

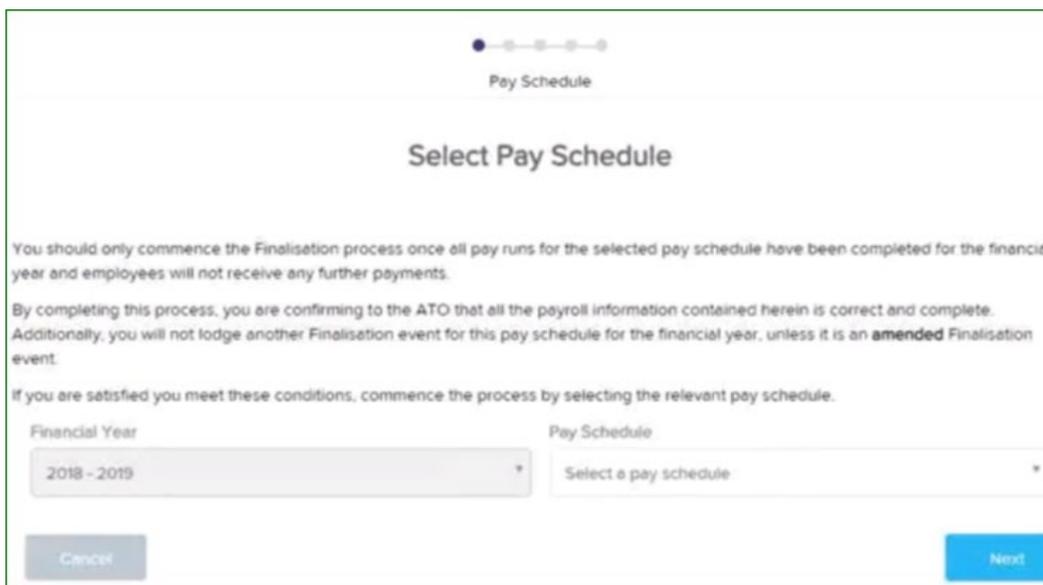
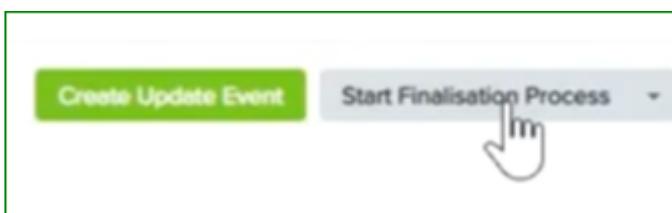
End of Financial Year Finalisation through STP

This guide is used ONLY for those who are enabled for Single Touch Payroll before 30 June 2019 and wish to report year end payroll amount through STP. For those who have not enabled STP, you will still need to prepare the Payment Summaries and submit the EMPDUPE file to the ATO.

Whenever you are ready to finalise the Financial Year End for payroll, follow the steps below to create and lodge the finalisation event to the ATO through Single Touch Payroll.

1. Go to Reports > under ATO Reporting, select Single Touch Payroll.

You will see “Start Finalisation Process” button available to start the year end process.

A screenshot of a web form titled 'Select Pay Schedule'. At the top, there is a progress indicator with five circles, the first of which is filled. Below the title, there is a warning message: 'You should only commence the Finalisation process once all pay runs for the selected pay schedule have been completed for the financial year and employees will not receive any further payments.' This is followed by a confirmation statement: 'By completing this process, you are confirming to the ATO that all the payroll information contained herein is correct and complete. Additionally, you will not lodge another Finalisation event for this pay schedule for the financial year, unless it is an amended Finalisation event.' Below this, a prompt says: 'If you are satisfied you meet these conditions, commence the process by selecting the relevant pay schedule.' There are two dropdown menus: 'Financial Year' with '2018 - 2019' selected, and 'Pay Schedule' with 'Select a pay schedule' selected. At the bottom, there are 'Cancel' and 'Next' buttons.

