



YOUR SIMPLE SETUP GUIDE

QuickBooks Online Payroll

Powered by Employment Hero

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Hew MENU G Get things done Business averview G Get paid & pay Customers & leads	Employees Powerd by employmenthero \$0.00 2022 - 2023 TOTAL PAY COST	50.00 retries 50.00 www.ineeu. 50.00 www.ineeu. 50.00 www.ineeu.	0	Enable Single	New Pay Run Touch Payroll
A Payroll					~
Bookkeeping	24/11/2024 - Un-finalised Weekly page	run for period ending 24/11/2024. Open pay r	un		
88 Apps	Employees Pay Runs	Approved Leave Reports	Payroll Settings		
GST GST					
	Q Find an Employee Active Er	nployees -		Manage Employees - Add Empl	oyee 🔹 🔿
	EMPLOYEE JOB TITLE	EMPLOYMENT TYPE	PAY SCHEDULE	LAST PAID	
Bank transactions	John Smith	Full Time	Weekly	Has not been paid yet	14
Bank transactions				1.14	of 1 total results.

Welcome to QuickBooks Payroll

Our step-by-step guide will show you how easy it is to manage timesheets, superannuation and payroll alongside your accounts. It's easy to stay organised when everything's in QuickBooks Online.

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Introducing Payroll

Packed full of time-saving, stress-reducing features



Your one-stop shop

Take care of your payroll alongside your business finances and automatically configure your chart of accounts in a seamless experience. There's no need for additional software.

Pain-free superannuation

Assess your employees and manage their superannuation. Automatically submit information to a superannuation provider and even trigger Direct Debit payments.



Automatic advantages

Automatically take care of compliance, STP and superannuation submissions, as well as pay slips. You can even run payroll automatically.



Access for employees

Save time chasing timesheets, sending out payslips or processing leave requests and expense claims. Individuals can enter their own details through the employee portal and mobile app.



To get the most out of QBO Payroll, it's important to set things up right the first time. By doing this, you can generate meanginful time savings and hopefully value for you and your firm.

This means:



Enabling new employees for Self service and onto the EH Work App by default

This will help with getting documents uploaded seamlessly and so staff can manage time and attendance tasks through their mobile device.



Getting your base Payroll settings right from day one

This allows any automations to be set up correctly, and in line with your specific company and pay cycle preferences.



Bulk-superannuation management

No more manual entries. Integrate with BEAM to manage bulk super distributions and payments.



Enabling STP connection with the ATO

Ensures you're always compliant with your STP reporting needs.



Scheduling any regular reports

Each pay cycle, know that the right people receive the right automated reporting.





Before you get started

It's important to get a few details together before you run payroll. You'll find this information in your own records, or from previous payroll providers (if applicable).

Make sure you have your:



Company information (including ABN).

Employee information (including TFN, superannuation and bank details).

- **P**
 - Pay history (if you have paid anyone in the current year).
- Bank Details (for setting up ABA files and superannuation payments.







Setting up

2.1 **Set up your company**

- 1. Select the Employees tab in QBO, then select Sign up for Employment Hero.
- 2. Enter your Australian Business Number (ABN), business name and address and then your name and contact details.
- **3.** Under **Payroll Details** select your standard hours for an ordinary working week, how often you pay your employees and the industry you're in.

0	Add a new business		
Business Details	Please enter your details below	o complete your business setup.	
	ABN	Number of Employees	
Contact Delana	11 111 111 111	1 10	
	Business Name	Business Legal Name	
	Long for Success	Long for Success	
	Address Line 1	Address Line 2	
	Either your address	Enter your address	
	Suburb		
	Search for a substria		



2.2 **Set up your company**

- 1. Select the **Employees** tab on the left and click the **Add Employee** button.
- 2. Enter your employee's name, contact details their date of birth and address, then choose if you want this employee to have access to the self-service function.

Note: Enabling self service is strongly recommended. Self service will streamline the onboarding process and minimise the paperwork involved with new employees providing banking, tax and superannuation data. Employees will be able to upload this information directly.

