Welcome to the Single Touch Pay setup guide for **Hairware** or **Beautyware**.

Once setup, your **Hairware** or **Beautyware** system will now send your pay information directly to the ATO.

To set up **Single Touch Pay** with your **Hairware** or **Beautyware** system you will first have to make sure you have filled out your business and operator details correctly as per below instructions.

Business Details

Wages Setup

Select **F7 Salon** then **3 Wages** then **8 Wages Setup**.

Press **p pay** to edit the fields.

Payer Name: Legal name of the Payer as per Australian Business Register. **(Mandatory)**
Pay Clerk: Name of the person responsible for submission of pay to ATO. **(Mandatory)**
Pay Clerk Email: Email of the person responsible for submission, any response from the ATO will be sent to this email address.   See ATO STP Status definitions in '**STP Operation**' section below.
ABN or WPN: If no ABN then the WPN will be used. **(Mandatory)**

Salon Name

Select **F2 Setup** then **1 System Setup** then **1 Salon Name**.

Press **e edit** to edit the fields.

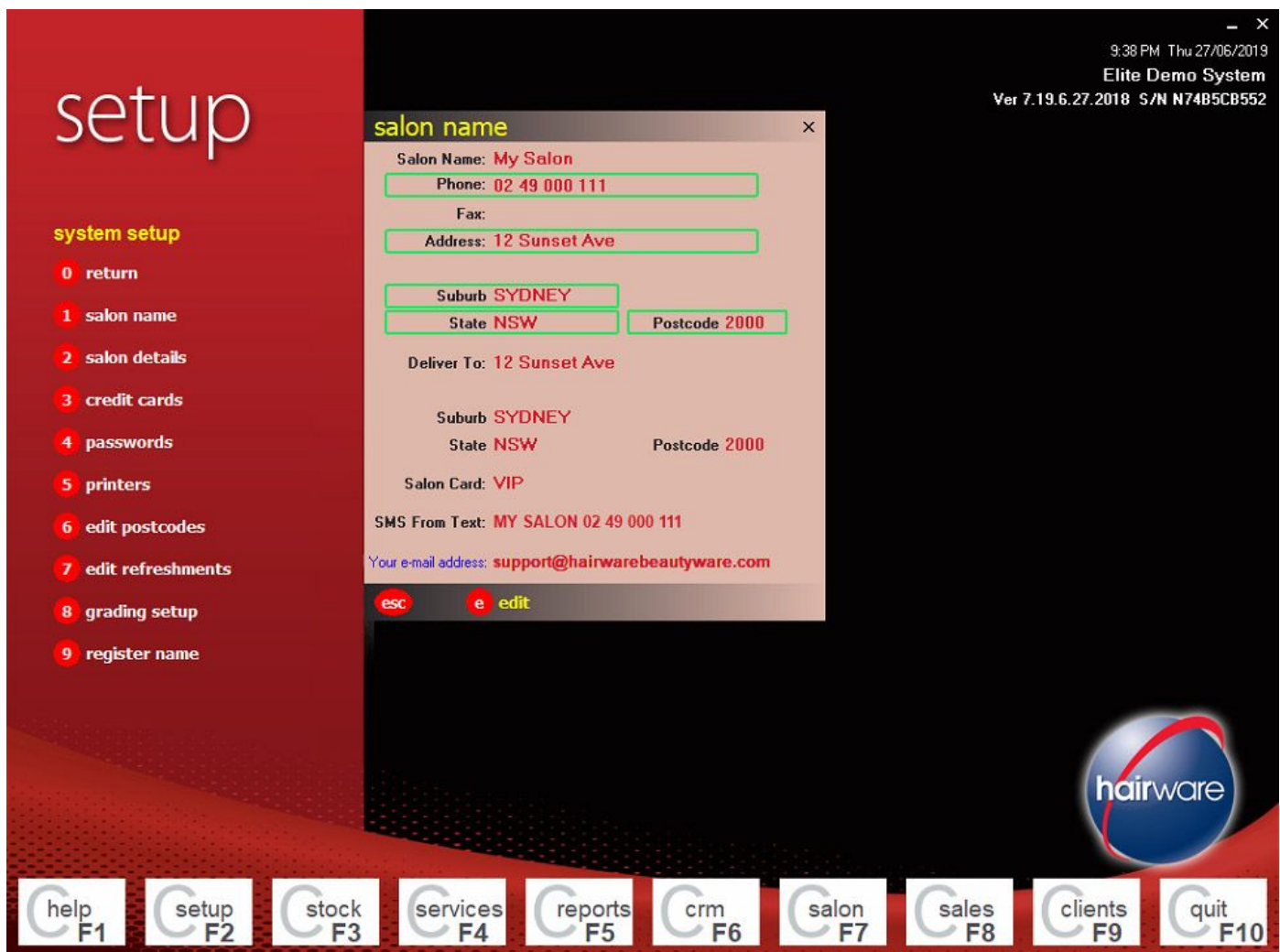**Phone:** Phone number that the ATO can contact the Pay Clerk on (must not contain brackets). **(Mandatory)**
Address: Address of business. **(Mandatory)**
Suburb: Suburb of business. **(Mandatory)**
State: State of business.
Postcode: Postcode of business (must not contain spaces before or after postcode).

