

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)**



**wages setup**

**Pay Setup**

Pay Period: **Weekly**  
 Start day of week: **Sunday**  
 Current Pay Period start date: **3/07/19**  
 Pay Date (No days after pay period): **1**  
 Withholding Payer Number (WPN) - -  
 Payer Name: **My Test Salon Pty Ltd**  
 Pay Clerk: **Jane Smith**  
 Pay Clerk Email: **j.smith@test.com.au**  
 BMS ID: **5CCDBBDD-079B-465C-9D91-BF2BAC5B6B2**  
 ABN **11112222333**  
 Remove GST from Bonus calculations   
 OT rates 1: **1.50**  
 OT rates 2: **2.00**  
 OT rates 3: **2.50**  
 Loading rate 1 and displayed text: **Special Loading 33.00%**  
 Loading rate 2 and displayed text: **Special Loading 50.00%**  
 Loading rate 3 and displayed text: **Special Loading 100.00%**  
 Bank Account Name: **My Salon**  
 Bank Name:  
 Bank BSB Num:  
 Account Number:  
 Bank Contact Name:  
 Bank Phone:

**Deductions**

Description	Pre Tax	Show on GC	Amount
Fees	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
product	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Product	<input type="checkbox"/>	<input type="checkbox"/>	\$97.50

**Allowances**

Description	Pre Tax	Show on GC	Amount
Meals	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Term Hol Pay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$121.77
Tool Allowance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$8.64

**Public Holidays**

Name	Date
Anzac Day	25/04/19
Australia Day	26/01/19
Boxing Day	26/12/18
Christmas Day	25/12/18

**Message on Pay Slip**

pay  
 message  
 deductions  
 allowances  
 holidays  
 esc

help F1  
  setup F2  
  stock F3  
  services F4  
  reports F5  
  crm F6  
  salon F7  
  sales F8  
  clients F9  
  quit F10

