

Purpose



Learn to save and re-open an incomplete Payroll Tax Return.

This includes how to:

- save an incomplete return as a draft
- locate a saved return from the task overview screen
- open a saved return.

Trigger

Perform this procedure when you need to leave a return incomplete and return to finish it later.

Menu Path

Use the following menu path to begin this transaction:

- Visit the OSR website at www.osr.qld.gov.au
- Log on to *OSRconnect*.

Procedure

1. This tutorial shows the process for **Saving and Re-opening a Payroll Tax Return**.
2. To save the return at this point, click **Save Draft**.
3. The status message will display the **Transaction number**.
4. Click the **Task Overview** tab.
5. The return you saved now displays the **Transaction Number**, and **Yes** in the **Draft** column to indicate it is a saved draft.
6. Re-open a saved draft by clicking the relevant **Filing** link.
7. The **Periodic Liability Payroll Tax** form for this return is now displayed. The return can now be completed and submitted to OSR.
8. **Note:** completed returns must be submitted to OSR before being paid.
9. This ends the process for **Saving and Re-opening a Payroll Tax Return**.