## **Release Notes Automation Premium Version 3.7.1**

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#### Overview

Version 3.7.1 introduces enhancements to both marketing and payroll functions, also included in this version are various code optimisations that will improve general performance of the application.

The data extraction searches in marketing have been re-engineered so results are displayed much faster than in previous versions. Marketing lists now indicate whether a record has been sent also allowing for a resend if the marketing run has not been completed to only those clients that were missed in the initial export.

An STP update pay event option is now included in payroll, this feature allows the user to transfer separate payroll transaction correction data to the Australian Tax office. This feature will streamline the correction process when an incorrect STP record has been transferred by mistake.

Version 3.7.1 will assist you by identifying a **JobKeeper** payment separately on the employee's payslip, please read the section on **JobKeeper** in these notes as they will assist you in administering this government incentive for your business.

#### Marketing

**Data Extraction Lists:** When a list is extracted from Automation by default all records are flagged to be sent, any records you do not wish to process can be deselected by clicking on the tick in the checkbox.

**Extraction Lists, processing:** Select the communication method from the choices on the bottom of the display, choose the communication you wish to send and initialise the export. As the list is processed the ticks will be deleted for those records that were successfully executed in the mail run. Once the process is complete those that failed will be left flagged in the list so you can correct the record or choose an alternate communication method.

**Extraction Lists, Printing:** You have the option to print the communications list, this will contain all extracted records, and the send status is recorded on the report. For data interrogation purposes the status indicator is exported in the output file so it can be tracked via a third-party application.

ecords extracted														
Client/Company	Home	Work	Mobile	Email	Registration	Make/Model	Service	Due Date	Due Odo	List service	RSA Expiry	Tasks	Last task	1yA
Beecroff Drave	(0427) 994559			rest@microbase.com.a	SL607	9//wy 325/8/25 EFI	Log Book Service 70,000km	39/6/18	1	20/12/17	3/2/08	1	26/9/18	T IT
Beecroft, Dave	(0427) 994559		1	rocc@microbase.com.a	9PL0895	Nicsan Pathfinder	Log Book Service 100,000km	26/3/03		26/9/02	26/3/03	1	26/9/19	E
Belmont Salvage Yard		(08) 94594448			7P0654	Chrysler Cruiser Pt				21/9/02	21/3/03			E
Booth, Sean	(08) 94514034				SMN666	Jeep Cherokee	Log Book Service 120,000km	27/12/19		27/6/19	27/12/19			E
Burgess, Doug	(0419) 997763			gt@microbase.com.au	66G884	FORD FALCON	Log Book Service 100,000km	27/12/19		27/6/19	27/12/19		22/3/11	E
Cannington Denture		(08) 94511477			G0123	Bmw 740il E 38 V8								E
Chea, Cloe	(08) 94528617				CH1234	Daihatsu Charade				12/9/02				
Corden Car		(08) 94932693			7PPL854	Honda Prelude	Minor Service	3/1/03		3/10/02	3/4/03			
Dennis Nash Backhoe		(08) 9451 3508			7LL555	Audi (Lnc) A3 1.8				12/9/02				
Goh, Ken	(08) 94936705				456PLK	Ford Fairlane Au-li								
Joh. Ken	(08) 94936705				896UIL	Ford Falcon Au-li	Minor Service	16/1/03		16/10/02	16/4/03			
Goh. Ken	(08) 94936705				900564	Bmw 318is 1.9	Minor Service	3/1/03		3/10/02	3/4/03			. Iv
Howard, Fred	9874 9977	9656 9889	0413587456	Fred@hotmail.com										V
Kenwick Child Care		(08) 94591316		-	9YU741	Holden Comm								V
(ing. Linda & John	(08) 94588784	(,		gt@crunchufrog.com.au	8LK123	DAEWOO LANOS				4/8/02			16/12/11	
Marshall, Mandy	(08) 94585625				8P0777	Holden Comm. Vtii	Log Book Service 50,000 km	20/12/19		20/6/19	16/4/03			
Moore, Eddie	(08) 94581712				7LK556	Mazda 626 2.0I Fs	Log Book Service 70.000km	21/3/03		21/9/02	21/3/03			
Proctor, Diane	(08) 94584096				7KL556	Alfa Bomeo Alfetta				21/9/02				
Beid Earl	(08) 94588209				9TY784	Hyundai Grandeur								
Riseley Charlie	(08) 94588764				9BT874	Ford Fairlane Au								
Southern Cross	()	(08) 94588852			7PP123	Citroen Xantia 2 0	Log Book Service 50 000 km	12/12/02		12/9/02	12/3/03			
The Games Place		(08) 94519875	0412951377	ross@microhase.com.ar	ZU666	Daihatsu Charade				12/9/02				
Tona Sudney	(08) 94517846	(00) 0 10 10010			7KK963	Honda Accord Efi	Air Conditioning Service	7/2/20		9/5/17				
Turner, Bohert	(0417) 266774			neter@microhase.com a	700123	Holden Anolio				19/9/02	19/3/03			
Inderwood John	9875 8855	9856 9656		John1@aol.com.au	G01234	Brow 318a 1.9								IV.
Underwood Pty Etd	08 9652 6655	08 9656 9999		Underwood@ozemail.cr						1	1	-		R
/andenuacht Lindseu	1081 94591 063				711712	Alta Romeo Alta	Minor Service	23/12/02		23/9/02	23/3/03			R
t/hite Hami	(08) 94581210		0		700821	Hundai Evrel			-	A OT OT OL	2010100		23/7/19	R
A LANDA L PARTY	100104001210				TOODLT	TIGHT NAME & PROOF		-	<u> </u>	-		-		