## 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).

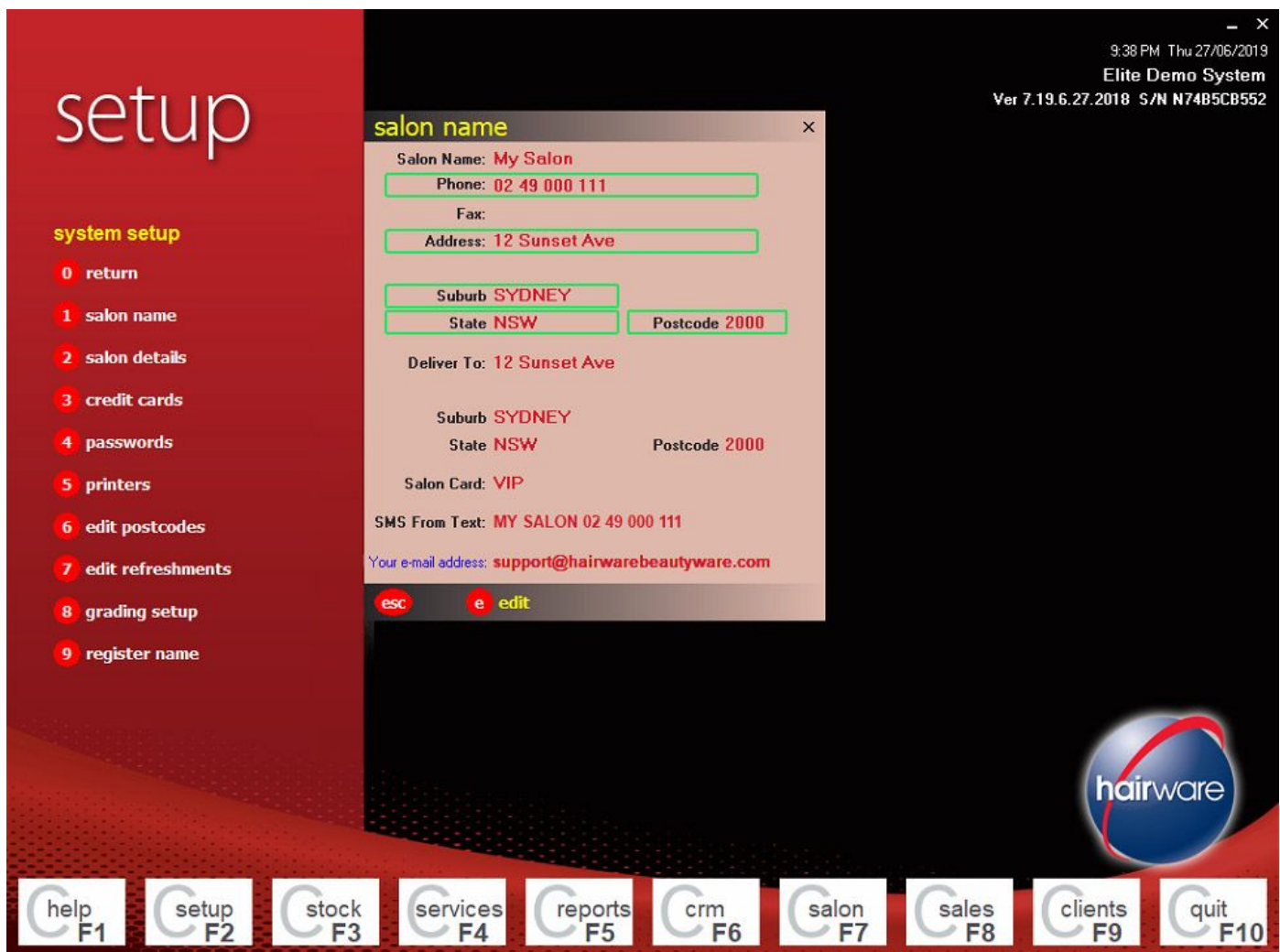
**(Mandatory)**

**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).



The screenshot displays the 'setup' application interface. On the left, a red sidebar contains a 'system setup' menu with options: 0 return, 1 salon name, 2 salon details, 3 credit cards, 4 passwords, 5 printers, 6 edit postcodes, 7 edit refreshments, 8 grading setup, and 9 register name. The main window shows the 'salon name' configuration screen with the following fields: Salon Name: My Salon, Phone: 02 49 000 111, Fax: (empty), Address: 12 Sunset Ave, Suburb: SYDNEY, State: NSW, Postcode: 2000. Below these fields, it shows 'Deliver To: 12 Sunset Ave', 'Suburb: SYDNEY', 'State: NSW', 'Postcode: 2000', and 'Salon Card: VIP'. At the bottom, it displays 'SMS From Text: MY SALON 02 49 000 111' and 'Your e-mail address: support@hairwarebeautyware.com'. A bottom toolbar contains buttons for help (F1), setup (F2), stock (F3), services (F4), reports (F5), crm (F6), salon (F7), sales (F8), clients (F9), and quit (F10). The top right corner shows the time 9:38 PM, date Thu 27/06/2019, and system version Ver 7.19.6.27.2018 S/N N74B5CB552.

