

# ***Quicken Payroll Premier***

## ***User Guide***

**2003 Version 12**

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QUICKEN PAYROLL PREMIER Version 12, Release 1, 2003

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**Overview of  
Quicken Payroll**

# What does Quicken Payroll do?

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## Welcome to Quicken Payroll – the easier way to manage your payroll.

You know how time consuming and difficult it can be to process and track payroll.

You have to record hours, salaries and wages, vacation and sick time, deductions, allowances, superannuation and more—the list goes on and on. It's not surprising that many businesses let their bookkeeper or accountant deal with their payroll.



But with Quicken Payroll, you can handle your payroll quickly and easily. When you hire an employee, simply enter the personal and salary information into an employee record. Keeping track of an employee's time, wages, deductions, and allowances is just as easy. When it's time to pay your employees, Quicken Payroll calculates wages, leave accruals, deductions, and superannuation and then prints the pay slips and other reports. You can even pay your employees, the ATO and super funds electronically and skip writing pay cheques altogether!

---

# *What can Quicken Payroll do*

Quicken Payroll easily handles the payroll tasks that you once had to do manually, such as:

- Calculating and tracking of all your employees' pays.
- Calculating PAYG and other payroll liabilities you need to pay.
- Writing out pay slips and Payment Summaries.
- Providing reports on your current payroll liabilities.
- Creating a list of employees who want their payroll payments directly deposited into their bank accounts.
- Calculating an employee's termination pay.

In addition, Quicken Payroll also does lots of things that you couldn't do manually, such as:

- Transferring payroll data to QuickBooks and Quicken.
- Creating custom export files to export payroll data to other accounting programs.
- Creating an EFT file so that you can pay your employees, super funds and the ATO through Electronic Funds Transfer (EFT).
- Creating a file to be used to send your Payment Summary data electronically to the ATO.
- Creating a data file for transferring superannuation details to the funds that you deal with.

Quicken Payroll provides you with reports to show you exactly where you stand each week with your payroll, and gives you the ability to create your own reports if you find that you need additional information.

Quicken Payroll is sophisticated and packed with features, yet it's easy enough for a novice to use. You can quickly set up your company and employee details and start paying your employees the same day that you purchased the program. Then, as you use Quicken Payroll and become more comfortable with it's features, you will find that you can automate more and more of your payroll processes.



---

# Terms used in this user guide

## Check boxes

When we refer to “selecting” a check box, we mean that you should click on the check box, so that a check mark appears in the check box like this: . When we refer to “clearing” an option or check box, we mean that you should click on the check box, so that the check box is cleared, and appears like this:

## Option buttons

When we refer to “Clicking on this option” or “Selecting this option”, we mean that you should click on the Option button, if necessary, so that it appears like this:

## Mouse Operations

**Double clicking** – When we refer to double clicking, we mean that you place the cursor over a section of the screen and press the left mouse button twice. The second click should immediately follow the first.

**Right clicking** – When we refer to right clicking on a something, we mean that you place the cursor over a section of the screen and press the right mouse button once. Most of Quicken Payroll’s activities can now be accessed by right-clicking.

## Drop-down list

When we refer to selecting from a drop-down list, we mean that you should click on the down arrow to the right of the box, which displays the drop-down list and then you should click to choose one of the list options.



## Employee record

The term *Employee Record* is used throughout this guide to refer to the details in the *Edit Employee* window, which is accessed through the Employees List.

# Finding your way around Quicken Payroll

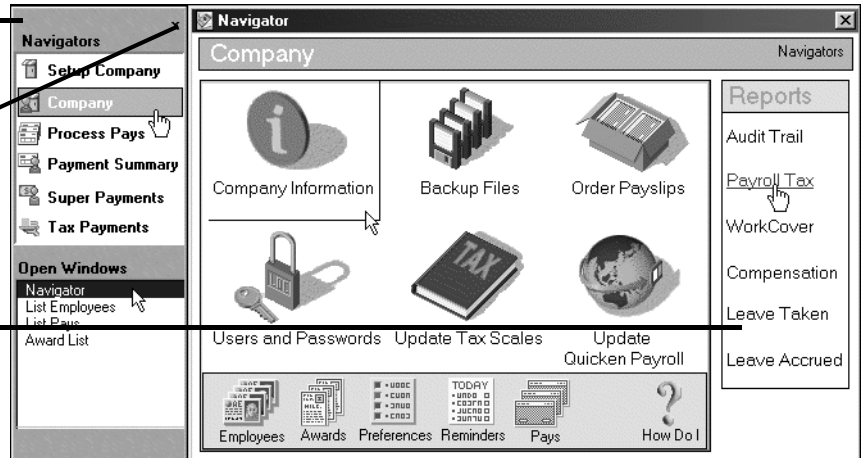
## The Navigator

The Quicken Payroll Navigator is your starting point for finding Quicken Payroll features, including activities, lists and reports. This central location gives you easy access to the most important parts of Quicken Payroll.

Select a Navigator section or an open window from the panel on the left.

Click here to close the Navigator windows.

The most commonly used reports for this area are displayed for your convenience. Just click to create and display the report.



Each Navigator section represents a major payroll function, and displays a related group of list and activities.

To close the Navigator, click on the close button at the top of the panel on the left. To open the Navigator windows, choose **Open Window List** from the View menu.

In addition to this view, Quicken Payroll also provides you with two additional views - Multiple Windows and One Window views. For details see *The View Menu* on page 313.

## Right-click menus

Most of the activities you perform can now be accessed conveniently by right-clicking and selecting the activity from a pop-up window.

# The Toolbar

The Toolbar provides quick access to the most common lists and daily tasks.



**Q-Cards** appear in a small yellow window in the Toolbar and provide details about completing the currently displayed window. Q-Cards can be turned on or off through the Help menu.

## Lists

Most of the employee, company and payroll data is set up through Quicken Payroll windows, which are available under the Lists menu.

All lists can be sorted by clicking on one of the column headings. To sort in the opposite direction, click a second time. Edit functions, Activities and Reports are available from the three buttons on the bottom of each list. If there are no related functions, the button will be disabled.

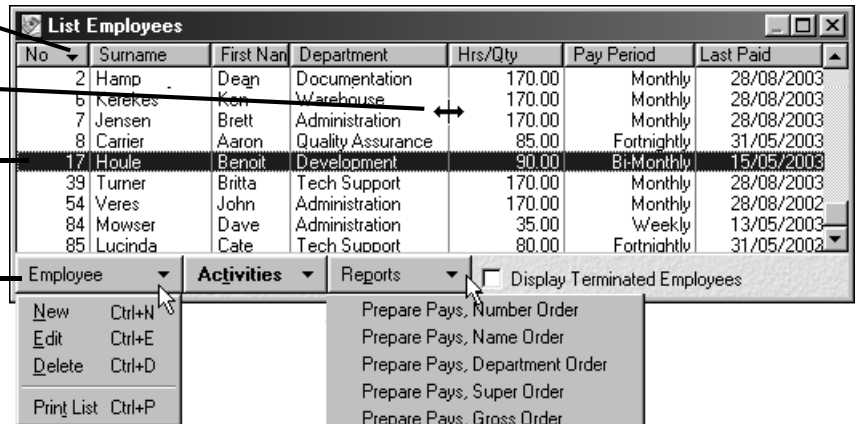
To view details or edit a list item, either double click on the item or select the function from the first button (for example, the Employee button). You can also access the most common functions for any list item by right-clicking and then selecting the function from the pop-up menu.

Sort by clicking on a heading.

Resize a column by dragging the column marker.

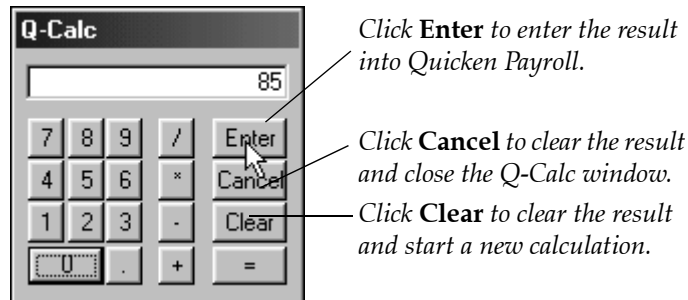
Select a list item and then right-click, or select a function from the appropriate button below.

Click to display Edit functions, Activities, or Reports.



## Quicken Payroll's Calculator (Q-Calc) pop-up window

When you enter a number, you can either type the amount into the field, or you can use Quicken Payroll's Calculator Function (Q-Calc).



### To open Q-Calc

**Numeric Entry Field** – Position your cursor over the numeric data entry field and click with the right mouse button.

**Numeric drop-down list** – Click on the drop-down list arrow.

## Quicken Payroll's Calendar (Q-Date) pop-up window

Q-Date is a quick and easy way to enter dates in a date field. You can open the Q-Date window, by right-mouse clicking on any date field. You can then click to select the date you wish to enter. You can also open the calendar by clicking the up or drop-down list arrow in a date field.

Click these buttons to move the calendar to a different month or year.

Click to select a date and then click **Enter** to enter the date into Quicken Payroll.

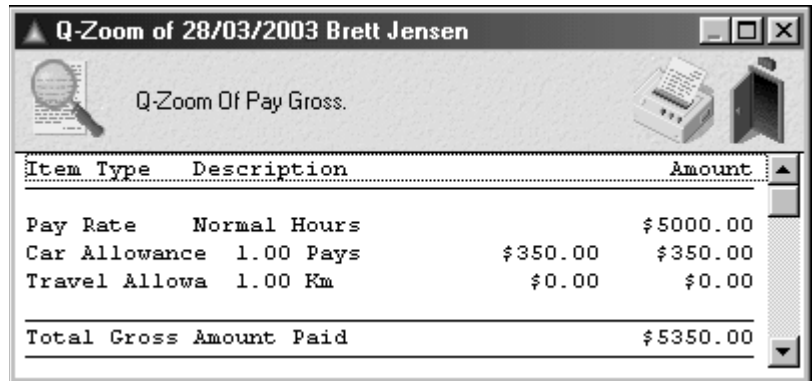


To select a day, click on the day and then click **Enter**. The date will be entered into Quicken Payroll.

- Click the << or >> buttons to go back or ahead one year.
- Click the < or > buttons to go back or ahead one month.
- Click **Cancel** to cancel and close Q-Date.

## Quicken Payroll's Quick Zoom (Q-Zoom) pop-up window

To view how a Pay Total amount on the Pay Details window was calculated, move the mouse pointer over the field and click once with the right mouse button. A *Q-Zoom* report will appear with full details of how the amount was calculated.



The screenshot shows a window titled "Q-Zoom of 28/03/2003 Brett Jensen". The window contains a magnifying glass icon and the text "Q-Zoom Of Pay Gross." Below this is a table with three columns: "Item Type", "Description", and "Amount". The table lists the following items:

Item Type	Description	Amount
Pay Rate	Normal Hours	\$5000.00
Car Allowance	1.00 Pays	\$350.00
Travel Allowa	1.00 Km	\$0.00
Total Gross Amount Paid		\$5350.00

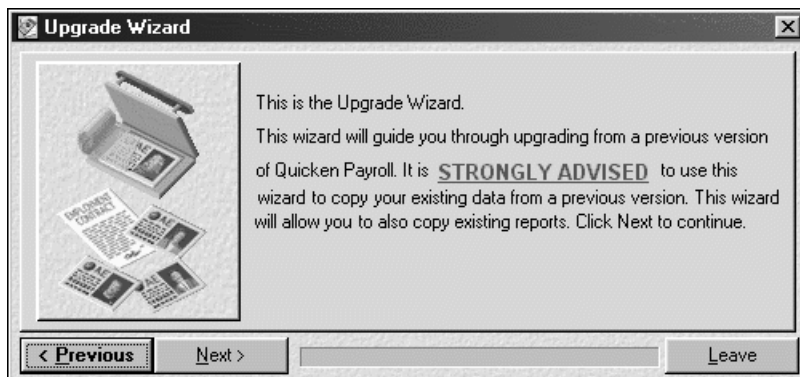
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# Using Quicken Payroll—a quick overview

## Getting started with Quicken Payroll



When you open Quicken Payroll for the first time, the *Quicken Payroll Upgrade Wizard* takes you through the process of upgrading your company file and reports from a previous version of Quicken Payroll.



If you have a data file from a previous version of Quicken Payroll on your computer, click **Next**. Quicken Payroll will locate the previous version data files and give you the opportunity to convert them to the new version. Your old company data file will be left unchanged in the previous version file folder. For details see *Upgrading from a previous version of Quicken Payroll* on page 32.

If you don't have a data file from a previous version of Quicken Payroll on your computer, click **Exit Wizard**. If you need to, you can always open the Upgrade Wizard later from the Wizard menu.

If you exit the wizard and don't upgrade your previous version company data, a window will appear informing you that the sample file has been opened. Click OK to continue. Use the sample file to acquaint yourself with Quicken Payroll's features.

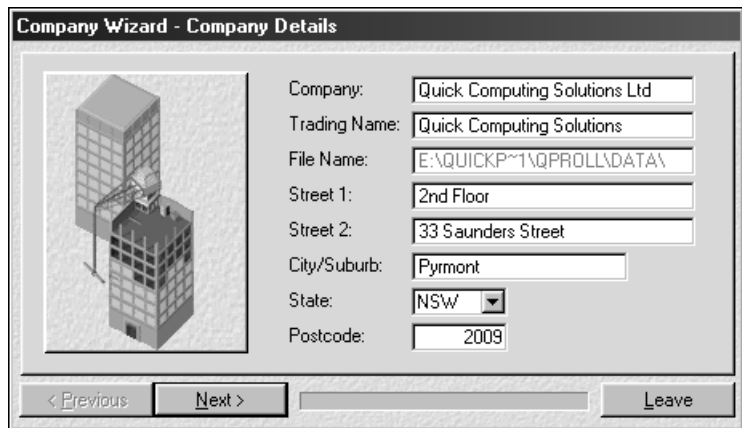
If this is your first time using Quicken Payroll, we **strongly recommend** that you run Quicken Payroll in parallel with your existing system for at least four pay periods so that you can compare results to ensure that you are using Quicken Payroll correctly.

## Step 1 – Set up your company

If this is your first time using Quicken Payroll, you need to create your company file and enter all of the company information that will be used throughout the payroll process—information such as your company name and address, phone numbers, Australian Business Number (ABN), Group number, and banking information.

To make the job easy, when you create a new company file, the *Company Wizard* will take you step-by-step through the process of entering all your company details. Any information that you don't have handy can be easily added later through *Company Information* (page 157) on the File menu.

Press **F1** while the *Company Wizard* (or any other window) is open for further information on each step.  
This will display Quicken Payroll help with instructions for that specific step.

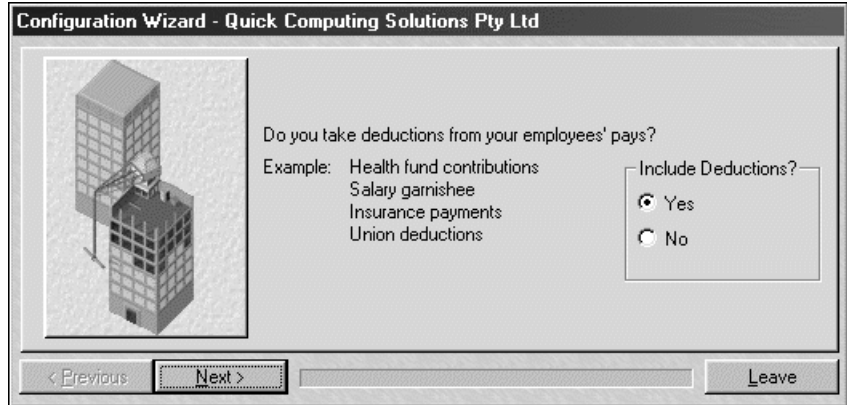


Company:	Quick Computing Solutions Ltd
Trading Name:	Quick Computing Solutions
File Name:	E:\QUICKPAY\QPROLL\DATA\
Street 1:	2nd Floor
Street 2:	33 Saunders Street
City/Suburb:	Pymont
State:	NSW
Postcode:	2009

## Step 2 – Set up your preferences

When you have finished entering your company information through the Company Wizard, the *Configuration Wizard* starts up automatically allowing you to specify which features of Quicken Payroll you want to use. As is the case with all of Quicken Payroll's wizards, you can always change the information later through the Preferences File menu command.

*The Configuration Wizard helps you to set up all of your program preferences, and enter some default calculations and amounts.*



For details, see *Setting up a new company with the Company Wizard* on page 36, and *Preferences* on page 165.

## Step 3 – Set up your awards

An *Award* is a grouping of employees that allows you to group employees together with common pay rates, and other pay details. Rather than add the details each time you enter an employee, you can create an award. Then, when you add a new employee, you can select the award and all of those details are added to the new employee record.

*Awards save you having to re-enter all of the pay details each time you hire another employee under the same award, or with similar pay details.*

*In addition, when you make changes to an award, the changes update all the employees under that award.*

Standard Details    Award Payment Details    Timesheet Payments

Award Name : Warehouse Staff

Department: Warehouse

Pay Period: Weekly

Super Type: Percentage

Percentage: 7.00 %

Annual Leave Loading: 0.00 %

Leave Type	Start Accruing After		Accrual Details		
	Number	Period	Every	Period	Accrue Hrs
Annual Leave	3.00	Pays	1.00	Pays	4.0000
Long Service	5.00	Years	1.00	Years	45.0000
Sick Leave	0.00	Pays	1.00	Pays	4.0000



Awards are optional unless you want to pay employees using the Timesheet method. If you only have a few employees, or your employees don't have many details in common, you may decide not to set up awards, but in most cases, setting up awards will save you time in the long run.

When you apply the award to an employee, the following details are transferred from the award to the employee record:

- Department
- Pay period
- Superannuation calculation
- Leave accrual details
- Allowances (optional)
- Additional pay rates (optional)
- Shift pay rates (required only for timesheet awards)

Once awards have been created, adding new employees or changing pay details for a group of employees becomes quick and easy.

For details, see *Awards List* on page 219.

## Step 4 – Set up your employees

As an employer, you must obtain and track a lot of information on each employee—information such as personal details, the employee’s position in the company, pay rates, leave details, deductions, allowances, superannuation and bank details. These details are used any time you pay employees, print pay slips and Payment Summaries, and anything else that relates to your employees. Quicken Payroll keeps track of all this information, so that you only have to enter it once.

The easiest way to enter your employee information is to use the Employee Wizard, which takes you step-by-step through the process of entering employee details.

*The Employee Wizard simplifies the job of entering your employee information, ensuring that you enter all of the required information.*

**Employee Wizard - Personal Details**

Title:  Middle Init:

First Name(s):  Middle Init:

Surname:

Home Ph:

Gender:

DOB:

Street 1:

Street 2:

City/Suburb:

State:  Postcode:

Pay Employee Using

Normal

Spreadsheet

Timesheet

< Previous    Next >    Leave

For details, see *Setting up your employees with the Employee Wizard* on page 40. You can change any of the employee information later through the Employee record. See *the Employees List* on page 186 for details.

If you have been using QuickBooks to track your payroll, you can save time by importing your QuickBooks employee list into Quicken Payroll. This won't complete all of the required details for each employee, so you will need to go into the imported employee records to finish entering the employee details. For details, see *Export Payroll Data to QuickBooks* on page 279.

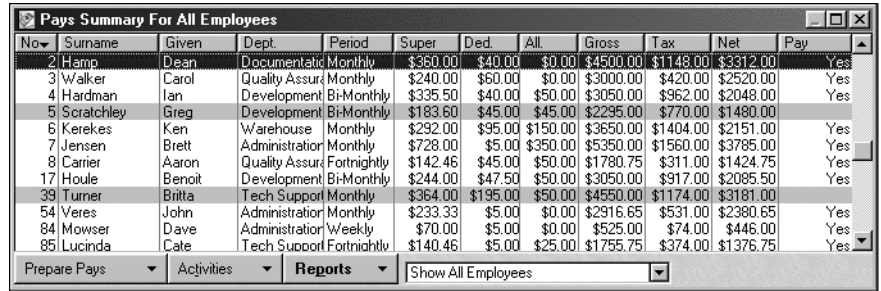
**Lists** – As you enter employee and award details, you will be creating new list items such as pay rates, deductions, allowances, and sundry items. You may find it easier to enter these items through the Lists menu. For details, see *The Lists Menu* on page 180.

## Step 5 – Prepare your payroll

As soon as you have entered all of your company and employee information, you can start to process your payroll. Payroll preparation includes selecting which employees are to be included in the pay, entering hours worked for employees paid using the *Timesheet* or *Spreadsheet* method and making any modifications to the employee's hours and other pay details. These details are entered on the *Pays Summary* window.

*The Pays Summary window controls the processing of all pays.*

*All your employees' pays are displayed here, allowing you to see exactly what each employee will be paid before you actually process the pays.*



No	Surname	Given	Dept	Period	Super	Ded	All	Gross	Tax	Net	Pay
2	Hamp	Dean	Documentat	Monthly	\$360.00	\$40.00	\$0.00	\$4500.00	\$1148.00	\$3312.00	Yes
3	Walker	Carol	Quality Assur	Monthly	\$240.00	\$60.00	\$0.00	\$3000.00	\$420.00	\$2520.00	Yes
4	Hardman	Ian	Development	Bi-Monthly	\$335.50	\$40.00	\$50.00	\$3050.00	\$962.00	\$2048.00	Yes
5	Scratchley	Greg	Development	Bi-Monthly	\$183.60	\$45.00	\$45.00	\$2295.00	\$770.00	\$1480.00	
6	Kerekcs	Ken	Warehouse	Monthly	\$292.00	\$95.00	\$150.00	\$3650.00	\$1404.00	\$2151.00	Yes
7	Jensen	Brett	Administration	Monthly	\$728.00	\$5.00	\$350.00	\$5350.00	\$1560.00	\$3785.00	Yes
8	Carrier	Aaron	Quality Assur	Fortnightly	\$142.46	\$45.00	\$50.00	\$1780.75	\$311.00	\$1424.75	Yes
17	Houle	Benoit	Development	Bi-Monthly	\$244.00	\$47.50	\$50.00	\$3050.00	\$917.00	\$2085.50	Yes
39	Turner	Britta	Tech Support	Monthly	\$364.00	\$195.00	\$50.00	\$4550.00	\$1174.00	\$3181.00	
54	Veres	John	Administration	Monthly	\$233.33	\$5.00	\$0.00	\$2916.65	\$531.00	\$2380.65	Yes
84	Mowser	Dave	Administration	Weekly	\$70.00	\$5.00	\$0.00	\$525.00	\$74.00	\$446.00	Yes
85	Lucinda	Cate	Tech Support	Fortnightly	\$140.46	\$5.00	\$25.00	\$1755.75	\$374.00	\$1376.75	Yes

If all your employees receive the same wage each pay period, with no variations in hours, deductions, allowances, etc, all you need to do at this stage is click on **Process Pays**. However, you will probably need to make some adjustments for the current pay—you must edit pays and enter additional information whenever:

- You use the *Timesheet* or *Spreadsheet* method to enter hours that an employee works;
- You need to record hours worked that differ from the employee's standard hours;
- You make any kind of adjustments to allowances, deductions, or superannuation that apply to this pay only;
- You need to enter a sundry item (such as an expense reimbursement) or adjustment to the employee's pay;
- An employee is taking annual, sick, or any other type of leave; or
- You are paying a commission or bonus.

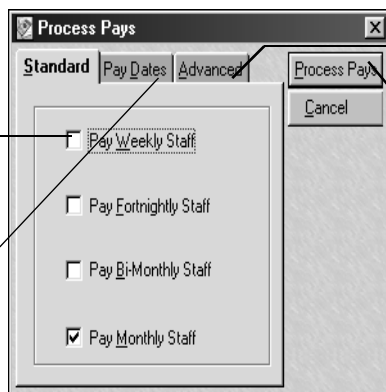
For details, see *The Pays Summary window* on page 49.

## Step 6 – Process your payroll

Once you have prepared your payroll on the *Pays Summary* window, you are ready to process your payroll. The *Process Pays* window allows you to select which employees to pay and enter the pay dates.

**Step 1** – Select which employee type you want to pay— for example, weekly, fortnightly, monthly, etc.

**Step 2** – Check the pay period date and date paid, and adjust if necessary.



**Step 3** (optional) – If you only want to pay one employee or one department, make your selection on the *Advanced* tab.

**Step 4** – Click *Process Pays*.

Quicken Payroll then processes pays for all of the selected employees, and provides you with a list of payroll reports that you can choose from. It's that easy! For the full details, see *Processing the pays* on page 89.

## Step 7 – Make your payroll payments

Now that your payroll has been calculated and processed, you need to pay your employees, the ATO, your Workers Compensation insurer, superannuation funds, and other payroll related agencies. Quicken Payroll makes these payments as easy as possible, by providing you with three options that you can choose from when you want to make payroll payments:

- You can transfer your payroll data and use QuickBooks or Quicken to print out your payroll cheques;
- You can make your wage, superannuation and ATO payments directly through Electronic Funds Transfers (EFT); or
- If you prefer to make payments manually, or you require payroll data to use with accounting software other than Quicken or QuickBooks, you can use Quicken Payroll's reports to provide you with all of the information that you need.

For details, see *Making your payroll payments* on page 93.

## ***End of year tasks***

Quicken Payroll does not require you to do anything at the end of the financial year. It automatically resets the employee year-to-date figures when you process the first pay in the new financial year.

If you have a large number of employees you may wish to archive the previous financial years pays and terminated staff to another file. This will ensure that Quicken Payroll will operate as fast as possible.

When archiving information out of your file, be sure to keep multiple backup copies. You will need them if the ATO decides to audit you.

For details, see *Archive Data* on page 162.



***Installing and  
registering  
Quicken Payroll******How do I install  
Quicken Payroll?******Chapter Contents***

<i>Recommended system requirements</i>	18
<i>Standard installation of Quicken Payroll</i>	19
<i>Setting up Quicken Payroll on a network</i>	20
<i>Uninstalling Quicken Payroll</i>	23
<i>Registering Quicken Payroll</i>	24
<i>Keeping Quicken Payroll current</i>	29

**If you are installing Quicken Payroll as a single user, in most cases all you will need to do is insert the Quicken Payroll CD and follow the onscreen instructions. It's that easy!**

If your situation is a bit more complicated, or you are installing Quicken Payroll on a network, just follow the step-by-step instructions in this chapter.

---

## ***Recommended system requirements***

To use Quicken Payroll, you will need the following equipment and software:

- An IBM or compatible computer with a Pentium Processor. We recommend an Intel Pentium 200 processor or higher.
- Windows XP, Millennium, 2000, 98, or Windows NT4 (Service Pack 5 and above).
- Minimum of 16 MB of memory (RAM). We recommend 64MB for optimum speed, especially if you are running Quicken Payroll and QuickBooks together.
- A hard disk with at least 35 MB of free disk space.
- An SVGA monitor capable of displaying 256 colours in a resolution of at least 800x600. We recommend a resolution of 1024x768 in *High Colour* (16 bit).
- A printer supported by your operating system, preferably a page orientated printer such as an ink jet, bubble jet or laser printer.
- CD-ROM drive, sound card and speakers. We recommend a 24x CD-ROM drive.
- Optional Microsoft Internet Explorer and an Internet connection are required for Internet updates and for accessing internet information sites such as the ATO's web site and of course Quicken's own highly informative website.



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## Standard installation of Quicken Payroll



Installation of Quicken Payroll is easy—just follow the steps below and the on-screen instructions.

- 1 Shut down all running programs, including virus protection programs. Some virus protection programs can interfere with installation.
- 2 Place the Quicken Payroll CD into your computer's CD-ROM drive and close the tray. Windows will automatically start the installation and then display the *Welcome to Quicken Payroll* window.

The *Welcome to Quicken Payroll* window should open automatically when you close your CD tray but if it doesn't, you can use Windows Explorer to locate the file `AUTORUN.exe` or `Setup.exe` on the Quicken Payroll CD. Click on either of these files to start the installation.

If Autorun doesn't work (nothing happens for a few minutes after you've put in the Quicken Payroll CD) then choose **Run** from the Windows **Start** menu.

When the Run dialog box opens, type "`D:\qprollv12\setup`" and then click **Open** or **OK**. If your CD-ROM drive has a different letter than D, type that one instead.

- 3 Click **Install** to begin the installation process. The Installation Wizard *Welcome* window appears. To continue the installation, click **Next**.

To cancel the installation of Quicken Payroll, click **Cancel**.

- 4 Read the instructions for each step of the installation and then press **Next** when you have completed each step. If you need further information for any step, press **F1** for onscreen help related to that step.
- 5 When the installation is complete, you will be informed that you need to re-boot your computer before you start using Quicken Payroll.

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# Setting up Quicken Payroll on a network

## Glossary Term

### Multi-user mode

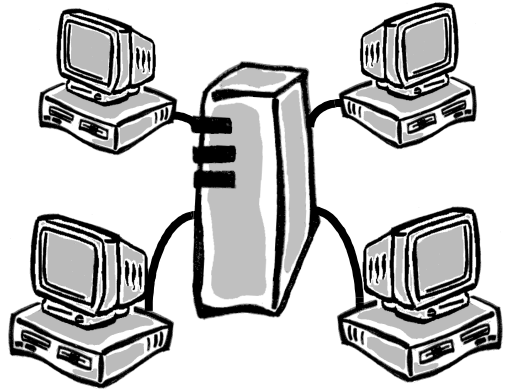
Allows more than one person to access the company file at the same time.

### Single-user mode

Allows only one person to access the company file at the same time.

In single user mode, the company file cannot be accessed through a network.

Quicken Payroll is a single user program until it has been registered for use in a multi-user environment. If you want to set up Quicken Payroll on a network so that more than one person can access the company's payroll information at the same time, you must obtain a multi-user licence and register for a multi-user environment.



You can contact customer service for details by phone at 1-300-784-253 Monday to Friday 9 am to 5 pm EST.

## Step 1 – Install Quicken Payroll up on your server

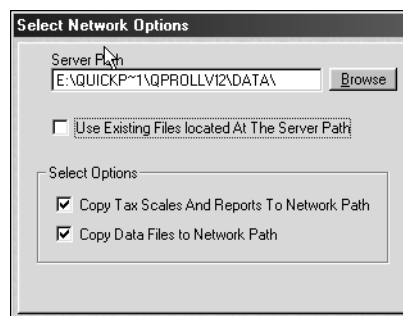
- 1 Insert the install CD and install Quicken Payroll on your server.  
Make sure to remember the directory where you installed Quicken Payroll.
- 2 Register Quicken Payroll. See *Registering Quicken Payroll for a multi-user environment* on page 26.
- 3 Create a new company or upgrade your company files from a previous version.

## Step 2 – Install and register Quicken Payroll on each network computer

Quicken Payroll must be installed on each computer that will have access to the company file through the network server. Follow the standard installation steps on page 19 and set up each network computer as follows:

- 1 Insert the install CD and install Quicken Payroll.
- 2 Start up Quicken Payroll. If the upgrade wizard appears, click the **Leave** button.

- 3 Register each copy of Quicken Payroll installed, and register for multi-user use if applicable See *Register all copies of Quicken Payroll* on page 21.
- 4 Using Windows Explorer, map a network drive from the Tools menu.  
Select a drive letter and check the  **Reconnect at logon** check box.  
Note that each network computer **must** use the same drive letter.
- 5 Select the server and drive that Quicken Payroll was on and then click **OK**.
- 6 Return to Quicken Payroll and choose **Setup Network Data Path** from the File menu. This menu option is disabled until you have registered Quicken Payroll.
- 7 Change the path to the network drive and path that was set up in Step 4. The drive and path must already exist on the network.  
For example, if Quicken Payroll was installed into c:\program files\QPRollv12, then enter c:\program files\QPRollv12\data as the data path.



If you can't remember the data path and folder name, click **Browse** and use the window to locate the drive and folder.

- 8 Select  **Use existing files located at the network server path**.
- 9 Click **Save**.
- 10 Select the company file and then click **Open**.

## ***Register all copies of Quicken Payroll***

You must register all copies of Quicken Payroll—each computer must be registered with it's own unique registration number. However, to save time, you can register all of the computers with one phone call or one fax.

You will first have to register each computer as a single user and then register for multi-user use. At the time you obtain your multi-user registration number, you will have to purchase your multi-user licence. You will need to register Quicken Payroll for each computer that it is *installed* onto. See *Registering Quicken Payroll for a multi-user environment* on page 26 for multi-user registration details.

## ***Network troubleshooting***

### ***Quicken Payroll keeps losing the network data path***

This can occur in the following situations:

- You manually copied the data files to the network drive, without using the Quicken Payroll Setup Network Data Path function to copy the files.
- The different copies of Quicken Payroll installed on the network all see the network drive and path differently. For example, on one copy the network drive might be X: and on another copy it might be T:
- Not all copies of Quicken Payroll are registered as multi-user. The Quicken Payroll Multi-user version does not require registration as multi-user.

### ***Network data corruption***

Data files can become corrupted over a network if:

- The network protocol is not set up correctly;
- The hard drive on the workstation or the server is failing;
- The hard drive controller on the workstation or server is failing; or
- The network card/hub on the workstation or server is failing.

One of the easiest ways to test and isolate this sort of problem is to create a file that you know the exact byte size and then to copy that file to the suspect computer. Once that is done, compare the file size on each computer to make sure it's the same—a failing network card, hub, hard drive or hard drive controller will cause the file to lose bytes in the transfer. You may need to swap out each hardware item until you locate the bad component.

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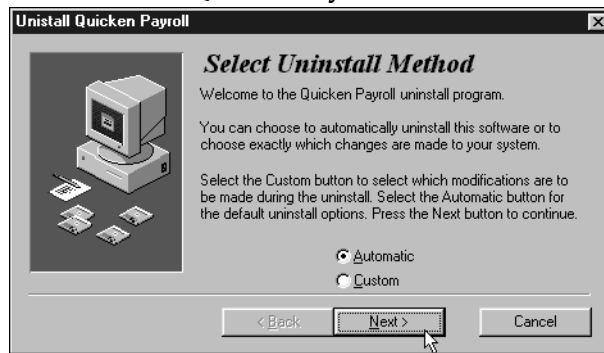
# Uninstalling Quicken Payroll

You do not need to uninstall your previous version of Quicken Payroll before you install the latest version. In fact, you shouldn't delete your previous version until you have successfully transferred all of your payroll data to the latest version of Quicken Payroll.

Before uninstalling Quicken Payroll, make a backup of the data files. Not backing up may result in permanent loss of your payroll data.

## To uninstall Quicken Payroll

- 1 Click **Start** on the Windows taskbar and then click **Programs**.
- 2 Click **Quicken Payroll**.
- 3 Click **Uninstall Quicken Payroll**.



- 4 Select **Automatic** as the uninstall method. Quicken Payroll will only remove the files it uses.
- 5 Click **Next** click **Finish**.

**Note** This will not delete the QPRollv12, DATA or BACKUP folders because these contain files created after the installation of Quicken Payroll, including the automatic backups, data files and other miscellaneous files. If backups of these data files exist, you can use Windows Explorer to delete the directories.

Note also that each time you reinstall Quicken Payroll, you will have to obtain a new registration number.

## Why should I register?

Quicken Payroll must be registered within 21 days of installation. After that time, the program will cease to operate until a registration number has been entered. A registration number is obtained when you register your copy of Quicken Payroll.

## Registering Quicken Payroll (as a single user)

A single user licence entitles you to run Quicken Payroll on one computer. Quicken Payroll must first be registered with a single user licence before you can obtain a multi-user licence.

- 1 Choose **Register Quicken Payroll** from the Activities menu to start the *Register Quicken Payroll* wizard. Don't forget that you can press **F1** at any point for onscreen help. Click **Next** to continue.
- 2 Click to select the method of registration and then Click **Next**. The next window displayed will depend on the registration method selected.

For details on the three different installation methods, see:

- *Registration by Phone* on page 25
  - *Registration by Fax* on page 25
  - *Registration on the Internet* on page 25
- 3 If you have already received your registration details, enter the **Registration Number**, otherwise, continue with the steps below.

**Register Quicken Payroll**

To register Quicken Payroll dial 1300 650 061  
The operator will ask you for your company contact details, which are shown below.

Your Company Contact Details

Contact Name:	Brett
Other Contact:	
Company:	Quick Computing Solutions Pty
Street 1:	53 Market Street
Street 2:	
City:	Sydney
State:	NSW
Post Code:	2000
Phone No:	(02) 9823 3412
Fax No:	(02) 9823 3418

This is your product's Serial Number  
**Serial No: 2030-0576-758-0404-9543**

Now enter your  
Registration Number

Registration No:

< Previous      Next >      Leave

## ***Registration by Phone***

You can register by phoning the registration line on 1300 650 061. This is open 9 am to 5 pm EST, 5 days a week, Monday to Friday,

- 1 Indicate if Quicken Payroll will be registering the current company and then click **Next**.
- 2 Enter the contact details. If you selected *No* in the previous step, you will also have to enter the company details. Click **Next**.
- 3 Phone the number displayed on the next window.
- 4 When asked for the **Serial Number**, read it from the screen.
- 5 You will be given a **Registration Number**, which you must enter.
- 6 Click **Next**. Quicken Payroll will display a window with the words *Thank you for registering Quicken Payroll*.

## ***Registration by Fax***

- 1 Indicate if Quicken Payroll will be registering the current company and then click **Next**.
- 2 Enter the contact details. If you selected *No* in the previous step, you will also have to enter the company details. Click **Next**.
- 3 Click on the printer button to print the registration form. Print the form and then fax it to the number on screen. Click **Finish**.
- 4 When you receive the registration number, choose **Register Quicken Payroll** from the Activities menu. The *Register Quicken Payroll* wizard will appear. Click **Next** to continue.
- 5 Click to select **I have already received my registration details**. Click **Next**.
- 6 Enter the **Registration No.**
- 7 Click **Next**. Quicken Payroll will display a window with the words *Thank you for registering Quicken Payroll*.

## ***Registration on the Internet***

- 1 Click the web button displayed. Quicken Payroll will open your web browser and take you to our Internet Registration page.
- 2 Select Quicken Payroll from the program list.

- 3 Enter the serial number and the other details about your company.
- 4 Check that the company details are correct, especially your email address.
- 5 Click **Register Product**. Your registration details will be emailed to you.
- 6 When you receive the registration number, choose **Register Quicken Payroll** from the Activities menu. The *Register Quicken Payroll* wizard will appear. Click **Next** to continue.
- 7 Click to select **I have already received my registration details**. Click **Next**.
- 8 Enter the **Registration No.**
- 9 Click **Next**. Quicken Payroll will display a window with the words *Thank you for registering Quicken Payroll*.

## ***Registering Quicken Payroll for a multi-user environment***

### ***Glossary Term***

#### **Multi-user mode**

Allows more than one person to access the company file at the same time.

A multi-user licence entitles you to install Quicken Payroll on several computers at one location. It enables you to have several people accessing the payroll information at the same time. It is important that Quicken Payroll is registered as multi-user on each computer using it on the network. If not registered as multi-user, each time Quicken Payroll is exited and restarted, it will revert to the local drive and won't be able to find the company file.

You can either register each computer one at a time, or, to save time, you can make a list of serial numbers for each computer and obtain both your single use and multi-user registration numbers in one phone call or fax. You will still have to go into each computer and enter each registration number separately.

The method of registration will differ depending on whether you are registering Quicken Payroll (see below), or the Quicken Payroll Multi-User licence (see page 27).

### ***Step 1 – Register for single user use***

The first step is to register each copy of Quicken Payroll as a single user. The multi-user registration option is not available until the copy has first been registered for single use.



The registration number you receive is entered into Quicken Payroll through the Register Quicken Payroll command from the Activities menu.

See *Registering Quicken Payroll (as a single user)* on page 24 for details.

## ***Step 2 – Register for multi-user use***

The second step is to purchase a multi-user licence and then register each computer for multi-user use. The process for entering the multi-user registration licence is virtually identical to the process of entering the single user registration number.

### ***To register Quicken Payroll for multi-user use***

- 1 Choose **Register Quicken Payroll** from the Activities menu to start the *Register Quicken Payroll* wizard. Click **Next** to continue.
- 2 Indicate if Quicken Payroll will be registering the current company and then click **Next**.
- 3 Enter the **Contact details**. If you selected *No* in the previous step, you will also have to enter the company details. Click **Next**.
- 4 Select  **Register for a Multi-User Environment**.
- 5 Click to select the method of registration and then click **Next**. The next window displayed will depend on the registration method selected.
- 6 **If you select register by Fax**, the next window will allow you to print out the fax form. Complete and fax the form. When you receive your registration number, open up the Register Quicken Payroll wizard again, select *I have already received my registration details* and then enter the registration number.
- 7 **If you select register by Phone**, the next window will display the registration phone number. Phone the registration phone number from the window. Make sure you have a valid credit card nearby. You will need to pay for the licence before you can be given the registration numbers that will allow full multi-use access.
- 8 When you have received your registration details, enter the Registration Number.
- 9 Click **Next**. Quicken Payroll will display a window informing you that you have been registered for use in a multi-user environment.

# Registering the Quicken Payroll Multi-User package

If you purchased the Quicken Payroll Multi-User licence, you don't need to register first as a single user, since the multi-user mode is already enabled. However, you will still need to register Quicken Payroll for each computer that it is installed onto.

If you are not sure if you have the Multi-user version, close the registration wizard and then choose **About** from the Help menu. The screen will display "*Quicken Payroll MU*" if you have the multi-user version.

- 1 Choose **Register Quicken Payroll** from the Activities menu to start the *Register Quicken Payroll* wizard. Click **Next** to continue.
- 2 Click to select the method of registration and then click **Next**. The next window displayed will depend on the registration method selected. See the following sections for details:
  - *Registration by Phone* on page 25
  - *Registration by Fax* on page 25
  - *Registration on the Internet* on page 25
- 3 When you have received your registration details, enter the Registration Number.
- 4 Click **Next**. Quicken Payroll will display a window informing you that the registration procedure is completed.

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## Keeping Quicken Payroll current



To use Quicken Payroll, you should make sure that you have the latest tax scales and the latest upgrade of the program. Occasionally we issue a maintenance release for an existing version of Quicken Payroll. This can happen if we update a feature or need to change the software to meet some new legislative requirement. Therefore, you should periodically perform an update to ensure that you are always using the most recent release of Quicken Payroll.

You can obtain the latest tax scales and maintenance release by using the **Update Quicken Payroll** internet update feature. Additional charges may apply. This feature allows you to update Quicken Payroll through the internet. By using this feature, you are saving yourself time and you don't have to know how to install any of the updates—Quicken Payroll will do that for you. Some update files, such as tax scales or reports, will only be available if they have changed during the financial year.

To use this feature you must have a modem and Internet account with an Internet Service Provider. For details, see *Internet Update* on page 309.

If you don't have an Internet connection, you can update tax scales manually through the Tax Scales and Payroll Tax Scales list, or you can use the *Update Tax Scales by Disk* feature, which will allow you to update the tax scales using a file sent to you on floppy disk. For details, see *Update Tax Scales by Disk* on page 309.



**Setting up your company and employee data****How do I get up and running?****Chapter Contents**

<i>Upgrading from a previous version of Quicken Payroll</i>	32
<i>Setting up your company file</i>	36
<i>Setting up your preferences</i>	37
<i>Setting up Awards</i>	38
<i>Setting up your Employees</i>	40
<i>Setting up Superannuation</i>	41

**After you have installed and registered Quicken Payroll, you can set up your company file, preferences, awards and your employee details.**

If this is your first time using Quicken Payroll, use the Company Wizard to set up your company data file. The *Company Wizard* helps you enter information about your company so that you can begin working with Quicken Payroll as soon as possible.

If you want Quicken Payroll to speed up the entry of employees, or if your employees come under a federal award, you need to set up awards. Once that is done, you can set up your employees using the Employee Wizard, which takes you step-by-step through the process of adding an employee and ensures that you complete all of the required details.

If your company file was created in an earlier version, Quicken Payroll converts your existing company file, including your award and employee data.

---

# Upgrading from a previous version of Quicken Payroll

To use payroll data created in a previous version (QuickPayroll), you must first upgrade the files to Quicken Payroll v12 format. The process for upgrading and the effectiveness of the upgrade will depend on what version you are upgrading from.

## Before you upgrade your data files

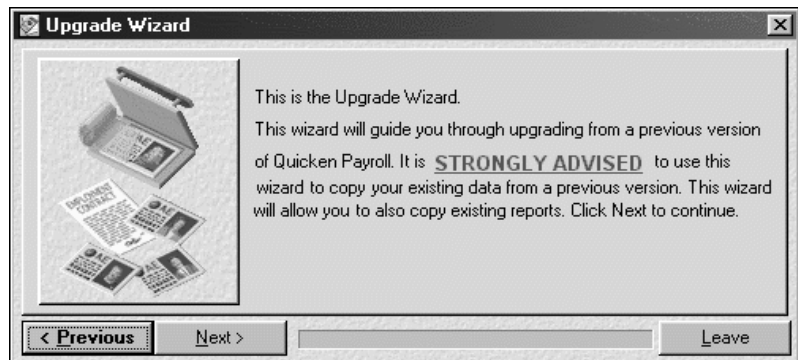
Before transferring your information to the latest version it's important that you have first created a reliable backup copy of your company files, using your existing QuickPayroll version (the version you are upgrading from). See *Backing up your company data* on page 319 for further details.

## Upgrading from QuickPayroll v6, v7, v8 or Quicken Payroll v9

### Upgrade using the Upgrade Wizard

When you open Quicken Payroll for the first time, the *Quicken Payroll Upgrade Wizard* takes you through the process of upgrading your company file and reports from a previous version of Quicken Payroll. You can also open the Upgrade Wizard from the Wizard menu.

- 1 The Upgrade Wizard is started automatically when you first open Quicken Payroll, or when you select Upgrade Wizard from the Wizard menu.



- 2 Click **Next**. Quicken Payroll will locate the previous version data files and give you the opportunity to convert them to the new version. Your old company data file will be left unchanged in the previous version file folder.
- 3 Enter the requested details on each window. The wizard allows you to select which company files and reports you want to upgrade to the current version of Quicken Payroll.
- 4 When you have completed the information for each step, click **Next**. If you want to go back to a previous step, click **Previous**.
- 5 When you have completed all of the steps, click **Finish**. Your company files and reports can now be used in Quicken Payroll v12.

You can also upgrade to Quicken Payroll v12 using the **Open Existing Company** menu command from the File menu, but we recommend that you use the Upgrade Wizard if you are upgrading from versions 6 to 9.

## ***Upgrading from earlier versions***

If you are converting your payroll data from a version of QuickPayroll prior to v6, the conversion process does not work quite as well because of changes in data structure and features. For example, in version 3, Superannuation deductions were handled through the Deductions list, whereas in later versions, there is a separate Superannuation list.

Accordingly, after converting from a version prior to QuickPayroll v6, it is imperative that you check your data carefully. You *must* carefully check areas of your data where the program has gone through the most changes, in particular Employee records, Awards and Preferences.

## Transferring payroll information using the Open Existing Company menu command

Transferring payroll information from a company file created in a previous version is as simple as opening the previous version company file from the new version and letting the Quicken Payroll conversion process lead you through the conversion. For this process you **MUST** have the previous version of QuickPayroll installed on your computer.

You should only use this process for transferring payroll data from versions prior to QuickPayroll v6. For version 6 and subsequent versions, you should always upgrade using the Upgrade Wizard.

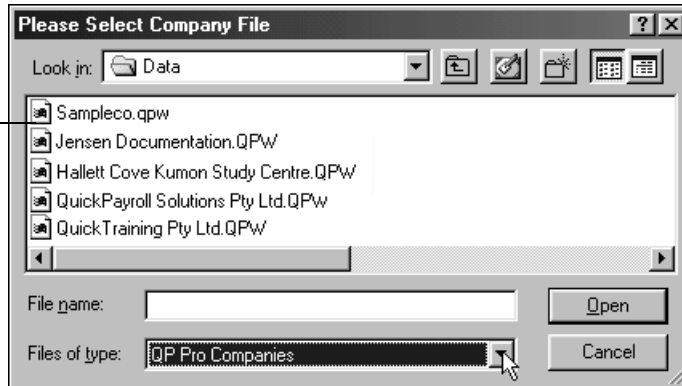


### Warning

Do not attempt to use the **Restore** procedure to restore a company backup file created in a previous version.

### To upgrade payroll data created in versions prior to QuickPayroll v6

- 1 Choose **Open Existing Company** from the File menu to display the *Select Company File* window.



All of the current QuickPayroll company files are listed in this window with the extension QPW.

- 2 Locate the company file created in the previous QuickPayroll version.

Version	Company file is found in folder named	Company file name
Version 2	QPROLLV2	{company name}.QP2
Version 3	QPROLLV3	{company name}.QP3
Version 4	QPROLLV4\DATA	{company name}.QPW



To locate company files created with versions prior to version 4, including those with QPC, QP2, QP3 and TPS extensions, select **Other QP Companies** from the **Files of type** drop-down list.

- 3 Click to the company file and then click **Open**. Quicken Payroll recognises that the file you are opening was created in a previous version and begins the conversion process. A message is displayed informing you that conversion is required.
- 4 Click **Yes**. Quicken Payroll will now import the payroll data. The *Converting Files* window displays progress of the conversion process. This process may take a few minutes. How long it takes to import the payroll data depends on how much information is in the data file and the speed of the computer.

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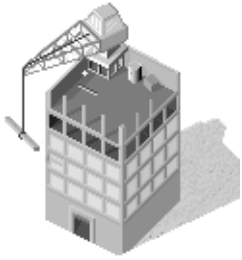
**Notes** If, after an hour, Quicken Payroll is still importing the data file contact Technical Support for advice (Monday to Friday, 9am to 5pm EST). *Do not* turn the computer off, or shut down Quicken Payroll unless told to do so.

If the conversion process cannot locate your Company.TPS file, or it is corrupted, your converted company will display the name CHECK with a series of numbers after it. In this situation you will need to re-enter the company details under File menu – Company Information.

- 5 When the **Configuration Wizard** is displayed, follow the onscreen instructions and click on **Next** after each step. Press F1 while the Configuration Wizard is open for further information on each step. This will display Quicken Payroll Help with instructions for that specific step.
- 6 When the Configuration Wizard is finished, your company file has been fully converted. It is critically important that you carefully review your company data, in particular Employee details, Awards and Preferences.

---

# Setting up a new company with the Company Wizard



The Company Wizard takes you step-by-step through the process of entering company details such as your company name and address, phone numbers, ABN and banking information. If you don't have all of the information handy, don't worry—other than the company name, you can leave any fields blank and then edit them later through the Company Information menu item.

After your company details have been entered, the Configuration Wizard is displayed, allowing you to select which payroll features you will be using. If you change your mind on any of these later, you can change them through Company Preferences. Although you can only access the Company Wizard when you create a new company file, you can change any of the company details later through the Companies List window.

## Using the Company Wizard

---

### Glossary Term

#### Wizard

A wizard is a handy tool that takes you step-by-step through a setup process. Quicken Payroll provides you with five wizards:

- Company Wizard
- Configuration Wizard
- Employee Wizard
- Report Wizard
- Update Wizard

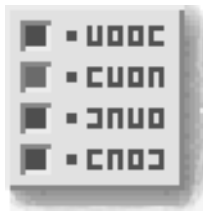
- 1 The Company Wizard is automatically started when you create a new company file. To start the Company Wizard and create a new company file, choose **New Company** from the File menu, or click on **Create a New Company** from the Navigator.

Company:	Quick Computing Solutions Ltd
Trading Name:	Quick Computing Solutions
File Name:	E:\QUICKP\*\*\QPROLL\DATA\
Street 1:	2nd Floor
Street 2:	33 Saunders Street
City/Suburb:	Pymont
State:	NSW
Postcode:	2009

- 2 Enter the requested details on each window. Press F1 while the Company Wizard is open for further information on each step or see *Preferences* on page 165 or *Companies List* on page 180.
- 3 When you have completed the information for each step, click **Next**. If you want to go back to a previous step, click **Previous**.
- 4 When you have completed all of the steps, click **Finish**.

---

# Setting up your preferences with the Configuration Wizard



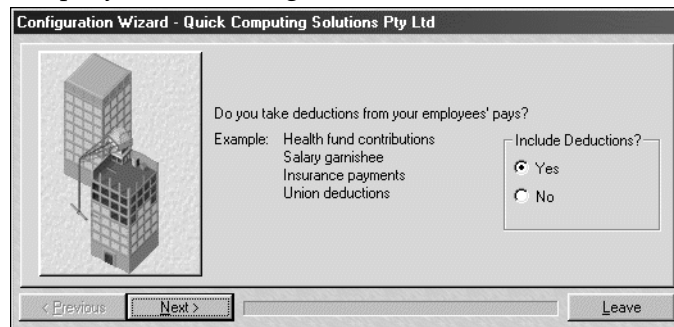
The Configuration Wizard allows you to specify which features of Quicken Payroll you want to use and lets you set up certain default values. If you answer *No* to a question, you are turning that feature off and the feature will disappear until you turn it back on. To turn a feature back on simply re-run the configuration wizard and answer **Yes** to the question, or change the preference through *Preferences*.

You can change any of these preferences later by choosing **Preferences** from the File menu.

## Using the Configuration Wizard

- 1 The Configuration Wizard is automatically started as part of the Company Wizard when you create a new company file.

If you want to change the configuration details for an existing company, choose **Configuration Wizard** from the Wizard menu.



- 2 Enter the requested details on each window. Press **F1** while the Configuration Wizard is open for further information on each step. This will display Quicken Payroll Help with instructions for that step.
- 3 When you have completed the information for each step, click **Next**.
- 4 If you want to go back to a previous step click **Previous**.
- 5 When you have completed all of the steps click **Finish**.

**For further details, either** press the **F1** key while you are in the Configuration Wizard, or see *Preferences* on page 165

---

# Setting up Awards



If you want Quicken Payroll to speed up entry of employees or if your employees come under a federal award, you should set up awards before you set up your employees. If you have staff that are paid different rates for different times of the day, then you must set up awards with shift details for these employees.

Awards let you set up payroll details that a group of employees have in common. When you apply the award to an employee, the following details are transferred from the award to the employee record:

- Department
- Pay period
- Superannuation calculation
- Leave accrual details
- Allowances (optional)
- Additional pay rates (optional)
- Shift pay rates (only for timesheet awards)

Once awards have been created, adding new employees or changing pay details for a group of employees becomes quick and easy.

Awards are generally optional, however if you want to pay employees using the Timesheet method, you must set up awards with the timesheet section completed.

# Creating a new award

Click **Create a New Award** on the Company Navigator to display the *Adding a New Award* window. Name the award on the **Standard Details** section and then enter the default department, pay period, leave loading and superannuation details.

Leave Type	Start Accruing After		Accrual Details		
	Number	Period	Every	Period	Accrue Hrs
Annual Leave	3.00	Pays	1.00	Pays	4.0000
Long Service	5.00	Years	1.00	Years	45.0000
Sick Leave	0.00	Pays	1.00	Pays	4.0000

For details, see the *Standard Details* tab on page 220.

Set up the pay rates for employees under this award on the **Award Payment Details** section. For each classification (or level) within the award, you can specify different remuneration amounts for permanent, part-time, or casual staff. You can also specify allowances and additional pay rates that apply to a classification.

Classification	Type	Full Time	Part Time	Casual	Cas Loading %	Advance
Level 1	Hourly	10.0000	8.0000	8.0000	0.0000	3 Month
Level 2	Hourly	15.0000	10.0000	10.0000	0.0000	6 Month
Level 3	Hourly	17.5000	12.0000	12.0000	0.0000	1 Year
		0.0000	0.0000	0.0000	0.0000	

Classification Allowances:

Name	Amount	Based On
Award Overtime Me	10.00	Pays

Classification Extra Pay Rates:  
To have extra pay rates copied over from the selected classification to the employee, select the Advanced checkbox.

**WARNING**  
By selecting Advanced and saving changes, ALL EMPLOYEES ON THIS AWARD WILL HAVE THEIR PAY RATES OVERWRITTEN by the pay rates specified in the payrates.

For details, see the *Award Payment Details* tab on page 222.

To pay employees according the time they start and finish a work shift using the Timesheet method (see page 210), you must complete the **Timesheet Payments** section. For each shift, complete a separate line. Make sure you don't forget to allow for and enter unpaid meal and rest breaks.

Shift Pay Rate	Shift Start		Shift End		Overtime Rate 1		Overtime Rate 2		Super
	Day	Time	Day	Time	Alter Hrs	Pay At Pay Rate	Alter Hrs	Pay At Pay Rate	
Normal Hours	All	9:00AM	All	12:00PM	8.00	Time & 1/2	12.00	Double Time	Yes
Lunch Break	All	12:00PM	All	12:45PM	0.00		0.00		No
Normal Hours	All	12:45PM	All	5:00PM	8.00	Time & 1/2	12.00	Double Time	Overtime
Time & 1/2	All	5:00PM	All	10:00PM	8.00	Time & 1/2	12.00	Double Time	Overtime

For details, see the *Timesheet Payments* tab on page 225.

For full details on awards, either press the **F1** key while you are entering the award details, or see the *Awards List* on page 219.

---

# Setting up your employees with the Employee Wizard



The Employee Wizard is the easiest way of creating a new employee record. It takes you step-by-step through the process of adding an employee and ensures that you enter all of the required details.

If you don't have all of the information handy, don't worry—not all of the details have to be entered right now. The Employee Wizard will let you know if you have not entered mandatory information at each step. You can add or change any of the employee details later through the Employee record (see page 186 for details).

You can also create a new employee record through the Employees list, but we strongly recommend that you always use the Employee Wizard—that way you won't overlook any of the steps involved.

## Creating a new employee

To create a new employee record using the Employee Wizard, choose **Create New Employee** from the Wizard menu.



Employee Wizard - Personal Details	
Title:	Mr
First Name(s):	Brett
Middle Init.:	
Surname:	Jensen
Home Ph.:	0403443793
Gender:	Male
DOB:	1/01/1950
Street 1:	8th Floor
Street 2:	38 Currie Street
City/Suburb:	Adelaide
State:	SA
Postcode:	5000

Pay Employee Using

Normal

Spreadsheet

Timesheet

< Previous    Next >    Leave

Enter the requested details on each window. When you have completed the information for each step, click **Next**. If you want to go back to a previous step, click **Previous**. Press **F1** while the Employee Wizard is open for further information on each step. This will display Quicken Payroll Help with instructions for that specific step.

If you want to add a photo to the employee record, or if you want to change the employee number from the number automatically assigned, you can do this through the Employee list.

When you have completed all of the steps, click **Finish**.

**For further details**, either press the **F1** key while you are in the Employee Wizard, or see the *Employees List* on page 186.

---

## Setting up Superannuation

Calculating, tracking and paying superannuation can be a very complicated business and it will be more complicated when the new multiple superannuation rules come into effect. Fortunately, once you set up all of your company and employee superannuation details, you can let Quicken Payroll do most of the work for you.

### Superannuation fund details

Quicken Payroll allows you to track multiple superannuation funds, as well as multiple employee contributions. You can create as many super funds as you require.

Superannuation funds are set up through the Company Wizard and can be edited or added through the Super Funds list.

The image shows a screenshot of the 'Update Super Fund' dialog box in a software application. The dialog box has two tabs: 'Details' (selected) and 'Notes'. It contains several input fields for fund information:

- Fund Name: National Mutual
- Fund Ac No: QB321654
- Bank Code: BML (dropdown menu)
- Branch: Melbourne
- BSB: 654-321
- Account No: 222-333-4
- E-Mail Addr: (empty field)

Buttons for 'OK' and 'Cancel' are located on the right side of the dialog box. In the background, a list of superannuation funds is visible, with the following data:

Account Number
AM-88877
QSS874512
5432Qss
5421Qss
84751Qss
QB321654
AD-Q654987
Qss847455

Enter the details for each superannuation fund. For details, see *the Superannuation Funds List* on page 254.

If you wish to pay your superannuation funds **electronically**, you will need to contact your superannuation fund manager to find out if they will accept the information electronically. If your superannuation fund manager accepts contributions and the associated details electronically, you must enter all of the banking details.

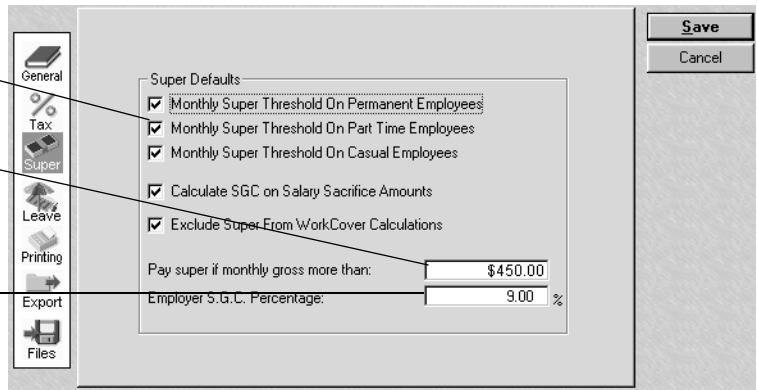
## Superannuation preferences

Your default superannuation calculation details are set up through the Configuration Wizard when you create a new company. You can edit these defaults through *Preferences* on the File menu.

Select which employees the super threshold applies to.

The super threshold is the amount that employees must earn before you have to pay employer super for them.

Enter the Superannuation Guarantee Contribution (SGC) percentage. This is the minimum super contribution you must make on behalf of each employee.



Select which employees superannuation should be applied to and then enter the threshold if applicable, as well as the default Employer Superannuation Guarantee Contribution (SGC) percentage.

For details, see *Superannuation preferences* on page 170.

## Superannuation calculations

### Glossary Term

#### S.G.C.

Superannuation Guarantee Contribution (SGC) is the minimum amount of super contribution that you must make on behalf of each employee.

