



Lodging Individual Payment Summaries using AutoPay

www.autopay.org.au

All employees must receive their Individual Payment Summary ("IPS") by **14 July 2018**. All IPS' must be lodged to the Australian Taxation Office ("ATO") by **14 August 2018**. To lodge your IPS' using AutoPay, you must have an AUSKey as the ATO Business Portal must be used. If you haven't applied for an AUSKey, [click here](#).

THE PROCESS

Downloading the EMPDUPE file from AutoPay

1. Login to AutoPay and reactivate all employees that were paid in the financial year in the **Employee Management** section. Remember to deactivate them once you have lodged their IPS.
2. Then, go to **Reports > Payment Summaries**.
3. Ensure the correct financial year is selected.
4. Select each employee and ensure all fields are showing the correct information i.e. payee details, tax withheld amounts and payment amounts. If the you need to edit the amounts in any of the fields e.g. move an amount showing in the allowances section to the gross payment section, you will need to follow the below instructions:
 - Go to the Initial Employee Data page: **Employees > Initial Employee Data**.
 - Scroll down to the **Payment Summary Adjustment** section and choose the correct financial year.
 - For additions just add the additional amount, and for subtractions include a negative symbol "-" immediately before the number.
 - Click save. These changes will be reflected in the EMPDUPE file.
 - Go back to **Reports > Individual Payment Summaries** in AutoPay.
5. Once you have confirmed all data is correct for each employee, you can generate the EMPDUPE file. Next to the financial year drop down box you will see a button titled **Create EMPDUPE File**, click this button and the file will generate. If you want to create a test file first, ensure the **test box** is ticked. If you want to generate the EMPDUPE file to lodge, ensure the test box is unticked. If you do a test file first you need to refresh the Payment Summary page and/or login afresh. Also, delete any saved test EMPDUPE files that you may have saved on your computer to prevent you from lodging the incorrect file.
6. Click on the hyperlink titled **EMPDUPE file created - click here to download**. The report will then open in a new tab. Right click on the content and select **save as** or **save link as**. Save the file (select all file types if the file is not showing) to your desktop. The file type will be saved as a **.txt file**.
7. You can then login to your ATO Business Portal and upload the EMPDUPE file as below.

Uploading the EMPDUPE file to your ATO Business Portal

1. Login to your ATO Business Portal.
2. Select **File Transfer > Lodge File** in the portal menu on the left.
3. Here, you will have the option to test or lodge your file. We recommend you test your file before lodging, to identify any errors and reduce the need for changes to be made.
4. After you submit the file, the **File status – in progress screen** displays. During this stage, the file is being validated. The file will not be lodged if errors are detected.
5. When the validation has been completed, you will be alerted by the **File Status Screen**. Also, you can select the **File Transfer > File Status** in the Portal in the menu on the left to view the transmission of the report.

If you have any queries or concerns, please do not hesitate to contact the MTA Employment Relations Department by calling 02 9016 9000 or emailing eradvice@mtansw.com.au