

PayBiz – Single Touch Payroll (STP)

10/03/2021

Contents

Single Touch Payroll (STP)	2
OZEDI Registration	2
Paybiz Setup	3
Update	3
Company Details.....	3
Enable STP.....	4
STP Processing.....	4
XML Validation Errors.....	7
ATO Responses and Errors	8
Other Messages	10
Resubmissions	10

Single Touch Payroll (STP)

ATO has introduced Single Touch Payroll (STP) filing, mandatory for ALL employers from 1 July 2019.

STP requires employers to send the following employee payroll information to the ATO at the same time as their standard pay run:

- employee name and tax file number (TFN)
- gross amount paid
- tax withheld on the gross
- ordinary time earnings for the period
- any superannuation guarantee obligations

OZEDI Registration

Paybiz uses a sending service provider (SSP) to communicate with the ATO and we have selected OZEDI <https://www.ozedi.com.au/> as our SSP.

You will need to register with OZEDI so that your payroll information can be sent to the ATO.

The registration link to use is:

**** IMPORTANT - This is specific for SSI / PAYBIZ and you must register using this link ****

<https://dashboard-stp.ozedi.com.au/register?link=115115105-R>

(See image on right for correct page)

The Registration User Guide is located at:

<https://www.ozedi.com.au/stp-employers/user-registration-guide/>

After creating your account and adding your company/companies as the associated client you will be given a unique 8-digit Client ID. This is your STP SSP Client ID.

You will need to purchase and maintain a data balance for use with your submissions.

Note:

- *OZEDI access is by default restricted to Australian IP addresses. We can have exceptions added at OZEDI for NZ clients that have static IP addresses. So clients that do Australian payroll from NZ servers will need to provide us with the static IP address of their server.*

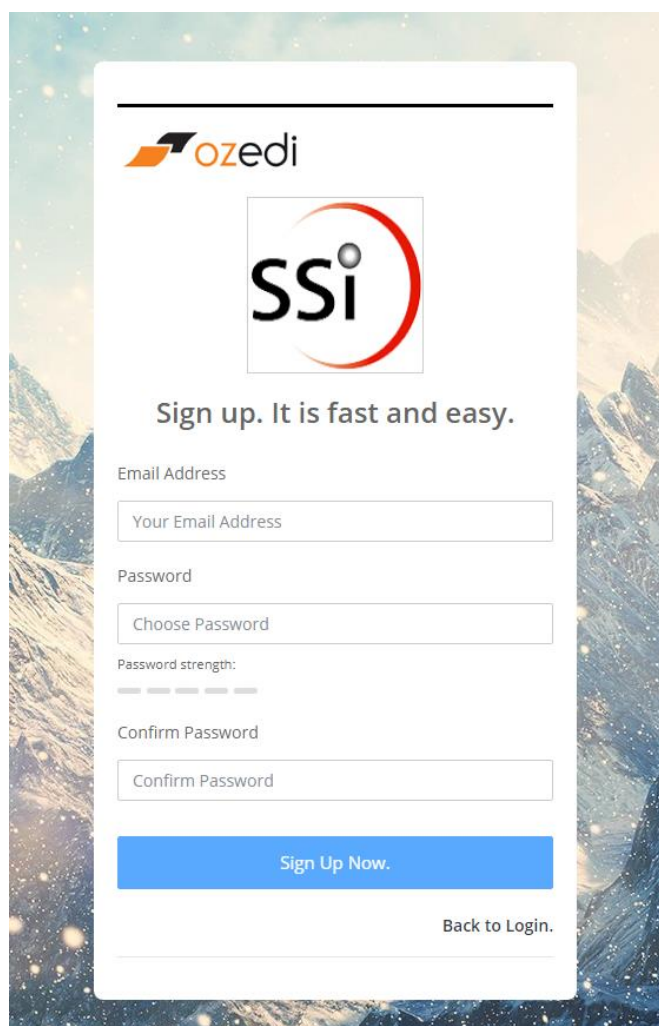


Figure 1: OZEDI Registration Page for Paybiz

Paybiz Setup

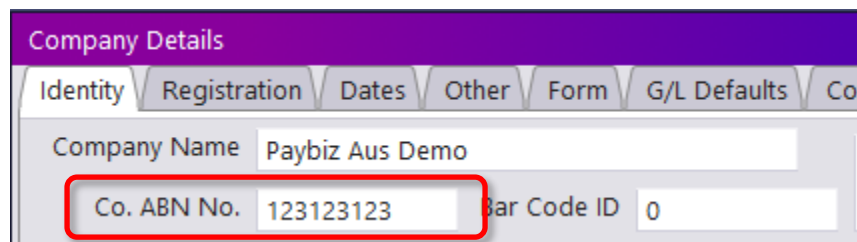
Update

Ensure Paybiz is updated with the latest version.
http://www.shebiz.nz/pbhelp/docs/PB_LiveUpdate.pdf

