Payroll End of Year 2016

Important to Note:

It is strongly recommended that **PREPARATION for Payroll End of Year** section (instructions as per below - pages 1) are performed as soon as possible. This is to ensure that if any discrepancies are found, they can be corrected prior to end of year. Please read the **ENTIRE** document **BEFORE** proceeding **and note that there has been a change to the 1431 Company Summary report.**

PREPARATION for Payroll End of Year

Overview

This document outlines the step-by-step process required to prepare for Payroll End Of Year. Please be aware that the reconciliation of payroll documentation is the dealership's responsibility. If any discrepancies exist between the payroll reports please analyse the variances thoroughly using the following notes **before** contacting the helpdesk.

Why

Payroll Year End must be finalized prior to commencing the first Pay Cycle for the new financial year

Before running & reconciling the following payroll reports, please check executable 1108 pay details, option 3 - pay cycles. The cycle status for ALL of your Automatic Pays - e.g. W - Weekly, F - Fortnightly & M - Monthly pay cycles, **must** display as UPDATED and the cycle status for your MANUAL pay cycle must be either blank or UPDATED.

THE SUMMARY OF CHANGES TO 1431 REPORT:

The 1431 report is a critical report when processing end of year figures for tax and auditing purposes and also for dealership financials. When this report is incorrect, a lot of time and effort is spent on investigating and resolving the imbalance with the PAYG summary (1285).

This 1431 Company Summary report is the SAME format as before, with additional features in the screen display and with the ability to report on one company or one employee if required.

The ability to scroll backwards and forward through the pages of the screen display or directly view a selected page

The GRAND TOTALS page containing totals of ALL employees and ALL companies will always be generated at the end of the report, regardless of the selection criteria.

For more information on the 1431 report, follow this link.

http://www.pentanasolutions.com/blog/view/tips-and-tricks-eranet-enhancement-to-the-company-payroll-report-1431

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Payroll End of Year - 2016

Overview
This document outlines the step-by-step processes required for Payroll year-end.

Important Note: Please read the <u>ENTIRE</u> document <u>BEFORE</u> proceeding.

Why
To ensure Payroll End of Year process run smoothly.

Executables
1108 - Pay Details
1114 - Tax Rates
1154 - Payroll Codes
1233 - Employee YTD Enquiry
1282 - Employee Voluntary Superannuation
1284 - Employee Fringe Benefits
1305 - PAYG Payment Summaries
1457 - Payroll Parameters
1458 - End of Year Processing
1465 - Calendar Maintenance
1480 - Reset Pay Packets
1492 - Backup Payroll Data Files

The Process

1. Ensure that ALL Pay Cycles have been updated. Verify this by going into 1108 - Pay Details.

Select Option 3 - Pay Cycles from the vertical toolbar. The following screen will be displayed:

Cycle Code	Enter the pay cycle code or use the lookup of valid codes to select from.

Check that the Cycle Status field displays as **UPDATED**. Where the Cycle Status is blank, no action is required to force these cycles to update as this indicates that the pay cycle is not being used. For a MANUAL pay cycle code, the cycle status may be blank - this is OK.

2. Access executable 1178 - Employee Master Maintenance and check that field 12 - Branch No is Greater Than 0 and not Blank for EACH employee. Please make sure that it is not 0 or blank as it will result in rejections from the ATO

when PAYG Payment Summaries are submitted:

```
    2 JUN 2016              Employee Master Maintenance                    1178
    ----------------------------------------------------------------------------
                          Employee Number/? : 100

      1) Given Names       Melissa
      2) Surname           Smith
      3) Address           647 Blackburn Road
      4) Suburb            Mount Waverley
      5) State             VIC
      6) Post Code         3149
      7) Home Telephone    0400005555

      8) Birth Date        14/01/80
      9) Sex               F FEMALE
     10) Mar. Status       M MARRIED

     11) Company No/?       1 PENTANA SOLUT         12) Branch No  001
     13) Location/?         1 TEST                  14) ABN Branch 321 321D548F4A324
     15) Position           1
     16) Employee Type      F FULL-TIME
     17) Start Date         19/09/00
     18) Term Date
    MODS -- ENTER LINE REF(NN), "G"ENERAL, "P"AY OR "YTD" DETAILS  :\\\\\\
```

3.   The next step is to run 1492 - **Backup Payroll Data Files PRIOR to commencing any other procedures**.

It is recommended that the tape is clearly labelled PAYROLL EOY BACK-UP PRIOR TO PAYMENT SUMMARIES (PAYGs) including the date created on the label and store this away until next financial year end.

IMPORTANT Note: Please ensure that any Payroll backups performed (1492) while completing end of year procedures are completely **SEPARATE (& labelled accordingly)** to the normal pay cycle backup tapes used.

4.   It is recommended that the following payroll reports are run BEFORE the Payroll End of Year is finalised. Below are the reports that are recommended to be run. These are not mandatory but are useful for reconciliation purposes as well as for future reference.

On access to 1440 - Employee Master Listing the following screen will be displayed:

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```
2 JUN 2016                      Employee Master Listing                          1440
-------------------------------------------------------------------------------------

            1) Output to Terminal or Printer              .

