



QuickBooks Online Payroll

Your setup guide

Powered by



Welcome to QuickBooks Online Payroll powered by KeyPay

Our step-by-step guide will show you how easy it is to manage timesheets, superannuation and payroll alongside your accounts. It's easy to stay organised when everything's in QuickBooks Online.



| YOUR PRACTICE | Employees | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--|-----------------|--------------|-----------------------|----------|-----------|-----------------|--------------|-----------|----------|--|-----------|--------|-----------------------|-------------|--|-----------|--------|-----------------------|----------------|--|-----------|--------|-----------------------|
| | Powered by KEYPAY | | | | | | | | | | | | | | | | | | | | | | | |
| Clients | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | |
| Team | 2019 - 2020 TOTAL PAY COST | | | | | | | | | | | | | | | | | | | | | | | |
| ProAdvisor | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | |
| Work | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | |
| Apps | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | |
| YOUR BOOKS | Your plan includes payroll for 10 employees per month. Beyond that, each active employee is \$4.00 per month. | | | | | | | | | | | | | | | | | | | | | | | |
| | <div>Employees</div> <div> <div>Find an Employee</div> <div>Active Employees ▾</div> <div>Manage Employees ▾</div> <div>Add Employee ▾</div> </div> | | | | | | | | | | | | | | | | | | | | | | | |
| Dashboard | <table> <tr> <th>EMPLOYEE</th><th>JOB TITLE</th><th>EMPLOYMENT TYPE</th><th>PAY SCHEDULE</th><th>LAST PAID</th></tr> <tr> <td>Adwin Ko</td><td></td><td>Full Time</td><td>Weekly</td><td>Has not been paid yet</td></tr> <tr> <td>Alex Blakey</td><td></td><td>Full Time</td><td>Weekly</td><td>Has not been paid yet</td></tr> <tr> <td>Jordan Burgess</td><td></td><td>Full Time</td><td>Weekly</td><td>Has not been paid yet</td></tr> </table> | | | | EMPLOYEE | JOB TITLE | EMPLOYMENT TYPE | PAY SCHEDULE | LAST PAID | Adwin Ko | | Full Time | Weekly | Has not been paid yet | Alex Blakey | | Full Time | Weekly | Has not been paid yet | Jordan Burgess | | Full Time | Weekly | Has not been paid yet |
| EMPLOYEE | JOB TITLE | EMPLOYMENT TYPE | PAY SCHEDULE | LAST PAID | | | | | | | | | | | | | | | | | | | | |
| Adwin Ko | | Full Time | Weekly | Has not been paid yet | | | | | | | | | | | | | | | | | | | | |
| Alex Blakey | | Full Time | Weekly | Has not been paid yet | | | | | | | | | | | | | | | | | | | | |
| Jordan Burgess | | Full Time | Weekly | Has not been paid yet | | | | | | | | | | | | | | | | | | | | |
| Banking | 1 - 3 of 3 total results. | | | | | | | | | | | | | | | | | | | | | | | |
| Sales | | | | | | | | | | | | | | | | | | | | | | | | |
| Expenses | | | | | | | | | | | | | | | | | | | | | | | | |
| Projects | | | | | | | | | | | | | | | | | | | | | | | | |
| Employees | | | | | | | | | | | | | | | | | | | | | | | | |
| Reports | | | | | | | | | | | | | | | | | | | | | | | | |
| GST | | | | | | | | | | | | | | | | | | | | | | | | |
| Mileage | | | | | | | | | | | | | | | | | | | | | | | | |



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Introducing Payroll

Packed full of time-saving, stress-reducing features



Your one-stop shop

Take care of your payroll alongside your business finances and automatically configure your chart of accounts in a seamless experience. There's no need for additional software.



Pain-free superannuation

Assess your employees and manage their superannuation. Automatically submit information to a superannuation provider and even trigger Direct Debit payments.



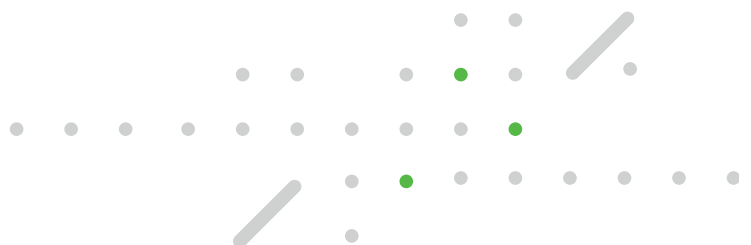
Automatic advantages

Automatically take care of compliance, STP and superannuation submissions, as well as pay slips. You can even run payroll automatically.



Access for employees

Save time chasing timesheets, sending out payslips or processing leave requests and expense claims. Individuals can enter their own details through the employee portal and mobile app.





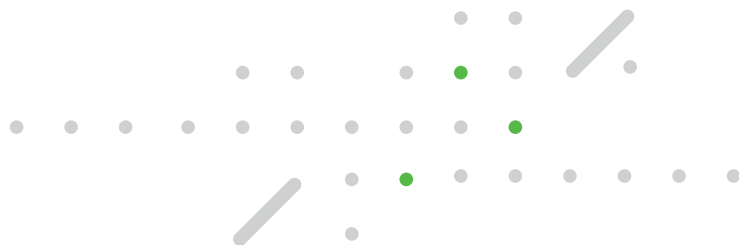
1 Before you get started



It's important to get a few details together before you run payroll. You'll find this information in your own records, from previous payroll providers (if applicable).

Make sure you have your:

- ✓ Company information (including ABN).
- ✓ Employee information (including TFN, superannuation and bank details).
- ✓ Pay history (if you have paid anyone in the current year).
- ✓ Bank Details (for setting up ABA files and superannuation payments).



