

PayBiz – Training Docco

19/09/2023

Contents

Company Setup	2
Company Payroll Settings	3
User Setup	3
PaySlip Setup	4
Bank Setup	5
Debtor Setup.....	6
Debtor Groups	6
Debtors	7
Pay Type Setup	8
Pay Types	8
Super Fund Setup	10
Employee Setup	11
Employee Types.....	11
Employee	12
Tally Sheets	15
Advances	19
Payslips	20
Salary Staff - Generate Payslips	21
Paying Wages	23
Pay/Check Wages	23
Export to the Bank.....	24
STP - Reporting to the ATO.....	25
Payslips and Paying Wages Flow Chart	26

Company Setup

PayBiz main menu > File > Company > Company Details

https://www.shebiz.nz/pbhelp/docs/PB_CompanyDetails.pdf

Company Details

Identity
Registration
Dates
Other
Form
Xero
G/L Defaults
Constants
Printers
Financial
ATO Portal
Paybiz

Company Name
PayBiz AUS DEMO
Browse
Other Logos

Co. ABN No.
67094544519
Bar Code ID
0

Company Logo
Clear

Company URL

Remit To Address
P.O. Box 78
CROMWELL ACT 1234

☒ Put Company Details on Invoice
☒ Put Remit To Address on Invoice

Debtor Direct Credit Message
Direct Credit to: 03-0214-0562478-05

Set
☐ Colour
☐ Bold

Invoice Message
Thanks for your business...long may it last!

Set
☒ Use in email body

Romalpa Text

Set
☐

Print
Save
Exit

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

Company Payroll Settings

PayBiz main menu > File > Company > Company Details > Paybiz tab

Company Details
Identity
Registration
Dates
Other
Form
Xero
G/L Defaults
Constants
Printers
Financial
ATO Portal
Paybiz

Annual Holiday
0.00

Stat Holiday
0.00

Allowance Pay Type

Adjust all staff

Adjust all staff

Default Pay Period
Weekly

Default Paid Up To
0

Update All Staff

☐ Default Pay Leave as % of Gross on Employee

☒ Default Add T/S lines to Payslip set on Employee

☒ Default No Auto Payslip ticked on Employee

☒ Include all Staff lines on the Wage Costs report

☐ Payslip per Tally Sheet Date

☐ Include Super in Full Rate

Deduction pay type for OD Wages
OD

Tally Sheet Hours/Day
7.50

Running Costs %
0.00

Default Job/Tally Sheet Standing Charges

Add

Print
Save
Exit

- Configure the payroll defaults
- Create the default standing charges for Cost Plus jobs
- Save

User Setup

PayBiz main menu > File > Users > Add

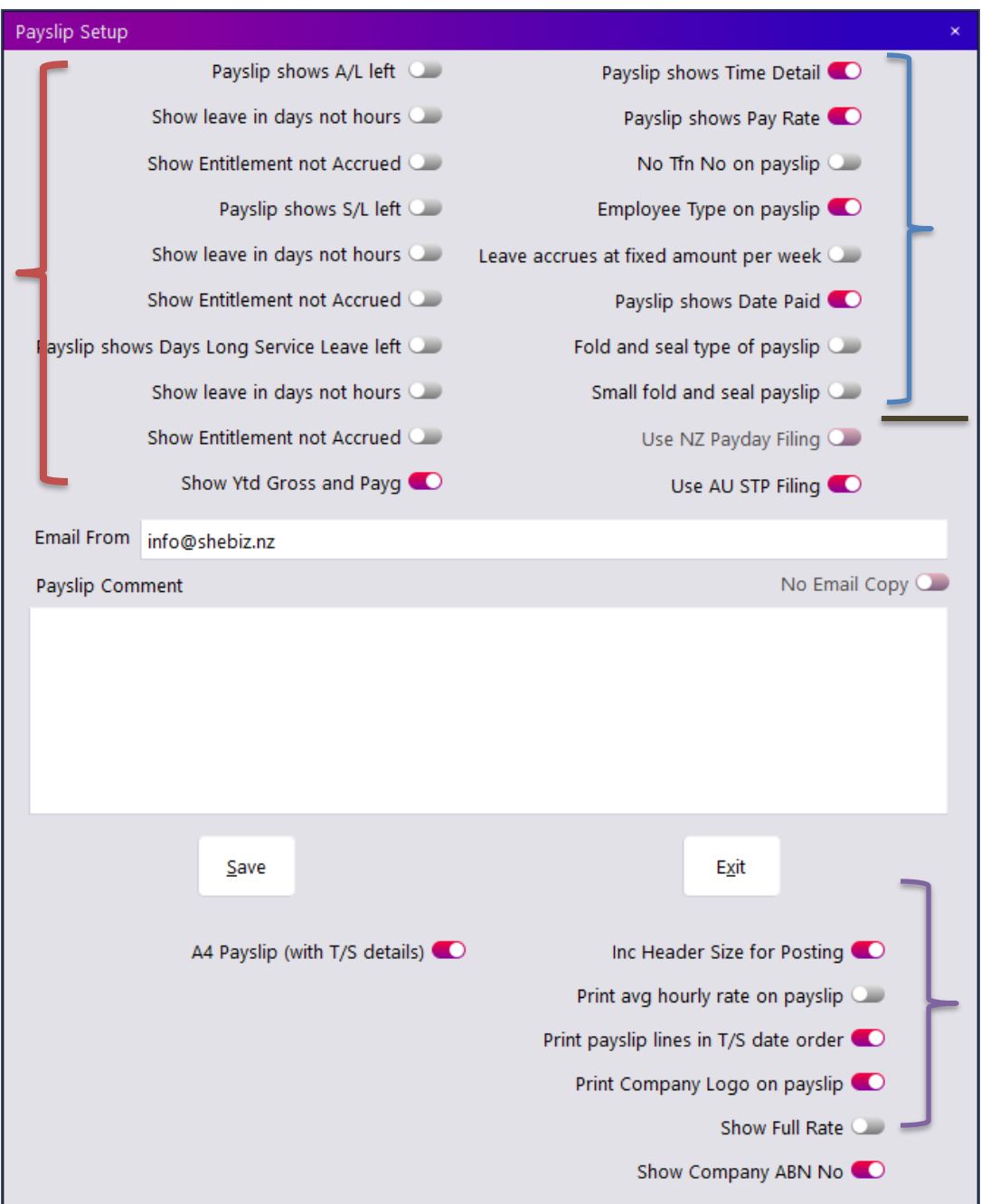
https://www.shebiz.nz/pbhelp/docs/PB_UserFile.pdf

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

PaySlip Setup

PayBiz main menu > Payroll > Payslip Setup

https://www.shebiz.nz/pbhelp/docs/PB_PayslipSetup.pdf



The screenshot shows the 'Payslip Setup' window with various toggle switches and text fields. Annotations are placed around the window to categorize the settings:

- Leave Settings:** Indicated by a red bracket on the left, it groups the first 10 toggle switches on the left side of the window.
- General Settings:** Indicated by a blue bracket on the right, it groups the first 10 toggle switches on the right side of the window.
- Single Touch Payroll:** Indicated by a blue bracket on the right, it groups the last 2 toggle switches on the right side of the window.
- Payslip Type & Format Settings:** Indicated by a purple bracket on the right, it groups the last 5 toggle switches at the bottom of the window.

