

Processing pays using Cashflow Manager and Single Touch

Cashflow Manager uses a third party provider to handle the lodgement of payroll reporting to the ATO.



Sign up with Single Touch Payroll

Important: These steps must be completed to enable lodgment of pay data to the ATO.

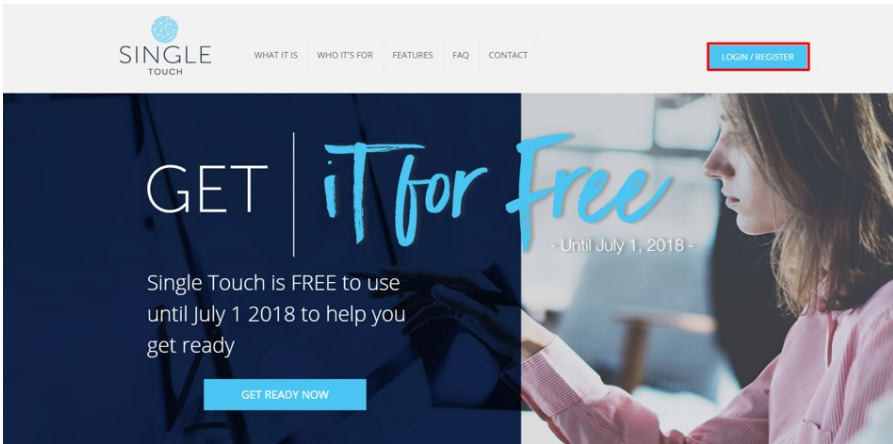
- 1) **Signup to Single Touch Pty Ltd.**
- 2) **Add entity (Business) to Single Touch.**
- 3) **Prepare Wages for first STP lodgement.**

The Single Touch Payroll function will not work without these 3 steps being completed.

Please note: these set-up steps only need to be completed the very first time you use Single Touch Payroll. For ongoing use instructions please start from Step 9.

As a subscriber of Cashflow Manager all fees involved with lodging your records via Single Touch Payroll are included with your standing subscription fee. If you have any questions regarding this, please do not hesitate to contact Cashflow Manager on 1300 88 78 68 or email at info@cashflow-manager.com

1. Go to <https://singletouch.com.au/> and click LOGIN/REGISTER button.



2. Click Sign up now

This will load registration form.

Email Address

Password [Forgot your password?](#)

[SIGN IN](#)

Don't have an account? [Sign up now](#)

3. Register

- a. Fill all details and click on the SEND VERIFICATION CODE button.
- b. Your email address and password set here will be used to log in to Single Touch when lodging payroll data to the ATO.



Email Address

[What is this?](#)

SEND VERIFICATION CODE

New Password

[What is this?](#)

Confirm New Password

[What is this?](#)

Surname

[What is this?](#)

Given Name

[What is this?](#)

CREATE **CANCEL**

4. Verification

- a. Type in code from verification email and wait.
- b. Verification is automatic, and user does not need to click enter.
- c. Once verification is complete click CREATE.



Email Address

[What is this?](#)

SEND VERIFICATION CODE

New Password

[What is this?](#)

Confirm New Password

[What is this?](#)

Surname

[What is this?](#)

Given Name

[What is this?](#)

CREATE **CANCEL**

Sign up with Single Touch Payroll

5. Log In

- After logging in, the user is shown a to do list.
- Click on Register an entity.
- This is setting up your business in Single Touch.

The screenshot shows the Single Touch Payroll dashboard. At the top, there is a navigation bar with links for FILE UPLOAD, ENTITIES, REPORTS, HISTORY, BAS/TAX AGENT, and SUPPORT, along with a LOGOUT button. Below the navigation bar is a blue banner with a fingerprint icon and the text "Hi Phil! Welcome to SingleTouch". Underneath the banner, there is a message: "Looks like you're new here, so we've put together a quick to-do list to get you started. If you've never used Single Touch before, we recommend reading our quick **getting started guide**." Below this message is a "Register an entity" section with a sub-header "Before you can start reporting your STP data, we need to register a company/organisational entity on SingleTouch. This enables your account to send STP data for that entity's ABN to the Tax Office." and a blue button labeled "REGISTER YOUR FIRST ENTITY". To the right of this section is a "To-do list" box containing two items: "1. Register an entity" and "2. Report your first STP event (Requires a entity)".

