SINGLE TOUCH PAYROLL - STP

- STP Filing
- - Key Features
- - STP Setup
- - STP Finalisation
- - STP Phase 1
- - STP Phase 2
- - STP Phase 3
- - Due Date for filing STP



What is SINGLE TOUCH PAYROLL (STP)

- Reporting system introduced by the Australian government to streamline and simplify the payroll information.
- It became mandatory for all employers.
- Designed to improve the accuracy and timeliness of payroll reporting.
- STP Reporting deadline is usually same as the Pay Day.

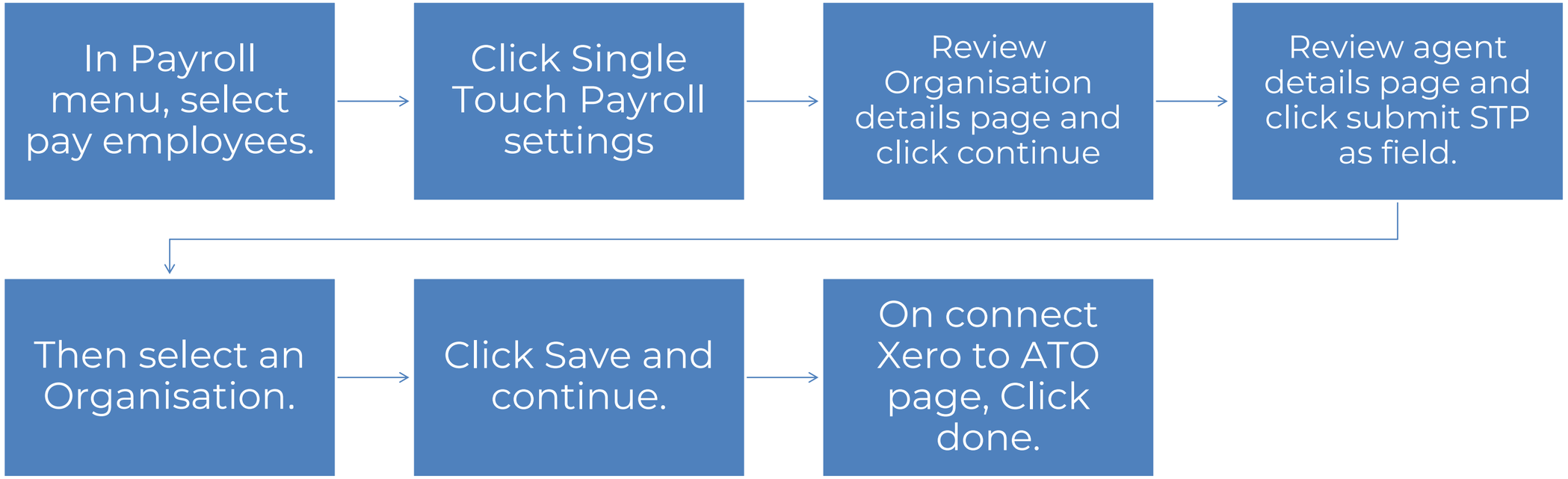
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Key Features of STP

- Real-time Reporting
- Digital Reporting
- Employee Information
- Superannuation Reporting
- End-of-Year Reporting
- Streamlined Processes
- Penalties for Non-Compliance
- Disclosure of Employees PAYG information in their Income Tax Return

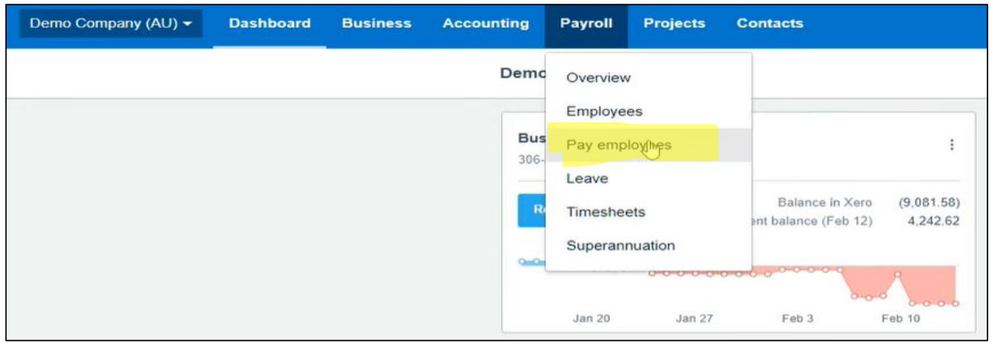
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STP Setup in Xero

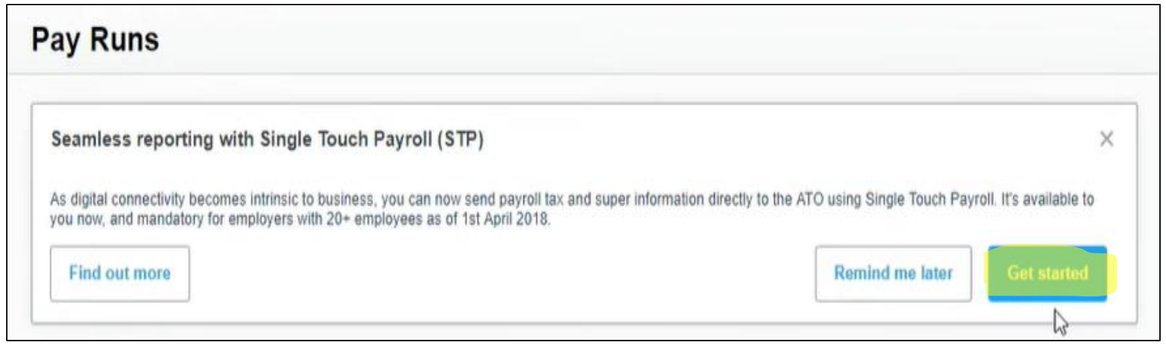


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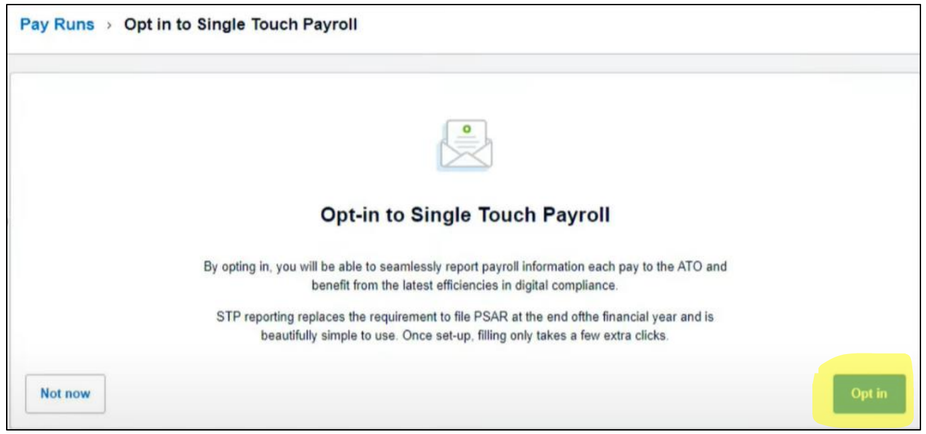


