

# PAYROLL PAYG PAYMENT SUMMARIES AND END OF YEAR PROCEDURE v1.1

<b>1</b>	<b>Payroll End of Year</b> .....	<b>3</b>
<b>2</b>	<b>Payment Summaries</b> .....	<b>4</b>
<b>2.0</b>	<b>Create Superannuation Parameters {6,3,H}</b> .....	<b>4</b>
<b>2.1</b>	<b>Update Employee details</b> .....	<b>5</b>
<b>2.2</b>	<b>Reconciliation</b> .....	<b>9</b>
2.2.1	Reconciliation {6,B,P,A}.....	9
2.2.2	Allowance Maintenance {6,2}.....	10
2.2.3	Reportable Super Reconciliation {6,B,P,B} .....	10
<b>2.3</b>	<b>Error Log for Disk Generation {6,B,P,D}</b> .....	<b>12</b>
<b>2.4</b>	<b>Laser Plain Paper (HP)</b> .....	<b>13</b>
<b>2.5</b>	<b>Generate Disk for ATO {6,B,P,G}</b> .....	<b>15</b>
<b>2.6</b>	<b>Reporting via the Internet</b> .....	<b>16</b>
<b>3</b>	<b>Archiving Transactions</b> .....	<b>18</b>
<b>APPENDIX A</b> .....		<b>19</b>
	<b>Review Allowance Code Settings</b> .....	<b>19</b>
	<b>Create a Group Code</b> .....	<b>21</b>
	<b>Branch's Group Code</b> .....	<b>21</b>

**infoware** prints PAYG Payment Summary reports that replace the previously named group certificates. It also does an *ETP Payment Summary* and a *Business and Personal Services Payment Summary*.

If you print your Payment Summaries on Blank paper (*ie. not the preprinted documents supplied by the ATO*) you will have to submit the information from the **Payment Summary** via **electronic media**. This can be done via the internet using the Electronic Commerce Interface (ECI) or posted to them. You will need to register with the ATO for electronic lodgement of Payment Summary. If you have not done this yet contact **ATO** on **13 28 66**. For further details refer to ATO web site – [www.ato.gov.au](http://www.ato.gov.au). See ATO documents NAT 3367 and NAT 8106 for details for lodging your information electronically.

This electronic information is created as one of the options available to you in **infoware**.

**NOTE:**

*This document assumes that the user is running the latest **Standard** version of the Payroll Module.*

## End of Year Checklist

After the final Pay run for the financial year, it is time to prepare for the next Pay run in the new financial year and to processes Payment Summaries.

1. Payroll End of Year.
2. Run Payment Summaries
3. Archive old payroll transactions

### 1. Payroll End of Year

- 1.1 Run normal Month End procedures (*e.g. Integration to GL & Creditors etc.*)
- 1.2 Reconcile Payroll to GL for the year.
- 1.3 Run **Payroll End of Year {6,P,E}** process.

### 2. Payment Summaries

- 2.0 Create/check Superannuation Parameters.
- 2.1 Update Employee details for FBT/CDEP & ETP.
- 2.2.1 Check Allowance payment summary category settings and totals by running **PAYG Reconciliation {6,B,P,A}**.
- 2.2.2 Check Reportable Superannuation reconciliation amounts by running the **Reportable Super Reconciliation {6,B,P,B}**
- 2.3 Run **Error Log For Disk Generation {6,B,P,D}** to review possible errors in Payment Summary.
- 2.4 Print Payment Summary.
- 2.5 Generate Disk for ATO.
- 2.6 Send Payment Summary data via the Internet.

### 3. Archive Payroll Transactions

- 3.1 Run **Archive Transactions {6,P,K}**

# 1 Payroll End of Year

Once the final payrun has been terminated for the current financial year and the normal end-of-month procedures have been completed then the Payroll End of Year can proceed.

Run Trial Balance reports for the past year's transactions and reconcile to General Ledger.

Once all these process have been successfully concluded then run the **End of Year {6,P,E}**, as per example below. The purpose of this function is to clear YTD figures for the Payslips.

Enter "Y" (yes) in to the "Continue End of Year" prompt then save the parameter screen to proceed. If you don't wish to proceed at this time, enter "N" (no) then save the parameter screen and the option will safely exit which out proceeding.

P A Y R O L L E N D O F Y E A R
Current Year Start Date.: 01/07/2012 Year Finish Date: 30/06/2013
Continue End of Year (Y/N)? .
Press SAVE key to continue!

## WARNING

### **If Non-Standard Software:**

If the processing menu **does not** have the option **Archive Transactions {6,P,K}** then your system is not using the Standard Payroll Module.

**DO NOT** run **Payroll End of Year {6,P,E}** until **AFTER** the **Payment Summaries** have been completely processed !!!!

If the **Archive Transactions {6,P,K}** option doesn't exist then the **Payroll End of Year {6,P,E}** can not be run until after the **Payment Summaries** have been completed. This is due to the fact that the old version of the **End of Year** function also includes the **Archive Transactions** option. Therefore it would archive all the payroll transactions and the **Payment Summary** option couldn't be run as it uses the current transactions not the archive ones.

## 2 Payment Summaries

### Before Printing a Payment Summary

It is important before the user prints a Payment Summary that all the data that is required for this report is up to date. Below are details that may have to be entered into the system before running the Payment Summary. These values are not part of the normal payroll payment cycle and only relate to Payment Summaries.

**Appendix A** contains details of other issues for Payment Summaries but these should already be setup from the previous year. They have been included for your reference if there are any queries as to those settings.

### 2.0 Create Superannuation Parameters {6,3,H}

Add a record for the current tax year **if not already created**.

