIN: ...

Bank Details

Account Name: Leibmann Smyth General Account

Account No: ...

Branch Name: Buderim

Bank: ANZ ... ANZ

Financial

Credit Terms: ...

Payment Method: ...

Credit Status: ... Credit Limit: 0

Debtor Statement? By-pass Overdue Notice?

Main Additional Addresses Financial Other Notes

OK Cancel

5. Nominate the ATO Contact for STP and review Resource for Name, Telephone and Email
MenuBar > Security > Maintain User Security

Modify User: Progress Administrator [X]

Resource No: PROADM

System Access: P Practice Management

Date Terminated: []

Description: Jane Smith ([])

Position: []

Type of Resource: P Partner

Work Unit: C Commercial

Location: M Main Office

Phone Number: 07 5454 5454 Ext: []

Mobile Number: []

Email: janesmith@test.com.au

Reporting To: PROADM Progress Administrator

Barcode No: 0 Operator No: 0

Authorisation limit: 50,000

PO Authorisation Limit: Unlimited? [x] Amount: []

Full Time Equivalent: 1.00

Charge Rate: 50.0000 Actual Rate: 0.0000

Effective Date: 03/11/2004

Old Charge Rate: 0.0000 Old Actual Rate: 0.0000

Old Type of Resource: []

Outlook Tasks Synchronisation: System Default

Remarks: []

Last Updated: 8/12/2017 9:11:04 AM By: PROADM

[OK] [Cancel]

6. Check Branch Number on Business Activity Statement (usually 001)

7. Turn on STP Reporting

MenuBar > Parameters > Set Parameters > Payroll > Processing Options > STP Compliance Tab – Select Company – Context Menu > Modify

STP Reporting	Company Code	Company Name	STP Start Date	Company ABN	Branch	BMS ID	Contact Name	Visible
<input checked="" type="checkbox"/>	1	Leibmann Smythe General ...	8/08/2018	69052439086	1	296243d1-56ee-48cc-bb89...	Kristina Fenwick	Y
<input type="checkbox"/>	3	L S Services Pty Ltd						Y

Tick STP Reporting, click Generate to generate BMS Id, and enter Resource number for the STP Reporting Contact

Select Yes when prompted to turn on Two Factor Authentication (2FA).

Enable Two Factor Authentication

In accordance with ATO Guidelines, Two Factor Authentication is required to access Payroll. Two Factor Authentication (2FA) adds another layer of security, by requiring an Authentication Code as well as a Payroll Password.

After turning on 2FA at the database level, each user requiring access to Payroll will need to be configured separately from within User Security. Once configured, an email is sent to the User with instructions on how to set up Two Factor Authentication on a mobile or other device. The email also contains the Secret (barcode/key) which is used to generate the Authentication Code.

The Secret is encrypted and stored against the Resource record.

Steps to Enable Two Factor Authentication

1. Ensure email address is correct for the Payroll User
MenuBar > Security > Maintain User Security

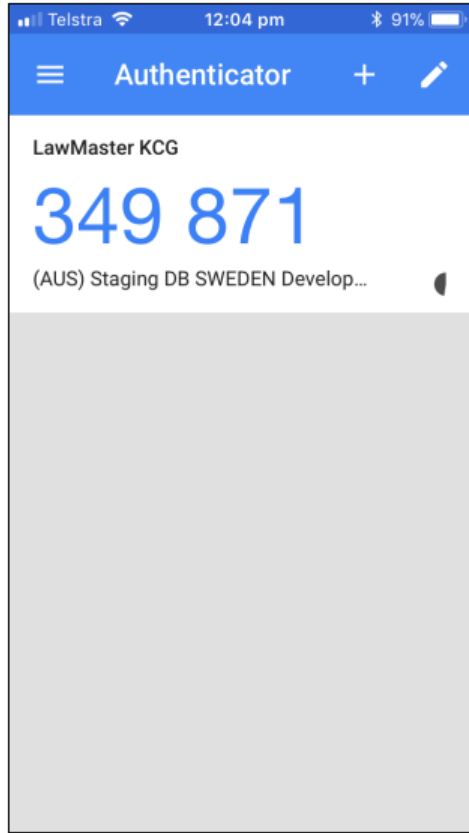
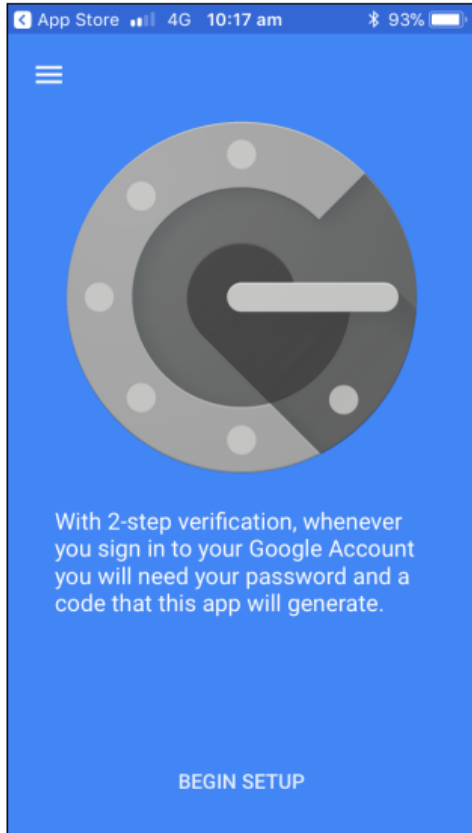
Modify User: Tahir X