The window contains the following settings:

- Left Column (Leave Settings):**
 - 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 ☐
 - Show Entitlement not Accrued ☐
 - Show Ytd Gross and Payg ☒
- Right Column (General Settings, Single Touch Payroll):**
 - Payslip shows Time Detail ☒
 - Payslip shows Pay Rate ☒
 - No Tfn No on payslip ☐
 - Employee Type on payslip ☒
 - Leave accrues at fixed amount per week ☐
 - Payslip shows Date Paid ☒
 - Fold and seal type of payslip ☐
 - Small fold and seal payslip ☐
 - Use NZ Payday Filing ☐
 - Use AU STP Filing ☒
- Bottom Section (Payslip Type & Format Settings):**
 - Email From:
 - Payslip Comment:
 - No Email Copy ☐
 - Save
 - Exit
 - 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 ☒
 - Show Full Rate ☐
 - Show Company ABN No ☒

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

Bank Setup

PayBiz main menu > Banking > Bank Accounts > Add

https://www.shebiz.nz/pbhelp/docs/PB_BankAccounts.pdf

Bank Account : Enquire/Change

Identity

Account No Closed ☐

A/c Name

Bank G/L

Other Currency Use On Stmt. ☐

Bank Code

ExportType

Default account for payments and receipts ☒

Local Currency

Other Currency

Documents

Current Balances

Forward Balances

Bank

16,681.30

-16,364.96

Cashbook

15,629.30

15,629.30

Unpresented

-1,052.00

Forward Date

3/02/2021

Exc. From Cashflow

☐

Last Rec.

31/12/2017

Save

Save & Exit

Save & Add

Details

Analysis

Delete

Exit

CashFlow

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

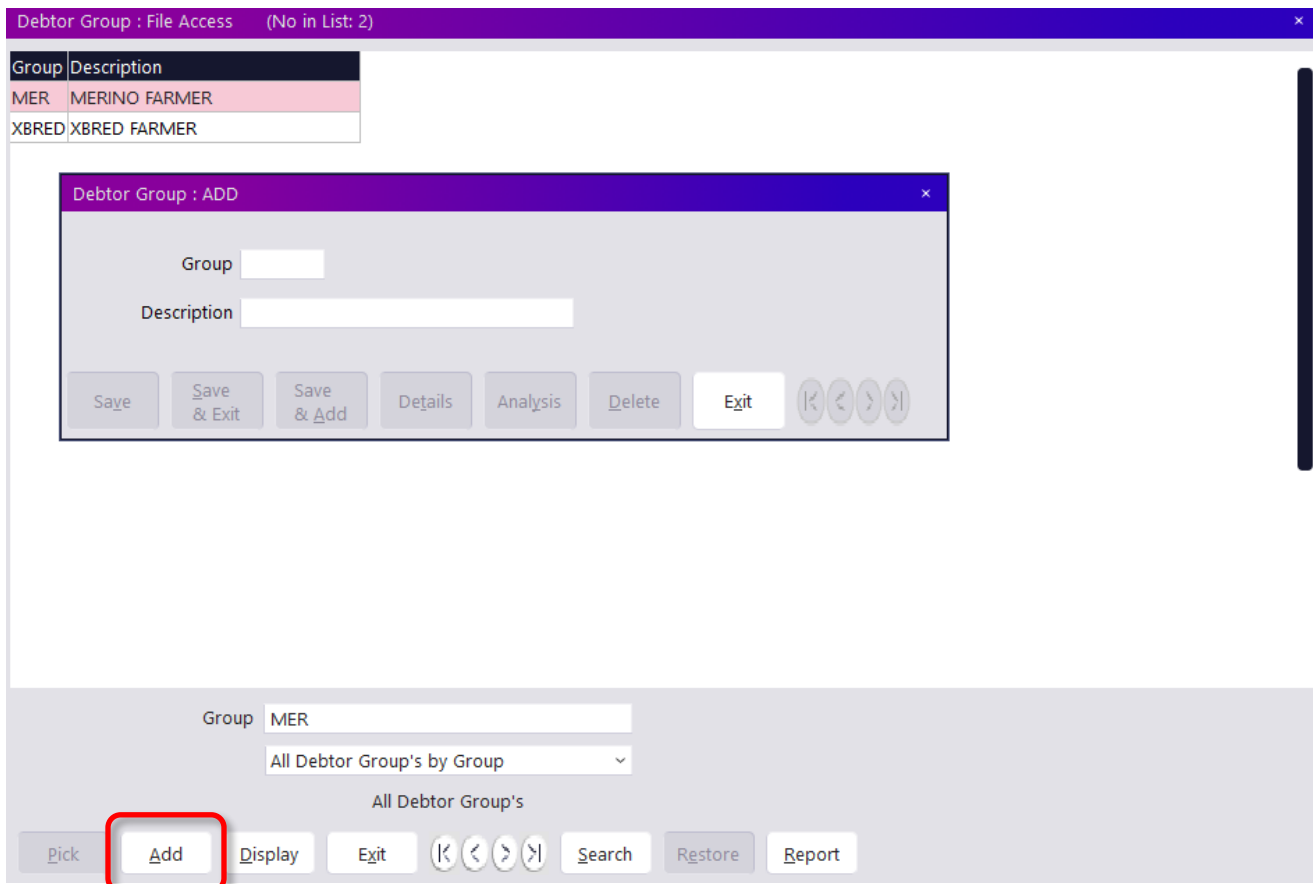
Debtor Setup

Debtor Groups

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

PayBiz main menu > Debtors > Debtor Groups > Add

https://www.shebiz.nz/pbhelp/docs/PB_DebtorGroups.pdf



Debtor Group : File Access (No in List: 2)

Group	Description
MER	MERINO FARMER
XBRED	XBRED FARMER

Debtor Group : ADD

Group

Description

Save Save & Exit Save & Add Details Analysis Delete Exit

Group MER

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

https://www.shebiz.nz/pbhelp/docs/PB_Debtors.pdf

Debtor : Enquire/Change

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

Name **Farmer Brown**

Contact Name: First **Jaymes** Last **Brown**

Mail Merge Title Jaymes

Address Marroon Dr
Brownton 1234 VIC

Phone No 04412341234

Fax No

Mobile No 0224404440

ABN No 123123123 Exempt GST ☐

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

Variance Value 0.00 % Use \$ ☐

Billing Details Financial Summary Direct Debit

Outstanding 3228.06 Receipt

Pay By Direct Credit

No Interest ☐

Interest Rate 0.00

Due days 0

Credit Status O.K.

