HOW TO SUBMIT PAY—RUNS TO THE ATO WITH SINGLE TOUCH PAYROLL

MYOB:

1. Go to the **Payroll** command centre and click **Payroll Reporting**.

2. Click **Payroll Reporting Centre**.

3. Find the report you want to send.

> 📌 **What if there are no reports in the Payroll Reporting Centre?** This could be because you've set up Single Touch Payroll *after* you've started entering pays for the financial year. But don't worry, the ATO does not receive the details of individual pay runs, only the year-to-date payroll amounts. So, the next time you record a pay and submit it to the ATO, the latest year-to-date totals will be submitted.
>
> If this isn't the reason there's no reports in the Payroll Reporting Centre, check **Where are my Single Touch Payroll reports?** for more tips.

4. Click the elipses ... and choose **Send to ATO**.

Submission date	Pay on date	# Employees	Pay period	Declaration made by	Submission type	ATO response	
05/06/2018	04/04/2018	1	21/03/2018 - 03/04/2018		PAYEVENT	Sending	...
06/06/2018	16/05/2018	21	02/05/2018 - 15/05/2018		PAYEVENT	Not sent	...
20/04/2018	26/07/2017	21	19/07/2017 - 25/07/2017	John Smith	PAYEVENT	A	View report detail
20/04/2018	09/08/2017	1	02/08/2017 - 08/08/2017	GGG	PAYEVENT	Accepted	Send To ATO

5. Enter your details into the declaration and click **Send**.

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XERO:

Use STP to file a pay run ⌃

1. In the **Payroll** menu, select **Pay employees**.

2. [Process a pay run](#) or click a past pay run that requires filing. Any posted pay runs that aren't filed and have a past due date show as **Overdue**. You can see the filing status of a pay run under the **STP filing** column.

3. If prompted, [add types to allowance pay items](#) in your pay run.

4. Click **File**.

5. Select the checkbox to confirm you've read and accepted the authorisation to file.

6. Click **Submit to ATO**.

The STP filing status shows as **Pending**, if you've filed a pay run but Xero hasn't sent it to the ATO. When the file is submitted, the status changes to **Sent to ATO** until it's either accepted or declined.
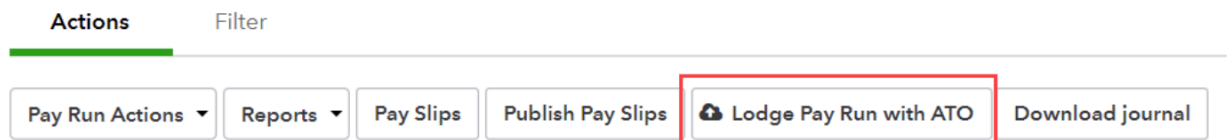
It can take up to 72 hours for the status to update.

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INTUIT:

When you are ready to lodge the pay event:

1. Select **Employees** in the left hand menu.
2. Select the **Pay Runs** tab.
3. Select the appropriate pay run.
4. Select the **Lodge Pay Run with ATO** button.

You will now be taken to the Pay Event lodgement page.

A list of all employees with payment details attached to that pay run will appear on the screen along with their year-to-date pay information.

Notes:

1. Employees who have changed between a working holiday maker (**Type**: H) and a non-working holiday maker (**Type**: S) during the financial year will have a row of data per tax change.
2. Terminated employees who have received an employment termination payment (ETP) will still appear in the event with the **Is Final** checkbox automatically ticked, indicating that they won't receive any more updates for the rest of the financial year.