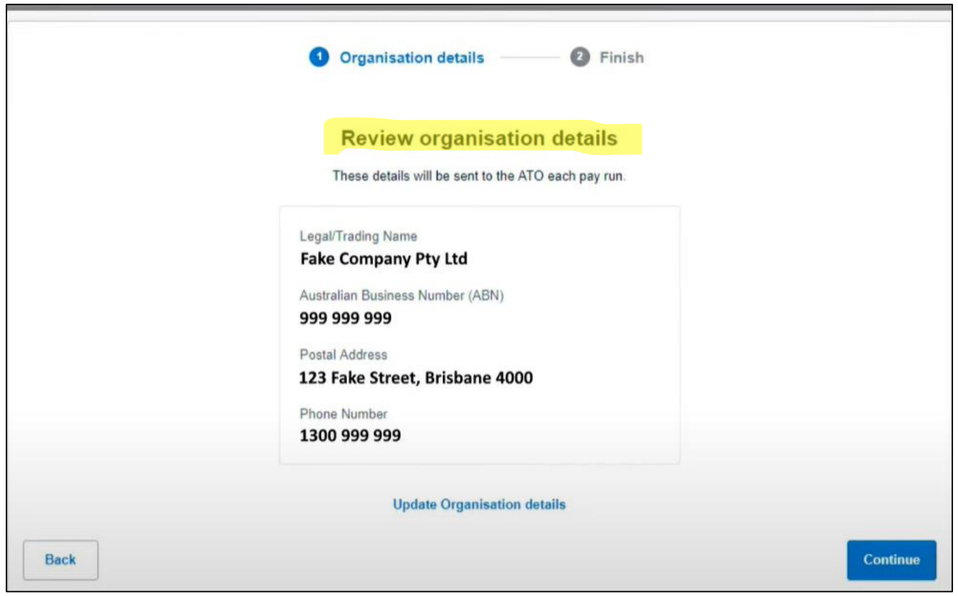


STP Setup - Xero

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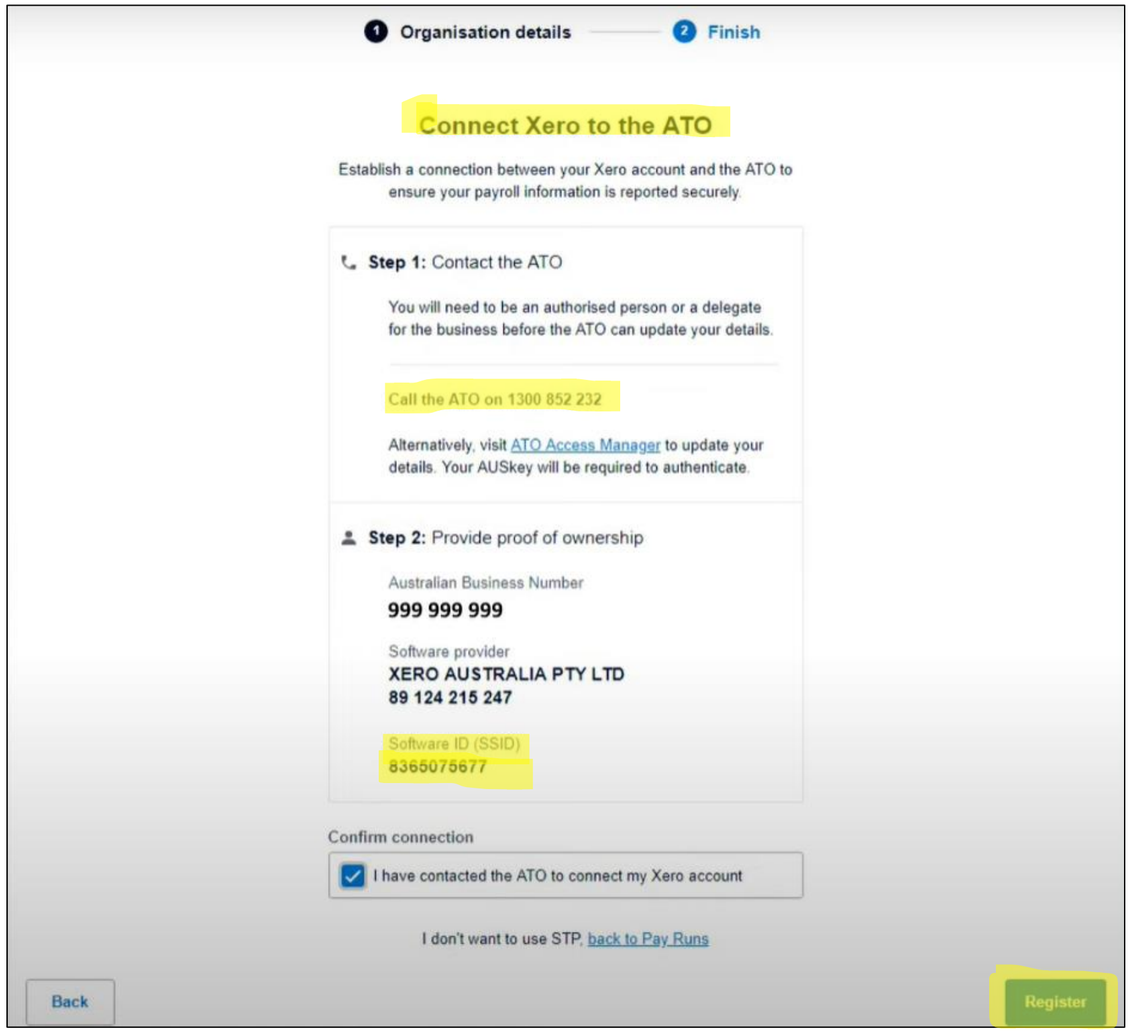