Invoice Method Email

Statement Method Email

Receipt Method No Receipt

General Standing Charges Shed Contacts Documents Xero

Debtor Groups Comments

1 MER MERINO FARMER

2

3

4

Debtor has Custom Rates

Exclude from Planner ☐

Save Save & Exit Exit & Add Details Analysis Delete Exit Options

- Create an alpha code unique to this Debtor
- Enter all Debtor personal details
- Enable and add **Standing Charges** for Debtors charged on a Cost Plus basis
- 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

<https://www.shebiz.nz/pbhelp/paytypes.html>

Pay Type : File Access (No in List: 62)

Pay Type	Type	Description
PH	NonTaxable Allowance	Press Hire
PL	Taxable Allowance	PARENTAL LEAVE
PR	Time	Presser
PRIME	Super Fund Deduct	Superannuation
PRIMM	Super Fund Deduct	Additional Superannuation
PRISS\$	Super Fund Deduct	Salary Sacrifice \$
RAM	Taxable Allowance	Shear Rams
REPAY	Taxable Deduction	Repayment of Loan
RESSUP	Super Fund Deduct	Rest Superannuation
RUN	Taxable Allowance	Shedhand Run
SAL	Salary	SALARY
SHH	Time	SHEDHAND HOURS
SL	S/Loan	STUDENT LOAN
SS	NonTaxable Deduction	Salary Sacrifice for Car Loan
STAT	Taxable Allowance	STATUTORY HOLIDAY PAY
SUPD	Super Fund Deduct	Superannuation Dollar
SUPEC	Super Fund Deduct	Super Sal Sacrifice
SUPSS	Super Fund Deduct	Super Sal Sacrifice
TEST	Taxable Allowance	TEST

Pay Type:
 ACTIVE Pay Types by Type
 All Pay Types

Select Class for ADD Pay Type

☐ 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

- 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 Calculator

Base Rate Full Rate

G/L code

Allowance Type

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

Non Tax Type

Variance Applies ☒ Print Consolidated ☐

Include in Unit Tally ☐ (per Head / Each) Work Cover Applies ☒

Invoice Text

Inv G/L code

Charge Rate Invoice Order

Comment

- 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 Calculator

Base Rate Full Rate

G/L code

Allowance Type

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

Non Tax Type

Variance Applies ☒ Print Consolidated ☐

Include in Unit Tally ☒ (per Head / Each) Work Cover Applies ☒

Invoice Text

Inv G/L code

Charge Rate Invoice Order

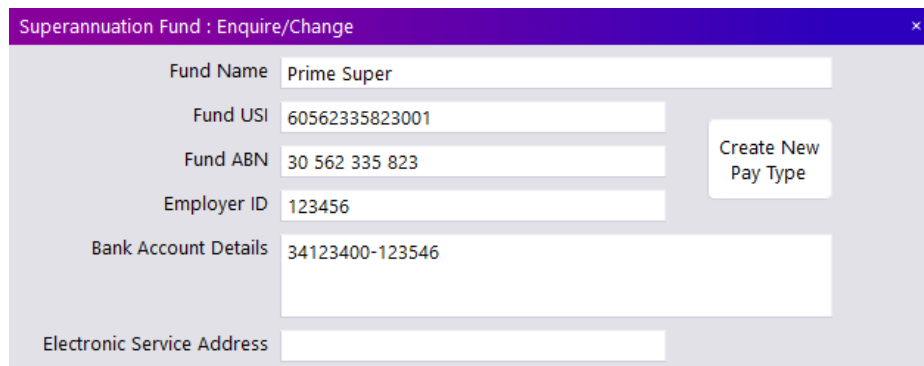
Comment

Save Save & Exit Save & Add Details Analysis Delete Exit

Super Fund Setup

PayBiz main menu > Payroll > Super Fund Setup

https://www.shebiz.nz/pbhelp/docs/PB_SuperannuationAUS.pdf



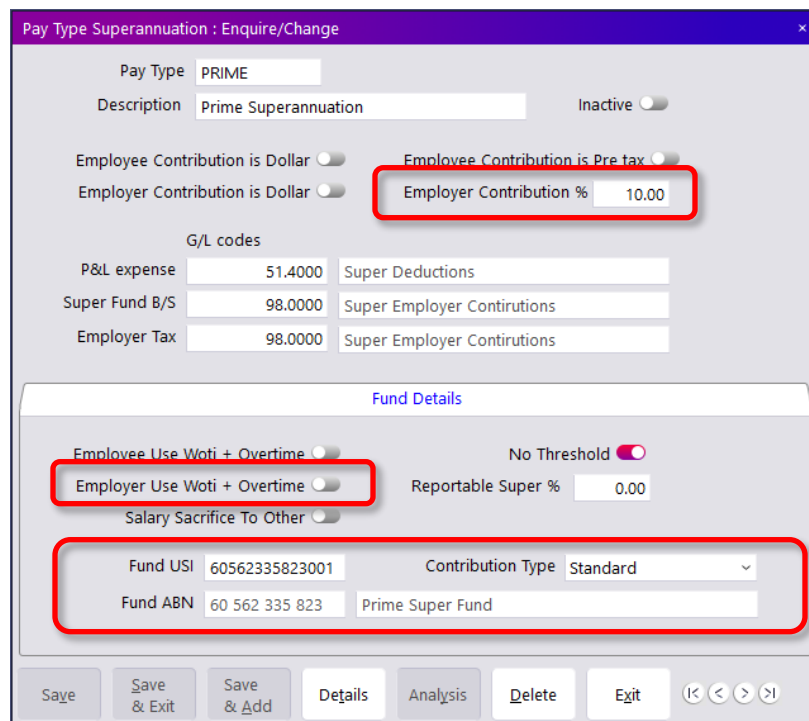
Configure the Super Funds with the relevant details, provided by the fund, for the funds your employees use.

