Introduction

The new version introduces STP Phase 2 into payroll, it is important that our clients using the Microbase STP portal familiarise themselves with the enhanced functions available in the new code.

STP 2 has additional fields and choices available from the payroll option on the employee form and payroll transaction form in payroll, these notes will describe how to ensure you are sending the correct information to the Australian Tax Office.

Version 3.8.3 gives you the ability to post payments to additional channels, when posting additional payments, we strongly suggest you seek advice from your tax agent to confirm that you are allocating the transfer correctly. These notes will explain how to identify and post to the additional options now available

STP Phase 2

Overview

The Australian Taxation Office have requested all digital service providers comply with the new STP 2 format, this change has required us to provide additional functionality from both the payroll transaction and employee form. The processing of STP transfers remains the same as STP1, the differences are in the way you categorise your employee (Income Stream) and your ability to now choose a tax treatment code. Both of these options are available from the payroll option available from the employee form, the selections will become the default parameters for the employee.

STP2 Registration (Not Applicable To Sites Registered For STP1)

Registration is a two-step process, firstly sending a registration request via Automation to Microbase and secondly receiving an email from Microbase support informing you that your location is now STP compliant at which point you can start to use the service. Sending a registration request informs us of your intention to use the STP service provided by Automation Premium.

Note: By sending a registration **it does not mean you are STP compliant**, your compliance does not come into effect until you receive an email from Microbase support informing you the service is now available for your location.

Sending A Registration: To register your intention to use the STP service go to File / Site Settings / Accounts and select the STP enabled option located on the right-hand side of the form.

🕲 Settings								
Site Details	Ϋ́	Database sett	ngs	Ac	counts	Loc	al Settings	Online Settings
Default Parts & So Parts - Income Parts - COGS	Parts Cost Of Goods	nts s Sold		Banking Details Account name Bank	A A Automotivess National			STP
Default Payment Accounts Pay Media Type A	Accounts yable	Accounts Receivabl	•	Account number Bank UID Link to account	AA Automotives Tra	Bank code		Manage Entitlement calculation 365 days

Agree to the terms and conditions, a final message is displayed explaining the STP compliance process. Microbase will receive notification of your intentions and place your site in request status with a view to activate as soon as possible, usually this occurs on the same day.

The above finalises step one, once you receive the **activation email** from us on opening Automation you will notice your payroll screen displays extra functionality relating to the STP processing of transactions which indicates step two has been completed successfully and you are now STP compliant.

Employee Form

- Employee Details
- Last Name, First Name
- TFN (Tax File Number): Imperative this is correct
- Date Of Birth, Gender
- Phone #, Email, Address, Suburb, State, Postcode
- Payroll Tab: Ensure the pay frequency field is populated by making a selection from the drop-down list. If you are paying by actual, charged, clocked or time on select the button to the right of the insert payment for this period option and make you selection from the dropdown menu. Remember to record the times you will need to select the insert function.
- **Type:** Ensure you select the employee type by selection the button to the right of the field, pointing and double clicking on your selection.

Name Fr	ed	First	Name Johnson	Middle	Initial	
D	etails	1	Payroll	Banking & Super	Y	Comments
Emp, No. Joined	3 5/5/22	TFN Left Reason	258 357 159	Address	đ	
Type D.O.B. Fechnician Phone Email	Full-time 23/8/01 I ✓ Daily I 0415 953 7854 fjohnson@tels	Class Gender hours 7.6 Mobile tra.com.au	Male Inactive	▼ Stab	uburb Spearv e/City WA ovince 6163	vood T
Drivers Lic	contacts 0412	223 232	xiry 26/8/23 	Availability Monday Tuesday Wednesdd Thursday Friday Surday Sunday	ау	Unavailable: From

Payroll Details

- Payments: Include all payment types (from the selection) and whether the item attracts tax and or super.
- Superannuation: Make sure you have the correct percentage recorded in the Super@ field (currently 11.5%)
- **Taxation:** Calculate the tax deductible by using the calculator.
- Deductions: Include all deductions (from the selection provided) ensure values and allocations are correct.
- Pay Frequency: An absolute must, this has to be populated from a selection in the dropdown list.

