

App Number: 320010

Customised Payroll Bureau Report

Last Updated 09th Feb 2016



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Features

The Customised Payroll Bureau Reports App allows the user to provide custom details for the end of financial year Payment Summary and ETP Summary reports, as well as the ATO text file. The customised details are based on pay group settings, instead of company settings. The custom values for the company, ABN and branch fields are stored in Sticky Notes attached to the relevant pay group, and are substituted for the standard values when the reports are generated.

Other Requirements

Greentree Modules: HR, CRM Associated Apps: none

Implementation Guide

Installation

- 1. Log in to Greentree as the Super user
- 2. Select the menu item | System | Apps For Greentree | Apps Module Control |
- 3. Enter the New Registration Codes supplied and click Install App

G Ap	ps For Greentree Moo	dule Control 18 🔍 🖋			Арра	D V	- + × 8 <u>4</u> 0
Enter N	ew Registration Code	Install App		Delete Inactive/Exp	pired Apps	Uninstall Apps	For Greentree
Code	Name	Description	Active	Expiry Date	User Count	Settings	
000000	Apps For Greenhee Form	App Usage information on Forms	V	31 December 2099	0-Edit Users	1	
010002	IN Reorder Workbench	Inventory Reorder Workbench		07 August 2013	24-Edit Users	Change	
010008	Utility System Scripts	A collection of useful scripts for importing and exp	< P >	07 August 2013	24-Edit Users		
010012	IN Pricing Workbench	Inventory pricing workbench	R	29 July 2013	24-Edit Users		
010013	Copy GL Journal	Allows copying of a GL Journal on the GL Journal	- SI	01 August 2013	24-Edit Users		
010026	Points	Points Module to add Points for Customer Sales	0	03 August 2013	24-Edit Users	Change	

4. Select/Highlight the Payroll Bureau Reports App.

Enter N	ew Registration Code	Install App		Delete Inactive/Exp	bired Apps	<u>U</u> ninstall App	os For Greentre
Code	Name	Description	Active	Expiry Date	User Count	Settings	1
000000	Apps For Greentree For	rr App Usage information on Forms	Г	31 December 2099	0-Edit Users		
320010	Payroll Bureau Reports	Uses sticky notes on the HR module control to pro	V	31 December 2049	100-Edit User		
320012	Direct Debits by Instalm	e Uses the Hold amount in AR to allow periodic auto	V	31 December 2049	300-Edit User		

5. Click on the Edit Users button and select the users who will be configured to use Customised Payroll Bureau Reports, for which companies.

Ġ GApp Manag	er App User Access				– + ×
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User Count Limit	120				
User	e-Computers - Australia (e-Computers - Canada (0	e-Computers - USA (05)	e-Computers - NZ (06)	e-Computers - UK
All Users					
ADMIN					
Amanda Algar	V			V	
Angela Allen	V				
April Aston	V				
Cameron Cook	V				

6. Once you have selected the users, Save the settings using the save icon in the header and Close the window.

Configuration

The App is controlled by attaching Sticky Notes to specific HR Pay Group records. When that Pay Group is selected in the HR Payment Summary Report, or the ETP Payment Summary Report, the values from the Sticky Notes for company name, ABN, and branch are used in the respective reports.

To configure the Sticky Notes, take the following actions.

- 1. Select the menu item |HR | System | Payroll | Pay Group Maintenance |
- 2. Select the required Pay Group and click the Attach Note button

🜀 Pay Group Mainter	nance		×
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Name	fortnightly		a.
Calendar	Fortnightly	V	
GL clearing account mask			
Account mask			
<u>10</u> <u>1</u> 0			

- 3. Three separate notes need to be added, one each for the custom company name, ABN number and branch. Each note must start with the following text:
 - a. Company Name: <company name>
 - b. ABN: <ABN number>
 - c. Branch: <branch>

000100	initi dy di	oop horongroup			
Date	Туре	Notes	Created By	Create Date	Active
27/01/2016		Company Name: Acme	SUPER	27/01/2016	V
27/01/2016		ABN: 123456	SUPER	27/01/2016	~
27/01/2016		Branch: 0	SUPER	27/01/2016	~

User Setup

There is no user-specific setup required.

User Guide

Reporting

To run the HR Payment Summary Report, select the menu item	HR	Payroll	Report	s	Payn	nent
Summary						

G) HR Paymen	t Summary Report 🛛 🗕 🕂 🗙
View Mode	All
Employee Code	1000 to 5333
Pay Group	fortnightly
Profit Centre	The second se
Branch	v
Year End 30 June	2016
Signature	Joyce Jones
Create ATO file	
	Amendments only
Employee Order	Code
Note	
If you are NOT su storage media inf ATO web site http Payment-summar	ubmitting your file electronically, you need to complete a "Electronic ormation" form to send with your media. This is available from the p://www.ato.gov.au/Forms/Electronic-storage-media-information y-annual-reports/
Tree	<none></none>
Output report to	PDF V
Address:	Console
Save Selection	Pre <u>v</u> iew <u>P</u> rint <u>C</u> ancel
Print As:	Text Graphics Show Definitions

To run the ETP Payment Summary Report, select the menu item | HR | Payroll Reports | Payment Summary |

G ETP Payme	nt Summary Report 🛛 🗕 🕂 🗙
View Mode	All
Employee Code	1000 to 9999
Pay Group	fortnightly V
Profit Centre	V V
Branch	v
Year End 30 June	2016
	Employee Order Surname Code
Tree	<none></none>
Output report to	PDF
Address:	Console
Save Selection	Pre <u>v</u> iew <u>P</u> rint <u>C</u> ancel
Print As:	Text 🗹 Graphics 📃 Show Definitions

The App will automatically look for the custom values for the report header and footer fields for the Pay Group selected in the report form. Values for all three fields must be present in the sticky notes for that Pay Group. If some or all of the values cannot be found for that Pay Group, the report will be printed with the default values. No further action is required from the user to use the custom field values in the respective reports.