

Zavanti
Technology for Advantage



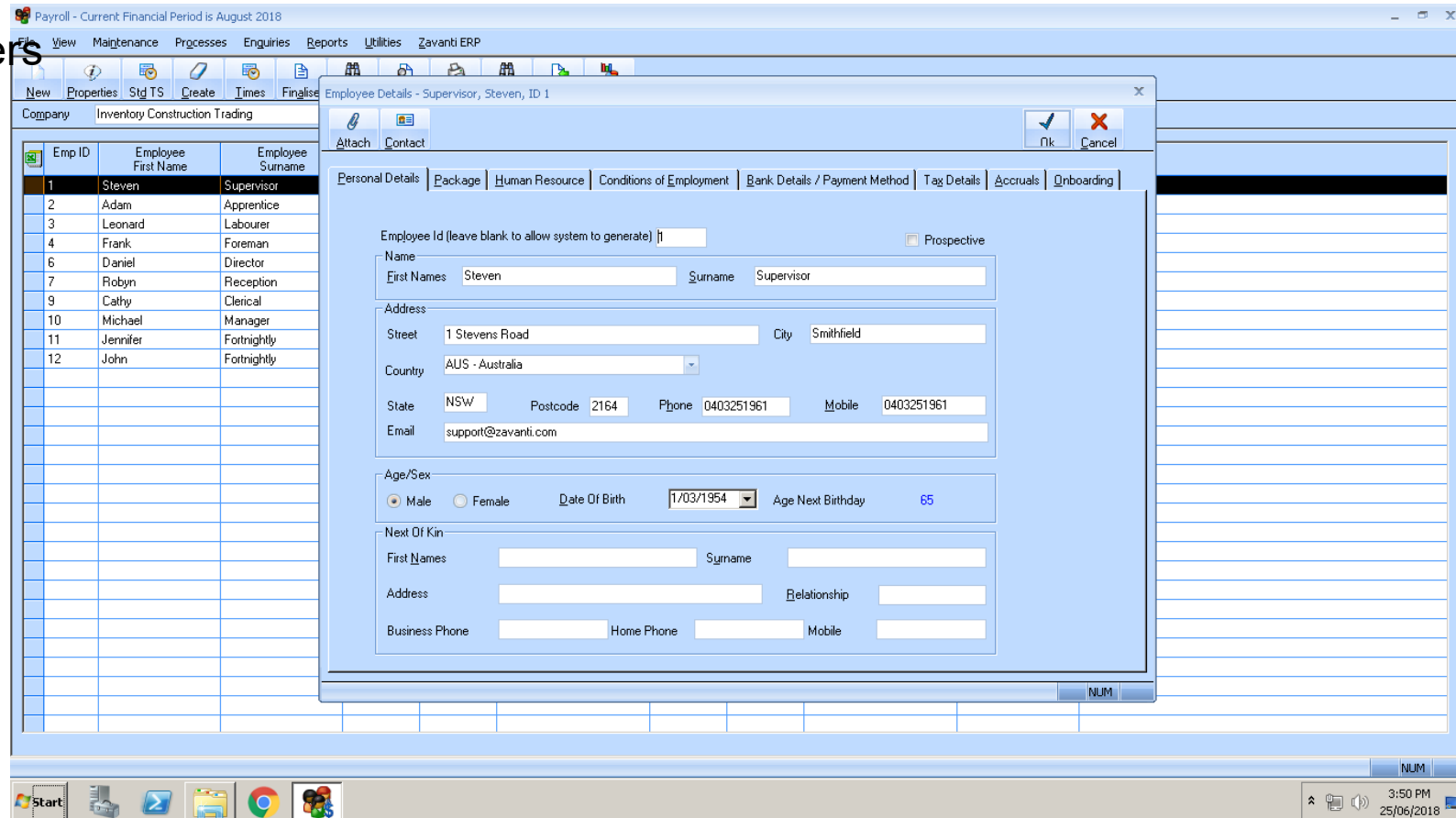
FEBRUARY 2019

STP Preparation

- Fields cannot contain dashes, comma's, spaces, or special characters.
- State fields are required to be CAPS, max 3 characters.
- Phone number do not leave this blank, if no landline phone number exists copy and paste the mobile number into the 'Phone' data field. All numeric - no dashes, gaps or other characters.
- Date of Birth data is passed to the Single Touch Payroll file.
- Super contributions need to be ticked "is super" to be included in the STP file.
- Allowances - update the allowances to include the relevant mandated ATO description.

Employee Properties

- Remove “,” “-” special characters
- New Country Field
- State Fields – CAPS max 3 characters
- Ensure Phone number not blank
- Ensure DOB not blank



Payroll - Current Financial Period is August 2018

View Maintenance Processes Enquiries Reports Utilities Zavanti ERP

New Properties Std TS Create Times Finalise

Company Inventory Construction Trading

Emp ID	Employee First Name	Employee Surname
1	Steven	Supervisor
2	Adam	Apprentice
3	Leonard	Labourer
4	Frank	Foreman
6	Daniel	Director
7	Robyn	Reception
9	Cathy	Clerical
10	Michael	Manager
11	Jennifer	Fortnightly
12	John	Fortnightly

Employee Details - Supervisor, Steven, ID 1

Attach Contact

Personal Details | Package | Human Resource | Conditions of Employment | Bank Details / Payment Method | Tag Details | Accruals | Onboarding