Period	Days accrued			4
Frequency: Weekly - From 22/9/21 To 28/9/21	-	per	current	this pay
	SICK pay	10	5.344	0.192
The second se	Holiday pay	20	12.688	0.384
Insert payment for this period: by clocked hours	RDO	0	0.000	0.000
Trans 1	LSL	0	0.000	0.000
Insert	Exduc	le accrui	als for this p	ay

There are 2 x additional options that must be addressed on the Employee / Payroll display Income Stream and Tax Treatment Code.

Wages Account	Wages		Entitlement unit	s days	- Entitlem	ents log
Payment frequency	Weekly	•	Hourly Rate for Labour Allocated	\$0.00	Cost per day	\$273.20
Income stream	Salary and v	wages	•		Tax treatm	nent code

Selections available from the income stream option include:

Salary & wages, closely held payees, seasonal workers, voluntary agreement, labour hire and other specified payments.

Most employees will be categorised as salary & wages, Automation will use this as a default however it is the user's responsibility to make any required alterations to the income stream type. If you are unsure, we suggest you contact your tax agent for advice.

Payments						Total	s	_
Type Weekly base pay	Tax V	Super	Quantity 38	Rate \$30.00	Total \$1,140.00	Gross	\$1,241.84	5
Overtime @ 1.50			-	+47.00	+00.00	Tax	\$240.00	#
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	Options		Tax free	threshold		-	1 412 11 20	
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Employer super contr Income tax	Medicare les	vy surcharg	e Not applie	able		-	\$124.18	
	Medicare les	vy exemptio	Not applie	able		-	12.000	
	Medicare les	vy reduction	Not applie	able		•		
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10 days per y	U				U		0 days per yea	r
5.344 days accru	Cancel	_			OK	- 00	0 days accrued	4
oes Account Wa	ges			Entitlement	units days	-	Entitlements log.	

The second option is classified as **Tax Treatment Code**, in most cases the above tax treatment settings will cover your employees, Automation will apply these settings as a default. If there are any variations to these options, please make the necessary adjustments in conjunction with advice from your tax agent.

Payment & Deduction Allocations

mployee Form			HALL HALL	S Employee Form			
it have Fred	First Name Johnson	Midde Smaal		Last Name Fred	First Name Dohnson	Middle 1964	-
Details	Payroll	Banking & Super	Connexits	Details	Payroll	Banking & Super	Comments
Payments			Totals	Payments			Totals
Type Weskly base pay (None)	Tax Super Quantity	Rate: Tatal \$27.50 \$1,045.09	0rma \$1,045.00 Tax \$127.00	Type Weekly base pay	Tax Super Quantity P P 30 P P	Rate Total \$27.50 \$1,045.00	Gross \$1,045.02 Tax \$177.00
Houte Houte type 2 Houte type 3	×-		Net 3868.00 Super @ 20.5 %				Net \$655.00 Super @ 12.5 %
Weekly bace bey Formightly base pay Monthly base pay Directory standard			Super \$109.73	Deductions			Super [\$109.73
Ivertime Sal Ivertime Sun Ivertime @ 1.25	Account Freds MTAA Super	Quantity	Rate Total \$109.73	Type Employer super scription	Account Preds MTAA Super	Quantity	Ráté Total \$109.73
Iventime @ 1.50 Iventime @ 1.75 Iventime @ 2.00	PAYS Withholding		\$177.00	[None]	PAYS Withholding		\$177.00
vertime @ 2.25 vertime @ 2.50 onmission	-			Employer super contribution Employer super contribution	7		
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mp sum D			OK	Cancel			

STP2 introduces a wider selection for both payments and deductions, in most cases the wage and deduction options are self-explanatory however if you are making any extra payments to your employees and are unsure of the allocation, we suggest you contact your tax agent for advice.

