

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.

Client/Company	Home	Work	Mobile	Email	Registration	Make/Model	Service	Due Date	Due Odo	Last service	RSA Expiry	Tasks	Last task	I/A
Bessioff, Dave	(04)27 994559			ross@microbase.com.au	9L0897	Bmw 329i B25 EF1	Log Book Service 70,000km	30/6/18		20/12/17	3/2/03	1	26/9/19	<input type="checkbox"/>
Bessioff, Dave	(04)27 994559			ross@microbase.com.au	9PLO895	Nissan Pathfinder	Log Book Service 100,000km	26/3/02		26/9/02	26/3/03			<input type="checkbox"/>
Belmont Salvage Yard		(08) 94594448			7P0654	Chrysler Cruiser Pt				21/9/02	21/3/03			<input type="checkbox"/>
Booth, Sean	(08) 94514034				9MN666	Jeep Cherokee	Log Book Service 120,000km	27/12/19		27/6/19	27/12/19			<input type="checkbox"/>
Burgess, Doug	(0419) 997763			gt@microbase.com.au	6GG984	FORD FALCON	Log Book Service 100,000km	27/12/19		27/6/19	27/12/19		22/3/11	<input type="checkbox"/>
Canington Denture		(08) 94511477			G0123	Bmw 740i E38 V8								<input type="checkbox"/>
Chea, Cloe	(08) 94528617				CH1234	Daihatsu Charade				12/9/02				<input type="checkbox"/>
Corden Car		(08) 94932693			7PPL854	Honda Prelude	Minor Service	3/1/03		3/10/02	3/4/03			<input checked="" type="checkbox"/>
Dennis Wash Backhoe		(08) 94513508			7L1555	Audi (Linc) A3 1.8i				12/9/02				<input checked="" type="checkbox"/>
Goh, Ken	(08) 94936705				456FLK	Ford Fairlane Avuli				16/10/02	16/4/03			<input checked="" type="checkbox"/>
Goh, Ken	(08) 94936705				888JUL	Ford Falcon Avuli	Minor Service	16/1/03		3/10/02	3/4/03			<input checked="" type="checkbox"/>
Goh, Ken	(08) 94936705				900564	Bmw 318is 1.9	Minor Service	3/1/03		3/10/02	3/4/03			<input checked="" type="checkbox"/>
Howard, Fred	9974 9977	9656 9889	0413587456	Fred@hotmail.com										<input checked="" type="checkbox"/>
Kenwick Child Care		(08) 94591316			9U0741	Holden Comm.							16/12/11	<input checked="" type="checkbox"/>
King, Linda & John	(08) 94588784			gt@crunchytrog.com.au	8LK123	DAEWOO LANOS				4/8/02				<input checked="" type="checkbox"/>
Marshall, Mandy	(08) 94585625				8P0777	Holden Comm. Viii	Log Book Service 50,000 km	20/12/19		20/6/19	16/4/03			<input checked="" type="checkbox"/>
Moore, Eddie	(08) 94581712				7LK556	Mazda 626 2.0i Fc	Log Book Service 70,000km	21/3/03		21/9/02	21/3/03			<input checked="" type="checkbox"/>
Proctor, Diane	(08) 94584096				7KL556	Alfa Romeo Alletta				21/9/02				<input checked="" type="checkbox"/>
Reid, Earl	(08) 94588209				9TY784	Hyundai Grandeur								<input checked="" type="checkbox"/>
Riseley, Charlie	(08) 94588764				9RT874	Ford Fairlane Au								<input checked="" type="checkbox"/>
Southern Cross		(08) 94588852			7PP123	Citroen Xantia 2.0i	Log Book Service 50,000 km	12/12/02		12/9/02	12/3/03			<input checked="" type="checkbox"/>
The Games Place		(08) 94519875	0412951377	ross@microbase.com.au	7JU666	Daihatsu Charade								<input checked="" type="checkbox"/>
Tong, Sydney	(08) 94517846				7KK363	Honda Accord Eli	Air Conditioning Service	7/2/20		9/5/17				<input checked="" type="checkbox"/>
Turner, Robert	(0417) 266774			peter@microbase.com.au	70D123	Holden Apollo				19/9/02	19/3/03			<input checked="" type="checkbox"/>
Underwood, John	9875 9895	9856 9656		JohnI@aol.com.au	G01234	Bmw 318is 1.9								<input checked="" type="checkbox"/>
Underwood Pty Ltd	(08) 9652 6255	08 9656 9999		UnderwoodJ@ozemail.cc										<input checked="" type="checkbox"/>
Vandensacht, Lindsey	(08) 94591063				71T712	Alfa Romeo Alfa	Minor Service	23/12/02		23/9/02	23/3/03		23/7/19	<input checked="" type="checkbox"/>
White, Harry	(08) 94581210		0		7U0021	Hyundai Excel								<input checked="" type="checkbox"/>

