



Attaché Payroll

User Guide

Sample Only

Publication Number	Product Version	Publication Date
A000793.01	Attaché 7, version 7.00	January 2007

© 2007 Attaché Software Australia Pty. Limited

All rights reserved. Copyright in the whole and every part of this manual belongs to the Owner and may not be used, sold, licensed, transferred, copied or reproduced in whole or in part in any manner or form or on or in any media to any person without the prior written consent of the Owner. The Owner is entitled to take legal action against any party who infringes its copyright.

Attaché Software, Attaché 7, Attaché Alex and Attaché ODBC are trademarks of Attaché Software Australia Pty. Limited. Microsoft, Microsoft Word, Microsoft Excel, MS-DOS, Windows, Windows NT and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation. Adobe, Acrobat, Acrobat Reader are registered trademarks or trademarks of Adobe Systems Incorporated. All other products are trademarks or registered trademarks of their respective owners.

Foreword

This *Attaché Payroll User Guide* contains detailed information about setting up, managing and processing payroll using Attaché Payroll.

The guide is intended for two main groups of users, referred to as *supervisors* and *operators*. Supervisors are staff who set up Attaché Payroll for use by operators. Supervisors select the initial setup options and decide on inclusions, tables and rates. They are responsible for the payroll system. Operators are staff who carry out regular payroll tasks. They enter transactions, add new employees, and change employee pay and leave details.

The guide is organised into several main sections:

- The introduction contains two chapters. Chapter 1 discusses Attaché Software products, resources for users, and support. Chapter 2 contains an overview of Attaché Payroll and includes flowcharts and checklists for the payroll process.
- Part 1, *Setting up and administering Attaché Payroll*, is intended for use largely by payroll supervisors. It gives step-by-step instructions for setting up and administering Attaché Payroll.
- Part 2, *Working with Attaché Payroll*, focuses on the day-to-day use of Attaché Payroll for managing and processing payroll. It covers common activities carried out regarding pay processing, leave, and manipulation of data.
- The appendices each contain information that is specific to payrolls in Australia, New Zealand or Papua New Guinea.

The guide presumes you have a working knowledge of the payroll process and that you have installed the software.

Sample only

Contents

Chapter 1 – Attaché products and services

Attaché Software products and services	12
Contacting Attaché Software	12
Staying up to date.....	12
Productivity tools.....	13
Pre-printed business stationery.....	13
Attaché consultants	14
Getting help, support and resources.....	14
Application Help.....	14
Getting assistance	14
CBP Members website — online resources	15
Attaché publications.....	15
Training.....	15
About your Attaché system.....	16
Software licensing	16
Upgrading your software	16
Sample companies and forms	17
Conventions used in this guide.....	17

Chapter 2 – About Attaché Payroll

Overview of Attaché Payroll.....	20
Key features of Attaché Payroll.....	20
Terminology.....	20
Pay processing workflow	21
Processing a pay run.....	21
Processing an end of period (optional)	22
Processing an end of year	22
Pay processing checklists.....	26
About the Attaché Payroll menu.....	27
How changes take effect.....	28

Part 1 – Setting up and administering Attaché Payroll

Chapter 3 – Setting up Attaché Payroll

Overview	34
Protecting your payroll data	35
Checking setup information.....	36
Initial setup options.....	36
Specifying initial setup options	38
Using the Payroll Setups sample company	39
Copying the Payroll Setups company	39
Working with tax scales	40
Importing updated tax scales	40
Understanding tax scales.....	41
Setting up company bank accounts.....	42
How to set up or modify a company bank account	43
Setting up cost centres	43
Working with “on costs”	43
Specifying the cost centre code format	44
How to set up or modify cost centres	44
Setting up locations	45
How to set up or modify locations	45
Setting up pay points	45
Differences between cost centres, locations, and pay points.....	46
How to set up pay points.....	46
Setting up groups	46
Employees and groups	46
How to set up or maintain groups	47
Setting up group standard pays.....	48
Setting up General Ledger postings.....	50
General Ledger account codes required.....	51
Using the clearing account.....	51
Consolidating transactions.....	51
Setting up multiple General Ledger dissections.....	52
Accounts updated by the software.....	54
Setting up income types.....	54
How to set up or modify income types.....	56
Associating an income type with an income category.....	56
How to customise income categories	57
Setting up allowances, deductions and employer contributions.....	58
Specifying a calculation type.....	59

