

InterAcct for Payroll

InterAcct Software Pty Ltd

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InterAcct
SOFTWARE PTY LTD



InterAcct for Payroll

Why InterAcct?

- Classification Tables**

Payroll Classification Tables are, for the most part, already setup, enabling to creation of Payroll Types such as Ordinary Pay, Overtime, Allowances, Deductions, Annual Leave, etc.
- Modular**

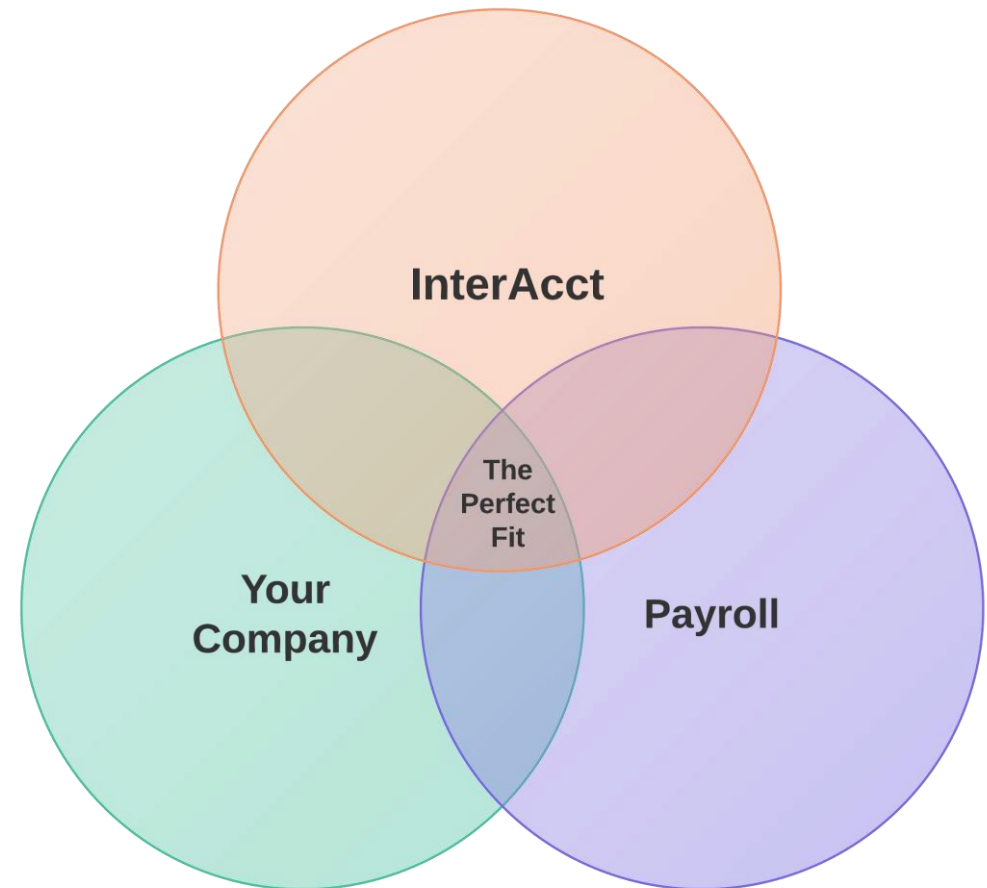
As InterAcct is modular by design, the Payroll system is an additional module which can be purchased and added into a current InterAcct system at any time
- Control**

InterAcct enables the definition of Pay Point Locations, Work Place Locations, Awards and Work Place Agreements
- Export to .aba**

InterAcct exports its pay runs as a .ABA (Australian Bankers Association) file, which can be uploaded to your bank, automatically 'batch' paying all transactions
- Easy Tax**

Use InterAcct with Tax Scales, Tax Tables, Average Tax or Assessment to define a tax rate, minimizing tax credits and debits
- Update Scales**