3. Under **Employment Details** add their start date, pay information and whether you'd like them to submit time sheets.

If you haven't opted the employee in for self service, then steps 4 and 5 apply, relating to bank details and information about their super fund and tax file declaration.

- 4. You'll then be asked for their bank details and information about their Super Fund.
- **5.** Finally, you'll need to submit the Tax File declaration for the employee.

O Personal Details	Add a new employee	
0	Personal Information Texture Mathetare Sensor	
15	l Dere d Dat	
and the	Context Information	
(2) Sector for former	Residential Addense anti-public second addenses Carat their second addenses	
	Trend Methods to the same as Recolored Address Trend Methods Trend Methods Trend Methods	
	Seel • Walded	<u> </u>
	Son as an fann oar ta ellou maiste as to van mar aguitas, manage ther pansioni demoù ar a pag julimiene Tarour ad manufar da de manufarent	
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2.3 Add pay history*

If you're migrating your payroll from another software in the middle of the tax year, you'll need to set opening balances for leave entitlements and year-to-date payments for your employees.

QuickBooks will add these figures to the pay run and work out the PAYG and superannuation on the whole amount.

Opening balances are for the current tax year only.

To set up the opening balances for an employee, click on their name to open their record and select **Opening Balances** on the left.

O Develo	bening Balances		
Emergency Contexts Ett	r the opening balances if you are transitioning from another payroll system and need to bring across their current	leave balances and/or veanto-date earnings amounts .	
@ Tax File Declaration	Inter Palances Excelose Deductions Employer Lipbilities	Super E. DAVG Employment Termination Drumonts (ETDs) CTD	
Ø Opening Balances	Carre Datarcer Carrings Deductions Chiptoyle Cabines	Soperative Composition Ferning Software (Critis)	
Pla PAY RUN SETTINGS	se enter the leave balances as at the payroll transition data.		
III Pay Run Defaulta	Annual Leav	. 0	hours
Cit2 Pey Rotes		0	terre .
Locations	Personal/Garer's Leev	• •	1001a
X Leave Allowances	Time In Lie	u 0	houra
C Pay Run Inclusions	Leeve Without Pe	w 0	hours
Bank Accounts			
al Super Funds	Long Service Leev	•	noura
& Quelifications	Family and Domestic Violence Leav	• 0	houra
@ Work Types	NO CONTRACTOR OF CONTRACTOR		
EMPLOYEE MANAGEMENT	-		
Pey Slips			
Payment Summaries			
Documenta			
★ Leave Balances			
Employee Portal Access			

*if you're moving to payroll mid year



On this screen you'll see seven tabs:

Leave Balances - or the amount of holiday remaining. Partial hours are entered as a decimals rather than hours and minutes (e.g: 6.5 hours not 6:30).

Earnings - the year-to-date gross values.

If you want to use anything other than the default pay category, this will need be added before you enter the opening balances screen. If you want to put the total hours in you can, but this is optional.

Deductions - the year-to-date deduction amounts for the financial year specified.

Employer Liabilities - the year-to-date expenses a business might owe but hasn't paid (e.g Insurances, Government payments, etc).

Super & PAYG - the year-to-date tax withheld and superannuation amounts for the financial year specified.

Employment Termination Payments (ETPs) – This only needs to be entered for employees terminated during the specified financial year.

STP - This section is only relevant if you have migrated from another payroll software and have copied over the BMS ID to this system. In this instance, you must also copy the employee's payroll ID created from the previous payroll software to ensure ongoing STP transactions are consolidated.



Quick Tip

Need to configure or add new leave categories? **This article** outlines the process.





2.4 Defining pay schedules*

You will have been asked to select a pay schedule during the setup process. If you're paying different staff at different frequencies, here's what you need to do.

- 1. Go to Payroll Settings and select Pay Schedules.
- 2. In the top right, click Add, and enter a name for the new pay category.
- **3.** Select a frequency from the dropdown menu. You have the option of adding the employees this schedule applies to here as well as choosing your warnings settings and whether you want to run payroll automatically. Click **Save.**
- 4. Next, go to **Employees**, and select the person that you want to assign the new pay schedule to.
- 5. Under Pay Run Settings, click Pay Run Defaults.
- 6. Update the Pay Schedule, then click Save.