Employee Id (leave blank to allow system to generate) Prospective

Name
First Names Surname

Address
Street City
Country
State Postcode Phone Mobile
Email

Age/Sex
 Male Female Date Of Birth Age Next Birthday

Next Of Kin
First Names Surname
Address Relationship
Business Phone Home Phone Mobile

NUM

Start 3:50 PM 25/06/2018

Onboarding

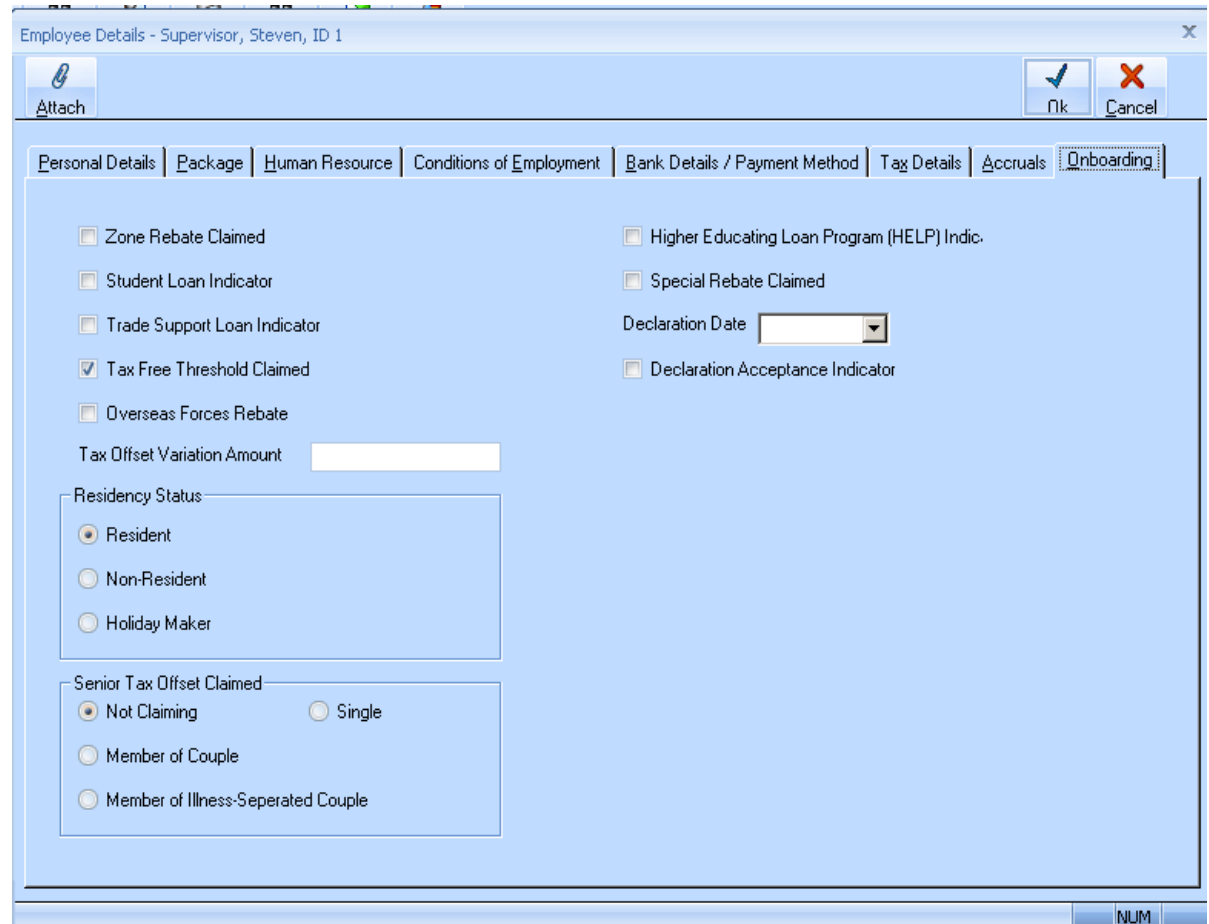
Mandatory fields

- Tax Free threshold
- Residency status
- Senior Tax

New Employees must complete

- Declaration date
- Declaration Acceptance Indicator

Included in upcoming Employee Self Service module



Employee Details - Supervisor, Steven, ID 1

Attach Ok Cancel

Personal Details Package Human Resource Conditions of Employment Bank Details / Payment Method Tax Details Accruals Onboarding

Zone Rebate Claimed

Student Loan Indicator

Trade Support Loan Indicator

Tax Free Threshold Claimed

Overseas Forces Rebate

Tax Offset Variation Amount

Higher Educating Loan Program (HELP) Indic.

Special Rebate Claimed

Declaration Date

Declaration Acceptance Indicator

Residency Status

Resident

Non-Resident

Holiday Maker

Senior Tax Offset Claimed

Not Claiming Single

Member of Couple

Member of Illness-Separated Couple

NUM

Conditions Tab

- 'Start Date' must be provided.
- 'Termination date' may be left blank until the employee is terminated

Employee Details - Supervisor, Steven, ID 1

Attach Ok Cancel

Personal Details | Package | Human Resource | **Conditions of Employment** | Bank Details / Payment Method | Tax Details | Accruals | Onboarding