Resource No:	TRM
System Access:	BJMPJS Multiple Rows
Date Terminated:	
Description:	Jane Smith (:)
Position:	Lawyer
Type of Resource:	S Solicitor
Work Unit:	C Commercial
Location:	M Main Office
Phone Number:	07 5454 5454 Ext:
Mobile Number:	
Email:	test@test.com.au
Reporting To:	UL Ursula Leibmann
Barcode No:	0 Operator No: 0
Authorisation limit:	500,000

2. Enable Two Factor Authentication for the Payroll User
MenuBar > Security > Maintain User Security > Enable Two Factor Authentication

3. Follow the instructions on the email to download and install the relevant Authenticator App on a mobile or other device.
 - [Google Authenticator](#) for Android devices, iPhone, iPod Touch or iPad
 - [Authy](#) for iPhone, iPad, Android, Mac computers and Windows computers

Once the app is installed, follow the instructions to add an account and upload the Secret. The Secret is uploaded by either scanning the barcode or entering the key provided in the email. This will generate a 6-digit Authentication Code which can then be used in conjunction with the Payroll Password to access Payroll.



A new Authentication Code is generated approximately every 30 seconds. Please note that Authenticator Apps use local time on the mobile phone, not a central time server. Users will need to have a local time and time zone on their phone that matches global time (UTC).

When first entering the LawMaster Payroll System, the user will now be prompted to enter both the Payroll Password and the Authentication Code. Upon acceptance of the password and code, the user will not be prompted again to access payroll functions during the current login session.

Password For Payroll Accounts
✕

Password:

Authenticator Code:

OK
Cancel

Review Payroll Parameters

A new field of Allowance Code has been added to Allowances created in the Payroll Payment and Deduction Codes Parameter Type of 'PC'. Under Single Touch Payroll, all reportable allowances are required to be grouped to one of the following Allowance Codes: Car, Transport, Laundry, Meals, Travel or Other. If not a reportable allowance, then an Allowance Code of blank should be selected.

Lump Sum Parameters

1. Check Lump Sum Parameters for correct settings

Menu Bar > Parameters > Payroll > Payroll Payment and Deduction Codes

Lump Sum Parameters: ALSA, ALSAR, ALSB, ALSD, ALSE

LM Settings: Untick Normal Pay, Untick Exclude from EGS, Untick Exclude on PAYG, Allowance Code blank

Payroll Code (Mandatory)	Description (Example)	LM Settings
ALSA	LUMP SUM A – OTHER REASONS	Untick After Tax Untick Exclude on PAYG Allowance Code: blank
ALSAR	LUMP SUM A – REDUNDANCY	Untick After Tax Untick Exclude on PAYG Allowance Code: blank
ALSB	LUMP SUM B	Untick After Tax Untick Exclude on PAYG Allowance Code: blank
ALSD	LUMP SUM D	Tick After Tax Untick Exclude on PAYG Allowance Code: blank
ALSE	LUMP SUM E	Untick After Tax Untick Exclude on PAYG Allowance Code: blank

Allowance Parameters

2. Check Allowance Parameters for correct settings
 MenuBar > Parameters > Set Parameters > Payroll > Payroll Payment and Deduction Codes

Type 1 – Separately Reportable Allowances, e.g. Motor Vehicle for work related travel

Payroll Code (Example)	Description (Example)	LM Settings
AMV	MOTOR VEHICLE Motor Vehicle for work related travel where employer is required to withhold eg excess above approved rate. (ATO Table 2)	Untick Normal Pay Untick After Tax Untick Exclude on PAYG Allowance Code: Car
ALAT	LAUNDRY Laundry for deductible clothing up to the threshold amount where employer is not required to withhold. (ATO Table 4)	Untick Normal Pay Tick After Tax Untick Exclude on PAYG Allowance Code: Laundry

Type 2 – Allowances included in Gross Payment, e.g. Special Duties Allowance

Payroll Code (Example)	Description (Example)	LM Settings
ASPEC	SPECIAL DUTIES Crib, danger, dirt, height, site, shift or travelling time, Trade, first aid certificate or safety officer (ATO Table 1)	Tick Normal Pay Untick After Tax Untick Exclude on PAYG Allowance Code: blank

Type 3 – Non-reported Allowances, e.g. Reimbursement

Payroll Code (Example)	Description (Example)	LM Settings
AME	MEAL ALLOWANCE AWARD Award overtime meal allowance up to reasonable allowances amount (ATO Table 5)	Untick Normal Pay Tick After Tax Tick Exclude on PAYG Allowance Code: blank

