# Auto Care Software

## Version 14.00

# Payroll

MANUAL

# Contents

Auto Care Software Payroll has been designed to automate your payroll management. Its aim is to increase accuracy and speed and to make it easy to keep and maintain your payroll records.  The Payroll module provides you with all the commonly used functions to process your payroll.

# Initial Setup of Auto Care Software Payroll

The proper set-up of the Auto Care Software Payroll module is vital for effective payroll management. Your Payroll module comes with a set of defaults settings. However, you may need to change things to fit your special requirements. Seek professional advice if you want to change the core setting.

The initial set-up involves the following steps:

- Setting operator access to the Payroll module

- Checking the payroll linked accounts and other payroll accounts (your Auto Care Software comes with default settings)

- Selecting the payroll year (this will load the relevant Tax Tables)

- Setting up pay frequency and weekly working hours

- Reviewing the set-up of the payroll categories (wages, entitlements, deductions and employer expense) that you have as defaults in the Payroll module and setting up new categories if needed

- Setting up individual employee card files.

**Setting Operator Access to the Payroll Module**

- Click "**System/Operators and Passwords"** on the main menu screen to display the *Operators* screen.
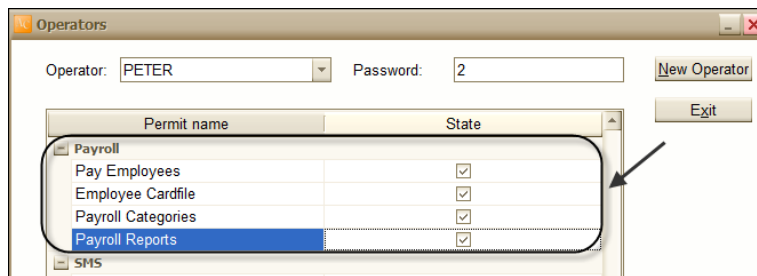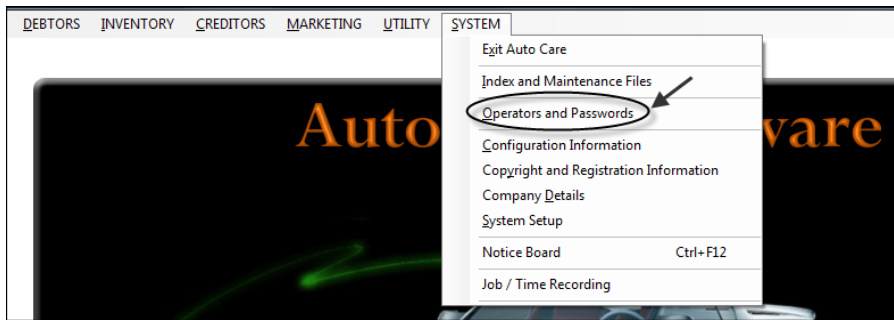
- Select the operator who is responsible for processing the payroll in your organisation and tick the check boxes under the *Payroll* heading. Your allocated staff member can now access all the various functions of the Payroll module.

**Payroll Accounts**

The next step is to set up your accounts for the purpose of the payroll preparation. For your convenience, Auto Care Software comes with a set of default accounts to process the payroll. You may need to create additional accounts to serve your specific needs. (You should seek professional advice if you think that the default setting does not suit your business.)

- From the main menu screen click **"General Ledger"**.

- Click **"Chart of Accounts"**.
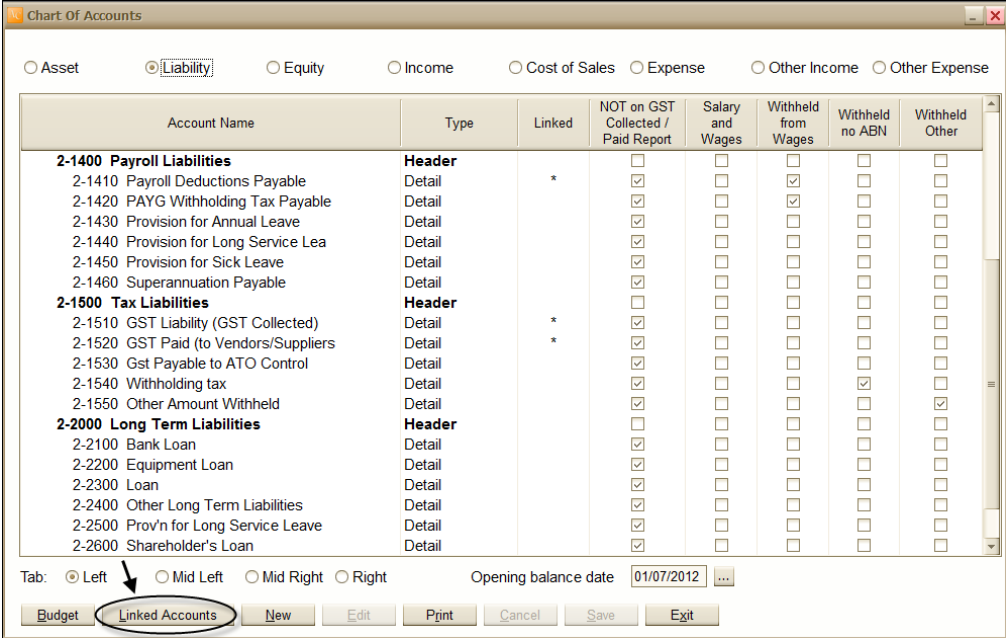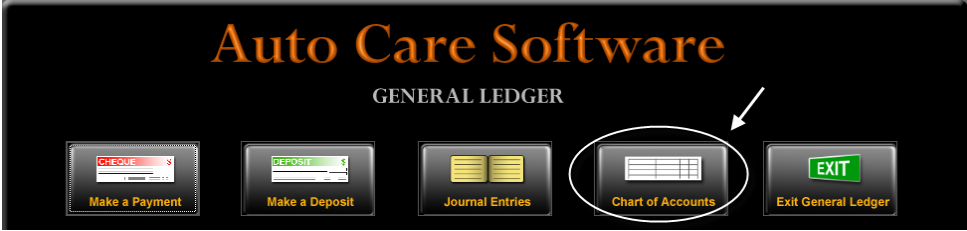
- Click **"Linked Accounts"**.

| No. | Account description | Account No. | Account Name |
|---|---|---|---|
| 1 | Cost of Sales Purchase | 5-1100 | Purchase (Cost Of Sale) |
| 2 | Income Sales Account | 4-1100 | Sales |
| 3 | Asset Account for Tracking Receivables | 1-1300 | Trade Debtors |
| 4 | Bank Account | 1-1110 | Cheque Account |
| 5 | Account for Freight Collected | 4-5000 | Freight Collected |
| 6 | Liability Account for Tracking Payables | 2-1200 | Trade Creditors |
| 7 | Asset Account for Item Inventory (Stock on Hand) | 1-1200 | Stock on Hand ( Asset ) |
| 8 | Expense or Cost of Sales Account for Freight | 6-4100 | Freight Payable |
| 9 | Creditors Rounding | 6-4050 | Creditors Rounding |
| 10 | Debtors Rounding | 6-4060 | Debtors Rounding |
| 11 | Current Year Earnings | 3-9000 | Current Year Earnings |
| 12 | Discount given | 4-1300 | Sales discount |
| 13 | Will be used in the future. | | |
| 14 | Debtors Rounding Adjustment | 6-4067 | Debtors Rounding Adjustment |
| 15 | Work in Progress | 1-1800 | Work in Progress |
| 16 | GST Liability (GST Collected from Customers) | 2-1510 | GST Liability (GST Collected) |
| 17 | GST Paid (to Vendors/Suppliers) | 2-1520 | GST Paid (to Vendors/Suppliers |
| 18 | Undeposited Funds | 1-1130 | Petty Cash |
| 19 | *** From No. 20 please set Payroll Linked Accounts | | |
| 20 | Payroll Cheque Account | 1-1120 | Payroll Cheque Account |
| 21 | Default Employer Expense Account | 6-6220 | Other Employer Expenses |
| 22 | Account for Wages Paid | 6-6020 | Wages - Salaries |
| 23 | Account for Deductions & Expenses | 2-1410 | Payroll Deductions Payable |

Line 20 to 23 contains the default settings for your payroll. You should seek professional advice if you think that the default setting does not suit your business. To reset the linked accounts click on the field in the *Account No* column to make your selection. Only authorised staff should be able to make changes to the General Ledger settings in your organisation. (In the *Operators and Passwords* module you can select the modules that a staff member can access.)



It is recommended that you have a Cheque Account that you use for Payroll purposes only. The advantage of this is twofold. First, you can ensure that you have enough funds when it comes to paying wages, taxes etc. Second, the sequential listing of wages on the Payroll Cheque Account inquiry screen allows you to quickly find problems.

Exit from the *Linked Account* screen and click the **"Asset"** button to display the payroll asset accounts. Here you can see 1-1120 *Payroll Cheque Account*. It has been set up to keep all your employee payments on one dedicated account.

If you decide to use the 1-1110 Cheque Account for payroll purposes, you have to select it as the linked account for payroll.

In addition to the link accounts, there is a number of Payroll Liability or Expense accounts set up in Auto Care Software.

- Click on the **"Liability"** button to display the payroll liability accounts. The last five columns should be ticked as seen on the table below (*Not on GST Collected and Paid Report* and *Withheld from Wages*).



- Now click the **"Expense"** radio button to display the default payroll liability accounts. The last five columns should be ticked as seen on the table below (*Not on GST Collected and Paid Report* and *Salary and Wages*).

## Setting of Payroll Year, Pay Frequency and Weekly Hours

Before you start using the Payroll module, you have to enter some core information which is essential to the proper operation of your payroll system. Most importantly, you have to enter

1. The payroll year

2. The frequency of paying your employees

3. Your normal weekly working hours.

- Click "**System"** and then **'System Setup"** on the main menu screen to display the *System Setup* screen.



- Click **"Payroll Setting"**.

