

# Edit an Existing Pay Item/ Allowance & how they display for EOFY Reporting

If you run the Single Touch Payroll (STP) YTD report and you notice that your Pay Items or Allowances are not displaying correctly e.g. showing incorrectly in gross for example.

To View or Edit an Existing Pay Item/Allowance:

1. In the quick menu select the hamburger icon to navigate to the full menu and select **Awards & Agreements**.
2. Select the **Pay Items/Allowance** button, this will display the Pay Item and Allowance Library.
3. You can use the search button to locate a specific Pay Item or Allowance. Or you can select the Pay Items or Allowance buttons to view the details.
4. To edit an Allowance you can select the **Edit** button.

The screenshot shows the foundU Awards & Agreements interface. The top navigation bar includes a 'Hide Menu' button, the foundU logo, and a hamburger menu icon. The main menu on the left lists various sections, with 'Awards & Agreements' highlighted and numbered 1. The main content area is titled 'Awards & Agreements' and contains two tabs: 'Pay Items/Allowances' (numbered 2) and 'Rates book Templates'. Below these are buttons for 'Awards', 'Position Groups', 'New Award', and 'New Position Group'. The 'Pay Item and Allowance Library' section is active, showing a table with columns for Name, Type, Interval, and Valid in. A search bar with the text 'travel' is visible, and an 'Edit' button (numbered 3) is located at the end of the table row for the 'Travel' allowance. The table shows one entry: 'Travel' with Type 'Allowance', Interval 'weekly', and Valid in 'Queensland'. The footer indicates 'Showing 1 to 1 of 1 entries (filtered from 31 total entries)' and includes 'First' and 'Last' navigation buttons.

Name	Type	Interval	Valid in	
Travel	Allowance	weekly	Queensland	<a href="#">Edit</a>

# To Edit an Existing Pay Item or Allowance & how they display for EOFY Reporting

Please note this impacts your end of Financial Year Reporting (how these Pay Items/ Allowances are reporting via Single Touch Payroll to the ATO).

5. Navigate to 'Is the allowance included on PAYG summary? If so, how should it be shown?' Setting Options include:

- No
- Yes (include total allowance in Gross Payment).
- Yes (show total allowance separately in an allowance box with explanation).
  - Select **Allowance Type**: E.g. Car, Transport, Laundry, Meals, Travel or Other.
- Lump Sum A Redundancy.
- Lump Sum A Termination.
- Lump Sum B.
- Lump Sum D.
- Lump Sum E.
- Yes (include total allowance in Gross Payment)

6. **Save** This will now update all your Allowances for Last Financial Year (18/19).