

PAYMENT SUMMARY AND DISKETTE CREATION

Payment Summaries will be produced for all employees that have not had one issued previously (see indicator on Employee Master Maintenance).

This function will create a file which is then copied to a diskette and sent to the Tax Office. This replaces the printed copy of Payment Summaries normally sent in. The summaries themselves are designed for printing on plain A4 paper and are printed using Adobe Reader.

Before starting the run, make sure that the Payment Summary SYSTEM Control Maintenance has been used to create the system control and that the information is up to date – in particular the Financial Year End date must be correct. Also make sure that the Payment Summary COMPANY Control Maintenance has been used to create the control record for EACH company that is to be processed and that the information is up to date.

Processing Payment Summaries is a six-step operation:

1. Print an Employee YTD Report and reconcile it.
2. Update last year's record in Payment Summary Archive Inquiry.
3. Rename YTD File.
4. Payment Summary and Diskette Creation.
5. If the created PDF file which contains the Payment Summaries is not in a location that is accessible from Windows, copy it to a location where you can use the Adobe Reader open the file. The copy can be done using Payment Summary Archive Inquiry. The Payment Summaries can then be printed using Adobe Reader.
6. If the created ATO file is not in a location that is accessible from Windows, copy it to a location where you can see it in Windows Explorer or My Computer. The copy can be done using Payment Summary Archive Inquiry.

PAYMENT SUMMARY AND DISKETTE CREATION

This step is used to create a PDF file with the format of the Payment Summaries. An electronic file that is in the format required by the Tax Office will also be created and may be copied directly to a diskette if required.

The allowances, lump sum payments and union fees are automatically determined by the relationships established in Payment Summary Code Maintenance and Payment/Deduction Codes Maintenance.

FBT, CDEP and Reportable Super are calculated from additional fields on the Employee Master and/or relationships established in Payment Summary Codes Maintenance and Payment/Deduction Codes Maintenance. The total FBT will also be "grossed up" by the percentage entered in Payment Summary SYSTEM Control Maintenance.

The following run parameters, obtained from Payment Summary SYSTEM Control Maintenance, will be displayed:

ABN
Year End Date
Run Type (Test or Production)
Supplier Name
Contact Name
Phone & Fax Numbers

Then you will be asked to enter the following selections:

SEQUENCE

Depending on the system options selected you may be asked for the sequence in which the Payment Summaries are to be created. Within each company processed the employees will be in the sequence selected. The possible sequences are:

- E - Employee number sequence
- D - Department number sequence.

COMPANIES

Up to thirty companies may be selected for processing. For each company selected there must already exist a control record as set up under Payment Summary COMPANY Control Maintenance and that company must not have been processed in another run (ie the last processed date on that record must be earlier than the current year end date.) Each company must also have a renamed YTD file present.

The program will then process all the selected companies. Only one Payment Summary will be produced for each employee as there is no longer a requirement for a copy of the summary to be sent in with a tax return. If ETP payments have been made then a separate ETP Payment Summary will be produced for each employee that has received the payment. Each ETP Summary will have two copies – one will be headed “Payee’s Tax Return Copy” and the other “Payee’s Personal Records Copy”.

The Tax Office copy is not printed but is contained in the electronic file sent to the Tax Office.

The last processed date on each company’s Payment Summary control record will also be updated. A summary page will be produced after all employees in a company have been processed. The summary will show the following details:

Number of Payment Summaries printed
Number of Payment Summaries issued (left blank)
Total gross income
Total gross rounding (since the gross for each employee is whole dollars only)
Total tax deducted
Total tax rounding
Total allowances
Total allowances rounding
Totals for lump sums A, B, D & E
Total rounding for lump sums A, B, D & E
Total ETP gross
Total ETP rounding
Total FBT
Total FBT rounding
Total CDEP
Total CDEP rounding
Total Reportable Super
Total Reportable Super rounding
Total Workplace Giving
Total Workplace Giving rounding

PAYMENT SUMMARY PRINT

In previous years the summaries were created in special print files which were printed from a menu selection. From the year ending 30 June 2007 the summaries are created in a PDF file, so the Adobe Reader is used to print them.

Where the payroll program runs on Unix or Linux systems the PDF file may not be in a location that is accessible to your Windows PC. If this is the case then you can use Payment Summary Archive Inquiry to copy it to the required location. This is done by using F5:Copy To. This will pop up a small menu offering you the choice of copying the PDF file or the ATO file. This same program is used for transferring either file when they are required.