Annually download new Tax Scales at no charge as they are updated by the ATO





Employee File

- A** **Standard Pay Items List** automatically adds a set of pay items to the pay run per employee
- B** **Employee Status**, Basis, Class, Pay Point, Work Place and Award
- C** **Pay Cycle** allows payments to be made weekly, fortnightly, monthly, etc.
- D** **Tax File Number Validation** using the ATO tax file number checks
- E** Set the **Super** Rate to be paid by the Employer, and any additional contributions optionally made by an Employee

InterAcct Rob-Demo - [EMPLOYEE DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Id Code DAVID.W Emp Ref # 100004 Birth Date 27-Sep-1985
 Title Mr 1st Name David Preferred Dave
 Position Owner Surname Webster
 Ph/Extn 94182222 Mobile 0454485978 EMail dwebster@hifi.net.au

Status EMPLOYED Start Date 1-Sep-2008 L/E 01
 Basis FULLTIME Tax File Number 000 000 000
 Class DIRECTORS Employee Super % 0.00 Employer Super % 9.50
 Pay Point NSW
 Work Place HEADOFFICE
 Award AGREEMENT

Nominal Hrs # 76.00
 Calc Tax ? T Use Tax Tables
 Tax AUS.T/FFTX

Pay Period Summary
 Pay Cycle 2FORTNIGH

Menu
 1. Addresses
 2. Contact Names
 3. Employee Details
 4. Bank Details
 5. Employee's Class Pay Items
 6. Employee Payroll Ledger
 7. View : Last Pay Items
 8. W/Comp Incident Reports
 9. View : Leave Entitlements
 10. View : Employee Pay History
 11. View : Fiscal Detail

Video
 Set-Up
 Classes
 Manual

STANDARD PAY ITEMS list , Dave Webster

File Record Edit View Go Advanced Graph New Design Help

| | Description | Units | Std Qty # | GL A/c | Use Base Rate ? |
|---|---------------------|-------|-----------|------------|-----------------|
| 1 | Ordinary Pay | HOURS | 76.000 | WAGES | Y |
| 2 | Paid Public Holiday | HOURS | 15.200 | PUBLIC | Y |
| 3 | Rostered Day Off | HOURS | 1.000 | WAGES.RDO | Y |
| 4 | Petrol & Oil | EACH | 10.000 | PETROL-OIL | N |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



Payroll Structure

*Tomorrow is often the **busiest day of the week.***

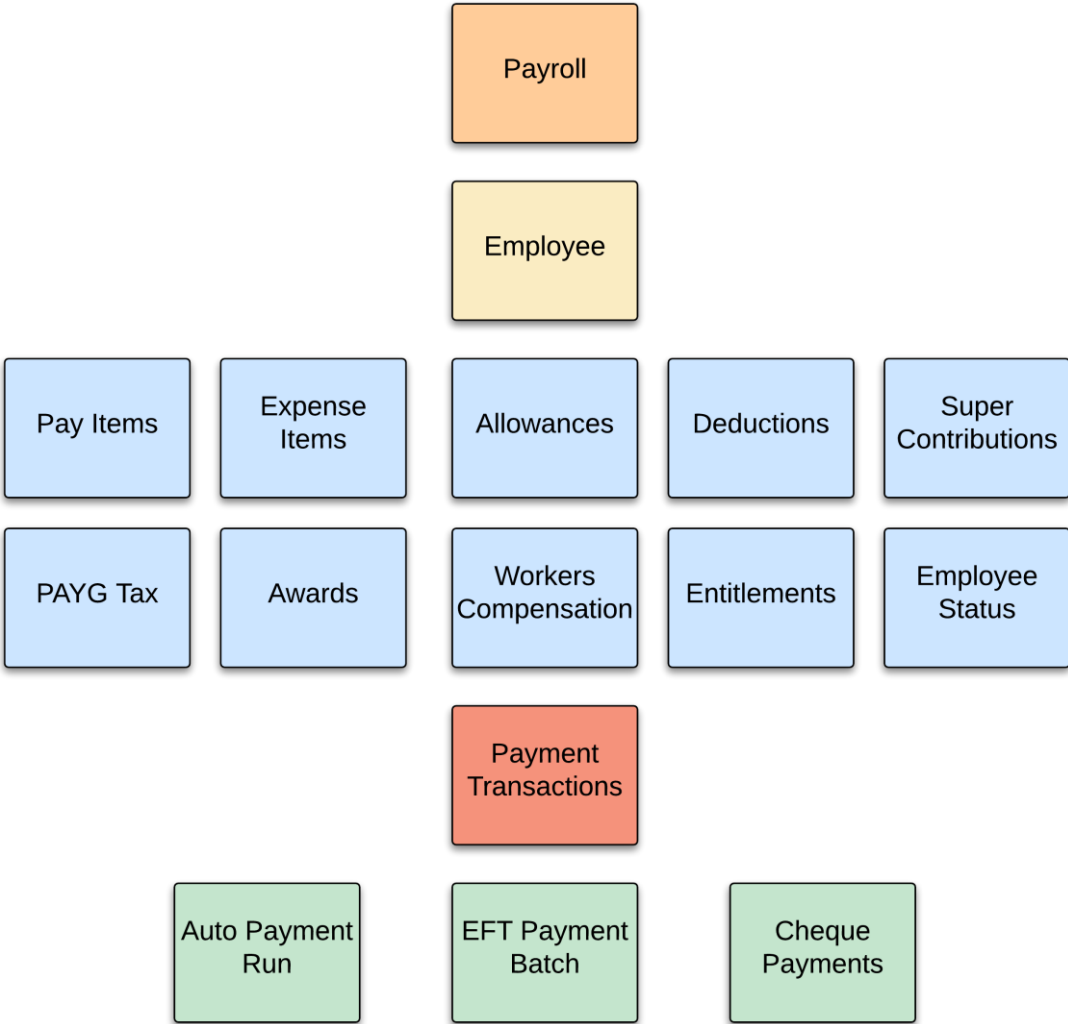
Payroll Employee:

Payroll Employees are separate to those under the Jobs system within InterAcct. However, the two databases can be linked to each other.

Employees within the Payroll system include additions such as Bank Details, Class Pay Items, Leave Entitlements, Superannuation Fund details and Worker Incident Reports

Pay Slips:

Pay slips are created automatically when a pay run has been made. These can be emailed, printed or saved to pdf (as with any other report within InterAcct)





Payroll Main Menu


Clients


Diary Alerts


Accounting


General Ledger


Jobs Database


Manual

| Menu | | |
|--|---|--|
| <ul style="list-style-type: none"> <li style="background-color: #004a99; color: white; padding: 2px;">1. Employee Database - Current 2. Employee Database 3. Payroll Transactions 4. Payroll Opening Balances 5. Superannuation Balances 6. Payroll Control Accounts Getting Started : 7. Ordinary Pay Items 8. Overtime Pay Items 9. RDO Items 10. Reimburse Expense Items 11. Setup/Increase Staff Loans 12. Allowances 13. Termination Pay Items 14. Deductions - Before Tax 15. Deductions, After Tax 16. Deductions, Repayable Loans 17. Leave Accrual Items 18. Leave Non Accrual Items 19. Non Cash Pay Items 20. Super, Employer Paid 21. Super, Employee Paid | <ul style="list-style-type: none"> 22. Pay Point Locations 23. Superannuation Funds 24. Works Comp Insurers 25. Work Place Locations 26. Awards - Work Agreements 27. Employee Status 28. Pay Period Codes 29. Classes - Pay Items 30. Contact Classifications 31. Units of Measure 32. Pay Item Headings 33. Starting Pay Reference 34. W/Comp Incident Types 35. Event Types 36. PAYG Tax Tables Enquiries Menu : 37. Pay Items Database 38. Fiscal Summary 39. Employee Weekly Summary 40. Employee Entitlements 41. Employee Details 42. W/Comp Incident Reports 43. Employee Timesheets | <ul style="list-style-type: none"> 44. Recruitment Database Payroll Payments : 45. Auto Payment Runs 46. Manual EFT Payments 47. Cheque Payments 48. Employee Leave Planner Payroll Reports : 49. ATO Payroll Report ECI 50. Pay Slip Report Setup 51. Tax Rate Recalculation Routine 52. Timesheet Export Routine 53. Monthly Payroll Reports 54. Employee Leave Report 55. Fix Payroll Routines 56. ATO Subbies Annual Payments 57. Employee Leave Entitlements 58. Employee Payslips in Range 59. Super Stream Report 60. Exit InterAcct |