            2) Sort Flag
                    0 = Sort by Employee No
                    1 = Sort by Employee Surname
                    2 = Sort by Company/Location

            3) Report Detail Options
                    A = Personnel Information
                    B = Payroll Information
                    C = Financial Information

            4) Selection Criteria
                    0 = Employee No
                    1 = Employee Surname
                    2 = Company/Location

            5) Include Terminated Employees

        1) Output to Terminal or Printer - Enter "T" or "P"
```

Output to Terminal or Printer	Enter the required output for the report. Enter T to display on the screen or P to send to the printer.
Sort Flag	Enter the sort sequence for the report. Select 0 to sort by Employee Number, 1 to sort by Employee Surname and 2 to sort by Company/Location.
Report Detail Options	Select the information to display on the report. Enter A to display personnel information from 1178 - Employee Master Maintenance. Enter B to display payroll information from 1212 - Employee Payroll. Enter C to display information from 1233 - Employee YTD Enquiry. Enter A, B, C at the prompt to display all of the information. Note: If selecting All, the commas need to be entered in between the letters.
Selection Criteria	Enter the selection criteria for the report which will determine how the report will be run. Enter 0 to run it by a range of employee numbers. Enter 1 to run it by a range of employee surnames. Enter 2 to run it by a range of company/locations. Use ? to display a lookup of valid employee numbers or company/locations. Surnames will need to be entered manually by the user as there is no lookup.
Include Terminated Employees	Enter Y to include terminated employees or enter N to exclude them from the report.

Note: It is recommended to run 1440 - Employee Master Listing and select Line 3 - Report Detail Options. Choose option A for information on 1178 - Employee Master Maintenance. Ensure that the start date of the employee is not LATER than the termination date of the employee. If this is the case there will be a rejection error from the

ATO. If this report shows employees with a start date that is LATER than the termination date, access 1178 - Employee Master Maintenance to correct before generating the PAYG Payment Summaries.

Important Note: If the system produces a message that an employee is not on the employee. Personnel file, please ignore this message or simply enter & save away some employee data into 1178, G - General screen for the employee, as this is how the file gets created.

On entry to 1429 - Employee Entitlements Summary Report the following screen will be displayed:

Important Note: This report cannot be back dated; it must be run BEFORE 1st July.

```
2 JUN 2016           Employee Entitlements Summary Report               1429
--------------------------------------------------------------------------

                    This Report will summarize employees entitlements.


            1) Output to "T"erminal or "P"rinter    ........

            2) List employees by employee code
               From Employee Code/?
               To Employee Code/?

            3) List Employees by Surname
               From Employee Surname
               To Employee Surname

            4) Entitlement Date




        1) Output to "T"erminal or "P"rinter  - Enter "T" or "P"
```

Output to Terminal or Printer	Enter T to display on the screen or enter P to send it to the printer.
List employees by employee code	Enter the range of employees to run this report for. Use ? to display a lookup of valid employee numbers. Alternatively this field can be bypassed by entering past.
List Employees by Surname	If the user does not require the report to be run by a range of employee numbers enter the surnames to use for the report. The user will need to enter the surnames manually as there is no lookup.
Entitlement Date	Enter the entitlement date for this report. Important Note: This report cannot be backdated so it is recommended that the report be run BEFORE 1st of July.

On entry to 1431 - Company Payroll Summary Report the following screen will be displayed:

ERA2

```
02 JUN 2016 P44          Company Payroll Summary Report          STORE421 1431


        1. Company Code    : ▮▯  �_____
        
        2. Period          : ▯
        
        3. Employee Number : ▯_____  ▯_____
        
        4. Output Option   : ▯_____



    Help: Enter the Company Number or <return> for ALL companies    [/=Lookup]
```

Output to Terminal or Printer	Enter T to display the report on screen or enter P to send it to the printer.
Period Number	Enter the period number for this report. The periods are determined by what is setup for the year in 1465 - Calendar Maintenance. For the final period (June), it is normally 12. (E –enter will display the current period)

On entry to 1434 - General Ledger Summary Report the following screen will be displayed:

ERA2

```
    2 JUN 2016                  General Ledger Summary Report                      1434
    ---------------------------------------------------------------------------

                    This function will Print the General Ledger Summary Report



                    1) Output to "T"erminal or "P"rinter      █..

                    2) Period Number

                    3) Display Pay Cycle Details (Y/N)








            1) Output to "T"erminal or "P"rinter
```

Output to Terminal or Printer	Enter T to display the report on screen or enter P to send it to the printer.
Period Number	Enter the period number for this report. The periods are determined by what is setup for the year in 1465 - Calendar Maintenance. For the final period (June), it is normally 12.
Display Pay Cycle Details (Y/N)	Enter Y to display the pay cycles in the report or enter N to not display them.

On entry to 1435 - Employee Termination Report the following screen will be displayed:

ERA2

```
2 JUN 2016                  Employee Termination Report                      1435
--------------------------------------------------------------------------------


           This function will produce the Employee Termination report



     1) Output to "T"erminal or "P"rinter      █..













 1) Output to "T"erminal or "P"rinter
```

Output to Terminal or Printer	Enter the output option for this report. Enter T to display on screen or enter P to send it to the printer. This report will display employees who have been terminated and their termination payments, lump sum and ETP.

It is recommended that you send this report to a HOLD FILE.

So, BEFORE you go into the 1435 screen to print the report, you will need to go into 1498 - Open Payroll Printer. Enter Y - Yes to the Hold question in 1498. Please note down the hold entry number that gets created when you run your 1435 report, so that you can select & re-print this report in 6320 or by typing HOLD at the menu at a later date if needed

NOTE: If you print the report to HOLD file and once it is completed, make sure that you go back into the 1498 screen again and change the hold question back to N - No.

On entry to 1436 - Employee Contributions Report the following screen will be displayed:

```
2 JUN 2016              Employer Contributions Report                    1436
------------------------------------------------------------------------------

           This functions will Print the Employer Contributions Report.


           1) Output to "T"erminal or "P"rinter        ▮..