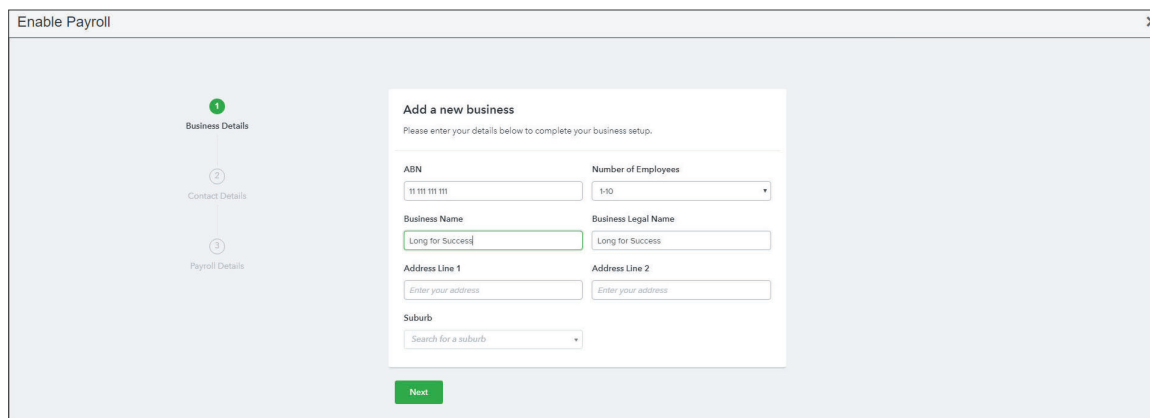


2 Setting up

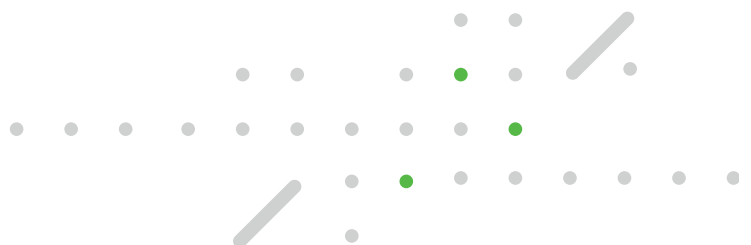


2.1 Set up your company

- 1 Select the **Employees** tab then select **Sign up for KeyPay**.
- 2 Enter your Australian Business Number (ABN), business name and address and then your name and contact details.
- 3 Under **Payroll Details** select your standard hours for an ordinary working week, how often you pay your employees and the industry you're in.



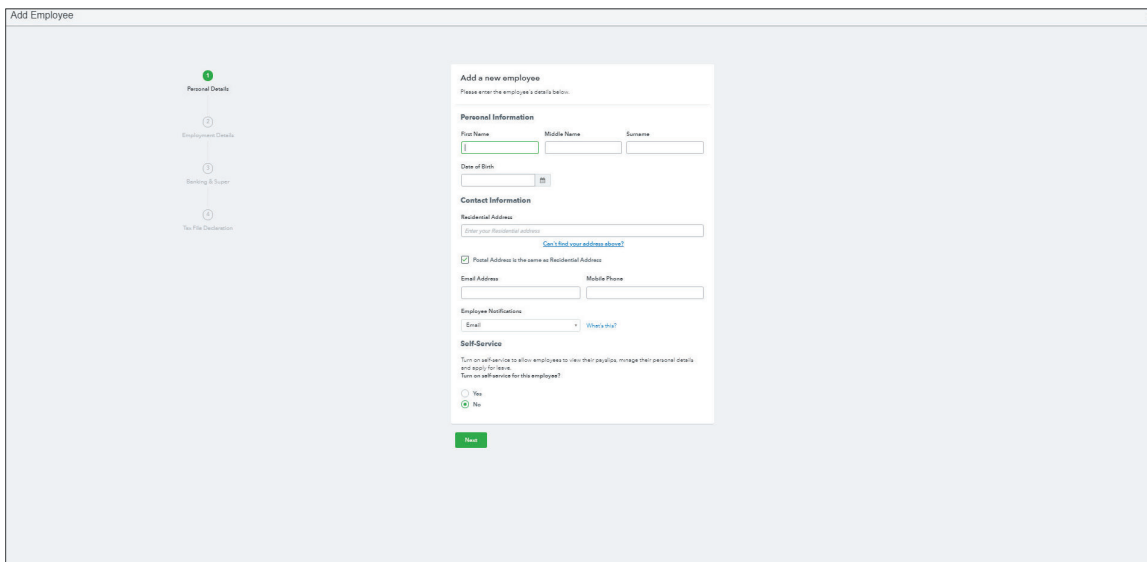
The screenshot shows a window titled "Enable Payroll" with a close button (X) in the top right corner. On the left side of the window is a vertical progress indicator with three steps: 1. Business Details (highlighted with a green circle), 2. Contact Details, and 3. Payroll Details. The main area of the window contains a form titled "Add a new business" with the instruction "Please enter your details below to complete your business setup." The form has two columns of input fields. The first column contains: "ABN" (text input with "11 111 111 111"), "Business Name" (text input with "Long for Success"), "Address Line 1" (text input with "Enter your address"), and "Suburb" (dropdown menu with "Search for a suburb"). The second column contains: "Number of Employees" (dropdown menu with "1-10"), "Business Legal Name" (text input with "Long for Success"), "Address Line 2" (text input with "Enter your address"), and a "Next" button at the bottom.





2.2 Set up your employees

- 1 Select the **Employees** tab on the left and click the **Add Employee** button.
- 2 Enter your employee's name, contact details their date of birth and address, then choose if you want this employee to have access to the self-service function.
- 3 Under **Employment Details** add their start date, pay information and whether you'd like them to submit time sheets.
- 4 You'll then be asked for their bank details and information about their Super Fund.
- 5 Finally, you'll need to submit the Tax File declaration for the employee.