Once you have set up your Superannuation Fund details, you need to set up your employee details so that superannuation is automatically calculated for them each pay period.

Please note that the rules and regulations regarding superannuation contributions can be complex, so make sure that you understand them fully. For details, contact the ATO and obtain the guide *Superannuation Guarantee – A Guide for employers*. See *Getting answers to your PAYG and tax questions* on page 335 for contact details.



## Step 1 – Set up the Super fund and rate details

First, you must set up the superannuation fund details and the amount of superannuation to be deducted from each pay period. This is done in the Employee Record – *Super* section (see page 202) for each employee.

History		Insurer		Compensation		Next-Of-Kin		Notes		FBT		Custom Fields	
Personal		Company		Dates		Pay Rates		Deductions		Allowances		Taxation	
Super		Banking		Leave									
Type	Fund Name	Member A/C Number	Date Joined	Amount	\$ or %								
Employer S.G.C.	GUH Superfund	KK32-987-282	10/10/1999	8.00	%								
Employer S.G.C.													
Employer Optional													
Spouse Contribution													
Salary Sacrifice													
Employer Negative													
Employee Negative													

For most employees, you must select at least Employer S.G.C. (Superannuation Guarantee Contribution). Some employees are exempt, such as those over 70 years of age and those under 18 working 30 hours a week or less. For details see *S.G.C. exempt employees* on page 203.

You can set superannuation up as a flat dollar amount per pay cheque, or as a percentage of wages. You would use a flat dollar amount where the superannuation is based on a standard *employee earnings base*. More typical however is the situation where the superannuation is based on *Ordinary Time Earnings* (see page 45), in which case you would calculate superannuation based on a percentage of OTE.

## Step 2 – Set up what superannuation is calculated on

Once you have set up the superannuation rate, you need to tell Quicken Payroll what you want to apply the rate to. For most employees, this is done through the Employee Record, on the Pay Rates tab. For employees paid using the Timesheet method, you must set these details up through the award that the employee is working under.

For employees paid by the **Normal** or **Spreadsheet** pay method, this is done on the Employee Record – *Pay Rates* section (see page 194).

*In this example, Superannuation is only applied to Normal hours and not to overtime or weekend rates.*

Leave	History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields	
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking
Pay Rate	Pay Rate Type	Hrs/Qty	Amount	Super	Customer:Job	Class		
Normal Hours	Hourly Rate	170.00	10.0000	Yes				
Double Time	Hourly Rate	0.00	20.0000	No				
Time & 1/2	Hourly Rate	0.00	15.0000	No				
Weekend Rate	Hourly Rate	0.00	12.5000	No				

Use Award Pay Rates

If you have employees paid under the **Timesheet method** (see page 225), you must set up an award with timesheet details.

*For employees paid using the timesheet method, you indicate how superannuation is applied to the shift through the Award – Timesheet Payments tab.*

Standard Details		Award Payment Details		Timesheet Payments				Super	
Shift Pay Rate	Shift Start		Shift End		Overtime Rate 1		Overtime Rate 2		Super
	Day	Time	Day	Time	After Hrs	Pay At Pay Rate	After Hrs	Pay At Pay Rate	
Weekend Rate	Sun	8:00AM	Sun	11:00PM	8.00	Double Time	12.00	Double Time	Shift
Normal Hours	M-F	8:00AM	M-F	12:00PM	0.00		0.00		Yes
Meal Break	M-F	12:00PM	M-F	1:00PM	0.00		0.00		No
Normal Hours	M-F	1:00PM	M-F	11:00PM	9.00	Time & 1/2	13.00	Double Time	Shift
Weekend Rate	Sat	8:00AM	Sat	11:00PM	8.00	Time & 1/2	10.00	Double Time	Shift *OT1
									Shift + OT2
									Overtime

On the Award Timesheet Payments tab, you will need to set up how Superannuation is applied to the shift and to overtime. For example, you might set up your award so that superannuation is only calculated on regular shift times, but not on overtime, or weekend work.

When you set up allowances, sundry items, commissions or bonuses, you will have to indicate if superannuation applies to the item.

## Ordinary Time Earnings (OTE)

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### Glossary Term

#### Ordinary Time Earnings (OTE)

OTE, for Superannuation Guarantee purposes, is the total of the employee's earnings for ordinary hours of work, over-award payments, shift loading and commission. The ATO has a ruling available which explains this further. Obtain (Superannuation Guarantee Ruling SGR 94/4).

Under the Superannuation Guarantee Contribution rules, an employer's superannuation liability is based on the employee's *notional earnings base*. Where there is no acceptable earnings base, OTE is used as a default earnings base. Ordinary Time Earnings (OTE) is defined as the earnings an employee receives on a regular basis.

OTE includes payments such as wages for ordinary hours of work, remuneration while on annual, long service or sick leave, allowances and some bonuses.

OTE excludes payments such as overtime payments, Christmas bonuses, payments in lieu of notice, some redundancy payments, lump sums paid for accrued leave on termination of employment and payments when on maternity or paternity leave.

The above is only a partial listing of inclusions and exclusions. For the complete listing and explanation, obtain a copy of ATO Ruling SGR 94/4 – *Superannuation Guarantee Ruling – Ordinary Time Earnings*. You can obtain this online from the ATO Legal Database at the following website: <http://law.ato.gov.au/atolaw/index.htm>

## Reporting new employees to your super fund

In the *Super by Fund* report, Quicken Payroll will automatically place any superannuation contributions for new employees into the New Employee column. This ensures that the superannuation fund knows there is a new employee and can ensure the required information is sent to them.

- 1 Choose **Super** from the **Reports** Menu.
- 2 Choose **By Fund Name > Current Pay**.
- 3 The Report Writer opens up and displays the report. For any new employees, *Yes* is displayed in the *New Employee* column. If any contributions have been made, the contribution amount will be reported in the **Exception Amount** column.

Employees are moved from the New Employee column when you export the superannuation file. Therefore, to remove the employees from the **New Employee** column, export the superannuation file—even if you are not using the electronic lodgment feature.

- 4 To create a report for a single fund, select the fund name from the **Super Funds** drop-down list.
- 5 Make any adjustments required and then click on the **Print** icon. The report highlights new employees and allows the payroll administrator to enter the contact details should the fund manager have any questions.

## ***Reporting contributions to your super funds***

Quicken Payroll provides you with two ways to report superannuation contributions:

- The **Super Report** (page 306) lists contributions by employee or by fund and shows the amounts payable and what accounts they should be paid to.
- The **Export Superannuation Details** Activities menu command creates three files for transferring the superannuation details and the payment to the relevant superannuation fund. Before transferring any money, be sure to speak with your fund manager to see if they support this method of transferring the payroll information.

Contact your fund manager to find out if you can send the files to them by email, otherwise copy the three files onto a floppy disk and mail the disk along with the payment to your superannuation fund.

For details see *Export Superannuation* on page 285.

***Preparing and processing your payroll******How do I use Quicken Payroll?******Chapter Contents***

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<i>The Pays Summary window</i>	49
<i>Previewing and adjusting an employee's pay</i>	52
<i>Processing the pays</i>	89
<i>Making your payroll payments</i>	93

**When it's time to pay your employees, just choose which employees you want to pay, make any adjustments required and then let Quicken Payroll calculate wages and superannuation, deduct taxes and print the pay slips, monthly schedule and any other reports you need.**

Quicken Payroll also makes paying your employees and your payroll liabilities as easy as possible, no matter how you choose to pay them. You can make payments through QuickBooks, electronic funds transfer, or using the information provided by Quicken Payroll's payroll reports.

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## ***Before you start***

Before you prepare your payroll, you make sure that you have up-to-date tax scales. Quicken Payroll provides three ways to update your tax scales:

- manually through the tax scales list (see page 258),
- automatic update over the Internet (see page 309), or
- using a floppy disk (see page 309).

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## ***Preparing your payroll***



Payroll preparation includes choosing which employees you want to pay and making any modifications to individual pays.

Typical modifications to individual pays include entering hours worked for employees paid using the timesheet or spreadsheet method, making any changes to the employee's standard pay details, entering leave details, paying bonuses and commissions, or making sundry adjustments.

You must enter additional information through the Prepare Pays window in any of the following situations:

- You use the timesheet or spreadsheet method to enter your employees' hours;
- You need to record hours worked that differ from an employee's standard hours;
- You need to make any kind of adjustments to allowances, deductions, or superannuation that apply to this pay only;
- An employee is taking annual, sick, or any other type of leave;
- You are paying a commission or bonus; or
- You need to enter a sundry item or adjustment to the employee's pay.

If all your employees receive the same wage each pay period, with no variations in hours, deductions, allowances, or in other details, all you need to do at this stage is proceed to the next step and Process the Pays. See page 89 for details on processing pays.

# The Pays Summary window

The Pays Summary window displays all of your pays before they have been processed and is the starting point to entering and editing current pay details and selecting which employees to pay. All your employees' pays are displayed here, allowing you to see each employee's pay details before you actually process the pays.

Click on any of the headings to sort the list by that heading.

Double click on the employee's name to edit their pay.

Select **Activities > Process Pays** to process pays for the current pay period.

The **Pay** column indicates if the employee will be paid during this pay.

No.	Surname	Given	Dept.	Period	Super	Ded.	All.	Gross	Tax	Net	Pay
2	Hamp	Dean	Documentatio	Monthly	\$360.00	\$40.00	\$0.00	\$4500.00	\$1148.00	\$3312.00	Yes
3	Walker	Carol	Quality Assur	Monthly	\$240.00	\$60.00	\$0.00	\$3000.00	\$420.00	\$2520.00	Yes
4	Hardman	Ian	Development	Bi-Monthly	\$335.50	\$40.00	\$50.00	\$3050.00	\$962.00	\$2048.00	Yes
5	Scratchley	Greg	Development	Bi-Monthly	\$183.60	\$45.00	\$45.00	\$2295.00	\$770.00	\$1480.00	Yes
6	Kerekes	Ken	Warehouse	Monthly	\$292.00	\$95.00	\$150.00	\$3650.00	\$1404.00	\$2151.00	Yes
7	Jensen	Brett	Administration	Monthly	\$728.00	\$5.00	\$350.00	\$5350.00	\$1560.00	\$3785.00	Yes
8	Carrier	Aaron	Quality Assur	Fortnightly	\$142.46	\$45.00	\$50.00	\$1780.75	\$311.00	\$1424.75	Yes
17	Houle	Benoit	Development	Bi-Monthly	\$244.00	\$47.50	\$50.00	\$3050.00	\$917.00	\$2085.50	Yes
39	Turner	Britta	Tech Support	Monthly	\$364.00	\$195.00	\$50.00	\$4550.00	\$1174.00	\$3181.00	Yes
54	Veres	John	Administration	Monthly	\$233.33	\$5.00	\$0.00	\$2916.65	\$531.00	\$2380.65	Yes
84	Mowser	Dave	Administration	Weekly	\$70.00	\$5.00	\$0.00	\$525.00	\$74.00	\$446.00	Yes
85	Lucinda	Cate	Tech Support	Fortnightly	\$140.46	\$5.00	\$25.00	\$1755.75	\$374.00	\$1376.75	Yes

Select the pay period that you want to pay— All Employees, Weekly, Fortnightly, Bi-monthly or Monthly.

All employees that will be paid on this pay run will have **Yes** in the **Pay** column. A grey line indicates an employee that will be excluded from this pay run. This includes Employees on leave and those whose pay has been disable. An "S" (Suspend) followed by a number in the Pay column indicates the number of pays that the employee will be excluded from.

Red highlighting indicates that the pay amount is negative —probably because you haven't entered the hours worked or pay amount yet.

To open the Pays Summary window, choose **Prepare Pays** from the Activities menu or click **Pays** on the toolbar.

The default view is to display all employees. However, if you prepare payroll for one pay period at a time, you can select the appropriate pay period and you will be able to view just the employees working under that pay period.

Select the pay period from the droop-down list at the bottom of the window.

No.	Surname	Given	Dept.	Period	Super	Ded.	All.	Gross	Tax	Net	Pay
85	Lucinda	Cate	Tech Support	Fortnightly	\$140.46	\$5.00	\$25.00				

For example, you may process payroll for weekly employees each Friday and process payroll for monthly employees on the last business day of the month. In this case when preparing the weekly employee's payroll, you can display the list of weekly employees by selecting *Weekly*.

## Sorting the list

When you view the Pays Summary window, you will notice a blue arrow in one of the headings. This arrow indicates which column the employees are being sorted by and what order they are being sorted by.

*Simply click any column to sort by that heading. Click again to reverse the sort order.*

No	Name	Department	Super	Deduct.	Allow.
31	Walker, Carol	Quality Assurance	\$240.00	\$60.00	\$0.00
54	Veres, John	Administration	\$233.33	\$5.00	\$0.00
39	Turner, Britta	Tech Support	\$364.00	\$195.00	\$50.00
203	Steele, Lyall	Warehouse	\$0.00	\$25.00	\$10.00

In the above example, when the Name column has the blue arrow in it, the list is sorted by employee name. With the arrow pointing up, the list is sorted in ascending order (A to Z). With the arrow pointing down, the list is sorted in descending order (Z to A).

To change the sort column, click in the heading of the column you want to sort by. By default Quicken Payroll will sort in ascending order. To sort in descending order, click the column heading again.

## Finding an employee

You can find an employee by clicking on the column heading to sort by that column and then scrolling down, but if you have a lot of employees, you may want a quicker method to locate the employee on the list. Quicken Payroll provides an additional way to quickly find an employee—using the **Scroll bar**. If you click and hold the mouse button down while dragging the scroll bar, a small scroll window will appear displaying the position on the column selected for sorting.

Monthly	3/03/2003
Weekly	31/10/2003
Monthly	3/04/2003
McGinty	
Weekly	31/10/2003

*As you scroll down on the list, the position on the column selected for sorting appears. This is a quick way to find a particular employee.*



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## Selecting employees to pay

Quicken Payroll provides you with the ability to select which employees you want to pay at two levels:

- 1 **On the Pays Summary window** – The Pays Summary window allows you to select which employees will be paid and which employees will be excluded, on an employee by employee basis. The default setting is to include all employee in the current pay run.
- 2 **On the Process Pays window** – After your payroll has been prepared, the Process Pays window allows you to select which employees will be paid on a group basis—any combination of weekly, fortnightly, bi-monthly, or monthly. You also have the option to pay only a single department, or a single employee.

For example, if you want to pay bi-monthly and monthly employees in this pay period, when you process the pay, you can select these periods. You do not have to use the Pays Summary window to exclude any of the groups not being paid.

## Excluding an employee from a pay run

Employees are excluded from a pay run when you disable the pay for the current payroll run, or if you made a payment in a previous pay run that covered more than one pay period.

### *Disabling a pay*

Disable a pay if an employee does not need to be paid this week and they are not on leave. A pay for that employee will not be processed for the current pay period.

To exclude an employee from the current pay run, select the employee and click **Activities > Disable Pay**. The **Yes** in the Pay column will disappear and the line will appear with a grey line through it. The pay will be excluded until you enable the pay again.

**Note** Red highlighting indicates that the pay amount is negative — probably because you haven't entered the hours worked or pay amount yet. Before you can process the pays, you will have to record the hours, or else disable the pays.

## ***Excluding an employee from a set number of pay runs***

You can also exclude an employee from a set number of subsequent pay runs, simply by indicating the number of pay periods that the current pay covers.

**Example** An employee normally paid weekly is going on annual leave for four weeks and you want to pay the entire four weeks vacation pay in advance and automatically exclude the employee from the next three pay runs.

To exclude an employee from a set number of subsequent pay runs, simply enter the number of pay periods that the current pay covers (including the current pay). Quicken Payroll will then automatically exclude the employee from the specified number of subsequent pay runs.

In subsequent periods, the Pay column will display the letter S (for suspended) followed by the number of pay periods the employee will be suspended from and the line will appear with a grey line through it.

See *Previewing and adjusting an employee's pay* on page 52 for details.

## ***Adding an employee back into a pay run***

To add a pay back into the pay run, select the employee and click **Activities > Enable Pay**. The Pay column will change to **Yes** and the grey line will be removed.

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## ***Previewing and adjusting an employee's pay***

### ***Previewing an employee's pay***

The Pays Summary window displays most of the pay totals for the current pay run. However it does not display the details, sundry payments, or the number of pay periods covered by the current pay.

To view pay details, select the employee and choose **Activities > Edit Pay(s)**, or double-click on the employee name. The Pay Details window will be displayed.

To close the Pay Details window without making any changes, click **Cancel**, or press the keyboard **Esc** key.

## ***Prepare Pays Reports***

These reports display a comprehensive preview of what has been calculated for each employee. After reviewing the report, you can edit the unprocessed pay if you need to. The advantage of this is that you no longer need to wait until the payroll has been processed to create a report listing the full pay details for each employee.

Click **Reports**, and then select the report you want to print. The Quicken Payroll Report Writer will display the report selected.

## ***Editing and adding additional details***

You will need to edit an employee's pays to enter to record hours worked for employees paid using the timesheet or spreadsheet method, to make changes to the employee's standard pay details, to enter leave details, to pay bonuses and commissions, or to make sundry adjustments.

To make changes to an employee's pay details that apply to every pay, you should make the changes through the Employee record. By making changes through the employee record, you won't have to enter the details for each pay run.

### ***To edit an employee's pay***

Select the employee and click **Activities>Edit Pay(s)**, or double-click on the employee's name. The data entry window displayed next will depend on the method used to pay the employee (selected in the Employee record).

#### ***The Normal Pay window***

For employees paid under the Normal pay method, the Normal Pay window allows you to enter pay rates, deductions, allowances, sundries, commission and superannuation details for the current pay. This is the most common method of entering pay details. See *The Normal Pay window* on page 55 for further details.

### *The Timesheet Entry window*

For employees paid using the Timesheet method, shifts worked are entered on the Timesheet Entry window, which is similar to the Normal Pay window, except that instead of an Hours tab, the Timesheet entry window has a Timesheet tab and a separate Leave tab.

For details, see *The Timesheet Entry window* on page 71.

### *The Spreadsheet entry window*

For employees paid under the Spreadsheet method, hours for the pay period are entered on a spreadsheet-style window.

To enter additional details click on the **Details** drop-down list arrow.

The hours entered on the spreadsheet are automatically transferred to the Hours section. For details, see *The Spreadsheet Entry window* on page 78.

# The Normal Pay window

The Normal Pay window allows you to edit or enter pay rates, deductions, allowances, sundries, commission and superannuation for an employee's pay. Depending on the options you have enabled or disabled in Preferences, some of these tabs may not be visible.

Use this method for employee whose hours and pay details are usually the same each pay period. When you prepare the employee's pay, the employee's hours, pay rates, allowances, deductions and most other pay details will come direct from the employee record. You will only need to modify the pay if you need to adjust the hours for this pay period, or if you want to add leave taken, sundry items, commissions or bonuses.

The Pay Totals section displays all of the pay amounts for the employee. Click on any of the fields to display a Q-Zoom window, which details how the amount was calculated.

Click on any of these fields for a Q-Zoom report showing how the amount was calculated.

If the pay covers more than one pay period, enter the number of pay periods in the Pay Periods box.

If you manually change the Tax amount,  Manual Tax appears here. To revert to the calculated amount, click to clear the check mark.

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super
These are the hours and pay rates paid to this employee.					
Pay Rate	Type	Hrs/Qty	Amount	Super	
Normal Hours	Hourly Rate	35.00	15.0000	Yes	
Weekend Rate	Hourly Rate	0.00	20.0000	No	

## Pay Periods

This represents the number of pay periods that this payment covers. Generally, you should leave this field at "1". If you enter a number greater than one, the employee will be excluded from some future pay runs.

In the above example, an employee is going on annual leave for three weeks and is being paid the entire three weeks in advance in addition to the current pay, so “4” weeks is entered. The employee will then be automatically excluded from the next three pay runs and tax will be calculated accordingly.

**Note** When you make any payment that covers more than one pay period, don’t forget to also adjust any allowances or deductions accordingly.

## ***Pay Totals***

The Pay Totals section displays most of the pay totals for the current pay run. Click on any of these fields to display a Q-Zoom report showing how the amount was calculated.

## ***Data entry section***

Pay details such as deductions, allowances, superannuation details and normal hours from the employee record. You can edit these details for this pay through the Pay Details window, but if you want the details to be changed permanently, you must change them in the Employees record.

Leave taken, sundry items, commissions and bonuses, on the other hand, can only be entered through the Pay Details window—they cannot be set up in the employee record.

On each tab, to add a new line, click **Insert**, or **TAB** to a new line. To delete a line, select the line, click **Delete** and then click **OK** to confirm that you actually want to delete the line.

## ***Edit This Pay***

To help prevent inadvertent changes, you cannot edit a *past* pay unless the  **Edit This Pay** check box has been selected on Pay windows. Accordingly this check box does not apply when setting up a pay. See *Editing a past pay* on page 248 for details.

## ***Manual tax***

If you adjust the tax manually, a check mark  will be placed in the **Manual Tax** check box at the bottom of the window. To revert to the calculated amount, click to remove the check mark.

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### ***Glossary Term***

#### **Q-Zoom report**

A Q-Zoom (QuickZoom) report is a “drill-down” report that displays the detail behind a number.

## Editing a Normal pay

- 1 Choose **Prepare Pays** from the Activities menu to display the *Pays Summary* window.

Note that you cannot edit a past processed pay unless the  **Edit This Pay** check box has been selected.

- 2 Click to select the employee you wish to edit pay for. The Employee Pay Method box shows the pay method how the employee is paid.
- 3 Choose **Activities > Edit Pay(s)**. The *Normal Pay* window displays pay details for the employee.
- 4 Enter or edit pay information on the normal pay tabs. Press **F1** while the window is open for additional information on completing each section, or refer to the guide sections below:

**Hours tab** – Enter or edit the pay that the employee is eligible to receive this pay period, including leave payments. See page 58 for details.

**Deduction tab** – Enter or edit any deductions that will be taken from the employee's pay for this pay run. Do not use deductions to record salary sacrifice—this should be done through the superannuation section. See page 60 for details.

**Allowance tab** – Enter or edit any allowances that are to be paid to the employee this pay run. See page 61 for details.

**Sundry tab** – Enter or edit any sundries or adjustments that are to be paid to the employee this pay run. See page 65 for details.

**Commission/Bonus tab** – Enter or edit any commissions or bonuses amounts that are to be paid to the employee this pay run. See page 68 for details.

**Super tab** – Check that the superannuation details are correct for this pay. See page 70 for details.

- 5 Click **OK** to save the details ready for processing.

For detailed examples see the following:

- *Preparing a pay with allowances and deductions* on page 81
- *Preparing a pay with Workers Compensation payments* on page 84
- *Preparing a pay with leave* on page 85

- *Preparing a pay with commissions or bonus payments on page 87*

For further examples, see the following sections in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu):

- *Process a pay with leave – Normal Pay method*
- *Process a pay with allowances and deductions – Normal Pay method*

## Hours tab (Normal and Spreadsheet methods)

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super	
These are the hours and pay rates paid to this employee.						
Pay Rate	Type	Hrs/Qty	Amount	Super	Customer:Job	Class
Normal Hours	Hourly Rate	40.00	15.0000	Yes		
Time & 1/2	Hourly Rate	15.00	22.5000	No		
Double Time	Hourly Rate	3.00	30.0000	No		
Annual Leave						
Compensation						
Double Time						
Double Time 1/2						
Meal Break						
Normal Hours						

Generally, this information should come from the Employee record – *Pay Rates* window (page 194). If you need to make any additions or adjustments that apply only to the current pay, you can make them here.

### Glossary Term

#### Normal Hours pay rate

The term “*Normal Hours*” pay rate has a special meaning in Quicken Payroll. The “*Normal Hours*” rate for an employee is the base rate of pay that other rates (such as double time) are based on. It is also used in awards in calculating leave accruals.

**Pay Rate** – Select the pay rate that is being used to pay the employee. For leave to accrue correctly you need to include the Normal Hours pay rate, or a rate designated as a Normal Hour rate. If you need a pay rate not on the list, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the rate to the Pay Rates list.

If the employee is taking leave and is eligible for leave loading, select **Annual Leave**. This is the only pay rate that Quicken Payroll will calculate the tax-free threshold for. If the employee is eligible for leave loading, the hourly amount will be grossed up by the leave loading percentage.

**Type** – Select the pay rate type. Use Hourly Rate for employees who receive a dollar amount for each hour they work. Use Salary for employees who are paid a fixed dollar amount for each pay period they work.

- Selecting **Hourly Rate** lets you enter the rate per hour.
- Selecting **Salary** lets you enter the total gross wage for the pay period.



Note that Annual Salary cannot be selected in the pay screen. It can only be selected in the award or employee record. When a pay is prepared for the employee, Quicken Payroll calculates the pay for the current pay period based on the annual salary and inserts “Annual Salary” into the pay type column.

- Selecting **Items** lets you enter a pay based on other units. For example, you would select this to pay an employee for quantity of fruit picked.

**Hours/Qty** – Enter the number of hours or units that apply to this pay rate. You should enter the number of hours for salary and annual salary payments—this helps Quicken Payroll calculate the correct annual leave rate and correct leave accrual.

**Amount** – Enter the dollar amount per hour, pay period or item here.

**Super** – Select **Yes** if you want the pay rate to be included in superannuation calculations. Select **No** if you want the pay rate to be excluded from superannuation calculations.

**Customer:Job** – You can specify that the pay rate should be billed to a particular customer or job. Select the customer and job from the drop-down list, or type a new one in.

**Class** – If you want to assign this pay rate to a specific class, enter the class, or select the class from the drop-down list. You can use classes to classify your payroll by department, business office or location, separate properties you own, or any other meaningful breakdown of your business.

## Deductions tab

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super
These are the deductions paid by this employee.					
Deduction	ID	Amount	Ex Tax	Union	
Coffee Fund	Dw10410	5.00	No	No	
Union Dues		25.00	No	Yes	
Computer Loan Repayment		55.00	No	No	
	Child Support				
	Coffee Fund				
	Computer Loan				
	Computer Loan Repaym				
	Union Dues				

Generally, this information should come from the Employee record – Deductions window (page 196). If you need to make any additions or adjustments that relate only to the current pay, you can make them here. If you want the details to be changed permanently, you must change them in the Employee record – Deductions window.

**Deduction** – Select the deduction to be taken from the employee's pay. If the deduction name you need is not on the list, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the deduction to the Deductions list. When you select an existing deduction, Quicken Payroll will automatically enter the defaults for the deduction.

**Note** Do not use deductions to record salary sacrifice—this should be done on the super tab.

**ID** – Enter the ID for this employee's deduction. This makes it easier to identify the deduction for a particular employee on a report.

**Amount** – Enter the amount of the deduction.

**Ex Tax** – If the deduction is tax-deductible for the employee—to be deducted from gross wages before tax is calculated, select **Yes** in the *Ex Tax* column. If it is not tax-deductible—to be removed from the net after tax is calculated, select **No**.

**Union** – If the deduction is for union dues, select **Yes** from the drop-down list. Any contributions made using this deduction will appear in the Union Fees section of the employee's Payment Summary.

## Allowances tab

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super		
These are the allowances paid to this employee.							
Allowance	% Or Units	Based On	Amount	Super	Ex Tax	Customer/Job	Class
Award Travel	155.00	Km	0.51	No	Yes		
Award Overtime Meal	1.00	Pays	10.00	No	Yes		
	0.00		0.00				
<div style="border: 1px solid black; padding: 2px;">           Award Overtime Meal            Award Travel            Car Allowance            Mileage Allowance            Training Allowance         </div>							

Generally, allowances should come from the Employee record – Allowances window (page 198). If you need to make any additions or adjustments that relate only to the current pay, you can make them here. If you want the details to be changed permanently, you must change them in the Employee record – Allowances window.

**Notes** If the allowance is Payroll Tax exempt or WorkCover exempt, you must set the exempt status though the Allowances list.

If you have an allowance that you pay both to contractors and to your normal staff, you will need to define two separate allowances—one for employees that displays the allowance on the Allowance section of the Payment Summary and another allowance for contractors the includes the allowance in the Gross section.

**Allowance** – Select the allowance to be added to the employee's pay. If the allowance name you need is not on the list, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the allowance to the Allowances list. When you select an existing allowance, Quicken Payroll will automatically enter the defaults for the allowance.

**% or Units** – If the allowance is a percentage of a pay rate, enter the percentage amount. If the allowance is per pay period, enter the number of pay periods that are being paid. If the allowance is for an item, such as kilometres, enter the number of kilometres.

**Based On** – Select what the allowance is a percentage of from the drop-down list. For example, if you select Wages, the allowance dollar value will be a percentage of the total wages for that particular pay.

**Amount** – Enter the amount of the allowance. If the allowance is per pay period, just enter the amount for one pay period—Quicken Payroll will calculate the total allowance amount to pay.

**Super** – Select **Yes** if you want the allowance to be included in superannuation calculations. Select **No** to exclude the allowance from superannuation calculations.

**Ex Tax** – If the allowance is non-taxable—to be added to the net after tax is calculated, select **Yes** in the *Ex-Tax* column. If it is taxable—to be added to the gross before tax has been calculated, select **No**. See page 199 for details on the tax treatment of allowance.

**Customer:Job** – The allowance can be assigned to a particular customer or job. Customer:jobs can be used to identify employee costs by job or to assign employee labour to a client. If no customer:job have been set up yet, enter a customer:job name. When you are prompted to add the customer:job to your lists, click **Yes**.

**Classes** – The allowance rate can be assigned to a specific class. Enter the class, or select the class from the drop-down list. You can use classes to classify your payroll by department, business office or location, separate properties you own, or any other meaningful breakdown of your business.

## ***How do I pay an allowance based on the number of hours worked?***

To pay an allowance based on hours worked, you need to associate the allowance with a specific pay rate in the *Allowances* tab of the employee record, or in the pay details window when you process the pay.

- 1 Select the employee from the Employee list and then click **Edit** (or double click on the employee name).
- 2 From the Employee record, select the **Allowances** tab. By entering the amounts in the employee record, the allowance will be calculated for each pay.  
To enter an allowance for a **single pay**, enter the amounts through the Allowance tab of the pay details window (see page 61).
- 3 In the **% or Units** column, enter 0 (zero).

- 4 In the **Based** on column, select the pay rate that the allowance will be based on.
- 5 In the **Amount** column, enter the hourly rate for that allowance.
- 6 When you pay the employee, you only need to enter the hours for each pay rate. You do not need to enter anything in the allowance section. The allowance will be calculated as the hourly rate you entered in the Amount column, times the number of hours worked for the associated pay rate.

### Example

Lyall is a casual employee who is paid an allowance of \$5 per hour for each normal hour worked, plus an allowance of \$7 for each overtime hour. In the employee record, these amounts are entered onto the Allowances tab:

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super		
These are the allowances paid to this employee.							
Allowance	% Or Units	Based On	Amount	Super	Ex Tax	Customer/Job	Class
Allowance 1	0.00	Normal Hours	5.00	No	No		
Allowance 2	0.00	Time & 1/2	7.00	No	No		

Entering 0 in the % or Units column will result in the allowance being calculated as the number of Normal hours times \$5 plus the number of overtime hours times \$7.

When Lyall's pay is processed, enter the hours on the Hours tab of the Pay Details window. The allowances are calculated automatically—there is no need to enter any amounts on the Allowance tab. The allowance is calculated as  $40 \times \$5$  plus  $20 \times \$7 = \$340$ .

**Pay For 203: Lyall Steele**

Enter Details: Pay Periods:

Pay Totals (Right-Click for Q-Zoom):

Wages:	<input type="text" value="700.00"/>	Allow:	<input type="text" value="340.00"/>	Gross:	<input type="text" value="1040.00"/>
Comm:	<input type="text" value="0.00"/>	Sund:	<input type="text" value="0.00"/>	Tax:	<input type="text" value="263.00"/>
Ded:	<input type="text" value="25.00"/>	Super:	<input type="text" value="60.87"/>	Net:	<input type="text" value="752.00"/>

Hours Deduction Allowance Sundry Commission/Bonus Super

These are the hours and pay rates paid to this employee.

Pay Rate	Type	Hrs/Qty	Amount	Super	Customer/Job	Class
Normal Hours	Hourly Rate	40.00	10.0000	Yes		
Time & 1/2	Hourly Rate	20.00	15.0000	No		

If you look on the allowance tab, you will notice that the amounts from the employee record carry forward automatically. You don't need to enter anything here, unless you are entering an allowance that applies just to this pay.

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super		
These are the allowances paid to this employee.							
Allowance	% Or Units	Based On	Amount	Super	Ex Tax	Customer:Job	Class
Allowance 1	0.00	Normal Hours	5.00	No	No		
Allowance 2	0.00	Time & 1/2	7.00	No	No		

## ***How do I determine where an allowance is reported on Payment Summaries?***

Where an allowance is shown on a Payment Summary is determined by the settings on the allowance, through the Allowances list.

- 1 Choose **Allowances** from the Lists menu.
- 2 Select the allowance you wish to add to the Allowance Section and then click **Edit**.
- 3 From the drop-down list, select where the allowance amount is to be displayed in Payment Summaries—in the Gross wage section, the Allowance section, or not displayed at all.

## Sundries tab

Quicken Payroll automatically calculates GST for sundries of the sundry type "Reimburse Expense".

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super		
These are the sundries and adjustments for this pay.							
Sundries & Adjustments	Amount	GST Portion	Super	Ex Tax	CustJob	Class	
Reimburse Expense	27.50	2.50	No	Yes			
Back Pay <= 12mths	0.00	0.00					
Back Pay > 12mths							
Invoice With ABN							
Invoice Without ABN							
Reimburse Expense							

Sundry items include non-recurring adjustments, back pay and expense reimbursements that apply to a single pay. Unlike deductions, a sundry item cannot be added to the Employee record, because they only apply to a single pay. A sundry item must be added through the *Pay Details – Sundries* window when the pay is being processed.

If you have a sundry item that you want to be paid automatically with each pay, it must be set up on the Pay Rates, Deductions, or Allowances window of the Employee record.

**Sundries and Adjustments** – Select the sundry item to be taken from the employee's pay. Quicken Payroll includes the following preset sundry items:

- **Reimburse Expense** – Select Reimburse Expense for items that include GST. To pay a sundry that does not include GST, either create a new sundry item of the *Normal Sundry* sundry type, or else just override the GST amount. See the *Sundries List* on page 256 for details.
- **Back Pay <= to 12mths** – Select this for back payments of salary or wages that accrued twelve months or less ago. This amount will be included as part of *Gross* on the employee's Payment Summary.
- **Back Pay > 12mths** – Select this for back payments of salary or wages that accrued more than twelve months ago. This amount will be included in *Lump Sum E* on the employee's Payment Summary.



**Calculating tax on back pay:** Due to the complexity and number of factors to consider when paying back pay, Quicken Payroll does not calculate the tax on back pay. For a pay that includes back pay, you must:

- 1 Write down the tax amount before back pay is calculated.
- 2 Manually calculate the tax on the back-pay as per ATO instructions.
- 3 In the Pay Totals section, click on the **Tax** box and then add the back pay tax to the calculated tax amount, using the Q-Calc window.

- **Invoice with ABN and Invoice without ABN** – If you are paying an invoice and you are exporting your payroll data to QuickBooks, select one of these options. This will result in the payment being reflected in one of the “G” (acquisition) fields in the Activity Statement produced through QuickBooks.

Payments entered through the Hours tab will be included in the “W1” (wages) field on the QuickBooks Activity statement.

To create a new sundry type, enter the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the item to the Sundries List.

**Amount** – Enter the amount of the sundry or adjustment. Enter sundry deductions as a negative (–) amount. Enter the amount including GST, if applicable. For example, on a \$11 expense, including \$1 GST, enter \$11. Note that GST is only calculated for sundries of the Reimburse Expense Item type.

**GST Amount** – Quicken Payroll calculates the GST amount based on the sundry type and the amount entered in the Amount column. Edit the amount if necessary.

**Super** – Select **Yes** if you want the sundry or adjustment to be included in superannuation calculations. Select **No** if you want the sundry or adjustment to be excluded from superannuation calculations.

**Ex Tax** – If the sundry or adjustment is non-taxable—to be added to the net after tax is calculated, select **Yes** in the *Ex Tax* column. If it is taxable—to be added to the gross before tax has been calculated, select **No**.



**Customer:Job** – The sundry item can be assigned to a customer or job. Customer:jobs can be used to identify employee costs by job or to assign employee labour to a client. If no customer:jobs have been set up yet, enter a customer:job name. When you are prompted to add the customer:job to your lists, click **Yes**.

**Classes** – The sundry item can be assigned to a specific class. Enter the class, or select the class from the drop-down list. You can use classes to classify your payroll by department, business office or location, separate properties you own, or any other meaningful breakdown of your business.

## ***Expense Reimbursements***

Select the *Reimburse Expense* to reimburse an employee for purchases made on behalf of the company such as lunch room or office supplies. For allowances such as meal, tool or mileage allowances, record the payment on the Allowances tab.

Selecting the correct reimbursement sundry item will ensure that GST is tracked correctly in the Business Activity Summary and when you export your payroll data to QuickBooks.

If the employee is claiming a reimbursement for purchasing goods over \$50, the employee should provide you with an invoice or receipt that shows the GST paid. This documentation is required so that you can claim an input credit on the reimbursement. You must have an Australian Business Number (ABN) in order to claim GST input credits on reimbursements.

# Commission/Bonus tab

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super	
These are the commissions paid to this employee.						
Commission	Gross	% Comm	Net	Period	Super	Ex Tax
Sales Commission	10000.00	15.0000	1500.00	3 Months	Yes	No
Christmas Bonus	0.00	0.0000	500.00	Annual	No	No
	0.00	0.0000	0.00			

## Glossary Term

### Bonus

A bonus is a payment typically made to an employee as a means of recognition of performance. They are not necessarily in respect of a particular period of employment.

Unlike deductions or allowances, commissions and bonuses must be entered here for each pay—they cannot be entered on the Employee record to be automatically entered with each pay. This is because bonuses are typically paid on an infrequent basis and commissions details must be entered for each commission payment.

**Commission** – Enter the commission or bonus name or select it from the drop-down list. If the commission name you need is not on the list, type in the name and then press **TAB**. When you are prompted, click **Yes** to add it to your drop-down list.

**Gross** – Enter the total gross sales for the employee. This field is optional.

**% Comm** – Enter the percentage amount that the employee receives from their gross sales. For example, to enter 6%, enter 6. This field is optional.

**Net** – Quicken Payroll calculates the net amount based on the amounts in the Gross and % Comm columns.

**Period** – Select the period that the commission is being paid for. For example, if you are paying a commission for a month, select monthly. That way, Quicken Payroll will calculate the correct amount of tax on the commission.

**Super** – Select **Yes** if you want the commission to be included in superannuation calculations. Select **No** if you want the commission to be excluded from superannuation calculations.

**Ex Tax** – If the commission or bonus is non-taxable—to be added to the net after tax is calculated, select **Yes** in the *Ex Tax* column. If it is taxable—to be added to the gross before tax has been calculated, select **No**.

## ***How is tax calculated on bonuses and commissions?***

If a bonus or commission is paid in relation to a single period of one week to one month, the amount is added to any other salary or wages for that period and PAYG is calculated along with the other salary or wages.

If the bonus or commission relates to a period in excess of one pay period, or is paid on an irregular basis, PAYG is calculated as follows:

- 1 The bonus or commission is divided by the number of pay periods to which it relates.
- 2 That amount is added to the normal salary or wages for a single pay period.
- 3 PAYG on the combined amount is calculated.
- 4 The amount of tax payable from normal pay for one period is subtracted from the combined amount.
- 5 The result (which represents the PAYG amount on the bonus portion) is multiplied by the number of pay periods to which the bonus or commission related.

## Superannuation tab

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super	
These are the Super contributions for this pay.						
Type	Fund Name	Member A/C	Joined	Amount	% \$	Amt Paid
Employer S.G.C.	SGIC Super	6665-69998	1/01/1985	9.00	%	428.00

Generally, this information comes from the Employee record – Superannuation window (page 202). If you need to make any additions or adjustments that relate only to the current pay, you can make them here. If you want the details to be changed permanently, you must change them in the Employee record – Superannuation window.

**Type** – Select the type of superannuation payment to be made. For a description of payment types, see *Superannuation details* on page 202.

**Fund Name** – Select the superannuation fund that the contribution will be made to. When you select an existing superannuation, Quicken Payroll will automatically enter the defaults for the superannuation. If the fund name you need is not on the list, you can type in the name and then press **TAB**. When you are prompted, click **Yes** to add it to your superannuation list. However, generally, superannuation funds should be set up in company information before you pay an employee.

**Member A/C** – Enter the employee's ID number for the superannuation fund you have selected.

**Joined** – Enter the date the employee joined the fund. This is usually the day they joined the company.

**Amount** – Enter the amount of superannuation to be paid to the fund. Generally, most employers will use the dollar amount when they want to manually enter the superannuation. Most employees are entitled to Employer SGC of 9%.

**% \$** – If the amount is a percentage, select (%). If the amount is a dollar value, select (\$).

**Amt Paid** – Quicken Payroll will calculate the amount of superannuation to be paid and then enter the dollar value here.

# The Timesheet Entry window

The Timesheet Entry window lets you enter the start and finish times for each day the employee works. Quicken Payroll will calculate any breaks as well as the different rates (such as overtime rates) that apply between the times that you enter.

Use the timesheet method if you have employees that are paid according to the time they start and finish a work shift.

Allowances, deductions and most other pay details will come direct from the employee record. When you prepare the employee's pay, you will also need to enter any leave taken, sundry items, commissions or bonuses for the current pay period.

*When paying the employee for leave, enter details on the Leave Taken tab and enter the periods covered by the payment.*

*You only need to enter the start and finish times.*

*Quicken Payroll applies pay rates to the shift based on the award selected for each line.*

*Note that you can only record hours worked during shifts that have been defined in the award.*

Award	Shift Start			Shift End			Customer/Job	Class
	Date	Day	Time	Date	Day	Time		
Warehouse Staff	7/01/2003	Mon	8:00AM	7/01/2003	Mon	5:05PM		
Warehouse Staff	8/01/2003	Tue	8:05AM	8/01/2003	Tue	5:35PM		
Warehouse Staff	9/01/2003	Wed	8:01AM	9/01/2003	Wed	5:22PM		
Warehouse Staff	10/01/2003	Thu	8:00AM	10/01/2003	Thu	5:55PM		

The Timesheet Entry window is identical to the Normal entry window, except that, instead of an Hours tab, there is a Timesheet tab where you calculate the hours and a Leave tab where you enter leave details.

## To use the Timesheet feature, you must first do the following

- 1 Create an award that includes a classification with an hourly rate and define the shifts that employees under that award work.

You will only be able to record hours worked during shifts that have been defined in the award. See Awards – Timesheet Payments tab on page 225 for details.

If you selected the  **Use Award Pay Rates** check box in the employee record – *Pay Rates* window, the rate used will be the award rate that corresponds to the employee’s classification and award.

If you did not select the  **Use Award Pay Rates** check box in the employee record – *Pay Rates* window, the rate used will be the rate set up in the *Pay Rates* window.

- 2 Select the Timesheet as the method of paying the employee in the employee record– *Personal Details* window and
- 3 Select a award and a classification in the employee record – *Company Details* section.

## ***Pay Periods***

This represents the number of pay periods that this payment covers. Generally, you should leave this field at “1”. If you enter a number greater than one, the PAYG will be calculated accordingly and the employee will be excluded from some future pay runs.

For example, if an employee normally paid weekly, is going on annual leave for three weeks and you want to pay the entire three weeks in advance in addition to the current pay, enter “4”. PAYG will be calculated based on the pay covering a four week period. The employee will then be automatically excluded from the next three pay runs.

If change the number of pay periods, you may also need to change the allowances and deductions to account for the fact that the payment covers multiple pay periods. For example, if you make a pay covering more than one pay period for an employee with child support deductions, you will have to increase the child support deduction accordingly.

## ***Pay Totals***

The *Pay Totals* section displays most of the pay totals for the current pay run. Click on any of these fields to display a *Q-Zoom* report showing how the amount was calculated.

## ***Data entry section***

Pay details such as deductions, allowances, superannuation details and normal hours from the employee record. You can edit these details for this pay in the pay details window, but if you want the details to be changed permanently, you must change them in the Employees record.

Leave taken, sundry items, commissions and bonuses, on the other hand, can only be entered through the Pay Details window—they cannot be set up in the Employees record.

On each tab, to add a new line, click **Insert**, or **TAB** to a new line. To delete a line, select the line, click **Delete** and then confirm that you actually want to delete the line.

## ***Manual tax***

If you adjust the tax manually, Quicken Payroll will place a check mark  in the Manual Tax check box at the bottom of the window. To revert to the calculated amount, click to remove the check mark from the Manual Tax check box.

## ***Preparing a Timesheet pay***

- 1 Choose **Prepare Pays** from the Activities menu or **Pay Run** on the toolbar to display the *Pays Summary* window.
- 2 Click to select the employee you wish to enter timesheet hours for. The Employee Pay Method box shows the pay method how the employee is paid.
- 3 Choose **Activities>Edit Pay(s)**. The *Timesheet Entry* window displays pay details for the employee. The Timesheet Pay Details window is the same as the Normal Pay Details window, except that instead of an Hours tab, it has a *Timesheet* and a *Leave Taken* tab.
- 4 If necessary, make any adjustments to deductions, allowances, sundries, commissions, or superannuation. Press **F1** while the window is open for additional information on completing each section, or refer to the guide sections below:

**Timesheet tab** – select the award(s) the employee is to be paid under. An employee can be paid under different awards, the only restriction is that each award used must have the same classifications. Enter the shift starting and ending date and time. Quicken Payroll will calculate the hours worked and the wages to be paid. See page 75 for details.

**Note** You will only be able to record hours worked during shifts that have been defined in the award. For example, if the award has only defined shift that occur on weekdays, you will not be able to enter an time worked on a weekend.

**Leave Taken tab** – enter details of any leave taken. See page 76.

**Deduction tab** – Enter or edit any deductions that will be taken from the employee's pay for this pay run. Do not use deductions to record salary sacrifice—this should be done through the superannuation section. See page 60 for details.

**Allowance tab** – Enter or edit any allowances that are to be paid to the employee this pay run. See page 61 for details.

**Sundry tab** – Enter or edit any sundries that are to be paid to the employee this pay run. See page 65 for details.

**Commission/Bonus tab** – Enter or edit any commissions or bonuses amounts that are to be paid to the employee this pay run. See page 68.

- 5 Click **OK** to save the details ready for processing.
- 6 When all employee pay details are completed, choose **Activities > Process Pays** to open the *Process Pays* window.

For detailed examples see the following:

- *Preparing a pay with allowances and deductions* on page 81
- *Preparing a pay with Workers Compensation payments* on page 84
- *Preparing a pay with leave* on page 85
- *Preparing a pay with commissions or bonus payments* on page 87

For further examples, see the following sections in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu):

- Process a pay with allowances and deductions – Timesheet Pay method
- Process a pay with leave – Timesheet Pay method



## Timesheet tab (*Timesheet method only*)

Timesheet	Leave Taken	Deduction	Allowance	Sundry	Commission/Bonus	Super		
This is the timesheet details.								
Award	Shift Start			Shift End			Customer:Job	Class
	Date	Day	Time	Date	Day	Time		
Warehouse Staff	28/08/2003	Mon	7:45AM	28/08/2003	Mon	5:00PM		Admin
Warehouse Staff	29/08/2003	Tue	8:00AM	29/08/2003	Tue	5:25PM		Admin
Warehouse Staff	30/08/2003	Wed	7:30AM	30/08/2003	Wed	5:10PM		Admin
Warehouse Staff	31/08/2003	Thu	8:00AM	31/08/2003	Thu	4:00PM		Admin
Warehouse Staff	1/09/2003	Fri	8:00AM	1/09/2003	Fri	5:00PM		Admin
Warehouse Staff	2/09/2003	Sat	10:00AM	2/09/2003	Sat	6:15PM		Admin

**Award** – Select the award the employee is to be paid under. An employee can be paid under different awards; the only restriction is that each award used must include the employee’s classification. This is because you can only select one classification for an employee.

**Shift Starting Date and Time** – You can either enter the date directly, or click on the drop-down list arrow to bring up the *Q-Date* window. Time can be entered in 24 hour format, or in 12 hour format using A or P to specify am or pm.

**Note** You will only be able to record hours worked during shifts that have been defined in the award. For example, if the award has only defined shift that occur on weekdays, you will not be able to enter an time worked on a weekend.

If you have entered an unpaid break, such as a meal break, you only need to enter the start and end time. Quicken Payroll will automatically calculate the unpaid period. For details, see *Setting up an unpaid break* on page 227.

**Shift Ending Date and Time** – Enter the ending date and time. Once you have entered this information, Quicken Payroll will calculate the hours for each period of the day as specified in the award and pay the employee accordingly.

**Customer:Job and Class** – You can assign the wages to a particular customer:job or to a class.

For employees paid under the timesheet method, you need to set up which shifts are subject to superannuation and if overtime payments are subject to superannuation. This is done through in the award. For details see *Timesheet Payments tab* on page 225.

## Leave taken tab (Timesheet method only)

Timesheet	Leave Taken	Deduction	Allowance	Sundry	Commission/Bonus	Super
These are the hours and pay rates paid to this employee.						
Leave Type	Type	Hrs/Qty	Amount	Super	Customer:Job	Class
Sick Leave	Hourly Rate	8.00	26.4706	Yes		

**Leave Type** – Select the type of leave being paid. If the employee is taking leave and is eligible for leave loading, select **Annual Leave**. This is the only pay rate that Quicken Payroll will calculate the tax-free threshold for.

**Pay Rate** – Click on the drop-down list arrow to select the leave type. The leave types are set up on the Pay Rates window.

If you are also paying the employee normal pay – for example a bi-weekly employee taking just one week leave, click **Insert** to add an additional line.

**Type** – Click the drop-down list arrow and select **Hourly Rate**. Note that Leave Loading and the \$320 tax-free threshold is ONLY calculated when the **Annual Leave** pay rate is used to record leave.

**Hrs/Qty** – Enter the number of hours of leave taken. If the employee does not have enough leave you will be warned. If you wish to pay them the full hours click **OK**.

Press **TAB** after entering the hours. The **Leave Taken** window is displayed. You will be prompted to enter the date the leave will start and the date the leave will finish. On both fields, you can right mouse click and enter the dates using the Q-Date Calendar window.

**Amount** – Adjust the hourly amount if necessary.

If the employee is eligible for leave loading, the hourly amount will be grossed up by the leave loading percentage. For example, if the normal hourly rate is \$10 per hour and the employee is eligible for 17.5% leave loading, Quicken Payroll will enter \$11.75 (\$10 + 17.5%) in the amount column.

Leave Loading and the \$320 tax-free threshold is ONLY calculated when the **Annual Leave** pay rate is used to record leave. For further details, see Leave Loading on page 207.

# Paying a timesheet employee using multiple pay rates and multiple awards

When you are preparing a timesheet pay, you may want to pay an employee under more than one award or with more than one pay rate. For example a builder may have an employee that does brickwork one day and general carpentry on another day. To use more than one pay rate, you must use multiple awards. To set up multiple awards:

- 1 Set up each award with the appropriate pay rates and other pay details. Note that each award used must include the classification that the employee works under.

Each award used must include the classification that the employee is working under.

Classification	Type	Permanent	Part Time	Casual	Cas Loading
Standard	Monthly	62500.0000	0.0000	0.0000	0.0
Level2	Monthly	67500.0000	0.0000	0.0000	0.0

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom		
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Bankin
Employee No: [ ]		Work Ph: [ 9562-7934 ]		Status: [ Permanent ]		<input type="checkbox"/> Labour Hire		
Pay Period: [ Monthly ]		Award: [ Supervisor ]		Classification: [ Level 2 ]		Department: [ Warehouse ]		
Position: [ Warehouse Employee ]								

- 2 In the employee record, select Timesheet Method from the Personal tab and then on the Pay Rates tab, select  Use Award Pay Rates.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Pay Rate	Pay Rate Type	Hrs/Qty	Amount	Super	Customer/Job	Class			
Normal Hours	Hourly Rate	0.00	10.0000 0.0000	Yes		Web:QuickBo			

Use Award Pay Rates

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# The Spreadsheet Entry window

The Spreadsheet Entry window allows you to enter the hours for a large number of employees on one easy-to-use spreadsheet-style window.

Use this method if you have a lot of employees whose hours vary each period, such as casual employees.

The employee's pay rates, allowances, deductions and most other pay details will come direct from the employee record. When you prepare the employee's pay, you will also need to enter any leave taken, sundry items, commissions or bonuses for the current pay period.

To use the spreadsheet feature, you must select the *Spreadsheet* as the method of paying the employee in the Employee record- Personal Details section.

The Employee Pay Summary at the top displays results for the selected employee.

Enter the pay hours in the appropriate columns for each employee.

To enter hours for a pay rate not on the screen or to enter other pay details such as deductions, allowances, etc, click on the Details column.

Keith Aiken ... Super: \$58.80 Gross: \$735.00 Tax: \$100.00 Net: \$610.00						
Number	Employee Name	Department	Details	Normal Hours	Time & 1/2	Double Time
101	Keith Aiken	Tech Support		41.00	15.00	5.00
103	Jennifer Madrid	Tech Support		40.00	10.00	
108	Glen Harding	Administration		25.00		

Spreadsheet    Activities    Reports

## Entering or editing a Spreadsheet Entry pay

- 1 Choose **Prepare Pays** from the Activities menu to display the *Pays Summary* window.
- 2 Click to select the employee. The Employee Pay Method box shows the pay method how the employee is paid. The following instructions apply to employees paid using the *Spreadsheet Pay Method*.

Choose **Activities>Edit Pay(s)**. The *Spreadsheet entry* window displays spreadsheet details for all employees paid using the spreadsheet method.

- 3 Enter the pay *hours* in the appropriate columns for each employee. You can enter hours by clicking on a field and typing in the number, or right clicking to bring up the Quicken Payroll Calculator. You can also move through the screen using the keyboard arrow or tab keys.

The easiest way to enter amounts is by pressing TAB after each entry, or by using the keyboard arrow keys to move around.

If you need to enter hours for a pay rate that is not displayed on the spreadsheet, you can either add a new pay rate to the spreadsheet, or you can add the hours for that pay rate through the details column.

**To enter hours for a pay rate not on the screen**, click on the **Details** column and then either press the Enter key or click on the drop-down list arrow. Be sure to check which employee you are entering the details for. Doing this will display the *Normal Pay* window, where you can add additional hours, as well as edit other details such as allowances, deductions, adjustments, sundry items, commissions or bonuses, or superannuation.

**To add a pay rate to the Spreadsheet Entry window:**

- i) Right mouse click anywhere on the Spreadsheet entry window. A list of pay rates is displayed. Pay rates currently on the spreadsheet entry window are indicated with a check mark.
  - ii) Click on pay rate you want to add. The pay rate is added; you may have to scroll to the right to see it.
  - iii) If you click on a pay rate that has a chicanery, the pay rate will be **deleted** from the Spreadsheet Entry window.
- 4 **To enter leave, allowances, deductions, adjustments, sundry items, bonuses, commissions, or superannuation**, click the **Details** column and then either press the Enter key or click on the drop-down list arrow. Doing this will display a normal pay window, where you can edit or enter all of these details.

Press **F1** while the window is open for additional information on completing each section, or refer to the guide sections below:

- **Hours tab** – The hours tab now includes the hours entered through the Spreadsheet Entry window. Enter details for any leave taken. See page 58 for details.
- **Deduction tab** – Enter or edit any deductions that will be taken from the employee's pay for this pay run. See page 60 for details.

- **Allowance tab** – Enter or edit any allowances that are to be paid to the employee this pay run. See page 61 for details.
  - **Sundry tab** – Enter or edit any sundries that are to be paid to the employee this pay run. See page 65 for details.
  - **Commission/Bonus tab** – Enter or edit any commissions or bonuses amounts that are to be paid to the employee this pay run. See page 68 for details.
  - **Super tab** – Check that the superannuation details are correct for this pay. See page 70 for details.
- 5 Make any changes required and then click **OK**. The *Spreadsheet Entry* window is displayed.
  - 6 When you have entered hours for all employees that you want to process pay for using the spreadsheet method, click **Close** to save the details for processing. The *Pays Summary* window is displayed.
  - 7 When all employee pay details are completed, choose **Activities > Process Pays** to open the *Process Pays* window.

For detailed examples see the following:

- *Preparing a pay with allowances and deductions* on page 81
- *Preparing a pay with Workers Compensation payments* on page 84
- *Preparing a pay with leave* on page 85
- *Preparing a pay with commissions or bonus payments* on page 87

For further examples, see the following sections in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu):

- Process a pay with leave – Spreadsheet method
- *Process a pay with allowances and deductions – Spreadsheet method*

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## Examples of common payroll situations

The main difference between the Normal, Timesheet and Spreadsheet methods is how employee hours are entered. In all three methods, the process of entering allowances, deductions, compensation, sundry items, commission/bonuses and superannuation is the same. Entering leave taken is virtually the same, except that under the timesheet method, leave taken is entered on a separate Leave tab, instead of on the Hours tab.

The following sections explain in more detail how to process a pay with:

- Allowances and deductions – page 81
- Workers Compensation – page 84
- Leave – page 85
- Commission or bonus – page 87

### Preparing a pay with allowances and deductions

In most cases, allowances and deductions are set up in the employee record and don't change from pay period to pay period. However, sometimes you may need to adjust or add an allowance or deduction for just one pay. In these cases, the best way is to adjust the allowances or deductions when you are preparing the pay.

- 1 Choose **Prepare Pays** from the Activities menu or **Pay Run** on the toolbar to display the *Pays Summary* window.
- 2 **To enter or modify the employee's pay**, click to select the employee and then choose **Activities > Edit Pay(s)**. The Employee Pay Method box shows the pay method how the employee is paid. Edit pay details on the Pay window. For further information on entering hours and making modifications, see one of the following:
  - *The Normal Pay window* on page 55
  - *The Timesheet Entry window* on page 71
  - *The Spreadsheet Entry window* on page 78

If the employee is paid using the **Spreadsheet method**, the *Spreadsheet Entry* window is displayed. Click the drop-down list arrow in the **Details column** to display the *Pay Details* window.

- 3 If the pay covers more than one pay period, enter the number of pay periods in the **Pay Periods** box.  
For example, if you are paying an employee four weeks annual leave in advance, enter 4.
- 4 Click on the **Deduction tab** and then enter or edit any deductions that will be taken from the employee's pay for this pay run.

*Do not* use deductions to record salary sacrifice—this is done through the superannuation section.

**Deduction** – Select the deduction to be taken from the employee's pay. If a deduction name you need is not on the list, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the deduction to the Deductions list. When you select an existing deduction, Quicken Payroll will automatically enter the defaults for the deduction.

**ID** – Enter the ID for this employee's deduction. By entering an ID, it becomes easier to identify the deduction for a particular employee on a report.

**Amount** – Enter the amount of the deduction.

**Ex Tax** – If the deduction is tax-deductible for the employee—to be deducted from gross wages before tax is calculated, select **Yes** in the *Ex Tax* column. If it is not tax-deductible—to be removed from the net after tax is calculated, select **No**. Most deductions are not tax-deductible.

To **add a new line**, click **Insert**, or **TAB** to a new line. Enter details as per the above. To **delete a line**, select the line and then click **Delete**. Click **OK** to confirm that you actually want to delete the line.

- 5 Click on the **Allowance tab** and then enter or edit any allowances that are to be paid to the employee this pay run.

**Allowance** – Select allowance to be added to the employee's pay. If the allowance name you need is not on the list, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the allowance to the Allowances list. When you select an existing allowance, Quicken Payroll will automatically enter the defaults for the allowance.



**% or Units** – If the allowance is a percentage of a pay rate, enter the percentage amount. If the allowance is per pay period, enter the number of pay periods that are being paid. If the allowance is for an item, such as kilometres, enter the number of kilometres.

**Based On** – Select what the allowance is a percentage of from the drop-down list. For example, if you select *Wages*, the allowance dollar value will be a percentage of the total wages for that pay.

**Amount** – Enter the amount of the allowance. If the allowance is per pay period, just enter the amount for one pay period—Quicken Payroll will calculate the total allowance amount to pay.

**Super** – Select **Yes** if you want the allowance to be included in superannuation calculations. Select **No** to exclude the allowance from superannuation calculations.

**Ex Tax** – If the allowance is non-taxable—to be added to the net after tax is calculated, select **Yes** in the *Ex-Tax* column. If it is taxable—to be added to the gross before tax has been calculated, select **No**.

**Customer:Job** – The allowance can be assigned to a customer:job.

**Classes** – The allowance rate can be assigned to a specific class. Enter the class, or select the class from the drop-down list.

To **add a new line**, click **Insert**, or **TAB** to a new line. Enter details as per the above. To **delete a line**, select the line and then click **Delete**. Click **OK** to confirm that you actually want to delete the line.

- 6 **Manual tax** – If you adjust the tax manually, Quicken Payroll will place a check mark  in the Manual Tax check box at the bottom of the window. To revert to the calculated amount, click to remove the check mark from the Manual Tax check box.
- 7 Enter or modify other pay details if required and then click **OK**.
- 8 When you have made any modifications required, the next step is to Process the Pays. Choose **Activities > Process Pays** to open the *Process Pays* window.

For more detailed examples, see the following sections in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu):

- *Process a pay with allowances and deductions – Normal Pay method*
- *Process a pay with allowances and deductions – Spreadsheet method*
- *Process a pay with allowances and deductions – Timesheet Pay method*

## Preparing a pay with Workers Compensation payments

Rather than enter Workers Compensation or WorkCover (SA and QLD) through the Lists menu, you can enter a claim and then just process the pay. By using the Compensation rate you can have Quicken Payroll automatically record the details in the Workers Compensation window.