Conditions Of Employment

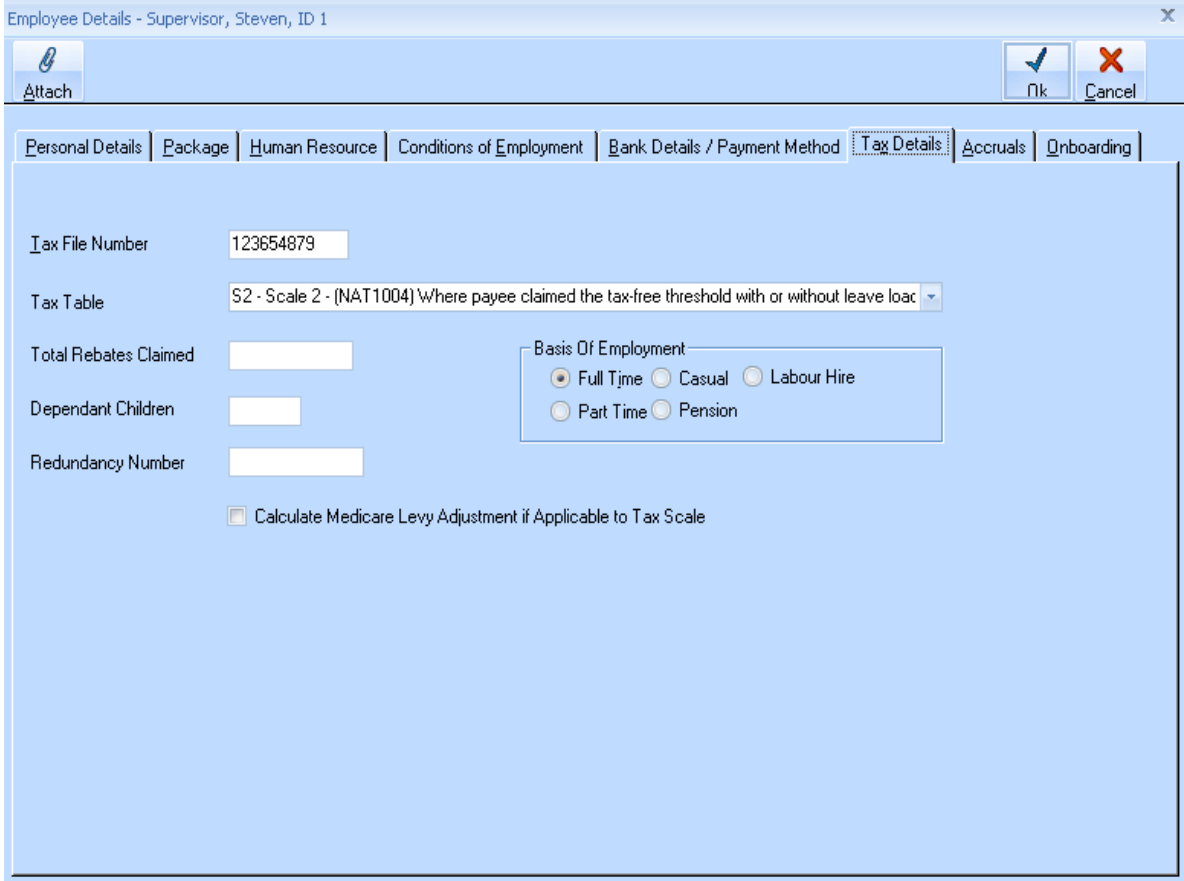
Award	<input type="text" value="SITE - Site Employees"/>	Company Start	<input type="text" value="1/03/2018"/>
Pay Rate ID	<input type="text" value="STEVEN - Steven Supervisor"/>	Termination Date	<input type="text"/>
Pay Rate	<input type="text"/>	Last Pay Date	<input type="text" value="27/07/2018"/>
Pay Area	<input type="text" value="SITE - Site Employees"/>		

Comments

Nationality

Basis of Employment

- 'Basis of Employment' must be selected.
- Valid 'Tax Scale' must be selected
- Valid 'Tax File' number must be provided



Employee Details - Supervisor, Steven, ID 1

Attach Ok Cancel

Personal Details Package Human Resource Conditions of Employment Bank Details / Payment Method Tax Details Accruals Onboarding

Tax File Number 123654879

Tax Table S2 - Scale 2 - (NAT1004) Where payee claimed the tax-free threshold with or without leave load