Company Details

1. Paybiz Main Menu > File > Company > Company Details > Identity tab

Ensure your Australian Business No (ABN) is correct

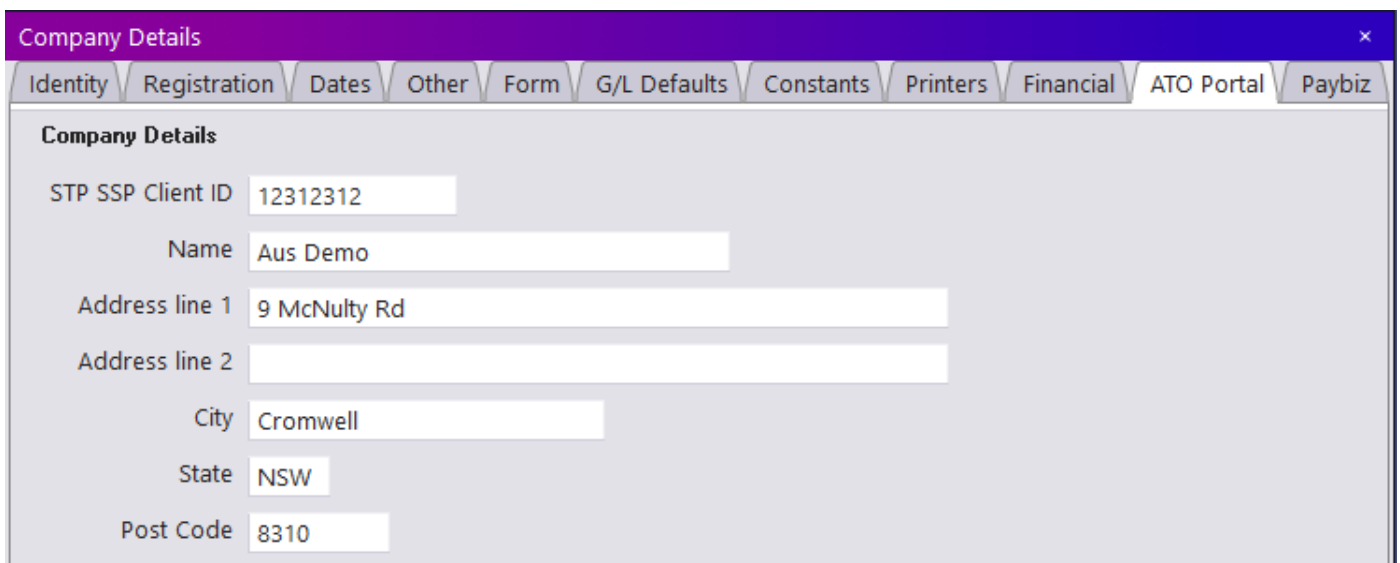


Company Details						
Identity	Registration	Dates	Other	Form	G/L Defaults	Co
Company Name	Paybiz Aus Demo					
Co. ABN No.	123123123	Bar Code ID	0			

Figure 2: Company ABN No

2. Paybiz Main Menu > File > Company > Company Details > ATO Portal tab

On the ATO Portal tab enter your STP SSP Client ID, and the company name, address, city, state and post code that are to be used by STP filing.

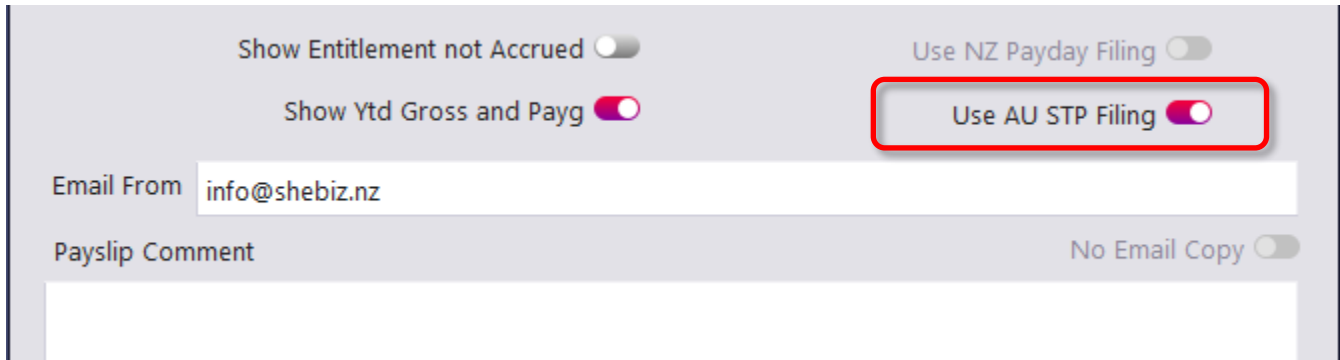


Company Details										
Identity	Registration	Dates	Other	Form	G/L Defaults	Constants	Printers	Financial	ATO Portal	Paybiz
Company Details										
STP SSP Client ID	12312312									
Name	Aus Demo									
Address line 1	9 McNulty Rd									
Address line 2										
City	Cromwell									
State	NSW									
Post Code	8310									