Operator Details

Operator Profile

Select **F2 Setup** then **2 Operator Profile**.

Press **p personal** to edit the fields.

First Name: Employees first name.
Last Name: Employees last name. **(Mandatory)**
Address: Employees address. **(Mandatory)**
Email: Employees email address.
Suburb: Employees suburb. **(Mandatory)**
State: Employees state.
Postcode: Employees postcode (must not contain spaces before or after postcode).
Birthday: Employees date of birth.
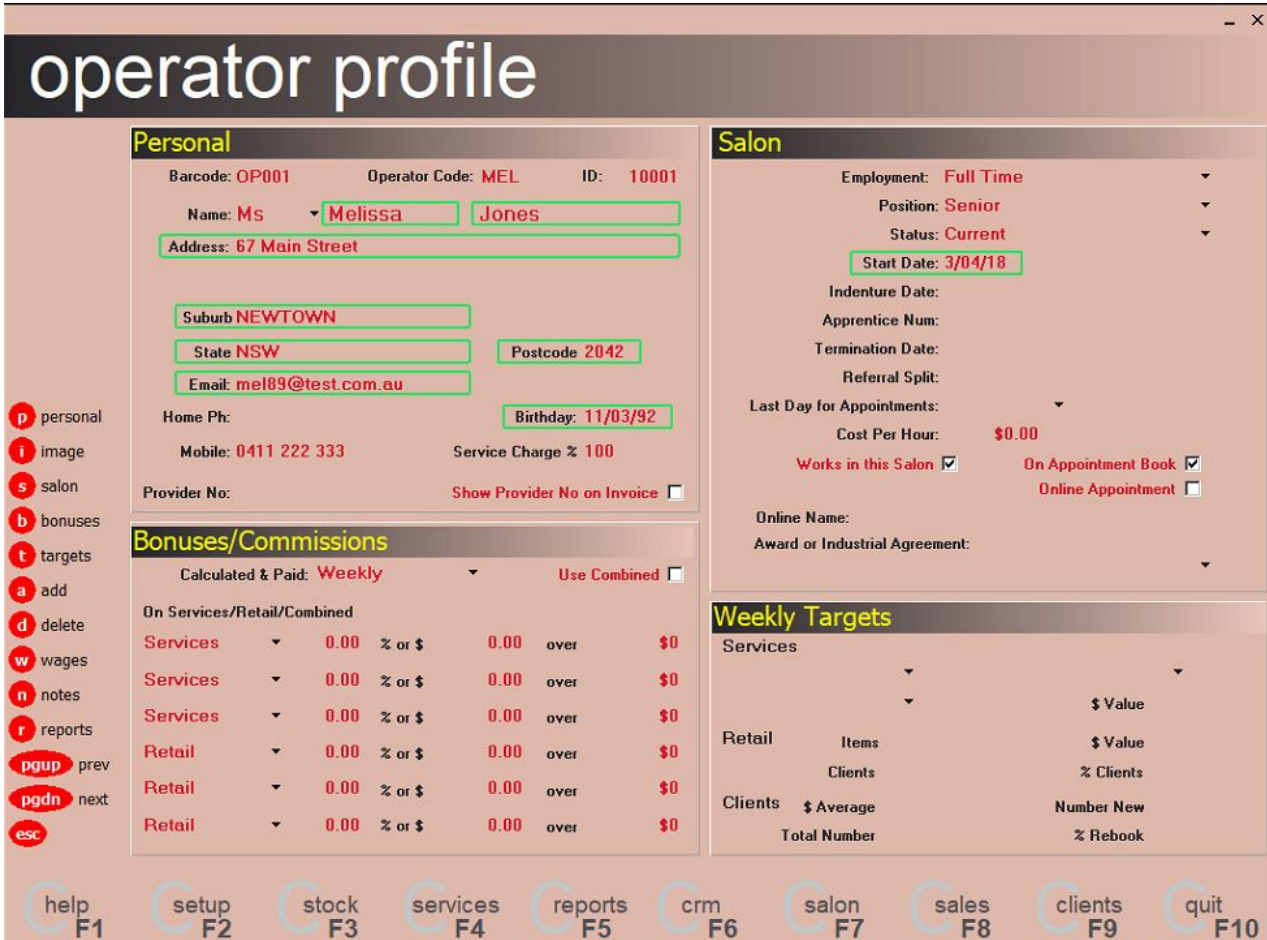
Press **s save** then press **s salon** to edit the field.