**Extraction Lists, Search Time:** Version 3.7.1 introduces a more efficient record extraction process that is much faster than in previous versions.

### Payroll

#### Pay Update Event (STP)

Version 3.7.1 allows you to correct STP payroll transactions previously transferred with incorrect values including the ability to allocate the correction to current or previous financial years. This transaction type is different from a standard payroll transaction as it is not period dependent only relying on the user to allocate the transfer to the correct financial year.

It is important that the user understands that you can't export a Pay Update Event recording a negative value, only positive values will be accepted by the ATO when using this transaction classification. This means that if you wish to reduce the value of salaries or PAYGW for a **previous financial year** it is **NOT** possible via the update pay event, you can of course deal with this scenario reasonably easily in the **current financial year** by simply adjusting the next pay accordingly on the payroll transaction form in the next pay period. Often this is the **preferred method** for correcting any mistakes in the current financial year therefore bypassing the update pay event entirely.

Obviously, if you wish you make a **positive adjustment** for a **previous financial year** then you must transact the variation via the pay update event STP classification.

			1	Transact	ions to sh	ow											
				All		•	From		То	1	(All)	•					
ayroll	_		-														
ate	Employee	Gross	Tax	Other	Net	Super	Sick	Holiday	RDO	LSL	Account	Media	Comments	Exported	Emailed	STP	
7/4/20	Bloggs,	\$0.00	\$270.00	\$0.00	-\$270.00	\$0.00					No. 1	Cheque					
7/4/20	Bloggs,	\$0.00	\$500.00	\$0.00	-\$500.00	\$0.00					No. 1	Cheque				0	
7/4/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque					
/4/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque				(9)	
7/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque				0	
6/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque				0	
9/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque				0	
2/3/20	Johnson,	\$1,000.00	\$50.00	\$0.00	\$950.00	\$95.00					No. 1	Cheque					
2/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75					No. 1	Cheque		1			
/10/19	Johnson,	\$1,000.00	\$50.00	\$0.00	\$950.00	\$95.00					No. 1	Cheque				0	
6/7/19	Bloggs,	\$1,000.00	\$183.00	\$0.00	\$817.00	\$95.00					No. 1	Cheque					
7/19	Bloggs,	\$1,200.00	\$252.00	\$0.00	\$948.00	\$114.00					No. 1	Cheque				1	
7/19	Bloggs,	\$1,000.00	\$183.00	\$0.00	\$817.00	\$95.00					No. 1	Cheque				4	
/7/19	Johnson,	\$1,000.00	\$50.00	\$0.00	\$950.00	\$95.00					No. 1	Cheque				4	
/7/19	Johnson,	\$1,000.00	\$50.00	\$0.00	\$950.00	\$95.00					No. 1	Cheque				4	
/7/19	Johnson,	\$1,000.00	\$183.00	\$0.00	\$817.00	\$95.00		-			No. 1	Cheque				\$	
	Total:	\$16,691.	\$3,502.2	\$0.00	\$13,189.	\$1,737.5	1										
E Mary	his secolarization			STP statu	5												-
View	by employee.			<b>9</b> ₽ 0.	utstanding	<b>V</b>	Failed	I Pen	ding 🗙	Rejec	ted 💸	Partial	×1	Warnings	🥩 🔽 Ad	cepted	
					-			_			_	~	_				_
S.	E		m		II.			Fr	1	4	2		0		E		C

Pay Update Event, Processing: Select Payroll from the top of screen, from the bottom of the payroll screen select update.

