

Single Touch Payroll reporting with MYOB

It's time for a payroll health check

Check employee details are up-to-date



Check pay calculations are correct



Clean up payroll data



Review your payroll process



Pay PAYG and Super on time



Get your STP enabled software



MYOB AccountRight



MYOB Essentials

AccountEdge will be updated to include STP
(in testing now)

AccountRight Classic (v19)
will not be updated to include STP

MYOB Essentials

What's new in Payroll?

Check you're ready for the new Payroll reporting

In one click check employees

- Fix errors quickly and easily
- Hit the ground running

Check out the MYOB Essential

Enter pay

Pay superannuation

Employees

Past pay runs

Payroll summaries

PAYG payment summaries (more employees)

Payroll settings

Pay items **NEW**

Payroll Reporting **NEW**

Got it

Credit card expiring soon? [Make sure you've updated your payment details.](#)

Money in

Money out

Banking

Set up bank feeds

Invoices
\$82,519 12 invoices issued
\$82,519 12 invoices overdue
GST refund
\$0

Expenses
\$0 Owing to suppliers
PAYG & Super
\$512 PAYG & Super owing
GST to pay

Bank accounts
\$45,995 In the bank
Credit cards
\$0 In credit cards
Transactions

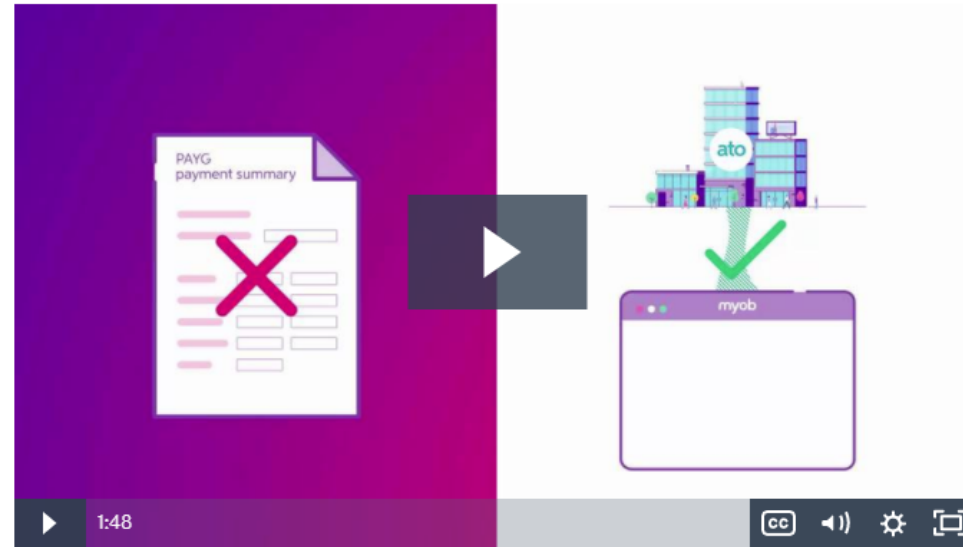
[Home](#) ▶ Payroll reporting

Payroll reporting (Single Touch Payroll)

What is Single Touch Payroll reporting?

Single Touch Payroll (STP) is an ATO reporting change that has you report your payroll and super information at the same time as you pay your employees.

This means EOFY is a breeze because you've already reported your payroll activity during the payroll year.

[Learn more about STP](#)

Get ready for Single Touch Payroll reporting

Payroll reporting will be here soon. Get a head start by checking your employee and company details now. We'll let you know when you can connect to the ATO and start reporting!



Step 1. Check payroll details

Check that your business and employee details meet ATO requirements, and that your pay items have the right ATO reporting category assigned.

[Check payroll details](#)

Step 2. Connect to the ATO

We'll be in touch to let you know when you can finish setting up and start reporting to the ATO. Preview how to [connect to the ATO](#).

[Coming soon](#)

Home ▶ Payroll reporting

There are 5 items to fix before you can start reporting to the ATO

To refresh this list click Check payroll details again.

Check payroll details

Business details

Looks like you need to update some business details.

Edit business details

- ABN is invalid.

Employee information

Looks like you need to update some employee information. [Learn more](#)

Please Note: The ATO has updated the way you need to supply your employees' TFN exemptions. Please check the TFN details of any employees listed below as having an invalid TFN.

View all employees

[Geoff Banks \(100002\)](#)

- Address is needed.

