NATSOFT USER MANUAL

PAYROLL SYSTEM

VERSION 3.00

DATA ENTRY AND SPECIAL KEYS

All Natsoft systems make use of special keys for data entry. This section should be fully understood BEFORE attempting to run any of the systems. Each key is referred to in the instructions by an abbreviation. This abbreviation is given next to each of the keys.

The following descriptions nominate the special keys and their specific purposes.

Return or Enter

When entering data into the system the Return or Enter key should be pressed once the entry is complete. The system will not recognize, and act upon your entry until the Return is pressed. The Return key is equivalent to the Enter key. The system usually indicates the field that is to be entered by the operator by a flashing cursor, and highlighted data.

Backspace or Delete

The Backspace and Delete keys are equivalent. The backspace is a character deletion key. If you have made a typing error then Backspace is pressed to delete the last character typed.

The backspace is also an error message recovery key. If an error message or warning message appears on the bottom of the screen and a beep is heard from the system, then the Backspace or Delete key is pressed to clear the message. If you press any other key then the system will respond with another beep. This is to ensure that error messages are acknowledged and the appropriate action is taken.

~

This is the screen dump key. Whenever this key is pressed the contents of the current screen will be sent to printer number zero.

Arrow Up (AU)

The Arrow Up key (or F5 on the IBM style keyboard with no separate cursor controls), is an abort or backup one step key. It is used to move to the previous entry field or to exit up out of an operation without making any changes. If you called up a wrong account then this key is used to return to the account entry. This key will allow you to re-enter the system date if it is pressed at the main menu. In posting routines this key will return you to the batch selection section of the system, thus allowing you to change posting modes quickly.

Arrow Down (AD)

The Arrow Down key (or F9 on the IBM style keyboard with no separate cursor controls), is an advancement key. It is used to advance to the next entry field. The Enter key will also perform this task. This key is used to move down through posting dissections, where the enter key will allow the changing of a dissection. This key has special purposes in some programs. When this key has a special purpose, this purpose is shown in the program or in the instructions of the program.

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Arrow Across (AA)

The Arrow Across key (or F8 on the IBM style keyboard with no separate cursor controls), is a confirmation or program exit key. It is used to confirm an entry screen, or to, during posting procedures, indicate to the system that all transaction dissections are entered. This key is pressed to exit a program when there are no screen instructions on how to exit the program.

Arrow Back (AB)

The Arrow Back key (or F7 on the IBM style keyboard with no separate cursor controls), is used in the same way as a Backspace key to delete the previous character typed.

Function Keys

The system utilizes function keys 1, 2, 3 and 4 to perform various tasks. An explanation of the function of each of these keys may be found below.

Function Key One (F1)

Function key number one, or F1, is the help key. If the operator is at an entry within the system and does not understand what the system requires then this key may be struck and a help message will appear on the screen explaining the particular entry concerned. Once the operator is happy with the course of action that should be taken then the ENTER key should be struck to return the operator to the entry in question. The help message may be changed by entering 'C', then the message.

Function Key Two (F2)

Function key two, or F2, is the Load/Change key, and is used to allow the loading and changing of records. At any account entry this key can be used to load a new account, or change an existing one. For example new account may be loaded on to the system in the middle of a posting procedure by the use of F2. The new account code is keyed in followed by the F2 key instead of the Enter key. Not only can new accounts be loaded by this method but existing account details can be modified.

Function Key Three (F3)

Function key three, or F3, is the screen inquiry key. At any account entry this key can be used to inquire into an account. For example this key may be used in the middle of a posting procedure if details of a particular debtor's transactions are required. The debtors code is keyed in followed by the F3 key instead of the Enter key. The operator is then placed in the inquiry mode.

Function Key Four (F4)

Function key four, or F4, is the keystroke record/playback key. This key is used to store sequences of key strokes that are of a repetitive nature. For example when end of period reports are being produced the keystrokes used can be stored in a file and recalled at the end of the period. When this key is pressed the name of the file in which the keystrokes are to be stored is entered. The record mode is selected by entering an R, and from that point all keystrokes are recorded until the F4 key is pressed to stop the recording. To recall a keystroke file move to the same entry from which the recording was commenced and press the F4 key, the keystroke file name is then entered and the playback mode is selected by entering a P.

Date Entry

Most date entry is required in full without the /'s, ie enter 14021988 for 14/02/1988. When entering dates it is only necessary to enter as much of the date that needs to be altered. If the current date is 14/02/1988, and the required date is the 20/02/1988, then simply enter 20. For the 30/05/1988 enter 3005.

INTRODUCTION

The payroll system enables payrolls to be run accurately and efficiently keeping track of all monthly and yearly totals required and also keeping track of employee accruals.

The system allows up to 99 hour, allowance and deduction types to be loaded.

Sick leave, annual leave, long service leave and roster day off accruals are calculated and stored for each employee.

There is unlimited rates and methods of accruals that can be set up.

Employee files have the ability to hold an unlimited amount of history. New employees can be set up during the processing of pays.

Employee's wages can be paid by bank draft, cheque or cash or by a combination of both bank draft and cheque/cash.

There are three methods available to process employees wages into a bank account. This can be done by modem, disk or by bank deposit slip. A note and coin analysis is available for employees being paid by cash. The denomination can be nominated and the system can round the net pay if required.

The calculation of tax is automatically performed when processing an employee's pay. The system also allows the user to enter tax scale changes as set out by the taxation department.

The payroll system also complies with federal award legislation, to show employer superannuation contributions on payslips along with other necessary information.

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SYSTEM PROCEDURE

To be able to run the payroll system you have to do one of the following: key in npaysys at the operating system prompt, or select the Natsoft payroll system option from the menu. In most cases you will have to select the Natsoft payroll at the system menu. When you have done this the system will look to see if the data files 'NPAYR*.*' are present. If they are not present then they are created and the service control file will appear on the screen straight away. The service control file contains the operating procedures of the Natsoft payroll as a whole.
Information Required

The following is a list of information that is needed to set up the payroll system.
(1) List of employees with general personnel information. ie address, tax file number, next of kin etc.
(2) Employee's current pay rate.
(3) Year to date balances for gross pay and deductions.
(4) List of Accruals and what they are based on.
(5) YTD balances for accruals being used.
(6) List of cost analysis with general ledger code if general ledger integration is being performed.
(7) List of hour, allowance and deduction types.

INITIAL SETUP

(1) All branches are loaded through job 2, Service Branch Control File. Each payroll branch operates as an individual payroll ledger. The main functions of the branch are entered. These functions can be enabled and disabled any time during the life of the payroll ledger.

(2) The hour types are loaded through job 2, Service Branch Control File. Every different hour type is to be entered. The system allows up to 99 different hour types.

(3) The allowances are loaded through job 2, Service Branch Control File. Every different allowance that is to be paid is entered. The system allows up to 99 different allowance types.

(4) The deductions are loaded through job 2, Service Branch Control File. All deductions that are paid by the employer on behalf of the employee are entered. The system allows up to 99 different deduction types.

(5) All companies are loaded through job 2, Service Branch Control File.

(6) The accruals are loaded through job 3, Service Accrual Master Files.

(7) If employee wages are to be deposited into a bank account, then the bank master files are to be loaded. This is done through job 4, Service Bank Master File.

(8) If employees are to be linked to an award, then award master files are to be loaded. This is done through job 5, Service Award Master File.

(9) Cost analysis and employee cost analysis are loaded through job 6, Service Cost Analysis.

(10) The employee records are loaded through job 7, Service Employee Master File. Employees' standard pay can be loaded here at the same time.

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(11) To enter in the employee pay so far this financial year, an adjustment posting can be performed.

(12) Print a period report and you must check to see if it is correct. Do not continue until you and the computer agrees.

(13) Do a period clear once you and the computer agree. Once a period clear has been done then you need to do a month clear.

(14) The system is now ready for period operations.

PERIOD CYCLE

(1) Pays are posted through job 8, Payroll Posting for the pay period.

(2) Adjustments are made through job 8, Payroll Posting. When an adjustment is performed it does not form part of the employee pay. Adjustments only adjust the year to date figure.

(3) Once the posting has been done, then a payroll summary is printed. This must be checked before continuing on.

(4) Payslips are printed once the payroll summary looks right.

(5) All period reports are printed. If it is the end of the month, then month reports are also printed. If it is the end of the quarter then quarter reports are printed. If is the end of the year, then end of year reports are printed as well as the group certificates.

(6) If cost analysis are being used then cost analysis report are required to be printed.

(7) A period clear is performed once all reports have been printed. If it is the end of the month then a month clear is also performed. If it is the end of the quarter then a quarter clear is done as well. If it is the end of the year then a period and then a month, quarter and year clear is performed. You are not allowed to run the month and quarter clears as this will be performed at the same time when a year is done.

N.B. This is only a summary of the steps to be taken when first setting up the payroll ledger and what is needed to be done from one pay period to the next. For further information on a step refer to the necessary section in the manual.

DATA BACKUP & INTEGRITY

The data files should be backed up or copied periodically. The backup should be made at least at the end of each day that the system is used. Backups should be performed before the end of period reporting and updates, or any program that operates on data without operator intervention.

The integrity of the data cannot be guaranteed if there is a power failure, or if the computer is turned off while it is in the middle of running the system, and therefore the data should be restored from the last backup. If the system has been returned to the main menu, or has been terminated, then a power failure will cause no harm. No harm will be caused in jobs that do not alter the data files, ie reports.