*if you have more than one

Long for Suc	cess Settings 🔤	Notes				
BUSINESS SETTINOS © Details	Pay Categories					Add Exp
Payment Files ATO Settings	✓ Ordinary Hours Allowance NAMP	is (Car)	SLIDPD BATP	BATF IDADING	PENALTY LOADING	
Pay Slips	Ordinary Hours	Houthy T	05 06	0 %	N/A	
Employing Entities Entro Of Accounts Opening Balances Superannuation NAV TRUM EXTINUE Pay Schedules	External Id Save Cancel	AVIC Exampt Payrol Tax Exampt Payron Tax Exampt Abovance (Car)		Exclude from W1 in journals Exclude from W1 in journals Rate Precision 5 obtimal packs		Add Drived Category
@ Locations						
ED Pay Categories	1.00					
Deduction Categories Deduction Categories Expense Categories Mr Employer Liability Categories	Sonus Car Allowance - Tax Exemp Car Allowance - Taxable Casual - Week Days 2 Tini	n. PANG exempt				



Quick Tip

Employees on any pay category rates can be configured to accure leave, super and any other type of pay setting.



2.5 Automated pay runs

Automating a pay run is a good way to save time for employees who are paid a fixed amount each month (e.g. directors).

Long for Succe	ess Settings 💷
BUSINESS SETTINGS	Pay Schedules Add
🖺 Payment Files	Pay Schedules are used to set up Pay Runs. The Pay Schedule's settings are used by each Pay Run to calculate which employees to pay and what Pay Run warnings to display
좌 ATO Settings	Name Frequency
Pay Slips	Fortnightly Fortnightly -
🏛 Employing Entities	
I Chart Of Accounts	Employees with this pay schedule as their default
Opening Balances	Pay Pup Warnings
Output Superannuation	This pay schedule will display all Pay Run warnings. Click here to configure.
PAY RUN SETTINGS	PAYG Payments
🛗 Pay Schedules	Pay PAYG via payment file to a nominated bank account
O Locations	Pay Run Automation MANUAL
Pay Categories	Automated Pay Run creation has not been enabled for this pay schedule. Click here to configure.
⊀ Leave Categories	Save

- 1. Go to **Payroll Settings > Pay run settings > Pay schedules**. Click on the pay schedule you wish to automate, then click the link to configure pay run automation.
- 2. Enter the start and end date for the automation and click **Next**.
- 3. On the Warnings screen, choose the notifications you want to receive. Remember, these queries may stop a payroll running automatically, so it may make sense to switch some off (e.g. work anniversaries). Add contact details if you want notification if the automated pay run fails and click Next.
- **4.** Decide if you want to manually finalise the pay run or do it automatically. You can also choose if you want to automatically export journals.
- 5. Select a date for publishing your payslips and click Next.
- 6. Read through the summary and if you're happy, click Complete.



2.6 **Set up Single Touch Payroll**

To access STP settings go to **Payroll Settings > ATO Settings.** Fill in your:

and indicate whether you are eligible for FBT under section 57A of the FBTAA 1986. If you're unsure about either of these, <u>check with ATO.</u>

Long for Succe	ess Settings 🚥
BUSINESS SETTINGS	ATO Settings Electronic Lodgement & STP
 Details Payment Files 	ATO Settings
⊕ ATO Settings	These settings will be used to identify this business to the ATO during electronic lodgements
Pay Slips	I will be lodging reports to the ATO
f Employing Entities	As the Employer As a registered Tax/BAS Agent As an intermediary for multiple Employing Entities
≣ Chart Of Accounts	ABN
Ø Opening Balances	16 000 674 993
Superannuation	Branch Number
PAY RUN SETTINGS	
🛗 Pay Schedules	Name
Q Locations	Adwin Ko
Pay Categories	Address Line 1
¥ Leave Categories	Insert address here
• Deduction Categories	Address line 2
Expense Categories	
Employer Liability Categories	Suburb
✓ Qualifications	SYDNEY, NSW, 2000 •
BUSINESS MANAGEMENT	Contact Name
• Timesheets	Adwin Ko

Click **Save** and then select the **Electronic Lodgement & STP** tab.

