

Release Notes - Client Version 3.6.2

Overview: Version 3.6.2 sees the introduction of an improved reporting method applied to the various types of superannuation payments processed throughout the year. Automation now provides the ability to choose the allowances or payments you wish to report on in the EOFY payment summaries and the EMPDUPE ATO file submission. This update also includes the latest published tax calculations from the ATO applicable to the 2018 /2019 fiscal year.

Additional customisations that allow for the importing of specific part database formats from ARB, TJM and Suzuki are also a component of version 3.6.2.

Payroll

Gross Inclusions: You can set which payments you wish to include in your gross payment reporting. To set the parameters which will remain as the default when running reports for the PAYG Payment Summary, PAYG Payment Summary Statement and the EMPDUPE file export reporting go to file / site settings / accounts.

<p>Tax</p> <p>Default Tax Code <input type="text" value="GST"/> ...</p> <p><input checked="" type="checkbox"/> Tax Inc. as default</p> <p>Tax year start <input type="text" value="July"/> ▼</p> <p>PAYG Installment <input type="text" value="0"/> %</p>	<p>PAYG Payment Summaries</p> <p><input checked="" type="checkbox"/> Show employer super contribution</p> <p><input checked="" type="checkbox"/> Show employee super contribution</p>								
<p>PAYG Gross inclusions</p> <table border="1"> <tbody> <tr> <td>Tool allowance</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Zone allowance</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other allowance</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other payment</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Tool allowance	<input type="checkbox"/>	Zone allowance	<input checked="" type="checkbox"/>	Other allowance	<input checked="" type="checkbox"/>	Other payment	<input checked="" type="checkbox"/>	<p>Default Payroll Payment</p> <p>Media <input type="text" value="Direct"/> ▼</p> <p>Account <input type="text" value="Company CBA Account"/> ...</p>
Tool allowance	<input type="checkbox"/>								
Zone allowance	<input checked="" type="checkbox"/>								
Other allowance	<input checked="" type="checkbox"/>								
Other payment	<input checked="" type="checkbox"/>								
	<p>Super payment schedule</p> <p>Day/month <input type="text" value="3"/> ▼ <input type="text" value="September"/> ▼</p> <p>Frequency <input type="text" value="Monthly"/> ▼</p>								

A section of the display titled PAYG Gross Inclusions allows for the selection of other payments and allowances (as per the payroll transaction form) for inclusion in gross salary reporting. Simply point and click in the checkbox located against the selection to set to true, save your settings with OK (F12).

Superannuation

Superannuation Reporting: Version 3.6.2 introduces a new calculation that allows for the reporting of super contributions processed by the employer both for the super guarantee and any additional payments made over and above the set super guarantee percentage rate (employer contribution).

These values are displayed for employee's reference on the PAYG Payment Summary with reportable super contributions, employee (salary sacrifice) and employer (additional payments over the guarantee %) being combined to populate the reportable superannuation section of the EMPDUPE for each employee.

Employer Additional Super Contributions: To process an additional employer super contribution you will need to enter a second employer contribution entry in the deductions section of the payroll transaction form as the default value (displayed in blue) calculated from your SG percentage can't be altered.

To enter an additional posting click in the type cell under deduction, a drop down menu will display, choose employer super contribution, move across to the account cell click on the button to the right to select the account you wish to post to, finally enter the value at the end of the line.

Payments						Totals	
Type	Tax	Super	Quantity	Rate	Total	Gross	
Weekly base pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38	\$29.00	\$1,102.00	\$1,209.00	
Overtime @ 1.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	\$43.50	\$87.00	\$231.00	
Tool allowance	<input type="checkbox"/>	<input type="checkbox"/>	1	\$20.00	\$20.00	\$50.00	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				\$928.00	
						Super @ 9.5 %	
						Super	\$212.96

Deductions					
Type	Account	Quantity	Rate	Total	
Employer super contribution	Superannuation	...		\$112.96	
Income tax	PAYG Withholding			\$231.00	
Employer super contribution	Superannuation	...		\$100.00	
Employee super contribution	Superannuation	...		\$50.00	

Employer Super Fund Employee Super Fund

In the example the employer has contributed \$112.96 (9.5% of \$1,189) super guarantee plus an additional contribution of \$100 bringing the total employer contribution for this pay to \$212.96. You will notice that the employee has also decided to contribute an additional \$50.00 as salary sacrifice which will be deducted from his taxable wage resulting in him paying tax on \$1,139.00 instead of \$1,189.00. The \$100 received as additional employer contribution is also non-taxable (up to the current annual threshold).