Add Employee

Add a new employee
Please enter the employee's details below.

Personal Information

First Name Middle Name Surname

Date of Birth

Contact Information

Residential Address

[Click to find your address above?](#)

☒ Postal Address is the same as Residential Address

Email Address Mobile Phone

Employee Notifications

Self-Service

Turn on self-service to allow employees to view their pay slips, manage their personal details and apply for leave.

Turn on self-service for this employee?

☐ Yes ☒ No

Next



2.3 Add pay history *if you're moving to payroll mid year

If you're migrating your payroll from another software in the middle of the tax year, you'll need to set opening balances for leave entitlements and year-to-date payments for your employees.

QuickBooks will add these figures to the pay run and work out the PAYG and superannuation on the whole amount.

Opening balances are for the current tax year only.

To set up the opening balances for an employee, click on their name to open their record and select **Opening Balances** on the left.

Employee Details for Adwin Ko 0 Notes

EMPLOYEE SETTINGS

- Details
- Emergency Contacts
- Tax File Declaration
- Opening Balances**

PAY RUN SETTINGS

- Pay Run Defaults
- Pay Rates
- Locations
- Leave Allowances
- Pay Run Inclusions
- Bank Accounts
- Super Funds
- Qualifications
- Work Types

EMPLOYEE MANAGEMENT

- Pay Slips
- Payment Summaries
- Documents
- Leave Balances
- Employee Portal Access

Opening Balances

Enter the opening balances if you are transitioning from another payroll system and need to bring across their current leave balances and/or year-to-date earnings amounts.

Leave Balances

Earnings

Deductions

Employer Liabilities

Super & PAYG

Employment Termination Payments (ETPs)

STP

Please enter the leave balances as at the payroll transition date:

| | | |
|------------------------------------|--------------------------------|-------|
| Annual Leave | <input type="text" value="0"/> | hours |
| Personal/Carer's Leave | <input type="text" value="0"/> | hours |
| Time In Lieu | <input type="text" value="0"/> | hours |
| Leave Without Pay | <input type="text" value="0"/> | hours |
| Long Service Leave | <input type="text" value="0"/> | hours |
| Family and Domestic Violence Leave | <input type="text" value="0"/> | hours |

Save



On this screen you'll see seven tabs:

Leave Balances – or the amount of holiday remaining. Partial hours are entered as a decimals rather than hours and minutes (e.g: 6.5 hours not 6:30).

Earnings – the year-to-date gross values. If you want to use anything other than the default pay category, this will need be added before you enter the opening balances screen. If you want to put the total hours in you can, but this is optional.

Deductions – the year-to-date deduction amounts for the financial year specified.

Employer Liabilities – the year-to-date ...

Super & PAYG – the year-to-date tax withheld and superannuation amounts for the financial year specified.

Employment Termination Payments (ETPs) – This only needs to be entered for employees terminated during the specified financial year.

STP – This section is only relevant if you have migrated from another payroll software and have copied over the BMS ID to this system. In this instance, you must also copy the employee's payroll ID created from the previous payroll software to ensure ongoing STP transactions are consolidated.



Quick Tip

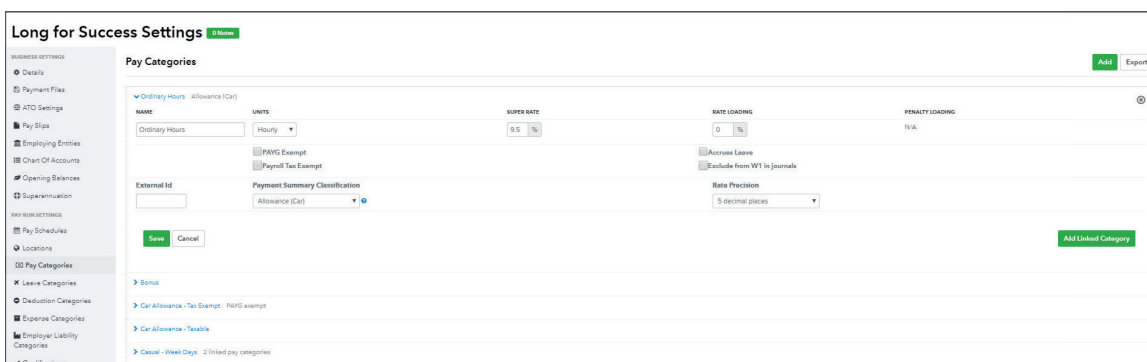
Need to configure or add new leave categories? **This article** outlines the process.



2.4 Define pay schedules *if you have more than one

You will have been asked to select a pay schedule during the setup process. If you're paying different staff at different frequencies, here's what you need to do.

- 1 Go to Payroll Settings and select **Pay Schedules**.
- 2 In the top right, click **Add**, and enter a name for the new pay category.
- 3 Select a frequency from the drop-down menu. You have the option of adding the employees this schedule applies to here as well as choosing your warnings settings and whether you want to run payroll automatically. Click **Save**.
- 4 Next, go to **Employees**, and select the person that you want to assign the new pay schedule to.
- 5 Under **Pay Run Settings**, click **Pay Run Defaults**.
- 6 Update the **Pay Schedule**, then click **Save**.