Payroll Training 1 - Tables


Payroll Training 2 - Employees


Payroll Training 3 - Transactions


Payroll Training 4 - Super Setup


Payroll Training 5 - Opening Balances



Key Features & Advantages

| | Feature | Advantage | Base? |
|--------------------------------------|--|---|--------------|
| Payroll Classification Tables | Classify pay items to be automatically added against the employee as a standard pay item | Define what General Ledger account the cost will be posted to per Payroll type. Save time by using pre-determined payment types. | Option |
| Employee Database | Multiple bank account details can be setup to allow allocations to automatically split each period of pay over Loan Accounts or Child Support Payments | Determine what amounts get paid into each of the employee's bank accounts | Option |
| Superannuation | Define separate General Ledger Accounts relating to both Employer and Employee superannuation contributions | Allows for the flexibility of employees that have multiple Super Funds for different types of payments | Option |
| Ledger Transactions | Each transaction relating to a pay run will update the Employees transaction history file | A simple way to reconcile all the figures week by week for each employee | Option |
| General Ledger Accounts | Each employee's wage / salary cost, PAYG Tax deductions and Superannuation can be posted to separate General Ledger Accounts if you wish | Employee costs can be allocated against different departments / divisions as well as being broken down into Cost of Goods / Services compared to operating expenses | Option |
| EFT, Manual Cheques | InterAcct supports batch payment of EFT via the upload of an .ABA file to your bank, or the creation of manual cheques | Pay Slips can be printed, or emailed to each employee | Option |
| Tax Tables | Optionally use ATO tax tables. Download updated Tax Tables yearly | Tax can be calculated according to the standard ATO Tax Scales, or on an annualised income basis | Option |
| Entitlements | Monitor an employee's Holiday Pay and Personal Leave entitlements | Allows simple analysis of estimated accrued costs of outstanding leave entitlements | Option |
| Auto Suggested Pay Items | Pay Items are automatically suggested based on Previous Period | Allows quick updates to employees with little or no changes to pay each period | Option |
| Group Pay Items | Group pay items by Employee Class | Allows Employees to be quickly create or prompted with all entitlements associated automatically | Option |



Screen 1: Employee Pay Screen

Employees Pay:

Each Employee within a pay run will have a screen similar to this.

It displays an overview of the details for the Employee for each particular pay run, including ordinary pay, super, salary sacrifice, PAYG tax and the balance to pay.

A pay slip for an Employee can be printed directly from this screen – or as a group print with all Employees

| Pay Run Details | | Date | Wed 10-Sep-2014 | Ref No | 100006 |
|----------------------|----------|----------------------------|-----------------|------------------|-------------------|
| Ord Pay \$ | 1,900.00 | Fiscal Yr | 2014/15 | L/E | 01 |
| O/Time \$ | 0.00 | Employee Details | | | |
| Personal \$ | 0.00 | Employee * | DAVID.W | Dave Webster | |
| RDO \$ | 50.00 | Status | EMPLOYED | Employer Super % | |
| Reimburse \$ | 50.00 | Basis | FULLTIME | 9.50 | |
| Allowances \$ | 0.00 | Class | DIRECTORS | Employee Super % | |
| Termination | 0.00 | Award | AGREEMENT | 0.00 | |
| Leave \$ | 0.00 | PAYG-Tax | | | |
| Loading \$ | 0.00 | Total Taxable | 1,950.00 | Use Average Tax? | T Use Tax Tables |
| Long Serv \$ | 0.00 | Base Hours Setup | | | |
| Ded B/Tax \$ | 0.00 | Pay Period | 2FORTNIGHT | Hours/Period | 152.00 |
| Staff Loan \$ | 0.00 | Period Divisor | 2.00000 | Hours/Week# | 76.00 |
| Gross \$ | 2,000.00 | Base Rate \$ | 50.00 | Expected Return | |
| Salary Sacrifice | 0.00 | Entitlement Details | | | |
| Non Cash \$ | 0.00 | RDO # | 1.00 | Accrued Hours # | Available Hours # |
| Ded A/Tax \$ | 0.00 | Personal # | 5.85 | 11.70 | |
| PAYG Tax | 348.00 | Leave # | 11.69 | 23.38 | |
| Net Cash \$ | 1,652.00 | Loading # | 0.00 | | |
| Paid \$ | 0.00 | Long Serv # | 1 | | |
| Balance to Pay\$ | 1,652.00 | Special # | 0.00 | | |
| Super, Employer \$ | 185.25 | Loading # | 0.00 | | |
| Ex Employer,Super \$ | 0.00 | | | | |
| Super, Employee \$ | 0.00 | | | | |