Total superannuation contribution this pay is \$262.96 of which \$150.00 is reportable to the ATO. The contributions are displayed on the employee's pay slip in the following format:

Superannuation

Employer Super		Employee Super	
Fund:	Suncorp Super Fund	Fund:	Suncorp Super Fund
Member #:	22112144	Member #:	22112144
This pay:	\$212.96	This pay:	\$50.00
Year to date:	\$438.88	Year to date:	\$50.00
Next payment date*:	3/8/18	Next payment date*:	3/8/18
Next payment amount*:	\$438.88	Next payment amount*:	\$50.00
* Estimated/Approximate		* Estimated/Approximate	

If we run a PAYGW Payroll summary report just for this transaction you can see how the super guarantee and additional contributions are displayed:

GROSS PAYMENTS	\$1,139
Allowances	
Tool allowance	\$20
Total allowances	\$20
Total employer super contributions for the period (guaranteed/additional/total)	\$113 / \$100 / \$213
Total employee super contributions for the period	\$50
Total super contributions for the period	\$263

Gross payments become \$1,139 (\$1,189-\$50.00 employee salary sacrifice) with the reportable super contribution of \$150 (Employee + Employer additional) flowing through to your EMPDUPE file.

Super Contribution Reporting: To view the super contribution types and values allocated over any period you will need to access Reports / Payroll Reports / Super Contribution Report. The report format displays the total value paid by for each type including the fund name and member number.

In our sample payroll transaction, the Employer Additional and Employee Contributions will be added together as reportable and added to the EMPDUPE file against the employee record.

Super Contribution Report

01/08/2018

For the period 24/07/18 to 01/08/18.

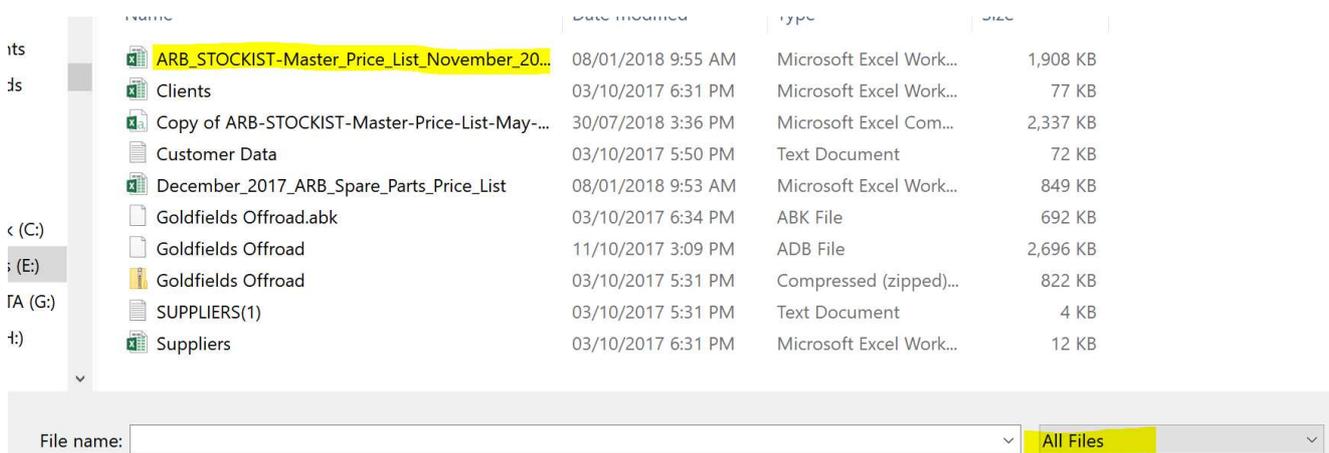
Type	Fund	Member No.	Date Joined	Amount
Walter Aramini				
Employer guarantee	Suncorp Super Fund	22112144	4/7/18	\$112.96
Employer additional	Suncorp Super Fund	22112144	4/7/18	\$100.00
Employee contribution	Suncorp Super Fund	22112144	4/7/18	\$50.00
Employee Total				\$262.96
Grand Total				\$262.96

Tax Tables: Tax tables have been updated with the latest published ATO formulas.

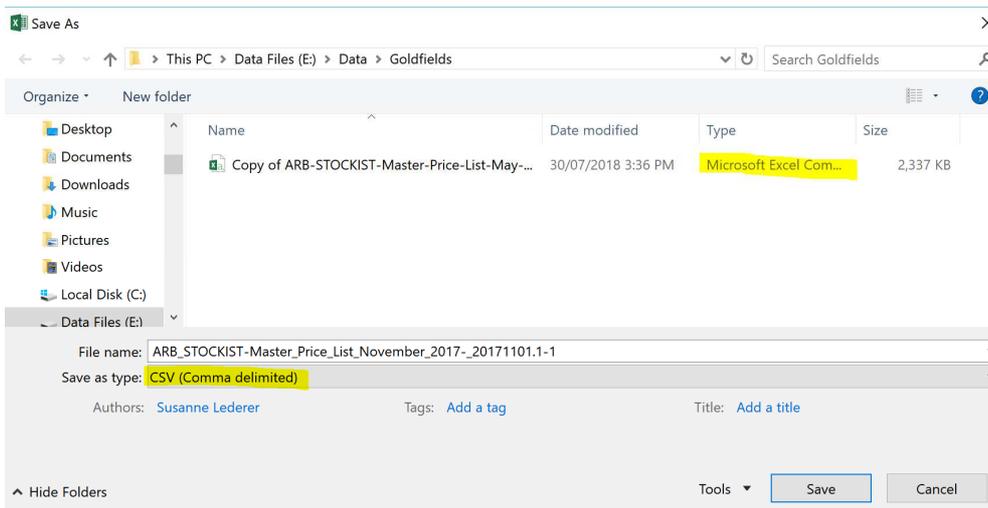
Supplier Parts Files, Importing

Version 3.6.2 allows for the importing of specific part file formats used by Suzuki, ARB & TJM. To import the data the user must firstly open the supplier data file in Excel and convert the format to CSV format then save the file onto the hard drive.