You can also enter compensation payments through the employee record or through the Workers Compensation list.

- 1 Choose **Prepare Pays** from the Activities menu to display the *Pays Summary* window.
- 2 Select the employee and then choose **Activities > Edit Pay(s)**. The *Pay Details* window displays pay details for the employee.  
  
If the employee is paid using the **Spreadsheet method**, the *Spreadsheet Entry* window is displayed. Click the drop-down list arrow in the **Details column** to display the *Pay Details* window.
- 3 On the **Hours tab**, click Insert to insert a compensation payment line.
- 4 In the **Pay Rate** column, click the drop-down list arrow and then select *Compensation*.
- 5 In the **Type** column, click the drop-down list arrow and then select *Items*.
- 6 In the **Amount** column enter the amount of the payment.
- 7 In the **Super** column, click the drop-down list arrow and then select *No*.
- 8 Enter or modify other pay details if required and then click **OK**.
- 9 When you have made any modifications required, the next step is to Process the Pays. Choose **Activities > Process Pays** to open the *Process Pays* window.
- 10 To enter a description of the injury, you will need to enter the details through the employee record. This can be done before or after the pay is processed. To enter the description enter the details on the Compensation tab of the employee record. For details see page 208.

## Preparing a pay with leave

Quicken Payroll tracks how much leave entitlement an employee accrues, how much leave has been taken and how much is remaining. In order to track leave properly, it is very important that you always record any leave taken correctly, using the correct leave pay rate.

- 1 Choose **Prepare Pays** from the Activities menu to display the *Pays Summary* window.
- 2 Select the employee and then choose **Activities>Edit Pay(s)**. The *Pay Details* window displays pay details for the employee.

If the employee is paid using the **Spreadsheet method**, the *Spreadsheet Entry* window is displayed. Click the drop-down list arrow in the **Details column** to display the *Pay Details* window.

- 3 On the **Hours tab** (or the **Leave Taken tab** if you are using the Spreadsheet method), click the **Pay Rate** drop-down list arrow to select the leave type.

If you click Insert to add a new line for leave and use the TAB key after you enter the number of leave hours, leave hours that are entered will be deducted from the first Normal hours pay rate line, so you don't have to reduce the normal hours – Quicken Payroll will do that for you.

So for example, if an employee's normal hours are 40 per week and you want to record 8 hours of sick leave, click Insert to create a new line. When you enter the sick leave hours and press TAB, the 8 sick leave hours will automatically be deducted from the Normal Hours line, which will now show 32 hours.

If you are paying an employee in advance for annual leave and therefore the pay covers more than one pay period, make sure that you enter the number of periods covered into the Pay Periods box. This will ensure that tax is calculated correctly, factoring in the number of periods covered. Also note that if you are paying the employee for more than one period, you may need to adjust the employee's deductions and allowances.

- 4 Select the pay rate type (hourly, salary, etc) from the Type list.
- 5 Enter the number of hours of leave taken in the **Hrs/Qty** column and then press TAB.

If the employee does not have enough leave accrued, you will be warned. If you wish to pay them the full hours anyway, click **OK**.

- 6 After you press TAB, the normal hours are adjusted and the **Leave Taken** pop-up window is displayed. You will be prompted to enter the date the leave will start and the date the leave will finish. On both fields, you can right mouse click and enter the dates using the Q-Date Calendar window.
- 7 In the **Amount** column, adjust the hourly amount if necessary.  
  
If the employee is eligible for leave loading, the hourly amount will be grossed up by the leave loading percentage. For example, if the normal hourly rate is \$10 per hour and the employee is eligible for 17.5% leave loading, Quicken Payroll will enter \$11.75 (\$10 + 17.5%) in the amount column.  
  
Leave Loading and the tax-free threshold is **ONLY** calculated when the **Annual Leave** pay rate is used to record leave. For further details, see Leave Loading on page 207.
- 8 **Manual tax** – If you adjust the tax manually, Quicken Payroll will place a check mark  in the Manual Tax check box at the bottom of the window. To revert to the calculated amount, click to remove the check mark from the Manual Tax check box.
- 9 Enter or modify other pay details if required and then click **OK**.
- 10 When you have made any modifications required, the next step is to Process the Pays. Choose **Activities>Process Pays** to open the *Process Pays* window.

For more detailed examples, see the following sections in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu):

- *Process a pay with leave – Normal Pay method*
- *Process a pay with leave – Spreadsheet method*
- *Process a pay with leave – Timesheet Pay method*

# Preparing a pay with commissions or bonus payments

A bonus includes any lump sum payment made to an employee irregularly such as an annual bonus, gratuities, or back pay. Commissions and bonuses must be entered correctly, in order that PAYG can be correctly calculated on this amount.

- 1 Choose **Prepare Pays** from the Activities menu or **Pay Run** on the toolbar to display the *Pays Summary* window.
- 2 Select the employee and then choose **Activities>Edit Pay(s)**. The *Pay Details* window displays pay details for the employee.

If the employee is paid using the **Spreadsheet method**, the *Spreadsheet Entry* window is displayed. Click the drop-down list arrow in the **Details column** to display the *Pay Details* window.

- 3 Click the **Commission/Bonus tab**. To add a commission or bonus, click on the first line and enter the details

**Commission** – Enter the commission or bonus name, or select it from the drop-down list.

If a commission or bonus name you need is not on the list, type in the name and then press **TAB**. When you are prompted, click **Yes** to add it to your drop-down list.

**Gross** – Enter the total gross sales for the employee. This field is optional.

**% Comm** – Enter the percentage amount that the employee receives from their gross sale.

For example, if you need to enter 6%, enter 6. This field is optional.

**Net** – Quicken Payroll calculates the net amount based on the amounts in the Gross and %Comm columns.

**Period** – Select the period that the commission or bonus is being paid for. For example, if you are paying a commission or bonus for a month, select monthly. That way, Quicken Payroll will calculate the correct amount of tax on the commission or bonus.

**Super** – Select **Yes** if you want the commission or bonus to be included in superannuation calculations. Select **No** if you want the commission or bonus to be excluded from superannuation calculations.

**Ex Tax** – If the commission or bonus is non-taxable—to be added to the net after tax is calculated, select **Yes** in the *Ex Tax* column. If it is taxable—to be added to the gross before tax has been calculated, select **No**.

- 4 To **add a new line**, click **Insert**, or **TAB** to a new line. Enter details as per the above.
- 5 To **delete a line**, select the line and then click **Delete**. Click **OK** to confirm that you actually want to delete the line.
- 6 **Manual tax** – If you adjust the tax manually, Quicken Payroll will place a check mark  in the Manual Tax check box at the bottom of the window. To revert to the calculated amount, click to remove the check mark from the Manual Tax check box.
- 7 Enter or modify other pay details if required and then click **OK**.
- 8 When you have made any modifications required, the next step is to Process the Pays. Choose **Activities>Process Pays** to open the *Process Pays* window.

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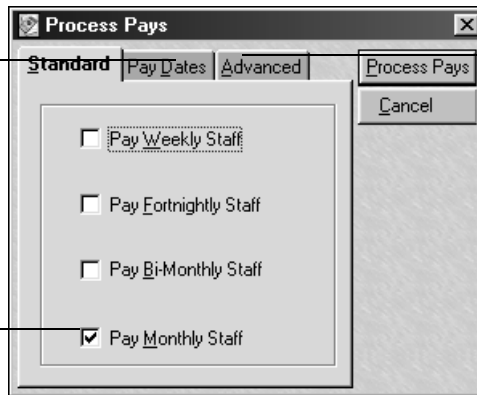
## Processing the pays

Once you have entered the pay details for each employee you can then process the pays. The Process Pays window allows you to select which pay period to pay and then enter the pay dates. You can also restrict the pay to a single department or employee.

### Processing the pays

- 1 Prepare the pay on the Pays Summary window.
- 2 Choose **Activities>Process Pays** to open the *Process Pays* window.

*Click on the Pay Dates tab to make sure that the Pay Date and Date Paid dates are correct.*



*Click on the Advanced tab if you want to just pay one employee or one department.*

*In this example, pays will only be processed for employees paid monthly.*

- 3 On the **Standard** tab, select each pay period that you wish to pay. The employees will only be paid if the option for their pay period is pressed in. If you do not use a particular pay period, the option for that pay period will not be available.

**Example** If you do not have any fortnightly employees, you will not be able to select the fortnightly option.

- 4 On the **Pay Dates** tab, make sure that the **Pay Date and Date Paid** dates are correct. Quicken Payroll automatically advances the Pay Date and Date Paid when you process a payroll. For example, when you process a weekly payroll, the Pay Date for Weekly will be advanced by seven days when you process the next pay. Refer to the *Pay Dates* below for further information.

*Quicken Payroll automatically advances pay dates each time you process pays. You should always check the dates to ensure that they are correct.*

*The **Preserve Employee Pay Dates** option allows individual employees to have different pay dates.*

	Pay Date	Date Paid
Weekly:	27/05/2003	27/05/2003
Fortnightly:	28/06/2003	28/06/2003
Bi-Monthly:	15/06/2003	15/06/2003
Monthly:	28/10/2003	28/10/2003

Preserve Employee Pay Dates

**Pay Date** – is the pay period ending date. If necessary, change the pay dates to reflect the last day of the pay period that you are currently paying.

**Date Paid** – is the date that the payroll is processed and employees are paid. Typically this will be the same as the pay date. If necessary, change the Date Paid to the date that the employees were actually paid.

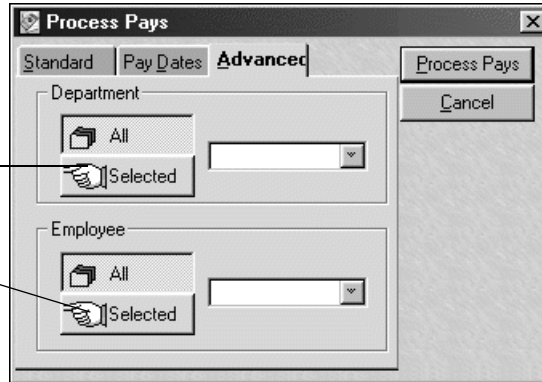
**Preserve Employee Pay Dates** – Selecting this allows individual employees to have different pay dates. The Pay Date entered will be overridden for individual employees. For example, if a weekly employee was last paid on 7 March, the employee's next pay date will be 14 March no matter what pay date is entered on this window.



- If you want to pay only a specific department, or a specific employee, click the **Advanced** tab, otherwise continue to the next step.

Click here to process pays for a single department.

Click here to process pays only for the employee selected.

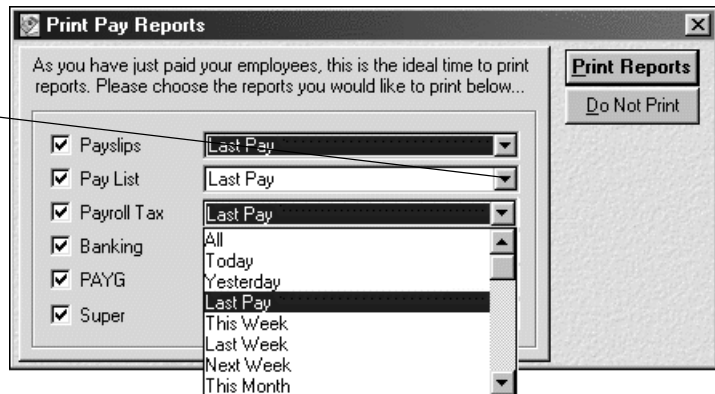


**Department** – If you wish to pay only employees in a specific department and no other employees, click **Selected**, click the drop-down list arrow and then select the department you want to pay.

**Employee** – If you wish to pay only one specific employee and no other employees, click **Selected**, click the drop-down list arrow and then select the employee you want to pay.

- Choose **Activities>Process Pays**. The pay is processed and then the *Print Pay Reports* window is displayed.
- Click to select  the report(s) you want to print and then click **Print Reports**. If you want to print a report for a period other than the default period displayed, select the period from the drop-down list.

If you want to print a report for a period other than default period displayed, select the reporting period from the drop-down list.



If you don't want to print the reports right now, you don't have to. You can select  **Do not Print** and then print the reports later.

- 8 After the reports are printed, the Employees List is displayed and shows the pay date in the *Last Paid* column. You can review individual pays by selecting the employee and then clicking **Show Pays**.
- 10 Now that your payroll has been processed, the final step is to make your payroll payments. No matter how you pay your employees, Quicken Payroll makes it easier.

## Pay dates

Payroll is very date dependent, therefore it is extremely important that the *Pay Date* and *Date Paid* dates are correct.

	Standard	Pay Dates	Advanced
		Pay Date	Date Paid
Weekly:		8/02/2003	8/02/2003
Fortnightly:		15/02/2003	15/02/2003
Bi-Monthly:		15/02/2003	15/02/2003
Monthly:		28/02/2003	28/02/2003
<input checked="" type="checkbox"/> Preserve Employee Pay Dates			

If you select **Preserve Employee Pay Dates** on the Pay Dates tab, individual employees can have different pay dates. For example, if a weekly employee was last paid on 7 March, the employee's next pay date will be 14 March no matter what pay date is entered on this window.

Quicken Payroll automatically advances the Pay Date and Date Paid when you process a payroll. For example, when you process each type of payroll, the Pay Date for:

- Weekly will be advanced by 7 days when you process the next pay.
- Fortnightly will be advanced by 14 days when you process the next pay.
- Bi-monthly will be advanced by half of a month when you process the next pay.
- Monthly will be advanced by 1 month when you process the next pay.

If an employee has already been paid for the pay date entered, when you process the pays, you will get a message informing you that a pay has already been processed for the employee for this pay. Click **Yes** to process a second pay for this employee for this pay date, or click **No** to exclude this employee from this pay date.

If you only pay one employee, Quicken Payroll will still move Pay Date ahead. If you then need to pay additional employees under that Pay Date, you will have to adjust the dates when you process their pays.

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## ***Making your payroll payments***

Now that your payroll has been calculated, you need to pay your employees, the ATO, your Workers Compensation insurer and possibly your employee's superannuation funds. Quicken Payroll makes these payments as easy as possible, by providing you with several options. You can make your payments through QuickBooks or Quicken, through electronic funds transfers (EFT), or you can use Quicken Payroll's reports to provide the information you need to make your payments manually.

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## ***Making payments through QuickBooks or Quicken***

For full and up-to-date information on making your PAYG withholding payments, contact the ATO or go to their website: <http://www.ato.gov.au> You should also obtain the "Guide to Pay as You Go" for Business, also available on their website. See *Getting answers to your PAYG and tax questions* on page 335 for ATP contact details.

If you use QuickBooks (v6 or later version) or Quicken to pay your employees, you can transfer your payroll data using the Quicken and QuickBooks export feature from the Activities>Export menu. You can then use Quicken or QuickBooks to create cheque for payments to employees, superannuation fund, the ATO and any others.

For details, see *Export Payroll Data to QuickBooks* on page 279, *Export Payroll Data to Quicken* on page 282 and *Exporting data to other software programs* on page 283.

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## ***Making payments manually using reports***

If you prefer to make payments manually or you require payroll data to use with accounting software that doesn't import Quicken Payroll data, use Quicken Payroll's reports to provide you with all of the information that you need.

The Banking reports (page 294) provide you with all the information you need to pay your employees, whether they are paid by cheque, cash or EFT. Each banking report shows the following details:

- The employee's name and number
- The employee's bank details
- The type of bank split (for example, Cash, Cheque or EFT)
- The amount to be paid to cash, cheque or EFT
- The *Cash Breakup* report shows you how much to pay each employee, broken down by the number of each currency denomination required per employee.
- The *Print Cheque* report shows you each employee that is being paid an amount by cheque and the amount to pay them.
- The *Print EFT Direct Debit Report* that shows you each employee that is being paid via a transfer to their bank account and the amount to pay them.
- The *Banking-Print All* report combines all of the above information. The cash transactions are shown first, followed by cheque transactions and finally by any EFT transactions.

You can print Pay Slips (page 299) to hand to your employees on pay day. Depending on the pay slip preferences you have selected, you will get either 1, 2 or 3 pay slips per page. You can select from Plain, Classic or Graphics version of pay slips.

The *PAYG Reports* (page 300) provide the information you need to manually write a cheque for payment to the ATO.

The *Super Report* (page 306) shows you how much superannuation you have to pay to a particular superannuation fund and for which employees.

The *Deductions* (page 297) report lists all of the deductions taken from employee's wages.

*Payment Summary* reports (page 300) print Payment Summaries, the Reconciliation Statement and ETP Payment Summaries. Depending on what you have set up in Preferences, the Payment Summaries will either print on the stationery provided by the ATO or on blank A4 paper.

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## ***Making payments by electronic funds transfer***

### ***Glossary Term***

#### **Electronic Funds Transfer (EFT)**

A banking transaction that is done electronically, not requiring distribution of funds by cash or cheque.

Paying your employees by electronic funds transfer (EFT) is the most convenient way to pay your employees. You don't need to rush around on pay day to write cheques, stuff them in envelopes and then hand them out to employees. Not only can you pay your employees electronically, but you can also make your ATO and Superannuation payments electronically.

To make an EFT payment you must create an EFT data file with Quicken Payroll and then transfer the file to your bank using software provided by your bank. Funds will then be transferred from your company bank account to your employees' bank accounts, your superannuation funds' bank accounts, or to the ATO.

### ***Before you start***

Before you can make electronic payments, you must set up your EFT preferences and EFT banking details.

- In General Preferences (see page 166) select  **Enable Electronic Funds Transfer**.
- In Files Preferences (see page 176) select the Electronic Funds Transfer Options advised by your bank. Each bank uses a variation of the Australian Payments Clearing Association (APCA) specifications and only your bank will be able to tell you which of the four items are needed.
- Set up your company banking details on the *Company Information window – Banking tab* (see page 183).
- Set up employee banking details for each employee on the *Employee record -Banking tab* (see page 204).

- Set up superannuation fund banking details on the *Superannuation Funds List* (see page 254).
- ATO details are set up in the ATO Electronic Funds Transfer List (see page 234).

## Paying your employees by Electronic Funds Transfer

*To create an EFT file that you can use with your banking software to pay your employees*

- 1 Set up your EFT preferences and your payroll account banking details. See *Before you start* on page 95 for details.
- 2 Set up each employee's banking details. For each employee, enter banking details on the *Employee record - Banking tab* (see page 204). You can pay you employees by cash, cheque, EFT, or by any combination these methods.

*In this example, 100% of the employee's pay will be deposited by EFT. This would be the most common EFT situation, but you could also choose any combination of cash, cheque and EFT.*

History		Insurer		Compensation		Next-Of-Kin		Notes		FBT		Custom Fields	
Personal		Company		Dates		Pay Rates		Deductions		Allowances		Taxation	
Split		Bank		Branch		BSB		Account No		Amount		Type	
Bank		ANZ		Hallett Cove		122-456		1234-5678		0.00		R	

- 3 Create an EFT Export file  
Choose **Export > Payroll Data to EFT (For Banking)** from the Activities menu. Create the file using the Export Payroll Data window.

*Generally you shouldn't need to change the EFT file name or location. However, if you do, just highlight it and type in the new name. Make sure the file name ends with an extension of "ABA"*

*If you want to change the export file location, click Browse, select the Drive and folder where you want to place the EFT file and then click OK.*

Quicken Payroll will export payroll data to the following files.

Pay Date: 13/05/2003 E.F.T. Date: 13/05/2003

E.F.T. File: LV12\DATA\QPEexport.ABA

Progress:

*The EFT Date should be a current or future date. Using a date in the past usually results in transmission errors in your banking software.*

Click **Export** and then click **Yes** to confirm that you want to export the wages for the pay date specified. Quicken Payroll creates an EFT file that you can use with your bank's EFT software to transfer wages from your company's payroll bank account to your employee's bank accounts.

- 4 Send the EFT transfer file to your bank using your banking software. Open your banking software and transfer the QPEExport.ABA file to your bank.

You may have to tell your bank software where the name and location of your payroll export file. You will find the name and location on the Export Payroll Data window (step 3 above).

Make sure that you are exporting an EFT with the most recent payroll data and not the file for a previous pay period. If you are not sure, then do the export again.

If your bank will not accept the EFT file you are sending, you probably need to change your EFT options in Files Preferences (see page 175). See Changing the EFT options if your bank will not accept the EFT file you are sending them (see page 100).

## ***Paying the ATO by Electronic Funds Transfer***

If you are using electronic funds transfers (EFT) to pay your employees, you will probably want to make your Australian Tax Office (ATO) payments electronically as well. Not only can you pay your PAYG, child support and other payroll related liabilities, but you can also use electronic funds transfers to pay items not tracked by Quicken Payroll, such as penalties, sales tax and company tax.

***To create an EFT file that you can use with your banking software to make your ATO payments***

- 1 **Set up your EFT preferences and your payroll account banking details.** See *Before you start* on page 95 for details.

- 2 Create an EFT file for transferring the funds.  
To create an EFT transaction file click Create Tax Payments on the Navigator Tax Payments tab, or click **Add** on the Electronic Funds Transfer list, or. The *ATO Electronic Funds Transfer* window is displayed.

The EFT code identifies you as the payer and provides information about the payment you are making. You can obtain the EFT code from correspondence sent to you from the ATO. It is also located just above the barcode on your payment advice.

A.T.O. Electronic Funds Transfer		
Export Date:	10/01/2003	OK
EFT Code:	065465465465465465	Cancel
Payment Amount:	32,106.00	
Export Filename:	E:\QUICKP~1\QPROLLV12\DATA	Browse

For detailed instructions on completing this window see the *ATO Electronic Funds Transfer List* on page 234.

When you have entered all of the details, click **OK**. Quicken Payroll creates a file in your C:\Program Files\QPRollv12\Data folder.

- 3 Send the EFT transfer file to your bank using your banking software  
Open your banking software and transfer the ATO.ABA file to your bank. You may have to tell your bank software where the name and location of your payroll export file. You will find the name and location on the Export Payroll Data window (step 2 above).  
If your bank won't accept the EFT file you are sending, you probably need to change your EFT options in Files Preferences (see page 175). See Changing the EFT options if your bank will not accept the EFT file you are sending them on page 100.

## ***Paying your superannuation funds by Electronic Funds Transfer***

Choosing Export Super Contributions from the Activities menu will display the Export Payroll Data window, allowing you to create two files for transferring superannuation contribution details to the relevant superannuation fund. It also creates a third file – an EFT file that you can use along with your banking software to pay the superannuation funds electronically.

Before transferring any data, be sure to speak with your fund manager to see if they support this method of transferring the payroll information.



## To create an EFT file that you can use with your banking software to make your super contribution payments

- 1 Set up your EFT preferences and your payroll account banking details. See *Before you start* on page 95 for details.
- 2 Set up each superannuation account's banking details. For each superannuation fund, enter all banking details on the *Superannuation Funds List* (see page 254).
- 3 **Create the superannuation export files.** Choose **Export>Super Contributions** from the Activities menu to display the *Export Superannuation Data* window.

*Export Super Contributions* creates three separate EFT files:

- Two EFT files for transferring your super details to the superannuation fund, and
- An EFT file you can use with your banking software to pay your superannuation funds electronically.

Fund Name	Include
AMP Super	Yes
GUH Superfund	No
Gaze Blue Chip Superfund	No
Gaze Retirement Super Fund	No
Gaze Standard Super Fund	Yes
National Mutual	Yes
SGIC Super	Yes

This will create two superannuation details files and an EFT file, by default named QPSuper.ABA to the C:\Program Files\QPRollv12\Data folder. If your superannuation funds are at different superannuation companies you will need to create a file for each individual fund.

For further details, see *Export Superannuation* on page 285.

- 4 Send the EFT transfer file to your bank using your banking software. Open your banking software and transfer the QPSuper.ABA file to your bank. You may have to tell your bank software where the name and location of your payroll export file. You will find the name and location on the Export Payroll Data window.

If your bank will not accept the EFT file you are sending, you probably need to change your EFT options in Files Preferences (see page 175). See *Changing the EFT options if your bank will not accept the EFT file you are sending them* on page 100.

## Changing the EFT options if your bank will not accept the EFT file you are sending them

Depending on which banking institution you use, you may need to turn certain fields within the EFT file on or off. These options are found in the Files section of the Preferences window.



The EFT Options allow you to specify what sections should or shouldn't be in the EFT file. Not all banks require all the sections in the EFT file. It is up to you to contact your bank's data processing department and find out exactly what options you need enabled.

For example, if your bank does not require a self balancing line you would clear the  *Include Balance Record* option.

If your bank is having trouble accepting your EFT file it is probably because either:

- Their software does not require some of the options that by default appear in Quicken Payroll's EFT file. You will need to modify your preferences and re-export the EFT file; or
- They do not conform to the Australian (APCA) standard.

Quicken Payroll supports the full specification and therefore works with any banking institution. If you cannot obtain your bank's EFT requirements, you can make the EFT file comply with their requirements by:

- 1 Have all the EFT options in your preferences turned on.
- 2 Export the file and send it to the bank, or the bank's transfer software.
- 3 Get the bank to tell you what error message they received; the transfer software should provide you with the same messages.

- 4 Adjust the preferences according to the error messages you receive from your bank.

If you receive the following message	EFT Transfer Option Solution (Preferences>Files)
Debit record not required	<input type="checkbox"/> Clear <b>Include Debit Total</b>
Credit record not required	<input type="checkbox"/> Clear <b>Include Credit Total</b>
Net record not required	<input type="checkbox"/> Clear <b>Include Net Total</b>
Balance record not required	<input type="checkbox"/> Clear <b>Include Balance Record.</b>
Debit record missing	<input checked="" type="checkbox"/> Select <b>Include Debit Total.</b>
Credit record missing	<input checked="" type="checkbox"/> Select <b>Include Credit Total</b>
Net record missing	<input checked="" type="checkbox"/> Select <b>Include Net Total</b>
Balance record missing	<input checked="" type="checkbox"/> Select <b>Include Balance Record.</b>

- 5 Re-export the EFT file and re-send it to the bank.
- 6 If the EFT file now works fine, write the details down in the front of your User Guide. If you still have problems, repeat steps 3 to 5 until the EFT file transfers without any problems.

Depending on the software your bank has supplied you may receive messages that vary slightly to the ones above. You can find details regarding bank software requirements in the Product Support area on our web site – <http://software.quicken.com.au>

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## ***Printing and submitting your Payment Summaries***

Under the new tax system, Group Certificates have been replaced by *Payment Summaries*. The standard Group Certificate has been replaced by the *Payment Summary – Individual Non-Business* and the ETP Group Certificate has been replaced by the *ETP Payment Summary*. In addition, there are three new payment summaries to cover additional situations under which tax must be withheld:

- Payment Summary – Voluntary Agreement
- Payment Summary – Labour Hire and Other Specified Payments
- Payment Summary – Withholding where ABN not quoted

For full descriptions, see *Payment Summaries* on page 300.

### ***Printing Payment summaries***

Payment Summaries must be printed and given to employees by 14 July after the end of the financial year. This applies to continuing employees and any employees who have left your employment during the year. However, you must issue a Payment Summary to a terminating employee within 14 days:

- After an eligible termination payment is made, or
- Where a terminating employee requests in writing that you issue them with a Payment Summary.

In addition, you can also issue interim Payment Summaries at any time of year (except during the last 21 days of June) for staff that are still employed. For example, employees may require Payment Summary details to complete their quarterly Activity Statement.

Interim Payment Summaries must only include amounts for the relevant period and not include amounts that may have appeared on a previous interim Payment Summary. The year-end or termination Payment Summary will still include amounts for the entire year (or for the period of employment during the year).

## Payment Summaries consist of two parts

In addition to providing your employees with a Payment Summary, you must also provide a Payment Summary Explanation, which can be printed separately, or on the reverse side of the summary. See page 104 for details.

## To print Payment Summaries

- 1 Before you can start, you must choose whether you want to print on plain paper or on ATO stationery. There are additional requirements if you choose to print on plain paper. See *Printing on plain paper or ATO stationery* on page 104 for details.

When you select the *Stationery* preference, the Payment Summary report will appear onscreen with the lines and boxes that appear on the actual form. These are displayed to make the form easier to understand, but they are not actually printed. Only the text will be printed.

- 2 Choose **Payment Summaries** from the Report menu and then the type of summary you want to print. The Report Writer opens the selected Payment Summary report.

The Payment Summary report will appear onscreen with the lines and boxes that appear on the actual form. These are displayed to make the form easier to understand, but they are not actually printed. Only the text will be printed if you selected *Stationery* in Print Preferences.

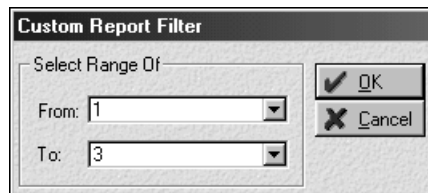
Select **Print Individual Non-Business Payment Summary** to print the summary to be used for most of your employees.

- 3 The default period is *Last Financial Year*. If you are printing a summary for any other period, select the period covered from the **Dates** drop-down list. Select **Custom** if the period you need is not on the list. This will allow you to change the date range.



- 4 The default is to print Payment Summaries for all of your employees. If you don't want to print summaries for all employees, select which employees you want to print summaries for from the **Employees** drop-down list. To choose a single employee or range of employees, select **Custom**.

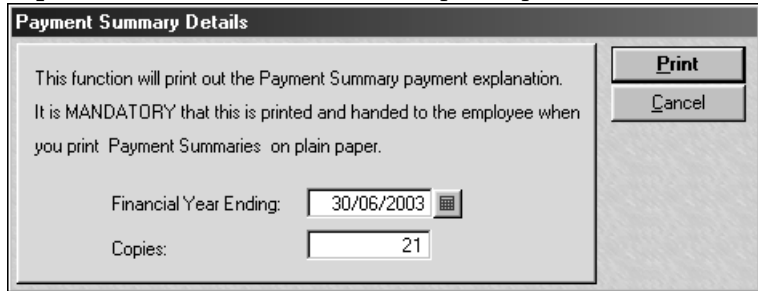
Selecting **Custom** from the **Employees** drop-down list allows you to select a range of employees to print Payment Summaries for.



- 5 Click on the **Print** icon to print the Payment Summaries.

**Note** Payment Summaries consist of two parts, the front which contains all of the details for the employee and the back part which explains all of the sections on the payment summary. You must supply employees with both parts (see step 6, below).

- 6 To print the back explanation section, choose **Payment Summaries**, from the Reports menu and then choose **Print Payment Summary Explanation**. Check the number of copies to print and then click **Print**.



- The Payment Summary Explanation forms consist of the details that are printed on the back of the Payment Summary forms provided by the ATO. You must provide your employees with these details when you give them their Payment Summaries.
- You can print the payment explanations either as a separate sheet, or on the back of the summaries you printed in Step 5.

## ***Printing on plain paper or ATO stationery***

Payment Summaries can be printed either on plain paper or the stationery provided by the ATO. Your printing choice is selected in Printing Preferences (see page 171).

Plain paper printing is convenient because it saves you having to mess around lining up forms on a dot matrix printer. However, if you want to print on plain paper, you must lodge the ATO copy electronically. The ATO requires electronic filing when you print on plain paper. To file electronically, you must create an *EmpDupe* file, which contains the ATO copy of your Payment Summaries. You will also need to print out a Magnetic Media form, fill it in and send it to the ATO along with the *EmpDupe* file.

For details, see Creating an *EmpDupe* (EFT) file for the ATO and the Magnetic Media Information form on page 303.

# Filing your Payments Summaries electronically

## Glossary Term

### EmpDupe file

The EmpDupe file is the file used to file your Payment Summaries electronically. It contains a summary data that is sent to the ATO.

If you print your Payment Summaries on plain paper, you will be required to lodge the ATO copy electronically at the end of the financial year. To do this, you must create a file called the EmpDupe file, which contains an electronic version of all of your Payment Summaries. The EmpDupe file is then sent to the ATO along with the Magnetic Media Information form.

### To create the EmpDupe file

- 1 Choose **Payment Summaries > Create EmpDupe File for ATO** from the Reports menu to display the *Create EmpDupe File for ATO* window.

**Create EmpDupe File for the ATO.**

Supplier Sending Disks

Year End: 30/06/2003

Contact Name: Brett Jensen

Branch No: 123

Destination: EmpDupe.

To copy file directly to disk enter "A:\Empdupe." in destination. The default text "EmpDupe." results in the file being placed in "QPRollv12\QPavroll" folder.

Progress: \_\_\_\_\_

OK Close

**Year End** – Enter the end of year date for the Payment Summaries that you are printing.

**Contact Name** – If the Contact Name is blank, enter the name of the payroll administrator or contact person. Quicken Payroll will automatically enter the contact name that has been entered through Files preferences.

**Branch Number** – If your business has more than one branch, enter the number of the branch you are filing for.

**Destination** – *Do not* change the destination file name. This name is required by the ATO. You can however change the drive where it is placed. If you use the Navigator and leave the destination path as the default, you can use the Navigator Copy EmpDupe File to Disk icon to move the file to a floppy disk.

**Example** To place the file on the A drive, enter A:\Empdupe.

- 2 Click on the **Supplier Sending Disks** tab and check that the company details are correct. Quicken Payroll will automatically fill these in using the company information.

Empdupe Details	Supplier Sending Disks
Name:	Quick Computing Solutions Pty Ltd.
ABN No:	123456789
Street 1:	53 Market Street
Street 2:	
City/Suburb:	Sydney
Phone:	(02) 9823 3412
Fax:	(02) 9823 3418
State:	NSW <input type="button" value="v"/> Post Code: 2000

- 3 Click **OK**. Quicken Payroll will create the EmpDupe file and prompt you to print out the Magnetic Media Information form.
- 4 Send this file and the Magnetic Media Information form (which can be printed from the Reports-Payment Summaries menu) to the tape processing department of the ATO.



***PAYG and  
withholdings***

***How do I use  
Quicken Payroll to  
meet my payroll  
obligations?***

***Chapter Contents***

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**Quicken Payroll v12 has been designed to make meeting your PAYG obligations as painless as possible.**

---

## ***The PAYG withholding system***

Pay As You Go (PAYG) is the single integrated system for paying and tax and other withholding amounts. There are four situations where withholding applies:

- **Withholding PAYG for employees** – This is PAYG amounts you withhold from each paycheque.
- **Labour Hire Arrangements** – Payments to a contract worker from a labour hire firm for work performed for a client of the labour hire firm.
- **Voluntary Agreements** – Contractors working under the old PPS system will have a choice of paying their own PAYG instalments, or entering into an agreement to have you to withhold tax from payments.
- **ABN not quoted** – Payments between two businesses where the business being paid does not quote an ABN on an invoice. In these cases, the payer must withhold an amount from the payment and submit it to the ATO.

## ***How do I report my PAYG withholdings?***

### ***Payment Summaries***

The PAYG that you withhold is reported on *Payment Summaries*. There are five types of payment summaries:

- *Summary – Individual Non-Business*
- *ETP Payment Summary*
- *Payment Summary – Voluntary Agreement*
- *Payment Summary – Labour Hire and Other Specified Payments*
- *Payment Summary – Withholding where ABN not quoted*

For full descriptions, see *Payment Summaries* on page 300. Also see *Printing and submitting your Payment Summaries* on page 102.

## ***Business Activity Summaries***

PAYG and withholding amounts are reported and paid using a single form called the Business Activity Statement (if you are registered for GST) or an Instalment Activity Statement (if you are not registered for GST).

To provide you with the information you need to complete the statement, Quicken Payroll will provide a *Business Activity Summary Report* which will provide you with the payroll withholding information you will need to complete your *Business Activity Statement*. If you export your payroll data to QuickBooks, the data required for your activity statement will be transferred to QuickBooks along with your other payroll data.

### ***How do I make my PAYG payments?***

Businesses will normally have four quarterly due dates for their activity statements and for making PAYG instalments. Large withholders with annual withholding obligations of more than \$1 million withholdings have to remit within 6 - 9 days of making the withholdings.

It is very important that you make your payments to the ATO on time and that you pay the correct amount. You can be subject to penalties if you don't deduct the right amount of tax instalments from your employee's pays, or if you don't pay all the tax instalments to the ATO by the due date.

In order to avoid penalties, it is important that you know how often you must make your payments and when the payment deadlines are. If you aren't sure, refer to the ATO website for further information, or contact the ATO directly. See *Making your payroll payments* on page 93 for details.

## Voluntary Agreements

Contractors previously working under the old PPS system will have a choice of paying their own PAYG instalments, or entering into an agreement to have you to withhold tax from payments, much in the same way as was done previously under the PPS system.

To set up a contractor under a voluntary agreement, select **Voluntary Agreement** from the tax scale drop-down list on the Employee Record – Taxation tab.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Tax File Number:	999-999-999					<input type="checkbox"/> Exclude Pays From Payroll Tax			
ABN No:						<input type="checkbox"/> Exclude From Payment Summary			
Tax Scale:	25% Voluntary Agreement					<input type="checkbox"/> CDEP Funding			
WorkCover:	25% Voluntary Agreement					<input type="checkbox"/> HECS Debt			
Payment Summary:	No ABN No Supplied					<input type="checkbox"/> CCC Payment			
Extra Tax (+) Or Rebate (-)	0.00					<input type="checkbox"/> Labour Hire			

The ATO will determine the tax rate, referred to as the *Commissioner's Instalment Rate* (CIR). Until the CIR is known you should deduct tax at the rate of 20%. Quicken Payroll includes several voluntary agreement tax rates, but if the rate you need is not set up, you can easily modify an existing rate or create a new tax rate through the Tax Scales list. For details see *Tax Scales List* on page 258.

Payments under a Voluntary Agreement are reported on the *Payment Summary – Voluntary Agreement*, which can be filed electronically.

**Note** You cannot change an employee set up with *Employee* status to *Contractor* status. You must terminate the employee and then create a new employee record with *Contractor* status.

## Labour Hire workers

Labour hire payments are payments to a contract worker from a labour hire firm for work performed for a client of the labour hire firm. To set up a contractor as a Labour Hire worker, select **Labour Hire Worker** on the Employee Record – Taxation tab. Note that this option is available only for contractors.

The screenshot shows the 'Taxation' tab of the Employee Record system. The 'Taxation' sub-tab is active, and the 'Labour Hire' checkbox is checked. The 'Payment Summary' is set to 'Labour Hire and Other Specified Payments'. The 'Extra Tax (+) Or Rebate (-)' field shows '0.00'. Other fields include 'Tax File Number', 'ABN No.', 'Tax Scale' (set to 'Tax Free Threshold Claimed'), and 'WorkCover'.

Labour Hire payments are reported on the *Payment Summary – Labour Hire and Other Specified Payments*, which can be filed electronically.

## Withholding where ABN not quoted

Payments between two businesses where the business being paid does not quote an Australian Business Number (ABN) on an invoice. In these cases, the payer must withhold an amount from the payment and submit it to the ATO. Select *No ABN No Supplied* from the Tax Scale list.

The screenshot shows the 'Taxation' tab of the Employee Record system. The 'Taxation' sub-tab is active, and the 'No ABN No Supplied' tax scale is selected. The 'Payment Summary' is set to 'Individual Non Business'. The 'Extra Tax (+) Or Rebate (-)' field shows '0.00'. Other fields include 'Tax File Number', 'ABN No.', 'Tax Scale' (set to 'No ABN No Supplied'), and 'WorkCover' (set to 'Accounting services').

Where withholdings have been made under this tax scale, you will have to print out and file the *Payment Summary – Withholding where ABN not quoted*. You cannot file the *Payment Summary – Withholding where ABN not quoted* electronically.

---

## Tax File Numbers (TFN)

If an employee does not provide a Tax File Number (TFN), you must deduct tax at the top marginal rate plus the Medicare levy, unless the employee is exempted from providing a TFN. If an employee is required to provide a TFN, but does not, you must set the employee up with a *Tax File Number Not Provided* tax scale.

**Exceptions** – If an employee does not provide a TFN, but is in one of the following situations, do *not* select the *Tax File Number Not Provided* tax scale:

- **Employees exempt from the requirement of providing a TFN**

- Children under 16 who do not earn enough to pay tax; and
- Employees who receive a service pension from the Department of Social Security or Department of Veteran's Affairs. This does **not** include Newstart, Sickness, Partner or Parenting Allowances; Job Search or Special Benefit.

- **Employees in the process of getting a TFN**

If the employee has lodged a TFN Application Enquiry form with the ATO, you must allow 28 days for them to give you their TFN. During this 28-day period, you must treat their TFN declaration form as if a TFN has been supplied. If the ATO issues the employee an Interim Notice, you should continue to treat them as if a TFN has been supplied.

*To apply a "Tax File Number Not Provided" tax scale.*

- 1 From the Lists menu, choose **Employees**.
- 2 Click to select the employee and then click **Edit**. The *Edit Employee* window is displayed.
- 3 Click the **Taxation tab**.
- 4 From the Tax Scale drop-down list, select the **Tax File Number Not Provided** tax rate.
- 5 Click **OK**.

If you are not advised of the employee's TFN within 28 days and there is no interim notice, you must deduct tax at the top marginal rate plus Medicare levy (as explained above) until you are provided with a TFN.

---

## ***Non-residents***

If an employee is a non-resident you must apply the Non-resident tax rates. An employee is non-resident if he or she answered *No* to the question “*Are you an Australian resident for tax purposes*” on the TFN Declaration.

### ***To apply the non-resident tax scale:***

- 1 From the Lists menu, choose **Employees**.
- 2 Click to select the employee and then click **Edit**. The *Edit Employee* window is displayed.
- 3 Click the **Taxation** tab.
- 4 From the Tax Scale drop-down list, select **Non Residents**.
- 5 Click **OK**.

---

## ***Horticulture industry***

If an employee qualifies as a *Person Seasonally Employed in the Horticultural Industry* and is subject to the 15% flat tax rate, apply the tax scale as follows:

- 1 From the Lists menu, choose **Employees**.
- 2 Click to select the employee and then click **Edit**. The *Edit Employee* window is displayed.
- 3 Click the **Taxation tab**.
- 4 From the Tax Scale drop-down list, select **Flat 15%**.
- 5 Click **OK**.

---

## ***Workers Compensation and WorkCover***

Quicken Payroll can track all Workers Compensation or WorkCover (SA and QLD) claims and payments made for each employee. The Compensation tab lists all of the claims and payments for the employee. Whenever a compensation pay is processed, it appears here, along with a description of what it was for. In addition, for South Australia and Queensland users, Quicken Payroll includes a list of current WorkCover rates and classifications and calculates the amount of WorkCover liable for each employee.

### ***Recording a payment or claim***

You can also enter compensation payments when processing a pay and you can enter payments and claims through the employee record.

### ***Review or edit a payment or claim***

Workers Compensation or WorkCover payments and claims for an individual employee are listed on the employee record. Payments and claims for all employees are listed on the Workers Compensation list. You can review or edit existing claims or add new payments or claims through these windows.

### ***Reports***

The Compensation Report shows a listing of Workers' Compensation or WorkCover (SA and QLD) payments to your employees and claims made against your Workers' Compensation insurance company. The WorkCover Report shows how much WorkCover your company must pay.

### ***WorkCover Rates***

Quicken Payroll includes a list of current WorkCover rates and classifications. It uses these to calculate the amount of WorkCover liable for each employee.

#### ***To apply a WorkCover Rate to an employee***

The WorkCover rate for each employee is selected on the Employee record *Taxation* tab.



---

# Child Support Scheme

*For full and up-to-date information on the Child Support Scheme and your obligations, contact the Child Support Agency or go to their website:*

**<http://www.csa.gov.au>**

*You should also obtain the Employer's handbook - Nat 2466, also available on their website.*

If you have employees with Child Support Scheme obligations, you may have to withhold a certain amount from their wages and send this money to the Child Support Agency (CSA). If this is that case, you will be contacted by the Child Support Agency. If you receive a *Notice to Deduct Maintenance Payments from an Employee's Salary or Wages* you need to:

- Deduct the amount of child support specified at the same time you make instalment deductions;
- Send the deducted amounts to the CSA once a month with a payment advice slip by the 7th of the month following the month.
- Do not change the amount that CSA has asked you to deduct unless CSA advises you in writing, or unless protected earnings (see below) prevents you from deducting the full amount.

## ***How much to deduct***

The CSA will send you a letter stating the amount your employee is required to pay. You are legally required to deduct the specified amount of child support from payments to your employee as directed, unless protected earnings apply.

You can only change the amount of child support that is deducted if the CSA advises you in writing, or if protected earnings apply. You must not change this amount even if your employee, their solicitor or anyone else asks you to. If you are in doubt, contact the CSA.

## ***The protected earnings amount***

You must not deduct a child support payment that leaves an employee with a net pay (after tax and child support deductions) of less than the protected earnings amount.

The protected earnings amount is adjusted annually to allow for increases in the cost of living. The CSA will advise you each December of the new amount for the next calendar year. For details on the protected earnings amount, refer to your CSA documentation.

## *Applying the protected earnings amount*

Child support is deducted after tax and before other deductions such as superannuation, health fund and loan repayments.

- 1 Deduct the employee's income tax instalment.
- 2 Set aside the protected earnings amount.
- 3 Deduct the child support payment, or as much as can be paid.
- 4 The remaining pay and the protected earnings amount can be paid to the employee.

If the full amount cannot be deducted due to protected earnings, deduct the maximum amount possible. You will need to send this amount to the CSA with a *Variations to Maintenance Deductions* form. The CSA will send you this form on request or it can be down-loaded from their website at [www.csa.gov.au](http://www.csa.gov.au). The employee has to make up the amount not deducted by paying it directly to the CSA, not through you.

### *To set up a child support deduction for an employee*

- 1 From the Lists menu, choose **Employees**.
- 2 Click to select the employee and then click **Edit**. The *Edit Employee* window is displayed.
- 3 On the **Deductions tab**, click on the **Deduction List** drop-down list arrow and then select *Child Support*.

If the *Child Support* deduction has not yet been set up, type in Child Support and then press **TAB**. Click **Setup** on the *Quick-Add* window to add it to the Deductions list.

- 4 Enter the amount in the **Amount** column.  
**Important:** Make sure that you do not deduct a child support payment that leaves an employee with a net pay (after tax and child support deductions) of less than the protected earnings amount.
- 5 Click **OK**.

When the employee's pay is processed, the child support will be deducted. Note that Child support must be deducted from the advance payment of wages or salary, for example when an employee goes on leave and receives an advance payment.

---

## Rebates and Family Tax Assistance

Rebates reduce tax payable and are spread out over the year in weekly instalments. Family Tax Assistance (FTA) allows families with dependent children to pay less tax by increasing the tax-free threshold.

If an employee claims FTA or a rebate in the *Rebates and Family Tax Assistance* question on the *TFN Declaration*, you must adjust the employee's payroll as follows:

- 1 Calculate the rebate or FTA amount the employee will receive each pay period.
- 2 From the Lists menu, choose **Employees**.
- 3 Click to select the employee and then click **Edit**. The *Edit Employee* window is displayed.
- 4 Click the **Taxation tab** and enter the amount calculated in Step 1 as a negative figure in the **Extra Tax Contribution or Rebate (-ve)** box.

---

## Higher Education Contribution Scheme (HECS)

Individuals with a HECS debt may be required to have additional tax instalment deductions taken from their pay to cover their debt. Use a HECS tax scale for an employee who has provided you with an TFN Declaration and the employee:

- Has answered Yes to the HECS;
- Has not crossed box A;
- Has weekly earnings exceeding the minimum threshold; and
- Has not claimed a HECS exemption or Medicare Levy Variation Declaration.

### *To apply a HECS tax scale*

- 1 On the Employees List, click to select the employee and then click **Edit**. The *Edit Employee* window is displayed.
- 2 On the **Taxation tab** select  HECS Employee and then select the employee's normal tax scale. Quicken Payroll will apply the HECS tax tables and deduct the required HECS repayments.

---

# Student Financial Supplement Scheme

Students may obtain additional loans to cover educational expenses under a voluntary loan scheme for tertiary students to help cover their expenses while they study. These additional costs are called Financial Supplement debts and are separate from HECS debts.

Five years after the loan is taken out, the ATO becomes responsible for collecting the outstanding loan and the loan becomes an *accumulated Financial Supplement debt*. Compulsory repayments of accumulated Financial Supplement debts are made through the tax system when the student's taxable income reaches the minimum threshold.

From 31 July 2000, individuals with an accumulated Financial Supplement debt may need to have additional amounts withheld from their pay cheques under the PAYG withholding system.

## ***When do I have to withhold the SFSS component?***

You must withhold an SFSS component when a payee has provided you with a Withholding declaration; has answered *Yes* to the question '*Do you have an accumulated Financial Supplement debt?*' (Question 7b); and has earnings of over the specified limit.

The SFSS component is to be withheld from all earnings, including taxable allowances, bonuses and commissions. Do not withhold any amount for SFSS from lump sum termination payments. Amounts withheld for SFSS are included on the payee's PAYG Payment Summary and in the PAYG withholding box on your Business Activity Statement. It is not shown separately.

### ***To apply a SFSS tax scale***

- 1 On the Employees List, click to select the employee and then click **Edit**. The *Edit Employee* window is displayed.
- 2 Click the **Taxation tab**.
- 3 Select  **SFSS Repayment** and then select the employee's normal tax scale. Quicken Payroll will apply the SFSS tax tables and deduct the required SFSS repayments.

---

## ***Court order for salary garnishee***

*To set up garnishee payments for an employee so that the payments come out of each payroll*

- 1 On the Employees list, click to select the employee you wish to apply the salary garnishee to.
- 2 Click **Edit** and then click the **Deductions** tab.
- 3 In the **Deduction** column, enter *Garnishee*.
- 4 In the **ID** column, enter the garnishee details.
- 5 In the Amount field, enter the garnishee amount.
- 6 In the **Ex Tax** field, select *No*.
- 7 Click **OK**. After the pay has been processed, the garnishee amount will show up as a deduction in the Deductions Report.

Alternatively, if the garnishee is a one time only payment, you could enter it when you process pays, by editing the pay.

# CDEP payments

The Community Development Employment Project (CDEP) administered by ATSIC, provides job opportunities in community organisations across Australia. Wages paid with funds from the CDEP program must be tracked and recorded on a separate line on the employee Payment Summary. When the  **CDEP Funding** option is selected, a CDEP pay rate will appear in the Employee Record – Pay Rates tab (see page 194).

## To record CDEP payments

- 1 On the Employee record – Taxation tab (see page 200) select  **CDEP Funding**. This will allow you to select a CDEP pay rate.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Tax File Number:		555-666-777			<input type="checkbox"/> Exclude Pays From Payroll Tax				
ABN No:					<input type="checkbox"/> Exclude From Payment Summary				
Tax Scale:		Tax Free Threshold Claimed			<input checked="" type="checkbox"/> CDEP Funding				
WorkCover:		Accounting services			<input type="checkbox"/> HECS Debt				
Payment Summary:		Individual Non Business			<input type="checkbox"/> SFSS Repayment				
Extra Tax (+) Or Rebate (-)		0.00			<input type="checkbox"/> Labour Hire				

- 2 Click on the **Pay Rates** tab.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Pay Rate	Pay Rate Type	Hrs/Qty	Amount	Super	Customer/Job	Class			
CDEP Payment	Hourly Rate	20.00	40.0000	Yes					
Compensation									
Double Time									
Double Time & 1/2									
Normal Hours									
Term - AL Post 1993									
Term - AL Pre 1993									
Term - ALL Post 1993									

Use Award Pay Rates

From the Pay Rates column, select **CDEP Payment** and then enter the payment details. If the CDEP payment is a one-time payment, you can record the payment when you prepare the pay, through the *Pay Details* window.

- 3 When you issue Payment Summaries, CDEP amounts will be shown separately.

***Using reports  
to manage your  
payroll******How do I use  
Quicken Payroll's  
reports?******Chapter Contents***

<i>Generating reports</i>	122
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**Quicken Payroll's reports provide you with the information you need to manage your company's payroll operations.**

Quicken Payroll provides you with a variety of preset reports designed to give you quick and easy access to your company's payroll information. In addition, you can create your own versions of reports; changing both the look and scope of the information reported. You can also use the Quicken Payroll Report Writer to create new reports and to fully customise reports.

---

## Generating reports

You can generate reports from several convenient places in Quicken Payroll:

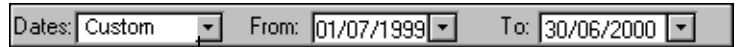
- **From the Reports menu** – You can quickly access all of Quicken Payroll’s reports, including the memorised reports list from the Reports menu. See pages 290 to 307 for descriptions of all of Quicken Payroll’s reports.
- **From the Reports List** – The Reports list allows you to access all of Quicken Payroll’s reports, including all customised reports. The Reports list also provides quicker access to report functions such as printing, editing and deleting reports. See page 291 for details.  
**From the reports listing on the Quicken Payroll Navigator** – The most commonly used reports for each section are displayed for your convenience.
- **From lists** – You can print list reports from many of your lists, such as the Employee, Pays, Deductions, Allowances, Sundries, Workers Compensation and ATO EFT lists.
- **When you process your payroll** – After you have just finished processing your payroll is the ideal time to print your Pay Slips and reports such as your Pays report, Banking report, PAYG report, Payroll tax and your Superannuation report. You simply choose the reports you want to print from the *Print Pay Reports* window that appears after your payroll has been processed.
- **From the Report Wizard** – The Report Wizard takes you step-by-step through the process of creating whatever kind of custom report you need.



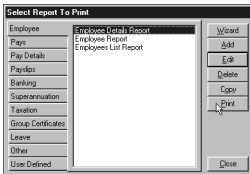
## Report Dates

When you open a report, Quicken Payroll uses the date of the latest *Pay Date* processed. For example, if you process a pay with a fortnightly pay date of October 14 and a weekly pay date of October 15, the automatic report dates will be October 15. To change the dates, select *Custom* from the **Dates** drop-down list and then enter the **From** and **To** dates of the period you want to print a report for.

To enter dates in the *From* and *To* fields, you must first select *Custom*.



## Reports List



The Reports List displays all of the Quicken Payroll preset reports, as well as any reports that you have created, or customised and renamed. From this window, you can access all of the report functions you need.

Any new reports that you add, or preset reports that you modify, will be listed in the *User Defined* tab. These reports will also be displayed on the Memorised Reports list, but only if you select  the **Add to memorised reports** option in the *Report Properties* window.

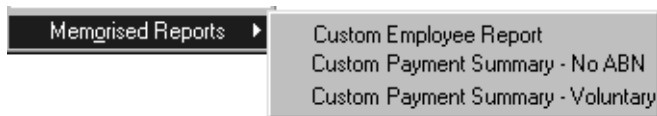
**Note** Sort order and filter changes that you make to reports will only be available when you access the reports through the Report List or if you save the changes to the memorised report list. These changes will not be recognised when you access reports through the reports menu.

The Report list allows you to open, edit, add, delete, copy and print reports. You can start the Report Wizard from the Report list, or from the Wizard menu. For description of the functions available through the Report list, see *Report List* on page 291.

To open the Reports List choose **Reports List** from the Quicken Payroll Reports Menu.

## Memorised reports

When you create a new report, or edit an existing report, you have the **option** of adding the report to your Memorised Reports list.



Memorised reports are also displayed in the Reports List, on the *User Defined* tab.

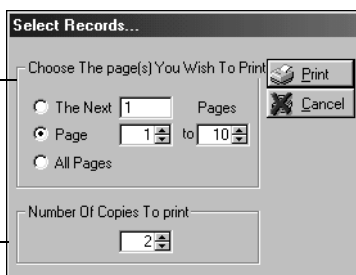
## Printing reports

You can print any report to a printer or save the report to a disk in one of the following file formats, suitable for use in a word processor, spreadsheet or accounting program. For details, see *Exporting report data* on page 153.

### To print a report

- 1 Select the report you want to print from the Reports menu, the Navigator or the Report list.
- 2 When the report is displayed, either click the Print Icon, or select **Print** from the File menu. The *Select Records* window is displayed.

When you print a report, you can select the pages and the number of copies you want to print.



- 3 Select the page(s) and number of copies you want to print and then click **Print**.

---

## Quicken Payroll's preset reports

Although you can create your own custom reports, Quicken Payroll includes all the reports you are likely to need. These preset reports can be generated from several convenient places in Quicken Payroll: the Reports menu, the Report list, or the Navigator. Once a report has been opened, you can customise the report to present the appropriate presentation of your data. For details see *Customising the look and contents of reports* on page 128.

Below is a listing of the most commonly used Quicken Payroll preset reports. For a complete listing of all of Quicken Payroll reports and for more details, refer to *The Reports Menu* on page 290.

Frequency	Report	Description
Every pay run	<b>Pay Slips</b> (page 299)	Provides pay slips you can hand to your employees. You can print 1, 2 or 3 pay slips on a page.
	<b>Pays (Pay list)</b> (page 305)	Provides all of the pay details for the current pay run, including the gross pay, tax, deductions, allowances, hours and finally the net pay for each employee.
	<b>Banking reports</b> (page 294)	Provide the information you need to pay your employees, whether by cash, cheque, EFT or a combination of methods. Shows the amount to pay each employee and how to pay them, including employee bank account information.
	<b>PAYG Tax</b> (page 300)	Shows how much PAYG you have to pay by employee and in total.
	<b>Payroll Tax</b> (page 304)	Shows you how much payroll tax your company must pay, by employee and in total. Also shows the amount of super and any allowances excluded from payroll tax calculations.
	<b>Super</b> (page 306)	Shows you how much superannuation you have to pay to each super fund and for which employees. It also informs the super fund when there is a new employee.
	<b>Deductions</b> (page 297)	Shows you the deductions taken from employees' wages and provides the information you need to pay out the deductions (for example—union fee deductions).
	<b>WorkCover</b> (page 307)	Shows you how much WorkCover your company must pay, by employee and in total.

Frequency	Report	Description
Quarterly or monthly	<b>Activity Statement Details</b> (page 293)	Provides you with the information you need to fill out your <i>Business Activity Statement</i> or <i>Instalment Activity Statement</i> .
Annually	<b>Payment Summary reports</b> (page 300 to 303)	Prints your Payment Summaries, Payment Summary Deduction Report, Reconciliation Statement and ETP Payment Summaries. In addition to providing your employees with a Payment Summary, you must also provide a <i>Payment Summary Explanation</i> , which can be printed separately, or on the reverse side of the summary.
	<b>Reconciliation Statement</b> (page 302)	Shows you how much PAYG should have been paid each month, so that you can make sure that the total payments you have made equal the total of the amounts shown on the Payment Summaries you have issued for the year.
	<b>Magnetic Media Info Form</b> (page 303)	Provides is a copy of the form that must accompany your EmpDupe file to the ATO. Make sure that all details have been filled out correctly.
As needed	<b>Audit Trail</b> (page 294)	This report provides you with a list of changes made to the company data file, who they were made by and when they were made.

## No data on your reports?

If you open a report and it doesn't show any information, it is usually because:

- There is no payroll information for the date range that you specified. Try changing the dates to see if any payroll information appears on the report.
- The **Filters** you have specified do not match any payroll information. Try changing the filters to see if any payroll information appears on the report.
- The **Sort Order** you specified results in no payroll information being found. Try changing the Sort Order to see if any payroll information appears on the report.

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# Creating a new report

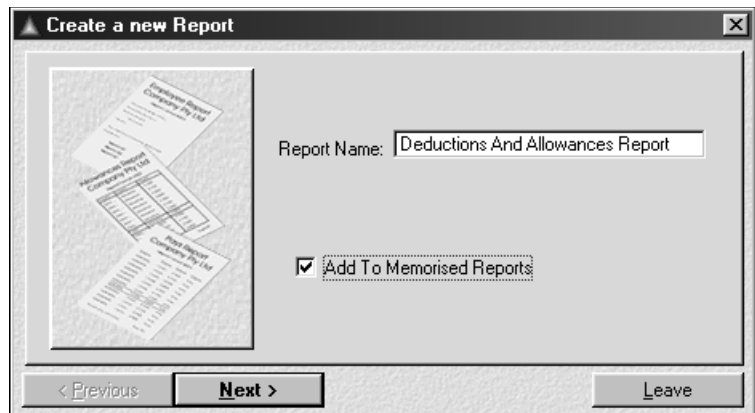
## The Report Wizard

Quicken Payroll includes so many preset reports that you may never need to create a custom report. You may find that the easiest way to get the reports you need is to modify a preset report. However, there may be times when you want to create a new report from “scratch”.

The easiest method of generating a custom report is to use the *Reports Wizard*. The Reports Wizard takes you through the process of adding a report step by step, ensuring that you complete every step.

- 1 From the Quicken Payroll Wizard menu, choose **Create Reports**. Quick Reports is opened and the *Create a Report* window is displayed.

*To create a new report using the Report Wizard, simply follow the instructions for each step. For details on completing any of the steps, just press **F1** for onscreen Help related to that step.*



- 2 To save the report to the Memorised Reports list, select the  **Add to Memorised Reports** option. If you do not select this option, the report will only be saved to the *User Defined* list in the Reports List.
- 3 For instructions on completing each section, press the **F1** keyboard function key. This will bring up Quicken Payroll Help with instructions for that specific section.
- 4 When you have completed all the sections, click **Finish**. Quicken Payroll will now generate the report and allow you to make any additional changes before saving it. Click the **Save** icon on the toolbar to save your any additional changes.

---

# Customising the look and contents of reports

You can customise your reports so that you can have your payroll data presented in the most useful format. For example, you can:

- Change the type face (font)
- Adjust the width of a column
- Add or remove columns
- Change how numbers are displayed
- Create or change subtotal groupings
- Change the sort order

## Report Writer – Edit Report window

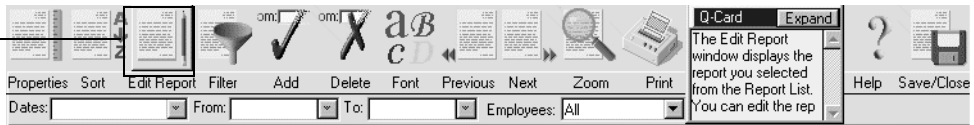


In order to customise any report (other than sorting) you must be in *Edit Mode*. Simply click on the **Edit Report** toolbar icon to go into Edit Mode. Once in Edit Mode, the Properties, Sort, Filter, Add, Delete and Font icons will be enabled.