Figure 3: ATO Portal Settings

Enable STP

Paybiz Main Menu > Payroll > Payslip Setup



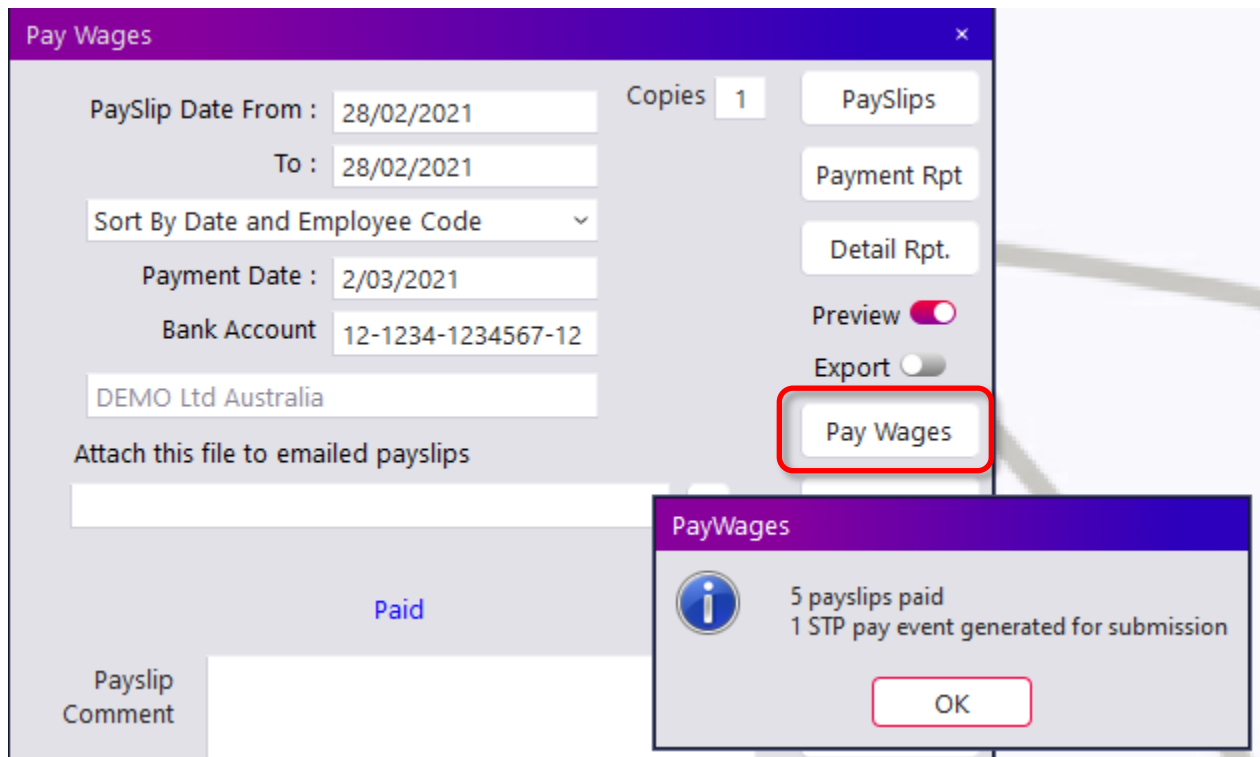
The screenshot shows the 'Payslip Setup' interface. At the top, there are four toggle switches: 'Show Entitlement not Accrued' (off), 'Show Ytd Gross and Payg' (on), 'Use NZ Payday Filing' (off), and 'Use AU STP Filing' (on). The 'Use AU STP Filing' toggle is highlighted with a red box. Below the toggles, there is an 'Email From' field containing 'info@shebiz.nz' and a 'Payslip Comment' field. On the right side, there is a 'No Email Copy' toggle switch (off).

Figure 4: Enable STP

STP Processing

Paybiz Main Menu > Payroll > Pay / Check Wages

After clicking **Pay Wages** an STP pay event will automatically be created:



The screenshot shows the 'Pay Wages' dialog box. The main window has a purple header and contains the following fields: 'PaySlip Date From' (28/02/2021), 'To' (28/02/2021), 'Sort By Date and Employee Code' (dropdown), 'Payment Date' (2/03/2021), 'Bank Account' (12-1234-1234567-12), and 'DEMO Ltd Australia'. There are also 'Copies' (1) and 'Attach this file to emailed payslips' (text area) fields. On the right side, there are buttons for 'PaySlips', 'Payment Rpt.', 'Detail Rpt.', 'Preview' (on), and 'Export' (off). The 'Pay Wages' button is highlighted with a red box. A notification dialog box is open in the foreground, titled 'PayWages', with an information icon and the text: '5 payslips paid' and '1 STP pay event generated for submission'. An 'OK' button is at the bottom of the notification.

