

PayBiz – Training Docco

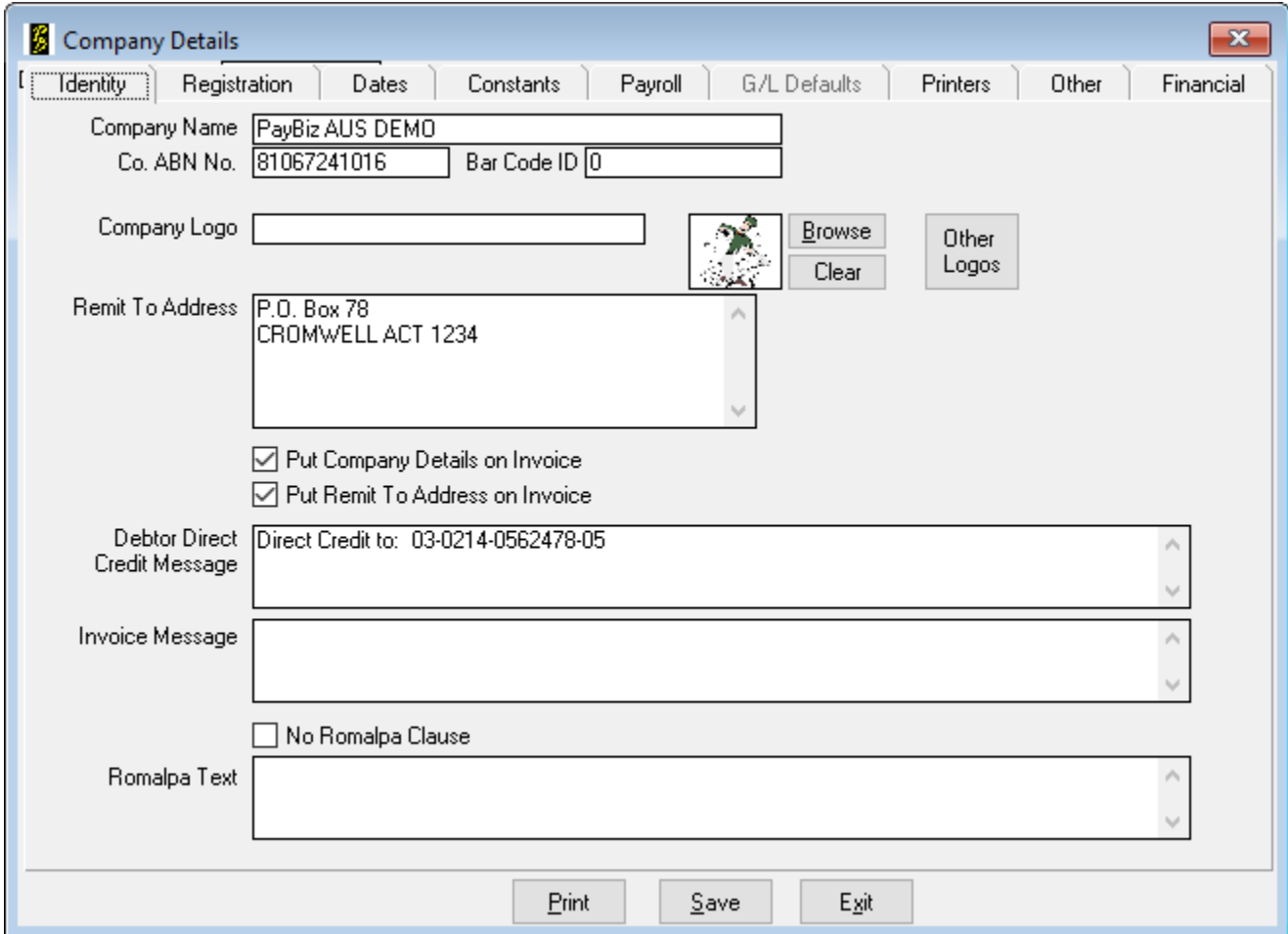
8/11/2018

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Company Setup

PayBiz main menu > File > Company Details



- Enter the Company Details under all header tabs - **Identity, Dates, Constants**, and so on.
- **Save**

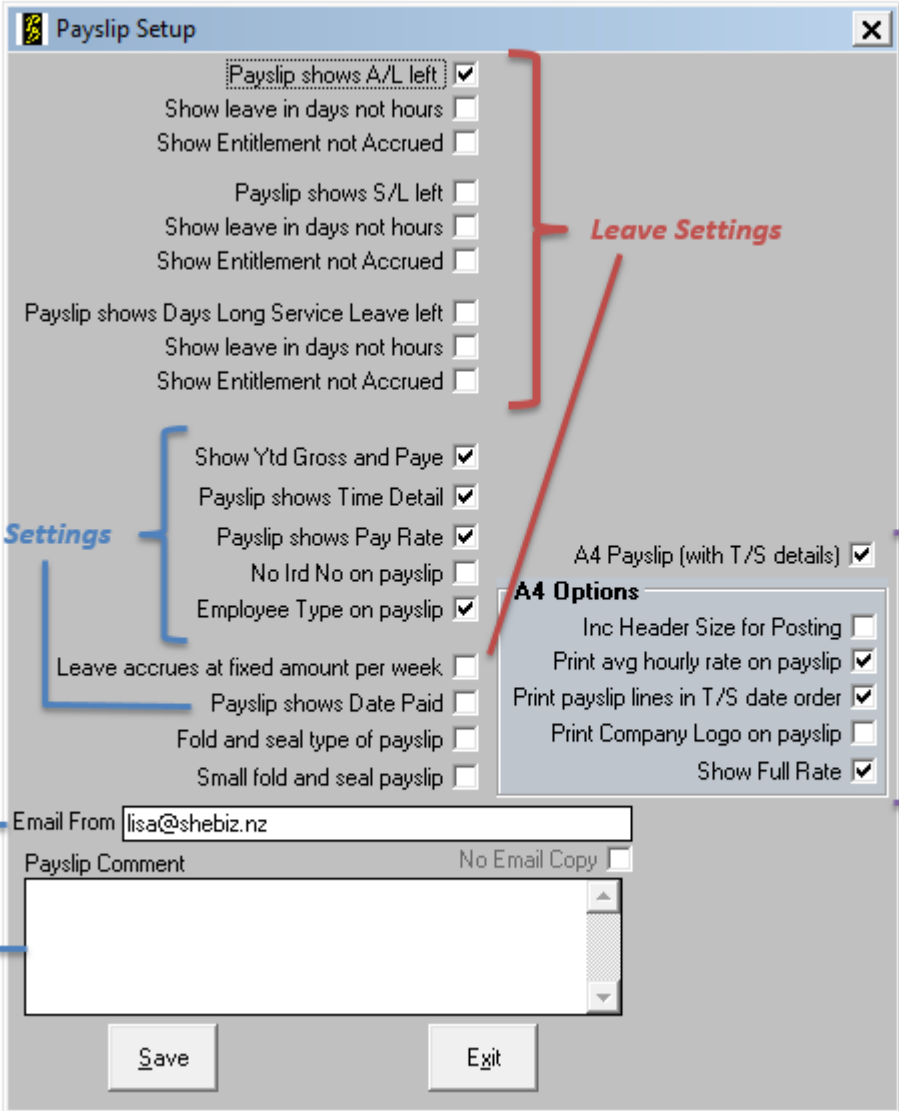
User Setup

PayBiz main menu > File > Users > Add

- Enter a unique **userid**, **priority**, and other relevant details as required.

PaySlip Setup

PayBiz main menu > Payroll > Payslip Setup



The screenshot shows the 'Payslip Setup' window with various settings. Annotations are used to group settings into categories:

- General Settings** (blue bracket): Includes 'Show Ytd Gross and Paye', 'Payslip shows Time Detail', 'Payslip shows Pay Rate', 'No lrd No on payslip', 'Employee Type on payslip', 'Leave accrues at fixed amount per week', 'Payslip shows Date Paid', 'Fold and seal type of payslip', and 'Small fold and seal payslip'.
- Leave Settings** (red bracket): Includes 'Payslip shows A/L left', 'Show leave in days not hours', 'Show Entitlement not Accrued', 'Payslip shows S/L left', 'Show leave in days not hours', 'Show Entitlement not Accrued', 'Payslip shows Days Long Service Leave left', 'Show leave in days not hours', and 'Show Entitlement not Accrued'.
- A4 Options** (black bracket): Includes 'A4 Payslip (with T/S details)', 'Inc Header Size for Posting', 'Print avg hourly rate on payslip', 'Print payslip lines in T/S date order', 'Print Company Logo on payslip', and 'Show Full Rate'.
- Payslip Type & Format Settings** (purple bracket): This label points to the 'A4 Options' section.

At the bottom of the window, there is an 'Email From' field containing 'lisa@shebiz.nz', a 'Payslip Comment' text area, a 'No Email Copy' checkbox, and 'Save' and 'Exit' buttons.