SUPERANNUATION PARAMETERS	
Year Ending 30th June.....:	2013.
Employer Superannuation % Rate:	9.00.
Min Monthly Pay for Superann..:	450.00.
Superann. Round to Nearest....:	.05.

- Year Ending 30th June** Enter the 4 digit year that contains the 30<sup>th</sup> June.
- Employer Superannuation % Rate** Enter the Superannuation Guarantee percentage rate that applies to that year.
- Min Monthly Pay for Superann** Enter the minimum monthly gross for the employee to be eligible for the Superannuation Guarantee or leave blank if superannuation always paid.
- Superann. Round to Nearest** Enter the amount to which superannuation payments are rounded (eg 0.05 rounds to the nearest 5 cents)

## 2.1 Update Employee details

{6,1} Employee Maintenance has several fields related to the payment summaries

Employees can have their payment summaries emailed to them. If you email payslips to employees your Satisfaction Software representative can copy the payslip delivery details for all employees to their payment summary delivery details. To manually setup an employee for emailing their payment summaries, select that employee’s record.

```

EMPLOYEE MASTER FILE
Employee Number: 5. Title.: Standard Hours.: 40.00.
Surname.....: Smith Award.....: 1.
First Name.....: John . Accrual Award...: .
Second Name.....: . Rate No.....: B .
Address Line 1.: 12 Old Rd . Override Rate...: .
Address Line 2.: . Flood Levy Exempt?: .
Suburb.....: ESK . P/Code: 4312. Tax Free Threshold: N.
Telephone.....: 11 . State.: QLD. Tax Offset Amt.: .
Sex.....: M. Tax State: QLD. Flat Tax %.....: .
Branch.....: QL. Extra Tax Amt...: .
Department.....: SAL. Tax File No....: 888999881.
Position.....: . Birth Date.....: 01011980. 31
Status.....: F. Start Date.....: 010190.
Grp Crt Printed: Terminated Dat.: .
Pay Frequency.: W. Last Pay Date...: 290308.
Holiday Allow.: HOL. Notes: Employee Type...: .
Non-Resident...: N. Non-Payroll.: . Min Max Actual
Tax Averaging...: . HECS Debt....: . Hours . . 20.00
Ineligible HLL.: . SFSS Debt....: . $'s . . 426.57

Screen 1 Enter Selection > Record: 5
Index Mode C -Chng Log, L -Forms Del, N -Notes, S -Sep Cert
    
```

Then type **L** at the Enter Selection prompt at the bottom of the screen :-

Form	Delivery Method	Person
Payroll Pay Slip	P	John Smith
Payment Summary	P	John Smith

Highlight the “Payment Summary” line and press Enter

```

Form Delivery Options - Payment Summary
Delivery Method: E.
Contact Person.: John Smith .
Fax Number.....: .
Email Address 1: johnsmith@satsof.com.au
Email Address 2:
Email Point.....: .
    
```

Type in Delivery Method E and the employee’s email address and SAVE the screen.

Review the employee’s superannuation values and clear/update them to reflect values for the current tax year. If you wish to check for any values from the prior tax year you can use the following selection set to access employees with values in these fields:-

Group	Field	Heading	Rel	Value
a	.	282. Superann. override	gua gt .	.00.
a	.	283. Superann. guarantee	ye gt .	.00.
a	.	284. Superann. Reportable	a gt .	.00.
.	.	.	.	.

On entering employee maintenance, select 2 – Scan For Records, select 2 – Extended Selection and update to enter the above selection set, save it and press Enter to get the employees with a value in one of these fields.

The superannuation screen has fields to specify override amounts for the reportable superannuation amount calculation that may need setting up depending on the employee’s superannuation arrangements.

SUPERANNUATION DETAILS				
Employee .....	100	Kidd		
Status.....	F			
Start Date.....	270890		Super Guarantee Override %:	.
Super Start Date....	270890.		Super Guarantee Yearly Amt:	.
			Reportable Super Amount...:	.

	Employer		Employee	
	Policy 1	Policy 2	Policy 3	Policy 4
Code	SU.	.	.	.
Policy	ABC123	.	.	.
Value	10.00.	.	.	.
Type	%.	.	.	.
Current	1412.55	.	.	.
Total				

Only one of the 3 fields above may be filled in. They determine how the payment summary is to calculate the reportable superannuation amount but only if it is different to the Superannuation parameters for the year.

**Super Guarantee Override %** Enter this employee’s superannuation guarantee percentage rate if it is different from that defined in the superannuation parameter record (see {6,3,H} Superannuation Parameters) and is to be used to calculate the reportable superannuation amount

**Super Guarantee Yearly Amt** Enter the superannuation guarantee amount for the year for this employee if this is to be used to calculate the reportable superannuation amount

**Reportable Super Amount** Enter the reportable superannuation amount for this employee (this avoids any calculation and this amount is printed on the payment summary)

The reportable superannuation to print is determined as follows:-

1. If the reportable superannuation amount is specified for an employee then this is used for the employee’s payment summary and no superannuation calculation is performed.
2. If the superannuation guarantee yearly amount is specified then the employer superannuation amount and any employee superannuation amount that is taxable (ie salary sacrifice) is accumulated and then the yearly amount subtracted to give the reportable superannuation amount.
3. Otherwise the system calculates the superannuation amount from the guarantee percentage (using the employee override percentage, or if blank, the superannuation parameter record’s percentage) to calculate the superannuation applicable for the payroll transactions and subtracts it from the total of employer and salary sacrifice superannuation paid to give the reportable superannuation amount.