Converting A File To CSV Format: Firstly open Excel, select blank workbook, then select file / open, navigate to where you saved your supplier file. Excel will default to only show Excel file formats, so you may not see your file in the folder selected, if this is the case go over to the bottom right of the selection and change the file type to All. You will now see all the files in the selected folder.

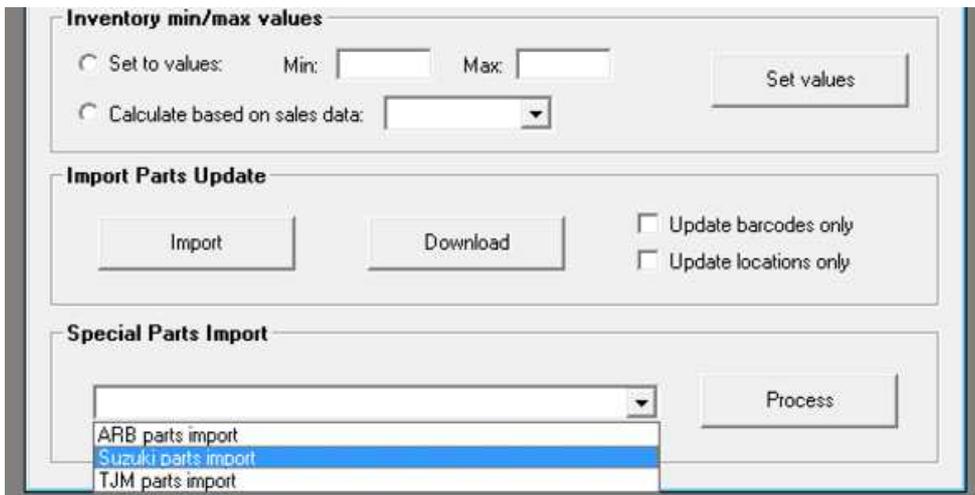


Select open, you will now see the supplier data in columns within Excel, DO NOT edit any of the data fields, go up to file located at the top left hand side of the display select and choose Save As.



From the save as screen select the **save as type** options by clicking on the down arrow to the right of the field, select from the choices CSV (Comma delimited) or CSV (DOS) you can rename your file and save to an alternate folder if you wish.

Parts File Import, Automation: Once you have converted the file format to CSV it is ready to import into Automation Premium and append your parts listing according to the original specifications. To locate the import feature within Automation, select Activities / Parts & Inventory Utility, at the bottom of the screen you will see a special parts import option, to select the list you want to import click on the down arrow to the right of the blank field.



Once selected, click on process, a message will say reading file followed by an importing progress bar, the processing time will vary according to your processor speed and internet connection (remote databases) however it should only take a maximum of 3/5 minutes. The import utility can be used multiple times for importing files of the SAME format.

Note: it is also suggested that those sites **storing data locally** do a **backup prior to the import** just in case you wish to revert back to the pre-appended data you can always restore the latest backup.

For sites that are accessing their **data remotely** we suggest you run an import **first thing in the morning** before trading, if you follow this procedure and wish to return to pre-appended data you can call the support line for Microbase to restore your latest backup which would have been done overnight.

Code Optimisation: As always, we are constantly upgrading our processes, version 3.6.2 is no exception our programmers have re-coded various functions to ensure we maintain optimal software performance.

Amendment, Parts File Import:

The import of the ARB parts file has been based on the requirements of an individual ARB stockist, please refer to the pricing match below if the pricing is correct for you then please go ahead and import with confidence, if however, the pricing you require does not match then please contact Microbase for assistance.

Price Matching:

Pricing Fields Automation Client						Standard	Wholesale	Trade	Cost
UNIT	PER	DEALER	RRP/VIP	TRADE	STOCKIST	REGIONAL	REG DEALER	REG TRADE	REG STOCKIST
EA	1								
EA	1	634.1	775	736.25	634.1	813.75	665.81	773.06	665.81
EA	1	634.1	775	736.25	634.1	813.75	665.81	773.06	665.81
EA	1	653.72	799	759.05	653.72	838.95	686.41	797	686.41
EA	1	653.72	799	759.05	653.72	838.95	686.41	797	686.41
EA	1	675	825	783.75	675	866.25	708.75	822.94	708.75
EA	1	675	825	783.75	675	866.25	708.75	822.94	708.75
EA	1	694.64	849	806.55	694.64	891.45	729.37	846.88	729.37
EA	1	694.64	849	806.55	694.64	891.45	729.37	846.88	729.37
EA	1	756.82	925	878.75	756.82	971.25	794.66	922.69	794.66
EA	1	367.36	449	426.55	367.36	471.45	385.73	447.88	385.73