

Getting ready for Single Touch Payroll (STP)



If you use Sage 300 Construction and Real Estate, follow these steps to help you prepare for STP and ensure your business is compliant with its requirements. For more information about the STP requirements, see the [Information for employers page](#) on the Australian Taxation Office (ATO) website.

Step 1:

To see if you need to implement STP, determine if you have 20 or more employees as of 1 April 2018. For details about the types of employees to include in the headcount, see [How to count your employees](#) on the ATO website. In Sage 300 Construction and Real Estate, select **Reports > Lists > Employees** to view the list of employees.

Note: Do not include employees who were terminated before 1 April 2018. You can add a condition when you generate the report to include employees without a termination date (**Termination Date EQ 0**).

Step 2:

Check with your accounting administrator to determine the ABNs and tax file numbers of your companies that will use STP.

Step 3:

Review the accuracy of the following data in your Sage 300 Construction and Real Estate database:

- Pays: Select **Reports > Lists > Pays** to review the list of pays, including lump sum pays and allowances.
 - Deductions: Select **Reports > Lists > Deductions** to review the list of deductions.
 - Fringes: Select **Reports > Lists > Fringes** to review the list of fringes.
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Step 4:

Review the accuracy of your employee data, including employee names, addresses, TFNs, hire and termination dates. You can select **Reports > Setup > Employee Master Detail** to run a report with this information.

Step 5:

Review your current payroll processes and timelines to see how the STP process will be incorporated. Alert your finance department (and any other departments that are involved in the process) about the new STP requirements.

Step 6:

When it is available, install Sage 300 Construction and Real Estate version 18.1, which includes the new setup windows and tasks for STP.

Step 7:

In Sage 300 Construction and Real Estate version 18.1:

- Select **Setup > Single Touch Payroll Companies** and set up your company for STP.
 - Select **Tools > Modify Forms > Single Touch Payroll Settings** and specify the Pay IDs, Deduction IDs, and Fringe IDs or formulas to use for STP.
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Step 8:

When it is available, set up your account in the Sage STP Portal, which enables you to submit your data from Sage 300 Construction and Real Estate to the ATO.

Step 9:

Let your employees know about STP, read the [Information for employees page](#) on the ATO website, and [create a myGov account](#) (if they haven't already).

After 1 July 2018, they can use their account to view their YTD totals.

Step 10:

After 1 July 2018, whenever you pay employees and post your payroll, select **Tasks > Generate Single Touch Payroll** to create the STP file, which you submit to the ATO through the Sage STP Portal.