Figure 5: Pay Event notification from Pay Wages

- Click **OK** to close the notification window
- Click **STP** to open the **ATO Pay Event** screen for this payrun

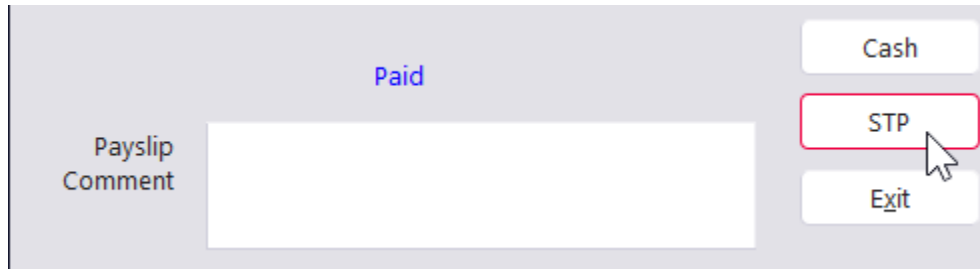


Figure 6: Open Pay Event from Pay / Check Wages

Ato Pay Event : Enquire/Change ✕

Pay Date <input type="text" value="2/03/2021"/>	SSP Status <input type="text" value="UNSENT"/>
Submission Id <input type="text" value="3515.19"/>	ATO Status <input type="text"/>
	ATO Substatus <input type="text"/>
Total Gross <input type="text" value="4753.35"/>	
Total PAYG <input type="text" value="415.20"/>	
Contact Name <input type="text" value="Lisa Wardill"/>	Filed Previously <input type="checkbox"/>
Contact Phone <input type="text" value="006434451345"/>	<input type="button" value="Validate XML File"/>
Contact Email <input type="text" value="info@shebiz.nz"/>	

Declaration

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

Tick this box to sign this declaration with the credentials you used to login and the AUSkey used by your software.

Accept Declaration

Declared By

Declaration Date

Status: UNSENT

Figure 7: ATO Pay Event Screen

- Enter or check the Contact details. These will be saved once entered.
- Click **Validate XML File**
 - It is not necessary to Save the file, but this can be helpful for troubleshooting if errors occur.
 - Fix any errors that are found (see section on Errors later in this document)

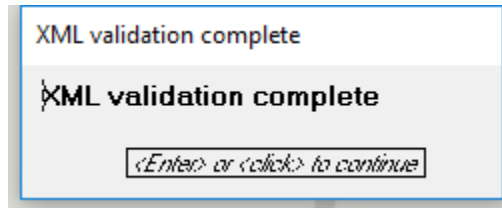


Figure 8: Validation complete

- The file can now be submitted.
- Tick **Accept Declaration** then click **Submit XML File**:

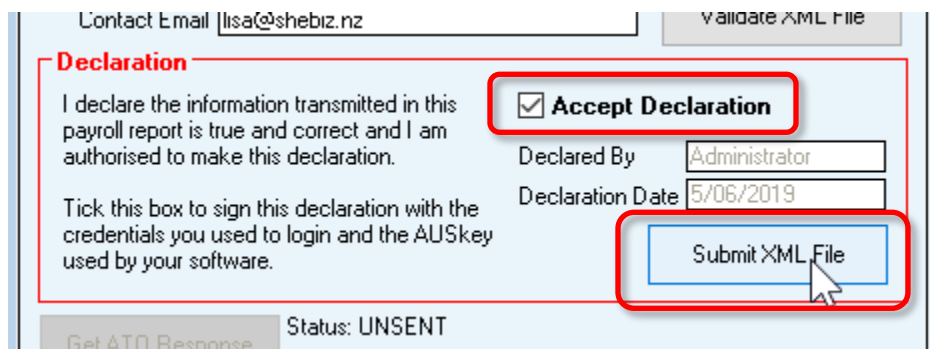


Figure 9: Submit pay event file

- The status will change from **UNSENT** to **QUEUED**

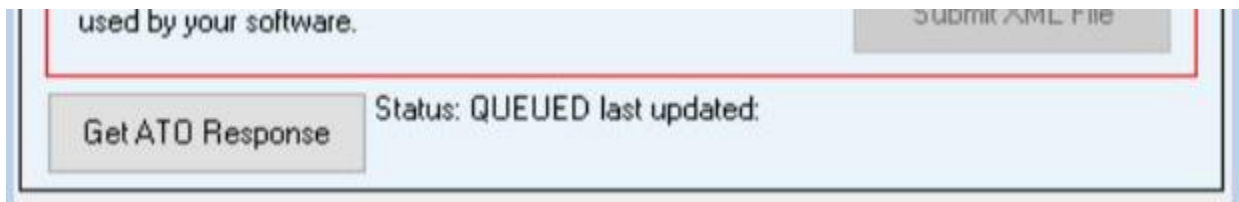


Figure 10: Status QUEUED

- Click **Get ATO Response**
Depending on the time since the file was Queued you may either see a **PUSHED** or **RESPONDED** message. Click again until the Status shows **RESPONDED**.