Long for Success Settings 0 Notes

Pay Categories Add Export

| NAME | UNITS | SUPER RATE | RATE LOADING | PENALTY LOADING |
|----------------|--------|------------|--------------|-----------------|
| Ordinary Hours | Hourly | 9.5 | 0 | N/A |

☐ PAYD Exempt ☐ Payroll Tax Exempt ☐ Accrue Leave ☐ Exclude from WY in Journals

External Id: Payment Summary Classification: Allowance (Cat)

Rate Precision: 5 decimal places

Save Cancel Add Linked Category

> Bonus
 > Car Allowance - Tax Exempt - PAYD exempt
 > Car Allowance - Taxable
 > Casual - Week Days - 2 linked pay categories



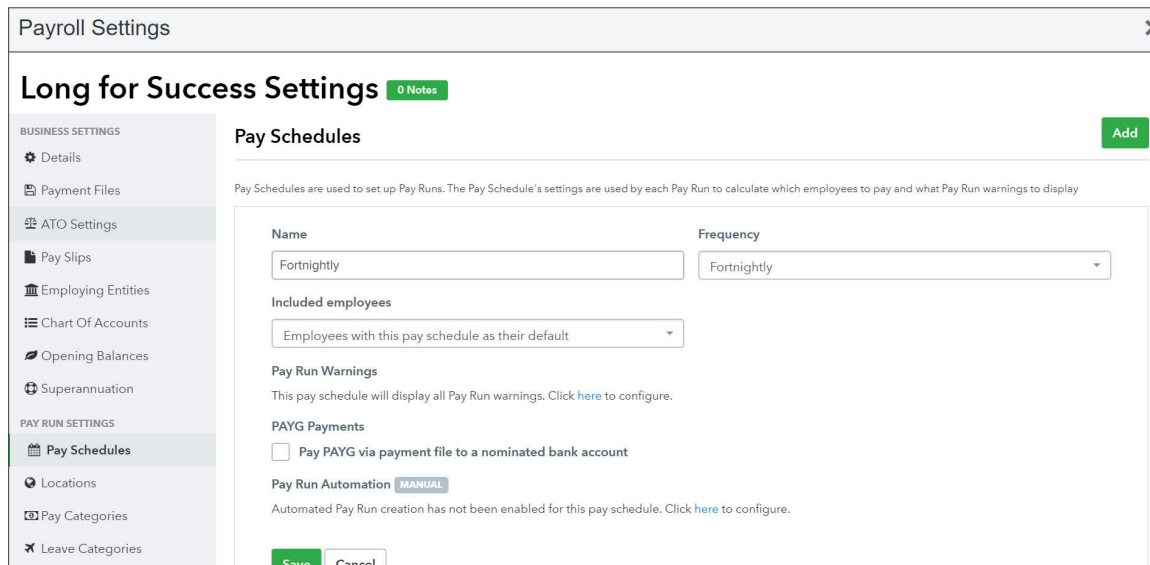
Quick Tip

Employees on any pay category rates can be configured to accrue leave, super and any other type of pay setting.



2.5 Automated pay runs

Automating a pay run is a good way to save time for employees who are paid a fixed amount each month (e.g. directors).



The screenshot shows the 'Payroll Settings' window with the 'Long for Success Settings' tab selected. The 'Pay Schedules' section is active, showing a form for configuring a new pay schedule. The form includes fields for 'Name' (set to 'Fortnightly'), 'Frequency' (set to 'Fortnightly'), and 'Included employees' (set to 'Employees with this pay schedule as their default'). There are also sections for 'Pay Run Warnings', 'PAYG Payments' (with a checkbox for 'Pay PAYG via payment file to a nominated bank account'), and 'Pay Run Automation' (set to 'MANUAL'). The 'Save' and 'Cancel' buttons are at the bottom.

- 1 Go to **Payroll Settings > Pay run settings > Pay schedules**. Click on the pay schedule you wish to automate, then click the link to configure pay run automation.
- 2 Enter the start and end date for the automation and click **Next**.
- 3 On the **Warnings** screen, choose the notifications you want to receive. Remember, these queries may stop a payroll running automatically, so it may make sense to switch some off (e.g. work anniversaries). Add contact details if you want notification if the automated pay run fails and click **Next**.
- 4 Decide if you want to manually finalise the pay run or do it automatically. You can also choose if you want to automatically export journals.
- 5 Select a date for publishing your payslips and click **Next**.
- 6 Read through the summary and if you're happy, click **Complete**.

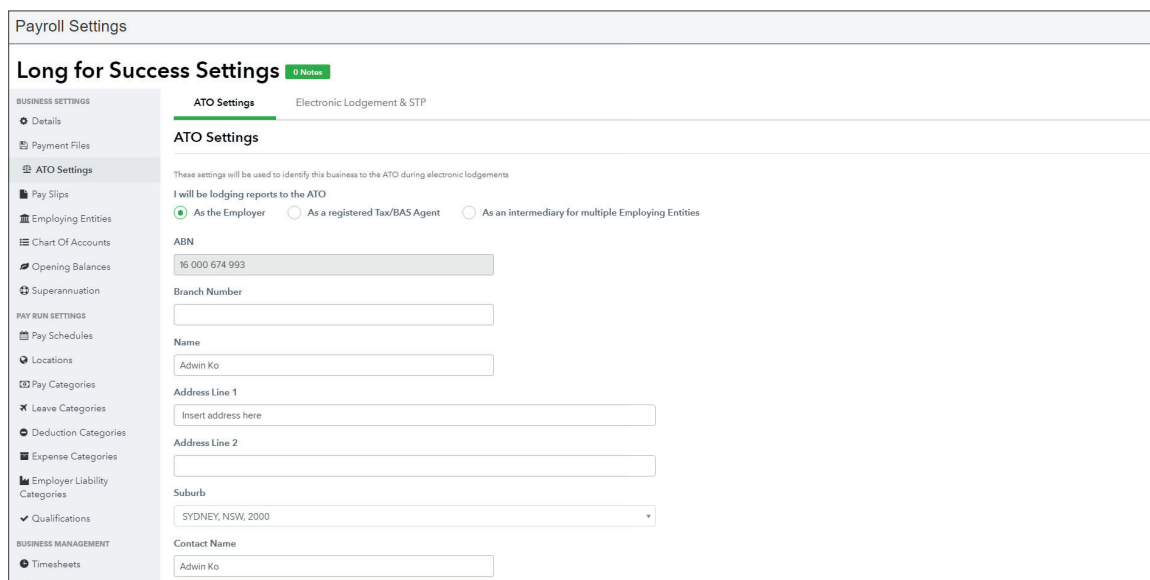


2.6 Set up Single Touch Payroll

To access STP settings go to **Payroll Settings > ATO Settings**. Fill in your:

- ABN
- Business address
- Business contact details

and indicate whether you are eligible for FBT under section 57A of the FBTAA 1986. If you're unsure about either of these, check with ATO.



Click **Save** and then select the **Electronic Lodgement & STP** tab.

You'll then be presented with two options:

- **Option 1:** Log in to your ATO Access Manager using your AUSkey and register the software ID with your account.
- **Option 2:** Contact the ATO on 1300 852 232 and follow the instructions provided to register your software ID.



Once you're completed one of these options click **Enable Electronic Lodgement and Enable Single Touch Payroll.**

Payroll Settings

Long for Success Settings

Business Settings

Details

Payment Files

ATO Settings

Pay Slips

Employing Entities

Chart Of Accounts

Opening Balances

Superannuation

Pay Run Settings

Pay Schedules

Locations

Pay Categories

Leave Categories

Deduction Categories

Expense Categories

Employer Liability Categories

Qualifications

Business Management

Timesheets

ATO Settings

Electronic Lodgement & STP

Electronic Lodgement

The ATO [Cloud software authentication and authorisation \(CAA\)](#) initiative requires businesses to register their software ID before electronic lodgement is permitted.

Electronic lodgement is currently **ENABLED**

Software Provider

KeyPay

Software ID

0000007692

Single Touch Payroll (STP)

Single Touch Payroll is a reporting change for employers. It starts from 1 July 2018 for employers with 20 or more employees. For employers with less than 20 employees, it will become mandatory on 1 July 2019 however those employers may opt in earlier if they desire.

Single Touch Payroll is currently **ENABLED**

Disable Single Touch Payroll

Business Management Software (BMS) ID

The BMS ID will uniquely identify your business to the ATO and is included in the data reported to the ATO. The BMS ID displayed here pertains to the default ABN entered in the Business Details screen. If you have employing entities set up, their BMS ID will be displayed in the Employing Entities screen.

If you were previously lodging STP events during the financial year using different payroll software, you may continue using the previous software's BMS ID in accordance with the transition option detailed [here](#). Tick the checkbox below if you want to copy the previous payroll software's BMS ID.

13

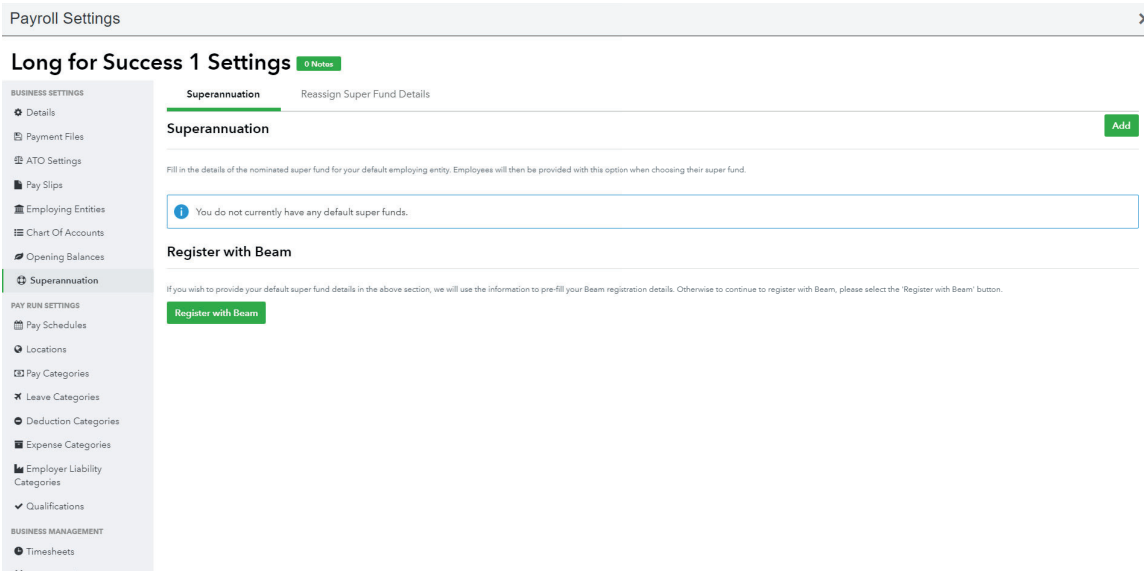
3 Superannuation

3.1 Set up superannuation

You can easily pay employee super contributions directly to any registered super fund in Australia by taking advantage of the inbuilt integration with the Beam super fund clearing house.

To set up, follow these steps:

- 1 From the business dashboard, go to **Payroll Settings > Superannuation**.
- 2 Click **Register with Beam**.



Payroll Settings

Long for Success 1 Settings 0 Notes

BUSINESS SETTINGS

- Details
- Payment Files
- ATO Settings
- Pay Slips
- Employing Entities
- Chart Of Accounts
- Opening Balances
- Superannuation**

PAY RUN SETTINGS

- Pay Schedules
- Locations
- Pay Categories
- Leave Categories
- Deduction Categories
- Expense Categories
- Employer Liability Categories
- Qualifications

BUSINESS MANAGEMENT

- Timesheets

Superannuation Reassign Super Fund Details Add

Fill in the details of the nominated super fund for your default employing entity. Employees will then be provided with this option when choosing their super fund.