Menu

1. Employee Pay Items
2. Print : Pay Slip
3. Employee Database
4. Standard Pay Items
5. Getting Started

Copied ?



Screen 2: Pay Slip

Pay Slip:

This is an example Pay Slip.

It will include a company logo, each individual pay item, the quantity of the pay item with its rate and gross / net taxable or non-taxable income per item.

Bank Deposit details are printed if EFT payment is used, and a payment summary is printed at the bottom including PAYG tax and the accrual of entitlements such as Leave and Super



Audio, Visual SuperCity
 PO Box 786
 Manly NSW 1655
 Ph : (02) 9975 4653 Fax : (02) 9975 7269
 www.avsupercity.com.au

Pay Slip

Employee Name : **Dave Webster**
 Send Pay to : 22 Long St
 PYMBLE NSW 1628

Pay Date : 10/09/2014
 Pay Period : MON 25/08/14 - SUN 07/09/14
 Reference : 100006
 Printed : 10/09/2014
 Time : 11:30:55 AM
 Page : 1

***** PRIVATE AND CONFIDENTIAL *****

| Pay Summary | | | | | | | | |
|-----------------|-----------------|----------------|--------------|--------------------|--------------|-----------------|---------------|----------------|
| Before Tax | | | | | After Tax \$ | | | |
| Ordinary Pay \$ | OverTime Pay \$ | Other Gross \$ | Gross Pay \$ | Salary Sacrifice\$ | PAYG Tax \$ | No Tax Items \$ | To be Paid \$ | Total Super \$ |
| 1,900.00 | 0 | 100.00 | 2,000.00 | 0 | 348.00 | 0.00 | 1,652.00 | 185.25 |

| Pay Details | | | | | | | |
|----------------------------|-------|-------|---------|-----------------|--------------------|--------------------|--|
| Pay Item | Units | Qty # | Rate \$ | Non Taxable \$ | Taxable \$ | Less Tax \$ | |
| Ordinary Pay | HOURS | 38.00 | 50.00 | | 1,900.00 | 0 | |
| Rostered Day Off | HOURS | 1.00 | 50.00 | | 50.00 | 0 | |
| Reimburse Expense Payments | | | | | | | |
| Petrol & Oil | EACH | 10.00 | 5.00 | 50.00 | | | |
| Pay Run Totals | | | | \$ 50.00 | \$ 1,950.00 | \$ 0.00 | |
| Amount Due to Pay | | | | | | \$ 1,652.00 | |

| Direct Deposit Details | | | | |
|------------------------|------------|--------------|------------------|-----------|
| BSB | Account No | Account Name | Reference | Amount \$ |
| 112-879 | 123456789 | Dave Webster | INTERACCT SOFTWA | 1,000.00 |
| 888-779 | 564587999 | Dave Webster | AUDIO, VISUAL SU | 652.00 |

| Payment Summary as at 10/09/2014 | | | | | | | |
|----------------------------------|------------|---------|----------------|------------|-------------|------------|-------------|
| Gross \$ | Taxable \$ | PayG \$ | Non Taxable \$ | Tax Rate % | Net Paid \$ | Pay Period | No. Periods |
| 1,950.00 | 1,950.00 | 678.00 | 0 | 0.000000 | 1222.00 | 2FORTNIGHT | 2 |

| Entitlement Summary as at 10/09/2014 | | | |
|--------------------------------------|-------|-----------------|---------------|
| Entitlements | | | |
| | Unit | This Pay Period | Total Balance |
| Leave | Hours | 11.69 | 23.38 |
| Long Service | Hours | 1 | 2.00 |
| Employer Super | Value | \$ 185.25 | \$ 185.25 |