You'll then be presented with two options:

Option 1: Log in to your ATO Access Manager using your AUSkey and register the software ID with your account.

Option 2: Contact the ATO on 1300 852 232 and follow the instructions provided to register your software ID.





Once you're completed one of these options click **Enable Electronic Lodgement and Enable Single Touch Payroll.**

Long for Suc	cess Settings 💿 Notes
BUSINESS SETTINGS	ATO Settings Electronic Lodgement & STP
 Details Payment Files 	Electronic Lodgement
	The ATO Cloud software authentication and authorisation (CAA) initiative requires businesses to register their software ID before electronic lodgement is permitted.
Pay Slips	Electronic lodgement is currently ENABLED
🏛 Employing Entities	Software Provider
I≣ Chart Of Accounts	Powered By Demploymenthero
Ø Opening Balances	
Superannuation	Software ID
PAY RUN SETTINGS	000007692
🛗 Pay Schedules	
♀ Locations	Single Touch Payroll (STP)
Pay Categories	
¥ Leave Categories	Single Touch Payroll is a reporting change for employers. It starts from 1 July 2018 for employers with 20 or more employees. For employers with less than 20 employees, it will become mandatory on 1 July 2019 however those employers may opt in earlier if they desire.
• Deduction Categories	Single Touch Payroll is currently ENABLED
Expense Categories	Disable Single Touch Payroll
Employer Liability	
Categories	Business Management Software (BMS) ID
BUSINESS MANAGEMENT	The BMS ID will uniquely identify your business to the ATO and is included in the data reported to the ATO. The BMS ID displayed here pertains to the default ABN entered in the Business Details screen. If you have employing entities set up, their BMS ID will be displayed in the Employing Entities screen.
C Timesheets	If you were previously lodging STP events during the financial year using different payroll software, you may continue using the previous software's BMS ID in accordance with the transition option detailed here. Tick the chackbox helow if you want to convit the previous payroll software's BMS ID





Superannuation

3.1 Set up superannuation

You can easily pay employee super contributions directly to any registered super fund in Australia by taking advantage of the inbuilt integration with the Beam super fund clearing house.

To set up, follow these steps:

- 1. From the business dashboard, go to **Payroll Settings > Superannuation.**
- 2. Click Register with Beam.

BUSINESS SETTINGS	Superannuation Reassign Super Fund Details
Details	For any state of the state of t
🖺 Payment Files	Superannuation
윤 ATO Settings	Fill in the details of the nominated super fund for your default employing entry. Employees will then be provided with this option when choosing their super fund.
Pay Slips	
🏛 Employing Entities	You do not currently have any default super funds.
E Chart Of Accounts	
Ø Opening Balances	Register with Beam
G Superannuation	If you wish to provide your default super-fund details in the above section, we will use the information to pre-fill your Beam registration details. Otherwise to continue to register with Beam, please select the Register with Beam' button.
PAY RUN SETTINGS	Register with Beam
🛗 Pay Schedules	
Locations	
Pay Categories	
¥ Leave Categories	
 Deduction Categories 	
Expense Categories	
Low I to the loss	



If you require additional instructions on setting up superannuation with Beam, click here.



- 3. Fill in Your Details, Payment Method and Default Fund.
- 4. Read through and agree to the Terms and Conditions, click **Next** and then click **Back to payroll.**

		0			
Payroll Settings					
	beam.				
	1. Your details	2. Payment method 3.	Default fund	4. T&C	
	Check and update the deta	ils we'll use			
	Business details	Business Identifier Type *	Business Identifier Number		
		ABN * Business Name * 700 characters or less, special characters	In a + etc. (not allowed)		
		Long for Success			
	Your registered or physical	Address Type *			
	business address	Address line 1 * 50 or less printable characters allowed file	tters, digits and punctuation marks)		
		1 Insert address here Address line 2			
		50 or less printable characters allowed (le	tters, digits and punchuation marks)		
		Address line 3 Shoriess protable characters allowed the	tters, digits and punctuation marks)		
	-		-	-	



If you require additional instructions on how to Create, view, and run reports on Super Payments using Beam in QuickBooks Online, **click here**.