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

Employer Use Woti + Overtime - do **NOT** set for Superannuation Guarantee (SG) pay types.

This allows the Overtime setting on Time pay types to be used for paid leave that does not attract SG.

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

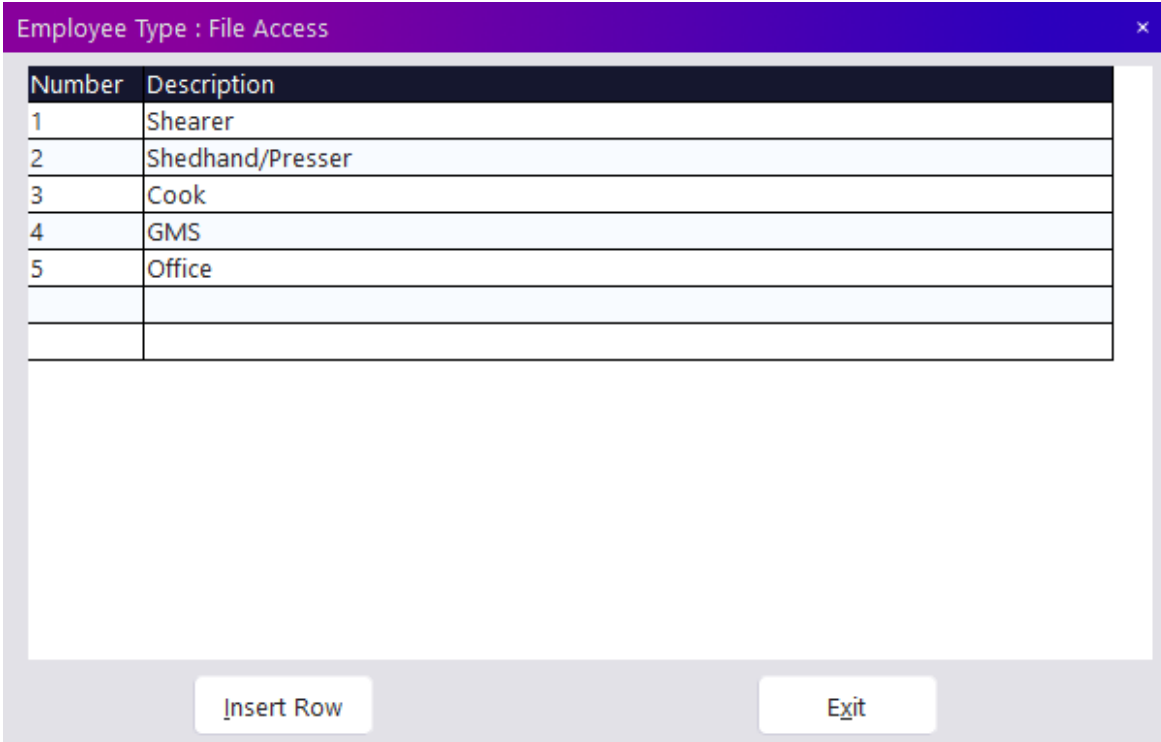


Add the appropriate Super Pay Type to the Standing Lines for every employee.

Employee Setup

Employee Types

PayBiz main menu > Payroll > Employee Types



Number	Description
1	Shearer
2	Shedhand/Presser
3	Cook
4	GMS
5	Office

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

https://www.shebiz.nz/pbhelp/docs/PB_Employees.pdf

Employee : Enquire/Change

Code
36
Surname
Smart
Protected

A/L Allowed
0.00 hrs
Alt. Days
0.00 days

First Names
Maxwell

S/L Allowed
0.00 hrs
Max S/L
0 hrs

TFN Number
123123126
Period
Weekly

Ent+Accrued
Entitlement

Commenced
1/02/2018
Finished

A/L (hrs)
0.000

Tax Code
WT
Withholding Rate
25.00 %

S/L (hrs)
0.000

Residency
Resident

Last Payslip

Staff Acct.
Gender
Male

Date
5/04/2020

D.O.B.
14/08/1992
Age
29
Years Srv.
3

Nett
1124.75

Type
Shearer
Team

Contact
Rates
Financial
Leave
Standing
Comment
Documents
STP
Training

Address
HQ
Sydney NSW 1023

Notes

Home Phone
Mobile

Email Work
Email Payslip to work address

Email Home
max@shebiz.nz
Email Payslip to home address

Next of Kin

Phone
Relationship
Other

Save
Save & Exit
Save & Add
Details
Analysis
Delete
Exit

- 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

Pay Type	Type Description	Quantity	Gross	Days
PRIME	Superannuation	0.00	0.00	0
Superannuation Member No		PRI1234567		
Superannuation Employer % Apportionment		100.0		
Reference				

Contact	Rates	Financial	Leave	Standing	Comment	Documents	STP	Training
<p>Tick this box if this employee has completed and signed their TFN declaration <input checked="" type="checkbox"/></p> <p>Date of declaration 1/06/2018</p> <p>Cessation Type Code Unspecified</p>								