This action will open a modified payroll transaction form that contains the familiar payment and deduction items, to make an adjustment you simply enter the item and a value in the total column, finally submit in the same way as normal payroll transactions.

You have the ability to print a "payslip" for your employee that itemises the corrections sent to the ATO, again the printout is activated exactly the same as from the standard payroll transaction form by selecting the print option.

					Paymen	t Details		
Employee	Johnson, Ja	ne	Date	18/4/20	Media	Cheque	•	
Comments				10	Account	No. 1 Bank Acco	ount	
	Į			~	Record	98		
		Update per	iod				1	
		Financial yea	ar 2019/203	20 🔹		UPDATE		
		An update used to m particular	e is a special l ake adjustme financial year	type of payroll ents to payroll o r.	transaction. It s data, and is app	hould only be lied to a		
Payments							Totals	
Туре		Tax	Super	Quantity	Rate	Total	Gross	\$500.00
					<500 00 l	*500.00	1000	
Weekly ba	se pay			1	3000.00	3300,00	Tax	\$150.00
Weekly ba	se pay	<b>N</b>	N N	1	3000.00	3300,00	Tax Other	\$150.00
Weekly ba	se pay	A A	ব	1	3000.00	3300.00	Tax Other Net	\$150.00 \$0.00 \$350.00
Weekly ba	se pay	V V	V	1	3300.00		Tax Other Net Super @	\$150.00 \$0.00 \$350.00 9.5 %
Weekly ba	se pay	V		1	3300.00		Tax Other Net Super @ Super	\$150.00 \$0.00 \$350.00 9.5 % \$47.50
Weekly ba	se pay	4 S		1	300.00		Tax Other Net Super @ Super	\$150.00 \$0.00 \$350.00 9.5 % \$47.50
Weekly ba	se pay	<b>N</b>	Account		300.00	Quantity	Tax Other Net Super @ Super Rate	\$150.00 \$0.00 \$350.00 9.5 % \$47.50
Weekly ba Deduction Type Employer s	se pay S	tion	Account Superannua	al		Quantity	Tax Other Net Super @ Super	\$150.00 \$0.00 \$350.00 9.5 % \$47.50 Total \$47.50
Deduction Type Employer s Income tax	se pay is auper contribu	tion	Account Superannua PAYG Withh	4		Quantity	Tax Other Net Super @ Super	\$150.00 \$0.00 \$350.00 9.5 % \$47.50 Total \$47,50 \$150.00
Deduction Type Engloyer s Income tar	is is uper contribu k	ton	Account Superannua PAYG Withh	abon volding		Quantity	Tax Other Net Super @ Super	\$150.00 \$0.00 \$350.00 9.5 % \$47.50 Total \$47.50 \$150.00
Weeldy ba Deduction Type Employer 3 Income tas	is super contribu x	bon	Account Superannus PAYG Withh	al aban xolding	530/00 	Quantity	Tax Other Net Super @ Rate	\$150.00 \$0.00 \$350.00 9.5 % \$47.50 Total \$47.50 \$150.00
Oeduction Type Engloyer S Income tar Super fund	is auper contribu x ds uper Fund	ton Amp	Account Superannus PAYG Withh	al stori rolding	steves	Quantity @ Outstanding	Tax Other Net Super @ Rate	\$150.00 \$0.00 \$350.00 9.5 % \$47.50 \$47.50 \$150.00 TOTAL \$47.50 \$150.00
Weekly ba Deduction Type Employer s Super func Employee S	is auper contribu x ds uper Fund iuper Fund	torn Amp ((none)	Account Superannus PAYG Withh	atori volding	STP STP STP Status: Send	Quantity Quantity Quantity	Tax Other Net Super @ Super	\$150.00 \$0.00 \$350.00 9.5 % \$47.50 \$47.50 \$150.00 TOTAL \$47.50 \$150.00 TEST Check

In the example we have assumed that a mistake has been made in Jane Johnson's pay. We have actually underpaid her by \$500.00 during the 2019 / 2020 financial year and now we wish to pay the amount owing and add the values for her weekly base pay and PAYGW to her STP totals for the same financial year.