3.2 Automate superannuation payments

Once have have registered with Beam you can automate super payments

- 1. Select the **Reports** tab in **Payroll**, then click **Super Payments**.
- 2. Click New Super Payment Batch.
- 3. Apply the filters (e.g. Date Range, Pay Schedule) then click Filter and then Create Batch.
- 4. Click Submit and choose your Payment Method.

Expenses	22/10/2024 - More than 28 days ha	ave passed since Hayden Lim starte	ed and a tax fil	e number has not been quoted yet.	
Projects	Your plan includes payroll for 10 er	mployees per month. Beyond that, e	each active er	mployee is \$4.00 per month.	
Employees	2/09/2024 There are 7 un-finalise	d pay runs.Click to view			
Reports	14/11/2023 - There are 4 incomple	te employees. Click to view			
GST	Employees Pay Runs	Approved Leave	eports	Payroll Settings	
Mileage	PAYROLL		EMPLO	YYEE	TIME & ATTENDANCE
Accounting	Costing Report		Emerc	gency Contact Details	Attendance Report
Accounting	Deductions Report		Emplo	oyee Birthdays	Live View
My Accountant	Detailed Activity Report		Emplo	oyee Details Audit Report	Rostering
,	Employee Payment History		Emplo	byee Details Report	Shift Swapping
	Employer Liabilities Report		Emplo	oyee Qualifications Report	Timesheets Report
	Expense Reimbursements Report		Emplo	oyee Satisfaction Report	
	Gross to Net Report		Leave	History	
	Leave Balances		Unpai	id Employees Report	
	Leave Liability				
	Ordinary Time Earnings Report				
	Pay Categories Report				
	Pay Run Audit Report				
	Pay Run Comparison Report				
	Pay Run Inclusions Report				
	Pay Run Variance Report				
	Pay Slip Report				
	PAYG Withholding				
	Payroll Tax	Super Payments			
	Super Contributions				
	Super Payments	Manage automated superannu	uation		
	Tasks Report	payments.			

That's your superannuation payments taken care of. Now you're ready to run payroll.



If an employee has more than one super fund you can also adjust the allocation % from this page.





Running Payroll

4.1 **Create pay run**

- 1. From the top right of the dashboard, select **New Pay Run.**
- 2. Select the correct **Pay Schedule** from the drop-down menu. If this is your first pay run you'll get a prompt asking you to select the date your pay period ends.
- **3.** Enter the date that your employees will be paid. If you need to manually add employees to the pay run you can do that here too.
- 4. Click Create.

Pay schedule	Weekly			•	
This is the first pay run for this future pay runs, this will be wor	oay schedule so you ne ked out for you.	ed to specify t	he date this pay period end	s. For	
Pay period starting	13/01/2025				
Pay period ending	19/01/2025				
Date pay run will be paid	19/01/2025	1			
	Manually add emp	ployees to this	pay run		
	Cancel Create	tn empty pays			



4.2 **Finalise the pay run**

When you've created a pay run, you'll be taken to a screen which shows you the breakdown of the payments. By clicking on the arrow next to an employee's name, you can see more details, including their rate of pay and leave they've taken. You can add notes here too.

- **1.** Before you finalise your payroll, click on the **Warnings** tab to see any potential issues that need to be resolved.
- 2. Click on the Actions > Finalise pay run.
- 3. On the next screen you can submit your STP pay event to ATO, either manually or automatically.
- **4.** You'll be reminded that you're about to finalise payroll, with the date that you're paying your employees and asked to add a date for publishing your pay slips. Click **Finalise** to export the journal to your QuickBooks Online account.