Setting up or modifying allowances	62
Setting up or modifying deductions	62
Setting up or modifying employer contributions	63
Setting up shift tables	63
Using shift allowances	64
How to set up Shift Tables	64
Setting up the standard employee	65
Setting up or modifying the standard employee	66
Importing time sheet data from other sources	66
File format	67
Example of the input file	69
How to import third-party data	71

Chapter 4 – Setting up leave

Overview	74
Associating leave with income categories	74
Choosing a calculation method	75
Calculating by date	75
Calculating by hour	75
Calculating by pay	75
Using similar leave tables	76
Accruing leave in advance	76
Accruing pro-rata leave	77
How leave accrues	79
How to set up or modify a leave table	79
Resetting entitlement types	80
Adjusting leave accrual in the event of a company takeover	81
Discarding leave accruals	81
Using method A to retain leave accruals	82
Using method B to retain leave accruals	82
Setting up RDOs	83
RDO income types	83
How to set up RDOs	85
Setting up flexi-time	87

Chapter 5 – Administering Attaché Payroll

Overview	90
Transferring employees between locations	90
Changing the Multi Location option after setting up employees	91
Moving an income type to a different category	92

Deleting history transactions.....	93
Reporting on deleted history transactions.....	93

Part 2 – Working with Attaché Payroll

Chapter 6 – Maintaining employees

Overview.....	98
Setting up an employee.....	99
Adding an employee.....	99
Calculating tax using the year-to-date method.....	106
Deducting voluntary tax.....	107
Using Employee Groups.....	107
Using Multi Location.....	108
Adding multiple employees.....	108
Setting up employee bank accounts.....	108
Setting up a new employee bank account.....	109
Paying by bank deposit, cheque or cash.....	110
Setting up employee other accounts.....	111
Setting up employee document delivery addresses (optional).....	112
Setting up an employee standard pay.....	113
Creating an employee standard pay.....	114
Deducting fixed tax.....	116
Maintaining standard pays for RDO employees.....	117
Modifying employee details.....	118
Modifying an employee.....	118
Deleting an employee.....	119
Modifying an employee bank account.....	119
Modifying an employee other account.....	119
Modifying an employee document delivery address.....	120
Modifying an employee standard pay.....	120
Deleting an employee standard pay.....	120
Terminating employees who do not receive termination payments.....	121
Reinstating a terminated employee's pay.....	121
Enquiring on employees.....	122
Enquiring on employee details.....	122
Enquiring on employee bank accounts.....	123
Enquiring on employee other accounts.....	123
Enquiring on employee document delivery addresses.....	123
Enquiring on employee standard pays.....	124

Chapter 7 – Paying employees

Overview	126
Types of pays.....	127
Using auto pays	128
Entering time sheet pays.....	129
Modifying time sheet pays.....	131
Deleting a time sheet pay.....	132
Entering adjustment pays	132
Making a full reversal of a previous pay	134
Modifying an adjustment pay.....	135
Deleting an adjustment pay	135
Generating adjustment pay advices.....	135
Changing pay elements	135
Making a temporary rate change for the current pay	135
Making a permanent rate change.....	136
Making a temporary change to tax for the current pay.....	136
Stopping pays	137
Stopping pays by using the employee masterfile.....	138
Stopping pays by using transaction entry	138
Terminating employees who receive termination payments.....	139
Enquiring into time sheet pays	140
Checking pays.....	141
How to check pays	142
Using the Check Pays and Adjustment Pays report	143
Unchecking pays	145
How to uncheck pays.....	145
Printing pre-process pays reports.....	146
Pay Details report	146
Pay Totals report.....	147
Pay advices	147
Signature Listing report.....	150
Cheques/Listing.....	151
Cheques Printed report.....	151
Bank Transfers report	152
Deposit Slips report.....	154
Payments report	154
Pay Costing report	155

Chapter 8 – Processing pays

Overview	160
----------------	-----

Updating payroll information	161
Printing post-process pays reports.....	161
Transactions reports	162
Termination report	166
Cost Centre PTD/YTD report	166
General Ledger Postings report.....	167