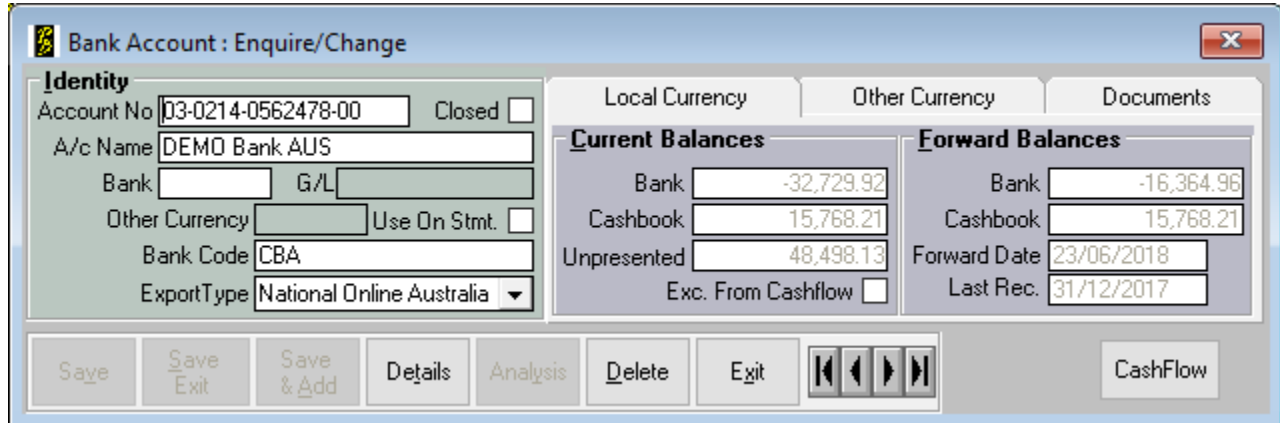
- Tick all the requirements you want to define your payslips
- **Save**

Note:

Refer to PayBiz documentation: **Payslip Setup** for full instructions

Bank Setup

PayBiz main menu > Banking > Bank Accounts > Add



Bank Account : Enquire/Change

Identity		Local Currency	Other Currency	Documents
Account No	03-0214-0562478-00	Current Balances Bank -32,729.92 Cashbook 15,768.21 Unpresented 48,498.13 Exc. From Cashflow <input type="checkbox"/>		Forward Balances Bank -16,364.96 Cashbook 15,768.21 Forward Date 23/06/2018 Last Rec. 31/12/2017
A/c Name	DEMO Bank AUS			
Bank	G/L			
Other Currency	Use On Stmt.			
Bank Code	CBA			
Export Type	National Online Australia			

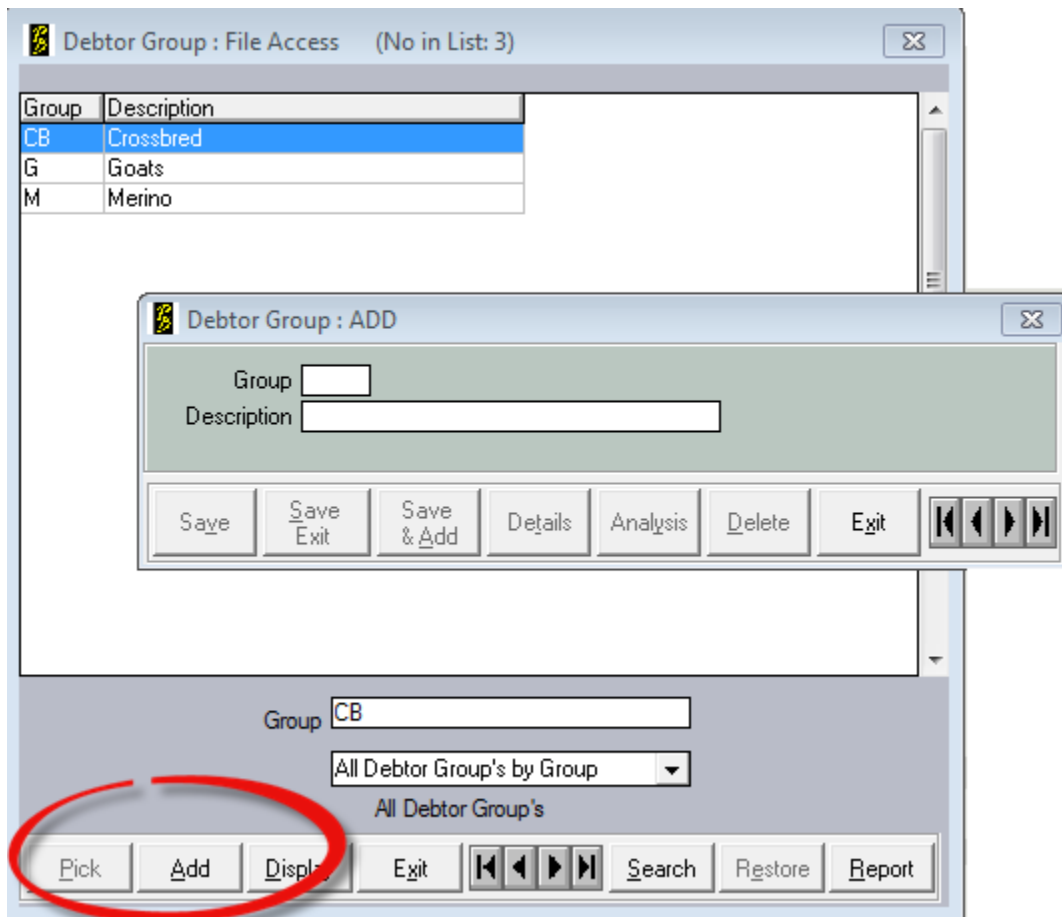
- Enter **Account No**
- Enter **A/c Name**
- Enter **Bank Code**
- Select **Export Type** if you use bank software to transfer pay files
- **Save**

Debtor Setup

Debtor Groups

Useful for grouping your clients into categories for reporting and costing purposes.

PayBiz main menu > Debtors > Debtor Groups > Add



Debtor Group : File Access (No in List: 3)

Group	Description
CB	Crossbred
G	Goats
M	Merino

Debtor Group : ADD

Group

Description

Save Save Exit Save & Add Details Analysis Delete Exit

Group

All Debtor Group's by Group

All Debtor Group's

Pick Add Display Exit Search Restore Report

- Enter a **Group** code and **Description** - for example, *CB - Crossbred*
- **Save & Add** to add more, **Save and Exit** to close page

Debtors

PayBiz main menu > Debtors > Debtors > Add

Debtor : Enquire/Change

Alpha Key **BROWF** Acct No 1329 Active ☒

Name Farmer Brown

Address Maroon Dr
Brownton
1234 VIC

Phone No 04412341234

Fax No

Mobile No 0224404440

ABN No 123123123 Exempt GST ☐

Email lisa@shebiz.nz, brown@shebiz.nz

Mail Merge Title Farmer Brown

Work Cover % **6.50** % ☒ Includes Super

Vairance Value 0.00 % ☐ Use \$

Mar-18 0.00

Apr-18 0.00

May-18 0.00

Jun-18 0.00

Outstanding 0.00

Receipt

Fwd Date 12/06/2018

Fwd Outstdg 0.00

Last Invoice 15/01/2018

Last Receipt Amt 5702.09

Last Receipt Date 12/06/2018

MTD Sales 0.00

YTD Sales 3001.59

HTD Sales 3001.59

Pay By Direct Credit No Interest ☐

Invoice Method Email Interest Rate 0.00

Statement Method Email Due days 0

Receipt Method No Receipt Credit Status O.K.

Direct Debit Details

Dont Direct Debit

Bank A/c No

Code

Reference

Particulars

General

Contacts

Documents

Debtor Groups

1 MER MERINO FARMER

2

3

4

Debtor has Custom Rates

Comments

Save

Save Exit

Save & Add

Details

Analysis

Delete

Exit

Options

- Create an alpha code unique to this Debtor
- Enter all Debtor personal details
- Save & Add to add another Debtor, Save & Exit to close the page
- Add Custom Rates via the **Details** button