**System Setup**

Debtors 1 | Debtors 2 | Debtors 3 | Debtors 4 | Stock | Creditors | Booking | Ledger | System 1 | System 2 | System 3 | System 4

CUSTOMER INVOICE SCREEN SETTINGS

☐ Work in Progress OFF
☑ Job Costing ON
☑ Contact Information ON    [Enter Contact Methods]

☐ Debtor's Invoice can be modified after printing
☑ Record real hours required per billing code ON

☑ Automatic rounding on debtors' invoices ON
☑ Split job on Customer Invoice ON
☐ Print Invoice if Order/Ref. number entered OFF
☑ Internal Workshop Job ON

☐ Remember Customer invoice grid column settings OFF

☐ Remember quotation grid column settings OFF

☑ Suppress Code printing on invoices/quotations ON
☑ Brought forward printing on debtors invoice is ON
☐ Print ZERO value parts on debtors invoice
☐ Suppress printing assembly components on invoice OFF
☑ Print the payment received amount on Customer invoice ON
☑ Print account terms on invoices ,quotes ON

☐ Print list price (incl. Gst) on Customer Invoice OFF
☑ Shading on Invoice, Quotation, Statement ON
☑ Print Auto Care Copyright on Invoice and Quotation ON

☐ Jobtime Report button on Invoice OFF

[Point of Sales Settings]                    [Payroll Settings]    [Exit]

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**Payroll Settings**

[Select Payroll Year]

| Current Payroll Year | Payroll Year Starts | Payroll Year Ends |
|---|---|---|
| 2012-2013 | 01/07/2012 | 30/06/2013 |

Pay Frequency    [Weekly ▼]

Hours / Week    [38.00]

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- Click on the **"Select Payroll Year"** button. Enter **MOLNAR** for password. Select the payroll year and click **"OK"**. Note that in Auto Care Software you do not need to close a financial year in order to start the new financial year. Data entered into the payroll module for consecutive financial years stay in the system and can be looked up at any time. This is handy when you have to access information from previous years for various reasons.
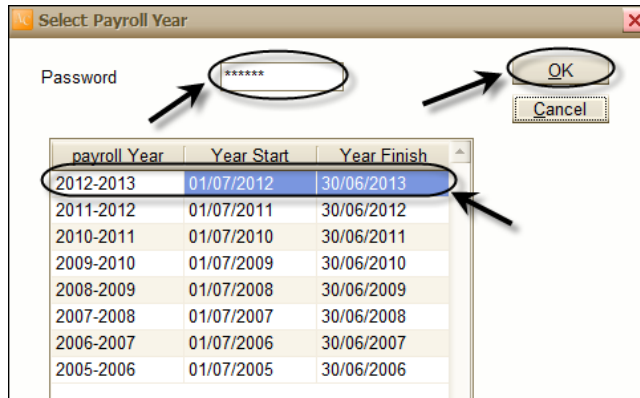
- Enter *Pay Frequency* and *Hours per Week*. (Note that pay frequency and weekly hours set here are defaults but can be changed in the *Payroll Information* dialog box of individual employee card files.)
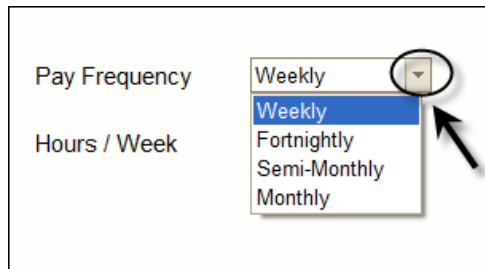


# Using Auto Care Software Payroll

The Auto Care Payroll module consists of four major modules:

- **Payroll Categories module** - for setting up various pay categories including wages, entitlements, deductions, employer expenses and taxes.

- **Employee Card Files module** - for entering employee details including personal data, wages, entitlements, deductions as well as company expenses like superannuation and taxes.

- **Pay Employees module** - for processing pay runs.

- **Payroll Reports module** - for obtaining information about your employees and their payroll data.

To access these modules, click on the **"Utility"** menu pad on the Auto Care Software main menu screen and select **"Payroll"**.
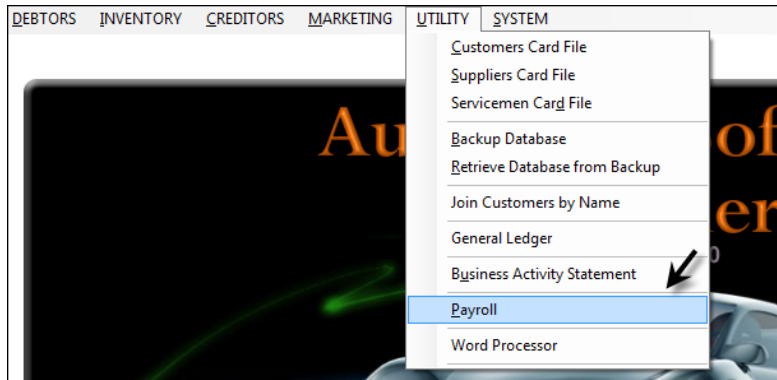


### Payroll categories

When you prepare payroll for your employees you have to take into account a number of payroll categories that are by their nature classified and grouped as:

- **Wages** (e.g. wage, holiday pay, sick pay, overtime)

- **Entitlements** (e.g. sick leave, annual leave)

- **Deductions** (e.g. union fee, voluntary superannuation )

- **Expenses** (e.g. superannuation, Work Cover) and

- **Taxes** (PAYG).

The Auto Care Software Payroll module incorporates the most commonly used payroll categories. You can modify these categories and create new ones. **Note that changing the properties of payroll categories will affect all those employees for whom the category has been assigned.** In many cases it is easier to set up a new category than changing the properties of existing categories to suit individual cases.

**Note that to ensure that the PAYG tax calculation is correct you cannot modify the ATO tax tables**. (If you have a current Auto Care Software Payroll support subscription you will receive any new tax tables issued by the ATO automatically.)

To access the Payroll Categories module:

- Click on the Payroll Categories button on the Payroll main menu screen.
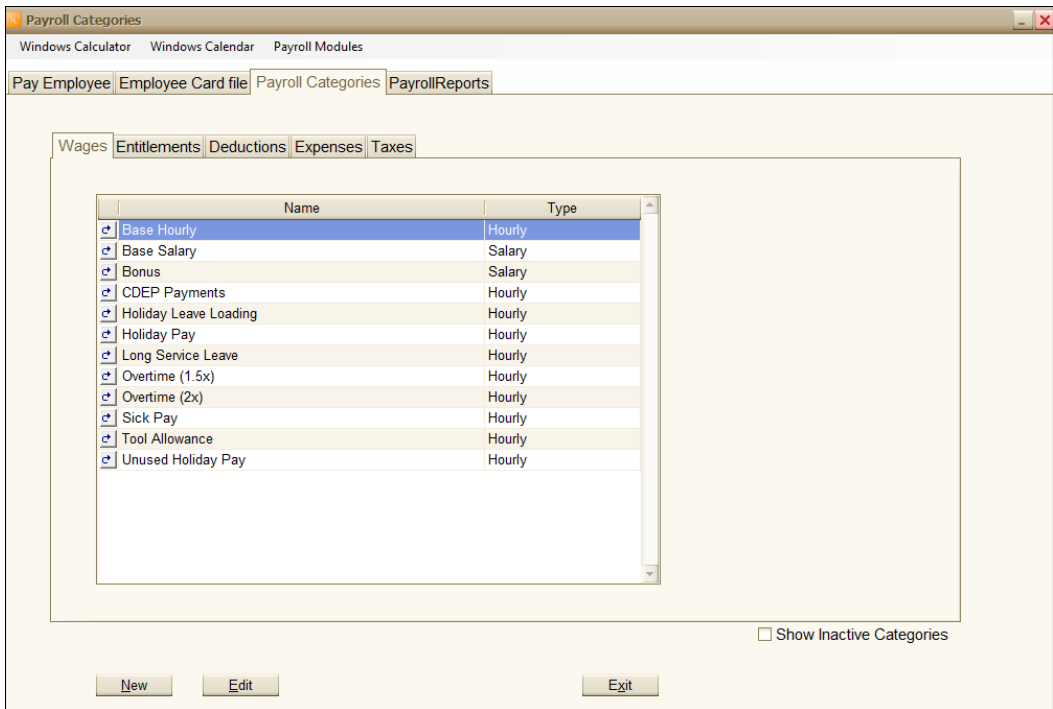




**Wages**

The *Wages* category group displays a list of various wage categories.

To see the *Wage Information* dialog box, click on the [icon] button to the left of the wage category name. For each wage category you need to:

- Select *Salary* or *Hourly* for the type of wages. Note that you cannot make selection for the Base Hourly and Base Salary categories.

- Enter the formula for calculating the category. (This procedure will only need to be done once for each category, and again in the future when the payroll laws or tax rates change.) For example, the formula for calculating the value of *Base Hourly* is: "Base Hourly = number of hours worked x employee's regular rate x 1".



- If you want to show amounts for a category separately (not included in the 6-6020 Wages – Salaries account), you can select an optional account. For example, if you want to show the Tool Allowance figures on the 6-6320 Tool Allowance account, tick the **"Override Employees' Wage Expense"** account box and select the appropriate account.

- Click on the *Exempt* button to select any category that is exempt from the calculation of the wage category. (An "**X**" in the *Exempt* column indicates exemption.) **It is your responsibility to select the correct categories. Seek professional advice about which categories should be excluded in your situation.**

- You can make a wage category inactive by ticking the *Inactive* box. If you want to reactivate a category, click on the *Show Inactive Categories* box on the Wages menu screen, select the inactive category and un-tick the box. Note that you cannot make a category inactive if it is used in any exemption.





## Entitlements

On the *Payroll Categories* screen select *Entitlements* to display the list of various entitlements.

To access the *Entitlements Information* dialog box click on the [↻] button to the left of the entitlements.

Entitlements can be calculated either as a percentage of the gross wage or as a fixed number of hours in a given time period (pay period/month/year). Alternatively you can opt to enter the entitlement amount manually for each pay period. See an example below.

- Click on the [↻] view details button to the left of *Wages - Holiday Leave Accrual.*

- The *Wages - Holiday Leave Accrual* category is designed to calculate the hours of annual holiday that your employee is entitled to. If holiday leave is calculated as a percentage of gross hours, tick the **"Equals - Percent of"** button. The formula is: "Holiday Leave Accrual = (number of hours of holiday leave in a year/number of working hours in a year) x 100". Based on a 152 hours per year holiday leave accrual and 38 hours of work in a week, this is (152/1976) x 100 = 7.6923%. (You have to check the relevant legislation and awards to find how much leave your employees are entitled to.)

- Use the *Exempt* dialog box to exclude any category before calculating the entitlement.

- Alternatively, holiday leave can be calculated as hours per a time period. Tick the **"Equals – Hours per"** button to use this option. In this case the Exempt button is dimmed, as holiday leave accrual is not calculated based on gross hours and therefore, there is no need to make exemptions. (Note that you cannot use this option if you have part-time employees or employees with flexible hours.)

- If you want to enter the entitlement manually at the time of processing a pay run, tick the **"User-Entered Amount per Pay Period"** button.

- If you tick the **"Print on Pay Advice"** box, the entitlement will appear on the pay advice slip.

- Some entitlements may carry over from one payroll year to the next. (E.g. in most instances, unused holiday leave will be carried over.) You can instruct Auto Care Software Payroll to carry over any remaining entitlement hours by ticking the **"Carry Remaining Entitlement Over to Next Year"** box. (Note that when you first set up your payroll system you have to enter carry over figures as historical data for each employee.)



- The *Wages - Holiday Leave Accrual* category is linked to the *Holiday Pay* wages category. The Holiday Leave Accrual balance will be reduced by any holiday hours paid. Select the linked account (in this example Holiday Pay) in the *Linked Wages Category* section of the screen.
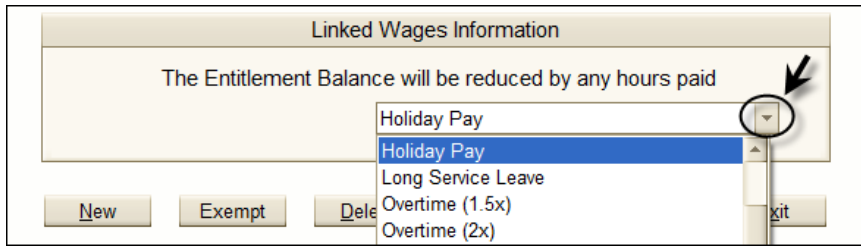
## Deductions

You will deduct amounts from your employee's wages for various purposes.

