

Assign ATO reporting categories for Single Touch Payroll

MYOB Essentials, Australia only

So the ATO knows how to treat each type of payment you're reporting through Single Touch Payroll, you need to assign an ATO reporting category to each of the earnings and deductions you use.

These categories are similar to the categories you assigned to earnings and deductions when doing payment summaries in previous years.

Which ATO reporting category should I assign?

As your business, award and employee agreement are unique, we can't specify what ATO reporting categories you should assign to your earnings and deductions.

However, you can use the [descriptions of reporting categories](#) below to guide you.

For additional information and advice:

- consult your accounting advisor (don't have an accounting advisor? Get in contact with a [Professional Partner](#))
- ask questions and learn from others at the [community forum](#)
- visit [the ATO website](#).

What is each ATO reporting category for?

Use this information to work out which reporting categories you need to assign to your earnings and deductions.

Earnings and allowances

Superannuation

Deductions

PAYG Withholdings

Assigning ATO reporting categories

Before using Single Touch Payroll, you to assign ATO reporting categories to your earnings and deductions.

You need to do this for all earnings and deductions you've used in the current payroll year, and whenever you use a new earning or deduction.

To assign ATO reporting categories

To assign ATO reporting categories

1. From the **Payroll** menu, choose **Pay items**.



2. Click the ellipses button for the pay item and choose **Edit**.

myob Dashboard Sales Purchases Banking Contacts Payroll Reports In tray 2 Switch businesses Coffee House Help

Home Pay items

Pay items

Got any thoughts about the pay items? [Let us know](#)

Here's a list of every earning and deduction you created for your employees, including each pay item's type and ATO reporting category. [Learn more](#)

Active Pay Items

Create earning

Name	Type	ATO reporting category
Leave loading	Standard earning	
Unpaid Leave	Standard earning	
Wage Advance	Standard earning	

More actions menu (circled in red): Edit, Delete

3. Choose the applicable **ATO reporting category**.

Type: Standard earning

Name: Leave loading

Name for payslip: Leave loading

Rate: Multiplier

Multiply by: 0.17500

Tax: Taxable

Pay super on this earning

Accrue annual and sick leave on this earning

ATO reporting category

- Not reportable
- Gross payments
- Exempt foreign income
- CDEP payments
- Allowance - Car
- Allowance - Transport
- Allowance - Travel
- Allowance - Meals
- Allowance - Laundry
- Allowance - Other
- Lump sum A - Termination
- Lump sum A - Redundancy
- Lump sum B
- Lump sum D
- Lump sum E

Cancel Save

4. Click **Save**.

5. Repeat for all pay items.

Related topics

Setting up Single Touch Payroll reporting

Task 1 - Check payroll details for Single Touch Payroll reporting

Employee information required for Single Touch Payroll

Task 2 - Connect to the ATO for Single Touch Payroll reporting

From the community

Single Touch Payroll Query

Re: YTD Prior to STP

Re: Upgrading to latest myob version for STP

Re: Unable to Connect to ATO

Bank feed not match payslip

More »