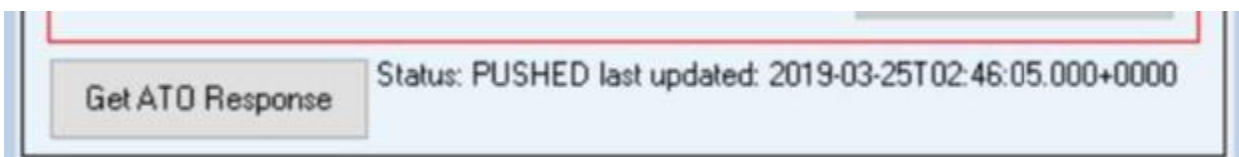


Figure 11: Status PUSHED – not yet responded

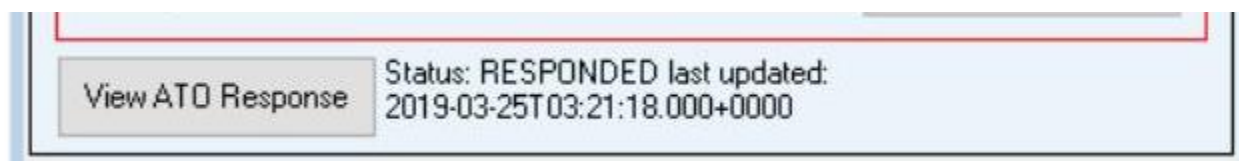


Figure 12: Status RESPONDED

XML Validation Errors

When **Validate XML File** is clicked on the ATO Pay Event screen any data issues will be displayed.

- First the company and contact details will be checked and validated.
Any errors will display and must be fixed before continuing:

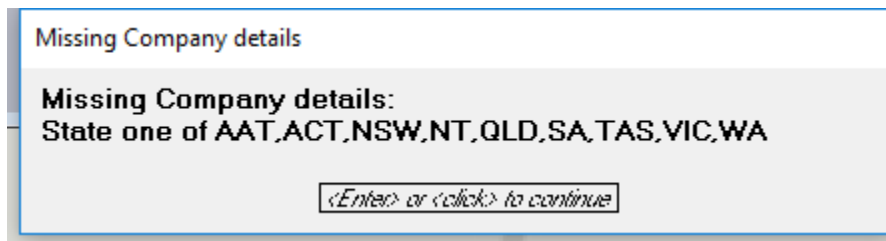


Figure 13: Incorrect post code in Company Details > ATO Portal

- Correct any company data and **Validate XML File** again.
A list of employees missing TFN declarations will display:

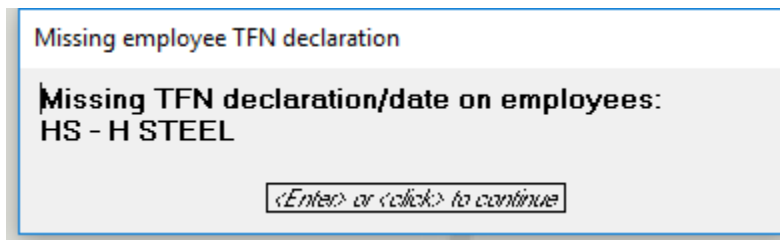


Figure 14: Missing TFN Declaration data

- Correct any missing TFN Declaration data on the affected employee records, and **Validate XML File** again
A list of any data errors will display. These must be rectified before filing.