Total Rebates Claimed

Dependant Children

Redundancy Number

Basis Of Employment

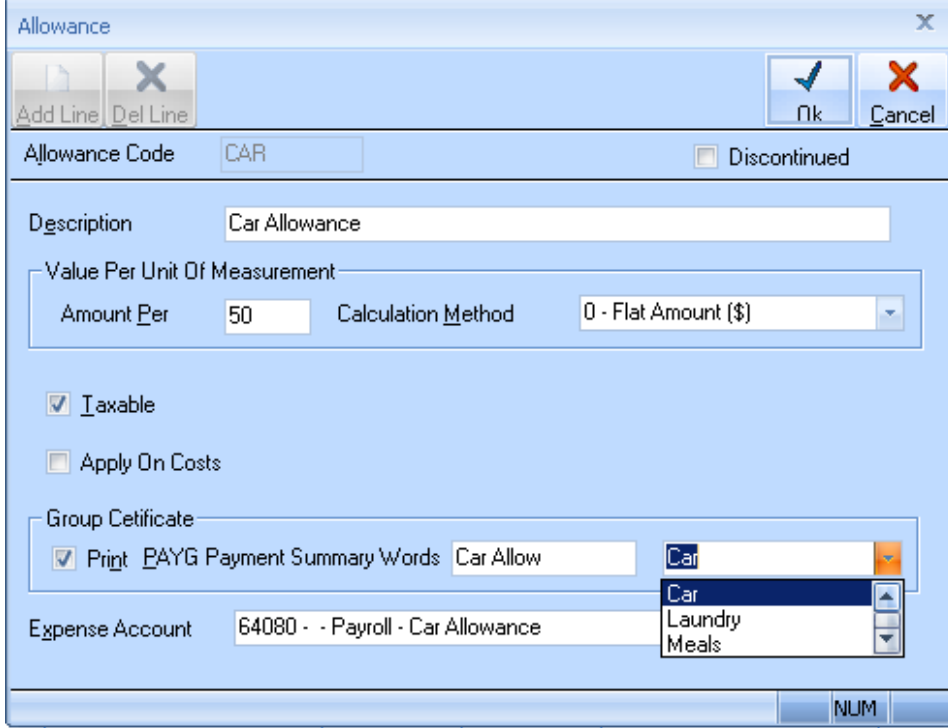
Full Time Casual Labour Hire

Part Time Pension

Calculate Medicare Levy Adjustment if Applicable to Tax Scale

Allowances

- No special characters – “” “_”
- New selection box has been added to select an 'ATO category to associate with your Allowances



Allowance

Add Line Del Line Ok Cancel

Allowance Code CAR Discontinued

Description Car Allowance

Value Per Unit Of Measurement

Amount Per 50 Calculation Method 0 - Flat Amount (\$)

Taxable

Apply On Costs



Group Certificate

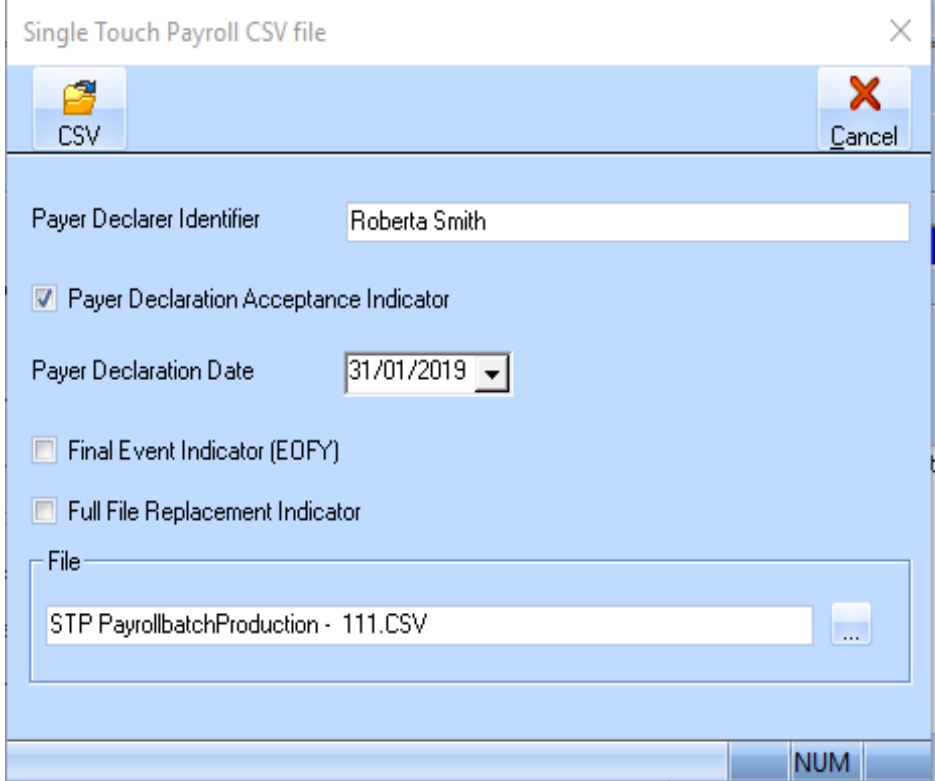
Print PAYG Payment Summary Words Car Allow Car

Expense Account 64080 - - Payroll - Car Allowance Car
Laundry
Meals

NUM

Creating Your STP File

- Enter Payer Declarer Identifier (Name of person lodging the file)
- Select the “Payer Declaration Acceptance Indicator”
- Final Event Indicator – only for the final payroll file being lodged for the tax year for that entity
- Full File Replacement Indicator – this is in the unusual circumstances when you re-lodge a STP file to correct some errors,
- Save File – confirm or change the destination path
- Use the location lookup 
- Use the location lookup box to nominate where to process the file
- Click on CSV to save and close the file 



Single Touch Payroll CSV file

CSV

Cancel

Payer Declarer Identifier Roberta Smith

Payer Declaration Acceptance Indicator

Payer Declaration Date 31/01/2019

Final Event Indicator (EOFY)