Screen 3, 4: Remittance Advice / ABA File

Remittance Advice:

Remittance Advice can easily be printed/emailed for EFT payments to Employees



Audio, Visual SuperCity
PO Box 786
Manly NSW 1655
Ph : (02) 9975 4653 Fax : (02) 9975 7269
www.avsupercity.com.au

EFT Remittance Advice # 100001

Dave Webster
22 Long St
PYMBLE NSW 1628

Date 10/09/2014

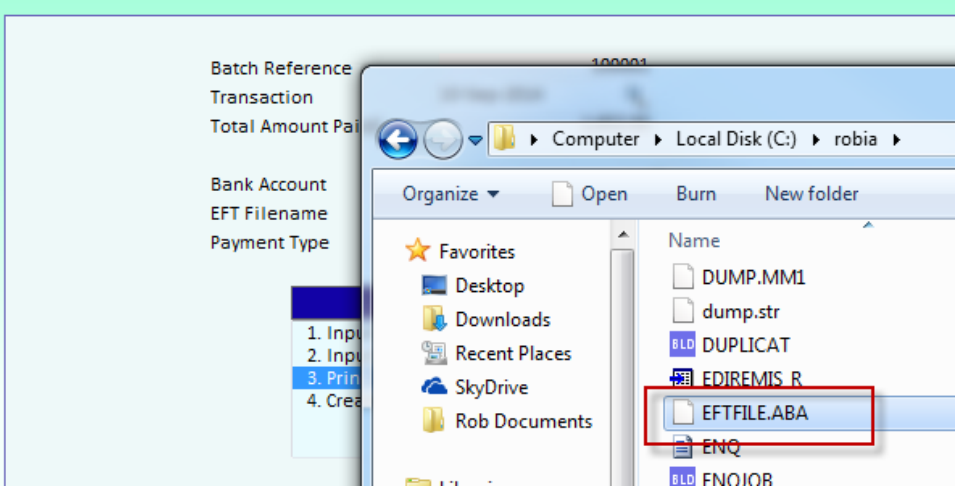
Email Address
dwebster@hifi.net.au

| Inv Date | Inv No | Invoice \$ | Retention \$ | Adjusted\$ | Paid Prior \$ | Payable \$ | Paying \$ | Balance \$ |
|------------|---------|------------|--------------|------------|---------------|------------|-----------|------------|
| 10/09/2014 | Payment | 1,652.00 | | | | | 1,652.00 | |

.ABA File:

InterAcct is able to export an .ABA file (Australian Bankers Association). This is a file format used by Banks to enable batch EFT transactions

This file is uploaded to your Bank to automatically complete the transactions which have been processed within InterAcct





Screen 5, 6: Pay Items / Tax Tables

Pay Items:

Standard pay items can be associated with each Employee 'class', which are used as a basis when first creating a standard list of pay items for an Employee – to prepare the first pay run.

To save on data entry time, during a pay run pay items are automatically created based on the last pay run for each Employee.

EMPLOYEE PAY ITEMS list, Dave Webster

| File Record Edit View Go Advanced Graph Design Help | | | | | | | |
|---|---------|----------|-------|------------|---------|-----------|-------------|
| | Heading | Pay Item | Units | Quantity # | Rate \$ | Amount \$ | PAYG Tax \$ |
| 1 | 10P | ORD-PAY | HOURS | 38.00 | 50.00 | 1,900.00 | 0.00 |
| 2 | 10P | PAYG | EACH | 0.00 | 0.00 | 0.00 | 348.00 |
| 3 | 1RD | RDO | HOURS | 1.00 | 50.00 | 50.00 | 0.00 |
| 4 | 3RP | PETROL | EACH | 10.00 | 5.00 | 50.00 | 0.00 |
| | | | | | | 2,000.00 | 348.00 |

Tax Tables:

The standard ATO tax tables are in InterAcct and can be updated each new financial year.