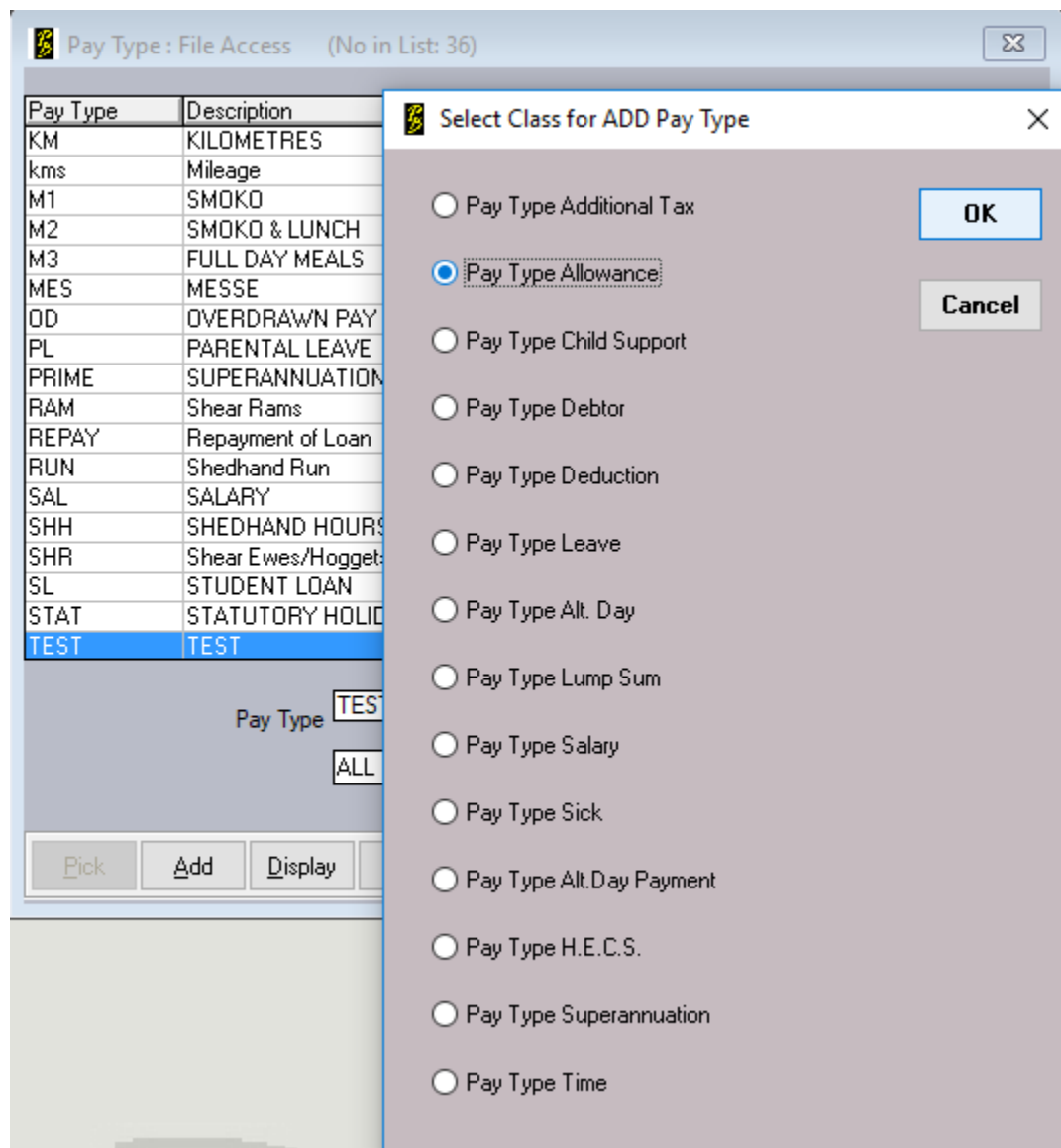
Note:

The areas highlighted indicate the minimum detail preferred

Pay Type Setup

Pay Types

PayBiz main menu > Payroll > Pay Types > Add



The screenshot shows the 'Pay Type : File Access (No in List: 36)' window. It contains a table with the following data:

Pay Type	Description
KM	KILOMETRES
kms	Mileage
M1	SMOKO
M2	SMOKO & LUNCH
M3	FULL DAY MEALS
MES	MESSE
OD	OVERDRAWN PAY
PL	PARENTAL LEAVE
PRIME	SUPERANNUATION
RAM	Shear Rams
REPAY	Repayment of Loan
RUN	Shedhand Run
SAL	SALARY
SHH	SHEDHAND HOURS
SHR	Shear Ewes/Hogget
SL	STUDENT LOAN
STAT	STATUTORY HOLIDAY
TEST	TEST

Below the table, there are input fields for 'Pay Type' (containing 'TEST') and 'ALL'. At the bottom are buttons for 'Pick', 'Add', and 'Display'.

Overlaid on the window is a 'Select Class for ADD Pay Type' dialog box. It contains a list of radio button options:

- ☐ Pay Type Additional Tax
- ☒ Pay Type Allowance
- ☐ Pay Type Child Support
- ☐ Pay Type Debtor
- ☐ Pay Type Deduction
- ☐ Pay Type Leave
- ☐ Pay Type Alt. Day
- ☐ Pay Type Lump Sum
- ☐ Pay Type Salary
- ☐ Pay Type Sick
- ☐ Pay Type Alt. Day Payment
- ☐ Pay Type H.E.C.S.
- ☐ Pay Type Superannuation
- ☐ Pay Type Time

The dialog box has 'OK' and 'Cancel' buttons.

- Select a pay type from the above list (the following example uses Pay Type Allowance)

Note:

*Refer to **PayBiz Pay Types** for full documentation on each above Pay Type*

- Click **OK**

Pay Type Allowance : Enquire/Change

Pay Type: Inactive: ☐

Description:

Rate Base Rate: Full Rate:

Calc G/L code:

Allowance Type:

Report As Gross: ☒ Taxable: ☒ WOTI: ☒ Don't report to ATO: ☐

Variance Applies: ☒ Print Consolidated: ☐

Include in Wage Costs Unit Calculation: ☐ Work Cover Applies: ☒

Invoice Text:

Inv G/L code:

Charge Rate: Invoice Order:

Non Tax Type:

Comment:

Buttons: Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit No Save

- Create an alpha code unique to each **Pay Type** and enter a **Description**, for example, *RUN - Shedhand Run*
- Enter all other details as above if applicable
- **Save & Add** to add another Paye Type Time, **Save & Exit** to close the page

Pay Type Allowance : Enquire/Change

Pay Type: Inactive: ☐

Description:

Rate Base Rate: Full Rate:

Calc G/L code:

Allowance Type:

Report As Gross: ☒ Taxable: ☒ WOTI: ☒ Don't report to ATO: ☐

Variance Applies: ☒ Print Consolidated: ☐

Include in Wage Costs Unit Calculation: ☒ Work Cover Applies: ☒

Invoice Text:

Inv G/L code:

Charge Rate: Invoice Order:

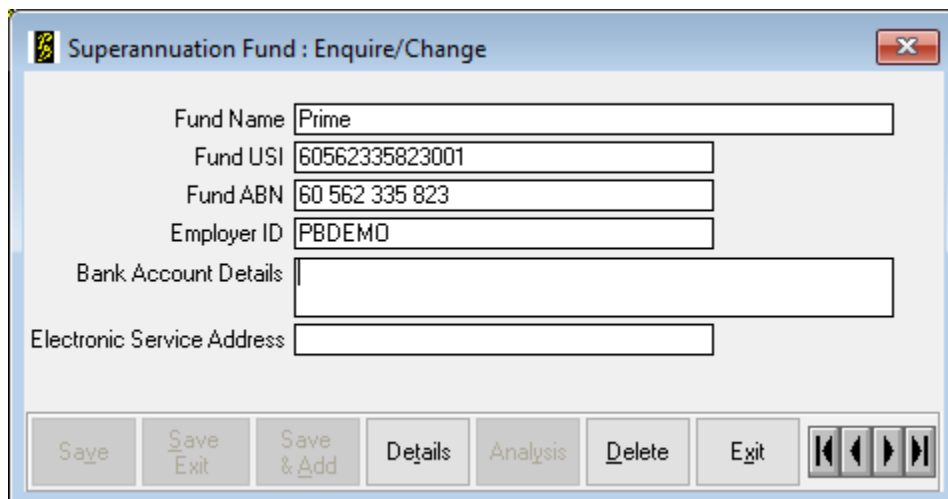
Non Tax Type:

Comment:

Buttons: Save, Save Exit, Exit & Add, Details, Analysis, Delete, Exit

Super Fund Setup

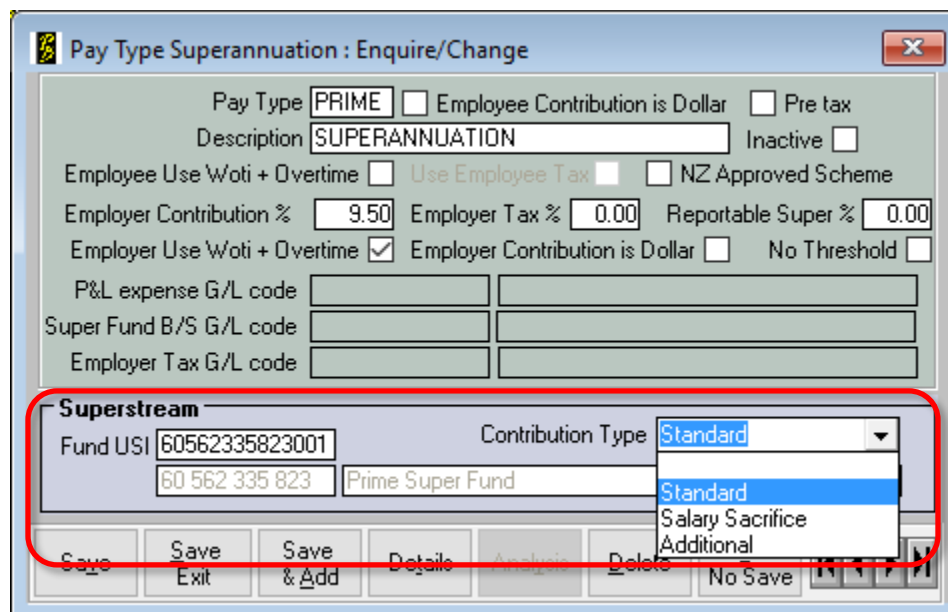
PayBiz main menu > Payroll > Super Fund Setup



Configure the Super Funds with the relevant details, provided by the fund, for the funds your employees use.