- On the *Payroll Categories* screen click on the **"Deductions"** tab to display the various deductions you may make from your employees' pay.
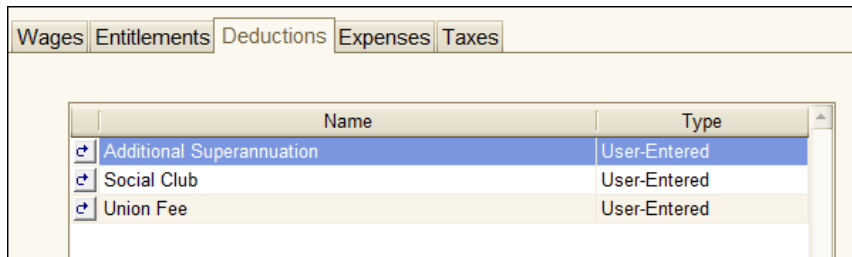


- Click on the  button on the left of the category to display the dialog box.

- Select the **"Linked Payable Account"** in the drop down window.



- Select Superannuation or Other in the **"Type of Deductions"** drop down window.



- Deductions can be calculated either as a percentage of the gross wage or as a fixed number of hours in a given time period (pay period/month/year). Alternatively you can opt to enter the entitlement amount manually for each pay period. If you calculate the deduction as a percentage, use the Exempt dialog box to exclude any category before calculating the entitlement.

- You may want to set a limit for to the amount deducted over the year. This can be entered in the *Deduction Limit* section.

- You can enter a minimum wage threshold per month. If your employee's wage is under this amount in a given month Auto Care Software will not make this deduction from the employee's pay.



**Expenses**

As an employer you are required by law to pay compulsory Superannuation Guarantee and Work Cover. These are wage related employer expenses.

- On the *Payroll Categories* screen select **"Expenses"** to display these expenses.



- Click on the ⬦ button next to S*uperannuation* to display the dialog box.

- On top of the dialog box you can select the Linked Expense and the Linked Payable accounts for the category.



The rest of the screen is similar to the *Deduction Information* screen. (See description under Deductions.)

If superannuation is paid only if wages exceed a certain amount per month you can enter this amount in the Threshold field at the bottom of the screen.

For example if the threshold is $450.00 per month, then superannuation is not calculated on a pay run until the employee's wage exceeds this amount in any given month. Note that when determining whether the gross wage exceeds $450.00, previous payments for the given month will be included.

**Taxes**

As an employer you are required to deduct PAYG taxes from your employees' wages. Calculation is based on the relevant tax tables issued by the Australian Tax Office (ATO). The Auto Care Payroll module has inbuilt tax tables.

- On the *Payroll Categories* screen select **"Taxes"**.

| Wages | Entitlements | Deductions | Expenses | Taxes | |
|---|---|---|---|---|---|
| | | Name | | | Type |
| ↩ PAYG Withholding | | | | | |
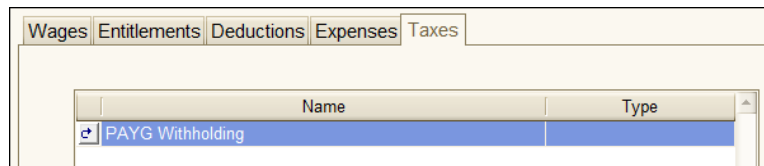
- Click on the radio button next to the *PAYG Withholding*. The Tax Table Information screen appears. The tax amounts deducted are posted to the 2-1410 Payroll Deductions Payable account (your linked account as it is set in the Chart of Accounts). The Tax Table revision number is the date that you have entered as 10/07/2006 in the *System Setup* module.

**Tax Table Information**

PAYG Withholding

Linked Payable Account  2-1420  PAYG Withholding Tax Payable

Payroll Year  2011-2012

No Tax Free Threshold

| Wages Over | Not to Exceed | =Wages * a | -b |
|---|---|---|---|
| $0.00 | $258.99 | 0.1650 | 0.1650 |
| $258.99 | $393.99 | 0.2284 | 16.4596 |
| $393.99 | $643.99 | 0.3430 | 61.6385 |
| $643.99 | $979.99 | 0.3480 | 64.8596 |
| $979.99 | $1,220.99 | 0.3200 | 37.3981 |
| $1,220.99 | $1,604.99 | 0.3900 | 122.8788 |
| $1,604.99 | $3,143.99 | 0.3950 | 130.9077 |
| $3,143.99 | $999,999.00 | 0.4750 | 382.4462 |

Save    Cancel    Exit

- Click on the scroll down arrow to select the appropriate Tax Table in the drop down window.
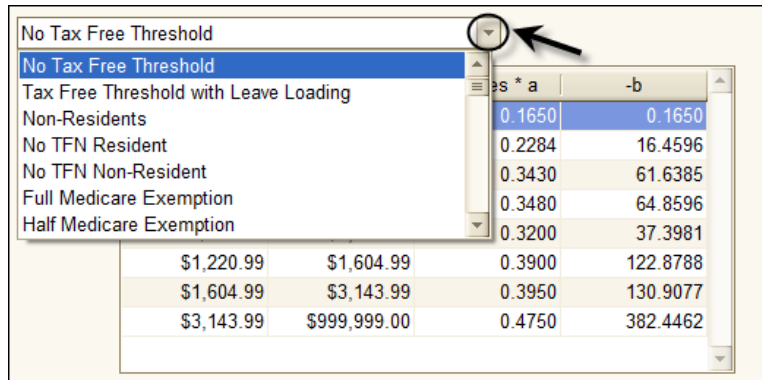


Based on the tax table selected on the *Employee Card File* module's *Payroll Information* screen, Auto Care Software Payroll calculates the tax amount and deducts it from the employees' gross wage. You need to retain this amount to be paid to the ATO at regulated intervals. When you purchase your Auto Care Software Payroll module, it is delivered with the tax tables that are current at the time of delivery. To ensure that your tax calculations are correct, you cannot make changes in the tax tables manually. As long as you have a Payroll maintenance subscription, you automatically receive any tax table updates**. It is your responsibility to make sure that you use the correct tax tables.**

## Creating and Deleting Payroll categories

### Creating New Payroll Categories

When you first set up your payroll you may need to add extra payroll categories that are not in Auto Care Software Payroll yet. For example, you want to create a new deduction category called Christmas Club and deduct $5.00 each pay period.

- Click **"New"** in the *Deductions Information* dialog box.
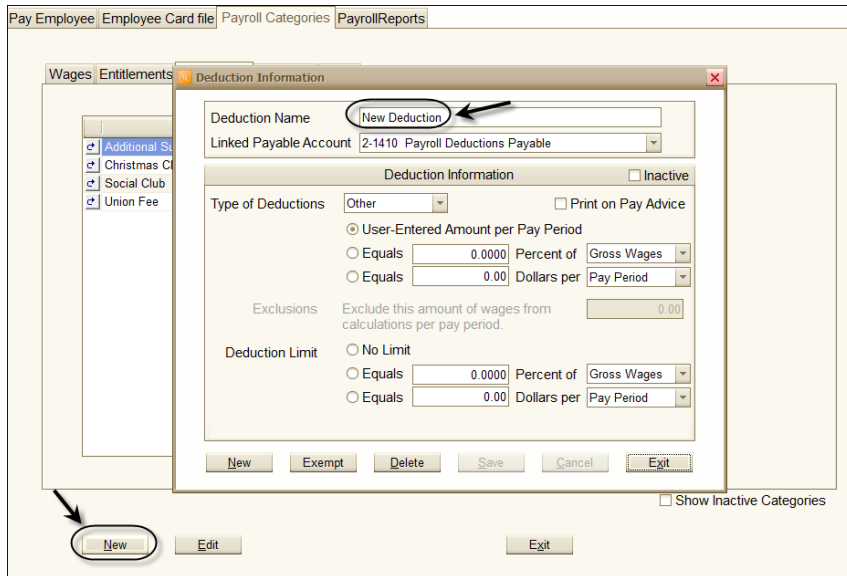
- Overtype "New Deduction" with "**Christmas Club**" as name. Enter the formula for this deduction ($5.00 per pay period).

- Create a new Liability account (e.g. 2-1470 Provision for Christmas Club) in the general ledger Chart of Account section to record deductions. Return to the *Pay Deduction Information* screen and select the 2-1470 Provision for Social Club as linked payable account.

- Select **"Other"** for *Deduction Type*.

- Enter calculation formula.
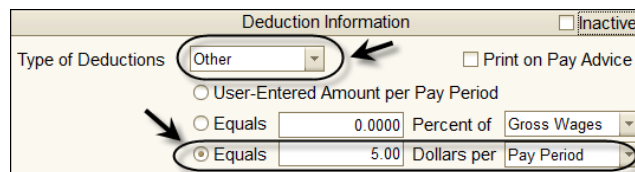


## Editing a Payroll Category

To edit a Payroll category:

- On the Payroll Categories menu screen click anywhere on the category line except the  box. Click on the **"Edit"** button at the bottom of the screen. The category information screen appears where you can make changes.
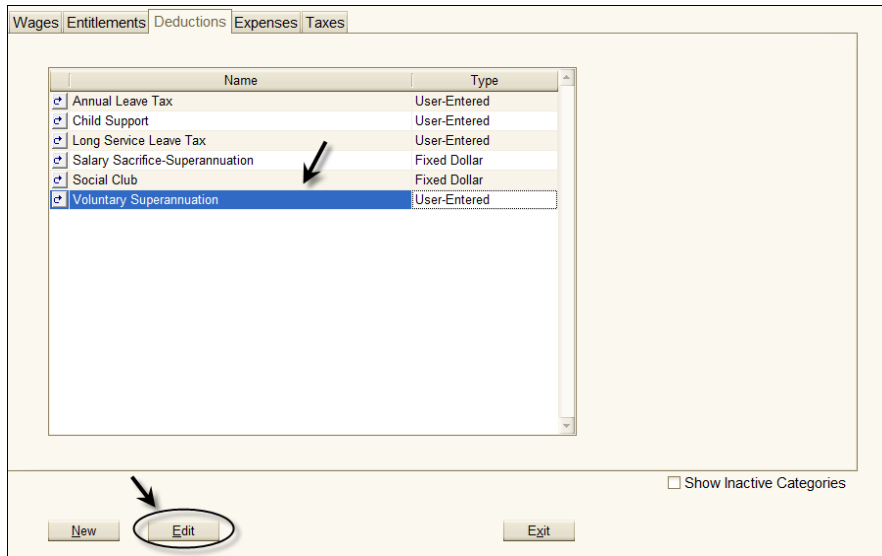


## Deleting of Payroll Categories

To delete a Payroll category:

- Go to the relevant Payroll Category information screen and click **"Delete"**.

Note that you can only delete a payroll category if it has not yet been used in a pay run. In this case you will see a warning message that you cannot delete the category.



**Note that you cannot delete the PAYG Withholding payroll category under any circumstances.**

# Creating Employee Card Files

For each employee you need to create a card file containing the following information:

- **Card Details** (personal information including employee's name, address, phone number, bank details, start and termination date etc.)

- **Payroll Information** (e.g. pay basis, hourly rate, tax file number, pay categories and tax table)

- **Payroll History** (historical data) and

- **Entitlements**.

