

HirePOS v5 - Wage Book Module

CSV Export to Lite.singletouch.com.au

Setting up your account

1. Go to <https://lite.singletouch.com.au>
2. Click on LOGIN/REGISTER.
3. Click on Sign up Now.
4. Enter your email address.
5. Click on SEND VERIFICATION CODE.
6. Get the code from your email and enter it.
7. Then click VERIFY CODE.
8. You can now enter your details, PLEASE enter a mobile phone number.
9. When complete Click on CREATE (If the create button does not light up there is an error above).
10. YOU now exist in Single Touch. Log out and log back in using your email address and password.
You will also receive a text code that you must enter.

Register Your First Entity

11. You will now be invited to REGISTER YOUR FIRST ENTITY.
Click on this. (Once you have created your first Entity you can create as many as you require).
12. Complete the New Entity details, read the T&C's, click the box "I agree" and SAVE.
13. Single Touch will now build a pay profile for this Entity so it needs to know the pay elements in use.
This pay element profile will be used for both CSV template creation and manual table entry.
14. The common and mandatory elements along with employee information are pre-selected.
The arrows to the right will display the pay elements for each element group.
If you need additional pay elements, please tick them.
WARNING if you select the button "Select all fields" the table or CSV that you create will be very large and difficult to manage. Restrict your selections to only those you need.
15. Remember to click on SAVE at the foot of the page.
16. You can modify or create a new template at any time by going to Entities then Select Fields.
Make and SAVE your changes.

Prepare for your first STP submission

17. Ensure Wage Records are accurate and up to date. You must submit the STP file on pay day.
18. In the HirePOS Wage Book screen, click the "Single Touch Export" button.
19. Verify the Current Financial Year and BAS Quarter dates in the popup, then save CSV file.
20. Log into <https://lite.singletouch.com.au>.
21. Select STP EVENTS and then Upload CSV to upload the CSV file you had saved from HirePOS.
22. Select Choose File and after file selection UPLOAD.
23. STP Data Prepared
please view the Quick Summary in the upper and lower portion of the page.
If you are happy with the summary, tick the "I declare" box and SEND TO ATO.