Set up Single Touch Payroll reporting

Before you start reporting payroll and super information to the ATO as part of Single Touch Payroll, you need to make sure your payroll information meets ATO requirements, and then connect to the ATO.

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Check employee and company information	Assign reportable payroll categories	Connect to the ATO

You'll need	**All your employees' information** Address - including suburb, state and postcode Valid tax file number **Your company information** ABN or WPN Branch code Phone number Address	**List of payroll categories that you need to report to the ATO** Check with your advisor if you are unsure about what reportable categories you need to assign.	**Contact person and (optionally) AUSKey** Your log in details to connect to the ATO online (you can also connect to the ATO via phone if you don't have administrator access / AUSKey). The name and details of the person the ATO can contact if they have questions about your payroll. **Get employees connected too!** One optional step to consider is encouraging your employees to set up a myGov account. This is how your employees will access their YTD amounts and end of year summary.
To get started	Check payroll details	Assign ATO reporting categories	Connect to the ATO

Task 2 - Assign ATO reporting categories for Single Touch Payroll reporting

The functions described on this page are available in AccountRight 2018 onwards. Get the latest version.

Before you can report payroll and super information to the ATO, you need to assign an ATO reporting category to your payroll categories. This includes wages, allowances, deductions and superannuation categories. The ATO category indicates the type of payment you're reporting (is it a gross wage amount or an allowance?)

While it's similar to how categories were assigned to payment summary fields, there are important differences. For example, some ATO reporting categories have been renamed and you now need to report superannuation amounts.

Below is a summary of the new ATO reporting categories. To help you assign the right category, we've included a comparison to the previous payment summary reporting fields.

Before you get started, make sure you've checked your payroll details for Single Touch Payroll reporting .
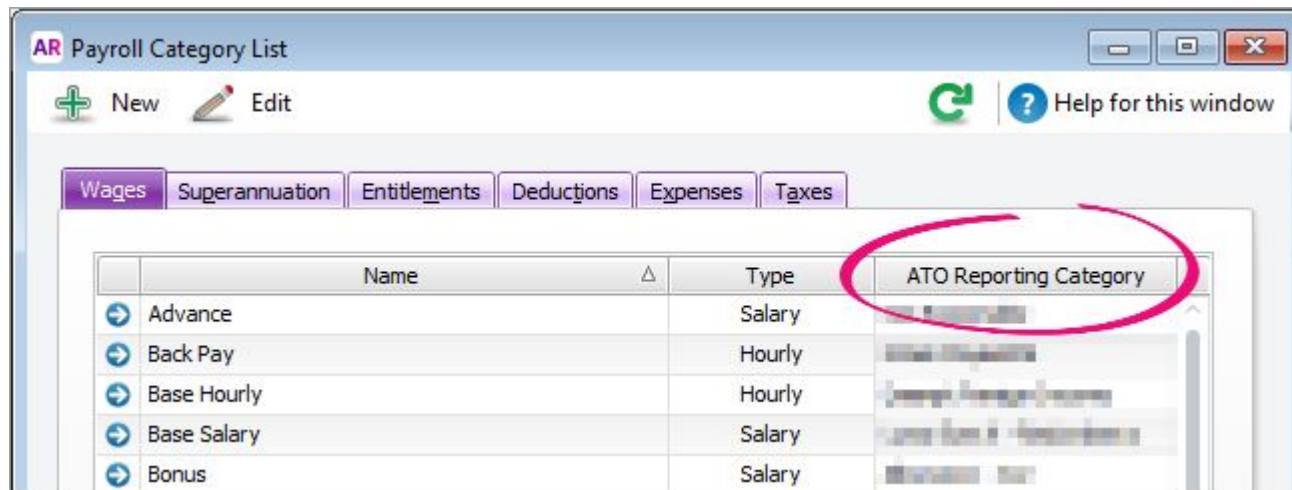
Need help assigning ATO reporting categories?

Note that we can only provide general information. If you're unsure of what's appropriate for you, we recommend talking to your advisor or the ATO. You can also see the ATO guidelines for more information.

To assign ATO reporting categories

1. Go to the **Payroll** command centre and select **Payroll Reporting** .

2. Select **View Payroll Categories**. A list of your **Wages** categories appears.
   The **ATO Reporting Category** column shows the category assigned.

   The default category assigned is **Not Reportable**. This category is rarely used, so make sure you update all payroll categories.

3. Double-click a category to open it.
4. Select the appropriate category from the **ATO Reporting Category** list.
5. Click **OK**.
6. Repeat for all wage payroll categories.
7. Select the **Superannuation** tab and repeat the steps to assign categories.
8. Repeat for all categories in the **Wages**, **Superannuation**, **Deductions** and **Tax** tabs.

Don't forget to assign categories to your superannuation categories!
Wages

New ATO reporting category	Old Payment Summary field name	More information
Gross Payments	Gross Payments	
Allowance - Car Allowance - Transport Allowance - Travel Allowance - Meals Allowance - Laundry Allowance - Other	Allowances 1 through to 9	Certain types of allowances and deductions need to be itemised as they were on Payment Summaries (like the type of allowance). However, for Single Touch Payroll reporting, each item needs to be grouped and reported using a specific category. Amounts in these payroll categories may be used to prefill your employees' tax returns. Withholding for allowances (ATO website)
Lump Sum A - Termination Lump Sum A - Redundancy Lump Sum B Lump Sum D Lump Sum E	Lump Sum Payments A (Termination) Lump Sum Payments A (Redundancy) Lump Sum Payments B Lump Sum Payments D Lump Sum Payments E (Accrued in 2016-2017) Lump Sum Payments E (Accrued in 2015-2016) Lump Sum Payments E (Accrued prior to 1/7/2015)	
CDEP Payments	CDEP Salary or Wages	
Exempt Foreign	Exempt Foreign Income	

New ATO reporting category	Old Payment Summary field name	More information
Income		
Coming soon	ETP - Taxable component ETP - Tax free component ETP - Tax Withheld	

Superannuation

New ATO reporting category	Old Payment Summary field name	More information
Superannuation Guarantee	*New*	This is the first time employers have been required to report this information to the ATO. It's requried to check that employee super funds are receiving the correct amounts.
Reportable Employer Super Contributions - **Coming soon!**	Step 5 in the Payment summary assistant	We'll be adding RESC to AccountRight's list of ATO Reporting Categories for superannuation payroll categories in the next update (before you need to start reporting via Single Touch Payroll). You'll then be able to use this to assign superannuation categories which handle 'reportable' superannuation payments (as classified by the ATO guidelines).

Did you previously report salary sacrifice amounts on payment summaries?

You don't need to assign the **Gross wages** category to salary sacrifice amounts. Salary sacrifice is now calculated by the ATO based on Single Touch Payroll reporting information.
Deductions

New ATO reporting category	Old Payment Summary field name	More information
Deduction - Work Place Giving	Work Place Giving 1 Work Place Giving 2 Work Place Giving 3	
Deduction - Union/Professional Assoc Fees	Deduction 1 - Union Fees Deduction 2 - Prof Assoc	

Any other deductions, including salary sacrifice (exempt from FBT) are **Not Reportable**.

Did you previoulsy report salary sacrifice amounts on payment summaries?

You don't need to assign the **Gross wages** category to salary sacrifice amounts. Salary sacrific is now calculated by the ATO based on Single Touch Payroll reporting information.

Taxes

New ATO reporting category	Old Payment Summary field name	More information
PAYG Withholding	Total Tax Withheld	