Entering the correct information into the employee card file is the most critical step in your payroll process.  If data entered is not correct (e.g. incorrect tax table or payroll categories selected), your payroll calculation will not be correct. It is your responsibility to get everything right in this section. Seek professional advice if you are unsure about setting up your employee card files.

To create an employee card file:

- On the Payroll main menu screen click **"Employee Card File"**. Then click **"New'** on the *Employee Card File screen* to display the *Employee Information* dialog box.
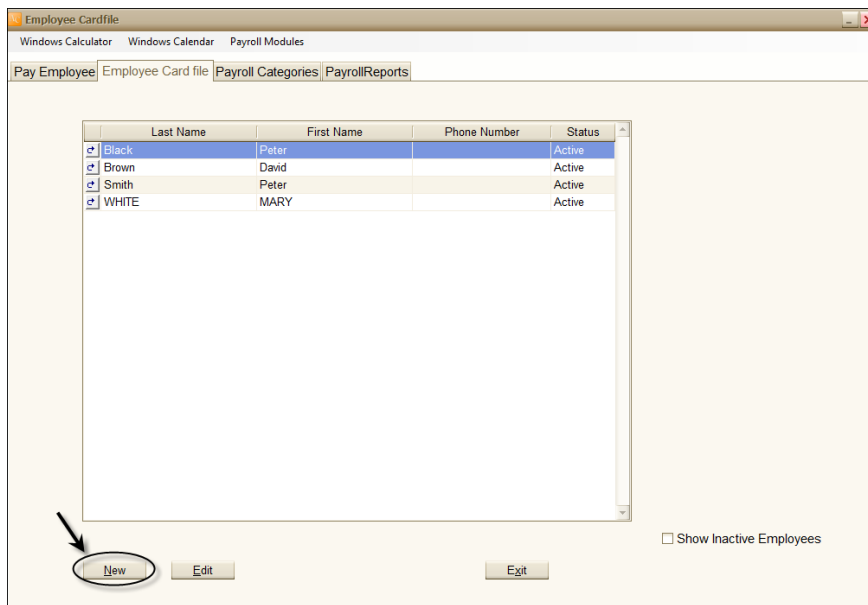
The Employee information dialog box has four screens: Card Details; Payroll Information; Payroll History and Entitlements. You can reach these screens by clicking on the tabs on top of the screen.

- On the *Card Details* screen enter personal information in the appropriate fields. Note that you can use the *Emergency Contact Details* field for entering notes related to this employee.

- Click on **"Bank Details"** to enter the employee's banking information.



- Click **"Exit"** to return to the *Card Detail* Screen.

- You can inactivate an employee by ticking the **"Inactive Card"** check box. To re-activate an employee exit from the *Employee Information* screen and click on the **"Show Inactive Employees".**

To access the *Payroll Information* screen

- Click on the **'"Payroll Information"** tab on top of the screen to display the *Payroll Information* dialog box.

- Select pay basis and frequency, enter hourly rate and tax file number and select the tax table.



- To select a Super Fund, click on the down arrow next to the *Super Fund* field and select the appropriate fund.

- To enter a new Super Fund, click on the combo box next to the *Super Fund* field and click **"New"**. Enter the name of the Fund and employer number and click **"Exit"**.



- On the right hand side of the screen select the relevant payroll categories. (An "**X**" will appear in the lines to indicate selection.)

While some selected categories (e.g. Overtime) are not necessarily used for every pay run, other categories like *Base Hourly*, *Superannuation Expense* and *Tax* categories are used for every pay run.

You can make changes to individual payroll categories by clicking on the  box on the left of the payroll category. The *Payroll Category Information* screen appears. **Note that changing the properties of payroll categories will affect all those employees for whom the category is assigned.** In many cases it is easier to set up a new category than changing the properties of existing categories to suit individual cases.

To see the employee's payroll history:

- Click the **"Payroll History"** tab on top of the screen. When you make a pay run, the figures that are on the pay advice are posted here.
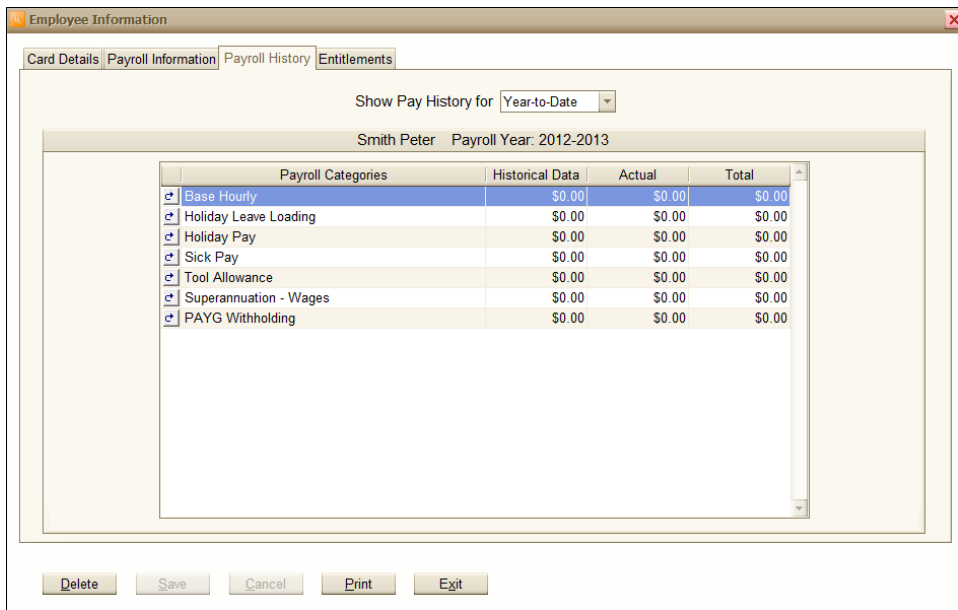
You can select the time period for which you want to see the payroll history of an employee by using the *Show Pay History for* scroll down window. You can select a month, a quarter or the full financial year.
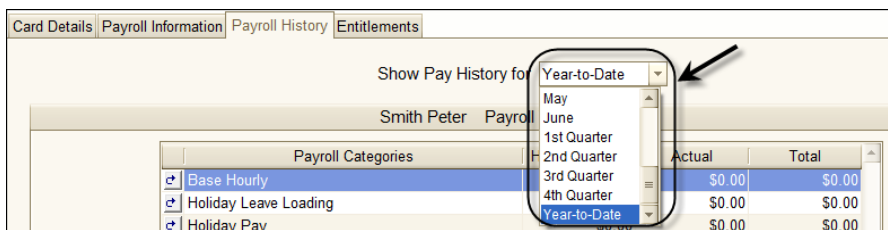


To see the employee's entitlements:

- Click on the **"Entitlements"** tab. Holiday and sick leave entitlements are displayed here in hours. When holiday and/or sick leaves are paid the entitlement balance will be reduced by any hours paid.

| | | Adjustment (from Current Year Historical Data) | Carry Over from previous year(s) | Year-to-Date Hours Accumulated | Year-to-Date Hours Used | Total Hours Left |
|---|---|---|---|---|---|---|
| | Entitlements | | | | | |
| | | Smith Peter    Payroll Year: 2012-2013 | | | | |
| ↻ | Wages - Holiday Leave Accrual | 0.0000 | 2.0000 | 0.0000 | 0.0000 | 2.0000 |

Note that you can only delete an employee if no pay run has been processed yet for the employee. (You will see a warning message on the screen.)

**Auto Care Software Premier** ✕

⚠ Selected employee has already been used in a pay run. Record cannot be deleted. Make Employee Card inactive!

OK
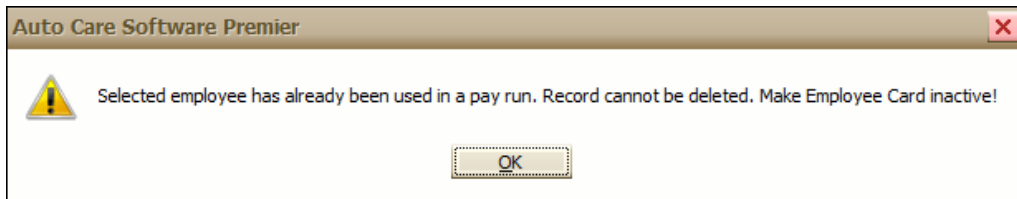
# Paying Employees

Once you have finished setting up your payroll, you are ready to process pay runs.

- On the main menu screen click **"Pay Employees"** to access the *Pay Employee* dialog box.

- Click **"New"** in the *Pay Employee* dialog box.

- Select employee and click **"OK"**.

The pay advice for the selected employee appears on the screen with default data that you can adjust to reflect the information gathered from time sheets and other documents for the current pay period.

The top part of the screen includes:

- The *Pay from Account* dropdown window. Here you can select the account where you want to make the payment from. The default setting is 1-1120 Payroll Cheque Account.



- The payment number which is generated by the software.

- The employee's ID number (comes up automatically).

- The employee's name and address (comes up automatically).

- The payment date and the start and end date of the pay period - if you enter a payment date, the system automatically select the start and end date depending on your setting (e.g. weekly).

- The payroll year (the year what you have set in the System Setup appears here).

- Note/Reference.

The grid area consists of five columns:

- Description - description of the category appearing in the line.

- Hours - based on the time sheets and other documentations you will enter the relevant hours for categories (e.g. base hourly, holiday leave, sick leave) in this column.

- Account – this column shows where the amounts for the given category are posted in the General Ledger. The selection of payroll accounts takes place at the time when you create a new payroll category. You can make your selection through the *Payroll Categories* dialog boxes.

- Amount – this column displays the dollar amounts for the various payroll categories. Note that deductions and taxes appear with negative signs.

- Category – this column shows the category type (e.g. wages, entitlement).

Under the grid area the calculated gross pay and net pay are also displayed.


# Entering historical payroll data

When you start using the Payroll module, you may already have made payments for your employees in that payroll year. Your employees were also entitled for holiday and sick leave and they may have holiday and sick leave hours forwarded from previous payroll year(s). Therefore, you have to enter this information into Auto Care

Software's Payroll module through the *Payroll Historical Data* entry screen. Historical data includes wages, entitlements, expenses and taxes.

**Note that in order to avoid duplication, historical payroll figures entered here will not be posted to the General Ledger, the Bank Reconciliation and the Business Activity Statement.** If you start using the Auto Care Software Payroll module part-way through the financial year, you need to enter any previous payroll related data into Auto Care Software through opening balances in the Journal Entries section of the General Ledger.

You can enter historical data through the *Pay Employees* dialog box.

- Click **"New"**. Select employee and click **"OK"**.

