e-PayDay Legacy STP EOFY Survival Guide

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e-PayDay Pty Ltd

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Table of Contents

1. e-PayDay Legacy STP EOFY Survival Guide 3
1.1. Process your End Of Financial Year 5
1.1.1. Ensure you have processed all required pay runs within the Financial Year 7
1.1.2. Generate your Superannuation Reports and pay the required Contributions for the period 8
1.1.2.1. Print or Export Superannuation Reports 9
1.1.2.2. Create your SuperStream File (Superannuation Fund / Clearing House) 10
1.1.2.3. Create your SuperStream File (e-PayDay® Gateway) 11
1.1.2.4. Pay your Superannuation Contributions through American Express (Reward Pay) 12
1.1.2.5. Record Superannuation Contribution Payment/s 13
1.1.3. Enter FBT (Fringe Benefit Tax) information 14
1.1.4. Print End Of Financial Year Reports 15
1.1.4.1. Complete a comparison between the Employee Balances (Year To Date), Employee YTD Transactions and Allowance YTD Summary Reports 16
1.1.4.1.1. Your Employees Transactions do not match their Year To Date Taxation Balances 17
1.1.4.1.2. Manually adjust your Employees Year To Date Taxation Balances 18
1.1.5. Print or Export your Employees Payment Summaries (for your records) 21
1.1.6. Create and Submit your (EOFY) Final Event 22
1.1.6.1. There is a problem loading the transaction data / There is nothing to process. Please contact e-PayDay Support. 23
1.1.6.2. Invalid Username and Password 24
1.1.6.3. Error 400 – Client is unknown, you appear to have invalid credentials / Your account is out of data, please purchase data to top up your balance 25
1.1.7. Backup, Archive and Start the New Financial Year 26
1.1.8. Install Upgrade 27
1.2. An amended EOFY needs to be sent to the ATO 28
1.2.1. Employees were not added 29
1.2.2. An amended EOFY needs to be sent to the ATO as one or more Employees YTD Balances are incorrect 30
1.2.3. Pay Runs have been missed 31
1.2.4. Pay Runs have been incorrectly reported 32
1.3. Your EOFY Submission was not sent to the ATO, however you have already commenced the new Financial Year 33
1.4. Error – The Employee has $0.00 YTD Balances and the Cessation Date is missing 34
1.5. Resubmit an EOFY Submission for a Previous Financial Year 35
1.6. A Previous Financial Year Archive is missing 36

1. e-PayDay Legacy STP EOFY Survival Guide

As you will appreciate at this time of year, our support team are extremely busy. We will endeavour to resolve all of your queries in a timely manner by both telephone and e-mail, determined by the urgency of your queries.

We understand how stressful End-Of-Financial-Year can be, that nerves may be frayed and tolerance may be in short supply at this time of year. Thank you sincerely for your co-operation and understanding at this busy time.

If we believe that your question is answered within this guide, then you will be directed to the relevant section to answer your question/s due to the substantial number of calls during the End-Of-Financial-Year period

"More than anything else, we want our customers to be happy. Think about baby kittens. Think about the best kiss you ever had. Think about butterflies frolicking in a flower garden. Are you happy yet?"

ZERO TOLERANCE POLICY
Our Staff have the right to be treated with dignity and respect at all times. They should be able to do their jobs without being verbally abused. Most people respect this and thank you for being one of them.
OUR PAYROLL SOFTWARE SUPPORT SERVICES DO NOT INCLUDE TAXATION ADVICE

e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents and therefore are unable to provide payroll advice. They will assist you in the use of the software in obtaining your desired outcome based on the guidance provided to you by your Accountant or Bookkeeper. Support Services are provided to assist you in the use of **e-PayDay®** and is **NOT** intended for Fair Work, Taxation, Superannuation, Legislative advice, or interpretation. Payroll Product Training is available separately and is not included in your Subscription.

To contact the Australian Taxation Office: www.ato.gov.au
Business Tax Enquiries: 13 28 66

Lodge a Support Request here.