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

Payroll

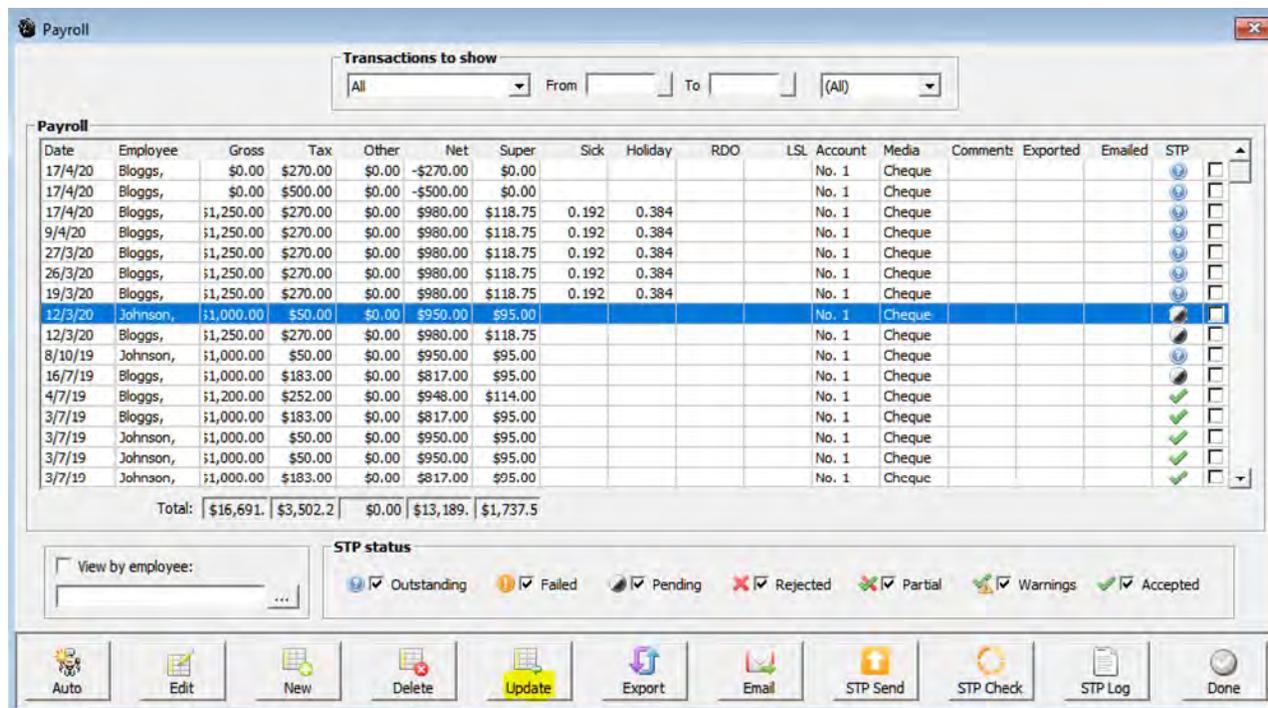
Pay Update Event (STP)

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.

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.

Payroll Transaction Form

Details
 Employee: Johnson, Jane ... Date: 18/4/20
 Comments:

Payment Details
 Media: Cheque
 Account: No. 1 Bank Account ...
 Record: 98

Update period
 Financial year: 2019/2020
UPDATE
 An update is a special type of payroll transaction. It should only be used to make adjustments to payroll data, and is applied to a particular financial year.