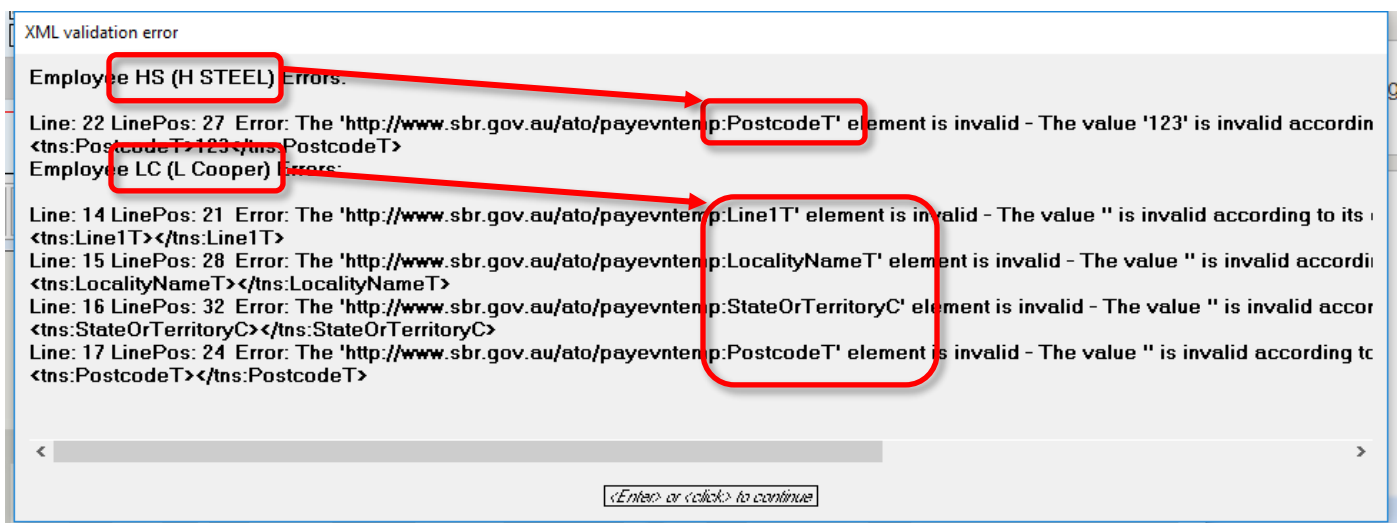


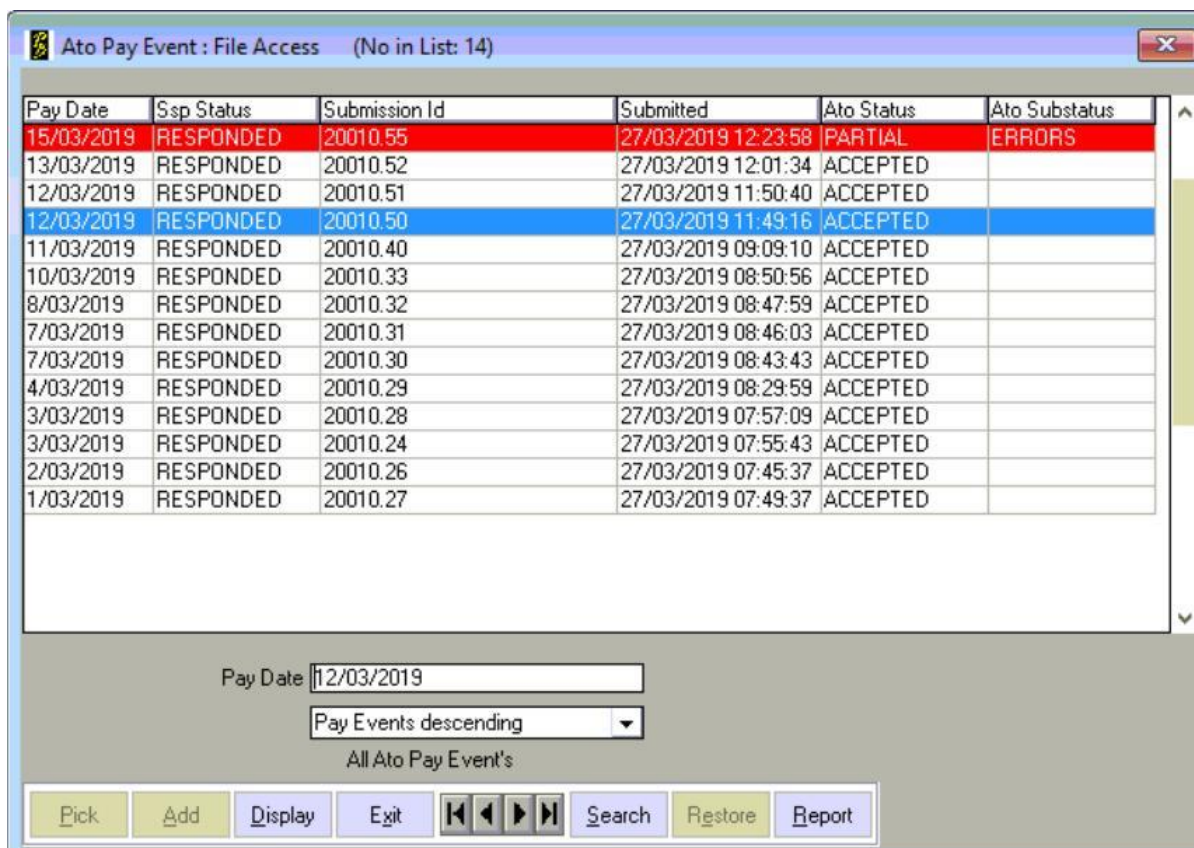
Figure 15: XML Validation Error

- Employee HS has an invalid Post Code
- Employee LC has no address entered, so has errors in Lin11, Locality Name, State or Territory and Post Code.

ATO Responses and Errors

View the status of Pay Events.

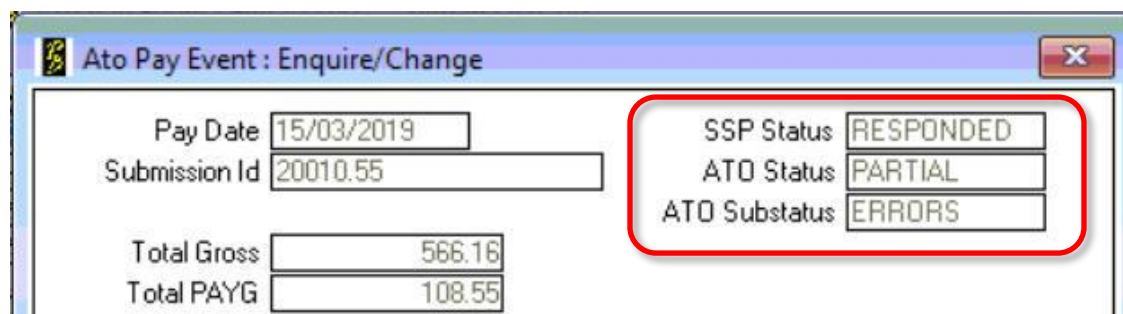
Paybiz main menu > Payroll > ATO Pay Event