Revision: 40 — Last modified: Oct 25, 2021

1.1. Process your End Of Financial Year

> ! ALL businesses should now be reporting under Single Touch Payroll unless you have applied for an **Exemption or Deferral**. If you have an active exemption or deferral, please follow **e-PayDay® Legacy PSAR EOFY Survival Guide here** instead.

e-PayDay® Desktop (Legacy & FREEPAY)

> ! **Step 7** must be completed on or before 14 July 2023 (unless you have applied for a **Deferral**)

1. Download our Cheat Sheet **here**
2. Confirm you're already using **Version 23.00**, and if not, **download and install**.
3. **Ensure** you have processed all required pay runs within the Financial Year.
4. **Process** your final Superannuation Contribution Period using either the **e-PayDay® Gateway** *or* a **Superannuation Fund or Clearing House**.
5. **Enter** FBT (Fringe Benefit Tax) Information.
6. **Print** your End of Financial Year Reports.
7. **Create and Submit** your EOFY Event directly to the ATO.
8. **Backup, Archive and Start** the New Financial Year.
9. Download and Install **Version 24.00**
10. Check out our latest news to help you **commence FYE 2024**

e-PayDay® Hosted

> ! **Step 6** must be completed on or before 14 July 2023 (unless you have applied for a **Deferral**)

1. Download our Cheat Sheet **here**
2. **Ensure** you have processed all required pay runs within the Financial Year.
3. **Process** your final Superannuation Contribution Period using either the **e-PayDay® Gateway** *or* a **Superannuation Fund or Clearing House**.
4. **Enter** FBT (Fringe Benefit Tax) Information.
5. **Print** your End of Financial Year Reports.
6. **Create and Submit** your EOFY Event directly to the ATO.
7. **Backup, Archive and Start** the New Financial Year.
8. Request **Version 24.00**
9. Check out our latest news to help you **commence FYE 2024**

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Revision: 78 — Last modified: Jun 14, 2023

1.1.1. Ensure you have processed all required pay runs within the Financial Year

! As Pay Runs are reported on the **Payment Date** under Single Touch Payroll, your End of Financial Year procedure must be completed before commencing a pay run with a payment date equal to or greater than 1 July.

1. Click **Pay Day** from the Side Bar.
2. Navigate to **Pay Period**
3. Ensure **Pay Period** is set as required (eg. Weekly). **If you process payroll for multiple pay cycles (eg. Weekly and Fortnightly)**, ensure you change this option after completing the below steps.
4. Click the **Last Posted Pay Run** down arrow to view all the processed pay runs.
5. If all the pay runs **Type** is **Posted**, you are ready to process your Final Super Payment.
    a. If you have any **UNPOSTED** Pay Runs, please request assistance below.

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Revision: 12 — Last modified: May 12, 2021

1.1.2. Generate your Superannuation Reports and pay the required Contributions for the period

1. **When using a Superannuation Fund or Clearing House** (If you DO NOT Upload a SuperStream file? **SKIP Steps B & C**)
    a. Read **here** to print your Superannuation Reports.
    b. Read **here** to create the SuperStream File.
    c. Upload your SuperStream File to your Superannuation Fund or Clearing House.
    d. Read **here** to record your Superannuation Payments.

1. **When using the e-PayDay® Gateway**
    a. Read **here** to print your Superannuation Reports.
    b. Read **here** to create the SuperStream File and upload to the e-PayDay® Gateway.
    c. Read **here** to submit your Payment through American Express (Reward Pay).
    d. Read **here** to record your Superannuation Payments.

Lodge a Support Request here.

Revision: 15 — Last modified: May 12, 2021

1.1.2.1. Print or Export Superannuation Reports

> ! Read **here** to if you need to edit / change / update a Superannuation Funds Period Start Date

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Select the Report (or Reports) you wish to generate,
   a. **Employer Periodic SG Contributions**
   b. **Employer Periodic SG Contributions (1 Page per Fund)**
   c. **Non SG Contributions YTD**
   d. **Non SG Periodic Contributions**
   e. **Total Periodic Superannuation Contributions**
5. Click **Preview**, **Print** or **Export PDF**.
6. Click **Exit** to close the Superannuation Reports Selection Window.

Lodge a Support Request here.

Revision: 8 — Last modified: May 12, 2021

1.1.2.2. Create your SuperStream File (Superannuation Fund / Clearing House)

1. Click **Super Manager** > **Pay Super**.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Pay Super**
4. An alert may display **Super Fund Period End Date. One or more Superannuation Funds have a Period End Date in the future, as detailed below.Do you want to continue?**
    a. This alert is displaying based on your Computer Date. Click **Yes** to continue, unless you need to process additional pay runs before completing EOFY.
5. Select EITHER **Create File** *or* **Create SuperStream and ABA Payment File** (FAST-Bank™).
6. Click **Next** to preview a list of the Superannuation Funds, Period Start and End Dates, SG (Employer) and Non-SG (Employee Contributions) payable for the selected period.
7. Click **Next**. to preview the Superannuation Funds, Payment Method, Reference Number, BPAY Biller Code, and Transaction Date.
8. Click **Next** then **Continue** to create the SuperStream File.
9. Choose the location that you wish to save the SuperStream file to (eg. Desktop) then click **Save**.
10. Click **Next** then **Go To Folder** if you need to open the location you saved the SuperStream file to.
11. Click **Finished** to close the FAST-Super® wizard.
12. Log onto your superannuation Fund or Clearing house to upload your SuperStream File.