Payments

Type	Tax	Super	Quantity	Rate	Total
Weekly base pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	\$500.00	\$500.00

Totals

Gross	\$500.00
Tax	\$150.00
Other	\$0.00
Net	\$350.00
Super @	9.5 %
Super	\$47.50

Deductions

Type	Account	Quantity	Rate	Total
Employer super contribution	Superannuation			\$47.50
Income tax	PAYG Withholding			\$150.00

Super funds
 Employer Super Fund: Amp
 Employee Super Fund: (none)

STP
 STP Status: Outstanding
TEST
 Send | Check

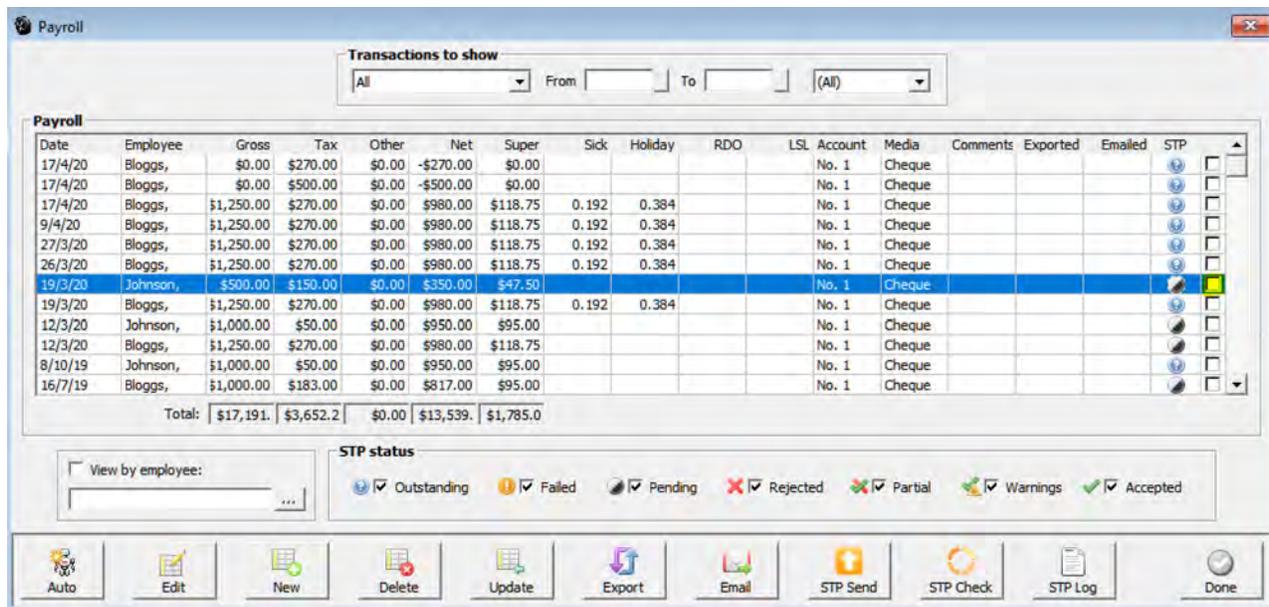
Cancel | Print | Email | OK

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.

1. 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.
2. 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.



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 other income 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)
 Type: Other Income
 Current Balance: Inactive

Cancel OK

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)**.