STP Setup - Xero

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STP Setup - Xero

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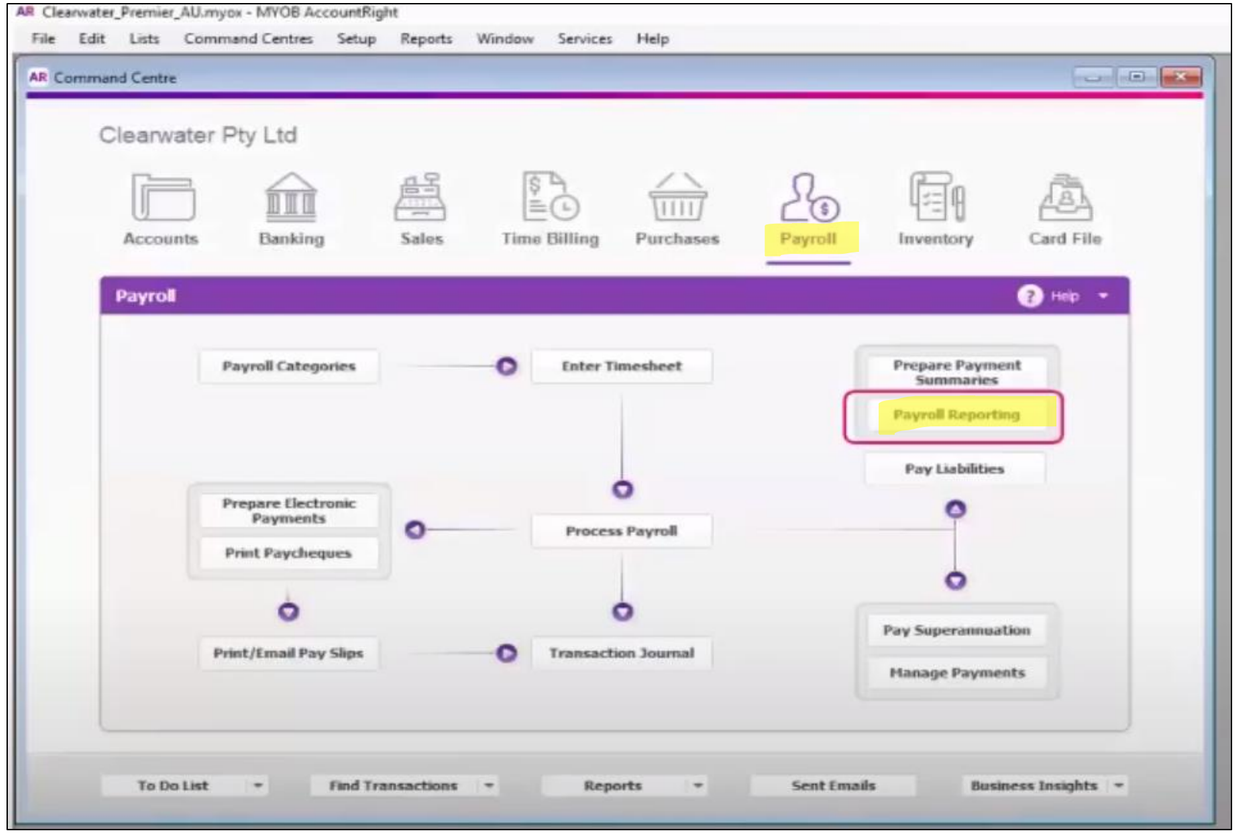
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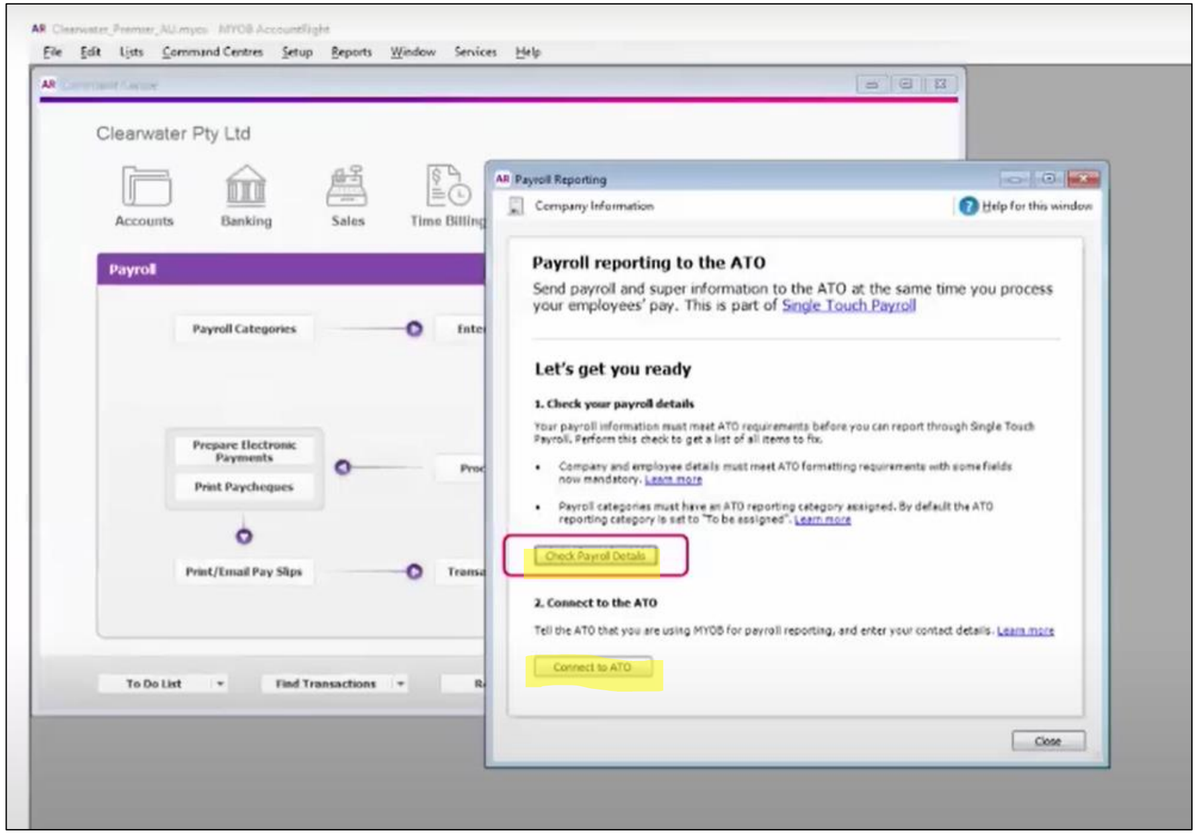
STP Set up in Myob

- Go to the payroll menu >>Single Touch Payroll reporting
- Click get started to check payroll details for any issues
- If no issues found, we are notifying ATO we are using Myob for STP reporting
- If any issues found, click view errors to see details on STP errors page
- Fix all the issues listed under Business details, Employee information & ATO reporting categories
- Refresh STP setup errors page, if no more issues found click Get Started

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STP Setup - MYob

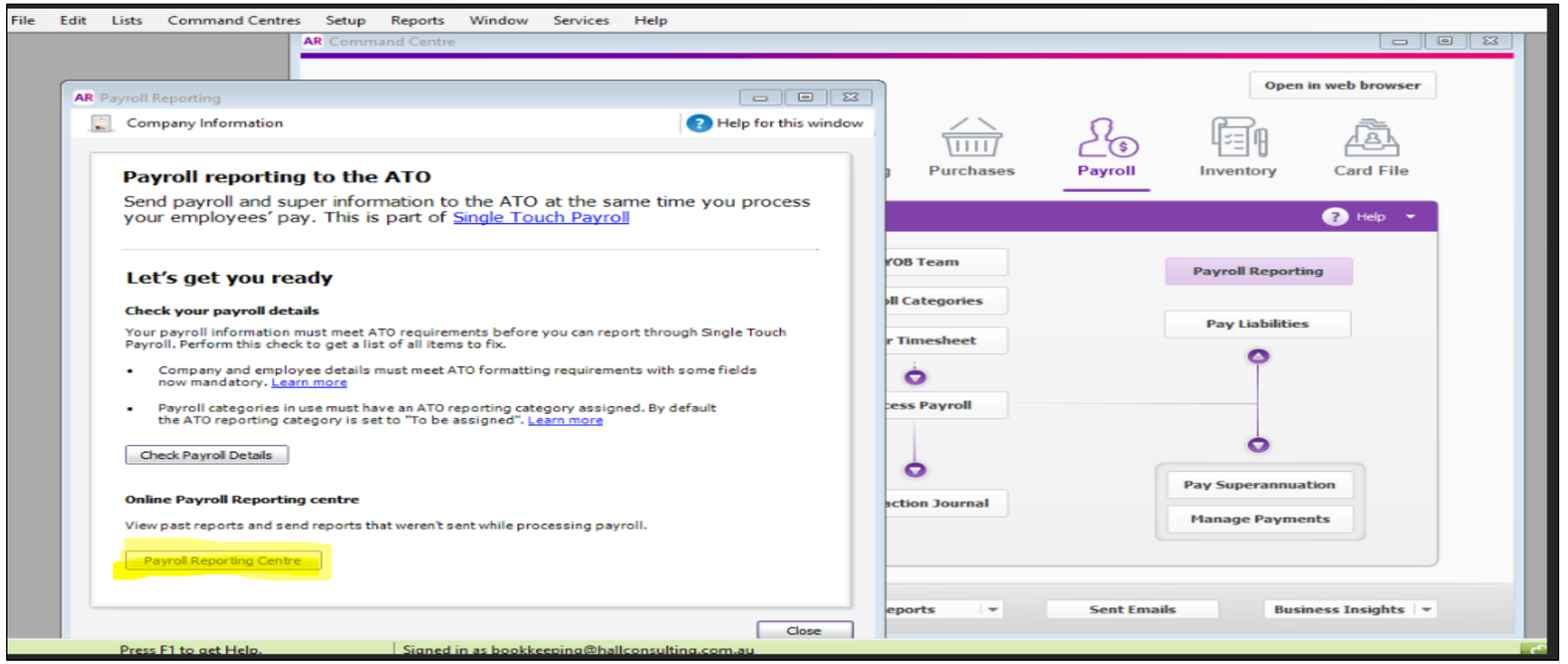




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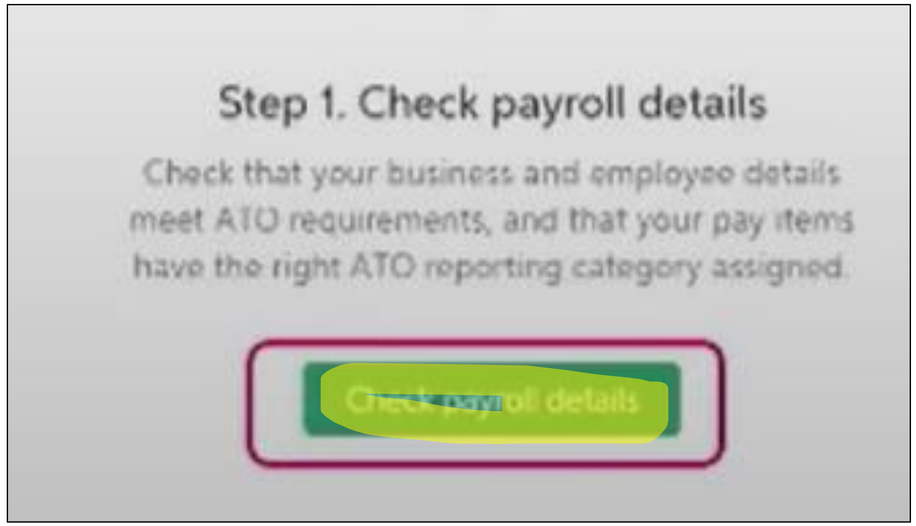
STP Setup - MYob