It is important that the computer is not left in the middle of programs that alter the data files, because if the power goes off you will not remember that you left the system in the middle of a job that updates files, and therefore you could risk data corruption. If you wish to leave the computer unattended then return the system to the main menu. If you are not sure of the integrity of your data after a power failure then restore the data from the last backup.

Power failures can cause uncorrectable data file corruption which can be avoided by restoring the data from the last backup.

At least 5 sets of backups should be kept. The backups are either named with the day for which they are used or numbered, they should be alternated each time a backup is performed. It is wise to keep a log detailing when each backup was done, and onto which media the backup was made. Keeping the backup media off the premises or in a secure and safe location is highly recommended, in the unfortunate but possible advent of fire or hazard the data can then be preserved.

All Natsoft data files should be included on the same backup, when all data files are backed up together it will contribute to a reliable backup should the data need to be restored.

Instructions for the backuping up of your data will be provided by your software supplier, these will vary depending on your computer and operating system. If you require to restore a backup you should contact your software supplier for assistance.

Where integration is performed with other modules then all modules data should be backed up and restored at the same time.

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1 - SERVICE SYSTEM CONTROL FILE

The service system control file is used to define and maintain control information about the payroll system. All tax scales are entered through this job.

The screen above is an example of the screen that will be displayed when adjusting the tax scales.
For an explanation of an entry option then refer to the glossary.

2 - SERVICE BRANCH CONTROL FILE

This is where all branches, hours, allowances, deductions and companies are loaded, changed and deleted.

LOAD/CHANGE BRANCH

This job is used to load and change a branch master file. A branch operates an individual payroll ledger. The branch details can be altered at any stage.

Note, when changing current month, quarter or year settings, you may not have the correct history information. We recommend that you only change these settings if you have been advised to by Natsoft.

GENERAL LEDGER INTEGRATION

The payroll system can be integrated into the general ledger. To have this facility running you must have G/Ledger Int. set to Y. The payroll is only integrated with the general ledger at the time the payroll is updated. The screen above is an example of how the general ledger integration is setup in the branch control file.
For an explanation of an entry, refer to the glossary.

CASH BOOK INTEGRATION

This option should not be used. If this option is displayed on this menu then your Natsoft system may require an update. Contact the Natsoft support staff with further queries on this matter.

DELETE BRANCH

This job is used to delete a branch control file. Before this is allowed all other master files must be deleted. To delete a branch control file enter in the branch code and then enter Y for confirmation.

LOAD/CHANGE HOUR

This job is used to load and change all hour types. An hour type is a description of how the hour is to be paid to the employee. The screen below is an example of how a normal hour type can be set up.

For an explanation on an entry option refer to the glossary.

DELETE HOUR

This job is used to delete hour master files. Hour types are deleted when they are no longer required. To delete an hour master file enter in the hour code and then enter Y for confirmation.

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LOAD/CHANGE ALLOWANCE

This job is used to load and change all allowance types. The screen below is an example of how an allowance is setup in the system.

For an explanation of an entry refer to the glossary.

Note that the system will automatically load in Loading, Termination A, B, C and D. These allowance types are numbered 1 to 5. i.e. loading is 1, Termination A is 2 etc. Therefore all other allowances should be numbered from 6 to 99.

DELETE ALLOWANCE

This job is used to delete allowance master files. Allowances are deleted when the allowance is no longer required. To delete an allowance master file enter in the allowance code and then enter Y for confirmation.

LOAD/CHANGE DEDUCTION

This job is used to load and change all deductions. A deduction is an expense that the employee has and the employer pays it on behalf of the employee.

The above screen is an example of how a union deduction is set up. For an explanation of an entry refer to the glossary.

Note that the system will automatically load the tax and the tax C deductions. These deductions are numbered 1 and 2. Therefore all other deductions should be numbered from 3 to 99

DELETE DEDUCTION

This job is used to delete deduction master file. Deductions are deleted when the deduction is no longer required. To delete a deduction master file, enter in the deduction code and then enter Y for confirmation.

LOAD/CHANGE COMPANY

This job is used to load and change all companies. Companies allow you to pay an employee over several different companies, but only supply the employee with one payslip.

When group certificates are printed, the employee will receive a group certificate for each company that they have worked at for the financial year.

The screen above is an example of loading a company master file.

DELETE ALLOWANCE

This job is used to delete company master files. To delete a company master file enter in the company code and then enter Y for confirmation.

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SERVICE ACCRUAL MASTER FILES

This is where all accruals are loaded, changed and deleted.

LOAD/CHANGE ACCRUAL

This job is used to load and change all accruals. There are four main accruals that are available to use in the system, annual leave, long service leave, sick leave and roster day off.

The screen above is an example of loading an annual leave accrual based on 4 weeks holiday per year, where the employee works 40 hours per week.

DELETE ACCRUAL

This job is used to delete accrual master files. An accrual master file is deleted when the accrual is no longer required. To delete an accrual master file enter in the accrual code and then enter Y for confirmation.

SERVICE BANK MASTER FILES

This is where all banks are loaded, changed and deleted.

LOAD/CHANGE BANKS

This job is used to load and change all banks. Bank master files are loaded if you are going to deposit the employee's pay into the bank for them.

The screen above is an example how a bank master file is loaded. The direct debit section is only loaded if the bank deposit file is imported into an online banking facility.

DELETE BANK

This job is used to delete bank master files. A bank master file is deleted when the bank is no longer required. To delete a bank master file, enter in the bank code and then enter Y for confirmation.

SERVICE AWARD MASTER FILES

This is where all awards are loaded, changed and deleted.

LOAD/CHANGE AWARD

This job is used to load and change awards. The screen below is an example of how an award master file is set up. Award master files are used when you have several employees who have the same pay structure. When an award is changed, those employees linked to this award will automatically change.

DELETE AWARD

This job is used to delete award master files. An award master file is deleted when it no longer applies. To delete an award master file, enter in the award code and then enter Y for confirmation.

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SERVICE COST ANALYSIS

LOAD/CHANGE COST ANALYSIS

This is where all cost analysis are loaded and changed. The cost analysis are usually the different cost centres that the employee can work within a pay period. The screen below is an example of loading a cost analysis.
If general ledger integration is being performed then you are able to integrate the cost analysis into the general ledger system. A general ledger cost must be entered at G/Ledger Code as shown in the above screen.

DELETING COST ANALYSIS

This job is used to delete cost analysis files. A cost analysis is deleted when it is no longer required. A cost analysis file cannot be deleted if it contains a balance. To delete a cost analysis file enter the cost analysis code and then enter Y for confirmation.

LOAD/CHANGE EMPLOYEE ANALYSIS

This is where all employee analysis are loaded and changed. An employee is only allowed to have one employee analysis code loaded on their file.
The screen above is an example of loading an employee analysis code.

DELETE EMPLOYEE ANALYSIS

This job is used to delete employee analysis files. An employee analysis file cannot be deleted if it contains a balance. To delete an employee analysis, enter in the employee analysis code and then enter Y for confirmation.

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7 - SERVICE EMPLOYEE MASTER FILES

LOAD/CHANGE EMPLOYEE

This job is used to load and change employee master files. The screen below is an example of how an employee master file is set up. Note that a one character employee code will allow you to enter in section headings.

DELETE EMPLOYEE

This job is used to delete an employee master file. To delete an employee master file, enter in the employee code and then enter Y for confirmation. Note the employee master file cannot be deleted if any balances and/or history exist on the employee master file.

ENTER STANDARD PAY & NOTES

This job is used to either load or change standard pay or write notes on employee master files.

The screen above is an example of loading an employee's standard pay. Note that tax is not included in the deductions, the system will automatically include the tax amount when the pay is posted.

When H is entered at Hours, Allowance, Deduction, Barcode or Notes, you are able to enter in the standard hours that are to be paid from one period to another.

When A is entered at Hours, Allowance, Deduction, Barcode or Notes, you are able to enter in the standard allowances that the employee receives from one period to another.

When D is entered at Hours, Allowance, Deduction, Barcode or Notes, you are able to enter in the standard deductions that are to be taken out of the employee's pay from one period to another.

When B is entered at Hours, Allowance, Deduction, Barcode or Notes, a label barcode is printed for the employee.

When N is entered at Hours, Allowance, Deduction, Barcode or Notes, the notes on the employee are displayed. You are able to write a note here if you wish to. For an explanation on how to write a note then refer to the note section in the chapter on employee inquiry.

RE-INDEX PAY MASTER & TOTALS

This job is used to re-index employee master files and pay totals. This job is only run when instructed by one of Natsoft staff. The password will be supplied at the same time.

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PAYROLL POSTING

This job allows you to post the payroll, make any adjustments to employee pay and advance an employee pay.