4.3 Lodging pay events to the ATO

When you process a pay run you need to lodge a **pay event (STP)** to the ATO on or before pay day.

Before you lodge your first pay event, you must make sure you've correctly set up Single Touch Payroll under the **ATO Settings** section.

Once you've set this up, create your pay run as normal, then when you finalise it, you'll be able to select your pay run lodging options:

Lodge Pay Run now will lodge your pay event to the ATO as soon as you click **Finalise.**

Lodge Pay Run manually at a later date will suspend the process until you click Lodge Pay Run with ATO run on the Pay Runs screen (under the Actions tab).

If you lodge a pay event to the ATO in real time you can go to **Reports > Single Touch Payroll** to see if your pay event has been lodged successfully or has failed.

Actions Filter 2 Warnings	You are about to fina	lise this pay run	×		
Finalise Pay Run Pay Run Actions Reports 1 of 1 total employees.	Important Please note that pay through manual pay provider.	runs are not paid automatically. It is your responsibility to pay the employees, either ment or by downloading a payment file and uploading it to your internet banking			Dele
	Finalising a pay run locks tl	he pay run to prevent it from being edited in the future.	UTIONS		
	Date Paid:	4/11/2024	EC	EXPENSES	LIABILITIES
> Fortnite Is BAd 🔺	Lodge Pay Run with	Icodge Pay Run manually at a later date	\$0.00		
otals • 1 employee	ATO:	Lodge Pay Run now	\$0.00	\$0.00	\$0.00
	Publish Pay Slips:	 Do not make pay slips available until the "Publish pay slips" button is clicked Make pay slips available to employees now 			
		Publish pay slips at on 4/11/2024	.		



Quick Tip

If you miss a step in the STP setup process you may encounter an error, the following guide will assist in troubleshooting these errors.



4.4 **Lodging update events to the ATO**

If you're migrating your payroll from another software in the middle of the tax year, you can submit an update event to lodge the year to date information. The process can vary depending on your situation, the **following article** will cover reach process further.

Single This page lists a To submit a Pay	Touch Payro Il historical Pay Events and Up Event, click the Lodge Pay Ru	date Events. To create a new Updat an button from within a finalised pa	te Event, click the Cr y run.	eate Update Event button.		Create Update Event Start Finalization Process
		Financial Year:	2024-2025			
		Pay Schedule:	All pay scheduler			×
ID	EVENT TYPE	DATE	STATUS	NUMBER OF EMPLOYEES	PAY SCHEDULE	RELATED PAY RUN
548722	Update Event	21/10/2024	CHEATED	1	Fortnightly	
548701	Update Event	21/10/2024	CREATED	1	Fortnightly	
548440	Update Event	21/10/2024	CREATED	1	Fortnightly	
548415	Update Event	21/10/2024	CREATED	0	Fortnightly	
283293	Pay Event	13/08/2024	CREATED	2	Weekly	Period ending 5/08/2024







The employee portal

Introducing self-setup and the EH Work mobile app

To give an employee access to their employee file on the portal, following these steps:

- 1. Go to Payroll Settings > Employee Portal Settings.
- 2. You will see a screen with a variety of options. Tick the boxes to give the employee the access you want them to have.
- 3. Choose the level of employee access you want for timesheets so they can:
 - Not access timesheets so the employee(s) can't view them in the EH Work app or the employee portal.
 - View their own timesheets in the employee portal without being able to create or edit them this feature is not currently available on the EH Work app.
 - Only edit their own timesheets in the Employee Portal and EH Work app, without being able to edit kiosk-created timesheet lines.
 - Only edit timesheets created via the kiosk without creating timesheet lines in the Employee Portal EH Work timesheets will be disabled when this is set.
 - Create and edit all timesheets created through the Employee Portal, EH Work and kiosk.
- 4. Once you have ticked the right option select Access.
- 5. Select the employees name(s) that you want apply the previous screen settings to.
- 6. Once ticked, click Grant Access or Revoke Access for the selected employee(s).