Deductions Parameters
3. Check Deductions Parameters for correct settings

MenuBar > Parameters > Set Parameters > Payroll > Payroll Payment and Deduction Codes

Type 1 – Separately Reportable Deductions, e.g. Union Fees or Workplace Giving

Payroll Code (Example)	Description (Example)	LM Settings
DUF	UNION FEES	Untick Normal Pay Tick After Tax Untick Exclude from EGS Untick Exclude on PAYG Deduction Code: Fees

Type 2 – Non-Reported Deductions, e.g. Garnishee

Payroll Code (Example)	Description (Example)	Required LM Settings
DGAR	GARNISHEE	Untick Normal Pay Tick After Tax Untick Exclude from EGS Untick Exclude on PAYG Deduction Code: blank

Type 3 – Salary Sacrifice (excluding Super), e.g. Salary Sacrifice Motor Vehicle

Payroll Code (Example)	Description (Example)	Required LM Settings
DSSV	SALARY SACRIFICE MOTOR VEHICLE	Untick Normal Pay Untick After Tax Untick Exclude from EGS Untick Exclude on PAYG Deduction Code: blank

Type 4 – Salary Sacrifice Super

Payroll Code (Required)	Description (Example)	Required LM Settings
DSUS	SALARY SACRIFICE SUPERANNUATION	Untick Normal Pay Untick After Tax Untick Exclude from EGS Untick Exclude on PAYG Deduction Code: blank

Review STP Reconciliation Report

The STP Reconciliation module produces an STP Reconciliation Report Grid which lists the audited YTD amounts for each employee of the selected Company and Year.

Where employees have been paid reportable allowances or deductions, the Employee column can be expanded to reveal the Allowances and Deductions Tab. Where employees have been paid Employment Termination Payments (ETPs), the Employee column can be expanded to reveal the ETP Tab. All employees with payroll transactions for the selected Payroll Year are displayed by default. Grid filters are available from the column headings to customize the display, e.g. filter by selected employees.

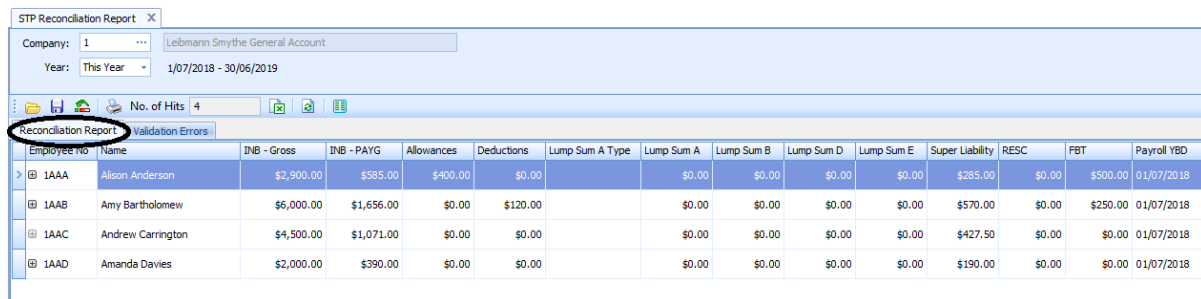
A Context Menu on the Reconciliation Report Tab includes the following functionality:

- Connect to Employee,
- Submit STP Update,
- Submit End of Year
- Finalisation Declaration to ATO and
- Reset Finalisation Indicator to False.

A Validation Errors and Warnings tab has been provided to ensure the data for the Employer, Employer Contact and Employee are complete and to avoid unnecessary errors from the ATO. If errors exist, the Validation Errors tab will load 'in focus' when displaying the STP Reconciliation Report. If warnings exist, the Reconciliation Report tab will load 'in focus' and the user has the option to click on the Validation Warnings tab.

1. Run STP Reconciliation Report

Main Menu > Payroll and Personnel > Single Touch Payroll > STP Reconciliation.



Employee No	Name	INB - Gross	INB - PAYG	Allowances	Deductions	Lump Sum A Type	Lump Sum A	Lump Sum B	Lump Sum D	Lump Sum E	Super Liability	RESC	FBT	Payroll YTD
IAAA	Alison Anderson	\$2,900.00	\$585.00	\$400.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$285.00	\$0.00	\$500.00	01/07/2018
IAAB	Amy Bartholomew	\$6,000.00	\$1,656.00	\$0.00	\$120.00		\$0.00	\$0.00	\$0.00	\$0.00	\$570.00	\$0.00	\$250.00	01/07/2018
IAAC	Andrew Carrington	\$4,500.00	\$1,071.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$427.50	\$0.00	\$0.00	01/07/2018
IAAD	Amanda Davies	\$2,000.00	\$390.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	\$0.00	\$0.00	01/07/2018

2. Check Validation Error/Warnings tab

Resolve any issues by double clicking on validation message to easily connect to the appropriate record.