Screen 4 may need updating to include “Group Cert. FBT” and “CDEP Salary” amounts. These are manually entered fields which are to be shown on the payment summaries.

		U P D A T E		A U T O		P A Y	
Employee Number...				Code	Perm	Units	Amount
Name.....	:			.	.	.	.
	:			.	.	.	.
Normal Hours.....	:	.	.	.	.	.	.
Time & Half Hours..	:	.	.	.	.	.	.
Double Time Hours..	:	.	.	.	.	.	.
Sick Hours.....	:	.	.	.	.	.	.
Holiday Hours.....	:	.	.	.	.	.	.
Weeks of Pay.....	:	.	.	.	.	.	.
Profit Centre.....	:	.	.	.	.	.	.
Select For Payment:	:	.	.	.	.	.	.
Extra Tax.....	:	.	.	.	.	.	.
Manual Tax.....	:	.	.	.	.	.	.
Taxable Gross.....	:	.	.	.	.	.	.
Portable LSL No...	:	.	.	.	.	.	.
Payroll Tax FBT...	:	.	.	.	.	.	.
<b>Group Cert. FBT...</b>	:	.	.	.	.	.	.
				<b>CDEP.....</b>			.
				Other Income:			.

Screen 4 Record:

As there are two methods of grossing up Fringe Benefits, the Reportable Fringe Benefits Amount (*Group Cert. FBT field on screen 4*) is entered as the grossed up amount from your FBT return.

The \$2000 (*un-grossed*) starting amount is still the same (*i.e. don't report amounts less than \$2,000*). When you enter the field the following popup screen will be displayed:

Payment Summary Reportable Fringe Benefits  
 Enter Grossed-up Taxable Value  
 or 0 (zero) if FBT is less than \$2000

RFB: .

## Eligible Termination Payment Details

To create an ETP Summary report for a terminated employee, fill out the ETP screen that is displayed after entering the Termination Date in the **Employee Maintenance {6,1}**.

### For 2013 PAYG details

```
PAYG Summaries from July 2012

Termination Date....: 180313

Lump Sum Payment A
Termination Type R,T: T.
ETP Details
Death Benefit?.....: N.
ETP Type Code.....: .
```

### **Lump Sum Payment A Termination Type R,T**

If a Lump Sum A payment will be made then this type must be entered, otherwise leave blank.

Enter **R** if termination is a genuine redundancy, invalidity or under an approved early retirement scheme

Enter **T** for other terminations

### **Death Benefit**

Leave blank if no ETP payment made.

Enter **Y** if a death benefit ETP

Enter **N** if not a death benefit ETP (ie a Life Benefit ETP)

### **ETP Payment Type**

If no ETP then leave this field blank otherwise:-

#### **If ETP and Death Benefit is Y then**

Enter **D** if Death Benefit ETP paid to a dependant

Enter **B** if Death Benefit ETP paid to a non-dependant and a termination payment was made to the non-dependant in a previous income year for the same termination.

Enter **N** if Death Benefit ETP paid to a non-dependant

Enter **T** if Death Benefit ETP paid to a trustee of the deceased estate

#### **If ETP and Death Benefit is N (i.e. a Life Benefit ETP) then**

Enter **R** if ETP paid because of early retirement scheme, genuine redundancy, invalidity or compensation for ( personal injury or unfair dismissal or harassment or discrimination)

Enter **O** if ETP was not described by type **R**

Enter **S** if ETP is type **R** payment made in a previous income year for the same termination

Enter **P** if ETP is type **O** payment made in a previous income year for the same termination

## 2.2 Reconciliation

### 2.2.1 Reconciliation {6,B,P,A}

This report shows the totals for each Payment Summary Category by each Employee for each Branch or Group. The totals for each Payment Summary Category are printed as the final part of the report. This is useful to verify your Payment Summary Categories & the totals that you expect for them. If you use a selection set for the payment summaries make sure the same selection set is used for this report.

There should not be an amount against the “Blank” Category.

Satisfaction Software Payroll System				
PAYMENT SUMMARY RECONCILIATION, Date: May 12, 2000 14:32:03				pytran/grprec
User:filepro				Page: 1
Br	Employee	GC	Aw Type	YTD Amount
AA	1	G	2 DOU	652.00
AA	1	G	2 HOL	70.50
AA	1	G	2 NOR	6456.00
AA	1	G	2 OVT	1372.50
AA	1	G	2 SIC	80.00
Total Group Category G				8631.00
AA	1	P	2 AL1	2332.86
Total Group Category P				2332.86
AA	1	T	2 TAX	-2608.40
Total Group Category T				-2608.40
AA	1	V	2 SC	.00
Total Group Category V				.00
AA	1	Z	2 CSH	.00
Total Group Category Z				.00
Total Employee 1				8355.46
Total Branch AA				8355.46
=====				
Grand Total	Group Category			Amount
	Blank			
			G	47581.90
			P	2332.86
			T	-10667.95
			V	-482.55
			Z	-7301.46
			-----	
				31462.80

### 2.2.2 Allowance Maintenance {6,2}

A L L O W A N C E		C O D E	M A I N T E N A N C E	
Award Code.....:	.		Company.....:	.
Allowance Code.....:	.		Creditor.....:	.
Description.....:				
Standard Amount.....:	.		Hourly Accrual Figures	
per week/hour etc.....:	.		Holiday.....:	.
Hour Rate Factor.....:	.		Sick.....:	.
Clause.....:	.		L.S.L.....:	.
Taxable.....:	.		R.D.O.....:	.
Allowance Code Type..:	.		Hol. Leave Loading..:	.
<b>Payment Sum Category..:</b>	<b>.</b>			
Payslip Sort Code.....:	.		Default Cost Centre..:	.
Super Applicable.....:	.		Default Sub Cost Ctr:	.
Include In Gross \$'s.:	.			
Print on Emp Info Rep:	.			
On Cost Code.....:	.			
G/L Payroll Expense Account				
Br	PC	Acct	Sub	Cat
.	.	.	.	.