Chapter 9 – Managing employee leave

Overview	170
About employee leave transactions.....	170
Enquiring on leave accruals.....	171
Using the Leave Liability report	171
Projecting accruals for individual employees.....	171
Automatic provision for leave liability journal entries for the general ledger.....	172
Changing employee leave table assignments	173
Assigning one employee at a time	173
Assigning a range of employees at a time.....	174
Maintaining leave loading	175
Entering leave loading.....	175
Entering leave taken	176
Leave details on pay advice	177
Adjusting employee leave entitlements	177
Adding comments.....	177
Adjusting leave taken.....	178
Adjusting last entitlement dates.....	178
Adjusting entitlement owing	180
Adjusting fixed entitlement dates	180
Adjusting pro-rata owing.....	181
Adjusting contingent owing	181
Maintaining casual employee leave.....	182
Transferring casual employees to part time or full time	182
Adjusting rostered days off	183
Maintaining flexi-time	183
Updating accumulated flexi-time.....	184
What employees receive on entitlement.....	184
Reporting on leave.....	185
Using the Leave History report	185
Using the Leave Liability report	186

Chapter 10 – Producing reports

Overview	190
Printing pre-process pays reports	190
Printing post-process pays reports	190
Printing leave reports	190
Printing history reports	190
Pay Details History report	191
Pay Totals History report	192
Pay Costing History report	193
Pay Summary report	194
Printing employee details	195
Labels	195
Masterfiles (Employee Details) report	196
Employee Bank Account Details report	197
Employee Standard Pays report	198
Birthday report	199
Anniversary report	199
Employee Start/Finish report	200
Printing employee notes	200
Using the Search Mask	200
Printing pay element reports	201
Income Type Details report	202
Allowance Details report	203
Deduction Details report	204
Employer Contribution Details report	205
Printing pay element notes	205
Using the Search Mask	205
Printing general setup reports	206
Leave Accrual Tables report	207
Group Details report	208
Company Bank Account Details report	208
Locations report	209
Pay Points report	209
Cost Centres report	210
Shift Tables report	210
Tax Scales report	211
Printing general setup notes	211
Using the search mask	212
Printing tax certificate reports	212
Printing the Tax Reconciliation report	212
Printing tax certificates	213

Appendix A – Australian payroll processing

Managing superannuation.....	215
Setting up contributions.....	215
Setting up employer SGCs for full-time employees.....	215
Setting up employer SGCs for casual employees 18 years and over.....	219
Setting up employer SGCs for casual employees under 18.....	220
Setting up additional employer superannuation contributions.....	221
Setting up employee contributions.....	222
Setting up superannuation companies, funds and Employee Other Accounts.....	223
Reporting and recording payments (without Super Export).....	229
Reporting and recording payments with Super Export.....	232
swimEC Superannuation Contribution Types.....	241
How monthly calculated super works.....	243
Super Export Templates — available fields.....	244
Reporting fringe benefits.....	246
Fringe benefits input and enquiry fields.....	246
Creating an employer contribution for reportable fringe benefits.....	247
Looking up employee fringe benefits.....	247
Reports containing fringe benefits information.....	248
Reporting Label E lump sum payments.....	249
Creating an allowance for Label E lump sum payments.....	249
Reports containing Label E lump sum information.....	249
Codes for invalid tax file numbers.....	249
Reporting CDEP wages.....	250
Setting up an income type for CDEP income.....	250
Processing pays for CDEP employees.....	251
Reports containing CDEP earnings information.....	251
HELP and SFSS tax scales.....	251
End-of-year processing sequence.....	252
End-of-year reports.....	252
ETP cash payments.....	257
Entering termination details for ETP payment summaries.....	257
Reports containing ETP information.....	259
Magnetic media payment summaries.....	259
Introduction.....	259
Employee names.....	260
Employee addresses.....	260
Tax reporting process.....	260

Appendix B – New Zealand payroll processing

General differences in setting up Attaché Payroll	265
<i>Initial setup options</i> on page 36	265
<i>Setting up income types</i> on page 54	266
<i>Setting up allowances, deductions and employer contributions</i> on page 58	267
<i>Choosing a calculation method</i> on page 75	267
<i>How to set up or modify a leave table</i> on page 79	267
Taking on year-to-date balances	271
For pays	271
For annual leave	272
Paying annual leave on termination of a permanent employee	272
Setting up the software to produce the EMS	273
Checking the tax details	273
Checking the EMS Tax Report Codes	274
Checking variations to the EMS report	275
Generating the EMS	277
Printing the EMS report	277
Generating the EMS file	278
Altering the EMS	279
Tax in arrears	280
Additional uses for the EMS report	280
Filling in the remittance certificate	280