POST PAYROLL

This is where the payroll is posted for the period. When you enter into this job you are asked to confirm the current day, month, quarter and year. Once you have confirmed this then the posting screen will appear. Note if you confirm the current day, month, etc and select an employee then this employee is linked to that current day, month, etc. Note current day can represent pay period when daily updates are not being performed. If the message appears saying, "**WARNING: Period End Date is outside Current Month**". Do not go any further, as the pay you are posting may not go into the correct history area. Contact Natsoft Support for further advice if you find yourself in this situation.
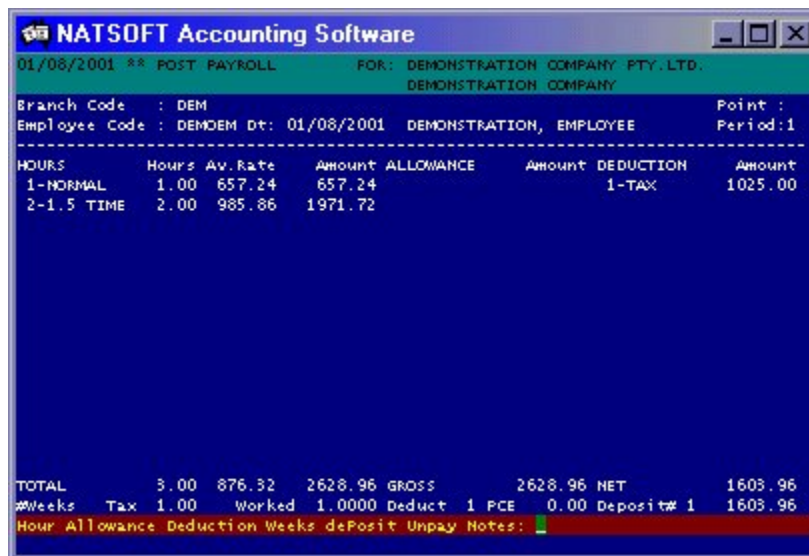
If Auto Entry Trans is set to 'N' in the branch control file, then the above screen will be displayed. This will show the employee's standard pay. If the hours need to be altered then enter 'H' at 'Hour Allowance Deduction Weeks dePosit Unpay Notes', then the hour dissection can be altered.

When A is entered at 'Hour Allowance Deduction Weeks dePosit Unpay Notes', then the allowance dissection can be altered.

When D is entered at 'Hour Allowance Deduction Weeks dePosit Unpay Notes', then the deduction dissection can be altered. The screen above shows how the deduction screen looks when you are altering the deductions.

When W is entered at 'Hour Allowance Deduction Weeks dePosit Unpay Notes', then this will allow you to alter the weeks for tax, number of weeks worked and the number of weeks for deductions.

When P is entered at 'Hour Allowance Deduction Weeks dePosit Unpay Notes', then the first deposit amount can be altered.

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When U is entered at 'Hour Allowance Deduction Weeks dePosit Unpay Notes', this will unpay the employee. Note that this option will ask for a confirmation before you can unpay the employee.

When N is entered at 'Hour Allowance Deduction Weeks dePosit Unpay Notes', this will allow you to enter notes onto the employee's master file while you are posting their pay. For information on how to write a note then refer to, Employee Inquiry.
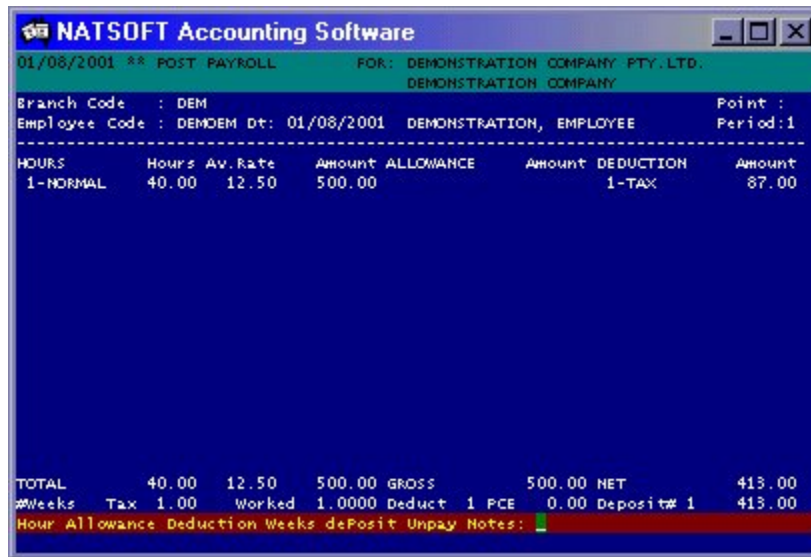
When "Auto Entry Trans" is set to 'Y' in the branch control file then the above screen is displayed. This will automatically go through the hour, allowance and deduction screens before all the employee's pay is displayed on the screen.

If an explanation is required on an entry option then refer to the glossary.

The screen below is an example of the last screen when posting an employee's pay. A message, two lines in length, may be entered here, this message will appear on the employee's payslip. If you want to put the same message on all payslips, then leave this blank and enter the message when printing the payslip.

Note the message here will override any message that is to be placed on all payslips.

This screen also shows the amount of super that is payable. The amount of the super to be received is shown at either. Award Super, Non SG Super, SG Super or Non Cont Super. You are able to override this amount if you need to.

PAYROLL ADJUSTMENTS

This job is used to alter month, quarter and year to date figures on the employee master file and note this will not show in the current weeks pay but it will affect the period figures. The screen below is an example of the adjustment screen. This job is used when setting up the payroll system to enter the employee's year to date earnings and deductions. It should be noted that any hours entered in as adjustments, will effect the employee's accrual entitlements where applicable.

PAY ADVANCE

This job allows you to give an employee some money against their pay. To use pay advance you must have a deduction set up as advance. This deduction can be paid on the employee's next pay or it can be set up so that so much comes out of the employee's pay until the debt is paid off.
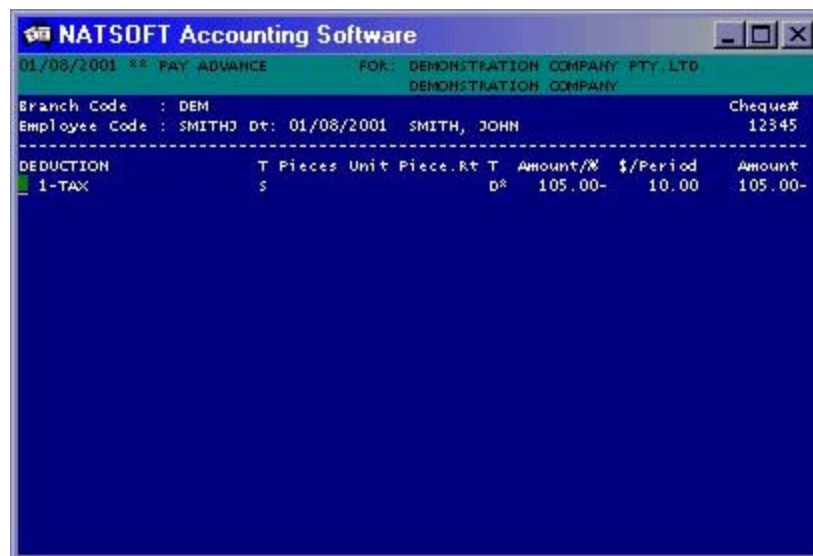
The screen above is an example of a pay advance on an employee's pay.

Amount/%

This is where the full amount of the advance is entered. With the example above, this employee is to receive $105.00 as an advance.

$/Period

This is the amount to be paid each pay period until the debt is cleared. With the example above, this employee is going to pay back $10.00 per pay period. On the last pay period the system will only take $5.00 as this is all that is remaining to be paid back on this debt.

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PRINT SUMMARY & PAYSLIPS

PRINTING OPTIONS

Employee Signature

This is asking whether the cheque listing requires a place for the employee's signature.

Individual, Period, All

This is asking whether the report is to be printed for an individual employee. Only those employees in the period nominated at the top of the screen, or all employees irrespective of the period nominated at the top of the screen.

Last Cheque Number

The last cheque number is entered when pay cheques are to be printed. The system will keep track of whether enough cheque forms are available.

Pay Point <RETURN>=All

If a report for a particular pay point is required, then the pay point code is entered. By entering past this option all the pay points will be selected.

Payslip Message Line1, 2

A two line message can be printed onto all payslips. There are 30 characters per line available to enter the message onto. Note this message will be overridden if a special message was entered while posting an employee pay.

Printer/#Cp

This is asking for the printer number to which the payroll summary or payslips are to be printed to. Also enter in the number of copies that are required.

Print On Plain Forms

This is asking whether the payslips are to be printed onto plain paper.

Section <RETURN>=All

If a report is required for a particular section then the section code is entered. The section code is the first character of the employee Code. By entering past this option all sections are printed.

Sort By Pay Point

This is asking whether the report is to sort into pay point order. Ie all A pay point employees are printed together and all 'B' pay point employees are printed together.

Start Cheque Number

If pay cheques are being printed then the first cheque number to be printed on is entered.

Start Employee AD=First

To start printing with the first employee then arrow down, otherwise enter in the employee code to start printing from.

Align Payslips - T=Test

This entry is used to align the payslips. The payslips come in pages of two. The test pattern can be printed on either payslip. Enter T for the test to be performed, when the test lines up correctly then you can hit enter and continue on printing the payslips.

PAYROLL SUMMARY

The payroll summary prints a summary of the period pay for each employee. This report will also produce a note & coin analysis showing the number of each denomination required to make up the pays. The following information will be shown on the report.

- Employee Code
- Employee Name
- Pay Point
- Pieces   Hours $ Amount
- Allowance $ Amount
- Gross Pay Amount
- Deduction $ Amount
- Net Pay Amount
- Note & Coin Split Up
- Total Cash
- Total Cheques
- Total Deposits
- Deduction Description
- Total Amount of Deductions

PAYSLIPS

Print payslips and print payslips no cheques (Jobs 2 and 3) are used to print pay envelopes. The difference between jobs 2 and 3 is that job 2 prints pay envelopes for everybody and job 3 only prints envelopes for employees that are not paid by cheque.