*Note that the existing payment summary category U for union or “professional bodies fees” is now reported in the electronic record to the ATO so users must ensure no other type of deduction is given this category.*

### 2.2.3 Reportable Super Reconciliation {6,B,P,B}

This report will show the calculated reportable superannuation amount for each employee. When selected it shows the following screen:-

PAYG Reportable Superannuation Reconciliation Parameters	
For Payroll Group.....:	.
Year Ending 30th June.....:	2013.
Start Period (YYYYMM).....:	201207.
Finish Period (YYYYMM).....:	201306.

<b>For Payroll Group</b>	Enter a valid group code from {8,7} Group Maintenance
<b>Year Ending 30th June</b>	Enter the year value
<b>Start Period (YYYYMM)</b>	Enter the start accounting period for the year
<b>Finish Period (YYYYMM)</b>	Enter the end accounting period for the year

Enter the values and SAVE the screen and the run the report. It will ask

**Show Allowance Totals? (Y/N):**

Enter Y to show totals per allowance on the report.

Enter N or just “Enter” to just show 1 line per employee.

Satisfaction Software Payroll System										pytran/grpsuprec		
REPORTABLE SUPERANNUATION RECONCILIATION, Date: Jun 1, 2013 14:29:42										User: filepro		
Group: XX										Page: 1		
Rate.: 9.00 Min. Monthly Pay: 450.00 Rounding: .05												
Employee	Month	Awd	Allw	Super Applic	Transact Amount	Super Applic Amount	Calc'd SGC Amount	Total Super Paid	Reportable Super Amt	----- Employee Overrides -----		
										Super	Yearly Base Super	Reportable Super Amt
1	Stevenson	Damien			575.40	575.40	.00	51.80	51.80			
115	Smith	William	James		650.00	650.00	58.50	58.50				
Grand Total					1225.40	1225.40	58.50	110.30	51.80			

## 2.3 Error Log for Disk Generation {6,B,P,D}

This needs to be run first before printing any Payment Summaries. This report will show details that are required by the ATO but have not been entered in to the Payroll Module.

In the example below the Branch address has not been filled out & the Employee's ETP amount is not correct.

Quazie Pty Ltd, PO Box 999 Salisbury, Q.4107 Ph 3232 2794 Fax 3232 2205				
GROUP/ETP CERTIFICATE ERROR LOG, Date: May 12, 2013 16:05				
			pyerrlog/errors	
			User: filepro	Page: 1
Grp	Co	Br	Employee	Error Description
-----				
			10	Invalid ETP Assessable Amount 0000155000
		XX		Blank Address

This report should show no errors before progressing further to print Payment Summaries.

The only exceptions to this rule are :

- a) *"Possible State Name "XXX" in Address Fields"* e.g. it will advise about a possible error when the address contains "VIC" in "Victoria Point"
- b) *"Blank Date of Birth"* – this is optional except for ETP Payment Summaries.
- c) *"Too much Tax"* – tax exceeds 51% of Taxable elements. Check this amount with the Reconciliation report, but if the amount is correct, presume you must notify the ATO of actual deductions.
- d) *"Invalid TFN - Warning Only"* – The Tax File Number is checked for correctness but this is only a warning message. Review the supplied TFN but if it is as advised then ignore message and proceed with printing the Payment Summary report using this TFN for this employee. It will be reported in the Payment Summary as is to the ATO.

## 2.4 Laser Plain Paper (HP)

Payment Summary options [B/D/E/G/H] all use the following parameter screen: Below is a description for each field on this screen.

PAYG Payment Summary (Group Certificates)	
Print Payment Summaries for Group:	.
Terminated Employees Only (Y/N)...	.
Normal, Empt Term or Both (N/T/B):	.
Print Employer Copy (Y/N).....	.
Sort By Employee Name (Y/N).....	.
Amended Summary (Y/N).....	.
Year Ending 30th June.....	.
Start Period (YYYYMM).....	.
Finish Period (YYYYMM).....	.

<b>Print Payment Summaries for Group</b>	Enter the Payroll Group Code that you have setup in {8,7} Group Maintenance.
<b>Terminated Employees Only</b>	Enter a “Y” ( <i>yes</i> ) or “N” ( <i>no</i> ) to whether this run is for Terminated Employees only.
<b>Normal, Elig Tem or Both</b>	This question asks whether this is for : - <ul style="list-style-type: none"> <li>• “N” – Normal Payment Summaries or</li> <li>• “T” – Eligible Terminations or</li> <li>• “B” – Both Normal Payment Summary and Eligible Termination reports.</li> </ul> Eligible Terminations relate to Payment Summary Categories “C” & “ETT” allowance codes.
<b>Print Employer Copy</b>	Normally only 1 copy of the Payment Summary is printed for each employee. By entering “Y” ( <i>yes</i> ) to this option, an additional (2 <sup>nd</sup> copy) will be printed for the Employer.
<b>Sort by Employee Name</b>	Payment Summaries are sorted generally by employee number but by entering “Y” ( <i>yes</i> ) to this option the report will sort the report by employee surnames.
<b>Amended Summary</b>	This will cause all selected Employee’s Payment Summaries to have ‘ <i>This is an amended payment summary</i> ’ box on the top of the form to indicate that the original Payment Summary was in error and that this new form supersedes any previous ones.  If your employee has received an amended payment summary and have not yet lodged their income tax return, use the information on the amended payment summary – not the original – to complete their return.  However, if they have already lodged their income tax return and then receive an amended payment summary, they may need to lodge an amendment to that income tax return.
<b>Year Ending 30<sup>th</sup> June, Start Period &amp; Finish Period</b>	The year of the payment summary is to be entered. This is used to print on the Summary and also to default the normal accounting period ranges for selecting transactions. You may override the accounting period range if required.