           2) Select Extras Code or <RETURN> for all

           3) Period #










      1) Output to "T"erminal or "P"rinter
```

Output to Terminal or Printer	Enter the output option for this report. Enter P to send it to the Printer, please do not use T – Terminal for this report
Select Extras Code or <RETURN> for all	Enter the pay extra codes to display on the report. Use ? to display a lookup of valid pay extra codes. Only Pay Extras setup in 1154 - Payroll Codes - Option 5 with the Accumulate Contributions question set to Yes will be valid.
Period #	Enter the period number for this report. The periods are determined by what is setup for the year in 1465 - Calendar Maintenance. For the final period (June), it is normally 12.

The report must be printed for all Pay Extras Codes that have been flagged as "Yes" to the Accumulate Contributions - 1154, Option 5 - line 5.

Important Note: When this report is printed a prompt will appear asking whether to clear the current contributions. This MUST be answered YES so that the YTD figures start again for the new financial year. The above question will NOT be prompted if you select "T" for Terminal.

On entry to 1285 - PAYG Payment Summary Report the following screen will be displayed:

```
2 JUN 2016                    PAYG SUMMARY REPORT                         1285
--------------------------------------------------------------------------------
                This function will Print the PAYG Summary Report




              1) Output to "T"erminal or "P"rinter      ...

              2) Company No









        1) Output to "T"erminal or "P"rinter
```

Output to Terminal or Printer	Enter the output option for this report. Enter T to display on screen or enter P to send it to the printer.
Company No	Enter the company number to display on the report. Company numbers are setup in 1105 - Company Details, Option 1. There is no lookup available here.

The 1285 report displays what will appear on the PAYG Payment Summaries.

The 1285 report will not show ETP (Eligible Termination Payments).

To display ETP, the 1435 - Employee Termination Report would be recommended for use. The year printed on the report is controlled by the current year setup in 1465 - Calendar Maintenance. The report is also hard coded to print 1st July and 30th June as the date range.

The 1285 report can be printed as many times as required.

We recommended that you print your 1285 reports BEFORE your PAYG summaries in 1305.

The 1285 report must be verified back to 1431 - Company Payroll Summary Report (Grand Totals Page) to ensure the total financial values balance.

NOTE: The FBT will only show on this report if the date of the FBT entered in 1284 -
Employee Fringe Benefits is between 1st April and 31st March. Also, the FBT will only show on this report where the total taxable value entered in 1284 - Employee Fringe Benefits is greater than $2000.00.

The next step is the processing of the PAYG Payment Summaries (Group Certificates) BEFORE processing this, it is recommended that you check that the following has been setup.

5. Ensure that the ABN number has been entered into 1105 - Company Details. Check this by going into 1105 - Company Details, select option 1 - Company Parameters and the following screen will be displayed:

```
02 JUN 2016 P44                Company Details              STORE421 1105

         Company Code  : █
     1. Company Parameters
     Company Name     :
     Address Line1    :
     Address Line2    :
     Suburb           :
     State            :
     Post Code        :
     Remitter Name    :
     Contact Name     :
     Contact Phone    :
     Contact Fax      :
     Registered Name1 :
     Registered Name2 :
     Group Number     :
     ACN Number       :
     ABN Number       :
     Bank Type        :
     Bank Pin         :
                                              1 / 2

  Help: Enter company code                           [/=Lookup]
```

Company Code	Enter the company code or use the lookup to display a list of valid company codes to select from. Once a company code has been selected, ensure that field 15 = ABN Number has been setup. The ABN Number is setup in 1105 - Company Details, option 2 ABN Branches as shown in the following example:

```
                        ┌─ ABN Branches ─────────────────┐
                        │                                │
                   ABN :│                 │              │
                        │                                │
                    ┌─ 1. Branches ──────────────────┐   │
                    │   Number Name                  │   │
                    │  ┌────┐ ┌─────────────────────┐│   │
                    │  │    │ │                     ││   │
                    │  │    │ │                     ││   │
                    │  │    │ │                     ││   │
                    │  │    │ │                     ││   │
                    │  │    │ │                     ││   │
                    │  │    │ │                     ││   │
                    │  └────┘ └─────────────────────┘│   │
                    └────────────────────────────────┘   │
                        └────────────────────────────────┘
```

Help: Enter the ABN number   [/=Lookup]

6. Ensure that <u>1457 - Payroll Parameters - Option 3 - System Control Parameters</u>, has been set up with an authorised signatory (Payroll Officer's full name at your dealership) and a date. The authorisation date is the current date (end of financial year 30/06/15). Line 9 - Current Year has

    to be setup with the initial range of the current year. E.g. For a financial year beginning 01/07/2016 and ending 30/06/2017, the current year should be 2016. Ensure the default payroll printer name is setup in line 6 - Printer Assignment.

```
02 JUN 2016 P44              Payroll Parameters              STORE421 1457
            System Control Parameters
   1. Tape Prompt Text      : Put the tape in the device
   2. Tape Select Command   : ASSIGN MT7 TO MTU 0 BLK 512
   3. Tape Attach Command   : ASSIGN MT7 TO MTU 0 BLK 512
   4. Tape Rewind Command   : T-REW
   5. Tape Detach Command   : UNASSIGN MT7
   6. Printer Assignment    : N1L2          7. Print Size   : COMPRESSED
   8. Dealership Name       : GURDEEP MOTORS
   9. Current Year          : 2016
  10. PAYG Issued This Yr   : No
  11. Authorised Signature  : Jane Smith    12. Auth Date    : 30 JUN 2017
  13. Minimum Tax Amount    : 0.00
  14. Wages Download Drive  : C   Path (Folder) : JEAB R00705

    15. Salary Sacrifice Extras              16. Member Contribution Extras
     Code        Description                  Code        Description




