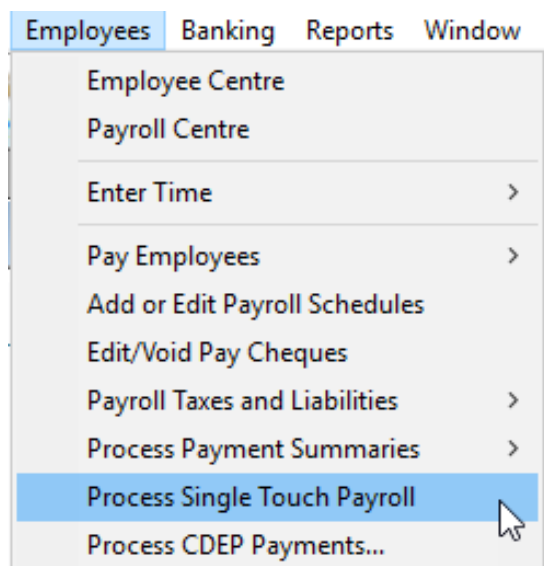


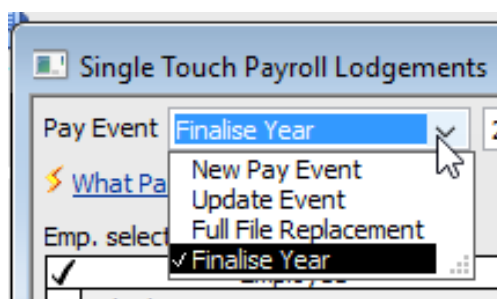
Reckon Accounts Desktop & Hosted – Submitting Nil STP Report

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.

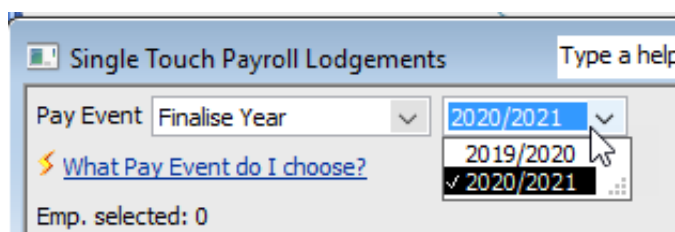
1. Go to Employees > Process Single Touch Payroll



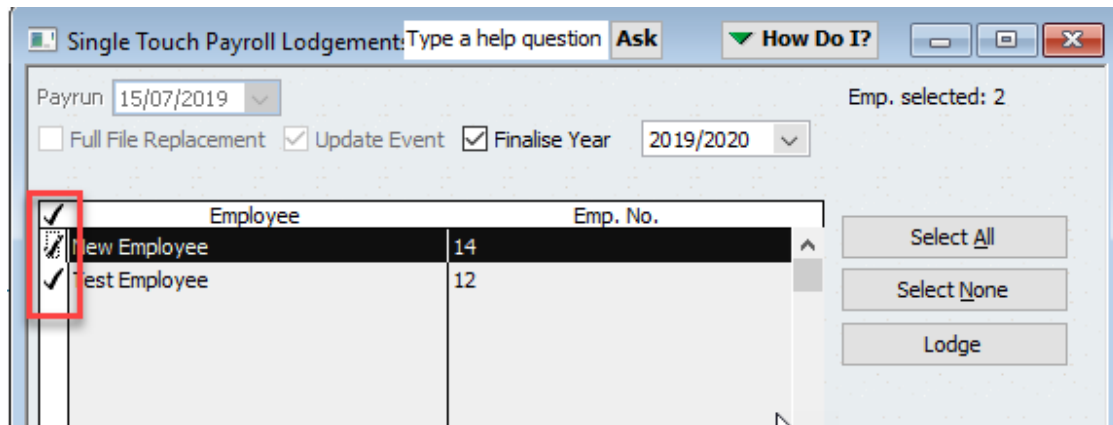
2. Select “Finalise Year” from the drop-down menu:



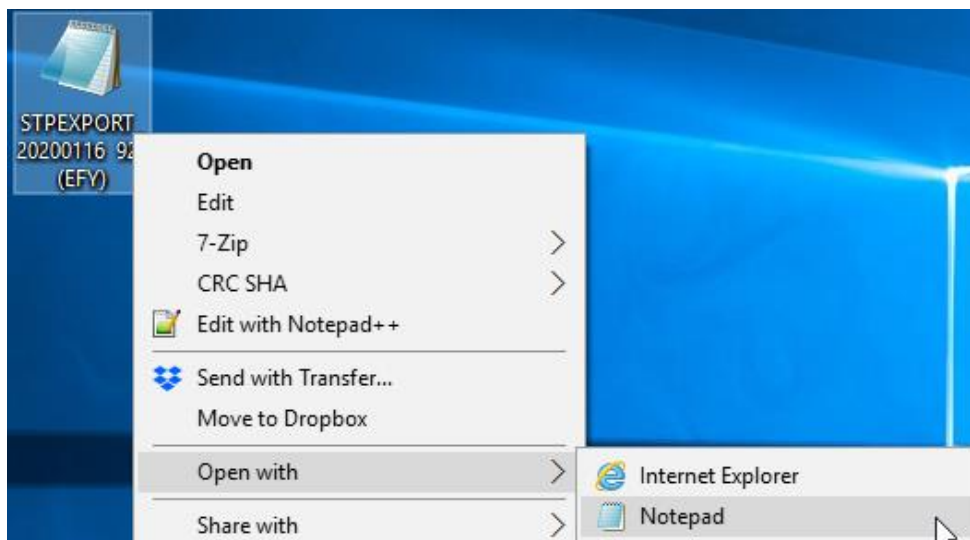
3. Select the relevant financial year from the drop-down menu:



4. On the left-hand site tick each relevant employee so they are included in the STP submission:



5. Click “Lodge” to save the file.
- If you’re using Desktop, you can save the .JSON file anywhere on your PC that you like.
 - If you’re using Hosted, you will need to firstly save the .JSON file on your Q drive and then download it to your local PC. Refer https://www.youtube.com/watch?v=j_xEiR1f2NY for instructions to download files from Hosted.
6. Browse on your PC where you saved your JSON file, right-click on the file and select Open with > Notepad:



7. Your file should look like this on Notepad:

```
STP-20200114162702.json - Notepad
File Edit Format View Help
{
  "Version": "v2",
  "GeneratedTime": "2020-01-14T05:27:08+00:00",
  "ProductKey": "B205B17FB23994BA2E74F956ACD0FD36D73818895E2DF533D391952E70A62FAE",
  "PayrollEvent": {
    "PayerABNDetails": {
      "ProductName": "Reckon Accounts Desktop",
      "PayerABN": "14003348730",
      "PayerWPN": "",
      "PayerBranch": "██████"
    },
    "PayerCompanyDetails": {
      "CompanyName": "██████████",
      "ContactName": "Mario",
      "EmailAddress": "████████████████████",
      "BusinessPhone": "██████████"
    },
    "PayerAddressDetails": {
      "AddressLine1": "██████████",
      "AddressLine2": "",
      "SuburbTown": "██████",
      "State": "NSW",
      "Postcode": "2060",
      "CountryCode": "AU"
    },
    "PayrollDetail": {
      "FullFileReplacement": false,
      "PayDate": "2020-01-14",
      "PayeeRecordCount": 2
    }
  },
  "EmployeeData": [
    {
      "Summary": {
        "TFN": "111111111",
        "ContractorABN": "",
        "FamilyName": "01",
        "FirstName": "Employee",
        "OtherName": "",
        "SumGrossPay": 4575.00,
        "SumPAYGAmount": 824.00,
        "SumAllowances": "",
        "SumDeductions": "",
        "SumETP": "",
        "Super": 434.61,
        "RESC": 200.00,
        "FinalEvent": true
      },
      "Detail": {
        "DayOfBirth": "",
        "MonthOfBirth": "",
        "YearOfBirth": "",
        "AddressLine1": "10/2 ABC Street",
        "AddressLine2": "",
        "Suburb": "NS",
        "State": "NSW",
        "Postcode": "2060",
        "Country": "AU",
        "Email": "",
        "PhoneNumber": "0415151011",
        "PayeeStartDate": "2019-07-01",

```

8. Change the values for each employee, such that all the amounts paid are 0. You can refer to the images below (*left – before; right-after*) for an example on how to change values to 0. These items may differ on a case by case basis, depending on the type of pay items used for each employee.