- Select weekly base pay as the payment type enter the quantity as 1 rate \$500 and the total will display as \$500 in the payments section.
- In this example we have assume that superannuation @9.5% is payable hence the \$47.50 entry in deductions, unlike a standard payroll transaction this form allows you to vary the value, simply point and click in the cell and enter the new value.
- 3. Income tax, enter the value in the total field this will require manual calculation as the tax calculator does not function from this screen.

The form currently is only displaying financial year 2019 / 2020 when we enter a new financial period this will also be available from the selection.

To transfer the STP correction to the ATO from the right-hand side of the form select send, the transfer will now be recorded with a status of pending, once processed the status will change to accepted displaying a green tick in the payroll screen.

			1	Transact	ions to sh	w		_		_			1				
				All		-	From		То	1	(All)	*					
ayroll			/L				_						-	_		_	
Date	Employee	Gross	Tax	Other	Net	Super	Sick	Holiday	RDO	LSL	Account	Media	Comments	Exported	Emailed	STP	
17/4/20	Bloggs,	\$0.00	\$270.00	\$0.00	-\$270.00	\$0.00					No. 1	Cheque					
17/4/20	Bloggs,	\$0.00	\$500.00	\$0.00	-\$500.00	\$0.00					No. 1	Cheque					
7/4/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque				0	
/4/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque					
27/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque				0	
6/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque				0	
9/3/20	Johnson,	\$500.00	\$150.00	\$0.00	\$350.00	\$47.50			1		No. 1	Cheque				1	
9/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75	0.192	0.384			No. 1	Cheque			· · · · · · · · · · · · · · · · · · ·	0	
2/3/20	Johnson,	\$1,000.00	\$50.00	\$0.00	\$950.00	\$95.00					No. 1	Cheque					
2/3/20	Bloggs,	\$1,250.00	\$270.00	\$0.00	\$980.00	\$118.75					No. 1	Cheque					
/10/19	Johnson,	\$1,000.00	\$50.00	\$0.00	\$950.00	\$95.00	11 11				No. 1	Cheque		1			
6/7/19	Bloggs,	\$1,000.00	\$183.00	\$0.00	\$817.00	\$95.00					No. 1	Cheque					
	Total:	\$17,191.	\$3,652.2	\$0.00	\$13,539.	\$1,785.0											
IT Vie	w by employee:		-	STP status	i		aled G	Dandi		Reject	ed at	Partial	ب تو ي	laminos		oted	
										, inclusion				ar migs			
2.	EX.	1 1			1		1	Gt	1.1	1	-	1	01	P	1		0

Payroll update events are recorded in the same way as normal payroll events, to view the original transaction simply point and double click on the line item.

#### JobKeeper

**Overview:** The **JobKeeper** payment is open to eligible employers to enable them to pay their eligible employee's salary or wages of at least \$1,500 (before tax) per fortnight. Eligible employers will be reimbursed a fixed amount of \$1,500 per fortnight for each eligible employee.

Employers will need to pay eligible employees a minimum of \$1,500 (before tax) per fortnight to claim the JobKeeper payment. This will be paid to the employer in arrears each month by the ATO. The first payments to eligible employers will commence in the first week of May 2020. **JobKeeper** payments can be made for the period beginning 30 March 2020.

If employers do not continue to pay their employees for each pay period, they will cease to qualify for the JobKeeper payment. To be eligible for the JobKeeper payment, employers and their employees must meet a range of criteria

Assuming that your business has applied for and meet the criteria to receive **JobKeeper** payments to assist we have outlined how you can currently use Automation to manage receiving and paying these funds to your employees.

**JobKeeper, Receiving Funds:** Funds received from the ATO will have to be classified as other income, so you will need to create an, <u>other income</u> account titled **JobKeeper Assistance.** 

**Creating A JobKeeper Other Income Account:** Go to Accounts at the top of screen select **Chart Of Accounts**, click on new from the bottom of the display enter JobKeeper Assistance as the account title and choose **other income** as the account type, save with OK.

Account:	Jobkeeper Assistance		
Account No.:			
Sub-account of:	(None)		2
Туре:	Other Income		
Current Balance:		Inactive	

JobKeeper, Creating An Item: Select Parts from the top of screen, new from the bottom of the parts list and create a new catalogue item titled JobKeeper Assistance ensure that you change the income account to JobKeeper (Other Income).

