

Release Notes Automation Premium Version 3.7.3

Overview: Version 3.7.3 introduces an enhancement to the current STP functionality which allows the user to flag an employee's payroll records as final for the year. Automation retains the automatic sending of the flag when the last pay is processed for a financial year, version 3.7.3 displays that the flag has been sent allowing the user to view which pay resulted in a finalization.

Normally pays are finalised at the end of the financial year, however you may have a situation where an employee is terminated prior to year-end, this version will allow you to finalise the pays by manually flagging the last payroll transaction as final.

Version 3.7.3 has been designed to give you more flexibility over the finalisation with the added benefit of displaying when a finalisation has occurred.

The new version allows you to view parts allocated to jobs, charge invoices and cash sales directly from the relevant part form.

Finally, this version contains various code optimisations one of them being a more efficient method of allocating technicians to jobs and bookings.

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Finalisation, STP

It is a requirement that your employees' payroll is finalised at the end of each financial year, the flag is sent with your STP transfer for the period that you finalised. Automation will automatically determine when to send the flag based on your payroll payment cycle, when this occurs the finalisation flag on the payroll form will display a tick indicating this is the final pay for the financial year.

When processing payroll for an employee for the full year there is no need to select the finalisation option as you will see this is selected automatically when you process the final pay. If you wish to finalise prior to the end of the financial year then you can select the option manually. Once the flagged transaction is accepted by the ATO the employee's payroll records on their MyGov site will change to tax ready.

The screenshot displays the 'Payroll Transaction Form' with the following sections:

- Details:** Employee: Howard, Harry; Date: 14/8/20
- Payment Details:** Media: Cheque; Account: No. 1 Bank Account; Record: 100
- Period:** Frequency: Weekly; From: 7/8/20; To: 13/8/20
- Days accrued:**

	per	current	this pay
Sick pay	10	0.192	0.192
Holiday pay	20	0.384	0.384
RDO	0	0.000	0.000
LSL	0	0.000	0.000
- Payments:**

Type	Tax	Super	Quantity	Rate	Total
Weekly base pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	\$1,200.00	\$1,200.00
- Totals:**

Gross	\$1,200.00
Tax	\$252.00
Other	\$0.00
Net	\$948.00
Super @	9.5 %
Super	\$114.00
- Deductions:**

Type	Account	Quantity	Rate	Total
Employer super contribution	Superannuation			\$114.00
Income tax	PAYG Withholding			\$252.00
- Super funds:** Employer Super Fund: Mta; Employee Super Fund: (none)
- STP:** STP Status: Outstanding; Finalise

Buttons at the bottom: Cancel, Print, Email, OK.

The screenshot is displaying the finalisation flag as set to true, to process simply select OK, choose whether you wish to send the transaction immediately or batch send at a later time.

Finalisation, STP Selecting: When selecting the finalisation option you are prompted to confirm this what you actually wish to do, if you wish to proceed then click in the message yes option.

Period
Frequency: Weekly From 7/8/20 To 13/8/20
Insert payment for this period: by charged hours

Days accrued

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

Confirm finalisation

Include finalisation?

Finalisation should only be included if this transaction is the LAST transaction for a particular employee in a financial year.

Are you sure you want this transaction to include finalisation?

Yes, I'm sure I want to include finalisation.

Payments

Type
Weekly base pay

Totals

Gross	\$1,200.00
Tax	\$252.00
Other	\$0.00
Net	\$948.00
Super @	9.5 %
Super	\$114.00

Deductions

Type	Rate	Total
Employer super contribution	Superannuation	\$114.00
Income tax	PAYG Withholding	\$252.00

Finalisation, Reversing: We stress you exercise **extreme caution** when choosing the finalisation option, this should only be required in the following two scenarios:

1. Finalising a pay for an employee that leaves during the financial year so you won't be processing a pay in the last pay period of the current financial year.
2. For a current employee you will not be processing a pay for the last pay period of the financial year.

If you do make a mistake and wish to reverse the finalisation, you can send through an update event with zero value transactions with the finalisation flag not selected, this can be dated in the current financial year. The update event is accessed from the bottom of the payroll screen, transactions processed this way are meant to be corrections for the current or previous financial year.

The update event form is very similar to the standard payroll transaction form, except you need to select which financial year the correction will be applied to.

Payroll Transaction Form

Details

Employee: Howard, Harry [...]
Date: 14/8/20

Comments: [Text Area]

Payment Details

Media: Cheque [v]
Account: No. 1 Bank Account [...]
Record: 101

Update period

Financial year: 2020/2021 [v]

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
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Totals

Gross: \$0.00
Tax: \$0.00 [v]
Other: \$0.00
Net: \$0.00
Super @ 9.5 %
Super: \$0.00

Deductions

Type	Account	Quantity	Rate	Total
Employer super contribution	Superannuation [...]			\$0.00
Income tax	PAYG Withholding [...]			

Super funds

Employer Super Fund: Mtta [v]
Employee Super Fund: (none) [v]

STP

STP Status: Outstanding [v]

In the example above the finalisation flag is not set, process the update form with OK, the status will be recorded as pending which should within an hour or two change to accepted.

Finalisation STP, Forcing: If a finalisation for whatever reason has not been recognized by the ATO you can force a finalisation by selecting the update option from the payroll screen, choose the employee, select the **previous financial year**, ensure the transaction date is the **last day of the financial period**, example: 30/6/2020. There is no need to enter any values onto the form, process with the payment section empty. Finally flag the finalise option and process with OK.