## 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)**

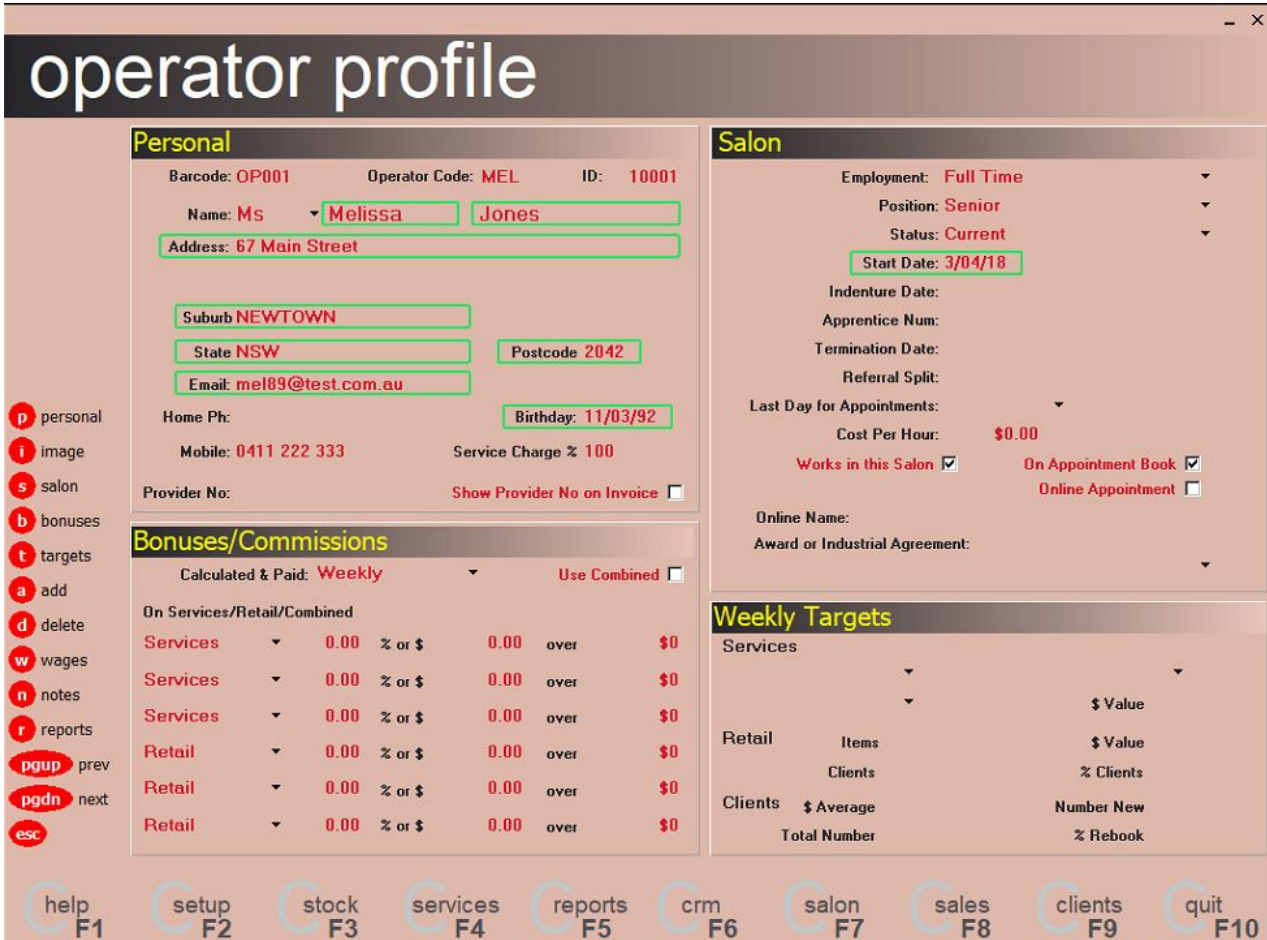
**Email:** Employees email address.

**Suburb:** Employees suburb. **(Mandatory)**

**State:** Employees state.

**Postcode:** Employees postcode (must not contain spaces before or after postcode).

**Birthday:** Employees date of birth.



**operator profile**

**Personal**

Barcode: **OP001** Operator Code: **MEL** ID: **10001**

Name: **Ms** **Melissa** **Jones**

Address: **67 Main Street**

Suburb: **NEWTOWN**

State: **NSW** Postcode: **2042**

Email: **mel89@test.com.au**

Home Ph: Birthday: **11/03/92**

Mobile: **0411 222 333** Service Charge % **100**

Provider No: Show Provider No on Invoice

**Bonuses/Commissions**

Calculated & Paid: **Weekly** Use Combined

On Services/Retail/Combined			% or \$			
Services	▼	0.00	% or \$	0.00	over	\$0
Services	▼	0.00	% or \$	0.00	over	\$0
Services	▼	0.00	% or \$	0.00	over	\$0
Retail	▼	0.00	% or \$	0.00	over	\$0
Retail	▼	0.00	% or \$	0.00	over	\$0
Retail	▼	0.00	% or \$	0.00	over	\$0

**Salon**

Employment: **Full Time**

Position: **Senior**

Status: **Current**

Start Date: **3/04/18**

Indenture Date:

Apprentice Num:

Termination Date:

Referral Split:

Last Day for Appointments:

Cost Per Hour: **\$0.00**

Works in this Salon  On Appointment Book

Online Appointment

Online Name:

Award or Industrial Agreement:

**Weekly Targets**

Services

Retail Items \$ Value

Clients % Clients

Clients \$ Average Number New

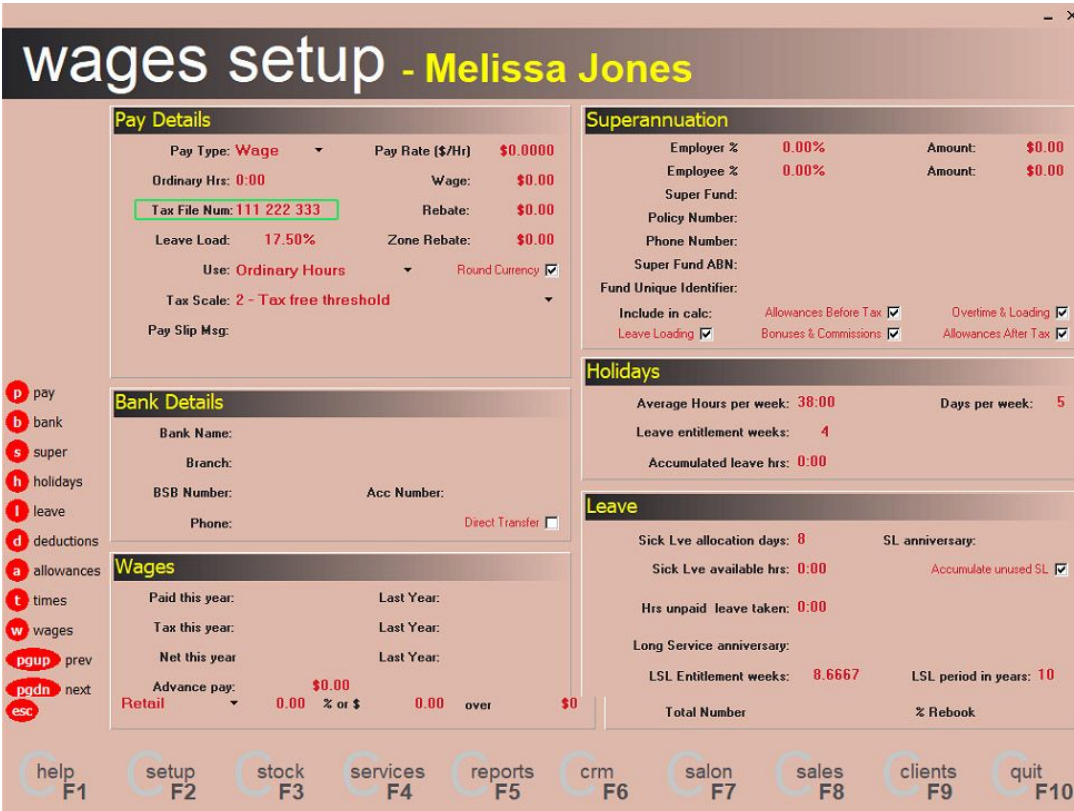
Total Number % Rebook

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

### Deductions

Deduction: **Union Fees**

Before Tax:  Show on PAYG Summary:

Amount: **\$15.00** Type: **Fee**

Financial Inst: **Fees**

Branch: **Workplace Giving**

Acc Name:

BSB Num:

Acc Num:

Description	Taxable	Amount	TYPE
Union Fees	<input type="checkbox"/>	\$15.00	Fee

esc ↓ next ↑ prev e edit a add d del

Operator Wages Setup Deduction screen

## pay details - Mary-Rose Dixon

5/08/19 to 11/08/19

Tax Scale: **2** Pay Type: **Wage** Paid Leave: **0:00** + Paid Ordinary Hrs: **0:00** × Hourly Pay Rate: **\$20.000** = Base Wage: **\$0.00** Employer Super: **\$0.00** Employee Super: **\$0.00**

#### allowances

Allowance: **Car**

Before Tax:  Show on PAYG Summary:

Amount:  Type: **Car**

Description	Before Tax
Car	<input type="checkbox"/>
Transport	<input type="checkbox"/>
Laundry	<input type="checkbox"/>
Meals	<input type="checkbox"/>
Travel	<input type="checkbox"/>
Other	<input type="checkbox"/>

esc ↓ next ↑ up e edit a add d delete

Deductions After Tax

Allowances After Tax

Total Allow	<b>\$0.00</b>	Bonuses & Commissions	Amount: <b>\$0.00</b> Period:
Total Ded	<b>\$0.00</b>	Leave Loading	Taxed: <b>\$0.00</b> Non Tax: <b>\$0.00</b>
Total OT/BP	<b>\$0.00</b>	Taxable Income	<b>\$0.00</b>
		Tax	<b>\$0.00</b>
Total Ded	<b>\$0.00</b>	Tax Payable	<b>\$0.00</b>
		Rebates	<b>\$0.00</b>
Total Allow	<b>\$0.00</b>	Holiday Pay	<b>\$0.00</b>
		NETT PAY	<b>\$0.00</b>

b back pay t tax a allowances d deductions o overtime pgup pgdn esc

help F1 setup F2 stock F3 services F4 reports F5 crm F6 salon F7 sales F8 clients F9 quit F10