Financial Year will be automatically populated and locked from editing.

The STP finalisation is done as per pay schedule basis. So you will select one pay schedule to finalise at a time if you have multiple pay schedules in a business.

Click Next.

2. The next step is to confirm your payroll data that are populated from the financial year. This will list all the employees that are linked and paid in the selected pay schedule. You will see the employing entity that they are paid under and across the heading are all the information

populated from the system to show the year to date gross wages, superannuation, allowance, lump sum amounts and PAYG as well as any RESC to be reported separately.

Confirm Payroll Data

There are validation issues with the following employees:

- Bob Howard - Reason: A field contains invalid date (such as letters in numeric or date field). The value specified for an item does not match the item type (value = "Mangrove House, Unit 4, South Wellmouth Falls", item type = String, uniqueID = http://www.sbr.gov.au/ato/payevntemp.Line1T) Hint: The actual length is greater than the MaxLength value.

Employee Name	Employing Entity	Total Gross	Gross Type	Payments	RESC	SGC	Allowances	Lump Sums	Tax Withheld	Is Final
Bob Howard	Buzzy Bee Cakes	\$6,346.00	H	\$6,246.00	\$100.00	\$602.00	\$0.00	\$0.00	\$937.00	✓
Jerry Barker	Buzzy Bee Cakes	\$2,400.00	S	\$2,400.00	\$0.00	\$228.00	\$0.00	\$0.00	\$54.00	✓
Jess Walker	Buzzy Bee Cakes	\$6,840.00	H	\$6,840.00	\$0.00	\$649.00	\$0.00	\$0.00	\$1,026.00	✓
Tom Jones	Buzzy Bee Cakes	\$6,945.00	S	\$6,840.00	\$0.00	\$659.00	\$105.00	\$0.00	\$1,702.00	✓
Totals		\$22,531.00		\$22,326.00	\$100.00	\$2,138.00	\$105.00	\$0.00	\$3,719.00	

1 - 4 of 4 total results.

Buttons: Back, Save for later, Next

If you do not see amounts reported under “Allowances” and/or “Lump Sums”, you will need to check the pay category configuration to ensure an appropriate Payment Summary Classification has been selected. You can click on “Save for later” to go back to your Payroll Settings to make adjustment. Once you updated the configuration, you can refresh the data by click on Actions > Refresh Data.

Confirm Payroll Data

There are validation issues with the following employees:

- Bob Howard - Reason: A field contains invalid date (such as letters in numeric or date field). The value specified for an item does not match the item type (value = "Mangrove House, Unit 4, South Wellmouth Falls", item type = String, uniqueID = http://www.sbr.gov.au/ato/payevntemp.Line1T) Hint: The actual length is greater than the MaxLength value.

Employee Name	Employing Entity	Total Gross	Gross Type	Payments	RESC	SGC	Allowances	Lump Sums	Tax Withheld	Is Final
Bob Howard	Buzzy Bee	\$6,346.00	H	\$6,246.00	\$100.00	\$602.00	\$0.00	\$0.00	\$937.00	✓

Buttons: Back, Save for later, Next, Excel, Refresh Data

You will notice at the end of the table, there is a “Is Final” checkbox next to each employee.

Tax Withheld	Is Final
\$937.00	<input checked="" type="checkbox"/>
\$54.00	<input checked="" type="checkbox"/>
\$1,026.00	<input checked="" type="checkbox"/>
\$1,702.00	<input checked="" type="checkbox"/>
\$3,719.00	

This is to tell the ATO that there will be no further payment made to these employees. They can be flagged at the ATO as “complete” for the end of financial year. Once the ATO’s received the finalisation sent through from the software, ATO will validate the information and prepare the “Employee Income Statement” to make it available in employee’s MyGob account. They will also mark the statement as “Tax Ready” which means your employee can start lodging an individual tax return for FY2018/19.