- Double click on employee name, tick the check box for historical data and click **"Exit"**.
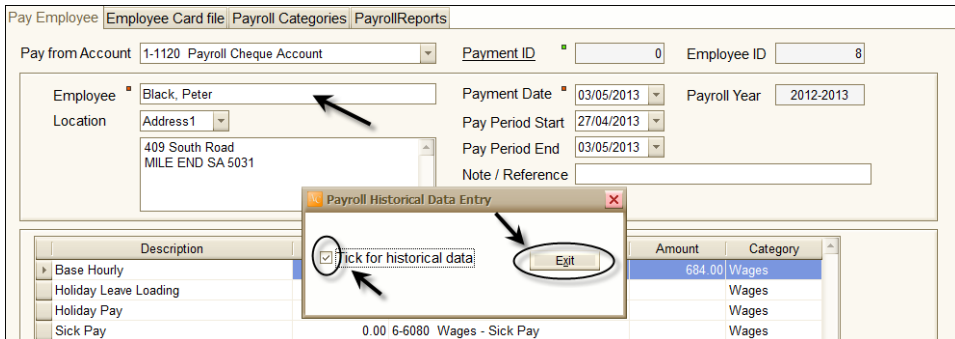


Note that the wording "**Historical Data**" appears next to the address field.
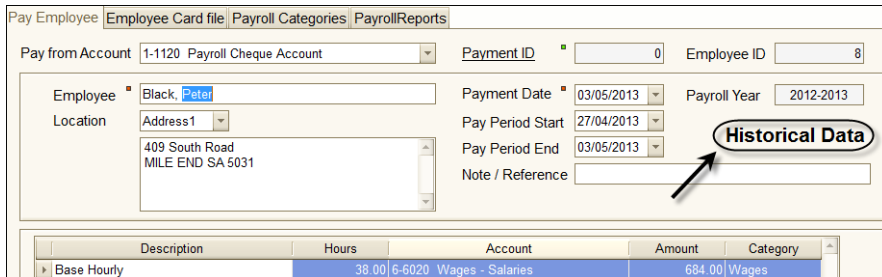


- Enter historical payroll information including the pay period start date, wages, entitlements, expenses and taxes. For historical data entry you have to enter these figures manually.

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- When you are ready, click on the **"Save"** button. When you click Save, the screen becomes empty, ready for the next payroll entry. Note that the historical information entered here appears on the *Employee Card File*'s *Payroll History* and *Entitlements* screens as well.

## Making corrections to historical entries and pay runs

To make corrections to historical entries and pay runs:

- Click on the *Payroll Payment Option* box to display the *Modify Payment Date* dialog box.



- Enter **"MOLNAR"** for password and press the Tab button. On this screen you can enter a new payment date; change the current period start and Finish date or delete a payment. If you want to delete a payment tick the delete payment box at the bottom of the screen. When you finished making modification click **"Save/Exit"**.

## Printing Payroll Advices

- Click **"Print"** at the bottom of the *Pay Employee* screen to preview the *Payroll Advice* slip. Click on the printer icon at the top of the screen to print a copy.

The pay advice slip displays payroll information including the hours worked, wages, tax, entitlements and the superannuation amount. In addition, the *Year to Date* column displays historical data. (The * next to the entitlements indicate that they include historical adjustments and/or figures carried over from previous years.)

Note that you can print payroll advice for historical entries as well. In this event the words "Historical Data" are printed on the payroll advice slip.

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**SUNSHINE AUTO REPAIRS**
Friday, 22 September 2006, 11:50:42 AM

Payroll Year: 2005-2006

Page 1/1

**Payroll Advice**

**Paul Young**                                    HISTORICAL DATA          Payment No.:           1
Pay Frequency: Weekly                                                     Payment Date:    28/02/2006
Pay Period:    01/07/2005 to 28/02/2006                                  Gross Pay:      $26,619.00
Hourly Rate:   $20.00                                                     Net Pay:        $20,230.00

| Description | Hours | Calc. Rate | Amount | YTD | | Type |
|---|---|---|---|---|---|---|
| Base Hourly | 1314.800 | $20.00 | $26,296.00 | $27,056.00 | | Wages |
| Tool Allowance | | | $323.00 | $332.50 | | Wages |
| PAYG Withholding | | | $-5,709.00 | $-5,874.00 | | Taxes |
| Wages - Holiday Leave... | 101.138 | | | 104.061 | * | Entitlements |
| Wages - Sick Leave... | 50.569 | | | 52.031 | * | Entitlements |
| Superannuation | | | $2,366.64 | $2,435.04 | | Expenses |

Another way of printing payroll advices is to create and print a *Payroll Advice Report.* (See details under *Payroll Reports.*) This report displays the pay slip for each employee that you have paid during a selected time period. If you have several employees you can save time by printing all pay advice slips with one hit.

## Amending/Deleting an Employee's Pay

Occasionally, you may need to adjust or delete an employee' pay. For example, you may enter a wrong payment date. In order to adjust the pay:

- Click on the **Payroll Payment Options** button located just under the Note/Reference field.



- Enter **MOLNAR** in the Password field and make the necessary changes on the screen.

- When you are satisfied with the changes click on the **Save/Exit** button.

To delete a pay, do the following:

- On the same screen click on the Tick for delete payment box and click **Save/Exit**. The Delete Pay run window appears showing the operator name and the date and time.

- Click on the **Accep**t button and click **Yes**.

# Posting payroll transactions to the General Ledger

The Auto Care Software General Ledger automatically captures and posts transactions created in the Payroll module so it will update your General Ledger. In order to avoid double entry, historical data for your employees are not posted from the Payroll module to the General Ledger.

Note that when you save a pay advice slip, your Payroll Cheque Account is automatically credited with the amount you are paying to your employee. (You do not need to make a separate payment transaction.)

# Processing Pays

There are several ways of paying your employees, including writing cheques and making electronic transfer to your employee's nominated bank account. Either way, you draw on your cheque account to meet this obligation. When you make a pay run, your cheque account will automatically be credited with the amount you have paid to your employees. Therefore, you only need to do the following:

- If you pay by cheque, write cheques for the appropriate amounts and hand them to your employees, or

- Process payments through electronic transfer.

You do not need to do any other procedure in your Auto Care Software Payroll at this point. When you receive your bank statement, use the Auto Care Software *Bank Reconciliation* module to reconcile your Payroll Cheque Account.

# Payroll Reports

Auto Care Software Payroll module provides you with a comprehensive payroll reporting tool. These reports display information on your wage and salary expenses in a variety of different ways. The following table gives you an overview about the various payroll reports available.

**Payroll Reports**

| **Employees** | |
|---|---|
| Activity Summary | Displays one total figure for each payroll category type (Wages; Deductions, Taxes; Expenses; Entitlements) by employee within the selected date range. It also lists the total for Net Pay. |
| Activity Detail | Displays totals for individual payroll categories by employee within the selected date range. It also lists the total for Net Pay. |

| | |
|---|---|
| Register Summary | Displays total figures for each payroll category type (Wages; Deductions, Taxes; Expenses; Entitlements) and for Net Pay by employee for the payroll year. Lists historical, actual and year to date figures separately. |
| Register Detail | Displays totals for individual payroll categories and for Net Pay by employee for each month of the payroll year with a year to date total. Lists historical data as well as. |
| Payroll Advice | Displays the details of all pay slips within the selected date range. |
| Employee Payroll List | Displays detailed personal information of your employees (e.g. contact details, date of birth) as well as wage and tax related information (e.g. pay basis, hourly rate, tax scale). |
| **Superannuation** | |
| Accrual by Category | Displays any contribution that has been paid to your employees' Superannuation Funds for each employee by pay periods within the selected date range. The *Additional Superannuation Deduction* and the *Superannuation Expense* categories are displayed separately. |
| Accrual by Fund Summary | Lists all superannuation contributions by Funds for the selected date range. Displays one total figure for each employee and each superannuation category. |
| Accrual by Fund Detail | Displays superannuation information for each pay period separately. |
| Employee Advice Summary | Lists superannuation contribution totals by superannuation categories for each employee for the selected time range. |
| Employee Advice Detail | Employee Superannuation Advice [Detail] displays superannuation contributions by superannuation categories and pay periods for each employee for the selected time range. |

| Payroll Journals | |
| --- | --- |
| Payroll Journals | The Payroll Journal lists all payroll transactions by employees and pay periods for the selected time range. It lists the account number of the affected accounts. |

## Payroll Activity [Summary]

The Payroll Activity Summary Report displays each of your employee's total wages, deductions, taxes, net pay, expenses and entitlements within the selected date range. It also provides you with a category total for all employees. This report lists historical, actual and year to date figures separately. Information is derived from individual pay advices entered through the *Pay Employees* module. It is good practice to generate and print a Payroll Activity Summary report after each pay run to see how your payroll balanced for that period.

To view your Payroll Activity Summary Report, do the following:

- Click **"Payroll Reports"** *o*n the main menu.



- Click on the **"Activity Summary"** button under *Employees,* enter the date range and click **"Evaluate"**.
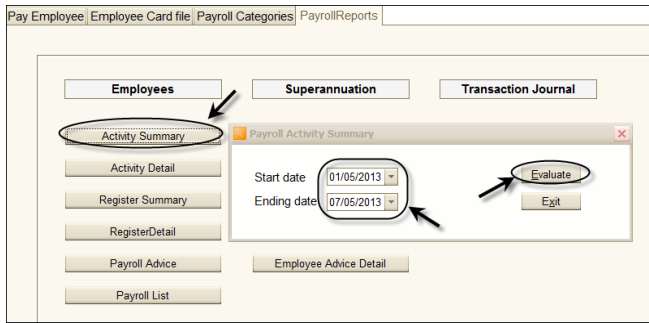
**Sunshine Auto Repairs**
Thursday, 9 May 2013 4:27 PM
Page:  1/1

### Payroll Activity [Summary]
30/03/2013 To 05/04/2013

| Employee Name | Wages | Deductions | Taxes | Net Pay | Expenses | Entitlements |
|---|---|---|---|---|---|---|
| Black, Peter | $774.25 | $0.00 | $100.00 | $674.25 | $69.68 | 4.0920 |
| Brown, David | $926.25 | $0.00 | $152.00 | $774.25 | $83.36 | 4.0920 |
| Gordon, Michael | $715.54 | $0.00 | $80.00 | $635.54 | $64.40 | 4.0920 |
| Smith, Peter | $959.50 | $0.00 | $164.00 | $795.50 | $86.36 | 4.0920 |
| WHITE, MARY | $760.00 | $0.00 | $95.00 | $665.00 | $68.40 | 4.0920 |
| | $4,135.54 | $0.00 | $591.00 | $3,544.54 | $372.20 | 20.4600 |

## Payroll Activity [Detail]

The Payroll Activity [Detail] report displays totals for individual payroll categories by employee within a selected date range. It also lists the total for Net Pay.

- Click on the **"Payroll Activity [Detail]"** button and enter time range and click **"*OK"*.** Note that you can print the individual activity report for all of your employees or you can print a report for a selected employee.