[Amelia Hanks \(100003\)](#)

- Address is needed.

Pay items

You'll need to assign an ATO reporting category to each of your pay items to indicate what information to report to the ATO. This is a complex area, if you are not sure what to assign, please contact your advisor. [Learn more](#)

View all pay items

Earnings

- Bonus

Deductions

- Workplace giving

[Home](#) ▶ [Payroll reporting](#)

There is 1 item to fix before you can start reporting to the ATO

To refresh this list click [Check payroll details](#) again.

[Check payroll details](#)

Business details

Looks like you need to update some business details.

[Edit business details](#)

- ABN is invalid.



Employee information all good!



ATO reporting categories all good!

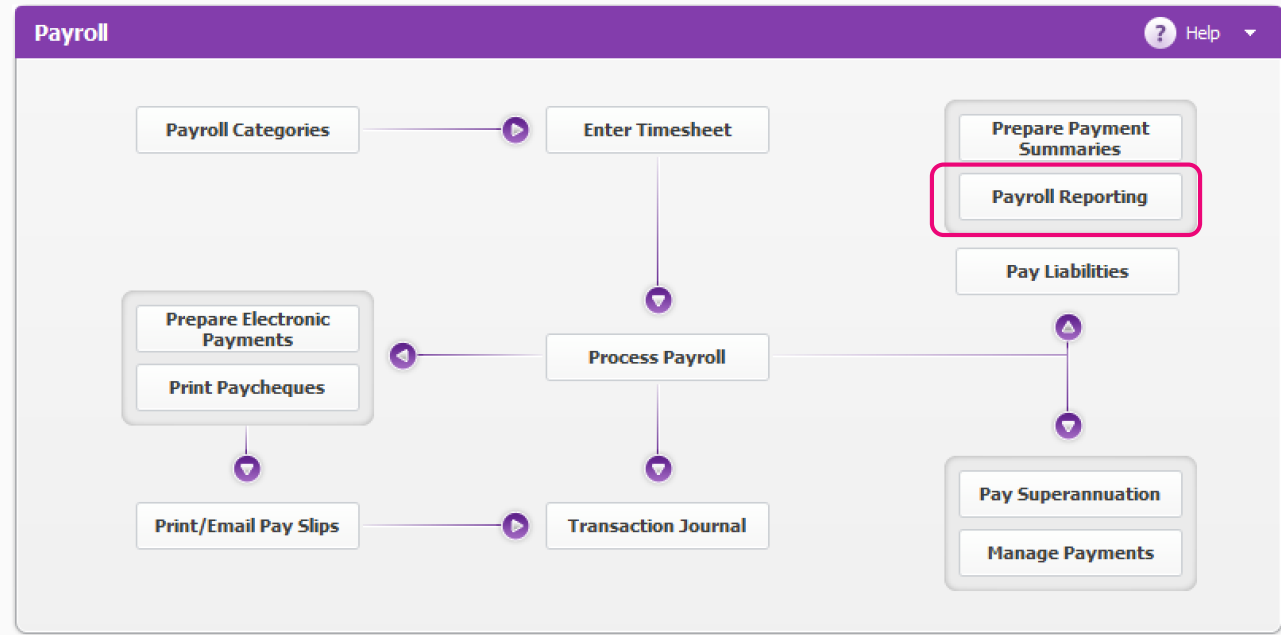
MYOB AccountRight

Clearwater Pty Ltd

- Accounts
- Banking
- Sales
- Time Billing
- Purchases
- Payroll**
- Inventory
- Card File

Payroll

Help



To Do List

Find Transactions

Reports

Sent Emails

Business Insights

The screenshot shows the MYOB AccountRight interface for 'Clearwater Pty Ltd'. The main window is titled 'AR Command Centre' and displays a navigation menu with icons for Accounts, Banking, Sales, and Time Billing. The 'Payroll' section is active, showing a workflow diagram with steps: Payroll Categories, Prepare Electronic Payments, Print Paycheques, and Print/Email Pay Slips. A 'Payroll Reporting' dialog box is open in the foreground, titled 'AR Payroll Reporting' and 'Company Information'. The dialog box contains the following text:

Payroll reporting to the ATO
Send payroll and super information to the ATO at the same time you process your employees' pay. This is part of [Single Touch Payroll](#)

Let's get you ready

1. Check your payroll details
Your payroll information must meet ATO requirements before you can report through Single Touch Payroll. Perform this check to get a list of all items to fix.