Create a Pay Type Superannuation for each fund, selecting the relevant Super Fund and Contribution Type:

PayBiz main menu > Payroll > Pay Types > Add > Pay Type Superannuation



Add the appropriate Super Pay Type to the Standing Lines for every employee.

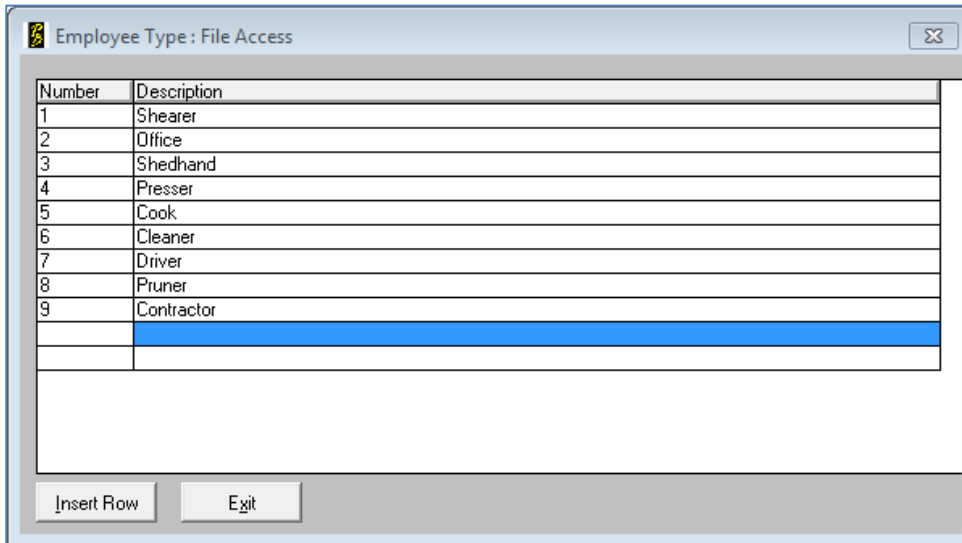
Note:

*Full details can be found in the Online Help in the **Australian Superannuation** document.*

Employee Setup

Employee Types

PayBiz main menu > Payroll > Employee Types



Number	Description
1	Shearer
2	Office
3	Shedhand
4	Presser
5	Cook
6	Cleaner
7	Driver
8	Pruner
9	Contractor

Insert Row Exit

- **Insert Rows** to add lines
- Enter an Employee Type, the number will increment automatically
- **Exit** to close the page

Employee

PayBiz main menu > Payroll > Employee > Add

Employee : Enquire/Change

Identity
Code Surname
First Names
Address

Staff Acct. Gender
Phone Hm.
Mobile
Email Work
☐ Email Payslip to Work address
Email Home
☒ Email Payslip to Home address
Next of Kin
Phone

Details
Tfn Number
Commenced Finished
Tax Code Withholding Rate %
Residency
A/L Allowed hrs Alt. Days days
S/L Allowed hrs Max S/L hrs

A/L (hrs)
S/L (hrs)

Entitlement
Last Payslip Nett

Years Srv. Age D.O.B.

YTD Analysis
Payg
HECS
E/Prem.
Gross

G/L Expenses
Wages
Payg
G/L Liabilities
UnPaid

Other Settings
Base Rate Variance
Value Use \$ value instead of % ☐
Custom % Lines

Pay Type Adds to every payslip
 % Gross

Debt Accounts

Date	Pay Type	Total	Per Pay	Balance	Bank Account	Reference	I..
2/02/2018	REPAY	950.00	50.00	750.00		Flights	N

Staff Training
Notes

Photo



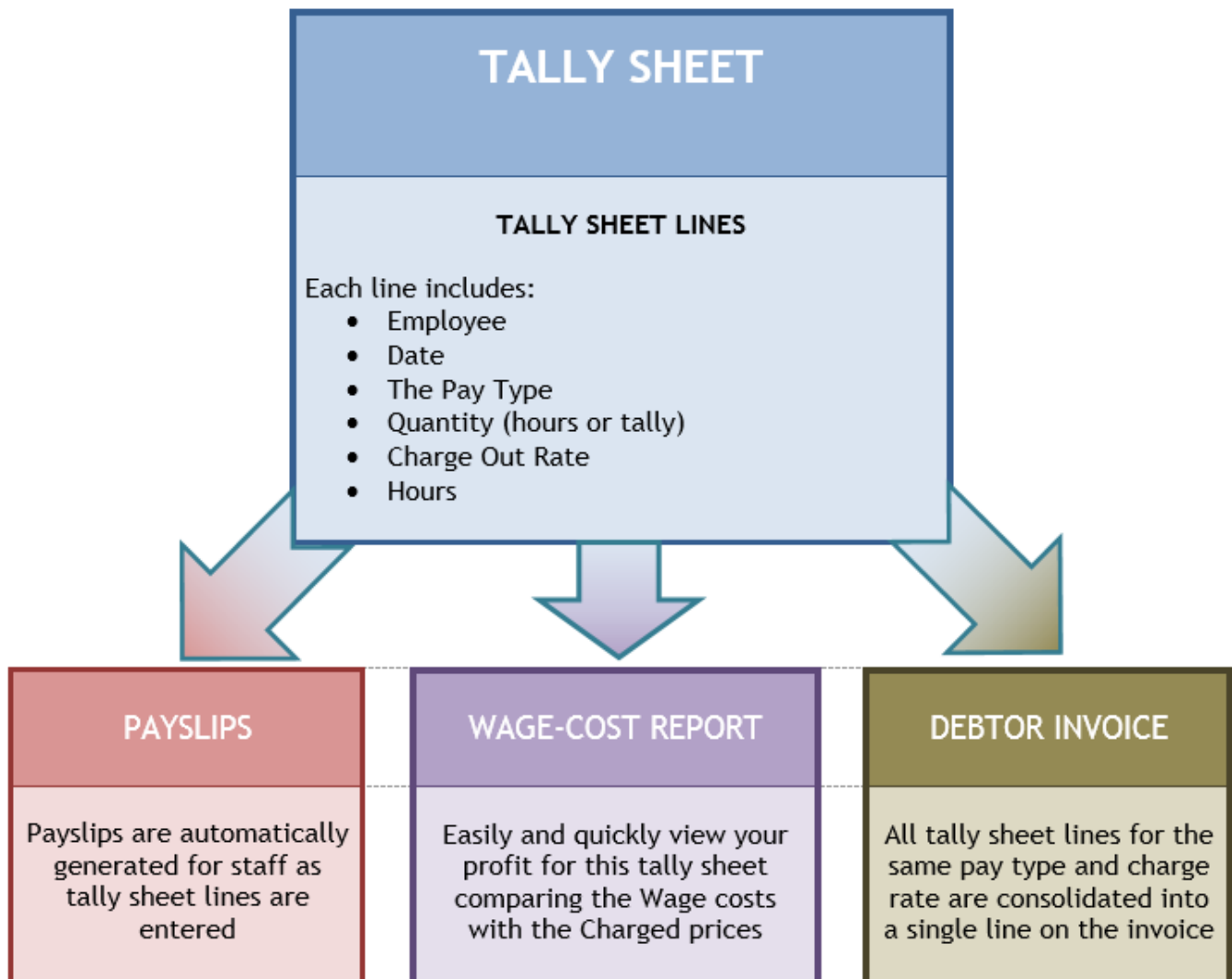
- Create an alpha code unique to each Employee
- Enter all personal details
- Click each tab in the sub header bar as shown below and complete all details as required

- Page 12 of 22

Tally Sheets

PayBiz main menu > Payroll > Tally Sheets > Add

Tally Sheets are the central entry point for all chargeable work to be entered.
From the Tally Sheet, payslips are created for staff and invoices are created for your customers.