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Revision: 8 — Last modified: May 12, 2021

1.1.2.3. Create your SuperStream File (e-PayDay® Gateway)

1. Click **Super Manager** > **Pay Super**.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Pay Super**
4. An alert may display **Super Fund Period End Date. One or more Superannuation Funds have a Period End Date in the future, as detailed below.Do you want to continue?**
    a. This alert is displaying based on your Computer Date. Click **Yes** to continue, unless you need to process additional pay runs before completing EOFY.
5. Select EITHER **Create File** *or* **Create SuperStream and ABA Payment File** (FAST-Bank™).
6. Click **Next** to preview a list of the Superannuation Funds, Period Start and End Dates, SG (Employer) and Non-SG (Employee Contributions) payable for the selected period.
7. Click **Next**. to preview the Superannuation Funds, Payment Method, Reference Number, BPAY Biller Code, and Transaction Date.
8. Click **Next** then **Continue** to create the SuperStream File.
9. Choose the location that you wish to save the SuperStream file to (eg. Desktop) then click **Save**.
10. Click **Pay Super** to open the e-PayDay® SuperStream Gateway webpage.
11. Login with your Username and Password.
12. Navigate to **Contribution Upload**.
13. Click **Choose File** to locate your SuperStream File, then **Open**, **Upload**, then **Close** the alert which will display.
14. Navigate to **Runs**.
15. Once the imported SuperStream Files Status is **OK to Send**, click **Send** then select either **American Express** or **Electronic Funds Transfer**.
16. Click **Continue** then **Close**

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Revision: 8 — Last modified: May 12, 2021

1.1.2.4. Pay your Superannuation Contributions through American Express (Reward Pay)

1. Navigate to **RewardPay** and click **More Information**.
2. Click **LOGIN**.
3. Enter your Username and Password then click **LOGIN**.
4. Click **In Cart**.
5. Select the Order you wish to submit by clicking the Order Number.
6. Click **Confirm** to pay the outstanding contributions.
7. Scroll down on the page to enter your American Express Credit Card Details and verification code which has been sent to the mobile number you entered when signing up.
8. Once completed, click **PAY**.

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Revision: 3 — Last modified: May 12, 2021

1.1.2.5. Record Superannuation Contribution Payment/s

1. Click **Super Manager** > **Pay Super**.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Pay Super**
4. An alert may display **Super Fund Period End Date. One or more Superannuation Funds have a Period End Date in the future, as detailed below.Do you want to continue?**
    a. This alert is displaying based on your Computer Date. Click **Yes** to continue, unless you need to process additional pay runs before completing EOFY.
5. Select **Mark Funds as Paid**.
6. Click **Next** to preview a list of the Superannuation Funds, Period Start and End Dates, SG (Employer) and Non-SG (Employee Contributions) payable for the selected period.
7. Click **Next**. to preview the Superannuation Funds, Payment Method, Reference Number, BPAY Biller Code, and Transaction Date.
8. Click **Next** then **Continue** to mark the Superannuation Funds as Paid.
9. Click **Finished** to close the FAST-Super® wizard.

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Revision: 6 — Last modified: May 12, 2021

1.1.3. Enter FBT (Fringe Benefit Tax) information

> ! Regardless of whether the benefits provided are type 1 or type 2, only the **lower gross-up rate** is used for STP Reporting.

> ! Fringe Benefits amounts will only be included in STP Reporting if the amount exceeds **$2,000.000**

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
   a. If the required employee is not displayed, navigate to **Pay Status** and select **Ceased** or **Inactive** to locate them.
3. Click **Edit**.
4. Click **Taxation** > **FBT Info**.
5. Click **New**.
6. Enter the **Date** the FBT Payment was processed.
7. Select the **FBT Type** and **Factor**.
8. Enter the **Taxable Amount**.
9. Click **Save**.
10. Repeat the above for each FBT payment required then click **Exit**.
11. Click **Exit** again to close the Employee Window.