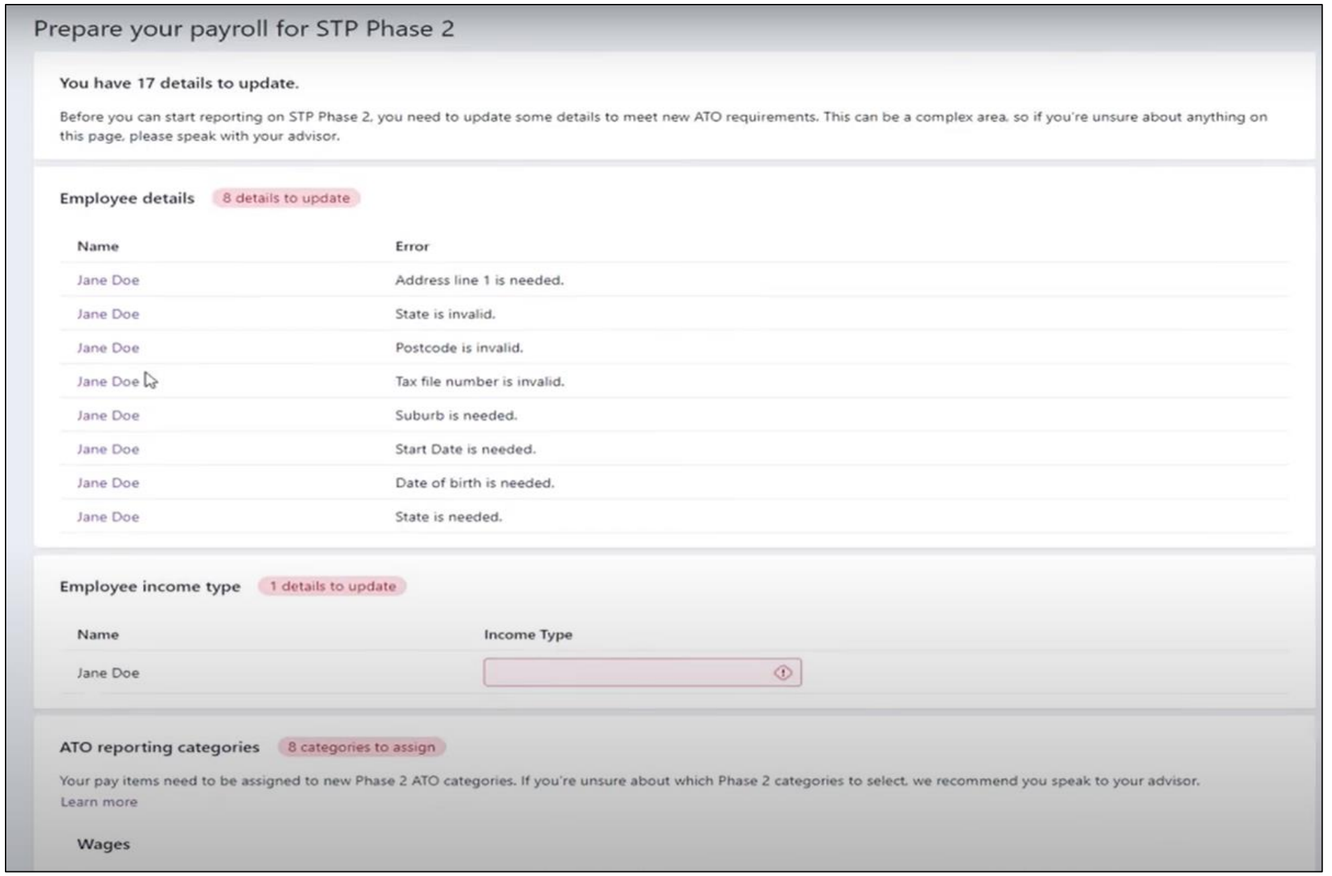


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STP Setup - MYob

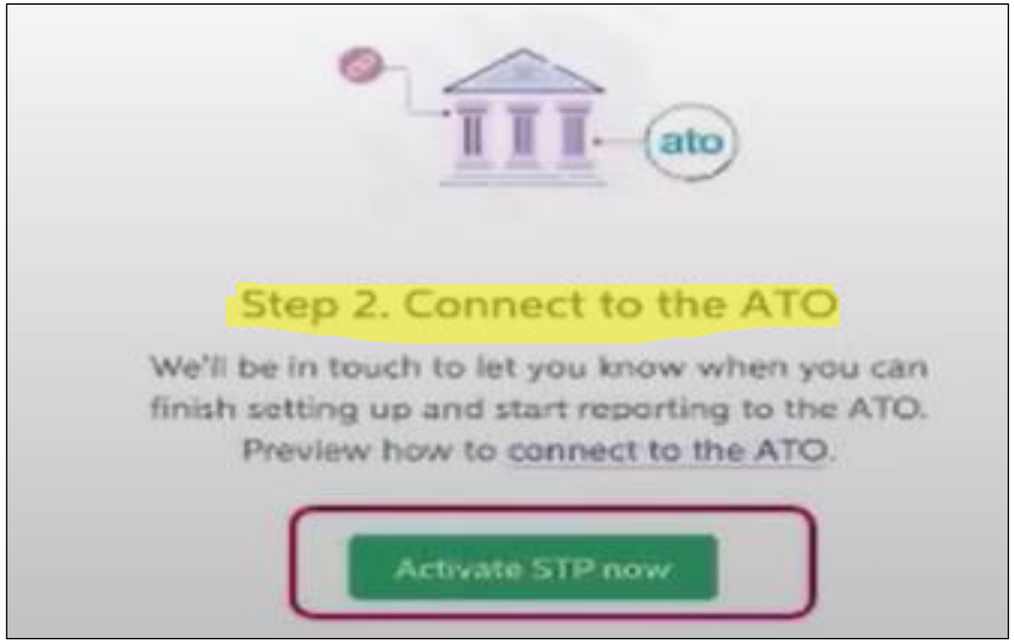




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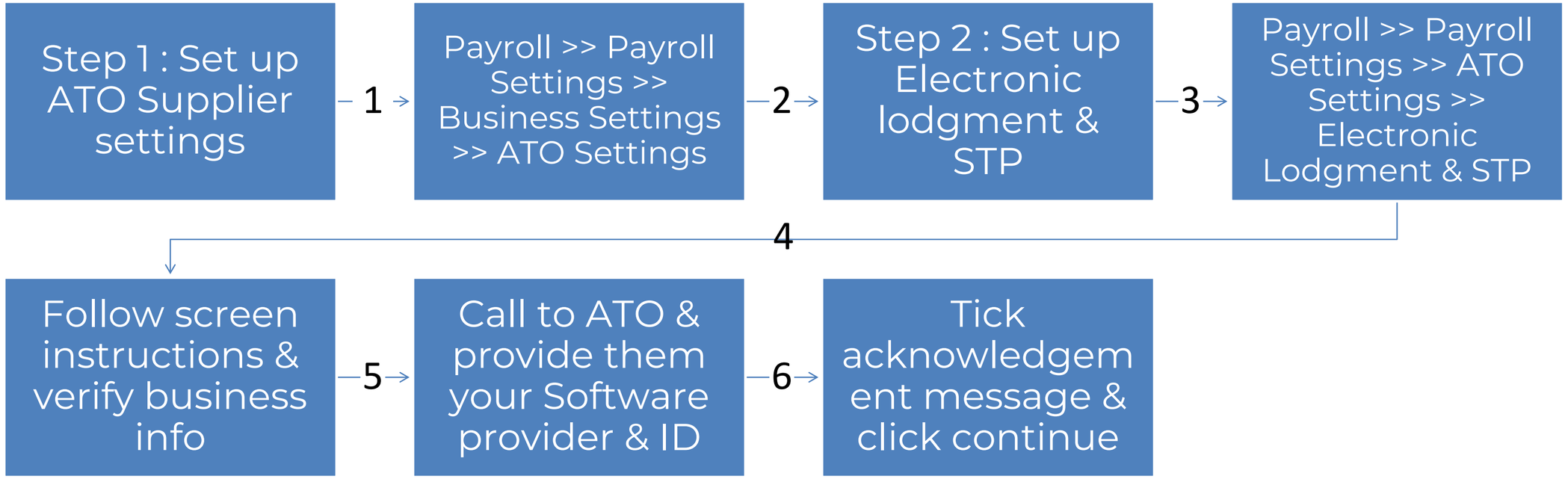
STP Setup - MYob



