



## ICE 1663786000 (Update ID: 742838)

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### Additional Information Regarding ICE

#### **ICE 1632423000: Proposed formats for self printed - Amended Payment Summaries**

**Description:** Self printed individual non-business payment summary formats have been drafted to enable amended payment summaries to be provided to payees. Draft formats are attached which allow for z-fold and window-face formats.

The difference between amended and original payment summaries is the inclusion of a box containing "This is an amended payment summary" above the title and slight wording differences in the "Notice to payee" section.

Please note that positioning of text and boxes in the final formats may vary from the drafts.

The new self printed payment summary formats are planned to be used for the 2007/2008 financial year.

Initial draft is attached to ICE.

Any electronic Pay as you go (PAYG) withholding payment summary annual reports for the 2007 financial year will still be required to use version 7.4.

Initial draft is attached to ICE.

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### Background

#### **Reporting of Amendments**

- *Amendment indicator* field is now included on all payment summary data records.

##### Valid codes

O - record contains original data being reported for the first time

A - record contains amended data that is correcting information that has previously been reported

- If amendments are made before the annual report is lodged, then the original report should reflect the corrected details
- If a payer wants to amend amount fields in a payment summary after the electronic report has been lodged, then an *amended payment summary* should be issued to the payee and the corrected amounts reported to the Tax Office

**What should be recorded in the amended payment summary record?**

- payer details, payee details and dates as reported in the original report
- amounts that have not changed should appear exactly the same as they were in the original report
- amounts that have changed

**What can be included in a report file that contains 'amended' records?**

- complete amended payment summary data records
- any additional original payment summary data records
- **must not contain** payment summary data records that have already been sent to the Tax Office and have not changed

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## Creation of Amended Payment Summary Reports

Create the Payment Summary Data for the selected Paygroup or PayEntity or Payee list.  
Global Payroll & Absence Mgmt → Year - End Processing → Create Pmnt Summary Data AUS

PSM - Creation

Run Control ID: 12      [Report Manager](#)   [Process Monitor](#)   [Run](#)

'Tax Year': 2008       Update if Record Exists

**Population**

- Pay Entity List
- [Pay Group List](#)
- Payee List

Create the Payment Summary PDF Report.

Global Payroll & Absence Mgmt → Year end Processing → Payment Summary/ETP Certs AUS

**PSM - Print**

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

\*Tax Year: 2008  Re-print  Duplex Printing

**Print Selection**

PAYG Pay Summ (Non-Business)  Notice to Employee  
 PAYG Pay Summ (Voluntary)  
 ETP Payment Summary

**Sort Sequence**

Pay Entity  Pay Group  Department  Location  Payee Name

**Population**

Pay Entity List [Pay Group List](#) Payee List

Navigate to the Create Payment Summary Electronic File page and fill the required parameters. Leave the Amended **unchecked** as this is the Original Payment Summary File being generated. Run the process and generate the Electronic File of Payment summary (the annual return) which would be filed with the ATO.

Global Payroll & Absence Mgmt → Year end Processing → Create Pmnt Summ Elec File AUS

**PSM - Electronic**

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

\*Tax Year: 2008  Amended

**Run Type**

Production  Test

**Magnetic Media Type**

PAYG Payment Summary  PAYG Withholding with No ABN

**Pay Entity List** Find | View All First 1 of 1 Last

Pay Entity: KAAUSBI

The above steps are for creating the Payment Summary data for the first time. After lodging the Electronic File with ATO, in case there are changes / amendments made to some employee's pay data, an Amended Payment Summary - Electronic File needs to be generated and lodged with ATO.

Following are steps that are to be followed for creating Amended Payment Summary Report:

After correcting the Employee's Payroll data, recreate the Payment summary with the "update" checkbox selected.

Global Payroll & Absence Mgmt → Year end Processing → Create Pmnt Summary Data AUS

**PSM - Creation**

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Tax Year: 2008  Update if Record Exists

**Population**

- Pay Entity List
- [Pay Group List](#)
- Payee List

Navigate to the Review Payment Summary data of the employee and select the "Amended" check box.