Detail	s Purchasing	Sales	Adjustments	Comments
Гуре	Catalog 🔹	Recalc quantit	y first 🔽 Ind	active T
Category	Jobkeeper		Cost (Ex. Tax)	\$0.00
Income Account	Jobkeeper Assistance	]	Price (Ex. Tax	)
COGS Account	Cost Of Goods Sold		Standard Wholesale	\$6,000.00
SKU	Class		Trade	\$0.00
Location			Tax F	
Bar Code	PRT8133		Tax je	
Units	each			

If you wish you can create a new JobKeeper category and allocate the new part item, do not enter a cost, there is no GST so enter E for exempt, you can if you wish enter a standard invoice value for the month. In this example we have allowed for 4 x pays for 2 x employees for a 4-week period totaling \$6,000. Save this new item with OK.

**JobKeeper, Receiving Funds:** Being as the payment is classified as income you will need to create a charge invoice to the Tax office. Enter a new client Australian Tax Office, select Invoice from the top of screen, choose charge invoice, select Australian Tax Office from the client listing, then enter the item JA onto the invoice record the value you will be receiving for the period and close the invoice, selecting receive payment, allocating the payment directly to your bank account.

arts & Labour							
tem	Description	Type	Order Qua	antity Rate	Total (Ex.)	Tax Amt Tax Code	Total (Inc.) FP
1A	InhKeener Assistance	Catalon		1 \$5,000,00	\$5,000,00	\$0.00 GS1	\$5,000,00
ork Performed	Scan _ guy-in _ Kenove _ Discount	Notes	Pas	ne   riles		Summary	Labour   Report
	(C)				00	Thom	Value
					11	Trem	
	Ad	d l			Add	Total (Ex.)	\$5,000.00
	Ad	3			Add	Total (Ex.) Tax Total	\$6,000.00
	Ad	<u>a</u>			Add	Total (Ex.) Tax Total Rounding Total (Inc.)	\$6,000.00 \$0.00 \$0.00 \$6,000.00
	Ad				Add	Total (Ex.) Tax Total Rounding Total (Inc.)	\$6,000.00 \$0.00 \$0.00 \$6,000.00
	Ad				Add Fixed f	Total (Ex.) Tax Total rax Total Total (Inc.) SA/SP:	\$5,000.00 \$0.00 \$0.00 \$5,000.00
	Ad				Fixed r width	Total (Ex.) Tax Total Total (Inc.) SA/SP: Order#:	\$6,000.0 \$0.0 \$0.0 \$5,000.0

For auditing purposes, the value of your invoice will be posted to other income / JobKeeper Assistance on your P & L.

### Profit & Loss

19/04/2020

For the period 01/04/20 to 19/04/20. Accrual Basis.

Income		
Other Income		
Jobkeeper Assistance	\$6,000.00	
Total Other Income	\$6,000.00	\$6,000.00
Total Income		\$6,000.00
Cost Of Goods Sold		
Total Cost of Goods Sold		\$0.00
Gross Profit		\$6,000.00

**JobKeeper, Recording Employee Payments:** Version 3.7.1 introduces a new JobKeeper payment type to the payroll transaction form.

To access this new feature, select payroll from the top of screen, choose new from the bottom of the display, from the payroll transaction form select the employee, the form will populate with the default payment entered via the employee form. When processing a JobKeeper payment the default values will need editing either from the employee form or on an individual basis using the payroll transaction form.

The JobKeeper item is a new payment type at the bottom of the payment type menu.

Payments			-		-		Totals		-
Type Weekly base pay		Tax ₽	Super	Quantity 1	Rate \$500.00	Total \$500.00	Gross	\$1,250.00	
JobKeeper				1	\$750.00	\$750.00	an I	\$270.00	-
(None)				_	_		Other	\$0.00	
Houny Weekly base pay							Net	\$980.00	
For thightly base pay							Super @	9.5 %	
Monthly base pay							Super	\$47.50	
Overtime @ 1.25		-							
Overtime @ 1.50		-							
Overtime @ 1.75 Overtime @ 2.00		-	Account			Quantity	Rate	Total	8
Overtime @ 2.25			Superann	nuation		1		\$47.50	
Overtime @ 2.50			PAYG WI	thinking				\$270.00	
Commission			1				1		
Tool allowance									
Zone allowance									
Other allowance		-							
Leave Loading					ETO				
Sick pay		-			SIF	· · ·			-
Holday pay				-	STP Stat	us: 🥶 Outstand	ing	10	
Long Service Leave		-		-1	Ser	4 1		Check	1
JobKeeper	_			-		~	-	oneon.	_