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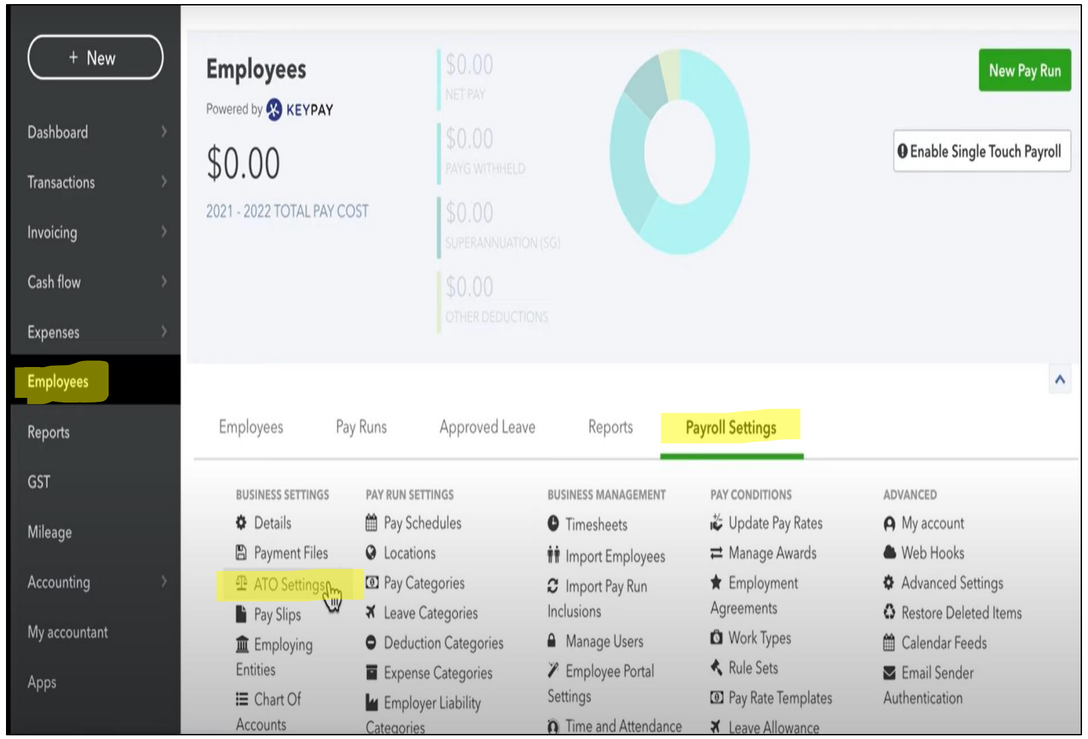
STP Setup in QuickBooks