Click Next.

3. The next step is to enter any Reportable Fringe Benefit Amounts (RFBA).

Enter RFBT Amounts

Enter RFBT Amounts

Filter by name

Employee Name	Employing Entity	RFBA - Entertainment	RFBA - Other
Bob Howard	Buzzy Bee Cakes	\$0.00	\$0.00
Jerry Barker	Buzzy Bee Cakes	\$0.00	\$0.00
Jess Walker	Buzzy Bee Cakes	\$0.00	\$0.00
Tom Jones	Buzzy Bee Cakes	\$0.00	\$0.00

1 - 4 of 4 total results.

Back Save for later Next

If the employee is eligible for certain fringe benefits and the total taxable value of the fringe benefit **exceeds \$2000 for the FBT year (1 April to 31 March)**.

You **must** record the **grossed-up taxable value** of those benefits on your payee's payment summary for the financial year that corresponds with the reportable fringe benefits amount. **Do not** include "cents" in this amount.

To enter the amount for a fringe benefit that is reportable, click on the pencil icon and enter the amount. Do not include any cents in this amount.

Employee Name	Employing Entity	RFBA - Entertainment	RFBA - Other
Bob Howard	Buzzy Bee Cakes	\$ 0	\$ 0
Jerry Barker	Buzzy Bee Cakes	\$0.00	\$0.00
Jess Walker	Buzzy Bee Cakes	\$0.00	\$0.00
Tom Jones	Buzzy Bee Cakes	\$0.00	\$0.00

1 - 4 of 4 total results.

Back Save for later Next

Then move on to the next step to lodge finalisation event.

Depending on who nominated as the ATO supplier under ATO setting, you will see your name printed on this finalisation declaration screen.

If you are a registered BAS/Tax agent who is lodging STP and finalisation on behalf of your clients, you will see an additional option to select an "Authority" to lodge it. Similar to what you've seen when lodging a pay event.


Lodge Finalisation Event

Lodge Finalisation Event

Please review the following declaration before submitting.

I declare that:

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

I understand that:

- KeyPay is not responsible for the accuracy of this payroll report.

Tick this box to sign the declaration with the credentials you used to login (**Tanya Swaby**) and to authorise lodgement with your approved payroll software's AUSkey on behalf of the ABNs included.

[Back](#) [Save for later](#) [Lodge Finalisation Event](#)

When you are ready to lodge, click on “Lodge Finalisation Event”.

Congrats! You are now finalised your first financial year through Single Touch Payroll! You can now proceed to the STP events page to view the lodgement status for this finalisation event or simply return to your Dashboard.


Finalisation Complete

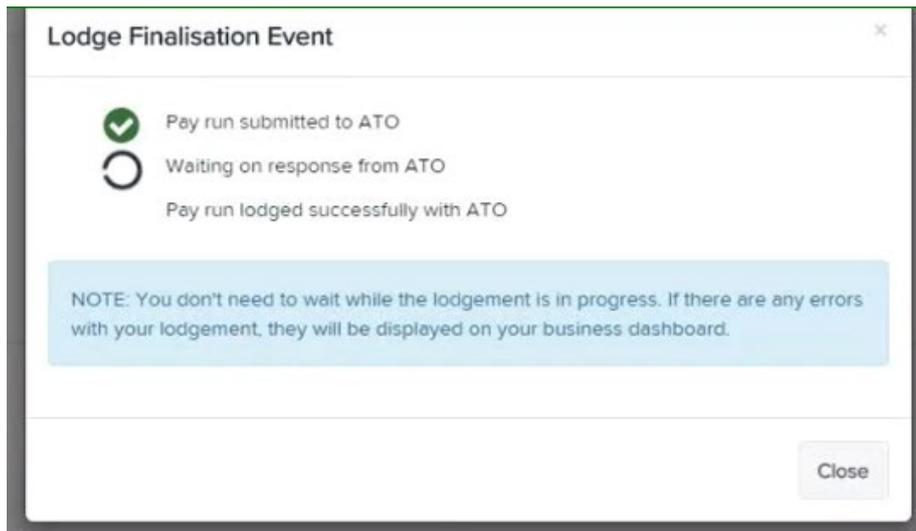


Finalisation Event has been lodged!