6. Register Identity

- Fill in Business details - Please ensure upload version is set to v2018 as seen in example.
- If you are starting part way through the financial year fill in the YTD figures and date.
- Agree to terms and Save.

The screenshot shows the "Register New Entity" form in the Single Touch Payroll system. The form is titled "New entity registration" and includes a sub-header "Register a new entity by completing the form on this page. Once an entity is registered, you must authorise Single Touch as this entity's STP provider within the myGovportal." The form contains several input fields for business details: ABN (53004085616), Trading name (Sample), Contact phone (0882762999), Address (line 1) (37-39 Woodlands Tce), Address (line 2), Suburb (Edwardstown), State/territory (SA), and Postcode (5114). Below these fields is a section for "Csv or Xml File Upload version" with a dropdown menu set to "v2018". A red arrow points to this dropdown with the text "Make sure upload version is set to v2018". Below the dropdown is a section for "Pay Event data retention" with a checkbox for "Retain pay events" checked and a "Retention days" field set to "366". At the bottom of the form is a section for "Opening balances" with input fields for "YTD gross" (0), "YTD PAYG" (0), and "As at date".

Using Single Touch Payroll

7. Clear Single touch form ready for first use.
 - a. From the Tools menu or Employee screen, select Single Touch Payroll to open the following screen.
 - b. This will display any pays already processed but not sent.

STP Event Lodgement


Pay Events Being Lodged Unsent

Include	Employee Name	Pay Event Date	Payment Type	Previously	Final Event
<input checked="" type="checkbox"/>	Paul Wilson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Paul Wilson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Larry Jones	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Geoff Watson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	John James	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Peter Smith	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Steve Thompsson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Robert King	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Nigel Mathews	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Brian Peterson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Paul Wilson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Larry Jones	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Geoff Watson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	John James	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Peter Smith	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Steve Thompsson	08/01/2019	Normal Pay	<input type="checkbox"/>	<input type="checkbox"/>

STP Values
Payment Date: 08/01/2019 Lodgement File Type: New File Update Replacement

Declaration
Tick the box below to sign the declaration with the credentials you used to login and to authorise lodgement with Single Touch Pty Ltd's AUSKey
I am notifying the ATO that:
• Single Touch Pty Ltd provides my business with lodgement transaction services; and
• my business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via Single Touch Pty Ltd
Full name of person making this declaration: _____
I declare that the information transmitted in this STP event is true and correct and that I am authorised to make this declaration

Log Out **Other Functions** Send



Using Single Touch Payroll

- c. Click on Other Functions button.
- d. On the next screen click Mark as Sent button.
- e. Close Single touch Form.

STP Event Lodgement

Pay Events Being Lodged

Unsent

STP Other Functions

Transaction:

Create Transaction but don't lodge as STP Event:

Mark selected pay events as sent:

Steve Thomason 08/01/2019 Normal Pay

STP Values

Payment Date: 08/01/2019 Lodgement File Type: New File Update Replacement

Declaration

Tick the box below to sign the declaration with the credentials you used to login and to authorise lodgement with Single Touch Pty Ltd's AUSKey

I am notifying the ATO that:

- Single Touch Pty Ltd provides my business with lodgement transaction services; and
- my business, for the purposes of its transactions with the ATO via the SER channel, sends (and receives) those transactions to (and from) the ATO via Single Touch Pty Ltd

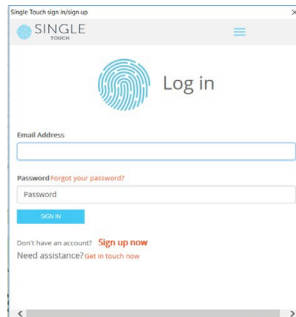
Full name of person making this declaration:

I declare that the information transmitted in this STP event is true and correct and that I am authorised to make this declaration

CASHFLOWManager

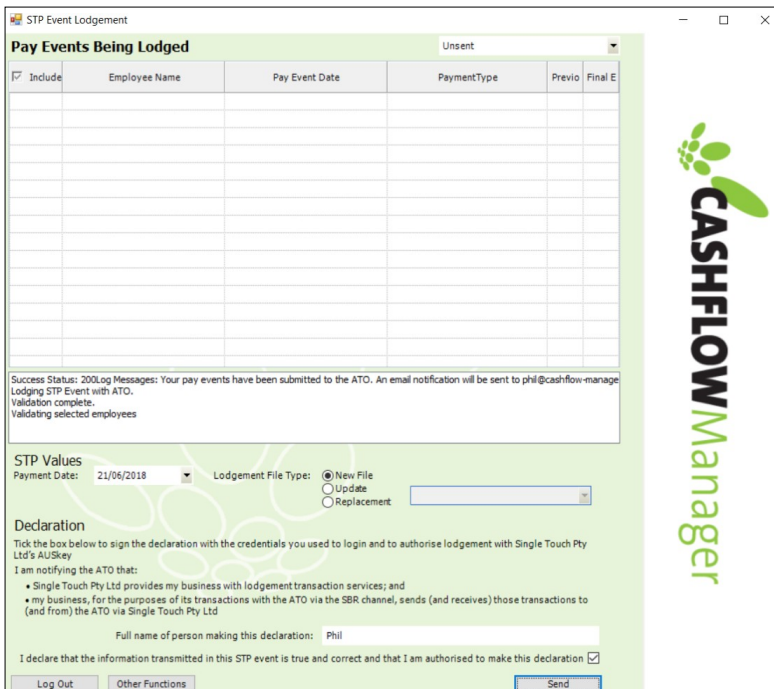
10. Sign In

When lodging first Pay run or if user has logged out user is required to log in using email and password set when signing up with Single Touch.



11. Message received

- Message will be displayed to show if lodgement has been successful or if there are issues with data being lodged.
- Log out or close.



Using Single Touch Payroll

12. Email received

- a. Notifications are through Single Touch and are received in email form.
- b. This shows lodgement is in process.



13. Further Emails

This email is sent once data has been successfully passed from Single Touch to the ATO.

The ATO has now processed your Pay Event information with the following information (Errors included))

SUMMARY FOR PAY EVENT

Pay Event ID: 2

Sample (28864970579)

Pay period from 25 Jun 2018 to 25 Jun 2018

Regarding Employee with Payroll ID 1:

Response Code: CMN.ATO.GEN.402043

Error: TFN must be a valid TFN

Data causing issue: /tns:PAYEVNTEMP/tns:Payee/tns:Identifiers/tns:TaxFileNumberId

14. Error Email

If data has errors email will be sent indicating what needs rectification.



Some anomalies were found in a recent STP event.

Company	Sample (28864970579)
Sent	19/06/2018 12:11 PM
User	Frank Jones (xxxx@cashflow-manager.com)
	<ul style="list-style-type: none"> New employee Paul Wilson (test@gmail.com) found

[LOGIN](#)

Kind regards,

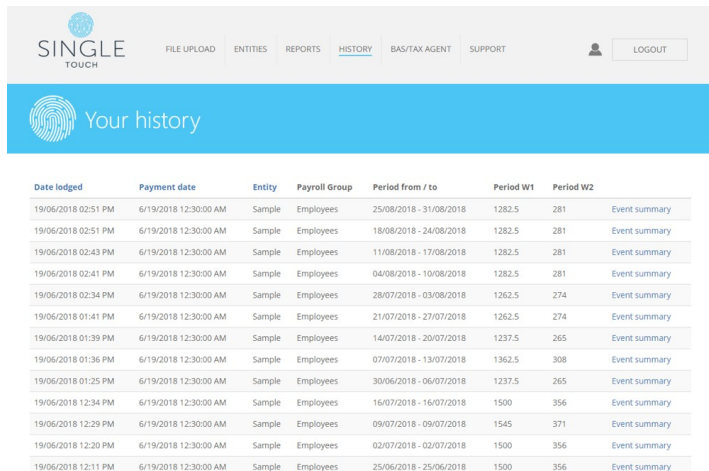
Single Touch

singletouch.com.au

15. History

a. Available when logged in to the Single Touch website.

b. This is history of the pay runs lodged.