- Company and employee details must meet ATO formatting requirements with some fields now mandatory. [Learn more](#)
- Payroll categories must have an ATO reporting category assigned. By default the ATO reporting category is set to "To be assigned". [Learn more](#)

Check Payroll Details

2. Connect to the ATO
Tell the ATO that you are using MYOB for payroll reporting, and enter your contact details. [Learn more](#)

Connect to ATO

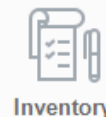
Close

There are **27** items to fix.
All items **must** be fixed before you can start reporting to the ATO.
Once you've fixed all items, check payroll details again.

Check Payroll Details

	Where to update	Details	Error
→	Employee Cards	Ken Wallace (*None)	Employee ID is invalid.
→	Employee Cards	Mary Jones (EMP00001)	Suburb is needed.
→	Employee Cards	Mary Jones (EMP00001)	Address line 1 is needed.
→	Payroll Categories	Holiday Pay (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Early Termination Tax-Free (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Sick Pay (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Other Income (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Unused Holiday Pay (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Overtime (1.5x) (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Long Service Leave (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Overtime (2x) (Wages)	ATO reporting category to be assigned
→	Payroll Categories	Bonus (Wages)	ATO reporting category to be assigned
→	Payroll Categories	ATO reporting category to be assigned	ATO reporting category to be assigned

Close



Inventory



Card File

Help

Prepare Payment Summaries

Payroll Reporting

Pay Liabilities

Pay Superannuation

Manage Payments

Business Insights



Inventory



Card File

Company Information

This information is sent to the ATO when you report payroll and super information through Single Touch Reporting. You can update this information at any time during the year.

Company Details

Company Name:

ABN: ABN Branch:

Street Address:

Suburb/Town/City:

State: Postcode:

Country:

Contact Details

Name:

Phone:

OK

Cancel

Close

Prepare Payment Summaries





Payroll Reporting

Pay Liabilities

Pay Superannuation

Manage Payments

Business Insights

 New  Edit  Help for this window

Wages Superannuation Entitlements Deductions Expenses Taxes

	Name	Type	ATO Reporting Category
→	Advance	Salary	Gross Payments
→	Back Pay	Hourly	To be assigned
→	Base Hourly	Hourly	Gross Payments
→	Base Salary	Salary	Gross Payments
→	Bonus	Salary	To be assigned
→	CDEP Payments	Hourly	To be assigned
→	Commission	Salary	To be assigned
→	Early Termination Tax-Free	Salary	To be assigned
→	Final Pay - ETP (Taxable)	Salary	Gross Payments
→	Final Pay - RFBT (non-taxable)	Salary	To be assigned
→	Holiday Leave Loading	Hourly	To be assigned
→	Holiday Pay	Hourly	To be assigned
→	KMs - Car	Salary	Allowance - Car
→	Long Service Leave	Hourly	To be assigned
→	Other Income	Salary	To be assigned
→	Overtime (1.5x)	Hourly	To be assigned

Close

We'll be in touch to let you know when you can finish setting up, and start reporting to the ATO. [Learn More](#)

STP Onboarding

Close

Business Insights

Connect to the ATO

The screenshot displays the MYOB AccountRight interface for 'Clearwater Pty Ltd'. The main window is titled 'AR Command Centre' and features a navigation menu with icons for Accounts, Banking, Sales, and Time Billing. The 'Payroll' section is highlighted in purple, showing a workflow diagram with steps: Payroll Categories, Prepare Electronic Payments (containing Print Paycheques), and Print/Email Pay Slips. A 'Payroll Reporting' window is overlaid on the main interface. This window has a title bar 'AR Payroll Reporting' and a subtitle 'Company Information'. It contains the following text:

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2. Connect to the ATO

Tell the ATO that you are using MYOB for payroll reporting, and enter your contact details. [Learn more](#)