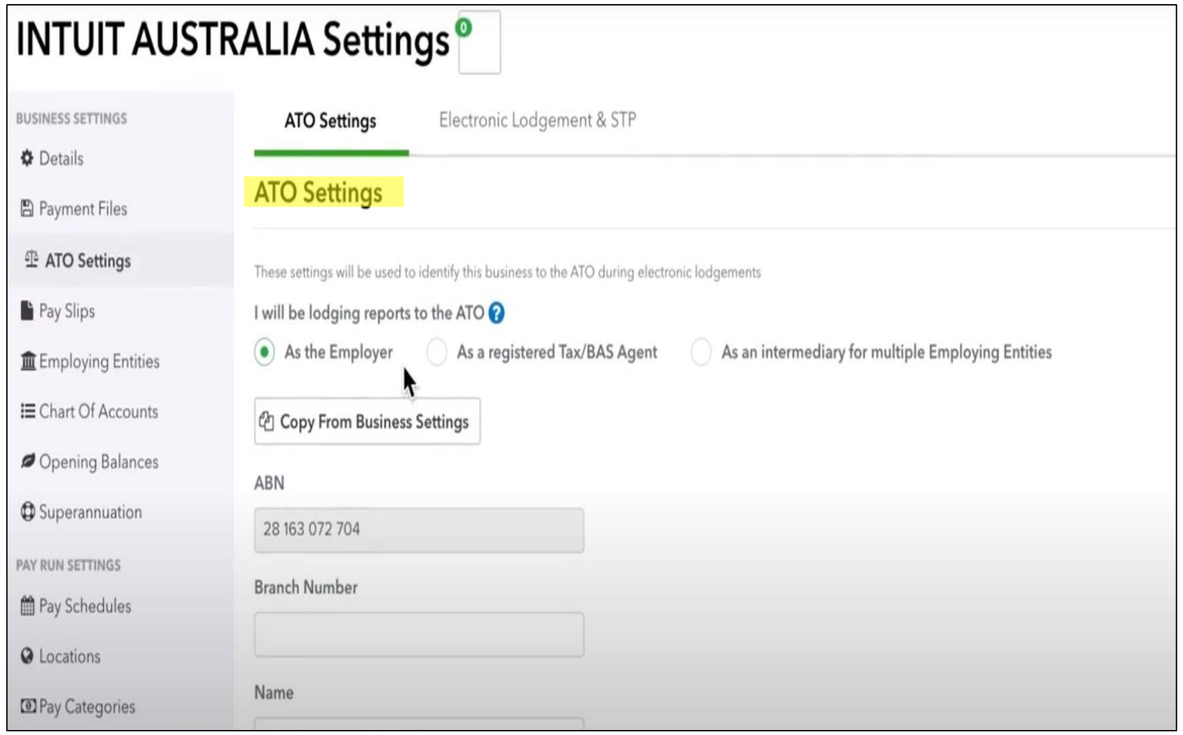


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STP Setup in QuickBooks

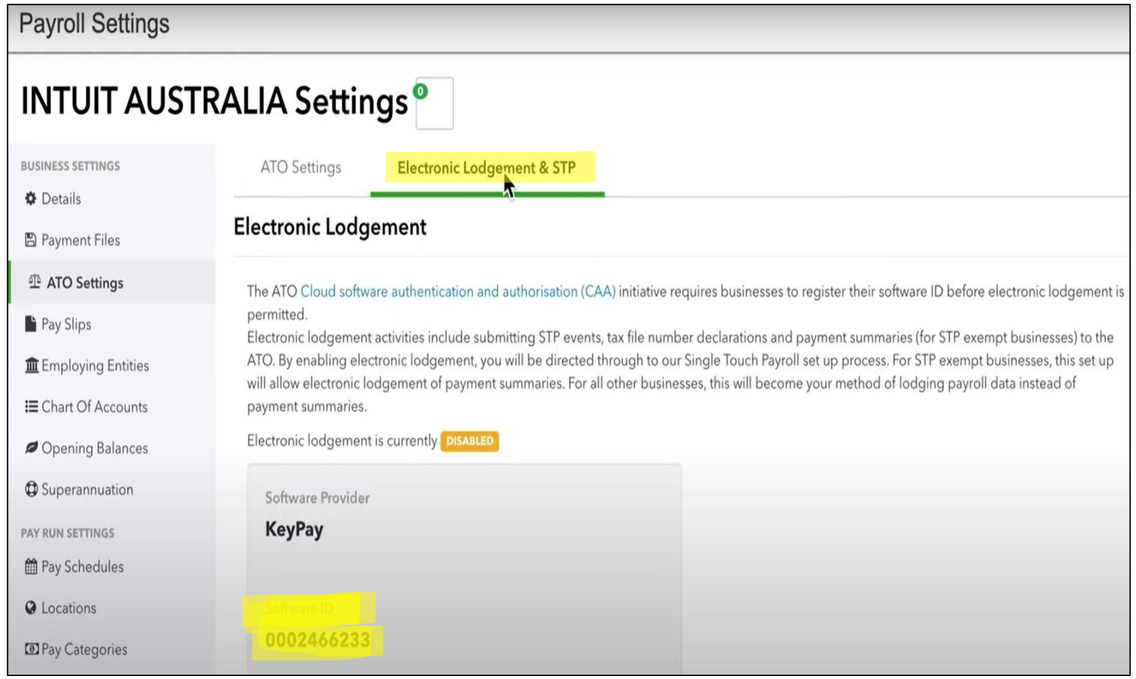


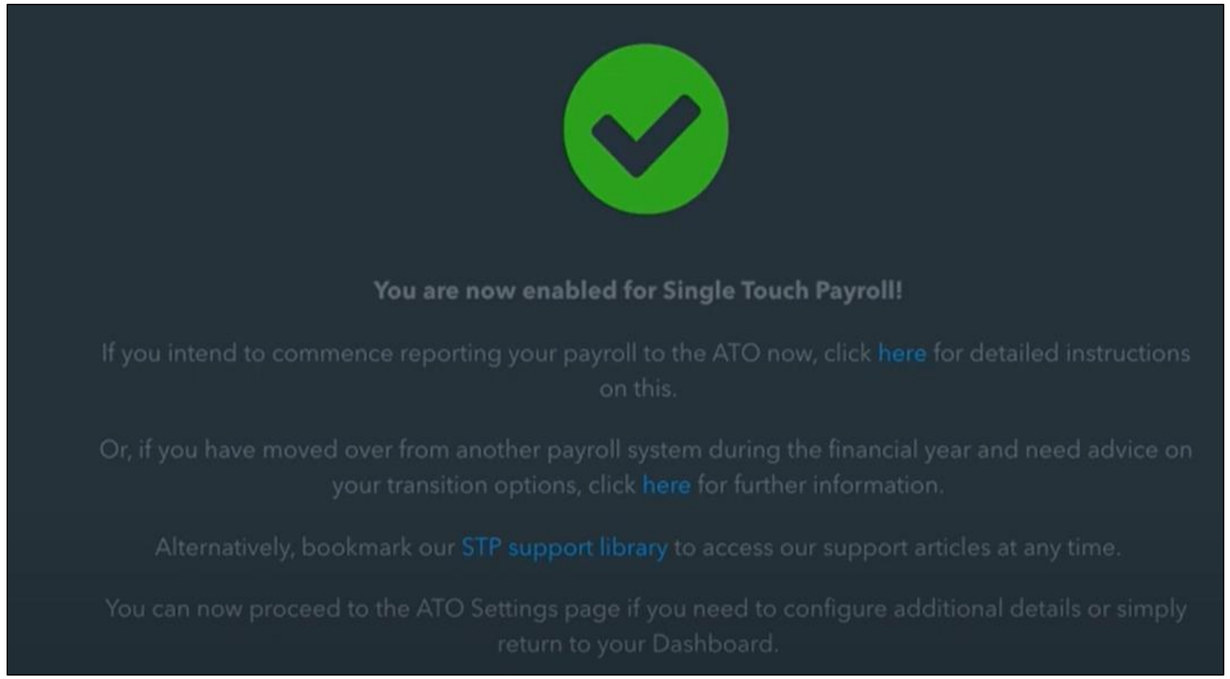


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STP Setup in QuickBooks





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STP Finalisation Yearend

Make a finalised declaration by 14th of July every year.

Ensure the employees to access their finalized information to complete their tax return.

Finalization should be done for all employees.

Employees can login to their MyGov portal to view finalised information.

One day late lodgment penalty is $210

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Things to be done before Year end STP Finalisation

Check whether all pay runs are posted and filed with ATO.

Compare wages and salaries, Super Annuation, PAYGW in Balance Sheet, Profit & Loss and General Ledger with Payroll Activity Summary

Reconciliation

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Process of STP Finalisation

01

In payroll menu select Single Touch Payroll

02

Select Finalisation Tab

03

Select all the employees want to finalise

04

Start Finalisation

05

Download employees' YTD summary in .csv format.

06

Review finalisation summary

07

Submit to ATO.

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Reports Required for STP Finalisation

- Balance Sheet – Check PAYG W Payable, Wages Payable & Superannuation Payable
- Profit and Loss Account – Check Wages & Salaries & Superannuation
- General Ledger details related with Salaries and Wages, Superannuation and PAYG.
- Payroll Activity Summary – Check W1 & W2 with respective items
- Payroll Employee Summary.
- Payment Summary Details – Check Gross payments made to Employees
- Employees' YTD summary in .csv format – Cross-checking above-mentioned things & send to client for confirmation.

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STP Fianlisation Csv Format

BMS Identifi	Payer Austra	Paye	Payer Branch	Previous BM	Payer Organi	Payer Contac	Payer E-mail	Payer Busine	Payer Postco	Payer Countr	Pay/Update	Payee Recor	Run Date/Tir	Submission ID	Full File Repl	Payer Total P	Payer Total G
XERO_742cb	80116253797		1		Hajos, Anste	Sandhiya Dar	carisma.thre	02 9241 4797	2000		30-06-2023	19	2023-07-03T0	00000000-0000-0000-0000-00(	FALSE	0	0

Payee TFN	Contractor A	Paye	Previous Pay	Payee Family	Payee First N	Payee Other	Payee Date o	Payee Addre	Payee Addre	Payee Subur	Payee State/	Payee Postco	Payee Count	Payee E-mail Address	Payee Phone	Payee Comm	Payee Cessat
--683		8eef7b3f-6224-4c		Kumar	Abinesh		17-03-1979	22/17 Bruce Street		BLACKTOWN	NSW	2148	AU	abinesh_labasa@yahoo.com	432431249	28-10-2013	
--880		63eb8715-86ab-45		Anstee	Elisabeth	patricia	27-04-2006	17, Pembroke Avenue		Turramurra	NSW	2074	AU	elisabeth.anstee@icloud.cor	0431 464 114	01-11-2022	
--984		b6d3a60b-e72c-4(		Salazar	Grace		01-09-1958	15 Sharon Place		ROOTY HILL	NSW	2766	AU	jarlac@y7mail.com.au	414186018	18-07-2011	
--490		7f275ecc-ac89-4e		Marquinez	Vilma		25-11-1964	2 Carstairs Pl		ST ANDREWS	NSW	2566	AU	vilma.marquinez@hajosanst	0414 971 510	01-03-2002	
--252		e5aee456-e041-4		Chung	Alice	J	24-05-1975	82 Verdun Street		BEXLEY	NSW	2207	AU	alice_jaylynne_chung@hotm	404711057	21-10-2013	
--233		86858a51-3188-46		Lindog	Jillian Mae		29-08-1998	2, Carstairs PL		St Andrews	NSW	2566	AU	lindogjillianmae@yahoo.com	0413 145 861	24-02-2023	
--687		27b66bdc-4870-4(		Qi	Helen		08-04-1966	138C Greville Street		Chatswood	NSW	2067	AU	helenqi100@hotmail.com	0425 232 625	19-10-2020	
--267		dd84183b-80ae-4		Deepak	Mittal		08-01-1980	7A Carinya Road		Girraween	NSW	2145	AU	bhavsarmittal@gmail.com		30-04-2020	
--238		851f3c24-b0fc-40f		Hoang	Minh Thu		24-02-1988	1/135 Chester Hill Road		Bass Hill	NSW	2197	AU	vicky.hoang242@gmail.com	490363611	12-08-2019	
--721		a3d7c1e8-5ef1-44		Kwan	Nancy		04-06-1974	48/22 Tunbridge Street		MASCOT	NSW	2020	AU	nancy.kwan@hajosanstee.co	0409 663318	24-02-2009	
--662		1423cff9-0c6e-4c		Anstee	Jon	D	04-10-1971	17 Pembroke Ave		TURRAMURR	NSW	2074	AU	jonanstee@optusnet.com.au	0431 572122	01-01-2012	
--497		381b3932-6c64-49		Riley	Ana	Mercedes	19-04-1966	15, Chamberlain Road		Padstow	NSW	2211	AU	ana14mr@bigpond.com	0434 151 218	16-05-2022	
--893		2581d7a0-a6dd-46		Illek	Lucy	Anne	17-09-2001	25 koombalah Avenue		South Turran	NSW	2074	AU	lucy.illek25@gmail.com	474205140	04-11-2019	30-11-2022
--744		f17255c1-8c35-4e		Anstee	Caroline		24-08-1999	17 Pembroke Avenue		Turramurra	NSW	2074	AU	caroline.anstee@optusnet.c	421135130	14-02-2019	
--848		84caa4c4-7c4b-4d		Dai	Yunli		01-04-1982	3/35 Liverpool Street		Rose Bay	NSW	2029	AU	yunli.dai@gmail.com	416783686	21-09-2020	
--963		297b155b-e2df-48		Anstee	William	John	21-02-2002	17 Pembroke Ave		Turramurra	NSW	2074	AU	willanstee0@gmail.com		13-11-2019	
--755		bc34f5f4-ed33-44		Mattocks	Darcy		10-03-2005	43, Narara Creeh Road,		Narara,	NSW	2250	AU	dumattochs@bigpond.com	490406278	28-03-2023	
--744		0f65c239-f650-4a		Greenberg	Ben		23-09-1980	5/58 Cook Street		Randwick	NSW	2031	AU	greenberg_ben@hotmail.cor	406661314	10-04-2017	30-06-2023
--191		d1c556c2-1f27-41		Esapour-Noo	Sharen		06-07-1990	1/12-14 Stimson Street		Guildford	NSW	2161	AU	s_benz_6@live.com.au	426978766	07-11-2018	