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Revision: 7 — Last modified: May 12, 2021

1.1.4. Print End Of Financial Year Reports

! A comparison should be completed between the **Employee Balances** (Year To Date), **Employee YTD Transactions** and **Allowance YTD Summary** as reports should be identical (Gross, Tax, Net, Taxable Allowances, Non-Taxable Allowances, and Deductions) If you previously followed Getting Started with e-PayDay® Legacy **here**, the employee may have Taxation Balances that were manually entered, but have never been processed as pay runs through e-PayDay®. **Manually entered Year to Date Taxation Balances will NOT be displayed in the Employee Transactions Report**

1. Click **File** > **End of Financial Year** > **Step 2 – Print End of Financial Year Reports**
2. We recommend printing the following reports -
    - **Allowances YTD ATO Summary**
    - **Allowances YTD Summary**
    - **Employee ETP Payments**
    - **Employee Masterfile**
    - **Employee Transactions**
        - If you previously followed Getting Started with e-PayDay® Legacy **here**, the employee may have Taxation Balances that were manually entered, but have never been processed as pay runs through e-PayDay®. **Manually entered Year to Date Taxation Balances will NOT be displayed in the Employee Transactions Report**
    - **Employee YTD Balances**
        - If you previously followed Getting Started with e-PayDay® Legacy **here**, the employee's Year to Date Taxation Balances will include BOTH manually entered amounts and those processed as pay runs through e-PayDay®.
    - **PAYG Voluntary Transactions (one per page)**

✻ **Error Info :- -2147217887 – Multiple-step operation generated errors. Check each status value** displayed when printing the Allowances YTD ATO Summary

Read **here** to complete a comparison between the Employee Balances (Year To Date), Employee YTD Transactions and Allowance YTD Summary Reports.

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Revision: 32 — Last modified: Sep 01, 2022

1.1.4.1. Complete a comparison between the Employee Balances (Year To Date), Employee YTD Transactions and Allowance YTD Summary Reports

1. To complete the comparison, view the **Employee Balances** (Year To Date), **Employee YTD Transactions** and **Allowance YTD Summary** Reports
2. First, compare the **Employee Code** and **Employee Name** on all reports, they should be identical (eg. 0002).
    a. If these are not identical, it's possible the **Report Selection Criteria** was changed from **All Employees**.
3. Next, compare the **Emp Total Gross** on the **Employee Transactions** Report to the **Gross** on the **Employee YTD Balances** Report. **These amounts should be identical**.
    a. If these amounts are not identical, please read **here**
4. Next, compare the **Emp Total Tax** on the **Employee Transactions** Report to the **Tax** on the **Employee YTD Balances** Report. **These amounts should be identical**.
    a. If these amounts are not identical, please read **here**
5. Next, compare the **Emp Total Net** on the **Employee Transactions** Report to the **Net** on the **Employee YTD Balances** Report. **These amounts should be identical**.
    a. If these amounts are not identical, please read **here**
6. Next, compare the **Taxable Allowances** on the **Employee YTD Balances** Report to the **Total Allowances for Employee $ Taxable in Allowance** on the **Allowance YTD Summary** Report. **These amounts should be identical**.
    a. If these amounts are not identical, please read **here**
7. Next, compare the **Non-Taxable Allowances** on the **Employee YTD Balances** Report to the **Total Allowances for Employee $ Non-Taxable in Allowance** on the **Allowance YTD Summary** Report. **These amounts should be identical**.
    a. If these amounts are not identical, please read **here**
8. Lastly, compare the **Emp Total Deds** on the **Employee Transactions** Report to the **Deds** on the **Employee YTD Balances** Report. **These amounts should be identical**.
    a. If these amounts are not identical, please read **here**

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Revision: 5 — Last modified: May 12, 2021

1.1.4.1.1. Your Employees Transactions do not match their Year To Date Taxation Balances

If the totals on the **Employee Balances** (Year To Date), **Employee YTD Transactions** and **Allowance YTD Summary** reports are not identical,

1. Determine the reason (eg. Manually entered Balances, Manual adjustments already made to Balances, a pay run entered more than once).
2. If required, read **here** to manually adjust your Employees Year To Date Taxation Balances.

> ✻ If you previously followed Getting Started with e-PayDay® Legacy **here**, the employee may have Taxation Balances that were manually entered, but have never been processed as pay runs through e-PayDay®.**Manually entered Year to Date Taxation Balances will NOT be displayed in the Employee Transactions Report**

If the employee's balances differ by the exact amount of the previously entered opening balances, then the two reports are correct.