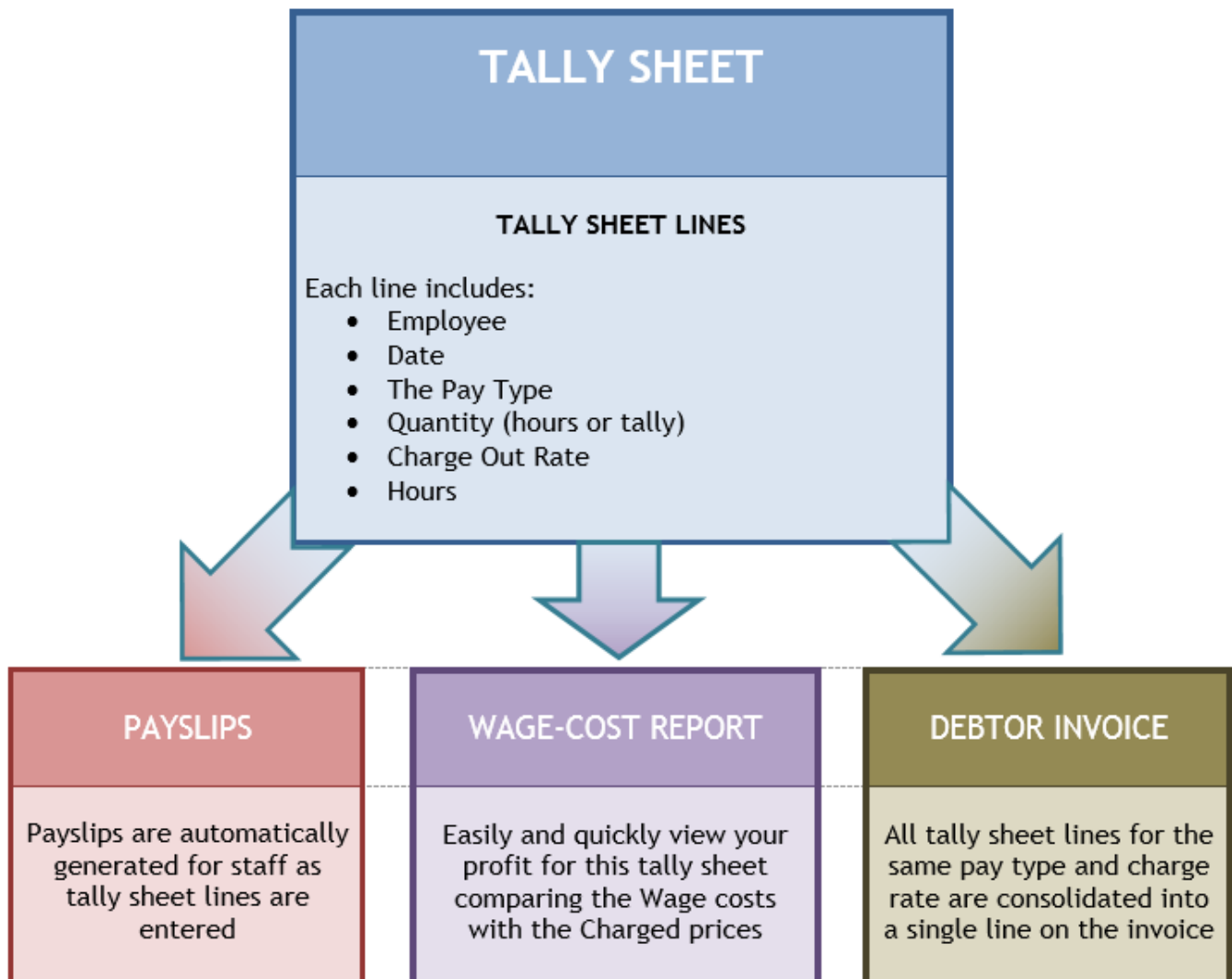
Notes:

- Refer to PayBiz documentation: **Employees** for full instructions on the above functions.
- The areas highlighted indicate the minimum detail preferred

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.



Processing Flow Chart: http://www.shebiz.nz/pbhelp/docs/PB_TallySheetFlowchart.pdf

Tally Sheets: https://www.shebiz.nz/pbhelp/docs/PB_TallySheets.pdf

Add Debtor

Tally Sheet : Enquire/Change

Job/Tally Sheet No	1024	Charged	1666.00
Client	BB Boggly Burn Station	Work Cover	268.14
Date In	14/09/2023	Date Out	14/09/2023 1
Order No	Scott Rd Shed	Default Hours	7.50
Payroll Date	14/09/2023	Days the Hours represent	1
		Wages	1849.26
		Running Costs	249.90
		Cost %	73.83

[Lines](#)
[Invoicing](#)
[Job / Comments](#)
[eBiz](#)

- Enter the Debtor **Client** code for the customer, Double click or F8 for lookup.
- Enter the tally sheet **Date**
- The **Payroll Date** - pay period for staff
This defaults to the Tally Sheet date, **only 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, double 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

Staff **DABO** Da Boss *Ctrl-R Rpt last* Tally Sheet #'s

Date	Code	Description	Qty/Hrs	Staff Base Rate	Charge Rate	Hours	Days	Inv Order
14/09/2023	FS	Flock Shear	200.00	3.1500	3.1500	7.50	1	0
Inv Desc: Flock Shear				630.0000	630.0000			

Date	Client	Code	Description	Qty	Base rate	Total base	Hours	Days
		CSN	Child Support	63	-63.00	0	0	
		OD	OVERDRAWN PAY	65	-65.00	0	0	
		SUPER	SUPERANNUATION	0	0.00	0	0	
14/09/2023	BB	FS	Flock Shear	200	3.1500	630.00	7.5	1

[Save / Refresh](#)
Double click table to open payslip screen
[Save & Exit](#)
[Next](#)
[Delete](#)
[Exit](#)

Invoice Tally Sheet

PayBiz main menu > Payroll > Tally Sheets

- Select the tally sheet, double click to open

Tally Sheet : Enquire/Change

Job/Tally Sheet No: 1024

Client: BB Boggy Burn Station

Date In: 14/09/2023 Date Out: 14/09/2023 1

Order No: Scott Rd Shed Default Hours: 7.50

Payroll Date: 14/09/2023 Days the Hours represent: 1

Charged: 1666.00

Work Cover: 268.14

Wages: 1849.26

Standing Costs: 249.90

☐ Cost Plus

Update Now: 73.83

Lines Invoicing Job / Comments eBiz

Standing Charges

Item Code	Invoice Text	Value	Payment Basis
PT	Payroll Tax	5.00	Percentage (%)
Sp	Supperannuation	0.00	Percentage (%)
WC	Work Cover	14.50	Percentage (%)
PH	Press Hire	150.00	Fixed \$
Admin	Admin Fee	0.75	\$ per Head / Unit

☐ Disable Standing Charges

Add Defaults

Charge Rates

Pay Type: FS - Flock Shear Charge Rate: 3.1500 Invoice Description: Flock Shear

Update

Cost Plus ☒ Update to Cost Plus

Invoice Comments

Invoice

Split Invoice by Date ☐

Close & Invoice

Inv Preview

Historical Auto-Work Cover

Work Cover %: 0.00

Includes Super ☐

Save Save & Exit Save & Add Details Analysis Delete Exit

Preview ☒ Export ☐

- Click the **Close & Invoice** button
- The invoice details are displayed as highlighted below