Example: In this example we will assume that Alfred Bloggs is going to be paid \$1,250.00 for the week, \$750.00 will be allocated to JobKeeper assistance while the remaining \$500.00 is to be treated as weekly base pay. To process this transaction, you will need to split the \$1,250.00 payment into 2 values \$750.00 (JobKeeper) \$500.00 (Weekly Base Pay).

Details     Problem       Employee     Bloggs, Alfred       Comments     Date       Period       Frequency:     Weekly       From     10/4/20       To     16/4/20         Payments         Type     Tax       Type     Tax       Super     Quantity       Ra       Weekly base pay     Image: Comment of the second of t	Payment Details Media Cheque Account No. 1 Bank Record 95 Days accrued Sick pay Holiday pay RDO LSL F Exclur ate Total 00 \$500.00	Per         current         this pay           10         0.960         0.192           20         1.920         0.384           0         0.000         0.000           0         0.000         0.000           0         0.000         0.000           de accruals for this pay         Totals           Gross         \$1,250.00
Period         Frequency:       Weekly       From 10/4/20       To 16/4/20         Insert payment for this period:       by charged hours       Insert         By actual hours       Insert         Payments       Type       Tax Super       Quantity       Ra         Weekly base pay       Image: Comparison of the second secon	Days accrued Sick pay Holiday pay RDO LSL F Exclur ate Total 00 \$500.00	per         current         this pay           10         0.960         0.192           20         1.920         0.384           0         0.000         0.000           0         0.000         0.000           de accruals for this pay         Totals           Gross         \$1,250.00
Payments Type Tax Super Quantity Ra Weekly base pay V 1 \$500.	ste Total .00 \$500.00	Totals Gross \$1,250.00
	00 \$750.00	Tax         \$270.00           Other         \$0.00           Net         \$980.00           Super @         9.5         %           Super         \$47.50
Deductions Type Account Employer super contribution Superannuation Income tax PAYG Withholding	Quantity	Rate Total \$47.50 \$270,00
Super funds Employer Super Fund MLC T Employee Super Fund (none)	Status: 🥹 Outstar Send	nding TEST

In this example we have elected to not pay superannuation on the JobKeeper component of the payment, it is our understanding at the time of writing that super guarantee is at the employer's discretion (please verify this with your tax adviser). Tax will still be calculated on the gross payment, finalise the payment in the normal way and print the employee a pay slip you will now see the JobKeeper line item on the form.

Pay Advic	e			Printed: 19/04/2020	
	Employee		E	mployer	
Bloggs, A 12 Sunsh Fremantie Employee	Ilfred nine Street e WA 6163 e No.: 1		Aa Automotives 1123 Kings Highway Sydney NSW 2000 ABN 67 094 544 519		
Payment Date	e: 17/4/20	Media/Record:	Cheque / 95		
Period:	10/4/20 to 16/4/20	Employment Type/Cla	ss: Full-time		
Payments					
	Туре	Qty	Rate	Total	
	Weekly base pay JobKeeper	1.00 1.00	\$500.00 \$750.00	\$500.00 \$750.00	
	Total Payments			\$1,250.00	
Deductions					
	Туре	Qty	Rate	Total	
	Income tax			\$270.00	
	Total Deductions			\$270.00	
Net pay:				\$980.00	

#### **Text Fields:**

**Site Settings – Database settings** there is a new ability to switch on/off the capitalisation of each word, (*Auto format text fields*), due to various integrations of third party programs such as **Vehicle Visuals** (*this would affect their web links*), and to be more grammatically correct, there is now a new check box that will give you a choice to keep the capitalisation of each word or only capitlise the first word of any sentence.

Auto-procedure on Job Close
 Auto-format text fields Apply to every word
 Alternate price display in parts & services lists

- 1. Untick both boxes all text will be displayed how you type it.
- 2. Tick Auto format text fields will display a capital letter on the first word of any sentence.
- 3. Tick Auto format text fields & Apply to every word will display a capital letter at the beginning of each word (*Previous Default*).