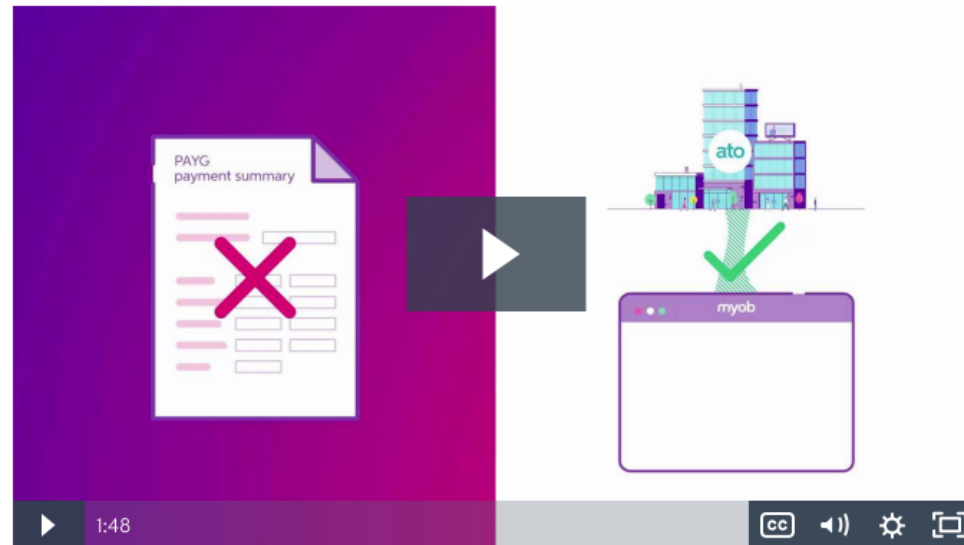
[Home](#) ▶ [Payroll reporting](#)

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[complete!](#)

Step 2. Connect to the ATO

We'll be in touch to let you know when you can finish setting up and start reporting to the ATO.

Preview how to [connect to the ATO](#).

[Activate STP now](#)

Connect to the ATO
as someone from the business



Set up payroll reporting: Connect to the ATO

1 Overview

Your role

Declaration information

Add clients (agents only)

Notify ATO

Overview of connecting to the ATO

These steps must be completed individually by each person processing payroll, from their own account.

What you'll be doing



If you're part of the business

- Grab your ABN
- You'll be entering your business' ABN and contact details, then contacting the ATO



If you're a tax or BAS agent

- Get your clients to log in to MYOB and [connect to the ATO](#) first, before you start
- Grab the business' ABN, as well as your own ABN and RAN
- You'll be connecting to multiple ATO systems, so have all your sign on details handy

We're here to help! Need more detailed instructions? Visit [Connect to the ATO](#)

By clicking 'Start' you acknowledge that you have read and agree to the [Terms of Use](#) for Single Touch Payroll.

Start



Set up payroll reporting: Connect to the ATO

✓ Overview

2 Your role

○ Declaration information

○ Add clients (agents only)

○ Notify ATO

What is your role?

Each person who processes pays must complete these steps from their own MYOB account. You cannot complete these steps on behalf of someone else.

Agents – you'll need to enter your own details here, signed into MYOB as yourself. You cannot complete this on behalf of your client.

Are you:

- Someone from the business
- A Tax Agent
- A BAS Agent

You must complete these steps yourself. You can't get your agent to complete these steps on your behalf.

Go back

Continue



Set up payroll reporting: Connect to the ATO

- ✓ Overview
- ✓ Your role
- 3** Declaration information
- Add clients (agents only)
- Notify ATO

Declaration information

Enter the businesses' ABN, your name and contact details. This information is saved to MYOB and used when you send payroll information to the ATO when processing pays.

Payer ABN

i The ABN of the business making payments to employees.

i Looks like we've already got some information saved for this business. You can use this contact person, or add someone different for payroll reporting.

First name

Last name

Phone number

Email address

[Go back](#)[Continue](#)




Set up payroll reporting: Connect to the ATO


- ✓ Overview
- ✓ Your role
- ✓ Declaration information
- Add clients (agents only)
- 5** Notify ATO

Notify the ATO you're using MYOB for payroll reporting

To start using Single Touch Payroll reporting you'll need to nominate MYOB as your online software provider using the following details.

 ABN
13 086 760 198

 Service provider name
MYOB AUSTRALIA PTY LTD

 Software ID
5320175812

You can notify the ATO in one of two ways

Read the detailed instructions: [Notifying us of a hosted SBR software service](#) (ATO website).

Option 1. Phone the ATO on 1300 85 22 32


This only takes a few minutes. Make sure you have your own TFN, ABN or RAN (for agents) handy, to verify your identity.

1. Follow the prompts and provide the Software provider details above.
2. Once confirmed, click the I've notified the ATO on this page.