Print pay cheques (Job 4) are like a payslip except a cheque form is attached to the payslip.

PRINT CHEQUE LISTING

This report prints a list of cheques that were printed by job 4. It shows the following information.

- Cheque Number
- Pay Type
- Employee Code
- Employee Name
- Pay Point
- Amount
- Signature

N.B. The reports may not show all the information listed. The information on the report is determined by the printing options. An example of this would be 'Employee Signature'. If you answer Y to this then the report would have room for the employee's signature. If N is entered then the report would not allow room for the signature.

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PAYROLL REPORTS

PRINTING OPTIONS

Address Labels

This is asking whether the address label is to be printed instead of the standard employee label.

Alternate Report

This is asking whether the alternate report is to be printed instead of the standard report.

Bank Account <AD>=All

If a report is required for a particular bank account then the bank code is entered. When all bank accounts are required arrow down past this option.

Bank Deposit Date

This is asking for the date that the pays are to deposited into the bank.

By Individual Employee

If the report is to be printed for an individually selected employee enter Y, otherwise N is entered.

Deduction# <AD>=All

If a report is required for a particular deduction then the deduction code is entered. When all deductions are required then arrow down past this option.

Detail Each Company

This is asking whether each company is to be detailed on the report.

From Date

This is asking for the date that you want to start the report from. This date remains at zero if the current report is required.

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Full, Detail, Summary, Total

This is asking whether a full, detailed, summary or totals only report is required.

Fund Name <RETURN>=All

To print for a particular super fund, the fund name is entered. For this to work, a fund name must be specified on the employee master file. If all funds are required then enter past this option.

Include All Periods

This is asking whether all pay periods (ie week, fortnight, etc) are to be printed on the report.

Pay Point <RETURN>=All

To print for a particular pay point, the pay point code is entered. For this to work a pay point must be specified on the employee master file. If all pay points are required then enter past this option.

Period, Month, Qtr, YTD

This is asking whether the report is to show the period, month, quarter or year to date figures.

Period, Month, YTD super

This is asking whether the super report is to show the period, month or year to date figures.

Printer/#Cp

This is asking for the printer number to which the payroll reports are to be printed to. Also enter in the number of copies required.

Print In Nexis Format

This is asking whether the report is to be printed in the Nexis format.

Section <RETURN>=All

If a report is required for a particular section then the section code is entered. The section code is the first character of the employee code. If all sections are required then enter past this option.

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Show Employee Address

This is asking whether employees addresses are to be shown on the report.

Sort By Pay Point

This is asking whether the report is to be sorted by each pay point.

Start Date 0=All

This is asking for the date that you want the report to start printing the accrual transactions from. If zero is entered all accrual transactions for each employee will be printed.

Start Employee AD=First

If the report is to be started from the first employee then arrow down here, otherwise enter in the employee code that you want to start the report at.

Sub-Total Sections

This is asking whether a sub-total is to be printed for each section.

To Date

This is asking for the date that you want the report to end at. This date remains at zero if the current report is required.

Transactions Required Y/N

This is asking whether the accrual transactions are required on the report.

Type HADN

This is asking whether the report is to be selected for either a particular Hour, Allowance or Deduction type. If N is entered then the system will show all pay information.

EMPLOYEE RATE LISTING

This report will produce an employee rate listing with the following information.
- Employee Code
- Employee Name
- Tax Scales
- Rebate Entitlement
- Job Classification
- Rate #1
- Rate #2
- Rate #3
- Rate #4
- Rate #5
- Pay Point
- Payment Method

EMPLOYEE LISTING

This report will produce an employee name listing showing the following information.
- Employee Code
- Employee Name
- Classification

PERIOD PAY REPORT

This report will produce an employee name listing showing the following information.
- Employee Code
- Employee Name
- Type – The posting type will show under this heading, i.e. PAY, ADJ or ADV, followed by the Hour Rate, i.e. 01-NORMAL or 05-SICK etc.
- Pieces - Number of pieces paid for, if used.
- Hours – Number of hours paid, listed by Hour Rate.
- Hours$ - Dollar value of the number of hours worked.
- Allowance Amount
- Gross Pay Amount
- Deductions listed by type.
- Net pay.

MONTH PAY REPORT

The month pay report is run every month and contains all the month payroll figures. It shows the same information as the period pay report except that it will contain monthly figures not period.

QUARTER PAY REPORT

The quarter pay report is run at the end of each quarter and contains all of the payroll information for the quarter. It shows the same information as the period pay report except that it will contain quarterly figures not period.

YEARLY PAY REPORT

The yearly pay report can be run at any time and it will show the year to date payroll information. The report shows the same information as the period pay report except that it will contain year to date figures.

DEDUCTION REPORT

The deduction report is run when the deductions from the employee's pays are to be paid to the various organisations. This is usually on a monthly basis but can be done weekly if necessary. The deduction report will show the following information.

- Deduction Description
- Employee Code
- Employee Name
- Employee Address
- Total To Be Deducted
- Total Left To Be Deducted
- Period Figures
- Month To Date Figures
- Quarter To Date Figures
- Year To Date Figures

BANK DEPOSIT REPORT

When the bank deposit facility is being used a bank deposit slip is produced for each bank used. This report must be printed if you are using bank transfers to pay your employees. This report will produce the file that is to be sent to the bank. This report will show the following information.

- Employee Code
- Employee Name
- Employee Address
- Employee Bank Account Number
- Amount Deposited

LEAVE MANAGEMENT REPORT

The leave management report will show the following information.

- Employee Code
- Employee Name
- Prior Year Amount
- Current Amount   Total Amount
- Annual Leave Hrs/$
- Sick Leave Hrs/$
- Long Service Leave Hrs/$
- Day Off Leave Hrs/$
- Total Amount of Accruals
- Date From
- Date To
- Transaction Type
- Hour taken/accrued/adjusted

ACCRUAL LISTING

This report will produce an accrual listing showing the following information.
- Accrual Code
- Accrual Description
- Method   Number of Months
- Hours/$
- Accumulated Method
- Maximum Amount to Accumulate
- Clear At End Of Financial Year
- Clear At End Of Physical Year
- Number updates to transfer to new scale
- New Scale Code

SUPER REPORT

The super report is run on a monthly basis, it provides the calculation of the employer contribution to the super fund. The report will show the following information.
- Employee Name
- Super Account Number
- Super Fund Name
- Award Amount Received
- Non SG Amount Received
- SG Amount Received
- SG Non Contrib. Amount Received
- Total Amount Received
- Period Amount Received
- Month Amount Received
- Year To Date Amount Received

BANK LISTING

The bank listing lists all of the banks that have been loaded onto the system. It also shows the following information.
- Bank Code
- Bank Description
- Bank Branch

EMPLOYEE LABELS

This report allows you to print labels for your employees. The report will show the following information.
- Employee Name
- Employee Classification
- Employee Code

This report can be printed in two different forms. The alternate label will show the following information.
- Employee Name
- Employee Address

N.B. The report may not show all the information listed. The information on the reports is determined by the printing options. An example of this would be 'Show Employee Address'. If you answer Y to this then the report will show the employee's address. If N is entered then the employee's address will not show on the report.

COST ANALYSIS REPORTS

PRINTING OPTIONS

By Individual Account

If the report is to be printed for an individual account, Y is entered, otherwise N is entered to print all accounts.

Day,Per,Mth,Qtr,YTD DPMQY

This is asking whether the report is to print Day figures, Period figures, Monthly figures, Quarterly figures or YTD figures.

Detail Each Company

This is asking whether each company is to be detailed on the report.

Printer/#Cp

This is asking for the printer number that the payroll reports are to be printed to. Also enter in the number of copies that are required.

Start Account AD=First

If the report is to commence from the first account then arrow down, otherwise enter in the account code that the report is to start from.

COST LISTING

This report will produce a cost analysis list showing the following information.
- Cost Code
- Cost Description
- General Ledger Code
- Pay Point

COST PERIOD REPORT

This will print a cost report for the period. The following information will be shown on the report.

- Cost Code
- Cost Description
- Employee Code
- Employee Name
- Date
- Company Code
- Earning Description
- Type
- Pieces
- Unit Description
- Piece Rate
- Hours
- Type
- Rate
- Amount

COST REPORT

This will print a cost report showing the following information.

- Cost Code
- Cost Description
- Company Code
- General Ledger Code
- Pieces
- Number of Hours
- Hours $
- Total Allowance
- Gross Total

COST ANALYSIS WITH DETAILS

This will print a cost report with details. It will show the following information.