**Sunshine Auto Repairs**
Thursday, 9 May 2013 4:34 PM
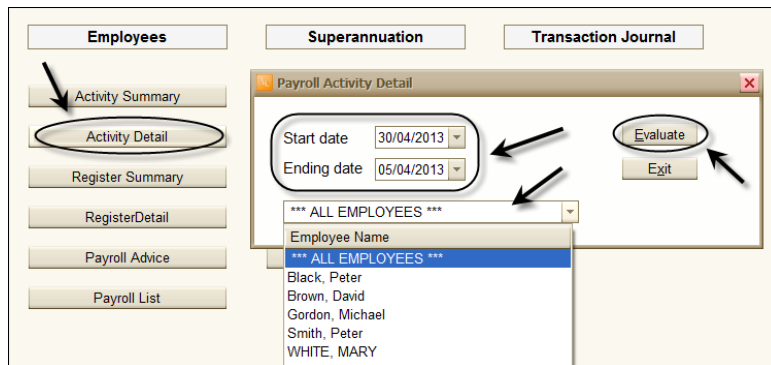
## Payroll Activity [Detail]
### 30/03/2013 To 05/04/2013

| Employee Name | Category Type | Category Name | | $ Amount | Entitlements |
|---|---|---|---|---|---|
| **Black, Peter** | | | | | |
| | **Wages** | | | | |
| | | Base Hourly | 38.00 hours | $684.00 | |
| | | Tool Allowance | 9.50 hours | $90.25 | |
| | | | Total: | $774.25 | |
| | **Taxes** | | | | |
| | | PAYG Withholding | | -$100.00 | |
| | | | Total: | -$100.00 | |
| | **Expenses** | | | | |
| | | Superannuation - Wages | | $69.68 | |
| | | | Total: | $69.68 | |
| | **Entitlements** | | | | (Hours) |
| | | Wages - Holiday Leave Accrual | | | 2.9230 |
| | | Wages - Sick Leave Accrual - 2 Plus | | | 1.1690 |
| | | | Total: | | 4.0920 |
| **Brown, David** | | | | | |
| | **Wages** | | | | |
| | | Base Hourly | 38.00 hours | $836.00 | |
| | | Tool Allowance | 9.50 hours | $90.25 | |
| | | | Total: | $926.25 | |
| | **Taxes** | | | | |
| | | PAYG Withholding | | -$152.00 | |
| | | | Total: | -$152.00 | |
| | **Expenses** | | | | |
| | | Superannuation - Wages | | $83.36 | |
| | | | Total: | $83.36 | |
| | **Entitlements** | | | | (Hours) |
| | | Wages - Holiday Leave Accrual | | | 2.9230 |
| | | Wages - Sick Leave Accrual - 2 Plus | | | 1.1690 |
| | | | Total: | | 4.0920 |

**Payroll Register [Summary]**

The *Payroll Register [Summary]* report displays the total figures for wages, deductions, taxes, expenses and entitlements for each employee. It shows both historical data and year to date figures.

To view your Payroll Register Summary Report:

- Click on **"Register Summary"** and click **"Evaluate"**.

## Payroll Register [Summary]
### Payroll Year: 2012-2013

| Employee Name | Wages | Deductions | Taxes | Net Pay | Expenses | Entitlements / hours |
|---|---|---|---|---|---|---|
| **Black, Peter** | | | | | | |
| | | | | | | 0.000 Historical Adjustment |
| | | | | | | 0.000 Carry Over prev. Year |
| Historical Data | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.092 YTD Act. hours |
| Actual Data | 774.25 | 0.00 | 100.00 | 674.25 | 69.68 | 0.000 YTD hours used |
| YTD Total | 774.25 | 0.00 | 100.00 | 674.25 | 69.68 | 2.923 Hours Left |
| **Brown, David** | | | | | | |
| | | | | | | 0.000 Historical Adjustment |
| | | | | | | 11.692 Carry Over prev. Year |
| Historical Data | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.092 YTD Act. hours |
| Actual Data | 926.25 | 0.00 | 152.00 | 774.25 | 83.36 | 0.000 YTD hours used |
| YTD Total | 926.25 | 0.00 | 152.00 | 774.25 | 83.36 | 14.615 Hours Left |
| **Gordon, Michael** | | | | | | |
| | | | | | | 0.000 Historical Adjustment |
| | | | | | | 0.000 Carry Over prev. Year |
| Historical Data | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.092 YTD Act. hours |
| Actual Data | 715.54 | 0.00 | 80.00 | 635.54 | 64.40 | 0.000 YTD hours used |
| YTD Total | 715.54 | 0.00 | 80.00 | 635.54 | 64.40 | 2.923 Hours Left |
| **Smith, Peter** | | | | | | |
| | | | | | | 0.000 Historical Adjustment |
| | | | | | | 2.000 Carry Over prev. Year |
| Historical Data | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.092 YTD Act. hours |
| Actual Data | 959.50 | 0.00 | 164.00 | 795.50 | 86.36 | 0.000 YTD hours used |
| YTD Total | 959.50 | 0.00 | 164.00 | 795.50 | 86.36 | 4.923 Hours Left |
| **WHITE, MARY** | | | | | | |
| | | | | | | 0.000 Historical Adjustment |
| | | | | | | 0.000 Carry Over prev. Year |
| Historical Data | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.092 YTD Act. hours |
| Actual Data | 760.00 | 0.00 | 95.00 | 665.00 | 68.40 | 0.000 YTD hours used |
| YTD Total | 760.00 | 0.00 | 95.00 | 665.00 | 68.40 | 2.923 Hours Left |
| **TOTAL** | | | | | | |
| | | | | | | 0.000 Historical Adjustment |
| | | | | | | 13.692 Carry Over prev. Year |
| Historical Data | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.460 YTD Act. hours |
| Actual Data | 4,135.54 | 0.00 | 591.00 | 3,544.54 | 372.20 | 0.000 YTD hours used |
| YTD Total | 4,135.54 | 0.00 | 591.00 | 3,544.54 | 372.20 | 28.307 Hours Left |

## Payroll Register [Detail]

The *Payroll Register [Detail]* report contains detailed information by employee for the accounting period. The report displays monthly information on wages, deductions, taxes, expenses and entitlements for each employee. It also shows historical data and year to date figures.

To view your *Payroll Register [Detail]* report:

- Click on the **"Payroll Register [Detail]"** and click **"OK"**.
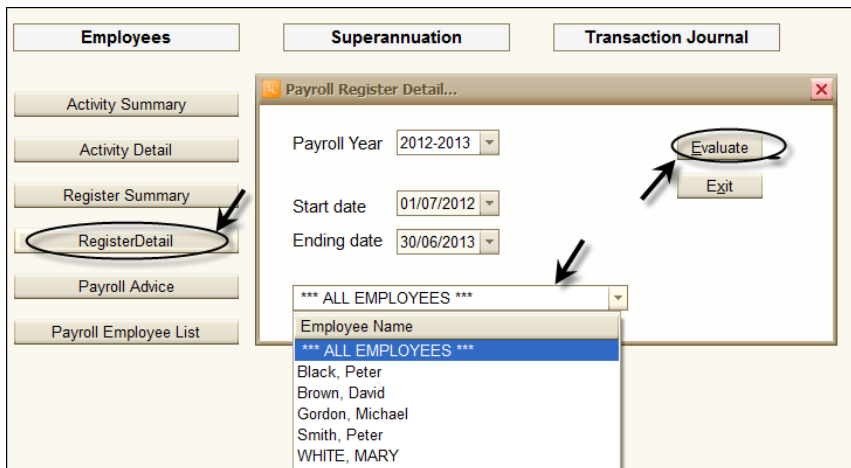
**Payroll Register [Detail]**
Payroll Year: 2012-2013

| Category | | History | July | August | Sept | Oct | Nov | Dec | Jan | Febr | March | April | May | June | YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Black, Peter** | | | | | | | | | | | | | | | |
| **Wages** | | | | | | | | | | | | | | | |
| Base Hourly | $ Amount | $0 | $3,420 | $3,283 | $2,736 | $2,736 | $2,736 | $2,736 | $1,368 | $2,736 | $3,420 | $684 | $0 | $0 | $25,855 |
| | Hours | 0.000 | 190.000 | 182.400 | 152.000 | 152.000 | 152.000 | 152.000 | 76.000 | 152.000 | 190.000 | 38.000 | 0.000 | 0.000 | 1436.400 |
| Holiday Pay | $ Amount | $0 | $0 | $137 | $0 | $0 | $0 | $0 | $684 | $0 | $0 | $0 | $0 | $0 | $821 |
| | Hours | 0.000 | 0.000 | 7.600 | 0.000 | 0.000 | 0.000 | 0.000 | 38.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 45.600 |
| Sick Pay | $ Amount | $0 | $0 | $0 | $36 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $36 |
| | Hours | 0.000 | 0.000 | 0.000 | 2.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 2.000 |
| Tool Allowance | $ Amount | $0 | $48 | $48 | $19 | $38 | $38 | $38 | $19 | $38 | $48 | $90 | $0 | $0 | $423 |
| | Hours | 0.000 | 5.000 | 5.000 | 2.000 | 4.000 | 4.000 | 4.000 | 2.000 | 4.000 | 5.000 | 9.500 | 0.000 | 0.000 | 44.500 |
| *** Total $ Amount *** | | $0 | $3,468 | $3,468 | $2,791 | $2,774 | $2,774 | $2,774 | $2,071 | $2,774 | $3,468 | $774 | $0 | $0 | $27,135 |
| *** Total hours *** | | 0.000 | 195.000 | 195.000 | 156.000 | 156.000 | 156.000 | 156.000 | 116.000 | 156.000 | 195.000 | 47.500 | 0.000 | 0.000 | 1528.500 |
| **Taxes** | | | | | | | | | | | | | | | |
| PAYG Withholding | $ Amount | $0 | $375 | $375 | $304 | $300 | $300 | $300 | $223 | $300 | $375 | $100 | $0 | $0 | $2,952 |
| *** Total $ Amount *** | | $0 | $375 | $375 | $304 | $300 | $300 | $300 | $223 | $300 | $375 | $100 | $0 | $0 | $2,952 |
| **Expenses** | | | | | | | | | | | | | | | |
| Superannuation - Wages | $ Amount | $0 | $312 | $300 | $251 | $250 | $250 | $250 | $125 | $250 | $312 | $70 | $0 | $0 | $2,368 |
| *** Total $ Amount *** | | $0 | $312 | $300 | $251 | $250 | $250 | $250 | $125 | $250 | $312 | $70 | $0 | $0 | $2,368 |
| **Entitlements** | | | | | | | | | | | | | | | |
| Wages - Holiday Leave Accrual | Hours | 0.000 | 14.615 | 14.615 | 11.692 | 11.692 | 11.692 | 11.692 | 8.769 | 11.692 | 14.615 | 2.923 | 0.000 | 0.000 | 113.997 |
| Wages - Sick Leave Accrual - 2 Plus | Hours | 0.000 | 5.845 | 5.845 | 4.676 | 4.676 | 4.676 | 4.676 | 3.507 | 4.676 | 5.845 | 1.169 | 0.000 | 0.000 | 45.591 |
| *** Total hours *** | | 0.000 | 20.460 | 20.460 | 16.368 | 16.368 | 16.368 | 16.368 | 12.276 | 16.368 | 20.460 | 4.092 | 0.000 | 0.000 | 159.588 |
| * Total hours available * | | 0.000 | 20.460 | 20.460 | 16.368 | 16.368 | 16.368 | 16.368 | 12.276 | 16.368 | 20.460 | 4.092 | 0.000 | 0.000 | 159.588 |

## Payroll Advice Report

The *Payroll Advice* Report displays all pay advice slips within the selected date range. Of all the available reports you will probably use this report the most. The reason for this is that you can print all pay advice slips with one hit for each pay period.

To view your *Payroll Advice* report:

- Click on the **"Payroll Advice"** button under *Employees Payroll Reports*.