You do not currently have any default super funds.

Register with Beam

If you wish to provide your default super fund details in the above section, we will use the information to pre-fill your Beam registration details. Otherwise to continue to register with Beam, please select the 'Register with Beam' button.

Register with Beam



If you require additional instructions on setting up superannuation with Beam, **click here**.



3 Fill in **Your Details, Payment Method** and **Default Fund**.

4 Read through and agree to the Terms and Conditions, click **Next** and then click **Back to payroll**.

Payroll Settings

beam.

1. Your details ● 2. Payment method ○ 3. Default fund ○ 4. T&C ○

Check and update the details we'll use

Business details

Business Identifier Type *
ABN

Business Identifier Number *
11111111111

Business Name *
200 characters or less, special characters (<, >, etc.) not allowed
Long for Success

Your registered or physical business address

Address Type *
Business

Address line 1 *
50 or less printable characters allowed (letters, digits and punctuation marks)
1 insert address here

Address line 2
50 or less printable characters allowed (letters, digits and punctuation marks)

Address line 3
50 or less printable characters allowed (letters, digits and punctuation marks)



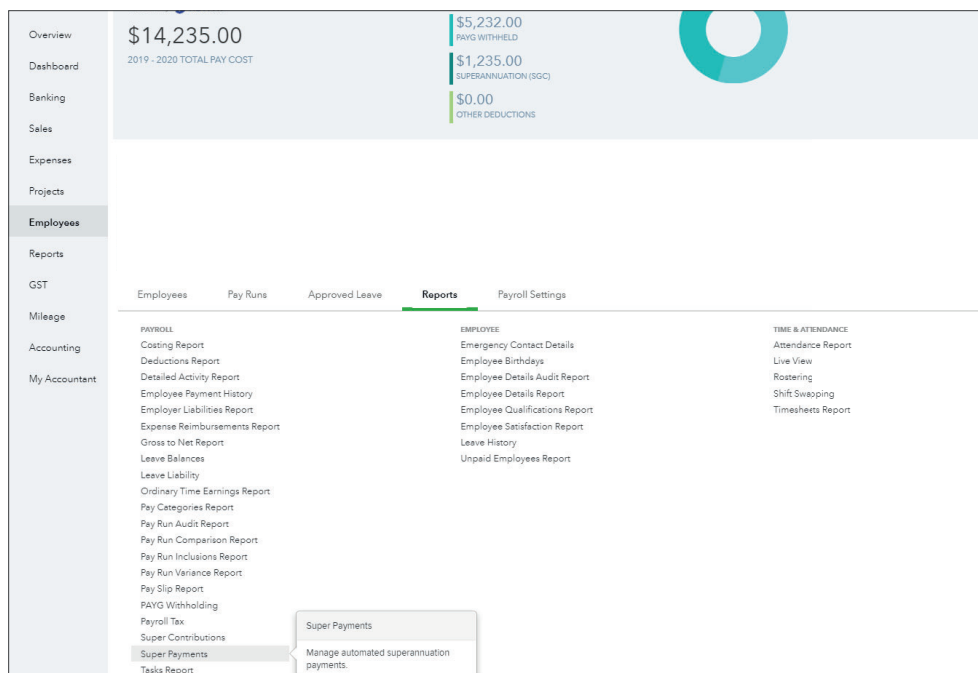
If you require additional instructions on setting up automated superannuation payments with Beam **click here**.



3.2 Automate superannuation payments

Once have have registered with Beam you can automate super payments:

- 1 Select the **Reports** tab in **Payroll**, then click **Super Payments**
- 2 Click **New Super Payment Batch**
- 3 Apply the filters (e.g. Date Range, Pay Schedule) then click **Filter** and then **Create Batch**.
- 4 Click **Submit** and choose your **Payment Method**.



That's your superannuation payments taken care of. Now you're ready to run payroll.



If an employee has more than one super fund you can adjust the allocation % from this page.



4 Running Payroll

4.1 Create pay run

- 1 From the top right of the dashboard, select **New Pay Run**.
- 2 Select the correct **Pay Schedule** from the drop-down menu. If this is your first pay run you'll get a prompt asking you to select the date your pay period ends.
- 3 Enter the date that your employees will be paid. If you need to manually add employees to the pay run you can do that here too.
- 4 Click **Create**.

Pay Run

Pay schedule Weekly

i This is the **first** pay run for this pay schedule so you need to specify the date this pay period ends. For future pay runs, this will be worked out for you.

Pay period starting 13/11/2019

Pay period ending 19/11/2019

Date pay run will be paid 19/11/2019

☐ Manually add employees to this pay run
 ☐ Create pay run with empty pays

Cancel

Create

17



4.2 Finalise the pay run

When you've created a pay run, you'll be taken to a screen which shows you the breakdown of the payments. By clicking on the arrow next to an employee's name, you can see more details, including their rate of pay and leave they've taken. You can add notes here too.

- 1 Before you finalise your payroll, click on the **Warnings** tab to see any potential issues that need to be resolved.
- 2 Click on the **Actions > Finalise pay run**.
- 3 On the next screen you can submit your STP pay event to ATO, either manually or automatically.
- 4 You'll be reminded that you're about to finalise payroll, with the date that you're paying your employees and asked to add a date for publishing your pay slips. Click **Finalise** to export the journal to your QuickBooks Online account.