Before	After
<pre> "EmployeeData": [{ "Summary": { "TFN": "111111111", "ContractorABN": "", "FamilyName": "01", "FirstName": "Employee", "OtherName": "", "SumGrossPay": 4575.00, "SumPAYGAmount": 824.00, "SumAllowances": "", "SumDeductions": "", "SumETP": "", "Super": 434.61, "RESC": 200.00, "FinalEvent": true }, "Detail": { "DayOfBirth": "", "MonthOfBirth": "", "YearOfBirth": "", "AddressLine1": "10/2 ABC Street", "AddressLine2": "", "Suburb": "NS", "State": "NSW", "Postcode": "2060", "Country": "AU", "Email": "", "PhoneNumber": "0415151011", "PayeeStartDate": "2019-07-01", "PayeeStopDate": "", "PayPeriodStart": "2020-01-14", "PayPeriodEnd": "2020-01-14", "PayeeID": "01", "GrossPaymentData": { "INBGross": { "GrossPay": "", "PAYGAmount": "", "ExemptForeignIncome": "", "CDEP": "" }, "WorkingHolidayGross": { "GrossPay": 4575.00, "PAYGAmount": 824.00 } }, "AllowanceData": [], "DeductionData": [], }, } </pre>	<pre> "EmployeeData": [{ "Summary": { "TFN": "111111111", "ContractorABN": "", "FamilyName": "01", "FirstName": "Employee", "OtherName": "", "SumGrossPay": 0.00, "SumPAYGAmount": 0.00, "SumAllowances": "", "SumDeductions": "", "SumETP": "", "Super": 0.00, "RESC": 0.00, "FinalEvent": true }, "Detail": { "DayOfBirth": "", "MonthOfBirth": "", "YearOfBirth": "", "AddressLine1": "10/2 ABC Street", "AddressLine2": "", "Suburb": "NS", "State": "NSW", "Postcode": "2060", "Country": "AU", "Email": "", "PhoneNumber": "0415151011", "PayeeStartDate": "2019-07-01", "PayeeStopDate": "", "PayPeriodStart": "2020-01-14", "PayPeriodEnd": "2020-01-14", "PayeeID": "01", "GrossPaymentData": { "INBGross": { "GrossPay": "", "PAYGAmount": "", "ExemptForeignIncome": "", "CDEP": "" }, "WorkingHolidayGross": { "GrossPay": 0.00, "PAYGAmount": 0.00 } }, "AllowanceData": [], "DeductionData": [], }, } </pre>

Before(Contd.)	After(Contd.)
<pre> "ETPPayments": [], "LumpSumPayments": { "LumpSumA": "", "LumpSumAType": "", "LumpSumB": "", "LumpSumD": "", "LumpSumE": "" }, "SuperAmounts": { "SuperGuaranteeAmount": 434.61, "OTEAmt": "", "RESCAmount": 200.00 } }, "ReportableFringe": { "Taxable": "", "Exempt": "" } } </pre>	<pre> "ETPPayments": [], "LumpSumPayments": { "LumpSumA": "", "LumpSumAType": "", "LumpSumB": "", "LumpSumD": "", "LumpSumE": "" }, "SuperAmounts": { "SuperGuaranteeAmount": 0.00, "OTEAmt": "", "RESCAmount": 0.00 } }, "ReportableFringe": { "Taxable": "", "Exempt": "" } } </pre>

9. Save changes to this file.

10. 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

11. 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	14/01/2020	2	Draft	\$0.00	\$0.00	Yes	254	Detail	<input type="button" value="Submit"/> <input type="button" value="Delete"/>

TOTAL GROSS	TOTAL PAYG	EMPLOYEE COUNT	FULL FILE REPLACEMENT
\$0.00	\$0.00	2	No

[Home](#) / Employee List

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	Employee 01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	Detail
2	Employee 02	\$7,287.00	\$1,398.00	\$674.13	\$380.00	\$0.00	\$0.00	\$0.00	Yes	Detail

- Click on “Detail” for each employee to verify that all information is set to 0.
- 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.