Global Payroll & Absence Mgmt → Year end Processing → Review Pmnt Summary Data AUS

**Payment Summary**

Name: Taylor, Jane Elizabeth      Empl ID: KA0001

Pay Entity: KAAUSBI    Australian Business Institute      Balance Group No: 000

Tax Year: 2008      Status: Issued

**Payment Data**

Payment Period: 07/01/2007    To: 07/14/2007     Amended

Tax Withheld: 6,940.00      Reportable FBT Earnings: 0.00

Gross Payments: 17,686.70

CDEP Salary and Wages: 0.00

Other Income: 0.00

Allowances:

1	First Aid Allowance	22.95
2		
3		
4		
<b>Total Allowance:</b>		22.95

Lump Sum Payments: A: 5,059.78      B: 0.00

D: 87,773.00      E: 0.00

Union Fees: Union Fees      9.50

Workplace Giving      0.00

Navigate to the Review the ETP Certificate page of the employee and select the "Amended" check box if his/her payment summary/ETP data.

Global Payroll & Absence Mgmt → Year end Processing → Review/Update ETP Data AUS

**ETP Certificate**

Name: Taylor, Jane Elizabeth

Empl ID: KA0001

Pay Entity: KAAUSBI Australian Business Institute

Balance Group No: 000

Tax Year: 2008

Status: Created ▼

**Payment Data**

Payment Date: 07/15/2007      Payment Type: Transitional

**Eligible Service Period**

Date Started: 03/04/1984       Amended

Days before 1 July 1983: 0

Days after 30 June 1983: 8,533

**ETP Components**

Pre-July 83: 6,000.00

Post-June 83 taxed: 1,000,001.00

Post-June 94 Invalidation: 0.00

  

Tax Withheld: 315,000.00

Generate the Payment Summary PDF

Global Payroll & Absence Mgmt → Year end Processing → Payment Summary/ETP Certs AUS

**PSM - Print**

Run Control ID: 12

[Report Manager](#)   [Process Monitor](#)   Run

Language: English ▼

'Tax Year: 2008       Re-print       Duplex Printing

**Print Selection**

PAYG Pay Summ (Non-Business)       Notice to Employee

PAYG Pay Summ (Voluntary)

ETP Payment Summary

**Sort Sequence**

Pay Entity    Pay Group    Department    Location    Payee Name

**Population**

Pay Entity List      [Pay Group List](#)      Payee List

The generated Payment summary report will have required changes as specified in the new legislation.

This is an amended payment summary  
**PAYG payment summary - individual non-business**  
 Payment summary for year ending 30 June 2008

**Payee details**

Mr Michael O'Reilly  
 52 WILLIAMS CRES.  
 North Sydney NSW 2060

**NOTICE TO PAYEE**

If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If you have already lodged your tax return, you may need to lodge an amendment request. For more information about this payment summary, lodging your tax return or an amendment request, you can:

- refer to *TaxPack*
- phone **13 28 61** between 8.00am and 6.00pm (EST) Monday to Friday, or
- visit [www.ato.gov.au](http://www.ato.gov.au)

Period during which payments were made      Day/Month/Year      to      Day/Month/Year  
 01/07/2007      to      30/06/2008

Payee's tax file number    877 867 544

TOTAL TAX WITHHELD \$ 46,880

Gross Payments	\$	107,000		Lump sum payments		
			<b>A</b>	\$	0	
CDEP payments	\$	0		<b>B</b>	\$	0
Other income	\$	0		<b>D</b>	\$	0
Reportable Fringe benefits amount FBT year 1 April to 31 March	\$	0		<b>E</b>	\$	0

Navigate to the Create Payment Summary Electronic File Page and fill in the required parameters. Select the "Amended" Check box on the page to include employees for whom the data has been amended post lodging the annual return with the ATO.

Global Payroll & Absence Mgmt → Year end Processing → Create Pmnt Summ Elec File AUS

**PSM - Electronic**

Run Control ID: 12      [Report Manager](#)    [Process Monitor](#)    Run

Language: English ▼

\*Tax Year: 2008       Amended

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**Run Type**

Production       Test

---

**Magnetic Media Type**

PAYG Payment Summary       PAYG Withholding with No ABN

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**Pay Entity List**      Find | View All      First 1 of 1 Last

Pay Entity: KAAUSBI      Australian Business Institute      + -

**NOTE:**

The generated electronic file shall have the data only for the employees whose data has been amended.