Full File Replacement Indicator

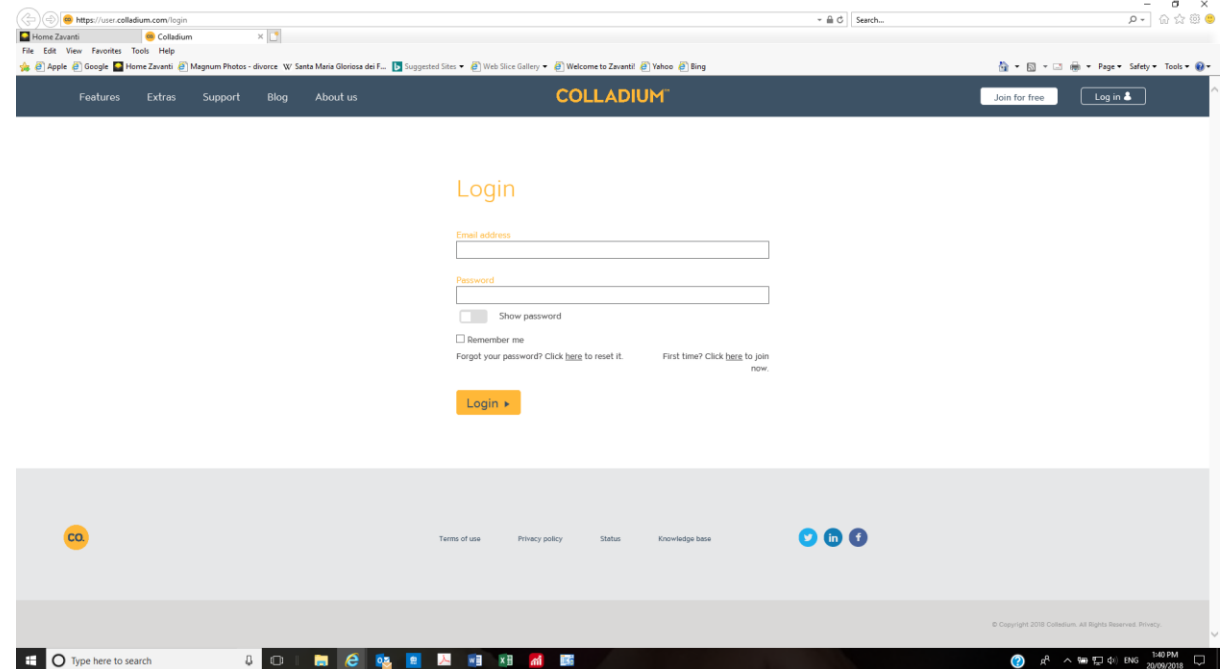
File

STP PayrollbatchProduction - 111.CSV

NUM

Join Colladium

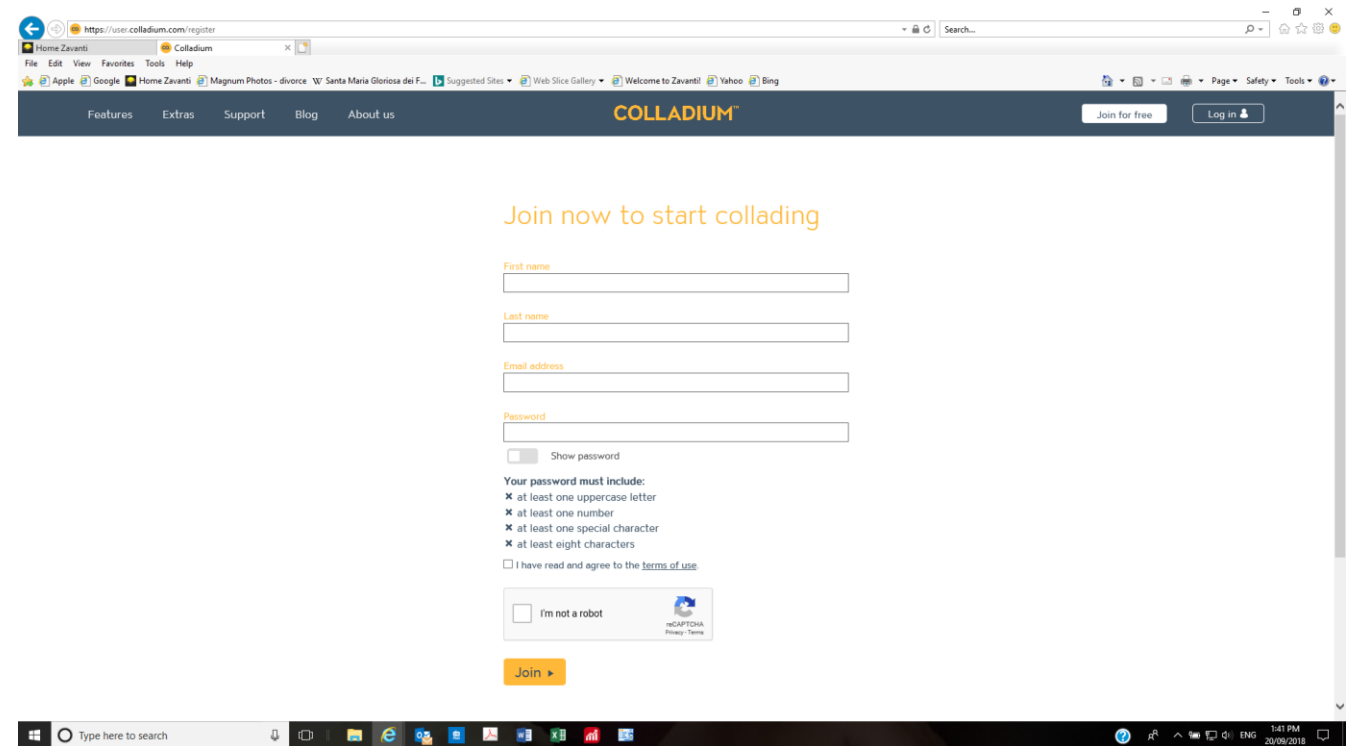
- If first time - click
- Join for Free



Join Colladium

Complete your details

We recommend that the person responsible for submitting the payroll data to the ATO be the initial contact



