END OF YEAR PROCEDURES

NATSOFT PAYROLL SYSTEM

VERSION 2.00 & 3.00

PAYMENT SUMMARIES (FORMERLY 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:

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.

PLAIN PAPER & EXPORT FILE (Ver 3 only)

- *Printing Certificates*

  Select job 12-GROUP CERTIFICATES, then 1-PLAIN PAPER GROUP CERTIFICATES.
  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.
  This will print three copies of the group certificate for each employee, two for the employee and one for the employer records.

- *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.

GROUP CERTIFICATE FORMS

- *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.

- ***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.