The tax tables can be downloaded into InterAcct yearly as they are updated via the ATO.

Tax Table - ATO PAYG TAX TABLES BY PAY PERIOD

| | Pay Period | Description of Table | Medicare Levy? | Tax Free Threshold ? | HELP/HECS? | ATO Document | Scale |
|----|------------|---|----------------|----------------------|------------|--------------|----------|
| 1 | 2FORTNIGHT | F/nightly, Full Medicare, Tax Free Threshold and NO HELP | Y | Y | N | NAT1004 | Scale 2 |
| 2 | 2FORTNIGHT | F/nightly, Full Medicare, Tax Free Threshold and HELP | Y | Y | Y | NAT3539 | Scale 2 |
| 3 | 2FORTNIGHT | F/nightly, Full Medicare, NO Tax Free Threshold, NO HELP | Y | N | N | NAT1004 | Scale 1 |
| 4 | 2FORTNIGHT | F/nightly, Full Medicare, NO Tax Free Threshold, HELP | Y | N | Y | NAT3539 | Scale 1 |
| 5 | 2FORTNIGHT | F/nightly, Half Medicare, Tax Free Threshold, NO HELP | H | Y | N | NAT1004 | Scale 6 |
| 6 | 2FORTNIGHT | F/nightly, Half Medicare, Tax Free Threshold, HELP | H | Y | Y | NAT3539 | Scale 6 |
| 7 | 2FORTNIGHT | F/nightly, Exempt Medicare, Tax Free Threshold, NO HELP | N | Y | N | NAT1004 | Scale 5 |
| 8 | 2FORTNIGHT | F/nightly, Exempt Medicare, Tax Free Threshold, HELP | N | Y | Y | NAT3539 | Scale 5 |
| 9 | 2FORTNIGHT | F/nightly, NO Tax File Number, Australian Resident, NO HELP | Y | N | N | NAT1004 | Scale 4a |
| 10 | 2FORTNIGHT | F/nightly, Exempt Medicare, Foreign Residents, NO HELP | N | N | N | NAT1004 | Scale 3 |
| 11 | 2FORTNIGHT | F/nightly, Exempt Medicare, Foreign Residents, HELP | N | N | Y | NAT3539 | Scale 3 |
| 12 | 2FORTNIGHT | F/nightly, NO Tax File Number, Foreign Resident, NO HELP | N | N | N | NAT1004 | Scale 4b |



Screen 7: Employee Annual Summary

Employee Annual Summary

This screen not only shows the totals of Gross and Net Wages, but also allows you to monitor the actual PAYG tax deducted Year to Date.

As an option, you can manually adjust the Tax Rate % so that the Employee does not have to wait for a Tax Refund related to the over payment of tax during the year

| | | | |
|------------------|---------|-----------------------|------------|
| Employee | DAVID.W | Pay Period | 2FORTNIGHT |
| Fiscal Yr | 2014/15 | Divisor | 2.00000 |
| L/E | 01 | No Pay Periods | 9 |

| | |
|--------------------------------|----------|
| Fiscal Year Total Wages | |
| Taxable \$ | 9,750.00 |
| PAYG \$ | 2,070.00 |
| Non Tax \$ | 0.00 |
| Staff Loan\$ | 250.00 |
| Gross Total \$ | 9,750.00 |
| Net Paid \$ | 7,430.00 |

| | |
|-------------------------------------|----------|
| Average Wages per Pay Period | |
| Av Taxable \$ | 1,083.33 |
| Av PAYG Paid \$ | 230.00 |
| Av Non Taxables\$ | -27.78 |
| Av Net Paid \$ | 825.56 |

| | |
|-----------------------------|------|
| Current Weekly Setup | |
| Current Taxable \$ | 0.00 |
| Current PAYG \$ | 0.00 |