### The Report Writer Toolbar

The Report Writer toolbar provides access to various functions, most of which can also be accessed through the Report Writer menu.

Most Report Writer functions are disabled until you click the Edit Report icon.



**Properties** – Clicking on Properties opens the *Report Properties* window. The *Report Properties* window is where you name the report, set printing and page options, subtotalling and totalling and when a new page is started. For details see *Setting report properties* on page 131.

**Sort** – Clicking on Sort opens the *Report Sort Order* window. Setting a sort option affects the whole report and sets what fields Quicken Payroll will subtotal on. For details, see *Sorting a report* on page 139.

**Edit Report** – Clicking on **Edit** puts you in *Edit mode* and allows you to preview and edit the report. The *Filter*, *Add*, *Delete* and *Font* icons are enabled only when you have clicked on **Edit Report**. To edit any field on the report, click to select the field and choose **Edit Item** from the Activities menu or click the right mouse button.

**Filter** – Clicking on **Filter** opens the *Report Filter* window. Filtering is a powerful report customising tool that allows you to specify exactly what appears on a report. You can filter by date, by activity, by employee, or by any other criteria that you specify. This allows you to create virtually any kind of report you want. For details see *Filtering a report* on page 136.

**Add** – Clicking on **Add** opens the *Object Properties* window, which allows you to add a column, a data field, a calculated field, text, an image, a box or a line. For details see *Adding and changing fields or graphics* on page 140.

**Delete** – Clicking on **Delete** allows you to delete a selected item, field, image or other object on the report. For details see *Deleting an item* on page 152.

**Font** – Clicking on **Font** allows you to change the font of any columns, heading and fields on a report. For details see *Changing the font properties* on page 140.

**Previous/Next** – Clicking on **Previous** displays the previous page of a multiple-page report. Clicking on **Next** displays the next page of a multiple-page report.

**Zoom** – You can zoom in on a report by clicking the zoom icon. This allows you to select the viewing size. Selecting 100% means you want to see the report at the same size as it will print out, 50% means you want to view the report at 50% of its actual size.

**Print** – Clicking on **Print** opens a print window that lets you choose which report pages and how many copies of the report to print and then prints the page(s).

**Save** – Clicking on **Save** allows you to save a new report, or save changes you have made. If you are modifying a preset default report, before you save, the *Report Properties* window is opened, which allows you to save the report as a memorised report.

- To include the report in the Memorised Reports List, click **Add to Memorised Reports**.
- If you have made changes to a preset default report, when you click on **Save**, a message will ask you if you want to save the report as a memorised report.
- To save the changes as a separate memorised report, click **Yes**. Memorised reports will be listed on the Quicken Payroll Reports menu under *Memorised Reports* and under the Reports List – *User Defined tab*.
- If you want to change the preset report, click on **No**.

---

**Note** Sort order and filter changes are not recognised in the default (preset) Quicken Payroll reports when they are run from the Quicken Payroll Reports menu. However, the changes are recognised when the reports are opened from the *Reports List*.

## ***Basic Filtering***

Basic filtering is performed by selecting from the *Dates*, *From*, *To* and *Custom* drop-down lists under the Report Writer toolbar. In order to change the From or To dates, you must first select **Custom** from the *Dates* drop-down list. Refer to *Filtering a report* on page 136 for further details.



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# Setting report properties

Report properties include the name of the report, printing and page options, totalling, subtotalling and when a new page is started. These properties are set on the *Report Properties* window.

## Report Properties window



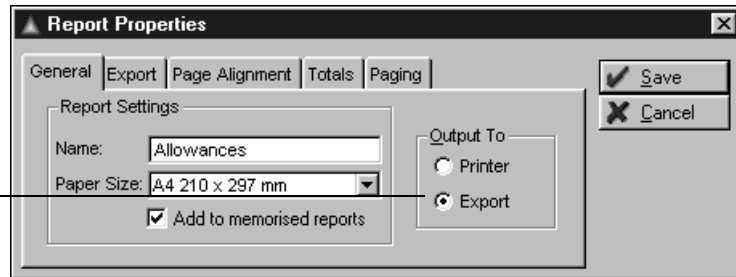
To open the *Report Properties* window, do one of the following:

- From the *Report List*, click on **Add** or **Copy**.
- From the Report Writer toolbar, click on the **Properties** icon on the toolbar.
- From the Report Writer Activities menu, select **Report Properties**.

Complete the details on each tab according to the instructions below and click **Save** when you have completed all of the details.

## General properties

Select **Output to Export** if you want to export the report data instead of printing the report.



**Name** – Enter a name for the report.

**Paper size** – Select the paper size for the report from the drop-down list. By default the paper size will be A4, portrait.

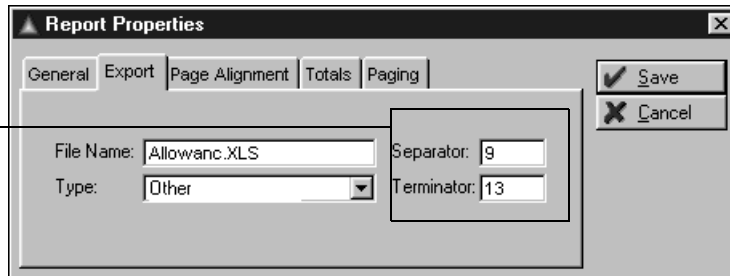
**Add to memorised reports** – Select if you want the report to appear on the list of memorised reports in Quicken Payroll.

**Output to** – You can either print your report, or you can export it to be used with another program. For example, you might want to export a report to a word processing or spreadsheet program. You can also use this feature to export your payroll data to an accounting program if you know the required file format. For further details, see *Exporting report data* on page 153.

To export the report to a file, select **Export**. When you select Export, the Export tab will be displayed.

## Export properties

The Separator and Terminator can only be selected when you select **Other** as the file Type.



**Type** – Select the type of file you want the report to print to from the drop-down list. File types (with file extension in brackets) include:

- Basic (.bas)
- Excel (.xls)
- Lotus (.xls)
- Other (.txt)
- Tab Delimited (.tab)
- QuickBooks (.iif)
- Text (.txt)

If the type of file does not exist, select **Other**. Selecting *Other* will allow you to specify what character should separate each item and what character should separate each record.

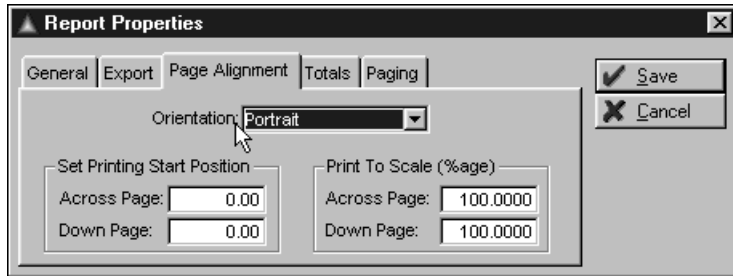
**File Name** – Enter a name for the export file. By default, the file will be saved to the C:\Program Files\QPRollv12\Reports folder. To save the file to a different location, type in the folder name as well as the file name.

For example, to save a file named *Allowance* to a floppy disk, type in *A:\allowance.xls* (after you select the file Type).

**Separator and Terminator** – Separator and Terminator are only enabled when you select *Other* from the Type drop-down list. You will need to refer to the user guide of the program you are exporting to in order to determine the correct export settings.

- The separator is the ASCII character code of the character between fields.
- The terminator is the ASCII character at the end of a record.

## *Page alignment properties*



**Orientation** – Select the orientation of the page—landscape or portrait. Use *Landscape* if your report has a lot of columns.

**Set Printing Start Position** – Specify the printing start position. *Do not* change this unless you are having difficulties aligning Payment Summaries, pay slips or reports.

**Across Page** – Enter the distance in millimetres that Quicken Payroll should start printing from the left hand edge of the paper.

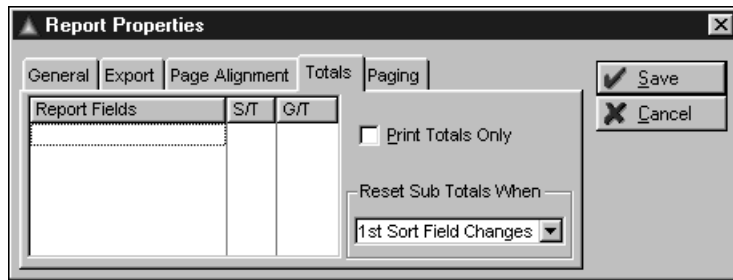
**Down Page** – Enter the distance in millimetres that Quicken Payroll should start printing from the top edge of the paper.

**Print to Scale** – Generally you should leave this unchanged. *Do not* change this unless you are having difficulties with Payment Summaries, pay slips or reports printing too far to the right or too far down the page.

**Across Page** – Enter the scale—percentage of normal size, that the report should print across the page. By default it is 100% of normal size. If a pay slip finished too far to the left, you can increase this percentage.

**Down Page** – Enter the scale—percentage of normal size, that the report should print down the page. By default it is 100% of normal size. If a pay slip printed too far down the page, you can reduce this percentage. If a pay slip finished too far up the page, you can increase this percentage.

## Totals properties



**Report Fields** – Specify which fields are to be subtotalled and which fields are to be included in the Grand Total. If the Report Properties window has been opened by clicking the **Add** toolbar icon, this tab will not display any fields as they have not been placed on the report yet.

**S/T** Clicking to place a *Yes* in this column will create a Subtotal in the field every time one, or both, of the sort fields change.

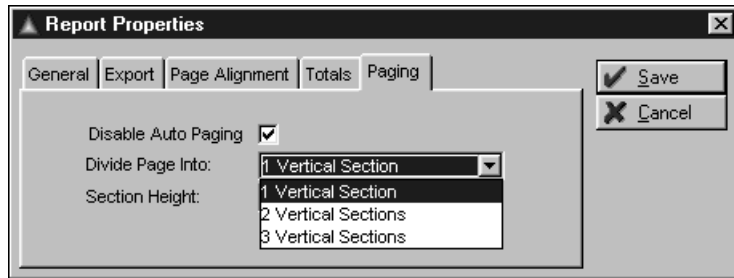
**G/T** Clicking to place a *Yes* in this column create a Grand Total in the field at the end of the report.

**Print Totals Only** – If you want the report to add up the figures for the period specified and then show a total for that period, place a tick next to Print Totals Only.

**Reset Sub Totals When** – Select from the drop-down list when the subtotals should be reset. Selecting:

- **1st Sort Field Changes** – will change the subtotal fields only when the Sort By field changes.
- **2nd Sort Field Changes** – will change the subtotal fields only when the Then by field changes.
- **Both Sort Fields Change** – will change the subtotal fields only when the Sort By and the Then by fields change.

## Paging properties



**Disable Auto Paging** – Selecting Disable Auto Paging will cause Quicken Payroll to fill the current page before creating a new page. Removing the tick will cause Quicken Payroll to start a new page each time one, or both, of the sort fields change.

**Divide Page Into** – If you are creating pay slips and you want more than one to print on a page, select the number of page divisions:

- **1 Vertical Section** – This will use the whole page.
- **2 Vertical Sections** – This will divide the selected page size into 2 equal sections. Quicken Payroll uses this to define the 2 per page pay slips.
- **3 Vertical Sections** – This will divide the selected page size into 3 equal sections. Quicken Payroll uses this to define the 3 per page pay slips.

**Section Height** – The default section height will be set based on the number of page divisions selected. This value can be changed, but you should only do so if there are alignment problems when printing the report.

---

## Filtering a report

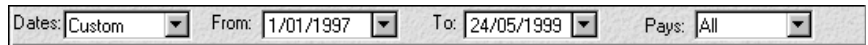


Filtering is a powerful report customising tool that allows you to specify the scope of the information that displays on a report. For example, you might only want a report to display details for employees from a specific department, or for a specific period of time. There are two levels of filtering:

- **Basic Filter** – Basic filtering is performed by selecting from the *Dates*, *From*, *To* and *Custom* drop-down lists under the Report Writer toolbar.
- **Advanced Filter** – The Report Filter window gives you more advanced filtering options. To open the Report Filter window, click on the **Filter** icon on the toolbar, or choose **Set Filter Options** from the activities menu.

### Basic Filtering

The *Edit Report* window provides some simple report filters. These are located directly below the main toolbar.



Dates: Custom From: 1/01/1997 To: 24/05/1999 Pays: All

**Dates** – Select the period covered by the report. This can be anywhere from *Today* to *Last Financial Year*. The **From** and **To** fields will be adjusted accordingly. For example, if you select **This Financial Year**, Quicken Payroll will use 1<sup>st</sup> July from the previous year to the 30<sup>th</sup> June for the current year.

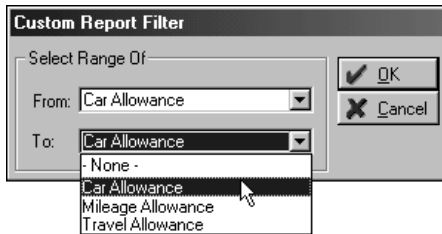
Select *Custom* if you want to change the From and To dates.

**From / To** – These two dates are the beginning and ending date for the report, which are automatically entered based on what you selected from the *Dates* drop-down list.

If you selected *Custom* from the *Dates* drop-down list, you can type in the dates directly, or you can click on the drop-down list button to the right to display the *Q-Calendar* window, which will allow you to select the date with your mouse.

**Custom Field** – The Custom field is the drop-down list to the right of the *To* field. The title of the custom field changes depending on the report you are previewing. For example, if you are previewing the PAYS report, this field will change to Employee and will contain the status list. The Custom field allows you to select an additional filter from the drop-down list, resulting in a report with a more limited scope.

Selecting *Custom* from the Custom field opens the Custom Report Filter window, which allows you to restrict the report to a range of values.



**Example** If you were previewing the *Allowances (By Allowances)* report and wanted to only show *Car Allowances* you would:

- 1 Select *Custom* from the Allowances drop-down list.
- 2 Select *Car Allowance* in the From and to fields, as shown in the example above. Click **OK**.

## Advanced filtering

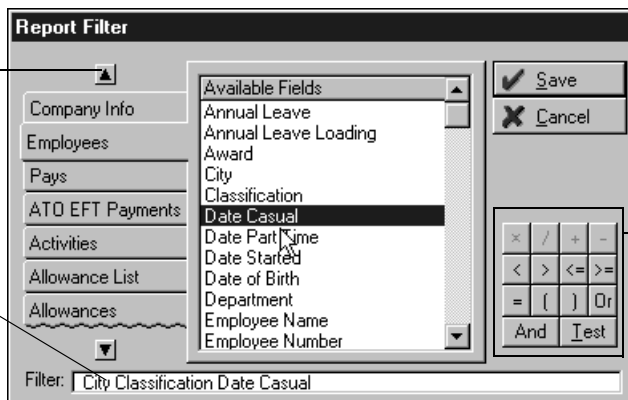
If you need more advanced filtering, you can use the *Report Filter* window for complete control over how the data on your report is filtered.

To open the *Report Filter* window, click on the **Filter** icon on the toolbar, or choose **Set Filter Options** from the activities menu. If the Filter icon is disabled, it is probably because the report is not in Edit mode. Your report must be in *Edit mode* before you can make any advance filtering changes. To switch to Edit mode, just click the **Edit Report** toolbar icon.

Click on the arrows to scroll up or down and view more lists.

As you build the filter, the filter description will appear here.

You can enter the filter directly by typing, or you can build the filter options by clicking on items and operators.



Operator commands

## To set up advanced filtering for the report using the Report Filter window

- 1 Click the payroll item that you want to filter on the left side of the window. Scroll up or down to display more payroll items.
- 2 In the **Available Fields** column, click to select the field to use as a filter. The field moves down to the **Filter** section below.
- 3 Select an operator command.

Operator	Example
< <b>Less than</b>	To have a report show employees paid less than \$500, enter GROSS<500.
> <b>Greater than</b>	To have a report show employees paid more than \$500, enter GROSS >500.
<= <b>Less than or equal to</b>	To have a report show employees paid \$500 or less than \$500, enter GROSS <=500.
>= <b>Greater than or equal to</b>	To have a report show employees paid \$500 or more than \$500, enter GROSS>=500
= <b>Equal to</b>	To have a report showing only the Sales department, enter DEPARTMENT= Sales
~= <b>Not Equal To</b>	Even though there isn't a button for Not Equal To, you can enter a Not Equal to code by typing ~= in the filter section. For example, to have a report not show terminated employees enter EMPLOYEE STATUS ~= Terminated.
Or <b>Alternative condition</b>	To have a report showing only the Sales and Marketing departments, enter DEPARTMENT=Sales Or DEPARTMENT=Marketing
And <b>Additional condition</b>	To have a report showing Sales staff earning more than \$500, enter DEPARTMENT=Sales AND Gross>500.
[ ] <b>Brackets</b>	To have a report show the Sales and Marketing departments, enter DEPARTMENT=[Sales And Marketing]

- 4 Enter a qualifier for the filter. For example, when you create a report showing employees paid more than \$500, enter GROSS >500. In this case, 500 is the qualifier.
- 5 If you want a more complex filter, select another operator and repeat the above steps.
- 6 Click **Save**. The report will be generated using your filter options.



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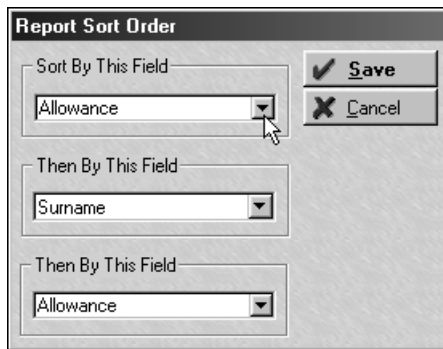
# Sorting a report



Reports can be sorted based on any column on the report. You can sort based on one or two columns. For example, the Pays report by default is sorted by Employee number (first sort criterion) and then by date (second sort criterion). You could change the sort order for example, to sort by employee name and gross pay.

To set or change the sort options of a report, click on the **Sort** icon on the toolbar, or select **Set Sort Order** from the Activities menu. Set the sort order on the *Report Sort Order* window.

If the Sort icon is disabled, it is probably because the report is not in Edit mode. The report must be in *Edit mode* before you can make any changes to a report. To switch to Edit mode, just click the **Edit Report** toolbar icon.



**Sort By This Field** – Select the first field to sort the report by. The fields available are the ones that have been placed on the report.

**Then By This Field** – If you want to sort by another field as well, select another field from the *Then By This Field* list. To sort by a third field, select a field from the last drop-list.

Setting a sort option affects the whole report and determines which fields Quicken Payroll will subtotal on. For example, with employee number selected in the *Sort By this Field* list, Quicken Payroll will start a new subtotal each time the employee number changes.

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## Changing the font properties



You can easily change report fonts in any report using the Report Writer. All columns and objects, can have their font changed once they have been placed on a report. A column can only have one set of font properties. You cannot change the font properties of a single field within a column.

### *To change the font of an item*

- 1 Click on the column or object to select it. A group of red dots will appear around an item when it is selected.

If you nothing happens when you click on the column or object, it is probably because the report is not in Edit mode. The report must be in *Edit mode* before you can make any changes to a report. To switch to Edit mode, just click the **Edit Report** toolbar icon.

- 2 Click on the **Font** icon on the toolbar.
- 3 Select the desired font properties and then click **OK**.

---

## Adding and changing fields or graphics

You can add, delete, or modify fields or graphics on your report by using the Report Writer *Object Properties* window. The *Object Properties* window is displayed when you click the **Add** icon, right-mouse click on a field, or choose **Edit Item** from the Edit list.

If the Add or Delete icons are disabled, it is probably because the report is not in Edit mode. The report must be in *Edit mode* before you can make any changes to a report. To switch to Edit mode, just click the **Edit Report** toolbar icon.

## Object Properties window



All of the available fields for the selected payroll item are listed in this window.

The Object Properties window is where you set up the properties for *objects* on the reports. An *object* can be a column, a data field, a calculated field, text, an image, a box or a line.



Select the type of object that you are editing or adding to the report.

### Glossary Term

#### Object

An object is anything you place on a report, including a column, a data field, a calculated field, text, an image, a box or a line.

## Changing properties of an existing object on the report

To change properties for an object, **right-mouse click** on the object, or click to select the object and then choose **Edit Item** from the Edit menu. The *Object Properties* window is displayed allowing you to edit the properties for that object.

For instructions on completing each section, refer to the information below, or press **F1** to display Quicken Payroll Help with instructions for that specific section.

## Adding a new object on the report

- 1 To add an object, click on the **Add** icon on the toolbar, or choose **Add Item** from the Activities menu. The *Object Properties* window is displayed, allowing you to create a new object. Select the properties for the text, data field or graphic.

For instructions on completing each section, refer to the information below, or press **F1** to display Quicken Payroll Help with instructions for that specific section.

- 2 Click **Save** to add the object. If you have selected  **Add Field To List**, a new column will be added. If you have not selected  **Add Field To List**, you will need to place the object on the report. Do this by positioning the object with your mouse and then clicking to place the object on the report.

**Include Heading** – Select  this option if you want the heading for the field displayed on the report.

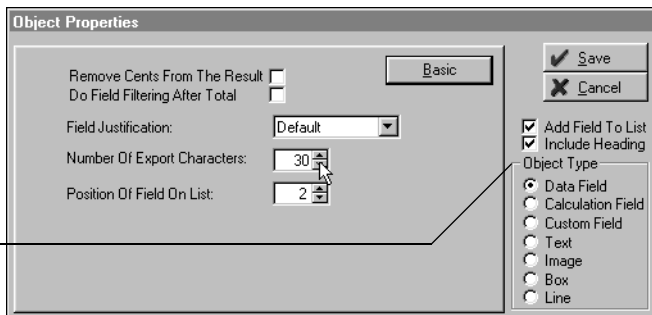
**Add Field To List** – Select  this option if the field you are creating is a new column on the report. This will add a new column.

**Object type** – When you select the object type, the Object Properties window displays the options for that object type. The following object types are available:

- Data Field (see page 143)
- Calculation Field (see page 144)
- Custom Field (see page 144)
- Text Field (see page 146)
- Image (see page 146)
- Box (see page 147)
- Line (see page 147)

## Advanced options

When the advanced button is clicked on the *Object Properties* window, the tab will change to display various options that will vary depending on the object type.



*Available advanced options will vary depending on the object type selected.*

When the advanced button is clicked on the *Object Properties* window, the tab will change to display various options. These are:

**Remove Cents From Result** – Selecting this option will drop the cents from a numeric field. No rounding is involved, the cents are simply lost.

**Do Field Filtering After Total** – This will force any calculated fields that have a filter on them to work only after a subtotal or grand total has been generated.

**Field Justification** – Specify how the field is displayed on the screen. For example, if *Centre* was selected, the field would be centred within the left and right margins of the field area displayed on the screen.

**Number of Export Characters** – If the report is to be exported to a file, you may need to specify that this field will never contain more than a specified number of characters. This is only active when you are creating an export file—when you have selected Output to **Export**, in the *Report Properties* window. For details, see *Exporting report data* on page 153.

**Position of Field on List** – Each column on the report is assigned a number. This number can be changed to change the position of a column. See also *Changing the column order* on page 149.

## Adding a data field

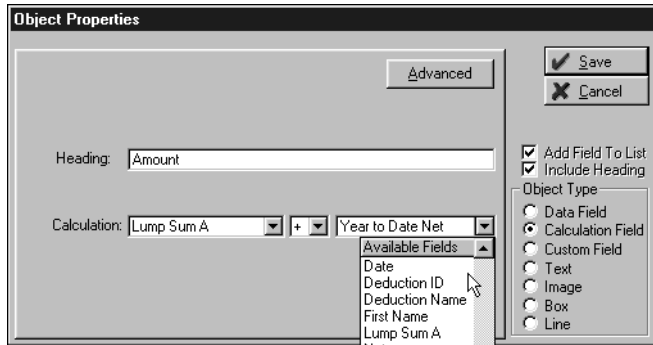
A data field pulls information from your Quicken Payroll company file—information that was entered previously.



To add a data field to a report select the data field that you want to add to the report. The tabs on the left indicate different areas within the Quicken Payroll data file.

## Adding a calculated field

Use the *Calculation Field* to create a simple calculated field. If you need a more advanced calculation, create a *custom field*.



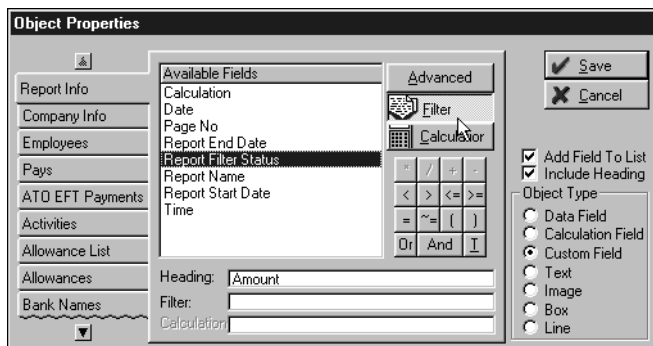
**Heading** – Enter a name for the field header.

**Calculation** – Use this section to create a simple calculation.

In the left hand drop-down list, select the first field to use in the calculation. Select the desired operation. There is a choice of multiply (X), divide (/), add (+) and subtract (-). In the right hand drop-down list, select the second field to use in the calculation.

## Adding a custom field

Use the *Object Properties – Custom Field* to create an advanced calculated field, where you can combine filtering and calculations. For a simple calculation, you should create a *calculated field*.



### Step 1 – Set up the calculation

Click the **Calculation** button and complete the calculation section.

**Heading** – Enter a name for the field.

**Calculation** – In the left hand drop-down list, select the first field to use in the calculation. Select the desired operation. There is a choice of multiply (X), divide (/), add (+) and subtract (-). In the right hand drop-down list, select the second field to use in the calculation.

## *Step 2 – Set up the filtering*

Click the **Filter** button and complete the filtering details:

- 1 Click the payroll item that you want to filter, on the left side of the window. Click the up or down arrows to display more payroll items.
- 2 In the **Available Fields** column, click to select the field to use as a filter. The field moves down to the **Filter** section below.
- 3 Select an operator command:

<	Less than	~ =	Not Equal to
>	Greater than	[ ]	Brackets
< =	Less than or equal to	<b>Or</b>	Alternative condition
> =	Greater than or equal to	<b>And</b>	Additional condition
=	Equal to	<b>T</b>	Test
- 4 Enter a qualifier for the filter. For example in the expression GROSS > 500, 500 is the qualifier.
- 5 If you want a complex filter, select another operator and then repeat the above steps.

## *Example*

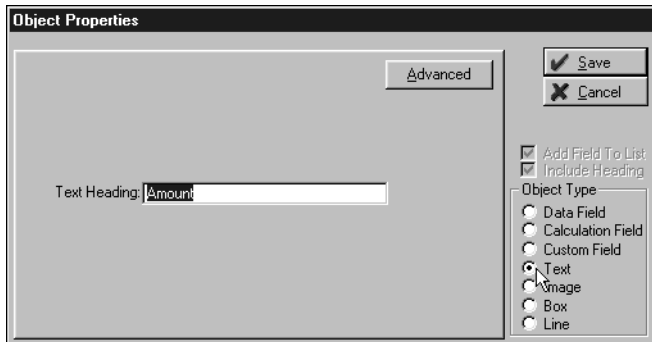
To create a calculated field that multiplied an employee's YTD wage by 6% and only applied to employees with the surname Jones and who worked in the Sales department, you would do the following:

- 1 In the Heading box, enter the name, Projected Wage.
- 2 On the Pays tab, locate 'Gross' and double click on it. 'Gross' appears in the Calculation box.
- 3 Click on the multiplication (X) sign. 'X' appears in the Calculation box.
- 4 Using the numeric keypad, enter '1.06'. This will provide us with an increased salary, not just percentage of the salary.
- 5 Click **Filter**.

- 6 On the Employees tab, locate 'Employee Number' and double click on it. 'Employee Number' appears in the Filter box.
- 7 Click on the equals sign (=) sign. '=' appears in the Filter box.
- 8 Enter the employee number, 1
- 9 Click **Save**. Position the field on the report and click the mouse button.

## Adding a text item

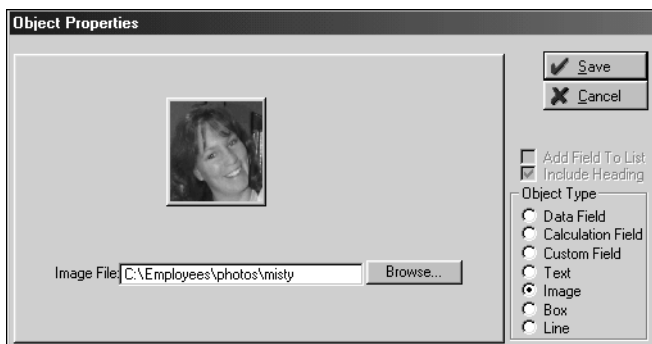
To add a line of text to a report, such as a heading.



**Text Heading** – Enter the text you want displayed in the text heading field.

## Adding an image

You can easily add a graphic image, such as your company logo, to your reports or forms.

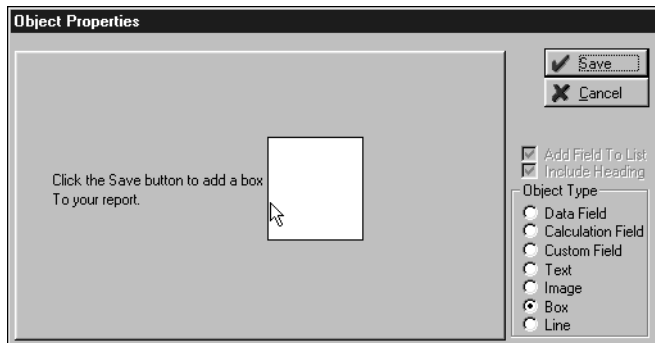


**Image File** – Enter the name of the graphic, or click **Browse** to find the image file. Once the file has been located, double click on the file name.



## Adding a box

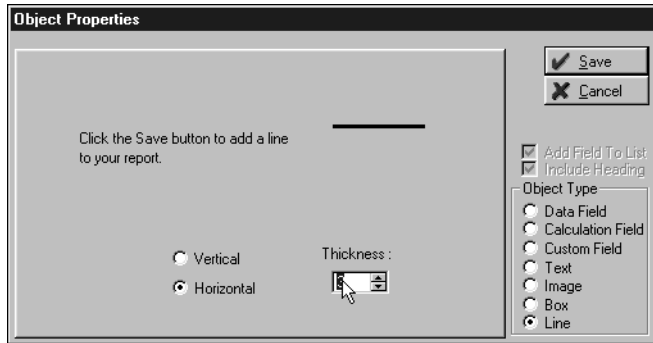
You can add a box for placing around a field or group of fields.



Click **Save** and position the graphic on the report by moving it with your mouse and then clicking the left mouse button to place the field on the report. Once the box is placed on the report, you can click on it again to resize it by doing the following:

- 1 Click on the item to select it. A group of red dots will appear around an item when it is selected.
- 2 Place the mouse pointer on a dot. Click and hold the left mouse button down. Move the mouse to expand or contract in the direction that the mouse is moved.
- 3 When you release the mouse button and the field will be resized.

## Adding a line



To add a line, first select **Vertical** or **Horizontal** and the **Thickness** of the line.

Click **Save** and position the line on the report by moving it with your mouse and then clicking the left mouse button to place the field on the report. Once the line is placed on the report, you can click on it again to resize it by doing the following:

- 1 Click on the item to select it. A group of red dots will appear around an item when it is selected.
- 2 Place the mouse pointer on a dot. Click and hold the left mouse button down. Move the mouse to expand or contract in the direction that the mouse is moved.
- 3 When you release the mouse button and the field will be resized.

---

## Reorganising your report

Once your report includes all the information you need, you can customise it further by reorganising the columns other items—data and text fields, boxes, lines and graphics.

**Note** The report must be in *Edit mode* before you can reorganise a columns and other items on the report. To switch to Edit mode, just click the **Edit Report** toolbar icon.

### Changing the column order

If you want to change the order of columns in your report, click to select the column you want to move. The column will be highlighted in blue.

Next hold down the **SHIFT** key and while it is held down press the left arrow key to move the field to the left, or press the right arrow key to move it to the right. This is the quickest and easiest way to change column order.

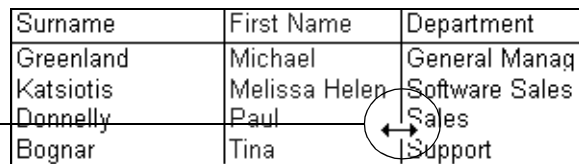
You can also change the position of a column using the *Object Properties* window. To do this:

- 1 Right mouse click to select the column you want to move to display the *Object Properties* window.  
Alternatively you could click to select the column and then choose **Edit Item** from the Edit menu.
- 2 Click **Advanced** and then select or enter the position of the column in the **Position of Field on List** drop-down list.

### Changing column width

To change the width of a column in a report, simply click on the column dividing line and drag the column to the desired width.

When you click on the column divider, your cursor will change into the double arrow. Drag the column to the desired width.

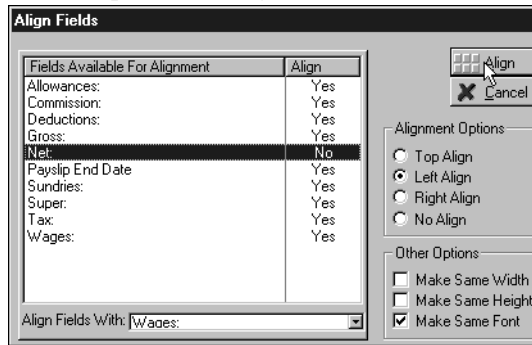


Surname	First Name	Department
Greenland	Michael	General Manag
Katsiotis	Melissa Helen	Software Sales
Donnelly	Paul	Sales
Bognar	Tina	Support

# Aligning fields

The *Align Fields* window allows you to line up data and text fields, boxes, lines and graphics, or make them all the same width, height, or font. This feature is particularly useful when you are adding new fields or items to a report.

- 1 Click on the first of the fields that you want to align. A group of red dots will appear around the selected field.
- 2 Hold down the **Ctrl** keyboard key and then click on the other fields that you want to align. The selected fields or items will be indicated by blue dots.
- 3 Choose **Edit Item** from the Edit menu, or right-mouse click anywhere on the report. The *Align Fields* window will be displayed.



- 4 If you do not want to align any of the selected fields, click on the align column to change the align option to *No*.
- 5 Select the **Align Options**.
  - Ⓐ **Top Align** aligns the tops of the fields with the field selected in the *Align Fields With* drop-down list. Select this option for fields that are in a horizontal line.
  - Ⓑ **Left Align** aligns the left sides of the fields with the field selected in the *Align Fields With* drop-down list. Select this option for fields that are in a vertical line.
  - Ⓒ **Right Align** aligns the right sides of the fields with the field selected in the *Align Fields With* drop-down list. Select this option for fields that are in a vertical line.
  - Ⓓ **No Align** leaves the alignment of fields as is. Select this option when you only want to select one of the **Other Options**.

- 6 Select the **Other Options**.
  - Make Same Width** – changes all field widths to the same width as the field selected in the *Align Fields With* drop-down list.
  - Make Same Height** – changes all field height to the same height as the field selected in the *Align Fields With* drop-down list.
  - Make Same Font** – changes all fonts to the same font as the field selected in the *Align Fields With* drop-down list.
- 7 From the *Align Fields With* drop-down list, select the field that you want to align the rest of the fields with.
- 8 Click **Align**. The fields will be aligned or adjusted as indicated.

## ***Resizing an object***

All objects – data and text fields, boxes, lines and graphics can be resized once they have been placed on a report. To resize an object:

- 1 Click on the item to select it. A group of red dots will appear around the object selected.
- 2 Place the mouse pointer on a dot. Click and hold the left mouse button down. Move the mouse to expand or contract in the direction that the mouse is moved.
- 3 When you release the mouse button, the object will be resized.

## ***Moving an object***

All objects—data and text fields, boxes, lines and graphics, can be moved once they have been placed on a report. To move an object:

- 1 Click on the object to select it. A group of red dots will appear around the object selected.
- 2 Place the mouse pointer anywhere in the object. Click and hold the left mouse button down.
- 3 Move the mouse and the object will move in the same direction as the mouse pointer.
- 4 Release the mouse button and the field will be moved to where the mouse pointer location.

## ***Deleting an item***

You can delete any items—columns, data and text fields, boxes, lines or graphics, from a report. To delete an item:

- 1 Click on the item to select it. A group of red dots will appear around an item when it is selected. If you select a column, the selected column will be highlighted in blue.
- 2 Click the **Delete** icon on the toolbar, or choose **Delete Item** from the Activities menu.

If the Delete icon is disabled, it is probably because the report is not in Edit mode. Click the **Edit** icon to open the report in Edit mode.

- 3 When the warning window appears, click **Yes** to delete the field.

---

## Exporting report data

If you want to export your payroll data to a spreadsheet or word processing program, or an accounting program other than Quicken or QuickBooks and you know the required file format, you can create a custom export file. This is done by creating a “report” that prints to a data file, instead of to your printer.

### Step 1 – Create a report

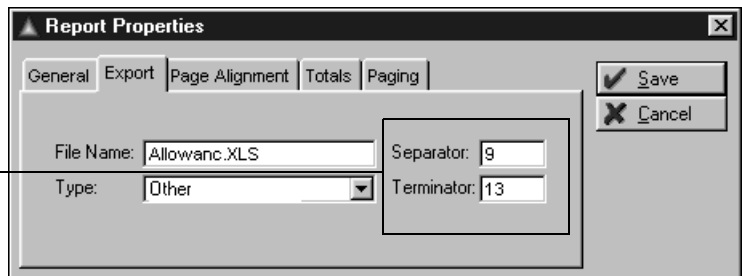
If you are exporting to a spreadsheet or word processing program, simply create the report with the details you want.

If you are exporting to an accounting program, create a report containing only the information specified by the program’s file format requirements.

### Step 2 – Set the Report Properties

In the *Report Properties* window – *General Properties* tab (see page 131), select the **Output to**  **Export** option. This will enable the *Export Properties* tab.

The Separator and Terminator can only be selected when you select **Other** as the file Type.



**File Name** – Enter a name for the export file. By default, the file will be saved to the C:\Program Files\QPRollv12\Reports folder. To save the file to a different location, type in the folder name as well as the file name.

For example, to save a file named *Allowance* to a floppy disk, type in *A:\allowance.xls* (after you select the file Type).

**Type** – Select the type of file you want the report to print to from the drop-down list. If the type of file does not exist, select *Other*. Selecting *Other* will allow you to specify what character should separate each item and what character should separate each record.

**Separator and Terminator** – Separator and Terminator are only enabled when you select *Other* from the Type drop-down list. You will need to refer to the user guide of the program you are exporting to in order to determine the correct export settings.

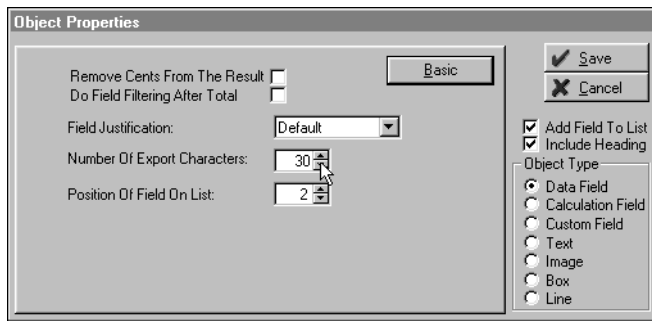
- The separator is the ASCII character code of the character between fields.
- The terminator is the ASCII character at the end of a record.

### ***Step 3 – Set the field lengths***

Some programs may restrict the lengths of certain fields, for example an address field. To restrict the number of characters exported for a particular field, select number of characters on the *Object Properties* window – Advanced section.

To change field a field length, **right-mouse click** on the field, or click to select the object and then choose **Edit Item** from the Edit menu. Click Advanced on the *Object Properties* window.

*Available advanced options will vary depending on the object type selected.*



In the **Number of Export Characters** box, enter or click to select the maximum number of characters to be exported.

### ***Step 4 – Create the file***

To create the file, simply “print” the report by clicking on the **Print** toolbar icon, or by selecting **Print** from the File menu. By default, the file will be saved to the C:\Program Files\QPRollv12\Reports folder, or the folder you entered along with the file name in Step 2.



**Using Quicken Payroll's menu commands****How do I use Quicken Payroll's menu commands?****Chapter Contents**

<i>The File Menu</i>	156
<i>The Lists Menu</i>	180
<i>The Activities Menu</i>	267
<i>The Navigator</i>	288
<i>The Reports Menu</i>	290
<i>The Help Menu</i>	310

**This part of the user guide covers each menu item, explaining in detail how to use each feature and how to enter your payroll details.**

As you use Quicken Payroll, you may have some questions about what certain options and features do, how to complete the details on a window, or where to find a Quicken Payroll feature.

When you need more information about a Quicken Payroll feature, you can refer to this chapter but don't forget that onscreen help is there for you at the click of a button—the **F1** key. The onscreen Help gives you the same information you would find in this chapter.

# The File Menu

## Open Existing Company

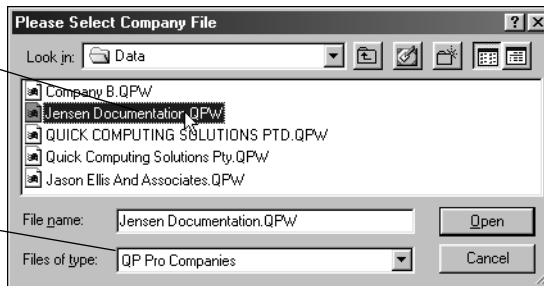


All of the current Quicken Payroll company files are listed in this window with the extension QPW.

To locate Quicken Payroll files created with a version of Quicken Payroll prior to v4, select **Other QP Companies**.

To open an existing file, choose **Open Existing Company** from the File menu. The *Please Select Company File* window will appear.

In most cases, you will be able to simply select the company file you want and then click **OK**.



If the company file you want to open is not displayed in the *Please Select Company File* window, you can locate the file as follows:

- 1 Click on the **Look in** drop-down list to select the drive and folder that the company file resides on. This is usually the same drive that Quicken Payroll is running from. If Quicken Payroll is registered as multi-user then the data file is probably on a network drive.
- 2 You should now see a list of QPW files (also called company files) that can be opened. Click to select the file that you wish to open.
- 3 Click **OK**. Quicken Payroll will open the selected company data file and return to the Quicken Payroll main screen.

If the company you are opening was created in a previous version of Quicken Payroll, see *Upgrade using the Upgrade Wizard* on page 32.

---

# Company Information



The Company Information menu option opens the *Update This Company* window for the currently open company. This is where you enter and edit all of your company information—the company name and address, phone and fax numbers, ACN and Australian Business Number (ABN), banking details and workers compensation insurer details. These details were originally entered when you created the company using the Company Wizard.

You can also access the *Update This Company* window from the Companies list.

- 1 Select the company you want to edit details for and then click **Companies>Edit**. The *Update This Company* window is displayed, allowing you to edit company details.
- 2 Choose **Company Information** from the File menu or choose **Company Information** from the Navigator *Company* tab. The *Update this Company* window is displayed.

*If your company trades under a different name, enter the trading name here.*

*Quicken Payroll creates the Disk File name from the Company name. The file name cannot be changed.*

The screenshot shows the 'Update this Company' dialog box with the 'Name' tab active. The 'Company Name' field contains 'Quick Computing Solutions Pty Ltd'. The 'Trading Name' field contains 'Quick Computing Solutions'. The 'Disk File Name' field contains 'E:\QuickPayroll12\QPPRollv9\data\SAMPL'. The 'Company Address' section includes 'Street1: 53 Market Street', 'Street 2:' (empty), 'City/Suburb: Sydney', 'State: NSW' (dropdown menu), and 'Postcode: 2000'. 'OK' and 'Cancel' buttons are located on the right side of the dialog.

For instructions on completing each section, press the F1 key. This will bring up Quicken Payroll Help with instructions for that specific section. For further details, see *the Companies List* on page 180.

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# Backup Files

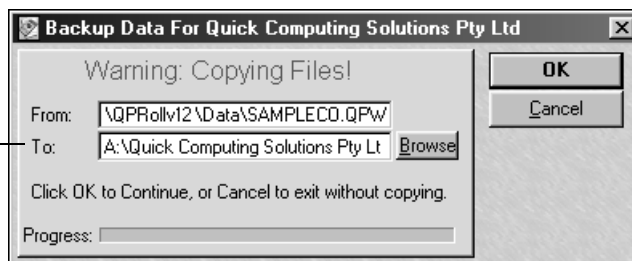


To prevent or minimise the risk of data loss, you should make regular backup copies of your Quicken Payroll company data. In the event of data loss, you will then be able to restore your data from a backup copy.

Make sure you have enough good quality blank, formatted floppy disks *in good condition* to backup your company file. If you do not format your floppy disks, or if you use cheap disks or disks in poor condition, you run the risk of backing up your company file onto a corrupt floppy disk that will then corrupt the company file and result in a loss of information.

- 1 Choose **Backup Files** from the File menu to display the *Backup Data* window.

You can back up your company file to a floppy disk, your hard drive, or other storage device.



- 2 Check that the **FROM** path and file name are correct. By default this should be **C:\PROGRAM FILES\QPRollv12\DATA\{filename}.QPW** {filename} is the name of your company file.
- 3 Check that the location you are copying **TO** is correct. By default the company file backup is created on floppy drive A. You can change the default backup path and file name in *File Preferences*. To change the backup destination, you can type in a new file path, or click **Browse** and locate the file path.
- 4 Click **OK**. If there are already backup or other files on the disk, Quicken Payroll will ask if you want to remove (erase) those files.
- 5 Click **Yes** when prompted to back up your company files, tax scales and reports.

For further details on backing up and safeguarding your data, see *CHAPTER 8 - Protecting your data* on page 317 and *Recommended backup procedures* on page 319.

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# Restore Files

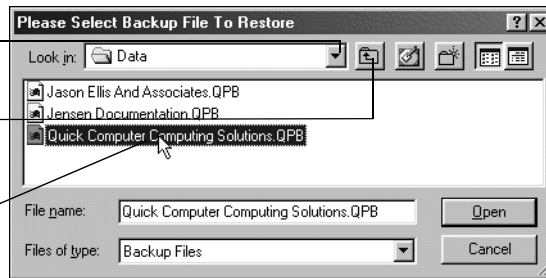
Use Restore Files to restore your company file, tax scales and reports from a backup copy—you cannot move or restore your company file manually using Windows Explorer or the command prompt. You will need to use the restore process if your company file becomes corrupted or if you are moving your company file to another computer.

- 1 Choose **Restore Files** from the File menu to display the *Please Select Backup File To Restore* window.

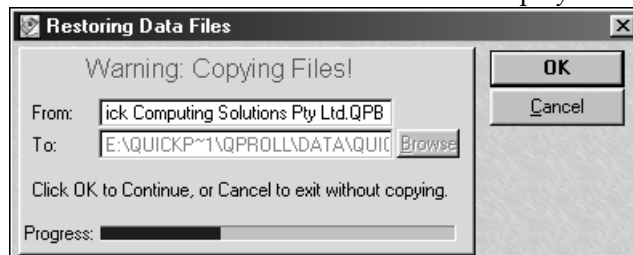
To select the folder that your backup file is located, click here.

To open the folder one level higher, click here.

Click to select the backup file that you want to restore from.



- 2 Select the drive and folder where your company file backup resides. If you backed up your company file to a folder other than the one displayed, click on the **Look In** drop-down list.
- 3 A list of backup files (*QPB* files) that can be restored will be displayed.  
**Warning** – Do not restore a backup file created in a version of Quicken Payroll older than version 6—this could result in a corrupted data file. If your backup file was created in another version, restore it using that version and then upgrade the restored file to your current version of Quicken Payroll. See *Upgrading from a previous version of Quicken Payroll* on page 32.
- 4 Click to select the file that you wish to restore and then click **Open**. Alternatively, you can double-click to select the file that you wish to restore. The *Restore Data Files* window is displayed.



- 5 The *Restore Data Files* window allows you to check that the file you are restoring is correct and that the destination for the file is correct. The **FROM** section should display the drive, path and file name of the company file you wish to restore.
- 6 The **TO** section should display the current data path for Quicken Payroll, which by default is **C:\Program Files\QPRoll\Data**. If you wish to restore your company file to a different location, click **Browse** to locate the folder.
- 7 Click **OK**. If the file already exists in the destination folder, a message will be displayed asking you if you want to overwrite the file. Click **Yes** if you want to continue.
- 8 The company file will be restored. Quicken Payroll will open the company file when the restoration is complete.

For further information about restoring your company file, restoring from an automatic backup and recovering a corrupt data file, see *Restoring your company data* on page 320.

---

## Setup Network Data Path

Setup Network Data Path copies your existing data files, reports and tax scales to any folder on a network drive. It is also used to direct other computers to that network location so that they can access the company files. This must be done so other computers on the network can access the company files.

This command is only available if you have registered for use in a multi-user environment.

### ***Before you can set up the network data path, you need to:***

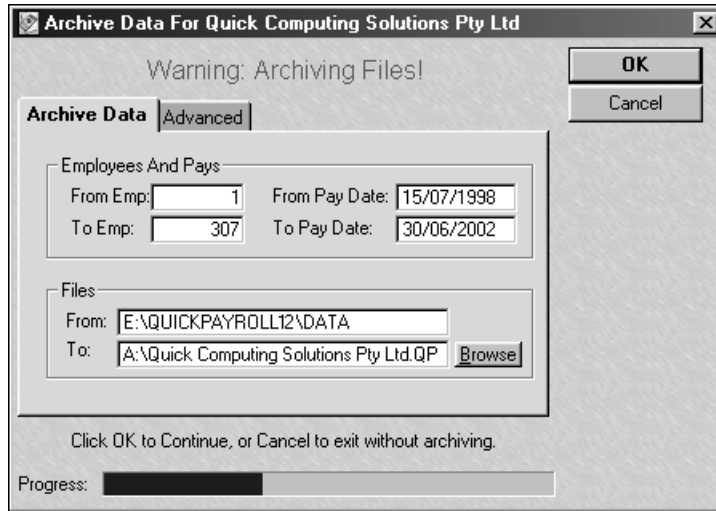
- 1 Set up Quicken Payroll on each computer.
- 2 Obtain a multi-user licence and register all copies of Quicken Payroll for a multi-user environment. See *Registering Quicken Payroll for a multi-user environment* on page 26.
- 3 Create a folder on your network drive so Quicken Payroll can copy the files across. If the folder does not exist, the Quicken Payroll files will be copied to the wrong location.

See *Setting up Quicken Payroll on a network* on page 20 for step by step details on using this menu option when installing Quicken Payroll on a network.

---

# Archive Data

Archiving data reduces the size of your company file by allowing you to remove a range of pays and employees from your current file. Archiving information out of your current company file is a quick and easy way of speeding up Quicken Payroll.



Once removed, the pays and employees cannot be accessed in the current company file. Archive files are always treated as separate company files. Remember though to keep the archive in a safe place, just in case the ATO decides to audit you or you need the information for some other reason.

## *To archive pays or employees from your company file*

We recommend that you only remove pays and employee records for terminated employees and that you only do this after the end of your financial year.

- 1 Choose **Archive Data** from the File menu to display the *Archive Data* window.
- 2 On the **Archive Data** tab, specify the ranges of information you wish to archive:
  - From Emp** – Enter the employee number to start at.
  - To Emp** – Enter the employee number to finish at.



**From Pay Date** – Enter the pay date to start at.

**To Pay Date** – Enter the pay date to finish at.

- 3 In the **Files section** – **From** field, Quicken Payroll will display the drive, path and name of the file it will be archiving information from. These details cannot be changed.
- 4 In the **Files section** – **To** field, Quicken Payroll will display the drive, path and name of the archive file.
- 5 If you want the archive file to be placed on a different drive, in a different path or to be called a different name, click **Browse**. If the drive, path and file name are correct go to the next step.

**Note** You should change the archive name so the last two letters, *before* the “.QPB” indicate the year the archive was created. For example, if archiving 2000 data, you would change a file named *MyCompany.QPB* to *MyCompany00.QPB*.

Under **Drives**, select the drive where you want the archive file to be placed.

In the **Folders** section, which is just above **Drives**, select the folder where the archive file should be placed. If you do not want it to be copied to a folder, do not select a different folder.

Click **OK**.

- 6 Click on the **Advanced tab**.

The screenshot shows a dialog box with two tabs: 'Archive Data' and 'Advanced'. The 'Advanced' tab is active. It contains two sections of options:

- Data To Be Copied To Archive File**
  - Archive Terminated Employees And Their Pays
  - Archive All Employees And Their Pays
- Data To Be Removed From Currently Open Company**
  - Remove Employees From Current Company
  - Remove Pays From Current Company

- 7 **Data to be Copied to Archive File** – Select the information that you want to include in the archive file.

**Archive Terminated Employees And Their Pays** – Select  this option if you want to remove *only* terminated staff from your company file.

**Archive All Employees And Their Pays** – Select  this option if you want Quicken Payroll to copy details for **all** employees to the archive file.

- 8 **Data to be Removed From Currently Open Existing Company** – Select the information that you want removed from the company file:

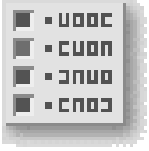
**Remove Employees From Current Company** – Select  this option if you want the employee details, such as name, address, or pay rates, to be removed from the company file. Any employees with a number falling between the numbers specified in **From Emp** and **To Emp** will have their details removed from the company file.

**Remove Pays From Current Company** – Select  this option if you want the employee's pays to be removed from the company file. Any pays with a pay date falling between the dates specified in **From Pay Date** and **To Pay Date** will be removed from the company file. By default, Quicken Payroll will set these dates for the previous financial year.

- 9 Click **OK** to archive the data, or cancel to exit without archiving.
- 10 Quicken Payroll will display a progress bar that shows how far along it is in removing the information from the current company file. When finished, the *List Employees* window will be displayed.

---

# Preferences



Preferences allow you to specify which features of Quicken Payroll you want to use and to set up certain default values. Most of these settings were originally set up through the Configuration Wizard.

You can set your preferences for:

- General items, such as rounding and turning features on or off.
- Payroll Tax calculations.
- Superannuation items such as the superannuation threshold for your state and the type of employees this threshold applies to.
- Leave items relating to how leave is accrued and displayed.
- Printing items relating to the number of pay slips on a page and the type of Payment Summary to print.
- Export details relating to which account to use when the information is sent to QuickBooks and which QuickBooks file the payroll data is transferred to.
- File items relating to the creation of Electronic Funds Transfer files, EmpDupe files and backup files.

## Changing preferences

To change preferences, open the Preferences window by doing one of the following:

- Click the **Preferences** toolbar icon;
- Click **Preferences** on the Navigator Company Information tab; **or**
- Choose **Preferences** from the File menu.

To view and edit preferences for each section, click the icon on the left-hand side of the *Preferences* window.

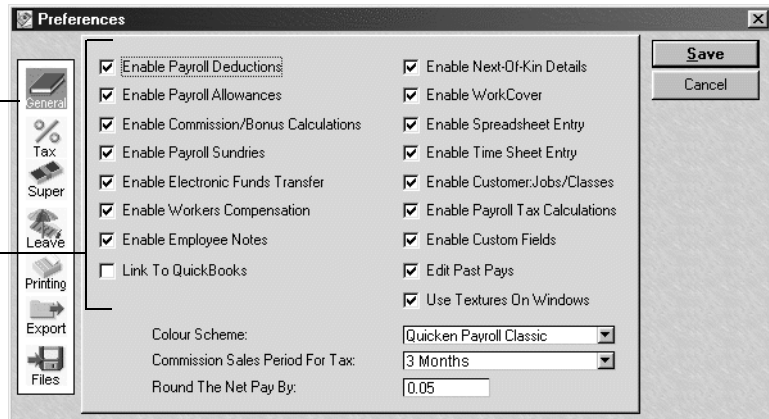
# General preferences



General preferences control which features are available within Quicken Payroll, the rounding applied to pays, the default commissions period and even lets you change Quicken Payroll's window textures.

Click on any of these icons to display that section of the Preferences.

Select  the program features that you will be using.



Select  any of these options to enable the feature. If you don't want to use a particular feature, clear  the option and all references to the feature will disappear until you re-select the preference.

**Enable Payroll Deductions** – Select  this option if you want deductions to be available when you are setting up employees and awards, processing pays and printing reports.

**Enable Payroll Allowances** – Select  this option if you want allowances to be available when you are setting up employees and awards, processing pays and printing reports.

**Enable Commission/Bonus Calculations** – Select  this option if you want bonuses and commissions to be available when you are setting up employees, processing pays and printing reports.

**Enable Payroll Sundries** – Select  this option if you want sundries to be available when you are setting up employees and processing pays.

**Enable Electronic Funds Transfer** – Select  this option if you want to be able to transfer your employee's pays directly from the company's bank account to their bank account.

**Enable Workers Compensation** – Select  this option if you track workers compensation claims and payments.

**Enable Employees Notes** – Select  this option if you need to enter information for each employee, such as performance review notes or official warning.

**Link to QuickBooks** – Quicken Payroll can automatically transfer your employees' pay details to QuickBooks (v8 or v9). Select  this option if you want Quicken Payroll to automatically transfer your Quicken Payroll data. If not selected, Quicken Payroll creates an export file—an IIF (Intuit Interchange Format) file that you can easily import into QuickBooks.

Before you select this option, you must select the QuickBooks file on the Preferences > Files tab, and you must have installed and registered QuickBooks.

**Enable Next-of-Kin Details** – Select  this option if you want to track the employee's next of kin details.

**Enable WorkCover** – Select  this option if your state has the compulsory workers compensation fund WorkCover (currently SA and QLD only). Quicken Payroll will calculate WorkCover for each employee.

**Enable Spreadsheet Entry** – Select  this option if you want to use Quicken Payroll's spreadsheet entry feature which allows you to enter the hours for a large number of employees on one easy-to-use spreadsheet - style window. Use this method if you have a lot of employees whose hours vary each period, such as casual employees

**Enable Timesheet Entry** – Select  this option if you want to use Quicken Payroll's Timesheet entry feature, which allows you to enter employee hours by entering their shift start time and the finish time. Use this method if you have employees that are paid according the time they start and finish a work shift.

**Enable Customer:Jobs / Classes** – Select  this option if want to be able to cost your employees to a specific customer and job or class.

**Enable Payroll Tax Calculation** – Select  this option if want Quicken Payroll to calculate your payroll tax.

**Edit Past Pays** – Editing past pays can result in gross and tax amounts for previous months differing from amounts originally reported. To help prevent inadvertent changes, you cannot edit a past pay unless the  **Edit This Pay** check box has been selected on Pay windows. The default setting can be selected here. See *Editing a past pay* on page 248.

Select  this option if you want to edit previous pays. To prevent previous pays from being edited, leave this check box blank.

**Enable Custom Fields** – Select  this option if you want to include a custom fields tab on your employee records.

**Use Textures On Windows** – All of Quicken Payroll's windows come with a background graphic, referred to as a *texture* on them. You can remove the texture by clearing  this check box to turn the texture off, resulting in a grey background.

**Colour Scheme** – Colour schemes add colour to Quicken Payroll. You can select any colour scheme you prefer, including the default scheme, Quicken or QuickBooks classic, windows standard, or one of any of the schemes listed. Try a few of them to see which you prefer—as you select each scheme, you can see the changes immediately on screen.

**Round net pay by** – If you prefer, Quicken Payroll lets you set the rounding value for net pay. The default is to round net pay to the nearest 5 ¢, however, you can set net pay rounding to any amount you want. The PAYG tax amount is adjusted to round net pay to the specified amount.

**Commission Sales Period For Tax:** – Set the default period to be used when calculating tax on bonus or commission payments. The commission period must be entered so that PAYG is calculated correctly. When you pay commissions or bonuses, this default period will be entered, but if required, you can change the commission period when you pay the commission.

# Tax preferences



Tax preferences controls how your payroll tax is calculated and whether payroll tax is paid on superannuation and WorkCover (SA and QLD only) calculations.

Payroll Tax (Not Applicable To All Companies)	
Payroll Tax Paid In:	NSW
Payroll Tax On Employer Super	<input checked="" type="checkbox"/>
Payroll Tax On WorkCover	<input checked="" type="checkbox"/>

FBT Tax Rate:	48.50
GST Tax Rate On Work Cover:	0.00
Low Rate Threshold:	100,696.00

**Payroll Tax Paid In** – To change the payroll tax thresholds and percentages, select your state from the drop-down list.

**Note** If you employ staff in other states or your company pays payroll tax as part of a group, Quicken Payroll will not calculate the payroll tax correctly. It only calculates the correct amount of tax for the state you have selected.

**Payroll Tax On Employer Super** – In some states you must include all employer superannuation contributions in payroll tax calculations. Select  this option to include employer superannuation in the payroll tax.

**Payroll Tax On WorkCover** – Select  this option if your state requires you to include WorkCover in your Payroll Tax calculations.

**GST Rate on WorkCover** – If GST applies to WorkCover, enter the rate.

**FBT Rate** – You must record the value of fringe benefits provided to your employees. You may also need to report a value of benefits on the employees' Payment Summaries. Quicken Payroll calculates the grossed-up Reportable FBT Amount and reports it on the employee's Payment Summary.