FY2023 STP | Employee Summary | Activity Summary | P&L | Super Payable | Wages Payable

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STP Fianlisation Csv Format

Child Suppor	Child Support Total Deductions Amount													
Employment	Cessation Ty	Tax Treatmer	Tax Offset Ar	Period Start I	Period End D	Final Event Ir	Gross Amount	PAYGW Amou	Income Strea	Super Liability	Reportable Employer Super Contribution	Paid Leave - Unused	Paid Leave - Other
F		RTXXXX		30-06-2023	30-06-2023	TRUE	75293.42	15708	SAW	8295.12	6000		3706.66
C		RTXXXX		30-06-2023	30-06-2023	TRUE	5255.98	0	SAW	551.89			
F		RTXXXX		30-06-2023	30-06-2023	TRUE	94464.39	25068	SAW	10835.52	3100.08		8732.01
F		RTXXXX		30-06-2023	30-06-2023	TRUE	110709.3	30546	SAW	11882.03			2452.15
C		RNXXXX		30-06-2023	30-06-2023	TRUE	2207.13	485	SAW	231.75			
C		RTXXXX		30-06-2023	30-06-2023	TRUE	9465.56	918	SAW	993.91			
F		RTXXXX		30-06-2023	30-06-2023	TRUE	108746.05	23352	SAW	11506.8	14400		842.99
F		RTXXXX		30-06-2023	30-06-2023	TRUE	68384.7	14664	SAW	7350			1615.38
P		RTXXXX		30-06-2023	30-06-2023	TRUE	79057.7	17899	SAW	8334.36			317.3
P		RTXXXX		30-06-2023	30-06-2023	TRUE	71452.45	15396.01	SAW	7575.36			693.72
F		RTXXXX		30-06-2023	30-06-2023	TRUE	180000	55345.2	CHP	18900			
P		RTXXXX		30-06-2023	30-06-2023	TRUE	53647.01	8866.3	SAW	5744.28			1083.33
C	V	RTXXXX		30-06-2023	30-06-2023	TRUE		0	SAW	0			
C		RNSXXX		30-06-2023	30-06-2023	TRUE	14508.6	3214	SAW	1523.44			
F		RTXXXX		30-06-2023	30-06-2023	TRUE	68488.6	14149	SAW	7191.34			
C		RNXXXX		30-06-2023	30-06-2023	TRUE	13816.06	3046	SAW	1450.77			
C		RNXXXX		30-06-2023	30-06-2023	TRUE	1289.6	271	SAW	135.4			
F	V	RTXXXX		30-06-2023	30-06-2023	TRUE	163636.32	59565.26	SAW	17181.84		25293.7	
F		RTSXXX		30-06-2023	30-06-2023	TRUE	61654.29	17048	SAW	7295.12			7823.31
							1182077.16	**305540.77**		**126978.93**	**23500.08**	**25293.7**	**27266.85**

As per STP	$ 12,34,637.71	$ 3,05,540.77	$ 1,26,978.93	$ 23,500.08
As per Xero	$ 12,34,637.71	$ 3,05,540.77	$ 1,26,978.93	$ 23,500.08
Difference	$ -	$ -	$ -	$ -

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STP Phase 1

STP Phase 1 consist of more details about the employee setup.

The information that was needed for STP Phase 1 is Gross Pay.

Once STP Phase 1 setup was completed then needs to update STP Phase 2 (i.e., January 01, 2022)

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STP Phase 2

- STP Phase 2 reporting was started from 1st January 2022.
- Instead of reporting a single gross amount of employees' wages should be showing separate pay item with correct categories.
- No requirement to submit separate gross amount.
- Reduce the reporting burden for employers.

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STP Phase 3

STP Phase 3 is the final stage in STP.

Ensure leave payments made to employees are reported to ATO using correct reporting code.

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Due Date for STP Finalization



No Closely held employees – 14th July every year.



Only closely held employees and 19 or less employees in total – Employees Income Tax Return Due Date – 31 Oct



Combination of Closely held and Arm’s Length Employees and more than 20 employees in total – 30th September for closely held employees.

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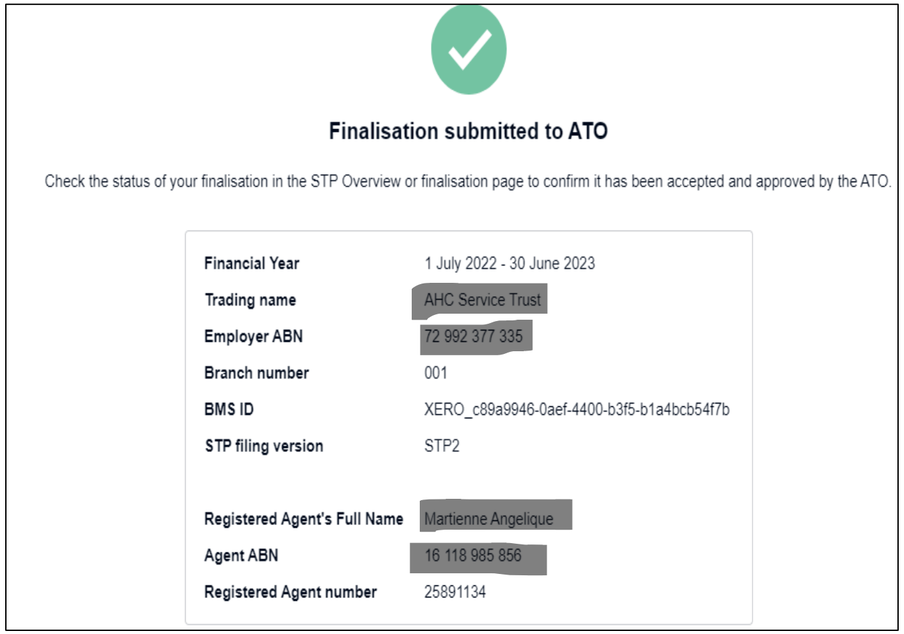
Closely held & Arms length Employees

A closely held employee is someone who's directly related to the business, company or trust that pays them, such as: family members of a family business. directors or shareholders of a company. beneficiaries of a trust.