If opening balances were not entered, you may need to manually adjust the Employees Year To Date Taxation Balances by following **here**

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Revision: 9 — Last modified: May 12, 2021

1.1.4.1.2. Manually adjust your Employees Year To Date Taxation Balances

e-PayDay Pty Ltd accepts no responsibility or liability for changes made by you to the Employee's Year to Date Balances. By changing these Totals you acknowledge that you accept full responsibility for any outcomes as a result of these changes.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Update the following fields will the relevant Year to Date Balances.
   a. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).
   b. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).
   c. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.
   d. **Total Employee Contribution**: Total **After Tax** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.
   e. **Superannuation Salary Sacrifice**: Total **Before Tax)** Superannuation Contribution Deductions for this Financial Year.
   f. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.00%) as part of an employee's individual salary package** for this Financial Year.
6. Click **Save**.
7. Click **Taxation**.
8. Click **Balances**.
9. Click **Edit**.
10. Enter the opening taxation balance into the appropriate fields.
    a. **Employee Year-To-Date Balances**.
       i. **Gross Income**: Adjust the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.
       ii. **Leave Loading YTD**: Adjust the total of the 17.50% Loading when taking Annual Leave
       iii. **Total Tax YTD**: Adjust the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.
       iv. **Lump Sum A**: Adjust the total PAID Unused holiday pay and unused long service leave.
       v. **CDEP (Community Development Employment Project)**: Adjust the Gross salary or wages paid from a CDEP wages grant.
       vi. **Total Deductions**: Adjust the total of ALL BEFORE and AFTER Tax Deductions

(excluding Union amounts).

vii. **Lump Sum B**: Adjust the total PAID Unused long service leave that accrued before 16 August 1978.
viii. **Total GST**: Adjust the total PAID Good and Services Tax
ix. **Total Net Pay**: Adjust the Total Net Pay received
x. **Termination C**: Adjust the total ETP value
xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, Adjust the total **No ABN Gross Income**.
xii. **Taxable Allowances**: Adjust the Total Taxable Allowances paid to date. **This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.
xiii. **Lump Sum D**: Adjust the total Redundancy Payments
xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, Adjust the total **No ABN Total Tax**:
xv. **Non-Tax Allowances**: Adjust the total Non-Taxable Allowances paid to date.
xvi. **Lump Sum E**: Adjust the total ETP value
xvii. **Other Income**: Adjust the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.
xviii. **HELP / SFSS Tax**: Adjust the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax instalment during each pay run. **This amount is also included in the value in the Total Tax field**.
xix. **Non-Super Salary Sacrifice**: Adjust the total Salary sacrifice not attributable to a super fund.
xx. **Allowance in Gross box**: Adjust the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.
xxi. **Additional Tax**: Adjust the total additional Tax amount for the employee.
xxii. **Super Salary Sacrifice**: Adjust the total **Before Tax** Superannuation Contribution Deductions for this Financial Year.
xxiii. * Non-Reportable Allowance*: Adjust the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.
xxiv. **Exempt foreign employment income**: Adjust the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.
xxv. **Workplace Giving**: Adjust the total Pre-Tax donations
xxvi. **Reportable Superannuation Contributions**: Adjust the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.
xxvii. **Union/Professional association**: Adjust the total Union fees deducted from the employee's pay
xxviii. **Union/Professional association name**: Adjust the name of the Union
xxix. **Additional payments applied over the whole financial year**: Adjust the total of all Payments using **Schedule 5 – Method B(ii)**
xxx. **Tax Paid**: Adjust the total tax withheld when using **Schedule 5 – Method B(ii)**
xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Adjust the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Adjust the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, Adjust the date the ETP was paid

ii. **Payment Tax Code**: If required, Adjust the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, Adjust the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, Adjust the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, Adjust the total Invalidity Segment of the Employment Termination Payment.

vi. **Total Tax Withheld**: If required, Adjust the total Tax Withheld from the Employment Termination Payment.

vii. **ETP Rollover Segment**: If required, Adjust the ETP Rollover Segment of the Employment Termination Payment.

11. Click **Save**
12. Click **Allowances and Deductions**.
13. Click **New**
14. Select the required **Allowance** or **Deduction** from the drop-down menu.
15. Enter the YTD Amount in **YTD $**.
16. Click **Save** then **Exit**.
17. Click **Exit** again to close the Employee Window.
18. Once the Employee's YTD Balances have been updated, run a health check BEFORE creating and submitting ANY data to the ATO
    a. Click **Pay Day** > **Health Check** > **Check YTD Balances against Transactions**
    b. An alert will display detailing the total of all pays YTD compared to the Employee Balances and will detail if there are errors. **THERE SHOULD BE NO ERRORS**.

Lodge a Support Request here.

Revision: 10 — Last modified: Jun 22, 2022

1.1.5. Print or Export your Employees Payment Summaries (for your records)

> ! Once you have completed **Step 7 – create and submit your EOFY Event directly to the ATO**, the Employees Income Statement (previously Payment Summary) is completed and available in their MyGov Account.
>
> You still have the option to print the **Payment Summary** for your own records.
>
> Due to specification changes between SBR and STP, we **DO NOT** recommend providing the printed **Payment Summary** to an Employee if they **Salary Sacrifice to Super – known as a Concessional Superannuation Contribution** as this is no longer displayed and will cause issues with their tax return.