4.3 Lodging pay events to the ATO

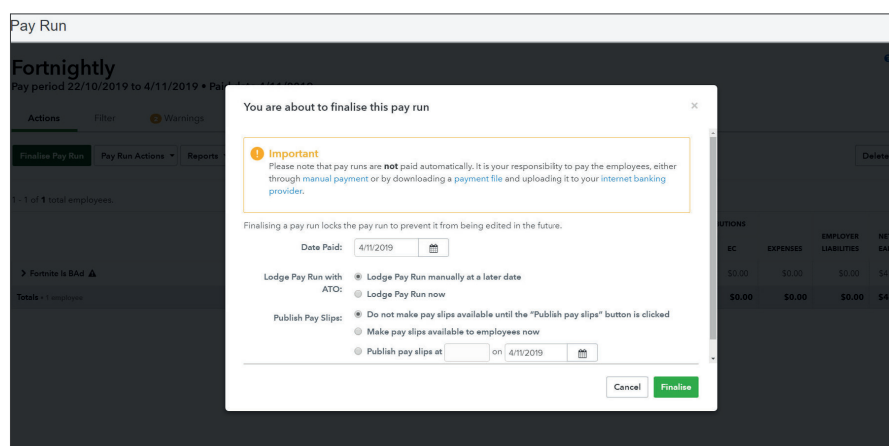
When you process a pay run you need to lodge a **pay event (STP)** to the ATO on or before pay day.

Before you lodge your first pay event, you must make sure you've correctly set up Single Touch Payroll under the **ATO Settings** section.

Once you've set this up, create your pay run as normal, then when you finalise it, you'll be able to select your pay run lodging options:

- **Lodge Pay Run now** will lodge your pay event to the ATO as soon as you click **Finalise**.
- **Lodge Pay Run manually at a later date** will suspend the process until you click **Lodge Pay Run with ATO** run on the **Pay Runs** screen (under the **Actions** tab)

If you lodge a pay event to the ATO in real time you can go to **Reports > Single Touch Payroll** to see if your pay event has been lodged successfully or has failed.



Quick Tip

If you miss a step in the STP setup process you may encounter an error, the following guide will assist in troubleshooting these errors.



4.4 Lodging update events to the ATO

If you're migrating your payroll from another software in the middle of the tax year, you can submit an update event to lodge the year to date information. The process can vary depending on your situation, the **following article** will cover reach process further.

Reports

Single Touch Payroll

Create Update Event
Start Finalisation Process

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:

2019 - 2020

Pay Schedule:

All pay schedules

| ID | EVENT TYPE | DATE | STATUS | NUMBER OF EMPLOYEES | PAY SCHEDULE | RELATED PAY RUN |
|--------|--------------|------------|---------|---------------------|--------------|-------------------------|
| 548722 | Update Event | 21/10/2019 | CREATED | 1 | Fortnightly | |
| 548701 | Update Event | 21/10/2019 | CREATED | 1 | Fortnightly | |
| 548440 | Update Event | 21/10/2019 | CREATED | 1 | Fortnightly | |
| 548415 | Update Event | 21/10/2019 | CREATED | 0 | Fortnightly | |
| 283293 | Pay Event | 13/08/2019 | CREATED | 2 | Weekly | Period ending 5/08/2019 |



5 The employee portal

Introducing self-setup and the WorkZone mobile app



To give an employee access to their employee file on the portal, follow these steps:

- 1 Go to **Payroll Settings > Employee Portal Settings**.
- 2 You will see a screen with a variety of options. Tick the boxes to give the employee the access you want them to have.
- 3 Choose the level of employee access you want for timesheets so they can:
 - Not access timesheets so the employee(s) can't view them in the WorkZone app or the employee portal
 - View their own timesheets in the employee portal without being able to create or edit them - this feature is not currently available on the WorkZone app
 - Only edit their own timesheets in the Employee Portal and WorkZone app, without being able to edit kiosk-created timesheet lines
 - Only edit timesheets created via the kiosk without creating timesheet lines in the Employee Portal - WorkZone timesheets will be disabled when this is set
 - Create and edit all timesheets created through the Employee Portal, WorkZone and kiosk.
- 4 Once you have ticked the right option select **Access**.
- 5 Select the employees name(s) that you want to apply the previous screen settings to.
- 6 Once ticked, click **Grant Access** or **Revoke Access** for the selected employee(s).

6 Reports

6.1 Run the Single Touch Payroll report

The Single Touch Report details all Pay Events and enables you to submit Update Events to the ATO. To see it go to **Reports > Single Touch Payroll**.

The report can filtered by **Financial Year** and **Pay Schedule**.

The screenshot shows the 'Employees' page in QuickBooks. The left sidebar lists navigation options: Overview, Dashboard, Banking, Sales, Expenses, Projects, **Employees**, Reports, GST, Mileage, Accounting, and My Accountant. The main content area displays payroll summary for 'Employees' (Powered by KEYPAY) with a 2019-2020 total pay cost of \$14,235.00. A donut chart shows the breakdown: NET PAY (\$7,768.00), PAYG WITHHELD (\$5,232.00), SUPERANNUATION (SGC) (\$1,235.00), and OTHER DEDUCTIONS (\$0.00). A 'New Pay Run' button is in the top right. Below the summary, a tabbed interface shows 'Reports' selected, displaying a grid of report categories: PAYROLL, EMPLOYEE, TIME & ATTENDANCE, and ATO REPORTING. The 'ATO REPORTING' category is expanded, showing 'Single Touch Payroll' with a tooltip that reads: 'Review Pay Events and submit Update Events to the ATO.'

| PAYROLL | EMPLOYEE | TIME & ATTENDANCE | ATO REPORTING |
|--------------------------|-------------------------------|-------------------|-----------------------------|
| Costing Report | Emergency Contact Details | Attendance Report | Payment Summaries |
| Deductions Report | Employee Birthdays | Live View | Single Touch Payroll |
| Detailed Activity Report | Employee Details Audit Report | Rostering | Tax File Declaration |
| Employee Payment History | Employee Details Report | Shift Swapping | |



Note

Unpublished pay runs will not appear in this report.



