

End of year finalisation with Single Touch Payroll reporting

AccountRight Plus and Premier (v2018.2 and later), Australia only

If you've been reporting your pays to the ATO via [Single Touch Payroll](#), you need to finalise your payroll information by 31 July. This replaces the old payment summary process.

When you finalise:

- you're letting the ATO know that you've completed all pays for the payroll year
- the status of the employee's income statement in myGov changes to **Tax ready** so they can pre-fill and lodge their tax return.

Before finalising

- Enter all pays up to 30 June (pays recorded in July which include June pay dates aren't included in the finalised year)
- [Fix any incorrect pays](#)
- [Back up your company file](#)

Once you've checked your year-to-date totals, you're ready to finalise.

To check year-to-date totals

To finalise Single Touch Payroll information

FAQs

What if I've terminated an employee before setting up Single Touch Payroll reporting?

Why is an employee missing from the EOFY Finalisation list?

How do I undo a finalisation?

Will there be a problem if I've reported via STP as well as prepared payments summaries?

What if I have duplicated ETP amounts?

Related topics

[About Single Touch Payroll reporting](#)

[Terminate an employee in Single Touch Payroll reporting](#)

[Reportable fringe benefits \(RFBA\) with Single Touch Payroll reporting](#)

[Deleting an employment termination payment](#)