Part JobKeeper Assistance Part No. JA

Details Purchasing Sales Adjustments Comments

Type: Catalog Recalc quantity first Inactive

Category: Jobkeeper Cost (Ex. Tax) \$0.00

Income Account: Jobkeeper Assistance Price (Ex. Tax) \$6,000.00

COGS Account: Cost Of Goods Sold Wholesale \$0.00

Trade \$0.00

SKU: Class: Tax: E

Location: Included

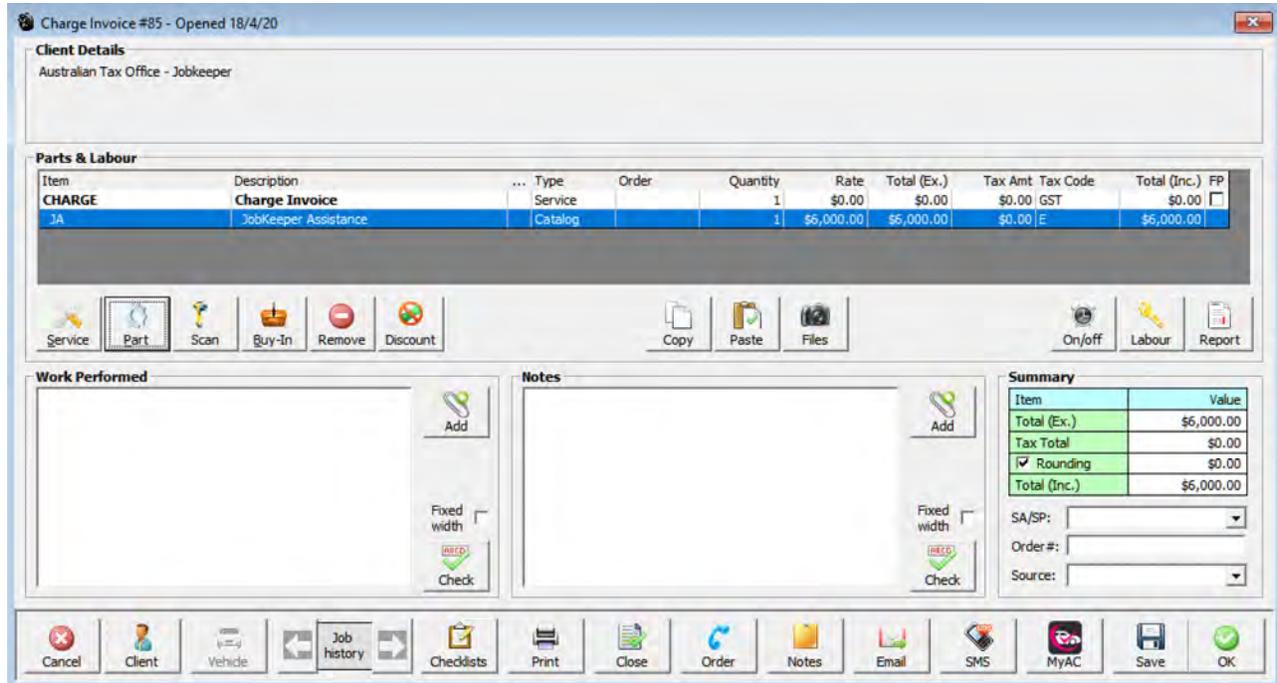
Bar Code: PRT8133

Units: each

Cancel Item Sales OK

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.



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.

<u>Income</u>			
	Other Income		
	Jobkeeper Assistance	\$6,000.00	
	Total Other Income	\$6,000.00	\$6,000.00
	Total Income		\$6,000.00
<u>Cost Of Goods Sold</u>			
	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.

Type	Tax	Super	Quantity	Rate	Total
Weekly base pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	\$500.00	\$500.00
JobKeeper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	\$750.00	\$750.00

Account	Quantity	Rate	Total
Superannuation			\$47.50
PAYG Withholding			\$270.00

Totals	
Gross	\$1,250.00
Tax	\$270.00
Other	\$0.00
Net	\$980.00
Super @ 9.5 %	
Super	\$47.50

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).

Payroll Transaction Form

Details
 Employee: Bloggs, Alfred Date: 17/4/20
 Comments:

Payment Details
 Media: Cheque
 Account: No. 1 Bank Account
 Record: 95

Period
 Frequency: Weekly From: 10/4/20 To: 16/4/20
 Insert payment for this period: by charged hours by actual hours

Days accrued

	per	current	this pay
Sick pay	10	0.950	0.192
Holiday pay	20	1.920	0.384
RDO	0	0.000	0.000
LSL	0	0.000	0.000

Exclude accruals for this pay

Payments

Type	Tax	Super	Quantity	Rate	Total
Weekly base pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	\$500.00	\$500.00
JobKeeper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	\$750.00	\$750.00

Totals

Gross	\$1,250.00
Tax	\$270.00
Other	\$0.00
Net	\$980.00
Super @ 9.5 %	
Super	\$47.50

Deductions

Type	Account	Quantity	Rate	Total
Employer super contribution	Superannuation			\$47.50
Income tax	PAYG Withholding			\$270.00

Super funds
 Employer Super Fund: MLC
 Employee Super Fund: (none)

STP
 STP Status: Outstanding TEST
 Send Check

Buttons: Cancel, Print, Email, OK

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 Advice

Printed: 19/04/2020

Employee
Bloggs, Alfred 12 Sunshine Street Fremantle WA 6163 Employee No.: 1

Employer
Aa Automotives 1123 Kings Highway Sydney NSW 2000 ABN 67 094 544 519

Payment Date: 17/4/20 **Media/Record:** Cheque / 95
Period: 10/4/20 to 16/4/20 **Employment Type/Class:** Full-time

Payments

Type	Qty	Rate	Total
Weekly base pay	1.00	\$500.00	\$500.00
JobKeeper	1.00	\$750.00	\$750.00
Total Payments			\$1,250.00

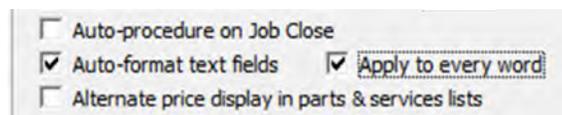
Deductions

Type	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.



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*).