The screenshot shows the 'STP Reconciliation Report' window. At the top, it displays 'Company: 1' (Leibmann Smythe General Account) and 'Year: This Year' (1/07/2018 - 30/06/2019). Below this, a toolbar shows 'No. of Hits: 4'. A tab labeled 'Validation Errors' is selected. The main area contains a table with the following data:

Company	Error Level	Record	Identifier	Field	Description	Action
>	Error	Employee	IAAA	Post Code	Post Code is missing.	Please resolve prior to running your STP Report.
	Warning	Payroll Parameters	AME	Allowance Code	Allowance Code not selected for MEAL ALLOWANCE.	Please resolve prior to running your STP Report.

3. Compare PAYG-INB Reconciliation Report and PAYG-ETP Reconciliation Report with STP Reconciliation Report. Please be aware that there may be a difference in amounts due to rounding. For PAYG Payment Summaries, cents were not reported, however for STP, cents are reported, which may cause some differences in the Reconciliation.

Submit STP Update

The 'Submit STP Update' module can be accessed from:-


- Main Menu > Payroll and Personnel > Single Touch Payroll > Submit STP Update, or
- Main Menu > Payroll and Personnel > Single Touch Payroll > STP Reconciliation > Context Menu > Submit STP Update.

This module reports YTD amounts to the ATO for a selected employee or all employees of the nominated company that have payroll transactions in the selected year.

For the purposes of transitioning to STP during a financial year, the Submit STP Update module provides an Opening YTD Balance to the ATO for all employees who have payroll transactions for the current year.

1. Submit STP Update to ATO for All Employees for This Year
Main Menu > Payroll and Personnel > Single Touch Payroll > Submit STP Update

Read the Declaration and tick the box to sign the Declaration

 Submit STP Update
✕

This module reports YTD amounts to the ATO for the selected employee, or all employees of the nominated company that have payroll transactions in the year.

Company: ...

Year: ...

Employee: ...

I am notifying the ATO that

- MessageXchange provides my business with lodgement transaction services; and
- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

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

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSKey.

Declarer:

Review STP Report Status

The STP Report Status is accessed from Main Menu > Payroll and Personnel > Single Touch Payroll > STP Report Status.

Once the STP Report is sent, users can follow the status of the report through its various stages. Statuses include Sending, Sending Delayed, Waiting for ATO Response, ATO Response Overdue, Further Action Required, and Success. The normal workflow for the STP Report Status is Sending, Waiting for ATO Response and finally Success.

The Context Menu provides additional functionality including Resolve, Cancel Submission, Resend STP Report, Send Full File Replacement, View Audit Trail, Copy Submission XML, View Submission XML and View Response XML.

1. Review STP Report Status

Main Menu > Payroll and Personnel > Single Touch Payroll > STP Report Status

Submission ID	Audit No	STP Type	Report Timestamp (UTC)	Report Status	Status Description
Company: 1 - LEIBMANN SMYTHE GENERAL ACCOUNT (Count=4)					
0001.374		UPDATE	08/08/2018 02:52	Success	Message Accepted

- If the Status is Further Action Required, users can access the response from the ATO in the footer section of the STP Report Status grid. If the issue relates to employee or entity details being incorrect eg address or email missing, update the employee or entity record and submit another STP Update.

Main Menu > Payroll and Personnel > Single Touch Payroll > STP Report Status

Submission ID	Audit No	STP Type	Report Timestamp (UTC)	Report Status	Status Description	Full File Replacement	Declared By	Declaration Date	
5722.16087	16087	PAY	22/10/2018 01:12	Further Action Required, Check Response Details	Message Failed - contains 2 Error(s)		KCG - Katie Cox-Gray	22/10/2018 11:12	
5721.16086.IAT		UPDATE	19/10/2018 04:02	Success	Message Accepted		KCG - Katie Cox-Gray	19/10/2018 14:02	
5720.16086.IZZ160		UPDATE	19/10/2018 04:01	Success	Message Accepted		KCG - Katie Cox-Gray	19/10/2018 14:01	
5719.16086	16086	PAY	19/10/2018 01:05	Success	Message Accepted		KCG - Katie Cox-Gray	19/10/2018 11:05	
Response Date	Severity	Description	Employee Number						
22/10/2018 11:22	Error	Address postcode must be supplied. When the address is within Australia, the Postcode must be in the range of '0200-9999'	113						
22/10/2018 11:22	Error	Email Address contains invalid text. A text character must be one of the following: A to Z a to z 0 to 9 ! @ \$ % & * () - _ = [] ; : ' " , . ? / or ...	113						
22/10/2018 10:46	Error	Address postcode must be supplied. When the address is within Australia, the Postcode must be in the range of '0200-9999'	113						
22/10/2018 10:46	Error	Email Address contains invalid text. A text character must be one of the following: A to Z a to z 0 to 9 ! @ \$ % & * () - _ = [] ; : ' " , . ? / or ...	113						

Congratulations! You are now STP Reporting.

Once you receive a Success Status for the Update Event containing opening YTD balances for all employees, you can process your regular pay run with Single Touch Payroll.

Regular Pay Run with Single Touch Payroll

There are no changes to the normal weekly/fortnightly/monthly Pay Run process for STP. Just follow the usual process for Generate Timesheets, Input and Review Timesheets, Calculate Gross and Tax, Generate Direct Deposit Payments and Produce Direct Deposit Payments, if applicable.

