

Task 1 - Check payroll details for Single Touch Payroll reporting

MYOB Essentials, Australia only

Before you can send your payroll info to the ATO, it needs to be in a format that the ATO can use.

When you set up Single Touch Payroll, MYOB Essentials checks your business and employee details and lets you know what needs fixing.

To check your payroll details

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1. From the **Payroll** menu, choose **Payroll Reporting**.
2. Click **Check payroll details**. The **Check Payroll Details** window appears listing the results.
3. Fix any errors. See below for more information.

Updating your payroll information

To update your business information

To update employee payroll information

To assign ATO reporting categories to your pay items

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