Page 18 of 26

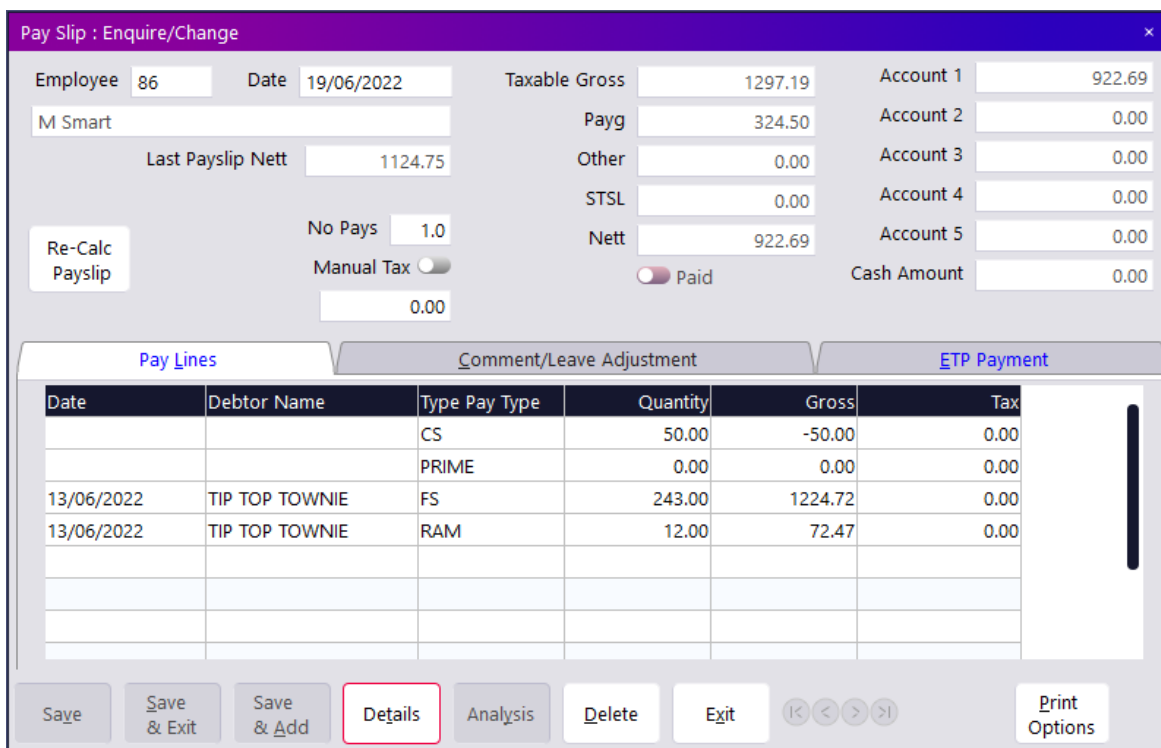
Payslips

PayBiz main menu > Payroll > Payslips

Processing Flow Chart: http://www.shebiz.nz/pbhelp/docs/PB_PayslipsFlowchart.pdf

Payslips: https://www.shebiz.nz/pbhelp/docs/PB_Payslips.pdf

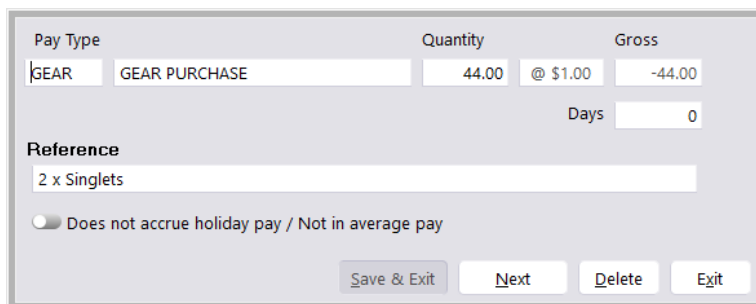
The Payslip screen is where you can manually **Add** new payslips, **Edit** existing payslips for non-tally sheet entries such as Deductions or Comments, or **View** and **Reprint** paid payslips.



The screenshot shows the 'Pay Slip : Enquire/Change' window. It contains fields for Employee (86), Date (19/06/2022), and Taxable Gross (1297.19). There are also fields for Payg (324.50), Other (0.00), STSL (0.00), and Nett (922.69). A 'Paid' checkbox is checked. On the right, there are fields for Account 1 (922.69), Account 2 (0.00), Account 3 (0.00), Account 4 (0.00), Account 5 (0.00), and Cash Amount (0.00). Below these are tabs for 'Pay Lines', 'Comment/Leave Adjustment', and 'ETP Payment'. The 'Pay Lines' tab is active, showing a table with columns: Date, Debtor Name, Type Pay Type, Quantity, Gross, and Tax. The table contains three rows of data. At the bottom, there are buttons for Save, Save & Exit, Save & Add, Details (highlighted with a red box), Analysis, Delete, Exit, and Print Options.

Date	Debtor Name	Type Pay Type	Quantity	Gross	Tax
		CS	50.00	-50.00	0.00
		PRIME	0.00	0.00	0.00
13/06/2022	TIP TOP TOWNIE	FS	243.00	1224.72	0.00
13/06/2022	TIP TOP TOWNIE	RAM	12.00	72.47	0.00

- 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.



The screenshot shows the 'Pay Type' details window. It contains fields for Pay Type (GEAR), Quantity (44.00), and Gross (@ \$1.00, -44.00). There is a 'Days' field set to 0. Below these are fields for Reference (2 x Singlets) and a checkbox for 'Does not accrue holiday pay / Not in average pay'. At the bottom, there are buttons for Save & Exit, Next, Delete, and Exit.

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

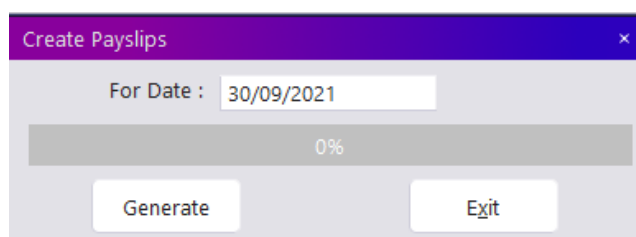
Salary Staff - Generate Payslips

PayBiz main menu > Payroll > Generate Payslip

Generate Payslips

https://www.shebiz.nz/pbhelp/docs/PB_GeneratePayslips.pdf

- 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.