Add Debtor

Tally Sheet : Enquire/Change

Client Work Cover %
 Date Job/Tally Sheet No Includes Super ☒
 Order No
 Payroll Date Default Hours
 Days the Default Hours represent

Financial

Charged
 Work Cover
 Wages
 Running Costs
 Cost %

Wage Costs
☐ Detailed ☒ Preview ☐ Export

Code	Pay Type	Base Rate	Rate	Base Total	Qty	Charge T...
BOSS	SHR	3.0196	3.1500	769.9980	255.00	803.2500

- Enter the Debtor **Client** code for the customer, Dble click or F8 for lookup.
- Enter the tally sheet **Date**
- The **Payroll Date** - pay period for staff. This defaults to the Tally Sheet date, change if necessary
- Enter the **Default Daily Hours** and **Days** if required (used to calculate average hourly rates)

Add Employee

- Click a blank line, or right click on an existing line, to open a new tally sheet line
- Enter the Employee **Staff** code, Dble click or F8 for lookup
- Enter the **Date** of work, pay type **Code**, **Qty/Hrs** and **Hours** worked
- **Save & Next** or **Next** to open a new tally sheet line

Job / Tally Sheet Line

Staff MUSCLE MANN Tally Sheet #'s

Ctrl+F Rpt last

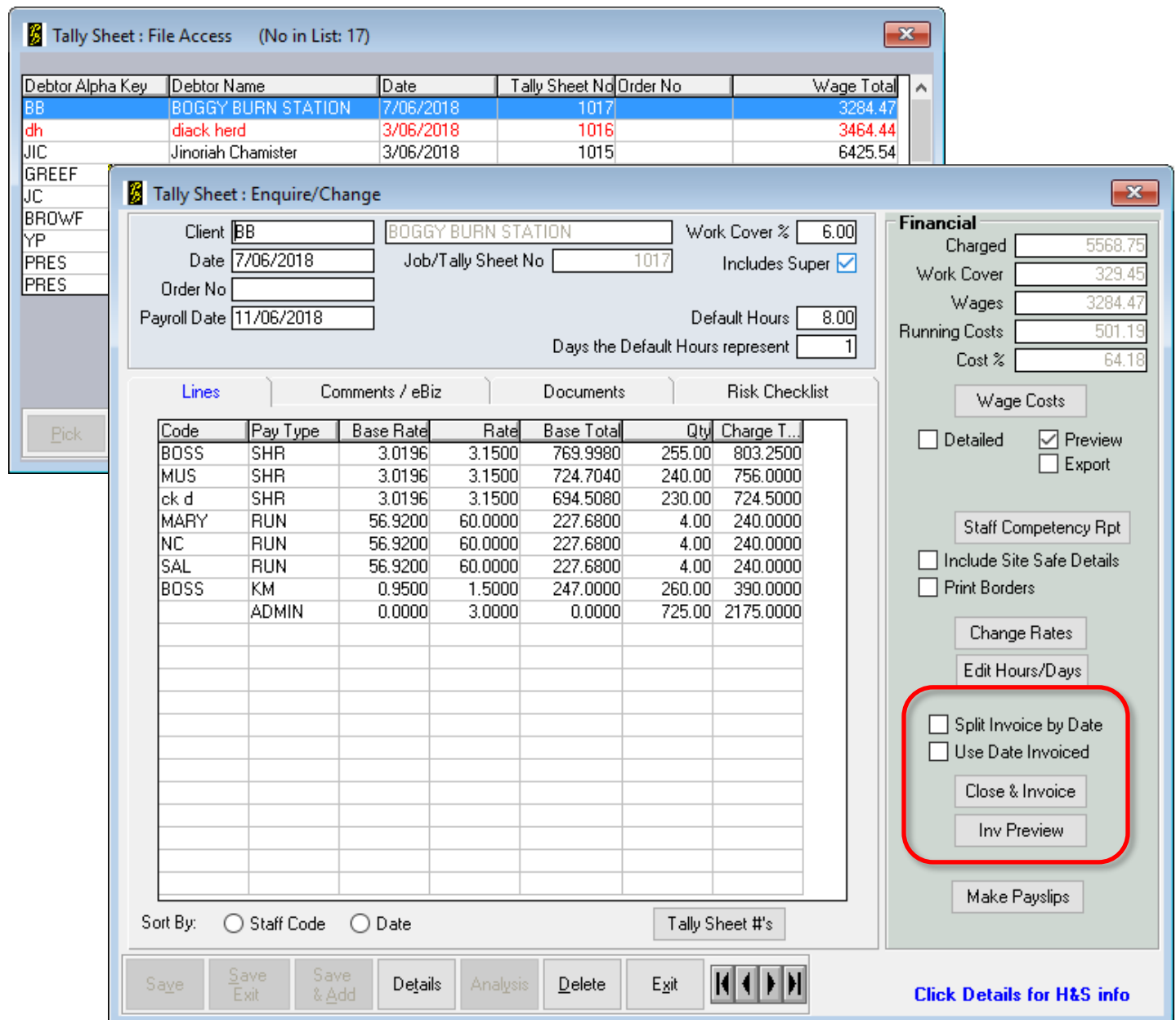
Date	Code	Description	Qty/Hrs	Staff Base Rate	Charge Rate	Hours	Days	Inv Order
7/06/2018	SHR	SHEARER	240.00	3.0196	3.1500	8.00	1	0
Inv Desc: Shear Ewes/Hoggets				724.7040	756.0000			

Code	Description	Base rate	Charge rate	Qty	Total base	Total charge	Client	Hours	Days
HOL	HOLIDAY PAY	1.0000	0.0000	72.47	72.47				
STAT	STATUTORY HOLIDAY PAY	1.0000	0.0000	28.99	28.99				
CS	Child Support			165.23	-165.23				
PRIME	SUPERANNUATION			0.00	0.00				
SHR	SHEARER	3.0196	3.1500	240.00	724.70	756.0000	BB	8.00	1

Invoice Tally Sheet

PayBiz main menu > Payroll > Tally Sheets

- Select the tally sheet, double click to open



Tally Sheet : File Access (No in List: 17)

Debtor Alpha Key	Debtor Name	Date	Tally Sheet No	Order No	Wage Total
BB	BOGGY BURN STATION	7/06/2018	1017		3284.47
dh	diack herd	3/06/2018	1016		3464.44
JIC	Jinorah Chamister	3/06/2018	1015		6425.54

Tally Sheet : Enquire/Change

Client: BOGGY BURN STATION Work Cover %:
 Date: Job/Tally Sheet No: Includes Super: ☒
 Order No: Default Hours:
 Payroll Date: Days the Default Hours represent:

Financial

Charged:
 Work Cover:
 Wages:
 Running Costs:
 Cost %:

Wage Costs

☐ Detailed ☒ Preview ☐ Export

Staff Competency Rpt

☐ Include Site Safe Details ☐ Print Borders

Buttons: Change Rates, Edit Hours/Days, **Close & Invoice** (highlighted), Inv Preview, Make Payslips

Lines | Comments / eBiz | Documents | Risk Checklist

Code	Pay Type	Base Rate	Rate	Base Total	Qty	Charge T...
BOSS	SHR	3.0196	3.1500	769.9980	255.00	803.2500
MUS	SHR	3.0196	3.1500	724.7040	240.00	756.0000
ck d	SHR	3.0196	3.1500	694.5080	230.00	724.5000
MARY	RUN	56.9200	60.0000	227.6800	4.00	240.0000
NC	RUN	56.9200	60.0000	227.6800	4.00	240.0000
SAL	RUN	56.9200	60.0000	227.6800	4.00	240.0000
BOSS	KM	0.9500	1.5000	247.0000	260.00	390.0000
	ADMIN	0.0000	3.0000	0.0000	725.00	2175.0000

Sort By: ☐ Staff Code ☐ Date Tally Sheet #'s

Buttons: Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit

[Click Details for H&S info](#)

- Set the invoice date options, the default is that the tally sheet date will be the invoice date
- Click the **Close & Invoice** button
- The invoice details are displayed as highlighted below

Debtor Invoice : Enquire/Change

Debtor Alpha BB 6958.58 Name BOGGY BURN STATION Tally Sheet BOGGEDOWN OUT BACK AUSTRALIA Order No. Due 7/06/2018		Invoice Date 7/06/2018 Inv. No 1017 Pen. Int % 15.00 Days 0 Split By Grs <input type="checkbox"/> Nett 6325.97 Exempt Gst <input type="checkbox"/> Gst 632.61 Gross 6958.58		Print Options
Non Stock		Notes / Logo		

Code	Description	Nett	Gst	
	Shear Ewes/Hoggets	2283.75	228.38	25
	Shedhand Run	720.00	72.00	7
	Admin	2175.00	217.50	23
	KILOMETRES	390.00	39.00	4
	Superannuation (9.5%)	272.86	27.29	3
	Payroll Tax (5%)	157.26	15.73	1
	Work Cover Levy	327.10	32.71	3

Notes:

- Super, Payroll Tax and Work Cover will be automatically calculated based on your company settings
- Use the **Print Options** to print, email or export this invoice
- Refer to PayBiz documentation: **Tally Sheets** for full instructions and further information about Tally Sheet functions.