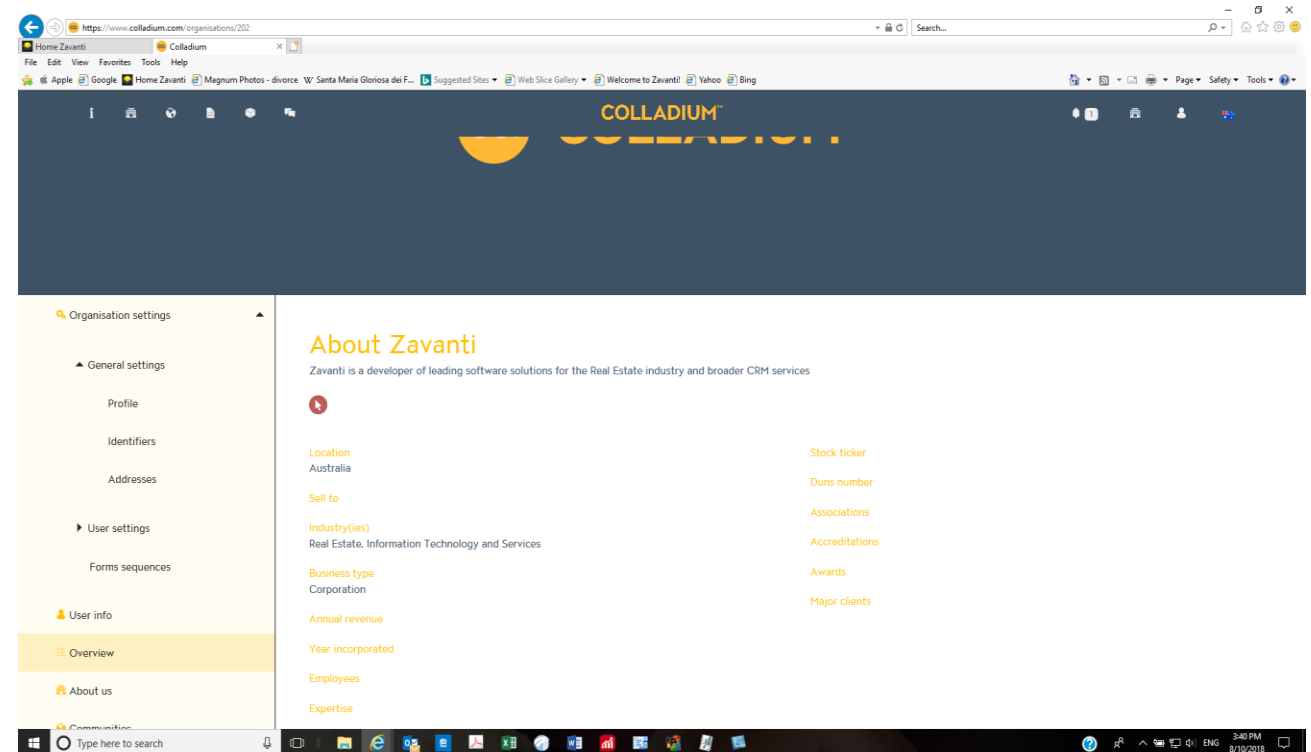
The screenshot shows a web browser window displaying the registration page for Colladium. The browser's address bar shows the URL <https://user.colladium.com/register>. The page features a dark blue navigation bar with the Colladium logo and links for 'Join for free' and 'Log in'. Below the navigation bar, the main content area is white and contains the following elements:

- A heading: "Join now to start collading"
- Four input fields: "First name", "Last name", "Email address", and "Password".
- A checkbox labeled "Show password".
- A list of password requirements under the heading "Your password must include":
 - at least one uppercase letter
 - at least one number
 - at least one special character
 - at least eight characters
- A checkbox labeled "I have read and agree to the [terms of use](#)".
- A reCAPTCHA widget with the text "I'm not a robot".
- An orange "Join >" button.

The Windows taskbar at the bottom of the screen shows the search bar and several application icons, including File Explorer, Edge, and various office applications. The system tray on the right indicates the time as 1:41 PM on 20/09/2018.