- Cost Code
- Cost Description
- Company Code
- General Ledger Code
- Earning Type
- Pieces
- Number of Hours
- Hours $
- Total Allowances
- Gross Total

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EMPLOYEE / COST ANALYSIS

This report will produce an employee and cost report showing the following information.
- Cost Code
- Description
- Employee Code
- Employee Name
- Company Code
- Pieces
- Number of Hours
- Hours $
- Total Allowance
- Gross Total

EMPLOYEE / COST WITH DETAILS

This will print an employee and cost report with details. It will show the following information.
- Cost Code
- Cost Description
- Employee Code
- Employee Name
- Company Code
- Earning Type
- Pieces
- Number of Hours
- Hours $
- Total Allowance
- Gross Total

EMPLOYEE ANALYSIS LISTING

This report will produce an employee cost analysis list showing the following information.
- Employee Analysis Code
- Description

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EMPLOYEE ANALYSIS PERIOD REPORT

This will print an employee cost analysis report for the period. This report will show the following information.
- Employee Analysis Code
- Description
- Employee Code
- Employee Name
- Date
- Company Code
- Earning Description
- Type
- Pieces   Unit
- Piece Rate
- Number of Hours
- Type
- Rate
- Amount

EMPLOYEE ANALYSIS REPORT

This will print an employee analysis report showing the following information:-
- Employee Analysis Code
- Description
- Company Code
- Pieces
- Number of Hours
- Hours $
- Total Allowances
- Gross Total

EMPLOYEE ANALYSIS WITH DETAILS

This will print an employee cost analysis report with details. The report will show the following information:-
- Employee Analysis Code
- Description
- Company Code
- Earning Type
- Pieces
- Number of Hours
- Hour $
- Total Allowances
- Gross Total

PERIOD DEDUCTION REPORT

This report will print a deduction cost report for the period. The report will show the following information:-
- Cost Analysis Code
- List Deduction Amounts
- Cost Analysis Description
- Net Amount
- Gross Amount

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GROUP CERTIFICATES

PRINTING OPTIONS

Align Group Certificates - T=Test

This entry is used to align the group certificates. The group certificates come in pages of two. The test pattern can be done on either one. Enter T for the test to be performed. When the test lines up correctly then you can hit enter and continue on printing the group certificates.

By Individual Employee

If the report is to be printed for an individual employee Y is entered, otherwise N is entered to print all employees.

Pay Point <RETURN>=All

To print for a particular pay point the pay point code is entered. For this to work a pay point must have been specified on the employees master file. If all pay points are required then enter past this option.

Printer#

This is asking for the printer number that the report are to be printed to.

Section <RETURN>=All

If a report is required for a particular section then the section code is entered. The section code is the first character of the employee code. If all sections are required then pass this option.

Start Employee AD=First

If the report is to commence from the first employee then arrow down, otherwise enter in the employee code that the report is to start from.

PRINT GROUP CERTIFICATE REPORT

The group certificate report generates a duplicate report on plain paper showing how the group certificates will be printed.

PRINT GROUP CERTIFICATES

The print group certificate job will print the group certificates for all employees on the system. A group certificate can be printed any time for an employee who leaves. If you are using companies then the employee will receive a group certificate for every company that they have worked at during the financial year.
N.B. All group certificates must be printed before doing the month, quarter and yearly clears.

PAYROLL UPDATE

This job is used to perform the end of period updates. It is visible that a back up of the payroll system should be done before this job is run.

DAY COST ANALYSIS UPDATE

This job is performed when day cost analysis reports are required to be printed. Note that you must do reports before updating.

CLEAR PERIOD BALANCES ONLY

Clear period balances will be performed at the end of each pay period. If you have multiple pay periods then you need to do a period clear for each pay period. Note that you must do all period reports before updating. The screen above is an example of clearing period balances.

DATA BACKUP

A backup of the payroll system is recommended to be done before a period clear has been performed. The reason for this is that in some cases you may need to go back into that period.

GENERAL LEDGER INTEGRATION

The period clear will also perform the general ledger integration if selected in the branch control file. The method of the integration is as follows.

A payroll general ledger posting batch is selected (refer to the general ledger manual). The general ledger branch, source, posting date and period are selected.

The system will attempt to perform the general ledger postings. If a general ledger account is not found then the system will display the error and will abort the general ledger posting and the period clear. You should then correct the error and attempt the integration and update again. Note that the period clear is not performed unless the general ledger integration has been successful.

The system will ask whether to print the general ledger posting audit trail. If the audit trail is not printed it will remain on the system until it is printed. To print the audit trail at a later date you need to go into general ledger transaction posting in the general ledger system.

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CLEAR MONTH BALANCES (ALL PERIOD TYPES)

A clear month balances is performed at the end of the month. You are only able to run a month clear if all period clears have been performed. Note that you must do all month reports before updating.

CLEAR MONTH AND QUARTER BALANCES (ALL PERIOD TYPES)

A clear quarter balances is performed at the end of each quarter. Remember that a month clear is not necessary in addition to this job, as this job will update both month and quarter. You are only able to run a quarter clear if all period clears have been performed.

MONTH & QUARTER & YEAR CLEAR (ALL PERIOD TYPES)

A month, quarter, year clear is performed at the end of each year. You are only able to run a year clear if all period clears have been performed. Remember that a month or month & quarter clear is not necessary in addition to this job, as this job will update the month, quarter and year. Note that you must do all month, quarter and year reports and group certificates before updating.

EMPLOYEE INQUIRY

This job allows you to do an inquiry on the employee's pay history, notes and standard period pay.
When you enter into this job the first screen of the employee master file is displayed.
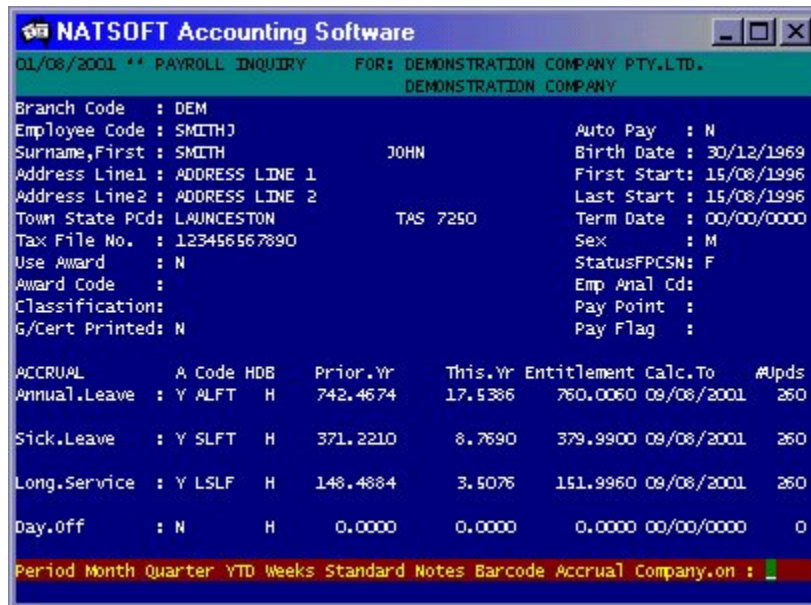
The screen above is an example of the screen displayed when entering into this job. If the enter key is hit at Period
Month Quarter YTD Weeks Standard Notes Barcodes Accrual Company. on, then the next screen of the master file is
displayed and if you keep entering the third screen will be displayed.

When P is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, a period
inquiry is done on a selected pay.

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```
NATSOFT Accounting Software                              _ | □ | X |
01/08/2001 ** PAYROLL INQUIRY      FOR: DEMONSTRATION COMPANY PTY.LTD.
                PERIOD BALANCES         DEMONSTRATION COMPANY
Employee     : DEM-SMITHJ          SMITH, JOHN
Start/End Date: 00/00/0000 00/00/0000  Hour/Allow/Ded/N: N   Code:
---------------------------------------------------------------
No Typ Period.End Cheque  Co     Hours     Gross    Deduct       Tax       Net
 1 Adv 00/00/0000                 0.00      0.00      0.00    105.00-    105.00
 2 Pay 07/08/2001                38.00    679.26      0.00    147.00    532.26
 3 Pay 14/08/2001                38.00    679.26      0.00    143.00    536.26