The screenshot shows the Single Touch website interface. At the top, there is a navigation menu with options: FILE UPLOAD, ENTITIES, REPORTS, HISTORY (highlighted), BAS/TAX AGENT, and SUPPORT. A user profile icon and a LOGOUT button are also visible. Below the navigation is a blue header with the text "Your history" and a fingerprint icon. The main content area displays a table of payment history.

Date lodged	Payment date	Entity	Payroll Group	Period from / to	Period W1	Period W2	
19/06/2018 02:51 PM	6/19/2018 12:30:00 AM	Sample	Employees	25/08/2018 - 31/08/2018	1282.5	281	Event summary
19/06/2018 02:51 PM	6/19/2018 12:30:00 AM	Sample	Employees	18/08/2018 - 24/08/2018	1282.5	281	Event summary
19/06/2018 02:43 PM	6/19/2018 12:30:00 AM	Sample	Employees	11/08/2018 - 17/08/2018	1282.5	281	Event summary
19/06/2018 02:41 PM	6/19/2018 12:30:00 AM	Sample	Employees	04/08/2018 - 10/08/2018	1282.5	281	Event summary
19/06/2018 02:34 PM	6/19/2018 12:30:00 AM	Sample	Employees	28/07/2018 - 03/08/2018	1262.5	274	Event summary
19/06/2018 01:41 PM	6/19/2018 12:30:00 AM	Sample	Employees	21/07/2018 - 27/07/2018	1262.5	274	Event summary
19/06/2018 01:39 PM	6/19/2018 12:30:00 AM	Sample	Employees	14/07/2018 - 20/07/2018	1237.5	265	Event summary
19/06/2018 01:36 PM	6/19/2018 12:30:00 AM	Sample	Employees	07/07/2018 - 13/07/2018	1362.5	308	Event summary
19/06/2018 01:25 PM	6/19/2018 12:30:00 AM	Sample	Employees	30/06/2018 - 06/07/2018	1237.5	265	Event summary
19/06/2018 12:34 PM	6/19/2018 12:30:00 AM	Sample	Employees	16/07/2018 - 16/07/2018	1500	356	Event summary
19/06/2018 12:29 PM	6/19/2018 12:30:00 AM	Sample	Employees	09/07/2018 - 09/07/2018	1545	371	Event summary
19/06/2018 12:20 PM	6/19/2018 12:30:00 AM	Sample	Employees	02/07/2018 - 02/07/2018	1500	356	Event summary
19/06/2018 12:11 PM	6/19/2018 12:30:00 AM	Sample	Employees	25/06/2018 - 25/06/2018	1500	356	Event summary

Using Single Touch Payroll

16. Reports

- a. Available when logged in to the Single Touch website.
- b. Select company to show list of available reports.
- c. Select report to run.

The screenshot shows the 'Single Touch' website interface. The top navigation bar includes 'FILE UPLOAD', 'ENTITIES', 'REPORTS' (highlighted), 'HISTORY', 'BAS/TAX AGENT', and 'SUPPORT'. A 'LOGOUT' button is visible in the top right. Below the navigation bar is a blue header with a document icon and the word 'Reports'. The main content area displays 'Select a company entity' with a subtext: 'Reports are organised per company entity. Select which company entity you'd like to report on.' A dropdown menu labeled 'Company entity list' shows 'Sample' as the selected option.