The STP Report is submitted as part of the Audit Payroll module, this is where LawMaster users will notice most of the changes for Single Touch Payroll.

Audit Payroll Transactions

Main Menu > Payroll and Personnel > Payroll Processing > Audit Payroll Transactions

The Audit Payroll Transactions module now produces an Unaudited Payroll grid to easily view the payroll transactions prior to auditing.

Employee No	Pay No	Pay Date	Pay Method	Cheque No	Date From	Date To	Pay Period	Gross	Tax	Deductions	Nett	Tax Flag
Company: 1 (Count=1)												
STP Type: PAY (Count=1)												
1AAB	2417	24/10/2018	B	1980012946	22/07/2017	28/07/2017	1	\$1,100.00	\$200.00	\$0.00	\$900.00	Y
								\$1,100.00	\$200.00	\$0.00	\$900.00	
								\$1,100.00	\$200.00	\$0.00	\$900.00	
Company: 3 (Count=1)												
STP Type: (Count=1)												
3ABA	2413	23/10/2018	B	1980000975	08/07/2018	14/07/2018	1	\$1,000.00	\$100.00	\$0.00	\$900.00	Y
								\$1,000.00	\$100.00	\$0.00	\$900.00	
								\$1,000.00	\$100.00	\$0.00	\$900.00	

A **Validation Errors and Warnings** tab has been provided to ensure the data for the Employer, Employer Contact and Employee are complete and to avoid unnecessary errors from the ATO. If errors exist, the Validation Errors tab will load 'in focus' when displaying the Unaudited Payroll grid. If warnings exist, the Unaudited Payroll tab will load 'in focus' and the user has the option to click on the Validation Warnings tab. To correct an error or warning, users can double click on the message to connect to the appropriate record.

Company	Error Level	Record	Identifier	Field	Description	Action
1	Error	Contact Resource	KCG	Email Address	Contact Email is missing for Company 1.	Please resolve prior to running your STP Report.
1	Error	Contact Resource	KCG	Phone Number	Contact Phone is missing for Company 1.	Please resolve prior to running your STP Report.
	Error	Employee	1AAB	Address	Address is missing.	Please resolve prior to running your STP Report.
	Error	Employee	1AAB	Post Code	Post Code is missing.	Please resolve prior to running your STP Report.
	Error	Employee	1AAB	State	State is missing.	Please resolve prior to running your STP Report.
	Error	Employee	1AAB	Suburb	Suburb is missing.	Please resolve prior to running your STP Report.
	Warning	Employee	1AAB	Email Address	Email Address is missing.	

Company	Error Level	Record	Identifier	Field	Description	Action
	Warning	Employee	1AAB	Email Address	Email Address is missing.	
	Warning	Employee	1AAB	Hire Date	Hire Date is missing.	
	Warning	Employee	1AAB	Phone Number	Phone Number is missing.	

To audit pays and submit the STP Report, select Audit Payroll Transactions icon from the Grid toolbar or Audit Pays from the Context Menu.

Employee No	Pay No	Pay Date	Pay Method	Cheque No	Date From	Date To	Pay Period	Gross	Tax	Deductions	Nett	Tax Flag
Company: 1 (Count=1)												
STP Type: PAY (Count=1)												
1AAB	2417	24/10/2018	B	1980012946	22/07/2017	28/07/2017	1	\$1,100.00	\$200.00	\$0.00	\$900.00	Y
								\$1,100.00	\$200.00	\$0.00	\$900.00	
								\$1,100.00	\$200.00	\$0.00	\$900.00	
Company: 3 (Count=1)												
STP Type: (Count=1)												
3ABA	2413	23/10/2018	B	1980000975	08/07/2018	14/07/2018	1	\$1,000.00	\$100.00	\$0.00	\$900.00	Y
								\$1,000.00	\$100.00	\$0.00	\$900.00	
								\$1,000.00	\$100.00	\$0.00	\$900.00	

Employee No	Pay No	Pay Date	Pay Method	Cheque No	Date From	Date To	Pay Period	Gross	Tax	Deductions	Nett	Tax Flag
Company: 1 (Count=1)												
STP Type: PAY (Count=1)												
1AAB	2417	24/10/2018	B	1980012946	22/07/2017	28/07/2017	1	\$1,100.00	\$200.00	\$0.00	\$900.00	Y
								\$1,100.00	\$200.00	\$0.00	\$900.00	
								\$1,100.00	\$200.00	\$0.00	\$900.00	
Company: 3 (Count=1)												
STP Type: (Count=1)												
3ABA	2413	23/10/2018	B	1980000975	08/07/2018	14/07/2018	1	\$1,000.00	\$100.00	\$0.00	\$900.00	Y
								\$1,000.00	\$100.00	\$0.00	\$900.00	
								\$1,000.00	\$100.00	\$0.00	\$900.00	

To specify a percentage by which to accrue payroll costings to the next accounting period, change the 'Accrual %' otherwise leave the percentage as 0.