Reports

6.1 Run the Single Touch Payroll report

The Single Touch Report details all Pay Events and enables you to submit Update Events to the ATO. To see it go to **Reports > Single Touch Payroll.**

The report can filtered by Financial Year and Pay Schedule.

				(?) Help 🏭	Q	4	<u>1</u> 03
	\$24,013.00 NET PAY					N	lew Pay
\$47,064.15	\$18,197.00 PAYG WITHHELD						
2024 - 2025 TOTAL PAY COST	\$4,854.15 superannuation (sg)						
	\$0.00 OTHER DEDUCTIONS						
11/02/2025 There are 2 up finalized provides Clicky	te view						
11/02/2025 - There are 2 un-finalised pay runs. Click	to view						
 11/02/2025 - There are 2 un-finalised pay runs. Click 1 & Important - 13/01/2025 - The Swag by Employment 	to view ant Hero app is now Employment Hero Work! Update	your app in the Apple Store and Google Play Store now. Learn	more.				
 11/02/2025 - There are 2 un-finalised pay runs. Click: Important: 13/01/2025 - The Swag by Employme 30/04/2024 - Businesses are required to nominati 	to view ant Hero app is now Employment Hero Work! Update e a default super fund. To nominate your default super	your app in the Apple Store and Google Play Store now. Learn fund, follow the settings here.	more.				
11/02/2025 - There are 2 un-finalised pay runs. Click A Important - 13/01/2025 - The Swag by Employme S 30/04/2024 - Businesses are required to nominate Employees Pay Runs Approved L	to view ant Hero app is now Employment Hero Work! Update a default super fund. To nominate your default super eave Reports Payroll Settings	your app in the Apple Store and Google Play Store now. Learn fund, follow the settings here.	more.				
11/02/2025 - There are 2 un-finalised pay runs. Click 4. Important - 13/01/2025 - The Swag by Employme 5 30/04/2024 - Businesses are required to nominate Employees Pay Runs Approved L PAYROLL	Int Hero app is now Employment Hero Workt Update a default super fund. To nominate your default super eave Reports Payroll Settings EXENCUTE	your app in the Apple Store and Google Play Store now. Learn fund, follow the settings here.	more.	REPORT PACE	KS		
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11/02/2025 - There are 2 un-finalised pay runs. Click A Important - 13/01/2025 - The Swag by Employme To 30/04/2024 - Businesses are required to nominate Employees Pay Runs Approved L PARTOLL + Add a new report Costing report	In View Int Hero app is now Employment Hero Work! Update e a default super fund. To nominate your default super eave Reports Payroll Settings EMPLOYEE Casual conversion report Document acknowledgements	your app in the Apple Store and Google Play Store now. Learn fund, follow the settings here. TIME & ATTENDANCE Attendance report Live view	more. ATO REPORTING Employee Super Stepling Jobkeeper Employee Nominations	REPORT PACE Report pack	KS KS		
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Note

Unpublished pay runs will not appear in this report.



When the report is generated all the relevant data in summary format:

Reports							×
Single To This page lists all hist To submit a Pay Even	Duch Payroll orical Pay Events and Update Ev t, click the Lodge Pay Run butto	ents. To create a new Update on from within a finalised pay	e Event, click the Create U run.	Jpdate Event button.		Create Update Event	Start Finalisation Process
		Financial Year: Pay Schedule:	2024-2025 All pay schedules			* *	
ID	EVENT TYPE	DATE	STATUS	NUMBER OF EMPLOYEES	PAY SCHEDULE	RELATED PAY RUN	
548722	Update Event	21/10/2024	CREATED	1	Fortnightly		
548701	Update Event	21/10/2024	CREATED	1	Fortnightly		
548440	Update Event	21/10/2024	CREATED	1	Fortnightly		
548415	Update Event	21/10/2024	CREATED	0	Fortnightly		
283293	Pay Event	13/08/2024	CREATED	2	Weekly	Period ending 5/08/2	024

You will see the following headings:

ID: Each pay event/update event has it's own unique ID. When you click on the ID, you will be directed to another screen that provides more detail of that event. This includes the wages/figures being reported to the ATO, lodgement details and errors (if applicable) as well as the ability to export the data to excel.