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23/7/19	Smith, Julyi	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA Automotives	Online				9 E
20/7/19	Smith, John	\$1,007.00	\$185.00	\$0,00	\$822.00	\$95.67	0,192	0.384		AA Automotives	Online				
11/7/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA Automotives	Online				9 C
8/7/19	Boss, Jack	\$1,140.00	\$231.00	\$0.00	\$909.00	\$108.30				AA Automotives	Online				9
1/7/19	Boss, Jack	\$4,940.00	\$0.00	\$0.00	\$4,940.00	\$469.30				AA Automotives	Online				. 0
1/7/19	Johnson, Jayne	\$645.00	\$68.00	\$0.00	\$577.00	\$61.28	2.712	5.425		AA Automotives	Online				9 0
1/7/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA Autonotives	Online				0 D
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As you can see from the display the payroll transaction display has kept the familiar format with additional references to STP functionality, over to the right you will see an STP column. This column will populate with the STP data transfer status using an icon from the legend at the bottom of the screen, there are seven data status displays.

All transfer stages are selected by default if you wish to see just pending deselect the other options leaving only pending flagged.

Accepted

STP Status Codes

Outstanding: The transaction has not been transferred to the Australian Tax Office.

Failed: The data contained in the transfer was not accepted by the MessageXchange gateway due to data file structure issues i.e.: missing fields.

Pending: Indicates the data was transferred to the ATO via the MessageXchange gateway and is being processed by the tax office – this is the most common indicator displayed in the payroll screen. **Note:** the pending status will remain for up to an hour or even longer with the ATO estimating the possibly of up to 72 hours (3 days) depending on the volume of data being processed by the tax office servers at one particular time. Please do not think there is a problem with the transfer if the time to process is extended.

Rejected: This status display means the data could not be processed by the tax office due in most cases to inaccurate data i.e.: incorrect Tax file, non-valid ABN you will need to run an STP check on the transaction to view the ATO message sent.

Partial: Indicates some data has been accepted and some rejected, you will again need to run an STP check on the transaction to view the ATO message sent.

Warnings: Relates to future changes to data structure that your current export does not accommodate, again check for details via the payroll form by selecting the check option.

Accepted: The ATO is confirming the data has been imported to their servers and no more actions are required.

You will also notice that there are check boxes against each STP status, to see just failed transactions for instance simply select failed, you can of course select multiples if you wish.

Now you have an understanding of the enhanced payroll screen let's look at how to transact payroll entries using STP2 reporting.

Processing Payroll Payments Integrating STP2

Click on the payroll option at the top of form, from the bottom of the display select new, the payroll transaction form is in view, you will see STP status is flagged as outstanding. Complete the details in the usual way populating payments and deductions accordingly. To finalise select OK (F12) you are now presented with an option to submit the transaction immediately, select yes to transfer the data from this individual transaction.

You will need to then agree to the ATO terms and conditions for the transfer to initiate, this acceptance lasts for the complete day so you will not be presented with the form again for any subsequent transaction made on the same day.

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If you reject the option to transfer the status will remain as outstanding, you can then batch send any outstanding transactions later from the payroll screen. The advantage of not transferring immediately is that if you wish you can still delete the transaction which is not possible once it has been submitted to the ATO.

In most circumstances the status of any submitted payroll transaction will convert to pending meaning that it has been exported by Automation, passed through the MessageXchange gateway (our SSP) and is being processed by the ATO. If there is an issue that prevents the data from being accepted by the gateway a message will display on your screen alerting you to the problem. In the example the employee does not have a valid tax file number. In these cases, simply go to the employee form, rectify the issue and resend.

STP2 Transactions, Bulk Processing

As mentioned earlier it is possible to place your transactions into an "on hold" mode (outstanding) by not accepting the option from the payroll transaction form to process. In this case you will see a list of outstanding entries in your payroll screen.