**Low rate threshold** – Enter the Low Rate Threshold for your state.

# Superannuation preferences

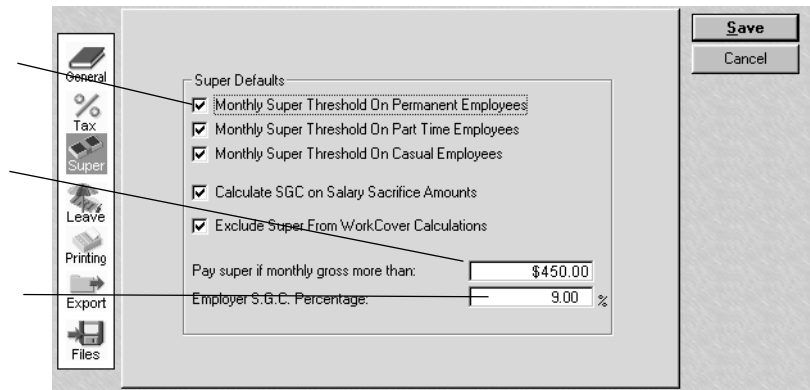


Superannuation preferences control how superannuation is calculated for your employees. You can change the Employer SGC Percentage for individual employees, but the other preferences will apply to all employees.

Select  which employees the super threshold applies to.

The super threshold is the amount that employees must earn before you have to pay employer super for them.

Enter the SGC percentage. SGC is the minimum superannuation contribution you must make on behalf of each employee.



## Monthly Super Threshold On Permanent, Part Time or Casual employees

Select  which employees the threshold will be applied to.

**Calculate S.G.C. on Salary Sacrifice Amounts** – When this option is selected , Superannuation Guarantee Contribution is calculated based on the employee's gross wages before salary sacrifice. When unselected, SGC is calculated on the after-sacrifice gross wage amount.

**Exclude Super from WorkCover Calculations** – When this option is selected , WorkCover is calculated based on the employee's gross wages plus employer superannuation contributions.

**Pay Super If Monthly Gross More Than** – Specifies that super will not be paid if the employee's their gross pay is under this threshold. When an employee's monthly gross pay equals or exceeds the threshold amount, Quicken Payroll calculates super contributions on the full gross amount.

**Employer S.G.C. Percentage** – This is the minimum superannuation contribution that you must make on behalf of each employee. You can specify a default employer superannuation percentage that will apply to all employees. The S.G.C. applies to most employees. See *S.G.C. exempt employees* on page 203 for exemptions.

## Glossary Term

### S.G.C.

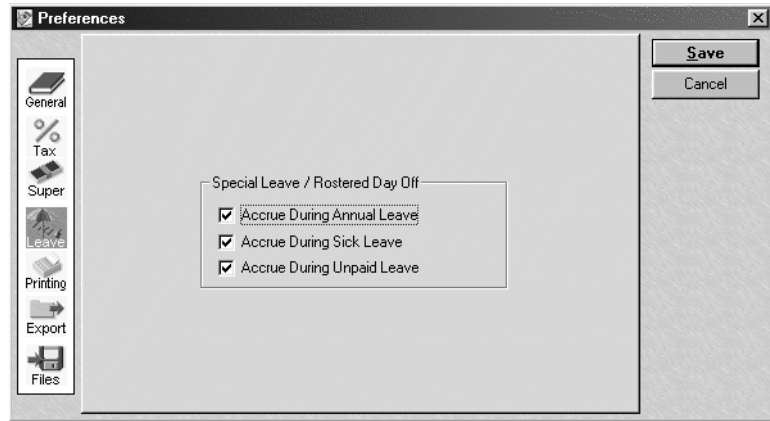
Superannuation Guarantee Contribution (SGC) is the minimum amount of super contribution that you must make on behalf of each employee



## Leave preferences



Leave preferences allow you to specify if *special leave* or *rostered days off (RDO)* should accrue when an employee takes leave.



**Accrue During Annual Leave** – Selecting  this option if you want to accrue special leave or RDO while the employee is on annual leave.

**Accrue During Sick Leave** – Selecting  this option if you want to accrue special leave or RDO while the employee is on sick leave.

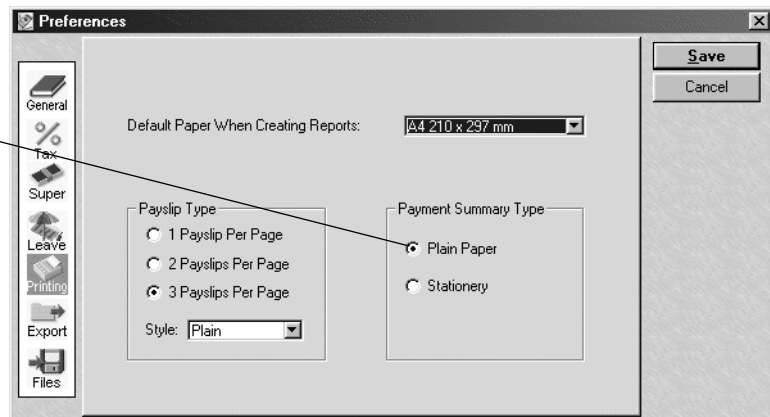
**Accrue During Unpaid Leave** – Selecting  this option if you want to accrue special leave or RDO while the employee is on unpaid leave.

## Printing preferences



Printing preferences allow you to set default paper size for reports and control how Pay Slips and Payment Summaries are printed.

Selecting **Plain Paper** will change the Payment Summary Navigator, so that it shows all the steps involved in lodging your Payment Summary electronically.



**Default Paper When Creating Reports** – If you create reports you can set the default paper size. To set the paper size, select a paper size from the drop-down list. The paper sizes listed are the ones that are available through the Windows default printer. If a paper size does not exist in the drop-down list, your printer does not support that paper size.

**Pay Slip Type** – Specify how many pay slips print on a page.

**1 Pay Slip Per Page** – This pay slip can be folded to fit into a window envelope if you need to mail it to your employees. This format prints on blank paper and does not require any pre-printed forms.

**2 Pay Slips Per Page** – This pay slip format is designed for the pre-printed security envelope forms. These are useful if you wish to place money in them. You must have a dot matrix printer to print on the security envelope forms. If you wish, these pay slips can be printed on plain paper.

**3 Pay Slips Per Page** – This pay slip format is designed for the pre-printed 3 per page forms. You must have an InkJet or Laser printer to use these forms. If you wish, these pay slips can be printed on plain paper.

**Style** – When printing pay slips, you can choose between Plain, Classic, Graphics format, or Security Payslip formats.

- **Plain** – This format meets the new legal requirement.
- **Classic** – To be used only if you have old pay slip forms,
- **Graphics** – The new format with a graphic background.

Employee No. 306 Name : Risky, Marcus P		<b>PAY SLIP</b>		Date Paid : 28/11/2003	
Department : Marketing		Period Start : 29/10/2003		Period End : 28/11/2003	
Award : Product Mgr-Sales		Company : Quick Computing Solutions Pty Ltd		Company ABN No :	
Classification : Level 1					
Payment Type	Description	Quantity/Hours	Unit/Type/Description	Rate	Amount Paid
Pay Rate	Term - AL Post 1993	0.00	Salary	\$4367.65	\$4367.65
<b>Year to Date Totals (Leave is in hours)</b>					
Allowances :	\$450.00	Sundries :	\$0.00	SpLeave :	0.0000
Commission :	\$0.00	ALLeave :	0.0000	L5Leave :	0.0000
Deductions :	\$15.00	SLeave :	112.0000	Super :	\$1,386.00
Gross :		\$15,067.65		Tax :	
- Deductions :		\$0.00		Net :	
- Tax :		\$1,352.00		Superannuation :	
<b>Net :</b>		<b>\$3,015.65</b>			
Message :					

- **Security Payslip** – To be used with Laser or Security Pay slip forms, which provide a sealed pay slip and a paymaster copy.

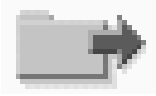
**Payment Summary Type** – Specify how your Payment Summaries print. This also affects how the **Payment Summaries** tab on the Navigator appears.

Selecting  **Plain Paper** will allow you to print your Payment Summaries on plain paper and will change the Payment Summaries tab on the Navigator to display all the steps required to lodge your Payment Summaries electronically. If you print your Payment Summaries on plain paper, you are required to lodge the ATO copy electronically. For details, see *Create EmpDupe File for ATO* on page 303.

Selecting  **Stationery** will change the Payment Summaries Navigator to display all the steps required to print your Payment Summaries on to the stationery supplied by the ATO.

**Note** When you select Stationery, the Payment Summary report will appear onscreen with the lines and boxes that appear on the actual form. These are displayed to make the form easier to understand, but they are not actually printed. Only the text will be printed.

# Export preferences



Export preferences control the accounts that are used when you transfer your payroll information to **QuickBooks**. Export preferences are disabled until you have installed and registered QuickBooks.

Quicken Payroll has a default set of payroll asset, liability and expense accounts. If you haven't yet set up payroll accounts in QuickBooks, Quicken Payroll will transfer the standard payroll accounts over to QuickBooks when you export the payroll data. In most cases, you won't need to do anything on this window.

*These are the QuickBooks accounts that Quicken Payroll will export payroll data to. To change the export account, select the account from the pull-down list.*

*If the QuickBooks accounts you want to export to are not listed, you can import your QuickBooks accounts by choosing **Import QuickBooks lists** from the Activities menu.*

Account Name	QuickBooks Account	Value
Liabilities:	Payroll Liabilities	0
Deduction Liabilities:	Payroll Liabilities:Deductions	0
Leave Liability:	Payroll Liabilities:Leave Liability	0
PAYG Tax Payable:	Payroll Liabilities:PAYG Tax	
No ABN Supplied:	Payroll Liabilities:No ABN No Suppli	0
Payroll Tax Payable:	Payroll Liabilities:Payroll Tax	0
Superannuation Payable:	Payroll Liabilities:Superannuation	0
Wages Payable:	Payroll Liabilities:Net Wages	0
WorkCover Payable:	Payroll Liabilities:WorkCover	0
Workers Comp Payable:	Payroll Liabilities:Workers Compens	0

# Files preferences



File preferences control the company file backup and QuickBooks data file paths. If you plan to print your payment summaries on plain paper, you also need to enter a contact name.

To back up your company file to a drive other than the default drive (A:), enter the drive letter here.

Enter the QuickBooks file you want to export payroll data to.

If you are paying employees by EFT, contact your bank to find out how to set these options.

If you print your Payment Summaries on plain paper, you must lodge the ATO copy electronically.

The screenshot shows the 'Preferences' dialog box with the following sections and values:

- Backup Details:** Backup Drive: A; Backup Name: Quick Computing Solutions Pty Ltd.QPB
- QuickBooks:** Data File: [Browse]
- Electronic Funds Transfer Options:**  Include Balance Record;  Include Credit Total;  Include Net Total;  Include Debit Total
- If Sending Payment Summary On Disk (empdupe):** Supplier No: 00987654321; Contact Name: Brett Jensen

**Backup Details** – When you exit Quicken Payroll, the backup window is displayed. You can change the default backup drive and folder. The default is to backup to your floppy disk drive A. To change the default backup path of your company files, you can do the following:

- 1 In **Backup Drive**, type in the drive letter of where you want your company files backed up to. The drive letter defaults to **A**, this is your floppy disk drive. *You should not backup to the same drive that your company file resides on.* If the drive with your company file goes down, you will not have a backup to restore your company file from.
- 2 In **Backup Name**, type in the directory path where you would like your company file backed up to and the file name that you want the backup file to use. The default backup file is a:\{Filename}.QPB

**QuickBooks Data Files** – If you selected  *Link to QuickBooks* in the General Preferences and you select a QuickBooks file from the **Data File** drop-down list on this window, Quicken Payroll will automatically send your payroll information across to QuickBooks. You can specify how the data is to be sent using the **Export Payroll Data to QuickBooks** command (see page 279). This feature is disabled until you have installed and registered QuickBooks.

**Electronic Funds Transfer Options** – When you send your EFT files (also known as ABA files) to your bank, you need to ensure that the Electronic Funds Transfer Options are set correctly for the bank. Each bank uses a variation of the Australian Payments Clearing Association (APCA) specifications and only your bank will be able to tell you which of the four items are needed.

Depending on which banking institution you use, you may need to turn on, or off, certain fields within the EFT file. The Electronic Funds Transfer (EFT) Options allow you to specify what sections should or shouldn't be in the EFT file.

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**Tip** If you cannot contact your bank, see *Changing the EFT options if your bank will not accept the EFT file you are sending them* on page 100.

**If Sending Payment Summaries On Disk (EmpDupe) and printing on plain paper** – If you have chosen to print your Payment Summaries on plain paper, you will be required to lodge the ATO copy electronically.

**Supplier Number** – You don't need to enter a supplier number anymore ABN has replaced the supplier number. This field is for your own records only.

**Contact Name** – This is the name that will appear as the *Authorised Person* on the Payment Summaries and as the *Contact Name* in the EmpDupe file.

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## Utilities – Rebuild Data Files

Rebuild Data Files may be able to help you resolve some simple data corruption problems caused by a power failures, power surges, a locked-up computer, computer crashes, or other such problems.

There are some forms of corruption, such as data restored from a damaged floppy disk, which require a more intensive recovery process. In this situation you will need to send your data file to our Data Recovery department. Please contact Technical Support for details.



### **Contact Technical Support before you rebuild your files**

Some options have the potential to irreversibly damage your data file. Technical support will advise of which options to use and make sure that you have explored all other data recover options first.

### **Always back up your company file before you rebuild!**

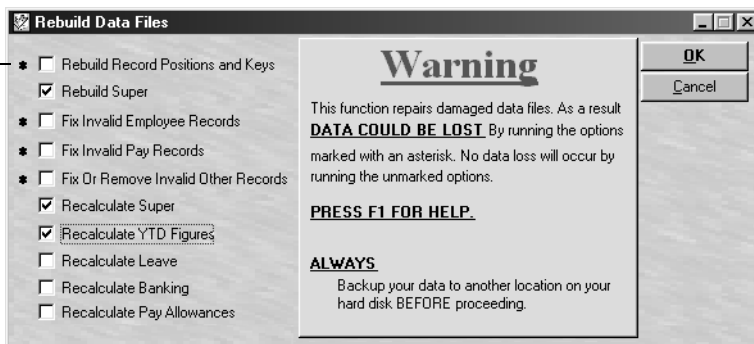
The Rebuild utility can fix your data file, but in some cases it may make it even worse, so **please** ensure you have a working backup of the company **before** running this utility.

### *To rebuild the company file*

- 1 Make sure to explore all other avenues to resolve the problem and contact Technical Support before you rebuild your data files.
- 2 Backup your company file. **Always** make sure that you have a backup of your data file that has **not** been run through the rebuild process. If your data is so corrupt that the rebuild process cannot fix it, we may be able to recover most of your data from a clean backup. For details see *Backup Files* on page 158.
- 3 Choose **Utilities>Rebuild Data Files** from the File menu.
- 4 Click **Rebuild Data Files**. You will be prompted to backup your company file. Make sure you do so, on a different set of floppy disks to the backup you made in Step 2.

- 5 Once you have backed up your data, the *File Maintenance* window will appear. Select the options advised by Technical Support and then click OK.

Select options marked with an asterisk (\*) only if you advised to do so by Quicken Payroll Technical support.



You should only select any of the following four options if Quicken Payroll Technical Support has advised you to.

- Rebuild Record Positions and Keys** – Every record in the database will be checked (pays, allowances, etc) to ensure that each record is associated correctly. If a record has an invalid key or record position Rebuild will attempt to change the key or record position to the correct value.

IMPORTANT – You should never use this option unless Quicken Payroll Technical Support has asked you to. Using this option on a badly corrupted data file is not recommended. You may cause irreversible damage to the data file that even our Data Recovery Department won't be able to fix.

- Fix Invalid Employee Records** – Every employee record will be checked to ensure that it is not corrupt. If the record is corrupt, Rebuild will attempt to fix the employee record. This may or may not work, depending on the type of data corruption you have.
- Fix Invalid Pay Records** – This should only be used when file problems have occurred when upgrading from Quicken Payroll version 3 or earlier version.
- Fix or Remove Invalid Other Records** – All records (apart from employee records) will be checked to ensure they are correct. If possible, Rebuild will attempt to correct corrupt records. If it can't fix them they will be removed from the file.



**IMPORTANT** Always check your file after this has been run to find out what records, if any, have been removed from your data file.

- 6 The following options can be run without risk if your data has become corrupted.
  - Rebuild Super** – This option recalculates superannuation and removes any invalid (blank) superannuation records.
  - Recalculate Super** – This option recalculates superannuation for all pays.
  - Recalculate YTD Figures** – Rebuild will go through all the pays for the current financial year and recalculate the year-to-date figures for the current financial year.
  - Recalculate Leave** – Rebuild will go through every pay and employee and recalculate the amount of leave accrued.
  - Recalculate Banking** – Rebuild will go through every employee and pay and adjust the banking details to match the employee record.
  - Recalculate Pay Allowances** – Recalculates allowances for all pays.
- 7 Quicken Payroll will start the rebuild process. When the rebuild has finished, you will be returned to the *List Employees* window.
- 8 You should now check the company details, employee details and especially pays to ensure that all records are correct, because the rebuild process is only as good as the data it has to work with. In cases of severe corruption, you may find that some employees and pays are mixed up.

### ***If Rebuild does not solve the problem***

If the rebuild utility does not fix your company file you should contact Technical Support again for assistance and to obtain details about the Data Recover Service. See *Accredited Trainers* on page 334 for the Technical Support phone numbers.

# The Lists Menu

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## Companies List

The Companies list displays the companies currently set up within Quicken Payroll. When you select a company from the list, it doesn't open the company file, but opens the *Update This Company* window which allows you to edit company details for that company.

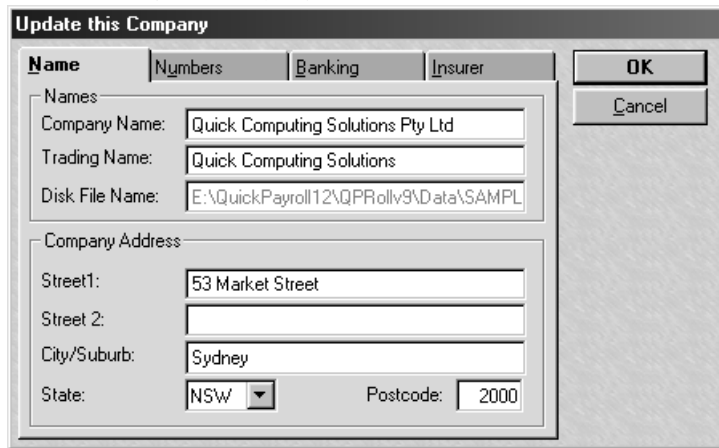
## Editing company details

- 1 You can edit company details by doing any one of the following:
  - Choose **Company Information** from the **Navigator** Company Information tab;
  - Choose **Company Information** from the File menu; **or**
  - Choose **Companies** from the **Lists menu**, select the company you want to edit details for and then click **Companies > Edit**.
- 2 Edit company details on the *Update This Company* window. Company details are entered through the following sections:

<b>Name tab</b>	Company name, trading name, disk file name and address (see page 181).
<b>Numbers tab</b>	Company phone and fax and ACN/Australian Business Number (see page 182).
<b>Banking tab</b>	Bank and account details (see page 183).
<b>Insurer tab</b>	Workers Compensation or WorkCover Insurer details (see page 184).

## Name tab

This section allows the modification of the company details that were entered using the *Company Wizard*.



The screenshot shows a dialog box titled "Update this Company" with four tabs: "Name", "Numbers", "Banking", and "Insurer". The "Name" tab is selected. The dialog contains two main sections: "Names" and "Company Address".

**Names Section:**

- Company Name: Quick Computing Solutions Pty Ltd
- Trading Name: Quick Computing Solutions
- Disk File Name: E:\QuickPayroll12\QPPRollv9\Data\SAMPL

**Company Address Section:**

- Street 1: 53 Market Street
- Street 2: (empty)
- City/Suburb: Sydney
- State: NSW (dropdown menu)
- Postcode: 2000

Buttons for "OK" and "Cancel" are located on the right side of the dialog.

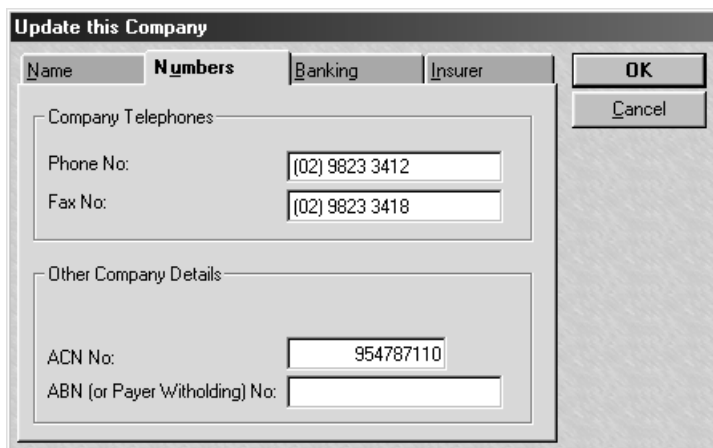
**Company name** – can be up to 76 characters in length.

**Trading Name** – can be up to 76 characters in length. If you trade under a name other than the company name, enter it here.

**Disk File Name** – is your company name, up to 76 letters. The file name cannot be changed: it is displayed so you can see where the file is located.

## Numbers tab

If the telephone or fax number, ACN, or Australian Business Number (ABN) for your company needs adjusting, change them here. This information must be entered so all printed documents contain the correct information.



The screenshot shows a dialog box titled "Update this Company" with four tabs: "Name", "Numbers", "Banking", and "Insurer". The "Numbers" tab is selected. On the right side of the dialog, there are "OK" and "Cancel" buttons. The "Company Telephones" section contains two input fields: "Phone No:" with the value "[02] 9823 3412" and "Fax No:" with the value "[02] 9823 3418". The "Other Company Details" section contains two input fields: "ACN No:" with the value "954787110" and "ABN (or Payer Withholding) No:" which is currently empty.

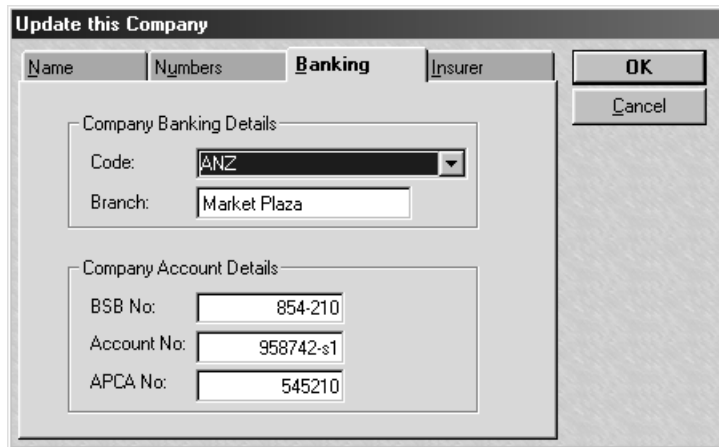
**Phone and Fax Numbers** – can be straight numbers, or can contain brackets, dashes, or spaces—for example (02) 5555 - 5555

**ABN (or Payer Withholding) number** – The ABN is the identifying number you will use in dealing with the ATO on PAYG, GST and other elements of the tax system. You must have an ABN in order to claim GST or to add GST to an invoice.

**ACN number** – The Australian Company Number (ACN) is supplied by the Australian Securities and Investments Commission when the company is listed as a Proprietary Limited (Pty Ltd) company. If the company has an Australian Registered Business Number (ARBN), enter it in the ACN field.

## Banking tab

If you intend to pay your employees by having their wages deposited directly into their bank accounts using Electronic Funds Transfer (EFT), you must complete your company's banking details.



The screenshot shows a dialog box titled "Update this Company" with four tabs: "Name", "Numbers", "Banking", and "Insurer". The "Banking" tab is selected. The dialog contains two sections: "Company Banking Details" and "Company Account Details".

**Company Banking Details:**

- Code: ANZ (selected from a dropdown menu)
- Branch: Market Plaza (text input)

**Company Account Details:**

- BSB No: 854-210 (text input)
- Account No: 958742-81 (text input)
- APCA No: 545210 (text input)

Buttons for "OK" and "Cancel" are located on the right side of the dialog.

**Code** – Select the bank account that is used to pay your employees. Quicken Payroll includes all the bank codes available at the time of product release. If your bank is not listed, add it through the Bank Codes list.

**Branch** – Enter the name of the branch where your bank account is located.

**BSB Number** – Each branch of a bank has its own ID number, called the BSB (Bank State Branch) Number. The BSB number is six digit number shown before the account number on a cheque.

**Account Number** – Enter the account number for the bank account that is used to pay your employees. The Australian Payment Clearing Association (APCA) specifies that the account number is a maximum of nine digits. Some small banking institutions, such as credit unions, have created their own file format specific to them. Quicken Payroll only supports the Australian standard. This number can be up to nine characters long.

Banking details **MUST** be entered if you want to pay wages by EFT.

**APCA Number** – Your company's Australia Payment Clearing Association (APCA) number is issued to your company by the bank. It is used to identify your company when you send the EFT file to your bank.

## Insurer tab

Enter your Workers Compensation Insurance company details. In SA and QLD enter your *WorkCover* insurer details. These details will automatically be copied to each new employee and used whenever a workers compensation or WorkCover claim or payment is entered.

The screenshot shows a dialog box titled "Update this Company" with four tabs: "Name", "Numbers", "Banking", and "Insurer". The "Insurer" tab is selected. Below the tabs is a section titled "Workers Comp Insurer Details" containing several text input fields and a dropdown menu. The fields are filled with the following information: Name: Gaze Insurance Pty Ltd, Street 1: Level 5, Street 2: 63 George St, City/Suburb: Sydney, State: NSW (selected in a dropdown), Post Code: 2000, Phone: (02) 9348 8755, and Fax: (02) 9348 8760. To the right of the form are "OK" and "Cancel" buttons.

**Name and Address** – Enter your insurance company's complete name and address.

**Telephone and Fax numbers** – can be straight numbers, or can contain brackets, dashes, or spaces, for example (02) 5555 - 5555.

## Deleting a company file

When you delete a company file, the company file and all of the data contained within the file are removed from the hard drive. You will not be able to restore the company file unless you have made a backup file to restore from, so it is crucial that you always make a backup file before you delete your company file.

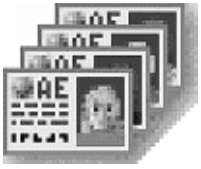
You can only delete the company file for any company other than the company currently open. Therefore, to delete one company, you must have a different company open; if you only have one company, you can open the sample company.

To delete a company and remove all of the data from the hard drive, click **Companies>Delete**. The company that is open cannot be deleted.

- Click **OK** to confirm you really do want to delete the company from your hard drive.
- You will be prompted to backup your company file. If you wish to access the company information at a later date, be sure to backup the file. Click **Cancel** at this point if you don't want to back the file up and you just want to delete it from your hard drive. If you click **OK** to backup the file, Quicken Payroll will backup to your selected destination and then delete the company file.

**Note** Once the company data file has been deleted, you can only access the information by restoring the backup.

# Employees List



The Employees List displays all of the employee records for the currently open company. You can set up employee records from the Employees List, but we recommend that you use the Employee Wizard—not only is it quicker, but it will ensure that you enter all of the required information.

Select this menu item, select **Employees** from any Navigator or click the Employees toolbar icon to display the *List Employees* window.

Sort by clicking on a heading

Resize a column by dragging the column marker

Select an employee and then right-click, or select a function from the appropriate button below.

Click to display Edit functions, Activities, or Reports

No	Surname	First Name	Department	Hrs/Qty	Pay Period	Last Paid
2	Hamp	Dean	Documentation	170.00	Monthly	28/08/2003
6	Kerekes	Ken	Warehouse	170.00	Monthly	28/08/2003
7	Jensen	Brett	Administration	170.00	Monthly	28/08/2003
8	Carrier	Aaron	Quality Assurance	85.00	Fortnightly	31/05/2003
17	Houle	Benoit	Development	90.00	Bi-Monthly	15/05/2003
39	Turner	Britta	Tech Support	170.00	Monthly	28/08/2003
54	Veres	John	Administration	170.00	Monthly	28/08/2002
84	Mowser	Dave	Administration	35.00	Weekly	13/05/2003
85	Lucinda	Cate	Tech Support	80.00	Fortnightly	31/05/2002

Employee Activities Reports  Display Terminated Employees

- New Ctrl+N
- Edit Ctrl+E
- Delete Ctrl+D
- Print List Ctrl+P

Prepare Pays, Number Order  
Prepare Pays, Name Order  
Prepare Pays, Department Order  
Prepare Pays, Super Order  
Prepare Pays, Gross Order

## Sorting the Employees List

When you view the employee list, you will notice a blue arrow in one of the headings. This arrow indicates which column the employees are being sorted by and what order they are being sorted by.

Simply click any column to sort by that heading. Click again to reverse the sort order.

No	Name	Department
54	Ashworth, Simon	Hardware Sales
51	Bamford, Wendy	Hardware Sales
19	Beddow, Tony	Training
9	Boqnar, Tina	Support

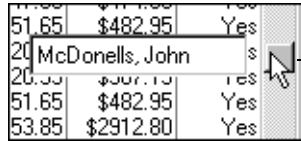
In the above example, when the Name column has the blue arrow in it, the list is sorted by employee name. With the arrow pointing up, the list is sorted in ascending order (A to Z). With the arrow pointing down, the list is sorted in descending order (Z to A).

To change the sort column, click in the heading of the column you want to sort by. By default Quicken Payroll will sort in ascending order. To sort in descending order, click the column heading again.



## Finding an employee

You can find an employee by clicking on the column heading to sort by that column and then scrolling down. To help you locate a specific employee, you can also use the **Scroll bar**. When you click and hold the mouse button down on the button in the scroll bar, a window will appear displaying the position on the column selected for sorting.



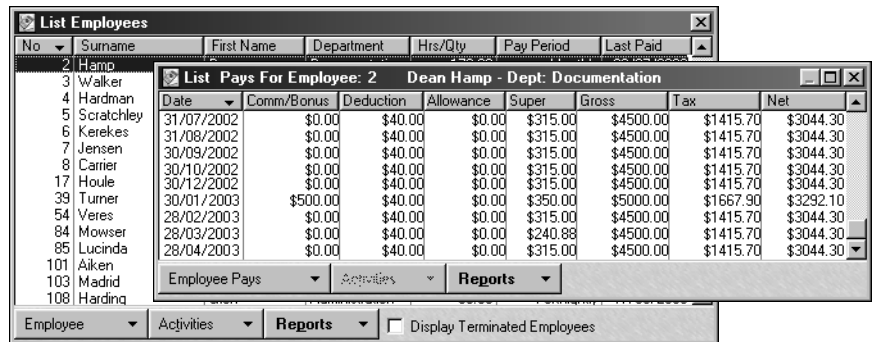
51.65	\$482.95	Yes
20	McDonells, John	\$
20.00	\$300.10	Yes
51.65	\$482.95	Yes
53.85	\$2912.80	Yes

As you scroll down on the list, the position on the column selected for sorting appears. This is a quick way to find a particular employee.

## Viewing an employee's Pays

To view an employee's pays you can either right mouse click on the employee's name, or select the employee and click **Activities > Show Employee Pays**. The *List Pays* window is displayed.

Right mouse click on an employee name, or select the employee name and click **Show Employee Pays** to display the pays for the employee.



Date	Comm/Bonus	Deduction	Allowance	Super	Gross	Tax	Net
31/07/2002	\$0.00	\$40.00	\$0.00	\$315.00	\$4500.00	\$1415.70	\$3044.30
31/08/2002	\$0.00	\$40.00	\$0.00	\$315.00	\$4500.00	\$1415.70	\$3044.30
30/09/2002	\$0.00	\$40.00	\$0.00	\$315.00	\$4500.00	\$1415.70	\$3044.30
30/10/2002	\$0.00	\$40.00	\$0.00	\$315.00	\$4500.00	\$1415.70	\$3044.30
30/12/2002	\$0.00	\$40.00	\$0.00	\$315.00	\$4500.00	\$1415.70	\$3044.30
30/01/2003	\$500.00	\$40.00	\$0.00	\$350.00	\$5000.00	\$1667.90	\$3292.10
28/02/2003	\$0.00	\$40.00	\$0.00	\$315.00	\$4500.00	\$1415.70	\$3044.30
28/03/2003	\$0.00	\$40.00	\$0.00	\$240.88	\$4500.00	\$1415.70	\$3044.30
28/04/2003	\$0.00	\$40.00	\$0.00	\$315.00	\$4500.00	\$1415.70	\$3044.30

## Adding an employee record

Before creating an employee we recommend that you set up awards. This will speed up creating an employee's pay and leave details.

You can add employees through the employee list, however, we recommend that you add them through the Employee Wizard, because it takes you step-by-step through the process of adding an employee and ensures that you complete all of the required details.

To add an employee record through the Employee list, click **Employee>New** to display the *Add Employee* window. Starting with the Personal tab, complete each section of the employee record. Press **F1** while the employee record is open for further information on each section, or see the sections below.

■ Personal details	page 189	■ Company details	page 191
■ Dates	page 193	■ Pay Rates	page 194
■ Deductions	page 196	■ Allowances	page 198
■ Taxation	page 200	■ Superannuation	page 202
■ Banking	page 204	■ Leave	page 206
■ Workers Comp.	page 208	■ Compensation	page 208
■ Next-of-kin	page 209	■ Notes	page 210
■ Fringe benefits	page 211	■ History (YTD)	page 212
■ Custom fields	page 212		

## ***Editing an employee record***

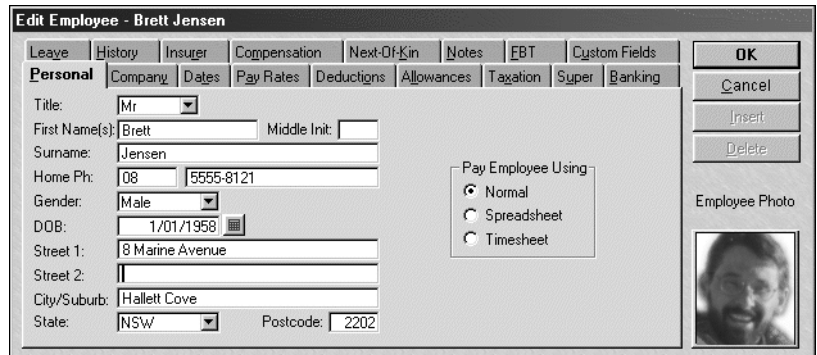
To edit an employee record, double click on the employee name, or click to select the employee name and then click **Employee>Edit**. When the *Edit Employee* window appears, click on the tab that you want to edit details in.

## ***Deleting an employee record***

If a pay has been processed for an employee, the Delete option will be disabled and you will not be able to delete the employee. To delete an employee record, click on employee name so it is highlighted, click **Employee>Delete** and then click **OK** to confirm that you want to delete the employee.

## Personal details

The employee's **Personal** details window requires you to enter the personal and contact details for the employee. If you intend to export your superannuation details (see page 285), you must enter all details.



The screenshot shows a software window titled "Edit Employee - Brett Jensen". It features a menu bar with options: Leave, History, Insurer, Compensation, Next-Of-Kin, Notes, EBT, and Custom Fields. Below the menu bar is a sub-menu bar with options: Personal, Company, Dates, Pay Rates, Deductions, Allowances, Taxation, Super, and Banking. The main area contains several input fields: Title (Mr), First Name(s) (Brett), Middle Init. (empty), Surname (Jensen), Home Ph. (08 5555-8121), Gender (Male), DOB (1/01/1958), Street 1 (8 Marine Avenue), Street 2 (empty), City/Suburb (Hallett Cove), State (NSW), and Postcode (2202). There is a "Pay Employee Using" section with radio buttons for Normal (selected), Spreadsheet, and Timesheet. On the right side, there are buttons for OK, Cancel, Insert, and Delete, and a section for Employee Photo with a small portrait of a man.

**Title and Gender** – Title and gender are optional fields.

**First Name and Surname** – can be up to 25 characters in length. These are required fields. The middle initial is optional.

**Address** – Enter all details, including city, state and postcode.

**Home Telephone** – Enter the employee's home telephone number, including the area code. The area code is transferred to your superannuation company.

**Date of Birth** – Enter the employee's date of birth in the format **ddmmyyyy** or **ddmmyy**. For example, enter *150158* for 15 January, 1958. Alternatively, you can select a date by clicking on the date icon.

**Pay Employee Using** – Select the pay method you wish to use to pay the employee:

- **Normal** – Use this method for employee whose hours and pay details are usually the same each pay period.

When you prepare the employee's pay, the employee's hours, pay rates, allowances, deductions and most other pay details will come direct from the employee record. You will only need to modify the pay if you need to adjust the hours for this pay period, or if you want to add leave taken, sundry items, commissions or bonuses.

For details, see *The Normal Pay window* on page 55.

- **Spreadsheet** – Use this method if you have a lot of employees whose hours vary each period, such as casual employees. This method allows you to enter the hours for a large number of employees on one easy-to-use spreadsheet -style window.

The employee's pay rates, allowances, deductions and most other pay details will come direct from the employee record. When you prepare the employee's pay, you will also need to enter any leave taken, sundry items, commissions or bonuses for the current pay period.

For details, see *The Spreadsheet Entry window* on page 78.

- **Timesheet** – Use this method if you have employees that are paid according to the time they start and finish a work shift. Once you have set up the award details, you only need to enter the start time and the finish time. Quicken Payroll will calculate any breaks as well as the different rates (such as overtime rates) that apply between the times that you specify.

For the timesheet to work you need to have the employee's award set up correctly.

Allowances, deductions and most other pay details will come direct from the employee record. When you prepare the employee's pay, you will also need to enter any leave taken, sundry items, commissions or bonuses for the current pay period.

For details, see *The Timesheet Entry window* on page 71.

**Employee Photo** – If you have access to a scanner you can add a photo to each employee record. To add a photo, click on the box under Employee Photo. Then select **Add, or Change Photo**. Locate the photograph graphic file, click on it and then click **OK**. The photo can be in bitmap, PCX or JPeg format. We recommend that you use JPEG format, because they use considerably less memory and hard drive space than bitmap or PCX format graphic files. For example, one of the photos used in the sample file was 16 times larger in bitmap format than in JPEG format.

# Company details

The **Company details** relate to the employee's position within the company.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave

Employee No:	<input type="text" value="6"/>
Work Ph:	<input type="text" value="9562-7934"/>
Status:	<input type="text" value="Permanent"/>
Pay Period:	<input type="text" value="Monthly"/>
Award:	<input type="text" value="Supervisor"/>
Classification:	<input type="text" value="Level 2"/>
Department:	<input type="text" value="Warehouse"/>
Position:	<input type="text" value="Warehouse Foreman"/>
Reports To:	<input type="text"/>

**Employee number** – When you set up a new employee, Quicken Payroll automatically enters a sequential employee number. However, you can enter any unique number between 1 and 999,999. You can not change the employee number after you have saved the employee record.

**Work Telephone** – Be sure to enter the area code because this number is required by the employee's superannuation company.

**Status** – Select the status of the employee—*Permanent*, *Part-Time* or *Casual*.

If the employee has been set up as a *contractor*, you cannot change the status *employee*, nor can you change the status of an employee to contractor. You must terminate the employee and then create a new employee record with an employee status of permanent, part-time or casual.

**Pay Period** – Select the pay period for the employee. For *Weekly* there are 52 pay periods per year, *26* for *Fortnightly*, *24* for *Bi-Monthly* and *12* for *Monthly*.

**Award** – Select the award the employee works under. If the award is not listed, just type in the name and the *Adding a New Award* window will be displayed.

When you select an award, you *must* also select a **classification**. Pay details will be carried over from the award, including pay rates, pay period, leave type, annual leave loading, allowances and superannuation calculation details.

Quicken Payroll will ask you if you want it to enter the default pay rates, leave details, allowances, etc. If you want these details filled in for you, click **Yes**. For more details on awards, see *Awards List* on page 219.

To delete an award, click on the award name, press the keyboard **Back Space** key to delete the award name and then press **TAB**.

**Classification** – To apply award rates, you must also select the classification the employee is under. The classification is normally related to the employee's job title. If you selected an award, you *must* also select a classification.

**Department** – Select the department the employee works in. To create a new department, type in the name and then press **TAB**. Click **Setup** on the Quick-Add window to add the name to the Departments list.

**Position** – Enter the name of the position this employee occupies within the company. To create a new position name, type in the name and then press **TAB**. Click **Yes** on the Quick-Add window to add the name to your drop-down list. This is an optional field.

**Reports to** – Enter the **position** this employee reports to. If the name is not set up yet, type in the name and then press **TAB**. Click **Yes** on the Quick-Add window to add the name to your drop-down list. This is an optional field.

# Dates

The Dates section tracks significant employment dates. As a minimum, you must enter the Date Started date so Quicken Payroll can correctly calculate leave and termination pays.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Date Started:	<input type="text" value="1/01/2003"/>								
Date Casual:	<input type="text" value="1/01/2003"/>								
Date Part Time:	<input type="text"/>								
Date Permanent:	<input type="text" value="5/05/2003"/>								
Termination Date:	<input type="text"/>								

Enter all dates in the format ddmmyyyy or ddmmyy. For example, enter 150100 for 15 January, 2000. Alternatively, you can click on the date icon to select the date from a Q-Date window.

**Date Started** – You *must* enter the date that the employee started working for your company. If it is not entered, Quicken Payroll has no way of determining how long the employee has worked for the company. This will cause leave to accrue incorrectly and termination pays will be incorrect, as the leave pay out will not be calculated properly.

**Date Casual** – Enter the date that the employee became a casual employee. If employee is not casual, leave it blank. This date is sometimes the same date as the date they started working for the company.

**Date Part-Time** – Enter the date that the employee became a part-time employee. If employee is not part-time, leave it blank. This date is sometimes the same date as the date the employee started working for the company.

**Date Permanent** – Enter the date that the employee became a permanent employee. If the employee is not permanent, leave it blank. This date is sometimes the same date as the date the employee started working for the company.

**Termination Date** – This field is only active if the employee has been terminated and the date is automatically entered when the employee is terminated using the Termination Wizard.

# Pay Rates

The Pay Rates section specifies the pay rates that apply to the employee, the basis on which pay is calculated (per hour, year or item) and the default hours worked for the pay period. Any pay rates entered here will automatically appear in the employee's pay each pay period. For each employee, you must as a minimum enter the employee's "Normal Hours" pay rate details.

If you selected an award and classification on the *Company Details* window, the details for this window will be transferred from the award.

You must enter a Normal Hours pay rate on the first line.

Pay Rate	Pay Rate Type	Hrs/Qty	Amount	Super	Customer Job	Class
Normal Hours	Salary	170.00	3,500.0000	Yes		Desktop/Game
		0.00	0.0000			

## Glossary Term

### Normal Hours pay rate

The term "Normal Hours" pay rate has special meaning in Quicken Payroll. The *Normal Hours* rate for an employee is the base rate of pay that other rates (such as double time) are based on. It is also used in awards in calculating leave accruals.

**Use Award Pay Rates** – If you select  this option, Quicken Payroll will use the award rates when calculating the employee's pays. If you clear  this check box, Quicken Payroll will use the rates that you set up in the Pay Rates section when calculating the employee's pays. In order to apply *casual loading* (page 223) to this employee, you must select this option.

If you enter amounts in the *Hrs/Qty* and *Amount* columns before you select the Use Awards Pay Rates option, when processing a pay, Quicken Payroll will use the hours from the first Normal Hours pay rate entered here.

**Pay Rate** – On the first line select the pay rate *Normal Hours*, or another rate designated as a *Normal Hours* rate. After you have entered a *Normal Hours* rate, you can enter as many additional pay rate types as required.

**Pay Rate Type** – Select Hourly Rate for employees who are paid by the hour. Select Salary for employees who are paid a fixed dollar amount for each pay period the employee works. Select Annual Salary for employees who are paid a fixed dollar amount for the year.



**Note** *Annual Salary* cannot be selected in the pay screen. It can only be selected in the award or here in the employee record. When a pay is prepared for the employee, Quicken Payroll calculates the pay for the current pay period based on the annual salary and displays “*Annual Salary*” in the Pay Type column.

**Hrs/Qty** – Enter the standard number of hours worked per pay period. The hours entered here will automatically appear in the employee's pay each pay period.

- For employees paid a *salary*, including annual salary, you must enter the standard number of hours worked per pay period if leave is calculated based on the number of hour worked.
- For employees paid under the *Timesheet or Spreadsheet* methods, you don't need to enter the hours because you will be entering the hours when you prepare and process the pays. Likewise, if the employee is paid by the Item and the number varies each pay period, you don't need to enter the hours here.
- If you set up *overtime rates*, rates such as Time & ½ and Double time, make sure that you don't enter any hours in the Hours column, otherwise, the employee will be paid that number of hours overtime each pay period.

**Amount** – Enter the amount, which will be an hourly, pay period, or annual amount, depending on the pay rate type.

**Super** – Select *Yes* if the pay rate is included in superannuation calculations. Select *No* if the pay rate is excluded from superannuation calculations.

**Customer:Job** – To assign the pay rate to a customer or job, select or enter the Customer or job.

**Classes** – To assign wages paid under this pay rate to a specific class, select or enter the class. You can use classes to classify your payroll by department, business office or location, separate properties you own, or any other meaningful breakdown of your business.

To add additional lines, **TAB** to the next line or click **Insert**.

## Deductions details

Any deductions that are to be taken from the employee's pay each pay period should be entered here. Infrequent or one-time deductions can be entered when preparing the employee's pay. Common examples of deductions include union fees, employee loan repayments and child support. Note that salary sacrifice deductions are not set up here. Set them up through the Super tab.

History		Insurer		Compensation		Next-Of-Kin		Notes		FBT		Custom Fields	
Personal		Company		Dates		Pay Rates		Deductions		Allowances		Taxation	
Deduction		ID		Reducing		Balance		Amount		Ex Tax		Union	
Coffee Fund				No		0.00		5.00		No		No	
Computer Loan				Yes		500.00		50.00		No		No	
Union Dues		Kk-650-980		No		25.00		0.00		No		Yes	
Child Support													
Coffee Fund													
Computer Loan													
Union Dues													

**Deduction** – Select the deduction name. If the deduction you want has not yet been set up, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the deduction to the Deductions list. When you select an existing deduction, Quicken Payroll will automatically enter the defaults for the deduction.

**ID** – Enter an identification number for the deduction for this particular employee. That way when you run a report, you can identify which employee the deduction came from.

**Reducing** – If this is a Reducing Balance, select Yes and enter the total Balance. The amount that you enter in the Amount column will be deducted from each pay until the reducing balance is zero. The last payment may be less than the standard deduction in order to bring the balance to zero.

**Balance** – Enter a balance only for reducing balance deductions.

**Amount** – Enter the amount of the deduction. This amount will be deducted from each pay. In the case of Reducing Balance deductions, the amount will be deducted until the Reducing Balance has been reduced to zero.

**Ex Tax** – If the deduction is tax-deductible for the employee—to be deducted from gross wages before tax is calculated, select **Yes** in the *Ex Tax* column. If it is not tax-deductible—to be removed from the net after tax is calculated, select **No**. Most deductions are not tax-exempt. Make sure that any deductions you treat as tax-deductible are done so in accordance with ATO rules.

**Union** – If the deduction is a union fee, select **Yes**. This will place the deduction in the correct place on the employee’s Payment Summary. If it’s another type of deduction, select **No**.

**Note** If you have an allowance that you pay both to contractors and to your normal staff, you will need to define two separate allowances—one for employees that displays the allowance on the Allowance section of the Payment Summary and another allowance for contractors the includes the allowance in the Gross section.

## Allowances details

An allowance entered here will be added to the employee's pay each pay period. Infrequent or one-time allowances can be entered when preparing the employee's pay. Common examples of allowances include items such as travel, uniform, tool or mileage allowances.

You can set up the allowance's PAYG tax or superannuation status here, but if the allowance is Payroll Tax exempt or WorkCover exempt, you must set that up through the Allowances list.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Allowance	% Or Units	Based On	Amount	Super	Ex Tax	Customer Job	Class		
Training Allowance	1.00	Pays	150.00	Yes	No		Desktop:Game		
Travel Allowance	0.00	Items	0.45	No	Yes		Desktop:Game		
Award Overtime Meal									
Award Travel									
Car Allowance									
Mileage Allowance									
Training Allowance									
Travel Allowance									

**Allowance** – Select the allowance name. If the allowance you want has not yet been set up, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the allowance to the Allowances list.

The allowance calculation involves three columns:

- **% or Units** – Enter a percentage or a dollar amount per unit. Use % when the allowance is calculated based on a percentage of wages or a specific pay rate, such as *Normal Hours*.
- **Based on** – Select what the allowance is a percentage of from the drop-down list. For example, if you select *Wages*, the allowance dollar value will be a percentage of the total wages for that particular pay. For details, see *What are the Based On items?* in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu and then type *Based on* into the *Index* tab).
- **Amount** – If you selected an allowance based on a percentage of a pay item, this field will be calculated and will display the calculated amount of the allowance.

If the allowance is a set amount per pay, or based on a unit such as kilometres, enter the number of units, or amount. The allowance will be calculated as the *% or Units* column X the *Amount* column. The allowance will be calculated when you prepare the payroll.

## Examples

**Mileage allowance of 35 cents per km** – Enter **0** in the **% or Units** column, select **Km** in the *Based On* column and then enter **0.35** in the **Amount** column. When you process the pay, enter the number of kilometres by editing the pay and entering them in the **Allowance** tab.

**Allowance based on 2% of wages** – Enter **2.0** in the **% or Units** column, select **Wages** in the *Based On* column and leave the **Amt.** column blank.

**Allowance of \$25 per pay** – Enter **1** in the **% or Units** column, select **Pay** in the *Based On* column and then enter **25** in the **Amount** column.

**Allowance based on hours worked** – Enter **0** in the **% or Units** column and select a pay rate from the *Based On* column, the allowance will be calculated as the number of hours worked for that pay rate times the amount entered in the **Amount** column. This will be calculated when you process the pay. For details, see *How do I pay an allowance based on the number of hours worked?* on page 62.

**Super** – Select *Yes* if the allowance is included in superannuation calculations. Select *No* if the allowance is excluded from super calculations.

**Ex tax** – Select  this option if the allowance is not subject to PAYG. Most allowances are not tax-exempt. Notable exceptions include:

- Cents per kilometre car expense payments using ATO rates up to 5000 business kilometres.
- Award transport payments for deductible transport expenses.
- Overtime meal allowances up to a *reasonable amount* (as determined by the ATO).
- Laundry (not dry cleaning) allowance for deductible clothing up to a reasonable amount (currently \$150, but subject to change).
- Travel allowance involving overnight absence from payee's ordinary place of residence up to a *reasonable amount* (as determined by the ATO). An allowance for overseas *accommodation* is not tax-exempt.

For further details, contact the ATO. Refer also to the Quicken Payroll Help. Choose **Search for Help On..** from the Help menu and then type "*Taxation of allowances*".

**Customer:Job / Class** – You can use **Customer:jobs** and **Classes** to allocate allowance costs to a particular job, client, or class.

### **Taxation of allowances**

For the up-to-date details on taxation of allowances, contact the ATO and obtain the following publications:

- **PAYE Bulletin No. 8**  
*Taxing of allowances for the 1998/1999 and future years*
- **Taxation Ruling TR 2000/13: Reasonable allowances amounts** .

# Taxation details

Enter the employee's **Taxation** numbers and other tax details. These details must be set up before a pay run is commenced. If you change these details after a pay run, the previous pays will not be affected.

For contractors, you need to enter an Australian Business Number (ABN).

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Tax File Number:	999-999-999					<input type="checkbox"/>	Exclude Pays From Payroll Tax		
ABN No:						<input type="checkbox"/>	Exclude From Payment Summary		
Tax Scale:	Tax Free Threshold Claimed					<input type="checkbox"/>	CDEP Funding		
WorkCover:	Accounting services					<input type="checkbox"/>	HECS Debt		
Payment Summary:	Individual Non Business					<input type="checkbox"/>	SFSS Repayment		
Extra Tax (+) Or Rebate (-)	0.00					<input type="checkbox"/>	Labour Hire		

**Tax File Number** – You must enter the employee's Tax File Number. If an employee does not have a TFN you must select the *Tax File Number Not Provided* tax scale. Tax will then be deducted at the top marginal rate plus the Medicare levy. Some employees are exempt from the requirement to supply a TFN. For details, see *Tax File Numbers (TFN)* on page 112.

**ABN number** – Enter an Australian Business Number for contractors. You must withhold PAYG at the top marginal rate plus the Medicare levy from payments made to a contractor that doesn't supply you with a valid ABN.

**Tax Scale** – Select the tax scale the employee is to be taxed under. This tax scale will vary depending upon their TFN declaration (previously called an "Employment Declaration"). If you need to enter a custom tax scale, add it through the tax scales list. Custom tax scales can be used for sub-contractors or employees who have received a special scale from the ATO.

**WorkCover** – If you are in South Australia or Queensland, select the WorkCover rate the employee is under. You can add additional WorkCover rates through the WorkCover list.

**Payment Summary** – This displays the Payment Summary type for this employee, based on the type of employee and the tax scale.

**Exclude Pays From Payroll Tax** – Select  this option to exclude wages from payroll tax. If the employee is an apprentice, their wages may need to be excluded from your state's payroll tax.

**Exclude Pays From Payment Summary** – Select  this option if you do not need to prepare a Payment Summary for this employee.

**CDEP Funding** – Wages paid with funds from Community Development Employment Projects must be tracked and recorded on a separate line on the employee Payment Summary. When this option is  selected, a CDEP pay rate will appear in the Employee Record – Pay Rates tab (see page 194).

**HECS Debt** – Individuals with a HECS debt may be required to have additional tax instalment deductions taken from their pay to cover their debt. See *Higher Education Contribution Scheme (HECS)* on page 117 for the conditions under which you must withhold HECS payments.

If you must withhold HECS payments, select  **HECS Debt** to apply HECS calculations to the employee's tax scale. Quicken Payroll will apply the HECS tax tables and deduct the required HECS repayments.

**SFSS Repayment** – Students may obtain additional loans to cover educational expenses. These additional cost are called Financial Supplement debts and are separate from HECS debts. See *Student Financial Supplement Scheme* on page 118 for the conditions under which you must withhold SFSS payments.

If you must withhold SFSS payments, select  **SFSS Repayment** to apply SFSS calculations to the employee's tax scale. Quicken Payroll will apply the SFSS tax tables and deduct the required SFSS repayments.

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### **Glossary Term**

#### **Voluntary Agreement**

a written agreement between a business and a worker to bring work payments into the PAYG withholding system.

**Labour Hire** – Select this option if you are in the business of contracting workers out to other organisations. If you  select this option, the contractor's earnings will be reported on a *Payment Summary – Labour Hire and Specified Payments*.

If this option is not selected for a contractor, the contractor's earnings will be reported on a *Payment Summary – Voluntary Agreement*. In a Voluntary Agreement, the contractor agrees to have you withhold tax payments in much the same way as was done under the previous PPS system.

**Extra Tax Contribution or Rebate (-ve)** – If the employee needs or wants to pay **extra tax** to the ATO, enter it as a positive figure.

If the employee receives a **rebate**, such as a zone rebate or family allowance, you will need to calculate the rebate amount the employee will receive each pay period and then enter the rebate as a negative figure in *Extra Tax Contribution or Rebate (-ve)*.

## Superannuation details

Most employees are entitled to employer-paid superannuation. The Superannuation Details window allows you to specify any of the various types of superannuation an employee may use. Superannuation can be paid a set dollar amount, or an amount calculated as a percentage of pay.

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Type	Fund Name	Member A/C Number	Date Joined	Amount	\$ or %				
Employer S.G.C.	GUH Superfund	KK32-987-282	10/10/1999	8.00	%				
Employer S.G.C.									
Employer Optional									
Spouse Contribution									
Salary Sacrifice									
Employer Negative									
Employee Negative									

**Type** – Select the type of superannuation contribution you wish to set up.

- **Employer S.G.C. (Superannuation Guarantee Contribution)**

As an employer, you are required to either make the minimum level of superannuation contributions (S.G.C.) to a superannuation fund for each employees, or pay the Superannuation Guarantee Charge. The S.G.C. applies to most employees. See *S.G.C. exempt employees* on page 203 for exemptions.

- **Employer Optional** – Additional contributions the employer may make on behalf of the employee.
- **Spouse Contribution** – Contributions from the employee's net pay to their spouse's superannuation fund.
- **Salary Sacrifice** – An arrangement under which the employee foregoes part of their salary and in return has the employer's contributions to their superannuation fund increased. It reduces the employee's gross wage, tax and SGC is calculated on the reduced gross (depending on Super Preferences selected).
- **Employer Negative** – Allows employers who have made an overpayment to receive part of the overpayment back. Please check with your superannuation fund for specific details.
- **Employee Negative** – As above, it allows the employee to receive part of an overpayment made by them.



- **Employee Optional** – These contributions are from the employee's net pay—after tax has been paid.

**Fund Name** – Select the fund that the contribution is going to. These funds are set up in the Company Information section (see page 157). To add a new fund, enter the fund name and then press **TAB**. When you are prompted to add the fund to your lists, click **Yes**.

**Member Account Number** – Enter the employee's member account number. When an employee joins a fund they are given a unique ID number for that fund. This number is required for all superannuation reports and for electronic lodgment of superannuation contributions.

**Date Joined** – Enter the date the employee joined the fund. This date is required for electronic lodgment of superannuation contributions.

**Amount** – Enter the dollar or percentage amount of the contribution. For example, if the superannuation is 10% of gross is subject to superannuation, enter 10.00.

**\$ or %** – Select whether the amount is a **Dollar** amount or a **Percentage** of the employee's gross wages.

## ***S.G.C. exempt employees***

The Superannuation Guarantee applies to all employers. However, you won't have to provide superannuation support for an employee who is:

- paid less than \$450 in a month;
- 70 years of age or over;
- under 18 years of age and working 30 hours a week or less;
- a resident employee being paid for work done outside Australia for a non-resident employer;
- a foreign executive who holds a Class 413 [executive (overseas)] entry permit or visa granted under the Migration (1993) Regulations;
- paid to do work of a domestic or private nature for 30 hours a week or less; or
- a non-resident for work done outside Australia.

Payments made under the Community Development Employment Program Scheme are also exempt.

## Banking details

Quicken Payroll gives you three methods to pay wages to an employee. You can pay by cheque, by bank (electronic funds transfer) or by cash. In the banking details section, you can allocate how the employee's wages are to be paid—by cash, by EFT, by cash, or a combination of these methods.

The banking details must be entered before a pay is processed. Entering the details afterwards will not update previous pays.

*All banking details must end with a split line that has a type of R.*

*This ensures that all the employee's wages are paid to them, by allocating the any remaining amounts after the preceding splits.*

History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
Split	Bank	Branch	BSB	Account No	Amount	Type			
Cheque					500.00	\$			
Bank	ANZ	Hallett Cove	123-456	123456789	0.00	\$			
						\$			
						%			
						%			
						%			

**Split** – Select the split type Use *Bank* for transfers to bank accounts, *Cash* for payments to be made in cash and *Cheque* for payments made via cheque. Quicken Payroll does not limit the number of cash, cheque or bank transactions that can be entered.

If you select cash or cheque, next you only need to enter the split, amount and type.

**Bank details** – All of the employee's bank account details **MUST** be entered for the wages to be transferred to the correct account. You can split an employee's wage between up to 15 different bank accounts, if you choose.

**Bank** – Select the bank code for the employee's bank account. This code is used to sort the banking reports. If the code you want has not yet been set up you can create it in the Bank Codes list and then modify the employee's record afterwards.

**Branch** – Enter the branch name where the employee's bank account is located.

**BSB Number** – Enter the BSB (Bank State Branch) number for the employee's bank account. The BSB number is six digit number shown before the account number on a cheque.

**Account Number** – The Australian Payment Clearing Association (APCA) specifies that the account number is a maximum of nine digits. Some small banking institutions, such as credit unions, have created their own file format specific to them. Quicken Payroll only supports the Australian standard. Account numbers can be a number (123456789), a number and letters (12345678s) or a combination (123456-s1).

**Amount** – Enter the amount of the split. This can be either a dollar or a percentage value. If you are entering a percentage, enter it as a whole number.

**Type** – Select \$ to enter a dollar amount. Select % to calculate a percentage of the employee's net wage and transfer that amount as a dollar value. Select **R** to transfer all remaining net wages to the split. All banking details must end with a split line that has a type of **R**. This ensures that all the employee's wages are paid to them, by allocating the any remaining amounts after the preceding splits.

## Leave details

For each employee, you must enter leave types, how leave accrues and when it should start to accrue in the leave section. Quicken Payroll comes with four of its own leave types that must be used to track and pay those types of leave. The annual leave loading will be automatically calculated and the employee's hourly rate will be adjusted when on annual leave. You can enter as many leave items as you need.

History		Insurer		Compensation		Next-Of-Kin		Notes		FBT		Custom Fields	
Personal		Company		Dates		Pay Rates		Deductions		Allowances		Taxation	
Super		Banking		Leave									
Leave Type	Start Accruing After		Accrual Details			Hrs Accrued							
	Number	Period	Every	Period	Accrue Hrs	To Date							
Annual Leave	3.00	Pays	1.00	Months	5.0000	35.0000							
Sick Leave	0.00	Pays	1.00	Pays	8.0000	69.0000							
Long Service	5.00	Years	1.00	Years	50.0000	0.0000							
Employee Annual Leave Loading:		0.05											

**Leave Type** – Select the leave type. If the leave name you want has not yet been set up, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the leave type to the Pay Rates list. When you select an existing leave type, Quicken Payroll will automatically enter the defaults for that leave type.