Option 2. Create notification in Access Manager

If you have an Access Manager account, you can notify the ATO online. You can also create an Access Manager account.

1. Log into Access Manager.
2. Click My hosted SBR software services from the left hand menu.
3. Click Notify the ATO of your hosted service.
4. Complete all steps using Software provider details listed above.
5. Once confirmed, come back to this page and click the I've notified the ATO button.

[Launch Access Manager](#) 

[Go back](#)

[I've notified the ATO](#)

Confirm you've notified the ATO



Remember, the ATO will reject any payroll reports if you haven't completed this step.

Make sure you've notified the ATO that you're using MYOB as your hosted SBR software service.

[Go back](#)[I've notified the ATO](#)

✓ Overview

✓ Your role

✓ Declaration information

Add clients (agents only)

5 **Notify ATO**

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5. Once confirmed, come back to this page and click the I've notified the ATO button.

[Launch Access Manager](#)[Go back](#)[I've notified the ATO](#)

Connect to the ATO
as a BAS or TAX Agent



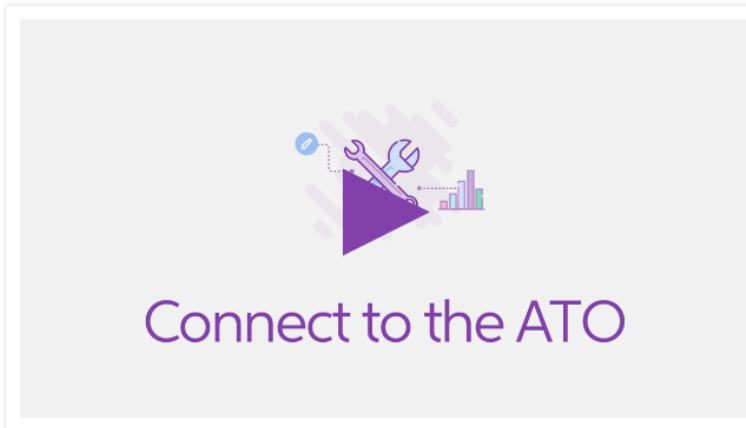
Activating Single Touch Payroll Reporting

1 Overview

- Submission details
- Contact person
- Add client to portal (agents only)
- Notify ATO

Overview of connecting to the ATO

This is the last step before Single Touch Payroll will become active in MYOB Essentials.



What you'll be doing



If you're part of the business, you'll:

- Confirm or enter your ABN and a single contact person from your business
- Notify the ATO you're using MYOB for payroll reporting



If you're a tax or BAS agent, you'll:

- Confirm or enter the businesses ABN and a single contact person from the business
- Make sure the business is assigned to your practice in the tax agent or BAS agent portal
- Notify the ATO the business is using MYOB for payroll reporting

Begin



Activating Single Touch Payroll Reporting

✓ Overview

2 Submission details

○ Contact person

○ Add client to portal
(agents only)

○ Notify ATO

Who is submitting payroll reporting information?

Is someone from your business (accountant, business owner, admin) reporting payroll information? Or a registered tax or BAS agent?

The person who will be submitting your reports must complete the next steps.

Are you submitting as:

- Someone from the business
- A Tax agent
- A BAS agent

Previous step

Continue

Activating Single Touch Payroll Reporting

✓ Overview

2 Submission details

○ Contact person

○ Add client to portal
(agents only)

○ Notify ATO

Who is submitting payroll reporting information?

Is someone from your business (accountant, business owner, admin) reporting payroll information? Or a registered tax or BAS agent?

The person who will be submitting your reports must complete the next steps.\

Are you submitting as:

- Someone from the business
- A Tax agent
- A BAS agent

Enter your BAS agent details below, and we'll check if we've already got them on our system at MYOB.

BAS agent ABN

75 378 432 432

Registered agent number (RAN)

732 427 148

Run check

Previous step

Continue



Activating Single Touch Payroll Reporting

✓ Overview

2 Submission details

○ Contact person

○ Add client to portal
(agents only)

○ Notify ATO

Who is submitting payroll reporting information?

Is someone from your business (accountant, business owner, admin) reporting payroll information? Or a registered tax or BAS agent?

The person who will be submitting your reports must complete the next steps.\

Are you submitting as:

- Someone from the business
- A Tax agent
- A BAS agent

Enter your BAS agent details below, and we'll check if we've already got them on our system at MYOB.