1. Click **File** > **End of Financial Year** > **Step 3 – Print Payment Summaries**
2. Depending on your requirements, select the following options;
    - **All Employees (Summary)**: The Employer copy of the Employees Payment Summary for record-keeping purposes.
    - **Individual Non-Business**: Pay As You Go (PAYG) Employees Payment Summary.
    - **Business and Personal Services Income**: Contractor (ABN) Payment Summary.
    - **Where ABN Not Quoted**: Contractors who have not provided you an ABN.
    - **Foreign Employee**: Foreign Employee Payment Summary.
    - **What is a Foreign Employee?**
    - **Employee Termination**: Pay As You Go (PAYG) Employees Payment Summary for specific Cessation (Termination) Payments.
3. Click **Preview**, **Print** *or* **Export PDF**.
4. Click **Exit** to close the **Reports** Window.

Revision: 3 — Last modified: May 16, 2023

1.1.6. Create and Submit your (EOFY) Final Event

Read **here** to see what information is included in an EOFY submission.

Your EOFY Siubmission must be sent to the ATO on or before 14 July 2021 (unless you have applied for a **Deferral**)

1. Click **File** > **End of Financial Year** > **Submit STP EOFY File**.
2. Tick the checkbox next to **I am notifying the ATO**;
3. Click **Click here to Continue** then **Start SBR2 Client**.
    a. **There is a problem loading the transaction data**: Read **here**
    b. **There is nothing to process**: Read **here**
4. SBR2 will display all submissions waiting to be sent to the ATO, previous submissions that the ATO may have responded to, the Company Name that the file is for and the unique ID for the transaction.
    a. **Send** is displayed when an STP event has been created BUT not yet sent via SBR2.
    b. **Waiting** is displayed once the file has been sent to the ATO, and a response could be available.
5. Click **Next** then **Action** to send your data to the ATO.
6. You will receive a message advising that **The ATO has received your data, but not yet responded. Please try again later** UNLESS there is an issue with your submission, for example
    a. **Invalid Username and Password**, read **here**
    b. **Error 400**, read **here**
    c. **The Submission has failed validation**: Lodge a Support Request **here**
7. Once your submission has been sent, click **Next**.
8. If there are any previous submissions that are still **WAITING** for a response, click **Next** then **Action** to receive the response from the ATO.
9. You will receive a message advising that **Transactions Processed OK** UNLESS **the Submission has failed validation** then lodge a Support Request **here**
10. Once you have progressed through all of your **SEND** and **WAITING** Submissions, click **Exit**.

You do not need to receive a response from the ATO to continue with starting the new year and commencing pays.

Lodge a Support Request here.

Revision: 34 — Last modified: Jul 05, 2021

1.1.6.1. There is a problem loading the transaction data / There is nothing to process. Please contact e-PayDay Support.

e-PayDay® Desktop ONLY

Reason 1 – SBR2 Client V3.0.0.5 needs to be installed

1. Ensure you have installed **ALL Windows Updates** and if required, download and install the Microsoft .NET Framework 4 **here**
2. Download and Install the latest e-PayDay® Upgrade **here** which includes the updated SBR2 Client

e-PayDay® Desktop and e-PayDay® Hosted

Reason 2 – You've been STP Reporting for a while but didn't know how to view responses to your previous submissions

The maximum number of unresponded submissions is 50, therefore, please request a Support call **here**

Revision: 2 — Last modified: Jun 25, 2020

1.1.6.2. Invalid Username and Password

e-PayDay® Desktop ONLY

Reason 1 – SBR2 Client V3.0.0.5 needs to be installed

1. Ensure you have installed **ALL Windows Updates** and if required, download and install the Microsoft .NET Framework 4 **here**
2. Download and Install the latest e-PayDay® Upgrade **here** which includes the updated SBR2 Client

e-PayDay® Desktop and e-PayDay® Hosted

Reason 2 – The Username and/or Password entered has been mistyped in the software

1. **Start by checking your login details**
    a. Click **File** > **Company** > **Government**.
    b. Click **SBR Setup** then **Click here to Add/Edit SBR details**
    c. Click **Edit**.
    d. Your password will now be displayed.
    e. If you can see any obvious mistakes (eg. incorrect spelling) update the **Username** (e-Mail Address) and/or **Password** as required.
    f. Click **Save** then **Exit** to close **SBR Setup** then click **Exit** to close the Company window.
        i. You can also visit SuperChoice's website **here** to reset your password.

Reason 3 – The Username and Password are incorrect as you have not registered with SuperChoice.