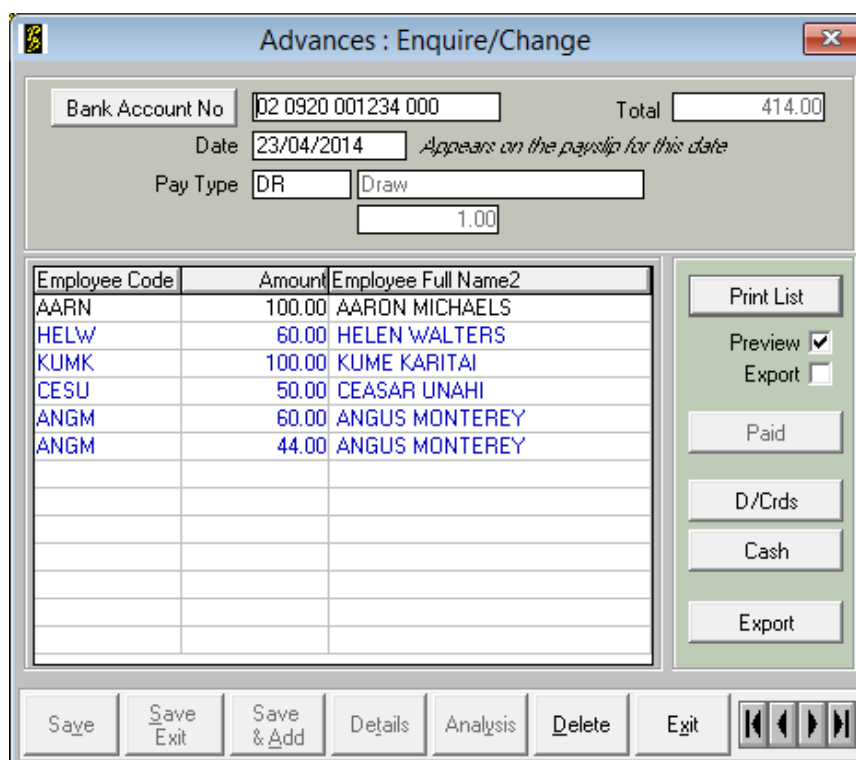
Advances

PayBiz main menu > Payroll > Advances

Use to enter payments made to employees before the end of the current pay period.

Once Pay is clicked:

- Advances are marked as Paid
- Advance lines are automatically added to the payslips
- Bank transactions are automatically created in the cashbook
- You can print the list of payments for your records
- You can generate a bank export file for import into your bank software



Advances : Enquire/Change

Bank Account No: 02 0920 001234 000 Total: 414.00

Date: 23/04/2014 *Appears on the payslip for this date*

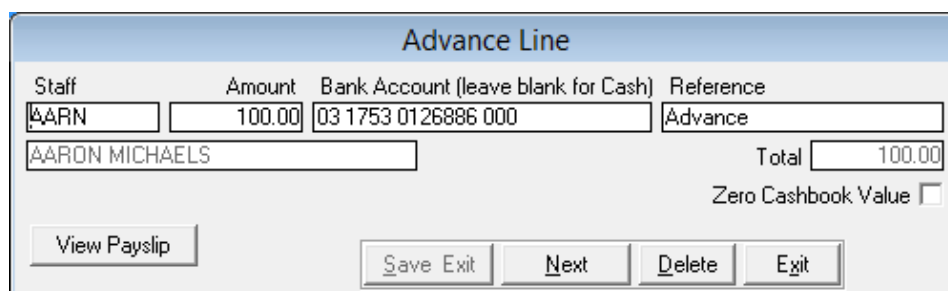
Pay Type: DR Draw 1.00

Employee Code	Amount	Employee Full Name2
AARN	100.00	AARON MICHAELS
HELW	60.00	HELEN WALTERS
KUMK	100.00	KUME KARITAI
CESU	50.00	CEASAR UNAHI
ANGM	60.00	ANGUS MONTEREY
ANGM	44.00	ANGUS MONTEREY

Buttons: Print List, Preview ☒, Export ☐, Paid, D/Crds, Cash, Export

Bottom Buttons: Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit

- Click on a line to view/enter/edit the details



Advance Line

Staff	Amount	Bank Account (leave blank for Cash)	Reference
AARN	100.00	03 1753 0126886 000	Advance
AARON MICHAELS			Total: 100.00

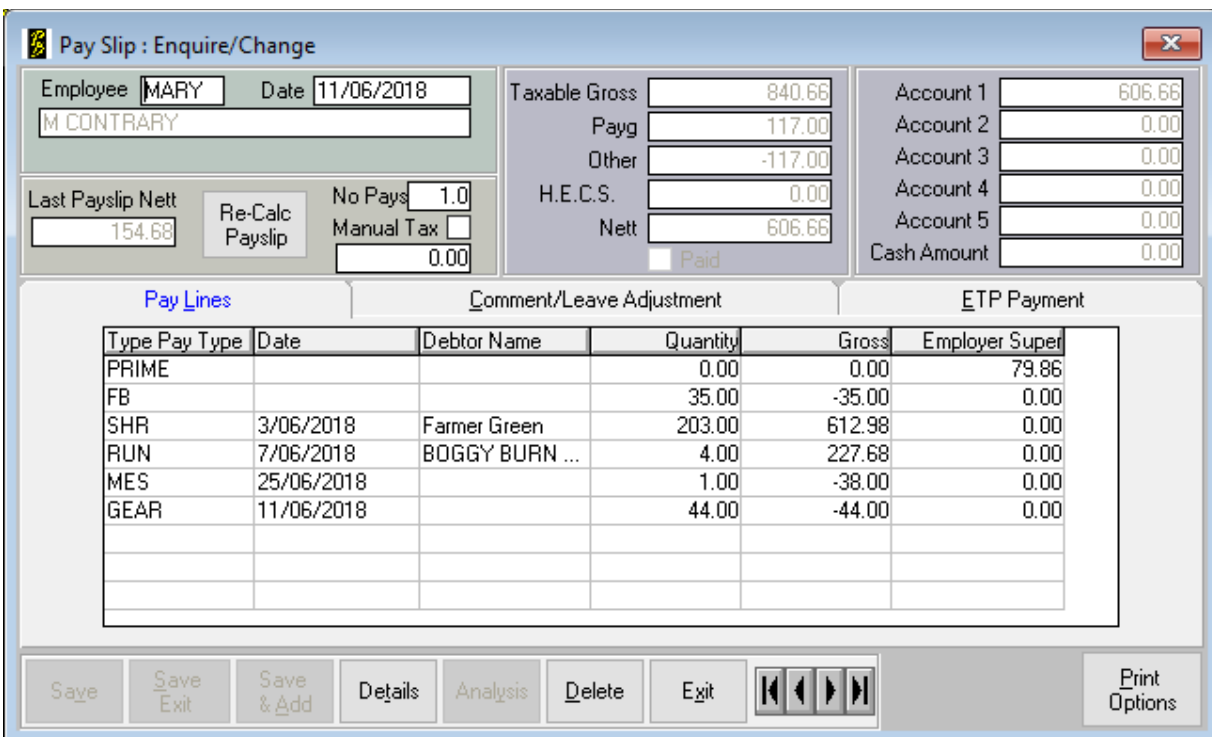
Zero Cashbook Value ☐

Buttons: View Payslip, Save Exit, Next, Delete, Exit

Payslips

PayBiz main menu > Payroll > Payslips

The Payslip screen is where you can manually **Add** new payslips, **Edit** existing payslips for non-tally sheet entries such as Deductions or Comments, or **View** and **Reprint** paid payslips.



Pay Slip : Enquire/Change

Employee: Date:

Last Payslip Nett: Re-Calc Payslip: ☐ No Pays: Manual Tax: ☐

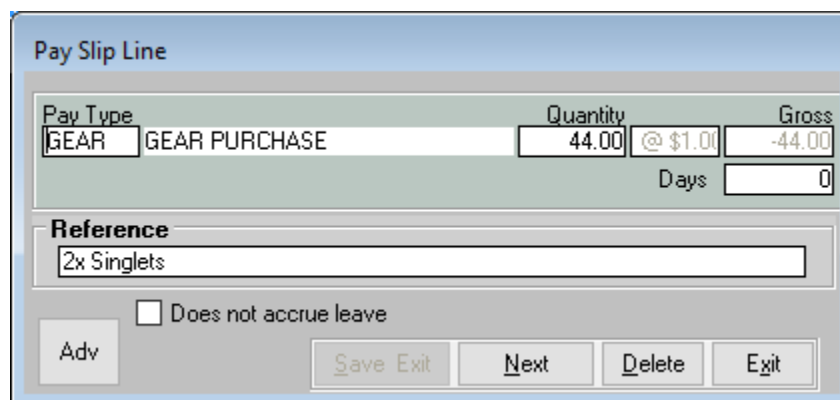
Taxable Gross: Payg: Other: H.E.C.S.: Nett: ☐ Paid

Account 1: Account 2: Account 3: Account 4: Account 5: Cash Amount:

Type	Pay Type	Date	Debtor Name	Quantity	Gross	Employer Super
PRIME				0.00	0.00	79.86
FB				35.00	-35.00	0.00
SHR		3/06/2018	Farmer Green	203.00	612.98	0.00
RUN		7/06/2018	BOGGY BURN ...	4.00	227.68	0.00
MES		25/06/2018		1.00	-38.00	0.00
GEAR		11/06/2018		44.00	-44.00	0.00

Buttons: Save, Save Exit, Save & Add, Details, Analysis, Delete, Exit, Print Options

- Additional columns can be added to the line table by right clicking on the grey column header and choosing **Insert Column**. This means you can customise the details to your preferences.
- To add new lines right click on an existing line or left click on a blank line.
- Left click on an existing line to view or edit the details.



