



Payment Summaries

(aka Group Certificates)

This step-by-step guide shows you how to produce Payment Summaries for your staff, and also how to produce your EMPDUPE file for electronic reporting of your payment summaries to ATO.

Payment Summaries are produced by SmoothPay onto plain A4 paper, using the Z-fold format which makes it easy to fold and place into a standard window envelope for privacy and delivery to your employee/s.

The Payment Summary is used by the employee for their tax return preparation, and shows their earnings, deductions etc., in the format specified by the ATO.

Definitions & Terminology

To help new payroll people get up to speed (and prevent any confusion), a few definitions are in order:

Group Certificates: It's been some years since "*Group Certificates*" became "*Payment Summaries*" and the use of the old name is discouraged - we'll refer to these as Payment Summaries only.

EMPDUPE: This is the file produced by SmoothPay to be used to electronically report your Payment Summary information to ATO.

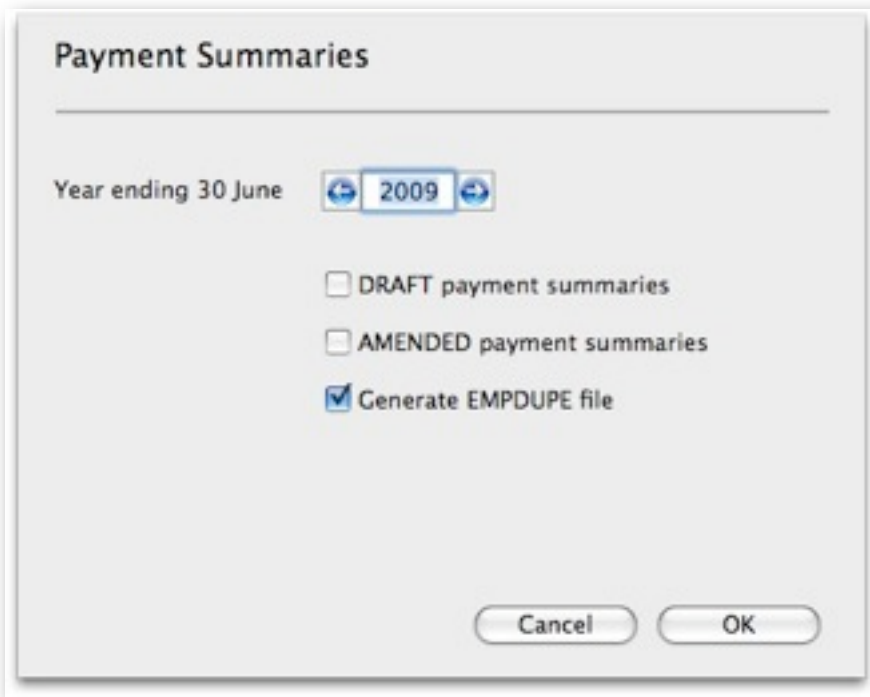
This is typically done via the ECI software (see below) to transfer the file, though you can also copy the file to a diskette if you don't have internet access or don't have the free ECI software.

ECI: The *Electronic Commerce Interface* software is freely available from the ATO's website. This software enables you to lodge TFN declarations, PAYG withholding payment summary annual report (the EMPDUPE file), BAS etc, so it's a very handy tool to have.

SBR: Note that SmoothPay will be implementing the seamless integration of business reporting to government agencies using the SBR initiative currently being developed in conjunction with the ATO and other government agencies. This means that TFN's, Payroll Tax, annual payment summary etc will be able to be reported directly from within SmoothPay, avoiding the need to use ECI and the extra processes that it currently requires. We'll keep you posted on progress.