Audit Payroll Transactions

This module audits all payroll transactions for the selected Company which have been fully processed ie pays calculated and cheques / direct deposit payments generated. If STP is enabled, a report will be submitted to the ATO for the audited pay transactions. Normal pay transactions will be sent to the ATO using a Pay Event that reports the Gross Salary (W1) and PAYG Withholding (W2) for pre-fill of the Employer's Activity Statement. Pay transactions entered as an Adjustment payment method will be sent to the ATO in an Update Event.

Accrual %:

Code	CC	TP Type	Count	Gross	Tax
1	Le	PAY	1	\$1,100.00	\$100.00
3	LS		1	\$1,000.00	\$100.00

I am notifying the ATO that

- MessageXchange provides my business with lodgement transaction services; and
- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

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

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSKey.

Declarer:

OK Cancel

Tick the box to sign the Declaration and select OK to audit the payroll transactions and submit the STP Report to the ATO.

Audit Payroll Transactions

This module audits all payroll transactions for the selected Company which have been fully processed ie pays calculated and cheques / direct deposit payments generated. If STP is enabled, a report will be submitted to the ATO for the audited pay transactions. Normal pay transactions will be sent to the ATO using a Pay Event that reports the Gross Salary (W1) and PAYG Withholding (W2) for pre-fill of the Employer's Activity Statement. Pay transactions entered as an Adjustment payment method will be sent to the ATO in an Update Event.

Accrual %:

Code	Company Name	STP Type	Count	Gross	Tax
1	Leibmann Smythe General Account	PAY	1	\$1,100.00	\$100.00
3	LS Services Pty Ltd		1	\$1,000.00	\$100.00

I am notifying the ATO that

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- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

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

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSKey.

Declarer:

OK Cancel

Pay transactions entered as an Adjustment payment method will be sent to the ATO in an Update Event. Normal pay transactions will be sent to the ATO using a Pay Event. If there

are both Update and Pay Events, Update Events will be sent to the ATO before Pay Events. If more than one Company/Event remains after the STP Report has been sent, the Audit Payroll Transactions form is re-displayed to the user with the remaining Events displayed.

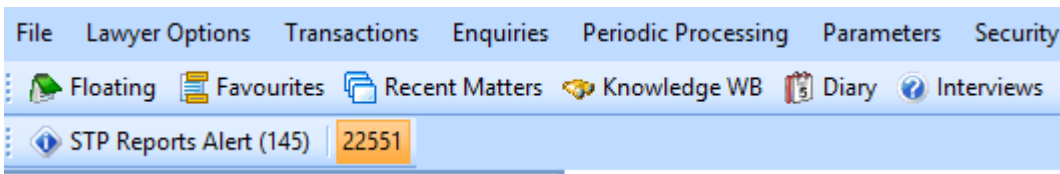
Once the STP Report is sent, users can follow the STP Report Status from Main Menu > Payroll and Personnel > Single Touch Payroll > STP Report Status. The normal workflow for the STP Report Status is Sending, Waiting for ATO Response and finally Success.

STP Reports Alert

On upgrade to Sweden, an STP Reports Alert is created and set to Active. The alert is triggered when an STP Report has a Status of Sending Delayed, Sending Failed, ATO Response Overdue or Further Action Required.

By default, the users that receive the alert are those resources that have Program Access to Main Menu > Payroll and Personnel > Payroll Processing > Audit Payroll Transactions AND Deletion Rights to File Class P-Payroll Data either directly or through a Default User. These resources can be updated from the Job Scheduler.

Users can only view the STP Report grid if they have access to the STP Report Status module and entered the Payroll Password for the current login session, otherwise the user will be prompted to enter the password to view the grid.



Payroll Fixes/Corrections with Single Touch Payroll

There are times when correcting payroll reports sent to the ATO will be required.

In LawMaster, these fixes fall into three main categories:

- The fix does not involve a Pay or Adjustment transaction
 - The fix involves an Adjustment transaction
 - The fix involves a Pay transaction
1. The fix does not involve a pay transaction, for example a change to the employer or employee record such as a correction to a postcode or email address. This is sent as an Update Event via Submit STP Update.
 - a. Make the change to the Employer Entity or Employee record
 - b. Submit STP Update for the selected Employee or All Employees (as applicable) from
 - i. Main Menu > Payroll and Personnel > Single Touch Payroll > Submit STP Update, or
 - ii. Main Menu > Payroll and Personnel > Single Touch Payroll > STP Reconciliation > Context Menu > Submit STP Update.
 2. The fix involves an Adjustment transaction (Payment Method: Adjustment), for example a reclassification of an allowance code with no additional payment. This is sent as an Update Event via Audit Payroll Transactions.
 - a. Make the change by entering an Adjustment Timesheet Entry
 - b. Submit the Update Event via Audit Payroll Transactions
 - i. Main Menu > Payroll and Personnel > Payroll Processing > Audit Payroll Transactions > Audit Pays
 3. The fix involves a Pay transaction (Payment Methods: Cheque, Cash, Bank Deposit or Prepaid Direct Deposit), for example an allowance that was forgotten at the time of the regular pay run. This is sent as a Pay Event via the Audit Payroll Transactions.
 - a. Make the change by entering a Payment Timesheet Entry, Calculate Pay and Generate Direct Deposit Payments (if applicable)
 - b. Submit the Pay Event via Audit Payroll Transactions
 - i. Main Menu > Payroll and Personnel > Payroll Processing > Audit Payroll Transactions > Audit Pays

End of Year Processing with Single Touch Payroll

Most of the annual tasks for the Payroll module will still be required under Single Touch Payroll. However, an employer who provides STP Reports for employees throughout the year, will have met their reporting obligations (as long as the final declaration is provided) and will not have to provide a payment summary.

