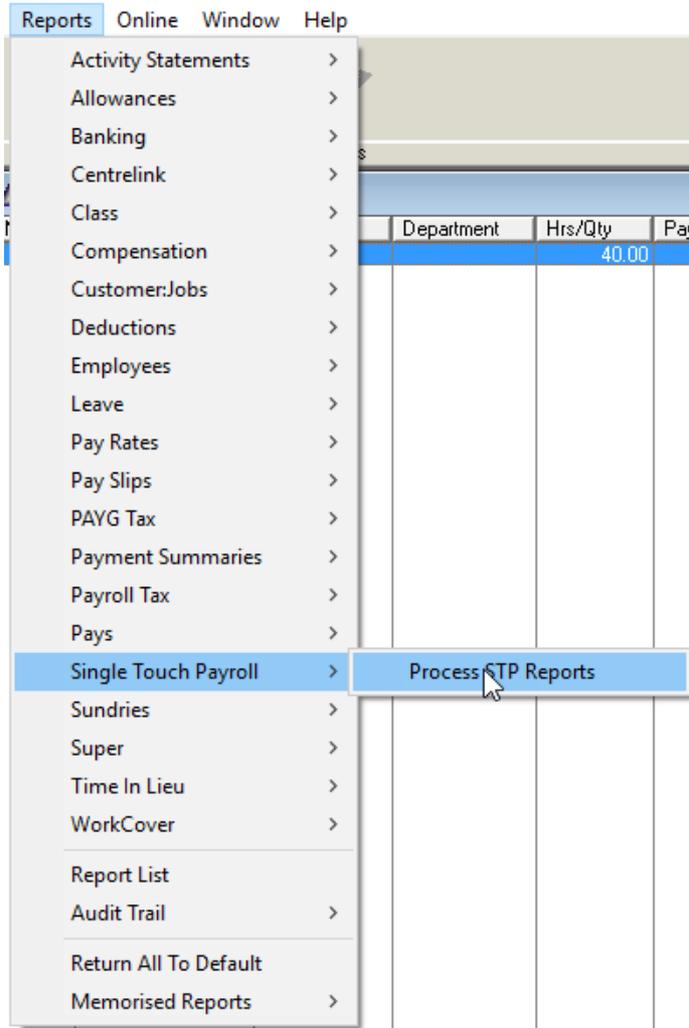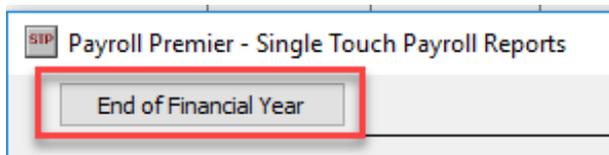# Payroll Premier – Submitting Nil STP Report

Please see below steps on how to report "Nil" for a financial year after one or more successful STP submissions have been made to the ATO via GovConnect.
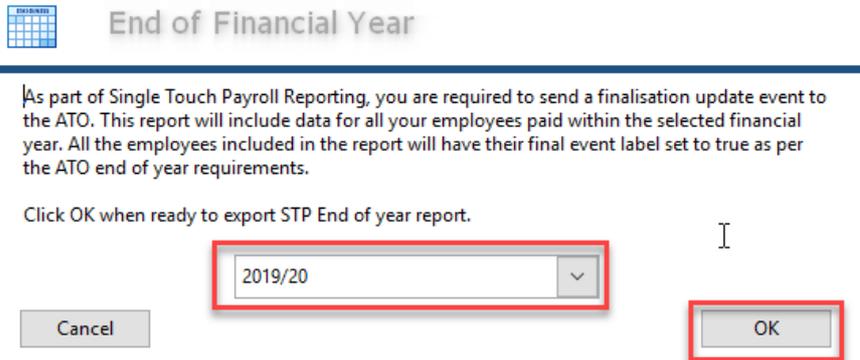
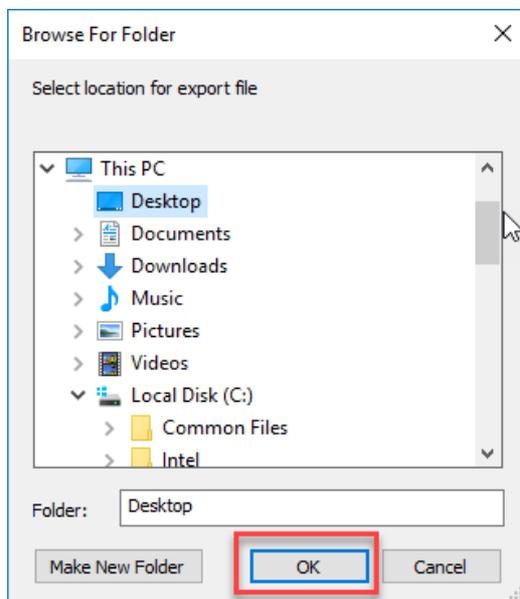1. Go to Reports > Single Touch Payroll > Process STP Reports:

2. Click "End of Financial Year" on the top left-hand corner:

3. Select the relevant financial year from the drop-down menu and click OK.

4. Select a location on your PC to save the JSON file then click OK.

5. Browse on your PC where you saved your JSON file, right-click on the file and select Open with > Notepad:

6. Your file should look like this inside of Notepad:

STPEXPORT_20191030 1649 (EFY).JSON - Notepad

File   Edit   Format   View   Help

```
{
        "Version" : "v2",
        "GeneratedTime" : "2019-10-30T05:49:04+00:00",
        "ProductKey" : "███████████████████████████████",
        "PayrollEvent" : {
                "PayerABNDetails" : {
                        "ProductName" : "Payroll Premier",
                        "PayerABN" : "14003348730",
                        "PayerWPN" : "",
                        "PayerBranch" : "██"
                },
                "PayerCompanyDetails" : {
                        "CompanyName" : "████████████",
                        "ContactName" : "█████",
                        "EmailAddress" : "████████████",
                        "BusinessPhone" : "0414141411"
                },
                "PayerAddressDetails" : {
                        "AddressLine1" : "100 PAC HIGHWAY",
                        "AddressLine2" : "",
                        "SuburbTown" : "NORTH SYDNEY",
                        "State" : "NSW",
                        "Postcode" : "2060",
                        "CountryCode" : "AU"
                },
                "PayrollDetail" : {
                        "FullFileReplacement" : false,
                        "PayDate" : "2019-10-30",
                        "PayeeRecordCount" : 1
                }
        },
        "EmployeeData" : [
                {
                        "Summary" : {
                                "ContractorABN" : "",
                                "TFN" : "000000000",
                                "FamilyName" : "Roberts",
                                "OtherName" : "",
                                "FirstName" : "Glenn",
                                "SumGrossPay" : 0.00,
                                "SumPAYGAmount" : 0.00,
                                "SumAllowances" : ""
,
                                "SumDeductions" : ""
```

7. Change the values for each employee, such that all the amounts are 0. You can refer to the images below (*left – before; right-after*) for an example on how to change values to 0.

```
"EmployeeData" : [                                    },
    {                                             ]    "EmployeeData" : [
        "Summary" : {                             ]        {
            "ContractorABN" : "",                 ]            "Summary" : {
            "TFN" : "000000000",                               "ContractorABN" : "",
            "FamilyName" : "Roberts",                          "TFN" : "000000000",
            "OtherName" : "",                                  "FamilyName" : "Roberts",
            "FirstName" : "Glenn",                             "OtherName" : "",
            "SumGrossPay" : 456.00,                            "FirstName" : "Glenn",
            "SumPAYGAmount" : 23.00,                           "SumGrossPay" : 0.00,
            "SumAllowances" : ""                               "SumPAYGAmount" : 0.00,
                                                               "SumAllowances" : ""
            "SumDeductions" : ""
                                                               "SumDeductions" : ""
            "SumETP" : ""
                                                               "SumETP" : ""
            "Super" : 1547.20,
            "RESC" : ""                                        "Super" : 0.00,
                                                               "RESC" : ""
            "FinalEvent" : true
        },                                                     "FinalEvent" : true
        "Detail" : {                                       },
            "DayOfBirth" : "01",                       "Detail" : {
            "MonthOfBirth" : "January",                    "DayOfBirth" : "01",
            "YearOfBirth" : "1970",                        "MonthOfBirth" : "January",
            "AddressLine1" : "52 AB Street",               "YearOfBirth" : "1970",
            "AddressLine2" : "",                           "AddressLine1" : "52 AB Street",
            "Suburb" : "NS",                               "AddressLine2" : "",
            "State" : "NSW",                               "Suburb" : "NS",
            "Postcode" : "0000",                           "State" : "NSW",
            "Country" : "AU",                              "Postcode" : "0000",
            "Email" : "m@M.com",                           "Country" : "AU",
            "PhoneNumber" : "",                            "Email" : "m@M.com",
            "PayPeriodStart" : "2019-10-31",               "PhoneNumber" : "",
            "PayPeriodEnd" : "2019-10-31",                 "PayPeriodStart" : "2019-10-30",
            "PayeeStartDate" : "1990-01-01",               "PayPeriodEnd" : "2019-10-30",
            "PayeeStopDate" : "",                          "PayeeStartDate" : "1990-01-01",
            "GrossPaymentData" : {                         "PayeeStopDate" : "",
                "INBGross" : {                             "GrossPaymentData" : {
                    "GrossPay" : ""                            "INBGross" : {
                                                                   "GrossPay" : ""
                    "PAYGAmount" : ""
                                                                   "PAYGAmount" : ""
                    "ExemptForeignIncome" : ""
                                                                   "ExemptForeignIncome" : ""
                    "CDEP" : ""
                                                                   "CDEP" : ""
                },
                "WorkingHolidayGross" : {                      },
                    "GrossPay" : 456.00,                   "WorkingHolidayGross" : {
                    "PAYGAmount" : 23.00                       "GrossPay" : 0.00,
                }                                              "PAYGAmount" : 0.00
            },                                             }
                                                       },
```

8. Upload this file to Reckon GovConnect as an Update/Finalise Year

Report Type

Please select which report Type you wish to upload to Reckon Gov Connect STP

○ New Pay Run / Full File Replacement

○ Update a previously completed ATO submission or Finalise Year

Cancel   Confirm

9. Click on 'Details' for this draft to verify that all information is set to 0.

#	Pay Date	No of employees	Status	Total Gross	Total PAYG	Update Event	Branch	Detail		
1	30/10/2019	1	Draft	$0.00	$0.00	Yes	254	Detail	Submit	Delete

Note: The information provided below displays the Year To Date (YTD) amounts for Employee(s) processed within the pay run event.

Delete   Submit All

#	Employee Name	Gross Pay	PAYG	Super	RESC	Allowances	Deductions	ETP	Final Event	
1	Glenn Roberts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Yes	Detail

10. Click on "Detail" for each employee to verify that all information is set to 0.
11. If you're happy with the values as a zero pay, submit it to the ATO, thus reporting a nil final event to the ATO for the specified financial year.

#	Employee Name	Gross Pay	PAYG	Super	RESC	Allowances	Deductions	ETP	Final Event

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