                                    1 / 1                                1 / 1
Command: Enter  Modify  field#  eXit
Help: Save the current entries
```

7. You need to decide how you will submit the PAYG payment summaries to the ATO.

    a) Using BLANK PAPER payment summaries

    •   The PAYG summaries can be printed on blank paper
    •   Test this by using 1305 - option 1, to print a payment summary for one employee.

    IMPORTANT NOTE: The BLANK PAPER PAYG summaries are only to be provided to EMPLOYEES. The ATO requires that you submit the PAYG summaries electronically (i.e. using Magnetic Media - This is the electronic download of your PAYG payment summaries to a file on your PC and then sending it to the ATO

    b) Using MAGNETIC MEDIA or sending payment summaries via disk

    Verify with the ATO that they are expecting your payment summaries via disk.

    Important Note: Magnetic Media is an OPTIONAL SOFTWARE product.

    To verify that you have this option available on your system go into executable 1457, Option 1 - Magnetic Media. If you get an advertisement screen, your payroll system has NOT been set up for Magnetic Media If you would like to make this facility available you will need to contact your Pentana Solutions BRM (Business Relationship Manager) for further information on how to obtain access to this product.

Some of the Benefits of using Magnetic Media (Electronic Downloading of PAYG Summaries-Group

Certificates) are: Significantly reducing the cost of handling and mailing documents
No delivery cost - delivery costs of magnetic media will be met by the ATO
Greater security of information
Considerable reductions in the volume of manual processing

Where the user is submitting PAYG Payment Summaries by Magnetic Media, ensure that the following has been setup.

On entry to 1457 - Payroll Parameters option 1 - Magnetic Media Parameters the following screen will display:

```
02 JUN 2016 P44              Payroll Parameters              STORE421 1457

                        Electronic PAYG Parameters
     ┌─ Supplier Information ─┐            ┌─ Extra Information ─┐
     1. Org Name    : Pentana Solutions    6. Courier Acct#  : 778899
     2. Org ABN     : 31005303757
                                           7. ATO Infoline#  : (1800) 642 642
     3. Contact Name: Jane Smith              ATO Fax#       : (03 56 45) 456 7
        Phone       : (03 56 51) 555 5
        Fax         : (03 1 111) 555 5    8. Media Type     : ELECTRONICS
        Email       :                        Dispatch Method:
                                           9. ATO Rept Spec# : FEMPA011.0
     4. Bus Addr1   : LEVEL 1
        Bus Addr2   : 547 Blackburn Road   10. Download path  : C:\Payroll
        Suburb      : MT WAVERLEY              (drive/folder)
        State       : VIC    Postcode: 3149 11. Delivery Address ─┐
                                             Floppy Disks
     5. Postal Addr1: PO BOX 320             TAPE CONTROLLER
        Postal Addr2: POSTAL ADDRESS ####2   Tape Processing Services
        Suburb      : MT WAVERLEY            P.O. BOX 900
        State       : VIC    Postcode: 3149 VIC
                                                                    1 / 2

  Help: Enter the ATO report specification number
```

Org Name	Enter the name of the organisation.
Org ABN	Enter the ABN of the organisation. Note: Ensure it is 11 digits or more or there will be a rejection error from the ATO.
Contact Name	Enter the contact person of organisation for the ATO to communicate with if there are any queries/issues with the submission.

Phone	Enter the phone number of the contact person.
Fax	Enter the fax number of the contact person.
Email	Enter the email address of the contact person.
Bus Addr1	Enter the business address of the organisation.
Bus Addr2	Enter the second line of business address of the organisation.
Suburb	Enter the suburb of the organisation.
State	Enter the state that the organisation is in. Use the lookup to display a list of valid states.
Postcode	Enter the postcode for the organisation.
Postal Addr1	Enter the postal address of the organisation.
Postal Addr2	Enter the second line of the postal address.
Suburb	Enter the suburb for the postal address.
State	Enter the state related to the postal address. Use the lookup to display a list of valid states.
Postcode	Enter the postcode for the postal address.
Courier Acct#	Enter the courier account number used if the disk is being couriered to the ATO. This is provided by your courier.
ATO Infoline#	Enter the ATO information line number. This can be obtained from the ATO. The current number is 132866.
ATO Fax#	Enter the ATO fax number. This can be obtained from the ATO. The current fax number is 1800199270.

Media Type	Enter the media type used. Please leave this field as FLOPPY DISK
Dispatch Method	Enter the dispatch method used to send the disk. For example enter the word POST.
ATO Rept Spec#	Enter the ATO Report Specification Number. This is provided by Pentana Solutions. Currently this is FEMPA011.0 (The old one was FEMPA007.4). This field must be contain the current ATO Receipt Specified file name (as above & as per screenshot on the previous page) which is verified by ECI Software
Download path	Please type C:\
Delivery Address	Enter the delivery address of where the disk is to be sent. These details can be obtained by the ATO. The details need to be entered according to the ATO Group Certificate Information Magnetic Media Specifications. The address currently is: MAGNETIC INFORMATION PROCESSING SERVICES AUSTRALIAN TAXATION OFFICE P O BOX 923 ALBURY NSW 2640

Ensure the following information is entered:
- Courier Account Number - e.g. Air Freight Number.
- ATO delivery details are entered according to the ATO Group Certificate Information Magnetic Media Specifications.
- The details of the dealership producing the PAYG Payment Summaries.
- These parameters as entered will display within 1305 - PAYG Payment Summaries when using Magnetic Media.

8. Ensure that any applicable Fringe Benefits (FBT) have been entered in 1284 - Employee Fringe Benefits.
   Enter 1284 - Employee Fringe Benefits and the following screen will be displayed:

```
 2 JUN 2016                Employee Fringe Benefits                        1284
--------------------------------------------------------------------------------


    Employee Number/?      ..................
 1) FBT Code/?
 2) Date
 3) Total Taxable Value
    Grossed Up Value

 4) Scroll Details :                     Tot Taxable YTD     Grossed Up  YTD
    Code      Description      Date       Value      Value   Value       Value
   -----------------------------------------------------------------------------