Enter Number:  0
```

This job allows you to do an inquiry on any past pay that has been put through the system. This will also include any pay adjustments that have been processed. The screen above is an example of doing an inquiry on a period pay.

When M is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, a month inquiry can be performed. A month inquiry allows you to look at selected month pay figures for an employee. The screen displayed will be similar to the one above except it will show monthly figures instead of the period figures.

When Q is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, a quarter inquiry can be performed. A quarter inquiry allows you to look at a selected quarter's pay figures for an employee. The screen displayed will be similar to the one above except it will show quarterly figures instead of the period figures.

When Y is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, a year to date inquiry can be performed. A year to date inquiry allows you to look at a selected years pay figures for an employee. The screen displayed will be similar to the one above except it will show year figures instead of period figures.

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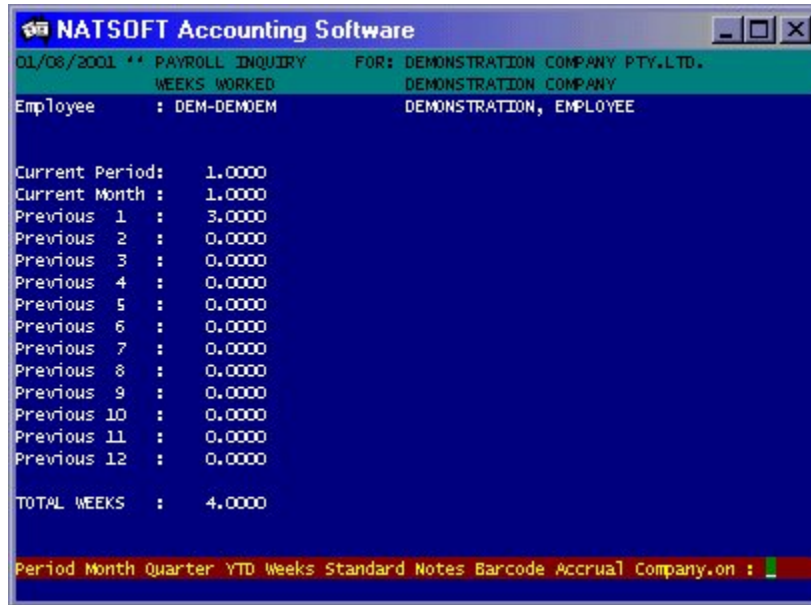
When W is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, an inquiry on the number of weeks the employee has worked within a month is performed. The screen above is an example of the screen that is displayed when entering into this job.

When S is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, an inquiry of the employee standard pay can be performed. The screen below is an example of an employee standard pay.

If the standard hours, allowances or deductions are greater than four then you can enter H at Hour, Allowance Deduction, Barcode or Notes and all the hour dissections are displayed.

If A is entered at Hour, Allowance, Deduction, Barcode or Notes, all the allowance dissections are displayed.

If D is entered at Hour, Allowance, Deduction, Barcode or Notes, all the deduction dissections are displayed.

When B is entered at Hour, Allowance, Deduction, Barcode or Notes, an employee barcode label is printed.

When N is entered at Hour, Allowance, Deduction, Barcode or Notes, you are able to look and write notes onto an employee master file. The screen below is an example of the screen that is displayed when entering into this job.

To be able to write a note, select N and a line of sixty characters in length is available. If you enter E for enter date, the current system date will appear and a note can be written after it. Lines can be deleted by selecting D at the line that is to be deleted. If a line needs to be inserted, go to the line that will appear after the insertion. If you enter I at this point it will turn the insert mode on. When you press I for insert a second time this will turn the insert mode off. If you want the current notes to appear at the beginning, then you need to insert lines at line 1 every time you want to write a note.

A note can be given a type. Types can be used so that you can keep liked note areas together. I.e. W can stand for workers compensation.

When N is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, this will allow you to enter notes onto the employee master file.

When B is entered at Period Month Quarter YTD Weeks Standard Notes Barcode Accrual Company.on, an employee barcode label is printed on the printer.

When A is entered at Period Month Quarter YTD Weeks Standard Notes Barcodes Accrual Company.on, an inquiry of the employee accrual table can be performed.

When A is entered at Annual.leave Sick.leave Long.service Day.off, the transactions for the annual leave accrual for this employee is displayed. The screen above is an example of annual leave accrual transactions.

When S is entered at Annual.leave Sick.leave Long.service Day.off, the transactions for the sick leave accrual for this employee are displayed.

When L is entered at Annual.leave Sick.leave Long.service Day.off, the transactions for the long service leave accrual for this employee are displayed.

When D is entered at Annual.leave Sick.leave Long.service Day.off, the transactions for the day off accrual for this employee are displayed.

When C is entered at Period Month Quarter YTD Weeks Standard Notes barcode Accrual Company.on, this will turn company on and off. When company.off is displayed this means that the company split up is on and if you enter C you will turn the company off. When 'company' on is displayed, this means that the company split up is off and if you enter C you will turn company on.

The screen above is showing a period inquiry which has company turned on. This allows you to do an inquiry on an individual company's pay instead of all companies pays in together.
When 'company' is turned off then the pay inquiry is performed on all companies being displayed on the screen at the one time.

GLOSSARY

A

This is asking whether the employee is entitled to the accrual.

Accrual ALSDN

This is asking which accrual is to be reduced if this hour type is selected when posting employee pay. A is whereby the annual leave accrual is to be reduced. L is whereby the long service leave accrual is to be reduced. S is whereby the sick leave accrual is to be reduced. D is whereby the day off accrual is to be reduce. N is where no accrual is to be reduced.

Accrual Code

This is asking for a four character accrual code. This code can be either alpha, numeric or both.

Accumulate By-Bulk, Hrs.work, Gross, Weeks.work, Av.hrs/week

If B is entered here the bulk hours or dollars to accumulate are accumulated on the employee's file. If H is entered then the hours or dollars to accumulate is multiplied for each hour worked under the specified hour allocations. If G is entered then the hours or dollars to accumulate is based on the gross pay. If W is entered then the hours or dollars to accumulate is multiplied by the weeks worked. If A is entered then the hours or dollars to accumulate is multiplied by the average hours per week.

Accumulate Every Number Of Months In The Year

If the accrual is to be calculated on a yearly basis, whether it being a physical, financial or anniversary then the frequency in months that the accrual is to be accumulated is entered. If 2 is entered the accrual is added to the employees file every second month. This entry does not apply to period accruals.

Accumulate - Period, Fin.year, physical.Year, Anniversary.year

The period that the accrual is to be calculated on is entered here. If the accrual is to be calculated on the employees pay period (ie week, fortnight, etc) then a P is entered. This is common for annual leave and long service leave accruals. If the accrual is calculated on the basis of a financial year, F is entered. The financial year runs from 1st July to 30th June. If the accrual is to be calculated on a physical year then Y is entered. The physical year runs from the 1st January to 31st December. If the accrual is to be calculated on the basis of the employee's anniversary year of employment then A is entered. The employee start date (last start) is used to ascertain this.

A.C.N.

This is asking for the company's ACN number.

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Address Line1,2,3

These three lines allow you to enter in the postal address of the employee. There are 30 characters per line available to enter in the address.

Address Line 1,2,3,4

These four lines allow you to enter in the address for the branch and company. Note that this area can also be used for comments and phone numbers. Each line consists of 30 characters

Add To Hour#

If an allowance is to be shown as part of the employee's hours instead of a separate allowance then enter the hour code that the allowance is to be added to, otherwise this entry is left at 0.

Add Rate#

Select the pay rate that the allowance is to be included in. Each employee can have up to five different pay rates numbered 1 to 5. 1 is usually loaded as the employee's usual rate.

Allowance Code

This is asking for an allowance code. This code is two characters long and it has to be a numeric code.

Amount / %

This is asking for either the dollar amount or percentage that is to be allocated when this allowance or deduction is posted to.

Amt.Left

This is displaying the amount left to be paid on an allowance or deduction. Ie an employee may have a debt of $2000 and the installments of $50 per pay period are to be taken out until the debt is paid off. The amount showing here is the remaining amount to be paid.

Annual Gross

This is asking for the annual gross that the employee has agreed to. This only applies to salary workers.

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Auto Enter Trans.

This is asking if you want to go through hours, allowances and deductions when posting employees pays. Refer to post payroll section for more information on this option.

Award Code

This is asking for a 7 character award code. This code can be either numeric, alpha or both.

Award Fund

This allows you to enter in the name of the super fund that the employee's employer contributed supper is paid to. There are 8 characters available.

Award Super %$

Enter in the either the award super percentage or the fixed dollar value that the employee is entitled to. Note the employee can be set up with a percentage and a dollar amount.

B

Bank A/C No

If the employee's pay is to be paid directly into a bank account then the employee's bank account number is to be entered.

Bank Branch

This is asking for the name of the branch that corresponds with this bank. There are 30 characters available.

Bank Code

The bank code consists of six characters and it is usually alpha. It is recommended that the bank abbreviation is used. i.e. ANZ, WBC.

Bank Name (load/change bank)

This is asking for the bank name. There are 30 characters available to enter the bank name.

Bank Name (direct debit)

This is asking for the abbreviation name of the bank. Ie ANZ, WBC.

Bar Code Printer Number

Each of the printers on the computer system are assigned a number. You may specify which printer is to receive the barcodes. Where there is only one printer this printer is number 0.

Birth Date

This is asking for the employee's date of birth.

Branch Code/Branch

The branch code consists of three characters and is usually alpha and represents an abbreviation of the branch name.

Break Minutes (load/change cost)
This option will be explain to you when the time clock system is installed.

C

Calc.To

This is asking for the date that the accruals are calculated to.

Cash Book Bank

When the cash book integration has been activated then you must enter in the bank code of the bank that the wages are to be paid out of. If cash book integration is not being used then this option can be left blank.

Cash Book Branch

This is asking for the branch code in the cash book that is to be affected when the payroll system is integrated with the cash book system. If cash book integration is not being used then this option can be left blank.

Cash Book Expense

Enter in the expense code within the cash book that the cheques are to be posted to, this is usually a payroll clearing account.

Cash Book Int. Y/N

This is asking whether the payroll system is to be integrated with the cash book system.

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Cas.Load Y/N

This is asking whether the hour type is to be loaded.

Change To A Different Scale After #Updates-Enter#(0=No)

If the accrual only applies for a certain period of time before changing to a different accrual scale, then the number of updates to employee files that this scale is active for is entered here. Entering 0 signifies no scale change.

Charge Rate

The charge rate is the factor by which the employee's pay rate is to be multiplied by to arrive at an adjusted hourly rate. Ie time and half would have a charge rate of 1.50 if it is calculated from the normal pay rate.

Check The Accruals During Payroll Posting
This is asking whether the system is to check the accruals during payroll posting. When Y is entered, the system will print a warning message at the bottom of the screen, alerting the operator that the employee's entitlement has been exceeded. When N is entered, the system will not print a warning message.