1. Register with SuperChoice **here**
2. **Update your login details**
    a. Click **File** > **Company** > **Government**.
    b. Click **SBR Setup** then **Click here to Add/Edit SBR details**
    c. Click **Edit**.
    d. Update the **Username** (e-Mail Address) and/or **Password** as required.
    e. Cick **Save** then **Exit** to close **SBR Setup** then click **Exit** to close the Company window.

Revision: 2 — Last modified: Jun 25, 2020

1.1.6.3. Error 400 – Client is unknown, you appear to have invalid credentials / Your account is out of data, please purchase data to top up your balance

Option 1: Change to our NEW SSP, Superchoice, at no cost.
Read **here**

or

Option 2: Stay with our previous SSP, Ozedi and purchase more data.

1. Click **Tax** > **STP** > **STP Customer Dashboard**
2. Enter your **Username** and **password** then click **Sign In**.
3. Select the **Account** you require.
4. Click **BUY DATA**.
5. Follow all prompts as displayed

Revision: 1 — Last modified: Jun 25, 2020

1.1.7. Backup, Archive and Start the New Financial Year

1. Click **File** > **End of Financial Year** > **STEP 5 – Start the New Financial Year**.
2. Click **YES** Start the New Financial Year Ending 30/06/20XX if you have completed all of the End-Of-Year Steps.
3. Click **Click here to Continue**.
4. Choose the location to save your End-Of-Year Back up to (e.g. USB STICK or EXTERNAL HARD DRIVE).
5. Click **Save**.
6. Once the backup procedure has finished, the archive procedure will commence.
7. Click **Yes** to Archive the current Financial Years Company Data.
8. An alert will display: **Archive finished the archive path is :- DATAPATHLOCATION**
9. Click **Click here to Continue**.
10. An alert will display: **Company Financial Year Changed to 20XX**.
11. Click **Click here to Continue**.
12. An alert will display: **X Employees data have been reset**.
13. Click **Click here to Continue**.

> ! Now you've complete your EOFY, please download and Install **Version 23.00 here** then check out our latest news to help you commence FYE 2023 **here**

Lodge a Support Request here.

Revision: 12 — Last modified: Jun 29, 2022

1.1.8. Install Upgrade

1. Click **File** > **End of Financial Year** > **Install Upgrade**
2. Click **INSTALL V23 (2023)**
3. Allow the latest release to download
4. **Ensure e-PayDay® is closed before running the installer**

You can also visit our website **here**.

Revision: 4 — Last modified: Jul 13, 2022

1.2. An amended EOFY needs to be sent to the ATO

- Employees were not added
- One or more Employees YTD Balances are incorrect
- One or more Pay Runs have been missed
- Pay Runs have been incorrectly reported

Revision: 5 — Last modified: Oct 19, 2022

1.2.1. Employees were not added

1. Read **here** to back up your current Company data, as this will be restored in a later step.
2. Read **here** to restore your EOFY Back Up.
3. Read **here** to add the missing Employee/s.
4. Read **here** to enter the YTD Taxation Information that is required for STP Reporting
5. Read **here** to re-print your End of Financial Year Reports.
6. Read **here** to re-create and submit your EOFY Event directly to the ATO.
7. Read **here** to Backup, Archive and Start the New Financial Year.
8. Read **here** to restore the backup you created in **Step 1**.

Revision: 1 — Last modified: Oct 04, 2022

1.2.2. An amended EOFY needs to be sent to the ATO as one or more Employees YTD Balances are incorrect

! If the Employees YTD Balances are incorrect as one or pay runs have been missed or incorrectly reported, please refer to **One or more Pay Runs have been missed** or **One or more Pay Runs have been incorrectly reported**

1. **Back Up** your current Company data, as this will be restored at **Step 7**.
2. **Restore** to restore your EOFY Back Up.
3. **Manually Adjust** your Employees Year To Date Taxation Balances.
4. **Re-print** to re-print your End of Financial Year Reports.
5. **Recreate and Submit** to re-create and submit your EOFY Event directly to the ATO.
6. **Back up, Archive & Start** the New Financial Year.
7. **Restore** the backup you created in **Step 1**.

If further assistance is required, please **request a Support call.**

Revision: 23 — Last modified: May 02, 2023

1.2.3. Pay Runs have been missed

Option 1 – Manually adjust the Employees Year To Date Balances

1. Read **here** to back up your current Company data, as this will be restored in a later step.
2. Read **here** to restore your EOFY Back Up.
3. Read **here** to manually adjust your Employees Year To Date Taxation Balances.
4. Read **here** to re-print your End of Financial Year Reports.
5. Read **here** to re-create and submit your EOFY Event directly to the ATO.
6. Read **here** to Backup, Archive and Start the New Financial Year.
7. Read **here** to restore the backup you created in **Step 1**.