Update organisation

Go to Organisation Settings
Select Identifiers

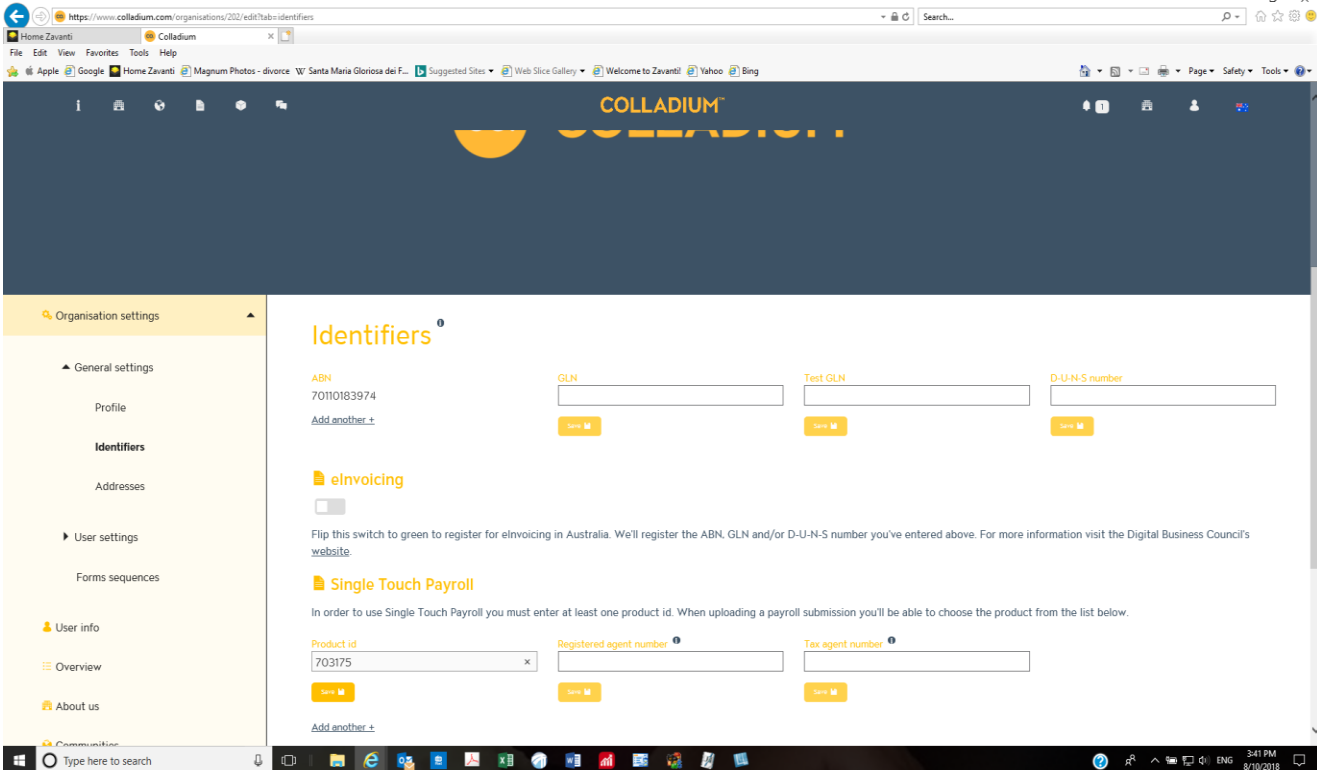


The screenshot shows a web browser window displaying the Colladium website. The address bar shows the URL <https://www.colladium.com/organisations/202>. The page features a dark blue header with the Colladium logo. A sidebar menu on the left lists various settings categories: Organisation settings, General settings, Profile, Identifiers, Addresses, User settings, Forms sequences, User info, Overview, About us, and Communities. The main content area is titled 'About Zavanti' and includes a sub-header 'Zavanti is a developer of leading software solutions for the Real Estate industry and broader CRM services'. Below this, there are several key-value pairs: Location (Australia), Stock ticker, Sell to, Duns number, Industry(ies) (Real Estate, Information Technology and Services), Associations, Business type (Corporation), Accreditations, Annual revenue, Awards, Year incorporated, Major clients, Employees, and Expertise.

Add ID

In Identifiers

- Check ABN (add as many as needed)
- Scroll to Single Touch Payroll
- Add Zavanti Product ID
 - 703175

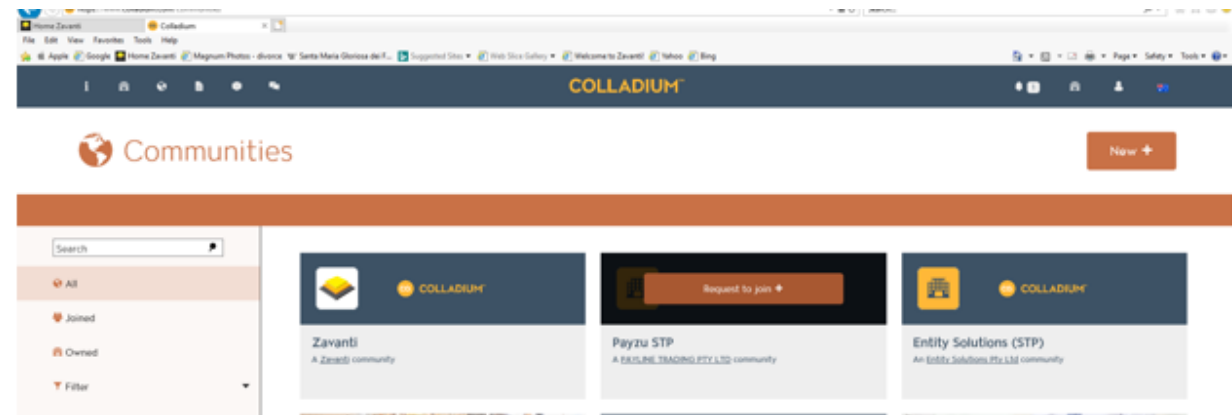


The screenshot shows the 'Identifiers' page in the Colladium web application. The page is divided into a left sidebar with navigation options and a main content area. The main content area includes:

- Identifiers** section with an ABN field containing '70110183974' and an 'Add another +' link.
- eInvoicing** section with a toggle switch and explanatory text: 'Flip this switch to green to register for invoicing in Australia. We'll register the ABN, GLN and/or D-U-N-S number you've entered above. For more information visit the Digital Business Council's website.'
- Single Touch Payroll** section with explanatory text: 'In order to use Single Touch Payroll you must enter at least one product id. When uploading a payroll submission you'll be able to choose the product from the list below.'
- Product id** field containing '703175' and 'Add another +' link.
- Registered agent number** and **Tax agent number** fields, each with an 'Add another +' link.