Current Pay Period Allowance screen



## pay details - Mary-Rose Dixon

5/08/19 to 11/08/19

Tax Scale: 2	Pay Type: Wage	Paid Leave: 0:00	+ Paid Ordinary Hrs: 0:00	× Hourly Pay Rate: \$20.000	= Base Wage: \$0.00	Employer Super: \$0.00	Employee Super: \$0.00
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### deductions

Deduction:  Before  Show on PAYG

Amount:  Type: Fees

Financial Inst:  Workplace Giving

Branch:

Acc Name:

BSB Num:

Acc Num:

Description	Taxable	Amount
	<input type="checkbox"/>	

esc
↓ next
↑ up
e edit
a add
d delete

Allowances After Tax:

Total Allow: \$0.00	Bonuses & Commissions Amount: \$0.00	Period: <input type="text"/>
Total Ded: \$0.00	Leave Loading Taxed: \$0.00	Non Tax: \$0.00
Total OT/BP: \$0.00	Taxable Income: \$0.00	Tax: \$0.00
Total Ded: \$0.00	Tax Payable: \$0.00	Rebates: \$0.00
Total Allow: \$0.00	Holiday Pay: \$0.00	<b>NETT PAY: \$0.00</b>

help F1
setup F2
stock F3
services F4
reports F5
crm F6
salon F7
sales F8
clients F9
quit F10

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.

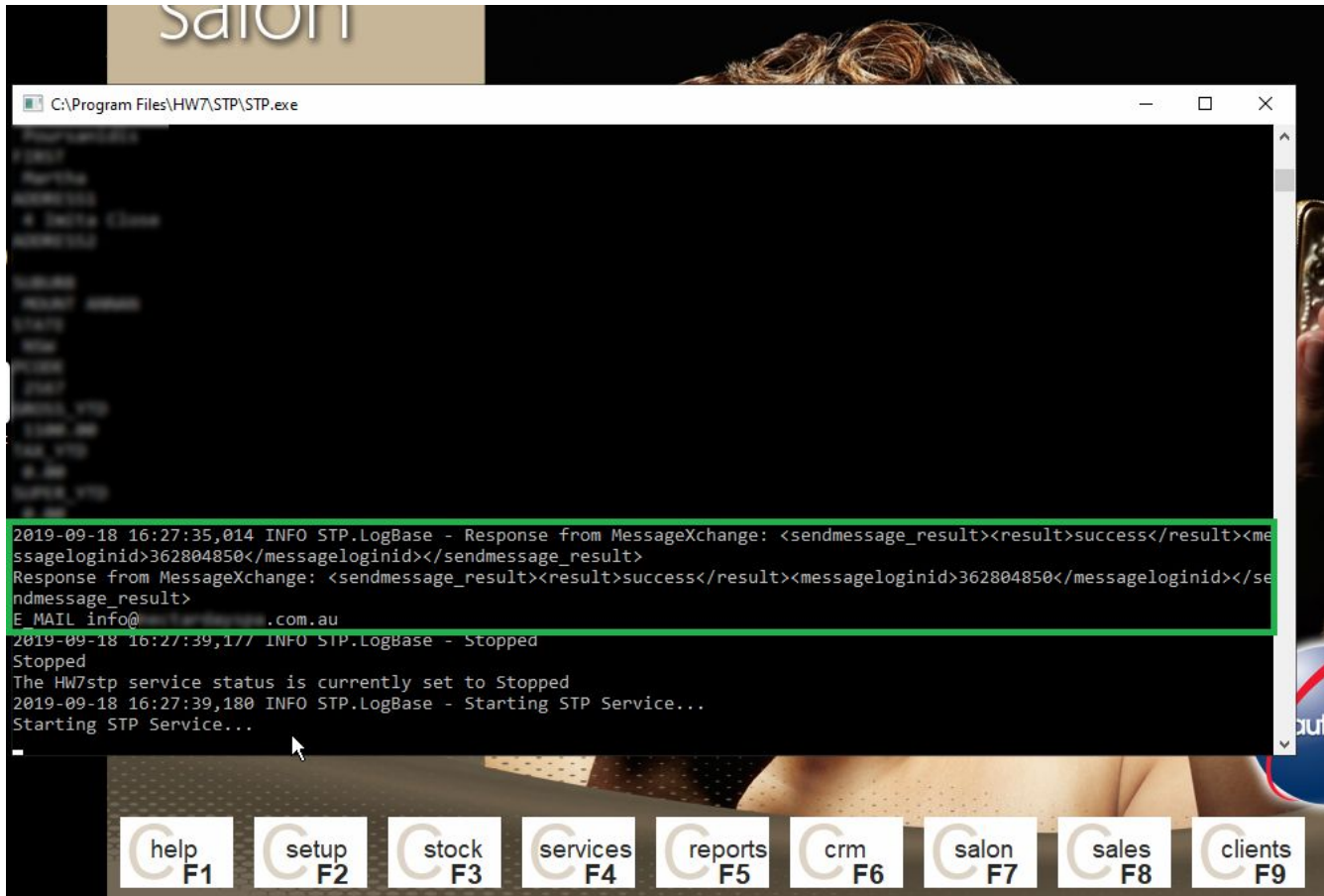
The STP/new pay period screen will display the period you are currently in, the submission date, the submission status, the pay clerks name and email address.