Cheque Format No.

This is asking for the cheque format number that corresponds to your cheque printing. If cheque printing is not being used then 0 is entered.

Classification

The employee classification is the type of work normally performed by the employee. 20 characters have allowed for the classification.

Clear Accrual At The End Of The Financial Year

This is asking whether the accrual is to be cleared at the end of the financial year.

Clear Accrual At The End Of The Physical Year

This is asking whether the accrual is to be cleared at the end of the physical year.

Clock.Type

This option will be explain to you when the time clock system is installed.

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Code   (Service System Control File)

The code number relates to the firm name. This is obtained from the supplier of the of the payroll system. The system will not accept a firmname unless the correct code is entered.

Code   (Service Employee Master File)

The accrual code of the accrual table is entered.

Company Code

This is asking for a two character company code. This code can be either alpha, numeric or both.

Company TickID (load/change company)

This option will be explained to you when the time clock system is installed.

Cost (load/change employee)

This option will be explained to you when the time clock system is installed.

Costing Required

This is asking whether cost analysis is to be used in this branch.

Cost.Anal.Code

This is asking for a seven character cost analysis code. This code can be either alpha, numeric or both.

Current Day

This is asking for the current day within the financial year. Sometimes it can represent the number of pay periods in a month.

Current Month

This is asking for the current month within the financial year. Ie it may be September which is the 9th month of the calendar year but it is the 3rd month of the standard financial year. This should not be altered unless instructed by Natsoft.

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Current Quarter

This is asking for the current quarter within the financial year. Ie it may be the 1st quarter of the calendar year but it the 3rd quarter of the financial year. This should not be altered unless instructed by Natsoft.

Current Year

This is asking for the current year that the branch is in. As the financial year extend over more than one year, the current year entered here is the first year of the two years. Ie 1995/96 financial year will show the current year as 1995. This should not be altered unless instructed by Natsoft.

Customer Name

This is asking for the customer name of the bank account that the money is to be transferred out of. This is normally the employerÕs name.

Customer No

The customer number is the employer number, which is supplied by the bank.

D

Debit Entry Y/N

This is asking whether the debit entry is to be shown. This field must always be set to Y as it is compulsory by most banks to show the reversing entry.

Deduction Code

This is asking for a deduction code. This code is two characters long and it has to be a numeric code.

Def. Cost Code

This is asking for the cost code that is to be defaulted when posting a new hour type on the employee's pay.

Def Pay Period

This is asking for the pay period that is to be defaulted onto employee's master file.

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Def Pay Type CQD

This is asking for the pay type that is to be defaulted onto the employee's master file. C is for cash, Q is for cheque and D is for deposit.

Default Hour No.

This is asking for the hour number that is to be defaulted on the employee's standard pay.

Default Rate

This is asking for the rate default when calculating the pieces for hours, allowances, and deductions. Eg. when setting up a travel allowance, the default rate may be $0.40 for ever kilometre travelled.

Depend.Rebate

If a dependant rebate is applicable then enter in the annual amount of the rebate. The system will adjust the employee's tax accordingly.

Dep.Amt (0=Net)

If the employee pay is to be paid directly into a bank account then the amount to be deposited into the account is entered here. When all the pay is to be deposited into the bank then 0 is entered.

Deposit Bank#

If the employee pay is to be paid directly into the account then enter in the bank number of the bank that the pay is to be paid into.

Description

This allows you to enter in a description of the hour, allowance and deduction types, award, cost analysis and employee analysis. 20 characters are available in load/change hour, allowance, deduction and award to enter in a description. 30 characters are available in load/change accrual, cost analysis and employee analysis to enter in a description.

Description   (Load/Change Banks)

The description is the transaction type, ie payroll or salary. There are 12 Characters available to enter the description.

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DIRECT DEBIT

This is asking whether electronic funds transfer (EFT) is to be used.

Dol, %Gross%Net

This is asking whether the allowance or deduction is a dollar amount, a percentage of the gross or if it is a percentage of the net pay.

E

Earnings Day/Hour

This is asking whether the payroll branch ledger is based on either day or hour.

Emergency

This is asking for the name of the person that is to be contacted in case of an emergency. 30 characters are available to enter the details in.

Emp Anal Cd

If you are using employee analysis you must enter in the code to which the employee is under. An employee is only allowed to be linked to one employee analysis.

Emp.Anal.Code

This is asking for a six character employee code. This code can be either alpha, numeric or both.

Emp.Cost Anal

This is asking whether employee cost analysis is required within the branch.

Employee Code

The employee code consists of six characters and it can be either alpha and/or numeric. Note that a one character employee code will allow you to enter in a section heading.

End Time (load/change cost)

This option will be explain to you when the time clock system is installed.

Ent.On.PSlip ADBN

This is asking whether annual leave and roster day off entitlements are to be shown on the payslips. Enter A for annual leave, D for day off, B for both or N for neither.

Entitlement
This is the total of the prior year and this year figures.

Ent.Prior.Year AF

This is asking whether the prior year of the entitlement is based on an anniversary (A) year or financial (F) year.

Extra Tax

This is asking for the amount of extra tax that is to be taken out of an employee's pay.

F
Firmname

The firmname is the name for which the payroll system is registered to. A maximum of 40 characters can be entered.

First Start

This is asking for the date that the employee first started working for the firm.

1st Month Of Year

This is asking for the calendar month number of the start of the financial year.

1st Tax Scale

This is asking for the tax scale number that the employee's pay is to be taxed at. Ie general exemption is normally tax scale 2. The tax scales are loaded in the service system control file.

G
G/Ledger Branch

When the payroll is integrated with the general ledger the three character branch code of the branch that is to receive the information is to be entered here.

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G/Ledger Code (Load/Change Cost Analysis)

If general ledger integration has been selected and the cost analysis is to be posted to the general ledger then the general ledger codes must be entered. This code is printed on the analysis report which can be used as a posting medium for the general ledger.

G/Ledger Code (Load/Change Deduction)

If general ledger integration has been selected then a general ledger code needs to be entered on all deductions.

G/Ledger Int Y/N.

This is asking whether the payroll system is to be integrated into the general ledger system.

Gross Wage A/C

If general ledger integration is set to Y and cost analysis are not posted to the general ledger, then the general ledger code of the gross wage account is entered.

G/Cert GTHABCD

If the allowance is taxable and forms part of the gross then G is entered. If the allowance is taxable and is shown on the group certificate then T is entered. H is entered if you want to hide the allowance. If the allowance is being set up for termination payouts then A,B,C or D is entered depending on the type of payout.

G/Cert Printed

This is asking whether the employee's group certificate has been printed.

Group Number

This is asking for the group number that is to be printed on the group certificates.

H

HDB

This is asking whether the accrual is to be allocated by hours, dollars or both.

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Heading

If the analysis is to be a heading enter Y else enter N. A heading analysis cannot contain a balance, they are used to produced sub totals in the analysis reports. Whenever the analysis report strikes a heading account a sub total to the previous heading is printed and a new heading is printed on the report.

High Denom Cutoff

When employees are paid cash it is possible to ensure that employees will not receive large denomination notes only. For example it may be decided that the first $200.00 of any employee's pay must not contain the highest denomination note, so 200.00 is entered. The system will automatically use the second highest denomination for the first $200.00 and then remainder in the usual manner. If this facility is not required then the entry is left at 0.

Home Phone No.

This is asking for the employee home phone number.

Hour Code

This is asking for an hour type code. This code is two characters long and it has to be numeric.

Hours Or Dollars To Accumulate

The amount to accumulate for each accrual is entered, this may either be hours calculated to a decimal value or a dollar value.

Hours/Week

This is asking for the number hours that the employee normally works per week.

J

Job Costing

This is asking whether the payroll system is to be integrated to the job costing system.

Job Labour#0-8

If the payroll is not integrated to the job costing system then 0 is entered. This is asking which job labour cost type is to be applied to this hour type.

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Last Name

This is asking for the employee's surname. There is 30 characters available to enter in the surname.

Last Start

This is asking for the employee start date. It is normally the same date as the first start, but if an employee leaves and comes back, then the last start is set to the date they came back.

Link To Ded. No

This is asking if the allowance is to be linked to an deduction. If so then enter in the deduction code.

Loading %

This is asking for the holiday loading percentage. This percentage will be automatically calculated on any annual leave amounts paid. The percentage can be varied for each employee.

Loading % 0=STD

If the employee holiday loading percentage is different from standard then the appropriate percentage is entered. If this entry is left at 0 then the standard loading will be used.

M

Maximum Allowable Per Accrual (0=No Limit)

This is asking for the maximum hours or dollars allowable per accrual. If there is no limit then 0 is entered.

Max.Shift.Hr

This option will be explain to you when the time clock system is installed.

Min Award Earn

The purpose of this entry is whereby an employee has to earn over a certain amount before they are entitled to employer contributed super. Enter in the amount to which they have to earn before super is to be calculated. If this does not apply then leave this field at 0.

Min Award Sup.

Enter in the minimum amount of super that the employee is to receive. Leave this at 0 if it does not apply to the employee.

Min Hourly Rate

This is asking for the employee's minimum hourly rate. This is only an information field.

Min/Per or Mth