Option 2 – Roll back to enter the missing pay run plus any subsequent pay runs which have now been removed by restoring

1. Read **here** to back up your current Company data, as this will be restored in a later step.
2. Read **here** to restore your pre-posted Pay Run Back Up from before the pay run was missed.
3. Read **here** to enter the missing pay run and process any additional pay runs as required.
4. Read **here** to process the ADDITIONAL payment of your Superannuation Contribution Period using either the **e-PayDay® Gateway** *or* a **Superannuation Fund or Clearing House**.
5. Read **here** to re-print your End of Financial Year Reports.
6. Read **here** to re-create and submit your EOFY Event directly to the ATO.
7. Read **here** to Backup, Archive and Start the New Financial Year.
8. Read **here** to restore the backup you created in **Step 1**.

Request a Support call here.

Revision: 13 — Last modified: Aug 05, 2022

1.2.4. Pay Runs have been incorrectly reported

! The Payer Period Totals are unable to be fixed, however the Employee Balances can be by following the below

Option 1 – Manually adjust the Employees Year To Date Balances

1. Read **here** to back up your current Company data, as this will be restored in a later step.
2. Read **here** to restore your EOFY Back Up.
3. Read **here** to manually adjust your Employees Year To Date Taxation Balances.
4. Read **here** to re-print your End of Financial Year Reports.
5. Read **here** to re-create and submit your EOFY Event directly to the ATO.
6. Read **here** to Backup, Archive and Start the New Financial Year.
7. Read **here** to restore the backup you created in **Step 1**.

Option 2 – Roll back to update the incorrect pay run plus reenter any subsequent pay runs which have now been removed by restoring

1. Read **here** to back up your current Company data, as this will be restored in a later step.
2. Read **here** to restore your pre-posted Pay Run Back Up from before the pay run was incorrectly reported.
3. Read **here** to amend the active pay run and process any additional pay runs as required.
4. if required, read **here** to process the ADDITIONAL payment of your Superannuation Contribution Period using either the **e-PayDay® Gateway** *or* a **Superannuation Fund or Clearing House**.
5. Read **here** to re-print your End of Financial Year Reports.
6. Read **here** to re-create and submit your EOFY Event directly to the ATO.
7. Read **here** to Backup, Archive and Start the New Financial Year.
8. Read **here** to restore the backup you created in **Step 1**.

Request a Support call here.

Revision: 5 — Last modified: Aug 05, 2022

1.3. Your EOFY Submission was not sent to the ATO, however you have already commenced the new Financial Year

1. Follow **Open a Company Archive**
2. Follow **Create and Submit your (EOFY) Final Event**
3. Follow **Close an Open Company Archive**

Revision: 2 — Last modified: Jul 22, 2022

1.4. Error – The Employee has $0.00 YTD Balances and the Cessation Date is missing

The Employee needs to be manually ceased by following option 1 or 2 below

Option 1

1. Select **Employees** > **Edit Employees** *or*
   Select **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Select **Edit**.
4. Select **Cessation**.
5. In **Cessation Date**, enter **30/06/2021**
6. Select **Save** then **Exit**.

Option 2

1. Select **Employees** > **Search Employees** *or*
   Select **Employees** from the Side Bar then Select **Search**.
2. Navigate to **Enter your search details. . .**
3. In **Search in**, select **Termination Date**
4. In **Your Requested Search Results. . .**, select the Employee/s you wish to update
   a. Multiple Employees can be selected by holding down the **Ctrl** key on your keyboard
5. Navigate to **Replace selected item/s with. . .**
6. In **Replace with**, enter **30/06/2021**.
7. Select **Replace**

Revision: 5 — Last modified: Jul 07, 2022

1.5. Resubmit an EOFY Submission for a Previous Financial Year

1. Follow **Open a Company Archive**
2. Follow **Create and Submit your (EOFY) Final Event**
3. Follow **Close an Open Company Archive**

Revision: 1 — Last modified: Oct 11, 2022

1.6. A Previous Financial Year Archive is missing

1. Read **here** to back up your current Company data, as this will be restored in a later step.
2. Read **here** to restore your EOFY Back Up.
    a. If you are unable to locate your EOFY Back Up, read **here** to restore your LAST pre-posted Pay Run Back Up for the relevant Financial Year.
    b. If you restored your LAST pre-posted Pay Run Back Up, read **here** to post the pay run.
3. Read **here** to Backup, Archive and Start the New Financial Year.
4. Read **here** to restore the backup you created in **Step 1**.

Revision: 2 — Last modified: Mar 17, 2023