After you press [SAVE] you will be given a normal selection set screen where you may add further selections (*ie. Exclude employees, restrict dates allowable, etc*)

### **Laser Plain Paper (HP) {6,A,P,E}**

This option produces **Payment Summaries, Eligible Termination and Business and Personal Services Income** forms printed on **plain** paper. This does **NOT** use Tax Office supplied paper.

Simply run this option and print the generated reports as they are displayed. Only 1 copy of the payment summaries is now generated on the reports.

Each of these reports now use overlays, as supplied by the ATO, therefore it is important that the document is printed not emailed as a PDF file. If emailed, the PDF conversion software will fail because the overlays will make the size of the file too big for it to manage.

**Note:** *That each time this option is run, all generated reports are saved to the **Permanent area** so there is no need to manually save these reports.*

#### **WARNING:**

**Do NOT email** the entire Summary report as the reports now contain overlays. Overlays will add megabytes to the size of the resulting PDF file. Most likely this will cause the conversion process to fail or the internet service will be slowed as it downloads or the file size will exceed the attachment size limit and never get through.

## 2.5 Generate Disk for ATO {6,B,P,G}

This is the final step in **infoware**, for the above options. The ATO requires that if you use this plain paper Payment Summary option you **MUST** submit the information **via electronic media** (see *ATO advisory document relating to electronic media submissions, you MUST advise them that you will be submitting via electronic media*).

This option will create an EFT disk file for ALL employees in the specified Payroll Group.

**NOTE:** There are 1-2 reports that will display before the EFT file so do not select "5 - Copy to Disk" after quitting from a displayed report. The EFT file will not be displayed on the screen so wait for the EFT file print option to display before saving or emailing the file.

Depending on whether you are using the old report menu options then you will be asked if you wish to "Create disks now?". This will cause the listed files to be saved to a floppy disk that has been put in to the infoware server, not your PC.

```

Group Certificate Electronic Reporting
-----

Create disks now?y

You will need one (1) disk for each of the following
files and must label each of them with a unique six (6)
character identifier:

-rw-rw-rw-  1 filepro  satsof      10368 May 12 16:14 pyQU000512161446.A01
-rw-rw-rw-  1 filepro  satsof      8832 May 12 16:14 pyQU000512161446.A02

Insert disk 1 for file pyQU000512161446.A01

Do you wish to format disk first (Y/N)?

```

**Alternately**, if your system set up for the new report options then the screen will display the options below.

```

File: /zz/work505/perm/pyGR/eft/pyXX070613144715.A01

infoware EFT Menu

  2 - Display
  3 - Save
  4 - Email

  X - Exit

Enter Selection > 3

```

Either save this file to one of the list locations (*Shared EFT Directory, Home Directory, or Permanent Area*) where the file can be retrieved from a network share to your PC, or select the "Email" option to send the file as an attachment to a user via email where the file can be saved to a PC and then loaded directly in to the ATO lodgment software.

If saving to a Disk, you must label **EVERY** diskette with the ABN of the payroll group. Please refer to your ATO documentation for submitting the electronic media. (see [www.ato.gov.au](http://www.ato.gov.au) NAT 3367 and NAT 8106 documents).

## 2.6 Reporting via the Internet

Payment Summary data may be sent to the ATO via the Internet, in place of diskettes or CD's. If you use the ATO's Electronic Commerce Interface (ECI) for your BAS returns, it should have been updated by now to include PAYG Summary Reports.

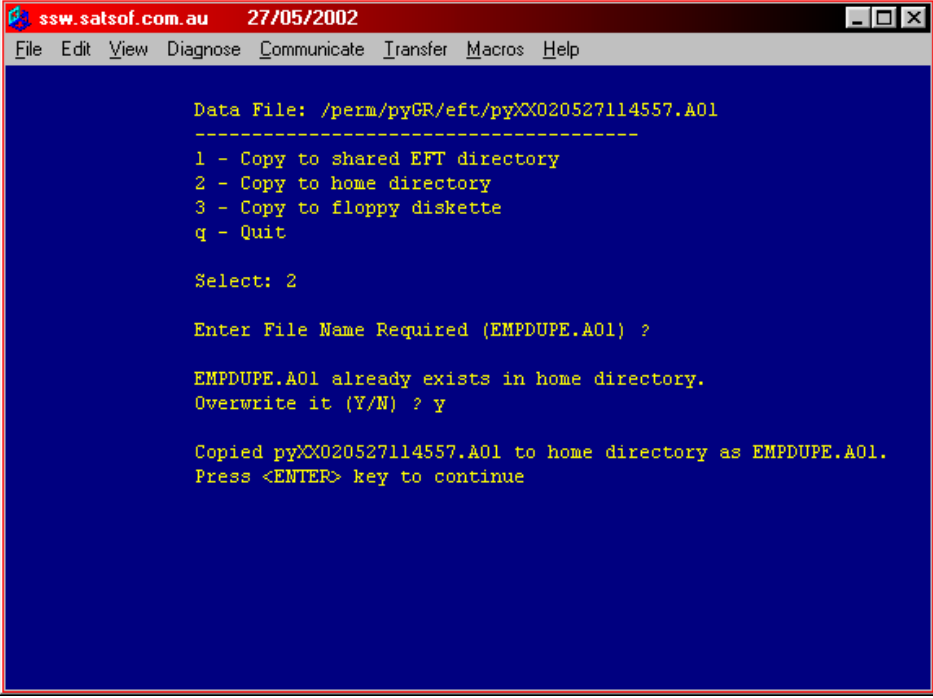
When the user runs the Generate the disk for the ATO {6,A,P,G}, up to 2 reports will be displayed before the report for the EFT file is displayed :-

- the **Payment Summary Disk** Details, showing the totals that will be saved to the EFT file.
- the **error report** will display again if there are any possible errors or warnings.