Pay Date	Ssp Status	Submission Id	Submitted	Ato Status	Ato Substatus
15/03/2019	RESPONDED	20010.55	27/03/2019 12:23:58	PARTIAL	ERRORS
13/03/2019	RESPONDED	20010.52	27/03/2019 12:01:34	ACCEPTED	
12/03/2019	RESPONDED	20010.51	27/03/2019 11:50:40	ACCEPTED	
12/03/2019	RESPONDED	20010.50	27/03/2019 11:49:16	ACCEPTED	
11/03/2019	RESPONDED	20010.40	27/03/2019 09:09:10	ACCEPTED	
10/03/2019	RESPONDED	20010.33	27/03/2019 08:50:56	ACCEPTED	
8/03/2019	RESPONDED	20010.32	27/03/2019 08:47:59	ACCEPTED	
7/03/2019	RESPONDED	20010.31	27/03/2019 08:46:03	ACCEPTED	
7/03/2019	RESPONDED	20010.30	27/03/2019 08:43:43	ACCEPTED	
4/03/2019	RESPONDED	20010.29	27/03/2019 08:29:59	ACCEPTED	
3/03/2019	RESPONDED	20010.28	27/03/2019 07:57:09	ACCEPTED	
3/03/2019	RESPONDED	20010.24	27/03/2019 07:55:43	ACCEPTED	
2/03/2019	RESPONDED	20010.26	27/03/2019 07:45:37	ACCEPTED	
1/03/2019	RESPONDED	20010.27	27/03/2019 07:49:37	ACCEPTED	

Figure 16: ATO Pay Events

Double click or highlight and **Display** an event to open it. The Statuses are displayed in the header:



Pay Date: 15/03/2019
Submission Id: 20010.55

Total Gross: 566.16
Total PAYG: 108.55

SSP Status: RESPONDED
ATO Status: PARTIAL
ATO Substatus: ERRORS

Figure 17: Pay Event Statuses

- **SSP Status** - the status of the message from OZEDI
 - UNSENT, QUEUED, PUSHED or NORESPONSE - Click **Get ATO Response** again to update
 - RESPONDED - complete
 - FAILED - a resubmit may be required

- **ATO Status** - the overall pay event message
 - PARTIAL or REJECTED - click **View ATO Response** and search the response for the errors, correct them in a new submission.
 - ACCEPTED - Full Acceptance (may be with or without WARNINGS)
- **ATO Substatus** - will be present if there are WARNINGS or ERRORS
 - WARNINGS - Full Acceptance of Request and some warnings were encountered during processing. Click **View ATO Response** and search the response for any Warnings and review.
 - ERRORS - click **View ATO Response** and search the response for the errors, correct them in a new submission.

