



1st Floor, 25 York Street
 Launceston
 PO Box 1381
 Launceston
 Tasmania 7250 Australia
 Telephone (03) 6334 2353
 Facsimile (03) 6331 4824
 Email: info@natsoft.biz

NEWSLETTER

Issue 11
 March 2001

CHECK OUT OUR NEW WEB SITE

<http://www.natsoft.com.au>

We would like to take this opportunity to inform all about the recent revamp to our web site. Along with a completely new style we also have some new features to assist clients who are on-line, these can be found by selecting 'News' from the header, they include:

- An on-line archive of NATSOFT newsletters since March, 2000.
- Information relating to the BAS module.
- End of period procedures and stock take procedures.
- Links to the ATO for PAYG and HECS tax scales.

If you have any suggestions for the site please forward them to us at support@natsoft.com.au.

Group Certificates

Not long now and it will be the end of another financial year, and the end of the first year under the GST. All clients who are running NATSOFT payroll would have been made aware of the group certificate changes and have either had the upgrade installed or have confirmed an appointment to do so. If not please contact NATSOFT and we can arrange an appointment for you.

As group certificate time only comes around once a year it may be difficult to remember the procedures involved. To assist clients in this regard we have outlined these procedures for both plain paper and form printing methods:

1. PAYROLL END OF YEAR PROCEDURES

Normal end of month procedure are required, including the Month Pay and Super reports along with any other reports that you may run after the last pay period update of the month. However, it is also recommended that you run a Year Pay report, once you have run these reports and are satisfied with the content you can run group certificates.

If you have a "CLEAR G/CERT FILE" or "CLEAR ATO FILE" option on you menu it would be advisable to execute this command before commencing group certificate procedures for the current year. This option will clear the export file from the previous year.

2. PLAIN PAPER & EXPORT FILE (Ver 3 only)

2.1 Printing Certificates

Select job 12-GROUP CERTIFICATES, then 1-PLAIN PAPER GROUP CERTIFICATES.

```

17/04/2001 ** GROUP CERTIFICATES FOR: DEMONSTRATION COMPANY PTY.LTD.
DEMONSTRATION CO.
Branch Code : DEM

1 - PRINT PLAIN PAPER GROUP CERTIFICATES
2 - PRINT GROUP CERTIFICATES
3 - CREATE ATO EXPORT FILE
4 - RETURN TO THE JOB MENU

Section <RETURN>=All:
Pay Point <RETURN>=All:
By Individual Employee/N: N
Authorised Person : John Citizen

Select Job# 1
Printer # 0

Start Employee AD=First :

Confirm Y/N? Y_
  
```

The report parameters will look similar to the above for most clients, if you use the section and pay point features then you may need specify the relevant details in the respective fields. This also applies when creating the export file, see 2.2.



1st Floor, 25 York Street
 Launceston
 PO Box 1381
 Launceston
 Tasmania 7250 Australia
 Telephone (03) 6334 2353
 Facsimile (03) 6331 4824
 Email: info@natsoft.biz

This will print three copies of the group certificate for each employee, two for the employee and one for the employer records.

2.2 Creating ATO Export File

Select job 12-GROUP CERTIFICATES, then 3-CREATE ATO EXPORT FILE.

For most clients the printer number to be used here is 50, however, some clients may be using a different number ie 55 or 80 – this printer will have been configured to create the EMPDUPE file. If you are not sure which number you need to use contact our support staff for assistance on (03) 6334 2353.

Once you have created the ATO Export File you will need to copy it to a floppy disk, you should have a menu option for this. It is a good idea to create a second copy aside from the ATO copy.

3. GROUP CERTIFICATE FORMS

3.1 Version 2

Select job 11-GROUP CERTIFICATES, then 2-PRINT GROUP CERTIFICATES.

This version also gives you the opportunity to print a group certificate report (JOB 1-PRINT GROUP CERTIFICATE REPORT) which is useful to print as a check before going ahead with the actual certificates.

Enter the required printer number.
 SECTION: <RETURN> unless this feature is used.
 PAY POINT: <RETURN> unless this feature is used.
 BY INDIVIDUAL: N=No or Y=Yes
 START EMPLOYEE: <ARROW DOWN> for first employee or specify employee code if otherwise.



3.2 Version 3

Select job 12-GROUP CERTIFICATES, then 2-PRINT GROUP CERTIFICATES.

Enter the required printer number.
 SECTION: <RETURN> unless this feature is used.
 PAY POINT: <RETURN> unless this feature is used.
 BY INDIVIDUAL: N=No or Y=Yes
 START EMPLOYEE: <ARROW DOWN> for first employee or specify employee code if otherwise.

Upgrade Special

NATSOFT are offering existing version 2.00 payroll clients the opportunity to upgrade to version 3.00 at a discount price if purchased before 31st May 2001. Normally the upgrade is available for \$150.00 plus installation, from now to the end of May you can upgrade for \$100.00 plus installation.

Apart from increased usability, version 3.00 payroll offers some advanced features including Plain Paper Group Certificates, week by week and month by month pay inquiry, quarterly reporting and more.

If you are interested in upgrading your payroll system for the new financial year or have any queries please contact NATSOFT for more details.

Accounting for Gift Vouchers

“VOUCHERS: If you make a supply of a voucher, which on redemption entitles the holder to supplies up to a stated monetary value, you do not account for the consideration for the sale of the voucher. The sale of the voucher is not a taxable supply. Instead, you account for GST on redemption of the voucher and the consideration for the supply is the value stated on the voucher.

A voucher includes a voucher, token, stamp, coupon or similar article which, when redeemed, entitles the holder to receive supplies in accordance with its terms. However, a postage stamp is not a voucher.”

- <http://www.taxreform.ato.gov.au:80/publications/1999/nat3030/part3.htm>

If you are using a gift voucher system it is most important that these are being accounted for correctly. As mentioned in the above quote, any gift



1st Floor, 25 York Street
Launceston
PO Box 1381
Launceston
Tasmania 7250 Australia
Telephone (03) 6334 2353
Facsimile (03) 6331 4824
Email: info@natsoft.biz

voucher should not be recorded as a sale until it is redeemed, it would be advisable that you check your current system to ensure that gift vouchers are being reported to the BAS correctly. There are several methods which may be used to account for gift vouchers, the particular method that you use would depend on your system specifications.

If you currently offer gift vouchers but are not satisfied that your current processing methods are correct, or if you would like to expand into this service please contact NATSOFT support staff for assistance.



Again, if you have any suggestions for our newsletter or web site please forward them to us via email (support@natsoft.com.au) or by fax on (03)63314824