Finally, the user will be presented with 1 of 2 screen options, depending on whether the latest Report menu options are available or not.

If using the traditional report menu options then the example immediately below will be displayed. Alternately, the 2<sup>nd</sup> screen example below will be displayed if using the new report options. In either case, this menu is the same menu that is used when processing a *Payroll EFT bank file* or the *Creditor's Remittance bank file*.

### Example 1:



```
ssw.satsof.com.au 27/05/2002
File Edit View Diagnose Communicate Transfer Macros Help

Data File: /perm/pyGR/eft/pyXX020527114557.A01
-----
1 - Copy to shared EFT directory
2 - Copy to home directory
3 - Copy to floppy diskette
q - Quit

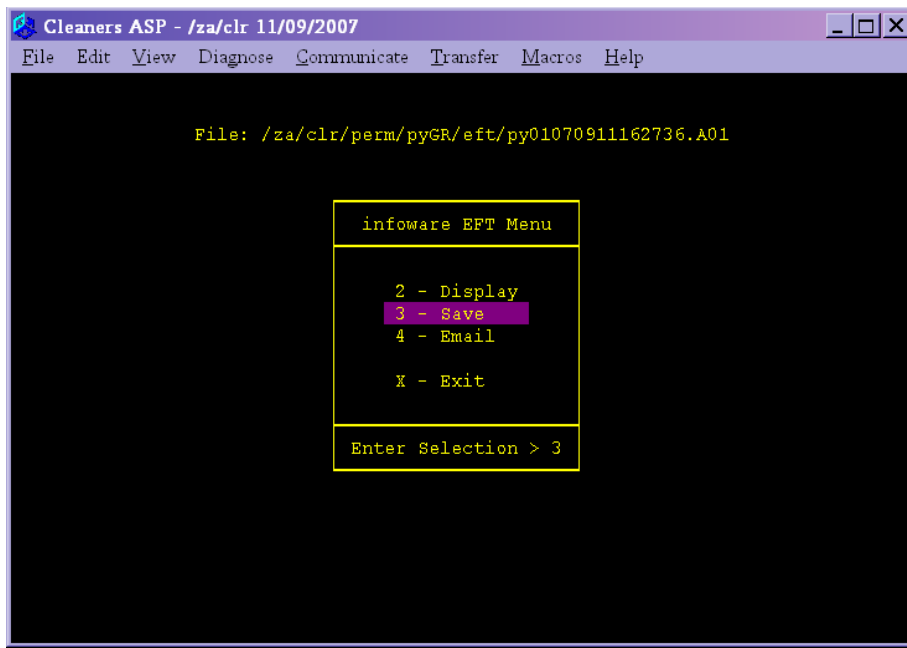
Select: 2

Enter File Name Required (EMPDUPE.A01) ?

EMPDUPE.A01 already exists in home directory.
Overwrite it (Y/N) ? y

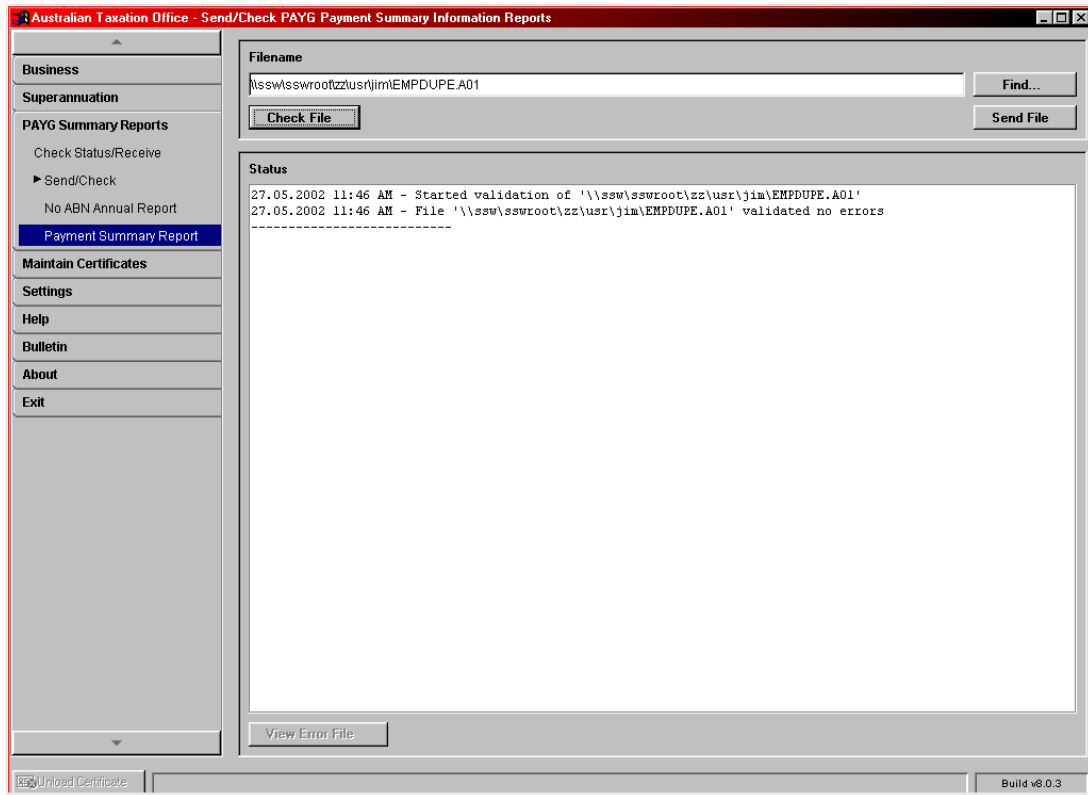
Copied pyXX020527114557.A01 to home directory as EMPDUPE.A01.
Press <ENTER> key to continue
```