STP Reconciliation

The existing Payroll Reports can be used in conjunction with the new STP Reconciliation Report to reconcile the payroll amounts recorded in the general ledger.

After balancing the payroll reports to amounts paid, users should Print, Export or Save to Folio the STP Reconciliation Report for all Employees.

Main Menu > Payroll and Personnel > Single Touch Payroll > STP Reconciliation Report > Save output to folio icon

The screenshot shows the 'STP Reconciliation Report' window for 'Leibmann Smythe General Account' for the year 'This Year' (1/07/2018 - 30/06/2019). The 'No. of Hits' is 134. A table lists employee details and financial data. The 'Save output to folio' icon in the toolbar is circled in red.

Employee No	Name	INB - Gross	INB - Net	INB - Tax	Deductions	Lump Sum A Type	Lump Sum A	Lump Sum B	Lump Sum D	Lump Sum E	Super Liability	RESC	FBT	Payroll YBD
1	Elizabeth Jones	\$120,000.00	\$35,741.00	\$100.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$11,400.00	\$0.00	\$0.00	01/07/2018
1AA	Alex Andrew James Ander...	\$1,858.90	\$340.00	\$0.00	\$88.88		\$0.00	\$0.00	\$0.00	\$0.00	\$195.60	\$200.00	\$0.00	01/07/2018
1AAB	Anastasia Bollinger	\$3,000.00	\$517.00	\$300.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$285.00	\$0.00	\$0.00	01/07/2018
1AAR	Alex Rose	\$2,000.00	\$366.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	01/07/2018
1AB	Amy Boller	\$9,500.00	\$2,115.00	\$3,300.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$750.50	\$0.00	\$0.00	01/07/2018

Submit EOY Finalisation Declaration to ATO

An employer is required to make a declaration to the ATO that they have provided all the information for each employee for a financial year. This is done by providing a Finalisation Indicator for each employee in the STP report.

This declaration allows the ATO to make the employee information available for income tax return prefill for employees. It will also update the employee's MyGov payroll page, to show the employee income statement for STP reported information is final for the financial year. Providing the declaration for STP reported information removes the employer obligation to provide their employees with payment summaries in relation to the STP reported information.

An employer may make the declaration at any time during the financial year, after the end of the financial year up to 14 July, or on the deferred due date.

The 'Submit EOY Finalisation Declaration to ATO' module can be accessed from:-

1. Main Menu > Payroll and Personnel > Single Touch Payroll > Submit EOY Finalisation Declaration to ATO, or
2. Main Menu > Payroll and Personnel > Single Touch Payroll > STP Reconciliation > Context Menu > Submit EOY Finalisation Declaration to ATO

On selecting OK, the Finalisation Indicator is set to True and the YTD amounts are reported to the ATO for the selected employee, or all employees of the nominated company that have payroll transactions in the selected year.

Submit EOY Finalisation Declaration to ATO
✕

The Finalisation Declaration indicates that the employer has provided all information for each employee for the financial year. On selecting OK the Finalisation Indicator is set to True and the YTD amounts are reported to the ATO for the selected employee, or all employees of the nominated company that have payroll transactions in the selected year.

Company: 1 ... Leibmann Smythe General Account

Year: Last Year ... 1/07/2017 - 30/06/2018

Employee: <ALL> ... ▶

I am notifying the ATO that

- MessageXchange provides my business with lodgement transaction services; and
- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

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

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSKey.

Declarer: KCG - Katie Cox-Gray

OK
Cancel

Once the Finalisation Declaration has been submitted to the ATO, the Employee Record > More Tab > STP Reporting – Finalisation Indicator Sent for This Year/Last Year is updated with a tick and the STP Reconciliation 'Finalisation Indicator Sent' column is updated with 'Y' on the STP Reconciliation Report.

Employee Details

Tax File Number: 987 654 321

Superannuation Details

Employee Contribution: 0.00%

Employer Contribution: 9.50%

Fund No: 01 CGU - Blue Chip Australian

Account No: 01

Expense Account: 1112075 Staff Superannuation - Employees

Termination Details

Termination Date: [Dropdown]

Reason: [Text Box]

Payment Summary Printed?