Appendix C – Papua New Guinea payroll processing

Reports	281
Statement of Earnings	281
Allowance Details report	281
National Superannuation Fund report	282
Index	283

Sample only

Chapter 1 – Attaché products and services

- Attaché Software products and services
- Attaché consultants
- Getting help, support and resources
- Training
- About your Attaché system
- Conventions used in this guide

Attaché Software products and services

Contacting Attaché Software

If you'd like more information about any Attaché Software products or services, talk to your Attaché consultant or contact Attaché Software. Contact information for Attaché Software can be found on the back cover of this guide or refer to the Attaché websites.

Attaché Software website www.attachesoftware.com

CBP Members website www.attachesoftware.com/cbpmembers

For more information see *CBP Members website*
— *online resources* on page 15

Staying up to date

The easiest way to stay up to date with the latest Attaché news is by subscribing to our email news bulletins. The news bulletins contain information about upgrades and new releases, changes to business and taxation regulations, training, special events and important support issues.

News bulletins are free to all CBP members but in keeping with our anti-spam policy, you must “opt in” to receive them. You can subscribe as many staff as you wish. This way you can be sure that if one staff member is sick or on leave, other staff will still receive any important news.

To receive our email bulletins sign up at the CBP Members website or send an email to cbpmembers@attachesoftware.com and type subscribe plus your VIP and company name as the subject. (To subscribe additional staff, type their email addresses in the body area.)

Productivity tools

Attaché Software develops and supports a number of tools that you can use with your Attaché system to increase productivity and get more from your Attaché data:

- Attaché Alex lets you send documents straight from your Attaché system to any fax or email recipient. Attaché Alex service fees are based on usage and billed monthly. At around the cost of a postage stamp per document, Alex is not only easy to use, it saves you time and eliminates the costs of stationery, postage and handling.
- Attaché ExpressLink lets you open, save and send Attaché reports in different formats and different programs. For example, you can choose to open an Attaché 7 report in Word or Excel, email it, or save it in HTML or CSV format.
- Attaché ODBC lets you export data, perform queries and generate reports using applications you already know such as Excel and Word.
- Attaché Contacts lets you store and report on the details of an unlimited number of contacts for each of your existing customers and suppliers.
- Attaché Archive lets you back up your data with a simple one-step process from within your Attaché 7 system.

To find out more about these productivity tools, visit the Attaché Software website, talk to your consultant or contact Attaché Software.

Pre-printed business stationery

Attaché Software can provide customised, pre-printed business forms and cheques, in both A4 and continuous format. These forms ensure consistent quality, improve the presentation of your company and are easy to use.

You can purchase stationery through your Attaché consultant or directly from Attaché Software. Contact us for the latest order form or visit the Attaché Software website for stationery samples and ordering information.

Attaché consultants

When it comes to Attaché products, expert help is always just a phone call away. Attaché consultants offer a broad range of services including:

- installing, setting up and upgrading your Attaché products
- training, advice and trouble-shooting
- help with end-of-year processing and other procedures
- hardware issues, including computer networking

Your Attaché consultant can tailor a support agreement to suit your particular needs. If you don't have an agreement with an Attaché consultant, contact Attaché and we'll put you in touch with a suitable consultant.

Getting help, support and resources

There are various options available if you need help with installing, setting up or using any of your Attaché Software products and services.

Application Help

Attaché Software products include extensive Help within the software, including overviews of tasks and detailed descriptions of fields.

- Task Help — with a task screen open, press shift+F1 on your keyboard or click Task Help on the Help menu to access an overview of the selected item.
- Field Help — with the cursor positioned in a field, press F1 on your keyboard or click Help on the Help menu to access detailed information about the field.

Getting assistance

In association with your Attaché consultant, Attaché Software provides various types of support agreements to licensed users of Attaché products and services. By having a support agreement you can be sure that professional assistance is available if problems arise or you need to carry out new or unfamiliar procedures.