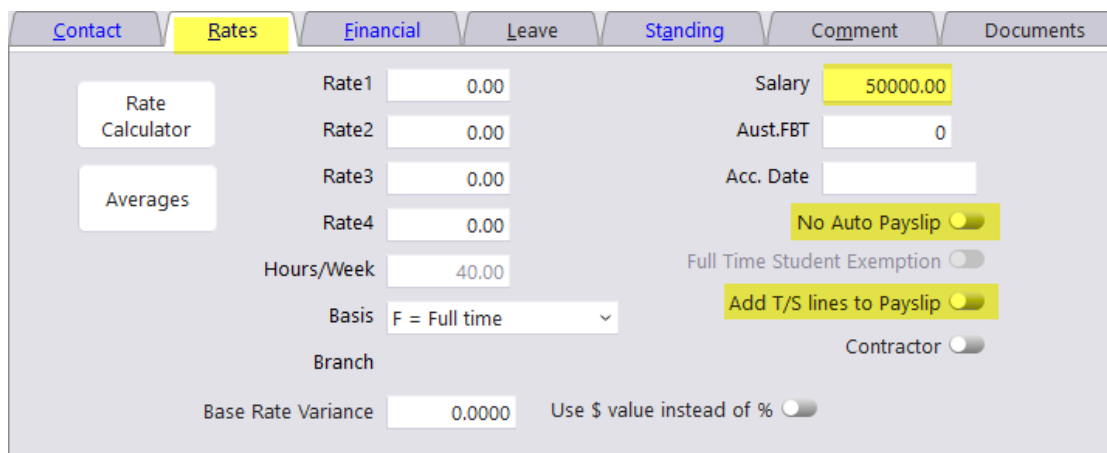
- Enter the **For Date** within the pay period
- Click **Generate** - payslips will be generated
- Payment will show in Banking Transactions when **Pay Wages** is clicked

Setting up Staff for Salary

PayBiz main menu > Payroll > Employees

https://www.shebiz.nz/pbhelp/docs/PB_Salary.pdf

- 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.
- Standing tab:
 - Add a standing line for a Salary Pay Type



ContactRatesFinancialLeaveStandingCommentDocument

Lines

Type	Pay Type	Type Description	Quantity
	PRIME	Superannuation	0.00
	SAL	SALARY	1.00

% Standing Lines

Pay Type

Allowance

Pay Type

Quantity

Gross

Days

SAL	SALARY	1.00	961.54	5
-----	--------	------	--------	---

Move Up

Move Down

Reference

Save & Exit

Next

Delete

Exit

Paying Wages

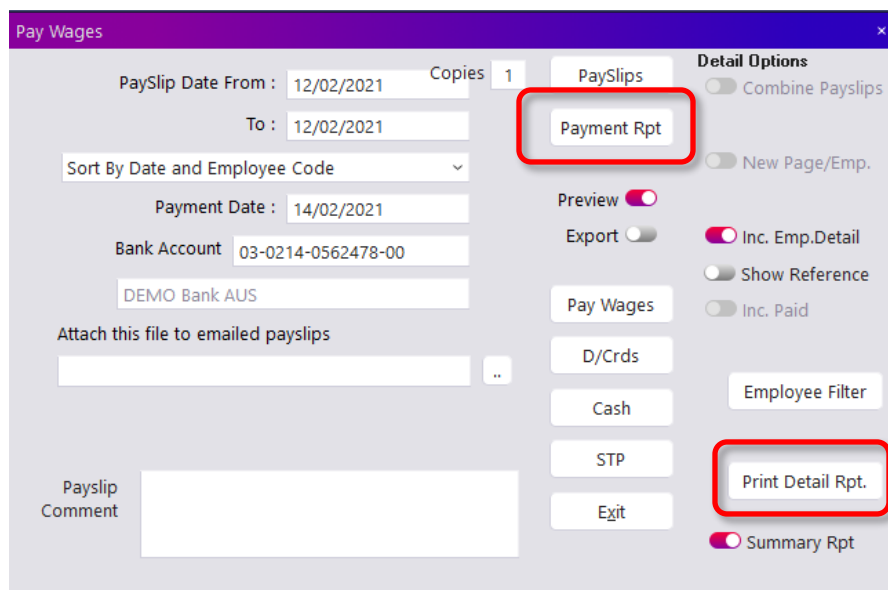
PayBiz main menu > Payroll > Pay/Check Wages

https://www.shebiz.nz/pbhelp/docs/PB_PayWages.pdf

Pay/Check Wages

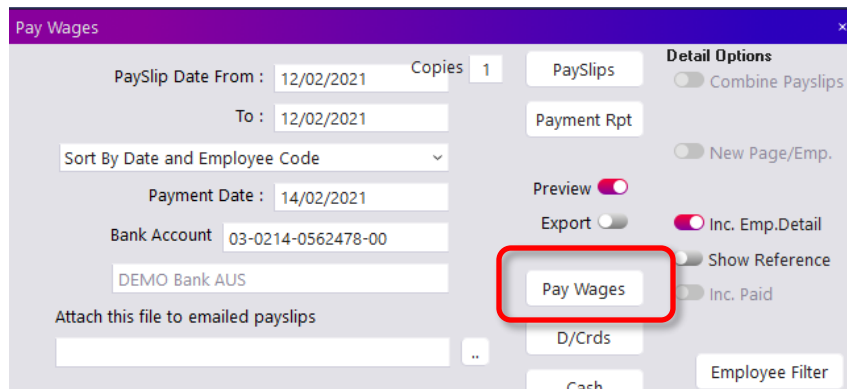
Use To:

- Preview/check the unpaid payslips
- Print the payslips
- Print the payrun reports - Payment Rpt and Detail Rpt



The screenshot shows the 'Pay Wages' window. On the left, there are input fields for 'PaySlip Date From' (12/02/2021), 'To' (12/02/2021), 'Sort By Date and Employee Code', 'Payment Date' (14/02/2021), 'Bank Account' (03-0214-0562478-00), and 'DEMO Bank AUS'. There is also a field for 'Attach this file to emailed payslips'. On the right, there are 'Detail Options' including 'Combine Payslips', 'New Page/Emp.', 'Inc. Emp.Detail', 'Show Reference', and 'Inc. Paid'. A 'Preview' toggle is checked. In the center, there are buttons for 'Payment Rpt' (highlighted in red), 'Pay Wages', 'D/Crds', 'Cash', 'STP', and 'Exit'. At the bottom right, there is a 'Print Detail Rpt.' button (highlighted in red) and a 'Summary Rpt' toggle which is also checked.

- Pay Wages



This screenshot is similar to the previous one, showing the 'Pay Wages' window. The 'Payment Rpt' button is no longer highlighted. Instead, the 'Pay Wages' button in the center is highlighted with a red box. The 'Summary Rpt' toggle is still checked.

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

Once wages are marked as paid in the system, you can pay the wages through your normal practice.