Pay Slip Line

Pay Type: Quantity: Gross:
 @ \$1.00 Days:

Reference:

☐ Does not accrue leave

Buttons: Adv, Save Exit, Next, Delete, Exit

- Comments can be added by clicking on the **Comment/Leave Adjustment** tab.

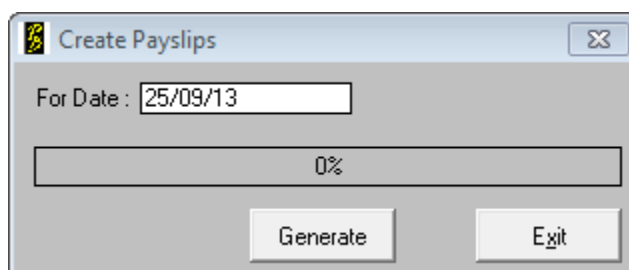
Salary Staff - Generate Payslips

PayBiz main menu > Payroll > Generate Payslip

Generate Payslips

Use To:

- Auto generate wages or salary payslips
Staff on Salary most likely do not have their payslip created via a tally sheet. Therefore this function allows you to automatically generate the payslips for these staff.



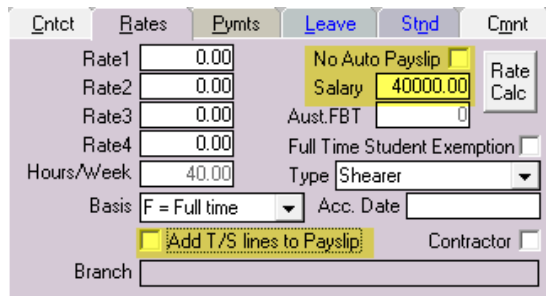
The 'Create Payslips' dialog box has a title bar with a close button. It contains a 'For Date' field with the value '25/09/13'. Below this is a progress bar showing '0%'. At the bottom are two buttons: 'Generate' and 'Exit'.

- Enter the **For Date** within the pay period
- Click **Generate** - payslips will be generated
- Payment will show in Banking Transactions when **Pay Wages** is clicked

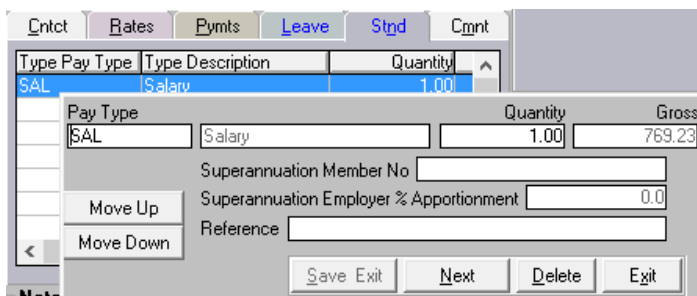
Setting up Staff for Salary

PayBiz main menu > Payroll > Employees

- Rates tab:
 - Remove the tick from **No Auto Payslip**.
 - Enter the annual salary amount into the **Salary** field.
 - Remove the tick from **Add T/S lines to Payslip** unless you want staff to be paid Salary AND tally sheet work.
- Stnd tab:
 - Add a standing line for a Salary Pay Type



The 'Rates' tab of the 'Employees' form. It has fields for Rate1 (0.00), Rate2 (0.00), Rate3 (0.00), Rate4 (0.00), and Hours/Week (40.00). There are checkboxes for 'No Auto Payslip' (checked), 'Add T/S lines to Payslip' (checked), and 'Contractor'. A 'Salary' field contains '40000.00'. Other fields include 'Aust.FBT' (0), 'Full Time Student Exemption' (unchecked), 'Type' (Shearer), 'Basis' (F = Full time), 'Acc. Date', and 'Branch'.



The 'Stnd' tab of the 'Employees' form. It shows a table with columns 'Type Pay Type', 'Type Description', 'Quantity', and 'Gross'. The first row is 'SAL' (Salary) with a quantity of 1.00 and a gross of 769.23. Below the table are fields for 'Superannuation Member No', 'Superannuation Employer % Apportionment' (0.0), and 'Reference'. At the bottom are buttons for 'Move Up', 'Move Down', 'Save Exit', 'Next', 'Delete', and 'Exit'.

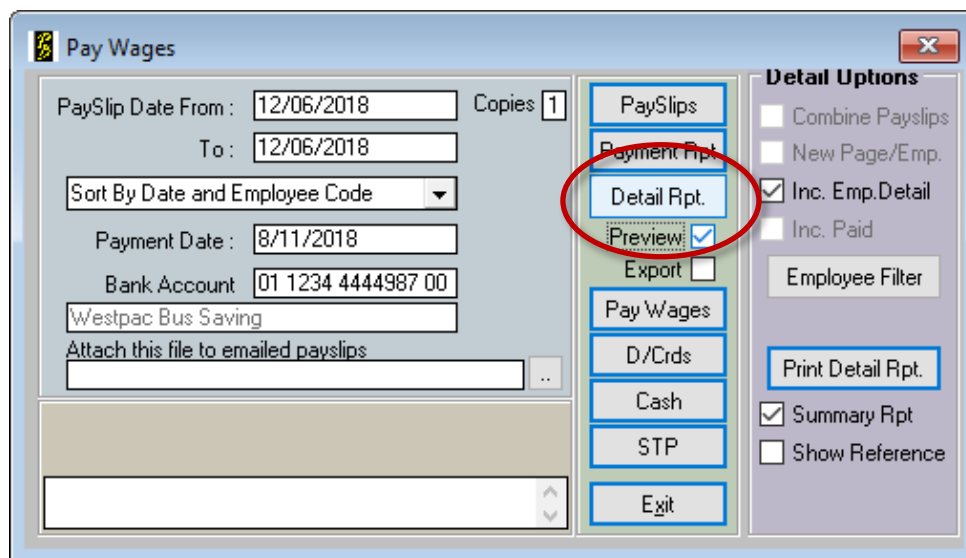
Paying Wages

PayBiz main menu > Payroll > Pay/Check Wages

Pay/Check Wages

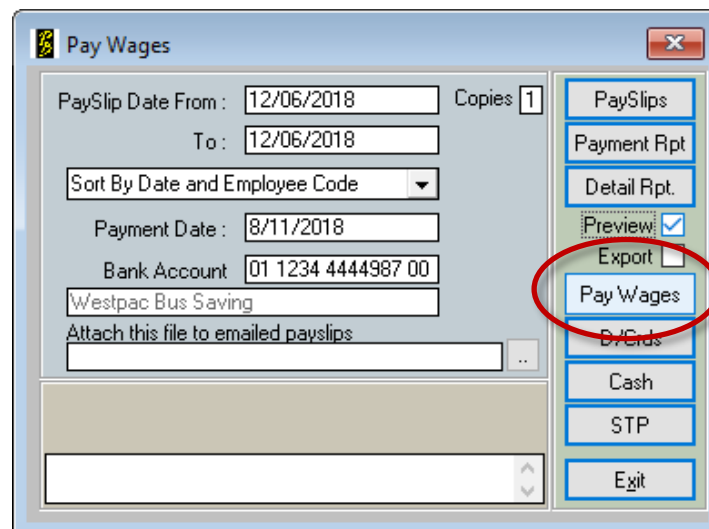
Use To:

- Preview/check the unpaid payslips
- Print the payslips
- Print the payrun reports - select **Detail Rpt** to open report options (shown below)



The screenshot shows the 'Pay Wages' window. On the left, there are input fields for 'PaySlip Date From' (12/06/2018), 'To' (12/06/2018), 'Sort By Date and Employee Code', 'Payment Date' (8/11/2018), 'Bank Account' (01 1234 4444987 00), and a text area for 'Westpac Bus Saving'. On the right, there is a vertical menu with buttons: 'PaySlips', 'Payment Rpt.', 'Detail Rpt.' (circled in red), 'Preview' (checked), 'Export', 'Pay Wages', 'D/Crds', 'Cash', 'STP', and 'Exit'. To the right of this menu is a 'Detail Options' section with checkboxes for 'Combine Payslips', 'New Page/Emp.', 'Inc. Emp.Detail' (checked), 'Inc. Paid', 'Employee Filter', 'Print Detail Rpt.', 'Summary Rpt' (checked), and 'Show Reference'.