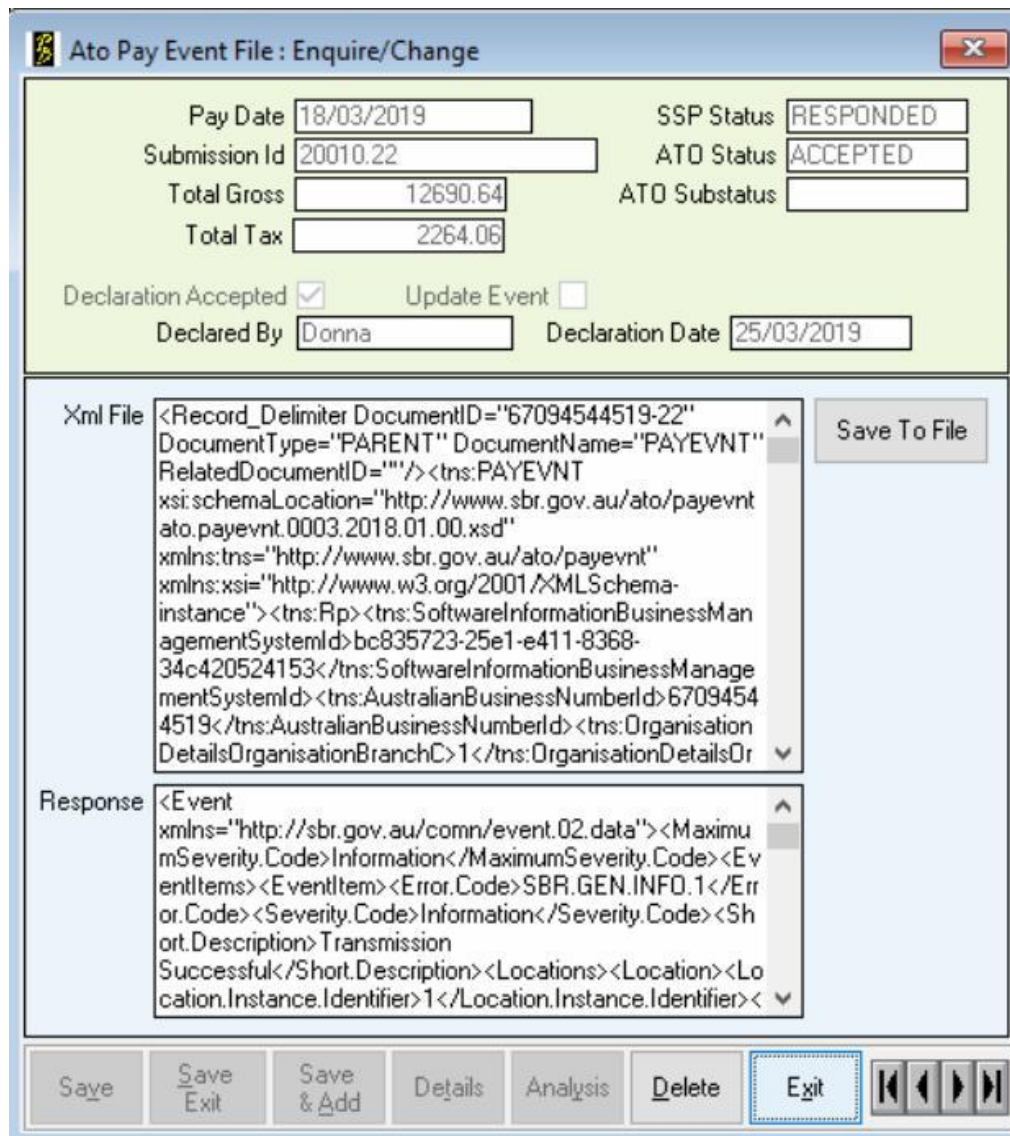


Figure 18: View ATO Response sample

Note:

- When searching for ERRORS it may be easier to **Save to File** and search this for:
 - Partially Rejected Logical Records
 - Errored Logical Records

Other Messages

PAY events send the latest Year-To-Date totals to the ATO and therefore must be submitted in the correct date order, otherwise you may get a submission failure message:



Figure 19: Sample Submission failure message

Other messages include:

- The prior pay event has not been submitted
- The prior pay event submission timed out (NORESPONSE)
- Pay event cannot be resubmitted because a more recent pay event has been submitted

Resubmissions

When a pay event has a status of PARTIAL or REJECTED the errors will need to be corrected and the file resubmitted.

N.B. A full file replacement submission can only be used to replace the **latest** pay event file.

Once the errors have been corrected, open the Pay Event.
Filed Previously will be ticked.

- Use **Validate XML File** to ensure there are no data errors
- Check Contact details and tick **Declaration Accepted**
- Click **Submit XML File**
- Click **Yes** on the confirmation window that displays

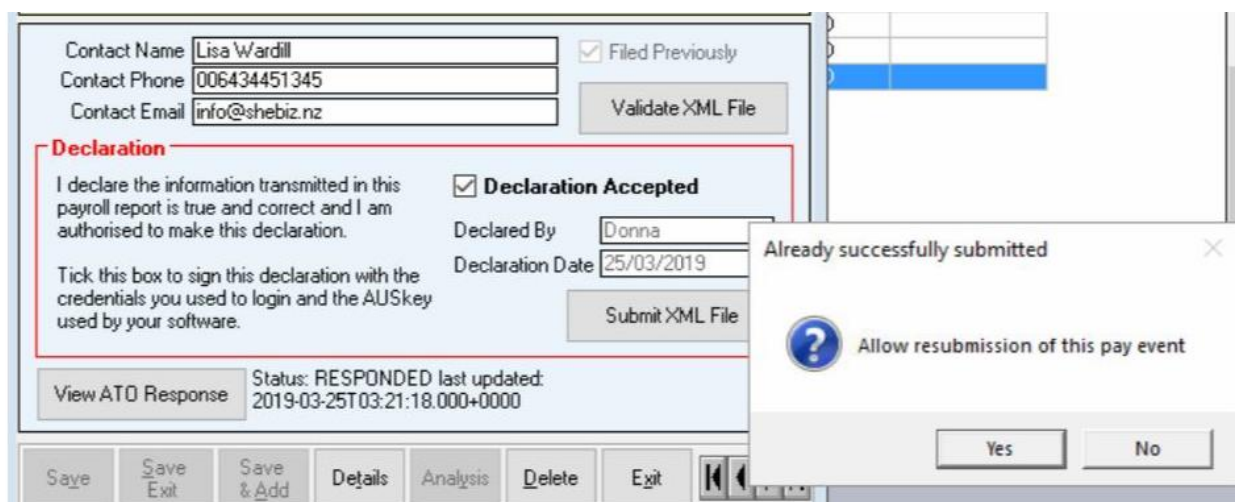


Figure 20: Resubmission