- Enter payroll period and click **"OK"**.
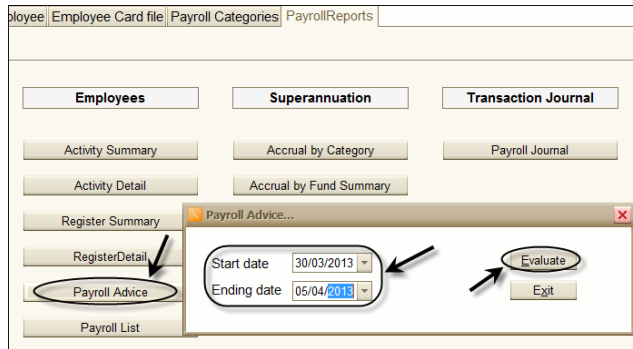
On the screen you can see all pay advice slips that you have created for this period. (Note that each pay advice appears on a separate page and can be printed.)

**Sunshine Auto Repairs**                                                    Page:      1/1
3 High Street Adelaide SA 5000
A.B.N. 11 222 333 444
Monday, 13 May 2013 11:17 AM

**Payroll Advice**
Payroll Year: 2012-2013

**MR DAVID BROWN**                                      Payment ID.:                    26
Address:            15/A High Street                    Payment Date:        05/04/2013
                    MODBURY SA 5092
Tax File Number:                                        Gross Pay:               $926.25
Pay Frequency:      Weekly                              Net Pay:                 $774.25
Pay Period:         06/04/2013     to   12/04/2013
Hourly Rate:        $22.00
Award:              Vehicle Manufacturing Repair
                    Services
Award Classification: Motor Mechanic R6
Super fund:         ARF - Australian Retirement Fund

| Description | Hours | Calc. Rate | Amount | YTD | Type |
|---|---|---|---|---|---|
| Base Hourly | 38.00 | $22.00 | $836.00 | $836.00 | Wages |
| Tool Allowance | 9.50 | | $90.25 | $90.25 | Wages |
| PAYG Withholding | | | -$152.00 | -$152.00 | Taxes |
| Wages - Holiday Leave Accrual | 2.923 | | | 14.62 | * Enititlements |
| Wages - Sick Leave Accrual - 2 Plus | 1.169 | | | | * Enititlements |
| Superannuation - Wages | | | $83.36 | $83.36 | Expenses |

```
Sunshine Auto Repairs                                              Page:      1/1
3 High Street Adelaide SA 5000
A.B.N. 11 222 333 444
Monday, 13 May 2013 11:17 AM
                             Payroll Advice
                            Payroll Year: 2012-2013


MR MICHAEL GORDON                              Payment ID.:              34
Address:          56 Burtun Court              Payment Date:     05/04/2013
                  ELIZABETH SA 5112
Tax File Number:  423996622                    Gross Pay:           $715.54
Pay Frequency:    Weekly                       Net Pay:            $635.54
Pay Period:       30/03/2013    to  05/04/2013
Hourly Rate       $18.58
Award:            Vehicle Manufacturing Repair
                  Services
Award Classification: Motor Mechanic R6
Super fund:       AMP Life


 Description                    Hours  Calc. Rate    Amount      YTD      Type

 Base Hourly                    38.00   $18.58      $706.04   $706.04    Wages
 Tool Allowance                 1.00                  $9.50     $9.50    Wages
 PAYG Withholding                                   -$80.00   -$80.00    Taxes
 Wages - Holiday Leave Accrual  2.923                           2.92  * Enititlements
 Wages - Sick Leave Accrual - 2 Plus  1.169                          * Enititlements
 Superannuation - Wages                             $64.40    $64.40    Expenses
```

## Employee Payroll List

The *Employee Payroll List* displays detailed personal information of your employees (e.g. contact details, date of birth) as well as wage and tax related information (e.g. pay basis, hourly rate, tax scale).

To view your *Payroll Register Summary* report:

- Click on the **"Employee Payroll List"** select *Print to Screen* and click **"OK"**.

## Payroll Employee List

### MR Peter Black

| | | | |
|---|---|---|---|
| First Address: | 409 South Road, MILE END SA 5031 | Tax File Number: | 423566677 |
| | | Start date: | 15/03/2009 |
| Phone #1: | 8234 9988 | Termination date: | |
| Phone #2: | | Pay Basis: | Hourly |
| Phone #3: | | Hourly Rate | $18.00 |
| Fax #: | | Pay Frequency: | Weekly |
| E-mail: | | Total Rebates/year | $0.00 |
| Gender: | Male | Extra Tax: | $0.00 |
| Date of Birth: | 18/05/1982 | Tax Scale: | Tax Free Threshold with Leave Loading |

### MR David Brown

| | | | |
|---|---|---|---|
| First Address: | 15/A High Street, MODBURY SA 5092 | Tax File Number: | |
| | | Start date: | 01/05/2013 |
| Phone #1: | 8265 1597 | Termination date: | |
| Phone #2: | | Pay Basis: | Hourly |
| Phone #3: | | Hourly Rate | $22.00 |
| Fax #: | | Pay Frequency: | Weekly |
| E-mail: | | Total Rebates/year | $0.00 |
| Gender: | Male | Extra Tax: | $0.00 |
| Date of Birth: | 11/08/1993 | Tax Scale: | Tax Free Threshold with Leave Loading |

### MR Michael Gordon

| | | | |
|---|---|---|---|
| First Address: | 56 Burtun Court, ELIZABETH SA 5112 | Tax File Number: | 423996622 |
| | | Start date: | 01/05/2013 |
| Phone #1: | 8255 6592 | Termination date: | |
| Phone #2: | | Pay Basis: | Hourly |
| Phone #3: | | Hourly Rate | $18.58 |
| Fax #: | | Pay Frequency: | Weekly |
| E-mail: | | Total Rebates/year | $0.00 |
| Gender: | Male | Extra Tax: | $0.00 |
| Date of Birth: | 14/11/1975 | Tax Scale: | Tax Free Threshold with Leave Loading |

### MR Peter Smith

| | | | |
|---|---|---|---|
| First Address: | 16 Hills Avenue, CAMPBELLTOWN SA 5074 | Tax File Number: | 425634412 |
| | | Start date: | 01/01/2010 |
| Phone #1: | 8265 0015 | Termination date: | |
| Phone #2: | | Pay Basis: | Hourly |
| Phone #3: | | Hourly Rate | $25.00 |
| Fax #: | | Pay Frequency: | Weekly |
| E-mail: | | Total Rebates/year | $0.00 |
| Gender: | Male | Extra Tax: | $0.00 |
| Date of Birth: | 15/03/1970 | Tax Scale: | Tax Free Threshold with Leave Loading |

**Superannuation Accrual by Category**

This report displays any contribution to your employees' Superannuation Funds detailed by employees and pay periods within the selected date range. The Additional Superannuation Deduction category and the Superannuation Expense category are displayed separately.

To view the *Superannuation Accrual by Category* report:

- Click on the **"Superannuation Accrual by Category"** button, enter time range and click **"OK"**.

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|---|---|---|---|---|
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| **Superannuation Accrual by Category** | | | | |
| 01/07/2012 To 08/07/2012 | | | | |
| **Employee Name** | **Payment Date** | **Pay Period Start** | **Pay Period End** | **$ Amount** |
| **Superannuation - Wages** | | | | |
| Black, Peter | 06/07/2012 | 30/06/2012 | 06/07/2012 | $62.42 |
| Brown, David | 06/07/2012 | 30/06/2012 | 06/07/2012 | $76.10 |
| Gordon, Michael | 06/07/2012 | 30/06/2012 | 06/07/2012 | $64.40 |
| Smith, Peter | 06/07/2012 | 30/06/2012 | 06/07/2012 | $86.36 |
| WHITE, MARY | 06/07/2012 | 30/06/2012 | 06/07/2012 | $68.40 |
| | | | Total: | $357.68 |

**Superannuation Accrual by Fund [Summary]**

The *Superannuation Accrual by Fund [Summary]* report lists all superannuation contributions by Funds for the selected time range. The report displays one total for each employee and each superannuation category.

To view the *Superannuation Accrual by Fund [Summary]* report:

- Click on the **"Superannuation Accrual by Fund [Summary"** button, enter time range and click **"OK"**.

## Superannuation Accrual by Fund [Summary]
### 01/07/2012 To 31/07/2012

| Employee Name | Superannuation Category Name | $ Amount |
|---|---|---|
| **AMP Life** | | |
| Gordon, Michael | Superannuation - Wages | $257.60 |
| Smith, Peter | Superannuation - Wages | $345.43 |
| | Total: | $603.03 |
| **ARF - Australian Retirement Fund** | | |
| Black, Peter | Superannuation - Wages | $249.68 |
| Brown, David | Additional Superannuation | $60.00 |
| Brown, David | Superannuation - Wages | $304.40 |
| | Total: | $614.08 |
| **Health Super** | | |
| WHITE, MARY | Superannuation - Wages | $273.60 |
| | Total: | $273.60 |

## Superannuation Accrual by Fund [Detail]

The *Superannuation Accrual by Fund [Detail]* report lists all superannuation contributions by Funds for the selected time range. The report displays superannuation information for each pay period and each category type separately.

To view the *Superannuation Accrual by Fund [Detail]* report:

- Click on the **"Superannuation Accrual by Fund [Detail]"** button, enter time range and click **"OK"**.

## Superannuation Accrual by Fund [Detail]
01/07/2012 To 31/07/2012

| Employee | Superannuation Category | Payment Date | Pay Period Start | Pay Period End | $ Amount |
|---|---|---|---|---|---|
| **AMP Life** | | | | | |
| Gordon, Michael | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $64.40 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $64.40 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $64.40 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $64.40 |
| | | | | Employee Total: | $257.60 |
| Smith, Peter | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $86.36 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $86.36 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $86.35 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $86.36 |
| | | | | Employee Total: | $345.43 |
| | | Fund Total: | | | $603.03 |
| **ARF - Australian Retirement Fund** | | | | | |
| Black, Peter | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $62.42 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $62.42 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $62.42 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2013 | 27/07/2012 | $62.42 |
| | | | | Employee Total: | $249.68 |
| Brown, David | | | | | |
| | Additional Superannuation | 13/07/2012 | 07/07/2012 | 13/07/2012 | $20.00 |
| | Additional Superannuation | 20/07/2012 | 14/07/2012 | 20/07/2012 | $20.00 |
| | Additional Superannuation | 27/07/2012 | 21/07/2012 | 27/07/2012 | $20.00 |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $76.10 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $76.10 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $76.10 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $76.10 |
| | | | | Employee Total: | $364.40 |
| | | Fund Total: | | | $614.08 |
| **Health Super** | | | | | |
| WHITE, MARY | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $68.40 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $68.40 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $68.40 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $68.40 |
| | | | | Employee Total: | $273.60 |
| | | Fund Total: | | | $273.60 |

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## Employee Superannuation Advice [Summary]

The *Employee Advice [Summary]* report lists superannuation contributions totals by superannuation categories for each employee for the selected time range.

To view the *Superannuation Accrual by Fund [Detail]* report:

- Click on the **"Superannuation Advice [Summary]"** button, enter time range and click **"OK"**.