Start Date: Put in the date the employee commenced employment.

Press **s save** then press **w wages**, then press **p pay** to edit the field.

Tax File Num: Put in the employees tax file number. **(Mandatory)**

Allowances & Deductions

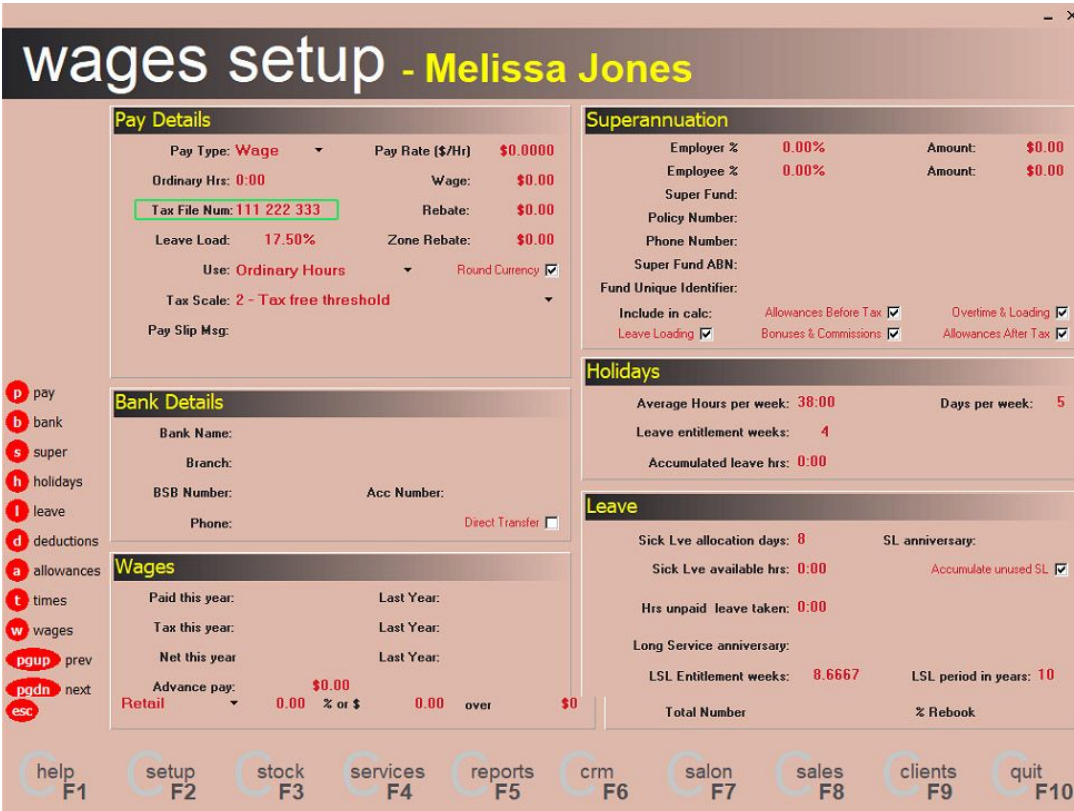The ATO require all Allowance and Deductions to be coded with a **Type**. These types are ATO hard coded and one must be selected against each Allowance and Deduction.