You can proceed to the STP events page to view the lodgement status for this event or simply return to your Dashboard.

[Go to Event Details](#) [Go to Dashboard](#)

If you select to “Go to Event Details”, you will be taken to the lodgement screen and view the current status. You do not need to wait on this page while the lodgement is happening.



The status will automatically updated once the lodgement is gone through successfully.

Single Touch Payroll

This page lists all historical Pay Events and Update Events. To create a new Update Event, click the Create Update Event button. To submit a Pay Event, click the **Lodge Pay Run** button from within a finalised pay run.

Financial Year: 2018 - 2019

Pay Schedule: All pay schedules

ID	Event Type	Date	Status
181	Finalisation Event	19/06/2019	AWAITING ATO PROCESSING
180	Finalisation Event	18/06/2019	SUCCESSFUL
179	Pay Event	18/06/2019	SUCCESSFUL

Finalisation Event

Fortnightly - financial year 2019
Financial Year Ending 2019

Lodgement Details

Status: **SUCCESSFUL** [Lodge with ATO](#)

Lodged by: tanya@webscale.com.au at 19/06/2019 10:50 AM

Receipt Number: 069P557-5ede-4706-8003-d7943c4878e@keypay.yourpayroll.com.au

Filter by name

Employee Name	Total Gross	Type	Gross Payments	RESC	SGC	Allowances	Lump Sums	Tax Withheld	Entertainment	RFBA - Other	Is Final
Bob Howard	\$6,346.00	H	\$6,246.00	\$100.00	\$602.00	\$0.00	\$0.00	\$937.00	\$5,000.00	\$3,800.00	<input checked="" type="checkbox"/>
Jerry Banker	\$2,400.00	S	\$2,400.00	\$0.00	\$228.00	\$0.00	\$0.00	\$54.00	\$5,000.00	\$3,800.00	<input checked="" type="checkbox"/>
Jess Walker	\$6,840.00	H	\$6,840.00	\$0.00	\$649.00	\$0.00	\$0.00	\$1,026.00	\$5,000.00	\$3,800.00	<input checked="" type="checkbox"/>
Tom Jones	\$6,945.00	S	\$6,840.00	\$0.00	\$659.00	\$105.00	\$0.00	\$1,702.00	\$5,000.00	\$3,800.00	<input checked="" type="checkbox"/>

The last step of this process is to send out the notification to your employees to let them know that this finalisation event has been processed. Please ensure that all employees have their valid email address entered in the employee detail to be able to receive the notification.

[Lodge with ATO](#) ?

Tax Withheld ?	RFBA - Entertainment ?		Actions
\$937.00	\$5,000.00	\$3,800.00	Excel Send Notifications
\$54.00	\$5,000.00	\$3,800.00	✓
\$1,026.00	\$5,000.00	\$3,800.00	✓
\$1,702.00	\$5,000.00	\$3,800.00	✓

[Pay Event Notifications sent](#)

Note

- As this is your first financial year reporting year end through STP, it is important that you communicate with your employees and advise that no more payment summaries will be distributed but to tell them to log on to their MyGov account to view the “Income Statement”.
- If your employees does not have a MyGov account yet, you may direct them to go to <https://www.ato.gov.au/General/Online-services/In-detail/myGov/ATO-and-the-myGov-Inbox/> to create an account in MyGov in order to access their Income Statement.
- Once you have sent through the STP finalisation event, your year end process is completed. PLEASE DO NOT prepare any payment summaries or to submit the EMPDUPL file again to the ATO as it may cause double reporting.