BAS agent ABN

75 378 432 432

Registered agent number (RAN)

732 427 148



We've met before!

Looks like we've got some information entered for this ABN. You can use this contact person, or use someone different.

First name

Gabriela

Last name

Janko

Phone

0438514526

Email

Gabriela@myob.com

Previous step

Continue



Activating Single Touch Payroll Reporting

- ✓ Overview
- ✓ Submission details
- 3 Contact person**
- Add client to portal (agents only)
- Notify ATO

Business contact person

Who from the business can the ATO contact if they have questions about payroll information? This should be someone from the business.

Payer ABN

First name

Last name

Contact email

Business hours phone number

Previous step

Continue



Activating Single Touch Payroll Reporting

✓ Overview

✓ Submission details

✓ Contact person

4 Add clients to portal
(agents only)

○ Notify ATO

Link your Business: In BAS Portal

 If you've already done this, you can skip this step.

Ensure your client is linked in your BAS Portal. If you haven't already done this step, we've listed the steps below. You'll need your clients details handy, such as your client's name **and** their ABN or WPN.

This must be done in the BAS Portal

1. Login to the portal
2. Navigate to Your clients in the left menu and select Add client
3. Enter the client's ABN on the portal home page (under Your clients)
5. Select Authorisation summary from the drop-down menu.
6. After you have added the client, go to the Client details function to update the postal address, email address, contact details and phone number.

Launch BAS Portal 

Previous step

I've linked my client

Activating Single Touch Payroll Reporting

- ✓ Overview
- ✓ Submission
- ✓ Contact pe
- 4 Add clients (agents on
- Notify ATO

A screenshot of a web browser displaying the BAS Agent Portal. The browser's address bar shows the URL <https://basp.ato.gov.au>. The page header includes the Australian Government and Australian Taxation Office logos, followed by the text "BAS Agent Portal". The main content area is titled "Welcome to the BAS Agent Portal" and contains several sections of information:

- Welcome to the BAS Agent Portal**
Check [BAS Agent Portal Dashboard](#) for current information about portal availability.
[Login](#)
- Accessing the portal**
To access the portal you will need an [AUSKey](#).
- Getting started and using the portal**
For information on getting started and using the portal, refer to [About the BAS Agent Portal](#).
- Portal Help**
[Portal Help](#) provides extra information about the functions in the portal as you are using them. Select **Help** from any page and you will be given help information relevant to that page.
Portal help is also available for [vision impaired users](#).
- System outage information and technical support**
Regularly check [System maintenance](#) for details of system outages and how to keep informed.
Check [Technical support](#) for troubleshooting advice if you are experiencing a system issue or error message.
[Contact Us](#).
- Privacy**
We are bound by various laws for handling personal information and tax file numbers, visit www.ato.gov.au/privacy.
- Logging of your portal access**
For statistical analysis we record the following information:
 - your agent number
 - your user ID
 - login date and time.

At the bottom of the page, there is a footer with the following text: "Privacy Statement | Portal Security | Technical Information | Terms and Conditions | Copyright © Commonwealth of Australia 2005".



Activating Single Touch Payroll Reporting

- ✓ Overview
- ✓ Submission details
- ✓ Contact person
- ✓ Add clients to portal (agents only)
- 5** Notify ATO

Notify the ATO you're using MYOB for payroll reporting

Tell the ATO that you'll be using MYOB to send payroll information to them as part of Single Touch Payroll reporting.

The information you will need:



ABN
13 086 760 198



Service provider name
MYOB AUSTRALIA PTY LTD



Software ID
12345689878

You can notify the ATO in one of two ways

Option 1. Phone the ATO on 1300 85 22 32

This only takes a few minutes.

1. Follow the prompts and provide the information above.
2. Once confirmed, click the I've notified the ATO button on this page.

Option 2. Create notification in Access Manager

If someone in your business has an Access Manager account, they can notify the ATO online.
Detailed instructions: [Notifying us of a hosted SBR software service](#) (ATO website).

1. Log into Access Manager.
2. Click My hosted SBR software services from the left hand menu.
3. Click Notify the ATO of your hosted service.
4. Complete all steps with the information provided above.
5. Once confirmed, come back to this page and click the I've notified the ATO button.

[Launch Access Manager](#)

Previous step

I've done this

Activating Single Touch Payroll Reporting



Your done! You've finished setting up Single Touch Payroll reporting!