- **Annual leave** – You can enter default settings for each pay rate in the Pay Rate details.
- **Special leave** – In Leave Preferences you can choose Special Leave if leave is calculated while the employee is on annual, sick, or unpaid leave.

**Start Accruing After** – Specify when leave should start accruing. If you leave this section blank, Quicken Payroll will start accruing the leave immediately. Alternatively, you can enter how long Quicken Payroll should wait before it starts accruing leave.

- **Number** – Enter the number of periods before leave starts to accrue.
- **Period** – Select a period from the drop-down list. A period can be the number of **Pays**, **Weeks**, **Months** or **Years** before it starts accruing. Select **Birthdays** if you want leave to begin to accrue on the employee's birthday.

**Accrual Details** – Enter how often the leave accrues by selecting the period from the **Every** column.

- **Period** – The accrual can be based on total hours worked, *Normal Hours* (see page 249), pays, weeks, months, years, or even birthdays.
- **Accrue Hours** – Enter how many hours should be accrued per hour, or per period, as selected above.

**Hours Accrued to Date** – If you are setting up Quicken Payroll part way through the year, enter the number of hours the employee has accrued to date for each leave type.

**Employee Annual Leave Loading** – If the employee is entitled to annual leave loading, enter the percentage. Quicken Payroll will add leave loading to the employee's pay when you pay them **Annual Leave**. If the employee is eligible for leave loading, the hourly amount will be grossed up by the leave loading percentage. For example, if the normal hourly rate is \$10 per hour and the employee is eligible for 17.5% leave loading, Quicken Payroll will enter \$11.75 ( $\$10 + 17.5\%$ ) in the amount column.

If the employee is eligible to receive leave loading, the following rules apply:

- The first \$320 of the leave loading is tax-free.
- The leave loading is not subject to superannuation.
- A maximum of \$320 is tax-free in a year. This is automatically taken into account when you use the **Annual Leave** pay rate. If you do not use this rate you will need to calculate the amounts manually.

It is important to set up leave loading correctly so that the \$320 tax-free threshold is taken into account. Leave Loading is **ONLY** calculated when the **Annual Leave** pay rate is used to record leave.

### ***Why does leave accrue when I have specified that it shouldn't?***

Generally, leave will begin to accrue for employees on the day that you employ them. However, some employers don't begin to accrue leave until the employee has been with the company for a specified amount of time.

To make leave accrual commence after a certain period of time, make sure that you have specified when you want leave to start accruing.

## Workers Compensation insurer details

By default, Quicken Payroll copies these details from the company information window. If these details are not filled in, or are different than the default information, edit the details here.

Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			

Insurer's Name:	Workcomp Insurance Co
Addr Line 1:	999 Market Street
Addr Line 2:	Level 2
City/Suburb:	Bondi Junction
State:	NSW
Post Code:	2022
Last Injury:	
Phone No:	02 5555 12345
Fax No:	

**Injury** – If an employee is currently being paid Workers Compensation or WorkCover, enter their last injury. That way when you process pays the injury will be automatically assigned to any compensation pay items.

**Phone and Fax** – Enter the insurance company's Telephone and Fax numbers. These numbers can be a straight number, or can include brackets, dashes, etc. For example, (02) 5555 - 5555

## Compensation claims and payments

Quicken Payroll can track all Workers Compensation or WorkCover (SA and QLD) claims and payments made for each employee. The Compensation tab lists all of the claims and payments for the employee. Whenever a compensation pay is processed, it appears here, along with a description of what it was for.

## Entering a compensation claim or payment

You can track compensation claims or payments by entering the details here. You can also enter compensation payments when processing a pay (see page 84 for details) and you can enter payments and claims through the Workers Compensation list (see page 264).

Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Date	Injury / Claim Payment Details	Amount	Payment / Claim						
13/04/2003	Claim 13215	\$500.00	Payment						
17/06/2003	Claim 13215	\$500.00	Payment						

**Date** – Enter the date the claim was lodged, or the payment was received.

**Injury / Claim Payment Details** – Enter a description of the injury or claim. A maximum of 20 characters can be entered for the description.

**Amount** – Enter the amount of the claim or payment.

**Claim or Payment** – Select whether the amount is a claim or payment.

## Next-of-Kin details

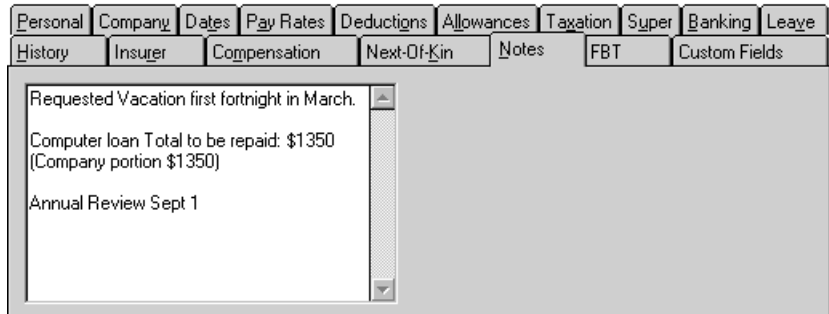
Enter the employee's **Next of Kin** details. This will give you easy access in case of an emergency.

**Next of Kin** – The contact name can be up to 30 characters in length. The address can be up to 60 characters in length.

**Relationship** – Enter a description of the relationship between the employee and the Next of Kin.

## Notes

Use the Notes window to enter any comments or note about the employee. These notes are only viewable in Quicken Payroll.



This window can hold over 4000 characters (including spaces) of information and can be used to track information such as:

- Salary increases or decreases,
- Reprimands,
- Performance review note, or
- Any other kind of information.

You can also enter additional information using *Custom Fields*. For details see page 212.



## Fringe Benefits

You must record the value of fringe benefits provided to your employees. You may also need to report a value of benefits on the employees' Payment Summaries. To track fringe benefits provided to an employee, enter details on the employee record – FBT tab. The Reportable FBT amount will be reported on the employee's Payment Summary.

Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
Year Ending	Comment	Amount	Reportable FBT						
2003	Debt Waiver Fringe Benefits	\$1,500.00	\$2,912.00						

Note that Quicken Payroll does not calculate Fringe Benefit Tax.

### Adding an FBT record

- 1 Click **Insert**.
- 2 **Year Ending** – Enter the Year that the payment applies to.
- 3 **Comment** – Enter a description of the benefit. You may find it most useful to enter the name of the FBT category. Press **F1** while the FBT tab is displayed for a listing of FBT categories.
- 4 **Amount** – Enter the actual amount of the benefit. Press **TAB**.
- 5 **Reportable FBT** – The grossed up Reportable FBT amount for the employee is calculated and entered automatically, using the following formula:

$$\frac{\text{Total value of benefits}}{(1-\text{FBT rate})} = \text{Reportable FBT}$$

For example, if the total value of benefits provided to the employee is \$1500. If the rate of tax is 48.5%, then reportable fringe benefits amount is calculated as follows:

$$\frac{1500}{(1-.485)} = \$2,912.62$$

If the FBT rate changes, you can change it in Tax Preferences.

- 6 To add another line, either press the **TAB** on your keyboard, or click **Insert**.

# Custom Fields

Custom fields allow you to track additional custom information on your employees. Not only will this allow you to record additional information, but you will also be able to access these details when you create custom reports.

Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave
History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields			
E-Mail Address	brett_jensen@yahoo.com								
Intranet Homepage	www.jensendocs.com								
Prof. Designation	BComm, Certified Management Accountant								
Training Course Level	Level 5								
Departments Worked	Documentation, Production								
Departments Worked	Quality Assurance								
Custom 7:									
Custom 8:									
Change Headings									

**Change Headings** – Click Change Headings and then TAB down to change any of the headings. *Important note* – any changes to headings will be changed for ALL employees.

# History

If you have started using Quicken Payroll part way through the year, you will need to enter the employee's year-to-date (YTD) figures. The YTD pay details must be entered before you start processing the employee's pays with Quicken Payroll. The history window also displays a summary of all the pays for the current year.

*Current year-to-date pay figures are displayed here. column.*

*Click here to select the pay item displayed in the Amount column.*

*The default is Gross Pay.*

*All pays for this employee are listed here, including those entered by clicking Insert YTD, as well as processed pays.*

Personal	Company	Dates	Pay Rates	Deductions	Allowances	Taxation	Super	Banking	Leave																						
History	Insurer	Compensation	Next-Of-Kin	Notes	FBT	Custom Fields																									
Super:	\$3,814.35	Gross																													
Commission:	\$700.00	Pay Date	Amount	<table border="1"> <tr> <td>14/07/2002</td> <td>2,295.00</td> </tr> <tr> <td>15/07/2002</td> <td>2,295.00</td> </tr> <tr> <td>14/08/2002</td> <td>2,295.00</td> </tr> <tr> <td>15/08/2002</td> <td>2,295.00</td> </tr> <tr> <td>14/09/2002</td> <td>2,295.00</td> </tr> <tr> <td>15/09/2002</td> <td>2,295.00</td> </tr> <tr> <td>14/10/2002</td> <td>2,295.00</td> </tr> <tr> <td>15/10/2002</td> <td>2,295.00</td> </tr> <tr> <td>14/11/2002</td> <td>2,295.00</td> </tr> <tr> <td>14/01/2003</td> <td>2,415.00</td> </tr> <tr> <td>15/01/2003</td> <td>2,295.00</td> </tr> </table>						14/07/2002	2,295.00	15/07/2002	2,295.00	14/08/2002	2,295.00	15/08/2002	2,295.00	14/09/2002	2,295.00	15/09/2002	2,295.00	14/10/2002	2,295.00	15/10/2002	2,295.00	14/11/2002	2,295.00	14/01/2003	2,415.00	15/01/2003	2,295.00
14/07/2002	2,295.00																														
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14/08/2002	2,295.00																														
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14/10/2002	2,295.00																														
15/10/2002	2,295.00																														
14/11/2002	2,295.00																														
14/01/2003	2,415.00																														
15/01/2003	2,295.00																														
Sundries:	\$5.50																														
Deduction:	\$1,035.00																														
Allowance:	\$1,405.00																														
Gross:	\$67,405.00																														
Tax:	\$28,265.35																														
Net:	\$38,110.15																														

The **History** section displays the current YTD figures in the Pay Totals and a running total of the employee's pays on the right-hand side. The YTD figures will automatically roll over at the end of the financial year— which is why Quicken Payroll doesn't provide any end of year procedures.

**Note** You can only add one YTD pay per employee through the history section. If you want to enter previous pays individually, you must set up and process the previous pays through the *Pays Summary* window.

## ***Adding a YTD pay:***

- 1 Click **Insert YTD**. The *Add A Year-to-Date Pay* window appears.
- 2 Complete the **Enter Detail** section.

**Pay Periods** – Leave the pay periods at “1”. If you change the number of pay periods, Quicken Payroll will automatically place the employee on annual leave. This means that when you process all pays, the employee will be skipped.

**Pay Date and Date Paid** – Typically, these dates correspond to the last pay processed outside Quicken Payroll. You can right click on the date fields to select the date from the *Q-Date* window.
- 3 Enter the year-to-date details. Press **F1** on while each window is open, or refer to *Entering Year-to-Date Details* below for more information.
- 4 When you have completed the above details, OK. Note that you will not be able to save the details unless you have entered a Pay Date. The *Edit Employee -History* window displays the totals for the YTD pay that you have just entered.
- 5 Since you are entering YTD figures for pays that have already been paid out, you need to enter the actual tax amount deducted, rather than re-calculate the tax.

Enter the year-to-date tax paid in **Tax** field on the right-hand side of the *Total Paid* section.

## Entering year-to-date details

### Year-to-Date Pay Details

**Pay rate** – Select the pay rate *Normal Hours*.

**Note** You cannot select a Leave pay rate when entering year-to-date pay. This is because when you set up your employee record, you should have already entered the vacation hours accrued to date in the employee record – Leave section. The leave accrued to date amount is entered later in the *Leave Details* section.

**Type** – Select **Salary**. This indicates that you are entering a total figure.

**Hours** – Entering an hours amount is optional.

**Amount** – Enter the total gross amount of the ordinary time earnings to date for the employee.

**Super** – Select **Yes** under the Super column if superannuation applies.

**Customer:Job and Class** – You can assign the hours to a customer or job and Class.

### Year-to-Date Deductions Details

**Deduction** – Select the deduction that was taken from the employee's pay. If the deduction you want has not yet been set up, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the deduction to the Deductions list. When you select an existing deduction, Quicken Payroll will automatically enter the defaults for the deduction.

**ID** – Enter the ID for this employee's deduction. By entering an ID, it becomes easier to identify the deduction for a particular employee on a report.

**Amount** – Enter the year-to-date amount of the deduction.

**Ex Tax** – Since you are manually entering the tax amount, you don't need to change this.

**Union** – If the deduction was a union fee, select **Yes**. This will result in the deduction appearing in the correct place on the employee's Payment Summary. If it was an ordinary deduction, select **No**.

## ***Year-to-Date Allowances Details***

**Allowance** – Select allowance name. If the allowance you want has not yet been set up, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the allowance to the Allowances list. When you select an existing allowance, Quicken Payroll will automatically enter the defaults for the allowance.

**% or Units** – Enter **1**, because you are entering only a total year-to-date amount.

**Based On** – Select **Pays**.

**Amount** – Enter the total year-to-date amount of the allowance.

**Super** – Select **Yes** if the allowance was included in superannuation calculations. Select **No** if the allowance wasn't included in superannuation calculations.

**Ex tax** – Since you are manually entering the tax amount, you don't need to change this.

**Customer:Job** – You can specify that the allowance should be billed to a particular customer or job. Either select the customer and job from the drop-down list, or type in a new one.

**Class** – You can assign each allowance to a class. If no class exists, type in the class name and then press **TAB**. When you are prompted to add the class to your lists, click **Yes**.

## Year-to-Date Sundry Details

**Sundries and Adjustments** – Select the sundry item that were taken from the employee's pay. Quicken Payroll includes the following preset sundry items:

- **Back Pay <= to 12mths** – Select this for back payments of salary or wages that accrued twelve months or less ago. This amount will be included as part of *Gross* on the employee's Payment Summary.
- **Back Pay > 12mths** – Select this for back payments of salary or wages that accrued more than twelve months ago. This amount will be included in *Lump Sum E* on the employee's Payment Summary.
- **Reimburse Expense** – Select Reimburse Expense for items that include GST. To pay a sundry that does not include GST, either create a new sundry item of the *Normal Sundry* sundry type, or else just override the GST amount. See *Sundries List* on page 256 for details.

**Note** The sundry type selected will determine how any GST included in the reimbursement is reported on the Activity Statement Details report and how the GST amounts are exported to QuickBooks.

- **Invoice with ABN and Invoice without ABN** – If you are paying an invoice and you are exporting your payroll data to QuickBooks, select one of these options. This will result in the payment being reflected in one of the “G” (acquisition) fields in the Activity Statement produced through QuickBooks.

Payments entered through the Hours tab will be included in the “W1” (wages) field on the QuickBooks Activity statement.

To create a new sundry item, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the item to the Sundries list. When you select an existing sundry, Quicken Payroll will automatically enter the defaults for the sundry.

**Amount** – Enter the sundry amount, entering any sundry deductions as a negative ( - ) number. Enter the amount including GST, if applicable. For example, on a \$11 expense, including \$1 GST, enter \$11. Note that GST is only calculated for sundries of the *Reimburse Expense Item* type.

**GST Amount** – Quicken Payroll calculates the GST amount based on the sundry type and the amount entered in the Amount column. Edit the amount if necessary.

**Super** – Select **Yes** if the sundry or adjustment was included in superannuation calculations. Select **No** if the sundry or adjustment was not included in superannuation calculations.

**Ex Tax** – Since you are manually entering the tax amount, you don't need to change this.

**Customer:Job** – You can specify that the sundry or adjustment was billed to a particular customer or job. Either select the customer:job from the drop-down list, or type in a new one.

**Class** – You can assign each sundry item to a class.

## ***Year-to-Date Commission/Bonus Details***

**Commission** – Enter the commission/bonus name, or select it from the drop-down list. If the commission you want has not yet been set up, type in the name and then press **TAB**. When you are prompted, click **Yes** to add it to your drop-down list.

**Gross** – Enter the total gross sales for the employee. This field is optional—if you prefer, you can simply enter the Net amount.

**% Comm** – Enter the percentage amount that the employee receives from their gross sales. This field is optional—if you prefer, you can simply enter the Net amount.

**Net** – Quicken Payroll calculates the net amount based on the amounts in the *Gross* and *%Comm* columns.

**Period** – Select the period for which the commission was being paid.

**Super** – Select **Yes** if the commission was included in superannuation calculations. Select **No** if the commission wasn't included in the calculations.

**Ex Tax** – Since you are manually entering the tax amount, you don't need to change this.

## ***Year-to-Date Superannuation Details***

Enter year-to-date superannuation payments in the **Superannuation** section of the *Add a Year-to-Date Pay* window.

**Type** – Select the type of superannuation payments that were made.

**Fund Name** – Select the superannuation fund that the contribution was made to. If the fund name you want has not yet been set up, you can type in the name and then press **TAB**. When you are prompted, click **Yes** to add it to your superannuation list.

**Member A/C** – Enter the employee's account or ID number for the superannuation fund you have selected.

**Joined** – Enter the date the employee joined the fund. This is usually the day the employee joined the company.

**Amount** – Enter the amount of superannuation that was paid to the fund. Enter the amount as a fixed dollar amount.

**% \$** – Select **\$**, because you are entering historical data, rather than a percentage on which superannuation will be calculated.

**Amt Paid** – Quicken Payroll will enter the amount entered under *Amount* into this column.



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# Awards List



If you want to speed up the process of adding new employees, or if your employees come under a federal award, you need to set up awards. Awards enable you to enter the full details of any federal award, or to create a set of default pay and leave details. Then when you are setting up a new employee record, rather than re-enter all of the pay details, you can select an award and all of the award pay details will be added to the new employee record.

It might appear time consuming setting them up now, but it saves you from having to re-enter all of the details each time you hire another employee with the same details. Also, when you make changes, the changes update all the employees under that award.

If you have employees that are paid according to the time of day they start and finish and you intend to pay them using the Timesheet method, you must set up awards with shift details for those employees.

## *Adding or editing an award*

To create a new award, click **Award>New**. The *Adding a New Award* window will be displayed. To edit an existing award, select the award and click **Awards>Edit**. The *Editing Award* window will be displayed.

Complete the award details on the three tabs:

- Standard Details tab – see below
- Payments Detail tab – see page 222
- Timesheet Payments tab – see page 225

## Standard Details tab

Name the award and enter the default department, pay period and superannuation details on the Standard Details tab.

Standard Details		Award Payment Details	Timesheet Payments		
Award Name :	Warehouse Staff				
Department:	Warehouse				
Pay Period:	Weekly				
Super Type:	Percentage				
Percentage:	7.00 %				
Annual Leave Loading:	0.00 %				
Leave Type	Start Accruing After		Accrual Details		
	Number	Period	Every	Period	Accrue Hrs
	Annual Leave	3.00 Pays	1.00	Pays	4.0000
	Long Service	5.00 Years	1.00	Years	45.0000
Sick Leave	0.00 Pays	1.00	Pays	4.0000	

**Award Name** – Enter the award name, which can be up to 20 characters in length. If you are creating a federal award, use the name of that award. Otherwise, enter any award name that is meaningful to you.

**Department Name** – Enter the department name, which can be up to 20 characters in length. If the department you want has not yet been created, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the name to the Department list.

**Pay Period** – Select how often employees under this award are paid. Weekly employees have 52 pay periods in a year. Fortnightly employees have 26 pay periods in a year. Bi-Monthly employees have 24 pay periods in a year. Monthly employees have 12 pay periods a year.

**Super Type** – Most employees are entitled to employer-paid superannuation. Select how superannuation is calculated under this award. If the superannuation is calculated as a percentage of the employee's gross wages, select **Percentage**. If you have agreed to pay a certain dollar amount each pay period, select **Amount**.

For a complete listing of superannuation types, see *Superannuation details* on page 202.

**Percentage** – If you selected *Percentage*, enter the percentage value. For example, to enter 9%, enter 9. If you selected *amount*, enter the dollar amount. Most employees are entitled to employer-paid superannuation.

**Leave Type** – Select the leave type. If the leave type you need has not yet been set up, type in the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the leave type to the Pay Rates list. When you select an existing leave type, Quicken Payroll will automatically enter the defaults for that leave type.

**Start Accruing After** – Specify how long the employee must be employed before leave starts to accrue. If you leave this section blank, Quicken Payroll will start accruing the leave immediately. Alternatively, you can enter how long Quicken Payroll should wait before it starts accruing leave.

- **Number** – Enter the number of periods before leave starts to accrue.
- **Period** – Select a period from the drop-down list. A period can be the number of **Pays, Weeks, Months** or **Years** before it starts accruing. Select **Birthdays** if you want leave to begin to accrue on the employee's birthday.

**Accrual Details** – Enter how often the leave accrues by selecting the period from the **Every** column.

- **Period** – Select how often leave should accrue.
- **Accrue Hours** – Enter how many hours should be accrued each pay.

**Leave Loading** – If the employees under this award are entitled to annual leave loading, enter the percentage. Quicken Payroll will add leave loading to the employee's pay when you pay them Annual Leave.

# Award Payment Details tab

You can set up the pay rates for employees under this award on the **Award Payment Details** section. For each classification (or level) within the award, you can specify different remuneration amounts for permanent, part-time, or casual staff.

Each classification can have its own allowances. This list will only show allowances that have been set up for the classification highlighted.

Select  **Advanced** to display the **Classification Extra Pay Rates** section.

The **Classification Extra Pay Rates** section is used when you want to specify the exact rate for a pay rate.

Classification	Type	Full Time	Part Time	Casual	Cas Loading %	Advance
Level 1	Hourly	10.0000	8.0000	8.0000	0.0000	3 Month
Level 2	Hourly	15.0000	10.0000	10.0000	0.0000	6 Month
Level 3	Hourly	17.5000	12.0000	12.0000	0.0000	1 Year
		0.0000	0.0000	0.0000	0.0000	

Name	Amount	Based On
Award Overtime Me	10.00	Pays

Pay Rate	Pay Rate Type	Worked	Amount	Super
Compensation	Items	0.00	2,500.0000	Yes

## Glossary Term

### Classification

A level or sub-category within an award.  
A classification is a way of identifying an employee's pay rate within a single award.

**Classification** – Enter the name of the classifications, within this award. Quicken Payroll defaults to **Standard**, but you could enter any classification name. If this award is for timesheet employees, Quicken Payroll only uses the first classification line.

A classification is a way of identifying an employee's pay rate within a single award.  
For example, an award for chef's may be called a Chef's Award. However, there might be several levels within this award, such as Apprentice Chef—Year 1, Apprentice Chef – Year 2, Chef – Level 1, and Chef – Level 2.

**Classification rates** – Employees will be paid according to the rate for their classification and status (permanent, part-time, or casual). The employee's Classification and Status are set up in the employee record *Company Details* window.

The classification rates entered here will be used as the *Normal Hours* pay rate for employees under this award. This means that for employees under this award, when you select *Normal Hours* as the pay rate in the Employee Record – Pay Rates section, Quicken Payroll will use the classification rates entered here.

Other pay rates (such as Time & 1/2 or Double time) will then be calculated based on this normal rate. See *the Pay Rates List* on page 249 for more details on how pay rates are calculated.

**Type** – Select how often employees under this award are paid. For employees on an hourly rate, select *Hourly*. For employees who receive a fixed amount each pay period, select *Weekly* or *Monthly*. For employees who receive a fixed amount each year, select *Annual Salary*. If you employ staff such as fruit pickers or casual labour and you pay them based on the number of buckets, boxes, or other piece meal basis, select **Items**.

**Note** *Annual Salary* cannot be selected in the pay screen. It can only be selected in the award or employee record.

**Employment Status – Permanent, Part-time and Casual** – You can enter three different rates of pay for each classification—one for **Permanent** employees, one for **Part-Time** employees and one for **Casual** employees.

**Casual Loading Percentage** – Some casual employees are entitled to a Casual Loading Percentage on top of their normal rate of pay. This is to compensate them for not being entitled to annual and sick leave. Unlike leave loading, casual loading does not have a tax-free threshold. If casual employees under this award are entitled to this loading, enter the percentage.

Casual loading will be applied only if you assign an award to the employee and then select  **Use Award Pay Rates** in the Employee record – Pay Rates tab (page 194).

**Advance** – Select when employees under this award should advance to the next classification level.

- **Manual** – Use this option when you don't want employees advanced automatically – you will advance them yourself when it is required. If there is only one classification under this award, select Manual.

Advance items such as **1 Year** means that after 1 year the employee is advanced to the next classification level.

Advance items such as **21 Years Old** means that when the employee is 21 years old, he or she is advanced to the next classification level.

- **Yearly** means that each year the employee is advanced to the next classification level.

**Classification Allowances** – Each classification can have it's own set of allowances. These allowances *only* apply to the classification currently highlighted. To add an allowance to a different classification, click on the classification name and then enter the allowances that apply to that classification.

- 1 Click in the **Name** column to get a list of all allowances that have been set up. Select the allowance name and **press TAB**. If the allowance you want has not yet been set up, type the name of the allowance in and **press TAB**. Click **Yes** when you are asked if you want to add the allowance to your lists.
- 2 Enter the dollar **Amount** that applies to this allowance.
- 3 Select what the allowance should be **Based On**. For example, if you want the allowance to be 10% of an employee's wages, you must select **Pays**.

**Advanced** – In addition to the *Normal Hours* pay rate that you enter in the classification section, each classification can also have it's own set of default rates for overtime and other rates of pay. These amounts will override the rates that would otherwise be calculated.

For example if your classification *Normal Hours* rate is \$10 per hour, double time would normally be calculated as \$20 per hour. If you pay double time at \$21 an hour, then you can specify that here. All employees under this award and classification will then receive \$21 an hour for overtime.

To set up additional pay rates specific to employees under this award, select  **Advanced** to enable a second pay rate list – *Classification Extra Pay Rates*. You can then enter the additional pay rates that apply to this classification and specify the hourly rate amounts.

If you are entering overtime pay rates, leave the hours **Worked** column as zero, otherwise the employee will be paid overtime in each pay based on the hours entered in this column.



If you enter a *Normal hours* rate in the Classification Extra Pay Rates section, this will override the rates entered in the Classification section and all employees will be paid the amount entered regardless of whether they are permanent, part-time or casual employees.

## Timesheet Payments tab

If you have employees that are paid according the time they start and finish a work shift and you want to pay them using the *Timesheet* method (see page 71), you *must* complete this section.

Under the timesheet method, when you prepare your payroll, you only need to enter the start and finish times for each day the employee works. Quicken Payroll calculates any breaks as well as the different rates (such as overtime rates) that apply between the times that you specify, based on the information entered on the Timesheet Payments tab.

On the **Timesheet Payments** section you need to set up the start and finish times of each shift covered by the award. For each shift, complete a separate line on the Timesheet Payments tab. It is important that you don't forget to allow for and set up unpaid meal and rest breaks (see page 227).

*It is very important to select the correct option for how Super is applied to the shift and to overtime pay.*

*Enter shift details starting with Sunday, otherwise you will receive errors if you try to enter a shift that spans 2 days.*

Shift Pay Rate		Shift Start		Shift End		Overtime Rate 1		Overtime Rate 2		Super
	Day	Time	Day	Time	After Hrs	Pay At Pay Rate	After Hrs	Pay At Pay Rate		
Normal Hours	All	9:00AM	All	12:00PM	8.00	Time & 1/2	12.00	Double Time	Yes	
Lunch Break	All	12:00PM	All	12:45PM	0.00		0.00		No	
Normal Hours	All	12:45PM	All	5:00PM	8.00	Time & 1/2	12.00	Double Time	Overtime	
Time & 1/2	All	5:00PM	All	10:00PM	8.00	Time & 1/2	12.00	Double Time	Overtime	

You will only be able to pay an employee under the timesheet method for days and hours that have been defined in the timesheet payments tab. Therefore, make sure that you define shifts covering all days that employees might work under this award.

For example, if you have only defined shifts for Monday to Friday and you then try to pay the employee for weekend work, you will get an error message and you will not be able to save the shift details entered in the pay details window.

**Shift Pay Rate** – Select the shift pay rate that will apply between the hours and date(s) you are going to specify. The first line is usually **Normal Hours**.

- If you need to create a new pay rate, simply type the name and then press **TAB**. Click **Setup** on the *Quick-Add* window to add the rate to the Pay Rates list.

- You can create a pay rate called *Meal Break* (or something similar) that allows Quicken Payroll to track unpaid breaks and know not to pay the employee during the meal break. See *Setting up an unpaid break* on page 227 for instructions on setting up an unpaid break.

**Shift Start and End** – Select the day, or range of days, that the start and finish time should apply to. *M-F* can be used to tell Quicken Payroll that this rate and time applies Monday through to Friday. Selecting *All* means that the rate and time apply to all days of the week.

**Note** When entering times you can enter them in 24-hour format (17:00) or using 12-hour format (5 PM) AM and PM. Also note that you must enter the details starting from Sunday. If you don't start the details from Sunday, you will receive errors when you try to enter shifts over 2 days.

**Overtime** – If any overtime applies to this shift pay rate, enter the number of hours that must be worked before overtime is applicable. You also need to specify the overtime pay rate. You can specify two overtime rates per time period.

**Example** An employee normally works 8 hours a day, 9:00 AM to 5:00 PM. In the *Overtime Rate 1* column you would enter 8 hours and select the overtime pay rate. Quicken Payroll will then calculate pay for the first eight hours at the normal rate of pay and apply the overtime rate for time in excess of eight hours.

**Note** If you have set up an unpaid meal break, the *After Hours* number in the overtime column *includes* the break period. See *Setting up an unpaid break* on page 227 for details.

**Superannuation** – Specify how superannuation is calculated for regular hours and overtime for this shift. The options are as follows:

**Yes** – All pay rates are subject to superannuation.

**No** – None of the pay rates are subject to superannuation.

**Shift** – Only the shift pay rate is subject to superannuation.

**Shift + OT1** – Only the shift pay rate and the first overtime rate are subject to superannuation.

**Shift + OT2** – Only the shift pay rate and the second overtime rate are subject to superannuation.

**Overtime** – Only the overtime rates are subject to superannuation.



## Deleting an award

The Delete option is disabled and you will not be able to delete it until you remove the award from any employee records or a pays that use it. To delete an award, click on the name of the award so it is highlighted, click **Awards>Delete** and then click **OK** to confirm that you want to delete the award.

## Setting up an unpaid break

You can set up an unpaid break so that all you have to do is enter the start and finish times and then Quicken Payroll will exclude the unpaid break. For example, if you have set up a one hour meal break and then enter a start time of 8 am and a finish time of 5 pm, Quicken Payroll will calculate the paid hours as 8 hours, automatically excluding the unpaid break.

### Step 1 – Set up a pay rate for the unpaid break.

If you haven't set up a Pay Rate for meal breaks, do the following:

- 1 In the Shift Pay Rate Column, type *Meal Break* (or similar description). Press **TAB**.
- 2 A *Quick-Add* window will ask if you want to add Meal Break to your drop down list. Click **Setup**.
- 3 The *Add a Pay Rate* window is displayed. Enter **0 (zero)** in the Multiplier box. Click **OK**.

### Step 2 – Enter the shift details, including the unpaid break

To enter an unpaid break, you must split the shift into the period before and after the break and then specify the break period.

When setting up an unpaid break for a shift, enter the *Overtime Rates* only on the last line of the shift. The *After Hours* amount must include the break

Standard Details		Award Payment Details		Timesheet Payments				
Shift Pay Rate	Shift Start		Shift End		Overtime Rate 1		Overtime Rate 2	
	Day	Time	Day	Time	After Hrs	Pay At Pay Rate	After Hrs	Pay At Pay Rate
Normal Hours	M-F	8:00AM	M-F	12:00PM	0.00		0.00	
Meal Break	M-F	12:00PM	M-F	1:00PM	0.00		0.00	
Normal Hours	M-F	1:00PM	M-F	11:00PM	9.00	Time & 1/2	13.00	Double Time

When splitting up a shift and entering an unpaid break, you just set up the shift details as follows:

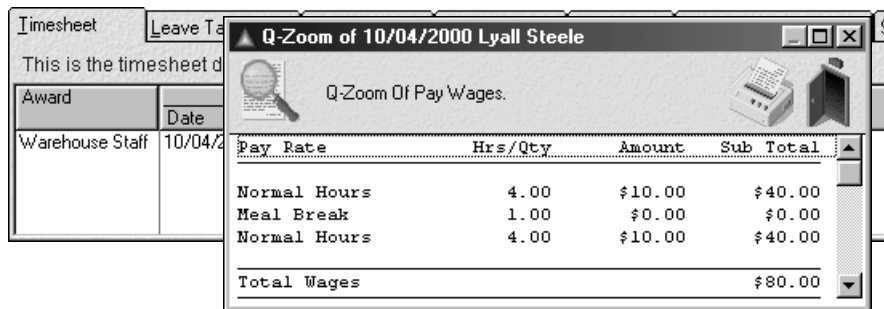
- 1 You must have a separate line for the unpaid break and a separate line for each period before and after the break.

For example, in the example above, the first line covers the period before the break – 8 am to 12pm, the second line covers the break from 12 to 1 am and the last line covers the period after the break – 1 pm to 11 pm.

- 2 Overtime rates are ONLY entered on the last line of each shift. If you enter overtime rates on any of the other lines, the unpaid break will not be calculated correctly.
- 3 The *After Hours* number in the overtime column *includes* the break period. For example, if the employee is paid overtime after 8 hours of work and the shift includes a 1 hour unpaid break, enter 9 hours in the *After Hours* column.

### Step 3 – Entering shift hours when processing the pay

When you process the pay and enter the hours worked, you only need to enter the start and End time. Quicken Payroll will automatically calculate the unpaid period, as shown in the example below.



Pay Rate	Hrs/Qty	Amount	Sub Total
Normal Hours	4.00	\$10.00	\$40.00
Meal Break	1.00	\$0.00	\$0.00
Normal Hours	4.00	\$10.00	\$40.00
<b>Total Wages</b>			<b>\$80.00</b>

---

# Allowances List

Allowances are payments made to employees to compensate them for expenses they have had while doing their job—such as mileage allowances, meal allowances or tool money. When you set up an allowance, make sure you understand whether or not it is subject to superannuation, fringe benefits and tax.

## Adding an allowance

To add an allowance, click **Allowances > New**. The *Add a New Allowance* window is displayed.

### General tab

*Allowance options determine how the allowance affects superannuation, tax, payroll tax and WorkCover calculations, as well as how the allowance is displayed on the Payment Summary.*

*You can ONLY select these options here—you cannot select them when setting up pay details in the employee record or pay details window.*

The screenshot shows the 'General' tab of the 'Add a New Allowance' window. The 'Allowance Name' field is filled with 'Car Allowance'. Below it, the 'Allowance Options' section contains four checkboxes: 'Calculate Super On Allowance' (checked), 'Tax Exempt Allowance' (unchecked), 'Payroll Tax Exempt Allowance' (unchecked), and 'WorkCover Exempt Allowance' (unchecked). A dropdown menu is open, showing four options: 'Display In Gross In Payment Summary' (highlighted), 'Display In Allowances', 'Display In Gross', and 'Do Not Display In Payment Summaries'.

*Select where (and if) the allowance amount is displayed on the Payment*

**Allowance Name** – Enter a name for the allowance.

**Calculate Super on Allowance** – Select  this option if the allowance is to be included in superannuation calculations.

**Tax Exempt Allowance** – Select  this option if the allowance is not subject to PAYG. Most allowances are not tax-exempt. Notable exceptions include:

- Cents per kilometre car expense payments using ATO rates up to 5000 business kilometres.
- Award transport payments for deductible transport expenses.

- Overtime meal allowances up to a reasonable amount (as determined by the ATO).
- Laundry (not dry cleaning) allowance for deductible clothing up to a reasonable amount (currently \$150, but subject to change).
- Travel allowance involving overnight absence from payee's ordinary place of residence up to a reasonable amount (as determined by the ATO). An allowance for overseas *accommodation* is not tax-exempt.

For full details, contact the ATO. Refer also to the Quicken Payroll Help. Choose **Search for Help On..** from the Help menu and then type "*Taxation of allowances*".

Selecting Tax Exempt Allowance will add the allowance to the employee's net pay, after tax has been calculated. Leaving it blank  will add the allowance to the employee's gross pay and tax will be calculated on it.

**Payroll Tax Exempt Allowance** – Select  this option if the allowance is payroll tax-exempt. Most allowances are included, or at least partially included in Payroll tax calculations.

**WorkCover Exempt Allowance** – Select  this option if the allowance is exempt from WorkCover.

**Where to display in Payment Summaries** –Select where the allowance amount is to be displayed in Payment Summaries—in the *Gross* wage section, the *Allowance* section, or not displayed at all.

If you only want the allowance to display in Payment Summaries when over a specified amount, then enter that amount on the Threshold tab (see next page) and select  **Payment Summaries** (Apply threshold to Payment Summaries).

To determine where the allowance should be displayed on the payment summary, refer to the Quicken Payroll Help. Choose **Search for Help On..** from the Help menu and then type "*Taxation of allowances*".

**Note** If you have an allowance that you pay both to contractors and to your normal staff, you will need to define two separate allowances—one for employees that displays the allowance on the Allowance section of the Payment Summary and another allowance for contractors the includes the allowance in the Gross section.

## Amount tab

The screenshot shows a software window with three tabs: 'General', 'Threshold', and 'Amount'. The 'Amount' tab is active. It contains a 'Calculate As' section with two radio buttons: 'Fixed Amount' (unselected) and 'Percentage' (selected). To the right of these are two text input fields, both containing '0.00'. Below this is a 'Based On:' label followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Wages', 'None', 'Wages', 'Annual Leave', 'CDEP Payment', 'Compensation', and 'Double Time'. A mouse cursor is pointing at the 'Wages' option in the dropdown.

**Fixed Amount** – If the allowance is a fixed dollar value, select  **Fixed Amount** and enter the dollar value.

**Percentage** – If the allowance is based on a percentage, select  **Percentage** and enter the percentage amount.

**Based on** – Select what the allowance is a percentage of from the drop-down list. For example, if you select *Wages*, the allowance dollar value will be a percentage of the total wages for that particular pay. For details, see *What are the Based On items?* in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu and then type *Based on* into the *Index* tab).

**Allowance based on hours worked** – Enter 0 in the % or Units column and select a pay rate from the Based On column, the allowance will be calculated as the number of hours worked for that pay rate times the amount entered in the Amount column. For details, see *How do I pay an allowance based on the number of hours worked?* on page 62.

## Threshold tab

The threshold value is the maximum allowance amount that can be paid before being subject to Payroll Tax or WorkCover, or being displayed on Payment Summaries.

The screenshot shows a dialog box with three tabs: 'General', 'Threshold', and 'Amount'. The 'Threshold' tab is selected. Inside the 'Threshold' tab, there is a sub-tab 'Amount' which is active. Below the sub-tab, there is a label 'Calculate When Greater Than:' followed by a text box containing '500.00'. Below this is a section titled 'Apply Threshold To' which contains three checkboxes: 'Payroll Tax' (unchecked), 'WorkCover' (checked), and 'Payment Summaries' (unchecked).

**Calculate When Greater Than** – Enter the threshold amount. Depending on the options selected below, allowances under the threshold amount will not be displayed on Payment Summaries, or will not be subject to Payroll Tax or WorkCover.

**Payroll Tax** – Select  this option if Payroll Tax does not apply to allowances under the threshold amount.

**WorkCover** – Select  this option WorkCover does not apply to allowances under the threshold amount

**Payment Summaries** – Select  this option if you only want the allowance to display in Payment Summaries when over the threshold amount. When this option is selected, any allowances under the threshold amount will not be included in the Gross Payments or Allowances section of the payment summary. Note that this only affects how the allowance is displayed, not whether it is taxable or not.

For more detailed examples of creating awards, see the following sections in the Quicken Payroll Help (choose **Search for Help On..** from the Help menu and then type the following into the *Index* tab):

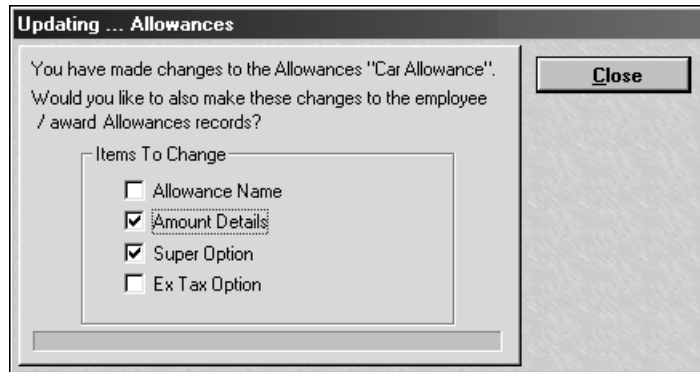
- *Creating an Award – Example*
- *Setting up a Timesheet Award – Example*

## Editing an allowance

To **edit** an allowance, select the allowance you wish to change and then click **Allowances > Edit**. Make any required changes on the *Update Allowance* window.

When you make changes to an allowance, Quicken Payroll will ask if you want to also make these changes to any employee records and awards that use the allowance. Previous pays using the allowance will not be affected.

*When you change an allowance you can apply those changes to the employee records and awards that use the allowance.*



## Deleting an allowance

The Delete option is disabled and you will not be able to delete the allowance, unless you first remove the allowance from any employee records or pays that use the allowance.

To delete an allowance, select the allowance, click **Allowances > Delete** and then click OK to confirm that you want to delete the allowance.

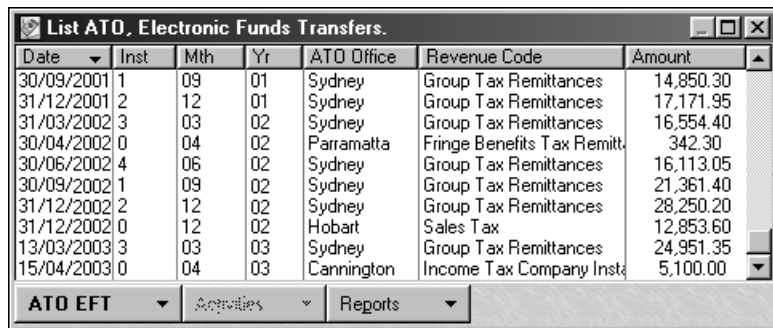
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## ATO Electronic Funds Transfer List

If you are using electronic funds transfers (EFT) to pay your employees, you will probably want to make your Australian Tax Office (ATO) payments electronically as well. Not only can you pay your PAYG, FBT, child support and other payroll related liabilities, but you can also use electronic funds transfers to pay items not tracked by Quicken Payroll, such as penalties, sales tax and company tax.

To make your ATO payments directly from your bank account, Quicken Payroll creates an electronic funds transfer (EFT) file that you can use with the EFT software provided by your bank.

Each time you create an ATO electronic fund transfer file, the details are listed on the ATO Electronic Funds Transfer list. You can create a new ATO EFT transfer file either by clicking **ATO EFT > New**, or by clicking **Create Tax Payment** on the Navigator Tax Payments tab.



Date	Inst	Mth	Yr	ATO Office	Revenue Code	Amount
30/09/2001	1	09	01	Sydney	Group Tax Remittances	14,850.30
31/12/2001	2	12	01	Sydney	Group Tax Remittances	17,171.95
31/03/2002	3	03	02	Sydney	Group Tax Remittances	16,554.40
30/04/2002	0	04	02	Parramatta	Fringe Benefits Tax Remitt.	342.30
30/06/2002	4	06	02	Sydney	Group Tax Remittances	16,113.05
30/09/2002	1	09	02	Sydney	Group Tax Remittances	21,361.40
31/12/2002	2	12	02	Sydney	Group Tax Remittances	28,250.20
31/12/2002	0	12	02	Hobart	Sales Tax	12,853.60
13/03/2003	3	03	03	Sydney	Group Tax Remittances	24,951.35
15/04/2003	0	04	03	Cannington	Income Tax Company Insta	5,100.00

ATO EFT    Activities    Reports

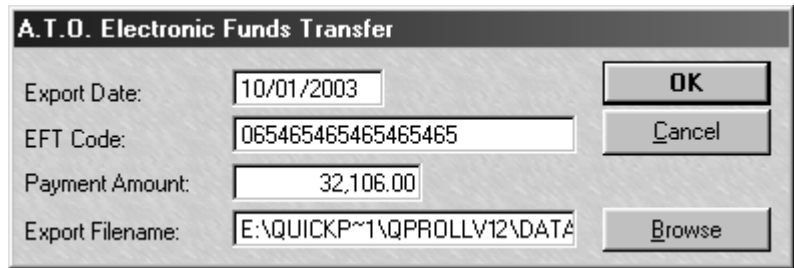


## Creating an ATO EFT payment file

Before you create the EFT file you need to ensure that the electronic funds transfer options are set correctly for the bank. EFT preference settings are set up through Files Preferences (see page 175 for details).

To add an EFT transaction, click **ATO/EFT > New** on the Electronic Funds Transfer list, or click **Create Tax Payments** on the Navigator Tax Payments tab. The *ATO Electronic Funds Transfer* window is displayed.

*The EFT code identifies you as the payer and provides information about the payment you are making. You can obtain the EFT code from correspondence sent to you from the ATO. It is also located just above the barcode on your payment advice.*



A.T.O. Electronic Funds Transfer		
Export Date:	10/01/2003	OK
EFT Code:	065465465465465465	Cancel
Payment Amount:	32,106.00	
Export Filename:	E:\QUICKP~1\QPROLLV12\DATA	Browse

**Export Date** – This date should always be the current date, otherwise your banking program may refuse to send the EFT file.

**EFT Code** – This code, identifies you as the payer and the payment you are making. The code is printed just above the barcode on the payment advice related to this payment. The code may also have been sent to you separately.

**Payment Amount** – Enter the total payment amount being sent to the ATO.

**Export Filename** – If you want the EFT file to be exported to a different location, right click on the Export Filename to specify the new location. If you just want to change the name of the file, click on the field and change the file name.

When you have entered all of the details, click **OK**. Quicken Payroll creates a file in your QPROll\DATA folder (by default named ATO.ABA) that is used by your banking software.

## ***Editing ATO tax payments***

To edit an EFT transaction, select the transaction on the Electronic Funds Transfer list you wish to change and then click **Edit**. Make changes on the ATO Electronic Funds Transfer window.

Note that unless you change the Export Filename, this will overwrite any existing EFT transaction file.

## ***Deleting an ATO electronic funds transfer item***

You should *only* delete an ATO electronic funds transfer item *if* you have not sent it to the ATO. Once it has been sent you must keep it on record in case you are audited.

To delete an ATO Electronic Funds Transfer payment, highlight the payment on the ATO EFT list, click **ATO EFT > Delete** and then click OK to confirm that you want to delete the payment.

## ***Making an ATO electronic funds transfer payment***

Once you have created the ATO EFT file, you can make the payment directly from your bank account using the EFT software provided by your bank. For details, see *PAYG and withholdings* on page 107.

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## Bank Codes List

Bank codes are used whenever you need to enter banking details for your company, employees, or superannuation funds. They are also when generating banking reports. In most cases, the bank codes you need will already be included in the list, but you can add additional bank codes or edit bank codes if you need to.

### Adding or editing a bank code

If you are certain that the bank you are looking for is not listed, you can add it. If you discover later on that you actually entered the wrong code or name for a bank, you can change it. Note that this will not update the company information, or any employee records that use the bank code. You will need to manually update these records to reflect the change.

Clicking **ATOEFT>New** or **Edit** will open the *Add New Bank* or *Update Bank* window.



**Bank Code** – Enter the bank’s three-letter abbreviation into the Bank Code field. To make it easy to find later on, be sure to enter the bank’s actual code and not one you have created.

**Bank Name** – Enter the name of the bank into the Bank Name field. Again, be sure to enter the correct name of the bank.

### Deleting a bank code

To delete a bank code, select the code, click **Bank Codes >Delete** and then click **OK** to confirm that you want to delete the code.

---

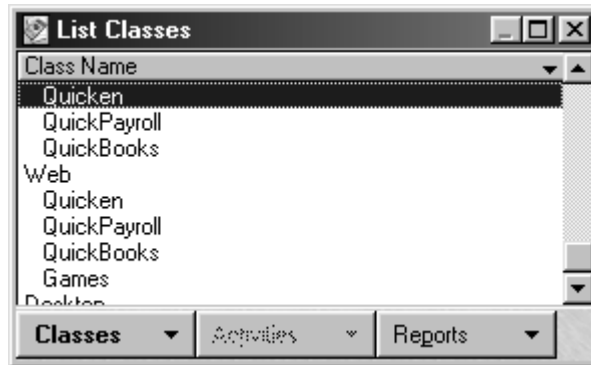
# Classes List

## Glossary Term

### Class

Anything in your business (other than a customer or job) for which you need to track both income and expenses.

You can assign classes to your payroll transactions. Then, when class tracking is enabled in the *Preferences* window, Quicken Payroll adds a Class column to windows where you enter payroll transactions, such as the employee record and the pays window.

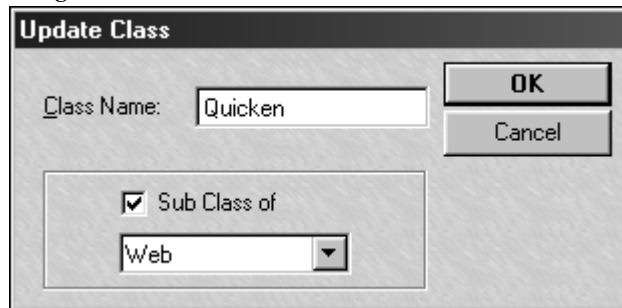


You can use classes to classify your payroll by department, business office or location, separate properties you own, or any other meaningful breakdown of your business activities.

For example, you might classify all payroll as relating to either wholesale or retail sales. At the end of an accounting period, you could create separate reports for the wholesale and retail parts of the business.

## Adding or editing a class

When you edit or delete a class, it will not update any employee records or pays that use the class. You will need to update these records to reflect the change.



To **add** a class, click **Classes>New**. The *Add Class* window is displayed.  
To **edit** a class, select the class you wish to change and then click **Classes>Edit**. The *Update Class* window is displayed.

**Class Name** – The class name may be up to 30 characters in length.

**Sub Class** – Select  this option if the class is a sub class and then select the *parent* class. You can enter up to five levels of classes.

## ***Deleting a class***

The Delete option is disabled and you will not be able to delete it until you remove the class from any employee records or a pays that use it. To delete a class, select the class, click **Classes>Delete** and then click OK to confirm.

---

# Customer:Jobs List

## Glossary Terms

### Customer

Any person, business, or group that buys or pays for the services or products that your business or organisation sells or provides.

### Job

A project done for a particular customer.

You can assign customers or jobs to your payroll transactions, which will allow you to track the payroll costs of a particular customer or job and include customer and job details on your payroll reports. Customer and jobs are completely optional.



If you assign customer:jobs to payroll transactions, you can:


- Export your payroll costs by customer:job to QuickBooks
- Print customer:job reports
- Add customer:job information to your reports

If you wish to apply a markup value to the customer:job you can do so at the time you place the expense items on to the invoice in QuickBooks.

## Adding or editing a Customer:Job

When you edit or delete a customer or job, it will not update any employee records or pays that use it. You will need to manually update these records to reflect the change.

To **add** a customer:job, click **Jobs>New**. The *Add Customer:Job* window is displayed. To **edit** a customer:job, select the customer:job you wish to change and then click **Jobs>Edit**. The *Update Customer:Job* window is displayed.



The screenshot shows a dialog box titled "Update Customer:Job". It has a "Job Name:" label followed by a text input field containing "Custom Programming". To the right of this field are two buttons: "OK" and "Cancel". Below these is a section with a checked checkbox labeled "Sub Job Of" and a dropdown menu currently showing "Game Factory".

**Job Name** – The customer:job name may be up to 40 characters in length.

**Sub Job** – Select  this option if the customer:job is a sub job and then select the job that it is a sub job of. You can enter up to five levels of customer:jobs.

The colon (:) between Customer and Job on the name on this list is a reminder that QuickBooks displays a colon between the name of your customer and the associated job in any field for a customer and job name. For a more in depth discussion of customers and jobs, refer to your QuickBooks User Guide.

## ***Deleting a customer:job***

The Delete option is disabled and you will not be able to delete it until you remove the customer:job from any employee records or a pays that use it. To delete a customer job, select the it, click **Jobs>Delete** and then click OK to confirm that you want to delete the customer:job.

---

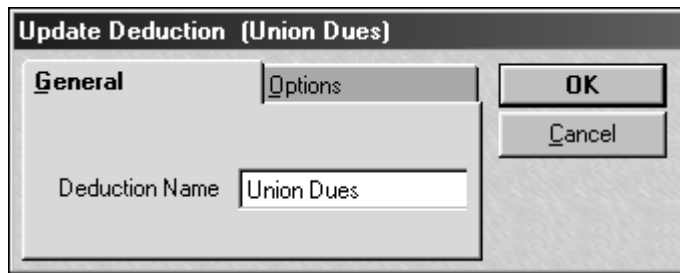
## Deductions List

Deductions can be taxable or non-taxable, may be for union fees, and they may or may not be displayed on Payment summaries. These attributes can only be set up through the Deductions list.

### Adding a deduction

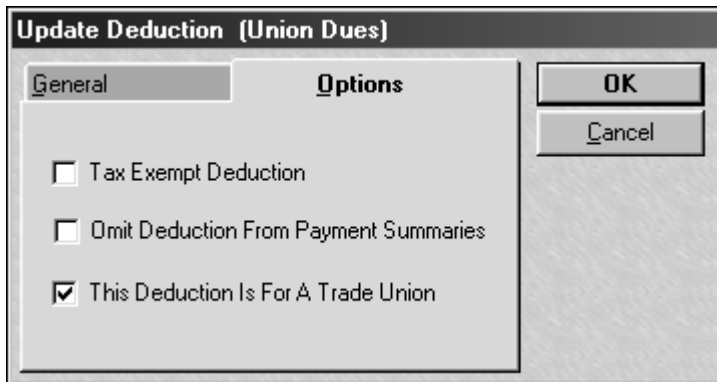
To add a Deduction, click **Deductions > New**. The *Add a Deduction* window is displayed.

**General tab** – Enter the deduction name.



The screenshot shows a dialog box titled "Update Deduction (Union Dues)". It has two tabs: "General" (selected) and "Options". In the "General" tab, there is a text input field labeled "Deduction Name" containing the text "Union Dues". To the right of the input field are two buttons: "OK" and "Cancel".

**Option tab.**



The screenshot shows the same dialog box, but with the "Options" tab selected. The "General" tab is now disabled. The "Options" tab contains three checkboxes:

- Tax Exempt Deduction
- Omit Deduction From Payment Summaries
- This Deduction Is For A Trade Union

To the right of the checkboxes are two buttons: "OK" and "Cancel".

**Tax Exempt Deduction** – This option is used to indicate if the deduction is tax exempt or not. Note that most deductions are not tax exempt.

- Leaving this check box blank  will mean the deduction is taken from the net amount of an employee's pay, after tax is calculated.



- Selecting  this option will take the deduction out of the employee's gross before tax is calculated for the pay. For example, if the pay is \$1000 and the deductions amount is \$200, PAYG will be calculated based on \$800.

**Omit Deduction From Payment Summary** – Select this option to exclude a tax exempt deduction from being reported on a Payment Summary.

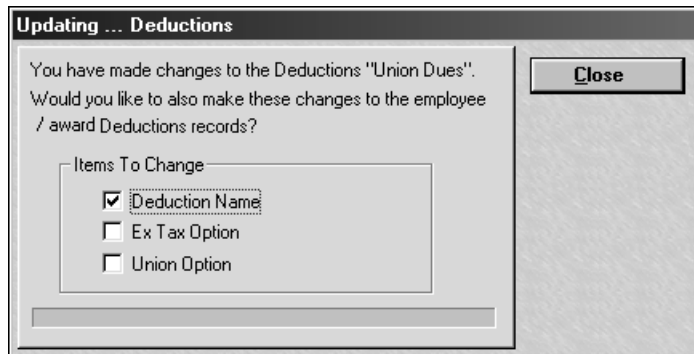
**This Deduction Is For A Trade Union** – If the deduction is for union dues, select  this option. Any contributions made using this deduction will appear in the Union Fees section of the employee's Payment Summary.

## Editing a deduction

To **edit** a deduction, select the deduction you wish to change and then click **Deductions>Edit**. Make any required changes on the *Update Deduction* window.

When you make changes to a deduction, Quicken Payroll will ask if you want to also make these changes to any employee records that use the deduction. Previous pays using the deduction will not be affected.

*When you change an deduction you can apply those changes to the employee records that use the deduction.*



## Deleting a deduction

The Delete option is disabled and you will not be able to delete it until you remove the deduction from any employee records or a pays that use it. To delete a deduction, select the deduction, click **Deductions>Delete** and then click OK to confirm that you want to delete the deduction.

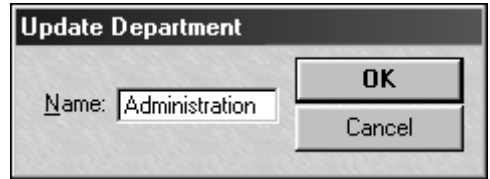
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## Departments List

### *Adding or editing a department*

Click **Departments>New** or select a department and click **Departments>Edit**. The *Update Department* window will be displayed.

Departments are another way to group your employees together. Enter the department name. The name may be up to 20 characters in length.



The image shows a dialog box titled "Update Department". It has a text input field labeled "Name:" with the text "Administration" entered. To the right of the input field are two buttons: "OK" and "Cancel".

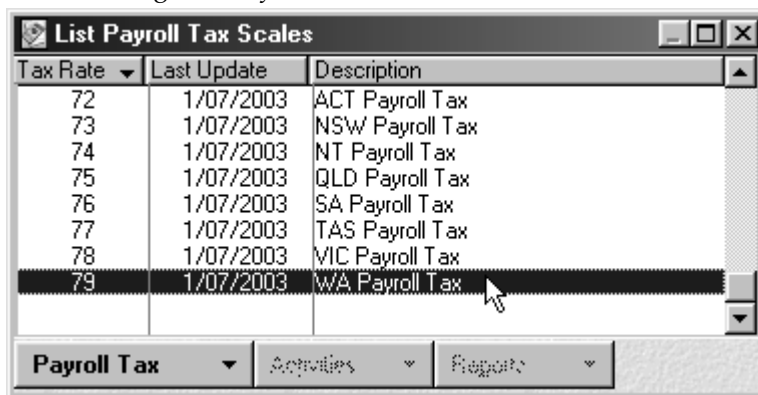
### *Deleting a department*

To delete a department, select the department, click **Departments>Delete**, and then click OK to confirm that you want to delete the department.

---

## Payroll Tax Scales

Payroll Tax applies if the total annual wages bill from all sites (if part of a group of companies, from all members of that group) throughout Australia exceeds the threshold for the state. Selecting this command will display a list of the payroll tax thresholds for each state. In most cases, you will only need to change the Payroll Tax Scale if the state threshold or rate changes.



Tax Rate	Last Update	Description
72	1/07/2003	ACT Payroll Tax
73	1/07/2003	NSW Payroll Tax
74	1/07/2003	NT Payroll Tax
75	1/07/2003	QLD Payroll Tax
76	1/07/2003	SA Payroll Tax
77	1/07/2003	TAS Payroll Tax
78	1/07/2003	VIC Payroll Tax
79	1/07/2003	WA Payroll Tax

QuickBooks includes the most recent Payroll Tax scales available at time of product release. However, since Payroll Tax scales may change over time, you will need to periodically update your Payroll Tax scales. There are three ways to update the tax scales:

- Using a file sent to you on floppy disk (page 309);
- Internet update (page 309); or
- through the Payroll Tax Scales list.

## Editing a Payroll Tax scale

Click to select the payroll tax scale you want to change and then click **Payroll Tax>Edit**. The *Update Payroll Tax Scale* window will be displayed.

*Enter the payroll threshold amounts and the rate that applies to each threshold.*

*In this example payroll tax is payable on total annual wages bill above \$600,000 at the rate of 6.85%.*

Threshold	Multiplier	Subtract
600000	0.0000	0.0000
Over 600000	0.0640	0.0000

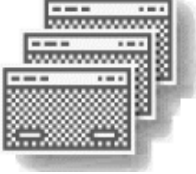
**Last Update** – If you are making changes, enter the current date so you know when this scale was last updated.

**Threshold** – Enter the total gross wages for the year. For example, if you enter 456000, Quicken Payroll won't calculate payroll tax until the wages exceed the \$456,000 threshold. Quicken Payroll calculates the monthly threshold based on the yearly total.

**Multiplier** – Enter the percentage of total gross wages that should be paid to State Revenue.

**Note** Quicken Payroll works on a daily basis. This means that some months the payroll tax payable will match the same manually calculated figure. Other months it will be slightly more or slightly less. At the end of the year you will have paid the exact amount due.

# Pays List



The Pays list displays all processed pays for the current pay run, the current month, the current financial year or a date range that you specify. From the Pays listing created after you select which pays you want to list, you can edit or delete selected pays.

Select the pay period that you want to view. Use **Selected Date Range** to specify a custom date range.

Select the pay type you want to view pays for.

**List Pays**

**Select Pay List**

**CURR** **List Current Pay**  
List all pays for the current pay period.

**YTD** **List All Pays This Year**  
List all pays for the current year.

**MTD** **List All Pays This Month**  
List all pays for the current month.

**USEF** **Selected Date Range**  
Select your own date range and other filters.

Close

Pay Type: All

Start Date: 12/01/2003

End Date: 12/01/2003

## Displaying pays for the current pay period

- 1 Select the type of employees that you wish to view, from the **Pay Type** drop-down list.