When the report is generated all the relevant data in summary format:

| Reports × | | | | | | |
|---|--------------|------------|---------|---------------------|--------------|-------------------------|
| Single Touch Payroll Create Update Event Start Finalisation Process | | | | | | |
| <p>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.</p> | | | | | | |
| <p>Financial Year: 2019 - 2020</p> <p>Pay Schedule: All pay schedules</p> | | | | | | |
| ID | EVENT TYPE | DATE | STATUS | NUMBER OF EMPLOYEES | PAY SCHEDULE | RELATED PAY RUN |
| 548722 | Update Event | 21/10/2019 | CREATED | 1 | Fortnightly | |
| 548701 | Update Event | 21/10/2019 | CREATED | 1 | Fortnightly | |
| 548440 | Update Event | 21/10/2019 | CREATED | 1 | Fortnightly | |
| 548415 | Update Event | 21/10/2019 | CREATED | 0 | Fortnightly | |
| 283293 | Pay Event | 13/08/2019 | CREATED | 2 | Weekly | Period ending 5/08/2019 |

You will see the following headings:

- **ID:** Each pay event/update event has it's own unique ID. When you click on the ID, you will be directed to another screen that provides more detail of that event. This includes the wages/figures being reported to the ATO, lodgement details and errors (if applicable) as well as the ability to export the data to excel
- **Event Type:** There are only two options here - a Pay Event or an Update Event (descriptions of each event type are detailed below)
- **Date:** The date the event was submitted
- **Status:** This is the date the event was created
- **Number of Employees:** The number of employees included in the event
- **Pay Schedule:** The pay schedule for the event.



What is the difference between a Pay Event & an Update Event?

Pay Event:

Whenever an employer makes a payment to an employee that is subject to withholding, they are required to lodge a pay event with the ATO on or before the date the payment is made. This includes where the amount of withholding is \$0 (for example where an employee's gross income is below the tax free threshold) or where the employee has no net pay (for example where the employee is repaying an advance or overpayment to the employer, voluntarily foregoing their net pay).

A pay event reports employee YTD gross payments, tax withheld, allowances, deductions and superannuation liability information for each individual employee reported. As employee amounts are YTD, once an amount has been reported it should continue to be reported even if it has not changed (for example Employment Termination Payments should continue to be reported in each pay event after they are first reported if the employee is included in any subsequent pay events).

Put simply, once a pay run is finalised, a pay event should be lodged with the ATO.

Update Event:

An update event is used to report changes to employee YTD amounts previously reported to the ATO. Update events are not associated with a pay run and thus can only be created when an employee payment has not been made. Other examples of why an update event would be created include:

- Upon transferring YTD payroll data from one payroll system to another to align the latest employer BMS data with the last employee data reported to the ATO.
- To assist with EOFY processes, including finalisation and amendments to STP. After 30 June, any changes made to reported employee data for the prior financial year must only be submitted through an update event.



6.2 Run the Gross to Net report

This is probably the most commonly used report in payroll.

- 1 Go to **Payroll Settings > Reports > Payroll**.
- 2 Specify your date range, select a pay schedule, location, employee, category and group. Leave as **All** if no filter is required.

Employees
Powered by KEYPAY

\$14,235.00
2019 - 2020 TOTAL PAY COST

| | |
|------------|----------------------|
| \$7,768.00 | NET PAY |
| \$5,232.00 | PAYG WITHHELD |
| \$1,235.00 | SUPERANNUATION (SGC) |
| \$0.00 | OTHER DEDUCTIONS |

Reports

- 4/11/2019 - There are 8 un-finalised pay runs. [Click to view](#)
- 22/10/2019 - More than 28 days have passed since **Hayden Lim** started and a tax file number has not been quoted yet.
- Your plan includes payroll for 10 employees per month. Beyond that, each active employee is \$4.00 per month.
- 14/11/2016 - There are 4 incomplete employees. [Click to view](#)

Reports

| | | | | |
|--|--|---|--|--|
| <ul style="list-style-type: none"> Payroll Costing Report Deductions Report Detailed Activity Report Employee Payment History Employer Liabilities Report Expense Reimbursements Report Gross to Net Report Leave Balances Leave Liability Ordinary Time Earnings Report | <ul style="list-style-type: none"> EMPLOYEE Emergency Contact Details Employee Birthdays Employee Details Audit Report Employee Details Report Qualifications Report Satisfaction Report Training Report Employees Report | <ul style="list-style-type: none"> TIME & ATTENDANCE Attendance Report Live View Rostering Shift Swapping Timesheets Report | <ul style="list-style-type: none"> ATO REPORTING Payment Summaries Single Touch Payroll Tax File Declaration | <ul style="list-style-type: none"> REPORT PACKS Report Packs |
|--|--|---|--|--|

- 3 Select **Run report** to see the breakdown for the salary, PAYG withheld, superannuation, and net wages.

You can export this to Excel or CSV for customisation.



6.3 Report packs

Use payroll's Report Packs to save time. Select the required reports and a time period and they will be automatically generated on a recurring basis. You can add an email address for them to be automatically sent to.




7 Final steps



7.1 Paying your employees

Once you've run payroll you're ready to pay your employee (The payment to your employees happens outside of QuickBooks). You can streamline this process by **setting up ABA Files**.



Congratulations, you completed the set up process!



Want to learn more?
quickbooks.com.au/payroll