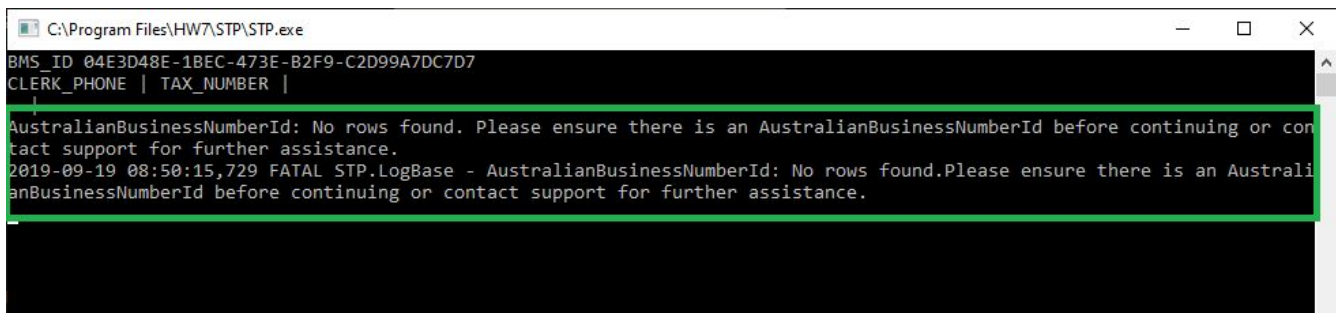
Press **s send** and then click on the agreement checkbox and then **submit** to send the pay information to the ATO. A new program window appear and generate your file, **do not close this window** as it will close once it finished its operation if it is sent successfully, If there is an issue with 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.

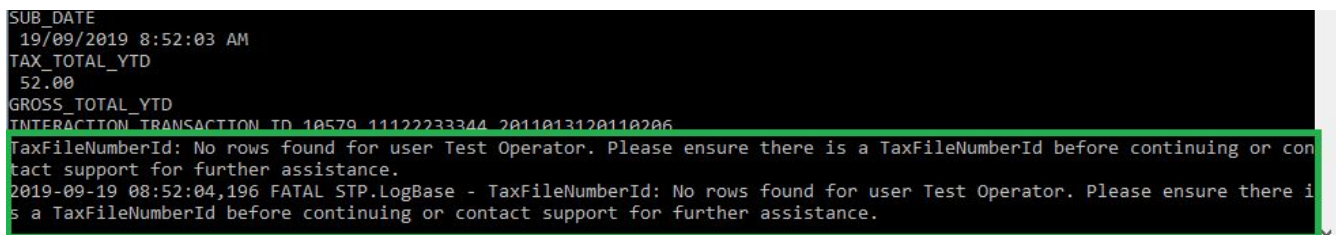




Successfully sent pay record to MessageXChange



Error when there is no ABN



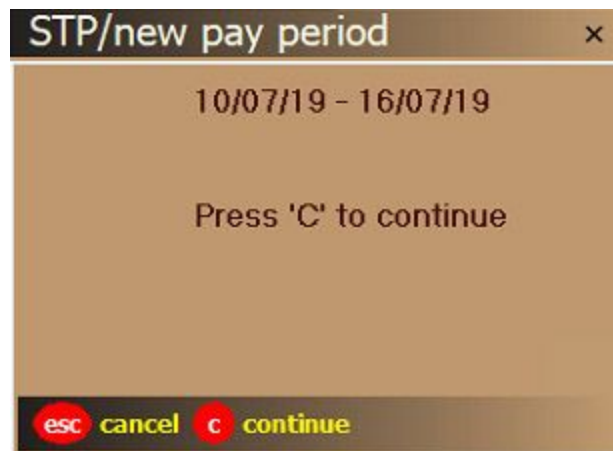
Error when no tax file number is present for an operator

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 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