The screenshot shows the 'Single Touch' website interface. The top navigation bar is the same as in the previous screenshot. Below the navigation bar is a blue header with a document icon and the word 'Reports'. The main content area displays 'Reports for Sample' with a subtext: 'Select a report to view.' A dropdown menu labeled 'Select a report' lists the following options: 'Employer Gross PAYG Withholding Report', 'Employer Withholding Report', 'ECS Super Check', and 'Executive Summary'.

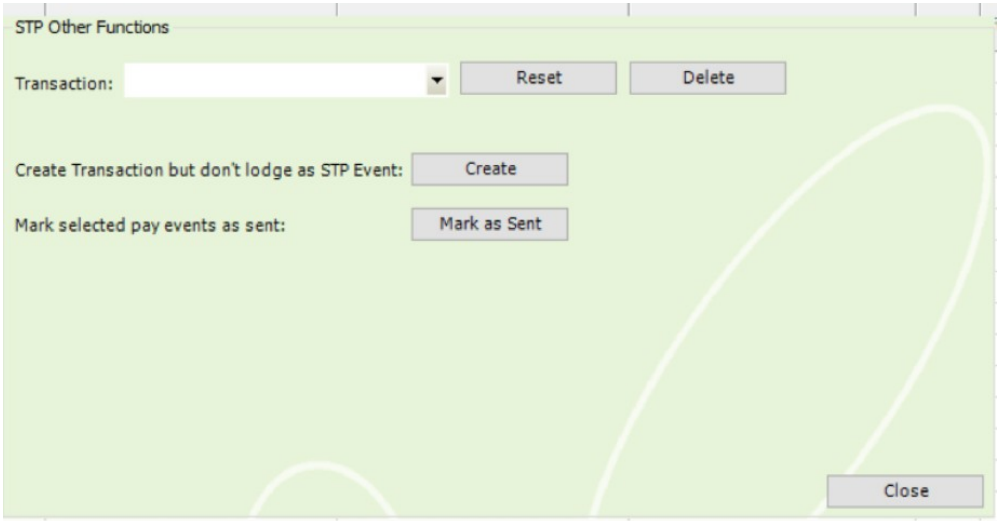
The screenshot shows the 'Single Touch' website interface. The top navigation bar is the same as in the previous screenshots. Below the navigation bar is a blue header with a document icon and the word 'Reports for'. The main content area is currently blank, indicating that the report has been selected and is about to be displayed.

Employer Gross PAYG Withholding Report

Processed on	Payment date	Event W1	YTD W1	Event W2	YTD W2
Opening balance	NA	NA	0	NA	0
19/06/18	19/06/18	1500.00	1500.00	356	356
19/06/18	19/06/18	1500.00	3000.00	356	712
19/06/18	19/06/18	1545.00	4545.00	371	1083
19/06/18	19/06/18	1500.00	6045.00	356	1439
19/06/18	19/06/18	1237.50	7282.50	265	1704
19/06/18	19/06/18	1362.50	8645.00	308	2012
19/06/18	19/06/18	1237.50	9882.50	265	2277
19/06/18	19/06/18	1262.50	11145.00	274	2551
19/06/18	19/06/18	1262.50	12407.50	274	2825
19/06/18	19/06/18	1282.50	13690.00	281	3106
19/06/18	19/06/18	1282.50	14972.50	281	3387
19/06/18	19/06/18	1282.50	16255.00	281	3668
19/06/18	19/06/18	1282.50	17537.50	281	3949

[DOWNLOAD CSV VERSION](#)

17. Other Functions



The screenshot shows a dialog box titled "STP Other Functions" with a light green background. It contains the following elements:

- A "Transaction:" label followed by a white dropdown menu with a downward arrow.
- Two buttons: "Reset" and "Delete", positioned to the right of the dropdown menu.
- A label "Create Transaction but don't lodge as STP Event:" followed by a "Create" button.
- A label "Mark selected pay events as sent:" followed by a "Mark as Sent" button.
- A "Close" button located in the bottom right corner of the dialog box.



Simplicity you can count on

cashflow-manager.com.au