| | |
|---------------------------------|------|
| Current Pay Period Setup | |
| Current Taxable \$ | 0.00 |
| Current PAYG \$ | 0.00 |

| | |
|---|----------|
| Average to Pay Period Difference | |
| Taxable Dif \$ | 1,083.33 |
| PAYG Dif \$ | 230.00 |

| | |
|---------------------|--|
| Menu | |
| 1. Go Back One Step | |

| | | | |
|---------------|---|-------------------------|--------|
| Lump Sum A \$ | 0 | Fringe Benefits \$ | 0.00 |
| Lump Sum D \$ | 0 | Allowances - Taxable \$ | 0.00 |
| Lump Sum E \$ | 0 | Allowances - Total \$ | 0.00 |
| Lump Sum O \$ | 0 | Employer Super \$ | 926.25 |
| Lump Sum R \$ | 0 | Tax Rate % | 21.231 |
| | | Employee Super \$ | 0.00 |



Screen 8: Single Touch Payroll

Single Touch Payroll

There is a process to upload the data directly to the ATO using our Single Touch Payroll Function.

Your employees will be able to see the data of their pay via MyGov and you will also get to see a summary of your data via the ATO Portal.

The screenshot shows the IASTP2 - InterAcct Single Touch Payroll - Version : 2.0.1.2 application window. The window has a title bar with standard Windows controls (minimize, maximize, close). Below the title bar, there are two tabs: "Post to ATO" (selected) and "History". The main area contains several input fields and checkboxes:

- Client ID
- Client ABN
- Run ID
- File Location
- Database Dir
- Intermediary or Agent?
- Test Environment?
- Update Existing Batch to ATO?
- Always Get Token?
- STP Version: A dropdown menu with "STP2 - 004.00" selected and "STP1 - 003.00" visible below it.

On the right side of the window, there is a "Send Now" button with a printer icon, an "Exit" button, and a "Current Function" label with the text "Started" below it.



InterAcct Pricing (Per User)

| Users | Base InterAcct | Job Costing, Estimating, Quoting (A) | Costing by Phase (B) | Building Repairs, Insurance Claims (C) |
|-------|-----------------|--------------------------------------|----------------------|--|
| 1 | \$1,650 (15-25) | + \$550 (10) | + \$385 (5) | + \$275 (2-3) |
| 2-3 | \$1,100 (20-30) | + \$550 (10) | + \$385 (5) | + \$275 (2-3) |
| 4 | \$825 (20-30) | + \$413 (10) | + \$275 (5-8) | + \$207 (2-3) |
| 5-9 | \$660 (25-35) | + \$330 (10-15) | + \$220 (5-8) | + \$165 (3-5) |
| 10-19 | \$550 (30-40) | + \$303 (10-15) | + \$193 (5-8) | + \$138 (3-5) |
| 20-49 | \$440 (40-60) | + \$275 (10-15) | + \$165 (10-15) | + \$110 (3-5) |
| 50+ | \$385 (50-75) | + \$253 (15-25) | + \$143 (10-20) | + \$99 (5-10) |

Software Pricing

Software Pricing is per Computer Network "User" as defined in the above table. The optional software modules (e.g. Job Cost Estimating) require the Base InterAcct as well, and are purchased based on the number of base Network Users. Prices are all ex GST.

+ Annual Support Pricing

Yearly support is calculated at 20% of purchase price, with no CPI annual increases. Support is reduced by 30% after 3 years. For example a single User (with just the base InterAcct) would be $(\$1,650 \times 20\%) = \330

+ Implementation & Training Budget

The (Number) denotes the estimated min/max hours of Implementation & Training required in the budget per installation / module (not per User). Implementation / training "Advanced" is currently charged at the average rate of \$180 per hour.

Modules

There is a wide variety of software modules available for purchase, talk to InterAcct staff about your specific software needs.

Request a Cost Estimate:

InterAcct Software Pty Ltd

Toll Free: 1300 66 26 26

Email: sales@interacct.com.au

Web: <http://www.interacct.com.au>