Our ongoing support agreements can include telephone support only, telephone support plus training, or telephone support with both training and on-site assistance. To find out more, contact Attaché Software.

CBP Members website – online resources

The CBP Members website is the main source for Attaché support information and user resources. As well as software upgrades, the website has the latest news, guides and support information. Plus you can find out about training courses, special offers and new Attaché products and services.

The CBP Members website is accessible to licensed Attaché users only. To enter the site, you need to sign in by typing your VIP number and the business telephone number as registered with us.

CBP Members website www.attachesoftware.com/cbpmembers

Attaché publications

As a CBP member you have free and unlimited access to a library of guides on the CBP Members website. You can easily download and print documents or read them on-screen.

In addition, a number of publications are available for purchase, including special-purpose guides and training materials. You can purchase guides via the CBP Members website or contact Attaché Software and we'll send you the latest guides order form.

Training

Your Attaché consultant can provide training in Attaché products. In addition Attaché Software conducts regular classroom training courses in our Sydney and Auckland training centres and at scheduled times throughout Australia and New Zealand.

Attaché training courses are run by qualified trainers in small groups where you can be certain of personalised attention and the opportunity to ask questions that are pertinent to your particular business operations. All participants receive extensive course notes.

Courses include subjects such as accounts payable and receivable, general ledger, payroll setups and processing and Attaché ODBC.

Course information, timetables and registration are available from the CBP Members website. Self-training resources and tutorials are also available from the CBP Members website.

About your Attaché system

You can find information about your Attaché system, such as your current version, VIP number, licence details and modules on the About Attaché 7 screen. This screen also provides links to the Attaché websites.

To access the About Attaché 7 screen choose Help | About Attaché 7.

Software licensing

Your Attaché 7 system is licensed to you by Attaché Software Australia Pty Limited. You are authorised to use Attaché 7 and any licensed Attaché products while you continue to make payments under the Attaché Fast Track Plan. Should you discontinue payment, your licence will be cancelled. If your licence is cancelled (or it expires), you can continue to access your Attaché 7 system to enquire on your data. However, you will be unable to edit or delete your data.

For more information about your licence refer to the Attaché Software website or, in Attaché 7, choose Help | About Attaché 7. Alternatively, contact your Attaché consultant or Attaché Software.

Upgrading your software

Attaché Software regularly releases software upgrades which may include changes due to new business regulations as well as new features and enhancements. As a licensed Attaché user, upgrades to all your Attaché products are free of charge.

Upgrades are announced in our email news bulletins (See *Staying up to date* on page 12) and on the CBP Members website. Your consultant will also advise you when upgrades are released.

It's not difficult to upgrade your Attaché system. You can do it yourself by downloading the new version from the CBP Members website, where you'll also find detailed installation instructions. Alternatively, you can upgrade by purchasing the latest Attaché CD-ROM or, if you prefer, you can organise for your Attaché consultant to upgrade your system for you.

Sample companies and forms

Your Attaché system includes a number of sample companies that you can use to practise new procedures and carry out tutorials or other training exercises. They're also a great way to explore new features in the software when you upgrade.

To use a sample company, select it from the list of company names when you sign on to Attaché 7. You can recognise the sample companies by the square brackets around the name, for example [Sample Data].

Conventions used in this guide

Throughout this guide the elements of your Attaché system are represented in the following ways:

Item	Example	Description
Menu	Masterfiles Customers Standard Charges Maintain	From the function menu, choose the module, then the folder, and then the task.
Field name	<i>Customer Code</i>	The label for a field.
Field value	ABEL	Information entered into a field.
Button	Find (F2)	Click the Find button on the screen or press the F2 key on your keyboard.
Key	Page Down	Press the Page Down key on your keyboard.

Notes, cautions and warnings

Notes draw your attention to important or useful information. *Cautions* tell you how to avoid making errors which could cause you to, for

example, lose data or create extra work. *Warnings* tell you about the consequences of not following prescribed procedures.

Note

This is a note. It draws your attention to important or useful information which will increase the effectiveness of your software.

Tip

This side box contains tips for using the application effectively.

Text in the side margin highlights helpful information — *tips* that may improve efficiency and increase productivity.

Sample only