Producing Payment Summaries

Select *Reports..Tax..Payment Summaries:*



The available options and their meanings are:

- **Year ending:** Specify the tax year that the Payment Summaries are to be produced for
- **DRAFT:** If ticked, prints the word DRAFT across all summaries. This option is set by default when you select Payment Summaries reporting - to encourage you to print a trial copy and check them before producing the real thing. If you have also ticked the Generate EMPDUPE option, then the file generated will be a test file, suitable for checking with the ECI software (but not suitable for filing with ATO)
- **AMENDED:** If ticked, prints the “amended” version of the Payment Summaries. These are used when you have already produced the original Payment Summaries and sent the EMPDUPE file to ATO, but then discovered that you’ve missed out some pay information and had to make corrections to it - necessitating the production of amended summaries. You can also produce a DRAFT version (recommended, for checking) and produce the amended EMPDUPE file for testing or sending to ATO.
- **Generate EMPDUPE:** This causes the EMPDUPE file and Payment Summary (summary) report to be produced:

Acme Widgets Pty Ltd
EMPDUPE report for 30 June 2009

	From	To	TFN	Tax free (ETP)	PAYG	Gross payments	Allowances (listed)	CDEP payments	Other income	Fringe benefits	LumpA	LumpB	LumpD	LumpE
Brown, Matt	01/07/2008	30/06/2009	123-123-123		1	3		1	1	0	1	1	1	1
Murray, Ann	01/07/2008	30/06/2009	352-496-202		10	7		1	5	99	6	7	8	9

...with totals and details of the process:

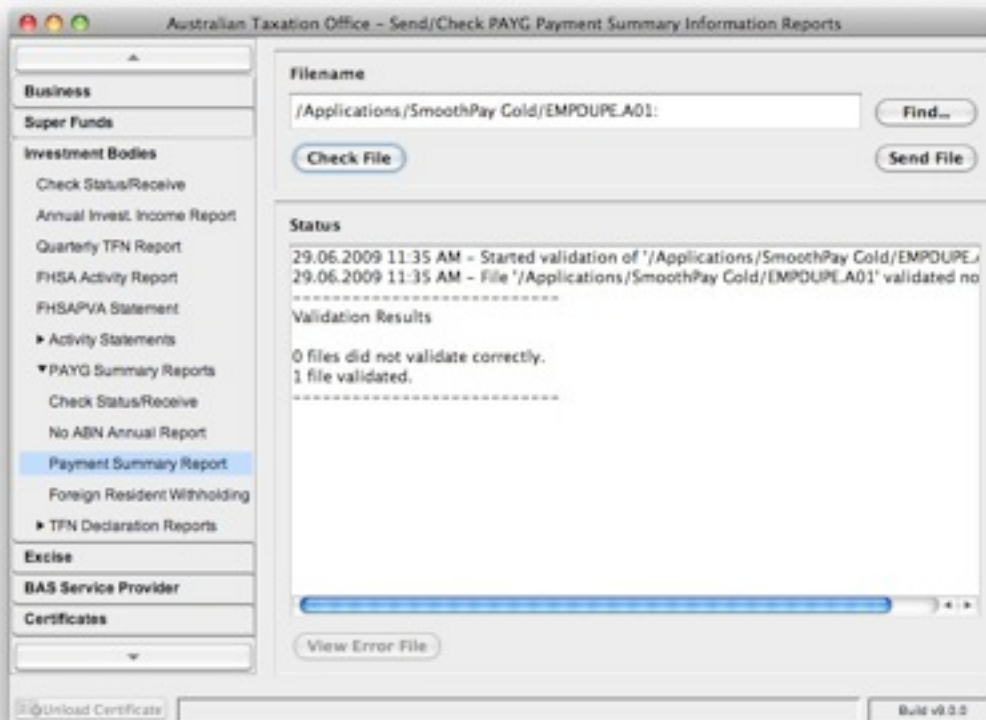
TOTALS	0	11	10	0	2	6	99	7	8	9	10
NOTE: This report EXCLUDES SUBBIES											
Output file: EMPDUPE.A01											
PLEASE: Make sure you test your EMPDUPE file for correctness using the ATO's ECI Client > Business > PAYG Summary Report > Check File option											

You can run these reports any time you like, out of interest or when you actually need to produce them.

Testing your EMPDUPE file using ECI

Start the ECI software (if you don't have it, download it for free from the ATO - search for ECI).

Choose *Business..PAYG Summary Reports..Payment Summary Report*, then *Find* the EMPDUPE.A01 file produced by SmoothPay (see example) and choose *Check File*.



If there are any errors, choose View Error File and examine it for the problems it found in your data - usually missing information (town/locality, postcode etc). The error messages are usually quite clear.

Please! Do not send EMPDUPE files to ATO without pre-testing them and making sure that the Payment Summaries are all correct (no missing pays, correct totals etc).

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.