Event Type: There are only two options here – a Pay Event or an Update Event (descriptions of each event type are detailed below).

Date: The date the event was submitted.

Status: This is the date the event was created.

Number of Employees: The number of employees included in the event.

Pay Schedule: The pay schedule for the event.



What is the difference between a Pay Event & an Update Event?

Pay Event

Whenever an employer makes a payment to an employee that is subject to withholding, they are required to lodge a pay event with the ATO on or before the date the payment is made. This includes where the amount of withholding is \$0 (for example where an employee's gross income is below the tax free threshold) or where the employee has no net pay (for example where the employee is repaying an advance or overpayment to the employer, voluntarily foregoing their net pay).

A pay event reports employee YTD gross payments, tax withheld, allowances, deductions and superannuation liability information for each individual employee reported. As employee amounts are YTD, once an amount has been reported it should continue to be reported even if it has not changed (for example Employment Termination Payments should continue to be reported in each pay event after they are first reported if the employee is included in any subsequent pay events). Put simply, once a pay run is finalised, a pay event should be lodged with the ATO.

Update Event

An update event is used to report changes to employee YTD amounts previously reported to the ATO. Update events are not associated with a pay run and thus can only be created when an employee payment has not been made. Other examples of why an update event would be created include:

- Upon transferring YTD payroll data from one payroll system to another to align the latest employer BMS data with the last employee data reported to the ATO.
- To assist with EOFY processes, including finalisation and amendments to STP. After 30 June, any changes made to reported employee data for the prior financial year must only be submitted through an update event.

6.2 **Run the Gross to Net report**

This is probably the most commonly used report in QuickBooks Payroll.

1. Go to Payroll Settings > Reports > Payroll.

2. Specify your date range, select a pay schedule and location plus employee, category and group. Leave as **All** if no filter is required.

Overview	Employees	\$7,768.00			New Pay Run
Dashboard		\$5,232.00			
Banking	\$14,235.00	WIG WITHRED			
Sales	auto-auto-to-the the court	ST,233,000 SUPERANNUATION (SSC)			
Expenses		\$0.00 OTHER DEDUCTIONS			
Projects		1 Carterio Carto			
Employees	4/11/2024 - There are 8 un-finalised pay runs.C	lick to view.			
Reports	0 22/10/2024 More than 28 days have passed s	ince Hayden Lim started and a tax file number has not been quoted ye			
GST	O Your plan Includes payroll for 10 employees pe	r month. Beyond that, each active employee is \$4.00 per month.			
Mileage	14/11/2023 - There are 4 incomplète employee	ss. Click to view			
Accounting	Employees Pay Runs Appro	wed Leave Reports Payroll Settings			
	Composition Report Desistance Report Desistance Report Desistance Report Desistance Report Haspo Desistance Reformed Haspo Desistance Reformed Laver Balance Laver Balance Laver Balance Desistance Reformed Laver Balance Laver Balance Desistance Report Desistance Re	Energany Control Genis Enoisyes Brindings Conjoyes Details Audit Report Enoisyes Cestalin Report Autoriona Report and taxana Report	Attendence Report Live Vore Rosening Shift Sexports Timeshaets Report	Payman Summarka Singh Tach Payrol Tac File Declaration	Report Parks

3. Select **Run report** to see the breakdown for the salary, PAYG withheld, superannuation, and net wages.

You can export this to Excel or CSV for customisation.



6.3 **Report packs**

Use payroll's Report Packs to save time. Select the required reports and a time period and they will be automatically generated on a recurring basis. You can add an email address for them to be automatically sent to.







Final steps

7.1 **Paying your employees**

Once you've run payroll you're ready to pay your employee (The payment to your employees happens outside of QuickBooks). You can streamline this process by **setting up ABA Files.**





Congratulations, you completed the set up process!

Want to learn more? **quickbooks.com.au/payroll**