					Transactions	to show									
					Month to date	•	From 1/6/1	To 2	1/6/19	(Al) •					
ayroll															
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1/6/19	Swith, John	\$2,007,00	\$150.00	\$3.00	\$127.05	\$93.15	0.192	6.364		A& Automotives	Orine		1		0
21/6/19	Crebulence, Neb	\$750.00	\$96.00	\$0.00	\$654.00	\$71.25				AA Automotives	Online				0
21/6/19	Crebulence, Neb	\$750.00	\$96.00	\$0.00	\$654.00	\$71.25				AA Automotives	Online				V 1
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15/6/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA Automotives	Online				
14/6/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$827.00	\$93.15	0.192	0.384		AA Automotives	Online				
14/6/19	Johnson, Jayne	\$645.00	\$68.00	\$0.00	\$577.00	\$61.25	0.192	0.384		AA Automotives	Onine				10
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To process these, simply select the **STP Send** option from the bottom of the display, the transactions transferred will now convert the status to pending.

Updating The Transaction Status STP2

Automation requires you to select the **STP Check** option to view the latest status of all transactions, once STP compliant you will be reminded to do this each time you enter the payroll screen or at any time you can select the **STP Check** option at the bottom of the display. This action will display the current status plus download any ATO messages generated due to inaccurate data submissions. These messages will appear on screen for each rejected transfer, to locate which transaction a particular message relates to you will need to open the transaction and select the check option from the bottom of the form.

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20/7/19	Smith, John	\$1,007.00	\$185.00	\$0.00	\$822.00	\$95.67	9.192	6 384	-	AA Autonotives	Online				X
11/7/19	Smith, John	\$1,007.00	\$180.00	\$0.00	\$927.00	\$93.15	0.192	0.384		AA Automotives	Online				0
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1/7/19	Johnson, Jayne	\$645.00	\$58.00	\$0.00	\$577.00	\$61.29	2.712	5.425		AA Automotives	Online				9
1/7/19	Smith, John	\$1,007.00	\$150.00	\$0.00	\$827.00	\$93,15	0.192	0.384	_	AA Automotives	Online				×
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The rejected transfers are flagged with a red cross to view the error message point and double click on the line item.

Tax Office Messages STP2

If your data transfer is flagged as either rejected, partial or warnings you will have access to an explanation as to what is causing the problem. To view these messages, you can choose **STP check** from the payroll screen for all messages or **check** from the individual payroll transaction form to view a single message.

Super funds			STP	
Employer Super Fund	(none)	-	STP Status: 🥥 Pending	
Employee Super Fund	(none)	•	Send	Check

The tax office messages will give you some technical data including the message id., source, error and severity code.

Fortunately, this is followed by a short description that tries in plain English to describe the problem, as you can see from the example below the problem lies in the date of the transaction as it must not be later than today's date.



It is possible to open and edit the transaction, edit the content and re-submit, it is NOT possible to delete a transaction once it has been sent to the ATO even if the status indicates it has been rejected. As you can see from the error message displayed single touch payroll is chronologically dependent, and as such it is important.

Transitioning From STP1 To STP2

Clients who have been using our STP1 service will transform very easily to STP2 as transaction processing has not been altered. The differences between phase 1 and phase 2 are in the categorisation of employees and their tax treatment parameters, once these are set for an individual unless their status changes there is no need to access the recorded data, same for the tax treatment selections.

You will notice that the selection of pay and deduction types have been extended, when making extraneous payments such as a lump sum termination payment you will need to ensure that the payment is allocated to the correct channel i.e.: B, D, E, W your tax agent or ATO documentation will be able to assist you to make the right choice.

It is suggested that you view the new choices available so you know what payments need to be reported separately from your weekly base pay i.e.: Tool allowance, travel allowance, laundry etc. If you are unsure as to what selections you should make your tax agent will be able to assist you.