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### Employee Superannuation Advice [Summary]
01/07/2012 To 31/07/2012

| Employee Name    Superfund Name | Employer Membership # | Superannuation Category Name | $ Amount |
|---|---|---|---|
| **Black, Peter** ARF - Australian Retirement Fund | | Superannuation - Wages | $249.68 |
| **Brown, David** ARF - Australian Retirement Fund | | Additional Superannuation | $60.00 |
| ARF - Australian Retirement Fund | | Superannuation - Wages | $304.40 |
| **Gordon, Michael** AMP Life | | Superannuation - Wages | $257.60 |
| **Smith, Peter** AMP Life | | Superannuation - Wages | $345.43 |
| **WHITE, MARY** Health Super | | Superannuation - Wages | $273.60 |

## Employee Superannuation Advice [Detail]

*Employee Superannuation Advice [Detail]* report displays superannuation contributions by superannuation categories and pay periods for each employee for the selected time range.

To view the *Employee Superannuation Advice [Detail]* report:

- Click on the **"Superannuation Advice [Detail]"** button, enter time range and click **"OK"**.

# Employee Superannuation Advice [Detail]

01/07/2012 To 31/07/2012

| Employee Name | Superannuation Category Name | Payment Date | Period Start | Period End | $ Amount |
|---|---|---|---|---|---|
| **Black, Peter** | | | | | |
| ARF - Australian Retirement Fund | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $62.42 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $62.42 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $62.42 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2013 | 27/07/2012 | $62.42 |
| | | | | Fund total: | $249.68 |
| **Brown, David** | | | | | |
| ARF - Australian Retirement Fund | | | | | |
| | Additional Superannuation | 13/07/2012 | 07/07/2012 | 13/07/2012 | $20.00 |
| | Additional Superannuation | 20/07/2012 | 14/07/2012 | 20/07/2012 | $20.00 |
| | Additional Superannuation | 27/07/2012 | 21/07/2012 | 27/07/2012 | $20.00 |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $76.10 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $76.10 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $76.10 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $76.10 |
| | | | | Fund total: | $364.40 |
| **Gordon, Michael** | | | | | |
| AMP Life | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $64.40 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $64.40 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $64.40 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $64.40 |
| | | | | Fund total: | $257.60 |
| **Smith, Peter** | | | | | |
| AMP Life | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $86.36 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $86.36 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $86.35 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $86.36 |
| | | | | Fund total: | $345.43 |
| **WHITE, MARY** | | | | | |
| Health Super | | | | | |
| | Superannuation - Wages | 06/07/2012 | 30/06/2012 | 06/07/2012 | $68.40 |
| | Superannuation - Wages | 13/07/2012 | 07/07/2012 | 13/07/2012 | $68.40 |
| | Superannuation - Wages | 20/07/2012 | 14/07/2012 | 20/07/2012 | $68.40 |
| | Superannuation - Wages | 27/07/2012 | 21/07/2012 | 27/07/2012 | $68.40 |
| | | | | Fund total: | $273.60 |

**Payroll Journal**

The Payroll Journal lists all payroll transactions by employees and pay periods for the selected time range. It lists the account number of the affected accounts.

To view the *Payroll Journal* report:

- Click on the **"Payroll Journal"** button, enter time range and click **"OK"**.

## Payroll Journal
### 01/07/2012 To 08/07/2013

| Account # | Category Name | Hours | Debit | Credit |
|---|---|---|---|---|
| **06/07/2012    Black Peter** | **40** | | | |
| 1-1120  Payroll Cheque Account | | | | $618.50 |
| 6-6020  Wages - Salaries | Base Hourly | 38.000 | $684.00 | |
| 6-6320  Tool Allowance | Tool Allowance | 1.000 | $9.50 | |
| 2-1420  PAYG Withholding Tax Payable | PAYG Withholding | | | $75.00 |
| 6-6300  Superannuation | Superannuation - Wages | | $62.42 | |
| 2-1460  Superannuation Payable | Superannuation - Wages | | | $62.42 |
| | Wages - Holiday Leave Accrual | 2.923 | | |
| | Wages - Sick Leave Accrual - 2 Plus | 1.169 | | |
| **06/07/2012    Brown David** | **41** | | | |
| 1-1120  Payroll Cheque Account | | | | $721.50 |
| 6-6020  Wages - Salaries | Base Hourly | 38.000 | $836.00 | |
| 6-6320  Tool Allowance | Tool Allowance | 1.000 | $9.50 | |
| 2-1420  PAYG Withholding Tax Payable | PAYG Withholding | | | $124.00 |
| 6-6300  Superannuation | Superannuation - Wages | | $76.10 | |
| 2-1460  Superannuation Payable | Superannuation - Wages | | | $76.10 |
| | Wages - Holiday Leave Accrual | 2.923 | | |
| | Wages - Sick Leave Accrual - 2 Plus | 1.169 | | |
| **06/07/2012    Gordon Michael** | **42** | | | |
| 1-1120  Payroll Cheque Account | | | | $635.54 |
| 6-6020  Wages - Salaries | Base Hourly | 38.000 | $706.04 | |
| 6-6320  Tool Allowance | Tool Allowance | 1.000 | $9.50 | |
| 2-1420  PAYG Withholding Tax Payable | PAYG Withholding | | | $80.00 |
| 6-6300  Superannuation | Superannuation - Wages | | $64.40 | |
| 2-1460  Superannuation Payable | Superannuation - Wages | | | $64.40 |
| | Wages - Holiday Leave Accrual | 2.923 | | |
| | Wages - Sick Leave Accrual - 2 Plus | 1.169 | | |
| **06/07/2012    Smith Peter** | **43** | | | |
| 1-1120  Payroll Cheque Account | | | | $795.50 |
| 6-6020  Wages - Salaries | Base Hourly | 38.000 | $950.00 | |
| 6-6320  Tool Allowance | Tool Allowance | 1.000 | $9.50 | |
| 2-1420  PAYG Withholding Tax Payable | PAYG Withholding | | | $164.00 |
| 6-6300  Superannuation | Superannuation - Wages | | $86.36 | |
| 2-1460  Superannuation Payable | Superannuation - Wages | | | $86.36 |
| | Wages - Holiday Leave Accrual | 2.923 | | |
| | Wages - Sick Leave Accrual - 2 Plus | 1.169 | | |

**Payment of PAYG Withholding Tax**

By law you are required to report and pay the PAYG Withholding Tax that you have retained from your employees' wages to the Australian Tax Office (ATO). This happens periodically, usually monthly or quarterly. If your business is registered for GST the ATO will send you a Business Activity Statement (BAS) form to fill out and return.

Auto Care Software has a *PAYG Tax Withheld Detailed Report* and a *Business Activity Statement* report to provide you with all the required figures.

- Click **"Utility/ Business Activity Statement"**. The *GST Collected & Paid* screen appears.
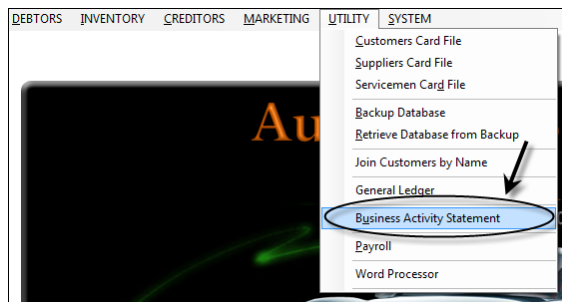


- Enter start and ending date. Tick the box next to the *PAYG Tax Withheld Detailed Report,* select **"Print to Printer"** and click **"OK"**.
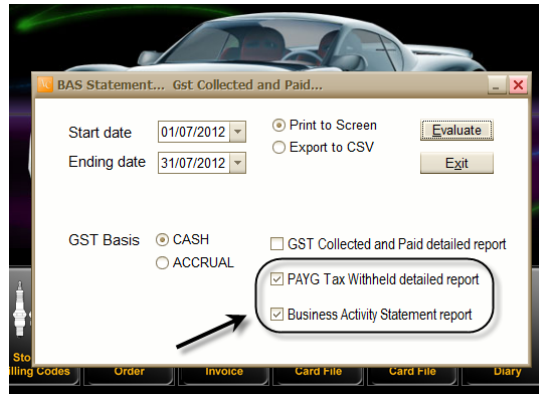
## PAYG Tax Withheld - Cash based
### From 01/07/2012 to 08/07/2012

| Date | Reference* | Transaction | Amount |
|------|-----------|-------------|--------|
| **1, W1, Salary, Wages & Other Payments** | | | |
| 06/07/2012 PR Black, Peter | | 6-6020 Wages - Salaries | 684.00 |
| 06/07/2012 PR Black, Peter | | 6-6320 Tool Allowance | 9.50 |
| 06/07/2012 PR Brown, David | | 6-6020 Wages - Salaries | 836.00 |
| 06/07/2012 PR Brown, David | | 6-6320 Tool Allowance | 9.50 |
| 06/07/2012 PR Gordon, Michael | | 6-6020 Wages - Salaries | 706.04 |
| 06/07/2012 PR Gordon, Michael | | 6-6320 Tool Allowance | 9.50 |
| 06/07/2012 PR Smith, Peter | | 6-6020 Wages - Salaries | 950.00 |
| 06/07/2012 PR Smith, Peter | | 6-6320 Tool Allowance | 9.50 |
| 06/07/2012 PR WHITE, MARY | | 6-6020 Wages - Salaries | 760.00 |
| **Total  1, W1, Salary, Wages & Other Payments** | | | **3,974.04** |
| **2, W2, Amounts withheld from payments shown at W1** | | | |
| 06/07/2012 PR WHITE, MARY | | 2-1420 PAYG Withholding Tax Payable | 95.00 |
| 06/07/2012 PR Smith, Peter | | 2-1420 PAYG Withholding Tax Payable | 164.00 |
| 06/07/2012 PR Gordon, Michael | | 2-1420 PAYG Withholding Tax Payable | 80.00 |
| 06/07/2012 PR Brown, David | | 2-1420 PAYG Withholding Tax Payable | 124.00 |
| 06/07/2012 PR Black, Peter | | 2-1420 PAYG Withholding Tax Payable | 75.00 |
| **Total  2, W2, Amounts withheld from payments shown at W1** | | | **538.00** |

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## Business activity statement - Cash based

From 01/07/2012 to 08/07/2012

| Reference | Reference Code | Amount |
|---|---|---|
| **1, Goods and services tax (GST)** | | |
| Total sales | G1 | $150 |
| Does the amount show at G1 indlude GST? | NO | |
| Export sales | G2 | |
| Other GST-free sales | G3 | |
| Input taxed sales | G4 | |
| Capital purchases | G10 | |
| Non-capital purchases | G11 | |
| Purchases for making input taxed sales | G13 | |
| **2, PAYG tax withheld** | | |
| Total salary, wages and other payments | W1 | $3,974 |
| Amount withheld from payments shown at W1 | W2 | $538 |
| Amount withheld where no ABN is quoted | W4 | |
| Other Amount withheld excluding W2 and W4 | W3 | |
| Total Amount withheld (W2 + W4 + W3) | W5 | $538 |
| **3, Summary** | | |
| GST on sales | 1A | $15 |
| PAYG withheld | 4 | $538 |
| 1A + 4 | 8A | $553 |
| GST on purchase | 1B | |
| **4, Payment or refund** | | |
| is 8A more than 1B | YES | |
| Your payment amount | 9 | $553 |

## Creating Employees Payment Summaries

At the end of each payroll year you must provide your employees with a document called *PAYG Payment Summary* showing the total payments made and the amount withheld during the period ending 30 June.

Once you have completed your last pay run for the payroll year in Auto Care Software, you can create payment summaries for your employees. You will find all information needed in the *Year To Date* column of the last pay slips created for to your employees.