STP Reporting - Latest Submission

This Year: 23/08/2018 10:36 [4528.14727.1A8](#)

Last Year: 07/08/2018 11:16 [3458.13630](#)

STP Reporting - Finalisation Indicator Sent

This Year Last Year

Main More... Next Of Kin Pay Details Banking Details GL Accounts Deductions/Allowances

OK Cancel Apply

STP Reconciliation Report

Company: 1 Leibmann Smythe General Account

Year: Last Year 1/07/2017 - 30/06/2018

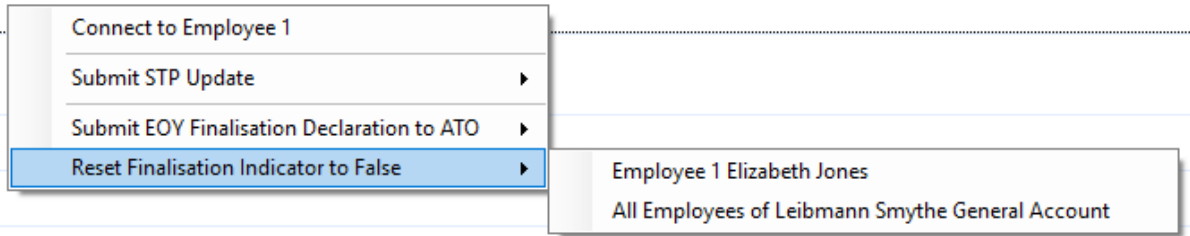
No. of Hits: 205

Employee No	Name	INB - Gross	INB - PAYG	Allowances	Deductions	Lump Sum A Type	Lump Sum A	Lump Sum B	Lump Sum D	Lump Sum E	Super Liability	RESC	FBT	Payroll YBD	Pay Date To	Last STP Report Sent	Finalisation Indicator Sent
1	Elizabeth Jones	\$226,000.00	\$62,194.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$21,470.00	\$0.00	\$500.00	01/07/2017	30/06/2018	07/08/2018	Y
1AA	Alex Andrew James Ander...	\$55,781.48	\$8,022.00	\$0.00	\$4,215.26		\$0.00	\$0.00	\$0.00	\$0.00	\$5,733.01	\$5,500.00	\$66.67	01/07/2017	30/06/2018	07/08/2018	Y
1AAA	Abby Alison Anderson	\$23,750.00	\$4,317.00	\$500.00	\$170.00		\$0.00	\$0.00	\$0.00	\$0.00	\$2,194.50	\$0.00	\$500.00	01/07/2017	30/06/2018	07/08/2018	Y
1AAB	Anastasia Bollinger	\$2,000.00	\$200.00	\$200.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	\$0.00	\$99.00	01/07/2017	30/06/2018	07/08/2018	Y

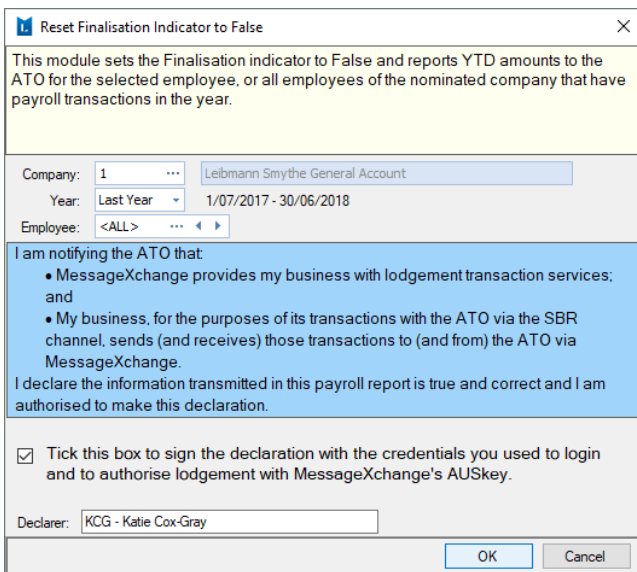
Reset Finalisation Indicator to False

Where the employer has identified a need to amend a previously finalised employee record but is not in a position to provide final details (in the next 14 days), the employer should provide the same income details with the final event indicator set to FALSE, via an update event. This will remove the previously notified final information from tax return pre-fill, to ensure the employee doesn't use incorrect information to lodge their tax return. The employee's myGov display will also be updated.

The 'Reset Finalisation Indicator to False' module can be accessed from Main Menu > Payroll and Personnel > Single Touch Payroll > STP Reconciliation > Context Menu > Reset Finalisation Indicator to False.



This module sets the Finalisation indicator to False and reports YTD amounts to the ATO for the selected employee, or all employees of the nominated company that have payroll transactions in the year.



Once the Finalisation Indicator has been reset to false, the Employee Record > More Tab > STP Reporting – Finalisation Indicator Sent for This Year/Last Year is unticked and the STP Reconciliation 'Finalisation Indicator Sent' column is updated with a 'N'.

Roll Payroll Year

Where a Company has been STP Reporting in the Previous Year, validation has been added to the 'Roll Payroll Year' module to ensure Employees with payroll transactions in the Previous Year have a Final Pay Indicator set to True for that Year.

In this case, a warning message is displayed which lists the employees that have not had their Final Pay Indicator set to True. The user then has the option of cancelling the Payroll Year Roll and submitting the Final Pay Indicator Declaration for the listed Employees.