For example, if you just want weekly employees to appear, select *Weekly*.

**Note** – The drop-down list will only show the types of pay that match employees. For example, if the company has weekly and monthly employees, the drop-down list will only show *Weekly* and *Monthly*.

- 2 Click to select the date range that you want to view pays for the current period, this year, the current month, or for a selected date range.

Type in the dates or right mouse click to bring up the *Quicken Payroll Q-Date* calendar window. Select the date and then click **Enter** to enter the date.

**Q-Date**

Cancel << < 16 Jul 2003 > >> Enter

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 3 *The List Pays* window displays all pays of the selected Pay Type for the date range selected. From this window, you can print a pays report, or you can edit or delete individual pays.

Sort the list by clicking on any of the column header names.

Double click on any line to edit the pay.

Date	Department	Number	Surname	Super	Gross	Tax	Net	
8/01/2000	Administration	84	Mowser		\$0.00	\$350.00	\$31.45	\$313.55
8/01/2003	Warehouse	203	Steele		\$0.00	\$401.35	\$55.35	\$321.00
8/01/2003	Warehouse	204	Rodrigo		\$31.50	\$500.00	\$86.35	\$383.65
8/01/2003	Warehouse	205	Mitchell		\$0.00	\$356.65	\$173.35	\$178.30
12/01/2003	Quality Assurance	8	Carrier		\$138.91	\$2014.40	\$533.80	\$1435.60
12/01/2003	Tech Support	85	Lucinda		\$132.37	\$2031.40	\$564.00	\$1462.40
12/01/2003	Tech Support	101	Aiken		\$97.65	\$1515.00	\$348.00	\$1142.00
12/01/2003	Tech Support	103	Madrid		\$79.10	\$1270.00	\$255.20	\$1009.80
12/01/2003	Administration	108	Harding		\$61.25	\$955.00	\$164.70	\$796.80
14/01/2003	Development	4	Hardman		\$388.33	\$4003.35	\$1500.20	\$2463.15
14/01/2003	Development	5	Scratchley		\$160.65	\$2415.00	\$902.75	\$1467.25
14/01/2003	Development	17	Houle		\$213.50	\$3170.00	\$1049.65	\$2072.85
15/01/2003	Administration	84	Mowser		\$49.00	\$350.00	\$31.45	\$313.55

- 4 To print a report click **Reports** and then choose a report. The Report Writer opens and creates the Pays List Report for the pay type and date range selected. Click the Printer icon at the top of the page to print the report.

To return to the List Pays and to Quicken Payroll, click the Quicken Payroll tab on your Windows taskbar, or press **ALT+TAB**.

## Editing a past pay

Editing past pays can result in gross and tax amounts for previous months differing from amounts originally reported. To help prevent inadvertent changes, you cannot edit a past pay unless the  **Edit This Pay** check box has been selected. This option can be selected by default in the General Preferences. You also cannot edit a past pay if you have been set up as a user without the rights to edit a past pay.

To edit a pay, select the pay and then click **Edit**. Edit details on the pay window displayed. Press **F1** while the pay window is open for further information on each section. This will bring up Quicken Payroll Help with instructions for that specific section.

## Deleting a pay

To delete a pay, select the pay, right-click and choose **Delete**. Click **OK** to confirm that you want to delete the pay.

---

## Pay Rates List

The Pay Rates List displays all pay rates currently available. Most of the pay rates you need are probably already included in the Pay Rates list, but you may need to add some additional rates. Some pay rates, such as Annual Leave, are system defaults and should not be deleted. If you do so, pays and possibly leave will be incorrect.

### Normal Hours pay rates

The term “*Normal Hours*” pay rate has special meaning in Quicken Payroll. The “*Normal Hours*” rate for an employee is the base rate of pay that other rates (such as double time) are based on. It is also used in awards in calculating leave accruals.

In most cases you can simply use the default *Normal Hours* pay rate, but if you require a *Normal Hours* pay rate with a different name or with different leave accrual setting, you can set up an additional pay rate designated as *Normal Hours* rate. An example of this might be where your employees are paid on some basis other than by the hour and the term *Normal Hours* would cause confusion. In this case you could create a more descriptive pay rate and designate it as a *Normal Hours* rate.

You can set up as many *Normal Hours* rates as you need in the company, but each employee should only be assigned one “*Normal Hours*” pay rate.

## Adding a pay rate

To add a pay rate, click **Pay Rates > New**. The *Add a Pay Rate* displays.

If you are creating a new leave type, select  this option. This will enable the Leave Accrual Details tab.

Select  this option to use this pay rate on the Spreadsheet Entry window.

**Update Pay Rate (Double Time)**

**Pay Rate**

Pay Rate: Double Time

Multiplier: 2.0000

Use As Normal Hours Pay Rate

Enable Leave Accrual

Use Pay Rate for Spreadsheet Entry

Payroll Tax Exempt

OK

Cancel

## Pay rate tab

**Pay Rate** – Enter a descriptive Pay Rate name, up to 20 characters long.

**Multiplier** – Enter the multiplier, which is used to calculate the pay amount. The multiplier is used in conjunction with the employee's *Normal Hours* pay rate. Quicken Payroll multiplies the employee's *Normal Hours* pay rate by the multiplier you enter. Note that the employee's *Normal Hours* rate may be either the default pay rate named *Normal Hours*, or a pay rate that you set up and designated to be used as a *Normal Hours* pay rate.

**Enable Leave Accrual** – If this pay rate is a leave rate, you can set the defaults for leave accrual. To set the defaults, select  this option.

**Use as Normal Hours Pay Rate** – Select  this option if you want this rate to be used as a normal pay rate. This means that where the program requires a normal pay rate, such as in the employee record, this rate can be used.

**Use pay rate for Spreadsheet Entry** – Select  this option if you want this pay rate to appear on the Spreadsheet Entry window.

**Payroll tax exempt** – Select  this option if Payroll Tax doesn't apply to this Pay Rate.

## Leave accrual details tab

If this is a leave rate, you can set the defaults for leave accrual. To set up a leave rate, click **Enable Leave Accrual** and then click on the **Leave Accrual Details** tab.

*If this is a leave rate, specify the default value for when the leave should start to accrue.*

*Also specify how the leave accrual is calculated.*

Start Accruing After	Accrual Details
Number: 0.00	Every: 0.00
Period: Pays	Period: Pays
	Accrue Hrs: 0.0000



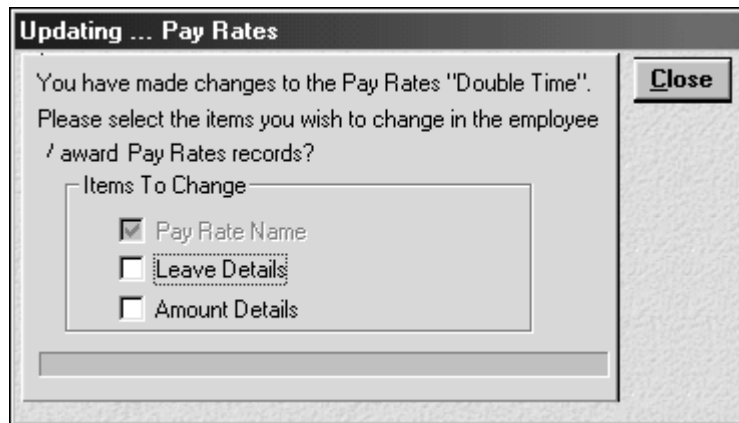
**Start Accruing After** – specify how long Quicken Payroll should wait before it starts to accrue leave. For example, to specify that leave should only accrue after the employee has worked for three months, enter 3 under **Number** and select **Months** under **Period**.

**Accrual Details** – enter how often leave should accrue and how much should accrue. For example, to accrue three hours leave every pay period enter 1 under **Every**, select **Pays** from **Period** and then enter 3 under **Accrue Hrs**.

## Editing a pay rate

To **edit** a pay rate, select the pay rate you wish to change and then click **Pay Rates>Edit**. Make any required changes on the *Update Pay Rates* window.

*When you change an pay rate, you can apply those changes to the employee records and awards that use the pay rate.*



When you make changes to a pay rate, Quicken Payroll will ask if you want to also make these changes to any employee records or awards that use the pay rate. Previous pays using the pay rate will not be affected.

## Deleting a pay rate

The Delete option is disabled and you will not be able to delete it until you remove the pay rate from any employee records or a pays that use it. To delete a pay rate, select the pay rate, click **Pay Rates>Delete** and then click OK to confirm that you want to delete the pay rate.

# Reminders List

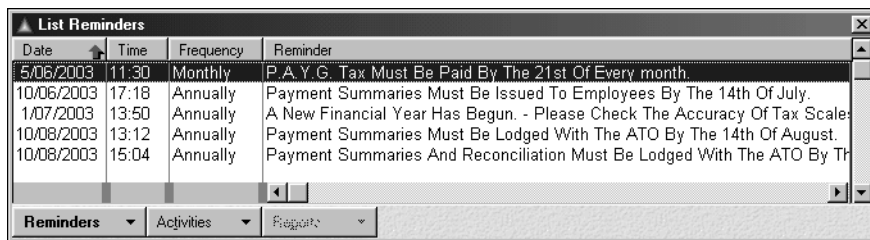
TODAY

■ טוּסַם □  
■ כַּסְפָּךְ □  
■ חֶסֶד □  
■ שְׂמֵחַ □

Reminders are an easy way of reminding you when a task needs to be completed. Quicken Payroll comes with three default reminders so that you don't forget important things—like checking if the tax scales are up-to-date. You can use Reminders to remind you of anything you like. Quicken Payroll's reminders will only appear at the time and date that you have specified and only while Quicken Payroll is running.

At the date and time specified in the Reminders list, a reminder will appear on your screen. The Reminders list displays all of the reminders that will appear at a later date.

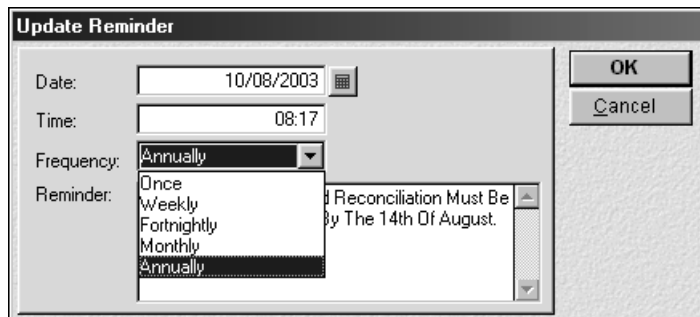
*The Reminders list displays the full details of reminders; the time, date, frequency and the reminder message.*



Date	Time	Frequency	Reminder
5/06/2003	11:30	Monthly	P.A.Y.G. Tax Must Be Paid By The 21st Of Every month.
10/06/2003	17:18	Annually	Payment Summaries Must Be Issued To Employees By The 14th Of July.
1/07/2003	13:50	Annually	A New Financial Year Has Begun. - Please Check The Accuracy Of Tax Scales.
10/08/2003	13:12	Annually	Payment Summaries Must Be Lodged With The ATO By The 14th Of August.
10/08/2003	15:04	Annually	Payment Summaries And Reconciliation Must Be Lodged With The ATO By The 14th Of August.

## Adding or editing a reminder

To **add** a reminder, click **Reminders>New**. The *Add a Reminder* window is displayed. To **edit** a reminder, select the reminder you wish to change and then click **Reminders>Edit**. The *Update Reminder* window is displayed.



**Update Reminder**

Date: 10/08/2003

Time: 08:17

Frequency: Annually

Reminder: Once  
Weekly  
Fortnightly  
Monthly  
Annually

Payment Summaries And Reconciliation Must Be Lodged With The ATO By The 14th Of August.

OK  
Cancel

**Date** – Enter the date that you first want the reminder to appear.

**Time** – Enter the time that you first want the reminder to appear. Time can be entered in 24-hour format, or in 12 hour format using A or P to specify am or pm. You must press **TAB** after entering the time.

**Frequency** – Select the frequency from the drop-down list to determine how often the reminder should appear.

- If you select *Once*, the reminder will disappear from the Reminders list after it is displayed.
- If you select *Weekly*, *Fortnightly*, *Monthly* or *Annually*, the date will be rolled forward. In the example above, the date on the list will be rolled forward to 5/07/1999 after the reminder has been displayed.

**Reminder** – Enter a description of the reminder. The description can be up to 150 characters long.

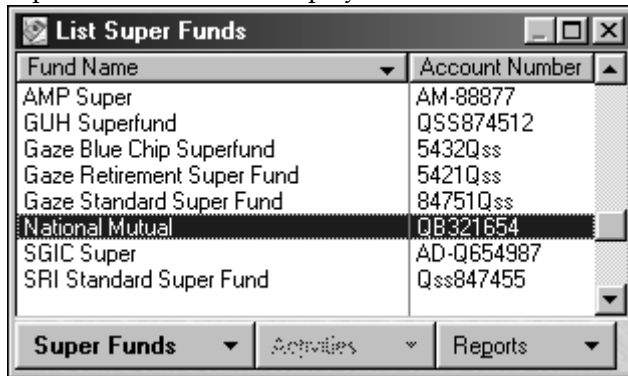
## ***Deleting a reminder***

If a reminder is no longer used you can delete it. To delete a reminder, click to select the reminder you want to delete, click **Reminders>Delete** and then click **OK** to confirm that you want to delete the reminder.

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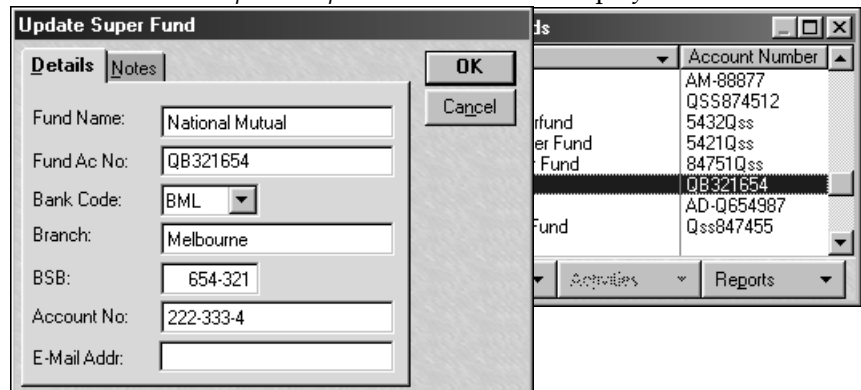
## Superannuation Funds List

All of your superannuation funds are set up and edited on the Superannuation list. When you are setting up employee details you must assign a superannuation fund from a drop-down list that displays all of the superannuation funds displayed here.



### Adding or editing a superannuation fund.

Click **Super Funds > New**, or select an existing fund and click **Super Funds > Edit**. The *Update Super Fund* window is displayed.



**Fund Name** – Enter the superannuation fund name. Note that when you change the superannuation fund name, you will need to update any employee records or pays that use the fund.

**Banking information** – If your superannuation fund manager accepts contributions and the associated details electronically, enter all of the banking information. You will also need to contact your superannuation fund manager to find out if they will accept the information electronically. The superannuation export file format is included in the Quicken Payroll Help.

**Fund Account Number** – Enter the super fund This number can be up to nine characters long. If you are unsure, please contact your fund to check the account number.

**Bank Code** – Select the code for the superannuation bank account. Quicken Payroll includes all the bank codes available at time of product release. If your bank is not listed, add it through the Bank Codes list. You will also need to update the Company Information when you add the bank code.

**Branch** – Enter the name of the branch where the superannuation bank account is located.

**BSB Number** – Enter the BSB (Bank State Branch) number for the superannuation bank account. The BSB number is six digit number shown before the account number on a cheque.

**Account Number** – Enter the number for the bank account that you will be depositing the superannuation contributions into. This number can be up to nine characters long. If you are unsure, please contact your fund to check the account number.

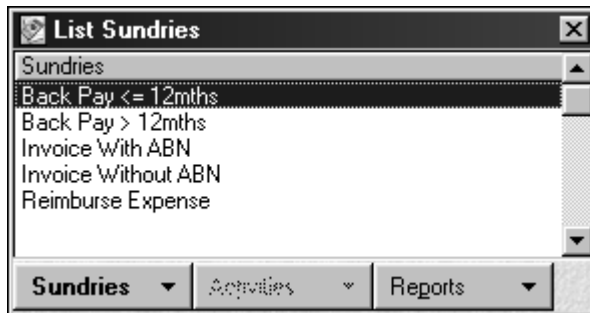
**Email Address** – Enter the superannuation fund's email address, if applicable.

**Note** – enter any notes about the fund on the Notes tab.

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## Sundries List

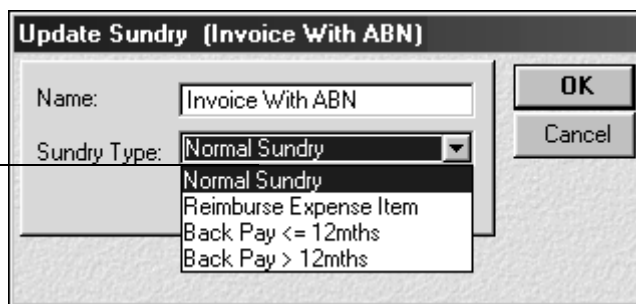
Sundry items include non-recurring adjustments, back pay and expense reimbursements that apply to a single pay. Unlike deductions, a sundry item cannot be added to the Employee record, because they only apply to a single pay. A sundry item must be added through the *Pay Details – Sundries* window when the pay is being processed.



## Adding or editing a sundry item

To add a Sundry, click **Sundries>New**. The *Add a New Sundry* window is displayed. To edit a Sundry, select the sundry you wish to change and then click **Sundries>Edit**. The *Update Sundry* window is displayed.

To track GST paid on expense reimbursements, select the **Reimburse Expense Item** sundry type. For reimbursements NOT including GST, select **Normal Sundry**.



**Name** – Enter or edit the Sundry name, up to 20 characters long.

**Sundry Type** – Select the sundry type:

- **Reimburse Expense Item** – Use this for reimbursing sundries that include GST. Quicken Payroll will calculate GST when you calculate the pay on the *Pay Details window – Sundries* tab.
- **Normal sundry** – Use this for reimbursing sundry items that do not include GST and for adjustments and items other than back pay.

- **Back Pay <= to 12mths** – Select this for back payments of salary or wages that accrued twelve months or less ago. This amount will be included as part of *Gross* on the employee's Payment Summary.
- **Back Pay > 12mths** – Select this for back payments of salary or wages that accrued more than twelve months ago. This amount will be included in *Lump Sum E* on the employee's Payment Summary.

Due to the complexity and number of factors to consider when paying back pay, Quicken Payroll does not calculate the tax on back pay. For details see *Calculating tax on back pay* on page 66.

## ***Deleting a sundry item***


The Delete option is disabled and you will not be able to delete it until you remove the sundry item from any pays that use it. You also cannot delete the default sundry items - Reimburse Expense Item, Back Pay <= 12 months or Back Pay > 12 months.

To delete a sundry item, select the item, click **Sundries>Delete** and then click OK to confirm that you want to delete the item.

## Tax Scales List

Quicken Payroll includes the most recent PAYG tax scales available at time of product release. However, since tax scales change over time, you will need to periodically update your tax scales. There are three ways to update the tax scales:

- Using a file sent to you on floppy disk (page 309);
- Internet update (page 309); or
- Through the Tax Scales list.

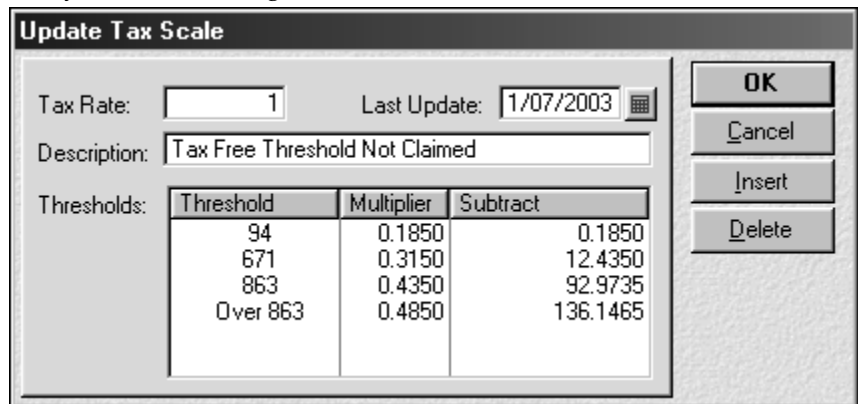


Tax Rate	Last Update	Description
1	1/07/2003	Tax Free Threshold Not Claimed
2	1/07/2003	Tax Free Threshold Claimed
3	1/07/2003	Non Residents
4	1/07/2003	Tax File Number Not Provided
5	1/07/2003	Full Exemption From Medicare Claimed
6	1/07/2003	Half Exemption From Medicare Claimed
7	1/07/2003	Not Eligible To Receive Leave Loading
8	1/07/2003	TFN Not Provided - Non Residents
9	1/07/2003	SFSS Compulsory Repayment
10	1/07/2003	HECS Tax Scale
12	1/07/2003	15% Voluntary Agreement
13	1/07/2003	20% Voluntary Agreement

## Adding or editing a tax scale

If an employee has such a special tax scale from the ATO that is not included in the tax scale list, you may need to create a new tax scale.

To add a Tax Scale, click **Tax Scales > New**. To edit a Tax Scale, select tax scale you wish to change and then click **Tax Scales > Edit**.



Threshold	Multiplier	Subtract
94	0.1850	0.1850
671	0.3150	12.4350
863	0.4350	92.9735
Over 863	0.4850	136.1465



**Tax Rate** – Enter a number for the tax scale. If you enter a number that is already in use, you will be prompted to enter a different number.

**Last Update** – Enter the current date. This will let you know the last time that the tax scale was changed.

**Description** – Enter a short description for the tax scale.

**Threshold** – Enter the thresholds and the multipliers that will apply to each threshold.

**Multiplier** – Enter the percentage that the gross should be multiplied by. For example, if the tax rate for this scale is 15%, enter 0.15. Press **TAB** to move to the next column.

**Subtract** – Enter any rebate amount that is given to the employee. Quicken Payroll subtracts this figure, from the tax calculation to give the final tax payable. For example, for a tax scale with no rebate, enter 0. If the rebate were \$100, then you would enter 100. Press **TAB** to move to the next line.

Continue entering details for each threshold until all the levels of the tax scale have been entered.

## ***Deleting a tax scale***

The Delete option is disabled and you will not be able to delete it until you remove the tax scale from any employee records or a pays that use it. To delete a tax scale, select the scale click **Tax Scales>Delete** and then click OK to confirm that you want to delete the tax scale.

---

## Users List



The Users List displays a list of all people who have been given password access to Quicken Payroll. You can set up passwords to prevent unauthorised access to your company file and limit particular activities within the file, on a user by user, list by list, and function by function basis. This gives you total flexibility to customise user access rights.

Even if you are the only user using Quicken Payroll, you may still want to consider setting up more than one user with different rights. For example, you could set up one user without rights to edit pays, and then log in as this user when you don't want to inadvertently change any past pays.

### *Adding or editing a user*

The first time that you open the Users List, Quicken Payroll creates a user called "ADMIN". This is the Quicken Payroll Administrator for the company file. The Quicken Payroll Administrator has unlimited access to all data in the company file and is the only person who can add additional users or has access to the User list.

The Administrator has access to all program functions. You can delete the Administrator, but only if you remove ALL users by clicking **Users > Remove All**.



When you set up users, you will **not** be able to access Quicken Payroll without a valid user name and password. When you create a user—including the Quicken Payroll Administrator, Quicken Payroll prompts you for a login when you open the company file.

To **add** a User, click **Users>New**. To **edit** a User, select the User you wish to change and then click **Users>Edit**. The *Update User Names and Passwords* window is displayed.

To change a permission, double-click.

**Clear All** sets all permissions to **No**.

**Set All** sets all permissions to **Yes**.

Function	List	Add	Edit	Delete
ATOFEET	No	No	No	No
Allowances	No	No	No	No
Awards	No	No	No	No
Banks	No	No	No	No
Classes	No	No	No	No
Companies	No	No	No	No
Compensation	No	No	No	No
Deductions	No	No	No	No
Departments	No	No	No	No
Employees	No	No	No	No
Export	No	No	No	No
Import	No	No	No	No
Jobs	No	No	No	No
Pay Rates	No	No	No	No

**User Name** – Be sure this is entered precisely as specified by the user, including spacing. If it is incorrect Quicken Payroll will reject their password.

**Password** – Enter the password carefully—when a user has been set up with a password, you will not be able to access Quicken Payroll without the correct user name and password. Ideally, the password should be a combination of letters and numbers. This type of combination makes it more difficult for unauthorised people to gain access.

**Note** Passwords and User names are **NOT** case sensitive.

**Verify Password** – Click **OK**. Re-enter the password in the *Verify Password* window and then click **OK**.

**Permissions** – In the Permissions section, you set up exactly which functions each type of user has access to.

- **Yes/No** – Change access by double clicking to change a *Yes* to a *No*, or a *No* to a *Yes*.
- **Clear All** – Click to change all permissions to *No*.
- **Set All** – Click to change all permissions to *Yes*.

**List column** – *Yes* allows the user to open and view lists.

**Add column** – *Yes* allows the user to open and view lists and add items to lists.

**Edit column** – *Yes* allows the user to open and view lists and edit items on lists.

**Delete column** – *Yes* allows the user to open and view lists and delete items from lists.

## ***Deleting a user***

To delete a user, select the user name, click **Users>Delete** and then click OK to confirm that you want to delete the user.

**Note** You cannot delete the Administrator without removing all users. To delete all users and passwords, click **Users>Remove All**. This will eliminate opening the log-in window when you log into Quicken Payroll.

## ***I've forgotten my password, how do I remove it?***

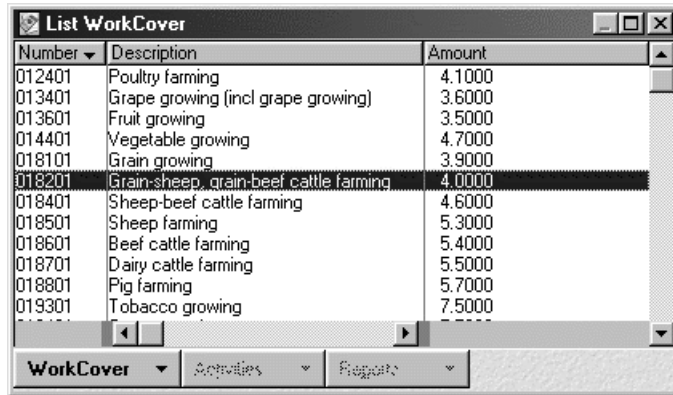
If you have forgotten your ADMIN password, you will need to:

- 1 Contact Technical Support at 1300 360 641 for details on the password removal service.
- 2 Copy your {Company Name}.QPW file and the QCompany.TPS onto a blank disk. If the file is bigger than one disk, use WinZip. *Do not* use any other backup program. Mail this disk to Technical support as per their instructions.

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## WorkCover Rates

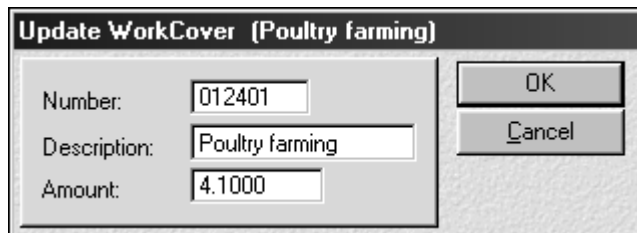
WorkCover is compulsory workers compensation that currently applies to South Australia and Queensland. Quicken Payroll includes a list of current WorkCover rates and classifications. It uses these to calculate the amount of WorkCover liable for each employee.



Number	Description	Amount
012401	Poultry farming	4.1000
013401	Grape growing (incl grape growing)	3.6000
013601	Fruit growing	3.5000
014401	Vegetable growing	4.7000
018101	Grain growing	3.9000
018201	Grain-sheep, grain-beef cattle farming	4.0000
018401	Sheep-beef cattle farming	4.6000
018501	Sheep farming	5.3000
018601	Beef cattle farming	5.4000
018701	Dairy cattle farming	5.5000
018801	Pig farming	5.7000
019301	Tobacco growing	7.5000

### Adding or editing a WorkCover rate

To **add** a WorkCover Rate, click **WorkCover>New**. The *Add WorkCover* window is displayed. To **edit** a WorkCover Rate, select the WorkCover Rate you wish to change and then click **WorkCover>Edit**. The *Update WorkCover* window is displayed.



**Update WorkCover (Poultry farming)**

Number:

Description:

Amount:

**WorkCover Classification Number** – Enter the six-digit WorkCover Classification Number.

**Description** – Enter a description of the WorkCover rate. This is usually the name of the WorkCover rate.

**WorkCover Amount** – Enter the amount of WorkCover per dollar. This rate needs to be entered as a percentage (cents per dollar) rate. For example, if you are entering 3% enter 3.0000.

## Applying a WorkCover rate

To apply WorkCover to an employee's wages, select the WorkCover rate on the Employee record – Taxation tab.

To apply WorkCover to an allowance, you select the option through the Allowances list.

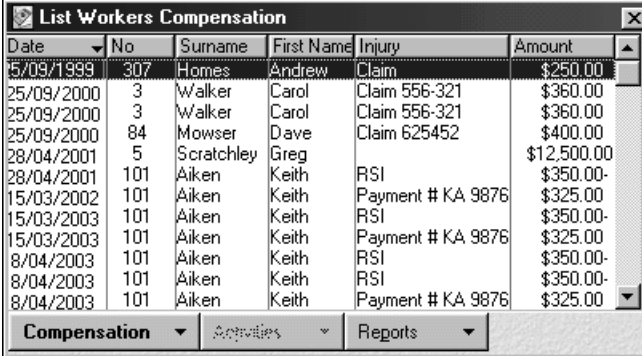
## Deleting a WorkCover rate

To delete a WorkCover rate, select the rate, click **WorkCover>Delete** and then click OK to confirm that you want to delete the rate.

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## Workers Compensation – Payments and Claims

Selecting this menu item will display a list of all Workers Compensation or WorkCover (SA and QLD) claims and payments made in the currently open company.



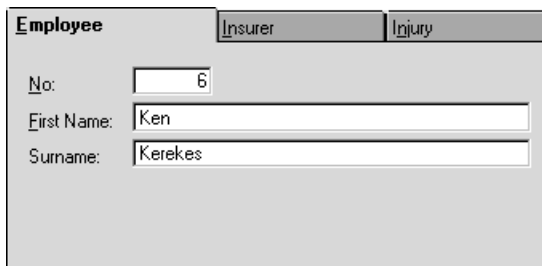
Date	No	Surname	First Name	Injury	Amount
15/09/1999	307	Homes	Andrew	Claim	\$250.00
25/09/2000	3	Walker	Carol	Claim 556-321	\$360.00
25/09/2000	3	Walker	Carol	Claim 556-321	\$360.00
25/09/2000	84	Mowser	Dave	Claim 625452	\$400.00
28/04/2001	5	Scratchley	Greg		\$12,500.00
28/04/2001	101	Aiken	Keith	RSI	\$350.00
15/03/2002	101	Aiken	Keith	Payment # KA 9876	\$325.00
15/03/2003	101	Aiken	Keith	RSI	\$350.00
15/03/2003	101	Aiken	Keith	Payment # KA 9876	\$325.00
8/04/2003	101	Aiken	Keith	RSI	\$350.00
8/04/2003	101	Aiken	Keith	RSI	\$350.00
8/04/2003	101	Aiken	Keith	Payment # KA 9876	\$325.00

You can also enter compensation payments when processing a pay and you can enter payments and claims through the employee record.

## Adding or editing a Workers Compensation/ WorkCover claim or payment

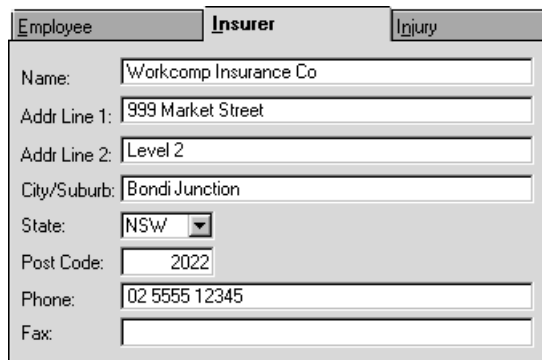
To **add** a compensation Item, click **Compensation>New**. The *Add a Compensation Record* window is displayed. To **edit** a compensation Item, select the workers compensation item you wish to change and then click **Compensation>Edit**. The *Update Compensation* window is displayed.

On the **Employee tab**, enter the employee number of the employee for whom you are recording a claim or payment. When you enter the number and **TAB** to another field, the employee's first and last names will be automatically entered.



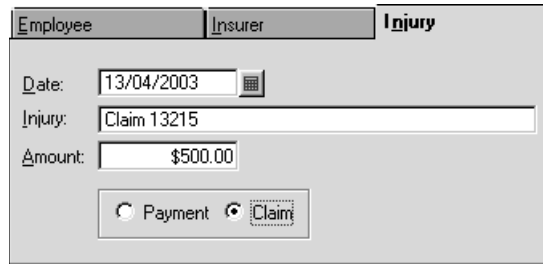
Employee	Insurer	Injury
No:	6	
First Name:	Ken	
Surname:	Kerekes	

On the **Insurer tab**, the default Insurer details from the Company Information-Insurer tab are entered. You can change the insurer for this claim/payment by editing the details on the Insurer tab.



Employee	Insurer	Injury
Name:	Workcomp Insurance Co	
Addr Line 1:	999 Market Street	
Addr Line 2:	Level 2	
City/Suburb:	Bondi Junction	
State:	NSW	
Post Code:	2022	
Phone:	02 5555 12345	
Fax:		

On the **Injury** tab, the current date should already be entered for you. If the injury, or payment, is to be entered for another date, right click on the **Date** and select the correct date.



The screenshot shows a software window with three tabs: "Employee", "Insurer", and "Injury". The "Injury" tab is selected. The window contains the following fields and controls:

- Date:** A text box containing "13/04/2003" with a calendar icon to its right.
- Injury:** A text box containing "Claim 13215".
- Amount:** A text box containing "\$500.00".
- Payment or Claim:** Two radio buttons at the bottom. The "Payment" button is unselected, and the "Claim" button is selected.

**Injury** – Enter a description of the injury. You can enter a maximum of 30 characters for the description.

**Amount** – Enter the amount of the claim, or payment.

**Payment or Claim** – Click to indicate if the workers compensation item is a  Payment or a  Claim.

## ***Deleting a compensation item***

To delete a compensation item, select the item, click

**Compensation > Delete** and then click **OK** to confirm that you want to delete the item. If you remove a compensation item, it will be reflected in the employee's record, Workers Compensation record and audit trail report.



# The Activities Menu

## Prepare Pays



The Pays Summary window is where you select the employees you want to pay, preview pays and make any adjustments required.

Double click on an employee's name to edit their pay.

Click **Activities > Process Pays** to process the pay when you entered hours and any adjustments.

The Prepare Pays command is where preparation and processing of your payroll starts. When you choose Prepare Pays, the *Pays Summary* window is displayed. The Pays Summary window controls the processing of all pays. All your employees' pays are displayed, allowing you to see exactly what each employee will be paid before you process the pays.

No.	Surname	Given	Dept.	Period	Super	Ded.	All	Gross	Tax	Net	Pay
2	Hamp	Dean	Documentat	Monthly	\$360.00	\$40.00	\$0.00	\$4500.00	\$1148.00	\$3312.00	Yes
3	Walker	Carol	Quality Assur	Monthly	\$240.00	\$60.00	\$0.00	\$3000.00	\$420.00	\$2520.00	Yes
4	Hardman	Ian	Development	Bi-Monthly	\$335.50	\$40.00	\$50.00	\$3050.00	\$962.00	\$2048.00	Yes
5	Scratchley	Greg	Development	Bi-Monthly	\$183.60	\$45.00	\$45.00	\$2295.00	\$770.00	\$1480.00	Yes
6	Kerekes	Ken	Warehouse	Monthly	\$292.00	\$95.00	\$150.00	\$3650.00	\$1404.00	\$2151.00	Yes
7	Jensen	Brett	Administration	Monthly	\$728.00	\$5.00	\$350.00	\$5350.00	\$1560.00	\$3785.00	Yes
8	Carrier	Aaron	Quality Assur	Fortnightly	\$142.46	\$45.00	\$50.00	\$1780.75	\$311.00	\$1424.75	Yes
17	Houle	Benoit	Development	Bi-Monthly	\$244.00	\$47.50	\$50.00	\$3050.00	\$317.00	\$2085.50	Yes
39	Turner	Britta	Tech Support	Monthly	\$364.00	\$195.00	\$50.00	\$4550.00	\$1174.00	\$3181.00	Yes
54	Veres	John	Administration	Monthly	\$233.33	\$5.00	\$0.00	\$2916.65	\$531.00	\$2380.65	Yes
84	Mowser	Dave	Administration	Weekly	\$70.00	\$5.00	\$0.00	\$525.00	\$74.00	\$446.00	Yes
85	Lucinda	Cate	Tech Support	Fortnightly	\$140.46	\$5.00	\$25.00	\$1755.75	\$374.00	\$1376.75	Yes

Prepare Pays    Activities    Reports    Show All Employees

For full details on preparing and processing your payroll, see **CHAPTER 4 – Preparing and processing your payroll** on page 47.

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# Terminate Employee – The Termination Wizard



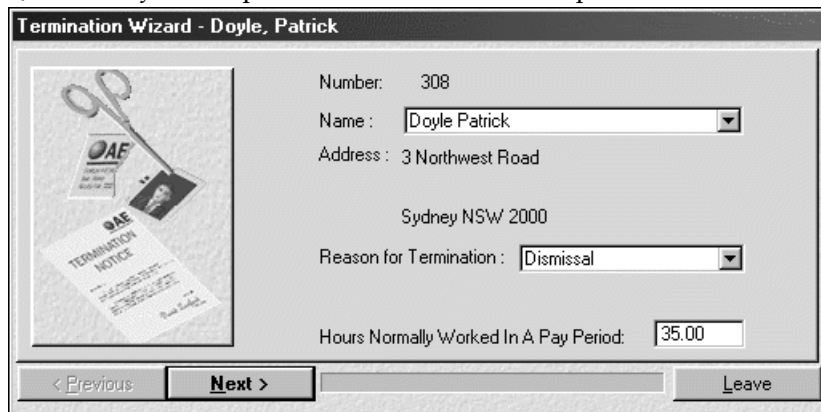
When an employee leaves or is terminated, the Termination Wizard makes it very easy to calculate the termination pay. It will automatically calculate any leave owing and the tax due on any *Eligible Termination Payments* (ETP). Quicken Payroll's termination pay is calculated in line with the ATO's example as provided on the weekly tax coefficient sheet.

## Terminating an employee

You can select the employee you want to terminate and start the Termination Wizard in one of three ways:

- Click **Terminate an Employee** on the Process Pays Navigator, and then select the name of the employee you want to delete from the **Name** drop-down list;
- Choose **Terminate Employee** from the Activities menu and then select the name of the employee you want to delete from the **Name** drop-down list; or
- Select the employee from the Employees list and then choose **Terminate Employee** from the Activities menu. If you have a lot of employees, this is probably the quickest way to find the employee name.

When the Termination Wizard appears, enter the requested information and click **Next** after each step is completed. Press **F1** while the Termination Wizard is open for further information on each step. This will bring up Quicken Payroll Help with instructions for that specific section.



**Termination Wizard - Doyle, Patrick**

Number: 308

Name: Doyle Patrick

Address: 3 Northwest Road

Sydney NSW 2000

Reason for Termination: Dismissal

Hours Normally Worked In A Pay Period: 35.00

< Previous    **Next >**    Leave

**Reason for Termination** – Select a reason for termination from the drop-down list and select the reason you are terminating the employee.

Quicken Payroll will calculate the tax differently, depending on which option is selected. If you select Redundancy as the reason for terminating an employee, the following rules apply:

- PRE 18-August-1993 and POST 17-August-1993 Annual Leave is placed in Lump Sum A in the employee’s Payment Summary.
- PRE 16-August-1978 Long Service Leave is placed in Lump Sum B.
- POST 16-August-1978 and POST 17-August-1993 Long Service Leave is placed in Lump Sum A.
- Any leave loading applicable will have up to \$320 tax-free.

**Hours Normally Worked In A Pay Period** – Check that the hours are correct. If they are wrong then the leave pay out will be incorrect.

**Outstanding Pay** – If the employee has any outstanding pay periods, such as a pay for their last week of work, select  **Yes, Pay The Employee** and click **Next**. If the employee has no outstanding payments for work done, select  **No, Do Not Pay The Employee** and then click **Next**.

If you select  **Yes, Pay The Employee**, the *Add a Termination Pay* window will be displayed, allowing you to enter the final pay. Enter the final pay details and then click **OK**.

**Add a Termination Pay For 308: Patrick Doyle**

Enter Details		Pay Totals (Right-Click for Q-Zoom)					
Pay Date:	13/05/2003	Wages:	595.00	Allowances:	0.00	Gross:	595.00
Date Paid:	13/05/2003	Commission:	0.00	Sundries:	0.00	Tax:	121.00
Pay Periods:	1.00	Deductions:	5.00	Super:	0.00	Net:	469.00

Hours	Deduction	Allowance	Sundry	Commission/Bonus	Super
These are the hours and pay rates paid to this employee.					
Pay Rate	Type	Hrs/Qty	Amount	Super	
Normal Hours	Hourly Rate	35.00	8.5000	Yes	

**Outstanding Long Service Leave** – If the employee had any Outstanding long service leave, check that the calculated figures are correct.

The screenshot shows a software window titled "Termination Wizard - Doyle, Patrick". On the left is a graphic of a pair of scissors cutting a document labeled "OAE TERMINATION NOTICE". The main area is titled "Outstanding Long Service Leave:" and contains three rows of data:

Period	Value
Accrued Before 16/8/78 :	\$175.00
Accrued After 16/8/78 :	\$251.00
Accrued After 17/8/93 :	\$550.00

At the bottom, there are navigation buttons: "< Previous", "Next >", a progress bar, and "Leave".

This window shows you the dollar value of long service leave and what period it applies to. When working out how much leave is applicable for each payroll period, Quicken Payroll factors in the number of hours a week the employee normally works and what their leave entitlement is.

**Outstanding Annual Leave** – Check that the annual leave and leave loading are correct.

The screenshot shows a software window titled "Termination Wizard - Doyle, Patrick". On the left is a graphic of a pair of scissors cutting a document labeled "OAE TERMINATION NOTICE". The main area is titled "Outstanding Annual Leave:" and contains four rows of data:

Period	Value	Loading	Value
Accrued Before 18/8/93 :	\$450.00	Loading:	\$45.00
Accrued After 17/8/93 :	\$420.43	Loading:	\$42.00

At the bottom, there are navigation buttons: "< Previous", "Next >", a progress bar, and "Leave".

These values are based on the employee's Normal Hour settings in their employee record. The number of hours in a pay period comes from this pay rate. Quicken Payroll also uses the employee's start date to calculate how much should go into each period.

## Glossary Term

### Eligible Termination Payments (ETP)

ETPs are lump sum payments in consequence of termination of employment.

**Eligible Termination Payments (ETP)** If this pay includes any ETP, click **Yes**. If not, click **No**.

Period	Amount
Pre July 1983 :	\$75.00
Post June 1983 :	\$145.00
Post June 1994 :	\$560.00
Taxable ETP Amount :	\$780.00
Tax Free ETP Amount :	\$230.00

ETP payments include lump sum payments made upon resignation, retirement, death, that part of approved early retirement payments in excess of the tax-free limits, that part of bona fide redundancy payments in excess of the tax-free limits and invalidity payments.

If you select **Yes**, enter the ETP details, including the amount taxable and the employee's tax-free threshold. Quicken Payroll will calculate the tax according to the figures you enter. At the end of the year, the employee will receive two Payment Summaries, one for Lump sums A, B, D and E. Lump sum C is for ETP payments – these will be placed on their own separate *ETP Payment Summary*.

**Termination Wizard Completed** – Enter the date the termination pay is being processed for and then check that the calculated figures are correct.

Category	Amount	Category	Amount
Lump Sum A :	\$746.00	Gross :	\$1,607.43
Lump Sum B :	\$175.00	Lump Sums :	\$1,931.00
Lump Sum C :	\$780.00	Tax :	\$591.00
Lump Sum D :	\$230.00	Net :	\$2,947.43

- **Gross** – All outstanding pay amounts are placed into the **Gross** box of the termination pay.
- **Lump Sums** – Any lump sums that you may want to pay the employee on top of their termination pay.

If you wish to pay an employee any extra amounts, such as a “golden handshake”, enter the figure into Lump Sum D.

**Example** If you decide that you want to pay your employee an extra \$5000 because they have worked for the company for 10 years, you would enter the figure into **Lump Sum D**. This figure would then appear in the **L Sums** field to the right.

Click **Finish** and then click **Yes** to confirm that you want to terminate the employee. Quicken Payroll then prints the ETP Payment Summary.

## ***Lump sum descriptions***

**The amount at Lump Sum A was paid:**

- for unused long service leave that accrued after 15 August 1978 but before 18 August 1993; or
- for unused holiday pay and other leave related payments that accrued before 18 August 1993; or
- for unused long service leave, unused annual leave and other leave related payments that accrued after 16 August 1978, or unused holiday pay or related payments, where the amount was paid because the employee ceased employment, under an approved early retirement scheme, because of invalidity or because of bona fide redundancy.

All of this amount is taxable, but the maximum rate of tax is 30% plus the applicable Medicare Levy rate

**The amount at Lump Sum B was paid** – for unused long service leave which accrued before 16 August 1978. Only 5% of this amount is taxable.

**The amount at Lump Sum C represents** – Eligible Termination Payments. If the employee is being made redundant then a portion of this amount is tax-free. These amounts are reported on the ETP payment summary.

**The amount at Lump Sum D represents** – tax-free bona fide redundancy payments or approved early-retirement scheme payments.

**The amount at Lump Sum E was paid** – for back payment of salary or wages which accrued more than 12 months ago. All of this amount is taxable, but an offset may be available.

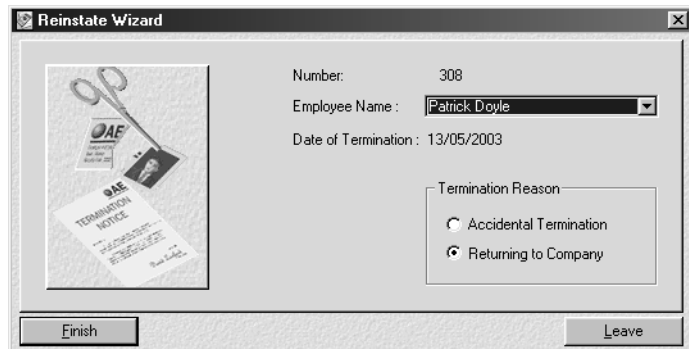
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# Reinstate Employee

If you have accidentally terminated the wrong employee, or an employee has previously left the company and is returning, you should use this wizard to reinstate them.

To reinstate an employee:

- 1 Choose **Employees** from the Lists menu or click **Employees** on the toolbar.
- 2 Click on the **Display Terminated Employees** check box.
- 3 Click to select the employee you wish to reinstate.
- 4 Choose **Reinstate Employee** from the Wizards menu.
- 5 Enter the requested information in Reinstate Wizard and then click **Next** after each step is completed. Press **F1** while the Reinstate Wizard is open for further information on each step.



**Employee Name** – Check that the box next to Employee Name contains the correct name. If it doesn't, click on the box and select the correct name.

**Reason** – Click to indicate the reason for reinstatement:

**Accidental Termination** – Use this option *ONLY* if you terminated the wrong employee by mistake. When you select this option the employee's termination date will be reset and all their leave and other details will be restored.

**Returning to Company** – Use this option *ONLY* if you are reinstating an employee who has previously left the company. When you select this option the employee personal details will be restored but previous information such as leave accrued and their termination

date will be kept in the termination section. Employees reinstated using this method will be assigned a new employee number. This allows Quicken Payroll to print multiple Payment Summaries for the employee at the end of the financial year.

To reinstate the employee, click **Finish** and then click **Yes** to confirm that you want to reinstate the employee.

---

## ***Import Timesheet Data***

This feature allows you to import pay details from various bundy (time) clocks.

### ***Setting Employees up for timesheet import***

Before importing timesheets, certain items need to be set up in Quicken Payroll for each employee:

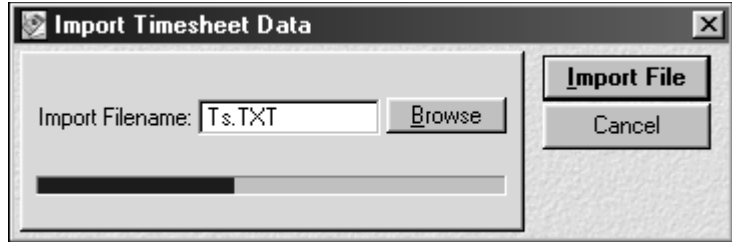
- 1 Choose **Awards** from the Lists menu. Ensure that for every award in the timesheet import file, there is an award set up with the same name Quicken Payroll.
- 2 For each award, click on the **Timesheet tab** and then ensure that shifts have been set up to cover every hour of every day.
- 3 Ensure that each employee for which a timesheet will be imported has been set up for being paid using the timesheet method. To do this, select **Employees** from the Lists menu. On the Personal Details tab, select  **Timesheet** in the *Pay Employee Using* section.
- 4 For each employee for which a timesheet will be imported select an award and classification on the employee record – Company tab.
- 5 For each employee for which a timesheet will be imported, ensure that the employee has their *Normal Hours* pay rate set up as an Hourly Rate or  **Use Award Pay Rates** is selected on the employee record – Pay Rates tab.

For a *Normal Hours* pay rate to be set up as an hourly rate, the  **Use as Normal Hours Pay Rate** option must be selected for the pay rate on the Pay Rates List.



## Importing a timesheet

- 1 Choose **Import > Timesheet Data** from the Activities menu to display the *Import Timesheet Data* window.



- 2 If the timesheet data file displayed (the default file is Ts.txt) is not the file you want to import, click **Browse** and to locate the timesheet data file.
- 3 Click to select the timesheet import file and then click **Open**. Alternatively, you can double-click on the timesheet import file.
- 4 Click **Import File** to import. When the import is completed, the *Employee List* will be displayed. The pay details imported will not be displayed yet, because the pay has not been processed.
- 5 After the import is completed, click the **Pay Run** icon from either the toolbar or the navigator and you will find that the relevant details have been imported to the pay. After details are checked, you will need to click **Process Pays** to actually create the pays.

## Troubleshooting.

If you have tried importing and nothing seems to have imported, you should check the following:

- Ensure that the employee and award details are set up correctly as explained above.
- Check to ensure that the employee actually has a timesheet record in the timesheet import file. You can do this by locating the import file using Windows Explorer and then clicking on the file to open the file with Notepad. To display all the details in Notepad, choose **WordWrap** from the Notepad Edit menu.
- Ensure that the Pay Date and date paid match the pay being processed.

- Ensure that the timesheet file format is correct. The correct format is comma delimited, with a carriage return line feed after each record. This means that after each field there is a comma and after each timesheet record there is a carriage return and line feed characters.

See Quicken Payroll help for the import file format (choose **Search for Help On..** from the Help menu and then type *Timesheet Data File Format* into the Index tab).

If you want to create an external program that collects payroll data and imports it into Quicken Payroll, you should inquire about the Quicken Payroll developers kit, available at a later date. See the Quicken website for further information.

---

# Import MYOB PowerPay™

The Import MYOB PowerPay™ function imports your employee and payroll details from MYOB PowerPay v5 into Quicken Payroll. You can only import MYOB details into a new Quicken Payroll company.

The Employee list and details are imported, as well as your Pays list and details. Because not all of your lists are imported, you will still have to enter some details, but the most important details will have been imported.

The import procedure is essentially a two step procedure:

## *Step 1 – Export details from MYOB PowerPay™*

- 1 Open MYOB PowerPay™.
- 2 Choose **Export Data** from the MYOB File menu.
- 3 Change the list at the top to “*Payments Full Details*”.
- 4 Make sure that the **Include Headings** box is not ticked.
- 5 Change the date range so that it includes all of the dates that you have Power data for. For example, to be sure to include all data, you could enter 01/01/1990 to 31/12/2002.
- 6 Click **OK** twice, then Select the folder that you want to save the file to. You may want to note where you save this file to.
- 7 Repeat the above steps four more times, replacing Payments Full Details in step 2 with *Payments Summary, Employees, Departments* and finally *Payments Full Details*.

This will create a total of five export files, containing all of the data and details that will then be imported into Quicken Payroll.

## *Step 2 – Import the MYOB PowerPay™ files into Quicken Payroll*

- 1 Select **Import> MYOB PowerPay™** from the Activities menu, to open the *MYOB Import Wizard*.
- 2 The Wizard will take you through the PowerPay export steps, as explained above, but you may find it easier just to refer to Step 1 above.

- 3 In the files section, either type in or locate the MYOB export files. To locate the files, click on **Browse**.

To import MYOB PowerPay employee and payroll details, you must export five files using MYOB and then import those five files using Quicken Payroll.

- 4 Click **Import**. When the import is completed, click **Finish**. You should then review your company file and complete the details that are not imported, such as company information, awards, etc.

---

# Export Payroll Data to QuickBooks



The QuickBooks Export feature allows you to transfer your payroll information, including employee names and pay data, to QuickBooks.

You can transfer data to QuickBooks in the way that works best for you. You can transfer pays for all employees, or for a single employee; you can transfer all of the payroll data, or you can choose to only transfer a single amount to be deducted from QuickBooks payroll bank account.

## Transferring payroll data to QuickBooks

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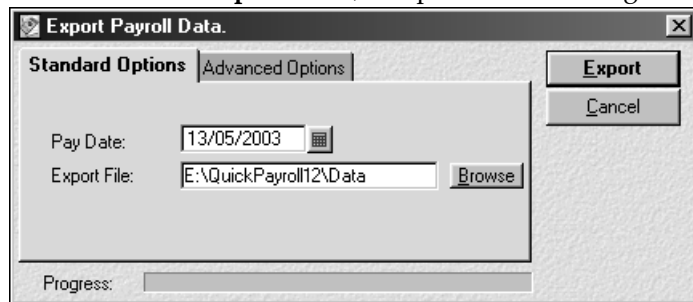
### Glossary Term

#### IIF File

An Intuit Interchange format (IIF) file is a specially formatted file used to import and export transactions into or from QuickBooks.

The method of payroll data transfer depends on whether or not you select  **Link to QuickBooks** in the General preferences.

- 1 Choose **Export > To QuickBooks** from the Activities menu to display the *Export Payroll Data* window.
- 2 On the **Standard Options** tab, complete the following sections.



**Pay Date** – Check the pay date of the pay to be transferred. The most recent pay date is displayed by default. If you want to export a pay other than the pay displayed, change the date.

**Export File** – The export file name and location are displayed for information purposes only and cannot be changed.

- 3 On the **Advanced Options** tab, complete the following sections:
  - Employee to Export** – If you want to export pay details for only one employee, select the employee from the drop-down list.
  - Use Minimum Number of Accounts** – Select this option if you want all deductions and allowances to be exported into a single QuickBooks account. If this option is not selected, each deduction and allowance will have its own separate account in QuickBooks.

**Only Export Totals** – Select this option if you only want to export the total amount of payroll expense to be deducted from the QuickBooks payroll bank account, rather than all of the payroll details.

**Export Jobs and classes** – If this option is selected, the Customer:Job is exported into the Name field in QPExport.IIF. If not selected, the employee name is exported into the Name field in QPExport.IIF.

This option should only be checked when you capture Customer:Job information within Quicken Payroll and you want to transfer the data electronically into QuickBooks.

For further details, refer to the on-screen help.

**Employee Leave Liability** – Click to select  whether you want to transfer the total leave liability, just the liability for this pay, or not transfer the leave liability at all. The dollar value of accrued leave is exported, calculated as the employee's *Normal Hours* rate (or another rate designated as a normal pay rate) times the number of hours accrued.

- 4 Click **Export**. A message will inform you of the pay date of the payroll you are about to export and then ask if you want to continue.

Check the date again. If you export a pay that has already been exported, the pay will be duplicated in QuickBooks.

- 5 Click **Yes** to confirm that you want to transfer the payroll information for the pay date specified to QuickBooks.
- 6 Quicken Payroll creates an export file—an IIF (Intuit Interchange Format) file that you can easily import into QuickBooks. The file will be saved to the folder that you normally use for importing IIF files into QuickBooks.

In QuickBooks, you can import the file by selecting Utilities>Import>Import> Import IIF from the QuickBooks File menu.

If you have selected  **Link to QuickBooks** in General Preferences, Quicken Payroll opens the QuickBooks file that you selected in preferences and transfers the payroll data.

- 7 After the pay has been exported, the *List Employees* window will be displayed.

## What happens in QuickBooks?

- 1 Quicken Payroll sets up payroll accounts, employees list, cust:job list and class list in QuickBooks.
  - In QuickBooks, you must ensure that the employee names are an exact match, including the middle initial. If a name differs even by one letter, the name will be duplicated in Quicken Payroll, or an error message will arise and the pay for that employee will not export.
  - If you have been using QuickBooks payroll accounts that differ from the default accounts in the *Export Preferences* window, Quicken Payroll will post the transactions to the accounts set up in Export Preferences.
- 2 For employees paid by cheque, Quicken Payroll creates a cheque in QuickBooks, ready to be printed.
- 3 For employees paid by cash or EFT, Quicken Payroll creates a non-printable cheque in QuickBooks.
- 4 All other payroll transactions are imported into QuickBooks as general journal entries.
- 5 Wages that have been assigned to a customer:job are imported into QuickBooks as billable expense items, which can be added to a QuickBooks invoice by clicking the Expenses button when you create the invoice.

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# Export Payroll Data to Quicken

## Glossary Term

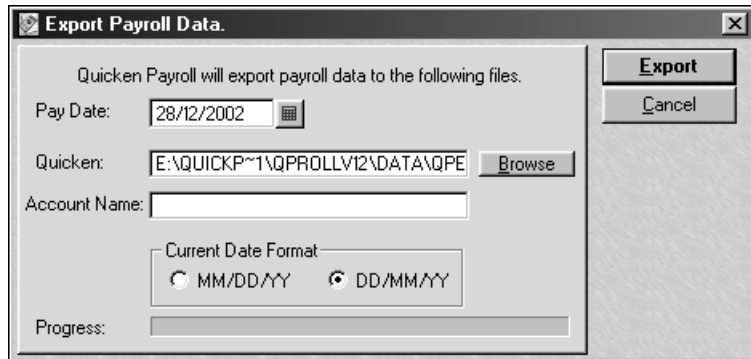
### QIF File


A Quicken Interchange format (QIF) file is a specially formatted file used to import and export transactions into or from a Quicken account register.

QIF is one of the formats that Quicken can export data to and it is the only format that Quicken can import data from.

Selecting this menu item will display the *Export Payroll Data* window. This will allow you to create a QIF file (Quicken Interchange File) for transferring your payroll information to Quicken for Windows. To create the **QPEExport.QIF** file:

- 1 Choose **Export>Payroll Data to Quicken** from the Activities menu to display the *Export Payroll Data* window.



- 2 Enter the **Pay Date** of the pay information that you want transferred to Quicken.
- 3 Enter the Quicken **Account Name** that the payroll expense is to be exported to and select the current date format that your Quicken file uses.
- 4 Click **Browse** and then select the **Drive** and **folder** where you want the **QPEExport.QIF** file to be placed. Click on the **Save In** drop-down list to select a different folder. To open the folder one level higher, click  on the toolbar.

Click **OK** after you have selected the location for the export file.

- 5 Click **Export** and then click **Yes** to confirm that you want to export the payroll information for the pay date specified.
- 6 Open Quicken and import the **QPEExport.QIF** file. Please refer to your Quicken user guide for additional information on importing files.



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## Exporting data to other software programs

When you export data from Quicken Payroll, your payroll data is exported in Quicken Interchange format (see above). You can then import the QIF file into other financial software applications. Check the documentation that came with your specific financial software application to see if it recognises QIF files. To create a QIF file, refer to *Export Payroll Data to Quicken* (above).

If you cannot use a QIF file to export your data to another program, you can create your own custom export file format. To do this, you will require the file format your other program requires.

For details see *Exporting report data* on page 153.

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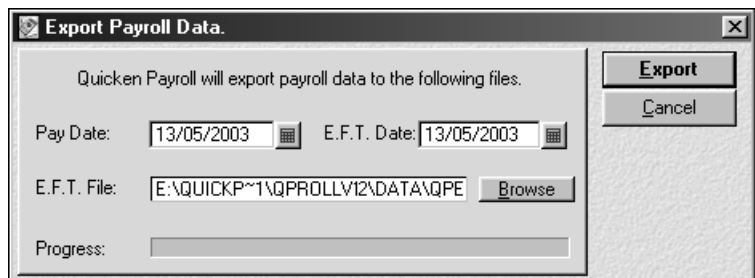
## Export Payroll Data to EFT

Selecting this menu item will display the Export Payroll Data window. This will allow you to create an EFT file for transferring wages from the company's bank account to your employee's bank accounts.

Before you create the EFT file you should check that your preference settings match your banking software.

### Creating an EFT file

- 1 Choose **Export>Payroll Data to EFT (for banking)** from the Activities menu.



- 2 **Pay Date** – Enter the pay date of the data you wish to transfer.