 Employee Number/?
```

Employee Number	Enter the employee number, or use ? to display a lookup of valid employees to select from.
FBT Code	Enter an FBT code as setup in 1154 - Payroll Codes, option 4 Fringe Benefit Codes. Use ? to display a lookup of valid FBT codes.
Date	Enter a date for the Fringe Benefit. Note: Make sure the date entered is between 1st April & the 31st March. E.g. For the year ending June 2015, the range would be 1st April 2014 to the 31st March 2015.

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Total Taxable Value	Enter the **total taxable value** of Fringe Benefits applicable for the employee. Note: **The FBT will show on the PAYG Payment Summaries when the total taxable value is greater than $2000.00.**

Grossed Up Value	The system will calculate the grossed up value of the FBT. Note: As per the ATO requirements, the lower grossed up rate is used for the employee's reportable FBT. The higher rate is only applicable for the employer's reportable FBT. FBT rates can be changed via executable 1114 - Tax Parameters.
Scroll Details	This displays the above in a one line summary.

9. Ensure that VOLUNTARY Superannuation is entered for an employee if applicable in executable 1282 - this is a YTD figure

```
 02 JUN 2016 P44        Employee Voluntary Superannuation        STORE421 1282




         1. Employee Number      :  ▌____


            Superannuation Fund  :


         2. Voluntary Super Amount :










 Help: Enter employee number                              [/=Lookup]
```

Employee Number and Superannuation Fund	Enter the employee number and the superannuation fund name of an employee who is applicable for Voluntary super amount.
Voluntary Super Amount	Enter the Voluntary Super amount and it will then appear separately in your PAYG SUMMARY report.

<u>Once ALL of the above has been checked, the PAYG Payment Summaries can be printed & or downloaded to your PC</u>

Important Note: Electronic Commerce Interface (ECI) is also available for use. However, to receive further information regarding acquiring and using this ECI software, you must contact the **ATO** on **13 28 66** or by visiting the **ATO website** - www.ato.gov.au.

<u>This ECI software is not provided by Pentana Solutions Pty Ltd.</u>

Select 1305 - PAYG Payment Summaries. A vertical toolbar will display, allowing selection of printing the summaries on blank stationary or downloading them onto magnetic media as shown in the following example:

```
02 JUN 2016 P44           PAYG Payment Summaries           STORE421 1305




                           ┌Options┐

                    ┌─────────────────────────────────────┐
                    │ 1 Print PAYG/ETP Summary            │
                    └─────────────────────────────────────┘
                    ┌─────────────────────────────────────┐
                    │ 2 Print PAYG Excess Allowances/Deductions │
                    └─────────────────────────────────────┘
                    ┌─────────────────────────────────────┐
                    │ 3 Print PAYG A4 Blank Summary Notes │
                    └─────────────────────────────────────┘
                    ┌─────────────────────────────────────┐
                    │ 4 Exit                              │
                    └─────────────────────────────────────┘




  Help: Print PAYG or ETP summaries
```
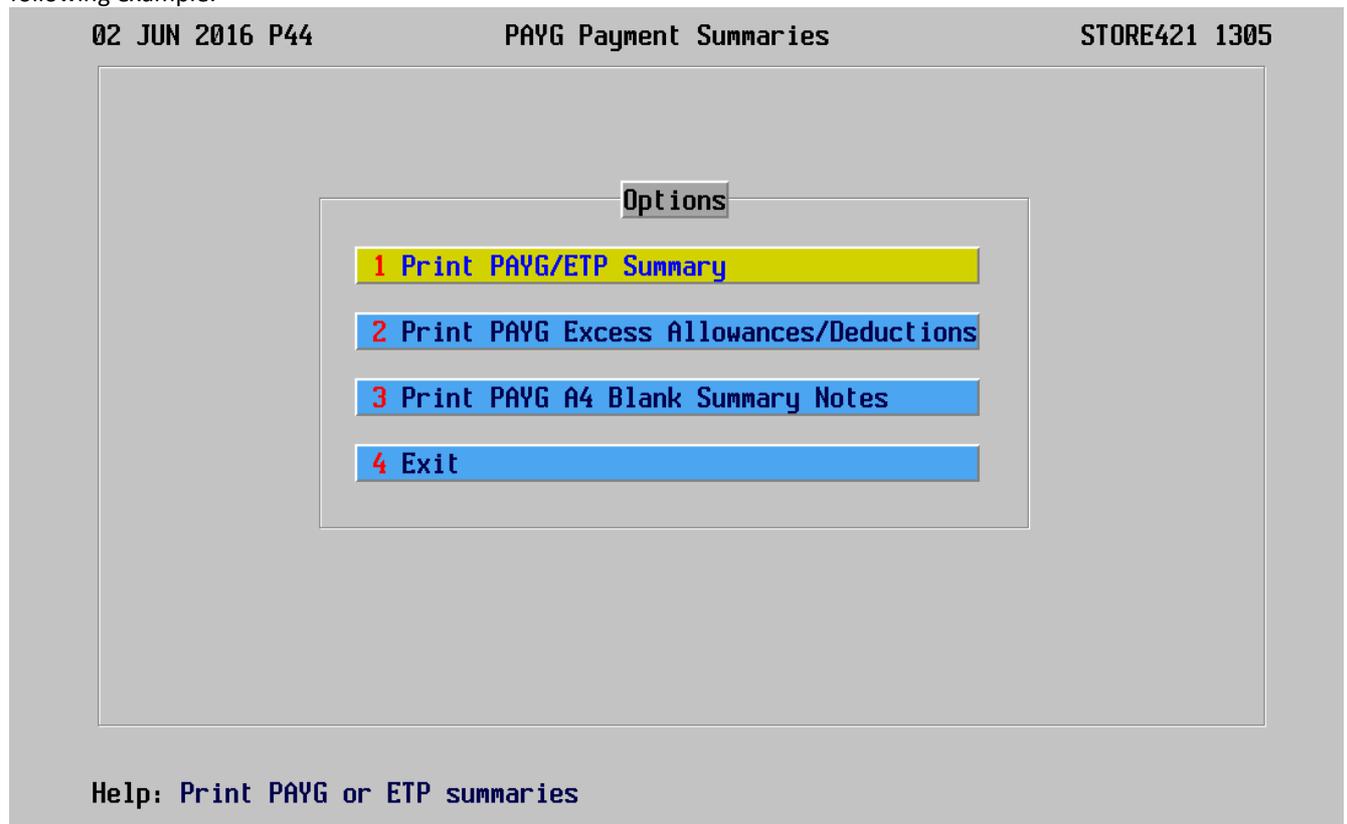
Print PAYG/ETP Summary	Select Line 1 to proceed in printing/downloading the PAYG Payment Summaries or Eligible Termination Payment Summaries.

Print PAYG Excess Allowances Summary	Select Line 2 to print the allowance sheets for employees who have more than 4 allowances this financial year.
Print PAYG A4 Blank Summary Notes	Select Line 3 to print the PAYG Payment Summary Notes to attach to PAYG Payment Summaries printed on blank A4 paper.
Exit	Select Line 4 to exit out of this screen.

Select executable 1305 - PAYG Payment Summaries option 1 - Print PAYG/ETP Summary to display the following screen:

```
02 JUN 2016 P44              PAYG Payment Summaries              STORE421 1305
                              Generate PAYGW Summaries

     1. Company Criteria
        Comp# Comp. Name    First Employee          Last Employee
      1 7     Company 7 Pt  ALL
                                                                        1 / 1

     2. Current Year  : 2015
        Start Date    : 01 JUL 2014
        End Date      : 30 JUN 2015

     3. Reprint some summaries that have been issued before : Yes

     4. Confirm Each Summary     : No

     5. Print Mode               : MM  Magnetic Media Only

     Line number to modify:
```

Company Criteria	Enter the company number to generate the PAYG Payment Summaries/ETP Summaries. Use the lookup to display a list of valid company codes.
First Employee	Enter the first employee to generate the summaries for. Use

	the lookup to display a list of valid employee numbers.
Last Employee	Enter the last employee number to generate the summaries for. Use the lookup to display a list of valid employee numbers.
Current Year	Enter the year to generate the payment summaries. Note: Ensure that the year has the correct dates. For 2015, the start date is 1st July 2015 and the end date is 30th June 2016.
Reprint some summaries that have been issued before	Enter Yes to reprint summaries that have been issued before or enter No not to print them.

Confirm Each Summary	Enter Yes and the system will prompt for confirmation before printing each summary. Enter No if this confirmation is not required.
Print Mode	Enter the print mode to generate the summaries. Use the lookup to display a list of valid options. Select PA to print PAYG Summaries on blank A4 paper. Select EA to print ETP Summaries on blank A4 paper. Select MA to download PAYG/ETPs onto disk as well as printing the summaries on blank A4 paper. Select MM to download payment summaries onto disk.

After completing the above fields and selecting the Enter option from the command line the user will be prompted to do a test print for any of the print mode options. If there are more than 4 allowances or more than 1 deduction attached to an employee, then the system will print VARIOUS in the allowances box or VARIOUS in the Union Fees box as well as the total for all allowances or deductions.

Note: Allowances and deductions will only print on the PAYG Summary if the Pay Extras setup in 1154 - Payroll Codes, option 5 - Pay Extra Codes has a code in field 2. PAYG Summary Box. A code of 0, means that the pay extra will not print on the PAYG Summary. A code of 1 will indicate it will print in the Allowances section (box 1) of the PAYG Summary. A code of 2 will indicate it will print in the Union fees, etc. section (box 2) of the PAYG Summary. An example shown in the following screens:

```
02 JUN 2016 P44              Payroll Codes              STORE421 1154

          Pay Extras Code    : FBT
      1. Description         : FBT
          Tax Code           : DA
      2. PAYG Summary Box     : 2    Description : FBT
      3. Debit GL Code        : 51        PAYROLL
      4. Credit GL Code       : 203       TEST

      5. Accumulate Contributions : Yes   9. Add to Base for ETP         : No
      6. Add to Base Salary        : No  10. Union/Professional Assoc Fees : No
      7. Accumulate for LSL        : No  11. Salary Sacrifice for Super    : No
      8. Apply over tax period     : No  12. Super Member Contribution     : No

      ┌ 13. History
      Period No   Start Date   End Date        Amount    Year To Date
      1           01/07/14     31/07/14          0.00
      2           01/08/14     31/08/14
      3           01/09/14     30/09/14
      4           01/10/14     31/10/14
                                                          1 / 3

Command: Enter  Modify  Delete  field#  eXit
Help: Save the current entries
```

In executable 1305 - PAYG Payment Summaries if the user has selected the Magnetic Media option an additional option will be available on the command line as shown in the following screen:

```
02 JUN 2016 P44            PAYG Payment Summaries             STORE421 1305

                          Generate PAYGW Summaries

      1. Company Criteria
         Comp# Comp. Name    First Employee          Last Employee
         1     PENTANA SOLU  ALL

                                                              1 / 1

      2. Current Year   : 2016
         Start Date     : 01 JUL 2015
         End Date       : 30 JUN 2016

      3. Reprint some summaries that have been issued before : Yes

      4. Confirm Each Summary       : No

      5. Print Mode                 : MM  Magnetic Media Only


   Command: Enter  Modify  field#  maGmedia  inFo  eXit
   Help: Save the current entries
```
                                                                        G

Select the maGmedia option from the command line to display the following screen:

```
02 JUN 2016 P14            PAYG Payment Summaries             STORE421 1305

                          Generate PAYGW Summaries

      1. Company Criteria
         Comp# Comp. Name    First Employee          Last Employee
         1     PENTANA SOLU  ALL

                                                              1 / 1

      2. Current Year  : 2016                 Magnetic Media Options
         Start Date    : 01 JUL 2015    1. Disk Density       : High Density
         End Date      : 30 JUN 2016    2. Dispatch Method    : Post
                                        3. Date Sent To ATO   : 02 JUN 2016
      3. Reprint some summaries that    4. Print Mag Media Form : Yes
                                           Media Identifier   :
      4. Confirm Each Summary    : N    5. Test Data          : No
                                        6. Replacement        : No
      5. Print Mode              : M       Previous ID        :
                                        7. Comments           :

   Command:                         Enter  Modify  field#  eXit
   Help: Save the current entries
```

Disk Density	Enter the density of floppy disk. Select H for high density (1.44MB). Select S for standard density (360kb). Most disks are high density. Use the lookup option to display the valid options.
Dispatch Method	Enter the method of how the disk is to be sent. Typing the word POST for mailing is the suggested input.
Date Sent To ATO	Enter the date you are sending the disk to the ATO. This will default to the current date but can be overridden.
Print Mag Media Form	Enter whether the Magnetic Media Form should be printed. Select Y to print the form. Select N not to print. The form is required to be submitted with the disk so it is recommended that Y is inputted.
Media Identifier	Where you have answered Yes to previous question, a media identifier needs to be entered. Enter a 6 digit identifier for the disk. E.g. The date of 300615 (for 30th June 2015). Please MAKE NOTE of this identifier just in case you need to resubmit and enter into the Previous ID field.
Test Data	Enter N to indicate that this is not test data that is being sent to the ATO.
Replacement	Enter whether the disk is a replacement for a faulty/flawed submission. Select Y to indicate that it is a replacement. Select N to indicate that it is not.
Previous ID	If you are resubmitting the PAYG summaries due to a rejection from the ATO, the previous ID needs to be entered here. The previous ID is the media identifier entered in the Media Identifier field when the disk was initially submitted. If this is not required, enter past to leave blank.
Comments	Enter any comments for the disk.

Select the Enter option from the command line once the fields have been completed to return to the main screen.

Select the inFo option from the command line to display the following screen:

```
02 JUN 2016 P44              Payroll Parameters              STORE421 1457

                        Electronic PAYG Parameters
     ┌─ Supplier Information ──────┐    ┌─ Extra Information ──────┐
      1. Org Name   : Pentana Solutions    6. Courier Acct#  : 778899
      2. Org ABN    : 31005303757

      3. Contact Name: Jane Smith           7. ATO Infoline#  : (1800) 642 642
         Phone      : (03 56 51) 555 5         ATO Fax#       : (03 56 45) 456 7
         Fax        : (03 1 111) 555 5
         Email      :                      8. Media Type     : ELECTRONICS
                                              Dispatch Method:
                                           9. ATO Rept Spec# : FEMPA011.0
      4. Bus Addr1   : LEVEL 1
         Bus Addr2   : 547 Blackburn Road
         Suburb      : MT WAVERLEY          10. Download path  : C:\Payroll
         State       : VIC   Postcode: 3149     (drive/folder)
                                            11. Delivery Address
      5. Postal Addr1: PO BOX 320               Floppy Disks
         Postal Addr2: POSTAL ADDRESS ####2     TAPE CONTROLLER
         Suburb      : MT WAVERLEY              Tape Processing Services
         State       : VIC   Postcode: 3149    P.O. BOX 900
                                               VIC
                                                              │ 1 / 2 │

       Help: Enter the ATO report specification number
```

The information displayed is obtained from the setup in 1457 - System Payroll Parameters. Option 1 - Magnetic Media Parameters.

The PAYG summaries will download onto your PC into the path setup above and will save as a file called EMPDUPE.

Enter 1305 - PAYG Payment Summaries option 2 - Print PAYG Excess Allowances Summary and the following screen will be displayed:

```
02 JUN 2016 P14          PAYG Payment Summaries          STORE421 1305

                          Excess YTD Allowances

    This option is required when using pre-printed stationery or blank A4.

    This option will print Allowance Sheets for each employee who had more
    than 4 allowance codes this financial year.

    Each time changes are made to an employee's YTD figures the PAYG
    Summaries must be re-run before these Allowance Sheets can be re-printed.

    Two copies will be produced for each employee.