Existing Allowances will default to **Type** = 'Other' and existing Deductions will default to **Type** = 'Fee' as part of the upgrade.

You must go into each existing Allowance and Deduction and update each to the correct '**Type**'. If you are unsure of the correct '**Type**' please consult your accountant to provide guidance.

Allowance '**Type**' valid values are;
Car, Transport, Laundry, Meals, Travel, Other

Deduction '**Type**' valid values are;
Fees, Working Place Giving

Ensure when setting up an Allowance or Deduction within the Operator Wages Setup or when Adding Allowance or Deduction just within the Current Wages period that a valid and correct '**Type**' is used.

Operator Wages Setup Allowance screen

Operator Wages Setup Deduction screen

Current Pay Period Allowance screen

Current Pay Period Deduction screen

STP Operation

First you will need to complete your operators pays as normal in current pay period.
Once all operators pays are marked as done you will be able to exit the Current Pay period screen then select **2 New Pay Period**.

Note: You will not be able to enter the New Pay Period screen unless all operator pays are marked as done.

The STP/new pay period screen will display the period you are currently in, the submission date, the submission status, the pay clerks name and email address.

STP/new pay period ×

Period: 03/07/2019 - 09/07/2019
Submission Date: 27/06/2019 9:42:04 PM
STP Status: Pending
Pay Clerk: Jane Smith
Email: j.smith@test.com.au

esc cancel **s** send

Press **s send** and then click on the agreement checkbox and then **submit** to send the pay information to the ATO. A new program window appear and generate your file, <u>**do not close this window**</u> as it will close once it finished its operation if it is sent successfully, If there is an issue with the generation of your pay period it will show the error at the bottom of the program and will not close automatically.