The purpose of this entry is whereby an employee has to earn over a certain amount before they are entitled to employer contributed super. This amount is either based on a period or month combined pay. Enter P if the minimum award earn is to be calculated on period figures. Enter M if the minimum award earn is to be calculated on monthly figures.

MinSG Mth Earn

The purpose of this entry is whereby an employee has to earn over a certain amount per month before they are entitled to super guarantee. Enter in the amount to which they have to earn per month before super is to be calculated. If this does not apply then leave the amount set to 0.

Mobile Phone

This is asking for the mobile phone number of the employee.

N

Name

This is used to put in the full name of the branch or the company. There are forty characters available.

Net Pay Rounding

If you wish to round net pays then the rounding amount is entered. For example to round to the dollar enter 1.00. Any excess amounts will be treated as extra tax contributions.

New Code

If a code is to be changed then the new code is entered.

New Scale To Change To

If the accrual is to be changed to another accrual then enter the accrual code of the scale it is to change to.

Nexis Plan#

This option only applies to Nexis users. This is where the plan number of the employer is to be entered.

Nexis Term Dt

This is asking for the date that the employee was terminated from the Nexis super plan.

Next Avail Emp#

If employee numbering is being used then the next available number can be entered and the system can keep track of what number you are at.

Next Ticket# (load/change branch)

This option will be explained to you when the time clock system is installed.

Non SG Super %$

Enter in either the non super guarantee super percentage or the fixed dollar value that the employee is entitled to. Note the employee can be set up with a percentage and a dollar amount.

Normal Hours Cd (load/change cost)

This option will be explained to you when the time clock system is installed.

Note & Coin Analysis Denomination#1-13

If employees are paid by cash then the note and coin denominations used are entered commencing with the highest denomination. It is not necessary to enter cents if the net pay is rounded to whole dollars.

L

#Lines Add. Labels (load/change branch)

This is asking for the number of lines on the address label.

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U

#Upds

This is asking for the number of updates that the accrual has had.

O

Ord Hourly Rt,   Ord Hr Rt

This is asking for the normal hourly rate that the employee is to receive.

Organisation

25 characters are available to enter in the name of the organisation that the deduction has to be paid to.

O/Time N/D/W/P (load/change cost)

This option will be explained to you when the time clock system is installed.

O/Time Norm Hr (load/change cost)

This option will be explained to you when the time clock system is installed.

O/Time Hour.Cd (load/change cost)

This option will be explained to you when the time clock system is installed.

P

Password

A password may be entered to preserve the internal control of the system. Once a password has been entered, it must be keyed in when selecting any job from the main system menu. To remove a password you must first get to this entry and press the spacebar followed by the enter key.

Pay Per (1-4BM)

This is asking for the employees pay period. 1 is for weekly, 2 is for fortnightly, 3 is for three weekly, 4 is for four weekly, B is for two pays per month and M is for monthly.

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Pay Point

Employees can be grouped into pay points. Pay points are useful where payslips and reports have to be generated separately for different pay locations. Two characters have been allowed for the pay point. If pay points are not required then leave this field blank.

Payroll Clearing

This is asking for the general ledger code for the payroll clearing account.

Pieces

This is asking whether the hour, allowance or deduction is to be set up as a piece calculation.

Piece Unit

This is the unit description of the piece calculation eg. km, each, per, etc.

Post C/Analysis

This is asking whether the cost analysis are to be posted to the general ledger separately. If N is entered then the total cost balances only can be posted to the general ledger.

Printer Number

The printer number is the printer that has been set up, to create the file to be sent to the bank. If this has not been done, you must set up a printer number and in the device name enter the name of the file to be created. Eg WBC.ABA This file must be deleted after it has been sent to the bank.

Prior.Yr

This is the amount of entitlement that was left over from the previous year.

R

Rate Loading, Rate Load

This is whereby the hour rates have to be loaded by a percentage. Enter the percentage that the hour rates have to be loaded by.

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Rate Number 1-5, Rate No 1-5

Each employee is allowed up to five different pay rates. Rate number 1 is normally set up for their normal pay rate.

Rate On Payslip (Combine, Hide&comb, Neither)

If an employee is paid different pay rates the system will print the different pay rates on the payslip if N is entered. If C is entered the rates will be combined into one pay rate. If H is entered no pay rate will be shown on the payslip.

Reason Code

This allows entry of a two character reason code which is supplied by Nexis, which is to be put on the employee file.

Report Printer No

Every printer on the computer system is assigned a number, you may specify which printer is to receive reports. When there is only one printer on the system, this printer is usually number one.

Rest Pay C/Q/D

If only part or none of the employee's pay is to be deposited into a bank account, then rest of the pay must be allocated somewhere. If it is to be paid in cash then C is entered. If it is to be paid by cheque then Q is entered. If it is to be deposited into another account then D is entered.

S

Salary For SG

If the super guarantee is to be based on yearly figures instead of period figures, then enter the employee's salary figure here.

Scale 1-8 - Range a,b

The tax scales are entered from the form available from the Australian Taxation Office entitled 'Formulae for calculating income tax instalments incorporating Medicare levy'. The figures are entered as seen on the form. The range represents the weekly earnings. Where the phase 'and over' is used, the entry is filled with nines.

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2nd Tax Scale

The second tax scale refers to employees who have a HECS debt and they are required to pay another tax as well as the standard tax scale.

Sex

This is asking for the gender type of the employee. M for male and F for female.

SG Non Contrib %$

Enter in the super guarantee non contributed percentage or fixed dollar value that the employee is entitled to. Note the employee can be set up with a percentage and a dollar amount.

SG Super %$

Enter in the super guarantee percentage or the fixed dollar value that the employee is entitled to. Note the employee can be set up with a percentage and a dollar amount.

Short Desc

This is asking for a shortened version of the main description. 8 characters are available to enter in the short description.

Short Name

This is asking for a shortened version of the main name. 8 characters are available to enter in the short name.

Show Non-Taxable Allowances On Group Cert Y/N

This is asking whether non taxable allowances are to be shown on the group certificates. It should be noted that it is usual for these to be shown on the group certificates.

Show on G/Cert

This is asking whether the deduction is to be shown on the group certificate.

Start Time (load./change cost)

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Status FPCS

This is asking whether the employee is employed on a full time, permanent part time, casual or seasonal basis.

Super

This is asking whether the employer contributed super is to be calculated on an hour or allowance type.

Super A/C#

This is asking for the employee member number for Nexis. Nexis requires that the 8 character member number be filled with 0's at the beginning of the number to make the number 8 characters long.

Super Emp#

This is asking for the Nexis employer number. This only applies to those who pay their employer funded super into Nexis.

Surname,First

This is asking for the employee's full name. The surname is entered first and the enter key is struck and then the first name can be entered. There are 20 characters available for the surname and 20 characters are available to enter in the given names.

T

Taxable Y/N

This is asking whether the hour or allowance type is taxable. When Y is entered, tax will be calculated. If N is entered, no tax will be calculated.

Tax File No.

This is asking for the employee's tax file number. If a tax file number has not been supplied it should be ensured that the appropriate rate of tax is applied.

Tax Flag BATC

This is asking whether the deduction is a before tax deduction, after tax deduction, a tax deduction or a termination C tax deduction. B is entered for before tax, A is entered for after tax, T is entered for tax and C is entered for termination C tax.

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Tax Free Amt

If the employee gross pay, other than the non taxable allowances contains a tax free amount then the tax free amount is entered. This amount will show as normal without attracting any tax.

Tax Gross Pay %

The percentage of the employee's pay to be taxed is entered, if 0 is entered then the whole of the pay will be taxed.

TDB

This is asking whether the accrual is to be allocated by time, dollars or both

Term A Tax Rate (0=Tax.Scale)

The tax rate for termination A is entered. If this option is set to 0 then the standard tax scale are used.

Term B Tax Scale (0=Tax.Scale)

The tax rate for termination B is entered. If this option is set to 0 then the standard tax scales are used.

Term C Tax Rate (0=Tax.Scale)

The tax scale for termination C is entered. If this option is set to 0 then the standard tax scale are used.

Term Date

The termination date is the date that the employee ceased employment.

Term D Tax Rate

The tax rate for termination D is entered. Termination D allows the ability for no tax to be taken out of a termination payment.

This.Yr

This is the amount of entitlement allocated since the date of the prior year.

Time.Clock #1-9 (service system control file)

This option will be explained to you when the time clock system is installed.

Time.Clock #1-9 (load/change employee)

This option will be explained to you when the time clock system is installed.

Time.Clocks (service system control file)

This option will be explained to you when the time clock system is installed.

Time.Inc. (service system control file)

This option will be explained to you when the time clock system is installed.

Trace Account

This is asking for the employerÕs account number. This number will be supplied by the bank.

Trace BSB

This is asking for the bank branch number. This number will be supplied by the bank.

U

Use Award

This is asking whether the employee's master file is linked to an award master file. If awards are not used then N is entered.

Update Inc. All

This is asking whether all pay periods are to be updated at one time.

Use Companies

This is asking whether companies are to be used within a branch.

Use Employee Cost

This is asking whether employee cost is to be used.

Use Which Hour Allocations For Hours Worked (1-99)

When calculating accruals in the basis of hours worked, then the hour type to be used to calculate the accrual are set. Enter Y to use the hour type, otherwise N is entered.

W

Warn Birthdays

This is asking whether you would like the system to warn you of an employee's birthday.

Words.Chq S/Y/N

If cheque printing is being used, then you need to enter Y if the words are to be printed on the cheque, or N will print the numbers instead. If S is entered, the standard cheque format is printed.

Y

Year Gross

This entry complies with the federal awards provision, that if an agreed salary is made between employer and employee it must be showed on the payslips.