The transaction when accepted by the ATO will change the status of the employee's records to tax ready.

Parts Allocation

Parts Allocation, Viewing: Parts added to open jobs (invoices), charge invoices and cash sales will be recorded in the parts listing as allocated. It is possible to view the allocations directly from the part form by pointing and double clicking on the record, selecting the allocations tab, choosing a date range will display the details of each allocation.

Category	Part Number	Part	Type	On Hand	Allocated	Available	Alt	Price Ex	Tax	Price Inc	Location
Towbars	02184RW	Hayman Reese Towbar	Inventory	4.00	5.00	-1.00		\$590.93	\$59.09	\$650.02	
Towbars	04817	Trailer Socket 7 Pin Flat 1800m	Inventory	1.00	6.00	-5.00		\$27.27	\$2.73	\$30.00	
Towbars	04826	Towbar Wiring Ecu	Inventory	3.00	4.00	-1.00		\$181.82	\$18.18	\$200.00	
BULLBARS	0705813877E	Big Bulbar	Inventory	0.00	2.00	-2.00		\$3,000.00	\$0.00	\$3,000.00	
	089356020	Efi injector cleaner	Inventory	99.00	2.00	97.00		\$16.00	\$0.00	\$16.00	
Additives	0893569025	Diesel cetane improver - wurth	Inventory	102.00	2.00	100.00		\$17.27	\$1.73	\$19.00	
Reconditioned Items	0950005440C	Core-injector-denso G2-5440	Inventory	3.00	0.00	3.00		\$0.00	\$0.00	\$0.00	
Diesel Fuel Injection - DENSO	0950090010	Repair Kit-denso G2-5440	Inventory	3.00	0.00	3.00		\$0.00	\$0.00	\$0.00	
Tyres	1	dunlop 174/65/14	Inventory	1.00	1.00	0.00		\$100.00	\$10.00	\$110.00	

It is also possible to view the transaction a part has been assigned to by pointing and double clicking on the line item within the allocations screen.

Part Form: Part Hayman Reese Towbar, Part No. 02184RW

Details | Purchasing | Sales | Adjustments | **Allocations** | Comments

All | From | To

Date	Job	Type	Quantity
3/7/20	356	Charge	1
25/6/20	342	Cash	1
25/5/20	305	Charge	1
28/2/20	224	Invoice	1
28/2/20	222	Invoice	1

Recalc | Total: 5

Cancel | Item Sales | OK

Tech Time Allocations

Allocating Tech Time: Version 3.7.3 introduces a faster method to assign technicians time to jobs and booking, this feature will be especially helpful to online locations who have found the allocation line build extremely slow. Simply allocate the technicians time by selecting his record from the tech time screen, point and click in the first-time cell, hold down the left-hand mouse button and drag along the time line. You will notice that asterisks are displayed as you move the cursor, end the movement on the last time cell and the asterisks will change to a coloured line representing the allocated time for the selected technician.

Client		Rego	Make/Model	Job#	Status	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	Total
	11111, Reg	REV11	SUBARU IMPREZA 2.0L TURBO	99/01	390	Overdue																	
	11111, Reg	REV11	SUBARU IMPREZA 2.0L TURBO	99/01	389	Overdue																	
Adelaide City Used Cars Thebarton	11111, Reg	NN4222	ALFA ROMEO 4C LAUNCH EDITION RED 6 SPEED AUTO	226	Overdue																		3.5
Angel		Z22123		394	Overdue																		
Anthony Lahood Motors		5123	ALFA ROMEO 75 TWINSPARK EPL	88/92	407	Open																	
Automaster Car Sales		XY2432	BMW 318TI 1.9 E36 EPL	96/99	388	Overdue																	
Beecroft, Gregory		AVD123	NISSAN NAVARA 4WD DIESEL	92/95	309	Overdue																	2.75
Bill, Bill		TW1017	FORD MAVERICK 4.2 DIESEL	88/94	404	Overdue																	
Bob builder, Bob		CD1010	TOYOTA HILUX	397	Overdue																		
Booth, Sean		8MN666	JEEP CHEROKEE 4L EPL	01-96/00	249	Overdue																	0.75
Bristle, David		1J3765	TOYOTA MR2	247	Overdue																		
Bryce, Bryce		UK0047	SUBARU LIBERTY 2.0L MPFI	99/01	406	Overdue																	
Cash Safe Booking, Gabriel Tan		000000		362	Overdue																		
Central West Motors		DEF556	BMW 318IS 1.9 E36 EPL	96/99	256	Overdue																	
Chea, Cloe		CH1234	DAIHATSU CHARADE G11.CARB.	86/87	358	Overdue																	
Collyer, Alan		1LUBCZ	HOLDEN VE COMMODORE	224	Overdue																		
Dalm, Nick		CVV	Isuzu D-Max	273	Overdue																		
Daniel Huntly, Daniel		DPH354	Ford Ranger	263	Overdue																		8.75
Daniel Sento, Daniel		DAK888	Ferrari F430	302	Overdue																		
Dennis Nash Backhoe Hire		740YPG	TOYOTA RAV4	385	Overdue																		
Dennis Nash Backhoe Hire		740YPG	TOYOTA RAV4	402	Overdue																		
Gary Tenni, Gary		454UY	toyota corolla	366	Overdue																		
Technician		Johnson, Fred	Rev, W																				Total
Available hours		7.5	8																				15.5
Allocated hours		12.25	7																				19.25
Remaining hours		-4.75	1																				-3.75
Last dock on/off																							