All employees other than closely held employees of one organization is known as Arm’s length employees.

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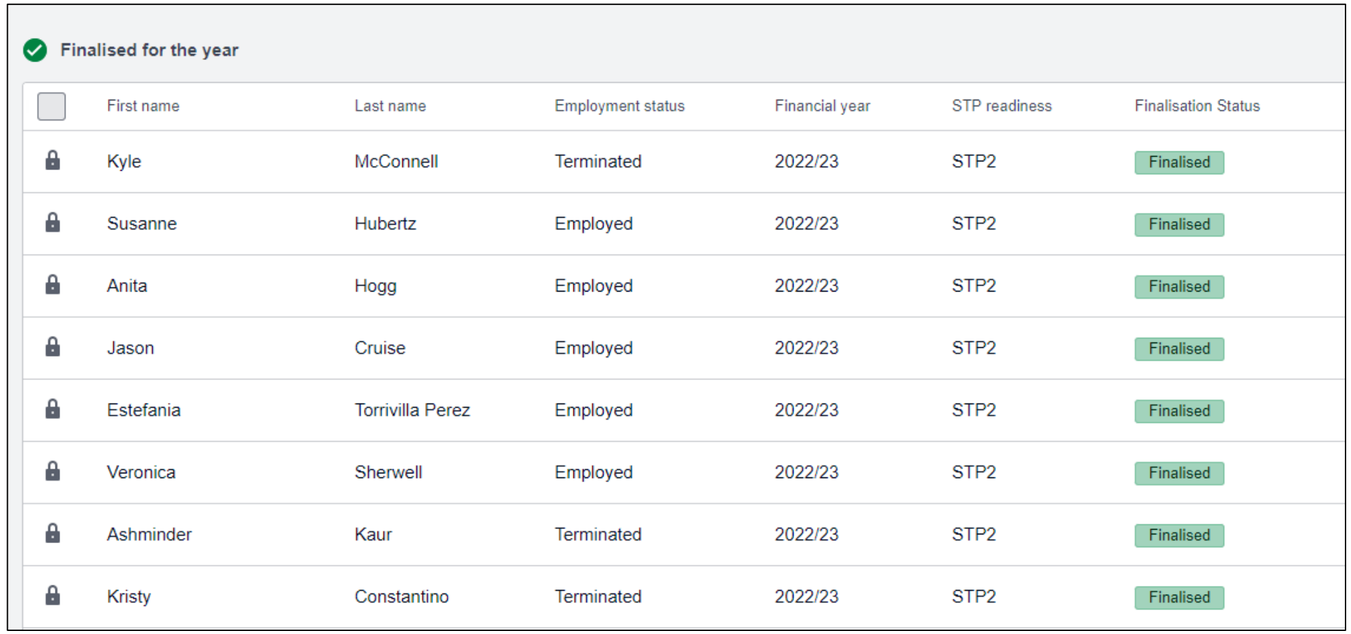
STP Finalisation Status - Xero



Finalisation submitted to ATO

Check the status of your finalisation in the STP Overview or finalisation page to confirm it has been accepted and approved by the ATO.

Financial Year	1 July 2022 - 30 June 2023
Trading name	AHC Service Trust
Employer ABN	72 992 377 335
Branch number	001
BMS ID	XERO_c89a9946-0aef-4400-b3f5-b1a4bcb54f7b
STP filing version	STP2
Registered Agent's Full Name	Martienne Angelique
Agent ABN	16 118 985 856
Registered Agent number	25891134

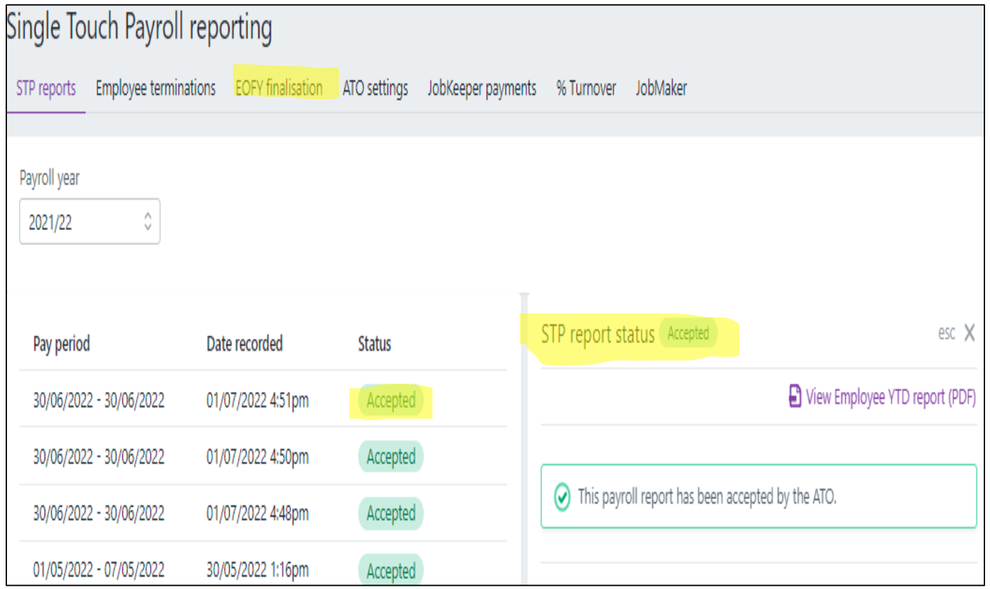


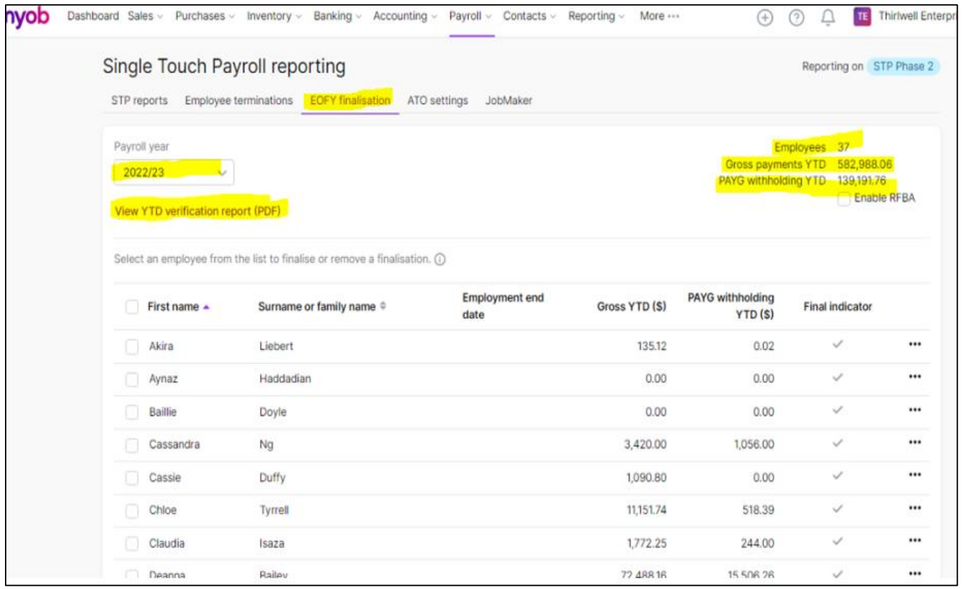
Finalised for the year

First name	Last name	Employment status	Financial year	STP readiness	Finalisation Status
Kyle	McConnell	Terminated	2022/23	STP2	Finalised
Susanne	Hubertz	Employed	2022/23	STP2	Finalised
Anita	Hogg	Employed	2022/23	STP2	Finalised
Jason	Cruise	Employed	2022/23	STP2	Finalised
Estefania	Torrivilla Perez	Employed	2022/23	STP2	Finalised
Veronica	Sherwell	Employed	2022/23	STP2	Finalised
Ashminder	Kaur	Terminated	2022/23	STP2	Finalised
Kristy	Constantino	Terminated	2022/23	STP2	Finalised

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STP Finalisation Status - Myob





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Thank you

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