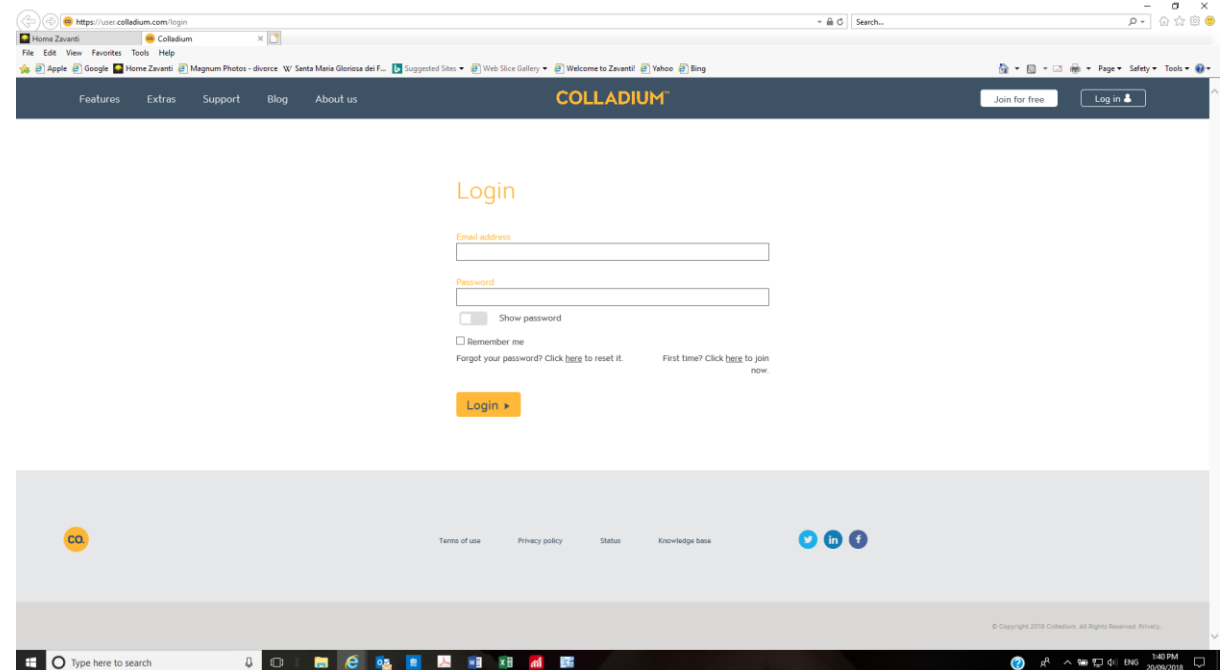
Join Zavanti Community

- Select “Communities” in top menu
- Select Zavanti
- Request user to join



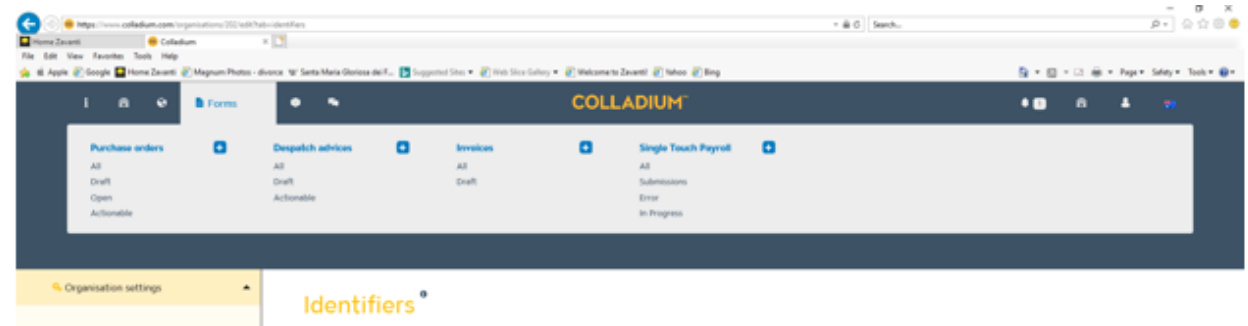
Lodging STP

Login to www.Colladium.com



File submission

- Scroll over “Forms” in Top Menu
- Select Single Touch Payroll - Submissions



Two-step Authentication

- Download “Google Authenticator” to your mobile device

In Colladium

- Enter your password
- Choose security question and your answer
- Submit
- Scan the bar code that appears on the screen

Enter your Colladium password

Choose a security question

Answer

Submit ▶

STP Submit - New

COLLADIUM™



Payroll submissions

New +

Reference	Type	Submission date	Submitted by	Status	File name	File size	Notes
update N	Submit	10/10/2018 15:51	Ian Plater	Success	STP PayrollbatchProduction - 107.CSV	5 KB	

Submit File

- Enter an upload reference.
- Choose the file you want to upload. It must be the CSV file created when finalising your Zavanti payrun.
- Enter Submitter and declaration
- Choose if you are an employer or a registered agent and if you submit on behalf of one or more ABNs. Review the declaration message(s) and tick the appropriate boxes.
- Submit to the ATO!

Submit Single Touch Payroll

I am a*
Business

ABN*
70110183974

Type*
Submit

Version*
2018

Product id*
703175

Your reference*

Payroll file*
[Choose file](#) Max file size 25mb

Submitter*

Zavanti Mobile

Includes

- Timesheets
- Expenses (vouchers)
- Defects
- Employee Self Service (in development)

