

6. Lodge PSAR file to ATO

The final step in the end of year process is to lodge your Payment Summary Annual Report (PSAR) file to the ATO. ICS Payroll can generate the file you need for the submission so you can then upload and lodge with the ATO via their Business Portal.

The PSAR file was previously called EMPDUPE.

ATO Business Portal Prerequisites

You must submit your PSAR file using the [ATO's Business Portal](https://bp.ato.gov.au). To access the Business Portal (<https://bp.ato.gov.au>), you must either use an *AUSKey* or have an ATO linked myGov account using *Manage ABN Connections*. For more information see below:

- Register for **AUSKey**: <https://abr.gov.au/AUSKey/Registering-for-AUSKey/>
- **Manage ABN Connections** info: <https://www.ato.gov.au/Business/Business-Portal/Getting-started/Manage-ABN-Connections/>

As of October 2016, the ATO has deprecated its ECI software. You cannot use the ECI software to submit your 2016/2017 PSAR file. You must use the Business Portal (<https://bp.ato.gov.au>)

Payment Summary Processing Guide

ATO Info & Links

- [Online Services overview](#)
- [AUSKey information](#)
- [Register for PAYG withholding](#)
- [ATO Business Portal](#)
- [FBT Employers Guide](#)

Generating a PSAR file

To generate the *Payment Summary Annual Report (PSAR) file*:

1. From the *Payment Summary Process* record, initiate the process by clicking the **Generate PSAR file** button.

Payment Summary Process ← → List Search

PAYG Summaries 2017 (Australia)

[Edit](#) [Back](#) **[Generate PSAR file](#)** [Email PAYG Summaries](#) [Regenerate PDF](#) [Rollback](#) [Print](#) [Actions](#)

Payment Summary Process Complete
You can now distribute by downloading and printing the PAYG Summaries PDF, or clicking Email PAYG Summaries. You should also finalise your PSAR file and submit it to the ATO.

Primary Info	
LAST MODIFIED 23/6/2017 10:16 pm	BY E585
NAME PAYG Summaries 2017 (Australia)	<input checked="" type="checkbox"/> RESTRICT FBT BY THRESHOLD
SUBSIDIARY Parent Company AU : Australia	<input type="checkbox"/> ELIGIBLE FOR FBT EXEMPTION?
YEAR 2017	AUTHORISED PERSON Brett T Man
START DATE 1/7/2016	BRANCH NUMBER 001
END DATE 30/6/2017	PRINT DATE 21/6/2017
	STATUS COMPLETE
	CONSOLIDATED SUBSIDIARIES Parent Company AU : Australia
	PAYG SUMMARIES PDF preview PAYG-Summaries-2017-S2-V9.pdf download
	PAYMENT SUMMARY ANNUAL REPORT (PSAR) FILE

2. Review all fields as this information will be encoded in the PSAR file for you to then send to the ATO. You should pay special attention to the following fields:
 - a. **Amended Only?** - check this to generate an Amended PSAR file that includes Amended Payment Summaries only.
 - b. **ABN** - Australian Business Number
 - c. **Name** - Company name
 - d. **Trading Name** - Company's Trading name (if different)
 - e. **FBT Exempt** - This field cannot be changed here as it is inherited from the *Payment Summary Process* record.

- Once you've finished reviewing the fields click the **Generate** button. **Generate Payment Summary Annual Report (PSAR) File** More

Generate

Please review the fields below, all information will be encoded into a PSAR file that you use for submission to the ATO. All Original Payment Summaries will be included. If you'd like to generate an Amended PSAR file with Amended Payment Summaries only then check Amended Only.

Summary Details

SUMMARY
PAYG Summaries 2017 (Australia)

DATE RANGE
1/7/2016 - 30/6/2017

AMENDED ONLY?

TAX YEAR
2017

Supplier Details

ABIN *
99999991041

CONTACT FAX

STATE *
NSW

NAME *
Australia

ADDRESS 1 *
Unit 2, 35 Kings Park Circuit

POSTCODE *
2046

CONTACT NAME *
Brett Zezulka

ADDRESS 2

EMAIL
brett@infinetcloud.com

CONTACT PHONE *
Five Dock

SUBURB *
Five Dock

Payer Details

ABIN *
99999991041

CONTACT PHONE

STATE *
NSW

NAME *
Australia

CONTACT FAX

POSTCODE *
2046

BRANCH NO
001

ADDRESS 1 *
Unit 2, 35 Kings Park Circuit

EMAIL
brett@infinetcloud.com

TRADING NAME
Australia

ADDRESS 2

FBT EXEMPT

CONTACT NAME
Brett Zezulka

SUBURB *
Five Dock

- You will be taken back to the *Payment Summary Process* record. You can now:
 - Preview the PSAR file by clicking on the PSAR File Preview tab.
 - Download the PSAR file for upload to the ATO by clicking on one of the download links.