   1. Company Criteria
       Comp# Company Name        First Employee        Last Employee
    1

                                                                  1 / 1

  Help: Enter the company number                        [/=Lookup]
```

Comp#	Enter the company number. Use the lookup to display the valid company numbers to select from.
First Employee	Enter the first employee number. Use the lookup to display a list of valid employees. The lookup will only display employees with more than 4 allowances for the financial year AND the employees must already have had a PAYG generated in 1305 - PAYG Payment Summaries option 1 Print PAYG/ETP Summary.
Last Employee	Enter the last employee number. Use the lookup to display a list of valid

	employees. The lookup will only display employees with more than 4 allowances for the financial year AND the employees must already have had a PAYG generated in 1305 - PAYG Payment Summaries option 1 Print PAYG/ETP Summary.

Select 1305 - PAYG Payment Summaries option 3 - Print PAYG A4 Blank Summary Notes and the following screen will be displayed:

ERA2

Select the Print option from the command line to print the summary notes for PAYG Payment Summaries that will be printed on Blank A4 Paper.

Once the PAYG Payment Summaries are finalised another backup needs to be created.

Go into 1492 - Backup Payroll Data Files. Clearly label this tape PAYROLL EOY BACKUP
<u>AFTER</u> PAYG PAYMENT SUMMARIES. Clearly mark the date created on the label and store away for the next financial year.

10. <u>1458 - End Of Year Processing</u>

1458 - End Of Year Processing will check to ensure that PAYG Payment Summaries have been generated for ALL employees and will reset ALL employees' Year-To-Date (YTD) balances back to zero. If a message appears that an employee does not have a PAYG payment summary, the missing summaries will need to be printed using 1305 - PAYG Payment Summary.

End of Year Processing will perform the following functions:

• Clears all employees YTD figures (from 1233)

• Clears FBT amounts for last period (prior to April 1st 2015)

• Clears out calendar history for:
  1102 - General Ledger Details - Option 1 - General Ledger Codes
  1154 - Payroll Codes - Option 5 - Pay Extras Codes
  1154 - Payroll Codes - Option 6 - Pay Hours Codes

• Zeroes YTD figures on 1436 - Employee Contribution Report

• Creates the next calendar based on the last calendar created

  • Checks that all pay cycles have been updated, and PAYG Payment Summaries have been printed for every employee

  • Will not purge terminated employees

<u>Once the End of Year Processing has been completed the following should be checked:</u>

1465 - Calendar Maintenance
Normally the new year shows as 2016, but for some dealerships this can be different. Check that the Calendar has been built correctly with dates between 01/07/2016 to the 30/06/2017. This calendar will be generated based on last year's calendar.

1457 - Line 3 - Payroll Parameters, Line 9 - Current Year should show 2016. If this is not 2016, then manually change it to 2016.

Check a few employees in 1233 - Employee YTD Enquiry that the YTD figures are zero.

Please note: Terminated employees are no longer deleted off the system by the End of Year Processing as per the ATO guidelines.

1480 - Reset Pay Packets

Please be aware that this executable is purely optional - solely dependent upon your own dealership's requirements.

This executable will clear all of the pay packet detail for all employees, up to the specified purge date entered. It will also reset pay packet numbers back to zero

Important Note - ATO

To assist with your magnetic media reporting obligations, Pay As You Go summaries inquiries or Electronic Commerce Interface (ECI), please contact the Australian Taxation Office (ATO) on 13 28 60 or the ATO website www.ato.gov.au.

To access the new FBT and Tax Rates please go to www.ato.gov.au. Pentana Solutions does not provide this information.

You have now completed Payroll Year End and are ready to start current financial year processing.

If you have any questions regarding this procedure please contact the Pentana Solutions Helpdesk on (03) 9535 2380, select option 1 then select option 2 for Payroll

Frequently Asked Questions

Q. Can I change period dates in 1465?

A. You can ONLY correct these dates AFTER YEAR END or BEFORE the first pay run for the New Year.

Q. Has the payroll system been changed to incorporate two grossed up values for FBT?

A. No, for reportable FBT for employees, only the lower grossed up value applies.

Q. When trying to download PAYG summaries (1305) via Magnetic Media file we are getting message *ERROR* Magnetic Media options must be filled for this mode

A. Please enter a six digit number for example 300615 in the field 4 'Media Identifier' by pressing G in 1305.

Q. Can I process my PAYG summaries (1305) again?

A. Yes you can process/print your PAYG summaries as many times as required before your EOY process (1458) is run.

Q. Where does the PAYG summaries download file get saved?

A. As per the setup in 1457, Option 1, Magnetic Media Parameters, Line 10 it will be saved in C:\ folder as 'empdupe' file.

Q. Will the Eligible Termination Payment (ETP) details that I key in, show up on the PAYG Payment Summaries?

A. No, ETP Summaries can now be printed using 1305 - PAYG Payment Summaries, option 1.

Q. How do I know if the year-end process has completed?

A. Check some employees in 1233 – Employee YTD Enquiry to ensure the YTD figures are zero.

Q. No Calendar exists for Year 2016 after payroll end of year has been completed

ERA2

A. Please build the Calendar for 2016 in 1465.

Q. Why aren't the FBT figures showing up on my PAYG Payment Summaries?

A. Check 1284 - Employee Fringe Benefits. Ensure the dates are between 1st April 2015 and 31st March 2016. Also ensure the total taxable value is greater than $2000.00.

Q. Is there a report to show employees with ETP?

A. The best report to use is 1435 - Employee Termination Report. It will show terminated employees payments including ETP.

Q. Where do I change the authorised signatory and date on PAYG Payment Summaries?

A. This can be changed in 1457 - Payroll Parameters, Option 3 - System Control Parameters. Lines 11 and 12 can be changed.

Q. Can you send new tables for tax changes 2016 - 17?

A. Please check ATO website for new tax tables for 2016 - 17. You can enter the new tax rates in 1114, Tax Rates. www.ato.gov.au/businesses

Q. If magnetic media is not installed, how can I activate it?

A. Please contact your Pentana Solutions BRM (Business Relationship Manager) as this is optional software.

Q. Can you provide the upload software to upload PAYG summaries to ATO website?

A. To get the upload software for ATO website, please contact the ATO.

Q. What is the current FBT rate?

A. Please contact ATO or visit ATO website for current FBT rate. www.ato.gov.au.

Q. I am locked in Payroll

A. If you are on ERA Version 7.0, 7.1 or 8, you can clear your payroll locks from executable 1482.

Q. I am trying to build my first payroll for the new financial year and I am getting message that the year can't be greater than the current year.

A. Please confirm the current year is 2016 in 1457, Option 3 - System Control Parameters, then line 9 = Current Year.

Q. Why even after running the report 1480 - Reset Pay Packets it is not clearing the last pay packet?

A. It will clear automatically when the first pay run is done for the new financial year.

Q. How we can restore the payroll from backup tape?

A. You can restore the payroll from 1493 - Internal date is the password which will be setup in executable 9595. Note: Always press Y when it says Ok to restore otherwise it will not restore the payroll from the backup tape.