If you need any assistance with sending your pay please contact support.
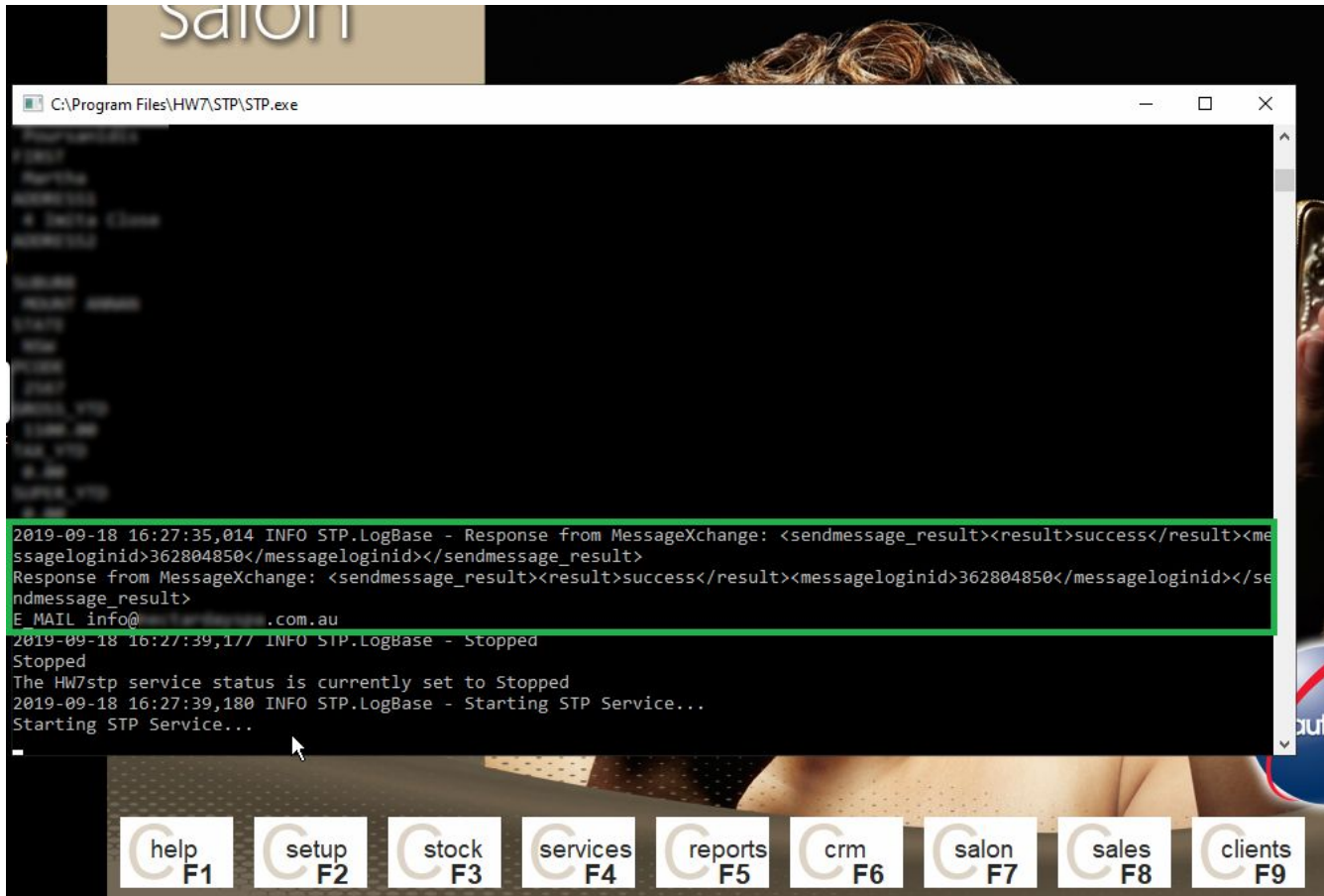
Successfully sent pay record to MessageXChange
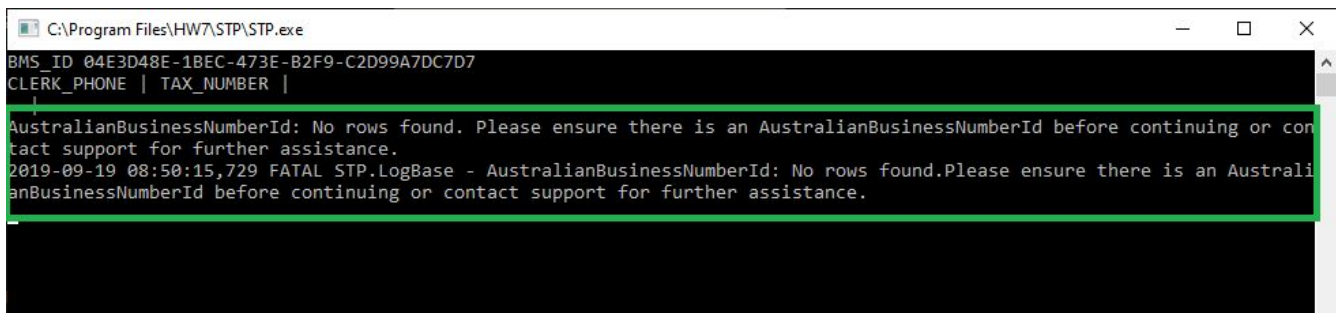
Error when there is no ABN
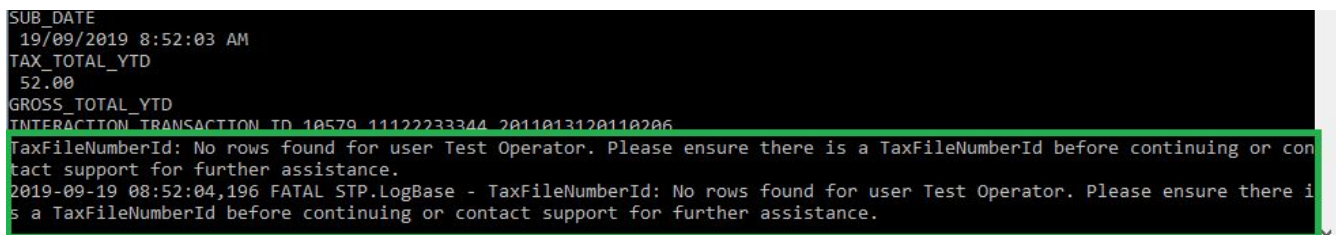
Error when no tax file number is present for an operator

