

Procedures - preparing for payroll end of year appointment

Please ensure your software version is 1.02 (released November 2010) or later

*If you are unsure of which version you are on go to **Tools – Company – System – System Information** and check the Version.*

*If you require an upgrade prior to the payroll end of year being completed and you are a **fully paid up Attaché Customer Benefit's Plan Member** then just let us know and we can do this during the end of year appointment.*

There is no longer the option to print pre-printed continuous payment summaries, they will need to be handwritten or you will need to use the plain paper payment summaries, so please ensure you have a laser, inkjet or similar printer with plenty of toner and paper available.

If you have Fringe Benefits that need to appear on employees' payment summaries, see the next page for detailed instructions on entering them.

Please run the PAYG Tax Reconciliation Report

This report is used to check the figures and also to ensure all employees have a valid tax file number.

Period End – Payroll – Payment Summaries - PAYG Tax Reconciliation Report:

Starting Tax year	2010
Print Terminated Employees only	No
Print Contract Employees	No
Category to Print	Individual Non Business
Print Sequence	Select sequence required
Page Down	
Employee Code Range	No
Pay Point Range	No
Surname Sort Range	No
Page Down	to select required printer & print

Things to check

- That all employees appear on this report.
- The total tax paid must be equal to the amount already remitted to the Taxation Office plus the proposed June 07 amount. Refer to your Business Activity Statements to confirm this amount.
- All employees must have a tax file number.
- All terminated employees must have correct *Employed from:* dates.
- Allowances and deductions are represented in the correct fields.
- Employee name should be set up as eg: First Name Last Name or Last Name, First Name

If there is a variation, a reconciliation must be done to determine where the difference is and an adjustment made to either the payroll or the tax to be paid at the end of June. If modifications are made to the payroll, print another PAYG Tax Reconciliation Report to confirm that everything is correct. It is most important that the tax figures balance before any payment summaries are printed.

FBT SETUP INFORMATION

1. Set up or check Reportable Fringe Benefit Options

Setups – Payroll – Options – Payroll Options – this may already be setup

PGDN twice

Set the FBT rate to 0.4650

Set the FBT Threshold to \$2000.00

2. Create an Employer Contribution Code for Reportable Fringe Benefits

Setups – Payroll – Employer Contributions – Maintain

Employer Contribution Code - eg FRINGE or FBT

Description - Fringe Benefits

Contribution Category - R =Reportable Fringe Benefits/Non cash

Amount - 0.00 Variable

Value Minimum - 0.00

Value Maximum - 9999999.99

Show on pay advice - Yes

Show rate on pay advice - Yes

Allow date entry - No

F9 to accept

ENTERING FRINGE BENEFITS

Fringe Benefits in excess of \$2,000.00 received in the FBT assessment year of 1st April 2010 – 31st March 2011 must be shown on the 2010/2011 Payment Summaries.

1. Entering a FB onto an employee

Transactions – Process Payroll – Adjustments – Create or Modify

Select an employee

On function field select F2 and choose - Start with empty pay

F9

F2 to select line type E = Employer Contribution/Super

F2 to select code FRINGE or FBT

Enter value (The Non-Grossed up value–what they actually received) F9

Do Not gross up the figure – Attaché Payroll does this for you.

2. Check the pays – with the dates of 31/3/2011 in both fields

**** this MUST be dated on or before 31 March 2011 ****

Transactions – Process Payroll – Check Payroll – Check Pays

Pay period ending - 31/03/2011

Date paid - 31/03/2011

Select to check only the Adjustment pays

3. Print the Pay Totals report to check that there is no net effect.

Transactions – Process Payroll – Pre-Process Reports – Pay Totals

The transaction input into Attaché to record Reportable Fringe Benefits should have no impact on taxable income or tax instalment deductions.

The net effect of the transaction must be zero – if it is not, it is wrong.

4. Update Files

Transactions – Process Payroll – Process Payroll – Update Files

You can check the current year total fringe benefits for each employee by going to Payroll \ Employee Details \ Enquire, enter employee code, F7 for summary, F6 to itemise, select employer contributions.