



How do I reconcile EOFY reports ER019 and ER061 for STP2 when I pay Higher Duties using Acting Placements?

Reconciling STP2 EOFY in Aurion using existing standard reports ER019 and ER061 is largely unchanged from STP1 and is covered in our [EOFY processing instructions](#). However due to STP2's Gross Disaggregation reporting of Higher Duties payments made via Acting Placements processing (not paid using allowance codes), it is necessary to note the following additional steps to help you reconcile reports ER019 and ER061 for FY2022.

1. Follow the EOFY instructions to run report ER019
2. Follow the EOFY instruction to run report ER061
3. Reconcile the reports as recommended in the EOFY instructions
 - a. If the reports reconcile, then you can disregard the following steps
 - b. If the reports do not reconcile for "Gross" and "Allowances", then continue to the next steps
4. Download **Attachment 1- aqt_stp2_fy2022_hda.txt** and import it into Aurion's Query Tool (AQT)
5. Run the report to find the totals for STP2 Higher Duties processed as Acting Placements for FY2022

Example:

FY2022 Higher Duties (Task KN)			
Use this report to supplement report ER019 for Gross and Allowances for STP2 reconciliation			
Employee Number	Full Name	Payment Sum Gross	Payment Sum Allowances
5025	EMPLOYEE, Edmund	-782.04	782.04
5028	EMPLOYEE, Edna	-520.59	520.59
Report Totals		-1,302.63	1,302.63

- a. Subtract the AQT report's "Payment Sum Gross" total from the total of ER019 report's "Payment Sum Gross"
- b. Add the AQT report's "Payment Sum Allowances" total to the total of the ER019 report's "Payment Sum Allowances"

Example:

Employee Number	Name	Payment Sum Gross	Payment Sum Allowances	Payment Sum Lump Sums	Payment Sum Total	Non Payment Sum	Pre Tax Deductions	Payments	Tax	Union Deductions
	Report Total	2475313.26	60766.22	0.00	2536079.51	-34204.38	71268.37	2673123.50	750181.00	2277.60
		-1302.63	+1302.63							
	New total	2474010.66	62068.85							



- Use the new totals for ER019 "Payment Sum Gross" and "Payment Sum Allowances" to reconcile to the ER061 report's "Gross" and "Allowances" totals respectively.
Example:

ATO Payment Summary & Payroll Reconciliation Report												
Tax Year: 2022		Company: ABC Sprockets Australia Ltd (1)										
Employee Number	Name	Type	Gross	Allowances	Lump Sums	Earnings	Tax	Union Deductions	Other Deductions	CDEP	Fringe Benefits	Other Income
Company Total	1	Payroll	2474010.00	62058.85	0.00	2536069.51	750181.00	2277.00	2055.00	0.00	0.00	0.00
		Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Total	2474010.00	62058.85	0.00	2536069.51	750181.00	2277.00	2055.00	0.00	0.00	0.00
			ER019 total	2474010.00	ER019 total	62058.85						

Please contact Aurion Support on 1300 287 466 or hello@aurion.com if you need any further assistance.