

## Viewing pending payroll tax or insurance duty returns

1. All **Accounts** are displayed on the home screen as follows:

### Accounts

1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on the required payroll tax or insurance account.
3. Click on the **Summary** menu item as follows:

Summary

Manage users

4. Click on the **Manage returns** button as follows:

The screenshot shows a sidebar menu on the left with the following items: Summary (selected), Manage users, Amend name, Contact details, Banking details, Company Grouping, Update/Cancel Registration, Financial Summary, Returns, Communications, History, and View/Print Registration. The main content area on the right is titled 'Summary' and includes the address '22 MAIN ROAD, HOBART TAS 7000'. Below this is a section for 'Pending Returns' with the text 'You have pending returns' and a 'Manage returns' button circled in red. Further down is an 'Outstanding balance' section with the text 'You have an outstanding balance.', a table showing 'Account Balance' of '\$1,562.00', and a 'Pay balance' button.

5. The manage returns screen displays returns to be lodged and amended as follows:

### Manage Returns

Type	Period	Due Date	Submitted Date
Periodic	Feb 16	07/03/2016	<a href="#">Submit</a>
Periodic	Jan 16	07/02/2016	<a href="#">Submit</a>

[View full return history](#)