- 1 Copy to shared EFT directory** Use this option if an appropriate “shared” directory has been set up to link a PC to the server. This option is most commonly used.
- 2 Copy to home directory** Alternately, a “shared” folder to the user’s directory may have been set up where this file could be saved to and then retrieved via the network link.
- 3 Copy to floppy diskette** If there is no network connection from the server to the user’s PC, then the file can be saved to a floppy disk (insert into the server’s disk drive). The floppy disk can then be loaded in to the PC and the file loaded to the internet software from there.

**Example 2:**

In this example where the latest report options are available, the generated file can be emailed directly to the user's email address using option 4 "Email". Select the option and fill in the details in the email screen and send.

Once the file is on the PC with the internet software, the user can then import the file in to the ECI program (*use the Find button*). Check the file and if no errors you can Send it. See below for a sample screen.



### 3 Archiving Transactions

The **Archive Transactions {6,P,K}** function may be run at any time. Although if only the current year's transactions are going to be retained then Payment Summaries and other End of Year functions must have been performed before proceeding.

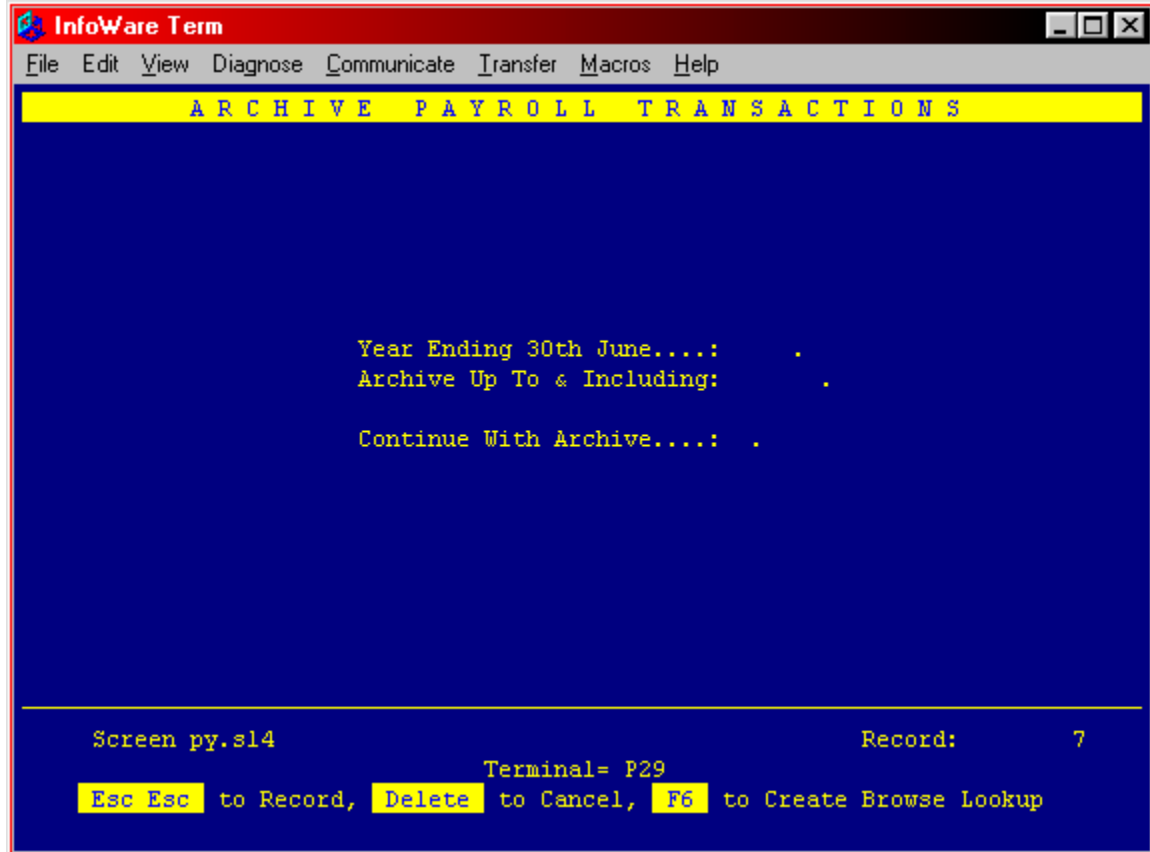
The Archive Payroll Transactions parameter screen allows the user to select a cut-off period for transactions to be archived. This allows the user to only archive transactions that are older than the desired cut-off. It maybe your procedure to retain 2 years of transactions in the current transaction file before archiving, so each year the function is run, transactions for 3 years ago are archived.