Payment Summary Process ← → List Search

PAYG Summaries 2017 (Australia)

Edit **Back** **Regenerate PSAR file** **Email PAYG Summaries** **Regenerate PDF** **Rollback** **Print** **Share** **Actions**

Payment Summary Process Complete: PSAR File Successfully Generated
The PSAR file PSAR-2017-S2-V3.txt has been successfully generated. [Click here to download.](#) PSAR file can be viewed in the Files sub tab.
You can now distribute by downloading and printing the PAYG Summaries PDF, or clicking Email PAYG Summaries.
You should also finalise your PSAR file and submit it to the ATO.

Primary Info

LAST MODIFIED BY 23/6/2017 11:05 pm ES85	<input checked="" type="checkbox"/> RESTRICT FBT BY THRESHOLD <input type="checkbox"/> ELIGIBLE FOR FBT EXEMPTION?	CONSOLIDATED SUBSIDIARIES Parent Company AU : Australia
NAME PAYG Summaries 2017 (Australia)	AUTHORISED PERSON Brett T Man	PAYG SUMMARIES PDF preview PAYG-Summaries-2017-S2-V9.pdf download
SUBSIDIARY Parent Company AU : Australia	BRANCH NUMBER PRINT DATE 001 21/6/2017	PAYMENT SUMMARY ANNUAL REPORT (PSAR) FILE preview PSAR-2017-S2-V3.txt download Edit
YEAR 2017	STATUS COMPLETE	
START DATE END DATE 1/7/2016 30/6/2017		

Employee PAYG Summaries Custom Notes Files Workflow **PSAR File Preview**

628IDENTREGISTER19999991041P30062017BAPFEMPA012.0
628IDENTREGISTER2Australia
628IDENTREGISTER3Unit 2 35 Kings Park Circuit
Five Dock NSW2046

Regenerating a PSAR file

You can regenerate a PSAR file by clicking the **Regenerate PSAR file** button on the *Payment Summary Process* record. The steps are the same as *Generating a PSAR file* as detailed above.

Each time you *Regenerate a PSAR file*, the new file will be highlighted and available for download. Previous versions are archived and only available for download from the **Files** tab.

Lodging PSAR file via Business Portal

Once you've obtained your Business Portal login credentials and generated a PSAR file, you're ready to lodge it with the ATO. You can do this as follows:

- Navigate to the ATO Business Portal: <https://bp.ato.gov.au>

2. Click the **Login** link

The screenshot shows the top of the Business Portal. The header includes the Australian Government logo and the text 'Business Portal'. Below the header, there are sections for 'Welcome to the Business Portal', 'Accessing the portal', 'Privacy', and 'Logging of your portal access'. A red arrow points to the 'Login' link at the bottom left of the page.

Welcome to the Business Portal
The Business Portal is your gateway to our online services for businesses. It provides easy and convenient access to information and allows you to conduct transactions with us in a secure online environment.
For more information, visit [Business Portal Essentials](#). If you require further assistance [Contact us](#).
For information about scheduled downtime and details of issues currently affecting the portals, visit our [System maintenance and issues](#) page.

Accessing the portal
To access the portal you will need:

- an ABN connected to your myGov account, or
- an AUSKey

To find out more about these secure login methods please visit www.ato.gov.au/businessonline.
Vision impaired users can refer to [technical information](#) for assistance logging into the portal.

Privacy
The ATO is a government agency bound by the *Privacy Act 1988* in terms of collection and handling of personal information and tax file numbers (TFNs).
For further information about privacy law notices for the Business Portal transactions, please go to ato.gov.au/privacy.
All specific privacy notices about personal information which is sent to us, is located on our website.

Logging of your portal access
When accessing this portal, the following information is recorded for statistical purposes:

- your Australian business number
- your user id, and
- the date and time that you logged in to the portal.

[Login](#)

3. In the pop up window, select your correct credentials (AUSKey or myGov) from the list

The screenshot shows the 'Authentication Service' login page. It features the Australian Government logo and the text 'Authentication Service'. The main heading is 'Login' followed by 'Australian Taxation Office Business Portal'. A message states: 'You can use all supported credential types to login to this government online service.' Below this is a dropdown menu labeled 'Select:' with the text 'Please select a credential from the list'. There is also an 'Advanced Search' link, a help icon with the text 'Can't see your AUSKey details? [Click here...](#)', and a 'CANCEL' button. The footer contains links for 'Accessibility', 'Copyright', 'Disclaimer', 'Security and Privacy', 'Glossary', and 'Help'.

4. Login using the selected credentials
5. Click the **Lodge File** link
6. Upload and submit the PSAR file you downloaded to your computer