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: 14/02/2021

Bank Statement

Date:

Page No:

Name Of Other Party:

Mts:

Particulars: Wages D/Crd

Code:

Bank Reference: PAY WAGES

Code	Reference	Purpose	Gross
	PAY WAGES	123456 BLOJ	-146.20
	PAY WAGES	01-2356-0024569-00 TUB	-604.60
	PAY WAGES	12345-123456 JC2	-1214.14
	PAY WAGES	03-1268-0014587-00 MA...	-157.00
	PAY WAGES	1236985214 NC	-676.24
	PAY WAGES	123456 1234567890 DD	-199.45
	PAY WAGES	06-4568-0021456-00 MUS	-153.60
	PAY WAGES	26-0321-2584568-00 GOT	-563.52
	PAY WAGES	1245789636 HS	-144.00
	M MANN C...	012345 12345678 MUS	-38.40
	PAY WAGES	012345-12345678 GOT	-200.00
	G SHORN C...	012345 12345678 GOT	-110.00

Report:

Export:

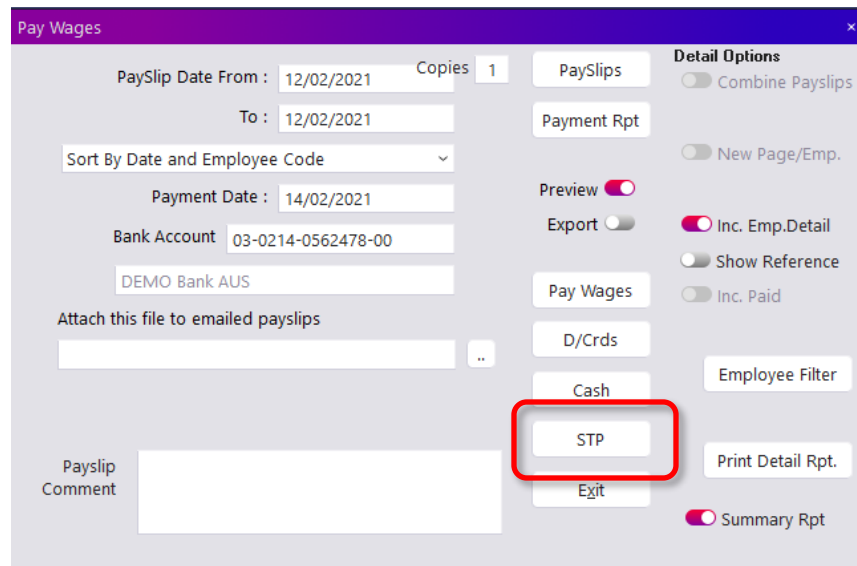
Preview Gross: -4,207.15

Save Save & Exit Save & Add Details Analysis Delete Exit

Note:

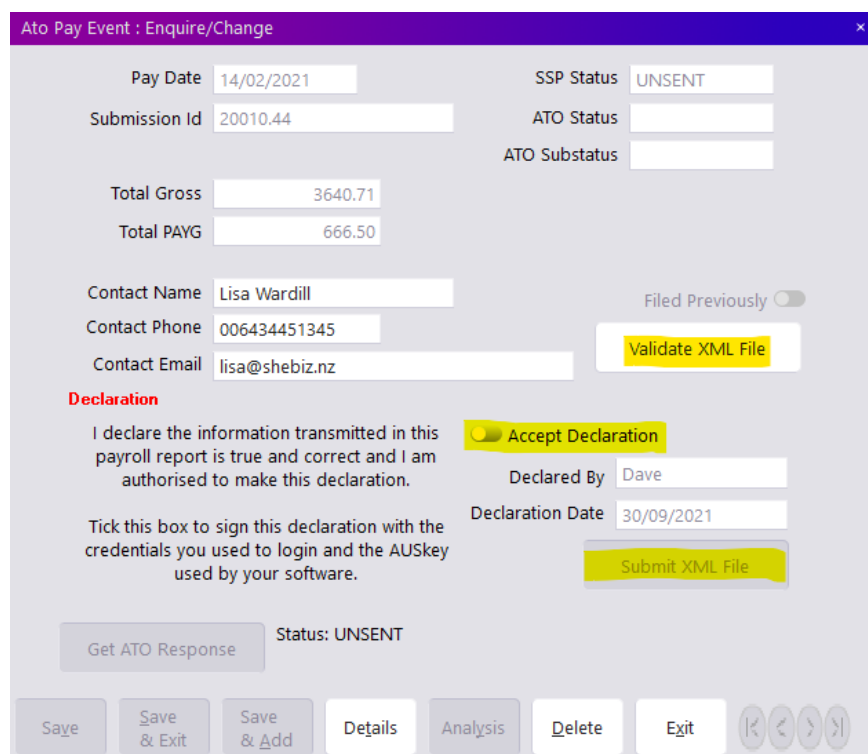
- File export can be done at any time via: PayBiz main menu > Banking > Banking Transactions
Select the transaction and click display.

STP - Reporting to the ATO



The screenshot shows the 'Pay Wages' window. On the left, there are fields for 'PaySlip Date From' (12/02/2021), 'To' (12/02/2021), 'Sort By Date and Employee Code', 'Payment Date' (14/02/2021), 'Bank Account' (03-0214-0562478-00), and 'DEMO Bank AUS'. There is also a section for 'Attach this file to emailed payslips'. On the right, there are 'Detail Options' including 'Combine Payslips', 'New Page/Emp.', 'Inc. Emp.Detail', 'Show Reference', and 'Inc. Paid'. A 'Preview' toggle is checked. Below these are buttons for 'PaySlips', 'Payment Rpt', 'Pay Wages', 'D/Crds', 'Cash', 'STP' (highlighted with a red box), and 'Exit'. There is also an 'Employee Filter' button and a 'Print Detail Rpt.' button. At the bottom right, there is a 'Summary Rpt' toggle.

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



The screenshot shows the 'Ato Pay Event : Enquire/Change' window. It contains fields for 'Pay Date' (14/02/2021), 'Submission Id' (20010.44), 'SSP Status' (UNSENT), 'ATO Status', and 'ATO Substatus'. There are also fields for 'Total Gross' (3640.71) and 'Total PAYG' (666.50). Contact information for 'Lisa Wardill' is provided, including 'Contact Phone' (006434451345) and 'Contact Email' (lisa@shebiz.nz). A 'Validate XML File' button is present. A 'Declaration' section includes a text area for the declaration, a 'Declared By' field (Dave), and a 'Declaration Date' field (30/09/2021). There is a 'Submit XML File' button. At the bottom, there is a 'Get ATO Response' button and a 'Status: UNSENT' indicator. Navigation buttons at the bottom include 'Save', 'Save & Exit', 'Save & Add', 'Details', 'Analysis', 'Delete', and 'Exit'.

- Complete the STP filing details, click **Validate XML File** then tick Accept Declaration and **Submit XML File**
- The file will be sent via OZEDI: <https://dashboard-stp.ozedi.com.au/register?link=115115105-R>
- Click **Get ATO Response** before submitting the next pay event.

Payslips and Paying Wages Flow Chart