- 3 **EFT Date** – The EFT date for the EFT file should be the current date or a future date. Using a date in the past usually results in your banking program producing an error message and refusing to send the file.
- 4 **If you want to change the export file location**, click **Browse**. Select the folder where you want to place the EFT file.
- 5 Click **Export** and then click **Yes** to confirm that you want to export the wages for the pay date specified.
- 6 Open your banking software and use the **QPEXport.ABA** file to transfer funds to your employee's bank accounts.

If your bank will not accept the EFT file you are sending, you probably need to change your Electronic Funds Transfer options in *Files Preferences* (see page 175). See *Changing the EFT options if your bank will not accept the EFT file you are sending them* on page 100.

Use *ATO Electronic Funds Transfer* (see page 234) from the Lists menu to make EFT payments to the ATO.

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## Export Superannuation

You can create two files for transferring superannuation contribution details to the relevant superannuation fund. It also creates a third file—an EFT file that you can use to pay the superannuation funds electronically.

Before transferring any data, be sure to speak with your fund manager to see if they support this method of transferring the payroll information.

### Creating the Superannuation export files

- 1 Choose **Export>Super Contributions** from the Activities menu to display the *Export Superannuation Data* window.

Quicken Payroll will export payroll data to the following files.

Start Date: 3/05/2003 End Date: 13/05/2003

Employee Details: E:\QUICKP~1\QPROLLV12\DATA\Qui Browse

Super Details: E:\QUICKP~1\QPROLLV12\DATA\Qui Browse

File Format: FAI

EFT Details: E:\QUICKP~1\QPROLLV12\DATA\QP Browse

EFT Summary Only:

Fund Name	Include
AMP Super	Yes
GUH Superfund	No
Gaze Blue Chip Superfund	No
Gaze Retirement Super Fund	No
Gaze Standard Super Fund	Yes
National Mutual	Yes
SGIC Super	Yes

Progress: \_\_\_\_\_

Export Cancel

**Start and End Date** – Enter the date range for the superannuation contributions details to be included in the export file.

**Employee Details and Super Details** – These are the files that you will send to your superannuation fund, either on a floppy disk, or by email. Click **Browse** to see where these files will be saved to.

By default, these files and the EFT file will be saved to C:\Program Files\QPRollv12\Data. If you want to change the location of the file, select the folder where you want the file to be placed and then click **OK**.

The superannuation information file names will be based on your company name and the pay date. For example, for a company named Company Pty Ltd, the employee information and contribution information files for the May 2000 would be respectively named Company Pty Ltd (E) 052000.txt and Company Pty Ltd (P) 052000.txt.

**EFT Details** – This is the file that you use with your banking software to pay the superannuation funds electronically. Click **Browse** to see where the superannuation EFT file—*QPSuper.ABA* will be saved to. If you want to change the location of the file, select the folder where you want the file to be placed and then click **OK**.

**File Format** – Select a file format from the drop-down list. You can find out from your fund manager which format to use.

**EFT Summary Only** – Select  this option. This will cause the EFT file to only contain the total amount due to the superannuation fund. If you leave this check box  cleared, Quicken Payroll will transfer the contribution amounts for each employee separately—resulting in the bank charging you for each individual transaction.

- 2 If your super funds are at different superannuation companies you will need to create a file for each individual fund. To create a file with just one super company's funds, double click on the funds that should not be included so that a **NO** appears in the **Include** column.
- 3 Click **Export** and then click **Yes** to confirm that you are exporting the correct superannuation contributions.
- 4 You will be asked if you want to print the super report. Click **Yes** to create a report for each fund. This report includes new employees and allows the payroll administrator to enter the contact details should the fund manager have any questions.

- 5 If you click **No**, or after your super report is printed, you will be asked next if you want to email your export files to your superannuation provider. If the superannuation fund supports emailing the files, click **Yes** to display the *Send Super Export Files* window.

Click here to open your email program's address book and select the address you want to send the superannuation information files to.



Enter the superannuation provider's email address or click on the button on the right to open your email program's address book. When you click **Send**, an email message with your superannuation files attached will be saved to your email programs outbox.

- 6 If you can't send the files by email, copy the two information files onto a floppy disk and then mail the disk to your superannuation fund, along with your payment.
- 7 To make the payment electronically, open your banking software and use the **QPExport.ABA** file to transfer funds directly into the superannuation fund bank accounts. For further details, see *Paying your superannuation funds by Electronic Funds Transfer* on page 98.

## ***What is the Superannuation export file format?***

Superannuation export creates three separate files:

- 1 **The EFT file** – Use this file along with your banking software to electronically transfer the super funds directly from your bank account.
- 2 **The Employee information file** – This file provides your Super fund with employee details.
- 3 **The Super contribution information file** – This file provides your Super fund with superannuation contribution details (see below).

Contact your super fund manager to find out if the two information files conforms to their standards for EFT files. For details on the export file format, see Quicken Payroll help (choose **Search for Help On..** from the Help menu and type *Superannuation Export File Format* into the Index tab).

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# End of Year Process

Quicken Payroll does not require you to do anything at the end of the financial year. It automatically resets the employees' YTD figures when you process the first pay in the new financial year.

If you have a large number of employees you may wish to *archive* (select Archive Data from the File menu) the previous financial year's pays and terminated employees to another file. This will ensure that Quicken Payroll will operate as fast as possible.

When archiving information out of your file, be sure to keep multiple backup copies. You will need them if the ATO decides to audit you. For details, see *Archive Data* on page 162.

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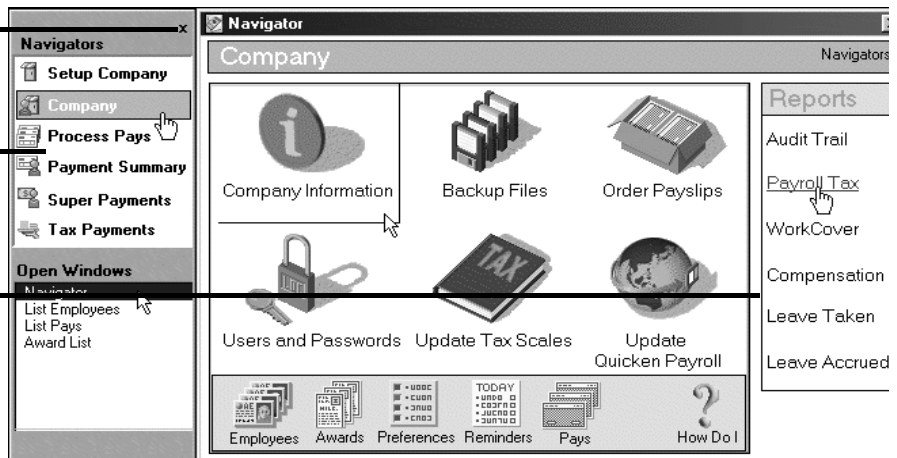
# The Navigator

Quicken Payroll's Navigator is designed to show you how to access and use the most features of the program. To start the Navigator, click **Start Navigator** at the top of the screen. If you don't need to use the Navigator, click **Close Navigator**.

Click here to close the Navigator windows.

Select a Navigator section or an open window from the panel on the left.

The most commonly used reports for this area are displayed for your convenience. Just click to create and display the report.



Each Navigator section represents a major payroll function and displays a related group of list and activities.

To close the Navigator, click on the close button at the top of the panel on the left. To open the Navigator windows, choose **Open Window List** from the View menu.

## ***The Navigator windows***

**Setup Company** – Provides all the steps necessary to get a company file quickly set up and running. Create your company files, employee records and awards.

**Company** – Edit company details, update tax scales, set up users and passwords and update Quicken Payroll.

**Process Pays** – Process pays for your employees, print their pay slips and print selected reports.

**Payment Summaries** – Shows you the steps involved in preparing your summaries at the end of the year, depending on your Printing Preferences (see page 171).

**Super Payments** – Shows you how to lodge your superannuation contributions electronically with your fund manager.

**Tax Payments** – Shows you the steps involved in making an EFT payment to the ATO.

## ***How Do I?***

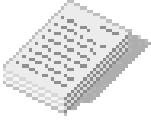
*How Do I?* is a great way to quickly find out how to do something in Quicken Payroll. Instead of searching through the user guide or the Quicken Payroll Help, you can quickly bring up the most relevant help topic simply by clicking on a topic displayed in the *How Do I?* list.

Click on the *How Do I?* icon to display the list of instructional help topics related to the currently open Navigator.

# The Reports Menu

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## Quicken Payroll Reports



Quicken Payroll reports, including forms such as pay slips and Payment Summaries are created, viewed, edited and printed using the Quicken Payroll Report Writer. When you choose a report from the Reports menu, the Report Writer is opened up in a separate window and a separate program button appears on the Windows taskbar. You can use these buttons to quickly switch between the Quicken Payroll and the Report Writer.

You can generate reports from several convenient places in Quicken Payroll:

- From the **Reports menu**,
- From the **Reports List**,
- From the reports listing on the **Quicken Payroll Navigator**,
- From most **Lists**,
- From the **Print Pay Reports window** when you process your payroll, and
- From the **Report Wizard**.

For details on generating reports, customising reports and creating new reports, see *CHAPTER 6 - Using reports to manage your payroll* on page 121.

## Report Dates

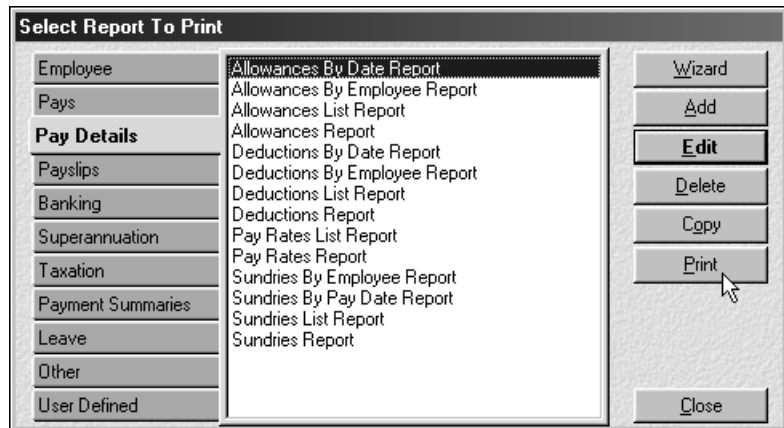
When you open a report, Quicken Payroll uses the date of the latest *Pay Date* processed. For example, if you process a pay with a fortnightly pay date of October 14 and a weekly pay date of October 15, the automatic report dates will be October 15. To change the dates, select *Custom* from the **Dates** drop-down list and then enter the **From** and **To** dates of the period you want to print a report for.



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# Report List

You can access Quicken Payroll's preset default reports and custom reports through the Reports menu, or through the Report list.



The Reports list displays all of the Quicken Payroll preset reports, as well as any reports that you have created, or customised and renamed. From this window, you can access all of the report functions you need.

Any new reports that you add, or preset reports that you modify, will be listed in the *User Defined* tab. These reports will also be displayed on the Memorised Reports list, but only if you select  the **Add to memorised reports** option in the *Report Properties* window.

**Note** Sort order and filter changes that you make to reports will only be available when you access the reports through the Report List or if you save the changes to the memorised report list. These changes will not be recognised when you access reports through the reports menu.

**User Defined tab** – When you customise a preset report and then save it, the default name will be *Custom {report name}*. This report will then be listed in the Reports List under the User Defined tab.

**Wizard** – Opens the Report Wizard.

**Add** – Opens the *Report Properties* window. To create a new report, click Add on the *Reports List*. Doing so will display the *Report Properties* window, where you name the report, set printing and page options, sub-totalling and totalling and when a new page is started.

**Edit** – Opens the *Report Properties* window, where you can edit, print and save the report. Alternatively, you can just double click on the selected report name.

**Delete** – Deletes the report. To delete a report, click to select **the report** you want to delete and then click **Delete**.

**Copy** – Opens the *Report Properties* window and creates a copy of the selected report named *Copy of {original report name}*. For example, if you selected the Pays Report and then clicked Copy, the Report window will open with a report name of *Copy of Pays Report*.

**Print** – Opens the report, so that you can review the report, make any changes required and then print the report.

**Close** – Closes the Report List.

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## Memorised Reports

When you create a new report, or edit an existing report, you have the **option** of adding the report to your Memorised Reports list. Memorised reports are also displayed in the Reports List, on the *User Defined* tab.

### ***In the Report Writer:***

- 1 Click **Report Properties** from the Activities menu.
- 2 Select  the **Add to memorised reports** option.
- 3 Click **Save**.
- 4 Choose **Save Report** from the File menu.

### ***In Quicken Payroll:***

- 1 Choose **Memorised Reports** from the Report menu.
- 2 Select the memorised report from the list. The Report Writer opens and displays the report.

For further details, see *CHAPTER 6 – Using reports to manage your payroll* on page 121.

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## **Activity Statement Details**

Under the New Tax System most of your tax obligations and entitlements are now reported on a new single form—the Business Activity Statement (if you are registered for GST) or the Instalment Activity Statement (if you are not registered for GST).

If you use QuickBooks, or another accounting program that you can export payroll data to, you can export your PAYG and GST information to your accounting program and produce your *Business Activity Statement* or *Instalment Activity Statement* in QuickBooks.

If you are not exporting your payroll data to an accounting program, the *Quicken Payroll Activity Statement Details report* provides you with the information you need to manually fill out your Activity Statement. The report will provide you with:

- Reimbursements and GST on reimbursements
- Contractor wages subject to withholding rates and amounts withheld
- Contractor wages subject to *No ABN Withholding* rates and amounts withheld
- Total PAYG Salary, Wages and Other Payments and amounts withheld

---

## **Allowances Report**

This report will show you a list of allowances paid to your employees. The report will provide you with:

- The allowance name.
- The total amount of allowances paid.
- The employee's name.
- Whether the allowance was included in superannuation calculations.
- Whether the allowance was included in tax calculations.

**By allowance** – Allowances report sorted by allowance name for the current pay period, for the current month, or for the current financial year.

**By employee** – Allowances report for the current month, sorted by employee number, name order, or department order.

**By pay date** – Allowances report sorted by pay date for the current pay period, current month, or current financial year.

**Return to default** – Reverts the reports back to their default settings.

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## ***Audit Trail Report***

This report provides you with a list of changes made to the company data file, who they were made by and when they were made. It has the following details:

- The date and time the change was made.
- The name of the user who made the change. This will only appear if the user logged in using a user name and password.
- The name of the employee the change was made to.
- Details of what was changed.

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## ***Banking Reports***

The banking reports provide you with several reports for your banking needs. Each report will have the following details:

- The type of bank split (for example, Cash, Cheque or EFT).
- The date of the pay (for example, Pay Date).
- The employee's name and number.
- The employee's bank account details (if applicable).
- The amount to be paid to cash, cheque or EFT.
- The account number for your company's bank account (if applicable).

**Print Cash** – Cash payable report that shows you each employee who is being paid a cash amount and the amount to pay them.

**Print Cheque** – Cheque payable report that shows you each employee who is being paid an amount by cheque and the amount to pay them.

**Print EFT Direct Debit** – EFT report that shows you each employee who is being paid via a transfer to their bank account and the amount to pay them.

**Print All** – Report that combines all of the above information. The cash transactions are shown first, followed by cheque transactions and finally by any EFT transactions.

**Cash Breakup** – Cash breakup report that shows you how much to pay each employee, broken down by the number of each denomination required per employee. It also provides the total number of each denomination so that when you obtain the cash, you will have the correct cash to pay each employee.

This report will only list employees that are set up for payments by cash in the employee record – Banking tab. To exclude denominations not needed, click on the **Edit Report** button, select the column not required and then click **Delete**.

**Return To Default** – Reverts the reports back to their default settings.

---

## ***Class Reports***

This report will show you a list of salary and wages paid, categorised by class.

You can print the report for the current pay, month-to-date, or year-to-date. **Return To Default** reverts the reports back to their default settings.

---

## ***Compensation Report***

This report will show you a listing of Workers' Compensation or WorkCover (SA and QLD) payments to your employees and claims made against your Workers' Compensation insurance company. The report will provide you with:

- The employee's name.
- The date the payment or claim was made.
- The injury the payment or claim was for.
- The amount of the payment or claim.

**By employee** – Compensation report for the current month, sorted by employee number, name order, or department order.

**By pay date** – Compensation report sorted by pay date for the current pay period, current month, or current financial year.

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## ***Customer:Jobs Report***

This report will show you a list of your customer:jobs and how much you have billed them. The report will provide you with:

- The name of the client/department billed.
- The date they were billed (for example, Pay Date).
- The name of the employee(s) who did the work for the client/department.
- The part of the employee's pay that was billed to the client/department.
- How much it cost you for the employee's time.
- How much you charged your client/department for the employee's time.

You can print the report for the current pay, month-to-date, or year-to-date. **Return To Default** reverts the reports back to their default settings.

---

## ***Deductions Report***

This report will show you a list of deductions taken from employees' wages. The report will provide you with:

- The deduction name and total amount of deductions payable.
- The pay date of the pay that the deductions were taken from.
- The employee's name and an identification number (such as a union membership number).
- The amount of each deduction.

**By Deduction** – Deductions report sorted by deduction name for the current pay period, month, or for the current financial year.

**By Employee** – Deductions report sorted by employee number, surname, or department for the current month.

**By Pay Date** – Deductions report sorted by pay date for the current pay period, month, or for the current financial year.

---

## ***Employees Report***

This report will list all of your employees, in the order you select. It will display the employees' name, surname, number, employment status, department and when they were last paid.

**Number Order** – report sorted by employee number.

**Name Order** – report sorted by employee surname.

**Department and Number Order** – report sorted by department and employee number.

**Department and Name Order** – report sorted by department and employee surname

**Employee Details** – report sorted by employee number, that lists your employees' personal details, their leave details, award details and contact details.

---

## ***Leave Report***

This section provides you with two reports for your leave tracking needs.

**Leave Taken** – report detailing who took leave, when they took it and the cost of the leave. This report shows:

- The date of the pay.
- The employee's name and department.
- The type of leave taken.
- The number of hours leave taken.
- The dollar value of the leave taken and of any leave loading.
- The start and finish date of the leave.

**Leave Accrued** – report detailing how much leave is owing to each employee and the dollar value of the leave. This report shows:

- The employee's name and department.
- The leave type.
- The hours the employee is entitled to and the hours accrued.
- The accrual period.
- The dollar value of the leave accrued and the dollar value of leave loading, if any, that has accrued.

### ***Why don't my leave reports show any dates?***

If the leave taken report does not show when the employee took leave, or when the leave finished, it is probably because you did not enter the start and finish dates when you were paying their leave.

The other possibility is that you converted your company file from an early previous version of Quicken Payroll. In some early versions, you were not able to enter the start and finish dates for leave.

---

## ***Pay Rates Report***

This report will show you the pay rate(s), the date, the hours paid and how much was paid for that pay rate.



---

## Pay Slips Report

The Pay Slips Report will provide you with a pay slip you can hand to your employees. Depending on what you selected in Preferences, you will get 1, 2 or 3 pay slips on a page.

The pay slip layout has changed for 2 or 3 per page layouts. The new 2 per page layout fits on A4 continuous paper. By default, Quicken Payroll prints pay slips using the new formats, which are the legal requirement. If you have old stationery, you will have to print *2 per page–Classic* or *3 per page–Classic* from the **Report List**.

The following information will appear on pay slips:

- Your company name and ACN/Australian Business Number (ABN).
- Employee's name and number.
- Employee's award and classification.
- Employee's department.
- Pay period start and end dates.
- The pay date and the date paid.
- All pay details for this pay, including wages, commissions, allowances, deductions, sundries, superannuation and total of tax paid.
- Net amount paid to employee.
- How much leave (in hours) the employee has accrued.
- The employee's YTD figures for all of the above items.
- A message, if you decide to place one on pay slips.

Pay slips can be printed in number, name, department and number, or department and name order.

**Leave and Super Pay Slips** – Pay slips in a format that shows Leave and Super details.

**Add Message and Print** – Selecting this option will allow you to add a message to the pay slips. This message will appear on all pay slips.

---

## ***PAYG Tax Report***

This report will show you a listing of how much PAYG (Pay As You Go) tax you have to pay. The report will provide you with:

- The pay date of the pay being taxed.
- The employee's name, employee number and department.
- The gross amount of the employee's pay.
- The PAYG payable for the employee.

The PAYG Tax report can be printed for the current pay, current month, or the current financial year.

---

## ***Payment Summaries***

There are five basic payment summary types

- Payment Summary – *Individual Non-Business*
- ETP Payment Summary
- Payment Summary – Voluntary Agreement
- Payment Summary – Labour Hire and Other Specified Payments
- Payment Summary – Withholding where ABN not quoted

This section of reports covers the payment summaries and related reports, including electronic filing.

### ***Printing Payment Summaries***

Payment Summaries can be printed either on plain paper or the stationery provided by the ATO. Your printing choice is selected in *Printing Preferences* (see page 171). Although they must be printed for all employees at the end of the year, they can be printed for any employees, at any time of year and for any period. Payment Summaries can also be electronically filed and in some cases, you may be *required* to file them electronically.

For details see *Printing and submitting your Payment Summaries* on page 102.

## ***Payment Summary – Individual Non-Business***

This payment summary is the most commonly used payment summary.

### ***Payment Summary Explanation***

#### ***Payment Summaries consist of two parts***

In addition to providing your employees with a Payment Summary, you must also provide a ***Payment Summary Explanation***, which can be printed separately, or on the reverse side of the summary. The Payment Summary Explanation forms consists of the details that are printed on the back of the Payment Summary forms provided by the ATO. You must provide your employees with these details when you give them their Payment Summaries.

You can print the payment explanations either as a separate sheet, or on the back of your Payment Summaries after you have printed the front section. See page 104 for details.

### ***ETP Payment Summaries***

This summary prints automatically when you terminate an employee and the employee receives Eligible Termination Payment payments. The ETP Payment Summary can also be electronically filed.

Normally, the ETP Payment Summaries are printed when you terminate the employee through the Termination Wizard. If for some reason the report didn't print at that time, or if you need to print the report again, you can print it through the **Reports Window > Print ETP Payment Summary**.

### ***Payment Summary – Voluntary agreement***

This summary is used when an employee enters a *Voluntary Agreement* to have tax withheld from payments. Tax will be withheld at the payee's instalment rate as notified by the ATO or at a flat rate of 20 percent.

The contractor can choose between having tax withheld under a voluntary agreement, or making their PAYG instalments on their own.

## ***Payment Summary – Labour Hire and Other Specified payments***

Labour hire rules apply if you are a labour hire firm and you contract out a contractor to provide a specified kind of labour. In this case, you do not contract to perform the work—you merely contract to provide someone to work under the direction of your client.

## ***Payment Summary – Withholding where ABN not quoted***

Any business that supplies to another business and does not quote a valid Australian Business Number (ABN) is subject to having 48.5 percent of the payment withheld by the payer and sent to the ATO. The business will then be able to claim the amount withheld as a credit on their income tax at the end of the year. Use this payment summary to report those amounts.

## ***Payment Summary Deductions Report***

Selecting this option will print a report for each employee. This report lists all deductions the employee has received throughout the year and the total for each deduction.

## ***Reconciliation Statement***

At the end of each year, you must make sure that the total payments you have made equal the total of the amounts shown on the Payment Summaries you have issued for the year. This report compares the amounts paid to the ATO to the amounts showing on employee's payment summary and helps you to reconcile your PAYG amounts to ensure that payment summaries agree with the company accounts.

## ***Return To Default***

Selecting **Return to Default** will change the Payment Summary back to its default layout. You should only use this option if you have modified the Payment Summary to the point that it no longer makes sense.

## ***ATO Approval Letter***

This is a copy of the approval letter received from the ATO. It confirms that the electronic Payment Summary information and EmpDupe file supplied by Quicken Payroll has been tested by the ATO and is correct.

## ***ATO Plain Paper Approval***

This is a copy of the approval letter received from the ATO. It confirms that the plain paper Payment Summaries print in an approved format.

## ***Magnetic Media Information form***

This is a copy of the form that must accompany your EmpDupe file to the ATO. Make sure that all details have been filled out correctly.

## ***Create EmpDupe File for ATO***

---

### ***Glossary Term***

#### **EmpDupe file**

If you print your Payment Summaries on plain paper, you will be required to lodge the ATO copy electronically. To do this, you must create an EmpDupe file, which contains an electronic version of all of your Payment Summaries.

Selecting this option will allow you to create the EmpDupe file. This file contains the ATO copy of your Payment Summaries. You will also need to print out a *Magnetic Media* form, fill it in and send it to the ATO along with the EmpDupe file.

You only need to send one EmpDupe file at the end of the financial year, instead of individual ones throughout the year. More than one EmpDupe file cannot be placed on a floppy disk.

For details, see *Filing your Payments Summaries electronically* on page 105.

---

# ***Payroll Tax Report***

This report will show you how much payroll tax your company must pay. The report will provide you with:

- The total amount of payroll tax payable for your state.
- A listing of all the pays included in the payroll tax calculation. This includes:
  - The pay date.
  - The gross amount of each pay.
  - The amount of superannuation on each pay.
  - The amount of any allowances that were excluded.

You can print the report for the month-to-date or year-to-date. **Return To Default** reverts the reports back to their default settings.

## ***What if my payroll tax report doesn't show any tax payable?***

If there isn't any on your report, it is probably because:

- You don't have to pay any payroll tax, **or**
- The payroll tax settings, such as your state, are incorrect. You will need to check your preference settings and your company information. If the payroll tax payable is incorrect, it is probably because of these settings.

---

## ***Pays Report***

The Pays report provides all of the pay details for the current pay run:

- Pay date
- Employee number
- Employee name
- Hours worked in the pay period
- Deductions in the pay period
- Allowances received in the pay period
- Sundries
- Commissions or bonuses
- Gross
- Tax
- Net

You can print the report for the current pay, month-to-date, or year-to-date. **Return To Default** reverts the reports back to their default settings.

---

## ***Sundries Report***

This report will show you a listing of sundries paid to your employees. The report will provide you with:

- The date the sundry was paid (for example, Pay Date).
- The name of the sundry.
- Whether the sundry was included in tax calculations.
- The amount of the sundry and the total amount of sundries paid for the date(s) specified.

The Sundries report can be printed for the current pay period, the current month, or for the current financial year.

---

## ***Super Report***

The Super report will show you how much superannuation you have to pay to a particular superannuation fund and for which employees.

Quicken Payroll will automatically place any superannuation contributions for new employees into the *New Employee* column. This is to ensure that the superannuation fund knows there is a new employee and can ensure the required information is sent to them.

To remove the employees from the New Employee column, export the superannuation file – even if you are not using the electronic lodgment feature.

**By Fund Name** – Super report for the current pay period, current month, or current financial year. Each superannuation fund will have its own listing of amounts payable.

**By Employee** – Super report for the current month in employee number order, surname order, or department order. Each employee will have a listing of amounts payable and what accounts they should be paid to.

## ***Why are my Employees Appearing In the Exception Column?***

Quicken Payroll will automatically place any superannuation contributions for new employees into the Exception column. This is to ensure that the superannuation fund knows there is a new employee and can ensure the required information is sent to them.

To remove the employees from the exception column, export the superannuation file—even if you are not using the electronic lodgment feature.



---

## ***WorkCover Report***

This report will show you how much WorkCover your company must pay. The report will provide you with:

- The date of each pay included in the WorkCover calculations (for example, Pay Date).
- The departments in your company.
- The names of your employees.
- The employees' gross wages.
- The amount of superannuation on each pay.
- The amount of WorkCover payable on that pay.
- The total amount of WorkCover that you have to pay (the **WorkCover Pd** column).

The report can be printed for the current pay period, the current month, or for the current financial year.

### ***What if my report does not show any WorkCover payable?***

If there is no WorkCover payable on your report, it is probably because:

- 1 None of your employees have a WorkCover rate applied to them. Assign WorkCover rates in the Employees record – Taxation tab.
- 2 The WorkCover rate is 0%. To fix this, assign different WorkCover rates in the employee record, or change the WorkCover rate.
- 3 You assigned a WorkCover rate to an employee **after** you processed their pay.

# The Online Menu

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## Web Sites

The Online menu consists of links to useful web sites including:

- State and Territory Government Web Sites
- Business Web Sites
  - Australian Tax Office
  - WorkCover SA
  - WorkCover QLD
  - Register for an ABN
- Update Quicken Payroll (see *The Quicken Advantage Membership Program* on page 333)
- Order Pay slips (see *Internet Update* on page 309)
- Quicken Websites
  - Quicken.com.au
  - Quicken software website
  - Business Website
  - Technical Support
  - Quicken Advantage

You will need an ISP connection, Internet account and modem to access these websites. Your Internet Service Provider's charges will apply.

---

## Internet Update



The Internet Update menu option launches your web browser and opens the Quicken Payroll update page, where you can update Quicken Payroll. Some update files, such as tax scales, Payroll Tax scales or reports, will only be available if they have changed during the financial year.

To use this feature you must have a modem and Internet account with an Internet Service Provider.

You can also update PAYG and Payroll Tax Scales through the Tax Scales or Payroll Tax scales list, or using a file sent to you on floppy disk.

### *To update Quicken Payroll:*

- 1 Dial into your ISP connection.
- 2 Choose **Update Quicken Payroll** from the Quicken Payroll Online menu. Your web browser is launched and the Quicken Update page is opened. The *Quicken Payroll Internet Update* window is displayed.
- 3 Click to select and install the updates you need.

---

## Update Tax Scales by Disk

If you don't have an Internet connection, this feature will allow you to update the PAYG tax and Payroll Tax scales using a file sent to you on floppy disk. You can also update scales through the Tax Scales list (see page 258) and the Payroll Tax Scales list (see page 245).

To update the tax scales from a floppy disk:

- 1 Click **Update Tax Scales.** on the Company Navigator.
- 2 Click **Yes** to confirm that you do wish to update the tax scales.
- 3 Under drives, select **A:**
- 4 On the left, select on **QtaxNew.TPS.**
- 5 Click **OK.**

# The Help Menu

---

## Contents



Choosing Contents from the Help menu opens the Quicken Payroll Help contents window which gives you an overview of the entire contents of the help file.

The Contents panel displays the following tabs that you can use to navigate through the help file:

- **Contents** – Click this tab to look through the table of contents of everything in Quicken Payroll Help. To open one of the book icons, double-click it. Keep opening books until you get a topic you want to read.
- **Index** – Click this tab to look up a term in the index. Start typing the term you're looking for.
- **Find** – Click this tab to search for each instance of a word or phrase. This kind of search is more thorough, but it may give you topics that aren't as relevant as those you find from the Index tab.

To find out about the window you're working in, the quickest way to get help is to press **F1**, or click the Help button on the toolbar. This brings up a help topic related to the window you are currently viewing.

## To print a Help topic

In the Help topic you want to print, click the **Print** button or the **Options** button and then click **Print Topic**.

You can also use your right mouse button to click inside the Help window and then click **Print Topic**.

## Tips

You can print a group of related topics by clicking a book in the Help Contents and then clicking Print.

To print the Help in a pop-up window, use your right mouse button to click inside the pop-up window and then click **Print Topic**.

---

## ***Search For***

This help menu option opens up the help **Index tab**. Click this tab to look up a term in the index. Start typing the term you're looking for. Double-click a term to open a topic related to it.

---

## ***How to use Help***

This help menu option opens up the Windows *How to use windows help* file, which will guide you to make full use of Quicken Payroll Help. Even if you have used help files before, this is worth reviewing for additional tips.

---

## ***Reset all messages to show again***

Some of the warning messages provided by Quicken Payroll have an option  **Do not show this message again**. When selected, the message will not appear again. If you want to have the warning messages appear again, then choose **Reset all messages to show again** from the help menu.

We recommend that you occasionally reset the messages. This will allow you to review the any warning messages again.

---

## ***QCards***

**Q-Cards** appear in a small yellow window in the Toolbar and provide details about completing the currently displayed window. Q-Cards can be turned on or off through the Help menu.

---

## ***Reset window positions and sizes***

As you use Quicken Payroll, you may change the sizes and positions of various windows. To change the window positions and sizes back to their default positions, close all windows and the Navigator and then click on **Reset window positions and sizes** from the Help menu.

---

## ***Telephone Technical Support***

Selecting this option displays the Quicken Payroll technical support phone numbers. See also *Solving problems and getting product support* on page 327.

---

## ***Locate a trainer in your area***

Selecting this option will take you to the Intuit Training and Support web page, with the most up-to-date list of accredited trainers available in your state. You will need to an ISP connection, Internet account and modem to access this service. Your Internet Service Provider's charges will apply.

---

## ***About***

The *About* window displays your Quicken Payroll version number, your customer number, your registration and multi-user registration number.

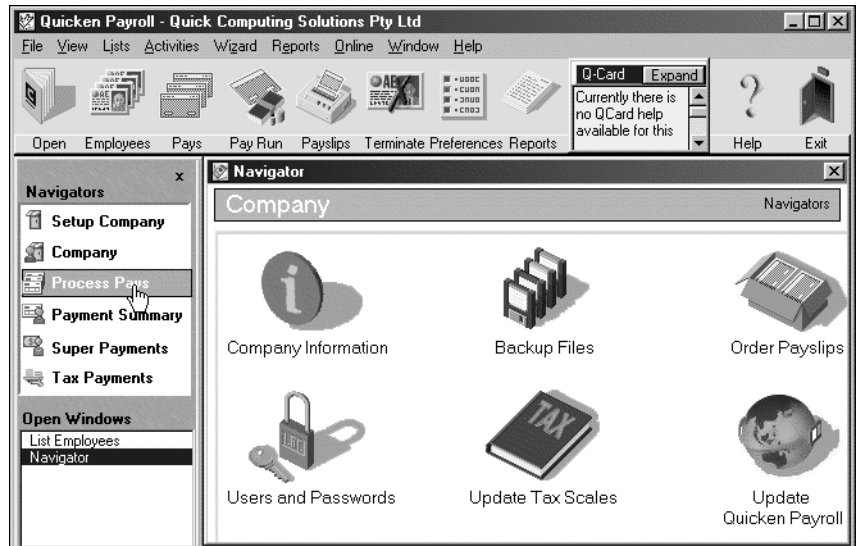
You can also display the **System Information** window from the *About* window. This displays a summary of your computer hardware, including information about your system's files, current memory use, printer and display setup and drives. If you contact technical support, they may ask you for information about your system, most of which can be obtained from the System Information window.

# The View Menu

The View menu provides you with three view options so that you can choose the screen appearance that you are most comfortable with.

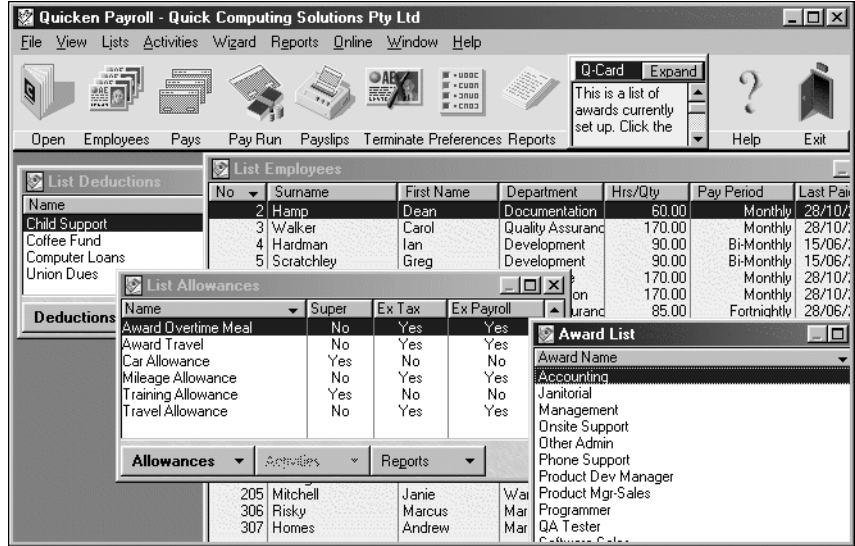
## Open Window List

The Open Window List view option displays the Navigator and Open windows panel on the left that provides quick access to the Navigator and any currently open windows. This option is also used to re-open the Navigator after it has been closed.



# Multiple Windows

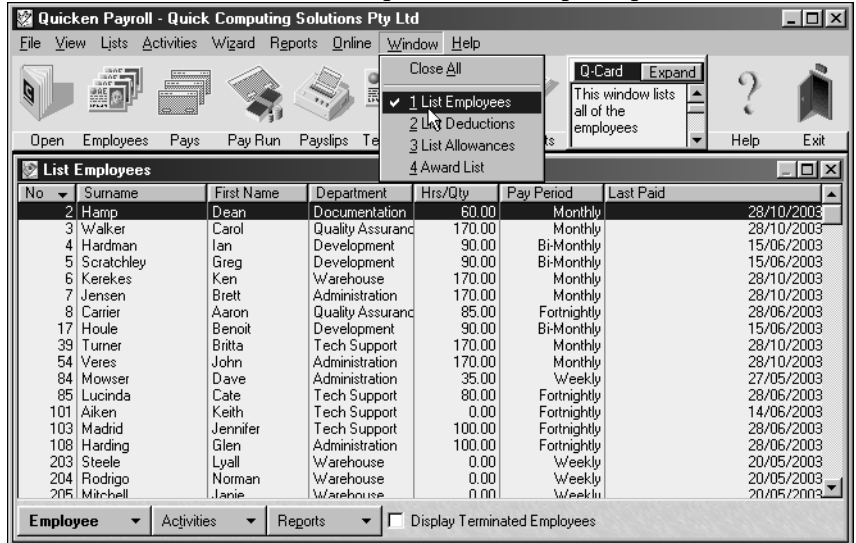
The Multiple Windows option closes the Navigator and displays all of the windows currently open. This is a useful option when you know the program well, or are more comfortable navigating using the Quicken Payroll menu and toolbar.





# One Window

The One Window option closes the Navigator and displays one window at a time. You can select the window you want displayed from the Windows menu. This is a useful option when you know the program well, and need the additional screen space that this option provides.





***Protecting  
your data******How can I keep  
my data safe?******Chapter Contents***

*Setting up users and  
passwords for your  
company* 318

*Backing up your company  
data* 319

*Restoring your company  
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*Recovering a corrupt  
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*Data recovery service* 324

*How does data corruption  
occur?* 324

*Tracking changes to your  
company data* 325

*Safeguarding last year's  
data* 326

Keeping your data safe can include setting up passwords to limit access to your company data, making regular backup copies of your data and maintaining an audit trail to track changes to transactions.

---

## Setting up users and passwords for your company

Some sections of your company's data may be more sensitive than others. Use the Quicken Payroll User List to make sure that each person has access to only those parts of Quicken Payroll you want him or her to use. In this way, you maintain the security of sensitive areas in Quicken Payroll even when multiple users access the company file simultaneously.

The Users List displays a list of all people who have been given access to Quicken Payroll. You can set up passwords to prevent unauthorised access to your company file and limit particular activities within the file, on a user by user, list by list and function by function basis. This gives you total flexibility to customise user access rights.

If you are the only person in your office that uses Quicken Payroll and your computer is in a secure area, you may choose not to use passwords, however you should still consider using passwords to protect your data from unauthorised access.

The first time that you open the Users List, Quicken Payroll creates a user called "ADMIN". This is the Quicken Payroll Administrator for the company file. The Quicken Payroll Administrator has unlimited access to all data in the company file and is the only person who can add additional users or has access to the User list.

When you create a user—including the Quicken Payroll Administrator, Quicken Payroll prompts you for a login name when you open the company file. You can delete the Quicken Payroll Administrator, but only if you remove ALL users from the list.



***The Quicken Payroll password function provides a basic degree of protection for your data, but it is not a complete security system.***

For example, it will not prevent someone from deleting your company file using Windows Explorer. If you need a higher degree of security, keep your computer and backup disks in a secure area.

**Tip** To prevent other people from accessing your Quicken Payroll company file, always close it when you are finished using it or if you plan to be away from your workstation for an extended period of time.

For details on setting up users, see *the Users List* on page 260.

---

## ***Backing up your company data***

Your payroll data is valuable! No recovery technique can recover you from all possible kinds of file damage, or protect against theft or natural disasters. You might lose data if you delete the data file by mistake, if your hard drive fails (which is not uncommon), or if your computer is stolen or damaged. To prevent or minimise the risk of data loss, you should make regular backup copies of your Quicken Payroll company data. In the event of data loss, you will then be able to restore your data from a backup copy.

For detailed instructions on the Quicken Payroll Back up command, see *Backup Files* on page 158.

### ***Recommended backup procedures***

The purpose of backing up is to protect yourself from data corruption and from disk failure. Don't forget that both hard drives and floppy disks are prone to failure. Therefore, if your computer has more than one hard drive, we suggest that you perform regular backups to both floppy disks and a drive other than the one where you keep your working data.

We recommend that you follow these procedures for backing up your company and payroll data:

- 1 Each day, back up onto floppy disks to keep in the office. If your computer has more than one hard drive, also backup to the drive other than the one where you keep your working data.  
**Tip.** The first time you do a daily backup, we suggest that you make several sets of backup floppy disks and label the sets "Quicken Payroll Backup Monday," "Quicken Payroll Backup Tuesday," etc.
- 2 At least once a month, make a backup copy to keep off your premises. This way, if you have a fire, or a break-in and lose your computer and disks, you still have one copy of your company data off-site.  
**Tip.** For your monthly backups, you may want to alternate between two sets of disks. If disaster strikes your office, you'll want to have a reliable record of your data to fall back on. Also, if one of the disks become damaged or fail you'll have another one to fall back on.
- 3 At the end of your financial year, make an archive copy of your data to keep off your premises.

- 4 If you have Internet access, you should consider off-site back-up through the Internet. To find one that suits your needs, just type “offsite backup” into your favourite Internet search engine.

## Notes

- If you have a lot of employees or make changes often, you should ensure that your backup procedures have a much shorter, more regular backup cycle. You could even backup after each session with Quicken Payroll.
- Always use good quality name brand floppy disks and format them before you use them to ensure that they don't have any bad sectors.

---

## Restoring your company data

You may need to restore your payroll data from your backup files for any one of a number of reasons. For example you may want to restore your data if:

- Your working data is damaged;
- Your hard disk has malfunctioned;
- You need to put the data on another computer; or
- You want revert your data to the state it was in at an earlier date.

You must restore the backup data by using the Quicken Payroll Restore command. For detailed instructions on the Restore command, see *Restore Files* on page 159.



### **Warning.**

Do not attempt to use the Quicken Payroll v12 Restore procedure to restore a company backup file created in a previous version.

To resolve some simple problems such as those resulting from a result of a power failure or a hard drive that has bad sectors on it, you can try rebuilding your company file. See *Utilities – Rebuild Data Files* on page 177 for details.

## ***What if I get an error message when restoring a backup?***

When you receive an error message such as *Error Reading From Drive A:*, it is usually because the floppy disk itself has become damaged or corrupted. Other related messages are “*Internal Error on line 1749* and *Internal Error on line 1650*, both of which mean that some loss of information has occurred.

In this situation you have three choices:

- 1 Restore your company file from another backup disk.
- 2 Rename one of the automatic backup files.
- 3 Send your backup disk to Intuit for data recovery. This option requires that you obtain a job number from technical support **and** that they have verified that it is a data recovery issue.

If you are running Quicken Payroll from a network drive, you may find that you receive error messages because you do not have write access to the network drive—you are unable to save any information to the Quicken Payroll folder. If this is the case, contact your Network Administrator to arrange full access rights to the Quicken Payroll folder.

---

## ***Restoring from an automatic backup***

Every time you exit Quicken Payroll, an automatic backup of your company file is created.

The automatic backup can be useful if you haven't backed up your company file to a floppy disk (or other medium) and the current company file is corrupt.

The backup files are created with the extensions 001, 002, 003, 004, 005, 006, 007, 008 and 009, in the **QPRollv12/Backup** folder.

To use a backup file, you must delete your corrupted company file, change the backup file name to the name of the deleted company file and then copy the file to the Quicken Payroll data folder. Detailed instructions are as follows:

- 1 Exit Quicken Payroll if it is running.
- 2 Using the Windows Explorer, locate the Quicken Payroll **Data** folder. The default data folder is C:\Program Files\QPRollv12\Data.

- 3 Locate your company file. The company file name is your company name, up to 76 letters, with an extension of **.QPW**.
- 4 Rename your corrupted company file by highlighting the file, right-mouse clicking and then selecting **Rename**. For example, you might rename it DamagedFile.QPW.
- 5 Change to the Quicken Payroll **Backup** folder. (C:\Program Files\QPRollv12\Backup)

The automatic backup files are listed. Note that the file names are your company name, with a 3 digit extension. For example, a backup file for the sample company would be named Quick Computing Solutions Pty Ltd.001 to Quick Computing Solutions Pty Ltd.009

- 6 Locate the latest backup file for the original company file name from Step 3. The latest version is the version with the latest date in the **Modified** column—in order to ensure that you are renaming the latest backup check the time and date to the right of the file name. It may not be the file with the highest extension number.

*In this example, clicking on the Modified column to sort by date shows that the .009 version is the latest version.*

Contents of 'C:\Program Files\QPRoll\Backup'			
Name	Size	Type	Modified
Quick Computing Solutions Pty Ltd.002	2,608KB	002 File	24/09/03 11:45 AM
Quick Computing Solutions Pty Ltd.003	2,597KB	003 File	24/09/03 3:46 PM
Quick Computing Solutions Pty Ltd.004	2,597KB	004 File	24/09/03 5:23 PM
Quick Computing Solutions Pty Ltd.005	2,597KB	005 File	24/09/03 5:46 PM
Quick Computing Solutions Pty Ltd.006	2,597KB	006 File	24/09/03 5:47 PM
Quick Computing Solutions Pty Ltd.007	2,597KB	007 File	24/09/03 8:02 PM
Quick Computing Solutions Pty Ltd.008	2,597KB	008 File	26/09/03 11:11 AM

- 7 Rename the backup file to your company file name—the file name that you deleted in Step 3. For example, to restore the sample file, you would rename the file named Quick Computing Solutions Pty Ltd.009 to SampleCo.QPW. To rename a file:
  - ▶ Click the file or folder you want to rename, but do not open it.
  - ▶ On the File menu, click **Rename**.
  - ▶ Type the new name and then click **Enter**.
- 8 Copy the QPW file to the Quicken Payroll **Data** folder. This is the Quicken Payroll **Data** folder from Step 2. The default data folder is C:\Program Files\QPRollv12\Data.
- 9 Once this is done, restart Quicken Payroll.



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## ***Recovering a corrupt company file***

If your company file is corrupted, you may be able to recover most of the data, but in many cases, you will not be able to recover 100% of your data.

Even if you are able to recover your file, you will still need to review your data in detail, because some employees and/or pays may have been deleted if they were corrupt. These employees and/or pays will need to be re-entered once you are certain that there are no more problems with your company file.

If you don't adhere to an adequate backup schedule and your company file becomes corrupt, it may be possible to recover it, in some cases the company file may not be recoverable at all.

For these reasons it is crucial that you *backup your company file after each session!*

### ***Rebuild Data Files Utilities (File Menu)***

This command has been included to help you resolve some simple problems within Quicken Payroll, such as those resulting from power failures, or a general protection fault (GPF).

This utility may fix your data file, but it may also make it worse, so please ensure you have a working backup of the company before running this utility. For detailed instructions, see *Utilities – Rebuild Data Files* on page 177.

If the rebuild utility does not fix your company file you should contact Technical support about the Data Recovery Service.

---

## ***Data recovery service***

Quicken Payroll offers a data recovery service that you can use if your company file become corrupted and you have no other backups. However, we must stress that this should be used as a last resort only—you should always have reliable backup copies of your company files.

Before remitting your company file, you will need to contact technical support and verify that your problem is in fact a data corruption problem.

---

## ***How does data corruption occur?***

Some common causes of data corruption are:

- A power surge or power spike. This causes your company data records to become scrambled as they are written to the hard drive.

We strongly recommend that you use an uninterrupted power supply (UPS), or power conditioner, to prevent power problems. An inexpensive powerboard with a surge protector can give you a false sense of security and is only marginally better than nothing. A UPS not only protects your power supply from surges and spikes, but also protects you from power outages by providing power for a period long enough to safely shut down your computer.

- A General Protection Fault (GPF) that makes you reset or turn the computer off without being able to shut it down correctly.
- Turning off the computer before you have exited or shut down Windows.
- Running MS-DOS programs (such as games) in the background under Windows. This is because some MS-DOS based programs do “illegal” file operations and can cause Windows to become confused as to where it is placing the file.
- A damaged or corrupted hard drive.
- Data and/or program files that has been damaged by a virus. You should always have an up-to-date anti-virus program.
- A hard drive compressed with compression software.

---

# Tracking changes to your company data

Quicken Payroll keeps a record of all changes made to transactions. You can review the changes in the Audit Trail report.

## Audit Trail Report

Date Printed : 30/08/2003 **Quick Computing Solutions Pty Ltd**

Date	Time	User Name	Employee Name	Event
30/08/2003	10:43	BRETT	Mitchell, Janie	Wage 1020.00Comm 0.00Deduct 25.00Allow 15.00Sundry
30/08/2003	10:43	BRETT	Mitchell, Janie	Super 19.20Gross 1035.00Tax 494.00Net 516.00
30/08/2003	10:43	BRETT	Mitchell, Janie	----- Wages, Deductions, Allowances, Sundries, Commission, Super
30/08/2003	10:43	BRETT	Rodrigo, Norman	Wage 1440.00Comm 0.00Deduct 25.00Allow 10.00Sundry
30/08/2003	10:43	BRETT	Rodrigo, Norman	Super 28.80Gross 1450.00Tax 460.00Net 965.00
30/08/2003	10:43	BRETT	Rodrigo, Norman	----- Wages, Deductions, Allowances, Sundries, Commission, Super
30/08/2003	10:43	BRETT	Mitchell, Jane	Wage 1310.00Comm 0.00Deduct 25.00Allow 10.00Sundry
30/08/2003	10:43	BRETT	Mitchell, Jane	Super 66.40Gross 1320.00Tax 635.00Net 660.00
30/08/2003	10:43	BRETT	Mitchell, Jane	----- Wages, Deductions, Allowances, Sundries, Commission, Super
30/08/2003	10:44	BRETT	Steele, Lyall	Wage 1280.00Comm 0.00Deduct 25.50Allow 10.00Sundry
30/08/2003	10:44	BRETT	Steele, Lyall	Super 54.47Gross 1290.00Tax 372.00Net 892.50
30/08/2003	10:44	BRETT	Steele, Lyall	----- Wages, Deductions, Allowances, Sundries, Commission, Super
30/08/2003	10:44	BRETT	Rodrigo, Norman	Wage 1440.00Comm 0.00Deduct 30.50Allow 10.00Sundry
30/08/2003	10:44	BRETT	Rodrigo, Norman	Super 28.80Gross 1450.00Tax 460.00Net 959.50
30/08/2003	10:44	BRETT	Rodrigo, Norman	----- Wages, Deductions, Allowances, Sundries, Commission, Super

This report provides you with a list of changes made to the company data file, who they were made by and when they were made. It has the following details:

- The date the change was made.
- The time the change was made.
- The name of the user who made the change. This will only appear if the user logged in using a password.
- The name of the employee the change was made to.
- Details of what was changed.

## What if my Audit Trail report is blank?

If your audit trail is blank it is because the date range you specified does not include any changes.

---

## ***Safeguarding last year's data***

To ensure that you have the required records on hand should they ever be requested, at the end of the year you may want to complete the following tasks to safeguard your data for the year.

- Create two backups labelled with the year-end date. Keep one on your business premises and one copy off-site.
- Archive your employment records in clearly labelled boxes and files and store them in a secure location.

## ***Year end Procedures***

Quicken Payroll does not require you to do anything at the end of the financial year. It automatically resets the employee YTD figures when you process the first pay in the new financial year.

If you have a large number of employees you may wish to archive the previous financial years pays and terminated staff to another file. This will ensure that Quicken Payroll will operate as fast as possible. For details, see *Archive Data* on page 162.

When archiving information out of your file, be sure to keep multiple backup copies. You will need them if the ATO decides to audit you.

***Solving  
problems and  
getting product  
support******How can I get  
answers to my  
Quicken Payroll  
questions?******Chapter Contents***

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**If you are having problems using a particular form, if the program is not acting as you expected, or you have received an error message, you have several options.**

- Research all of the available documentation (see page 328).
- Try the procedure again (see page 330).
- Talk to an expert Quicken Payroll Product Support representative who can walk you through the solution (see page 331).
- To resolve some simple problems such as those resulting from a result of a power failure or a general protection fault (GPF), you can try rebuilding your company file (see page 177).
- Restore your company file from a recent backup (see page 320) or contact us about our data recovery service if a recent backup doesn't exist (see page 324).

---

## ***Saving yourself a phone call***

The information you need may be right at your fingertips. To get an accurate, immediate answer to a Quicken Payroll question, try one or all of these self-help approaches first:

- *Using Quicken Payroll's documentation* on page 328.
- *Exploring problems* on page 330.

---

## ***Using Quicken Payroll's documentation***

We encourage you to search the extensive Quicken Payroll help system. There are several ways to access the information in the help system, as explained below.

### ***Referring to this user guide***

Check the table of contents or the index of this manual for the topic you need.

### ***Quicken Payroll Help***

To get help about the window you're working in, press **F1**. To search for a particular subject, choose *Search for Help On* from the Help menu enter the subject.

Choose *How to use help* from the help menu to open the Windows *How to use windows help* file. This assist will guide you to make full use of Quicken Payroll Help. Even if you have used help files before, this is worth reviewing for additional tips.

For additional details, see *The Help Menu* on page 310.

## Field help with Q-Cards

Q-Cards are a handy tool that appear as a small yellow window in the Toolbar and guides you in completing the currently displayed window.



## How Do I? menus

*How Do I?* is a great way to quickly find out how to do something in Quicken Payroll. Instead of searching through the user guide or the Quicken Payroll Help, you can quickly bring up the most relevant help topic simply by clicking on a topic displayed in the *How Do I?* list.

Click on the How Do I? icon on the Navigator to open a list of topics related to the currently displayed Navigator tab.

## Frequently asked questions (FAQ's)

To save you time, we answer frequently asked questions, as well as a few not so frequently asked questions in the Quicken Payroll help, this user guide and on our website.

### **FAQ's in Quicken Payroll Help**

Quicken Payroll help includes an extensive list of questions and answers to help you use the program and process your payroll. To access the list:

- 1 Click F1 and then click on the Contents tab.
- 2 Click on Common Questions and Answers

### **FAQ's on our website**

Choose **Quicken.com** from the **Online** ▶ **Quicken Web sites** menu, to access the Quicken Website. Click on *Software* and then select *Frequently Asked Questions* from the *Support* menu. To get there directly, you can enter **<http://www.quicken.com.au/support/faqs.aspx>** into your internet browser.

---

## Exploring problems

If you are having problems getting Quicken Payroll to work the way you expect, you may be able use troubleshooting techniques. The key to troubleshooting is to try the most basic approaches first. Work down the list as far as you need to.

**Note** We recommend that you back up your data on a new, formatted disk before you start. See *Backup Files* on page 158 for details.

- 1 The first step should be to review the documentation**, including the user guide and Quicken Payroll Help to find out if there is a reason that a feature isn't working.

For example, to export payroll data to QuickBooks, you must select the Enable Update QuickBooks Files and select a QuickBooks file from the Data File in Preferences. These preferences are disabled until you have installed and registered QuickBooks (v7 or later version).

- 2 Try the procedure again.**

Start at the beginning. Examine screens and any windows where you filled in fields to be sure you are asking the program for what you want.

For example, if a report does not include the information you want, be sure you have entered the correct starting and ending dates for data to include, used the filter settings you want, or added the specific information to the report by customising it.

If a feature described in the user guide is not available, make sure that the feature is enabled in *Preferences* (see page 165).

- 3 Try a related procedure.**

For example, if you have a printing problem, check that the printer is working by trying to print something else. If you have trouble printing pay slips, try printing a report. If you can't print from Quicken Payroll, try printing from another program. If nothing prints, you know the problem is related to the printer, not the software. Check the printer connections.

- 4 If something used to work, think about what has changed.**



For example, if you customised a pay slip report and the changes no longer appear, you may have selected the default pay slip from Pay Slips Report menu, instead of the customised report from the Memorised Report menu.

Also, preferences control many aspects of how Quicken Payroll works. If Quicken Payroll behaviour has changed from what you are accustomed to, it could be because a setting in the Preference window has changed. (From the File Menu, choose Preferences and then click on the related icon. See page 165 for details.)

If you cannot solve your problem, contact technical support with the information on any error messages that may have occurred and when and where the error took place.

---

## ***Obtaining technical support***

As a Quicken Payroll user, you are entitled to 24-Hour support, available for free via the technical support page at the Quicken website. Any further questions you may have may incur a fee, on a per question basis.

You can obtain support by phone at **1300 360 641**, or 24 hours a day, 365 days a year via our website at <http://www.quicken.com.au> You will need an ISP connection and modem to access our Internet service.

## ***Before you call technical support***

When you speak to a technical support representative, you will get an answer to your problem faster if you are ready with certain types of information:

- Have your registration and customer ID numbers. You can obtain these numbers by choosing **About** from the Help menu.
- Be at your computer with Quicken Payroll running.  
The support representative can help you best if you're ready to step through the sequence that lead to the problem. For example, if you encountered a problem preparing a pay, try to remember the windows you opened, which windows you still have open and the tasks you did prior to preparing the pay.

- Know exactly what you did before the problem occurred and the exact wording of any error messages appearing on the screen.
- Know your system. In some cases, the following information is relevant to your problem:
  - Computer brand, hard drive size, video card and amount of RAM.
  - Windows version.
  - Printer type, manufacturer and driver being used.
  - Network configuration, if one is being used.

You can obtain information about your computer system from the System Information window. This can be run by selecting **About** from the Help menu and then clicking **System Information**.

## ***How do I find out what version of Quicken Payroll I am using?***

If you are not sure which version of Quicken Payroll you are running, choose **About** from the Help menu. The About window will display the version you are running.

## ***Obtaining support 24 hours a day***

24-Hour support is available, for free, via the technical support page at the Quicken website.

The address for the website is **<http://www.quicken.com.au>** You will need an ISP connection, internet account and modem to access this service.

Services available are:

- Access to a full email user service. Any problems emailed to us will be subject to a support charge.
- Access to support problems, solutions and utilities.
- Product information, specials, updates and new releases.
- Access to the Quicken support database. This allows you to solve any problem you may have at any time.
- Order upgrades.

## ***The Quicken Advantage Membership Program***

The Quicken Advantage Membership Program has been designed to save you time and provide you with what you need to make running your business so much easier. It offers you the following:

- Unlimited technical support
- Priority technical support telephone number
- Priority technical support fax number
- Extended technical support hours 8:30am - 8pm Mon to Fri EST.
- Free product upgrades that may become available during the term of your membership
- Quarterly Advantage Newsletter—only available via email
- Regular information / FAQ's—only available via email
- Members only website - PIN protected
- Special Training Offer—Receive 10% off classroom training

### ***How to join Quicken Advantage***

To join Quicken Advantage online, choose **Quicken Websites > Quicken Advantage** from the Online menu and follow the instructions on the web page. Your application will be processed and then your membership will be confirmed in writing.

To be eligible to join Quicken Advantage you must have the latest version of the software. If you don't have the latest version of the software you can purchase an upgrade direct from Quicken by telephoning 1300 655 925 or by faxing 02 9577 5557. Quicken products are also available from all leading software retailers.

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## How to contact us

For information about . . .	Contact	At this number or location	During these hours
Problems with Quicken Payroll	Technical Support	Phone: 1300 360 641 Fax: 1300 360 642	Monday to Friday 9am to 5pm EST
		Website: <a href="http://www.quicken.com.au">www.quicken.com.au</a>	24 hours a day 365 days a year
Software Upgrades	Pre-Sales	Phone: 1300 784 253 Fax: 02 9577 5555	Monday to Friday 9am to 5pm EST
Registering	Registrations	Phone: 1300 650 061 <b>Or go to the Quicken website:</b> <a href="http://www.quicken.com.au">www.quicken.com.au</a>	Monday to Friday 9am to 5pm EST
Business Address	<b>Postal Address:</b> Locked Bag 15 PO Broadway NSW 2007	<b>Business Address:</b> 2nd Floor, Building B Citywest Office Park 35 Saunders Street Pymont NSW 2009 02 9577 5000	Monday to Friday 9am to 5pm EST

---

## Accredited Trainers

Accredited Trainers are qualified accountants, bookkeepers and computer consultants who have a thorough knowledge of the use and capabilities of Quicken Payroll. We ensure that all trainers complete an accreditation program to ensure that they can effectively train you in the use of the latest versions of our programs.

To locate an Accredited Trainer near you, go to our website by selecting **Locate a Trainer in your area** from the Help menu.

---

## ***Getting answers to your PAYG and tax questions***

PAYG and related payroll issues can be complex and confusing, especially keeping up with changes. To keep up with all the rules and regulations, make sure that you have the most recent guides from the ATO. You can obtain these guides by contacting the ATO. If you have internet access, a good place to start is at the ATO*assist* website **<http://www.ato.gov.au>**

You can contact the ATO for direct answers to your payroll questions, in particular questions related to the new tax system in any of the following ways:

- using the ATO*assist* website, through the Quicken Payroll online menu, or at <http://www.ato.gov.au>.
- accessing State or territory and WorkCover websites through the Quicken Payroll online menu.
- phoning the ATO business inquiries line on 13 2866.
- phoning the ATO Fringe Benefits Tax (FBT) line on 13 3328.
- phoning the ATO Superannuation Help line on 13 1020.
- obtaining *A Fax From Tax* on 13 28 60.
- writing to the Australian Tax Office at PO Box 9935 in your capital city.

Most importantly of all, you should also consult with your solicitor, accountant or other professional tax adviser.



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If you don't find the topic you are looking for here, try Quicken Payroll's Help. Choose **Search for Help On** from the Help menu, type the keyword, and then press **Enter**.

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