Once the pay has been processed it will change the **STP Status** in the STP/new pay period screen, you will also be notified of the outcome via an email to the pay clerks email address. Please see the STP status definitions below for more details.

If you receive a response from the ATO other than **Confirmed** you will have to check that you have filled out all of the information for your Business, Operators and current pay period correctly then resubmit to the ATO via the method above.

Please be aware response from the ATO/MessageXchange will take approximately 30 minutes, however during busy times it may take up to 3 hours. If you do not receive a response please contact Hairware & Beautyware Support on 1300 880 582.
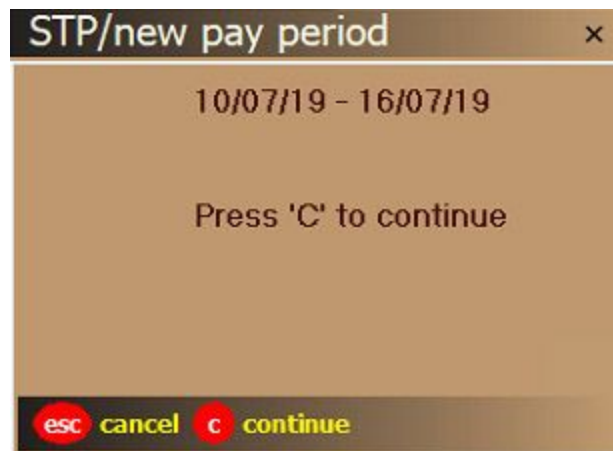
Once you receive a **Confirmed** response you will now be able to select **n new period** in the **STP/new pay period screen**, then you will be able to roll into the next pay period.

STP/new pay period   ×

Period: 03/07/2019 - 09/07/2019

Submission Date: 27/06/2019 9:48:10 PM

STP Status: Confirmed

Pay Clerk: Jane Smith

Email: j.smith@test.com.au

esc cancel   n new period

STP/new pay period   ×

10/07/19 - 16/07/19

Press 'C' to continue

esc cancel   c continue

HAIRWARE
BEAUTYWARE
SALON SOFTWARE

STP Status Definitions

Pending	=	Waiting to be or has been sent to the ATO for processing
Confirmed	=	Your STP has been successfully processed by the ATO
Partial	=	The pay has been partially lodged but is missing information , you can go into the

next period but must fix the errors before submitting the next period.

Warning	=	Although the ATO have processed the file, they have returned one or more
		Warnings, you will need to review the information and resubmit the pay period
Error	=	The ATO has not processed your STP submission, you will need to review the
		information and resubmit the pay period