

## ATO Compliance EMPDUPE & SAFF Files

**EMPDUPE File Format:** As of July, 1 2016 all businesses regardless of employee numbers must submit their annual payroll summaries digitally, the file format required is referred to as EMPDUPE, this can be submitted via your on-line ATO business portal. Automation produces the EMPDUPE file based on the information that flows through to your PAYG Summary Statement report which includes the individuals pay summaries. The statement summary and EMPDUPE file creation must be run for the same period i.e.: Last financial year.

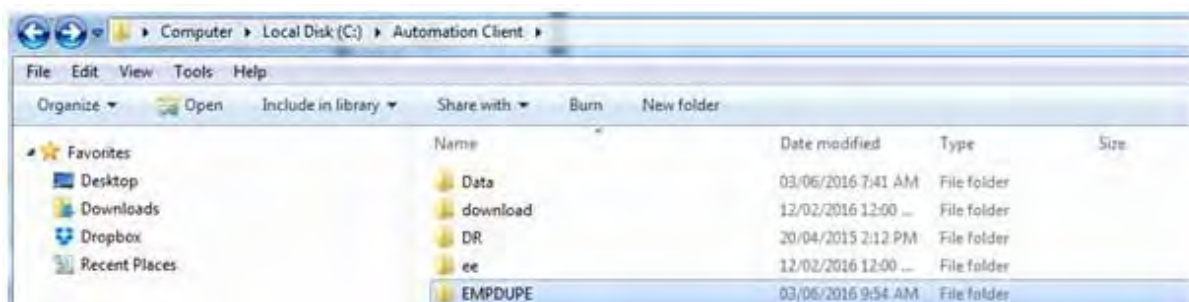
**EMPDUPE, Processing:** It is suggested that you first run the PAYG Summary Statement and PAYG Summaries (for employees) from the payroll reports menu this will allow you to check the information that is going to flow through to your EMPDUPE file.

Payment summaries issued			
Payment summary type	Total number of payment summaries issued	Total of gross payments or taxable components (whole dollars)	Total amounts of tax withheld (whole dollars)
Individual non-business (includes salaries or wages paid to employees)	4	\$ 161,043	\$ 21,528

Next select the EMPDUPE Data File option from the payroll reports menu from the first selection choose whether you are reporting on specific or all employees and whether you wish to include hidden employees in the data. From the next option select the date range this would normally be last financial year, select OK (F12) you will see a message displayed informing you the file has been created.

Payroll Summary  
Payroll Detail  
Payroll Transaction  
Holiday, Sick, RDO & LSL Allocations  
PAYG Payment Summaries  
PAYG Payment Summary Statement  
Super Contribution Report  
Employee Details Report  
EMPDUPE Data File  
SAFF Data File

Your file is located in **C:\Automation Client\EMPDUPE** you will need to open this folder to access the file which is named EMPDUPE.A01.

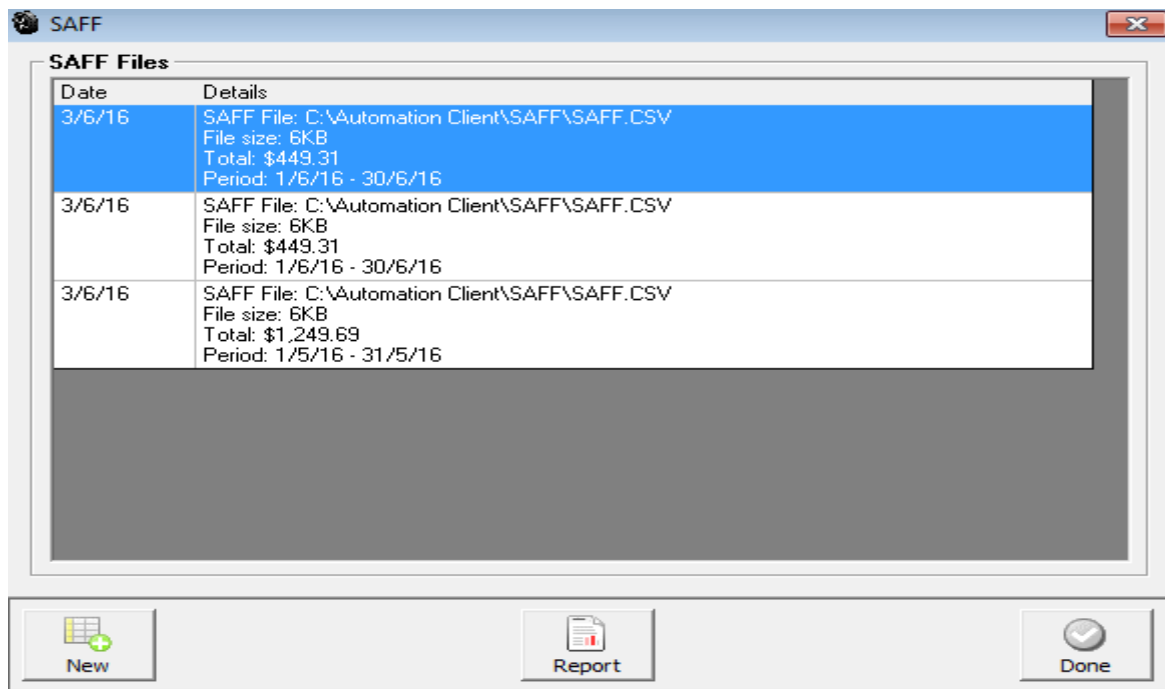


**SAFF File Format:** Starting July 1 2016 all businesses have to submit their employee's contributions digitally, you may be doing this already via your superannuation funds on-line portal, it may also be possible depending on the gateway to upload a SAFF file (Super Stream Alternative File Format) to your super fund provider. If you are distributing payments to multiple funds, then you may decide to use the ATO portal access to which is free for all businesses with 20 employees or less. We suggest you speak to your accountant to formulate the best way for you to manage your super contributions post July 1.

To assist you with this compliance Microbase has been accredited by the ATO to create SAFF files for submission to a superannuation clearing house.

**SAFF, Processing:** To create a SAFF file select Reports / Payroll / SAFF Data File you will see the SAFF file log with options to report or to make an addition.

## ATO Compliance EMPDUPE & SAFF Files



To create a new file, select New from the bottom left hand corner of the screen, select the employee criteria you wish to report on, select OK (F12) next select your date range usually last month Ok (F12) to proceed, a prompt will inform you the file has been created, the new file is added to the list. We strongly suggest before submission you highlight the report and click on the report option to view the values that are being processed. This report can be printed for auditing purposes if required.

03/06/2016	
Date:	3/6/16
Details:	SAFF File: C:\Automation Client\SAFF\SAFF.CSV File size: 6KB Total: \$449.31 Period: 1/6/16 - 30/6/16  Line 1: Charles Weston, Sun Super, \$158.75 Line 2: Christopher Judge, Sunsuper, \$217.92 Line 3: Matthew Mc Bean, MTAA, \$72.64

Your file is located in **C:\Automation Client\SAFF** you will need to open this folder to access the file which is named SAFF.CSV.