- Pay Wages



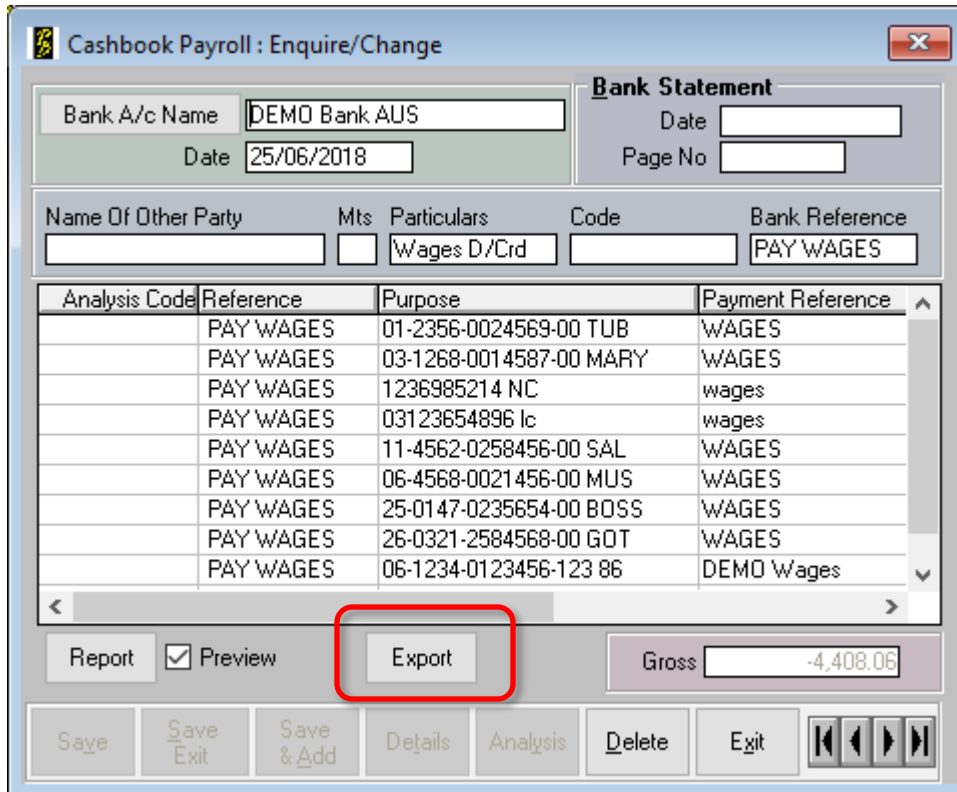
This screenshot is identical to the previous one, but the 'Pay Wages' button in the right-hand menu is circled in red instead of 'Detail Rpt.'.

- Enter the **To** and **From** payslip dates
- Select the functions required
- **Bank Account** must be entered to pay wages

Once wages are paid in the system, you can pay the wages through your normal practice, cheque, direct credit etc.

Export to the Bank

- Click D/Crds (from window above)
- **Banking Transactions** will open
- Select **Export** to create the bank file to upload
- Send file to bank using the bank software



Cashbook Payroll : Enquire/Change

Bank A/c Name: DEMO Bank AUS
Date: 25/06/2018

Bank Statement
Date:
Page No:

Name Of Other Party	Mts	Particulars	Code	Bank Reference
		Wages D/Crd		PAY WAGES

Analysis Code	Reference	Purpose	Payment Reference
	PAY WAGES	01-2356-0024569-00 TUB	WAGES
	PAY WAGES	03-1268-0014587-00 MARY	WAGES
	PAY WAGES	1236985214 NC	wages
	PAY WAGES	03123654896 lc	wages
	PAY WAGES	11-4562-0258456-00 SAL	WAGES
	PAY WAGES	06-4568-0021456-00 MUS	WAGES
	PAY WAGES	25-0147-0235654-00 BOSS	WAGES
	PAY WAGES	26-0321-2584568-00 GOT	WAGES
	PAY WAGES	06-1234-0123456-123 86	DEMO Wages

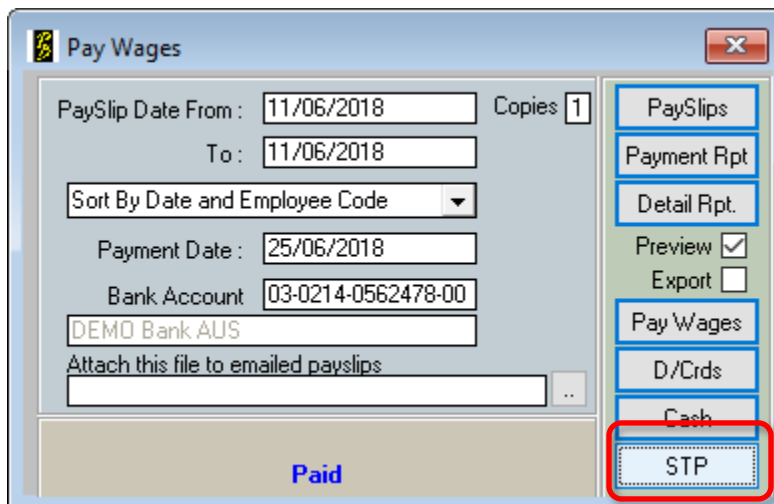
Report ☒ Preview **Export** Gross: -4,408.06

Save Save Exit Save & Add Details Analysis Delete Exit

Note:

- File export can be done at any time via: PayBiz main menu > Banking > Banking Transactions
Select the transaction and click display.

STP - Reporting to the ATO



Pay Wages

Pay Slip Date From : 11/06/2018 To : 11/06/2018 Copies 1

Sort By Date and Employee Code

Payment Date : 25/06/2018

Bank Account 03-0214-0562478-00

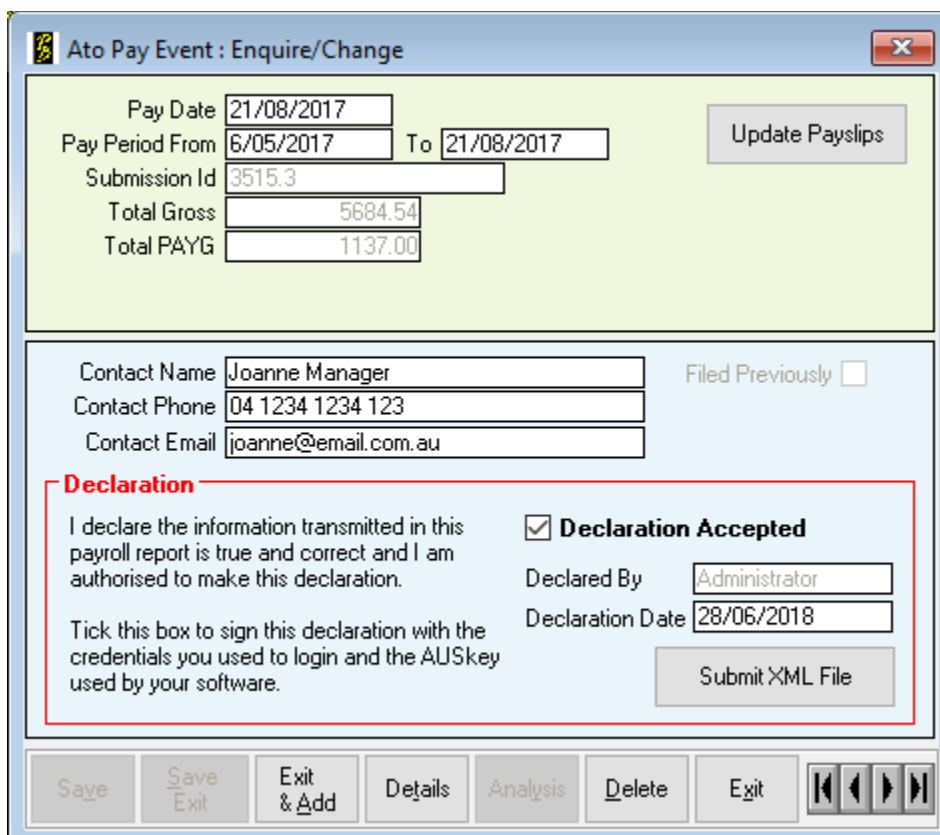
DEMO Bank AUS

Attach this file to emailed payslips

Buttons: PaySlips, Payment Rpt, Detail Rpt, Preview ☒, Export ☐, Pay Wages, D/Crds, Cash, **STP**

Paid

- Click **STP** to open the Auto Pay Event screen:



Ato Pay Event: Enquire/Change

Pay Date 21/08/2017

Pay Period From 6/05/2017 To 21/08/2017

Submission Id 3515.3

Total Gross 5684.54

Total PAYG 1137.00

Update Payslips

Contact Name Joanne Manager

Contact Phone 04 1234 1234 123

Contact Email joanne@email.com.au

Filed Previously ☐

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.

☒ **Declaration Accepted**

Declared By Administrator

Declaration Date 28/06/2018

Submit XML File

Buttons: Save, Save Exit, Exit & Add, Details, Analysis, Delete, Exit, Navigation icons

- Complete the STP filing details, click **Update Payslips** then **Generate XML File**
- The file will be sent via OZEDI: www.ozedi.com.au