**Note:**

*When running payroll reports with more than the current financial year's data, you will need to use a Selection sets to **exclude** previous years' data from the report.*

The following parameter screen will be displayed on selecting this option.

Enter the year to be archived and "Y" or "N" (yes/no) to "Continue with Archive" then save the parameters. If "Y" has been entered in the field "Continue with Archive" then the archiving will proceed. Otherwise the function will exit without proceeding.



Archiving is not mandatory but the more transactions maintained in the current area, the longer it will take to run reports, including i4Query reports.

# APPENDIX A

## Review Allowance Code Settings

It is important that the {6,2} Allowance Codes have been set to the correct “**Payment Summary Category**” (see screen below).

A L L O W A N C E C O D E M A I N T E N A N C E	
Award Code.....:	1.
Allowance Code.....:	NOR.
Description.....:	Normal
Standard Amount.....:	.000.
per week/hour etc....:	H.
Hour Rate Factor.....:	1.0000.
Clause.....:	.
Taxable.....:	Y.
<b>Pay Summary Category:</b>	<b>G.</b>
Payslip Sort Code....:	10 .
Super Applicable.....:	Y.
Include In Gross \$'s:	Y.
Print on Info Report:	Y.
	G/L Payroll Expense Account
	Branch.....:
	Profit Centre...:
	Account Number...:
	Sub Account Code: .
	Category.....:
	On Cost Code.....:
	Hourly Accrual Figures
	Holiday.....:
	Sick.....:
	L.S.L.....:
	R.D.O.....:
	Hol Leave Loadng:

ALLOWANCE CODE MAINTENANCE						
1	HOL	Holiday	H	1.1750	11.000	Y G 20
2	HOL	Holiday	H	1.1750	30.000	Y G 20
1	LSL	Long Service Leave	H	1.0000	.000	Y B 30
2	LSL	Long Service Leave	H	1.0000	.000	Y B 30
1	NOR	Normal	H	1.0000	.000	Y G 10
2	NOR	Normal	H	1.0000	.000	Y G 10

The easiest way to review the “*Payment Summary Category*” values is to: -  
 press “**5 - Toggle Browse Mode**” then  
 use “**4 – Index Selection**” then  
 choose “**B - Allowance Code**” (see example above).

This will display all the same allowances together so that it will be easy to see all the same allowances have the same Category Code & that they are all the correct code.

Note that the existing payment summary category U for union or professional bodies’ fees is now reported in the electronic record to the ATO so users must ensure no other type of deduction is given this category.



001 if Labour Hire  
 002 if Other Specified Payments  
 003 if Voluntary Agreement  
 004 if Personal Services Attributed Income  
 Press F6 to select the required code if desired.

**Creditor for Voluntary Agreement** If the payment type is 003 for voluntary agreement then the associated creditor code must be entered. This creditor code must have already been defined in Creditor Maintenance

## Create a Group Code

**{8,7} Group Maintenance** create a Group.

A Group Code will need to be created for each Group of Branches that will be submitting Payroll Payment Summaries. The Payment Summaries are now tied to the payer's ABN. The "Group Employer Number" is no longer used to identify the Groupings.

G R O U P M A I N T E N A N C E	
Group.....:	XX.
Name.....:	Main Group
<b>ABN,Branch....:</b>	<b>12 345 678 901 . . . . .</b>
Signature.....:	
Main Company...:	SS. Test Company SS
Group details required if company is not given above	
Address Line 1:	.
Address Line 2:	.
Suburb.....:	.
State.....:	.
<b>Country.....:</b>	.
Telephone.....:	.
Facsimile.....:	.
Contact Name..:	.
Email.....:	.

Enter the country for overseas companies or leave blank if an Australian Company.

## Branch's Group Code

**{8,2} Branch Maintenance** - check the **Payroll Group Code** for each payroll Branch. The other group certificate fields on the branch maintenance screen 1 are no longer used. The information will now come from the Group maintenance.

B R A N C H M A I N T E N A N C E	
Branch Code.....:	AA. Inventory Query Branches
Branch Name.....:	Test Branch AA
Address Line 1.....:	123 New Str . Invoice Form.: .
Address Line 2.....:	. P/Slip Form..: .
Suburb/Postcode.....:	Albion . 4033. Quote Form...: .
Phone Number (1).....:	.
(2).....:	.
Company Code.....:	DV. State.....: QLD.
Group Employer Number..:	544667788990. Division.....: ZX.
Group Certificate Name:	Satisfaction Software Test Group Cert. . <b>Group Code....: XX.</b>
Group Cert. Signature.:	Fred Smith .
Inventory Invoice No.:	.
Debtor Invoice No.....:	4. Estimate Branch.....: .
Cash Book for Receipts:	DV. Create ivmastbr recs: .
Debtor Stop Duplicates:	. Salestax Number.....: .

**Branch Number:** A company may have multiple GST Branches. Enter the GST Branch Number on the Branch GST values screen if applicable or leave blank for no GST Branch.

B R A N C H G S T V A L U E S					
Branch: SS Test Branch SS					
Australian Business No.(ABN): 12 345 678 901 .					
<b>Branch Number</b> .....:					
GST	Br	P/c	A/c	S/a	Cat
Payable.....	.	.	.	.	.
Payable Adj.....	.	.	.	.	.
IP Credit.....	.	.	.	.	.
IP Credit Adj...	.	.	.	.	.
Debtors					
Disc Given for					
GST invoices....	.	.	.	.	.
Creditors					
Accruals for					
Approved Invs...	.	.	.	.	.
Import GST A/cs					
GST Account.....					
Non-GST Account.					

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