Great, now what? Well, when the next pay day rolls around, you'll be ready to go!



Process payroll

Next pay run, payroll information is sent to the ATO as part of Single Touch Payroll reporting. [Learn how to process payroll.](#)



Online payroll reporting centre

The central location to view reports, check report status and update your information. [Learn more about the online reporting centre.](#)

Close

Submission to the ATO

Home ▶ Enter pay

Pay run summary

Number of employees paid: 2

Pay run: Weekly 22/03/2018 - 28/03/2018

Employee	Gross
Amelia Hanks	1,760.00
Geoff Banks	0.00
This pay run	\$1,760.00

You're nearly there... Before you continue, you must confirm the following information:

- **dates**, including pay frequency, pay period and pay date
- **amounts**, including deductions
- **employees** included in the pay run (directly employed and contractors)

Send payroll information to the ATO



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

Authorised sender

Don't worry, you can still update this information later by processing another payroll with the changes.

[Go back](#)[Send](#)

Pay on: 29/03/2018

Super

167.20


0.00

\$167.20[Return to pay centre](#)[Looks good](#)


Single Touch Payroll Reporting

[< Back to ATO Submissions](#)

Payroll detail report • Paid on 26/06/2018 • 18/7/2017 — 24/7/2017 • Declared by James D. • Payrun accepted by the ATO

 Your Payroll Report was accepted by the ATO

Payrun submission details

Employee name 	Gross Pay (\$)	Take home (\$)	PAYG (\$)	Superannuation (\$)	Deductions (\$)	Allowances (\$)
Susan Floyd	1,000.00	837.56	162.44	95.00	120.00	120.00
Jimmy Williams	2,000.00	1,495.00	502.15	190.00	102.85	100.00
John Carpenter	1,000.00	837.56	162.44	95.00	120.00	120.00
Kelly McDonald	2,000.00	1,495.00	502.15	190.00	102.85	100.00
Susan Strong	1,000.00	837.56	162.44	95.00	120.00	120.00
Mark Devis	2,000.00	1,495.00	502.15	190.00	102.85	100.00
Totals	9,000.00	6,997.68	1,993.77	855.00	668.55	660.00

AR Command Centre

AR Process Payroll

1 Pay Period


2 Employee P

3 Process Pa

4 Pay Slips

Help for this window

AR Payroll Reporting Declaration



Send payroll information to the ATO

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

Authorised sender

This field is required

Don't worry, you can still update this information later by processing another payroll with the changes.

Cancel **Send**

Preview Pay Details

Net Pay
\$792.54
\$5,610.38
\$8,667.62
\$8,667.62
\$8,667.62
\$8,667.62
\$8,667.63

Net Pay: \$2,204,484.69

< Back Record >

To Do List Business Insights

For AccountRight

- Assign the ETP categories like you would any other payroll categories:
<http://help.myob.com/wiki/x/lwCEAQ>

Set up STP

- Process payroll: enter ETP amounts, select the benefit type and code:
<http://help.myob.com/wiki/x/koBW>

For Essentials

- Process is exactly the same for MYOB Essentials and it's all neatly documented in this one help page: <http://help.myob.com/wiki/x/PIPMAQ>

No more reporting this on payment summaries!

FBT

RESC

FBT (Fringe Benefit Tax)

RFBA are reported at the end of the year when finalising your employees figures, prior to rolling the payroll year

RESC (Reportable Employer Superannuation Contributions)

Reported with the STP report for each pay run processed

Closing off the payroll year

Update	Close	Tax table
Download & install the compliance update*	Close off the payroll year*	Load the new tax tables*

* Automatically done for MYOB Essentials users.

[Home](#) ▶ Payroll reporting

Payroll reporting centre

[Reports](#)[Employee terminations](#)[EOFY Finalisation](#)[ATO settings](#)

Tell the ATO you've processed all pays for the selected employees this financial year. [Learn more](#)

Payroll year

2018/19 ▾

[Set as final](#)

<input type="checkbox"/>	Employee	Final indicator	Termination date	Gross payments (YTD)	PAYG withholding (YTD)	
<input type="checkbox"/>	Amelia Addeley			3225	1047	⋮
<input type="checkbox"/>	Amelia Addeley			9625	4529	⋮
<input type="checkbox"/>	Amelia Addeley			2000	668	⋮



Partner Program

Helping you help your clients succeed



myob